



1858
RAMSEY COUNTY
MINNESOTA

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

**AGENDA
TOWN BOARD MEETING
JULY 6, 2020**

1. **7:00 p.m.** Call Meeting to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approval of Minutes of June 15, 2020 (Additions/Deletions).
5. **Consent Agenda:**
 - A. **Tyler Content Manager** – Based on Staff Review & Recommendation Authorize the Purchase of Paperless Financial Software.
 - B. **Township Policies** – Based on Staff Review & Recommendation Adopt the following Policies for White Bear Township:
 1. Revised Purchasing Policy.
 2. Electronic Funds Transfer Policy Along with Resolution Adopting Electronics Funds Transfer Policy.
 3. COVID-19 Preparedness Plan.
 - C. **Improvement 2020-5 – Otter Ridge Circle** – Adopt Resolution Declaring Official Intent to Reimburse.
 - D. **2019 Audit Report** – Accept.
 - E. **2561 Blue Bill Circle** – Approve Temporary Use of Cul-de-Sac for August 15, 2020 Graduation Party.
 - F. **1728 County Road H-2** – Approve Parking Request For October 3, 2020 Wedding Reception.
 - G. **Special Three Dog License – 1651 Garden Lane** – Based on Staff Review & Recommendation Approve the Renewal of the Special Three Dog License Through March 31, 2024.

**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.



- H. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve CenturyLink Permit to Install a New Service Line to 5203 Latta Street From an Existing Pole to the House.

- 6. **Open Time:**
 - A. **5305 West Bald Eagle Boulevard** – Update.

- 7. **Old Business:**
 - A. **Hockey Day Minnesota** – Adopt Resolution.
 - B. **Emergency Management Team Report:**
 - 1. Ramsey County COVID-19 Incident Management.
 - 2. Contract Group Update.
 - 3. Attorney Update.
 - 4. Operations Logistics/Administrative Offices.

- 8. **Public Hearings:**
 - A. **Improvement 2020-4 – Peterson Road Improvements:**
 - 1. Order Improvement.
 - 2. Order Preparation of Plans & Specifications.
 - 3. Adopt Resolution Declaring Official Intent to Reimburse.

- 9. **New Business:**
Town Planner Item:
 - A. **Garley Park** – Approve Lease Agreement.
 - B. **Polar Lakes Park Restrooms:**
 - 1. Adopt Plan Location.
 - 2. Authorize Advertisement for Bids.

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

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Town Board Meeting July 6, 2020

Agenda Number: 1 - 2 - 3 - 4

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

Approval of June 15, 2020 Agenda
Approval of Payment of Bills
Approval of Minutes of June 1, 2020

Documentation: July 6, 2020 Agenda
June 15, 2020 Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	July 6, 2020 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	June 15, 2020 Meeting

**MINUTES
TOWN BOARD MEETING
JUNE 15, 2020**

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

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk/Treasurer: Christopherson;
Attorney: Lemmons; Town Planner: Riedesel; Town Engineer: Poppler

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved to approve the agenda as submitted with the supplemental information for 5.A.2 Bellaire Beach Shoreline Stabilization and the added agenda item 10.A Michael & Breanna Schafer, 5731 Birch Road. McCune seconded. Ayes all.

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

APPROVAL OF MINUTES OF JUNE 1, 2020 (Additions/Deletions): Ruzek moved to approve the Minutes of June 1, 2020 noting that a minor correction has been made. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved to approve the consent agenda as follows: **5A) Park Board Recommendations:** 1) Little Library @ Eagle Park – Approve a license agreement for construction of a Little Library @ Eagle Park by Justin & Elizabeth Bradshaw; 2) Bellaire Beach Shoreline Stabilization – Approve agreement with Ramsey County for planning, design, management & construction services not to exceed \$2,000.16; **5B) EDAB Recommendations:** 1) Stable Property: i) Approve Town Attorney’s filing of the Declaration of Use Easement; ii) Recommend preparation of a feasibility report; **5C) Public Safety Commission Recommendations** – Request Ramsey County Sheriff’s Department Placement of speed boards at the following locations (exact locations to be determined at time of placement) 1- North Portland Avenue; 2- West Bald Eagle Boulevard; 3- White Bear Parkway; **5D) League of Minnesota Cities Liability Coverage** – Approve waiver of liability form; **5E) Ramsey-Washington Suburban Cable Commission 2019 Financial Report** – Receive & accept report; **5F) Roseville Metro I-Net Member Meeting Information** – Receive information & refer to June Executive meeting for Board discussion; **5G) Right-of-Way Permit** – Based on Town Engineer review & recommendation & including his recommended conditions, approve XcelEnergy permit to relocate a gas service located at 1770 Stillwater Street which will eliminate the existing service along Stillwater Street & install a new service along Dillon Street; **5H) Right-of-Way Permit** – Based on Town Engineer review & recommendation & including his recommended conditions, approve XcelEnergy permit to perform directional drilling new underground cable located at 1707 Pioneer Lane; **5I) Right-of-Way permit** – Based on Town Engineer review & recommendation & including his recommended conditions, approve CenturyLink permit to perform system improvements to the area of the Township’s SE area street project; **5J) Construction Activity Report** – Receive. Ruzek seconded. Ayes all.

ORDINANCE NO. 69 (TOBACCO): The Town Clerk presented that at the last meeting there was a last minute update with the ordinance amendments. The Town Clerk noted that the Town Board can adopt the amendments as an additional motion to include the updates and

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go by each section by section. It was noted that the legal age increase to 21 to buy tobacco will not go into effect until the ordinance is published.

Ruzek made the motion based on staff review & recommendation to adopt the amendments to Ordinance No. 69, noting a couple changes as put forth in an email dated June 15, 2020 covering Section 2: suggested wording to coincide with the statute; Section 9: compliance checks and inspections; and Section 12: penalties. McCune seconded. Ayes all.

Ruzek moved based on staff review & recommendation to approve synopsis of Ordinance 69. McCune seconded. Ayes all.

Ruzek moved to adopt the resolution authorizing publication of the title & summary of the amendments to Ordinance 69. McCune seconded. Ayes all.

EMERGENCY MANAGEMENT TEAM REPORT:

1. Ramsey County COVID-19 Incident Management: The Town Clerk reported that at the most recent Ramsey County meeting, the COVID-19 discussion was secondary to the riots and protests in Minneapolis and Saint Paul and civil safety discussion.

2. Contract Group Update: The Contract Group meets this Thursday. There are no current updates.

3. Attorney Update: The Town Attorney noted that nothing has changed since the Governor has reopened municipalities and Town committees can meet in-person. Parks are now open completely and it was noted that Bellaire Beach lifeguards started last Saturday.

4. Operations Logistics/Administrative Offices/Public Works – Rescind Resolution Declaring Civil Emergency: The Town Clerk reported that operations are back at full strength and steady traffic has flowed into the offices, though social distancing is enforced. It was noted that the substation is occupied now for 2 or 3 days a week for a couple hours at a time.

It was noted that the Emergency Management Team will stay active until the Governor rescinds the peacetime emergency. He extended it to mid-July.

CONDITIONAL USE PERMIT REQUEST @ TAMARACK NATURE CENTER, 5287 OTTER LAKE ROAD: Ruzek moved to note proper publication of the hearing notice in the newspaper & waive reading of the notice. McCune seconded. Ayes all.

Ruzek moved to open the public hearing. McCune seconded. Ayes all.

The Town Planner reported that this agenda item was first approved by the Board in the 80's. Now, Ramsey County is proposing additional amenities at Tamarack Nature Center, including the demolishing a portion of the main building and adding an addition, placing natural and paved trails, etc. The master plan is in the packet and was discussed. It was noted that the construction will take years and will only happen once funding is available. The Board will

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approve this one Conditional Use permit, and then if anything changes, there will be another public hearing to approve any changes. There was some discussion over the lighting in the parking lot, the traffic that may be caused by construction, and notifying residents.

Ruzek moved to open public comment portion – ask for comments. McCune seconded. Ayes all.

Ryan Reis, Facilities and Sustainability Director for Ramsey County Parks and Recreation was present to answer any questions. He noted that the lighting that will be used in the parking lots are LED bulbs on sensors, that stay very dim to lessen light pollution, and only brighten when large movement, such as a car, is sensed. There was some discussion on whether wildlife like deer or rabbits would trigger the sensors. Reis was unsure if the sensor would be able to pick up a deer, but noted there has been no feedback on that yet. The other locations that will have upgrades like a new driveway for school busses.

Chair Prudhon noted that he was on the Planning Commission back in the 90's when the Commission had seen changes to the master plan many times. That master plan was completed in 2007, and then now another master plan is produced. Prudhon wanted to know if the process would be similar and if the timing would take a long time to complete again. It was noted that this master plan is the final master plan and the improvements being made are long-lasting. The timing may take a long time, especially with the COVID-19 pandemic, Reis noted, due to funding not readily available.

The Town Attorney confirmed the Board's ability to approve a Conditional Use permit without an end date, because the permit is fluid with the land but is only approved for which the Town has approved it. It was discussed that the first projects that will be completed on Tamarack Nature Center are numbers 6 and 7 in the master plan, the expansion and the sugar shack. Reis noted that Ramsey County is going out for bids soon and timing will depend on what the bids come back as. Lighting is not proposed on this first construction schedule. It was noted that the Town will keep all residents and neighbors apprised of what is going on by giving advance notice. Ramsey County will keep in touch with Town staff.

Ruzek moved to close the public portion of the hearing. McCune seconded. Ayes all.

Ruzek moved based on Planning Commission & staff review & recommendation approve the Conditional Use permit, Zoning Certificate & requirements for the Tamarack Nature Center, 5287 Otter Lake Road. McCune seconded. Ayes all.

RIGHT-OF-WAY SETBACK VARIANCE REQUEST @ 2317 HOXIE: Ruzek moved to note proper publication of the hearing notice in the newspaper & waive reading of the notice. McCune seconded. Ayes all.

Ruzek moved to open the public hearing. McCune seconded. Ayes all.

The Town Planner presented this agenda item to the Board, showing the house and lot on an overhead projector. He explained that this property is one of the few Township properties with

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the use of a functioning alley. The alley is between Hoxie and East Bald Eagle Boulevard. The applicant wishes to demolish his garage and rebuild one at the same location, 32' wide and 26' deep, 10 feet from the alley right-of-way, which requires a side yard setback variance for his neighbor's garage and a 35' right-of-way setback variance because alleys have the same right-of-ways as roads.

There was some discussion of the number of variances needed. It was noted that the Planning Commission and the Variance Board reviewed this agenda item and recommended approval of both the right-of-way and setback variances.

Ruzek moved to open public comment portion – ask for comments. McCune seconded. Ayes all.

