



1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750  
FAX 651-426-2258  
Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

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

## AGENDA TOWN BOARD MEETING DECEMBER 16, 2019

1. **7:00 p.m.** - Call to Order at Heritage Hal, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approval of Minutes of December 2, 2019 (Additions/Deletions).
5. **Consent Agenda:**
  - A. **Scannell Properties, 4850 Constellation Drive** – Approve the Hold Harmless and Indemnification Agreement.
  - B. **Water Efficiency Grant Agreement** – Approve Metropolitan Council Clean Water Fund Grant Agreement No. SG-13480.
  - C. **2020 Liquor License Renewals** – Based on Staff Review & Recommendation Approve the Following On & Off Sale & Sunday Liquor License Renewals from January 1, 2020 through December 31, 2020:
    1. **Applebee's** – On-Sale & Sunday Liquor License for Applebee's Grill & Bar, 1018 Meadowlands Drive.
    2. **Zen Asia** – On-Sale & Sunday Liquor License for Zen Asia, 1011 Meadowlands Drive, Suite 8.
    3. **Cub Foods** – Off-Sale & 3.2% Liquor License for Kowalski Companies, Inc., d/b/a Cub Foods of White Bear, 1059 Meadowlands Drive.
    4. **Bald Eagle Liquor** – Off-Sale Liquor License for Bald Eagle Liquor, 5960 Highway 61.
    5. **Orchid Restaurant & Bar** – On-Sale & Sunday Liquor License for Orchid Restaurant & Bar, 1190 County Road J, Suite 100.
    6. **Lucy's Burgers LLC** – On-Sale & Sunday Liquor License for Lucy's Burgers LLC, 1190 County Road J, Suite 600.

### 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.



7. **Northwoods Entertainment, LLC d/b/a Emagine Theatres** – On-Sale & Sunday Liquor License for Northwoods Entertainment, LLC, d/b/a Emagine Theatres, 1180 County Road J.
  8. **Red Luna, LLC d/b/a Red Luna Taco Factory** – 3.2% & Strong Beer Liquor License for Red Luna, LLC d/b/a Red Luna Taco Factory, 5960 Highway 61, Suite 3.
- D. **2020 Tobacco License Renewals** – Based on Staff Review & Recommendation Approve the Following Tobacco License Renewals from January 1, 2020 through December 31, 2020:
1. **White Bear Township Holiday** – 1150 County Road J.
  2. **Holiday Stationstores, Inc.** – 5970 Highway 61.
  3. **Bald Eagle Investments** – 5960 Highway 61 (Bald Eagle Quick Stop & Liquor Store).
- E. **Reschedule Town Board Meetings Due to Holidays:**
1. Reschedule the January 20, 2020 Meeting to Wednesday, January 22, 2020 Due to the Martin Luther King Jr. Holiday.
  2. Reschedule the February 17, 2020 Meeting to Wednesday, February 19, 2020 Due to the President's Day Holiday.
- F. **Construction Activity Report** – Receive.
- G. **Monthly Financial Report** – Receive.
- H. **Wellhead Protection Plan** – Based on Staff Review & Recommendation Adopt the Wellhead Protection Program Evaluation Form as Completed by Staff.
- I. **2020 Rate Schedule Amendment** – Based on Staff Review & Recommendation Approve the Updated Addendum 2 – Rate Schedule for 2020 for the Master Joint Powers Agreement Between the Town of White Bear and the City of North Oaks.
- J. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Comcast Permit to Replace Underground Coaxial Cable Lines to Service a Business at 1000 Meadowlands Drive Which Will Include Directional Boring Under Meadowlands Drive & Work Along the East Side of Allendale Drive.
- K. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Expand the Project to Install an Underground Electrical Service for the Resident at 5155 Lakeview Avenue and Along Garden Lane Which will Require Additional Boring under Garden Lane.
6. **Water Gremlin** – Update / Receive Memo.

**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.

7. **Old Business:** None.

8. **Public Hearing:**

- A. **Improvement 2020-1** – Street Improvement Project:  
1. Order Improvement.

9. **New Business:**

**Finance Officer Items:**

- A. **Resolution Reducing the Tax Levy** - Approve.  
B. **Resolution Adopting the Amount to be Raised by Property Taxation for the Year 2020** – Approve.  
C. **2020 – 2029 Capital Improvement Plan** – Approve.  
D. **2020 Budget** – Approve.  
E. **Resolution Approving Transfer of Certain Funds for the Town of White Bear** – Approve.  
F. **Fund Balance Classifications** – Approve.

**General Business:**

- G. **Electrical Inspection Services:**  
1. Approve Contract with Tokel Inspections. Inc.  
2. Approve Ordinance No. 54 (Fees & Charges) Electrical Fee Amendment.  
3. Adopt Resolution Establishing the Electrical Permit Fees.

10. **Added Agenda Items.**

11. **Open Time.**

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

13. **Adjournment.**

**White Bear Township's**

**Mission:**

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



## Town Board Meeting December 16, 2019

**Agenda Number:** 1 - 2 - 3 - 4

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

Approval of December 16, 2019 Agenda  
Approval of Payment of Bills  
Approval of Minutes of December 2, 2019

**Documentation:** December 16, 2019 Agenda  
December 2, 2019 Minutes

### **Action / Motion for Consideration:**

Call meeting to order:	7:00 p.m.
Approval of Agenda:	December 16, 2019 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	December 2, 2019 Meeting

**MINUTES  
TOWN BOARD MEETING  
DECEMBER 2, 2019**

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

Present: Commissioners: Prudhon, Ruzek, McCune; Assistant Treasurer: Christopherson; Attorney: Lemmons; Town Financial Advisor: Tom Kelly; Town Engineer: Studenski; Town Planner: Riedesel

Absent: Public Works Director: Reed, with notice

**APPROVAL OF AGENDA (Additions/Deletions):** Ruzek moved to approve the agenda as submitted with the supplemental information on agenda item 8C) Water System Improvements and the added agenda item of Water Meter Replacement Issues. McCune seconded. Ayes all.

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

**APPROVAL OF MINUTES OF NOVEMBER 18, 2019 (Additions/Deletions):** Ruzek moved to approve the minutes of November 18, 2019. McCune seconded. Ayes all.

**CONSENT AGENDA:** McCune moved to approve 5A) Administrative Driveway Variance – In accordance with Town Ordinance No. 35, Section 9-6.3 & based on staff review & recommendation & approval, ratify the Town Clerk's issuance of an administrative driveway variance at 2611 Martin Way; 5B) Reschedule Executive Meetings – 1) Reset time to begin December 20, 2019 Executive meeting to 9:00 a.m. – 2) Reschedule January 2020 Executive meeting to Friday, January 31, 2020 – 3) Reschedule June 2020 Executive meeting to Friday, June 19, 2020; 5C) Hourly Independent Contractor Agreement – Based on staff recommendation approve the renewal of the hourly independent contractor agreement with William Short to run from December 1, 2019 through December 1, 2020. Ruzek seconded. Ayes all.

**PATRICK O'BRIEN, 1382 TOP LANE – REQUEST FOR MINOR SUBDIVISION REQUIRING APPROVAL OF A LOT SIZE & LOT WIDTH VARIANCE:** The Town Planner gave a history of this agenda item that was first brought to the Board in August. O'Brien wants to subdivide his lot into 2 parcels. Due to the short lot size and width there are 2 variances needed for the divided parcel. In August the Planning Commission and Variance Board reviewed this proposal. The Variance Board denied the approval upon the lot size at that time. Planning Commission approved the lot contingent upon there will be no further variances granted for that property. The Board reviewed it in August and denied it upon the lot size not exceeding 10,000 square feet. The Board did waive the 6 month re-application wait time. Since then O'Brien has had the lot preliminarily surveyed and the sketches prove the lot to be 10,332 square feet.

It was noted that the lot will have to pay SAC and WAC fees upon hookup to the water line, but that the Park Fee was paid in 1983. Patrick O'Brien was present to discuss this agenda item. A few points were discussed regarding the park fee and the SAC and WAC fees. The Board thanked O'Brien for going the extra mile, stating that it is important to keep the lots within the allowed parameters.



MINUTES  
TOWN BOARD MEETING  
DECEMBER 2, 2019

Ruzek moved based on staff review & recommendation to approve the minor subdivision for the property at 1382 Top Lane as shown in the updated survey dated 9/25/19 including the 15.95' variance for the short width and a 1,668 square foot variance for the short square footage, noting that there will be no future variances allowed for a building to be constructed, the applicant will verify hard permanent survey markers, the park fee was paid in 1983 but that the SAC and WAC fees need to be paid. McCune seconded. Ayes all.

**USED TANKER TRUCK PURCHASE: 1) ACCEPT QUOTE – 2) AUTHORIZE PURCHASE:**

The Town Clerk reported that the Board had discussed this opportunity at the Executive Board meeting in November. It is in the 2020 budget to purchase a tanker truck like this. A new one costs \$149,000, but this used 2007 International 7300 Tanker Truck costs \$49,999.00 and it popped up on the market. It will be used in the summer, but can even be put to use right away (flooding rinks as needed). It was noted that if the Township doesn't purchase it there are several other cities in line for it. Upon approval Public Works will pick it up right away. It was noted by the Town Attorney that this is a unique case that doesn't require any second bid.

Ruzek moved based on staff review & recommendation to accept the quote for the 2007 International 7300 Tanker Truck, noting that due to the unique scenario there is only one quote. McCune seconded. Ayes all.

Ruzek moved based on staff review & recommendation to approve the purchase of the 2007 International 7300 Tanker Truck from Boyer Ford in the amount of \$49,999.00 with funding from the Capital Equipment Fund. McCune seconded. Ayes all.

**PETERSON ROAD IMPROVEMENTS: 1) AUTHORIZE PREPARATION OF A FEASIBILITY REPORT – 2) AUTHORIZE TOWN ATTORNEY TO REVIEW EXISTING RIGHT-OF-WAY & OBTAIN BENEFIT APPRAISAL:**

The Town Engineer reported that this is the last gravel road in the Township. It has no sanitary sewer, watermain, or storm sewer. There were previous connections, but they are not open until work is completed on Peterson. The Township's goal is to have work completed in 2020. The feasibility study, once approved, will report for the amount of improvements and water, study of easements and right-of-way issues.

It was noted that the soil borings, that are necessary to determine what corrections are needed, can be done this winter. It was noted that all improvements would be scheduled upon the Board's approval, but ideally would be finished by fall 2020. There was discussion of the grading and drainage concerns that face Peterson Road.

Based on Town Engineer review & recommendation Ruzek moved to authorize preparation of a feasibility report for a total not to exceed \$23,500.00 which includes soil borings for an estimated amount of \$4,000 with funding through the Improvement Fund 505. McCune seconded. Ayes all.

Based on Town Engineer review & recommendation Ruzek moved to adopt resolution ordering preparation of a report on a street and utility improvement for Peterson Road. McCune seconded. Ayes all.

MINUTES  
TOWN BOARD MEETING  
DECEMBER 2, 2019

Based on Town Engineer review & recommendation Ruzek moved to authorize Town Attorney to review existing right-of-way & obtain benefit appraisal. McCune seconded. Ayes all.

**WATER SYSTEM IMPROVEMENTS – AUTHORIZE PREPARATION OF PLANS & SPECIFICATIONS:** The Town Engineer reported that due to the Minnesota Department of Health (MDH) randomly choosing the Township's water to test for naturally occurring minerals in late 2018, and creating a health based guidance that reflects the Township's water a little over the appropriate amount of Manganese (100 parts per billion) when delivered to residents. Manganese is a naturally occurring mineral and causes no concern, but at any time the MDH could turn the guidance into a standard. Township staff have adjusted the water to hold the correct amount of Manganese by blending the water from different pumps. This has taken more time, labor, and stress on the wells and pumps than the Township would like. Although staff could continue treating the concern this way, it is a short-term fix. Therefore, the Town Board has authorized TKDA to put together treatment options. The Board has considered the options and has decided on upgrading pump 4 and improving the SCADA system. Upgrading the pump to hold more gallons and be run on a more powerful motor (from 700 gallons per minute to 1200 gpm) will decrease the amount of blending needed. Improving the SCADA system will automate the mixing decreasing staff's time and labor spent on this concern, thus making it not a concern.

It was noted that the next step after the authorization of plans and specifications will be to go for bid in February or March. This will ensure that the project will be completed before the heat of the summer when the water is needed most.

McCune moved based on Town Engineer review & recommendation to authorize TKDA to complete engineering plans & specifications for the improvements for an amount not to exceed \$38,000.00 with funding from the Water Operating Fund. Ruzek seconded. Ayes all.

**TOWN CLERK-TREASURER ANNUAL PERFORMANCE EVALUATION:** The Town Clerk reported that he has submitted his self-evaluation to the members of the Board. Under guidelines as a public employee, the Board members went through the Town Attorney. The performance evaluation included a point system, with which there is a minimum. A higher number shows satisfaction, a lower number would show dissatisfaction. Satisfaction ranks at a 147 point total or higher. Christopherson stated his self-evaluation score was 168 points and gave reasons why. The Board Chair stated that all three Board members' scores were above the 147 mark, proving satisfaction with Christopherson's work.

The Town Clerk went on to share some accomplishments over the year, such as: completing the job evaluation and personnel policy manual, paper files converted to electronic and Laserfiche, landscape administrative offices completed, and others. He also shared his objectives for 2020, such as: complete phase 2 of the street improvement project, complete the inventory and evaluation of the Township's vendor partners, find funds to build the Polar Lakes Park restrooms, update ordinances, maintain position on Water Gremlin, re-evaluate partnerships, and others.

There was open discussion on his evaluation, the accomplishments and 2020 objectives.

**MINUTES  
TOWN BOARD MEETING  
DECEMBER 2, 2019**

It was noted that the Town Clerk should prioritize the ordinance rewrite as well as seeking Local Government Aid (LGA). It was the consensus that Christopherson has been doing a fine job.

**ADDED AGENDA ITEMS:** The Town Clerk reported on the number of reported issues in replacing the water meters. He reported on the meeting with the contractor, Core & Main, and how they want to maintain a working relationship, and in doing so will hire a new subcontractor to finish the work M & E started. In this case, there was documentation of a resident who had an inquiry as to who should be responsible of installing the water meter. This resident's water heater was installed in the way of the water meter. It was noted in these cases the Township may investigate after the new subcontractor comes in. It was noted that the Town should not spend staff's time on remedying a situation caused by the subcontractor. In specific instances where the water meter cannot be installed, at least not yet, the Town will waive the first quarter's fee of \$300. The Town Attorney noted that there should be language and condition for the homeowner: access is reasonable and clear, for future cases.

**OPEN TIME:** There was no one present for open time.

**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 8:08 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson  
Town Clerk-Treasurer

Approved as Official Meeting Minutes

\_\_\_\_\_  
Town Board Supervisor

\_\_\_\_\_  
Date



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 5A – Consent Agenda**

**Subject: Scannell Properties, 4850 Constellation Drive – Approve the Hold Harmless and Indemnification Agreement**

**Documentation: Agreement to Allow Grading**

**Action / Motion for Consideration:**

Receive Information / Discuss

Based on Town Attorney & Staff Review & Recommendation Approve the Hold harmless & Indemnification Agreement

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

**Scannell Properties #401, LLC**, an Indiana limited liability company ("Scannell"), in connection with the development of real property owned by Scannell, desires to conduct certain grading and related construction activities (as depicted on the attached Exhibit A, collectively, the "Grading Activities") upon that certain real property owned by the Town of White Bear, Minnesota (the "Town"), as more particularly described herein (the "Property"). Pending the issuance of a building permit, the Town agrees to permit Scannell to conduct the Grading Activities, and as consideration for such agreement Scannell agrees to assume the risk of all damage, loss, costs and expenses, and agrees to indemnify and hold harmless the Town, its officers, agents, and employees from and against any and all liability, damage, loss, costs and expenses which may accrue to or be sustained by the Town, its officers, agents, or employees on account of any claim, suit or action made or brought against the Town, its officers, agents, or employees, due to death of or injury to any person, or the destruction of the Property, arising either directly or indirectly from the Grading Activities contemplated by this Agreement, but in all instances except to the extent caused by the negligence or willful misconduct of the Town, its officers, agents, or employees. In addition, Scannell shall indemnify and hold harmless the Town, its officers, agents, and employees harmless from any and all claims for unpaid labor and materials used in the Grading Activities contemplated by this Agreement. The Property is more particularly described as follows:

Beginning at the southeast corner of Lot 3, Block 1, MICROVENA ADDITION, Ramsey County, Minnesota; thence North 67 degrees 59

minutes 31 seconds West, assumed bearing along the south line of said Lot 3, a distance of 250.36 feet; thence South 77 degrees 53 minutes 06 seconds East, a distance of 78.88 feet; thence South 81 degrees 36 minutes 10 seconds East, a distance of 14.72 feet; thence South 67 degrees 30 minutes 38 seconds East, a distance of 26.60 feet; thence South 50 degrees 55 minutes 01 seconds East, a distance of 14.40 feet; thence South 64 degrees 17 minutes, 44 seconds East, a distance of 82.26 feet; thence South 61 degrees 04 minutes 35 seconds East, a distance of 35.69 feet to the southeasterly line of said Lot 3; thence South 13 degrees 01 minutes 26 seconds West, a distance of 3.00 feet along said southeasterly line to the point of beginning.

*[SIGNATURE PAGE FOLLOWS]*

IN WITNESS WHEREOF, Scannell and the Town have executed this Hold Harmless and Indemnification Agreement to be effective as of the date of the last signature below.

"Scannell"

**Scannell Properties #401, LLC**

By:   
Marc D. Pflieger, Manager

Date: 12/11/19

"Town"

**The Town of White Bear, Minnesota**

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

Depiction of the Grading Activities

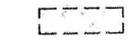
# SKETCH AND DESCRIPTION

~for~ SCANNELL PROPERTIES  
 ~of~ GRADING AREA

## GRADING AREA DESCRIPTION

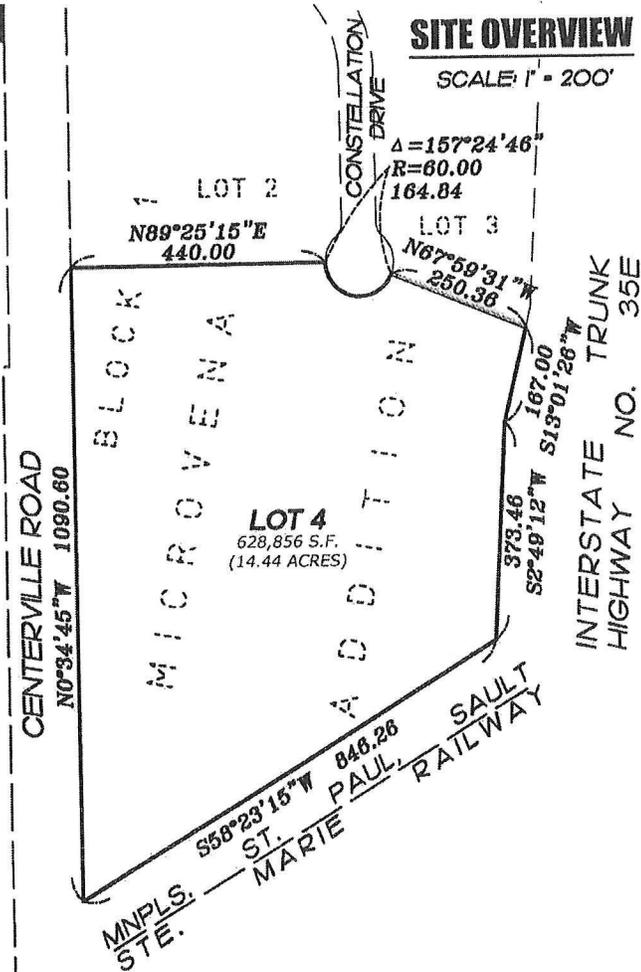
Beginning at the southeast corner of Lot 3, Block 1, MICROVENA ADDITION, Ramsey County, Minnesota; thence North 67 degrees 59 minutes 31 seconds West, assumed bearing along the south line of said Lot 3, a distance of 250.36 feet; thence South 77 degrees 53 minutes 06 seconds East, a distance of 78.88 feet; thence South 81 degrees 36 minutes 10 seconds East, a distance of 14.72 feet; thence South 67 degrees 30 minutes 38 seconds East, a distance of 26.60 feet; thence South 50 degrees 55 minutes 01 second East, a distance of 14.40 feet; thence South 64 degrees 17 minutes 44 seconds East, a distance of 82.26 feet; thence South 61 degrees 04 minutes 35 seconds East, a distance of 35.69 feet to the southeasterly line of said Lot 3; thence South 13 degrees 01 minute 26 seconds West, a distance of 3.00 feet along said southeasterly line to the point of beginning.

## LEGEND

-  DENOTES EXISTING CONTOURS
-  DENOTES PROPOSED CONTOURS
-  DENOTES PROPOSED GRADING AREA (AREA = 2,392 SQ. FT.)

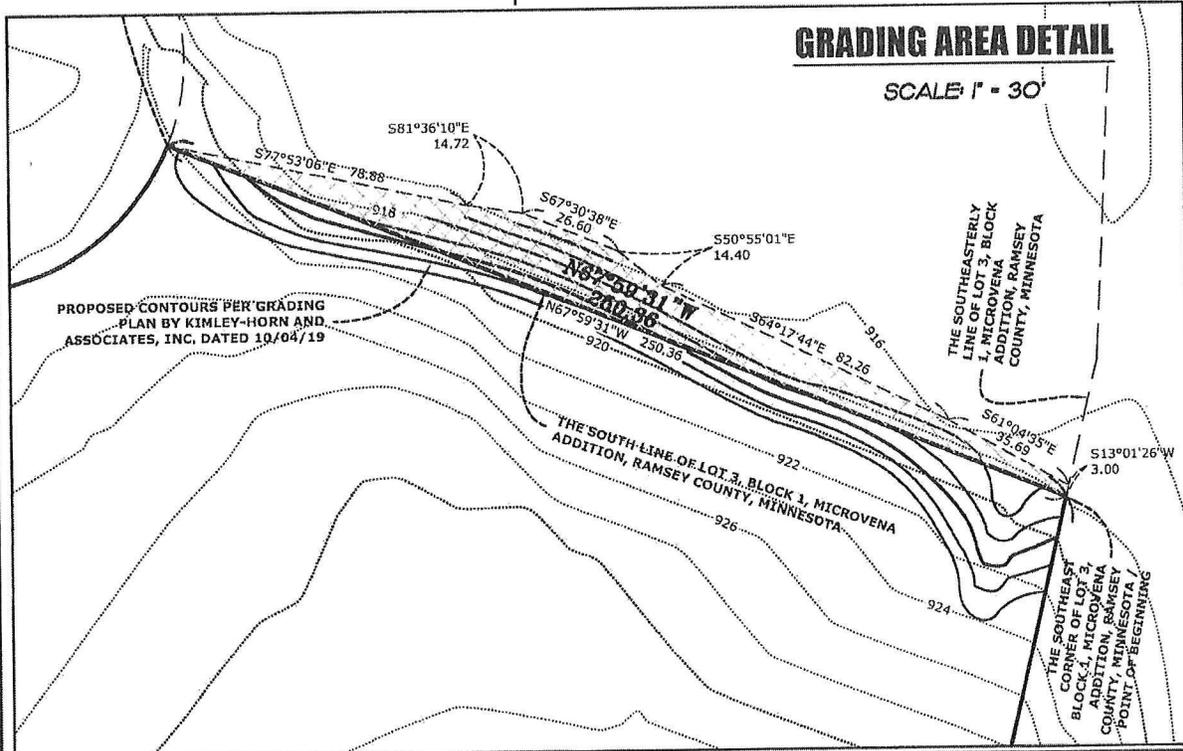
## SITE OVERVIEW

SCALE: 1" = 200'

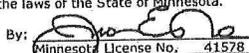


## GRADING AREA DETAIL

SCALE: 1" = 30'



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

By:   
 Minnesota License No. 41578

Dated 22nd day of October, 2019.

BEARING DATUM: Ramsey

SCALE: 1" = 30'

### REVISIONS

NO.	DATE	DESCRIPTION	BY
1			
2			
3			

JOB NO. 19324AB

DATE: 10-22-19

DRAWN BY: CMB

CREW: JR / SS

**E. G. RUD & SONS, INC.**

Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701  
 www.egrund.com



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 5B – Consent Agenda**

**Subject: Water Efficiency Grant Agreement – Approve Metropolitan Council Clean Water Fund Grant Agreement No. SG-13480**

**Documentation: Grant Agreement**

**Action / Motion for Consideration:**

Receive Report / Discuss

Based on Town Attorney & Staff Review & Recommendation Approve the Metropolitan Council Clean Water Fund Grant Agreement No. SG-13480

**METROPOLITAN COUNCIL  
CLEAN WATER FUND GRANT AGREEMENT NO. SG-13480**

This Clean Water Fund Grant Agreement ("Grant Agreement") is entered into between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Council") and the Township of White Bear, a municipal corporation ("Grantee").

**RECITALS**

1. Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, chapter 2, article 2, section 9, appropriated to the Council funds from the Legacy Amendment's Clean Water Fund ("Clean Water Fund") for State fiscal years 2020 and 2021, to establish a water demand reduction grant program that encourages implementation of water demand reduction measures in municipalities in the seven-county metropolitan area.
2. The Council is authorized by Minnesota Statutes sections 473.129, subdivision 4 to apply for and use grants from the State for any Metropolitan Council purpose and may dispose of the money in accordance with the terms of the appropriation.
3. The Grantee is authorized to receive grants from the Clean Water Fund to protect, enhance and restore water quality in lakes, rivers and streams, to protect groundwater from degradation and protect drinking water sources by encouraging implementation of water demand reduction measures by municipalities in the seven-county metropolitan area to ensure reliability and protection of drinking water supplies.
4. On July 10, 2019, the Council authorized the granting of portions of the appropriation to the Grantees participating in the grant program.
5. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the reasonable satisfaction of the Council.

**GRANT AGREEMENT**

**1. Term of Grant Agreement.**

- 1.1. **Effective Date.** The effective date of this Grant Agreement is the date this agreement is fully executed.
- 1.2. **Grant Activity Period.** The first day of the month following the Effective Date through and including the expiration date.
- 1.3. **Expiration Date.** Upon satisfactory fulfillment of obligations, but in no event later than June 30, 2022.
- 1.4. **Survival of Terms.** The following clauses survive the expiration, termination or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

## 2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

2.1. The Grantee agrees to conduct, administer and complete in a satisfactory manner and in accordance with the terms and conditions of this Grant Agreement the program ("Grantee Program") which is described in Grantee's application to Council for assistance under the Council's Clean Water Fund grant program. Grantee's application is incorporated into this Grant Agreement as **Exhibit A**. Grantee agrees to perform the Grantee Program in accordance with the timeline in **Exhibit B** of this Grant Agreement and to undertake the financial responsibilities described in **Exhibit B**. The Grantee has the responsibility and obligation to complete the Grantee Program as described in **Exhibit B**. The Council makes no representation or warranties with respect to the success and effectiveness of the Grantee Program. The Council acknowledges that Grantee Program work may be limited to soliciting participation by its residents and businesses in the Grantee Program and requires additional work by the Grantee only to the extent that residents and businesses choose to participate in the Grantee Program, as described in **Exhibit B**.

The Grant Funds must be entirely passed through and can only be used for authorized rebates or grants for qualifying activities.

2.2. Grantee Representations and Warranties. The Grantee represents and warrants to Council, as follows:

A. It has the legal authority to enter into this Grant Agreement and to conduct and administer the Grantee Program and use the Grant Funds for the purpose or purposes described in this Agreement

B. It has taken all actions necessary for its execution of the Agreement and has provided to Council a copy of the resolution by its governing body authorizing Grantee to enter into this Agreement.

C. It has the legal authority to undertake the Clean Water Fund Grant Program, including the Grantee's financial responsibilities in **Exhibit B**

D. As specified in Exhibit A only Grantee's authorized representative may provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

E. It will comply with all the terms of this Agreement.

F. It will comply with all requirements of Clean Water Funding legislation and appropriations, except for requirements that this Grant Agreement explicitly states will be handled by the Council.

G. It has made no material false statement or misstatement of fact in connection with the Grant Funds, and all of the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Clean Water Fund Grant are material representations of fact upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

H. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement, or to perform any of the acts required of it in the Agreement.

I. Compliance with the requirements of this Grant Agreement is not prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement to which it is bound.

J. The Grantee Program will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

K. The Grantee Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grantee Program.

L. It will comply with the financial responsibility requirements contained in **Exhibit B**.

M. It will furnish satisfactory evidence regarding these representations if requested by the Council.

### 3. **Time.**

Grantee must comply with all time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

### 4. **Eligible Costs.**

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee for 75% of rebate or grant payments as defined in **Exhibit B**. The Council will not reimburse Grantee for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Grantee Program or approved in writing by the Council is a non-eligible cost.

### 5. **Consideration and Payment.**

5.1 **Consideration.** The Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period as specified in this agreement. The Council bears no responsibility for any cost overruns that may be incurred by the Grantee or sub-recipients of any tier. The initial Grant amount to Grantee under this Grant Agreement is \$36,300.00. The Grantee may be eligible to receive additional Grant amounts or an adjustment in Grant amount in accordance with the procedure in the Grant Amendment Form attached and incorporated as **Exhibit C**. Upon signature by both Grantee and Council on **Exhibit C** this Grant is amended by the amount in **Exhibit C**.

5.2. **Advance.** The Council will make no advance of the Grant Amount to Grantee.

5.3. **Payment.** To receive payment, the Grantee must submit a Reimbursement Request/Progress Report on forms provided by the Council, including electronically scanned receipts to verify the cost of eligible devices reported for each reporting period. Reimbursement Request/Progress Reports must be submitted quarterly, even if there are no eligible costs to report. The Grantee must describe its compliance with its the financial requirements, work completed including specific addresses where work was done, and provide sufficient documentation of grant eligible expenditures and any other information the Council reasonably requests. The Council will promptly pay the Grantee after the Grantee presents to the Council a Reimbursement Request/Progress Report and scanned copies of all receipts verifying the cost for all eligible devices reported and the Council's Authorized Representative accepts the invoiced services.



**6. Conditions of Payment.**

6.1. For each approved device for which Grantee requests payment, Grantee must certify the following to the Council: (1) the device has been purchased ; (2) Grantee received receipts for the device; (3) the purchase was not performed in violation of federal, Council, or local law, or regulation.

6.2. Conditions Precedent to Any Reimbursement Request. The obligation of the Council to make reimbursement payments is subject to the following conditions precedent:

A. The Council's receipt of a Reimbursement Request/Progress Report for the funds requested, and electronic copies of receipts verifying the cost for all eligible devices for that reporting period

B. If requested by the Council (in form and substance acceptable to the Council), evidence that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding and enforceable against the Grantee.

C. There is no Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse.

D. The Grantee has supplied to the Council all other items that the Council may reasonably require to assure good fiscal oversight of state's funding through the Clean Water Fund.

**7. Authorized Representative.**

The Council's Authorized Representative is:

Name: Brian Davis or successor  
Title: Senior Engineer  
Mailing Address: 390 North Robert Street  
St. Paul, MN 55101  
Phone: 651-602-1519  
E-Mail Address: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)

The Council's Authorized Representative has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name: Karen Edson  
Title: Administrative Secretary  
Mailing Address: 1281 Hammond Road  
White Bear Township, MN 55110  
Phone: 651-747-2755  
E-Mail Address: [karen.edson@whitebeartownship.org](mailto:karen.edson@whitebeartownship.org)

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Council and within 30 days provide a new Township resolution (if such resolution is necessary) specifying the new Representative.

**8. Assignment, Amendments, Waiver, and Grant contract Complete.**

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior written consent of the Council and a fully executed Assignment Agreement.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the appropriate parties.

8.3 Waiver. If the Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Complete. This Grant Agreement contains all negotiations and agreements between the Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

**9. Liability and Insurance.**

9.1 Liability. The Grantee and the Council agree that they will be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Council is governed by the Minn. Stat. Chapter 466 and other applicable laws. The liability of the Grantee is governed by the provisions contained in Chapter 466 and other applicable laws.

9.2 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Grantee and the Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Council in the performance of this Grant Agreement, or the Grantee Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel required for the performance of this Grant Agreement and the Grantee Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grantee Program shall not have any contractual relationship with the Council related to the work of the Grantee Program and shall not be considered employees of the Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

**10. Audits.**

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

**11. Government Data Practices.**

The Grantee and Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Council.

**12. Workers' Compensation.**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Council's obligation or responsibility.

**13. Data Availability.**

To the extent and as requested by the Council, Grantee agrees to comply with Minn. Stat. § 114D.50, subd. 5 requirements for data collected by the Grantee Programs funded with money from the Clean Water Fund that have value for planning and management of natural resources, emergency preparedness and infrastructure investments, including but not limited to the requirement that to the extent practicable, summary data and results of Grantee Programs funded with money from the Clean Water Fund should be readily accessible on the internet and identified as a Clean Water Fund Grantee Program. The Council will put overall summary information on the internet and will encourage the Grantee put its township information on the web. Grantee understands and agrees that Council may list its name and summary information on the internet or in any other Grantor reporting.

Data collected by the Grantee Programs, if any, funded with money from the Clean Water Fund that have value for planning and management of natural resources, emergency preparedness, and infrastructure investments must conform to the enterprise information architecture developed by the Office of MN.IT Services. Spatial data must conform to geographic information system guidelines and standards outlined in that architecture and adopted by the Minnesota Geographic Data Clearinghouse at the Minnesota Geospatial Information Office. A description of these data that adheres to the Office of MN.IT Services geographic metadata standards must be submitted to the Minnesota Geospatial Information Office to be made available online through the clearinghouse and the data must be accessible and free to the public unless made private under chapter 13. To the extent practicable, summary data and results of the Grantee Program funded with money from the clean water fund should be readily accessible on the Internet and identified as a Clean Water Fund Grantee Program.

**14. Governing Law, Jurisdiction, and Venue.**

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court of competent jurisdiction in Ramsey County, Minnesota.

**15. Termination.**

The Council may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

**16. Data Disclosure.**

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Council, to federal and state tax agencies and Council personnel involved in the payment of Council obligations. Grantee will require compliance with this Section 16 by Grantee's subrecipient of Grant funds and shall submit evidence of such compliance to Council as requested.

**17. Notices.**

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and must be personally served or sent by email or United States mail, to the business address of the party to whom it is directed. The business address is the address specified below or such different address as may be specified, by either party by written notice to the other:

To the Grantee at:

Name: Karen Edson  
Title: Administrative Secretary  
Mailing Address: 1281 Hammond Road  
White Bear Township, MN 55110  
Phone: 651-747-2755  
E-Mail Address: [karen.edson@whitebeartownship.org](mailto:karen.edson@whitebeartownship.org)

To the Council's Authorized Representative at:

Name: Brian Davis or successor  
Title: Senior Engineer  
Mailing Address: 390 North Robert Street  
St. Paul, MN 55101  
Phone: 651-602-1519  
E-Mail Address: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)

**18. Miscellaneous.**

18.1 Report to Legislature. As provided in Minn. Stat. § 3.195, the Council must submit a report on the expenditure and use of money appropriated under the Clean Water Fund to the legislature by January 15 of each year. The report must detail the outcomes in terms of additional use of Clean Water Fund resources, user satisfaction surveys, and other appropriate outcomes. The grantee agrees to provide to the Council by January 1 of each year a report on any user satisfaction surveys it has related to this Grantee Program, and other appropriate outcomes of the Grantee Program as prescribed in Section 18.3 of this Agreement.

18.2 Supplement. The funds granted under this agreement are to supplement and shall not substitute for traditional sources of funding. Grantee certifies to the Council that there was and is no

traditional Grantee sources of funding for the Township to help fund one-fourth of the subject water efficiency rebate or grant work.

18.3 Measurable Outcomes. If requested by the Council, Grantee agrees to demonstrate compliance with the following: A Grantee Program or program receiving funding from the Clean Water Fund must meet or exceed the constitutional requirement to protect, enhance, and restore water quality in lakes, rivers and streams and to protect groundwater and drinking water from degradation. A Grantee Program or program receiving funding from the Clean Water Fund must include measurable outcomes, as defined in section 3.303, subdivision 10, and a plan for measuring and evaluating the results. A Grantee Program or program must be consistent with current science and incorporate state-of-the-art technology. All information for funded Grantee Program work, including the proposed measurable outcomes, must be made available for publication on the web site required under Minn. Stat. § 3.303, subdivision 10, as soon as practicable and forwarded to the Council and the Legislative Coordinating Commission under the provisions of Minn. Stat. § 3.303, subd. 10. The Grantee must compile and submit all information for funded Grantee Programs or programs, including the proposed measurable outcomes and all other items required under section 3.303, subdivision 10, to the Council and, if requested by the Council, the Legislative Coordinating Commission as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first.

18.4 Minn. Stat. § 16B.98. Grants funded by the Clean Water Fund must be implemented according to section 16B.98 and must account for all expenditures.

18.5 Benefit to Minnesota Waters. Money from the Clean Water Fund may only be spent on Grantee Programs that benefit Minnesota waters.

18.6 Website. If the Grantee has information on its website about the water efficiency grant program under Minn. Stat. § 114D.50, the Grantee will when practicable in accordance with Minn. Stat. § 114D.50, subd. 4 (f) prominently display on the Grantee's website home page the Legacy logo accompanied by the phrase "Click here for more information." When a person clicks on the Legacy logo image, the website must direct the person to a web page that includes both the contact information that a person may use to obtain additional information, as well as a link to the Council's and Legislative Coordinating Commission Website required under section 3.303, subdivision 10.

18.7 Future Eligibility. Future eligibility for money from the Clean Water Fund is contingent upon the Grantee satisfying all application requirements related to Council's fulfillment of Minn. Stat. § 114D.50 as well as any additional requirements contained in 2019, 1<sup>st</sup> Special Session, chapter 2, article 2, section 9.

18.8 Prevailing Wages. The Grantee agrees to comply with all of the applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Grantee Program. By agreeing to this provision, the Grantee is not acknowledging or agreeing that the cited provisions apply to the Grantee Program.

18.9 Disability Access. Where appropriate, Grantee of clean water funds, in consultation with the Council on Disability and other appropriate governor-appointed disability councils, boards, committees, and commissions, should make progress toward providing greater access to programs, print publications, and digital media for people with disabilities related to the programs the recipient funds using appropriations made in this agreement.

18.10. General Provisions.

- (i) Grants. The Grantee shall implement this Grant Agreement according to Minnesota Statutes, section 16B.98, and shall account for all expenditures of funds.
- (ii) Lawsuit. This Grant shall be canceled to the extent that a court determines that the appropriation illegally substitutes for a traditional source of funding.
- (iii) Termination Due to Lack of Funds. Grantee recognizes that Council's obligation to reimburse Grantee for eligible Grantee Program costs is dependent upon Council's receipt of funds from the State of Minnesota appropriated to Council under 2019 Session Laws, 1<sup>st</sup> Special Session, Chapter 2, Article 2, Section 9. Should the State of Minnesota terminate such appropriation or should such funds become unavailable to Council for any reason, Council shall, upon written notice to Grantee of termination or unavailability of such funds, have no further obligations for reimbursement or otherwise under this Grant Agreement. In the event of such written notice, Grantee has no further obligation to complete the Grantee Program as required by this Grant Agreement.

**19. Default and Remedies.**

19.1 Defaults. The Grantee's failure to fully comply with all of the provisions contained in this Grant Agreement shall be an event of default hereunder ("Event of Default").

19.2 Remedies. Upon an event of default, the Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant.
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Council.
- c. Enforce any additional remedies the Council may have at law or in equity.

