



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

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

## AGENDA EDA MEETING MARCH 16, 2020

1. **6:40 p.m.** Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Minutes of February 19, 2020.
4. 5253 Eagle Street – Fire Department Rental House.
5. Stable Property – Update.
6. Added Agenda Items.
7. Receipt of Agenda Materials / Supplements.
8. 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.



recycled paper



**EDA Meeting  
March 16, 2020**

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

**Subject:** Call to Order – 6:00 p.m.  
Heritage Hall, 4200 Otter Lake Road

Approval of March 16, 2020 Agenda &  
Minutes of February 19, 2020

**Documentation:** March 16, 2020 Agenda  
February 19, 2020 Minutes

**Action / Motion for Consideration:**

Call meeting to order:	6:00 p.m.
Approval of Agenda:	March 16, 2020 (additions/deletions)
Approval of Minutes:	February 19, 2020 Minutes

**MINUTES  
ECONOMIC DEVELOPMENT AUTHORITY  
FEBRUARY 19, 2020**

The meeting was called to order at 6:40 p.m.

Present: Commissioners: Prudhon, Ruzek, McCune; Assistant Treasurer: Christopherson;  
Attorney: Chad Lemmons;

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

**APPROVAL OF EDA MINUTES OF JANUARY 22, 2020:** Ruzek moved approval of the EDA minutes of January 22, 2020. McCune seconded. Ayes all.

**STABLE PROPERTY – RECEIVE/APPROVE EDAB RECOMMENDATIONS:** The Town Clerk updated the Town Board on the Economic Development Advisory Board's discussion and resolution. He read the resolution from the minutes. There was some discussion of the use easement and how it would restrict the use of the property to ensure the plat the Town has placed is used. The Town Attorney stated that setting it up should not be difficult and it could be amended or deleted in the future. There was some similar discussion at the EDAB meeting: marketing the property at \$1,000,000 and see what comes of it. It was noted that staff is contacting developers and having open discussion about the property, determining value, and gauging interest level. There was discussion of TKDA doing the work for the utilities. First the contractor would have to submit a proposal to the Board. The Board's consensus is that it would like to move forward with the sale of this property. The next step is to place a value on the property and put it up for market. It was noted that the EDAB should set the number though, and there was discussion of having a special meeting in March, due to the Annual Town Board meeting falling on the normal Tuesday EDAB meeting.

Ruzek motioned to accept the recommendation from the EDAB to authorize the Town Attorney prepare Use Easement for the 8 lot subdivision. McCune seconded. Ayes all.

Ruzek motioned to accept the recommendation from the EDAB to direct staff to meet with developers for estimates of what the property is worth and how to add value to the property. McCune seconded. Ayes all.

Ruzek motioned to accept the recommendation from the EDAB to recommend TKDA to perform the work. McCune seconded. Ayes all.

**ADDED AGENDA ITEMS:** None.

**RECEIVE ALL AGENDA MATERIALS & SUPPLEMENTS FOR TODAY'S MEETING:** Ruzek made the motion to receive all agenda materials and supplements for today's meeting. McCune seconded. Ayes all.

McCune motioned to adjourn the meeting at 6:51 p.m. Ruzek seconded. Ayes all.



**EDA Meeting  
March 16, 2020**

**Agenda Number: 4**

**Subject: 5253 Eagle Street – Fire Department Rental House**

**Documentation: Staff Memo w/attachments**

**Action / Motion for Consideration:**

**Report at Meeting**

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Minutes  
EDA Meeting  
June 22, 2007

**5253 EAGLE STREET – PERMISSION AGREEMENT:** Short reported that the Town Attorney reviewed the draft Permission Agreement between the Township and the City of White Bear Lake who will recommend the lodgers. The agreement was sent to the City of White Bear Lake for review. They made a few modifications which were incorporated into the agreement. The monthly charge to the firefighters should be sufficient for the Town to cover ongoing costs. Any income remaining after all costs are paid will be considered tax increment. The agreement includes a 10 day notice for termination of the agreement. Lemmons noted that this is a license and not a lease. The Town pays the insurance and will take out a rider on their current insurance policy.

Mample moved a resolution approving the Permission Agreement between the Township and the City of White Bear Lake for use of the property at 5253 Eagle Street. Sand seconded. Ayes all.

## MEMORANDUM

**TO: EDA**  
**FROM: PATTI WALSTAD**  
**DATE: MARCH 10, 2020**

**SUBJECT: 5253 EAGLE STREET**

- March 19, 2007 – The EDA purchased the property noting that possibly in the future it could be used for drainage purposes or for a future well or water treatment plant
- June 22, 2007 – Permission Agreement entered into between the Township & the City of White Bear Lake to allow renting of the property to members of the WBL Fire Department
- Property has always been occupied by fire department personnel
- Mid-March 2020 – WBL firefighter moving out
- The WBL Fire Department no longer imposes the rule that you must live within a certain amount of miles from the fire station which is why this house was accessible and economical for fire fighters to rent & therefore it is uncertain if anyone from the department would be interested

### Possible Discussion Topics:

- Should the Township continue to rent the property out to fire department personnel?
- What should be done with it if no fire personnel are interested?