Gentry Jordan, 2317 Hoxie, was present to answer any questions. He noted that his neighbors are aware of his plans. Neighbor 2315 has a bit of his lot and so they had planted trees. Together they went around with a metal detector to ensure lot lines are good.

Ruzek moved to close the public portion of the hearing. McCune seconded. Ayes all.

Ruzek moved based on Variance Board, Planning Commission & staff review & recommendation to approve the 25' Right-of-Way Setback Variance and a 1.5' Side Yard Setback Variance to allow construction of a garage at 2317 Hoxie. McCune seconded. Ayes all.

RIGHT-OF-WAY SETBACK VARIANCE REQUEST AT 2731 STILLWATER STREET: Ruzek moved to note proper publication of the hearing notice in the newspaper & waive reading of the notice. McCune seconded. Ayes all.

Ruzek moved to open the public hearing. McCune seconded. Ayes all.

The Town Planner presented this agenda item to the Board, showing the house and lot on an overhead projector. The home is in the White Bear Beach Neighborhood, with the fence on East County Line Road. The proposal is to construct a shed that will include additional parking options as well as the ability to construct a fence in the right-of-way along East County Line Road. The right-of-way is typically 30 feet and resident Whitman's is currently 40 feet, so there is some room to work with. It was noted that the resident wanted to expand the garage, but it was already previously built on the neighbor's property. Both the Planning Commission and Variance Board reviewed and approved this agenda item.

There was some discussion of if the Town has done this before. The Town Attorney noted that technically a resident doesn't have to request the Town's approval on putting a fence up on the right-of-way because they are the owners of the right-of-way. Whitman wanted to be proactive and transparent with the Town in this matter. There was some discussion of whether the permit travels with any new owner of the home. The Town Attorney noted that it does not legally travel, but that practically it should. This signed agreement will simply trigger future homeowners to be apprised of the situation.

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Ruzek moved to open public comment portion – ask for comments. McCune seconded. Ayes all.

Abbi Whitman, 2731 Stillwater Street, was present to answer any questions. She noted that there is a steep slope that runs down the front of the property toward East County Line Road, and they want to prevent anything happening to her 3-year-old. It was noted that there is a tree swing just outside of where the fence would be placed if it was right on the right-of-way line, but that would make sense to go outside of the fence to swing. As far as the garage goes, Whitman is looking to expand, but after surveying the area there are additional limitations (like the right-of-way, and not wanting to further build on neighbor's property). The neighbor is aware of the garage on his land.

Ruzek moved to close the public portion of the hearing. McCune seconded. Ayes all.

Ruzek moved based on Variance Board, Planning Commission & staff review & recommendation approve a 35' Right-of-Way Setback Variance to allow construction of a shed & a fence & approve the License Agreement for placement of the fence within the road right-of-way. McCune seconded. Ayes all.

MICHAEL & BREANNA SCHAFER, 5731 BIRCH ROAD – REQUEST FOR A 13% GREEN AREA VARIANCE: Ruzek made the motion to alter the agenda by moving 8F up to after 8D. McCune seconded. Ayes all.

The Town Planner reported that this home is in the Benson Bay neighborhood and that the lot is long and skinny, and for the most part like its neighbors, undersized. The Schafer's would like to add some living quarters and garage additions, but in order to do that, they will need a green area variance to take up more of the lot. Other homes in the area were noted and many of them had Green Area Variances that ranged from 7% to 13%. The Schafer's want to take up 38% of the green area, but 25% is a given, so they need a 13% Green Area Variance. There was some discussion over drainage issues. It was noted that the Town Building Inspector has been in conversation with the property owner and is comfortable with the planned addition.

Ruzek moved based on Variance Board, Planning Commission & staff review & recommendation to approve the request for a 13% Green Area Variance to allow construction of a home addition, driveway & sidewalk, with the note that there were drainage issues that was pointed out that the neighbors are working together cooperatively with the Town Building Inspector to resolve those. McCune seconded. Ayes all.

WATER GREMLIN, 4400 OTTER LAKE ROAD – REQUEST FOR PERMITTED USE STANDARDS PERMIT: The Town Planner reported that Water Gremlin is proposing to place a temporary 12 feet by 15 feet metal structure that houses vapor mitigation equipment at their north campus. The structure will have a foundation of heli piles, so similar to tent equipment, versus concrete foundation. The Minnesota Pollution Control Agency has mandated this order and will authorize the structure until vapor mitigation is complete. The building is a cube about

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8 feet high, but the building is screened from street view much by landscaping. The ground air is purified through a series of pipes within the structure and then out through the top, most likely. It will also need filters and maintenance, but the MPCA is in control. It was noted that the Concerned Citizens group is in favor of this project. There was some discussion of the term “temporary”, as this structure could be around for quite some time.

Ruzek moved based on Planning Commission & staff review & recommendation to approve the Permitted Use Standards Permit with attached requirements which will allow construction of a vapor mitigation structure room addition at Water Gremlin, 4400 Otter Lake Road, with the understanding that it is a temporary structure controlled and directed by the Minnesota Pollution Control Agency and will be removed once the Agency deems it no longer necessary. McCune seconded. Ayes all.

LEIBEL STREET STORMWATER IMPROVEMENT PROJECT – AUTHORIZE PREPARATION OF PLANS AND SPECS – AUTHORIZE ADVERTISEMENT OF BIDS: The Town Engineer explained that this type of agenda item is routine maintenance completed every year. This year, the Township is looking at Leibel Street which is on the northern border of the Township. The pipe and ditch conditions are poor, and drainage runs down Hugo Road to discharge into the lake. The project was reviewed and recommended approval to move forward by the Utility Commission. This project is for 2020, and once plans and specifications are authorized and then the project goes out for bid, staff will start on the project.

McCune moved based on Town Engineer & staff review & recommendation to authorize TKDA to prepare plans & specifications for the Leibel Street stormwater improvements including the bidding process. Ruzek seconded. Ayes all. Noting an amount not to exceed \$5,800.00.

McCune moved based on Town Engineer & staff review & recommendation to authorize advertisement for bids. Ruzek seconded. Ayes all. Noting funding is from the Stormwater Utility Fund.

IMPROVEMENT 2020-5 – OTTER RIDGE CIRCLE – RECEIVE REPORT – CALL NEIGHBORHOOD MEETING – CALL PUBLIC HEARING FOR ROAD IMPROVEMENT: The Town Engineer recapped that the Town Board has discussed this agenda item for the past couple months at Town Board and Executive meetings. TKDA had prepared a 2014 feasibility report, but it will need to be updated in order to move forward. Staff has prepared two options for the Board’s consideration: a full reclamation, keeping curbs and removing pavements; or a mill and overlay, mill edges and repave a new surface. Both options have similar price tags. Reclamation projects can assess at higher rates, and it lasts longer. The assessments will be brought to a funding table in the feasibility report.

It was noted that the street is currently rated around 1.99 on the scale of street ratings. Other streets in the neighborhood are 2 to 3 points higher, and that is why the Town is considering prolonging these streets lives. A reclamation will deal with any soil issues and it was noted that since this street is a newer neighborhood it already has curb and gutter.

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A preliminary schedule would be to have the Neighborhood Meeting late June or early July and have the Public Hearing on Monday, July 20, 2020.

Ruzek moved based on Town Engineer review & recommendation to adopt Resolution Receiving Report for a Street Improvement dealing with Otter Ridge Circle. McCune seconded. Ayes all.

Ruzek moved based on Town Engineer review & recommendation to call Neighborhood Meeting as soon as practical for the affected properties dealing with Otter Ridge Circle. McCune seconded. Ayes all.

It was noted that Wednesday, June 24, 2020 would be the date to hold the Neighborhood Meeting.

Ruzek moved based on Town Engineer review & recommendation to adopt Resolution Calling Hearing on Improvement 2020-5 noting hearing date of July, 20, 2020 @ 7:00 p.m. at Heritage Hall. McCune seconded. Ayes all.

STABLE PROPERTY – ORDER PREPARATION OF A FEASIBILITY REPORT: The Town Engineer reported that Larson Engineering had previously prepared a lot of plans and specs for this property, but since there are a lot of new materials available. If the Town wants to complete the sale of the Stable Property, TKDA would have to prepare a current feasibility report that is simple, reasonable, and comprehensive – taking all documents and combining them into one single document.

Ruzek moved based on Town Engineer & staff review & recommendation to authorize TKDA to prepare a Feasibility Report for a total amount not to exceed \$4,400.00. McCune seconded. Ayes all.

Ruzek moved based on Town Engineer & staff review & recommendation to adopt Resolution Ordering Preparation of a Report on a Street & Utility Improvement. McCune seconded. Ayes all.

REQUEST TO USE MOTORIZED GOLF CART ON TOWNSHIP STREETS: The Town Attorney reported that a simple request to pursue an ordinance allowing use of an annual permit for golf carts on Town streets came in. There was some discussion regarding “motorized vehicles” and whether or not the golf carts needed to have turn signals. There was some discussion of the many ordinances the Township would like to go through soon and update, but until then, the Town appreciates its law-abiding citizens.

McCune moved based on staff review & recommendation approve issuance of a permit allowing operation of a motorized golf cart on Town roads for a period of one year, from June 15, 2020 through June 14, 2021, with the conditions of the permit being acknowledged by the applicant by way of their signatures on the permit. Ruzek seconded. Ayes all.

ADDED AGENDA ITEMS: There were no added agenda items.

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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 8:21 p.m. Ruzek seconded. Ayes all.