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

**METROPOLITAN COUNCIL**

By: \_\_\_\_\_  
Regional Administrator, successor, or delegate

Date: \_\_\_\_\_

**GRANTEE:**

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

Date: \_\_\_\_\_

**EXHIBIT A**

**(Application from community)**

## Metropolitan Council Water Efficiency Grant Application Form

### Applicant Information:

Municipality: White Bear Township  
Municipal Utility: White Bear Township  
Mailing Address: 1281 Hammond Road, White Bear Township, MN 55110

**Primary Contact Information:** Municipality primary authorized representative (all correspondence regarding the Water Efficiency Grant Program should be addressed to individual named below):

NAME: Karen Edson  
TITLE: Administrative Secretary  
STREET: 1281 Hammond Road  
CITY, ZIP: White Bear Township, MN 55110  
PHONE: (651) 747-2755  
EMAIL: karen.edson@whitebeartownship.org

**Secondary Contact Information:** Municipality secondary authorized representative:

NAME: Pat Christopherson  
TITLE: Clerk-Treasurer  
STREET: 1281 Hammond Road  
CITY, ZIP: White Bear Township, MN 55110  
PHONE: (651) 747-2768  
EMAIL: pat.christopherson@whitebeartownship.org

Municipal Total Per Capita Water Use (2018): 103 (gallons per person-day)

Municipal Residential Per Capita Water Use (2018): 76 (gallons per person-day)

Municipal Ratio of Peak Month to Winter Month Water Use (2018): 2.57 to 1 Ratio

Municipality's estimated annual water savings from proposed program: 6,594,325 (gallons)

**Municipal Utility Grant or Rebate Program Design:**

Requested Grant Amount (must equal 75% of total program budget): \$ 50,000

Required Utility Matching Amount (must equal 25% of total program budget): \$ 16,800

Will your program be a grant program or rebate program? Rebate

**Estimated Number of Items:**

Item	Estimated Number
Toilets	285
Irrigation Controllers	20
Clothes Washing Machines	20
Irrigation Spray Sprinkler Bodies	10
Irrigation System Audits	12

**Metropolitan Council Water Efficiency Grant Application Form  
 White Bear Township, MN  
 Grant Funding Rebate Program Design by the Numbers**

<b>Product Replaced</b>	<b>Quantity</b>	<b>Rebate Reimbursement per Product</b>	<b>Total Cost of Rebate Reimbursement</b>	<b>Total Cost for the Township Contribution (25%)</b>	<b>Total Cost for the Grant Contribution (75%)</b>	<b>*Estimated Gallons Saved Annually</b>
Toilet	285	200	\$57,000.00	\$14,250.00	\$42,750.00	6,211,125
Clothes Washer	20	125	\$2,500.00	\$625.00	\$1,875.00	60,000
Irrigation Controller	20	200	\$4,000.00	\$1,000.00	\$3,000.00	176,000
Sprinkler Bodies	10	150	\$1,500.00	\$375.00	\$1,125.00	56,000
Irrigation Audit	12	150	\$1,800.00	\$450.00	\$1,350.00	91,200
<b>TOTALS</b>			<b>\$66,800.00</b>	<b>\$16,700.00</b>	<b>\$50,100.00</b>	<b>6,594,325</b>

*\*\* Please Note: The overage of \$100.00 on the grant contribution will be absorbed by the Township*

\* Estimated Gallons Saved Annually based on the following:

- Average household population of 2.53
- Based on an average of 5 flushes per day per person (traditional toilet 6 gallons per flush; WaterSense 1.28 gallons per flush)
- Based on an average of 300 loads per year (traditional washer 23 gallons per load; Energy Star 13 gallons per load)
- WaterSense Irrigation controller saves an average of 8,800 gallons per year
- WaterSense Sprinkler Bodies saves an average of 5,600 gallons per year
- WaterSense Irrigation Audit saves an average of 7,600 Gallons per year

**Metropolitan Council Water Efficiency Grant Application Form**  
**White Bear Township, MN**  
**Project Work Plan and Schedule\***

<b>Task Description</b>	<b>Responsible Person / Group</b>	<b>Estimated Start Date</b>	<b>Estimated Completion Date</b>
Review the Water Efficiency Grant Agreement	Town Board	Upon notification of grant award, approximately December 2, 2019	December 16, 2019
Approve the Water Efficiency Grant Agreement	Town Board	December 16, 2019	December 16, 2019
Execute the Water Efficiency Grant Agreement	Town Board	Upon approval of Town Board, Approximately December 16, 2019	December 16, 2019
Announcement at Town Board Meeting	Town Board	Upon execution of the Water Efficiency Grant Agreement	December 16, 2019
Announcement of Rebate Program to Township Residents via the Government Cable Channel, Facebook and on the Front Page of Website	Karen Edson	December 16, 2019	December 20, 2019
Update Application Forms with Instructions for Rebate Program	Karen Edson	Upon approval of Town Board, Approximately December 16, 2019	December 20, 2019
Update Handouts for Contractors and Homeowners	Karen Edson	Upon approval of Town Board, Approximately December 16, 2019	December 20, 2019
Update page on Website for the Rebate Program including information, guidelines, FAQs and Rebate Application Forms	Karen Edson	Upon approval of Town Board, Approximately December 16, 2019	December 20, 2019
Rebate Program Page on Website will Go Live	Karen Edson	December 20, 2019	December 20, 2019
Post Information in the Front Entrance of the Town's Administrative Offices to Notify Residents about the Rebate Program	Karen Edson	December 20, 2019	December 20, 2019

**Metropolitan Council Water Efficiency Grant Application Form**  
**White Bear Township, MN**  
**Project Work Plan and Schedule\***

<b>Task Description</b>	<b>Responsible Person / Group</b>	<b>Estimated Start Date</b>	<b>Estimated Completion Date</b>
Create Press Release for White Bear Press on Rebate Program	Patti Walstad	Upon approval of Town Board, Approximately December 16, 2019	January 1, 2020
Start Receiving Completed Application Forms	Karen Edson	January 1, 2020	On-going with a ending date postmarked July 30, 2022
Communicate the Rebate Program in the 4th Quarter of 2019 / 2020 / 2021 Utility Bills, which is mailed to all Township Utility Customers	Nancy Renard	January 10, 2020	February 10, 2022
Give a General Overview / at the Annual Town Hall Meetings	Pat Christopherson	March 10, 2020	March 8, 2022
Notify Accounts Payable Regarding Rebate Compliance for Reimbursement Quarterly	Karen Edson	April 15, 2020	On-going Quarterly with final submittal for rebate reimbursement handed in by end of day August 12, 2022
Process Rebate Reimbursement to Contractor / Homeowner Quarterly	Nancy Renard	April 6, 2020	On-going Quarterly with final submittal for rebate reimbursement handed in by end of day August 12, 2022
Send Out Rebate Reimbursements Quarterly	Nancy Renard	April 21, 2020	On-going Quarterly with final rebate reimbursement mailed out to Residents on August 16, 2022
Re-Communicate the Rebate Program Quarterly on Facebook	Karen Edson	April 1, 2020	On-going Quarterly thru June 30, 2022
Re-Communicate the Rebate Program in News and Views Quarterly	Patti Walstad	April 1, 2020	On-going Quarterly thru June 30, 2022

**Metropolitan Council Water Efficiency Grant Application Form  
White Bear Township, MN  
Project Work Plan and Schedule\***

<b>Task Description</b>	<b>Responsible Person / Group</b>	<b>Estimated Start Date</b>	<b>Estimated Completion Date</b>
Using Forms provided by MCES, Complete Quarterly Report Covering Program Quarterly through 2nd Quarter 2022 for Grant Reimbursement	Karen Edson	April 15, 2020	On-going Quarterly with final submittal for rebate reimbursement handed in by end of day August 12, 2022
Information / Handout on Rebate Program displayed at the Township's Information Table at Township Day	Tom Riedesel	September 12, 2020	September 11, 2021
Give Status Update of the Rebate Program at All Annual Town Hall Budget Meetings	Tom Kelly	December 1, 2020	On-going annually with final Town Hall Budget meeting on 12/14/2022
Compile Rebate Data for 2020 & 2021 Estimate Total Water Conserved for the Year	Karen Edson / Nancy Renard / Dale Reed	January 1, 2021	January 15, 2022
Re-Communicate the Rebate Program with a Status Report of Total Water Conserved in 2020 & 2021 via Website, Cable Channel and Facebook	Karen Edson	January 1, 2021	January 15, 2022
Re-Communicate the Rebate Program with a Status Report of Total Water Conserved in 2020 & 2021 via News & Views	Patti Walstad	January 1, 2021	January 15, 2022

**Metropolitan Council Water Efficiency Grant Application Form**  
**White Bear Township, MN**  
**Project Work Plan and Schedule\***

<b>Task Description</b>	<b>Responsible Person / Group</b>	<b>Estimated Start Date</b>	<b>Estimated Completion Date</b>
Communicate the June 30, 2022 End Date of the Rebate Program to Township Residents through the Home Page of the Website, Facebook and on the Cable Channel	Karen Edson	June 15, 2022	January 15, 2022
Communicate the June 30, 2022 End Date of the Rebate Program to Township Residents through News & Views	Patti Walstad	June 1, 2022	June 15, 2022
Update the Website to Reflect the end of the Rebate Program including Final Submittal date for Qualifying items purchased through June 30, 2022.	Karen Edson	June 1, 2022	June 1, 2022
Post a Reminder on Facebook, Website and E-mail that all Rebate Reimbursement Applications for Products Purchased by June 30, 2022 need to be submitted and postmarked by July 30, 2022	Karen Edson	July 15, 2022	July 15, 2022
Remove all Rebate Program information from Website	Karen Edson	August 1, 2022	End of Day August 1, 2022
Final Submittal to Accounts Payable for Rebate Reimbursement	Karen Edson	August 14, 2022	End of Day August 15, 2022

**Metropolitan Council Water Efficiency Grant Application Form**  
**White Bear Township, MN**  
**Project Work Plan and Schedule\***

<b>Task Description</b>	<b>Responsible Person / Group</b>	<b>Estimated Start Date</b>	<b>Estimated Completion Date</b>
Process Final Rebate Reimbursements to Contractors / Homeowners	Nancy Renard	August 8, 2022	August 12, 2022
Communicate the results of the Rebate Program at the Town Board Meeting	Town Board	August 15, 2022	August 15, 2022
Communicate the results of the Rebate Program on the Cable Channel, Facebook and Website	Karen Edson	August 15, 2022	August 15, 2022
Mail out Final Rebate Reimbursements to Contractors / Homeowners	Nancy Renard	August 16, 2022	August 16, 2022
Communicate the Final results of the Rebate Program in the August News and Views	Patti Walstad	August 15, 2022	August 31, 2022

**Communications to Property Owners:**

How will your program be advertised (check all that apply):

- Newsletter
- Print Media  (White Bear Press News & Views, Bulletin Board Posting, Insert in Utility Bills)
- Email  (Notify Me™)
- Twitter
- Website  ([www.whitebeartownship.org](http://www.whitebeartownship.org))
- Radio
- Television  (White Bear Township's Channel on Public Access Cable TV)
- Facebook  (<https://www.facebook.com/WhiteBearTownshipMNOOfficialSite>)
- Nextdoor
- Other Social Media

Please attach examples of proposed newsletter, print media, or email communications

**Critical Points to Remember:**

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Combined Council and municipality funds cannot pay for 100% of an eligible activity's cost
- A portion of each eligible activity's cost must be paid by the property owner
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

## Metropolitan Council Water Efficiency Grant Application Form

### White Bear Township, MN

#### Examples of Communications to Property Owners

##### **Print Media, Television, Facebook & Website: Announcement\*\***

The Metropolitan Council, through funding from the Clean Water Land and Legacy Amendment, has awarded White Bear Township a water efficiency grant. The goal of the water efficiency grant program is to improve municipal water use. This grant funding has enabled White Bear Township to provide rebates to residents who replace existing products with specified water efficient products through June 30, 2022 or until funds are depleted. Visit [www.whitebeartownship.org](http://www.whitebeartownship.org) for more information about the Water Efficiency Rebate Program.

##### **Print Media, Television, Facebook, Website, E-mail: On-going Communication\*\***



**ACT NOW!** – Water Efficiency Rebates are now available to White Bear Township utility customers who replace existing products with specified water efficient products now through June 30, 2022 or until funds are depleted. Residents can claim 100 percent of the cost of the item (pre-tax), up to a maximum of \$125 for Energy Star washers; \$200 for US EPA WaterSense labeled toilets; \$200 for US EPA WaterSense labeled irrigation controllers; \$150 for US EPA WaterSense labeled sprinkler body replacements; and \$150 irrigation audit by an irrigation professional certified by a US EPA WaterSense program.

For more information or to obtain the Water Efficiency Rebate Application form visit [www.whitebeartownship.org](http://www.whitebeartownship.org).

**Print Media:** Bulletin Board Posting in Entry Way of the Township’s Administrative Offices, Insert in Utility Bill

See attached Water Efficiency Rebate Flyers

\*\* Note all communications will have the Clean Water Land and Legacy Amendment Logo, as well as the Metropolitan Council’s Logo



## WATER EFFICIENCY REBATE

---

### OVERVIEW

The Metropolitan Council, through funding from the Clean Water Land and Legacy Amendment, has awarded White Bear Township a water efficiency grant. The goal of the water efficiency grant program is to improve municipal water use. This grant funding has enabled White Bear Township to provide a Water Efficiency Rebate to current water customers who replace existing devices with specified water efficient products through June 30, 2022 or until funds are depleted.

### REBATE PROGRAM

Rebates are only available to White Bear Township Water Customers with non-delinquent accounts. The product must be installed at the address listed on the account. The product must be purchased between September 30, 2019 and June 30, 2022. Expenses eligible for the rebate are the out-of-pocket pre-tax cost of the product and its installation only, not to include any owner labor costs. In addition, new construction and new developments are ineligible, as this program is intended as a current infrastructure replacement program. The Township reserves the right to limit the number of rebates per White Bear Township Water Account. The rebate is for 100% of the cost of the item (pre-tax), up to a maximum of \$125 for Energy Star washers; \$150 for WaterSense labeled spray sprinkler bodies; \$150 for an irrigation system audit by an irrigation professional certified by a WaterSense program; \$200 for WaterSense labeled irrigation controllers; and \$200 for WaterSense toilets. Eligible water efficiency products:

- Clothes washing machine replacement with an Energy Star qualified clothes washing machine  
<https://www.energystar.gov/productfinder/product/certified-clothes-washers/results>
- Irrigation spray sprinkler body replace with a WaterSense labeled spray sprinkler body  
<https://www.epa.gov/watersense/product-search>
- Irrigation system audit by an Irrigation Professional certified by a WaterSense program  
<https://www.epa.gov/watersense/find-pro>
- Irrigation system controller replacement with a WaterSense labeled controller  
<https://www.epa.gov/watersense/product-search>
- Toilet replacement with a US EPA WaterSense labeled toilet  
<https://www.epa.gov/watersense/product-search>

### HOW TO APPLY

The Water Efficiency Rebate Application is available via the Township's website [www.whitebeartownship.org](http://www.whitebeartownship.org) or in person. The applicant is responsible for securing any permits necessary for the work, if required. A copy of the original purchase receipt and invoice for installation (if applicable) must be provided with the application. The receipt must clearly identify the model, date of purchase and the Energy Star or WaterSense program qualification information. **For toilet purchases, both the tank and bowl must have the WaterSense label.** Applications are processed in order of date received, as rebate funds are limited! Rebate applications must be postmarked by July 30, 2022 to be eligible, assuming funds are still available.

### SUBMIT APPLICATIONS TO:

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

### QUESTIONS:

Phone: 651-747-2750  
Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

## WATER EFFICIENCY REBATE FAQ'S

---

1. Who is eligible for the Water Efficiency Rebate?
  - *All current White Bear Township Water Customers with their account in good standing.*
2. Are well users within the Township eligible for the Water Efficiency Rebate?
  - *At this time only White Bear Township Water Customers are eligible for the Water Efficiency Rebate.*
3. Is there a limit to the number of rebates?
  - *No, limit to the number of rebates at this time but White Bear Township reserves the right to limit the number of rebates per White Bear Township Water Account.*
4. Are multi-unit complexes (Cottages of White Bear Township) eligible for the Water Efficiency Rebate Program?
  - *At this time multi-unit complexes do not qualify for the Water Efficiency Rebate, as funds are limited.*
5. I just installed a water efficiency product (toilet(s), washer, irrigation controller, irrigation sprinkler spray body) in 2019 am I eligible for the Water Efficiency Rebate?
  - *If you purchased a water efficiency product on or after September 30, 2019 and can provide the required documentation, you are eligible for the Water Efficiency Rebate.*
6. What documentation is required to receive the Water Efficiency Rebate?
  - *A copy of the original purchase receipt and invoice for installation (if applicable) must be provided with the completed application. The receipt must clearly identify the model, date of purchase and the Energy Star or WaterSense program qualification information. **For toilet purchases, both the tank and bowl must have the WaterSense label.***
7. How do I know what products are eligible for the Water Efficiency Rebate Program?
  - *Please refer to the Water Efficiency Rebate Overview which can be found on the Township's Website for the links to all eligible Water Efficiency Products. If you don't have internet access the Township will provide assistants with which products are eligible.*
8. Do I need to pull any permits to be eligible for the Water Efficiency Rebate?
  - *The applicant is responsible for securing any permits necessary for the work, if required.*
9. Are inspections required to receive the Water Efficiency Rebate?
  - *Inspections are random and must agree to allow a representative from White Bear Township to verify the installation of the product.*
10. When will I receive my Rebate Check?
  - *Water Efficiency Rebates will be issued on a quarterly basis.*



# Water Efficiency Rebates Available

**up to \$200**

until June 30, 2022\*

## REBATES NOW Water Savings for Years

Get great rebates and ongoing water savings when you upgrade to qualifying water efficient appliances.

Up to \$125 in rebates on EnergyStar Clothes Washers

Up to \$150 in rebates on WaterSense Irrigation Spray Sprinkler Body

Up to \$150 in rebates on a Irrigation System Audit by a WaterSense Certified Professional

Up to \$200 in rebates on WaterSense Irrigation Controllers

Up to \$200 in rebates on WaterSense Toilets

\*Qualifying water efficient product must be purchased by June 30, 2022

### START SAVING TODAY!

**Toilets** that are high efficiency use 1.28 gallons or less per flush where older model toilets can use as much as 6 gallons per flush.

**Washing Machines** that are high efficiency use 35 to 55 percent less water and 50 percent less energy.

**Irrigation Controllers** that are labeled WaterSense can save an average home nearly 8,800 gallons of water annually.

**Find complete program information at**

[www.whitebeartownship.org/165/Water-Efficiency-Rebate-Program](http://www.whitebeartownship.org/165/Water-Efficiency-Rebate-Program)

651-747-2750



## EXHIBIT B

**Clean Water Fund Grant Program Overview & Goal, Structure, and Qualified Activities (should anything herein be contradicted by the Agreement language, the Agreement terms prevail).**

### Overview

The Metropolitan Council (Council) will implement a water efficiency grant program effective September 30, 2019 to June 30, 2022. Grants will be awarded on a competitive basis to municipalities that manage municipal water systems. The Council will provide 75% of the program cost; the municipality must provide the remaining 25%. Municipalities will use the combined Council and municipality funds to run their own grant or rebate programs.

Grants will be made available in amounts with a minimum of \$2,000 and a maximum of \$50,000. Grantees will be required to provide estimated water savings achieved through this program for Clean Water, Land & Legacy Amendment reporting purposes.

### Legislative Directive - Minnesota 2019 Session Law

\$375,000 the first year and \$375,000 the second year are for the water demand reduction grant program to encourage municipalities in the metropolitan area to implement measures to reduce water demand to ensure the reliability and protection of drinking water supplies. Fiscal year 2020 appropriations are available until June 30, 2021, and fiscal year 2021 appropriations are available until June 30, 2022.

### Grant Program Goal

The goal of the water efficiency grant program is to support technical and behavioral changes that improve municipal water use efficiency in the seven-county metropolitan area.

### Critical Points to Remember

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Combined Council and municipality funds cannot pay for 100% of an eligible activity's cost
- A portion of each eligible activity's cost must be paid by the property owner
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

### Grant Program Structure: Administration and Funding

The Water Efficiency Grant Program will be administered by Metropolitan Council Environmental Services (MCES) and will be funded with \$750,000 appropriated by the 2019 Minnesota Legislature. Grant applications will be reviewed and ranked by the MCES Water Supply Planning Unit staff.

Grants are only for water efficiency programs offering rebates or grants to property owners who are customers of the municipal water supply system and who replace specified water using devices with approved devices that use substantially less water.

Grants will be awarded to municipalities in amounts ranging from \$2,000 to \$50,000 for providing rebates or grants to property owners. Municipalities will be responsible for the design and operation of their rebate or grant program and its details. Grant payments to the municipality will be for 75% of approved program amounts. The municipality must provide the remaining 25% of the program cost. Municipality rebates or grants are eligible for reimbursement on device replacements conducted September 30, 2019 through June 30, 2022.

Here is an example showing the grant funding design:

<b>Metropolitan Council Grant Amount</b>	<b>\$15,000</b>
<b>Municipality Match</b>	<b>\$5,000</b>
<b>Municipality Grant/Rebate Program Total</b>	<b>\$20,000</b>

## Eligibility

Per legislative language, the grant program is limited to municipalities in the seven-county metropolitan area.

Municipalities eligible per above must apply to participate and, if approved, sign a standard Council Grant Agreement, before any eligible rebates or grants can be submitted for reimbursement. Agreements shall require that municipalities:

- Entirely pass through grants received (as is being done by MCES)
- Verify purchase of devices to receive grants
- Retain records and cooperate with any audits
- Conduct all communications with property owners and ensure all written communications to property owners include both the Clean Water, Land and Legacy Amendment and the Metropolitan Council's logo
- Provide quantitative information for state reporting purposes

Eligible water efficiency devices consist of the following:

- Toilet replacement with a US EPA WaterSense labeled toilet
- Irrigation controller replacement with a US EPA WaterSense labeled controller
- Clothes washing machine replacement with an US DOE Energy Star labeled clothes washing machine
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body
- Irrigation system audit by an Irrigation Professional certified by a US EPA WaterSense program

Expenses eligible for reimbursement are the out-of-pocket cost of the device and its installation only, not to include any owner labor costs. In addition, new construction and new developments are ineligible, as this program is intended as a current infrastructure replacement program.

## Application Process

- Applicants must be municipal water suppliers
- Municipalities will submit MCES supplied application form by September 30, 2019. Required information includes:
  - the municipality's rebate or grant program design and work plan
  - proposed examples of communications to property owners
  - requested total grant amount
  - estimated annual amount of water saved by the applying municipality
- Application form is available at: <https://metrocouncil.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx>
- Submit completed application to: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)
- Metropolitan Council will notify municipalities of grant awards and provide grant agreements by December 2, 2019.

## Proposal Selection Criteria

In the event that funds requested exceed funds available, the following criteria will be used to determine the amount granted to a given municipality:

- Municipalities that are supplied 100% with groundwater
- Municipalities with identified water supply issues in Master Water Supply Plan Community Profiles or Local Water Supply Plans
- Municipalities' ratio of peak monthly water use to winter monthly water use
- Municipalities' average residential per capita water use
- The order in which applications are received and until grant funds are completely committed

## Funding Process and Reporting Requirements

- Utilizing forms provided by MCEs, the following information must be reported on a quarterly basis:
  - Number, type and amount of rebates or grants provided to property owners, along with each property address
  - Estimated annual gallons of water saved per device installation
  - Municipality matching funds disbursed
  - Number of unmet funding requests from property owners, if any
- Upon review and confirmation of the above information, MCEs will process a grant payment in the amount of 75% of approved total rebates or grants for the reporting period.
- MCEs will provide confirmation of grant balances available upon request and reserves the right to amend grant agreements, in collaboration with grantee municipality, if quarterly reporting indicates rebate or grant programs will not fully utilize grant awards within the grant period.

## Qualified Activities

- Toilet replacement with a US EPA WaterSense labeled toilet:

[http://www.epa.gov/WaterSense/product\\_search.html](http://www.epa.gov/WaterSense/product_search.html)

- Irrigation controller replacement with a US EPA WaterSense labeled controller:

<https://www.epa.gov/watersense/product-search>

- Clothes washing machine replacement with an US DOE Energy Star labeled clothes washing machine:

<https://www.energystar.gov/productfinder/product/certified-clothes-washers/results>

- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body

<https://www.epa.gov/watersense/product-search>

- Irrigation system audit by an Irrigation Professionals certified by a US EPA WaterSense program

<https://www.epa.gov/watersense/find-pro>

**Reporting Example**

Community	Property Street Address	Property Type	Device Replaced	Cost per Device	# of Devices	Rebate or Grant per Device	Est. Annual Water (Gal) Saved Per Device	Total Rebate or Grant	Municipality Contribution	Eligible Grant Amount
Anytown	652 Silvis St	Residential	Clothes Washer	\$624.60	1	\$150.00	3,000	\$150.00	\$37.50	\$112.50
Anytown	1952 Ingram Way	Residential	Irrigation Controller	\$199.99	1	\$100.00	8,800	\$100.00	\$25.00	\$75.00
Anytown	630 Gibbons Ave	Residential	Clothes Washer	\$599.90	1	\$150.00	3,000	\$150.00	\$37.50	\$112.50
Anytown	4424 Barriger Blvd	Residential	Toilet	\$168.00	1	\$50.00	4,000	\$50.00	\$12.50	\$37.50

EXHIBIT C Revision #

**METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES**

**2019 CLEAN WATER FUND WATER EFFICIENCY GRANT PROGRAM  
GRANT AMENDMENT FORM**

NOTICE TO GRANTEE: Submission of this form is required to modify your township's agreement with Metropolitan Council Environmental Services (MCES) 2019 Clean Water Fund Water Efficiency Grant program (Grantee Program).

After determination of your township's initial grant amount, completion and submission of this form is necessary when 1) you are requesting additional grant funds to meet unexpected rebate or grant demand, or 2) when your township has determined that the previously approved program's rebate or grant demand will not be met, requiring less grant funds than anticipated when the agreement was signed.

The process for modifying your agreement is as follows:

1. Your Township's designated authorized representative submits 2 signed copies of Exhibit C to MCES, with an attachment itemizing requests for changes to prior granted amounts.
2. Upon receipt of signed Exhibit C, MCES Program Administrator obtains Council authorized signatures that modifies the agreement and returns a fully signed copy of Exhibit A indicating new grant amount to Township's designated authorized representative.

-----

Instructions: Indicate the date of your change request in #1 box. Indicate the number of this particular change request in #2 box (and in box at top of page – must match). Enter the current grant agreement amount (as MCES approved) in #3 box. If you wish to increase your municipality's grant amount, enter the amount you are requesting in #4 box. If you wish to decrease your grant amount due to less demand than anticipated, enter the amount in #5 box. Enter in #6 box the amount derived from adding #3 to #4 or derived from subtracting #5 from #3.

Grant Agreement #

1. Date of change request:

2. Change request number:

3. Current Grant Agreement Amount (as MCES approved):

4. Increase due to request for additional funding:

5. Decrease due to less demand:

6. Amended Grant Agreement Amount requested:

TOWNSHIP NAME: \_\_\_\_\_

I request the above changes (sign with title and date):

\_\_\_\_\_

MCES PROGRAM ADMINISTRATOR APPROVAL (signature and date):

\_\_\_\_\_

COUNCIL AUTHORIZED SIGNATURE AND DATE

\_\_\_\_\_

-----

Questions may be directed to the MCES Authorized Representative:

Brian Davis  
MCES Senior Engineer  
390 Robert Street North  
St. Paul, MN 55101-1805  
Phone: (651) 602-1519  
Email: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)



## Town Board Meeting December 16, 2019

**Agenda Number:** 5C – Consent Agenda

- Subject:** **Liquor License Renewals** – Based on Staff Review & Recommendation Approve the Following On & Off Sale & Sunday Liquor License Renewals for 2020:
1. **Applebee's** – On-Sale & Sunday Liquor License for Applebee's Grill & Bar, 1018 Meadowlands Drive.
  2. **Zen Asia** – On-Sale & Sunday Liquor License for Zen Asia, 1011 Meadowlands Drive, Suite 8.
  3. **Cub Foods** – Off-Sale & 3.2% Liquor License for Kowalski Companies, Inc., d/b/a Cub Foods of White Bear, 1059 Meadowlands Drive.
  4. **Bald Eagle Liquor** – Off-Sale Liquor License for Bald Eagle Liquor, 5960 Highway 61.
  5. **Orchid Restaurant & Bar** – On-Sale & Sunday Liquor License for Orchid Restaurant & Bar, 1190 County Road J, Suite 100.
  6. **Lucy's Burgers LLC** – On-Sale & Sunday Liquor License for Lucy's Burgers LLC, 1190 County Road J, Suite 600.
  7. **Northwoods Entertainment, LLC d/b/a Emagine Theatres** – On-Sale & Sunday Liquor License for Northwoods Entertainment, LLC, d/b/a Emagine Theatres, 1180 County Road J.
  8. **Red Luna, LLC d/b/a Red Luna Taco Factory** – 3.2% & Strong Beer Liquor License for Red Luna, LLC d/b/a Red Luna Taco Factory, 5960 Highway 61, Suite 3.

**Documentation:** Staff Memos w/ attachments

**Action / Motion for Consideration:**

Receive Report / Discuss

Based on Staff Review & Recommendation Approve the Following On & Off Sale & Sunday Liquor License Renewals for 2020:

1. **Applebee's** – On-Sale & Sunday Liquor License for Applebee's Grill & Bar, 1018 Meadowlands Drive.
2. **Zen Asia** – On-Sale & Sunday Liquor License for Zen Asia, 1011 Meadowlands Drive, Suite 8.
3. **Cub Foods** – Off-Sale & 3.2% Liquor License for Kowalski Companies, Inc., d/b/a Cub Foods of White Bear, 1059 Meadowlands Drive.
4. **Bald Eagle Liquor** – Off-Sale Liquor License for Bald Eagle Liquor, 5960 Highway 61.
5. **Orchid Restaurant & Bar** – On-Sale & Sunday Liquor License for Orchid Restaurant & Bar, 1190 County Road J, Suite 100.
6. **Lucy's Burgers LLC** – On-Sale & Sunday Liquor License for Lucy's Burgers LLC, 1190 County Road J, Suite 600.
7. **Northwoods Entertainment, LLC d/b/a Emagine Theatres** – On-Sale & Sunday Liquor License for Northwoods Entertainment, LLC, d/b/a Emagine Theatres, 1180 County Road J.
8. **Red Luna, LLC d/b/a Red Luna Taco Factory** – 3.2% & Strong Beer Liquor License for Red Luna, LLC d/b/a Red Luna Taco Factory, 5960 Highway 61, Suite 3.

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: DECEMBER 9, 2019**

**SUBJECT: APPLEBEE'S – ON-SALE LIQUOR LICENSE RENEWAL**

Apple Minnesota, LLC (Applebee's) has submitted their completed Liquor License Renewal Information along with the 2020 license fee in the amount of \$3,000.00.

In accordance with Ordinance No. 32 (Liquor), I have received the background check information on the manager from the Ramsey County Sheriff's Office, and it is the same person as in previous years and all is clear.

Applebee's has provided the "Food to Liquor Sale Ratio" letter which is attached.

A Certificate of Insurance has been received.

### **Requested Action:**

1. Approval of the renewal of the 2020 On-Sale & Sunday Liquor License for Apple Minnesota, LLC (Applebee's Neighborhood Grill & Bar), 1018 Meadowlands Drive, White Bear Township, Minnesota 55127, for the period of January 1, 2020 through December 31, 2020.
2. Authorize staff to forward the liquor license renewal information to the State Alcohol & Gambling Enforcement Division for filing.

PSW/s  
Enc.  
cc:admin/add.file  
b:applebees-20memo



**Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507**

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code	TPONSS	License Period Ending	12/31/2019	Iden:	30775
Issuing Authority	White Bear Township				
Licensee Name	Apple Minnesota LLC				
Trade Name	Applebee's Neighborhood Grill & Bar				
Address	1018 Meadowlands Dr White Bear Township, MN 55127				
Business Phone	6514299789				
License Fees:	Off Sale	\$0.00	On Sale	\$2,800.00	Sunday \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2 & liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

	08/31/1961		4/7/19
Licensee Signature (Signature certifies all above information to be correct and license has been approved by city/county.)	DOB	SSN	Date
_____ City Clerk/County Auditor Signature (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)			Date
_____ County Attorney Signature County Board issued licenses only (Signature certifies licensee is eligible for license).			Date
_____ Police/Sheriff Signature Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.			Date

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

Ronald Igarashi - New Address - 38501 Ranally Way, Willoughby, OH 44094

---

---

---

Indicate below any direct or indirect interest in other liquor establishments:

Other Applebee's Neighborhood Grill & Bar locations in 23 states and a Taco Bell Cantina in Madison, WI

---

---

---

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

See attached list of violations

---

---

---

Report below details involving any license rejections or revocations:

N/A

---

---

---

City/County Comments:

---

---

---

## LIQUOR VIOLATIONS

6/2/2005, Apple New Jersey, LLC Applebee's Neighborhood Grill and Bar, Washington Township/Turnersville received a violation for a minor – false ID presented, they paid a fine in lieu of suspension.

11/15/10 Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Austin, MN received a violation for a sale to a minor and paid a \$500.00 fine.

4/25/11 Apple Norcal, LLC, Applebee's Neighborhood Grill and Bar, Cameron Park, CA received a violation for a sale to a minor and paid a fine of \$3000.00 in lieu of suspension.

7/23/11 Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Minneapolis, MN (U of M) received a violation for allowing liquor outside of the licensed premise. They paid a fine of \$500.00

8/18/11 Apple Norcal, LLC, Applebee's Neighborhood Grill and Bar, Davis, CA received a violation for a sale to a minor and paid a \$3000.00 fine in lieu of suspension.

8/29/11 Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Rogers, MN (Diamond Lake Road) received a violation for a sale to a minor and paid a \$500.00 fine.

9/8/11 Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Rice Lake, WI received a violation for a sale to a minor.

11/29/11 Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Cottage Grove, MN received a violation for sales to a minor and paid a \$500.00 fine.

3/1/12 Apple Norcal, LLC, Applebee's Neighborhood Grill and Bar, Windsor, CA received a violation for a sale to a minor and paid a fine of \$3000.00 in lieu of suspension.

4/10/12 Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Burnsville, MN received a violation for a sale to a minor and paid a \$500.00 fine.

10/21/12 Apple New England, LLC Applebee's Neighborhood Grill and Bar, Littleton, NH received a violation sale of alcoholic beverage to an intoxicated person. They paid a \$500.00 fine, served a three day suspension of their liquor license and had four points assessed to the liquor license.

10/24/12 Apple New England, LLC, Applebee's Neighborhood Grill and Bar, Epping, NH received a violation for prohibited sales – Sales to an intoxicated. They received a \$1000.00 fine, five day suspension of liquor sales in the bar only with one day held in abeyance and four points assessed to the liquor license.

11/10/12 Apple New England, LLC, Applebee's Neighborhood Grill and Bar, Brighton, MA received a violation for overcrowding and seventeen televisions operating when entertainment permit only allows seven. The restaurant was just given a warning.

11/18/12 Apple New England, LLC, Applebee's Neighborhood Grill and Bar, Dorchester, MA (South Bay) received a violation for change of manager without prior approval from the Licensing Board and No valid BFD Assembly permit posted they received a warning.

11/30/12 Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Red Wing, MN received a violation for a sale to a minor and paid a \$750.00 fine.

12/17/12 Apple Indiana I, LLC, Applebee's Neighborhood Grill & Bar, Center Grove, IN received violations for allowing a minor to loiter and sale of an alcoholic beverage to a minor. They received a fine of \$500.00.

1/25/13 Apple Washington II, LLC, Applebee's Neighborhood Grill and Bar, Longview, WA received a violation for a sale to a minor. They received a \$300.00 fine in lieu of suspension.

1/26/13 Apple Colorado, LLC, Applebee's Neighborhood Grill and Bar, Greeley, CO received a violation for a sale to a minor. They received a fifteen day suspension on the liquor license in which three days shall be actively served, however rather than an active closure the licensee paid a fine in lieu of suspension in the amount of \$200.00 The remaining twelve days are held in abeyance for one year. Licensee agreed to a mandatory Responsible Vendor Training Program for all servers, bartenders and managers within 180 days approval of the agreement.

2/21/13 Apple Delaware, LLC, Applebee's Neighborhood Grill and Bar, Newark, DE received a violation for the manager not having a server training card. They paid a fine of \$115.00.

2/22/13 Apple Indiana II, LLC, Applebee's Neighborhood Grill and Bar, Plainfield, IN received a violation for two counts of a sale to a minor and allowing a minor to loiter, they paid a fine of \$1000.00.

3/16/13 Apple New Mexico, LLC, Applebee's Neighborhood Grill & Bar, Hobbs, NM received a violation for a sale to a minor. They paid \$1000.00 fine.

3/20/13 Apple Delaware, LLC, Applebee's Neighborhood Grill and Bar, New Castle, DE received a violation for failing to have staff members and alcoholic beverage servers properly trained in accordance with state law in violation of commission rules and for possessing and presenting a fraudulent server training card to an enforcement agent. (2 violations/citations) We paid a fine of \$230.00

4/9/13 Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Delano, MN received a violation for a sale to a minor they paid a fine of \$375.00.

4/26/13 Apple Washington LLC, Applebee's Neighborhood Grill and Bar, Lacey, WA received a violation for a sale to a minor. They paid a fine of \$300.00

5/4/13 Apple Washington II, LLC, Applebee's Neighborhood Grill and Bar, Mission & Pines, Spokane, Washington received a violation for a sale to a minor, they paid a fine of \$300.00

6/13/13 Apple Bama, LLC, Applebee's Neighborhood Grill and Bar, Oxford, AL received a violation for a sale to a minor, they paid a fine of \$750.00

8/10/13 Apple New Mexico, LLC, Applebee's Neighborhood Grill and Bar, Clovis, NM Received a violation for serving 15-20 intoxicated guests and open for business after 2 am. They received a fine of \$1500.00 and a one day of suspension of the alcohol sales.

8/22/13, Apple New Mexico, LLC, Applebee's Neighborhood Grill and Bar, Gallup, NM received a violation for a sale to a minor. They received a \$1000.00 fine and one day of suspension.

9/10/13. Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Brooklyn Park, MN received a violation for a sale to a minor. They received a fine of \$500.00.

09/23/13. BT Woodlipp, Inc., Applebee's Neighborhood Grill and Bar, Johnstown, PA received a violation for a sale to a minor. They paid a fine of \$1250.00 and did RAMP training with the whole staff with a PLCB regulated trainer.

9/20/13, Apple New England, LLC; Applebee's Neighborhood Grill and Bar, Milford, MA received a violation for a sale to a minor. A hearing was held and they received a warning only.

10/24/13, Apple New England, LLC, Applebee's Neighborhood Grill and Bar, Brighton, MA received a violation for furnishing alcohol to persons under 21 years of age. Minors were in possession of alcohol inside premise. The restaurant received a one day suspension and closed on 2/2/14 for the day.

12/7/13, Apple Colorado, LLC, Applebee's Neighborhood Grill and Bar, Pueblo, CO received a violation for a sale of alcohol to a person under 21. They paid a fine in lieu of a five day suspension in the amount of \$1408.00. Ten days of the suspension are held in abeyance of a period of one year from the date of approval on the stipulated agreement.

1/23/14, BT Woodlipp, Inc., Applebee's Neighborhood Grill & Bar, Trinity Point location in South Strabane Township in Washington, PA received a violation for failing a age compliance sale and illegal sale of alcohol to a minor. They received a fine of \$1,400.00 and directed to participate in the R.A.M.P. Program.

1/25/14, Apple Washington II, LLC, Applebee's Neighborhood Grill & Bar Union Gap, WA received a violation for a sale of alcohol to a minor. They paid a \$300.00 fine.

2/4/14, Apple Oregon, LLC, Applebee's Neighborhood Grill and Bar (North Salem), Salem, OR received a violation for Permitted mixing, selling or serving alcohol, or supervising those who do without a service permit. They paid a fine in the amount of \$1485.00

2/13/14, Apple Washington II, LLC, Applebee's Neighborhood Grill and Bar in Walla Walla, WA received a violation for a sale to a minor. They paid a \$300.00 fine.

2/20/14, Apple Indiana I, LLC, Applebee's Neighborhood Grill and Bar in Indianapolis, IN (Frankfurt) received a violation for a sale to a minor. They paid a \$500.00 fine.

3/19/14, Apple Indiana I, LLC, Applebee's Neighborhood Grill and Bar in Greenfield, IN received a violation for a sale to a minor. They paid a \$500.00 fine.

3/21/14, Apple Washington LLC, Applebee's Neighborhood Grill and Bar in Lacey, WA received a violation for a sale to a minor. They paid a \$2,000.00 fine.

03/25/14, Wine Country Apple, LLC, Applebee's Neighborhood Grill and Bar, San Rafael, CA (Northgate) received a violation for a sale to a minor, the suspension and penalty were stayed upon condition that no further violations will occur at the premise within a year. They received another violation and paid \$3000.00 fine.

3/28/14. Apple Indiana III, LLC, Applebee's Neighborhood Grill & Bar, Broad Ripple, IN received a violation for allowing a minor to loiter and sale of an alcoholic beverage to a minor. They received a \$500.00 fine and a deferral on the loitering of minors.

03/28/14, Apple New England, LLC, Applebee's Neighborhood Grill & Bar, Westfield, MA (West Main) received a violation for sale or delivery of alcoholic beverages to a person under 21 years of age. They attended a hearing and received a warning.

04/03/14, Apple New Jersey, LLC, Applebee's Neighborhood Grill and Bar, Hamilton Township (Mays Landing) received a violation for a sale to a minor. They paid a fine of \$2250.00

5/1/14, Apple Washington II, LLC, Applebee's Neighborhood Grill & Bar, Walla Walla, WA received a violation for a sale to a minor. They paid a fine of \$2000.00 in lieu of suspension and agreed to purchase ID checking equipment.

5/14/14, Apple Indiana III, LLC, Applebee's Neighborhood Grill & Bar, Anderson, IN received a violation for a sale to a minor. They paid a \$500.00 fine.

6/17/14, Wine Country Apple, LLC, Applebee's Neighborhood Grill & Bar, San Rafael, CA (Northgate) received a violation for a sale to a minor. They paid a fine of \$12,855.25

7/13/14, Apple New England, LLC, Applebee's Neighborhood Grill & Bar, Woburn, MA received an alleged violation notice for sale / delivery of alcoholic beverages to an intoxicated person.

7/31/14, Apple Mid Cal II, LLC, Applebee's Neighborhood Grill & Bar, Union City, CA received a violation for a sale to a minor. They paid a \$3000.00 fine in lieu of suspension of their liquor license

9/22/14, Apple New Mexico, LLC, Applebee's Neighborhood Grill & Bar, Santa Fe, NM received a violation for a sale to a minor.

10/17/14, Apple New England, LLC, Applebee's Neighborhood Grill & Bar, South Portland, ME received a violation for a sale to a minor. They received a written warning with conditions and must be violation free for a year.

11/18/14, Apple Minnesota, LLC, Applebee's Neighborhood Grill & Bar, Red Wing, MN received a violation for sale to a minor. They received a \$1500.00 fine and ten day suspension of their liquor license.

11/29/14, Apple Idaho, LLC, Applebee's Neighborhood Grill and Bar, Pocatello, ID received a violation for a sale to a minor. They paid 1000.00 fine.

12/13/14, Apple Colorado, LLC, Applebee's Neighborhood Grill & Bar, Pueblo, CO received a violation for a sale to a minor. They paid a \$4,203.00 fine in lieu of suspension.

2/5/15, Apple New Mexico, LLC, Applebee's Neighborhood Grill & Bar, Roswell, NM received a violation for sale to two intoxicated persons. They paid \$1000.00 fine and a suspension of one day liquor sales.

2/12/15, Apple New Mexico, LLC, Applebee's Neighborhood Grill & Bar, Los Lunas, NM received a violation for sale to a minor. They paid \$1000.00 fine and a one day suspension of their liquor license.

3/13/15, Apple New Mexico, LLC, Applebee's Neighborhood Grill & Bar, Farmington, NM received a violation for sale to a minor. They paid \$1000.00 fine and a one day suspension of their liquor license.

04/02/15, Apple New Mexico, LLC, Applebee's Neighborhood Grill & Bar, Alamogordo, NM received a violation for sale to a minor. They paid \$1000.00 fine and a one day suspension of their liquor license.

05/03/15, Apple Indiana II, LLC, Applebee's Neighborhood Grill & Bar, Kokomo, IN received a violation for a sale to a minor and allowing a minor to loiter. We paid a penalty of \$500.00

05/07/15, Apple Indiana II, LLC, Applebee's Neighborhood Grill & Bar, Speedway, IN received a violation for a sale to a minor and allowing a minor to loiter. They paid a \$500.00 fine.

5/18/15, Apple Colorado, LLC, Applebee's Neighborhood Grill & Bar, Durango, CO received a violation for a sale to a minor. They were given a ten day suspension of the liquor license and paid a \$998.60 fine in lieu of five days active suspension and the other five days are held in abeyance for a period of one year pending no further violations.

5/27/15, Apple Colorado, LLC, Applebee's Neighborhood Grill & Bar, Grand Junction, CO received a violation for a sale to a minor. They were given a ten day suspension of the liquor license and paid a fine of \$1,597.24 in lieu of five days active suspension and the other five days are held in abeyance for a period of one year pending no further violations.

6/24/15, Apple Minnesota, LLC, Applebee's Neighborhood Grill & Bar, Fridley, MN received a violation for a sale to a minor and received a fine of \$500.00

07/08/15, BT Woodlipp, LLC, Applebee's Neighborhood Grill & Bar, West Mifflin, PA received a violation for a sale to a minor and paid \$1400.00 fine and RAMP Certification is imposed.

9/10/15, Apple Georgia, LLC, Applebee's Neighborhood Grill & Bar, Statesboro, GA received a violation for a sale to a minor. The city of Statesboro gave us a warning and no other instance can happen within a year. The state imposed a \$1000.00 penalty for a sale to a minor.

9/17/15, B.T. Woodlipp LLC, Applebee's Neighborhood Grill and Bar, Robinson received a violation for failure to register a manager, they paid a fine of \$150.00. Citation Number 15-2031

10/27/15, Apple Pennsylvania, LLC, Applebee's Neighborhood Grill & Bar, Neshannock Twp received a violation for failure to register a manager within fifteen days. They paid a penalty fine of \$250.00

11/17/15, Apple Washington, LLC, Applebee's Neighborhood Grill & Bar, Burlington, WA received a violation for a sale to a minor. The state imposed a five day suspension of the liquor license.

12/4/15, Apple Ohio, LLC, Applebee's Neighborhood Grill & Bar, Wadsworth, OH received a violation for a sale to a minor. We paid \$1000.00 fine in lieu of suspension.