PSW/s  
cc:admin/add.file  
b:5253eagle

**WHITE BEAR TOWNSHIP EDA  
PERMISSION AGREEMENT**

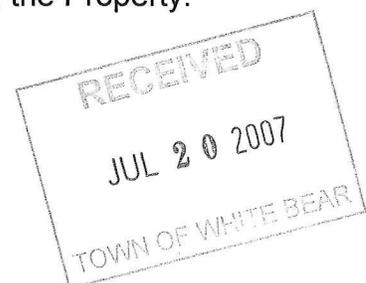
This Permission Agreement is entered into between the White Bear Township Economic Development Authority (hereinafter "EDA"), a Township organized under the laws of the State of Minnesota, and the City of White Bear Lake (hereinafter "City"), a Minnesota municipal corporation.

WHEREAS, the EDA owns property located at 5253 Eagle Street, White Bear Township (hereinafter "Property");

WHEREAS, The City desires to use said Property on a temporary basis for lodging for members of its Volunteer Fire Department (hereinafter "Members").

NOW, THEREFORE, IT IS UNDERSTOOD AND AGREED THAT:

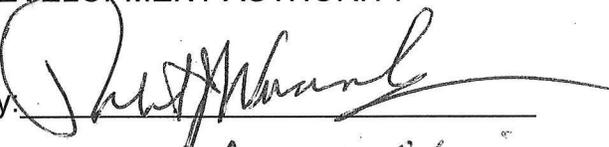
1. This is a permission agreement and not a lease. No law, rule, or ordinance applicable to landlords and tenants shall apply to this permission agreement.
2. This agreement shall terminate on the 31<sup>st</sup> day of June, 2008. This agreement may be renewed by the consent of both parties.
3. The City shall be bound by and comply with all rules and regulations regarding the use of said Property, as amended and adopted from time-to-time by the EDA.
4. The City shall maintain said Property in good living condition as determined by the EDA.
5. The City shall not improve, change, or alter said Property without first obtaining approval by the EDA.
6. The City shall be responsible for any and all damage to said Property during the term of this agreement.
7. The City shall be responsible for all utility expenses including, but not limited to: gas, electric, refuse, sewer, water and cable television. The City shall pay said expenses within thirty (30) days of receipt of invoice.
8. The City understands and agrees that the permission granted herein may be terminated by the EDA with ten (10) days notice, upon which the City shall vacate the Property. The City shall not make any claims for the costs of moving, relocation, or any other costs associated with vacating the Property.



9. The City shall pay to the EDA \$250.00 per adult, per month, for each month that the City uses the Property. The City shall make this payment to the EDA on or before the first business day of every month.
10. The City agrees and understands that a maximum of three (3) members of its Volunteer Fire Department may simultaneously use the Property during the term of this permission agreement. The City shall provide a list to the EDA containing the names of its members who are using said Property.
11. Permission to use the Property shall be extended only to members of the City.
12. The City and the EDA shall each indemnify and hold the other harmless from and against any claim, liability, demand, suit, action, or expense (including court costs and reasonable attorneys' fees) arising out of the other's negligence or breach of any of the terms of this agreement.

IN WITNESS WHEREOF, the parties have duly executed this agreement as of this 22 day of June, 2007.

WHITE BEAR TOWNSHIP ECONOMIC  
DEVELOPMENT AUTHORITY

By:   
Its: Town Board Chairman

CITY OF WHITE BEAR LAKE,  
A MUNICIPAL CORPORATION

By:   
Its: Fire Chief



## EDA Meeting March 16, 2020

**Agenda Number:** 5

**Subject:** Stable Property - Update

**Documentation:** None

### Action / Motion for Consideration:

#### Report at Meeting

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**Minutes**  
EDA Meeting  
February 19, 2020

**STABLE PROPERTY – RECEIVE/APPROVE EDAB RECOMMENDATIONS:** The Town Clerk updated the Town Board on the Economic Development Advisory Board's discussion and resolution. He read the resolution from the minutes. There was some discussion of the use easement and how it would restrict the use of the property to ensure the plat the Town has placed is used. The Town Attorney stated that setting it up should not be difficult and it could be amended or deleted in the future. There was some similar discussion at the EDAB meeting: marketing the property at \$1,000,000 and see what comes of it. It was noted that staff is contacting developers and having open discussion about the property, determining value, and gauging interest level. There was discussion of TKDA doing the work for the utilities. First the contractor would have to submit a proposal to the Board. The Board's consensus is that it would like to move forward with the sale of this property. The next step is to place a value on the property and put it up for market. It was noted that the EDAB should set the number though, and there was discussion of having a special meeting in March, due to the Annual Town Board meeting falling on the normal Tuesday EDAB meeting.

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**EDA Meeting  
March 16, 2020**

**Agenda Number:** 6 – 7 - 8

**Subject:** Added Agenda Items  
Receipt of Agenda Materials / Supplements  
Adjournment

**Action / Motion for Consideration:**

Receive Added Agenda Items  
Receive All Agenda Materials & Supplements for Today's Meeting  
Adjourn Meeting