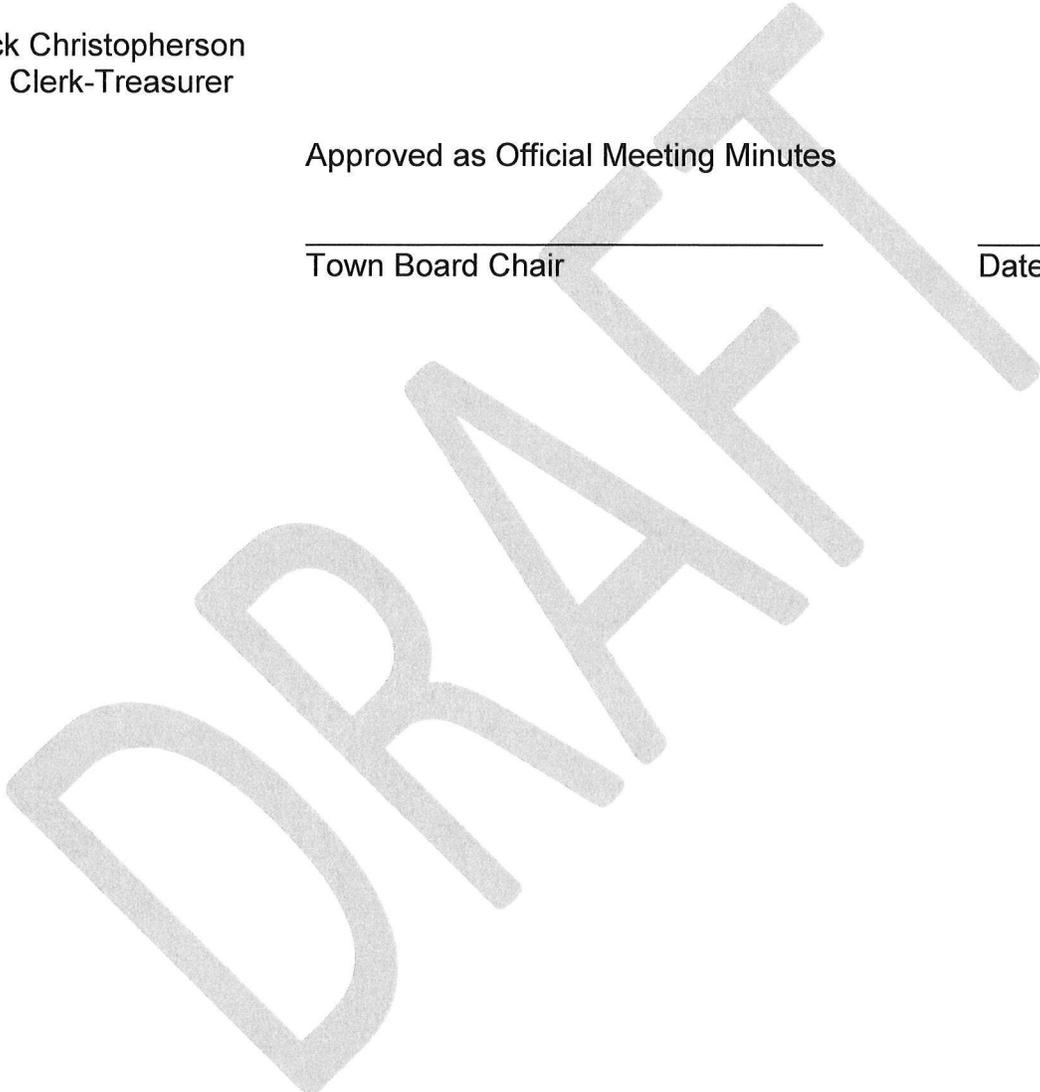
Respectfully Submitted,

Patrick Christopherson
Town Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Chair

Date





**Town Board Meeting
July 6, 2020**

Agenda Number: 5.A – Consent Agenda

Subject: Tyler Content Manager – Based on Staff Review & Recommendation Authorize the Purchase of Paperless Financial Software

Documentation: Staff Memo w/ attachments

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation Authorize the Purchase of Paperless Financial Software

Consideration of Paperless Financial System. (TK)

A. REFERENCE AND BACKGROUND:

The Town uses Incode, which is owned by Tyler Technologies, software for financial, payroll, and utility billing. Tyler Technologies Content Manager software allows the finance system to scan documents, such as, invoices, store the invoices and payments electronically, and link them to the Town's Laserfiche (electronic records software) application.

This software will greatly improve the Town's bill paying processes and make records easier to locate without taking up file drawer space. Payable records each year fills two file drawers and they must be kept for six years, with payments to tax increment districts being kept six years from the end of the district. By having them stored electronically, it would eliminate at least three file cabinets and make those TIF District payments easier to find. Having the files electronically will also make it easier to get public works approval to pay invoices quicker and easier.

The software purchase price there is a one-time fee for the software license and conversion of \$20,005.00 and then annual maintenance fees of \$2,201.00.

- A1. Budget Impact:** The Town included \$7,000.00 in the Capital Equipment Fund for 2020 as software upgrades and \$60,000.00 for computer/software costs in various operating funds.
- A2. Staff Workload Impact:** The new software will require staff to be trained on how to utilize the software enhancement, maintain the data and to convert past records as desired. Summer interns can assist with the scanning of financial documents.

B. ALTERNATIVE ACTIONS:

- 1. Approve the purchase of Content Manager from Tyler Technologies.
- 2. Do not approve the purchase of Content Manager from Tyler Technologies.

C. STAFF RECOMMENDATION:

- 1. Staff recommendation for this item is alternative #1 with the funding coming from the Capital equipment Fund and the various computer/software operating budgets.

D. SUPPORTING DATA:

Tyler Content Manager informational brochure and price quote.

Tyler Content Manager

Go Paperless...

Gain Efficiency & Save Money.

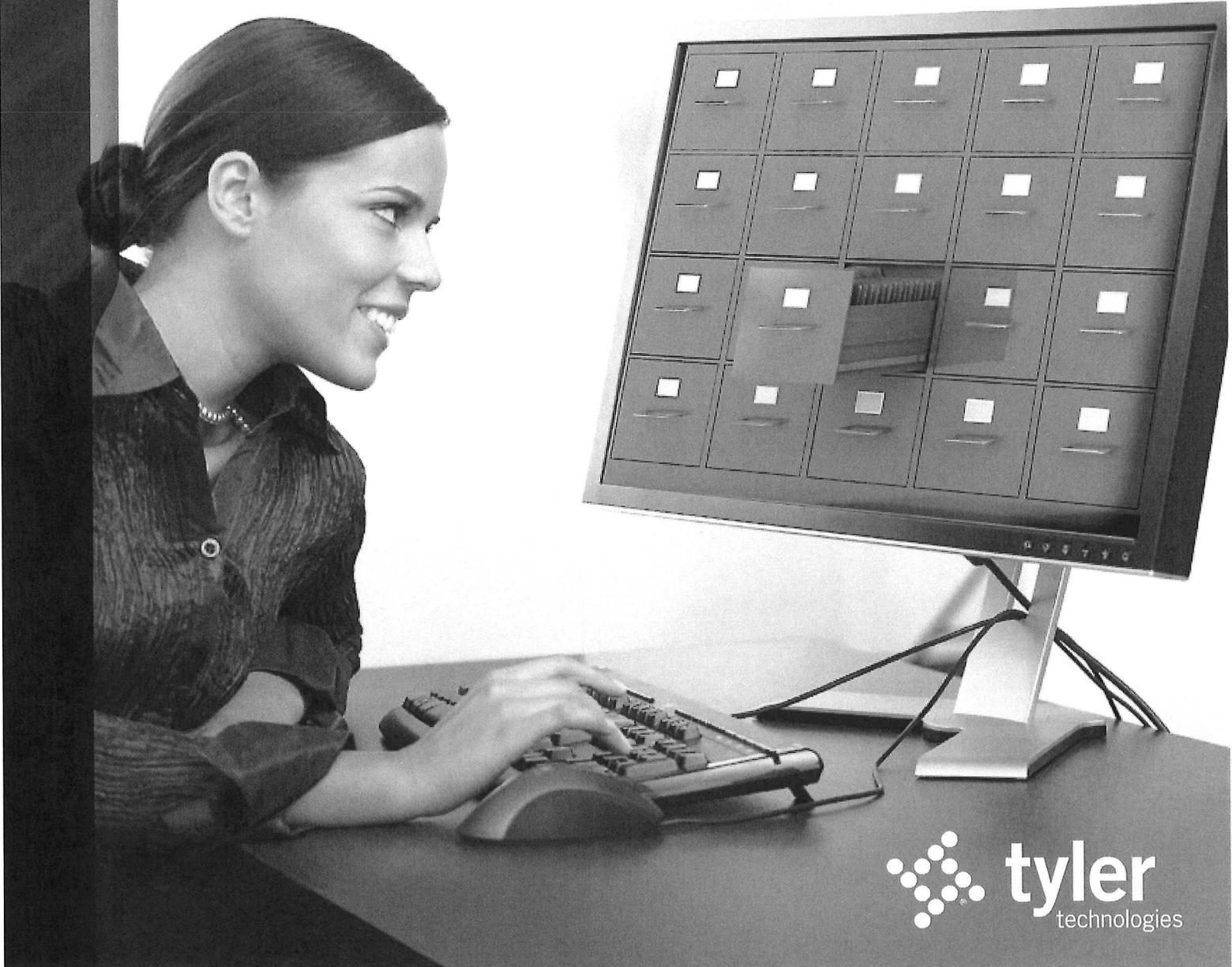
Time is
Money

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Case
Study

Amity Regional
School District #5,
Connecticut

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Tyler Content Manager

A full-service Enterprise Content Management (ECM) solution provider should offer project management, consulting, ECM software, implementation, training and support.

TYLER CONTENT
MANAGER

“Strong demand continues for document imaging technology as enterprises look to automate document-centric processes and reduce the costs of managing and distributing paper documents¹.”

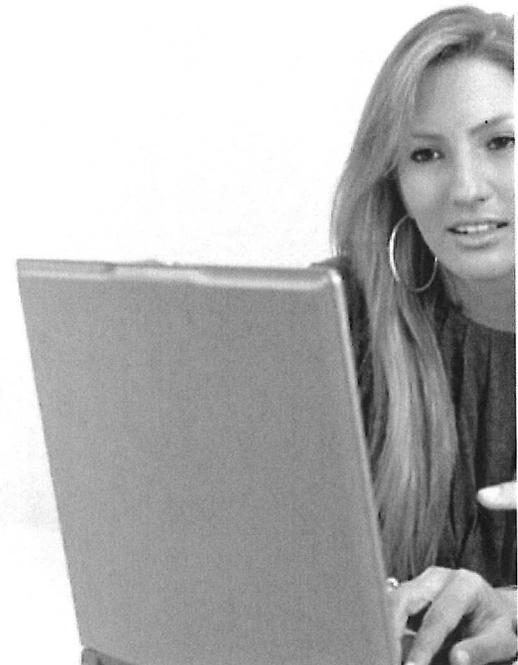
— Karen M. Shegda, Gartner® Research

With 85% of a business' information in documents, and 15% of an organization's revenues spent creating, managing and distributing those documents², document management isn't just nice to have ... it is essential for efficient, accurate and cost effective operations.

With Tyler Content Manager (TCM) your office becomes more efficient using the resources you already have. You will realize significant savings, and your productivity will increase — providing a good return on investment.

Automated and comprehensive, TCM streamlines and simplifies the management process from planning and budgeting to business performance — so you realize both soft and hard savings in labor, communication and decision making.

TCM ... It's simply good business.



The TCM suite includes all the critical components of an ECM — back-file scanning, indexing and redaction, micrographics conversion, disaster recovery, and highly secure off-site document storage. TCM also works with third-party applications, using Batch Print Capture to print multiple documents directly into TCM.

Additionally, TCM Application Connector provides seamless integration between applications and TCM. You'll improve accuracy and have quick access to related documents without leaving an application — saving valuable time navigating throughout multiple applications to find vital, related files.