12/12/15, Apple Minnesota, LLC, Applebee's Neighborhood Grill & Bar, Blaine, MN (Lexington) received a violation for a sale to a minor, they paid \$1000.00 fine in lieu of suspension of the liquor license.

12/18/15, Apple Washington LLC, Applebee's Neighborhood Grill & Bar, Wenatchee, WA received a violation for a sale to a minor. The state imposed a \$300.00 fine.

1/6/16, Apple Colorado, LLC, Applebee's Neighborhood Grill & Bar, Brookhill, CO received a violation for a sale to a minor. The state imposed a ten day suspension of the liquor license. We paid a \$671.00 fine in lieu of five days suspension and five days are held in abeyance for one year pending no further violations.

1/16/16, Apple New Mexico, LLC, Applebee's Neighborhood Grill & Bar, Clovis, NM received a violation for a sale to a minor. They received a \$1000.00 fine and held one day of suspension on a Saturday.

03/14/2016, Apple New England, LLC, Applebee's Neighborhood Grill & Bar, Rutland, VT received a violation for a sale to a minor. They paid a \$510.00 fine..

04/13/16, Apple Minnesota, LLC, Applebee's Neighborhood Grill & Bar, Northfield, MN received a violation for a sale to a minor. They paid a fine of \$250.00.

04/28/16, Apple Minnesota, LLC, Applebee's Neighborhood Grill & Bar, Cambridge, MN received a violation for a sale to a minor. They paid \$150.00 fine and are subject to two additional compliance checks between 7/1/16 – 3/1/17.

06/09/16, Apple New Mexico, LLC, Applebee's Neighborhood Grill & Bar, Farmington, NM received a violation for a sale to a minor. They paid a \$1500.00 fine in lieu of suspension.

07/20/16, Apple Minnesota, LLC, Applebee's Neighborhood Grill & Bar, Inver Grove, MN received a violation for a sale to a minor. They paid a \$750.00 fine.

8/4/16, Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Willmar, MN received a warning for a sale to a minor. If there is an additional fine this year it will be \$1000.00 fine.

8/12/16, Apple Colorado LLC, Applebee's Neighborhood Grill & Bar, Lakewood, CO (South Wadsworth) received a violation for a sale to a minor. They paid a fine of \$819.00 in lieu of suspension of their liquor license.

08/24/16, Apple Washington II, LLC, Applebee's Neighborhood Grill & Bar, Pasco, WA received a violation or a sale to a minor. They paid a fine of \$300.00 in lieu of a suspension of their liquor license

8/31/16, Apple Idaho LLC, Applebee's Neighborhood Grill & Bar, Boise Mall, ID received a violation for failure to lock up liquor as required. They paid a \$500.00 fine in lieu of suspension.

9/2/16, Apple Indiana II, LLC Applebee's Neighborhood Grill & Bar, Franklin, IN received a violation for a sale to a minor. They paid a \$500.00 fine.

9/18/16, Apple Indiana, LLC, Applebee's Neighborhood Grill and Bar, Shelbyville, IN received a violation for a sale to a minor and allowing a minor to loiter. They paid a \$750.00 fine.

10/13/16, Apple Washington II, LLC, Applebee's Neighborhood Grill & Bar Union Gap, WA received a violation for a sale of alcohol to a minor. They paid a \$300.00 fine in lieu of suspension.

11/26/16, Apple Indiana I, LLC, Applebee's Neighborhood Grill and Bar, Carmel (Zionsville), IN received a violation for allowing an employee to work without a permit. They paid a \$75.00 fine.

12/16/16, Apple Pennsylvania, LLC, Applebee's Neighborhood Grill & Bar, Monaca, PA received a violation for a sale to a minor. They paid a fine of \$1400.00 and are required to be RAMP Certified.

12/29/16, Apple New Mexico, LLC, Applebee's Neighborhood Grill & Bar, Clovis, NM received a violation for a sale to an intoxicated guest. They paid a \$10,000 fine and served a fourteen day suspension.

1/10/17, Apple New Jersey, LLC, Applebee's Neighborhood Grill and Bar, Sicklerville, NJ received a violation for a sale to a minor. They paid a fine of \$4800.00 in lieu of suspension of the liquor license.

1/11/17, Apple Oregon, LLC, Applebee's Neighborhood Grill and Bar, Albany, OR received a violation for permitting an employee to mix, sell and serve alcoholic beverages without a service permit. It is aggravated because it was allowed more than six months. They paid a fine of \$1485.00

1/13/17, Apple Indiana I, LLC, Applebee's Neighborhood Grill and Bar, Frankfort, IN received a warning for a server not having a valid employee permit. Employee obtained permit that day.

2/21/17, Apple Minnesota, LLC, Applebee's Neighborhood Grill and Bar, Lakeville, MN received a violation for a sale to a minor. They paid a fine of \$750.00

02/24/17, Apple Mid Cal II, LLC, Applebee's Neighborhood Grill and Bar, Alameda, CA received a violation for a sale to a minor. They paid a \$3000.00 fine in lieu of suspension of their liquor license

2/25/17, Apple New Mexico, LLC, Applebee's Neighborhood Grill and Bar, Clovis, NM received a violation for a sale to a minor. They served a one day suspension and paid a \$1000.00 fine

3/15/17, Apple Oregon, LLC, Applebee's Neighborhood Grill & Bar, Happy Valley, OR received a violation for a sale to a minor. They paid a fine of \$660.00 in lieu of suspension.

3/16/17, Apple Idaho, LLC, Applebee's Neighborhood Grill & Bar, Boise Mall, Idaho received a violation for a sale to a minor. They paid a \$6,000 fine and served a two day suspension.

03/30/17, Apple New Jersey, LLC, Applebee's Neighborhood Grill and Bar, Pennsville, NJ, received a violation for a sale to a minor. They paid a \$6000.00 fine in lieu of suspension of their liquor license.

04/24/17, Apple New England, LLC, Applebee's Neighborhood Grill and Bar, Chelmsford, MA received a warning for a sale to a minor.

07/20/17, Apple Socal, LLC, Applebee's Neighborhood Grill & Bar, Chino, CA received a violation for a sale to a minor. They paid a \$3000.00 fine in lieu of suspension of their liquor license.

09/21/17, Apple Indiana I, LLC, Applebee's Neighborhood Grill and Bar, Logansport, IN received a violation for a sale to a minor and allowing a minor to loiter. They paid a \$500.00 fine.

10/20/17, Apple New Mexico, LLC, Applebee's Neighborhood Grill & Bar, Hobbs, NM received a violation for a sale to an intoxicated. They paid a \$1,500.00 fine and one day of suspension.

11/9/17, Apple Colorado, LLC, Applebee's Neighborhood Grill & Bar, Castle Rock, CA received a violation for a sale to a minor. They paid a \$861.00 fine in lieu of suspension of the liquor license. Five days are held in abeyance for a period of one year.

11/16/17, Apple Bama, LLC, Applebee's Neighborhood Grill & Bar, Oxford, AL received a violation for a sale to a minor. They paid a \$750.00 fine.

11/30/17, Apple Minnesota, LLC, Applebee's Neighborhood Grill & Bar, Cottage Grove, MN received a violation for a sale to a minor. They paid a \$500.00 fine in lieu of suspension of the liquor license. All employees had to participate in a city sponsored training program.

12/7/17, Apple Minnesota, LLC, Applebee's Neighborhood Grill & Bar, West St. Paul, MN received a violation for a sale to a minor. They paid a \$200.00 fine.

01/10/18, Apple Washington II, LLC, Applebee's Neighborhood Grill and Bar, 112<sup>th</sup> Street, Vancouver, WA received a violation for a sale to a minor. They paid a \$300.00 fine in lieu of suspension of their liquor license.

1/24/18, Apple Idaho, LLC, Applebee's Neighborhood Grill & Bar, Moscow, ID received a violation for failure to lock up liquor. They paid a \$250.00 fine in lieu of suspension

1/24/18, Apple Idaho, LLC, Applebee's Neighborhood Grill & Bar, Lewiston, ID received a violation for failure to lock up liquor. They paid \$1000.00 fine in lieu of suspension.

4/7/18, Apple Socal II, LLC, Applebee's Neighborhood Grill & Bar, Alhambra, CA received a violation for a sale to a minor. They paid a \$3000.00 fine in lieu of suspension of their liquor license.

04/21/18, Apple Colorado LLC, Applebee's Neighborhood Grill & Bar, Brighton, CO received a violation for a sale to a minor. They were given a five day suspension of the liquor license and paid a fine of \$522.60 for three days and two day are held in abeyance for one year.

05/24/18, Apple Minnesota LLC, Applebee's Neighborhood Grill & Bar, Rochester, MN (Apache Mall) received a violation for a sale to a minor. – Warning only no fines or citation.

6/4/18, Apple Washington LLC, Applebee's Neighborhood Grill & Bar, Sequim, WA received a violation for a sale to a minor. They paid a \$300.00 fine.

6/25/18, Apple Minnesota LLC, Applebee's Neighborhood Grill & Bar, Monticello, MN received a violation for a sale to a minor. They paid a \$500.00 fine.

7/3/18, Apple Minnesota LLC, Applebee's Neighborhood Grill & Bar, Oak Park Heights, MN received a violation for a sale to a minor. They paid a \$500.00 fine.

09/20/18, Apple Georgia LLC, Applebee's Neighborhood Grill & Bar, Milledgeville, GA received a violation for a sale to a minor. They paid a \$500.00 fine on the license is on probation for a year until 1/9/20

10/11/18, BT Woodlipp LLC, Applebee's Neighborhood Grill & Bar, State College, PA received a violation or a sale to a minor. They paid a \$1500 fine and had mandatory RAMP Certification.

11/8/18, Apple Indiana III, LLC, Applebee's Neighborhood Grill & Bar, Greenwood, IN received a violation for a sale to a minor and allowing a minor to loiter. They paid a \$500.00 fine.

11/21/18, Apple Minnesota LLC, Applebee's Neighborhood Grill & Bar, Plymouth, MN received a violation for a sale to a minor. They paid a \$500.00 fine and five days of stayed suspension.

11/28/18, Apple Socal LLC, Applebee's Neighborhood Grill & Bar, Mira Loma, CA received a violation for a sale to a minor.

2/19/19, Apple Indiana II LLC, Applebee's Neighborhood Grill & Bar, Speedway, IN received a violation for failure to have an employee permit – they paid a \$150.00 fine.

3/10/19, Apple New England, LLC, Applebee's Neighborhood Grill & Bar, Keene, NH received a violation for a sale to a minor. They paid a fine of \$500.00 with \$500.00 held in abeyance for one year two days suspension of the liquor license in the bar only with one day held in abeyance and four points against their liquor license.

3/20/19, Apple Pennsylvania LLC, Applebee's Neighborhood Grill & Bar, Murrysville, PA received a violation for a sale to a minor. They paid a \$1400.00 fine and were required to do RAMP Certification.

03/24/19, Apple Delaware LLC, Applebee's Neighborhood Grill & Bar, New Castle, DE (Kirkwood) received a violation for selling more than one alcoholic beverage to a person within the last minutes prior to closing. They paid a \$450.00 fine.

04/08/19, Apple Washington LLC, Applebee's Neighborhood Grill & Bar, Bellevue, WA received a violation for a sale to a minor. They paid a \$300.00 fine.

4/8/19, Apple Indiana LLC, Applebee's Neighborhood Grill & Bar, Greenwood, IN (Center Grove) received a violation for all managers not having MQ's.

4/12/19, Apple Bama LLC, Applebee's Neighborhood Grill & Bar, Oxford, AL received a violation for a sale to a minor. They paid a \$750.00 fine.

4/26/19, Apple New Mexico LLC, Applebee's Neighborhood Grill & Bar, Santa Fe, NM received a violation for a sale to a minor.

05/30/19, Apple Minnesota LLC, Applebee's Neighborhood Grill & Bar, Oak Park Heights, MN received a violation for a sale to a minor. They paid a civil sanction of \$1000.00 and held a three day suspension of liquor sales.

06/17/19, Apple Colorado LLC, Applebee's Neighborhood Grill & Bar, Greeley, CO, received a violation for a sale to a minor. They received a ten day suspension of the liquor license 3 days were to be actively held but we paid a fine in lieu of suspension and the other seven days are held in abeyance for a period of one year.

06/20/2019, Apple New England LLC, Applebee's Neighborhood Grill & Bar, Dover, NH (Indian Brook) received a violation for a sale to an intoxicated person.

07/25/19, B.T. Woodlipp LLC, Applebee's Neighborhood Grill & Bar, Johnstown, PA, received a violation for a sale to a minor.

10/4/19, Apple Pennsylvania LLC, Applebee's Neighborhood Grill & Bar, Clarion, PA received a violation for a sale to a minor.

10/23/19, Apple Minnesota LLC, Applebee's Neighborhood Grill & Bar, Cambridge, MN received a violation for a sale to a minor.

10/29/19, Apple Minnesota, LLC, Applebee's Neighborhood Grill & Bar, Eden Prairie, MN received a violation for a sale to a minor.

LICENSE APPLICANT INFORMATION

Pursuant to Minnesota Statutes 270C.72, the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest; and

The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service; and

Failure to supply this information may jeopardize or delay the issuance of your licensing or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. Do not return this form to the Department of Revenue.

Licensing Authority: White Bear Township

License Information

Name of license being applied for: On Sale & Sale Sunday
License renewal date: 1/1/20 - 12/31/20

Personal Information

Applicant's Name (Last, first, middle initial): Igarashi, Ronald S.
Applicant's Resident Address: 920 Eastlake Drive, Eastlake OH 44095
Social Security Number:

Business Information

Business Name: Apple Minnesota, LLC
Business Address: 1018 Meadowlands Road, White Bear MN 55127
Minnesota Tax Identification Number: 1688759

I do not conduct any business as a business entity and therefore do not have a Minnesota business identification number.

Additional explanation, if necessary:

Signature: [Handwritten Signature] Date: 11/2/19



**CERTIFICATION OF COMPLIANCE  
MINNESOTA WORKER'S COMPENSATION LAW**

Minnesota Statutes, Section 176.182 requires every state or local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Section 176.181, Subd. 2, by providing the name of the insurance company, the policy number, and dates of coverage, or a permit to self-insure. **This information will be collected by the licensing agency and retained in their files.**

This information is required by law, and licenses and permits to operate a business will not be issued or renewed if it is not provided and is falsely stated and shall result in a \$2,000 penalty assessed against the employer by the Commissioner of the Department of Labor and Industry for failure to comply.

Insurance Company Name: Ace American Insurance Company  
(NOT the insurance agent)

Policy #: WLRC66038488

Dates of Coverage: 01/01/2020 to 01/01/2021

I am not required to have Workers' Compensation liability coverage because:

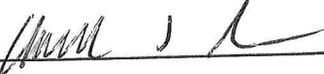
- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the Workers' Compensation law  
(These include spouse, parents, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid Workers' Compensation policy will be kept in effect at all times as required by law.

Name: Igarashi Ronald Shigeru  
(Last) (First) (Middle)

Doing Business As: Applebee's Neighborhood Grill & Bar 503-722-2825  
(Business name if different than your name) Phone

Business Address: 1018 Meadowlands Road  
White Bear, MN 55127

Signature:  Date: 9/7/19



Apple Minnesota LLC  
6200 Oak Tree Blvd., Suite 250  
Independence, OH, 44131  
(216)525-2775

Vendor No.	Check No.	Check Date
1008857	2190028765	11/14/2019

WHITE BEAR TOWNSHIP  
1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP MN 55110

SAP Document Number	Vendor Invoice Number	Invoice Date	Invoice Amount	Discount	Net Amount
1300039901	111319-22 Liquor License	11/13/2019	3,000.00	0.00	3,000.00
<b>TOTALS</b>					\$3,000.00

THIS DOCUMENT CONTAINS A VOID PANTOGRAPH AND IS NOT VALID IF THE WORD "VOID" APPEARS - A TRUE WATERMARK - HOLD TO LIGHT TO VERIFY WATERMARK



Apple Minnesota LLC  
6200 Oak Tree Blvd., Suite 250  
Independence, OH, 44131  
(216)525-2775

THREE THOUSAND DOLLARS

Vendor No.	Check No.	Check Date
1008857	2190028765	11/14/2019

BANK OF AMERICA N.A.

**CHECK AMOUNT**  
\*\*\*\*\*\$3,000.00  
VOID AFTER 90 DAYS

Pay  
To the  
Order  
Of

WHITE BEAR TOWNSHIP  
1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP MN 55110

AUTHORIZED SIGNATURE

⑈ 2190028765⑈ ⑆061112788⑆ 003359876870⑈



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh USA Inc. 200 Public Square, Suite 3760 Cleveland, OH 44114-1824 Attn: Cleveland.CertRequest@marsh.com  CN115425321-AppI*-Liq-20-21      Liquor	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext):      FAX (A/C, No):	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> ACE American Insurance Company		22667
<b>INSURER B :</b> ACE Fire Underwriters Co		20702
<b>INSURER C :</b>		
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** CLE-005780949-27      **REVISION NUMBER:** 10

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			XSL G71229865	01/01/2020	01/01/2021	EACH OCCURRENCE	\$ 500,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 0
							PERSONAL & ADV INJURY	\$ 3,000,000
							GENERAL AGGREGATE	\$ 15,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
							SIR	\$ 500,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			ISA H25283521	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED    RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WLR C66038488 (AOS)	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$ 1,000,000
B				SCF C6603852A (WI)	01/01/2020	01/01/2021	E.L. EACH ACCIDENT	\$ 1,000,000
A				WCU C66038567 (XS OH)	01/01/2020	01/01/2021	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Liquor Liability			XSL G71229865	01/01/2020	01/01/2021	Limit	1,500,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Applebee's, 1018 Meadowland Road, White Bear MN 55127.  
Liquor Liability policy is continuous until cancelled or non-renewed. Coverage includes liability for bodily injury, property damage, and loss of means of support as allowed under the policy, as required by Minnesota state law.

### CERTIFICATE HOLDER

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

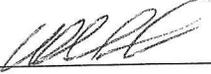
### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
of Marsh USA Inc.  
Edward Matthew Brandon *Edward Matthew Brandon*

Applebee's White Bear  
January - December 2018  
Certified Sales

Food Sales	1,942,357	84%
Liquor Sales	<u>368,295</u>	16%
Total Sales	<u><u>2,310,652</u></u>	

Certified By:  CA # 41811

Date: 11/2/19

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: DECEMBER 9, 2019**

**SUBJECT: ZEN ASIA 2019– LIQUOR LICENSE RENEWAL**

Zen Asia has submitted their Liquor License Renewal information along with the 2020 license fee in the amount of \$3,000.00.

In accordance with Ordinance No. 32 (Liquor), I have received the background check information on the manager from the Ramsey County Sheriff's Office, and it is the same as in previous years and is clear.

Zen Asia has provided the "Food to Liquor Sales Ratio" letter which is attached.

The Certificate of Insurance has been requested and should be received shortly.

### **Requested Action:**

1. Approve the renewal of the 2020 On-Sale & Sunday Liquor License for Zen Asia, 1011 Meadowlands Drive, Suite 8, White Bear Township, Minnesota 55127 for the period of January 1, 2020 through December 31, 2020.
2. Authorize staff to forward the liquor license renewal information to the State Alcohol & Gambling Enforcement Division for filing.

PSW/s  
Enc.  
cc:admin/add.file  
b:zenasia-20memo





## CERTIFICATION OF COMPLIANCE MINNESOTA WORKER'S COMPENSATION LAW

Minnesota Statutes, Section 176.182 requires every state or local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Section 176.181, Subd. 2, by providing the name of the insurance company, the policy number, and dates of coverage, or a permit to self-insure. **This information will be collected by the licensing agency and retained in their files.**

This information is required by law, and licenses and permits to operate a business will not be issued or renewed if it is not provided and is falsely stated and shall result in a \$2,000 penalty assessed against the employer by the Commissioner of the Department of Labor and Industry for failure to comply.

Insurance Company Name: Integrity  
(NOT the insurance agent)

Policy #: BP 266748-03

Dates of Coverage: 01-01-20 to 01-01-21

I am not required to have Workers' Compensation liability coverage because:

- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the Workers' Compensation law  
(These include spouse, parents, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid Workers' Compensation policy will be kept in effect at all times as required by law.

Name: Dao Thanh VAN  
(Last) (First) (Middle)

Doing Business As: ZEN ASIA 651-340-1748  
(Business name if different than your name) Phone

Business Address: 1011 Meadowlands Dr # 8

White Plains Township MN 55127

Signature: [Handwritten Signature] Date: 11-27-2019

LICENSE APPLICANT INFORMATION

Pursuant to Minnesota Statutes 270C.72, the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest; and

The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service; and

Failure to supply this information may jeopardize or delay the issuance of your licensing or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. Do no return this form to the Department of Revenue.

Licensing Authority: White Bear Township

License Information

Name of license being applied for: ZEN ASIA
License renewal date: 01-01-2020

Personal Information

Applicant's Name (Last, first, middle initial): DAO TLINH VAN
Applicant's Resident Address: 4836 HAMLET WAY N COOKDALE MN 55128
Social Security Number: 37

Business Information

Business Name: ZEN ASIA
Business Address: 101 Meadows Dr F8
Minnesota Tax Identification Number: 9300919

I do not conduct any business as a business entity and therefore do not have a Minnesota business identification number.

Additional explanation, if necessary:

Signature: Date:





ZEN ASIA INC  
THANH V DAO  
1011 MEADOWLANDS DR STE 8  
SAINT PAUL, MN 55127-2340

2561  
17-1910 2134  
3574048967

Date 12-02-19

\$ 3,000

PAY to the order of

White Bear Township

Three thousand 00/100

Dollars

Security Features on Back



*[Handwritten Signature]*

FOR

⑆000000256⑆ ⑆091000019⑆ 3574048967⑆

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: DECEMBER 9, 2019**

**SUBJECT: CUB FOODS LIQUOR LICENSES – OFF-SALE & OFF-SALE 3.2%**

Cub Foods has submitted their completed liquor license renewal information along with the 2020 license fees for the off-sale of hard liquor and off-sale of 3.2% inside their store.

In accordance with Ordinance No. 32 (Liquor), I have received the background check information on the manager from the Ramsey County Sheriff's Office, it is the same person as in previous years and all is clear.

A certificate of insurance has been received.

### **Requested Action:**

1. Approval of the renewal of the 2020 Off-Sale Liquor License and 2019 3.2% Liquor License for Kowalski Companies, Inc., d/a/a Cub Foods, 1059 Meadowlands Drive, for the period of January 1, 2020 through December 31, 2020.
2. Authorize staff to forward the liquor license renewal information to the State Alcohol & Gambling Enforcement Division for filing.

PSW/s  
cc:admin/add.file  
b:cub-20memo



Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

---

---

---

Indicate below any direct or indirect interest in other liquor establishments:

See attached

---

---

---

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

---

---

---

Report below details involving any license rejections or revocations:

---

---

---

City/County Comments:

---

---

---



Minnesota Department of Public Safety  
 Alcohol & Gambling Enforcement Division  
 445 Minnesota Street, 1600  
 St Paul, Minnesota 55101  
 651-201-7507

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code TP3.2OFSL License Period Ending 12/31/2019 Iden: 28566  
 Issuing Authority White Bear Township  
 Licensee Name Kowalski Companies Inc.  
 Trade Name Cub Foods of White Bear Township  
 Address 1059 Meadowlands Dr  
 White Bear Township, MN 55127  
 Business Phone 6514266534  
 License Fees: Off Sale \$75.00 On Sale \$0.00 Sunday \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2 & liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Thomas M. Blanchard \_\_\_\_\_ 11/26/19  
 Licensee Signature \_\_\_\_\_ DOB \_\_\_\_\_ SSN \_\_\_\_\_ Date  
 (Signature certifies all above information to be correct and license has been approved by city/county.)

\_\_\_\_\_  
 City Clerk/County Auditor Signature \_\_\_\_\_ Date  
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

\_\_\_\_\_  
 County Attorney Signature \_\_\_\_\_ Date  
 County Board issued licenses only (Signature certifies licensee is eligible for license).

\_\_\_\_\_  
 Police/Sheriff Signature \_\_\_\_\_ Date  
 Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

---

---

---

Indicate below any direct or indirect interest in other liquor establishments:

*see attached*

---

---

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

---

---

---

Report below details involving any license rejections or revocations:

---

---

---

City/County Comments:

---

---

---

Oak Park Heights- 5801 Neal Ave N, Oak Park Heights, MN 55082

Woodbury- 8505 Valley Creek Road, Woodbury, MN 55125

Uptown-2440 Hennepin Ave, Minneapolis, MN 55405

Excelsior- 440 Water Street, Excelsior, MN 55331

Cub Liquor WBT- 1059 Meadowlands Drive, White Bear, MN 55127

Grand Ave- 1261 Grand Ave, St. Paul, MN 55105

Shoreview- 441 Highway 96, Shoreview, MN 55126

Eagan-1646 Diffley Road, Eagan, MN 55122



**CERTIFICATION OF COMPLIANCE  
MINNESOTA WORKER'S COMPENSATION LAW**

Minnesota Statutes, Section 176.182 requires every state or local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Section 176.181, Subd. 2, by providing the name of the insurance company, the policy number, and dates of coverage, or a permit to self-insure. **This information will be collected by the licensing agency and retained in their files.**

This information is required by law, and licenses and permits to operate a business will not be issued or renewed if it is not provided and is falsely stated and shall result in a \$2,000 penalty assessed against the employer by the Commissioner of the Department of Labor and Industry for failure to comply.

Insurance Company Name: SFM (State Fund Mutual)  
(NOT the insurance agent)

Policy #: 20565.516

Dates of Coverage: 9/2019 to 9/2020

I am not required to have Workers' Compensation liability coverage because:

- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the Workers' Compensation law  
(These include spouse, parents, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid Workers' Compensation policy will be kept in effect at all times as required by law.

Name: Beauchamp THOMAS M  
(Last) (First) (Middle)

Doing Business As: Kowalski Companies, Inc. 651 690 4752  
(Business name if different than your name) Phone

Business Address: 1640 Diffley Road, Suite 200  
Eagan, MN 55122

Signature: Thomas M. Beauchamp Date: 11-26-19

LICENSE APPLICANT INFORMATION

Pursuant to Minnesota Statutes 270C.72, the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest; and

The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service; and

Failure to supply this information may jeopardize or delay the issuance of your licensing or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. **Do no return this form to the Department of Revenue.**

Licensing Authority: White Bear Township

License Information

Name of license being applied for: 2020 LIQUOR license renewal - off sale +  
License renewal date: 1/1/20 3.2%

Personal Information

Applicant's Name (Last, first, middle initial): Beachamp, Thomas M  
Applicant's Resident Address: -  
Social Security Number: -

Business Information

Business Name: Cub Foods of White Bear  
Business Address: 1059 Meadowlands DRIVE  
Minnesota Tax Identification Number: 3122739

I do not conduct any business as a business entity and therefore do not have a Minnesota business identification number.

Additional explanation, if necessary: \_\_\_\_\_

Signature: Thomas M. Beachamp Date: 11-26-19

CUB FOODS  
of White Bear Township

CORPORATE OFFICE  
1646 Diffley Road, Suite 200  
Eagan, MN 55122  
(651) 698-4752

WELLS FARGO BANK, N.A.

56-382  
412

640712

\*FIVE HUNDRED SEVENTY-FIVE AND XX / 100

11/26/2019

\*\*\*\*\*575.00\*

Acct. #:

White Bear Township  
1281 Hammond Road  
Saint Paul, MN 55110

*Mrs. Kowalski Christensen*

⑈640712⑈ ⑈041203824⑈ 9600054458⑈

CUB FOODS of White Bear Township

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
11/26/2019	112619	2020 off sale liquor license	500.00	0.00	500.00
11/26/2019	112619A	3.2% liquor license	75.00	0.00	75.00

---

Check: 640712      11/26/2019    White Bear Township      Check Total:      575.00

---

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
11/26/2019	112619	2020 off sale liquor license	500.00	0.00	500.00
11/26/2019	112619A	3.2% liquor license	75.00	0.00	75.00

---

Check: 640712      11/26/2019    White Bear Township      Check Total:      575.00

---



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/15/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
Arthur J. Gallagher Risk Management Services, Inc.  
3600 American Blvd. West, Suite 500  
Bloomington, MN 55431

**CONTACT NAME:**  
**PHONE (A/C, No, Ext):** (952) 358-7500 **FAX (A/C, No):** (952) 358-7501

**E-MAIL ADDRESS:**

**INSURER(S) AFFORDING COVERAGE** **NAIC #**  
**INSURER A : Cincinnati Insurance Company** **10677**

**INSURER B : SFM Mutual Insurance Company**

**INSURER C :**

**INSURER D :**

**INSURER E :**

**INSURER F :**

**INSURED**  
Kowalski's Companies, Inc.  
dba: CUB Foods of White Bear Township  
1059 Meadowland Dr.  
White Bear Township, MN 55127

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		X	ECO 0549783	9/1/2019	9/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			ECO 0549783	9/1/2019	9/1/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	020565516	9/1/2019	9/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			ECO 0549783	9/1/2019	9/1/2020	Each Common Cause 1,000,000
A	Liquor Liability			ECO 0549783	9/1/2019	9/1/2020	Aggregate Limit 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
White Bear Township is named as Additional Insured - Grantor of Licenses per form CG2036 (1001). License Period: January 1, 2020 through December 31, 2020. Coverage is extended by insurance company to include license period through December 31, 2020.

**CERTIFICATE HOLDER**

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

RECEIVED  
NOV 20 2019  
TOWN OF WHITE BEAR

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: DECEMBER 11, 2019**

**SUBJECT: BALD EAGLE LIQUOR – OFF-SALE LIQUOR LICENSE RENEWAL**

Bald Eagle Investments, LLC d/b/a Bald Eagle Liquor has submitted their completed Liquor License Renewal information along with the 2020 license fee in the amount of \$500.00.

In accordance with Ordinance No. 32 (Liquor), I have received the background check information on the owner from the Ramsey County Sheriff's Office which is clear.

The Certificate of Insurance has been received.

### **Requested Action:**

1. Approval of the renewal of the 2020 Off-Sale Liquor License for Bald Eagle Investments, LLC, d/b/a Bald Eagle Liquor, 5960 Highway 61, for the period of January 1, 2020 through December 31, 2020.
2. Authorize staff to forward the liquor license renewal information to the State Alcohol & Gambling Enforcement Division for filing.

PSW/s  
cc:admin/add.file  
b:baldeagle-20memo



Minnesota Department of Public Safety  
 Alcohol & Gambling Enforcement Division  
 445 Minnesota Street, 1600  
 St Paul, Minnesota 55101  
 651-201-7507

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

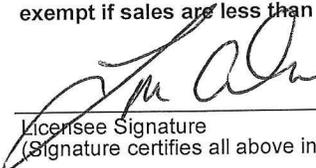
License Code TPOFSL License Period Ending 12/31/2019 Iden: 38722  
 Issuing Authority White Bear Township  
 Licensee Name Bald Eagle Investments LLC  
 Trade Name Bald Eagle Liquor  
 Address 5960 Highway 61  
 White Bear Township, MN 55110  
 Business Phone 6517738780  
 License Fees: Off Sale \$500.00 On Sale \$0.00 Sunday \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2 & liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

  
 Licensee Signature (Signature certifies all above information to be correct and license has been approved by city/county.)  
 12/26/55 473-70-1170 12-10-19  
 DOB SSN Date  
 \_\_\_\_\_ Date  
 City Clerk/County Auditor Signature (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)  
 \_\_\_\_\_ Date  
 County Attorney Signature (Signature certifies licensee is eligible for license).  
 \_\_\_\_\_ Date  
 Police/Sheriff Signature (Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.)  
 \_\_\_\_\_ Date

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

---

---

---

Indicate below any direct or indirect interest in other liquor establishments:

---

---

---

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

---

---

---

Report below details involving any license rejections or revocations:

---

---

---

City/County Comments:

---

---

---



## CERTIFICATION OF COMPLIANCE MINNESOTA WORKER'S COMPENSATION LAW

Minnesota Statutes, Section 176.182 requires every state or local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Section 176.181, Subd. 2, by providing the name of the insurance company, the policy number, and dates of coverage, or a permit to self-insure. **This information will be collected by the licensing agency and retained in their files.**

This information is required by law, and licenses and permits to operate a business will not be issued or renewed if it is not provided and is falsely stated and shall result in a \$2,000 penalty assessed against the employer by the Commissioner of the Department of Labor and Industry for failure to comply.

Insurance Company Name: EMCASCO  
(NOT the insurance agent)

Policy #: 549 73 13 21

Dates of Coverage: 01/01/20 to 01/01/21

I am not required to have Workers' Compensation liability coverage because:

- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the Workers' Compensation law (These include spouse, parents, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid Workers' Compensation policy will be kept in effect at all times as required by law.

Name: Alan LARRY Michael  
(Last) (First) (Middle)

Doing Business As: Bald Eagle Investments LLC  
(Business name if different than your name) Phone

Business Address: ~~237E~~ 5960 Hinny Ct

Signature: Alan WBT MN 55710 Date: 12-10-19

LICENSE APPLICANT INFORMATION

Pursuant to Minnesota Statutes 270C.72, the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest; and

The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service; and

Failure to supply this information may jeopardize or delay the issuance of your licensing or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. **Do no return this form to the Department of Revenue.**

Licensing Authority: White Bear Township

**License Information**

Name of license being applied for: LI Quor  
License renewal date: 01/01/20

**Personal Information**

Applicant's Name (Last, first, middle initial): Alan Larry Michael  
Applicant's Resident Address: 2372 Leibel St. WBT MN 55710  
Social Security Number: 473-70-1170

**Business Information**

Business Name: Bald Eagle Investments LLC  
Business Address: 8960 Highway 61 WBT MN 55710  
Minnesota Tax Identification Number: \_\_\_\_\_

I do not conduct any business as a business entity and therefore do not have a Minnesota business identification number.

Additional explanation, if necessary: \_\_\_\_\_

Signature: [Signature] Date: 12-10-19

(Please complete on your letterhead – if available)

12-10, 2019

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

**Re: Liquor License Renewal**

Gentlemen:

In anticipation of our 2020 Liquor License Renewal, the following is a statement of our food to liquor sales ratio for our restaurant located at \_\_\_\_\_, White Bear Township, Minnesota 55127:

Food Sales	\$	<u>0</u>	( <u>0</u> %)
Liquor Sales	\$	<u>500K</u>	( <u>100</u> %)

Sincerely,



A handwritten signature in cursive script is written over a horizontal line.



## Release of Information Authorization

The following named individual has applied for a license with White Bear Township:

Last Name of Applicant (please print): Alm  
First Name (please print) : Larry  
Middle (full)(please print): Michael  
Maiden, Alias or Former (please print): \_\_\_\_\_  
Current Address: 2372 Leibel St.  
Date of Birth: Month/Day/Year 12/26/55  
Sex (M or F): M

I, the above named applicant, authorize White Bear Township to request a computerized criminal history search in my name through the Ramsey County Sheriff's Department and/or the Minnesota Bureau of Criminal Apprehension, pursuant to Minnesota Statutes, Section 364.03, relating to disqualification for a license. Additionally, I authorize the Minnesota Bureau of Criminal Apprehension and Ramsey County Sheriff's Department to disclose all criminal history record information to White Bear Township for the purpose of completing my license application.

A copy of the license application is attached for reference.

This authorization request form shall expire one year from this 10<sup>th</sup> day of December, 2019.

[Signature]  
Signature

12-10-19  
Date

**BALD EAGLE INVESTMENTS, LLC**

2372 Leibel Street  
White Bear Township, MN 55110  
651-773-8780

MidWestOne Bank  
www.midwestone.com

7204

72-123/739

12/11/2019

PAY TO THE ORDER OF White Bear Township

\$ \*\*500.00

Five Hundred and 00/100\*\*\*\*\* DOLLARS

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



*[Handwritten Signature]*  
AUTHORIZED SIGNATURE

MP

MEMO  
2020 liquor license

⑈007204⑈ ⑆073901233⑆ 416 7169⑈

BALD EAGLE INVESTMENTS, LLC

7204

White Bear Township				12/11/2019		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
12/11/2019	Bill	2020 liquor license	500.00	500.00		500.00
					Check Amount	500.00

Midwest One      2020 liquor license      500.00



## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: DECEMBER 11, 2019**

**SUBJECT: ORCHID RESTAURANT & BAR – ON-SALE LIQUOR LICENSE RENEWAL**

Orchid Restaurant & Bar has submitted their completed Liquor License Renewal Information along with the 2020 license fee in the amount of \$3,000.00.

In accordance with Ordinance No. 32 (Liquor), I have requested a background check from the Ramsey County Sheriff's Office and it is the same person as in previous years and all is clear.

Orchid has provided the "Food to Liquor Sale Ratio" letter which is attached.

A Certificate of Insurance has been received.

### **Requested Action:**

1. Approval of the renewal of the 2020 On-Sale & Sunday Liquor License for Orchid Restaurant & Bar, 1190 County Road J, Suite 100, White Bear Township, Minnesota 55127, for the period of January 1, 2020 through December 31, 2020.
2. Authorize staff to forward the liquor license renewal information to the State Alcohol & Gambling Enforcement Division for filing.

PSW/s  
Enc.  
cc:admin/add.file  
b:orchid-20memo



Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

---

---

---

Indicate below any direct or indirect interest in other liquor establishments:

---

---

---

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

---

---

---

Report below details involving any license rejections or revocations:

---

---

---

City/County Comments:

---

---

---



RECEIVED  
NOV 11 2019

### CERTIFICATION OF COMPLIANCE MINNESOTA WORKER'S COMPENSATION LAW

Minnesota Statutes, Section 176.182 requires every state or local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Section 176.181, Subd. 2, by providing the name of the insurance company, the policy number, and dates of coverage, or a permit to self-insure. **This information will be collected by the licensing agency and retained in their files.**

This information is required by law, and licenses and permits to operate a business will not be issued or renewed if it is not provided and is falsely stated and shall result in a \$2,000 penalty assessed against the employer by the Commissioner of the Department of Labor and Industry for failure to comply.

Insurance Company Name: Integrity Insurance  
(NOT the insurance agent)

Policy #: BP2765202

Dates of Coverage: 9/1/2019 to 9/1/2020

I am not required to have Workers' Compensation liability coverage because:

- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the Workers' Compensation law (These include spouse, parents, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid Workers' Compensation policy will be kept in effect at all times as required by law.

Name: Nguyen Ninh Thanh  
(Last) (First) (Middle)

Doing Business As: Orchid Restaurant 651-426-3558  
(Business name if different than your name) Phone

Business Address: 1190 County Road J #100  
White Bear Township, MN 55127

Signature: [Signature] Date: 11/26/19

# LICENSE APPLICANT INFORMATION

Pursuant to Minnesota Statutes 270C.72, the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest; and

The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service; and

Failure to supply this information may jeopardize or delay the issuance of your licensing or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. **Do no return this form to the Department of Revenue.**

Licensing Authority: White Bear Township

## License Information

Name of license being applied for: Liquor License on-sale + Sunday on-sale  
License renewal date: \_\_\_\_\_

## Personal Information

Applicant's Name (Last, first, middle initial): Nguyen, Ninh, T  
Applicant's Resident Address: 1793 Cherif Court, White Bear Lake, MN 55110  
Social Security Number: \_\_\_\_\_

## Business Information

Business Name: Orchid Restaurant + Bar Inc.  
Business Address: 1190 County Road J #100, White Bear Township, MN 55125  
Minnesota Tax Identification Number: 2605828

I do not conduct any business as a business entity and therefore do not have a Minnesota business identification number.

Additional explanation, if necessary: \_\_\_\_\_

Signature:  Date: 11/26/19

(Please complete on your letterhead – if available)

November, 26, 2019

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

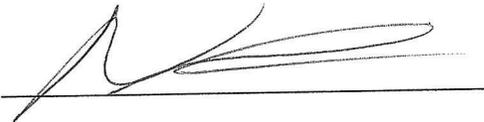
**Re: Liquor License Renewal**

Gentlemen:

In anticipation of our 2020 Liquor License Renewal, the following is a statement of our food to liquor sales ratio for our restaurant located at 1190 County Road J, White Bear Township, Minnesota 55127:

Food Sales	\$ <u>98,000</u>	( <u>70%</u> )
Liquor Sales	\$ <u>42,000</u>	( <u>30%</u> )

Sincerely,



A handwritten signature in black ink, consisting of a stylized, cursive name, is written above a horizontal line.

**Orchid Restaurant & Bar Inc**  
1190 County Road J Suite 100  
White Bear Lake, MN 55127

1884  
22-58/960

PAY TO THE  
ORDER OF

White Bear Township  
Three-Thousand and 00/100

DATE 12/11/19

\$ 3000<sup>00</sup>



**BankCherokee**  
www.bankcherokee.com

MEMO Liquor license

Security features  
included.  
Details on back.

DOLLARS

⑆001884⑆ ⑆096000580⑆ 7000033634⑆



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/03/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

PRODUCER	Advance Insurance Agency 5241 Viking Dr Edina, MN 55435  (952) 831-1928	CONTACT NAME: Superior Point	
		PHONE (A/C, No, Ext): 1-877-256-1411	FAX (A/C, No): 1-800-941-1169
		E-MAIL ADDRESS: arp@superiorpoint.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		INSURER A: MWCARP c/o Superior Point	NAIC #
INSURED	Orchid Restaurant Bar Inc. 1190 County Road J Ste 100 Saint Paul, MN 55127-6815	INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

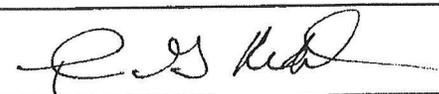
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	102945.802	08/15/2019	08/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ \$100,000 E.L. DISEASE - EA EMPLOYEE \$ \$100,000 E.L. DISEASE - POLICY LIMIT \$ \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Special provision: WC 00 03 08, Partners, Officers, and Others Exclusion Endorsement is attached to the policy.  
An owner/officer/other has rejected coverage.

**CERTIFICATE HOLDER****CANCELLATION**

Orchid Restaurant & Bar, Inc. 1190 County Road J Ste 100 White Bear Lk, MN 55127-6815	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

Superior Point, contract administrator for MWCARP  
Workers' Compensation and Employers' Liability Policy

Minnesota Entity Address Schedule

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

This endorsement, effective on **08/15/2019** at 12:01 A.M. standard time, forms a part of Policy **102945.802** issued to **Orchid Restaurant Bar Inc..**

It is hereby agreed that Item #1, Other Workplaces/Named Insured, is amended to read as follows:

	Location Code	FEIN Number	UI Number
Orchid Restaurant Bar Inc. 1190 County Road J Ste 100 Saint Paul, MN 55127-6815	1	455459376	02605828-0000
Orchid Bar & Grill Inc 3845 Lexington Ave N Ste 107 Arden Hills, MN 55126-2937	2	831484647	02605828-0000



## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: DECEMBER 9, 2019**

**SUBJECT: LUCY'S – ON-SALE LIQUOR LICENSE RENEWAL**

Lucy's Burgers, LLC has submitted their completed Liquor License Renewal Information along with the 2020 license fee in the amount of \$3,000.00.

In accordance with Ordinance No. 32 (Liquor), I have received the background check information on the manager from the Ramsey County Sheriff's Office, and it is the same person as last year and all is clear.

Lucy's has provided the "Food to Liquor Sale Ratio" letter which is attached.

A Certificate of Insurance has been received.

### **Requested Action:**

1. Approval of the renewal of the 2020 On-Sale & Sunday Liquor License for Lucy's Burgers, LLC, 1190 County Road J, Suite 700, White Bear Township, Minnesota 55127, for the period of January 1, 2020 through December 31, 2020.
2. Authorize staff to forward the liquor license renewal information to the State Alcohol & Gambling Enforcement Division for filing.

PSW/s  
Enc.  
cc:admin/add.file  
b:lucys-20memo



Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

Robert Scott became sole owner of Lucy's Burgers

Indicate below any direct or indirect interest in other liquor establishments:

N/A

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

N/A

Report below details involving any license rejections or revocations:

N/A

City/County Comments:



## CERTIFICATION OF COMPLIANCE MINNESOTA WORKER'S COMPENSATION LAW

Minnesota Statutes, Section 176.182 requires every state or local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Section 176.181, Subd. 2, by providing the name of the insurance company, the policy number, and dates of coverage, or a permit to self-insure. **This information will be collected by the licensing agency and retained in their files.**

This information is required by law, and licenses and permits to operate a business will not be issued or renewed if it is not provided and is falsely stated and shall result in a \$2,000 penalty assessed against the employer by the Commissioner of the Department of Labor and Industry for failure to comply.

Insurance Company Name: First Comp  
(NOT the insurance agent)

Policy #: WC0195129-01

Dates of Coverage: 2/1/19 to 2/1/20

I am not required to have Workers' Compensation liability coverage because:

- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the Workers' Compensation law  
(These include spouse, parents, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid Workers' Compensation policy will be kept in effect at all times as required by law.

Name: Scott Robert John  
(Last) (First) (Middle)

Doing Business As: Lucy's Burgers LLC  
(Business name if different than your name) Phone

Business Address: 1190 County Road J # 700  
White Bear Township, MN 55127

Signature: [Handwritten Signature] Date: 11/6/19

# LICENSE APPLICANT INFORMATION

Pursuant to Minnesota Statutes 270C.72, the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest; and

The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service; and

Failure to supply this information may jeopardize or delay the issuance of your licensing or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. **Do no return this form to the Department of Revenue.**

Licensing Authority: White Bear Township

## License Information

Name of license being applied for: On Sale and Sunday Liquor  
License renewal date: 1/1/2020

## Personal Information

Applicant's Name (Last, first, middle initial): Scott, Robert, J  
Applicant's Resident Address: 3322 Stinson Blvd NE, Minneapolis, MN, 55418  
Social Security Number: \_\_\_\_\_

## Business Information

Business Name: Lucy's Burgers LLC  
Business Address: 1190 County Road J #700 White Bear Township, MN 55127  
Minnesota Tax Identification Number: 46-87567

I do not conduct any business as a business entity and therefore do not have a Minnesota business identification number.

Additional explanation, if necessary: \_\_\_\_\_

Signature:  Date: 11/6/19

(Please complete on your letterhead – if available)

11/6, 2019

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

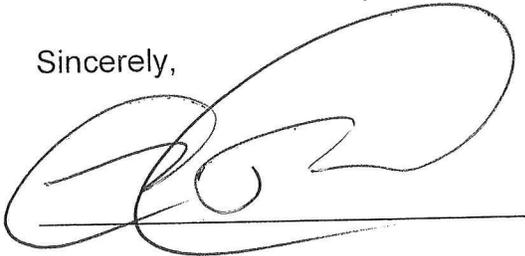
**Re: Liquor License Renewal**

Gentlemen:

In anticipation of our 2020 Liquor License Renewal, the following is a statement of our food to liquor sales ratio for our restaurant located at 1190 County Road 5 #700, White Bear Township, Minnesota 55127:

Food Sales	\$	<u>822,109</u>	(78%)
Liquor Sales	\$	<u>234,426</u>	(22%)

Sincerely,



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

Lucy's Burgers LLC  
1190 County Road J #700  
White Bear Township, MN 55127  
651-756-7788

Village Bank  
9298 Central Ave NE  
Blaine, MN 55434  
75-574/919

7433

11/6/2019

Pay to the  
Order of

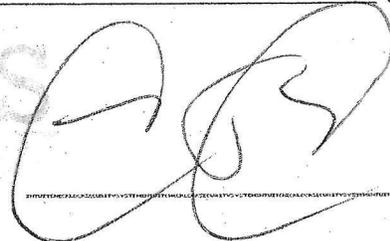
White Bear Township

\$ \*\*3,000.00

Three Thousand and 00/100

Dollars

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



⑈007433⑈ ⑆091905745⑆ 3 02 791 1⑈

Lucy's Burgers LLC

7433

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
11/6/2019	Bill		3,000.00	3,000.00		3,000.00
					11/6/2019	3,000.00
					Check Amount	3,000.00

Village Bank

3,000.00



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/09/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	<b>Kaplan Insurance Agency, Inc.</b> 3555 Plymouth Blvd. Suite 118 Plymouth, MN 55447 License #: 40020697	CONTACT NAME: <b>Joy French</b>	PHONE (A/C, No, Ext): <b>(763)746-5000</b>	FAX (A/C, No): <b>(763)746-5577</b>
		E-MAIL ADDRESS: <b>Joy@KaplanInsuranceAgency.com</b>		
INSURED	<b>Lucy's Burgers LLC</b> 1190 County Road J Ste 700 White Bear Lake, MN 55127	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: <b>Society Insurance</b>		
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		

## COVERAGES

CERTIFICATE NUMBER: 00005470-0

REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BP19037072	10/04/2019	10/04/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BP19037072	10/04/2019	10/04/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UM19037077	10/04/2019	10/04/2020	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Liquor Liability			LL19037076	10/04/2019	10/04/2020	per occurrence aggregate	2,000,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Liquor Liability continuous until cancelled.**

## CERTIFICATE HOLDER

## CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

(JKF)

© 1988-2015 ACORD CORPORATION. All rights reserved.

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: DECEMBER 9, 2019**

**SUBJECT: NORTHWOODS ENTERTAINMENT – ON-SALE LIQUOR LICENSE RENEWAL**

Northwoods Entertainment, LLC, d/b/a Emagine White Bear has submitted their completed Liquor License Renewal Information along with the 2020 license fee in the amount of \$3,000.00.

In accordance with Ordinance No. 32 (Liquor), I have received the background check information on the manager from the Ramsey County Sheriff's Office, and it is the same person as in previous years and all is clear.

Emagine has provided the "Food to Liquor Sale Ratio" letter which is attached.

A Certificate of Insurance has been received.

### **Requested Action:**

1. Approval of the renewal of the 2020 On-Sale & Sunday Liquor License for Northwoods Entertainment, LLC (Emagine White Bear), 1180 County Road J, White Bear Township, Minnesota 55127, for the period of January 1, 2020 through December 31, 2020.
2. Authorize staff to forward the liquor license renewal information to the State Alcohol & Gambling Enforcement Division for filing.

PSW/s  
Enc.  
cc:admin/add.file  
b:emagine-20memo



## Northwoods Entertainment

### 1. Liquor Licenses held in the state of Minnesota

- |                         |                     |
|-------------------------|---------------------|
| 1. Emagine Delano       | Delano, MN          |
| 2. Emagine East Bethel  | East Bethel, MN     |
| 3. Emagine Lakeville    | Lakeville, MN       |
| 4. Emagine Monticello   | Monticello, MN      |
| 5. Emagine Rogers       | Rogers, MN          |
| 6. Emagine Waconia      | Waconia, MN         |
| 7. Emagine White Bear   | White Bear Twp., MN |
| 8. Emagine Willow Creek | Plymouth, MN        |
| 9. Emagine Eagan        | Eagan, MN           |

### 40 Liquor Law Violation

August 13, 2018 – A staff person at the Emagine Delano sold to an underage person during a city sponsored check. Staff person checked ID but calculated the age incorrectly. Person was less than 6 months from being 21. Staff person subtracted year correctly but did not take into consideration months.



## CERTIFICATION OF COMPLIANCE MINNESOTA WORKER'S COMPENSATION LAW

Minnesota Statutes, Section 176.182 requires every state or local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Section 176.181, Subd. 2, by providing the name of the insurance company, the policy number, and dates of coverage, or a permit to self-insure. **This information will be collected by the licensing agency and retained in their files.**

This information is required by law, and licenses and permits to operate a business will not be issued or renewed if it is not provided and is falsely stated and shall result in a \$2,000 penalty assessed against the employer by the Commissioner of the Department of Labor and Industry for failure to comply.

Insurance Company Name: Cincinnati Casualty Co.  
(NOT the insurance agent)

Policy #: EWCO530737

Dates of Coverage: 4-1-19 to 4-1-20

I am not required to have Workers' Compensation liability coverage because:

- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the Workers' Compensation law  
(These include spouse, parents, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid Workers' Compensation policy will be kept in effect at all times as required by law.

Name: Haider Dale Allen  
(Last) (First) (Middle)

Doing Business As: Emag. the White Bear 952-469-2883  
(Business name if different than your name) Phone  
Northwoods Entertainment

Business Address: 20653 Keokuk Ave  
Lakerville, MN 55044

Signature: Dale Haider Date: 11-25-19



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/18/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Brown & Brown of Detroit 35735 Mound Road  Sterling Heights MI 48310	<b>CONTACT NAME:</b> Angela Ticconi <b>PHONE (A/C, No, Ext):</b> (586) 977-6300 <b>E-MAIL ADDRESS:</b> aticconi@bbdetroit.com	<b>FAX (A/C, No):</b> (586) 977-6780
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Northwoods Entertainment, LLC Emagine Entertainment Inc. PO Box 841 Troy MI 48099	<b>INSURER A:</b> The Cincinnati Casualty Company <b>NAIC #:</b> 28665	
	<b>INSURER B:</b> The Cincinnati Insurance Company <b>NAIC #:</b> 10677	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL1942462758      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			EPP0529809	04/01/2019	04/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			EBA05209809	04/01/2019	04/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			ZUP81M67556-18-NF	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EWC0530737	04/01/2019	04/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			EPP0529809	04/01/2019	04/01/2022	Each Occurrence \$ 1,000,000 Aggregate \$ 2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Emagine White Bear Township 1180 County Road J, White Bear Township, MN 55038. White Bear Township is included as Additional Insured as required by written contract. The Liquor Liability Policy is continuous until cancelled.

### CANCELLATION

<b>CERTIFICATE HOLDER</b>  White Bear Township 1281 Hammond Road  White Bear Township MN 55110	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>   Brian Pilarski

© 1988-2015 ACORD CORPORATION. All rights reserved.



(Please complete on your letterhead – if available)

November 25, 2019

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

**Re: Liquor License Renewal**

Gentlemen:

In anticipation of our 2020 Liquor License Renewal, the following is a statement of our food to liquor sales ratio for our restaurant located at 1180 County Road J, White Bear Township, Minnesota 55127:

Food Sales	\$ <u>183,500</u>	( <u>90</u> %)
Liquor Sales	\$ <u>19,500</u>	( <u>10</u> %)

Sincerely,

Dale Harder

## MEMORANDUM

**TO:** TOWN BOARD  
**FROM:** PATTI WALSTAD  
**DATE:** DECEMBER 12, 2019

**SUBJECT: RED LUNA– 3.2% & STRONG BEER LIQUOR LICENSE RENEWAL**

Red Luna LLC d/b/a Red Luna Taco Factory has submitted their completed Liquor License Renewal information along with the 2020 license fee in the amount of \$1,550.00.

In accordance with Ordinance No. 32 (Liquor), I have received the background check information on the owner from the Ramsey County Sheriff's Office which is clear.

The Certificate of Insurance has been received.

### **Requested Action:**

1. Approval of the renewal of the 2020 3.2% & Strong Beer Liquor License for Red Luna LLC d/b/a Red Luna Taco Factory, 5960 Highway 61, Suite 3 for the period of January 1, 2020 through December 31, 2020.
2. Authorize staff to forward the liquor license renewal information to the State Alcohol & Gambling Enforcement Division for filing.

PSW/s  
cc:admin/add.file  
b:redluna-20memo





Minnesota Department of Public Safety  
 Alcohol & Gambling Enforcement Division  
 445 Minnesota Street, 1600  
 St Paul, Minnesota 55101  
 651-201-7507

RECEIVED

DEC 12 2019

TOWNSHIP OF WHITE BEAR

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

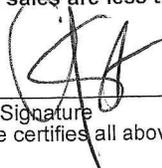
License Code TP3.2ONSL License Period Ending 12/31/2019 Iden: 72413  
 Issuing Authority White Bear Township  
 Licensee Name Red Chela LLC  
 Trade Name Red Luna Taco Factory  
 Address 5960 Highway 61 North/Suite 3  
 White Bear Township, MN 55110  
 Business Phone 651-788-7136  
 License Fees: Off Sale \$0.00 On Sale \$0.00 Sunday \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2 & liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

  
 Licensee Signature (Signature certifies all above information to be correct and license has been approved by city/county.) 01/07/78 034-46-5534 12-10-19  
 DOB SSN Date  
 \_\_\_\_\_  
 City Clerk/County Auditor Signature (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.) \_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 County Attorney Signature (Signature certifies licensee is eligible for license). \_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 Police/Sheriff Signature (Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.) \_\_\_\_\_  
 Date

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

N/A

Indicate below any direct or indirect interest in other liquor establishments:

N/A

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

N/A

Report below details involving any license rejections or revocations:

N/A

City/County Comments:





Minnesota Department of Public Safety  
 Alcohol & Gambling Enforcement Division  
 445 Minnesota Street, 1600  
 St Paul, Minnesota 55101  
 651-201-7507

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: TPWNONSB License Period Ending: 12/31/2019 Iden: 72412  
 Issuing Authority: White Bear Township  
 Licensee Name: Red Chela LLC  
 Trade Name: Red Luna Taco Factory  
 Address: 5960 Highway 61 North/Suite 3  
 White Bear Township, MN 55110  
 Business Phone: 651-788-7136  
 License Fees: Off Sale \$0.00 On Sale \$0.00 Sunday \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2 & liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

  
 Licensee Signature 01/07/78 634-465534 12-10-19  
 (Signature certifies all above information to be correct and license has been approved by city/county.)  
 City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)  
 County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
 County Board issued licenses only (Signature certifies licensee is eligible for license).  
 Police/Sheriff Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

N/A

Indicate below any direct or indirect interest in other liquor establishments:

N/A

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

N/A

Report below details involving any license rejections or revocations:

N/A

City/County Comments:



## CERTIFICATION OF COMPLIANCE MINNESOTA WORKER'S COMPENSATION LAW

Minnesota Statutes, Section 176.182 requires every state or local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Section 176.181, Subd. 2, by providing the name of the insurance company, the policy number, and dates of coverage, or a permit to self-insure. **This information will be collected by the licensing agency and retained in their files.**

This information is required by law, and licenses and permits to operate a business will not be issued or renewed if it is not provided and is falsely stated and shall result in a \$2,000 penalty assessed against the employer by the Commissioner of the Department of Labor and Industry for failure to comply.

Insurance Company Name: Illinois Casualty Co  
(NOT the insurance agent)

Policy #: SWC1243117

Dates of Coverage: 5-23-2019 to 5-23-2020

I am not required to have Workers' Compensation liability coverage because:

- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the Workers' Compensation law  
(These include spouse, parents, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid Workers' Compensation policy will be kept in effect at all times as required by law.

Name: Castellanos Gabriela  
(Last) (First) (Middle)

Doing Business As: Red Luna Taw Factory 651-788-7136  
(Business name if different than your name) Phone

Business Address: 5960 Highway 61 North

White Bear Township, MN. 55110

Signature: [Signature] Date: 12-10-19

LICENSE APPLICANT INFORMATION

Pursuant to Minnesota Statutes 270C.72, the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest; and

The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service; and

Failure to supply this information may jeopardize or delay the issuance of your licensing or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. **Do no return this form to the Department of Revenue.**

Licensing Authority: White Bear Township

License Information

Name of license being applied for: Red Luna Taco Factory  
License renewal date: 1-1-2020

Personal Information

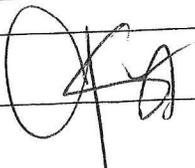
Applicant's Name (Last, first, middle initial): Castellanos, Gabriela M.  
Applicant's Resident Address: 470 Koerner Rd., Nadnaiss Heights, MN 55123  
Social Security Number: 634-46-5534

Business Information

Business Name: Red Luna LLC dba Red Luna Taco Factory  
Business Address: 5960 Hwy 61 N, White Bear Township, MN 55110  
Minnesota Tax Identification Number: 48 2208482

I do not conduct any business as a business entity and therefore do not have a Minnesota business identification number.

Additional explanation, if necessary: \_\_\_\_\_

Signature:  Date: 12-10-19

(Please complete on your letterhead – if available)

December, 10  
12-10, 2019

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

**Re: Liquor License Renewal**

Gentlemen:

In anticipation of our 2020 Liquor License Renewal, the following is a statement of our food to liquor sales ratio for our restaurant located at 5966 Hwy 61, Norm, White Bear Township, Minnesota 55127:

Food Sales	\$ <u>132,067</u>	(97%)
Liquor Sales	\$ <u>3718.91</u>	(2%)
		274

Sincerely,

  
\_\_\_\_\_  
Gabriela Castellanos



## Release of Information Authorization

The following named individual has applied for a license with White Bear Township:

**Last Name of Applicant** (please print): Castellanos  
**First Name** (please print): Gabriela  
**Middle** (full)(please print): Maria  
**Maiden, Alias or Former** (please print): \_\_\_\_\_  
**Current Address:** 420 Koenig Rd, Vadnais Heights, MN. 55127  
**Date of Birth:** Month/Day/Year 01/07/78  
**Sex** (M or  F): F

I, the above named applicant, authorize White Bear Township to request a computerized criminal history search in my name through the Ramsey County Sheriff's Department and/or the Minnesota Bureau of Criminal Apprehension, pursuant to Minnesota Statutes, Section 364.03, relating to disqualification for a license. Additionally, I authorize the Minnesota Bureau of Criminal Apprehension and Ramsey County Sheriff's Department to disclose all criminal history record information to White Bear Township for the purpose of completing my license application.

A copy of the license application is attached for reference.

This authorization request form shall expire one year from this 10 day of December, 2019.

Signature

Date

12-18-19



RED LUNA TACO FACTORY  
GABRIELA CASTELLANOS  
5960 HIGHWAY 61 N #3  
WHITE BEAR TOWNSHIP, MN 55110

3082

17-7511/2910

PAY TO THE ORDER OF White Bear Township DATE 12-10-19

CHECK NUMBER

one thousand five hundred and fifty and 00/100 DOLLARS \$ 1550.00

Photo Safe Deposit

SP-1000

SPiRE CREDIT UNION

651.215.3500 • 888.34.SPIRE  
www.mnspire.com

FOR beer license

⑆ 29107511610100000757090 ⑆ 3082

⑆ 3082



## Town Board Meeting December 16, 2019

**Agenda Number:** 5D – Consent Agenda

**Subject:** **2020 Tobacco License Renewals** – Based on Staff Review & Recommendation Approve the Following Tobacco License Renewals from January 1, 2020 through December 31, 2020:

1. **White Bear Township Holiday** – 1150 County Road J.
2. **Holiday Stationstores, Inc.** – 5970 Highway 61.
3. **Bald Eagle Investments** – 5960 Highway 61 (Bald Eagle Quick Stop & Liquor Store).

**Documentation:** Staff Memos w/ attachments

### **Action / Motion for Consideration:**

Receive Report / Discuss

**2020 Tobacco License Renewals** – Based on Staff Review & Recommendation Approve the Following Tobacco License Renewals from January 1, 2020 through December 31, 2020:

1. **White Bear Township Holiday** – 1150 County Road J.
2. **Holiday Stationstores, Inc.** – 5970 Highway 61.
3. **Bald Eagle Investments** – 5960 Highway 61 (Bald Eagle Quick Stop & Liquor Store).

**MEMORANDUM**

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: DECEMBER 13, 2019**

**SUBJECT: 2020 TOBACCO LICENSE RENEWALS**

Pursuant to Ordinance No. 69 (Tobacco), the following information is required prior to license renewal:

	<b>Application Rec'd With License Fee</b>	<b>Background Check Requested and Received</b>	<b>Insurance Rec'd</b>
Holiday Stationstores, Inc. 5970 Highway 61	Yes	Richard Johnson Clear	N/A
White Bear Twp. Holiday 1150 County Road J	Yes	Andrea Drake Clear	N/A
Bald Eagle Investments 5960 Highway 61	Yes	Larry Alm Clear	N/A
.....			
Cub Foods 1059 Meadowlands Drive (This will be an added Consent Agenda item in the Supplement – paperwork not received at time of printing.)	Yes	Steve Szondy Clear	N/A

**Requested Action:**

Approve the Tobacco License Renewals for the individual businesses for the period of January 1, 2020 through December 31, 2020.

PSW/s  
cc:admin/add.file  
b:2020toblicensechartrevised



PAID  
DEC 12 2019  
TOWN OF WHITE BEAR

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

### TOBACCO LICENSE APPLICATION

License Fee \$100.00

#### APPLICANT INFORMATION

Full Name: Drabe Andreea K.  
Last First Middle  
Residential Address: 1477 Sherman Lake Road  
Street Address Unit #  
Lino Lakes Mn 55038  
City State ZIP Code  
Home Phone: \_\_\_\_\_ Cell Phone: 612-201-5753

#### BUSINESS INFORMATION

Business Name: White Bear Township Halasay  
Business Address: 1150 Coenby Rd J  
Street Address Suite / Unit #  
St. Paul Mn 55127  
City State ZIP Code  
Contact Person: Andreea Drabe Business Phone: 651-426-9996  
Cell Phone: 612-201-5753 E-Mail Address: northoaks123@comcast.net

Enclosed is the Sum of \$100.00\*\* requesting that a tobacco license be granted pursuant to Town ordinance #69. The tobacco license is valid January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Upon license being granted, the undersigned acknowledges that this application has been read, the above is correct and agrees to comply with all ordinances, rules and regulations of White Bear Township.

Applicant Signature: Andreea K Drabe Date: 12/19/19



WHITE BEAR TOWNSHIP  
1281 Hammond Road  
White Bear Township, MN 55110  
Phone: 651-747-2750  
Fax: 651-426-2258  
[www.whitebear township.org](http://www.whitebear township.org)

## BACKGROUND INVESTIGATION CONSENT RELEASE

Date: 12/9/19  
Name of Applicant: Andreea Kaye Drake  
Maiden, Alias or Former Name (s): \_\_\_\_\_  
Address: 1477 Sherman Lake Road  
Date of Birth: 7/15/49  
Driver's License Number: T 650236308711

I hereby authorize the Town of White Bear and the Ramsey County Sheriff's Department to release criminal history data, as defined by Minnesota Statute 13.87, subd. 1 and driver's license and traffic record data. I understand that some of this data may be classified as private data under Minnesota Statutes and I hereby give my informed consent to the release of that private data. This consent for the release of data is for the purpose of determining my suitability for obtaining a Tobacco License in the Town of White Bear. This information cannot be used for any other purpose.

Applicant Signature: Andreea Kaye Drake Date: 12/9/19

**TENNESSEN WARNING:** In connection with your request for a tobacco license, the Township has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the Township is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you are eligible for a license from the Town of White Bear.
2. You are not legally obligated to supply the requested information.
3. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
4. The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the Township, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
7. The Township is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice and has received a copy of this notice.

Applicant Signature: Andreea Kaye Drake Date: 12/9/19

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Applicant's Minnesota tax ID number: 5655196

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number, Period covered, Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

Over counter, Through vending machine, Both

Print or type

Licensee's legal name, Business trade name, Complete address of business location, Mailing address, Federal employer ID number, Daytime phone, Other phone number, Fax number, Email address

Type of legal organization (check one):

Sole proprietor, Partnership, Other, Minnesota corporation, Out-of-state corporation, Are you registered to do business in Minnesota?

Business information

Corporate officers or partners (attach a list if necessary)

Name, Title, Address, City, State, Zip code for corporate officers/partners

As a licensed tobacco products or cigarette retailer, I understand that:

- 1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Statement of understanding

Licensee signature, Title, Print name, Date, Daytime phone, Licensing agent's signature, Title, Print name, Date, Daytime phone

Sign here

License applicant: Submit this form to the licensing authority along with the license application.

Licensing authority: Mail or fax a copy of approved form to: Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

# Certificate of Compliance Minnesota Workers' Compensation Law

**THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT**

**PRINT IN INK or TYPE.**

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

LICENSE or CERTIFICATE NO (if applicable)	BUSINESS TELEPHONE NO. <i>651-426-3733</i>	FAX TELEPHONE NO. <i>651-426-1261</i>
BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.) <i>White Bear Township Hall</i>		
DBA ("doing business as" or also known as an assumed name) (if applicable) <i>North Oaks Community</i>		
BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE
<i>1150 Coenby Rd S</i>	<i>White Bear Township</i>	<i>MN</i>
COUNTY	E-MAIL ADDRESS	ZIP CODE
<i>Ramsey</i>	<i>northoks123@comcast.net</i>	<i>55127</i>

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1 or 2 below.**

### NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent) <i>Auto-Owners Insurance</i>	NAIC Number
POLICY NO. <i>41-425-590-00</i>	EFFECTIVE DATE <i>5/1/19</i>
	EXPIRATION DATE <i>5/1/20</i>

### NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

- I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)
- I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

Other: \_\_\_\_\_

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

PRINT NAME <i>Andrew K Drake</i>		
APPLICANT SIGNATURE (required) <i>Andrew K Drake</i>	TITLE <i>owner</i>	DATE <i>12/9/19</i>

NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/12/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh USA Inc. 2325 E. Camelback Road Suite 600 Phoenix, AZ 85016 Attn: Phoenix.Certrequest@marsh.com CN102512790-STND-GAWU-19-20	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No. Ext):</b>	<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A : ACE American Insurance Company</b>	<b>NAIC #</b> 22667
	<b>INSURER B : AIG Insurance Company of Canada</b>	
<b>INSURED</b> Holiday Stationstores, LLC Couche-Tard US, Inc., Circle K Stores, Inc. Mac's Convenience Stores, LLC 1100 Situs Court, Suite 100 Raleigh, NC 27606	<b>INSURER C : Indemnity Insurance Company of North America</b>	43575
	<b>INSURER D : ACE Fire Underwriters Insurance Company</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** LOS-002370655-15                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$1,000,000 SIR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			XSL G71238301	12/01/2019	12/01/2020	EACH OCCURRENCE	\$ 1,500,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,500,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,500,000
							GENERAL AGGREGATE	\$ 20,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,500,000
							LIQUOR LIABILITY	\$ Included
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ISA H25290124	12/01/2019	12/01/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$			066458494	12/01/2019	12/01/2020	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N <input checked="" type="checkbox"/> N      N / A	WLR C66043174 (AOS)	12/01/2019	12/01/2020	<input checked="" type="checkbox"/> PER STATUTE	OTHER
A				WCU C66043216 (OH)	12/01/2019	12/01/2020	E.L. EACH ACCIDENT	\$ 1,000,000
D				SCF C66043253 (WI)	12/01/2019	12/01/2020	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
A				WLR C66043137 (CA, MA)	12/01/2019	12/01/2020	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
RE: Holiday Station Store #389, 5970 N. Highway 61, White Bear Lake, MN 55110. White Bear Township, its Officers and Employees are included as additional insured where required by written contract with respect to General Liability.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
White Bear Township 1281 Hammond Road White Bear Township, MN 55110	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Michelle dela Cruz



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

RECEIVED  
DEC 11 2019  
TOWNSHIP CLERK

## TOBACCO LICENSE APPLICATION

License Fee \$100.00

### APPLICANT INFORMATION

Full Name: Brant Gary Melburn  
*Last First Middle*

Residential Address: 700 East 3rd Street  
*Street Address Unit #*

Monticello MN 55362  
*City State ZIP Code*

Home Phone: 612-210-5985 Cell Phone: N/A

### BUSINESS INFORMATION

Business Name: Holiday Stationstores, LLC

Business Address: 5970 Hwy 61 N  
*Street Address Suite / Unit #*

White Bear Township MN 55110  
*City State ZIP Code*

Contact Person: Kate Nolan, License Administrator Business Phone: store: 651-426-1825  
licenses: 952-830-8046

Cell Phone: \_\_\_\_\_ E-Mail Address: kate.nolan@holidaycompanies.com

Enclosed is the Sum of \$100.00\*\* requesting that a tobacco license be granted pursuant to Town ordinance #69. The tobacco license is valid January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Upon license being granted, the undersigned acknowledges that this application has been read, the above is correct and agrees to comply with all ordinances, rules and regulations of White Bear Township.

Applicant Signature:  Date: 12/11/2019



WHITE BEAR TOWNSHIP  
1281 Hammond Road  
White Bear Township, MN 55110  
Phone: 651-747-2750  
Fax: 651-426-2258  
[www.whitebear township.org](http://www.whitebear township.org)

## BACKGROUND INVESTIGATION CONSENT RELEASE

Date: 12/11/2019

Name of Applicant: Gary Melburn Brant

Maiden, Alias or Former Name (s): \_\_\_\_\_

Address: 700 East 3rd Street Monticello, MN 55362

Date of Birth: 5/30/1983

Driver's License Number: G507061064712 MN

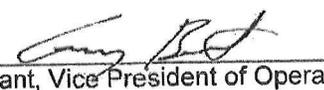
I hereby authorize the Town of White Bear and the Ramsey County Sheriff's Department to release criminal history data, as defined by Minnesota Statute 13.87, subd. 1 and driver's license and traffic record data. I understand that some of this data may be classified as private data under Minnesota Statutes and I hereby give my informed consent to the release of that private data. This consent for the release of data is for the purpose of determining my suitability for obtaining a Tobacco License in the Town of White Bear. This information cannot be used for any other purpose.

Applicant Signature:  Date: 12/11/2019

**TENNESSEN WARNING:** In connection with your request for a tobacco license, the Township has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the Township is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you are eligible for a license from the Town of White Bear.
2. You are not legally obligated to supply the requested information.
3. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
4. The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the Township, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
7. The Township is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice and has received a copy of this notice.

Applicant Signature:  Date: 12/11/2019  
Gary Brant, Vice President of Operations

**License Application to Make Retail Sales of Cigarette and Other Tobacco Products**

To be completed by applicant when applying for a license with a city or county.

*FOR MUNICIPAL USE ONLY*

Applicant's Minnesota Tax ID Number  
9346950

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

License Authority
License Number
Period Covered
Date of Issuance

**Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):**

Over Counter       Through Vending Machine       Both

Print or Type

Licensee's Legal Name Holiday Stationstores, LLC	Federal Employer ID Number (FEIN) 41-0880942
Business Trade Name (doing business as)	Daytime Phone 651-426-1825
Complete Address of Business Location (permit location) 5970 Hwy 61 N	County Ramsey
City White Bear Lake Township	State ZIP Code MN 55110
Mailing Address (if different than business address) 4567 American Blvd W	City State ZIP Code Bloomington MN 55437-1123
	Other Phone Number 952-830-8700
	Fax Number 952-830-1681
	Email Address kate.nolan@holidaycompanies.com

Business Information

**Type of legal organization (check one):**

Sole proprietor       Minnesota corporation: Enter date of incorporation \_\_\_\_\_  
 Partnership       Out-of-state corporation: State of incorporation \_\_\_\_\_  
 Other (describe) LLC (converted from Inc. on 12/11/2017)      Are you registered to do business in Minnesota?  Yes  No

**Corporate officers or partners (attach a list if necessary)**

Name	Title	City	State	ZIP Code
Please see attached				
Name	Title	City	State	ZIP Code

Statement of Understanding

**As a licensed tobacco products or cigarette retailer, I understand that:**

1. I can purchase cigarettes and tobacco from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue. The Cigarette and Tobacco Distributor List is on our website. Go to [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and type Distributor List in the Search box.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign Here

Licensee Signature 	Title Vice President of Operations	Print Name Gary Brant	Date 12/11/2019	Daytime Phone 952-830-8700
Licensing Agent's Signature	Title	Print Name	Date	Daytime Phone

**License applicant:** Submit this form to the licensing authority along with the license application.  
**Licensing authority:** Mail, email or fax to:  
 Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.  
 Fax: 651-556-5236. Email: [cigarette.tobacco@state.mn.us](mailto:cigarette.tobacco@state.mn.us)

**OFFICERS AND MEMBER OF HOLIDAY STATIONSTORES, LLC**

**Officers:**

Richard David Johnson, President and Senior Vice President  
of Operations  
970 Redwood Drive  
Apple Valley, MN 55124  
(952) 431-2401

Christine Anagnostou, Corporate Secretary  
6630 36th Avenue  
Montreal, Québec, Canada, H1T 2Z7  
(514) 707-8005

Kathleen Kerr Cunningham, Treasurer and  
Vice President Shared Services, North America  
3424 E. Equestrian Trail  
Phoenix, AZ 85044  
(602) 728-7137

James William Lueth, Assistant Secretary  
3400 West 84<sup>th</sup> Street  
Bloomington, MN 55431-1506  
(952)832-9928

Jeffrey Charles Burrell, Vice President Fuels  
177 Mills Lane  
Fort Mill SC 29708  
(714) 330-7845

Gary Melburn Brant, Vice President of Operations  
700 East 3<sup>rd</sup> Street  
Monticello, MN 55362  
(612)210-5985

**Sole Member:**

Oliver Acquisition, LLC  
4567 American Blvd. W.  
Bloomington, MN 55437-1123  
(Phone): (952) 830-8700  
FEIN: 82-2342828

Ownership Interest: 100%

# Certificate of Compliance

## Minnesota Workers' Compensation Law

**This form must be completed by the business license applicant.**

**Print in ink or type**

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number (952)830-8700	Alternate telephone number (952)830-8046
---	--	---

Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.) Holiday Stationstores, LLC

DBA ("doing business as" or "also known as" an assumed name), if applicable

Business address (must be physical street address, no P.O. boxes) 5970 Hwy 61 N	City White Bear Lake Twshp	State MN	ZIP code 55110
County Ramsey	Email address kate.nolan@holidaycompanies.com		

**You must complete number 1 or 2 below.**

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1.  I have a workers' compensation insurance policy.

Insurance company name (not the insurance agent)  
Indemnity Insurance Company of North America

Policy number WLR C66043174	Effective date 12/1/2019	Expiration date 12/1/2020
--------------------------------	-----------------------------	------------------------------

I am self-insured for workers' compensation. (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see [www.mn.gov/commerce/industries/insurance/licensing/self-insurance](http://www.mn.gov/commerce/industries/insurance/licensing/self-insurance).)

2. I am not required to have workers' compensation insurance because:

- I only use independent contractors and do not have employees. (See Minn. Stat. § 176.043 for trucking and messenger courier industries; Minn. Stat. § 181.723, subd. 4, for building construction; and Minnesota Rules chapter 5224 for other industries.)
- I do not use independent contractors and have no employees. (See Minn. Stat. § 176.011, subd. 9, for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See Minn. Stat. § 176.041 for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name Gary Brant

Applicant signature (required)	Title Vice President of Operations	Date 12/11/2019
--------------------------------	---------------------------------------	--------------------

If you have questions about completing this form or to request this form in Braille, large print or audio, call (651) 284-5032 or 1-800-342-5354.



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

PAID

DEC 11 2019

# TOBACCO LICENSE APPLICATION

License Fee \$100.00

## APPLICANT INFORMATION

Full Name: Alm Larry Michael  
Last First Middle  
Residential Address: 2372 Leibel St  
Street Address Unit #  
White Bear Twp MN 55110  
City State ZIP Code  
Home Phone: \_\_\_\_\_ Cell Phone: 612-270-5655

## BUSINESS INFORMATION

Business Name: Bald Eagle Investments, LLC DBA Bald Eagle Liquor  
Business Address: 5960 Highway 61  
Street Address Suite / Unit #  
White Bear Township MN 55110  
City State ZIP Code  
Contact Person: Larry Alm Business Phone: 651-457-1850  
Cell Phone: 612-270-5655 E-Mail Address: Larry.Alm@~~gma~~gmail.com

Enclosed is the Sum of \$100.00\*\* requesting that a tobacco license be granted pursuant to Town ordinance #69. The tobacco license is valid January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Upon license being granted, the undersigned acknowledges that this application has been read, the above is correct and agrees to comply with all ordinances, rules and regulations of White Bear Township.

Applicant Signature: [Signature] Date: 12-10-19



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

## BACKGROUND INVESTIGATION CONSENT RELEASE

Date: 12-10-19

Name of Applicant: Larry Allen

Maiden, Alias or Former Name (s): —

Address: 2372 Leibel St. White Bear Twp Mn 55110

Date of Birth: 12-26-58

Driver's License Number: K901-183-636-810

I hereby authorize the Town of White Bear and the Ramsey County Sheriff's Department to release criminal history data, as defined by Minnesota Statute 13.87, subd. 1 and driver's license and traffic record data. I understand that some of this data may be classified as private data under Minnesota Statutes and I hereby give my informed consent to the release of that private data. This consent for the release of data is for the purpose of determining my suitability for obtaining a Tobacco License in the Town of White Bear. This information cannot be used for any other purpose.

Applicant Signature: [Signature] Date: 12-10-19

**TENNESSEN WARNING:** In connection with your request for a tobacco license, the Township has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the Township is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you are eligible for a license from the Town of White Bear.
2. You are not legally obligated to supply the requested information.
3. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
4. The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the Township, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
7. The Township is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice and has received a copy of this notice.

Applicant Signature: [Signature] Date: 12-10-19

# Certificate of Compliance Minnesota Workers' Compensation Law

**THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT**

**PRINT IN INK or TYPE.**

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

LICENSE or CERTIFICATE NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.) <b>Bald Eagle Investments, LLC</b>		
DBA ("doing business as" or also known as an assumed name) (if applicable) <b>Bald Eagle Quick Stop</b>		
BUSINESS ADDRESS (must be physical street address, no PO boxes) <b>5960 Highway 61</b>	CITY <b>White Bear Township</b>	STATE ZIP CODE <b>MN 55110</b>
COUNTY <b>Ramsey</b>	E-MAIL ADDRESS	

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1 or 2 below.**

### NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent) <b>Westbend</b>	NAIC Number <b>1626</b>
POLICY NO. <b>A026349892372</b>	EXPIRATION DATE <b>12-31-20</b>
EFFECTIVE DATE <b>8/01/20</b>	

### NUMBER 2 – Reason for exemption from workers' compensation insurance

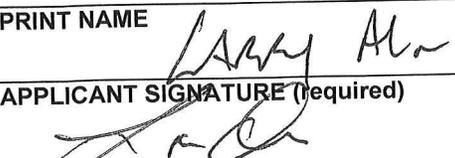
If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

- I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)
- I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

Other: \_\_\_\_\_

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

PRINT NAME

APPLICANT SIGNATURE (required) 	TITLE <b>Owner</b>	DATE <b>12-10-19</b>
--	-----------------------	-------------------------

NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape.

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Applicant's Minnesota tax ID number

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number, Period covered, Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

Over counter, Through vending machine, Both

Print or type

Licensee's legal name, Business trade name, Complete address of business location, City, Mailing address, Federal employer ID number, Daytime phone, Other phone number, Fax number, Email address

Type of legal organization (check one):

Sole proprietor, Partnership, Other, Minnesota corporation, Out-of-state corporation, Are you registered to do business in Minnesota?

Business information

Corporate officers or partners (attach a list if necessary)

Name, Title, Address, City, State, Zip code

Statement of understanding

As a licensed tobacco products or cigarette retailer, I understand that:

- 1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

Licensee signature, Title, Print name, Date, Daytime phone, Licensing agent's signature, Title, Print name, Date, Daytime phone

License applicant: Submit this form to the licensing authority along with the license application.

Licensing authority: Mail or fax a copy of approved form to: Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.



PAID

RECEIVED  
DEC 11 2019

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

TOWNSHIP CLERK

# TOBACCO LICENSE APPLICATION

License Fee \$100.00

## APPLICANT INFORMATION

Full Name: Alm Larry Michael  
Last First Middle

Residential Address: 2322 Leibel st.  
Street Address Unit #

White Bear Twp MN 55110  
City State ZIP Code

Home Phone: \_\_\_\_\_ Cell Phone: 612-270-5655

## BUSINESS INFORMATION

Business Name: Bald Eagle Investments, LLC DBA Bald Eagle Quickstop

Business Address: 5960 Highway 61  
Street Address Suite / Unit #

White Bear Township MN 55110  
City State ZIP Code

Contact Person: Larry Alm Business Phone: 651-407-8868

Cell Phone: 612-270-5655 E-Mail Address: Larry.alm@gnarl.com

Enclosed is the Sum of \$100.00\*\* requesting that a tobacco license be granted pursuant to Town ordinance #69. The tobacco license is valid January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Upon license being granted, the undersigned acknowledges that this application has been read, the above is correct and agrees to comply with all ordinances, rules and regulations of White Bear Township.

Applicant Signature: [Signature] Date: 12-10-19



**License Application to Make Retail Sales of Cigarette and Other Tobacco Products**

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

Applicant's Minnesota tax ID number

The Minnesota tax ID must be issued in the same legal name of the licensee below.

License number
Period covered
Date of issuance

**Cigarettes/tobacco products will be sold** (a separate license is required for each location or vending machine):

Over counter       Through vending machine       Both

Print or type

Licensee's legal name <b>Bald Eagle Investments, LLC</b>	Federal employer ID number (FEIN)
Business trade name (doing business as) <b>Bald Eagle Liquor</b>	Daytime phone
Complete address of business location (permit location) <b>5960 Highway 61</b>	County <b>Ramsey</b>
City <b>White Bear Township</b>	State <b>MN</b> Zip code <b>55110</b>
Mailing address (if different than business address) <b>2372 Leibel Street</b>	City <b>WBT</b> State <b>MN</b> Zip code <b>55110</b>

Type of legal organization (check one):

Sole proprietor       Minnesota corporation: Enter date of incorporation \_\_\_\_\_  
 Partnership       Out-of-state corporation: State of incorporation \_\_\_\_\_  
 Other (describe) \_\_\_\_\_      Are you registered to do business in Minnesota?     Yes     No

Business information

Corporate officers or partners (attach a list if necessary)

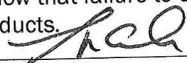
Name <b>LARRY ALAN</b>	Title <b>Owner</b>
Address <b>2372 Leibel St</b>	City <b>White Bear Twp</b> State <b>MN</b> Zip code <b>55110</b>
Name	Title
Address	City      State      Zip code

Statement of understanding

As a licensed tobacco products or cigarette retailer, I understand that:

- I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
- I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
- I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
- I may not purchase from or exchange cigarettes or tobacco products with another retailer.
- I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
- I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
- I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

	<b>Owner</b>	<b>Larry Alan</b>	<b>12-10-17</b>	<b>612-270-5655</b>
Licensee signature	Title	Print name	Date	Daytime phone
Licensing agent's signature	Title	Print name	Date	Daytime phone

**License applicant:** Submit this form to the licensing authority along with the license application.  
**Licensing authority:** Mail or fax a copy of approved form to:  
 Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.