More than “document management”, TCM supports multiple file types ranging across multiple departments in distributed locations. Electronic files include scanned images (TIFF, PDF, etc.), photos (JPEG), office documents (Microsoft® Word, Excel®, PowerPoint®, etc.), drawings (DWF, DWG, etc.), or any other file you want to store and manage.

3. Lyons, D (2008, December 1). Xerox Green Machine. Newsweek, E6

4. Conservartree. “How Much Paper Can Be Made From A Tree?”. (2012, January 26). <http://www.conservartree.com/learn/EnviroIssues/TreeStats.shtml>

5. DeRosa, J. “Helping Companies Reduce Greenhouse Gases.” (2007, May 3). <<http://www.greenpdf.com/graphics/TheGreenPDFRevolution.pdf>>

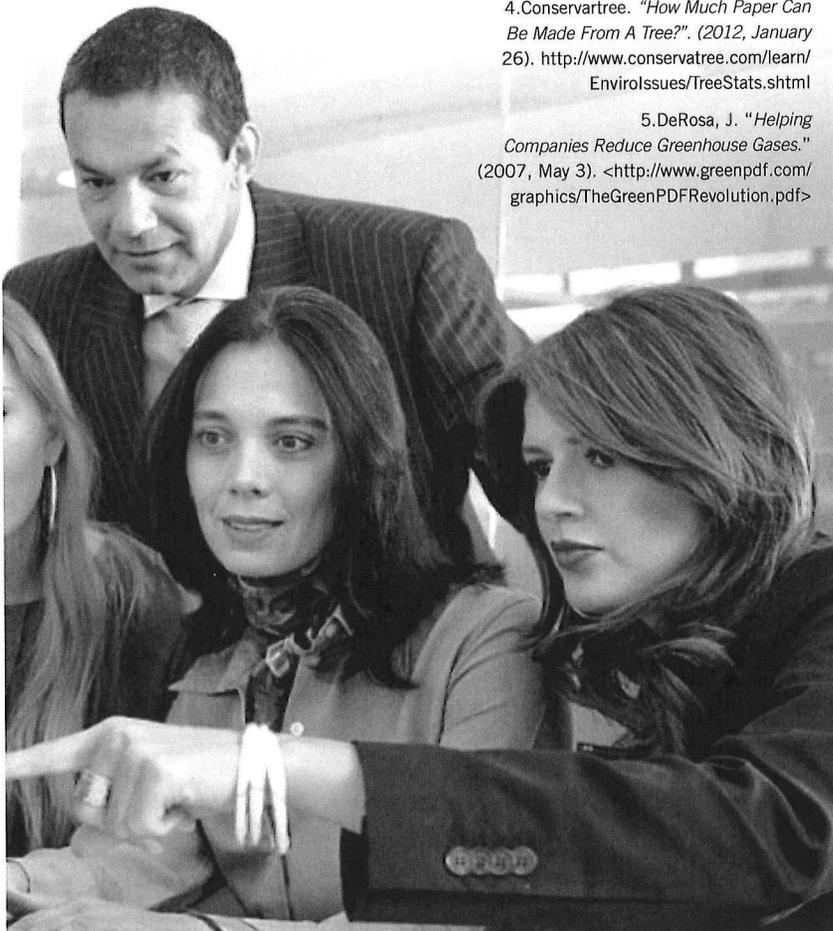
Go Green with TCM

Paperless reporting makes office printing a thing of the past — save your organization countless reams of paper and ink, every day. With more than 40% of printouts discarded within 24 hours³, getting control of paper waste is essential to labor and materials cost.

How many reams (500 sheets) of paper do you use and store — daily, monthly, yearly? Have you thought about the impact of the paper you use on your budget and the environment?

- **One tree makes 16.67 reams of copy paper or 8,335 sheets⁴**
- **Each tree can remove about one metric ton of carbon dioxide from the atmosphere every year⁴**
- **Storing 2 million paper documents can cost an organization between \$40,000 and \$60,000 on filing cabinets alone, whereas this data could be stored electronically and circulated as Green PDFs⁵**

Reduce the paper you use and reduce the carbon footprint of your organization. You'll be saving your organization money as you help the planet.



Time is Money

TCM is an efficient, reliable and cost effective solution to manage and protect your documents and deliver cost savings.

How much time do your employees spend on routine, time-consuming tasks?

CONSIDER THESE FACTS¹:

- **60%** of employee time is spent working with documents
- The average document is printed **5 times**
- At **\$30/hour**, knowledge workers **waste \$4,500/year** working with paper

From decreased labor time and personnel, to actual printout and copy reduction, to better expense and business intelligence control, TCM provides tangible and intangible benefits. Depending on your staff and community size, this could mean tens of thousands of dollars a month in saved salary and material costs, and invaluable time gained in important decision-making situations. That means increased productivity for you. For instance:

- Access documents and files easily and reduce the time spent looking for information
- Mitigate unnecessary labor and shipping costs
- Keep your information safe with extensive built-in security features
- See who has modified information, and when, with versioning and audit trail functions
- Compare versions or restore content, preventing wasted time and re-created information
- Reduce wasted time and mistakes with automatic indexing and imaging of key fields that allow information to be handled less often and by fewer users

RETURN ON INVESTMENT (ROI)

“It has become obvious that tasks related to creating, organizing, finding and analyzing information have become significant time sinks, and IDC’s research demonstrates that investment in better information access, management, collaboration tools and processes pays for itself, often in a matter of months².”

— Susan Feldman, Vice President,
Search and Discovery Technologies at IDC

Content Capture that Saves Time

Reduced Cost of Capture

The TCM integrated system provides many ways to efficiently handle content capture. Attached scanners allow users to scan documents directly into TCM using **Content Capture** (for multiple documents), or the **Single Scan** interface (for one document at a time). Most common scanner features can be managed within the TWAIN interface in TCM.

Batch Uploads

For large batch uploads TCM provides a utility to simplify the process of importing large volumes of content with an interface to easily sort, manage and index. Additionally, Batch Print Capture allows users to print from third-party applications. For example, when printing EMS statements from an EMS billing application users can print the batch directly into TCM. Each statement of the batch will be parsed into separate records in TCM. For a Special Education application, the user can print a group of transcripts directly into TCM, which creates a record in TCM for each transcript.

Bar Code Recognition

Using bar codes (labels or pre-printed), TCM can automatically index embedded information, reducing or eliminating the requirements for index data entry. That means a lot in time-saving terms.

Tyler Product Integration

When you use TCM with a Tyler financial product, your financial documents will automatically be indexed, searchable and stored in the system without any additional work by your staff. TCM works with third party applications as well.

1. Records and Data Management. <https://recordsanddatamanagement.com/FAQs.html>

2. Feldman, S. (2009, May 6). "Hidden Costs of Information Work in the Enterprise Exposed". <http://www.pressreleasepoint.com/hidden-costs-information-work-enterprise-exposed-new-idc-progress-report>

Advanced Optical Character Recognition (OCR)

Use advanced OCR to extract text from specific zones for automatic indexing of structured forms. TCM uses OCR for three purposes to achieve automated data entry:

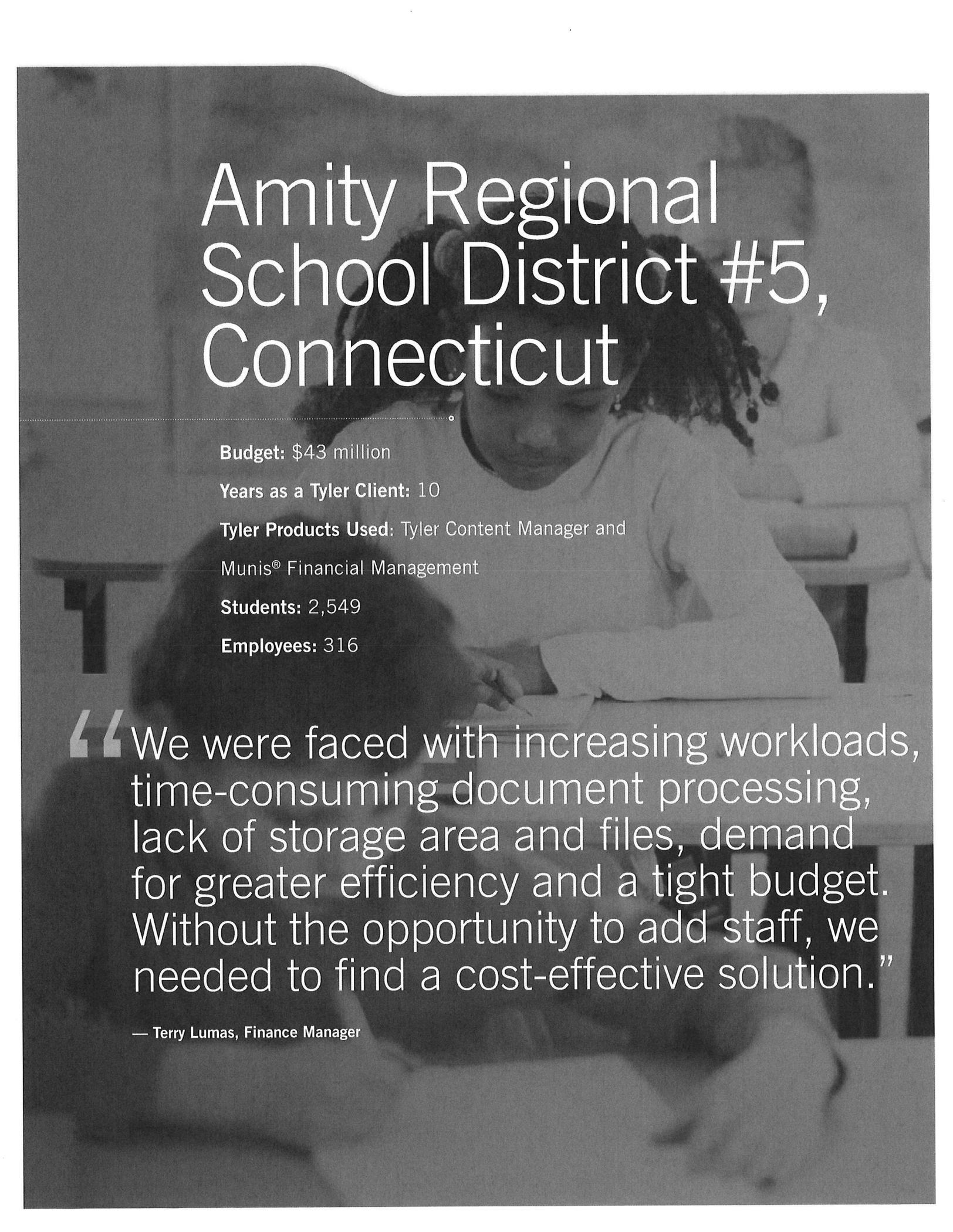
Convert — Convert and store all text data from an image as ANSI/Unicode. Once converted, the text data (along with the document coordinates) are stored in the background for future processing.