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

## BACKGROUND INVESTIGATION CONSENT RELEASE

Date: 12-10-19

Name of Applicant: Larry Allen

Maiden, Alias or Former Name (s): \_\_\_\_\_

Address: 2322 Lerchel St White Bear Township MN 55110

Date of Birth: 12-26-58

Driver's License Number: K 901-183-636-810

I hereby authorize the Town of White Bear and the Ramsey County Sheriff's Department to release criminal history data, as defined by Minnesota Statute 13.87, subd. 1 and driver's license and traffic record data. I understand that some of this data may be classified as private data under Minnesota Statutes and I hereby give my informed consent to the release of that private data. This consent for the release of data is for the purpose of determining my suitability for obtaining a Tobacco License in the Town of White Bear. This information cannot be used for any other purpose.

Applicant Signature: [Signature] Date: 12-10-19

**TENNESSEN WARNING:** In connection with your request for a tobacco license, the Township has asked that you provide information about yourself which may be classified as private, confidential, nonpublic, or protected nonpublic under the Minnesota Government Data Practices Act. This means that this data is not ordinarily available to the general public. Accordingly, the Township is required to inform you of the following:

1. The purpose and intended use of the information requested is to determine if you are eligible for a license from the Town of White Bear.
2. You are not legally obligated to supply the requested information.
3. The known consequences of supplying the requested information is that the information or further investigation could disclose information which could cause your application to be denied.
4. The known consequences of refusing to supply the requested information is that your request for a license cannot be processed.
5. A criminal charge, arrest, or conviction will not necessarily bar you from obtaining a license with the Township, unless the conviction is related to the matter for which the license is sought, according to Minnesota Statute 364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the application.
6. Other governmental agencies necessary to process your application are authorized by law to receive the information provided.
7. The Township is required by law to furnish some of this information to the Department of Labor and Industry and the Minnesota Commissioner of Revenue.

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice and has received a copy of this notice.

Applicant Signature: [Signature] Date: 12-10-19

# Certificate of Compliance Minnesota Workers' Compensation Law

**THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT**

**PRINT IN INK or TYPE.**

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

LICENSE or CERTIFICATE NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.) Bald Eagle Investments, LLC		
DBA ("doing business as" or also known as an assumed name) (if applicable) Bald Eagle Liquor		
BUSINESS ADDRESS (must be physical street address, no PO boxes) 5960 Highway 61	CITY White Bear Township	STATE ZIP CODE MN 55110
COUNTY Ramsey	E-MAIL ADDRESS	

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1 or 2 below.**

### NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent) West bear d	NAIC Number 1626
POLICY NO. A026349892372	EFFECTIVE DATE 01/01/20
	EXPIRATION DATE 12-31-20

### NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

- I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)
- I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

Other: \_\_\_\_\_

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

PRINT NAME Lacey Alon		
APPLICANT SIGNATURE (required) 	TITLE Owner	DATE 12-10-19

**NOTE:** You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape.





**Town Board Meeting  
December 16, 2019**

**Agenda Number: 5E – Consent Agenda**

**Subject: Reschedule Town Board Meetings Due to Holidays:**

1. Reschedule the January 20, 2020 Meeting to Wednesday, January 22, 2020 Due to the Martin Luther King Jr. Holiday.
2. Reschedule the February 17, 2020 Meeting to Wednesday, February 19, 2020 Due to the President's Day Holiday

**Documentation: None**

**Action / Motion for Consideration:**

Receive Report / Discuss

1. Reschedule the January 20, 2020 Meeting to Wednesday, January 22, 2020 Due to the Martin Luther King Jr. Holiday.
2. Reschedule the February 17, 2020 Meeting to Wednesday, February 19, 2020 Due to the President's Day Holiday



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 5F – Consent Agenda**

**Subject: Construction Activity Report - Receive**

**Documentation: Report**

**Action / Motion for Consideration:**

Receive Construction Activity Report / Discuss

**White Bear Township Construction Activity Report**

	<b>NOVEMBER 2019</b>		<b>2019 YEAR TO DATE</b>		<b>2018 YEAR TO DATE</b>	
<u>BUILDING PERMIT</u>						
<b><u>HOUSING</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
SINGLE FAMILY	1	376,640	8	2,766,420	11	2,957,000
TOWN HOME	-	-	-	-	-	-
<b>TOTALS</b>	<b>1</b>	<b>376,640</b>	<b>8</b>	<b>2,766,420</b>	<b>11</b>	<b>2,957,000</b>
<b><u>MISCELL. RESIDENTIAL</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
REMODEL & ADDITIONS	5	266,000	59	1,336,796	63	2,007,100
SIDING, ROOF. & WIND.	26	304,951	428	4,380,901	405	4,266,010
DECKS	2	20,850	42	273,615	35	205,653
SWIMMING POOLS	-	-	2	35,000	2	27,500
ACCESSORY BLDG	-	-	6	199,100	7	142,973
OTHER	3	17,672	26	237,982	30	156,283
<b>TOTALS</b>	<b>36</b>	<b>609,474</b>	<b>563</b>	<b>6,463,394</b>	<b>542</b>	<b>6,805,519</b>
<b><u>COMMERCIAL</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
PUBLIC BUILDINGS	1	181,090	2	209,090	4	139,000
INDUSTRIAL	-	-	-	-	2	991,830
BUSINESS	-	-	-	-	-	-
REMODEL & ADDITIONS	1	4,455	10	2,310,455	8	3,073,600
OTHER	-	-	3	65,292	8	288,398
<b>TOTALS</b>	<b>2</b>	<b>185,545</b>	<b>15</b>	<b>2,584,837</b>	<b>22</b>	<b>4,492,828</b>
<b><u>MISCELLANEOUS</u></b>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
DEMOLITION	0		4		2	
<b><u>TOTALS</u></b>	<b>39</b>	<b>1,171,659</b>	<b>590</b>	<b>11,814,652</b>	<b>577</b>	<b>14,255,347</b>
<b>PERMIT REVENUE</b>		<b>\$ 15,627</b>		<b>\$103,044</b>		<b>\$ 120,921</b>



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 5G – Consent Agenda**

**Subject: Monthly Financial Report - Receive**

**Documentation: Report**

**Action / Motion for Consideration:**

Receive Monthly Financial Report / Discuss

WHITE BEAR TOWNSHIP  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2019

101-GENERAL FUND  
 FINANCIAL SUMMARY

91.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
PROPERTY TAXES	3,403,055.00	0.00	1,847,187.00	54.28	1,555,868.00
LICENSES & PERMITS	187,200.00	21,852.59	179,230.16	95.74	7,969.84
INTERGOVERNMENTAL	200,516.00	600.00	126,820.84	63.25	73,695.16
CHARGES FOR SERVICES	135,425.00	9,811.90	175,377.87	129.50 (	39,952.87)
FINES & FORFEITS	16,000.00	0.00	8,298.89	51.87	7,701.11
MISC REVENUE	263,710.00	14,278.92	273,606.31	103.75 (	9,896.31)
OTHER FINANCING SOURCES	<u>25,450.00</u>	<u>2,077.38</u>	<u>34,567.15</u>	<u>135.82 (</u>	<u>9,117.15)</u>
TOTAL REVENUES	4,231,356.00	48,620.79	2,645,088.22	62.51	1,586,267.78
<u>EXPENDITURE SUMMARY</u>					
BOARD OF SUPERVISORS	46,814.00	3,668.59	40,023.78	85.50	6,790.22
GENERAL GOVERNMENT	332,124.00	20,011.53	389,490.84	117.27 (	57,366.84)
RECYCLING	29,572.00	864.66	18,374.44	62.13	11,197.56
ELECTIONS	28,000.00	0.00	32,203.00	115.01 (	4,203.00)
ADMINISTRATION	310,209.00	32,184.45	298,899.46	96.35	11,309.54
COMMUNITY DEVELOPMENT	214,534.00	22,864.04	203,220.43	94.73	11,313.57
POLICE & ANIMAL CONTROL	1,078,493.00	154,564.42	787,182.61	72.99	291,310.39
FIRE PROTECTION	299,000.00	24,844.34	273,287.74	91.40	25,712.26
CODE ENFORCEMENT	197,294.00	23,335.02	187,912.35	95.24	9,381.65
ROAD & BRIDGE	633,734.00	36,701.56	548,784.59	86.60	84,949.41
PUBLIC WORKS	267,693.00	22,686.10	245,263.23	91.62	22,429.77
TOWN BUILDINGS	178,654.00	5,969.13	132,261.05	74.03	46,392.95
PARK MAINTENANCE	578,485.00	32,893.19	551,845.19	95.39	26,639.81
TOWNSHIP DAY	<u>36,750.00</u>	<u>337.26</u>	<u>36,920.21</u>	<u>100.46 (</u>	<u>170.21)</u>
TOTAL EXPENDITURES	4,231,356.00	380,924.29	3,745,668.92	88.52	485,687.08
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	332,303.50)	( 1,100,580.70)		1,100,580.70



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 5H – Consent Agenda**

**Subject: Wellhead Protection Plan – Based on Staff Review & Recommendation Adopt the Wellhead Protection Program Evaluation From as Completed by Staff**

**Documentation: Town Engineer Correspondence w/ attachment**

**Action / Motion for Consideration:**

Receive Report / Discuss

Based on Staff Review & Recommendation Adopt the Wellhead Protection Program Evaluation From as Completed by Staff



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

December 12, 2019

Honorable Chairman and Town Board  
White Bear Township, Minnesota

RE: Wellhead Protection Plan  
White Bear Township, Minnesota

Dear Board Members:

Every ten years the Township is required to update its Wellhead Protection Plan (WHP Plan). The WHP Plan was last approved by the Minnesota Department of Health (MDH) in 2012 and the next WHP amendment is due in October 2022. MDH staff have initiated the amendment process to allow enough time to complete before the due date.

A requirement for the plan to be amended is that a Wellhead Protection Program Evaluation form must be completed, adopted by the Town Board, and submitted to MDH.

After a kickoff meeting is held with MDH staff to determine what the amendment plan requirements are, TKDA will provide project a scope and project costs for Town Board authorization.

Public works and Town Engineer have reviewed the attached program evaluation form. To meet the MDH requirements, the Town Engineer requests that the Town Board now adopt the Evaluation form.

A handwritten signature in black ink, appearing to read 'Jim Studenski'.

Jim Studenski, PE  
Town Engineer

Attachments

# White Bear Township

## Wellhead Protection Program Evaluation

---

<b>Evaluation Completed By (Wellhead Protection Manager):</b>	Dale Reed and TKDA Engineering
<b>Date Evaluation Completed:</b>	September 6, 2019

<b>Plan Evaluation Frequency:</b>	
<input type="checkbox"/>	According to the wellhead protection plan if less than 2.5 years.
<input type="checkbox"/>	2.5 years
<input checked="" type="checkbox"/>	When a wellhead protection plan is amended.

<b>Copies of Evaluation Presented or Sent to:</b>	
<input type="checkbox"/> Minnesota Department of Health Attn: Trudi Witkowski Environmental Health Division Source Water Protection Unit P.O. Box 64975 St. Paul, MN 55164-0975	<input type="checkbox"/> <b>Town Board Meeting (Date Presented)</b>  <input type="checkbox"/> City's Wellhead Protection File

**I. Changes to Water System, Delineations, or Contaminant Sources**

**A. List the unique number and locations of new wells installed since the last plan evaluation:**

Unique Well Number	Date Online	Delineation Completed?
NA	NA	NA

**B. List any new facilities or changes in current facilities in the drinking water supply management area(s) that may be of concern with regard to groundwater quality (list the facility name and nature of concern):**

Facility Name	Change	Distance to Well	Well Number	Date Change Made
NA				

**C. Was any component of the contingency plan implemented by your system at any time since the last program evaluation?**

- Yes (What was the reason? \_\_\_\_\_)
- No

**List changes that are needed in the contingency plan and update the plan accordingly:**

1. NA

2.

3.

## II. Wellhead Protection Plan Evaluation Approaches

*In letters A-D below, complete the sections that apply to the evaluation approaches that were specified in your wellhead protection plan (Chapter 6).*

**A. Sampling the quality of groundwater throughout the drinking water supply management area.**  
*(Summarize efforts or attach report of sampling results and conclusions.)*

White Bear Township has cooperated with the Minnesota Department of Health in the annual monitoring of the water system.

**B. Documenting inventory control of potential contaminants.**  
*(Summarize efforts.)*

The unverified Potential Contaminant Source Inventory PCSI list was reviewed in 2016 for the sites that did not have enough information when the original plan was done. More time was spent reviewing this list first using various online databases (MN Well Index, MPCA What's in My Neighborhood, etc.) and then using Township staff knowledge and site visits to verify the sites.

In 2016 the verified PCSI list was updated. Due to changes in MDH requirements for the PCSI there were many sites on the verified PCSI list that no longer needed to be considered. One example is individual septic systems in the low and very low vulnerable areas do not need to be considered. We also updated the list to include status of the potential contaminant sources as they were not required during the original plan.

**C. Documentation of the implementation of wellhead protection measures.**  
*(Summarize efforts.)*

The Township's website includes links and documents for a variety of information on wellhead protection items that were included in chapter 5 Objectives and Plans of Action in the plan including best management practices for residential and commercial techniques.

Monitoring was done for locations of shallow disposal wells to verify there are none in the wellhead protection area.

**D. Using monitoring data that are required by existing laws and rules in effect at the time of plan adoption.** *(List data used and summarize conclusions made from data.)*

Yearly consumer confidence reports were provided to residents to show the water quality results.

### III. New Wellhead Protection Data

List any new data that relates to wellhead protection delineations or source management (i.e., groundwater study results, water quality monitoring data, well construction logs, etc.) that may be used during the next update of the wellhead protection plan:

Nature of Data	Source of Data
Groundwater Study Results for White Bear Lake	MN DNR

**IV. Plan Implementation Administrative and Financial Concerns**

**A. Estimate the annual expense of plan implementation for each plan year including staff time and actual dollar amount spent.**

Year	Annual Expense	Year	Annual Expense
1 (2013)	\$	6	\$20,000
2	\$	7 (2019)	\$21,000
3	\$1,000	8	\$
4	\$13,000	9	\$
5	\$21,000	10	\$

**B. Estimate full-time equivalency (FTE) spent on wellhead protection implementation in terms of percentage of FTE.**

FTE =  2  %

**C. Has the wellhead protection budget been adequate to conduct wellhead protection implementation activities during the last evaluation period?**

Yes     No

**If no, where could it improve?**

Getting a MDH Source Water Protection Plan Implementation Grant helped in offsetting some of the implementation costs. Without the grant it would have been difficult to complete as much work in a timely matter.

**D. Itemize difficulties incurred during your plan implementation.**

1.        The Township has limited staff to assist in implementation items.
- 2.
- 3.
- 4.



**Town Board Meeting  
December 16, 2019**

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

**Subject:** 2020 Rate Schedule Amendment – Based on Staff Review & Recommendation Approve the Updated Addendum 2 – Rate Schedule for 2020 for the Master Joint Powers Agreement Between the Town of White Bear and the City of North Oaks

**Documentation:** Staff Memo / Rate Schedule

**Action / Motion for Consideration:**

Receive Monthly Financial Report / Discuss

Based on Staff Review & Recommendation Approve the Updated Addendum 2 – Rate Schedule for 2020 for the Master Joint Powers Agreement Between the Town of White Bear and the City of North Oaks

## MEMORANDUM

Date: December 11, 2019

To: Patrick Christopherson, Clerk/Treasurer

From: Dale Reed, Public Works Director

Re: Maintenance fee inflationary increase recommendation

In 2016, for the 2017 year, the Town developed a maintenance fee for the City of North Oaks to charge residents to cover routine maintenance activities performed by the Township's Public Works Department. The routine maintenance activities include Sanitary Sewer cleaning (1/3 of system annually), hydrant flushing (2 times annually), weekly lift station checks, snow removal at the lift stations, locates, materials, and an out of service area charge. These fees apply only to those developments under the existing Master Joint Powers Agreement. We need to add those 5 remaining developments to the Master JPA as soon as possible. Please arrange a meeting with the Administrator to discuss adding them along with the inflationary increase.

Based on my review of expenditures in October of this year, we are matching expenditures with the maintenance fee collected annually. I will review the expenses in late 2020 to see if they are matching the fee/revenue collected.

I am recommending a 4% inflationary increase to the current fee to accommodate the increase in employee wages and benefits in 2020. This should keep the Township whole in the fee paid by the City of North Oaks.

**ADDENDUM - 2  
RATE SCHEDULE  
for  
MASTER JOINT POWERS AGREEMENT  
BETWEEN THE TOWN OF WHITE BEAR  
AND THE CITY OF NORTH OAKS  
Dated December 16, 2019**

\*\*\*\*\*

**HOOK-UP FEES:**

- |   |                   |
|---|-------------------|
| ➤ Water Tower Charge                          | 50.00 per unit    |
| ➤ Water Extension Charge (west of I-35E)      | 1,300.00 per unit |
| ➤ Water Availability Charge (WAC)             | 2,440.00 per unit |
| ➤ Local Sewer Availability Charge (Local SAC) | 600.00 per unit   |

Each residential dwelling shall be considered to be 1 unit.

Non-residential connections shall be assigned the same number of “units” determined by the Metropolitan Council with their SAC calculations.

**WATER METER CHARGES:**

Contractors shall pay the current retail price to the Township at the time of issuance of the permit and meter. (Meter cost includes remote read charge, handling fee & MN sales tax.)

**MAINTENANCE CHARGES:**

Current Quarterly Maintenance Charge (2020)	\$ 9,471.80
---	-------------

**REPAIR CHARGES:**

**LABOR RATES:**

Per worker, per hour charge – normal duty hours – (7:00 a.m. to 3:30 p.m.)	Prevailing Hourly Rate
--	------------------------

Per worker, per hour charge – after normal duty hours (overtime rate)	Prevailing Hourly Rate
---	------------------------

**EQUIPMENT BILLING RATES:**

Township equipment used shall be billed at the prevailing hourly equipment rate for services rendered.

<b><u>PERMIT/INSPECTION FEE</u></b>	\$ 60.00/per unit
<b><u>WATER RATE - Quarterly</u></b>	Prevailing Water Rate
<b><u>STATE WATER TESTING FEE - Quarterly</u></b>	Prevailing State Water Testing Fee
<b><u>WATER SERVICE REPAIR FEE- Quarterly</u> (Transferred to the City of North Oaks)</b>	\$ 12.50
<b><u>SEWER REPAIR FEE - Quarterly</u> (Transferred to the City of North Oaks)</b>	\$ 12.50
<b><u>SEWER RATE - Quarterly</u></b>	Prevailing Sewer Rate

**Adopted by Resolution of the Town of White Bear on December 16, 2019.**

**TOWN OF WHITE BEAR**

**By:** \_\_\_\_\_  
ED M. PRUDHON, Chair

**ATTEST:**

**BY:** \_\_\_\_\_  
PATRICK CHRISTOPHERSON,  
Clerk-Treasurer



**Town Board Meeting  
December 16, 2019**

**Agenda Number:** 5J– Consent Agenda

**Subject:** **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Comcast Permit to Replace Underground Coaxial Cable Lines to Service a Business at 1000 Meadowlands Drive Which Will Include Directional Boring Under Meadowlands Drive & Work Along the East Side of Allendale Drive

**Documentation:** Town Engineer Correspondence / Map

**Action / Motion for Consideration:**

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Comcast Permit to Replace Underground Coaxial Cable Lines to Service a Business at 1000 Meadowlands Drive Which Will Include Directional Boring Under Meadowlands Drive & Work Along the East Side of Allendale Drive



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

December 11, 2019

Honorable Chairman and Town Board  
White Bear Township, Minnesota

Re: Comcast Permit Application  
1000 Meadowlands Drive  
White Bear Township, Minnesota  
TKDA Project No. 17127.000

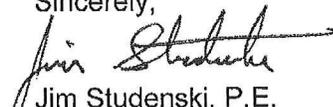
Dear Board Members:

Comcast submitted an application for a permit to replace underground coaxial cable line to service a business at 1000 Meadowlands Drive. Work will include directional boring under Meadowlands Drive and work along the east side of Allendale Drive.

We recommend approval with the following conditions:

1. Construction must protect Meadowlands Drive during the boring process.
2. Construction must protect storm sewer at the intersection of Meadowlands Drive and Allendale Drive.
3. Construction must protect the hydrant and install any cables behind the hydrant and not between the hydrant and street.
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

PERMIT NO. \_\_\_\_\_

CITY OF: White Bear TWP

**APPLICATION FOR PERMIT FOR INSTALLATION OF UTILITIES  
OR FOR PLACING UNDERGROUND CONSTRUCTION**



Name of Party or Organization performing work

Address 4255 Lexington Ave, Suite 100

Telephone No. 651-755-1907

- 1 Nature of Work Place new underground coax CATV In Conduit  
 Type of Surface to be Disturbed  
 (Check type)  Gravel  Bituminous  Concrete  Boulevard
- 2 Location Kindercare  
 Street, Avenue, and House number 1000 Meadowlands Dr  
 (Additional information attached when necessary)
- 3 Size and kind of pipe, conduit or cable 1- 1/2" conduit  
 Depth from Surface (Min. 18") 24" to 48"
- 4 Method of Installation or Construction (including method of compaction & excavation)  
 PLOW  PNEUMA GOPHER & TAMPER  
 BACKHOE  Bore
- 5 Work to start within 12/20/2019 days and completed within ### 5/29/2020 days thereafter  
 6 Will detouring of traffic be necessary? NO If so describe rerouting
- Cutting the road, would depend on locates.

COMCAST Project Number: \_\_\_\_\_

Comcast  
 For Ken Funari  
 (Applicant) Comcast

Signed by Kenneth A. Funari  
 Dated 12/9/2019

The date when work is completed must be reported to the person designed by municipality.

**CONDITION OF PERMIT**

Upon payment of permit fee in the amount of \$ - \_\_\_\_\_ and in consideration of the agreement to comply in all respects with the Street or Alley excavation ordinances and regulations applicable covering such operations, permission is hereby granted for the work to be done as described in the above application, said work to be done in accordance with special precautions required, as hereby stated:

\_\_\_\_\_  
 \_\_\_\_\_

It is expressly understood that this permit is conditioned upon replacement or restoration of the disturbed area to its proper condition in accordance with the appropriate rules and regulations.

APPROVED \_\_\_\_\_  
 DATED \_\_\_\_\_





**Town Board Meeting  
December 16, 2019**

**Agenda Number:** **5K– Consent Agenda**

**Subject:** **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Expand the Project to Install an Underground Electrical Service for the Resident at 5155 Lakeview Avenue and Along Garden Lane Which will Require Additional Boring under Garden Lane

**Documentation:** Town Engineer Correspondence / Map

**Action / Motion for Consideration:**

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Expand the Project to Install an Underground Electrical Service for the Resident at 5155 Lakeview Avenue and Along Garden Lane Which will Require Additional Boring under Garden Lane



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

December 12, 2019

Honorable Chairman and Town Board  
White Bear Township, Minnesota

Re: XcelEnergy Permit Application  
5155 Lakeview Avenue – Expanded Project  
White Bear Township, Minnesota  
TKDA Project No. 17127.000

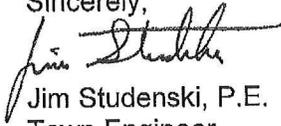
Dear Board Members:

XcelEnergy has applied for a permit to expand the project to install underground electrical service for the residence at 5155 Lakeview Avenue. Impacted area will now include going further south on Lakeview Avenue and along Garden Lane. The project will now require additional directional boring under Garden Lane. 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 all the roadways during the boring activity.
3. Contractor must protect sewer and water services along the construction route.
4. Contractor must protect the storm sewer system at the intersection of Lakeview Avenue and Garden Lane.
5. Disturbed areas shall be restored equal to or better than original condition.
6. 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.
7. Call Gopher One-Call prior to any work.

Sincerely,



Jim Studenski, P.E.  
Town Engineer

Enclosures



825 Rice St.  
St. Paul MN 55117

December 12, 2019

White Bear Lake Township  
James E. Studenski, Senior Registered Engineer

Xcel Work Order # 103513351

Application is hereby made for permission to replace, construct, and thereafter maintain:

Bore in 633' of #2 AL UG cable. Set attached sketch for details

- I. Type of Utility – Xcel Energy underground distribution system for 5115 Lakeview Ave, White Bear Lake Township

Application approved:

Application submitted by:

**XCEL ENERGY**

By: \_\_\_\_\_

Kamal Holmes  
Electric Distribution Designer  
651-229-2379

Date: \_\_\_\_\_





**Town Board Meeting  
December 16, 2019**

**Agenda Number:** 6

**Subject:** Water Gremlin – Update / Receive Memo

**Documentation:** Memo Not Available at Time of Printing

**Action / Motion for Consideration:**

Receive Report at Meeting / Discuss

## Patti Walstad

---

**From:** Tom Riedesel  
**Sent:** Friday, December 13, 2019 8:03 AM  
**To:** Patti Walstad; Pat Christopherson  
**Subject:** FW: Water Gremlin Interim Lead Hygiene Facilities  
**Attachments:** Water Gremlin North Campus Temporary Structure\_Township Review\_2019-12-12.pdf;  
Water Gremlin Lead Hygiene Narrative.pdf

---

**From:** Ed Farr [mailto:e.farr@edfarrarch.com]  
**Sent:** Thursday, December 12, 2019 4:22 PM  
**To:** Mike Johnson <Mike.Johnson@whitebeartownship.org>  
**Cc:** Tom Riedesel <Tom.Riedesel@whitebeartownship.org>; Carl Dubois <Carl.Dubois@watergrem.com>; Nathan Niemann <NNiemann@andersoncompanies.us>; Neal Logan <n.logan@edfarrarch.com>  
**Subject:** Water Gremlin Interim Lead Hygiene Facilities

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

Mike, nice talking to you this morning about the pending Water Gremlin improvements at 4400 Otter Lk Rd. Enclosed are two documents for your information and review:

1. Construction Drawing Review Set of the Temporary Structures that fulfill the Interim Lead Hygiene Improvements that has been mandated by court order to Water Gremlin.
2. Informative Narrative that explains the 3-Step approach to compliance.

We are pursuing IBC Section 3103 Temporary Structures portion of the Building Code for this project. I've copied that entire Section 3103 for you on the cover sheet. It outlines a few conditions that need to be met for Temporary Structures; which we have demonstrated compliance with. Please call me at your earliest convenience after you have reviewed our code approach to discuss further as needed. We appreciate your consideration for this unusual compliance path; as it appears to work well for our situation.

Ed Farr, AIA, President

**Edward Farr Architects, Inc.**

7710 Golden Triangle Drive  
Eden Prairie, MN 55344  
Tel: 952 943-9660  
[e.farr@edfarrarch.com](mailto:e.farr@edfarrarch.com)  
[www.edfarrarch.com](http://www.edfarrarch.com)

# Water Gremlin Company

## Interim Lead Hygiene Improvements

December 2019

Water Gremlin Company is providing this information to the White Bear Township Town Board to keep the township informed of the improvements being made to address lead hygiene safety in the workplace and to prevent take-home lead. Important safety improvements have already commenced. Planning is underway for more permanent physical upgrades that facilitate long-term lead hygiene best practices.

Water Gremlin Company has engaged the services of an Industrial Hygienist Consultant, Wenck, to provide strategic analysis and advisory services for improved Lead Hygiene at their facility. Wenck is working with the Architectural firm of Edward Farr Architects and top management of Water Gremlin Company.

**Best Practices for Lead Hygiene** have been identified; and implementation of those practices has already started. New Lead Hygiene goals include:

- Establish stricter policies and procedures,
- Employee Awareness and Training,
- Physical Plant Upgrades,
- Operational Improvements,
- Ongoing Commitment and Quality Control processes to maintain compliance.

Physical Plant Upgrades are one of the key components to meet new Lead Hygiene goals. They and being undertaken in Three Steps:

**Step 1 – Immediate Lead Hygiene Improvements for “Clean Exit”**

**Step 2 – Interim Lead Hygiene Improvements**

**Step 3 – Permanent Lead Hygiene Improvements**

Each of the Three Steps are summarized below. The Step 2 – Interim Lead Hygiene Improvements project is the only Step that may have visible awareness to the neighboring public; so, it is the focus of the presentation. All other improvements are being made inside the existing facility and will not have direct visible impact to the neighborhood.

## Step 1 – Immediate Lead Hygiene Improvements

- Commenced November 4th, 2019
- Stricter Policies and Procedures created
- Employee Training conducted over 2 days
- Set up Temporary Screening, PPE and decontamination areas within existing facilities
- Operational Improvements
- Process documents updated and monitoring/enforcement resources in place

## Step 2 – Interim Lead Hygiene Improvements

- Establish fully segregated (Street-side/production-side) changing areas away from interior construction.
  - Rent temporary trailers; place in loading area in Northeast corner of property.
  - Construct wooden walkway enclosures to/from trailers to factory
  - Vacate existing Locker Rooms and three departments in factory for new construction.

## Step 3 – Permanent Lead Hygiene Improvements

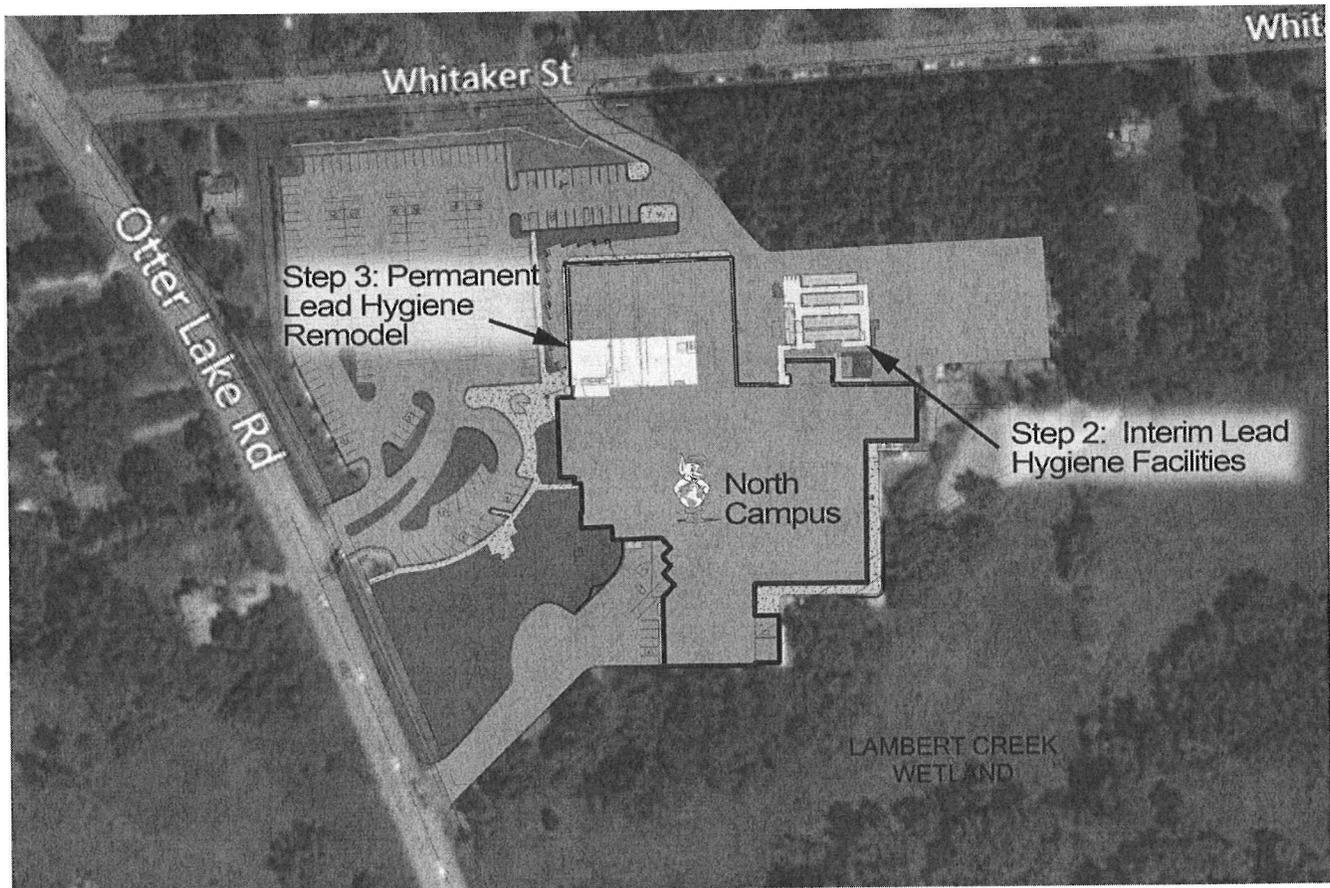
- Remodel and expand Men's Locker Room,
- Relocate Women's Locker Room,
- Install new Employee Showers,
- Reconfigure Employee Circulation with more defined Clean and Soiled Zones
- Create a new Industrial Hygiene Command Station near Employee Entrance.
- Improve accessibility with new Elevator.
- Move displaced factory departments back in place.

## Main Points of Step 2 Interim Lead Hygiene Improvements:

- ✓ Temporary Trailers and Walkway Enclosures are setback from Whitaker Street approx. 75 feet; behind evergreen screening.
- ✓ No factory work is being done in the Trailer complex; only employee changing and hygiene functions.
- ✓ The trailer complex is not producing any factory fumes or noise.
- ✓ No additional traffic is being planned for Whitaker St.
- ✓ The trailer complex will be constructed in January / February, 2020; and occupied until end of Summer, 2020, when Step 3 Permanent Improvements are complete inside.

Refer to enclosed Site Layout for further information.

## Site Layout of Water Gremlin's North Campus Facility

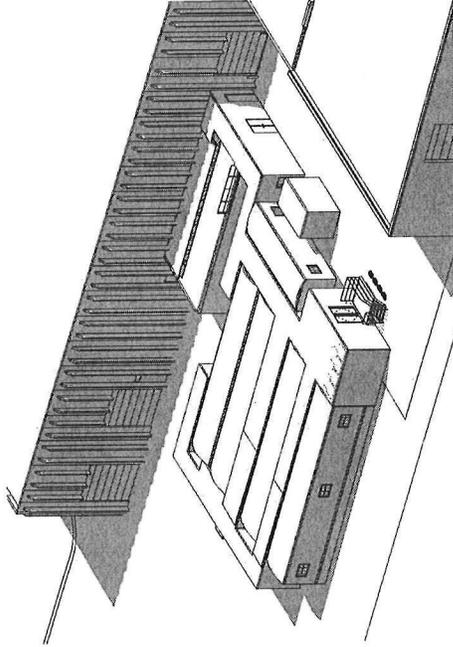


The blue colored rectangles are rented trailers, parked in the existing loading dock area. The light green area around the trailers are enclosed walkways that connect the group of trailers to the factory.

The yellow area inside the building is the remodeling area for new employee locker rooms, showers, hygiene quality check points and related improvements.

The trailers and walkways are temporary only; they will be removed upon completion of the permanent improvements inside the building.

# TEMPORARY STRUCTURE FOR INTERIM LEAD HYGIENE IMPROVEMENTS WATER GREMLIN COMPANY



## CODE INFORMATION

OCCUPANCY:  
E-1, MODERATE HAZARD FACTORY INDUSTRIAL  
(LEAD MANUFACTURING)

CONSTRUCTION TYPE:  
TEMPORARY STRUCTURE  
TYPE VB  
3,048 SF

AREA OF TRAILERS:  
2,824 SF

AREA OF WALKWAYS:  
5,872 SF

TOTAL AREA (FOR EXISTING):  
5,872 SF

OCCUPANT LOADS:  
59 OCCUPANTS (TEMPORARY STRUCTURE ONLY)

# OF EXITS REQUIRED:  
2 EXITS PROVIDED

# OF EXITS PROVIDED:  
3 EXITS PROVIDED

MAX TRAVEL DISTANCE:  
100 FOOT MAXIMUM TRAVEL DISTANCE

ACTUAL:  
87 FOOT MAXIMUM TRAVEL DISTANCE (ACTUAL)

NUMBERS OF NEW CONSTRUCTION AND RECONSTRUCTION OF NEW/LOOKER FACILITIES IN FACTORY:  
EXISTING OFFICE AREA = 4,587 SF  
OCCUPANT LOAD = 1,100 SF = 47 OCCUPANTS  
WATER CLOSET REQUIREMENTS = 1/25, FIRST 50 = 2 WATER CLOSETS REQUIRED  
LAVATORY REQUIREMENTS = 1/60, FIRST 80 = 2 LAVATORIES REQUIRED

EXISTING FACTORY AREA = 88,302 SF  
OCCUPANT LOAD = 1,760 SF = 883 OCCUPANTS  
WATER CLOSET REQUIREMENTS = 1/100 = 8.8 LAVATORIES REQUIRED  
LAVATORY REQUIREMENTS = 1/100 = 8.8 LAVATORIES REQUIRED

TOTAL WATER CLOSET REQUIREMENTS = 11 WATER CLOSETS  
TOTAL WATER CLOSETS PROVIDED AFTER DEMOLITION = 12, TOTAL URINALS PROVIDED = 3  
TOTAL LAVATORIES REQUIREMENTS = 11 LAVATORY  
TOTAL LAVATORIES PROVIDED AFTER DEMOLITION = 11

## SECTION 3103 TEMPORARY STRUCTURES

3103.1 General. The provisions of Sections 3103.1 through 3103.4 shall apply to structures erected for a period of less than 180 days. Tents and other membrane structures erected for a period of less than 180 days shall comply with the *Interim Lead Hygiene Improvements* Code. The erection, alteration, and use of these structures shall comply with applicable sections of this code.

3103.1.1 Permit required. Temporary structures that cover an area greater than 120 square feet (11.16 m<sup>2</sup>), including connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of 10 or more persons for any purpose without obtaining a permit from the building official.

3103.2 Construction documents. A permit application and construction documents shall be submitted for each installation of a temporary structure. The construction documents shall include the construction documents for the temporary structure and information delineating the means of egress and the occupant load.

3103.3 Location. Temporary structures shall be located in accordance with the requirements of Table 602 based on the fire-resistance rating of the exterior walls for the proposed type of construction.

3103.4 Means of egress. Temporary structures shall conform to the means of egress requirements of Chapter 9 of the Minnesota Fire Code. The minimum travel distance of 100 feet (30.480 m) or less.

TABLE 602  
FIRE-RESISTANCE RATING REQUIREMENTS FOR EXTERIOR WALLS BASED ON FIRE SEPARATION DISTANCE\*\*

FIRE SEPARATION DISTANCE - X (feet)	TYPE OF CONSTRUCTION	OCCUPANCY GROUP #1	OCCUPANCY GROUP #2-11	OCCUPANCY GROUP A, B, E, F-1, I, S, P, U
X < 5'	All	3	2	1
5 ≤ X < 10	IA Others	3 2	1	1
10 ≤ X < 30	IA, IB IIB, YB Others	2 1 1	0	0
X ≥ 30	All	0	0	0

PORTIONS OF TEMPORARY STRUCTURE ARE WITHIN 5' OF THE EXISTING BUILDING, SO A 2 HOUR EXTERIOR WALL CONSTRUCTION IS REQUIRED THERE. REFER TO CODE SITE PLAN, SHEET A3.

## SHEET INDEX:

- A0 COVER AND CODE
- A1 NORTH CAMPUS EXISTING CAD SURVEY
- A2 SITE PLAN
- A3 CODE PLAN
- A4 CONSTRUCTION PLAN
- A5 BUILDING SECTIONS AND DETAILS

I hereby certify that this plan, specification or contract was prepared by me or under my direct supervision and that I am a duly Licensed Architect in the State of Minnesota.

Edward A. Farr  
Date: 12/11/2019 Reg. No. 16382

Project Manager:  
NSL

EDWARD FARR  
ARCHITECTS INC.  
731 Cooke Street, Suite 100  
Evanston, Minnesota 5544  
Tel: 612.434.1111  
www.edwardfarr.com

Client:  
Water Gremlin Company

Project:  
North Campus Improvements  
- Lead Hygiene

Address:  
4400 Otter Lake Road  
White Bear Township,  
Minnesota

Issued For:  
CONSTRUCTION  
Date:  
12/11/2019

Sheet Title:  
COVER AND CODE

Project Number: 19.039  
Sheet Number: A0



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 Architect in the State of Minnesota.

Edward A. Farr  
 Date: 12/11/2019 Reg. No. 16382  
 Project Manager  
 N.E.L.  
 Minneapolis, MN

**EDWARD FARR ARCHITECTS INC.**  
 778 Golden Triangle Drive  
 Eden Prairie, Minnesota 55344  
 Tel: 952.432.5600  
 www.edwardfarr.com

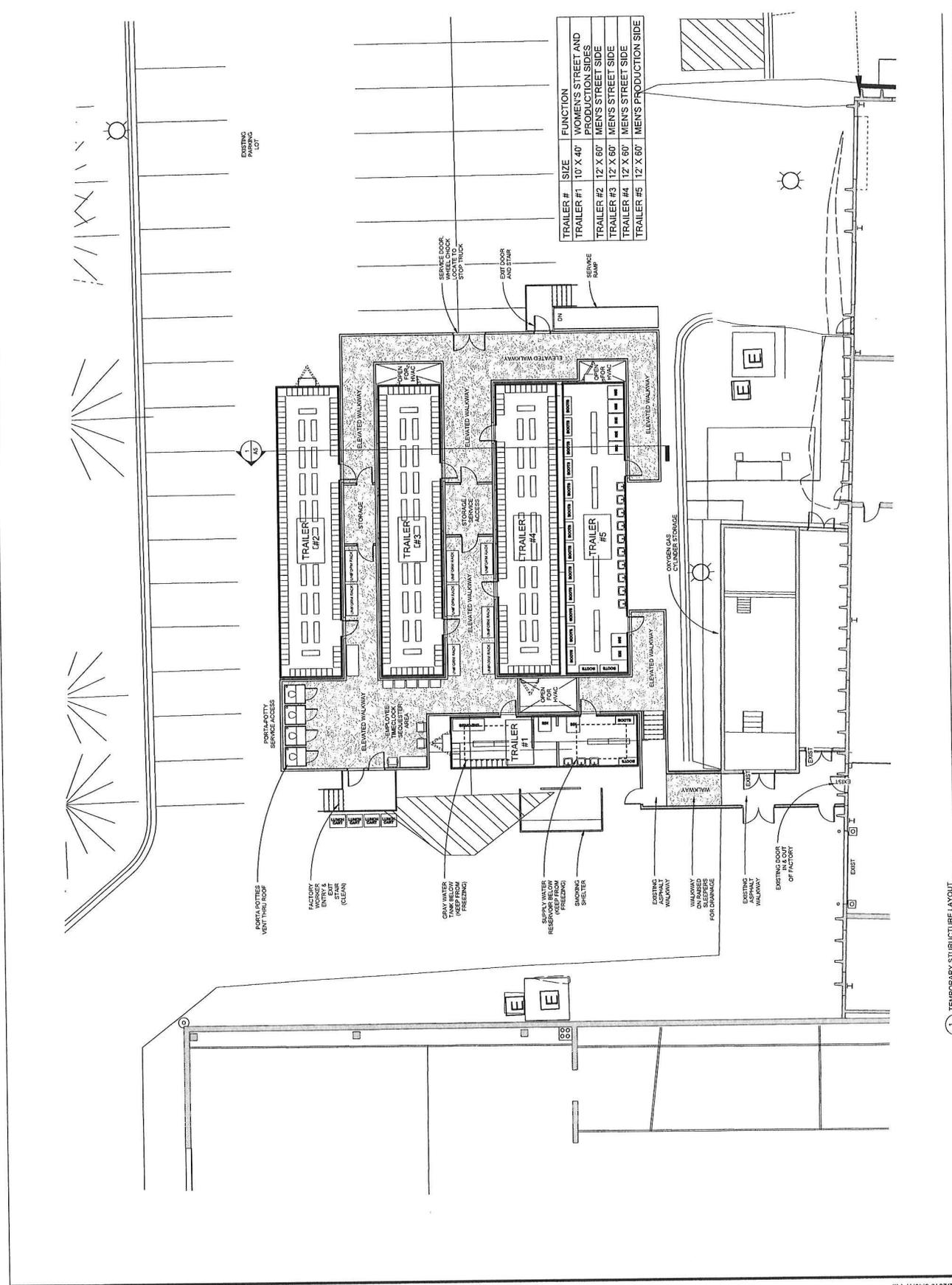
Client: **Diocese of Saint Cloud, Minnesota**

Project: **North Campus Improvements**  
 - Lead Hygiene

Location: **4400 Otter Lake Road  
 White Bear Township,  
 Minnesota**

Sheet No.	DATE
19.039	12/11/2019

Sheet Title: **Site Plan**  
 Project Number: **19.039**  
 Sheet Number: **A2**



TEMPORARY STRUCTURE LAYOUT  
 SCALE: 1/8" = 1'-0"









**Town Board Meeting  
December 16, 2019**

**Agenda Number:** 7 – Old Business

**Subject:** None

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discuss



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 8 – Public Hearings**

**Subject: Improvement 2020-1 – Street Improvement Project:**  
1. Order Improvement.

**Documentation:** Town Engineer Correspondence / PowerPoint Presentation / Public Notice / Resident Letter / Mailing List / Clerk's Certificate of Mailing / Proof of Publication / Resolution Ordering Improvement

**Action / Motion for Consideration:**

Report at Meeting / Discuss

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

Based on Town Engineer & Staff Review & Recommendation:

- 1) Adopt **Resolution Ordering Improvement 2020-1**

**Ruzek – Moves**

**McCune – Second**



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

December 11, 2019

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

Re: 2020 Street Improvements  
White Bear Township, Minnesota

Dear Board Members:

On August 21, 2019 the White Bear Township Board commissioned the Feasibility Report for 2020 Street Improvements. The report was accepted by the Town Board on October 21, 2019 and a Public Hearing was scheduled for December 16, 2019.