Analyze — Analyze and compare text and coordinates to predefined form templates for accurate form identification, which allows users to batch-scan different types of forms in the same batch.

Extract — Allows system extraction of pertinent data from appropriate coordinates on the form for automated indexing (data entry).

After automated indexing using Advanced OCR, the documents flow into Q/A workflow queues for user review and acceptance.





Amity Regional School District #5, Connecticut

Budget: \$43 million

Years as a Tyler Client: 10

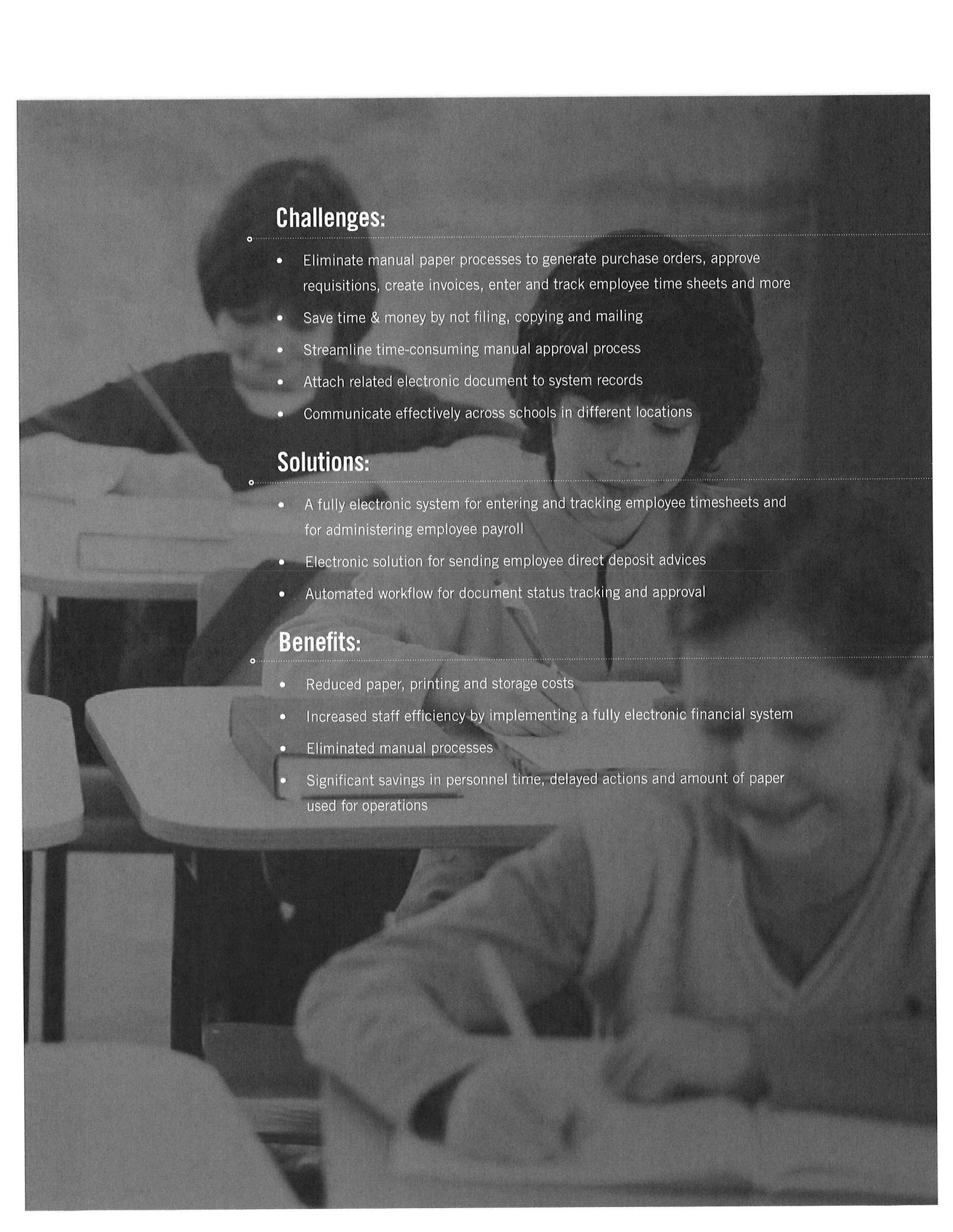
Tyler Products Used: Tyler Content Manager and
Munis® Financial Management

Students: 2,549

Employees: 316

“We were faced with increasing workloads, time-consuming document processing, lack of storage area and files, demand for greater efficiency and a tight budget. Without the opportunity to add staff, we needed to find a cost-effective solution.”

— Terry Lumas, Finance Manager



Challenges:

- Eliminate manual paper processes to generate purchase orders, approve requisitions, create invoices, enter and track employee time sheets and more
- Save time & money by not filing, copying and mailing
- Streamline time-consuming manual approval process
- Attach related electronic document to system records
- Communicate effectively across schools in different locations

Solutions:

- A fully electronic system for entering and tracking employee timesheets and for administering employee payroll
- Electronic solution for sending employee direct deposit advices
- Automated workflow for document status tracking and approval

Benefits:

- Reduced paper, printing and storage costs
- Increased staff efficiency by implementing a fully electronic financial system
- Eliminated manual processes
- Significant savings in personnel time, delayed actions and amount of paper used for operations

Powerful

Basic Optical Character Recognition

Optical Character Recognition (OCR) features are standard in TCM, making full-text searching and data capture a snap. Configure document templates so that when a document image is captured, it is automatically subjected to OCR processing. This happens on the server level so users are free to continue working while the process takes place. All converted OCR data is stored in a fully searchable background index with the document image itself. An important and exclusive function called “roping” allows users to copy a section of the image text into a separate data field by simply drawing a box around the text.

Advanced Optical Character Recognition

Advanced OCR automatically locates specific data on a form, extracts it and populates index fields in TCM reducing the number of manual keystrokes required to index documents. Enrollments, employment applications and many other structured forms are candidates for this type of recognition. With clickable data entry and roping, more documents are processed per hour than with previous methods. Automatic redaction is included with Advanced OCR.

WITH ADVANCED OCR YOU CAN:

- Process large volumes of forms in a fraction of the time it would take for manual indexing
- Identify proper form/document type by comparing with templates
- Scan and auto index different types of forms in the same batch
- Read specified coordinates in forms or combine Advanced OCR with manual indexing
- Set logical limit to the number of coordinates (zones) on a form
- Receive warning if a form does not meet pre-set criteria
- Read the most commonly typed laser quality fonts

TCM Web™

With TCM Web, you will improve document delivery, and manage public access to the images and other content of your TCM applications. Employees, teachers and citizens can easily navigate their browsers to related TCM resources and retrieve documents. Designing the look and feel of your interface is quick and easy, and TCM Web seamlessly adapts to your existing website without changing its appearance. In fact, many of our clients use the style sheets of their existing website so the TCM Web interface is seamless to users.

TCM Web is the public access module for TCM, and for those who need document access without using Tyler's ERP functionality (TCM and ERP power users will want to install a TCM client on their desktop).

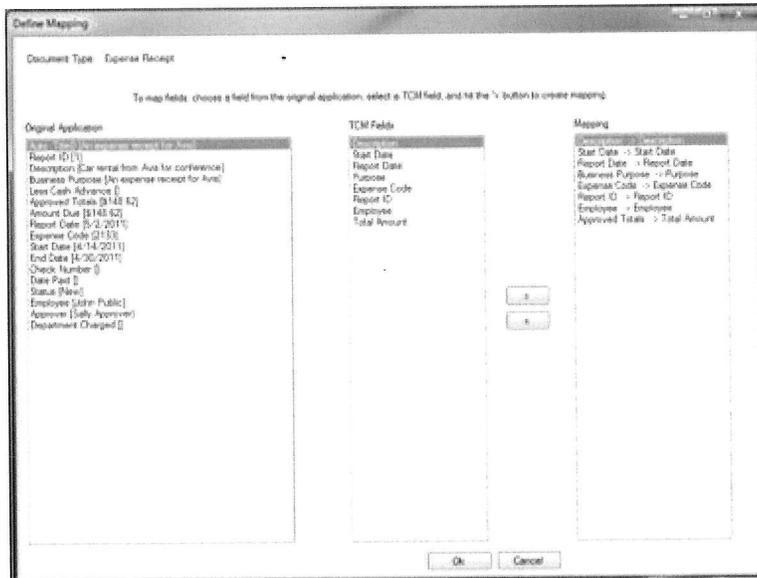
- User-defined settings
- Use existing website style sheets for a seamless interface
- Enhanced convenience for users
- eCommerce (*optional*)
- Keyword search
- Access security

Define TCM Web settings to meet requirements, including security, by limiting public access and permissions, so images are viewed only when, and if, they should be. You can control public searches, views, downloads and printing.

With TCM Web's optional eCommerce module, you can provide public access and generate revenue by providing relevant information securely through your organization's website. This allows a citizen to view building permits, land records and ordinances, or the latest city hall meeting minutes easily from anywhere. You can accept credit card payments, set credit and debit limits, provide a subscription service to your users, and set up pre-pay or draw-down accounts for frequent users.

Search & Retrieval

TCM Application Connector



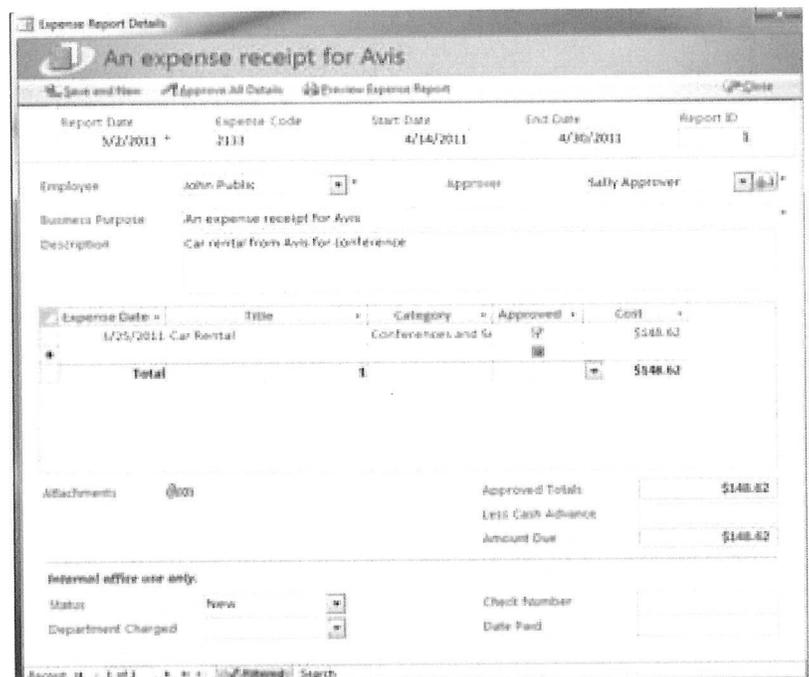
▲ *The Connection Process — choose fields from the original application (e.g. expense report), select a TCM field, then proceed to map them.*

TCM Application Connector gives you control of your work processes while ensuring that your organization streamlines paper flow. Now any application can “talk” to TCM quickly and easily. During implementation you’ll choose two “hot keys” from your keyboard. One will launch the configuration screen and the other launches the TCM content explorer window. Pressing a pre-defined hot key launches TCM from any application ... TCM document record fields are automatically populated from that screen. This will save time and avoid error-prone manual indexing. Additionally, if content already exists for this record, selecting the hot key will display the pre-stored images and corresponding metadata.