Based on the Feasibility Report the SE Area Phase I project is recommended for improvement in 2020. Streets proposed include:

- Lakewood Avenue (Co. Rd F East to South Shore Blvd)
- Ralph Street
- Arbor Drive
- Hillaire Road
- Summit Lane
- Forest Court
- Glen Oaks Avenue
- Homewood Avenue (Arbor Drive to South Shore Blvd)

The feasibility study for the area recommends a reconstruction project which includes construction of concrete curb and gutter (surmountable) and storm sewer. It is recommended that that Homewood Avenue, Lakewood Avenue, and Arbor Drive be reviewed for widening from 24 feet to 28 feet to allow for better access and parking. Ralph Street is recommended for width reduction from 30 feet to 28 feet. Other minor geometric changes would be a part of the design to meet engineering standards.

A voluntary rain garden program is available for this project. Those that might be interested in a rain garden in their yard are encouraged to contact the Township Engineer.

A neighborhood meeting was held on December 4, 2019 with ten persons attending. A number of questions were raised about the design, construction, drainage, assessments, and street widths. One person was strongly against the width reduction on Ralph Street.

Recommendations for the December 16<sup>th</sup>, 2019 Town Board Meeting:

1. Open the Public Hearing and take public testimony
2. Close the Public Hearing

3. Order the improvement project (A unanimous vote is needed for this action)

Ordering the improvements is a significant step forward for this project but doesn't commit the Town Board to completing the work. Future approvals will be needed. After the bids are received and final funding evaluated, the Town Board would determine the final cost allocations and determine whether to move forward with the project.

An open house meeting will be held to show how the design will impact individual properties. This meeting is not yet scheduled but a letter invitation will be sent to each household.

Sincerely,

Larry Poppler, PE  
Town Engineer



2020 Street Improvements  
SE AREA #1

NEIGHBORHOOD MEETING #2  
DECEMBER 4, 2020



INTRODUCTIONS

- LARRY POPPLER, TKDA
  - [LARRY.POPPLER@TKDA.COM](mailto:LARRY.POPPLER@TKDA.COM)
  - 651-292-4457
- JIM STUDENSKI, TKDA
  - [JIM.STUDENSKI@TKDA.COM](mailto:JIM.STUDENSKI@TKDA.COM)
  - 651-292-4503

## AGENDA FOR MEETING

---

- PAVEMENT MANAGEMENT OVERVIEW
- FEASIBILITY STUDY OF 2020 PROJECT AREA – SE AREA #1
  - EXISTING CONDITIONS
  - PROPOSED IMPROVEMENTS
  - COSTS
  - ASSESSMENTS
  - PROCESS
  - SCHEDULE
- COMMUNICATIONS / NEXT STEPS
- QUESTIONS AND DISCUSSION

## PAVEMENT MANAGEMENT OVERVIEW

---

- PLAN FOR MAINTENANCE ACTIVITIES AND IMPROVEMENTS TO PROLONG LIFE OF A STREET
- ENSURE RESIDENTS RECEIVE BEST RETURN ON INVESTMENT / RIGHT IMPROVEMENT AT THE RIGHT TIME
- ASSURE SAFE STREETS
- PRESERVE PROPERTY VALUES

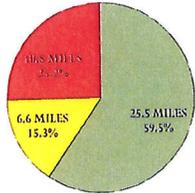
## TOWNSHIP PAVEMENT EVALUATION

- STREETS RATED ON SCALE 0 TO 5
- TOWNSHIP STREET SYSTEM **AVERAGE RATING = 3.4**
- OVERALL RATING GOAL = 3.4 TO 3.6
- STREETS **AT OR BELOW 2.2 RATING** SHOULD BE CONSIDERED FOR RECONSTRUCTION
- STREETS **BETWEEN 2.2 AND 3.25** SHOULD BE CONSIDERED FOR MILL AND OVERLAY

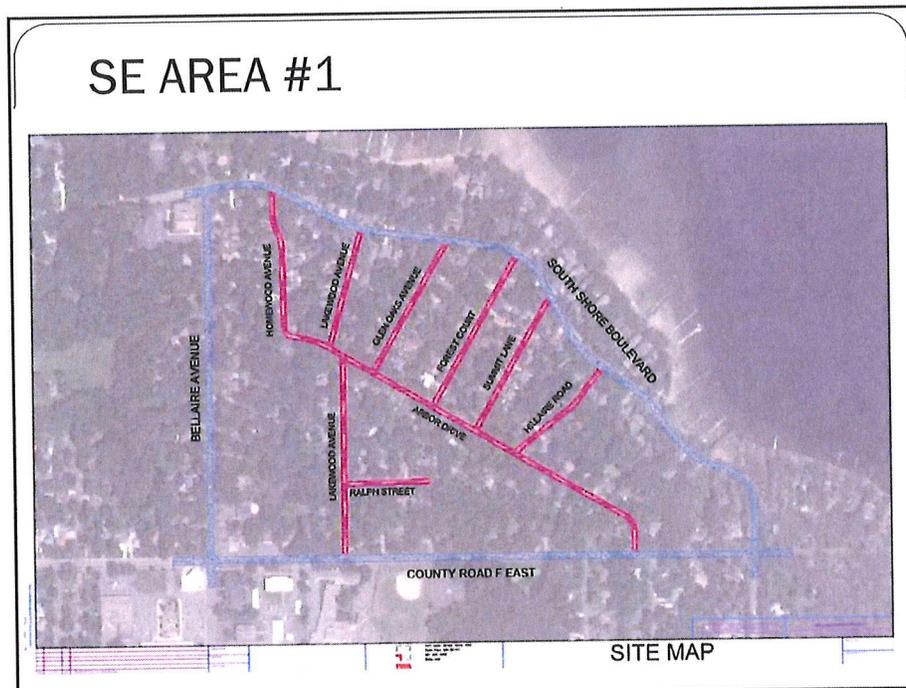
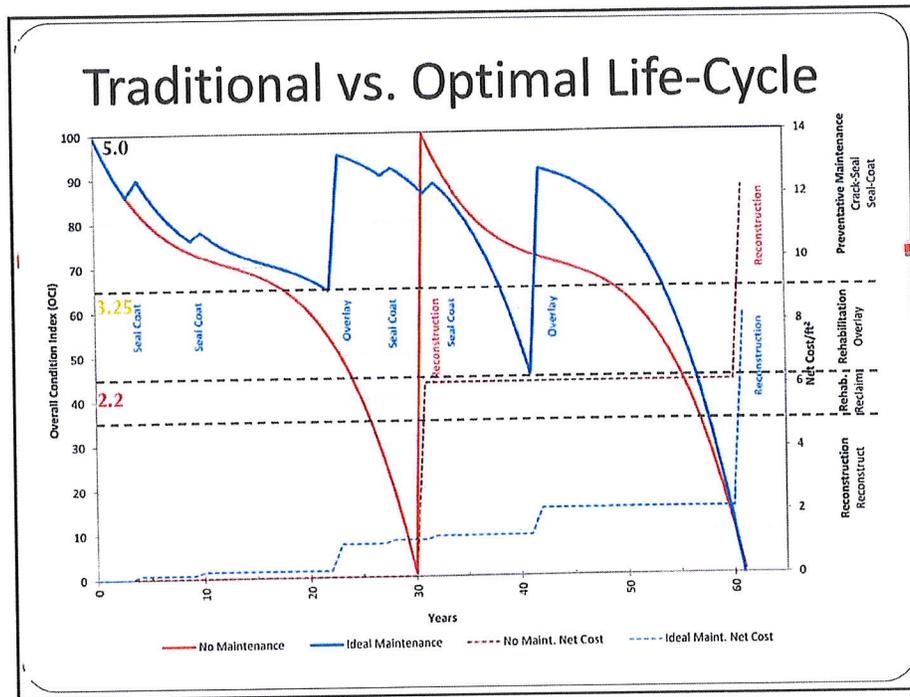
## TOWNSHIP PAVEMENT EVALUATION

- ALMOST 11 MILES (25%) OF STREETS BELOW 2.2 RATING

MILEAGE OF STREETS BY RATING (2018)



■ MORE THAN 3.25 RATING ■ BETWEEN 2.2 & 3.25 ■ LESS THAN 2.2 RATING



## FEASIBILITY STUDY OF 2020 AREAS

- GEOTECHNICAL EXPLORATION – SOIL BORINGS FOR PAVEMENT RECOMMENDATIONS
- UTILITY EVALUATION
- QUESTIONNAIRES / PROPERTY OWNER FEEDBACK
- ENGINEERING STUDY OF AREA AND PROPOSED IMPROVEMENTS
- COST CALCULATIONS
- FUNDING
- ASSESSMENTS
- SCHEDULE

## SE AREA #1 EXISTING CONDITIONS

- CONSTRUCTED IN 1962 / OVERLAY IN 1996
- 2019 RATINGS AS LOW AS 1.43 OUT OF 5
- 1.4 MILES
- STREET WIDTH 14 FT TO 30 FT
- NO CURB AND GUTTER OR STORM SEWER
- GEOTECHNICAL EXPLORATION
  - 3-6 INCHES OF PAVEMENT
  - 3-6 INCHES OF AGGREGATE BASE
  - FILL MATERIAL



## PROPOSED PAVEMENT RECLAMATION/RECONSTRUCTION

- MILLING (GRINDING) FULL PAVEMENT DEPTH (TO BE USED AS BASE FOR NEW ROADWAY)
- MINOR UTILITY REPAIRS
- STORM SEWER INSTALLATION
- STOCKPILE SALVAGED AGGREGATE
- REMOVE EXCESS SOIL MATERIAL
- MOVE SALVAGED MATERIAL TO ROAD SECTION
- CURB AND GUTTER INSTALLATION
- PAVING OF ROADWAY
- DRIVEWAY AND YARD RESTORATION (YARD AND DRIVEWAY IMPACTS NORMALLY 3 FEET TO 10 FEET FROM ROAD EDGE)

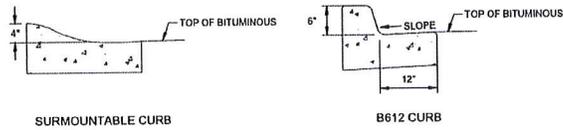
## WHY CONCRETE CURB AND GUTTER?

- DRAINAGE / WATER QUALITY
- REDUCES EDGE FAILURES
- SAFETY – DEFINES THE STREET
- RIGID EDGE
  - REDUCES PLOW DAMAGE
  - MOWING AND STREET SWEEPING EDGE
  - PARKING EDGE
- AESTHETICS / IMPROVED PROPERTY VALUES



## CURB AND GUTTER TYPE

- SURMOUNTABLE CURB RECOMMENDED DUE TO NARROW STREET WIDTHS



## STREET WIDTH RECOMMENDATIONS

	Existing Width (ft.)	Proposed Width (ft.)
Lakewood Avenue	24	28
Ralph Street	30	28
Homewood Avenue	25	28
Glen Oaks Avenue	25	25
Forest Court	20	20
Summit Lane	14	14
Hillaire Road	20	20
Arbor Drive	25	28

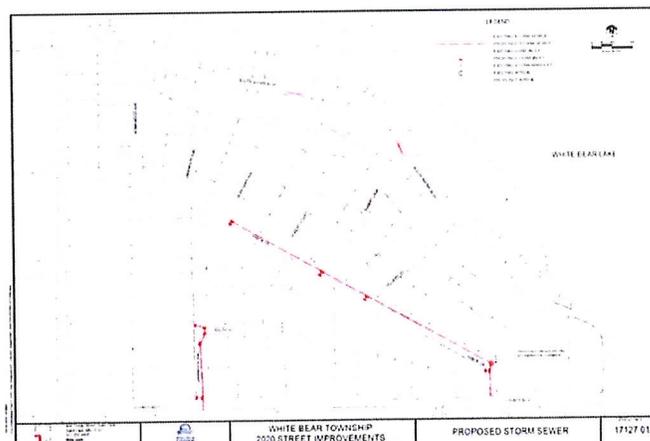


EXAMPLE 28' WIDE STREET

## GEOMETRIC CHANGES

- SQUARING UP ROADWAYS AT INTERSECTIONS
- MINOR HORIZONTAL CURVE CHANGES TO MEET 30 MPH ENGINEERING STANDARDS
- 15 OR 20 MPH CURVES IN CHALLENGING AREAS
- VERTICAL CURVES TO MEET 30 MPH STANDARDS

## DRAINAGE IMPROVEMENTS



## RAIN GARDEN IN YOUR YARD?

- VOLUNTARY PROGRAM
- IN CONJUNCTION WITH RICE CREEK WATERSHED DISTRICT AND RAMSEY COUNTY
- PROPERTY OWNER MAINTENANCE (WEEDING, PERIODIC MULCHING, SEDIMENT REMOVAL)
- NOT ALL PROPERTIES ELIGIBLE



## QUESTIONNAIRE RESPONSES

- 46% RETURN RATE
- SPECIFIC DRAINAGE CONCERNS WERE COLLECTED
- PEDESTRIAN/TRAFFIC CONCERNS WERE EXPRESSED
- PARKING CONCERNS

## ESTIMATED PROJECT COSTS

Item	Estimated Cost
Street Improvements	\$ 2,441,110.00
Indirect Costs for Township <sup>1</sup>	\$ 610,277.50
<b>TOTAL PROJECT COST</b>	<b>\$ 3,051,387.50</b>

Table Notes:  
<sup>1</sup>Township's Indirect Costs includes the following:  
 Engineering  
 City Administration / Financing and Bonding

## ASSESSMENT SUMMARY

	2020 Street Improvement Area
<b>Overall Street Project Costs</b>	\$ 3,051,387
<b>Overall Assessable Costs</b>	\$ 2,515,241
<b>Assessable Units</b>	114
<b>Assessment Rate</b>	\$ 11,000
<b>Assessment Funds (\$11,000 x 114 units)</b>	\$ 1,254,000
<b>Assessment Term</b>	10 Years
<b>Interest Rate</b>	Undetermined (2019 Rate 3.5%)

## FUNDING

Assessments (\$11,000 x 114 units)	\$ 1,254,000
Township Funds / Bonding	\$ 1,261,241
Water Fund	\$ 35,947
Sanitary Fund	\$ 10,462
Storm Fund	\$ 489,737
<b>Total</b>	<b>\$ 3,051,387</b>

## PROJECT PROCESS

- FEASIBILITY STUDY
- INFORMATIONAL MEETING
- PUBLIC HEARING / TOWN BOARD ORDER THE PROJECT
- PREPARE PLANS
- INFORMATIONAL MEETING
- TOWN BOARD APPROVE PLANS
- BID / TOWN BOARD AWARD THE BID TO CONTRACTOR
- CONSTRUCTION COMMUNICATION BEFORE PROJECT
- CONSTRUCTION

## SCHEDULE



---

- NEIGHBORHOOD MEETING SEPT. 26<sup>TH</sup> , 2019
- TOWN BOARD ACCEPT FEAS. REPORT NOV. 4, 2019
- NEIGHBORHOOD MEETING DEC. 4, 2019
- PUBLIC HEARING / ORDER PROJECT DEC. 16, 2019
- OPEN HOUSE TO VIEW PLANS FEB., 2020
- COMPLETE PLANS BID THE PROJECT MARCH, 2020
- AWARD PROJECT TO CONTRACTOR APRIL, 2020
- CONSTRUCTION SPRING, 2020
- FINAL ASSESSMENT / ASSESSMENT HEARING FALL, 2020

## COMMUNICATIONS

---

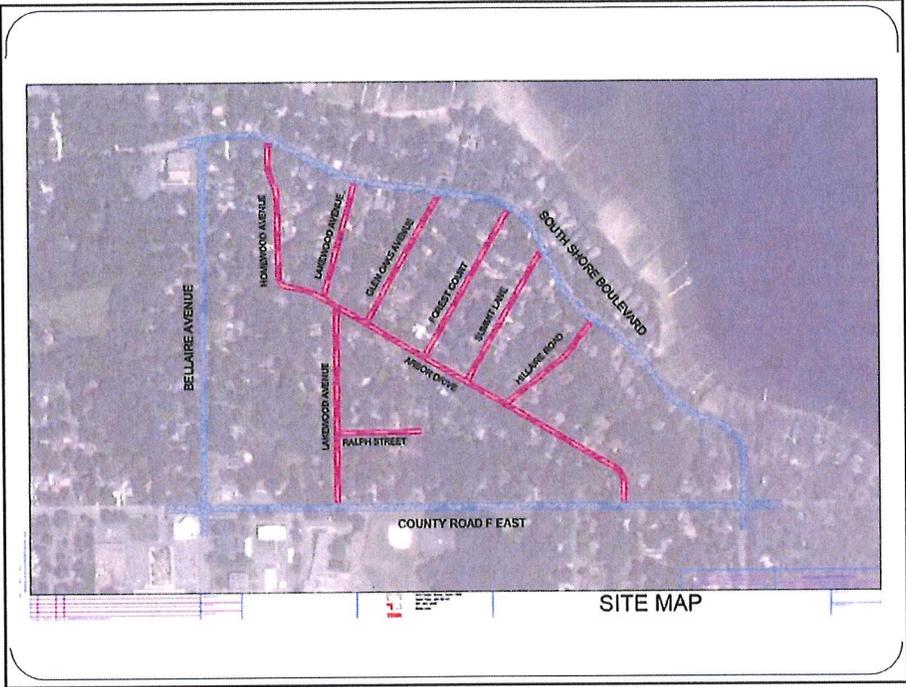
- TOWNSHIP WEBSITE
- INFORMATIONAL MEETINGS
- QUESTIONNAIRES
- PROJECT NEWSLETTERS
- MASS E-MAIL
- INDIVIDUAL MEETINGS OR COMMUNICATION

## NEXT STEPS

- PUBLIC HEARING DECEMBER 16<sup>TH</sup> AT 7:00 PM – HERITAGE HALL
- OPEN HOUSE FEBRUARY – NOTICES WILL BE SENT
- BIDDING –FEBRUARY / MARCH
- CONSTRUCTION IN THE SPRING

## QUESTIONS / DISCUSSION







## NOTICE OF PUBLIC HEARING ON PROPOSED IMPROVEMENT

Notice is hereby given that the Town Board of the Town of White Bear, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in the Town of White Bear, Minnesota, on Monday, December 16, 2019, at 7:00 p.m., to consider the improvement. A reasonable estimate of the impact of the assessment will be available at the hearing.

The general nature of the improvement is set forth as follows: Street improvements including bituminous paving, concrete curb and gutter, storm drainage and other appurtenances thereto, within the following southeast area of the Township including: Homewood Avenue, Arbor Drive, Lakewood Avenue, Glen Oaks Avenue, Forest Court, Summit Lane, Hillaire Road and Ralph Street in Ramsey County, Minnesota.

The estimated cost of the improvement is \$3,051,387.00, with \$1,254,000.00 estimated to be assessed.

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

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

Dated: November 4, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

  
\_\_\_\_\_  
PATRICK CHRISTOPHERSON, Clerk-Treasurer



1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750  
FAX 651-426-2258  
Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

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

November 21, 2019

**RE: 2020 Street Improvements  
Township Project Number 2020-1**

Dear Resident:

During the Feasibility Report process for 2020 Street Improvements, neighborhood streets were studied. The Feasibility Report is now complete and was reviewed by the White Bear Township Board on October 21, 2019. It can be found on the Township website at:

<https://www.whitebeartownship.org/361/Street-Improvements>

A **Neighborhood Meeting** which will include a presentation and discussion about the 2020 Street Improvements is scheduled for **December 4, 2019 at 6:00 PM at Heritage Hall** (4200 Otter Lake Road, White Bear Lake, MN 55110). The Neighborhood Meeting will discuss the Feasibility Report findings including the costs for the project. Questions regarding the project will be answered at the meeting.

The **Public Hearing** has also been scheduled for **December 16, 2019 at 7:00 PM at Heritage Hall** (4200 Otter Lake Road, White Bear Lake, MN 55110). The Public Hearing is your opportunity to provide feedback to the White Bear Township Board regarding the project. Attached is the Public Hearing notice for the 2020 Street Improvement Project. After the Public Hearing, more information will be sent to you including construction schedule and contact information during construction.

Next fall after the costs have been further defined, an Assessment Hearing will be held to approve the overall assessment amount charged to property owners for the project. Separate notice will be provided when the date and time has been set for the Assessment Hearing.

If you have questions, please call me at 651-292-4457 or email at [larry.poppler@tkda.com](mailto:larry.poppler@tkda.com).

Sincerely,

Larry Poppler, PE  
Town Engineer



RESIDENT  
4133 HILLAIRE ROAD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4150 HILLAIRE ROAD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4154 HILLAIRE ROAD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4130 HILLAIRE ROAD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4141 HILLAIRE ROAD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4151 HILLAIRE ROAD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4129 HILLAIRE ROAD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4201 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4233 HOMEWOOD ROAD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4195 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4190 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4185 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4223 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4212 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4213 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4208 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4209 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4211 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4198 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4219 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4186 HOMEWOOD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2642 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2604 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2688 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2590 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2534 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2677 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2614 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2651 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2576 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2630 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2596 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2652 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2644 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2607 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2691 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2667 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2617 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2662 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2622 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2592 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2676 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2687 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2661 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2697 ARBOR DRIVE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4211 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4194 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4182 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4187 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4174 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4166 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4178 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4191 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4171 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4200 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4203 GLEN OAKS AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4208 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4155 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4100 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4140 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4198 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4161 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4160 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4115 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4145 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4184 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4203 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4180 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4120 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4105 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4135 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4171 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4111 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4195 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4201 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4189 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4209 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4194 HOMEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4125 LAKEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4191 HOMEWOOD AVENUE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4172 SUMMIT LANE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4185 FOREST COURT  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4152 SUMMIT LANE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4166 FOREST COURT  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4171 SUMMIT LANE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4188 FOREST COURT  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4163 SUMMIT LANE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4165 FOREST COURT  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4191 SUMMIT LANE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4163 FOREST COURT  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4162 SUMMIT LANE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4180 FOREST COURT  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4155 SUMMIT LANE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4155 FOREST COURT  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4185 SUMMIT LANE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4201 FOREST COURT  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4179 SUMMIT LANE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4177 FOREST COURT  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4148 SUMMIT LANE  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
4172 FOREST COURT  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2579 RALPH STREET  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2538 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2593 RALPH STREET  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2562 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2582 RALPH STREET  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2580 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2599 RALPH STREET  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2608 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2585 RALPH STREET  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2684 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2588 RALPH STREET  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2660 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2576 RALPH STREET  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2636 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2630 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2569 COUNTY ROAD F EAST  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2626 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2592 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2520 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2680 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2648 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

RESIDENT  
2644 SOUTH SHORE BOULEVARD  
WHITE BEAR TOWNSHIP MN 55110

**CLERK'S CERTIFICATE OF MAILING  
OF NOTICE OF HEARING ON IMPROVEMENT**

The undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, does hereby certify that on November 21, 2019, (being ten days or more before hearing on said improvement), he gave mailed Notice of Hearing (a true and correct copy of which is attached hereto as Exhibit A) of the following described improvement, to-wit:

Homewood Avenue, Arbor Drive, Lakewood Avenue, Glen Oaks Avenue, Forest Court, Summit Lane, Hillaire Road and Ralph Street in Ramsey County, Minnesota;

to the owners of each parcel of land within the area proposed to be assessed.

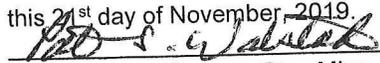
For the purposes of giving such mailed notice, the undersigned secured from the County Auditor a list of the names of the property owners within the area proposed to be assessed as shown by the records of said Auditor. Mailing notice of the hearing on said improvement was also given on the same date to the following property owners within the area proposed to be assessed whose names are not listed on the records of the County Auditor.

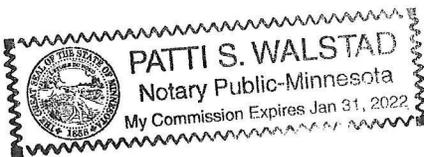
(Here list the names of any railroad, county, school district, church or other property owner whose name is not on the tax lists of the county.)

- 1.
- 2.
- 3.

Given under my hand and the Town Clerk's Seal this 21<sup>st</sup> day of November, 2019.

  
\_\_\_\_\_  
PATRICK CHRISTOPHERSON, Town Clerk

Subscribed & sworn to before me  
this 21<sup>st</sup> day of November, 2019.  
  
Notary Public, Ramsey Cty., Minn.



**OFFICE OF THE MINNESOTA  
SECRETARY OF STATE  
CERTIFICATE OF ASSUMED NAME**

Pursuant to Chapter 333, Minnesota Statutes; the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is: Florida Imports
2. The street address of the principal place of business is or will be: 219 Little Canada Road E  
St. Paul, MN 55117
3. The name and street address of all persons conducting business under the above Assumed Name, including any corporation that may be conducting this business.

BevSource, Inc.  
219 Little Canada Road E  
St. Paul, MN 55117

I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.  
Dated: November 27, 2019  
Signed: Janet Johanson  
Published two times in the White Bear Press on December 11 and 18, 2019.

**OFFICE OF THE MINNESOTA  
SECRETARY OF STATE  
CERTIFICATE OF ASSUMED NAME**

Pursuant to Chapter 333, Minnesota Statutes; the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is: Contender eSports
2. The street address of the principal place of business is or will be: 15290 Goodview Ave N  
Hugo, MN 55038
3. The name and street address of all persons conducting business under the above Assumed Name, including any corporation that may be conducting this business.

Blue Shadow Enterprise, Inc.  
15290 Goodview Ave N  
Hugo, MN 55038

I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.  
Dated: November 25, 2019  
Signed: Donald Henk, President  
Published two times in the White Bear Press on December 11 and 18, 2019.

**OFFICE OF THE MINNESOTA  
SECRETARY OF STATE  
CERTIFICATE OF ASSUMED NAME**

Pursuant to Chapter 333, Minnesota Statutes; the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is: Action for Development and Integration Regional in Africa (ADIRA)
2. The street address of the principal place of business is or will be: 825 Seal Street, Apt. 1402  
Saint Paul, MN 55114
3. The name and street address of all persons conducting business under the above Assumed Name, including any corporation that may be conducting this business.

Gabriel Wa Mbang  
825 Seal Street, Apt. 1402  
Saint Paul, MN 55114

I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.  
Dated: November 15, 2019  
Signed: Cheyenne Moseley  
Published two times in the White Bear Press on December 4 and 11, 2019.

**OFFICE OF THE MINNESOTA  
SECRETARY OF STATE  
CERTIFICATE OF ASSUMED NAME**

Pursuant to Chapter 333, Minnesota Statutes; the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is: Chess Set Doctor

2. The street address of the principal place of business is or will be: 4462 Bay Lane  
White Bear Lake MN 55110

3. The name and street address of all persons conducting business under the above Assumed Name, including any corporation that may be conducting this business.

Paul Douglas Moe  
4462 Bay Lane  
White Bear Lake MN 55110

I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.  
Dated: June 19, 2019  
Signed: Paul Douglas Moe  
Published two times in the White Bear Press on December 4 and 11, 2019.

**OFFICE OF THE MINNESOTA  
SECRETARY OF STATE  
CERTIFICATE OF ASSUMED NAME**

Pursuant to Chapter 333, Minnesota Statutes; the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is: Clothes With Quotes
2. The street address of the principal place of business is or will be: 485 Old Highway 8 SW Unit 201  
New Brighton, MN 55112
3. The name and street address of all persons conducting business under the above Assumed Name, including any corporation that may be conducting this business.

Faduma Jama  
485 Old Highway 8 SW Unit 201  
New Brighton, MN 55112

I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.  
Dated: October 29, 2019  
Signed: Cheyenne Moseley  
Published two times in the White Bear Press on December 4 and 11, 2019.

**OFFICE OF THE MINNESOTA  
SECRETARY OF STATE  
CERTIFICATE OF ASSUMED NAME**

Pursuant to Chapter 333, Minnesota Statutes; the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is: DMD Consulting
2. The street address of the principal place of business is or will be: 4462 Bay Lane  
White Bear Lake MN 55110
3. The name and street address of all persons conducting business under the above Assumed Name, including any corporation that may be conducting this business.

Deborah Marie Dorner  
4462 Bay Lane  
White Bear Lake MN 55110

I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.  
Dated: October 1, 2019  
Signed: Deborah Marie Dorner  
Published two times in the White Bear Press on December 4 and 11, 2019.

**OFFICE OF THE MINNESOTA  
SECRETARY OF STATE  
CERTIFICATE OF ASSUMED NAME**

Pursuant to Chapter 333, Minnesota Statutes; the undersigned, who is or will be conducting or transacting a commercial business in the State of Minnesota under an assumed name, hereby certifies:

1. The assumed name under which the business is or will be conducted is: Moore Home Staging
2. The street address of the principal place of business is or will be: 1959 Kenwood Dr W  
Maplewood, MN 55117
3. The name and street address of all persons conducting business under the above Assumed Name, including any corporation that may be conducting this business.

Matthew Moore  
1959 Kenwood Dr W  
Maplewood, MN 55117

I certify that I am authorized to sign this certificate and I further certify that I

understand that by signing this certificate, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this certificate under oath.  
Dated: November 21, 2019  
Signed: Matthew Moore  
Published two times in the White Bear Press on December 4 and 11, 2019.

**CITY OF GEM LAKE  
PUBLIC HEARING**

There will be a public hearing at the December 17th council for Gem Lake to review and approve the 2020 final budget for the city of Gem Lake. The meeting will be at Heritage Hall 4200 Otter Lake Road, in Gem Lake. The meeting will start at 7:00 p.m.  
Robert Uzpen, Mayor  
Published one time in White Bear Press on December 11, 2019.

**CITY OF MAHTOMEDI  
WASHINGTON COUNTY, MINNESOTA  
ORDINANCE NO. 2019-04**

**AN ORDINANCE ADOPTING AN ANNUAL FEE SCHEDULE PURSUANT TO MINNESOTA STATUTES, SECTION 462.353, SUBD. 4A THE CITY COUNCIL OF THE CITY OF MAHTOMEDI ORDAINS AS FOLLOWS:**

Section One. Adoption. After duly published notice and a public hearing whereby all interested citizens were afforded an opportunity to be heard, the Mahtomedi City Council hereby adopts, pursuant to Minnesota Statutes, Section 462.353, Subd. 4a., the "City of Mahtomedi Year 2020 Fee Schedule", which is attached hereto and made a part hereof.

Section Two. Effective Date. This Ordinance shall be in full force and effect upon its publication as provided by law or January 1, 2020, whichever is later.

Passed in regular session of the City Council on the 3rd, day of December, 2019.  
CITY OF MAHTOMEDI  
Jud Marshall, Mayor  
Attested: Jerene Rogers, City Clerk  
Published one time in White Bear Press on December 11, 2019.

**RAMSEY-WASHINGTON METRO  
WATERSHED DISTRICT  
REQUEST FOR PROPOSALS**

The Ramsey-Washington Metro Watershed District, pursuant to Minnesota Statute 103B.227, is soliciting interest proposals for legal, professional or technical consultant services. The Ramsey-Washington Metro Watershed District consulting positions are as follows: Attorney, Engineer and Accountant.

These positions are consulting positions and if you are interested in applying, please forward your letter of interest and information about your services no later than January 2, 2020 to the following address:

Ramsey-Washington Metro Watershed District  
c/o Ms. Tina Carstens  
2665 Noel Drive  
Little Canada, MN 55117

Published two times in the White Bear Press on December 11 and 18, 2019.



**WHITE BEAR TOWNSHIP**

**NOTICE OF PUBLIC HEARING ON PROPOSED IMPROVEMENT**

Notice is hereby given that the Town Board of the Town of White Bear, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in the Town of White Bear, Minnesota, on Monday, December 16, 2019, at 7:00 p.m., to consider the improvement. A reasonable estimate of the impact of the assessment will be available at the hearing.

The general nature of the improvement is set forth as follows: Street improvements including bituminous paving, concrete curb and gutter, storm drainage and other appurtenances thereto, within the following southeast area of the Township including: Homewood Avenue, Arbor Drive, Lakewood Avenue, Glen Oaks Avenue, Forest Court, Summit Lane, Hillaire Road and Ralph Street in Ramsey County, Minnesota.

The estimated cost of the improvement is \$3,051,387.00, with \$1,254,000.00 estimated to be assessed.

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

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

Dated: November 4, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

PATRICK CHRISTOPHERSON, Clerk-Treasurer

Published two times in the White Bear Press December 4 and 11, 2019.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN  
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,  
HELD ON DECEMBER 16, 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 December 16, 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 ORDERING IMPROVEMENT  
2020-1**

WHEREAS, pursuant to a Resolution of the Town Board adopted November 4, 2019, the Board selected a date for hearing on the street improvements including bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto, within the following southeast area of the Township including: Homewood Avenue, Arbor Drive, Lakewood Avenue, Glen Oaks Avenue, Forest Court, Summit Lane, Hillaire Road and Ralph Street in Ramsey County, Minnesota,

AND WHEREAS, ten days' notice of hearing through two weekly publications and mailing of the required notice was given, and the hearing was held thereon on December 16, 2019, at which hearing all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. That the Town Board deems it necessary, cost effective, and expedient that the Town of White Bear construct the street improvements including bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto within the following southeast area of the Township including: Homewood Avenue, Arbor Drive, Lakewood Avenue, Glen Oaks Avenue, Forest Court, Summit Lane, Hillaire Road and Ralph Street in Ramsey County, Minnesota, in accordance with preliminary plans and report prepared by the consulting engineers.

2. That the Board has advised the Engineer that the proposed street improvement in the area described above is feasible and should best be made as proposed.

3. That said improvement is hereby ordered at an estimated cost of \$3,051,387.00.

4. That said improvement is hereby designated as Improvement 2020-1.

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

Whereupon said Resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Special meeting of the Town Board of the said Town held on the 16<sup>th</sup> day of December, 2019, with the original on file in my office, and that the same is a full, true and complete transcript therefrom, insofar as the same relates to a Resolution relating to Improvement 2020-1.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 16<sup>th</sup> day of December, 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 DECEMBER 16, 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 December 16, 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 ORDERING PREPARATION OF  
PLANS AND SPECIFICATIONS FOR  
IMPROVEMENT 2020-1**

WHEREAS, pursuant to a Resolution of the Town Board adopted November 4, 2019, a report was received by the Town Board with reference to the with reference to the street improvements including bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto within the following southeast area of the Township including: Homewood Avenue, Arbor Drive, Lakewood Avenue, Glen Oaks Avenue, Forest Court, Summit Lane, Hillaire Road and Ralph Street all in Ramsey County, Minnesota,

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

TKDA is hereby designated as the engineers for this improvement. They shall prepare plans and specifications for the making of such improvement.

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

Whereupon said Resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Special meeting of the Town Board of the said Town held on the 16<sup>th</sup> day of December, 2019, with the original on file in my office, and that the same is a full, true, and complete transcript therefrom, insofar as the same relates to a Resolution relating to Improvement 2020-1.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 16<sup>th</sup> day of December, 2019.

---

TOWN CLERK, TOWN OF WHITE BEAR, MINN.



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 9.A – New Business**

**Finance Officer Item:**

**Subject: Resolution Reducing the Tax Levy - Approve**

**Documentation: Staff Memo / Resolution**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff Review & Recommendation Adopt the **Resolution Reducing Tax Levy Pursuant to Minnesota Statutes, Section 475.61**

**Ruzek – Moves**

**McCune - Second**

**Consideration of Adopting Resolution Reducing Tax Levy for Township Debt** (TK)

**A. REFERENCE AND BACKGROUND:**

The Township has issued one general obligation bond, which if funds were not available to pay the debt, would require the Town to levy property taxes to fund the payment. If funds are available to pay the debt, then the Town must pass a resolution demonstrating how much and what issues the Town does not plan to levying taxes for. The debt levy reduction is required by Minnesota Statute, section 416.61.

The debt issue affected by this statute is the 2019A GO Improvement Bond. In total the Town would be required to levy \$85,194.35 in property taxes in 2020 for this debt issues, however the Town does not need to levy for that portion of the bond payments that are paid by the Water, Sanitary Sewer, and Storm Water Funds. As a result, the attached resolution if passed will reduce the Town's 2020 debt levy by \$19,802.35 and will result in the Town levying \$65,392.00 for debt in 2020.

**A1. Budget Impact:** The passing of this resolution sets the amount of taxes to be levied for the payment of debt in 2020.

**A2. Staff Workload Impact:** There would be no staff workload impacts for this item.

**B. ALTERNATIVE ACTIONS:**

1. Adopt the resolution as attached to reduce the tax levy.
2. Adopt a resolution reducing the tax levy by some other amount.
3. Do not adopt a resolution to reduce the tax levy.

**C. STAFF RECOMMENDATION:**

Staff recommends alternative #1 for the adoption of the resolution as attached to reduce The tax levy.

**D. SUPPORTING DATA:**

Resolution reducing tax levy.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA, HELD ON DECEMBER 16, 2019

Pursuant to due call and notice thereof, a Regular meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on December 16, 2019, at 7:00 o'clock 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 REDUCING TAX LEVY  
PURSUANT TO MINNESOTA STATUTES,  
SECTION 475.61**

WHEREAS, there is on hand for General Obligation Bonds, the sum of \$19,802.35 which is in excess of current requirements for payment of principal and interest of said bonds;

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

1. That the Ramsey County Auditor be instructed to reduce the levy for the year 2019 for collection in the year 2020 previously certified in accordance with provisions of Section 475.61, Subd. 3 of Minnesota Statutes, as follows:

<u>ISSUED</u>	<u>PROPOSED LEVY</u>	<u>REDUCTION</u>	<u>AMOUNT LEVIED</u>
GO Improvement Bonds 2019A	\$ 85,194.35	\$ 19,802.35	\$ 65,392.00
<b>TOTAL</b>	<b>\$ 85,194.35</b>	<b>\$ 19,802.35</b>	<b>\$ 65,392.00</b>

2. That a certified copy of this Resolution shall be submitted to the Ramsey County Auditor by the Town Board.

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



Town of WHITE BEAR

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	PAYABLE 2020 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
GO TIF Refunding 2011C	650,000	1-Nov-11	\$ -	\$ -	\$ -
GO Imp 2019A	1,210,000	15-Oct-19	\$ 85,194.35	\$ (19,802.35)	\$ 65,392.00
			\$85,194.35	-\$19,802.35	\$65,392.00

I hereby certify that the above schedule of bond levies to be spread on the payable 2020 tax rolls agrees with the City records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

::



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 9.B – New Business**

**Finance Officer Item:**

**Subject: Resolution Adopting Amount to be Raised by Property Taxation for the Year 2020 - Approve**

**Documentation: Staff Memo / Resolution**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff Review & Recommendation Adopt the **Resolution Adopting the Amount to be Raised by property Taxation for the Year 2020**

**Ruzek – Moves**

**McCune – Second**

**Consideration of Adopting Resolution Amount to be Raised by Property Taxation for 2020 (TK)**

**A. REFERENCE AND BACKGROUND:**

The Town Board and staff have had various budget workshops and the budget and proposed tax levy were presented to residents on December 10, 2019 at the Annual Special Town Budget Meeting. At that meeting residents approve a 2020 property tax levy of \$3,662,778.00. This levy will support the Town's 2020 operating budget. The levy is a 7.63% increase from the 2019 property tax levy and would give the Town the third lowest tax rate of all municipalities in Ramsey County at 21.752%.

The Town Board is requested to approve the attached resolution adopting the 2020 property tax levy in the amount of \$3,662,778.00.

- A1. Budget Impact:** The passing of this resolution sets the amount of taxes to be levied for 2020, which will support the Town's 2020 general operations.
- A2. Staff Workload Impact:** There would be no staff workload impacts for this item.

**B. ALTERNATIVE ACTIONS:**

- 1. Adopt the attached resolution adopting the 2020 property tax levy in the amount of \$3,662,778.00.
- 2. Adopt a resolution setting the 2020 property tax levy at an amount lower than the \$3,662,778.00.
- 3. Do not adopt a resolution adopting the 2020 property tax levy.

**C. STAFF RECOMMENDATION:**

Staff recommends alternative #1 for the adoption of the resolution as attached setting the 2020 property tax levy in the amount of \$3,662,778.00.

**D. SUPPORTING DATA:**

Resolution adopting the 2020 property tax levy.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN  
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,  
HELD ON DECEMBER 16, 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 December 16, 2019, at 7:00 o'clock 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 ADOPTING THE AMOUNT TO  
BE RAISED BY PROPERTY TAXATION FOR  
THE YEAR 2020**

WHEREAS, the Annual Town Meeting held on March 12, 2019, voted to raise by taxation, an amount not-to-exceed \$4,300,621.00,

WHEREAS, at a Town Board Meeting held on September 16, 2019, the Town Board voted to raise by taxation, an amount not-to-exceed \$4,150,925.00,

AND WHEREAS, the Special Town Meeting held on December 10, 2019, voted to raise by taxation, an amount not-to-exceed \$3,662,778.00,

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

1. The amount to be raised by taxation of said Town in the year 2019 for Town purposes is as follows:

Property Tax	\$	3,293,500.00
Fiscal Disparities	\$	303,886.00
Debt Levy	\$	<u>65,392.00</u>
Total Levy	\$	3,662,778.00

2. That a certified copy of this Resolution be submitted to the Ramsey County Department of Property Taxation and the Local Governmental Services Division of the Minnesota Department of Revenue by the Town Board.