Application Connector's hot keys give you access to all your content — while eliminating programmatic, time-consuming integrations.

BENEFITS:

- Improve accuracy
- Fast and easy setup and implementation
- One-click access to launch work
- Quick access to related documents without leaving an application
- Seamless integration between applications and TCM
- Reduce time searching for documents
- Keep your office green by reducing excessive paper documentation



▲ *Screen is Connected — expense report*

Workflow & Records Management

Workflow Capabilities

TCM integrated workflow supports internal workflow policies. Configure templates to support the flow of electronic content throughout your organization — from one individual, group, or department to another, etc. The system monitors all workflow tasks for management and reporting functions. Pre-defined reports are available to help track and monitor workflow tasks and productivity.

Full-Featured Records Management

TCM delivers standard records management features and functions for full lifecycle document and records management — document version control, full, valid audit trail (deleting/not deleting document(s) when appropriate) and restore options, and comprehensive purge management related to your specific retention schedules and suspension requirements. Your organization will remain in compliance, improve efficiency and reduce overall organizational liability.

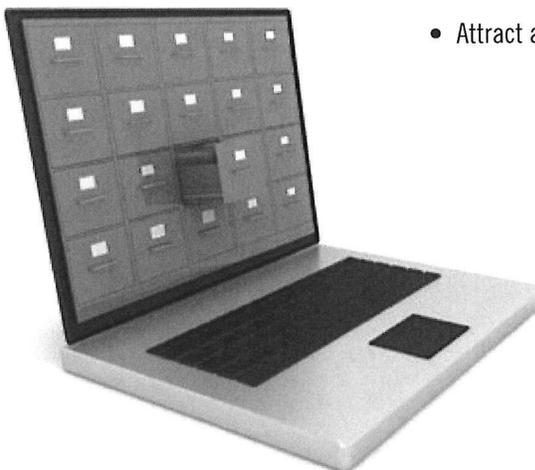
Return on Investment

Productivity • Efficiency • Security • Cost Savings

Despite often challenging economic climates, organizations continue to invest in ECM systems. According to a recent study by Gartner, the reason is productivity. “ECM can drive processes efficiently, improve data and process quality, and build better channels to your customers and prospects. ECM offerings are showing strong growth in demand as organizations embrace the vision of managing content assets throughout their life cycle¹.”

The value of ECM investment is returning big benefits. Gartner has found that clients often use ECM to realize a range of productivity goals, including the following:

- Improve effectiveness
- Reduce operational cost
- Optimize business processes
- Achieve regulatory compliance and eDiscovery goals
- Attract and retain customers



PROVEN RESULTS

Services that Keep Your Content Safe and Secure

Redaction Software & Services

The need to protect public records and private information is critical. Congress, state legislatures, consumers, private businesses and public records custodians all wrestle with the best solution to the problem of protecting individual privacy rights, while encouraging commerce, improving compliance with government regulations, and meeting the needs of citizens.

Tyler offers redaction services that will meet your needs ... today and in the future:

- **Automated** — TCM OCR technology provides automated tools that identify properly formatted confidential information (SSNs, bank numbers, etc.) on all TIFF images
- **Manual** — TCM provides tools that allow users to manually apply redaction to all TIFF images
- **Back Redaction Services**

Disaster Recovery

Don't put your information at risk

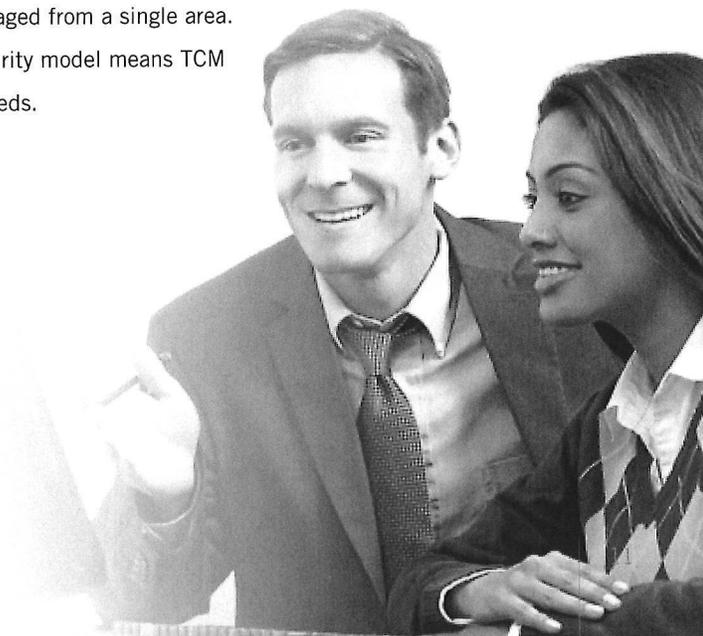
Disasters can strike at any time and without warning — an act of nature, theft, fire or a faulty sprinkler system.

Losing your data and experiencing interruption of operations are things of the past when you have Tyler's TCM Disaster Recovery. You will be back in production, and up and running within hours. Tyler servers and recovery team restore your data and images from the previous night.

As part of the service, Tyler staff will develop and publish a disaster recovery plan, including additional provided services detail and documenting the responsibilities of Tyler and your staff. Nothing will be left to chance.

Secure Storage

Content storage is handled through a secure central storage facility at the server level, and removes the need and complexity of managing multiple storage facilities, including related disaster recovery, backup and security considerations. Once stored in TCM, it can be managed from a single area. This role-based security model means TCM meets everyone's needs.

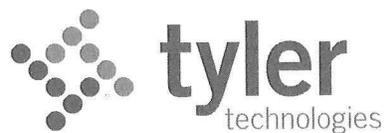


Software that thinks like you do.

At Tyler Technologies (NYSE: TYL), we have a single mission: enable local governments to be more efficient, more accessible and more responsive to the needs of citizens. That's what we do. And that's all we do — in partnership with more than 10,000 clients, including local government and school offices in all 50 states, Canada, the Caribbean and the United Kingdom.

Tyler Technologies is a leading provider of information management solutions and services for the public sector — and Tyler is the largest company in the country solely dedicated to providing software and IT services to the public sector market.

info@tylertech.com | 1.800.772.2260 | www.tylertech.com



Empowering people who serve the public®





Town Board Meeting July 6, 2020

Agenda Number: 5.B – Consent Agenda

Subject: Township Policies – Based on Staff Review & Recommendation Adopt the following Policies for White Bear Township:

1. Revised Purchasing Policy
2. Electronic Funds Transfer Policy Along with Resolution Adopting Electronics Funds Transfer Policy
3. COVID-19 Preparedness Plan

Documentation: Staff Memo / Various Policies

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation Adopt the following Policies for White Bear Township:

1. Revised Purchasing Policy
2. Electronic Funds Transfer Policy Along with Resolution Adopting Electronics Funds Transfer Policy (McCune – Moves – Ruzek – Seconds)
3. COVID-19 Preparedness Plan

Consideration of Revised Purchasing Policy. (TK)

A. REFERENCE AND BACKGROUND:

The Town purchasing policy was last revised in December 2014. Since that time inflation has caused items to cost more and reach various thresholds more quickly. Finally legislation has changed requiring procedures and amounts for quotes and bids. Therefore staff has drafted a revised purchasing policy for the Town Board to consider.

Attached is the draft revised purchasing policy with the old language strikethrough and new language in red. Changes include using State Contract bid verses quotes, eliminating the use of purchase orders on lower cost items, increasing the various threshold amounts, and including consideration of the Minnesota Cooperative Purchasing Venture as required by State Statute, use of purchase cards.

A1. Budget Impact: This item has no budget impact.

A2. Staff Workload Impact: There is very little staff impact, however allowing the public works director to approve small purchases, increasing the quotation threshold and the use of purchase cards could save some staff time.

B. ALTERNATIVE ACTIONS:

1. Approve the draft revised purchasing policy and place on next Town Board meeting for final approval.
2. Make additional revisions to the purchasing policy and place on next Town Board meeting for final approval.
3. Do not approve the draft revised purchasing policy and place on next Town Board meeting for final approval.

C. STAFF RECOMMENDATION:

1. Staff recommends alternative #1 for the approval of the draft revised purchasing policy and to place on next Town Board meeting for final approval.

D. SUPPORTING DATA:

Revised purchasing policy.

WHITE BEAR TOWNSHIP
PURCHASING POLICY

All purchasing by local units of government is regulated by Minnesota State Statute 471.345. Given the basis for purchasing by the State, the Township sets the following policy for internal controls. All employees in the purchasing process shall seek to act responsibly as custodians of the public trust. Employees shall avoid any transaction that might impair public confidence in the Town's ability to govern effectively. Employees shall recognize that the purchasing process is subject to public review and evaluation. The overall process shall be designed and managed with a degree of professionalism worthy of the public trust. Failure to follow this policy will constitute illegal purchasing and may subject the purchaser to liability for the expenditure and or disciplinary action.

A. Purpose:

The purchasing policy is designed to:

1. Maintain continuity of supply as needed.
2. To do so with minimum investment in materials inventory.
3. Avoid duplication, waste and obsolescence.
4. Maintain standards of quality in materials based on suitability for use. Standard specifications will be used wherever practicable.
5. To purchase materials at the lowest cost consistent with the quality and service required.
6. To make as many purchases as possible on the basis of competitive bidding unless there is an emergency that requires immediate action to protect the health, safety or welfare of the Town residents or employees.
7. Conduct the entire purchasing process in such a clear manner, without the conflict of interest to eliminate any possibility of improper business relationships.
8. To have high personal integrity and be capable of protecting public interest at all times.
9. Deal fairly and equitably with contractors and suppliers and to extend to all organizations and individuals an equal opportunity to share in providing materials and services.
10. To afford vendors reasonable courtesy.

B. Objectives.

The purchasing policy was designed with the following objectives:

1. Improve service and support.
2. Maximum value for dollars spent.
3. Sound inventory management.
4. Economic operating cost by the effective use of available time.
5. Economic quality of purchased materials – suited for intended use.
6. Economic delivery of purchased materials.
7. Optimized systems and procedures.
8. Effective planning system.

9. Effective controls.
10. Effective public relations through proper communications.

C. Policy.

I. Items less than \$9,999.

These items could be considered daily needs such as materials, and supplies.

For purchases \$4,999 or less, may be purchased from approved Town vendors or on State Contract bid. All paper work should be submitted to the Finance Department. Approval by the employee's supervisor or Department Head is required and will complete the coding of the purchase.

For purchases between \$5,000 and up to \$9,999 and included in the budget, may be purchased on State Contract bid pricing or by obtaining a minimum of two (2) quotes. Approval by the employee's supervisor or department head is required. All paper work should be submitted to the Finance Department. The Department Head will complete the coding of the purchase. The Town Engineer or Department Head on construction contracts must submit an IC134 before final payment can be processed.

Purchases between \$5,000 and up to \$9,999 and not included in the budget, will only be allowed if funding is available and approved by the department head. The purchase may be purchased on State Contract Bid pricing or by obtaining a minimum of two (2) quotes. All paper work should be submitted to the Finance Department. The Department Head will complete the coding of the purchase. The Town Engineer or Department Head on construction contracts must submit an IC134 before final payment can be processed.

II. Items from \$10,000 and up to \$25,000.

These items must be included in the Town's annual budget. At least two (2) quotations shall be solicited for purchases in this range or purchased on the State Contract Bid pricing. The quotations shall be kept on file for at least six (6) years as required by the State's required record retention schedule for the Town. A purchase order is required for non-standard (not routine) purchases. Upon the discretion of the Clerk-Treasurer, advertisement in the Town's official newspaper may be warranted. Approval by the Department Head is required and funding must be available. All paper work should be submitted to the Finance Department. The Department Head will complete the coding of the purchase. The Town Engineer or Department Head on construction contracts must submit an IC134 before final payment can be processed.

III. Items from \$25,001 up to \$100,000.

These items must be included in the Town's annual budget. Either sealed bids or three (3) quotations shall be solicited on the discretion of the Town Clerk-Treasurer. A Purchase Order shall be completed and authorized by the Town Clerk-Treasurer. If three (3) quotations cannot be obtained, an explanation as to why less than three (3) quotations were obtained shall accompany the Purchase Order. All bids or quotations shall be kept on file for at least six (6) years as required by the States required record retention schedule. If sealed bids are to be accepted, advertisement in the Town's official newspaper shall run at least twice. Minnesota law requires

the Town to consider the Minnesota Cooperative Purchasing Venture (CPV) for contracts estimated to exceed \$25,000. For these contracts, the Town must “consider the availability, price and quantity of supplies, materials, or equipment available through the CPV before purchasing through another source”. (Minn. Stat. 471.345, subd. 15.) All paper work should be submitted to the Finance Department. The Department Head will complete the coding of the purchase. The Town Engineer or Department Head on construction contracts must submit an IC134 before final payment can be processed.

IV. Items exceeding \$100,000.

These items must be included in the Town’s annual budget. Sealed bids shall be solicited by public notice. The Department Head requesting the expenditure shall write specifications. No public notice shall be given until the Town Board approves the specifications. Upon approval of the specifications, advertisements shall run at least twice in the Town’s official newspaper and any other appropriate publications ten (10) days before the bid opening. Bids will be awarded at the next Town Board meeting along with any required paper work to be signed by the Board Chairperson. All bids shall be kept on file for at least six (6) years as required by the States required record retention schedule. Minnesota law requires the Town to consider the Minnesota Cooperative Purchasing Venture (CPV) for contracts estimated to exceed \$25,000. For these contracts, the Town must “consider the availability, price and quantity of supplies, materials, or equipment available through the CPV before purchasing through another source”. (Minn. Stat. 471.345, subd. 15.) All paper work including the Town Board minutes approving the purchase should be submitted to the Finance Department. The Department Head will complete the coding of the purchase. The Town Engineer or Department head on construction contracts must submit an IC134 before final payment can be processed.

V. Used equipment and trade-in value.

Bids or quotes must be solicited if the cost is estimated to exceed \$10,000 even when used items are being purchased. State law does not distinguish between new and used supplies, material, or equipment.

If the Town will be trading in old equipment when purchasing replacement equipment, the trade-in value should not be subtracted when calculating the price to determine whether quotes or bids are required.

VI. Splitting Contracts.

The need to obtain quotes or bids may not be avoided by splitting a contract into several smaller contracts, each of which is under the threshold for quotes or bids.

VII. Emergency purchases.

If the purchase is for an emergency to protect the health, safety or welfare of the Town’s residents or employees, the Clerk-Treasurer or Finance Officer may approve the purchase. If the purchase amount is over \$15,000, the purchase may be approved by the Clerk-Treasurer or Finance Officer

after receiving two (2) quotations. The emergency must be real and not just an inconvenience in order to dispense with regular purchasing requirements.

VIII. Purchase card use.

Employees may use their Township purchase card for purchases where vendors accept purchase cards. When using Town purchase cards the employee must adhere to the Town's Purchase Card Policy. Purchases made using a Township purchase card must still follow the Town's Purchasing Policy as described within this document.

IX. Leasing of equipment.

When beneficial, the Township may lease equipment. Equipment obtained through a lease must follow the procedures of the Purchasing Policy as outlined above based on the equipment's value as if were to be purchased.

X. Approved vendors.

The Town will use authorized vendors. Whenever possible the Town will use existing (previously used) vendors for purchases. If a new vendor is required, the department head shall request approval of that vendor in writing from the Finance Officer, Finance Analyst or Town Clerk by completing the New Vendor Request Form. The request should include the reason for using the new vendor. All paper work needed to establish the vendor in the Town's accounts payable system shall be submitted to the accounting clerk, including name of vendor, mailing address, phone numbers, email address, W9, and if needed proof of insurance. The accounting clerk will provide the new vendor with the Town's ST3 (certificate of tax exemption).

XI. Vendor Invoices.

All invoices should be mailed by the vendor to the Township address of:

White Bear Township
Attn: Accounts Payable
1281 Hammond Road
White Bear Township, MN 55110

Or emailed to AP@whitebeartownship.org.

XII. Completion of a purchase order.

- | | | |
|----|---------------|--|
| 1. | Date: | Date that the purchase order is prepared & Date of Order Placed. |
| 2. | Requested By: | Name of employee requesting the purchase. |
| 3. | Vendor: | Complete name and address if possible. |
| 4. | Quantity: | Complete in units as each, box, gallons, feet etc. |
| 5. | Description: | Describe what is being purchased. Be specific as color, size, type, etc., including all information available. |

- | | | |
|----|--------------|---|
| 6. | Amount: | Actual if possible, otherwise list estimated cost. |
| 7. | Funding: | If not budgeted, provided which budgeted funds will be used to make the purchase. |
| 8. | Coding: | List the activity or department that is to be charged for the purchase. |
| 9. | Signature(s) | Signature of employee making the purchase. |

XIII. Purchasing principles.

1. All employees are required to cooperate fully, to the end that the Town should obtain the maximum advantages offered by a purchasing system.
2. Formal criteria shall be established and purchasing regulations issued as required, to establish equity and to protect the public interest while, at the same time, assuring that regulations are not excessive, conflicting, or do not impose undue costs.
3. The Town will purchase to the maximum extent practicable from private enterprise to fulfill the needs for goods and services.
4. All purchasing actions, including those resulting from actions of sovereignty, shall be based on a doctrine of fairness and equity.
5. Purchasing shall acquire the benefits of competition to the maximum extent practicable.
6. The Town shall pay fair and reasonable prices for acceptable goods and services for all ordinary and necessary costs consistent with accepted commercial practices when included in the price quoted.
7. The Town shall establish and maintain ethical and impartial relations with all suppliers concerning purchasing activities.

Revised 2/5/07
 Revised 12/1/14
 Revised 7/6/20



NEW VENDOR REQUEST FORM

Please provide the following information when submitting a request for a new vendor and also **attach the vendor's W-9 to this form** (all information is required):

Vendor Name: _____

Physical Address: _____

Remittance Address: _____

Phone: _____

Fax: _____

Email: _____

Reason for requiring new vendor: _____

Date of request: _____

Requestor's name: _____

Requestor's signature: _____

Supervisor's signature: _____

Office/Finance Use Only

Vendor #: _____

Confirm W-9 received: _____

Date vendor setup: _____

Set up by: _____

Consideration of Adopting Electronic Funds Transfer Policy. (TK)

A. REFERENCE AND BACKGROUND:

Due to increased reliance on technology for sending and receiving payments, White Bear Township is recommending the adoption of an Electronic Funds Transfer policy. The purpose of the policy is to set forth the circumstances in which the Township may make electronic funds transfers. Minnesota Statute 471.38 states that a local government may make an electronic funds transfer for the following:

1. A claim payment from an imprest payroll bank account or investment of excess money;
2. For a payment of tax or aid anticipation certificates;
3. For a payment of contributions to pension or retirement fund;
4. For vendor payments; and
5. For payment of bond principal, bond interest, and a fiscal agent service charge.

The Township currently completes payments for all the above transactions except #4. In order to stay compliant with Minnesota Statute, the Town is proposing the adoption of the Electronic Funds Transfer Policy. The policy will state what type of transactions can be done by electronic funds transfer, which staff members are authorized to make the transfers, and the approval process of the transfers.

A1. Budget Impact: There is no budget impact.

A2. Staff Workload Impact: There would be no staff workloads over and above staff time already spent on this activity.

B. ALTERNATIVE ACTIONS:

1. Approve the Electronic Funds Transfer Policy.
2. Approve the Electronic Funds Transfer Policy with modifications.
3. Do not approve the Electronic Funds Transfer Policy.

C. STAFF RECOMMENDATION:

Staff recommends approving the Electronic Funds Transfer Policy.

D. SUPPORTING DATA:

Electronic Funds Transfer Policy.
Resolution 20-, Adopting the Electronic Funds Policy.

TOWN OF WHITE BEAR

ELECTRONIC FUNDS TRANSFER POLICY

1. Purpose

It is the policy of the Town to set forth the circumstances in which the Town of White Bear may make electronic fund transfers.

2. Policy

It is the policy of White Bear Township to abide by Minnesota Statute 471.38 when making an electronic fund transfer.