**Town Board Meeting  
December 16, 2019**

**Agenda Number: 9.C – New Business**

**Finance Officer Item:**

**Subject: 2020 – 2029 Capital Improvement Plan - Approve**

**Documentation: Staff Memo w/attachment**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff Review & Recommendation Approve the 2020 – 2029  
Capital Improvement Plan (CIP)

**Consideration of Adopting the 2020 – 2029 Capital Improvement Plan (CIP).** (TK)

**A. REFERENCE AND BACKGROUND:**

As part of the 2020 budget process the staff developed and revised it's ten-year CIP and presented it to the Town Board at a previous Town Board Executive Meeting. Some of the advantages of the CIP is that help ensure financial stability by planning long-range, costly expenditures by ensuring projects fit the Towns budget and not stack projects into one or two years.

Projects/purchases list for 2020 were included in the Town's 2020 budget. Projects/purchases in the years 2021 through 2029 are estimates by staff as to when they will be needed and can be adjusted in future CIP's. Projects/purchases included in the 2020 budget and CIP still must go through the Town's purchase procedure and follow the Town's purchase policy before contracts are awarded for work or purchases ordered.

**A1. Budget Impact:** The projects/purchases included in the CIP for 2020 were incorporated into the Town's 2020 budget.

**A2. Staff Workload Impact:** Staff will use the CIP to guide when future capital expenditures are purchased or projects performed.

**B. ALTERNATIVE ACTIONS:**

1. Adopt the 2020 – 2029 CIP.
2. Adopt an adjusted 2020 – 2029 CIP.
3. Do not adopt the 2020 – 2029 CIP.

**C. STAFF RECOMMENDATION:**

Staff recommends alternative #1 for the adoption of the 2020 – 2029 CIP.

**D. SUPPORTING DATA:**

2020 – 2029 CIP summary.

EXPENDITURES:		Priority	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Project Name	Page #	Ranking										
<b>Administration</b>												
Replace Computer Servers	12	20.25		6,300	10,000	6,300			10,000			
Replace Desktop Computers & Monitors	13	20.25		6,000				6,000	6,300	6,300		
Replace Laptop Computers	14	34.25		7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Software Upgrades	15	41.45	7,000			4,000						
Replace Document Scanner	16	42.75		3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Replace/Purchase Office Furniture	17	18.25	3,500									
<b>Town Buildings</b>												
Replace/Purchase Cable/AV Equipment	18	18.70	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Replace Office Chairs	19	28.15		1,200		1,200		1,200		1,200		1,200
Replace Administrative Building Entrance Doors	20	36.55	25,000									
Reroof Administrative Building	21	29.85		30,000								
HVAC Improvements in the Administration Building	22	44.40		75,000								
Mill and Overlay/Reconst. Admin. Building Parking Lot	23	29.40	50,000									
<b>Public Safety</b>												
Replace Code Enforcement Vehicle	24	34.85				40,000						
<b>Public Works</b>												
Replace/Purchase Speed Control Signs	25	44.05									30,000	
Replace Trailers	26	34.45		8,000	30,000	50,000						
Replace Tractor	27	31.25										
Replace Toolcat	28	29.20					80,000					
Replace Skidsteers	29	31.95					80,000	65,000				
Replace/Purchase Skidstreet Attachments	30	26.90	5,000		15,000							
Replace Bobcat Tracks	31	18.10			4,200			4,200				
Replace Brush Chipper	32	33.15		55,000				55,000		55,000		
Replace Pickup Trucks	33	24.75	300,000	300,000		50,000				300,000		
Replace Single Axle Dump/Plow Trucks	34	28.60			140,000							
Replace Dump/Utility Trucks	35	27.25										
Purchase Water Tank Truck	36	29.55	50,000									
Purchase an Air Driven Post Pounder	37	41.85	25,000	25,000	25,000	6,000	25,000	25,000	25,000	25,000	25,000	25,000
Small Tools & Equipment	38	Varies		28,000								
Purchase a Tire Changer/Balancer Machine	39	24.45										150,000
Purchase Mini Excavator	40	24.55										
Purchase Trackless Machine and Attachments	41	16.05		200,000								
Replacement of Street Sweeper	42	34.65					300,000					

Project Name	Page #	Priority Ranking	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>EXPENDITURES CONTINUED:</b>												
<b>Public Works Continued</b>												
Replacement of Rounds Pickup Truck	43	27.50	70,000	85,000					85,000			
Replacement of Asphalt Hot Box	44	34.90										
Replace Dump Box on 1 Ton Ford Dump Truck	45	33.45			15,000							
Replace Snow Plow Equipment	46	27.35	16,600	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Purchase/Replace 800 Mghz Radios	47	45.00	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Purchase Clam Truck	48	25.80			375,000							
Construct Public Works Staging Area	49	18.25	50,000					500,000				
Public Works Building Remodel	50	29.20										
Public Works Garage Door Replacement	51	36.70	20,000									
<b>Road and Bridge</b>												
Replacement of Street Name Signs	52	27.60		55,200	55,200	55,200	55,200	55,200				
<b>Park Maintenance</b>												
Replace Zero Turn Mowers	53	34.65		30,000	30,000					30,000		
Purchase Large Pull Mower	54	32.30		30,000						90,000		
Replace Large Turf Mower	55	25.80		90,000								30,000
Purchase Ballfield Grooming Machine	56	29.25					25,000					
Replace Rough Terrain Vehicle (RTV)	57	28.75		45,000								
Replacement of Park Refuse/Recycling Containers	58	25.05	13,000									
<b>Park Improvement Fund</b>												
Replace Playground Equipment at Birch Park	59	28.25							100,000	100,000		
Replace Playground Equipment at Four Seasons Park	60	28.25										100,000
Replace Playground Equipment at Fox Meadow Park	61	28.25								3,500	3,500	3,500
Replace Various Park Signs	62	27.35	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Rehabilitation of Four Seasons Tennis Court	63	41.50		70,000								
Bellaire Beach Improvements	64	17.05	200,000						70,000			
Rebuild Bellaire Park Tennis Courts/Inline Skate Area	65	29.30										
Columbia Park Parking Lot Replacement	66	27.90	250,000									
Park Trail Sealcoating	67	20.95	60,000						80,000	60,000		
Replace Playground Equipment at Manor Park	68	26.15						90,000				
Improve Playground Area/Surface at Columbia Park	69	28.40										
Replace Picnic Tables	70	53.10	15,000	15,000	15,000	90,000						90,000
Replace Playground Equipment at Mead Park	71	28.40										
Replace Playground Equipment at Otter Park	72	28.40										
Replace Summit Lane Dock	73	33.80				5,000						
Replace Red Pine Park Boardwalk	74	33.80						40,000				



**EXPENDITURES CONTINUED:**

Project Name	Page #	Priority Ranking	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Sewer Fund</b>												
Replace Jet/Vac Truck	111	56.55			520,000							
Sanitary Sewer Lining Project	112	35.30			1,500,000							
Sanitary Sewer Infiltration Prevention Projects	113	46.40	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Sanitary Sewer Manhole Grouting	114	33.80	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>Storm Water Utility Fund</b>												
South Area Storm Water Improvements	115	28.20	500,000									
Replacement of Storm Water Culverts	116	29.30	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Storm Water Structure Repairs	117	36.75	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Pond/Ditch Cleaning	118	36.75	130,000	130,000	200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Stillwater Street Drainage Improvements	119	31.35				25,000						
Beaver Street Drainage Improvements	120	31.35										
Allendale Drive Ditch Cleaning	121	31.35	30,000									
Pioneer Lane Ditch Cleaning	122	31.35	50,000									
Lake and Overlake Avenue Drainage Pipe	123	41.20	40,000			35,000						
Otterview Trail Drainage Improvements	124	31.35										
Birch Road Drainage Improvements	125	35.45	30,000									
<b>Total Expenditures</b>			<b>5,130,924</b>	<b>7,762,693</b>	<b>5,470,900</b>	<b>3,890,200</b>	<b>3,022,700</b>	<b>4,314,100</b>	<b>3,143,800</b>	<b>3,938,000</b>	<b>3,226,700</b>	<b>3,113,700</b>
General Fund - Road & Bridge			0	80,200	55,200	55,200	55,200	55,200	0	0	0	0
General Fund - Park & Rec			0	0	0	0	0	0	0	0	0	0
Park Acquisition Fund			155,000	310,000	250,000	260,000	0	555,000	0	0	0	0
New Debt Service Funds			1,601,824	3,435,493	1,579,000	1,925,000	1,770,000	2,055,000	2,055,000	2,055,000	2,055,000	2,055,000
Improvement Funds			160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000
Special Assessments			250,000	0	1,005,000	0	0	0	0	0	0	0
Community Park Improvement Fund			731,000	1,126,000	696,000	51,000	51,000	201,000	51,000	454,000	51,000	251,000
Park Improvement Fund			541,500	88,500	18,500	243,500	8,500	133,500	253,500	163,500	3,500	193,500
Water Fund			268,500	1,506,500	66,500	6,500	41,500	106,500	106,500	56,500	6,500	6,500
Sewer Fund			160,000	60,000	555,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Storm Water Utility Fund			635,000	185,000	255,000	330,000	340,000	305,000	305,000	305,000	805,000	305,000
Capital Building Fund			145,000	105,000	0	0	0	500,000	0	0	0	0
Capital Equipment Fund			478,100	659,000	740,700	794,000	496,500	170,900	152,800	667,000	85,700	82,700
Trade-In/Salvage Value			5,000	17,000	90,000	5,000	40,000	12,000	0	17,000	0	0
Grants			0	30,000	0	0	0	0	0	0	0	0
<b>Total Revenue Sources</b>			<b>5,130,924</b>	<b>7,762,693</b>	<b>5,470,900</b>	<b>3,890,200</b>	<b>3,022,700</b>	<b>4,314,100</b>	<b>3,143,800</b>	<b>3,938,000</b>	<b>3,226,700</b>	<b>3,113,700</b>



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 9.D – New Business**

**Finance Officer Item:**

**Subject: 2020 Budget - Approve**

**Documentation: Staff Memo w/attachments**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff Review & Recommendation Approve the 2020 Budget

**Consideration of Adopting the 2020 Budget.** (TK)

**A. REFERENCE AND BACKGROUND:**

Over the last several months Town Staff has developed a budget for fiscal year 2020 that would be funded with the Town's 2020 property tax levy. The budget funded by property taxes could not exceed the preliminary levy adopted by residents at the Annual Town Meeting in March. In addition to staff developing the budget, several workshops were held with the Town Board for their input into the proposed budget.

The proposed budget was then presented to Town residents at the Annual Budget Meeting on December 10, 2019. At this meeting residents recommended for adoption a 2020 General Fund budget of \$4,488,213.00.

Therefore, staff is requesting that the Town Board adopt the 2020 General Fund budget as submitted at the Annual Budget Meeting in the amount of \$4,488,213.00.

**A1. Budget Impact:** If approved the budget will become the frame work for 2020 expenditures and activities for Town Staff to provide services to township residents.

**A2. Staff Workload Impact:** Staff will use this budget to plan and provide services in 2020.

**B. ALTERNATIVE ACTIONS:**

1. Adopt the 2020 General Fund budget in the amount of \$4,488,213.00.
2. Adopt an adjusted 2020 General fund budget.
3. Do not adopt the 2020 budget.

**C. STAFF RECOMMENDATION:**

Staff recommends alternative #1 for the adoption of 2020 General Fund budget in the amount of \$4,488,213.00.

**D. SUPPORTING DATA:**

2020 General Fund Budget.





ACCOUNT #	2015	2016	2017	2018	2019		2020		% CHANGE
					ACTUAL	BUDGET	PROJECTED	BUDGET	
101-4110-101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
101-4110-103	34,832	35,702	36,594	37,974	39,024	39,314	38,652	38,652	-0.95%
101-4110-121	1,742	1,785	1,830	1,899	2,927	1,310	2,899	2,899	-0.95%
101-4110-122	505	518	530	551	2,985	1,383	2,957	2,957	-0.95%
101-4110-135	0	0	0	0	0	0	0	0	0.00%
101-4110-151	130	135	142	150	158	158	158	158	0.00%
101-4110-201	0	0	0	0	0	0	0	0	0.00%
101-4110-201	0	0	0	0	0	0	0	0	0.00%
101-4110-201	0	0	0	0	0	0	0	0	0.00%
101-4110-220	0	0	0	0	0	0	0	0	0.00%
101-4110-308	0	0	0	0	0	0	0	0	0.00%
101-4110-331	0	0	0	0	0	0	0	0	0.00%
101-4110-333	15	0	65	0	120	0	100	100	-16.67%
101-4110-334	1,258	1,711	1,475	1,759	1,600	1,527	1,650	1,650	3.13%
101-4110-449	0	0	0	0	0	0	0	0	0.00%
101-4110-520	0	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$38,482	\$39,851	\$40,636	\$42,333	\$46,814	\$43,692	\$46,416	\$46,416	-0.85%
ACCOUNT #	2015	2016	2017	2018	2019	2019	2020	2020	%
GENERAL GOVERNMENT	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET	BUDGET	CHANGE
101-4130-101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
101-4130-201	0	0	0	0	0	0	0	0	0.00%
101-4130-250	0	0	0	0	0	0	0	0	0.00%
101-4130-301	11,585	11,600	11,125	11,300	11,700	11,995	10,500	10,500	-10.26%
101-4130-303	41,280	64,643	47,918	59,259	50,000	58,330	50,000	50,000	0.00%
101-4130-304	39,321	58,455	22,986	24,901	48,000	32,841	33,000	33,000	-31.25%
101-4130-305	36,523	35,879	41,001	37,639	41,000	37,928	40,000	40,000	-2.44%
101-4130-307	19,314	17,554	26,963	33,386	27,000	47,601	39,000	39,000	44.44%
101-4130-308	6,636	10,066	4,760	26,075	15,000	9,769	15,000	15,000	0.00%
101-4130-309	2,078	1,269	2,825	0	3,500	0	3,000	3,000	-14.29%
101-4130-311	1,255	1,973	4,076	529	1,500	622	800	800	-46.67%
101-4130-351	7,614	7,962	9,252	3,423	8,000	8,548	8,000	8,000	0.00%
101-4130-355	4,695	4,842	8,010	6,096	8,000	8,724	8,000	8,000	0.00%
101-4130-361	17,000	17,000	15,500	16,500	17,000	17,000	17,000	17,000	0.00%
101-4130-362	800	900	800	1,000	1,100	1,100	1,100	1,100	0.00%
101-4130-364	0	0	0	0	0	0	0	0	0.00%
101-4130-404	7,877	2,156	7,526	11,811	8,500	1,470	7,000	7,000	-17.65%
101-4130-405	0	0	0	0	0	0	0	0	0.00%
101-4130-433	15,487	15,473	16,326	16,215	16,750	16,216	16,750	16,750	0.00%
101-4130-437	27,808	23,744	19,680	19,956	20,525	20,514	21,909	21,909	6.74%
101-4130-439	0	0	10,000	10,000	15,000	15,000	17,500	17,500	16.67%
101-4130-440	18,943	19,550	19,082	0	19,100	19,383	17,726	17,726	-7.19%
101-4130-441	882	733	934	0	1,200	1,186	1,500	1,500	25.00%
101-4130-449	12,050	26,741	(12,398)	43,759	19,250	26,736	10,116	10,116	-47.45%
101-4130-560	0	0	0	0	0	0	0	0	0.00%
101-4130-720	11,584	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$282,732	\$320,540	\$256,366	\$321,849	\$332,125	\$334,963	\$317,901	\$317,901	-4.28%



ACCOUNT #	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 BUDGET	% CHANGE
101-4150-101	\$157,895	\$166,524	\$171,130	\$170,675	\$180,925	\$192,566	\$190,304	5.18%
101-4150-102	0	0	0	0	0	0	0	0.00%
101-4150-103	0	0	0	0	0	0	0	0.00%
101-4150-104	635	0	4,995	0	0	4,596	4,500	0.00%
101-4150-108	1,907	2,038	1,953	2,021	1,254	1,248	1,275	1.67%
101-4150-121	11,783	12,377	12,611	12,561	13,663	13,120	14,368	5.16%
101-4150-122	11,745	12,357	12,504	13,088	13,937	15,077	15,000	7.63%
101-4150-131	24,610	27,293	27,876	23,753	33,720	31,219	33,722	0.01%
101-4150-132	922	905	817	1,327	1,260	1,239	1,465	16.27%
101-4150-135	0	0	0	0	0	0	0	0.00%
101-4150-142	0	0	0	0	0	0	0	0.00%
101-4150-151	1,900	1,975	2,075	2,200	2,275	2,275	2,350	3.30%
101-4150-201	(162)	754	(1,203)	1,954	1,200	387	1,200	0.00%
101-4150-250	0	0	0	0	0	0	0	0.00%
101-4150-308	13,843	14,798	14,159	21,966	14,750	14,295	15,000	1.69%
101-4150-322	6,840	7,843	5,636	7,172	8,500	6,274	8,000	-5.88%
101-4150-331	715	888	472	814	1,000	688	1,000	0.00%
101-4150-332	1,281	1,742	1,577	419	400	398	420	5.00%
101-4150-333	5,140	4,946	5,853	6,166	6,000	8,918	7,500	25.00%
101-4150-355	0	0	0	0	0	0	0	0.00%
101-4150-370	800	900	925	925	925	925	925	0.00%
101-4150-415	20,000	25,000	30,000	30,000	30,000	30,000	28,000	-6.67%
101-4150-434	785	205	0	143	400	567	300	-25.00%
101-4150-449	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$260,639	\$280,545	\$291,380	\$295,184	\$310,209	\$323,792	\$325,329	4.87%

ACCOUNT #	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 BUDGET	% CHANGE
101-4160-101	\$135,862	\$139,499	\$143,977	\$160,319	\$147,260	\$147,957	\$162,936	10.65%
101-4160-102	0	0	0	0	0	0	0	0.00%
101-4160-103	0	0	0	0	0	0	0	0.00%
101-4160-104	0	0	0	0	0	0	0	0.00%
101-4160-108	6,934	7,411	7,100	7,352	4,680	4,655	4,755	1.60%
101-4160-121	10,408	10,680	10,943	11,612	11,396	10,779	12,577	10.37%
101-4160-122	10,435	10,558	11,013	11,520	11,623	10,564	12,828	10.37%
101-4160-131	18,048	20,503	20,235	20,520	25,455	21,156	32,890	29.21%
101-4160-132	780	808	739	1,356	1,070	1,451	1,159	8.32%
101-4160-135	0	0	0	0	0	0	0	0.00%
101-4160-151	1,400	1,455	1,530	1,675	1,725	1,725	1,775	2.90%
101-4160-201	243	150	150	150	125	188	125	0.00%
101-4160-250	0	0	0	0	0	0	0	0.00%
101-4160-308	1,999	2,400	26,468	39,111	5,000	16,219	3,000	-40.00%
101-4160-331	904	942	480	670	1,000	640	700	-30.00%
101-4160-332	1,302	1,320	1,279	1,467	1,400	1,394	1,400	0.00%
101-4160-333	885	65	685	553	700	420	650	-7.14%
101-4160-415	1,500	1,500	1,700	1,700	1,700	1,700	1,500	-11.76%
101-4160-433	1,302	1,702	1,282	1,434	1,400	1,282	1,300	-7.14%
101-4160-434	0	0	0	0	0	0	0	0.00%
101-4160-560	0	0	0	0	0	0	0	0.00%
101-4160-580	0	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$192,002	\$199,093	\$227,581	\$259,439	\$214,534	\$220,130	\$237,595	10.75%



ACCOUNT #	2015	2016	2017	2018	2019	2019	2020	%
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET	CHANGE
ROAD & BRIDGE								
101-4310-101	\$144,355	\$152,518	\$167,238	\$172,578	\$195,575	\$180,632	\$290,820	48.70%
101-4310-102	0	0	0	0	4,000	0	2,700	-32.50%
101-4310-103	0	0	0	0	0	0	0	0.00%
101-4310-104	4,929	5,154	5,299	6,684	4,680	7,098	8,900	90.17%
101-4310-121	10,799	11,432	12,558	12,935	14,968	13,029	22,014	47.07%
101-4310-122	10,788	11,178	12,666	13,102	15,626	13,187	23,135	48.06%
101-4310-131	22,193	26,576	33,003	31,046	34,450	29,065	50,694	47.15%
101-4310-132	1,012	1,077	1,067	1,614	1,575	1,627	2,259	43.43%
101-4310-135	0	0	0	0	0	0	0	0.00%
101-4310-142	0	0	0	0	500	0	400	-20.00%
101-4310-151	16,000	16,625	17,475	19,200	19,780	19,780	20,375	3.01%
101-4310-201	125	100	100	115	100	100	125	25.00%
101-4310-215	0	0	0	0	0	0	0	0.00%
101-4310-216	16,950	49,499	50,273	23,530	45,000	33,971	37,000	-17.78%
101-4310-220	2,722	1,525	2,562	3,345	3,800	1,296	3,800	0.00%
101-4310-224	20,919	16,323	36,374	37,639	23,000	48,957	35,000	52.17%
101-4310-225	79	509	997	684	1,000	286	800	-20.00%
101-4310-226	2,105	616	11,815	5,134	28,500	8,256	4,000	-85.96%
101-4310-228	815	1,343	1,231	1,540	980	978	1,500	53.06%
101-4310-229	454	693	247	464	900	833	700	-22.22%
101-4310-240	0	197	92	51	250	30	400	60.00%
101-4310-250	0	0	0	0	0	0	0	0.00%
101-4310-303	21,503	21,576	15,298	23,014	17,000	11,969	17,000	0.00%
101-4310-308	345	1,587	0	699	800	4,875	800	0.00%
101-4310-309	18,666	3,364	19,219	14,586	32,500	18,427	27,500	-15.38%
101-4310-313	0	0	0	0	0	0	0	0.00%
101-4310-321	0	0	0	0	0	0	0	0.00%
101-4310-331	50	0	0	0	450	0	200	-55.56%
101-4310-333	1,207	1,773	1,114	2,616	1,800	1,156	2,000	11.11%
101-4310-351	0	0	0	0	0	0	0	0.00%
101-4310-385	52,620	56,354	63,521	40,082	55,000	62,150	55,000	0.00%
101-4310-405	1,588	2,876	425	6,237	5,000	5,000	4,000	-20.00%
101-4310-415	20,000	27,500	45,000	45,000	45,000	45,000	42,000	-6.67%
101-4310-434	0	0	0	0	0	0	0	0.00%
101-4310-510	0	0	0	0	0	0	0	0.00%
101-4310-530	0	0	0	0	0	0	0	0.00%
101-4310-540	0	0	0	0	0	0	0	0.00%
101-4310-560	0	0	0	0	0	0	0	0.00%
101-4310-720	316,000	508,000	71,000	79,000	81,500	81,500	82,000	0.61%
TOTAL EXPENDITURES	\$686,224	\$918,395	\$568,574	\$540,895	\$633,734	\$584,202	\$735,122	16.00%



ACCOUNT #	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 BUDGET	% CHANGE
TOWN BUILDINGS								
101-4330-101 SALARIES, FULL TIME - REG	\$11,659	\$12,406	\$13,653	\$14,036	\$30,695	\$14,694	\$23,232	-24.31%
101-4330-102 SALARIES, FULL TIME - OT	0	0	28	7	75	36	0	-100.00%
101-4330-103 SALARIES, PART-TIME - REG	429	1,288	548	475	0	617	0	100.00%
101-4330-104 SALARIES, TEMPORARY - REG	877	931	1,027	1,053	2,308	1,106	1,742	-24.50%
101-4330-121 PERA CONTRIBUTIONS	878	977	1,045	1,063	2,354	1,122	1,777	-24.50%
101-4330-122 FICA CONTRIBUTIONS	1,887	2,260	2,767	2,551	5,265	2,383	3,722	-29.31%
101-4330-131 HEALTH INSURANCE	82	88	87	132	245	133	181	-26.12%
101-4330-132 DISABILITY INSURANCE	0	0	0	0	0	0	0	0.00%
101-4330-135 HEALTH INSUR. CASH CREDIT	0	0	0	0	0	0	0	0.00%
101-4330-142 UNEMPLOYMENT BENEFITS	800	830	875	960	1,000	1,000	1,030	3.00%
101-4330-151 WORKER'S COMPENSATION	0	0	0	0	0	0	0	0.00%
101-4330-211 CLEANING SUPPLIES	0	0	0	0	0	0	0	0.00%
101-4330-215 SHOP MATERIALS	147	170	95	58	300	179	0	-100.00%
101-4330-216 CHEMICALS	6,003	7,569	6,231	2,443	4,250	2,628	3,800	-10.59%
101-4330-220 OPERATING SUPPLIES - OTHER	191	0	1,688	420	800	5	400	-50.00%
101-4330-223 BUILDING MATERIALS	68	112	103	128	137	116	150	9.49%
101-4330-228 UNIFORM ALLOWANCE	38	58	21	39	75	71	75	0.00%
101-4330-229 UNIFORM MAINTENANCE	0	0	0	0	0	0	0	0.00%
101-4330-250 SALES TAX	3,109	1,787	1,275	2,412	2,000	1,968	2,000	0.00%
101-4330-308 PROFESSIONAL SERVICES	9,967	13,460	21,288	39,348	20,500	12,253	16,000	-21.95%
101-4330-309 CONTRACTED SERVICES	0	0	0	0	0	0	0	0.00%
101-4330-317 BUILDING INSPECTIONS	2,458	1,494	1,879	2,438	2,050	1,331	2,500	21.95%
101-4330-318 SECURITY MONITORING FEES	9,810	10,893	12,039	11,425	12,500	14,065	13,000	4.00%
101-4330-320 TELEPHONE	0	0	0	0	0	0	0	0.00%
101-4330-331 TRAVEL EXPENSES	55	54	0	0	100	0	0	0.00%
101-4330-333 REGISTRATION & CONFERENCE FEE	13,851	16,621	14,813	17,064	18,500	16,646	18,500	0.00%
101-4330-381 ELECTRICITY	7,575	7,775	6,412	11,202	9,500	9,581	10,250	7.89%
101-4330-382 GAS	3,330	4,505	3,673	2,902	4,500	5,772	5,000	11.11%
101-4330-384 HERITAGE HALL	1,735	1,845	1,452	3,561	3,500	5,606	4,000	14.29%
101-4330-386 WATER/SEWER UTILITIES	8,587	11,171	9,917	19,033	11,000	6,847	9,519	-13.46%
101-4330-401 REPAIR MAINTENANCE - BLDG.	3,432	7,687	2,667	5,546	6,000	4,654	5,500	-8.33%
101-4330-404 REPAIR MAINTENANCE - EQUIP.	4,896	1,025	4,527	900	4,000	295	2,000	-50.00%
101-4330-405 REPAIR MAINTENANCE - OTHER	26,500	26,500	26,500	26,500	26,500	26,500	26,500	0.00%
101-4330-411 FACILITY RENTAL	7,500	9,000	10,500	10,500	10,500	10,500	10,500	0.00%
101-4330-415 EQUIPMENT RENTAL	0	3,890	0	0	0	2,997	0	0.00%
101-4330-520 BUILDING IMPROVEMENT	0	521	0	0	0	0	0	0.00%
101-4330-530 OTHER IMPROVEMENTS	0	50,000	0	0	0	0	0	0.00%
101-4330-720 TRANSFERS TO OTHER FUNDS								
TOTAL EXPENDITURES	\$123,864	\$194,917	\$145,110	\$176,196	\$178,654	\$143,105	\$161,379	-9.67%

ACCOUNT #	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 BUDGET	% CHANGE
PARKS & RECREATION								
101-4410-101 SALARIES, FULL TIME - REG	\$113,559	\$128,704	\$133,633	\$137,750	\$115,720	\$144,128	\$91,740	-20.72%
101-4410-102 SALARIES, FULL TIME - OT	0	0	95	0	0	0	0	0.00%
101-4410-103 SALARIES, PART-TIME - REG	0	0	0	0	0	0	0	0.00%
101-4410-104 SALARIES, TEMPORARY - REG	15,051	16,934	15,085	16,848	28,800	18,516	28,900	0.35%
101-4410-121 PERA CONTRIBUTIONS	8,545	9,661	10,009	10,343	8,679	10,818	6,881	-20.72%
101-4410-122 FICA CONTRIBUTIONS	9,355	10,401	10,909	11,333	11,056	11,893	9,229	-16.52%
101-4410-131 HEALTH INSURANCE	19,779	23,587	28,486	25,945	20,350	24,299	17,370	-14.64%
101-4410-132 DISABILITY INSURANCE	815	901	892	1,349	940	1,361	720	-23.40%
101-4410-135 HEALTH INSUR. CASH CREDIT	0	0	0	0	0	0	0	0.00%
101-4410-142 UNEMPLOYMENT BENEFITS	0	0	0	0	500	0	400	-20.00%
101-4410-151 WORKER'S COMPENSATION	7,000	7,275	7,650	8,400	8,655	8,655	8,915	3.00%
101-4410-211 CLEANING SUPPLIES	0	0	0	0	0	0	0	0.00%
101-4410-212 MOTOR FUELS	912	918	918	995	900	900	1,000	11.11%
101-4410-216 CHEMICALS	6,269	8,201	7,560	8,167	9,000	8,587	8,850	-1.67%
101-4410-220 OPERATING SUPPLIES - OTHER	2,081	5,103	4,696	3,262	3,500	6,046	4,000	14.29%
101-4410-221 EQUIPMENT REPAIR PARTS	12,316	16,040	11,007	11,772	12,000	6,124	12,000	0.00%
101-4410-225 LANDSCAPING MATERIALS	27,371	10,301	22,249	42,499	25,000	9,973	25,000	0.00%
101-4410-226 SIGNS, SIGN REPAIR MATERIALS	6,919	3,245	3,862	3,457	4,500	2,671	3,000	-33.33%
101-4410-228 UNIFORM ALLOWANCE	693	1,149	1,044	1,283	535	848	1,200	124.30%
101-4410-229 UNIFORM MAINTENANCE	397	607	214	387	600	682	600	0.00%
101-4410-240 TOOLS	0	288	0	0	0	0	0	0.00%
101-4410-250 SALES TAX	0	0	0	0	0	0	0	0.00%
101-4410-308 PROFESSIONAL SERVICES	7,490	8,057	8,200	17,931	7,000	7,184	7,150	2.14%
101-4410-309 CONTRACTUAL SERVICES	10,453	31,567	24,568	21,465	30,000	16,894	28,000	-6.67%
101-4410-311 BELLAIRE BEACH OPERATIONS	16,968	21,289	22,373	20,701	22,000	20,809	22,750	3.41%
101-4410-321 TELEPHONE	0	0	0	0	0	0	0	0.00%
101-4410-331 TRAVEL EXPENSE	0	82	0	0	150	20	100	-33.33%
101-4410-333 CONFERENCE REGISTRATION FEES	1,847	742	1,130	897	2,000	1,040	1,350	-32.50%
101-4410-381 ELECTRICITY	9,069	9,377	6,348	7,712	9,500	9,336	9,000	-5.26%
101-4410-386 WATER/SEWER UTILITIES	5,368	4,692	15,074	13,235	16,500	26,028	16,000	-3.03%
101-4410-404 REPAIR/MAINTENANCE - EQUIP.	3,285	2,380	862	4,046	5,000	132	4,750	-5.00%
101-4410-405 REPAIR/MAINTENANCE - OTHER	64,317	65,453	9,851	5,297	25,500	12,091	18,000	-29.41%
101-4410-415 EQUIPMENT RENTAL	30,000	37,000	45,107	206,789	10,000	10,514	10,000	100.00%
101-4410-416 PARK EQUIPMENT RENTAL	0	0	0	0	0	0	0	0.00%
101-4410-434 BOOKS & SUBSCRIPTIONS	45	105	0	0	100	10	50	0.00%
101-4410-530 IMPROVEMENTS	92,951	67,932	75,214	7,594	0	258	0	0.00%
101-4410-540 HEAVY MACHINERY/EQUIPMENT	5,093	0	0	0	0	0	0	0.00%
101-4410-580 OTHER EQUIPMENT	0	0	0	0	0	0	0	0.00%
101-4410-720 TRANSFER TO OTHER FUNDS	134,185	106,960	90,000	0	200,000	200,000	235,000	17.50%
TOTAL EXPENDITURES	\$612,133	\$598,951	\$556,118	\$589,457	\$578,485	\$559,817	\$571,954	-1.13%

ACCOUNT #	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 BUDGET	% CHANGE
TOWNSHIP DAY FESTIVAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
101-4411-101 SALARIES, FULL TIME - REG	0	0	0	0	0	0	0	0.00%
101-4411-102 SALARIES, FULL TIME - OT	0	0	0	0	0	0	0	0.00%
101-4411-103 SALARIES, PART-TIME - REG	0	0	0	0	0	0	0	0.00%
101-4411-104 SALARIES, TEMPORARY - REG	0	0	0	0	0	0	0	0.00%
101-4411-121 PERA CONTRIBUTIONS	0	0	0	0	0	0	0	0.00%
101-4411-122 FICA CONTRIBUTIONS	0	0	0	0	0	0	0	0.00%
101-4411-131 HEALTH/DENTAL/LIFE INSURAN	0	0	0	0	0	0	0	0.00%
101-4411-142 U. C. BENEFIT PAYMENTS	0	0	0	0	0	0	0	0.00%
101-4411-151 WORKER'S COMP BENEFIT PAYM	0	0	0	0	0	0	0	0.00%
101-4411-220 OPERATING SUPPLIES - OTHER	1,402	2	100	0	500	0	500	0.00%
101-4411-250 SALES TAX	19,657	18,336	30,576	26,943	27,000	24,398	27,000	0.00%
101-4411-308 PROFESSIONAL SERVICES	0	0	0	107	5,750	7,600	4,500	-21.74%
MOVIE IN THE PARK SERIES	0	0	0	0	0	0	0	0.00%
101-4411-331 TRAVEL EXPENSE	0	0	0	0	0	0	0	0.00%
101-4411-355 ADVERTISING	780	412	0	2,607	2,500	4,922	2,200	-12.00%
101-4411-449 MISCELLANEOUS	0	0	0	433	1,000	0	800	-20.00%
101-4411-530 IMPROVEMENTS	0	0	0	0	0	0	0	0.00%
101-4411-540 HEAVY MACHINERY	0	0	0	0	0	0	0	0.00%
101-4411-720 TRANSFERS TO OTHER FUNDS	0	0	801	0	0	0	0	0.00%
TOTAL EXPENDITURES	\$21,839	\$18,750	\$31,477	\$30,090	\$36,750	\$36,920	\$35,000	-4.76%



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 9.E – New Business**

**Finance Officer Item:**

**Subject: Resolution Approving Transfer of Certain Funds for the  
Town of White Bear - Approve**

**Documentation: Staff Memo / Resolution**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff Review & Recommendation Adopt the **Resolution  
Approving the Transfer of Certain Funds for the Town of White Bear**

**Ruzek – Moves**

**McCune – Second**

**Consideration of Adopting Resolution Approving 2019 Transfers.** (TK)

**A. REFERENCE AND BACKGROUND:**

Each year the Town transfers money from one fund to another for various reasons. In order to complete these transfers, the Town must pass a resolution authorizing these transfers. For 2019, the transfers were part of the budget, such as the transfers for the funding of debt payments. Attached is a list of the proposed 2019 transfers and below is a description of the transfers.

1. Transfer from the EDA Fund of \$7,5000.00 to the General Fund Fund to help cover the costs of the Annual Township Day Festival. This was anticipated and will be paid from the Loan Payback Account of the EDA Fund, which was included in the 2019 budget.
2. Transfer from the EDA Fund of \$7,5000.00 to the General Fund Fund to cover the costs of the Historic Town Hall management by the Historical Society. This was anticipated and will be paid from the Loan Payback Account of the EDA Fund, which was included in the 2019 budget.
3. Transfer 3 was the budgeted transfers for the TIF Districts share of the 2011C bond payments.
4. Transfer 4 is the budgeted transfer of the General Fund's – Road & Bridge Department's share of the 2018 seal coat project costs.
5. Next two transfers are to the new Park Improvement Fund to fund the General and Park Acquisition Funds share of 2019 park improvements as outlined in the Town's 10-year CIP.

In the past, the Town had transfers from the General Fund to other funds to meet the Town's fund balance policy of maintaining a fund balance of 45% of next year's operating budget for cash flow, and 5% for contingencies. While it appears 2019 revenues will exceed expenditures, due to the 2020 budget, the Town will have a year-end fund balance somewhere between 47% and 49% of 2020 operating budget.

- A1. Budget Impact:** The budget impacts vary for each fund. However, all these transfers should provide a sound long-term financial base to build financial stability for the Town and help maintain a low tax rate into the future.
- A2. Staff Workload Impact:** There would be no staff workload impacts for this item.

**B. ALTERNATIVE ACTIONS:**

1. Adopt the resolution as attached to approve the 2019 Operating Transfers for the Town.
2. Adopt a resolution for the 2019 Operating Transfers for the Town with amendments as discussed.
3. Do not adopt the resolution as attached to approve the 2019 Operating Transfers for the Town.

**C. STAFF RECOMMENDATION:**

1. Staff recommends alternative #1 for the adoption of the resolution as attached to approve the 2019 Operating Transfers for the Town.

**D. SUPPORTING DATA:**

List of 2019 Operating Transfers.  
Resolution adopting the 2019 Operating Transfers for the Town.

2019 Operating Transfers

	FUND #	FUND NAME	TRANSFER IN	FUND #	FUND NAME	TRANSFER OUT
#1	101	Township Day	7,500	405	EDA - General	7,500
#2	101	Town Hall Management	7,500	405	EDA - General	7,500
#3	386	2011C TIF Bonds	97,375	405	EDA - Comtal District	97,375
#4	505	Improvement Fund	81,500	101	General Fund - Road & Bridge	81,500
#5	517	Park Improvement Fund	200,000	101	General Fund - Park & Recreation	200,000
#5	517	Park Improvement Fund	6,856	516	Park Acquisition	6,856
	Total		<u>400,731</u>	Total		<u>400,731</u>

EXTRACT OF MINUTES OF A MEETING OF THE TOWN  
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,  
HELD ON DECEMBER 16, 2019

Pursuant to due call and notice thereof, a Regular meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at the Town Hall in said Town on December 19, 2019, at 7:00 o'clock p.m.

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

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION APPROVING THE TRANSFER OF  
CERTAIN FUNDS FOR THE TOWN OF WHITE BEAR**

WHEREAS, the 2019 budget included some operating transfers to finance debt and operations,

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

That the following transfers of funds by approved:

2019 Operating Transfers							
			TRANSFER				
	FUND #	FUND NAME	IN		FUND #	FUND NAME	TRANSFER OUT
#1	101	Township Day	7,500		405	EDA - General	7,500
#2	101	Town Hall Management	7,500		405	EDA - General	7,500
#3	386	2011C TIF Bonds	97,375		405	EDA - Comtal District	97,375
#4	505	Improvement Fund	81,500		101	General Fund - Road & Bridge	81,500
#5	517	Park Improvement Fund	200,000		101	General Fund - Park & Recreation	200,000
#5	517	Park Improvement Fund	6,856		516	Park Acquisition	6,856
		Total	400,731			Total	400,731

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.





**Town Board Meeting  
December 16, 2019**

**Agenda Number: 9.F – New Business**

**Finance Officer Item:**

**Subject: Fund Balance Classifications - Approve**

**Documentation: Staff Memo**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff Review & Recommendation Approve the Fund Balance Classifications as Set out in the Memo

**Consideration of Approving Fund Balance Classifications.** (TK)

**A. REFERENCE AND BACKGROUND:**

The purpose of this agenda item is to define the Township's governmental fund balance classifications in compliance with Governmental Accounting Standards Board Statement 54: Fund Balance Reporting and Governmental Fund Type Definitions as of 12/31/2019.

Governmental Fund Balance classifications are defined as follows:

- Non-spendable – resources that are “permanently precluded from conversion to cash.” Such items include prepaid items; inventory, land held for resale; and long-term receivables that are not otherwise restricted, committed, assigned, or offset by deferred revenue.
- Restricted – resources are “constrained to a specific purpose by enabling legislation, external parties, or constitutional provisions.” Examples include fund balance related to unspent bond proceeds, tax increments, Debt Service fund balances, and park dedication fees.
- Committed – resources that are constrained by Board action/resolution for a specific purpose. Fund balance commitments must be completed before December 31<sup>st</sup> to be effective for that fiscal year and remain in effect until the commitment is changed or eliminated by Board action/resolution. Transfers of committed funds for other uses are authorized if approved with the annual budget process or other Board action/resolution.
- Assigned – resources that are “intended for a specific purpose by . . . management.” This would include any remaining positive fund balance in all funds other than the General Fund. The Board delegates the authority to assign fund balance to the Finance Officer.
- Unassigned – remaining resources that are available for any purpose. Unassigned fund balance will occur only in the General Fund or in other funds with there is a negative fund balance that cannot be eliminated by reducing restricted, committed, or assigned fund balance.

When both restricted and unrestricted resources are available for use, restricted resources should be used first, then unrestricted resources, as they are needed.

When any combination of committed, assigned, and unassigned resources are available for use, committed resources should be used first, then assigned, then unassigned resources, as they are needed.

In order for fund balance to be classified as committed, restricted or non-spendable the action, which allows such classification, must take place no later than December 31<sup>st</sup>. The follow are the recommended fund balance classifications



General Fund:	
Public Safety (Assigned)	\$ 3,401.72
Park Acquisition Fund:	
Rutherford Park Development (Restricted)	\$ 6,385.36
EDA Fund:	
Land Held for Resale (Non-Spendable)	\$1,345,756.29
Storm Water Utility Fund:	
Stillwater Street Drainage (Assigned)	\$ 250,000.00

- A1. **Budget Impact:** There are no budget impacts at this time.
- A2. **Staff Workload Impact:** There would be no staff workload impacts for this item.

**B. ALTERNATIVE ACTIONS:**

- 1. Approve the fund balance classifications as submitted by staff.
- 2. Approve the fund balance classifications with some modifications.
- 3. Do not approve the fund balance classifications.

**C. STAFF RECOMMENDATION:**

- 1. Staff recommends alternative #1 for the approval the fund balance classifications as submitted by staff.

**D. SUPPORTING DATA:**

None.



**Town Board Meeting  
December 16, 2019**

**Agenda Number: 9.G – General Business**

**Subject: Electrical Inspection Services:**

1. Approve Contract with Tokel Inspections. Inc.
2. Approve Ordinance No. 54 (Fees & Charges) Electrical Fee Amendment.
3. Adopt Resolution Establishing the Electrical Permit Fees

**Documentation:** Staff Memo w/attachments

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Based on Staff Review & Recommendation:

- 1) Approve the White Bear Township Consultant Services Agreement with Tokle Inspections, Inc. effective January 1, 2020 & to continue until terminated by either party upon a 45-day written notice;
- 2) Approve amendment to Section 2-5 of Ordinance No. 54 (Fees & Charges) which will establish the electrical permit fees by Town Board resolution. This change will allow us to make any changes to the fees easily without unnecessary publication fees moving forward.
- 3) **Adopt Resolution Establishing the Electrical Permit Fees in the Town of White Bear**

**Ruzek – Moves**

**McCune - Second**

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: DECEMBER 10, 2019**

**SUBJECT: ELECTRICAL INSPECTION SERVICES**

Upon receiving the notice from Jim Manteufel, longtime electrical inspector, that he was retiring at the end of the year, I published and sent out numerous Requests for Proposals for Electrical Inspection Services. The deadline for receipt of the proposals was November 22, 2019.

We received just one proposal and it was from Tokle Inspections. Mr. Tokle performs inspection services for various local municipalities including Vadnais Heights, Arden Hills, Shoreview, Roseville & soon White Bear Lake & Gem Lake.

Compensation for Tokle Inspections performing the Township's electrical inspections would be based on eighty percent of the permit fees, which is consistent with fees paid to Jim Manteufel.

### **Requested Action:**

- 1) Approve the White Bear Township Consultant Services Agreement with Tokle Inspections, Inc. effective January 1, 2020 & to continue until terminated by either party upon a 45-day written notice;
- 2) Approve amendment to Section 2-5 of Ordinance No. 54 (Fees & Charges) which will establish the electrical permit fees by Town Board resolution. This change will allow us to make any changes to the fees easily without unnecessary publication fees moving forward.
- 3) Adopt Resolution Establishing the Electrical Permit Fees in the Town of White Bear.

PW/s





WHITE BEAR TOWNSHIP  
1281 Hammond Road  
White Bear Township, MN 55110  
Phone: 651.747.2750  
Fax: 651.426.2258  
[www.ci.whitetownship.org](http://www.ci.whitetownship.org)

## Request For Proposal For Electrical Inspection Services

### **I-1 – Purpose:**

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified electrical inspectors to perform all necessary residential and commercial electrical inspections in accordance with the 2017 NEC as adopted by the Minnesota State Building Code in White Bear Township.

### **II – Scope of Work:**

The selected inspector will be required to perform on-site inspections throughout White Bear Township in relation to each permit.

The selected inspector shall insure that all work performed under such permit is in compliance with the 2017 NEC and the Minnesota State Building Code.

Compensation and additional terms to be specified more fully in an agreement to be negotiated after selection. The contract will include, but is not limited to:

- State Electrical Permit forms shall be utilized
- Electrical inspector shall maintain their own schedule
- Electrical inspector shall be available for White Bear Township residents questions on a daily basis
- Worker's compensation Insurance as required by Minnesota Law
- Electrical inspector's errors and omissions and general liability insurance policies with limits of \$1,000,000 each negligent act, error or omission and \$2,000,000 aggregate listing White Bear Township as an additional named insured.

### **Proposal Deadline:**

The Township will receive sealed bids for electrical inspection services until 10 a.m. local time on November 22, 2019, at which time & place they will be publicly opened & read aloud.

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

Attn. Pat Christopherson

## PROPOSAL FOR PROVIDING ELECTRICAL INSPECTION SERVICE FOR FISCAL YEAR 2020

I, Peter A. Tokle, President of Tokle Inspections Incorporated, propose to provide electrical inspections for the White Bear Township. My qualifications are as stated below:

- Construction electrician graduate of Anoka Technical College with an A-, B+ grade point average.
- I completed a three year union-sponsored apprenticeship program.
- I received 100% on the B journeyman state exam.
- I received 94% on the journeyman state exam.
- I received 88% on the A master state exam.
- I maintain a Class A Masters and Journeyman's License.
- I have 19 years of experience as a journeyman electrician.
- I ran service trucks for 3 years.
- I was a foreman for 8 years.
- I started as a State of MN electrical inspector in April 1996.
- I am on my 23<sup>nd</sup> year as a contract electrical inspector.
- I will inspect the whole inspection area everyday Monday through Friday.
- I make inspections in the evenings and weekends when homeowners are unable or unwilling to arrange inspections during regular business hours.
- When I receive ready-now permits, I promptly call the homeowner and add them to the day's work load.
- I do not let my ready-now permits sit around and get old or pile up. I complete them ASAP.
- I will perform inspections upon request of the installer after the installer has submitted a permit to the City.
- I look through all my permits every 3 months and call the contractor or homeowner if I think the job is done. I don't wait for the permit to expire.
- I have a web site (Tokleinspections.com) that installers can schedule inspections on up to 10 days in advance.
- I take calls for inspections from 7:00 A.M. to 8:30 A.M. Monday – Friday, except holidays.
- I return phone messages when I get home.
- I have a cell phone that I can be reached on throughout the day. The number (612-791-6373) is available to city personnel.
- I am computerized and keep all required data on it, both completed and active permits.
- I have liability and errors and omission insurance of \$1,000,000 per occurrence, and \$2,000,000 aggregate.
- I enforce licensing requirements by checking licenses at the job sites.

- I look for jobs in progress and check for a permit.
  - I have automobile insurance as required.
  - I bill once a month.
  - I turn in field payments within 48 hours.
  - I provide all electrical inspections in this area except when on vacation and then Andrew Nykanen, Andrew Sloth or Steve Tokle cover my area.
  - I identify myself and wear my badge at all times.
  - I am neat and well-groomed and wear professional looking attire.
  - I am polite and respectful to all customers.
  - I leave evidence of inspections at every job by leaving a sticker at the job site with the required information: Permit #, contractor #, date, job type, C.B. count, contractor's name and my signature.
  - I place stickers at the front door for a new house rough-in. I place a sticker on or in the panel for service changes and final inspections.
  - I place stickers for non-dwelling rough-in inspections nearest the area that each separate inspection is made.
  - One-time inspections will have a sticker at the overcurrent device for the new equipment.
  - I date and sign the permit for all inspection trips.
  - I have with me the needed tools and forms to do a thorough inspection.
  - I fill out inspection reports for jobs not in compliance with the NEC and or MN. Rules 3800.3619 and 3800.3620.
  - I will inspect the work to be in compliance with the applicable standards identified in the MN. Statutes Section 326.243 and the requirements of MN. Rules 3800.
  - I fill out violation reports for any job requiring one.
  - I will accept 80% of fees as compensation.
  - I, Peter A Tokle, certify that I am in compliance with MN. Stat.176.181 subd.2, pertaining to workman's compensation insurance coverage.
- Sincerely,

Peter A. Tokle

## Responsibility of Tokle Inspections

1. Take Inspection calls.
2. Note inspection results on permits.
3. Send final permit results to city.
4. Call owners/contractors to see if jobs are done.
5. Send OFP's to contractors when the fees are short.
6. Follow up on OFP's.
7. Send billing invoice to city each month.
8. Save permits to our database.
9. Follow up on failed inspections.

## Responsibility of city

1. Sell permits.
2. Scan permits to Tokle Inspections.
3. Send monthly report of permits received.
4. Pay Tokle inspections monthly.

I have contracts to perform the electrical inspections for Champlin, Arden Hills, Shoreview, Roseville and others.

You may contact Jerry Hart (Head building official) at the city of Champlin at 763-421-2629.

You may contact Rob Ward (Head building official) at the city of Arden Hills at 651-792-7813.

You may contact Dave Scherbel (Head Building official) at the city of Shoreview at 651-490-4691.

You may contact Dave England (head building official) at the city of Roseville at 651-792-7087.

Peter Tokle

# Contractors Electrical Permit Application White Bear Township

2020

<b>Date</b>	<b>Rough-In Inspections (Must Be Scheduled)</b> Rough-In Inspection Required? No <input type="checkbox"/> Yes <input type="checkbox"/>	<b>Schedule inspections at <a href="http://www.tokleinspections.com">www.tokleinspections.com</a></b> If no internet call: 763-754-2983 7am-8:30am M-F Ready Now <input type="checkbox"/> OR Date Ready OR Will Call <input type="checkbox"/>	
<b>Address of Inspection</b>		<b>City/Township</b>	<b>County</b>
<b>Owner's Name</b>		<b>Project Description</b>	
<b>Phone Numbers:</b> Home: ( ) - - Work: ( ) - - Cell: ( ) - -			
<b>Contractor</b>		<b>Contractor License Number</b>	
<b>Contractor's Mailing Address</b>		<b>City</b>	<b>St</b>
		<b>Zip</b>	
Contact person at Shop: Contact person on job site:		<b>Phone Numbers:</b> Office: ( ) - - Cell: ( ) - - Fax: ( ) - -	
Authorized Signature of Contractor or owner doing work: <div style="text-align: right; font-size: small;">(Email address, your permit will be emailed to you)</div>			

***Please review and complete Sections A and B. The fee is the greater of A or B – not both.***

Section A – Service and Circuit Calculation		
	Fee	Fee
<b>Residential Service Change</b> \$110. Sub panel \$45 1 inspection and reconnection of existing circuits only. Any added/extended/reworked circuits are extra per fee schedule <b>New or Repair Service/Power Supply</b> 0 –300 amp @ \$55 400 amp @ \$71 Add \$16 for every additional 100 amps.		<b>Feeders/Circuits</b> 0 to 100 amp @ \$9 101 to 200 amp @ \$15 201-300 amp @ \$21 301-400 amp @ \$27 401-500 amp @ \$33 Add \$6 for each additional 100 amps.
<b>Transformers and generators</b> 1-10KVA @ \$5 11-74KVA @ \$45 75KVA to 299KVA @ \$60 Over 299KVA @ \$165		<b>Apartment Buildings</b> \$80 per unit Does not include the service, unit feeders or house panels.
<b>Retro fit lighting</b> \$.85 cents per fixture Ballast and lamps only. New fixtures are per circuit fee		<b>Traffic signals</b> \$\$ per standard <b>Street lights and Lot Lights</b> \$5 per pole
<b>Swimming Pools and hot tubs</b> \$90 plus circuit fee (includes 2 inspections)		<b>Remote control, Signal wiring, Fire Alarm, Heating &amp; AC</b> \$.85 cents per device
Electronic Inspection of AC, furnace, bath fan, fireplace, & water heater vent receptacle \$40. <b>Re-inspection fee is in addition to all other fees. \$45</b>		
Residential Maximum fee is \$190 for 3 trips for services of 200 amps or less. No maximum if the service is larger than 200 amps.		
No refunds under \$46 (does not include surcharges)	TOTAL FOR SECTION A	

Section B – Trip Calculation		
<b>Trips</b> # of trips @ \$45 per trip		TOTAL FOR SECTION B
Total Permit Fee		
<b>Greater of Section A or B (not both)</b>		Requests for Electrical Inspection (REI) with a fee of \$250.00 or less expire 12 months from the filing date. The owner must have the work completed within the 12 month period or submit another REI that includes the inspection fee for the uncompleted work. Inspection fees do not carry over from one REI to another. A service charge of \$35.00 will be added for all dishonored checks.
<b>Mandatory State Surcharge (\$1)</b>	\$1	
<b>TOTAL PERMIT FEE SUBMITTED</b>		

I hereby certify that I inspected the electrical installation herein on the dates stated: Rough-In Inspection(s) Date:	<b>For Department Use Only</b> Permit #:
Final Inspection Date:	Date: <span style="float: right;">Receipt:</span>

# White Bear Township Homeowner Electrical Permit Application

Schedule inspections at tokleinspections.com or call Peter Tokle, Monday – Friday, 7:00-8:30am at (763) 754-2983

<b>Date</b>	<b>Owner's Name</b>	<b>Owner's Telephone Numbers (with area code)</b>	
		Home: ( ) -	
		Work: ( ) -	
		Cell: ( ) -	

<b>Rough-In Inspection Required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>If yes the minimum fee is \$90                  Homeowner Must Schedule All Rough-In Inspections</i>	<b>Final Inspections (Must Be Scheduled)</b> Final Inspection: Ready Now <input type="checkbox"/> or Date Ready Access Needs: Garage Code      Lock Box Code or Someone Home <input type="checkbox"/>
---	--

**Project Description**

<b>Owner Address – Street Name</b>	<b>City</b>	<b>Zip Code</b>
------------------------------------	-------------	-----------------

Owner Signature – by signing this document, I certify that I am the owner as defined by MN Statute Section 326.01 and will legally perform the electrical work

*Please Sign Here*

Email \_\_\_\_\_  
Fax # \_\_\_\_\_

(Please Print and Sign or Type in the Cell Above)

	Quantity	Cost
--	----------	------

***Please review and complete Sections A and B. The fee is the greater of A or B – not both.***

## Section A

<b>Panels</b>			
Replace old service panel with new panel in the same location	\$110		
Replace sub panel with new panel in the same location	\$45		
<i>*Includes reconnected circuits only. If any circuits are added, extended or worked on add the Feeder/Circuits fee.</i>			
<b>Swimming Pools and Hot Tubs</b>			
2 inspections	\$90 plus circuits		
<b>Remodeling, Additions, Basement Finishes, Etc.</b>			
2 inspections (up to 10 circuits) <sup>^</sup>	\$90		
<i>^If more than 10 circuits add circuit fees for any additional circuits.</i>			
<b>Accessory Structures</b>			
Panel	\$55 plus circuits		
2 inspections (trench rough in and final)	\$90		
<i>*highest fee between the options above should be charged</i>			
<b>Feeder/Circuit Fees</b>			
New service or power supply (0 to 300 AMPs)	\$55		
Additional 100 AMPs	\$16 per 100 AMP		
Feeders/Circuits (0 – 30 AMPs)	\$9 per feeder/circuit		
Feeders/Circuits (31 – 100 AMPs)	\$11 per feeder/circuit		
Feeders/Circuits (101 – 200 AMPs)	\$17 per feeder/circuit		
<b>Residential Maximum Per Structure<sup>†</sup></b>			
Up to 3 inspection trips for homes with service of 200 AMPs or less (no maximum for service of over 200 AMPs)	\$190 maximum		
*Single trip fee is with no more than 5 circuits	\$45		
<b>Reinspection Fees</b>			
Reinspection fee is in addition to all other fees	\$45		
No Refunds under \$46 (does not include surcharges)	<b>Total for Section A</b>		

## Section B

Trips # of trips @ \$45 per trip	<b>Total for Section B</b>
----------------------------------	----------------------------

<b>Total Permit Fee</b>		Electrical Inspection (REI) with a fee of \$250.00 or less expires 12 months from the filing date. The owner must have the work completed within the 12 month period or submit another REI that includes the inspection fee for the uncompleted work. Inspection fees do not carry over from one REI to another. A service charge of \$35.00 will be added for all dishonored checks.
Greater of Section A or B (not both)		
Mandatory State and City Surcharge Fee	\$1	
<b>TOTAL PERMIT FEE SUBMITTED</b>		

I hereby certify that I inspected the electrical installation herein on the dates stated:	For Department Use Only
Rough-In Inspection(s)      Date	Permit #:
Final Inspection      Date	Date Paid:      Receipt #:

## ELECTRICAL PERMIT FEES

**HOMEOWNERS AND ELECTRICAL CONTRACTORS:** Complete an electrical permit form available from the Building Inspections Division. Add \$1.00 for State surcharge to total cost of each permit. The fee is the total of the listed fees or the total number of inspection trips x \$45.00, whichever is greater.

Residential panel replacement is \$110.00, sub panel \$45.00. New service or power supply is:

0 to 300 Amp	\$55.00
400 Amp	\$71.00
500 Amp	\$87.00
600 Amp	\$103.00
800 Amp	\$135.00
1000 Amp	\$167.00

### Circuits and Feeders

0-100 Amp	\$9.00
101-200Amp	\$15.00
201-300 Amp	\$21.00
301-400 Amp	\$27.00
401-500 Amp	\$33.00
501-600 Amp	\$39.00

Add \$16.00 for each additional 100 amps

Add \$6.00 for each additional 100 amps

#### Minimum Fee:

Minimum permit fee is \$45.00 plus \$1.00 State surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is \$90.00 plus \$1.00 State surcharge.

#### Maximum Fee:

Maximum fee for single family dwelling or townhouse not over 200 amps (No max if service is over 200Amps) is \$190.00 plus \$1.00 State surcharge. Maximum of 2 rough-in's and 1 final inspection. (Failed inspections are an additional \$45.00 each)

#### Apartment Buildings

Fee per unit of an apartment or condominium complex is \$80.00. This does not cover service, unit feeders or house panels.

#### Swimming Pools and Hot Tubs Additions, Remodels or Basement Finishes

\$90.00 plus circuits at \$9.00/each. This includes 2 inspections.

\$90.00 this include up to 10 circuits and 2 inspections

#### Residential Accessory Structures

The Greater of \$55.00 for panel plus \$9.00 per circuit or \$90 for 2 inspections.

#### Traffic Signals Street and Parking Lot Lights

\$8.00 per each standard  
\$5.00 per each standard

#### Transformers and Generators

\$5 up to 10kva, \$40 11 to 74kva, \$60 75kva to 299kva, over 299kva is \$165

#### Retrofit Lighting Sign Transformer or Driver

\$0.85 cents per fixture  
\$9.00 per transformer

#### Low voltage fire alarm, low voltage heating and air conditioning control wiring

\$0.85 cents per device

#### Re-Inspection Fee in addition to all other fees

\$45.00

#### Hourly rate for carnivals

\$90.00

#### Solar fees:

0kw to 5kw = \$90	5.1kw to 10kw = \$150
10.1kw to 20kw = \$225	20.1kw to 30kw = \$300
30.1kw to 40kw = \$375	40.1kw and larger is \$375 plus \$25 for each additional 10kw

Electronic inspection fee for these items only; furnace, air conditioning, bath fan, fireplace or receptacle for water heater vent is \$40.

Refunds must be requested in writing. No refunds unless more than the minimum fee. Refunds are minus the cities 20% handling fee.

**THE PERMIT FEE IS DOUBLED IF THE WORK STARTS BEFORE THE PERMIT IS ISSUED.**

## Homeowner and Contractor Work Sheet

Most permits are by the trip @ \$45 per trip.

Examples of \$45 permits are:

Dryer or range outlet

Furnace or AC installation

Or other inspections that can be done in one trip with no more than 5 circuits.

Examples of \$90 permits are:

Kitchen, bath, basement or other work where walls are installed so that wiring will be covered. This requires a rough-in inspection before any insulation or wall covering is applied. There is a final inspection when the work is done and there are no more than 10 circuits.

Service panel change out in the same location is \$110. Sub panel is \$45.

Add a kitchen, bath, basement etc. to the service change and you would add the new or reworked circuits to the \$110. Example: Service is \$110 plus 4 circuits at \$9 each equals \$110 plus \$36 equals \$146.

Detached Garage:

If it is only one circuit to the garage with a light switch for a disconnect at the garage, the fee is 2 trips: one for the trench and then a final. The fee is \$90.

If a panel is installed in the garage with circuit breakers, the fee is \$55 for the panel plus \$9 per circuit installed in the panel.

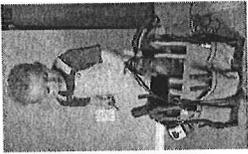
Example: panel equals \$55 + 4 circuit breakers times 9 equals \$36. The total is \$91.

The fee is the greater of: the number of trips x \$45 **or** by the fee schedule of circuits and panels etc.

Any job that needs a rough in will need a final so it will be 2 trips minimum for \$90.

Add the state surcharge of \$1.00 to all permits.

## PLAN YOUR WIRING PROJECT



**01** A rough-in inspection is required before any wiring is concealed by insulation, covering, ceiling covering, trench backfill, etc. If wiring is concealed before inspection, the person responsible for concealing the wiring is responsible for all costs associated with uncovering and replacing the covering material. MN Rules 3801.3770

**02** The installer must schedule a final inspection when the electrical work is completed prior to the wiring being utilized and the space occupied MN Rules 3801.3780

## GENERAL CIRCUIT REQUIREMENTS

**03** NEC 406.4 and 406.12 All 125 and 250 volt, 15- and 20-amp receptacles installed or replaced in dwelling units shall be listed tamper-resistant. Three exceptions include receptacles located 5½ feet or more above the floor, a receptacle in space dedicated for an appliance that is not readily moved and receptacles that are part of a luminaire.

**04** NEC 210.12 All branch circuits supplying 125-volt, 15 and 20 amp outlets or devices in dwelling unit kitchens, family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, laundry areas, closets, hallways, or similar areas shall be protected by a listed combination type AFCI device. AFCI protection is also required where branch circuit wiring in the above locations is modified, replaced or extended.

**05** NEC 210.11 and 422.12 In addition to the branch circuits installed to supply general illumination and receptacle outlets in dwelling units, the following minimum requirements apply:

- Two 20-amp circuits for the kitchen receptacles
- One 20-amp circuit for the laundry receptacles
- One 20-amp circuit for the bathroom receptacles
- One 20-amp circuit for garage receptacles
- One individual branch circuit for central heating equipment. (i.e. furnace)

**06** NEC 406.4 and 406.9 Receptacles that are installed or replaced in wet locations shall be listed as weather-resistant "WR" and shall have an enclosure that is weatherproof with the cord inserted. Covers shall be marked "extra duty."

**07** NEC 300.3 All conductors of the same circuit, including grounding and bonding conductors shall be contained in the same raceway, cable, or trench.

**08** NEC 408.4 Every circuit and circuit modification shall be legibly identified as to its clear, evident and specific purpose or use in sufficient detail on a directory located on the face or inside of the electrical panel doors.

**09** NEC 240.4 Conductors shall be protected in accordance with their ampacity per Table 310.15(B)(16) and 240.4(D)

**10** NEC 200.11 and 406.3 Receptacle outlets shall be of the grounding type, be grounded, and have proper polarity.

## NEC 310.15 Maximum Overcurrent Protection

Fuse or Circuit Breaker Size	Minimum Wire Size
15 amp	Copper 14 Aluminum N/A
20 amp	12 N/A
30 amp	10 8
40 amp	8 6
50 amp	6 4

Note: Conductors that supply motors, air-conditioning units, and other equipment may have overcurrent protection that exceeds the limitations in the above chart.

**11** NEC 210.52 Receptacle outlets in habitable rooms shall be installed so that no point measured horizontally along the floor line in any wall space is more than 6-feet from a receptacle outlet. A receptacle shall be installed in each wall space 2-foot or more in width.

**12** NEC 210.52 At kitchen countertops, receptacle outlets shall be installed so that no point along the wall line is more than 24 inches measured horizontally from a receptacle outlet in that space. Countertop spaces separated by range tops, sinks or refrigerators are separate spaces.

**13** NEC 210.52 A receptacle outlet shall be installed at each counter space 12-inches or wider and at each island counter or peninsula space greater than 24-inches by 12-inches. Receptacles shall be located not more than 20-inches above the countertop, or not more than 12-inches below the countertop.

**14** NEC 210.52 & 406.9 At least one receptacle accessible from grade shall be installed at the front and back of a dwelling with an extra duty cover that is weatherproof whether or not an attachment plug cap is inserted.

**15** NEC 210.52 Balconies, decks and porches accessible from inside a dwelling unit shall have at least one receptacle located less than 6½ feet above the floor.

**16** NEC 210.52 In attached and detached garages at least one receptacle shall be provided for and in each car space within 5½ feet from the floor.

## GFCI PROTECTION

The ground-fault circuit-interrupter shall be installed in a readily accessible location.

**17** NEC 210.8 Ground-fault circuit-interrupter (GFCI) protection shall be provided for all 125-volt, 15 and 20 amp receptacle outlets installed outdoors, in boathouses, crawl spaces, unfinished basements, laundry areas, garages, accessory buildings, bathrooms, at kitchen countertops and within 6-feet of the outside edge of all sinks, bathtubs and shower stalls. Ground-fault circuit-interrupter (GFCI) protection shall be provided for all lighting outlets not exceeding 120-volts installed in crawl spaces.

**18** NEC 680.71 Hydro-massage bathtubs shall be supplied by an individual branch circuit and shall have ground-fault circuit-interrupter protection.

**19** NEC 210.8 Ground-fault circuit-interrupter (GFCI) protection shall be provided for outlets that supply dishwashers.

**20** NEC 680.73 Hydro-massage bathtub equipment shall be accessible without damaging the building structure or finish. When accessible through an access panel, the receptacle shall be within 1-foot of and face the opening.

**21** NEC 680.21(C) All outlets supplying 125- or 240-volt pool pump motors shall be provided with GFCI protection.

An equipotential bonding grid to mitigate step and touch voltage potential shall be installed at outdoor swimming pools, spas and hot tubs and at electrical equipment installed outdoors adjacent to natural and artificially made bodies of water.

## WIRING METHODS

**22** NEC 314.23 All electrical boxes shall be rigidly secured to the building structure.

**23** NEC 314.27 A listed fan box shall be installed where a ceiling paddle fan is mounted or where spare conductors are installed to a location accessible to a ceiling fan.

**24** NEC 334.30 Type NM (nonmetallic) cables shall be secured every 4½-feet and within 12 inches of each box.

**25** NEC 314.17 The outer jacket of type NM cable shall be secured to the box and extend into the box at least ¼ inch.

**26** NEC 300.14 The minimum length of conductors including equipment grounding conductors at all boxes shall be 6-inches with at least 3 inches outside the box.

**27** NEC 300.4 Cables and raceways shall be protected from damage. Where installed through holes in wood framing, the edge of the hole shall be not less than 1¼ inch from the nearest edge of the wood or shall be protected by a 1/16 inch steel plate.

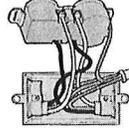
NOTE: Building codes prohibit holes within 2-inches of the top or bottom of a joist or rafter and notches in the center 1/3 of the span.

**28** NEC 300.22 Type NM cable shall not be installed in plenum spaces, but may be installed perpendicular through joist or stud spaces used as such.

**29** NEC 110.14 Terminals for more than one or aluminum conductors shall be identified. Where there is more than one grounding wire they shall be tied together with a "pigtail" attached to the grounding terminal of the device.

**30** NEC 200.7 Where permanently re-identified at each location where it is visible and accessible, the conductor with colored insulation in type NM cable may be used as an ungrounded conductor. The re-identified conductor shall not be used as the return conductor from a switch to an outlet.

**31** NEC 250.134 All non-current carrying metal parts of electrical equipment, including raceways, metal boxes and equipment shall be connected to an equipment grounding conductor.



**32** NEC 110.12 Unused openings in boxes shall be effectively closed. A non-metallic box shall be replaced if cable openings are punched out but not used.

**33** NEC 408.41 Each grounded circuit conductor within a panelboard shall terminate in an individual terminal.

**34** NEC 404.2 Generally, the neutral circuit conductor for the lighting circuit shall be installed at the locations where switches control lighting loads at each switch location unless the wiring is installed in a raceway, the switch box remains accessible or the switch controls a receptacle.

**35** NEC 314.29 Junction boxes shall be accessible without removing any part of the building.

**36** NEC 314.16 The number of conductors and devices to be contained within electrical boxes determine the box size. Nonmetallic boxes are marked with their cubic inch capacity.

## Cubic Inches Required for Boxes

Conductor Size	14 AWG	12 AWG	10 AWG
Each insulated wire	2	2.25	2.5
All grounding wires combined	2	2.25	2.5
Each switch or receptacle	4	4.5	5
All internal cable clamps	2	2.25	2.5

Example: a box with four 14/2 w/ground type NM cables:

8 insulated wires	= 16 cubic inches
All 4 grounding wires	= 2 cubic inches
1 switch	= 4 cubic inches
1 receptacle	= 4 cubic inches
All cable clamps	= 2 cubic inches
Minimum Box Volume	= 28 cubic inches

**37** NEC 410.16 Luminaires in clothes closets shall have the following minimum clearances from the storage space

- 12 inches for totally enclosed surface mounted incandescent or LED luminaires
- 6 inches for recessed totally enclosed incandescent, fluorescent or LED luminaires
- 6 inches for surface mounted or recessed fluorescent luminaires

**38** NEC 410.2 Closet storage space extends from the floor to a height of 6-feet or the highest clothes-hanging rod and out 24-inches from the sides and back of the closet walls and continuing to the ceiling at 12-inches or the shelf width, whichever is greater.

**39** NEC 410.16 Incandescent luminaires with open or partially enclosed lamps and pendant fixtures or lamp holders are not permitted in clothes closets.

**40** NEC 410.10 Luminaires installed in wet or damp locations shall be installed so that water cannot enter or accumulate and shall be marked as suitable for use in wet or damp locations, correspondingly.

The Minnesota Energy Code requires that all penetrations through an exterior wall air barrier be sealed. Sealing of the opening applies to all penetrations including the service entrance, conduit, cables, panels, recessed luminaires and electrical boxes.

### EQUIPMENT LISTING AND LABELING

**41** Minnesota Rules 3800.3620 All electrical equipment, including luminaires, devices and appliances used as part of or in connection with an electrical installation shall be listed and labeled by a Nationally Recognized Testing Laboratory (NRTL) as having been tested and found suitable for a specific purpose.



**42** NEC 110.3 Listed electrical equipment shall be installed and used in accordance with the listing requirements and manufacturer's instructions.

### ELECTRICAL SERVICES

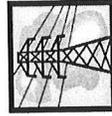
**43** NEC 230.70 The service disconnecting means shall be installed at a readily accessible location either outside a building or structure or inside nearest the point of entrance of the service-entrance conductors.

**44** NEC 310.15 Conductor Sizes For 120/240-Volt 3-Wire, Single-Phase, Dwelling Services And Feeders

Copper	Aluminum	Service Rating
4 AWG	2 AWG	100 amps
1 AWG	2/0	150 amps
2/0	4/0	200 amps
400 kcmil	600 kcmil	400 amps

**45** NEC 110.14 Conductors of dissimilar metals shall not be intermixed unless the device is listed for the purpose.

**46** NEC 300.7 Portions of raceways or sleeves passing from the interior to the exterior of a building or subject to different temperatures shall be filled with an approved material to prevent condensation from entering equipment.



**47** NEC 230.54 Service entrance and overhead service conductors shall be arranged so that water will not enter the service enclosure.

**48** NEC 300.9 The interior of raceways installed in wet Ground-fault circuit-interrupter (GFCI) protection shall be provided for all 125-volt, 15 and 20 amp receptacle outlets installed outdoors, in bathrooms, crawl spaces locations above grade shall be considered a wet location.

**49** NEC 300.4 Conductors 4 AWG or larger shall be protected by a bushing when entering an enclosure through a raceway.

**50** NEC 230.70 Service disconnecting means shall not be located in a bathroom

**51** NEC 240.24 Overcurrent devices shall be readily accessible and not located in bathrooms or in the vicinity of easily ignitable materials such as clothes closets.

**52** NEC 408.36 Back-fed overcurrent devices that are shall be secured by an additional approved device.

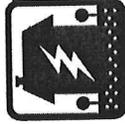
**53** NEC 110.26 Working space shall be a minimum of 3 feet in the direction of access to live parts and the width of the equipment or 30 inches whichever is greater, extending from the floor to 6 1/2-feet and shall not be used for storage. The space below and above the panel from the floor to the ceiling is dedicated for electrical wiring and no piping, ducts or apparatus shall be in this zone.

**54** NEC 110.26 Illumination shall be provided for the working space about service equipment and panelboards.

### GROUNDING AND BONDING

**55** NEC 250.28 The main bonding jumper (generally the green bonding screw provided by the panel manufacturer) shall be installed in the main service panel.

**56** NEC 250.32 Buildings supplied by a feeder or branch circuit shall have an equipment grounding conductor run with the supply conductors and connected to the grounding electrode system at the building.



**57** NEC 250.50 All grounding electrodes that are present at each building or structure shall be bonded together to form the grounding electrode system.

**58** NEC 250.52 Acceptable grounding electrodes include a metal underground water pipe, a metal frame of a building or structure, a rod, pipe or plate electrode, a concrete encased electrode and a ground ring

**59** NEC 250.53 A metal underground water pipe electrode shall be supplemented by an additional electrode.

**60** NEC 250.53 Unless a rod, pipe and plate electrode has a resistance to ground of 25 ohms or less, it shall be supplemented with another acceptable electrode other than an underground water pipe.

**61** NEC 250.104 The interior metal water piping and other metal piping that may become energized shall be bonded to the service equipment with a bonding jumper sized the same as the grounding electrode conductor.

**62** NEC 250.64 The grounding electrode conductor shall be continuous, securely fastened and protected from physical damage. Grounding electrode conductors are not required to comply with the minimum cover requirements in 300.5

Equivalent Size of Service Entrance Conductor	Size of the Grounding Electrode Conductor	
	Aluminum	Copper
4 AWG	2	8
1 AWG	2/0	6
2/0 or 3/0	4/0 or 250	4

### UNDERGROUND WIRING

**63** NEC 300.5 Direct buried cable or conduit or other raceways shall meet the following minimum cover requirements:

Direct Burial Cable	Rigid or Intermediate Metal Conduit	Non Metallic Raceway (PVC)
24 inches	6 inches	18 inches

The minimum cover for 120-volt residential branch circuits rated 20 amps or less and provided with GFCI protection at their source is permitted to be 12-inches.

**64** NEC 300.5 Underground service conductors shall have their location identified by a warning ribbon placed in the trench at least 12" above the underground installation.



**65** NEC 300.5 Where subject to ground movement, direct buried cables and raceways shall be installed with expansion capability to prevent damage to the enclosed conductors or to the connected equipment.

**66** NEC 110.14 Wire splicing devices for direct burial conductors shall be listed for such use.

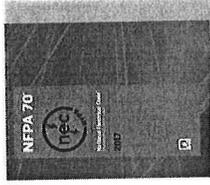
**67** NEC 300.5 Conductors emerging from underground shall be installed in rigid metal conduit, intermediate metal conduit, or Schedule 80 rigid nonmetallic conduit from 18" below grade or the minimum cover distance up to the point of termination above ground.

Revised 20170621

*This is a general overview of residential electrical requirements and no claim is made that this information is complete or beyond question.*

Minnesota Department of Labor & Industry  
443 Lafayette Road North  
Saint Paul, Minnesota 55155  
(651) 284-5026 or 1-800-DIAL DLI  
[www.dli.mn.gov](http://www.dli.mn.gov) [dli.electricity@state.mn.us](mailto:dli.electricity@state.mn.us)  
Inspector Directory:  
[www.dli.mn.gov/CCLD/Electricalinspect.asp](http://www.dli.mn.gov/CCLD/Electricalinspect.asp)

# Electrical Inspection Checklist for Dwellings



### Based on the

2017 National Electrical Code® (NEC®).

An owner (i.e. homeowner) who files a Request for Electrical Inspection form with the Department of Labor & Industry or other electrical inspection authority is signing an affidavit that they own and occupy the residence and they will personally perform all of the electrical work, including the planning and laying out.

The term "owner" is defined as a natural person who physically performs electrical work on premises the person owns and actually occupies as a residence or owns and will occupy as a residence upon completion of construction. Owner and homeowner are synonymous.

A separate permit with the required fees must be submitted to the Department at or before the start of any electrical work that is required to be inspected.

A homeowner is exempt from having to possess a personal electrical license. It is illegal for unlicensed homeowners to install electrical wiring in two-family dwellings, apartment buildings, condominium buildings, certain townhouse buildings, manufactured homes in parks, recreational vehicles in parks, floating buildings on public waterways, or in or on any property that is rented, leased, or occupied by others.

All wiring including underground cable and conduit must be inspected before it is concealed by insulation, sheet rock, paneling, or other materials. Except for the final connection to switches, receptacles, and lighting fixtures, all ground wires and other wires in boxes must be spliced and pigtailed for the rough-in inspection.

The installer must notify the inspector for final inspection when the wiring is complete, before the wiring is utilized and the space occupied.





SPECIALIZING IN YOUR INSURANCE NEEDS

COMMON POLICY DECLARATIONS

First Named Insured and Address:

TOKLE INSPECTIONS INC  
1748 123RD AVE NW  
COON RAPIDS MN 55448

Agency Name and Number:

6536-AB (507)665-3364  
CANOPY GROUP, INC  
200 S MAIN ST  
PO BOX 175  
LE SUEUR MN 56058

Policy Number: L86329

Policy Period: Effective Date: 07-01-19

Expiration Date: 07-01-20

12:01 A.M. standard time at  
your mailing address shown  
in the declarations

This is not a bill. If premium is due, a billing notice will be sent separately.

COVERAGE

Your coverage consists of the following lines of insurance for which a premium is indicated.  
This premium may be subject to adjustment.

General Liability .....	350.00
Total Advance Premium .....	\$ 350.00

Secretary

President

I have contracts to perform the electrical inspections for Champlin, Arden Hills, Shoreview, Roseville and others.

You may contact Jerry Hart (Head building official) at the city of Champlin at 763-421-2629.

You may contact Rob Ward (Head building official) at the city of Arden Hills at 651-792-7813.

You may contact Dave Scherbel (Head Building official) at the city of Shoreview at 651-490-4691.

You may contact Dave England (head building official) at the city of Roseville at 651-792-7087.

Peter Tokle

## White Bear Township Consultant Services Agreement

This is an agreement entered into the \_\_\_\_\_ day of \_\_\_\_\_ by and between the Town of White Bear, hereinafter referred to as the Town, and Tokle Inspections Inc., a corporation organized and existing under the laws of the State of Minnesota, hereinafter referred to as the Consultant.

Witnesseth:

Whereas, the Town desires to hire the Consultant to render certain technical and professional assistance in connection with such undertakings of the Town in regard to Town electrical construction within the corporate limits; said services are:

1. Electrical inspection services based on Minnesota State Building Code.

Now therefore, the parties hereto do mutually agree as follows:

1. Scope of service. The Consultant shall perform all the necessary professional services provided under this agreement as follows:
  - A. Provide all required on site inspection services in relation to each permit.
  - B. Retain all pertinent records and copies of permits and correspondence related to each permit and make them available to the Town upon request.
2. Term. The inspection agreement shall be effective January 1, 2020 and continue until terminated by either party upon a 45-day written notice thereof, whichever is less.
3. Compensation. The fees for the Consultant services shall be based on eighty percent (80%) of the permit fees as shown in Exhibit A (attached) within 30 days following receipt of a monthly invoice.
4. Insurance. The consultant shall secure and maintain the following minimum insurance.
5. Worker's compensation insurance as required by Minnesota law.
6. Electrical inspector's errors and omissions and general liability insurance policies with limits of \$1,000,000 each negligent act, error or omission and \$2,000,000 aggregate

The Contractor shall indemnify, hold harmless and defend the Town, its officers and employees against any and all liability, loss, costs, damages, expenses, claims and actions, including attorney's fees which the Town, its officers or employees

may herein after sustain, incur or be required to pay arising out of or by reason of any negligent of will act or adequately perform the Contractor's obligations pursuant to this Contract.

White Bear Township

By: \_\_\_\_\_  
Town Board Chair

Attest:

By: \_\_\_\_\_  
Patrick Christopherson, Town Clerk

Tokle Inspections, Inc.

By: \_\_\_\_\_  
Peter Tokle

**AN ORDINANCE AMENDING ORDINANCE NO. 54 OF THE  
TOWN OF WHITE BEAR, ADOPTED DECEMBER 15, 1985,  
AS AMENDED, BEING AN ORDINANCE ESTABLISHING FEES  
AND CHARGES TO BE PAID IN THE TOWN OF WHITE BEAR,  
RAMSEY COUNTY, MINNESOTA**

**THE TOWN BOARD OF SUPERVISORS OF THE TOWN OF WHITE BEAR ORDAINS:**

**SECTION 1. AMENDMENT.** Section 2-5 - Electrical Permits of Ordinance No. 54 is amended to read as follows:

**2-5. ELECTRICAL PERMITS** Per Town Board Resolution ~~Electrical permit fees shall be established as set by the State of Minnesota.~~

**SECTION 2. SEVERABILITY.** Should any section, subdivision, clause or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole or any part hereof, other than the part held to be invalid.

**SECTION 3. EFFECTIVE DATE.** This Ordinance shall take effect and be in force from and after its passage and publication.

Passed by the Town Board of Supervisors of the Town of White Bear, Ramsey County, Minnesota, this 16<sup>th</sup> day of December, 2019.

APPROVED:

\_\_\_\_\_  
ED M. PRUDHON, Chair

ATTEST:

\_\_\_\_\_  
PATRICK CHRISTOPHERSON, Clerk-Treasurer

Board of Supervisors:  
ED M. PRUDHON, Chair  
STEVEN A. RUZEK, Supervisor  
SCOTT MCCUNE, Supervisor

Published in the White Bear Press December 25, 2019.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN  
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,  
HELD ON DECEMBER 16, 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 December 16, 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 ESTABLISHING THE  
ELECTRICAL PERMIT FEES IN THE  
TOWN OF WHITE BEAR**

WHEREAS, the Town Board of Supervisors of the Town of White Bear, Ramsey County, Minnesota, has established new electrical permit fees,

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

The electrical permit fees are established as follows:

**Homeowners & Electrical Contractors:** Complete an electrical permit form available from the Building Department. Add \$1.00 for State surcharge to total cost of each permit. The fee is the total of the listed fees or the total number of inspection trips x \$45.00, whichever is greater.

Residential panel replacement is \$110,  
sub-panel \$45.00. New service or power  
supply is:

		Circuits & Feeders	
0 to 300 Amp	\$55.00	0-100 Amp	\$ 9.00
400 Amp	\$71.00	101-200 Amp	\$15.00
500 Amp	\$87.00	201-300 Amp	\$21.00
600 Amp	\$103.00	301-400 Amp	\$27.00
800 Amp	\$135.00	401-500 Amp	\$33.00
1000 Amp	\$167.00	501-600 Amp	\$39.00
Add \$16.00 for each additional		Add \$6.00 for each addition	

100 Amps

**Minimum Fee:**

Minimum permit fee is \$45.00 plus \$1.00 State surcharge. This is for one inspection only. Minimum fee for rough-in & final inspection is \$90.00 plus \$1.00 State surcharge.

100 Amps

**Maximum Fee:**

Maximum fee for single family dwelling or townhouse not over 200 amps (No max if service is over 200 Amps) is \$190.00 plus \$1.00 State surcharge. Maximum of 2 rough-in's & 1 final inspection. (Failed Inspections are an additional \$45.00 each)

**Swimming Pools & Hot Tubs**

\$90.00 plus circuits at \$9.00/each.

**Additions, Remodels or Basement Finishes**

\$90.00 includes up to 10 circuits & 2 inspections

**Residential Accessory Structures**

The greater of \$55.00 for panel plus \$9.00 per circuit or \$90 for 2 inspections.

**Traffic Signals  
Street & Parking Lot Lights**

\$8.00 per each standard.  
\$5.00 per each standard

**Transformers & Generators**

\$5 up to 1kva; \$40 11 to 74kva;  
\$60 75kva to 299kva; over 299kva is \$165

**Retrofit Lighting  
Sign Transformer or Driver**

\$0.85 cents per fixture  
\$9.00 per transformer

**Low voltage fire alarm, low voltage heating & air conditioning control wiring**

\$0.85 cents per device

**Re-inspection Fee in addition to all other fees**

\$45.00

**Solar Fees:**

0kw to 5kw = \$ 90.00  
10.1kw to 20 kw = \$225.00  
30.1kw to 40kw = \$375.00

5.1kw to 10kw = \$150  
20.1kw to 30kw = \$300  
40.1 kw & larger is \$375 plus \$25 for each additional 10kw





**Town Board Meeting  
December 16, 2019**

**Agenda Number:** 10 – 11- 12 - 13

**Subject:** Added Agenda Items  
Open Time

Receipt of Agenda Materials & Supplements  
Adjournment

**Action / Motion for Consideration:**

Added Agenda Items  
Open Time

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