3. Transfer Allowed for Certain Purposes

The Town may make an electronic funds transfer for the following:

1. For a claim for a payment from an imprest payroll bank account or investment of excess money;
2. For a payment of contributions to pension or retirement funds; and
3. For payment of bond principal, bond interest, and a fiscal agent service charge.

4. Policy Controls

The Township will only make payments via electronic funds if the following policy controls are met:

1. The Township must annually delegate the authority to make electronic funds transfers to the Clerk/Treasurer, Finance Officer, Finance Analyst, and Accounting Clerk/Administrative Secretary;
2. The initiator of the electronic transfer must be identified;
3. A written confirmation of the transaction is required as backup;
4. A list of all transactions made by electronic funds transfer must be submitted to the Town Board at the next regular Town Board meeting after the transaction is made, except payroll fund transfers, which will be approved by the Town Clerk/Treasurer as part of the payroll process.

Adopted by the Town Board July 6, 2020.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON JULY 6, 2020

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 July 6, 2020, at 7:00 o'clock p.m.

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

Supervisor McCune introduced the following Resolution and moved its adoption:

RESOLUTION ADOPTING ELECTRONIC FUNDS TRANSFER POLICY

WHEREAS, The Town desires to promote the faith and confidence of the residents of the Township in its management of municipal finances; and

WHEREAS, the Town wishes to clear direction for the processes and procedures for carrying out electronic financial transactions on behalf of the Town; and

WHEREAS, Minnesota Statute 471.38 subs. 3 and 3a states that a local government must follow a policy for issuing electronic funds transfers;

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

That the Town Board hereby approves the Electronic Funds Transfer policy as attached.

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

Whereupon said Resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a regular meeting of the Town Board of the said Town held on the 6th day of July, 2020, 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 the preliminary levy of the Town of White Bear.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 6th day of July, 2020.

TOWN CLERK, TOWN OF WHITE BEAR, MINN.



COVID-19 Preparedness Plan for White Bear Township

Background: Executive Order 20-48 issued by Gov. Tim Walz on April 30, 2020, requires each business in operation during the peacetime emergency establish a COVID-19 Preparedness Plan.

Purpose: **White Bear Township** is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation amongst our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Policy: Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **White Bear Township** managers, supervisors, employees and Elected Officials have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **White Bear Township**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **direct input regarding the structure of our plan**. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers'

health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms

- Self-monitoring for signs of sickness and or fever
- Physician consultation

White Bear Township has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

- **The Township adheres to and follows all guidelines within the existent FMLA requirements**
- **The Township added an additional 80 hours of flex leave per employee effective immediately**

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented and reflect self-monitoring

White Bear Township has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

- Human Resources will immediately place the employee on 10 days paid administrative leave

In addition, a policy has been implemented to protect the privacy of workers' health status and health information, compliant with all State and Federal Data privacy laws.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize

their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. **These tasks will be completed on as regular a basis as possible with a minimum expectation of 32-3 times a week**

Communications and training

This Preparedness Plan was communicated **via internal memo** to all workers **5/8/2020**. Additional communication and instruction will be ongoing and provided to all workers. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by **input to the Town Clerk**. Management and workers are to work through this new program together and update as necessary. This COVID-19 Preparedness Plan has been certified by **White Bear Township** management and was posted throughout the workplace 5/11/2020. It will be updated as necessary.

Adopted by the Town Board July 6, 2020.

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf



**Town Board Meeting
July 6, 2020**

Agenda Number: 5.C – Consent Agenda

**Subject: Improvement 2020-5 – Otter Ridge Circle – Adopt
Resolution Declaring Official Intent to Reimburse**

Documentation: Resolution

Action / Motion for Consideration:

Receive Information / Discuss

Adopt **Resolution Declaring Official Intent to Reimburse**

McCune – Moves

Ruzek – Seconds

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON JULY 6, 2020

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 July 6, 2020 at 7:00 p.m.

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

Supervisor McCune introduced the following Resolution and moved its adoption:

**RESOLUTION DECLARING OFFICIAL
INTENT TO REIMBURSE EXPENDITURES**

WHEREAS, Federal regulations relating to tax-exempt bonds treat bond proceeds used to reimburse prior expenditures as expended only if certain requirements are met, including as to some expenditures, the requirement of declaring an official intent to reimburse,

AND WHEREAS, expenditures to be reimbursed have been paid and will continue to be paid by the Town of White Bear for various improvement projects initiated under Minnesota Statutes, Chapter 429, prior to the issuance of bonds to finance such improvements,

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

That the Town hereby declares it's intent to reimburse expenditures for the improvement project listed below:

Project Name	Reimbursement Amount
Improvement 2020-5 Otter Ridge Circle Improvements	\$ 200,000.00

with proceeds of the bonds to be used by the Town in the maximum expected principal amount of \$200,000.00.

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

Whereupon said Resolution was declared duly passed and adopted.

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

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a Regular meeting of the Town Board of the said Town held on the 6th day of July, 2020, 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 the 2020-5 Improvement Project.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 6th day of July, 2020.

PATRICK CHRISTOPHERSON, Clerk-Treasurer



**Town Board Meeting
July 6, 2020**

Agenda Number: 5.D – Consent Agenda

Subject: 2019 Audit Report - Accept

Documentation: Staff Memo

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation Accept the 2019 Audit Report

Consideration of accepting the 2019 Audit Report. (TK)

A. REFERENCE AND BACKGROUND:

As a transparent organization trusted with properly managing public dollars, the Township had a private third party conduct an annual audit of its financial statements. For the first time, Malloy, Montague, Karnowski, Radosevich & Co., P. A. (MMKR) conducted the Town's audit.

All Finance Department personnel, along with other staff contributed to the audit process. The Town's 2018 Comprehensive Annual Financial Report (CAFR) received the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting. This was the 23rd time the Town has received the award. The 2019 CAFR was prepared and was submitted by staff to the GFOA for grading and comments. Staff has also submitted the State Auditor Report as required by statute.

Jim Eichten, Managing Partner and Rachel McQuiston, Senior Associate of MMKR, presented a summary of the highlights of the Town's 2019 CAFR, including findings related to internal controls or compliance with Minnesota state statutes and compliance issues at the June 26, 2020 Town Board Executive Meeting.

Information presented is available on-line at the Town's website under financial reports.

A1. Budget Impact: Acceptance of the audit report results in no costs.

A2. Staff Workload Impact: The only staff impact was to prepare the agenda item and post to the Town's website.

B. ALTERNATIVE ACTIONS:

1. Accept the 2019 Audit Report.
2. Do not accept the 2019 Audit Report.

C. STAFF RECOMMENDATION:

1. Staff recommends alternative #1 for the acceptance of the 2019 Audit Report.

D. SUPPORTING DATA:

2019 Audit Report (CAFR) is available on the Town's website.



**Town Board Meeting
July 6, 2020**

Agenda Number: 5.E – Consent Agenda

Subject: 2561 Blue Bill Circle – Approve Temporary Use of Cul-de-Sac for August 15, 2020 Graduation Party

Documentation: Resident Request / Misc. Info / Map

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation Allow the Temporary Use of the Blue Bill Circle Cul-De-Sac for a August 15, 2020 Graduation Party

Patti Walstad

From: Brian & Holly Andrekus <brian.holly1215@gmail.com>
Sent: Friday, June 5, 2020 2:14 PM
To: Patti Walstad
Subject: Tent Request
Attachments: AndrekusTent.pdf

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

Hi Patti!

I spoke with you on Tuesday, May 26th regarding our hope to use a tent in our cul-de-sac for our son's graduation celebration on Saturday, August 15th, 2020. We understand it may not be possible to have a party due to Covid regulations and social distancing requirements but would like to move forward for planning purposes. It is our hope that by having a 20 X 20 tent set up, it would help ensure social distancing by allowing attendees to remain outdoors. We are fully prepared to cancel any party plans should distancing protocols require us to do so.

Our house is situated at the end of the cul-de-sac on Blue Bill Circle. The slope of our land and driveway do not allow us to stake a tent in those spots, necessitating use of the cul-de-sac. We would be able to put up the tent at the end of our driveway so as not to block any of our neighbors driveways. The tent would not be blocking any fire hydrants and emergency vehicles would still be able to drive around the cul-de-sac. Weights would be used to hold the tent down instead of stakes.

In addition, we have approval from our neighbors whose driveways are in the cul-de-sac. The form with their signatures is attached.

Please let me know if there is any additional information you may need from me. I can be reached at 612-817-9263.

Thank you so much for helping us with this request.

~Holly Andrekus

To Whom It May Concern:

We have been asked by our neighbor, Holly Andrekus (2561 Blue Bill Circle) if we had any objection to their putting up at 20 X 20 tent at the end of the cul-de-sac for a graduation celebration on Saturday, August 15th, 2020.

We understand the following:

- The tent would be set up the morning of Saturday, August 15th and would be taken down early morning on August 16th 2020.
- The tent would be positioned closer to the end of their driveway at 2561 Blue Bill Circle so as not to block access to our driveways
- The tent would not be blocking access to any fire hydrants
- We will be invited to the celebration

By signing below, I acknowledge my approval for allowing a tent to be used in our cul-de-sac on Blue Bill Circle.

Colleen Cowell (2557 Blue Bill Circle) Colleen Cowell

Lynn Henigin (2560 Blue Bill Circle) Lynn Henigin

Jenny Peterson (2564 Blue Bill Circle) Jenny Peterson

Barb Robinson (2568 Blue Bill Circle) Barb Robinson

2561
Blue Bill Circle

Patti Walstad

From: Brian & Holly Andrekus <brian.holly1215@gmail.com>
Sent: Tuesday, June 9, 2020 7:53 PM
To: Patti Walstad
Subject: Re: Tent Request

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

Hi Patti!

I am just following up to make sure should received my previous email.

Also, I wanted to include you on another idea we are considering. Would the Township allow us to have a catered food truck? We are thinking of ways to serve food safely, especially with all the covid concerns and feel a good truck solves a lot of concerns with serving food safely.

Thank you,
~Holly Andrekus

Sent from my iPhone

> On Jun 5, 2020, at 2:13 PM, Brian & Holly Andrekus <brian.holly1215@gmail.com> wrote:
>
>
> Hi Patti!
>
> I spoke with you on Tuesday, May 26th regarding our hope to use a tent in our cul-de-sac for our son's graduation celebration on Saturday, August 15th, 2020. We understand it may not be possible to have a party due to Covid regulations and social distancing requirements but would like to move forward for planning purposes. It is our hope that by having a 20 X 20 tent set up, it would help ensure social distancing by allowing attendees to remain outdoors. We are fully prepared to cancel any party plans should distancing protocols require us to do so.
>
> Our house is situated at the end of the cul-de-sac on Blue Bill Circle. The slope of our land and driveway do not allow us to stake a tent in those spots, necessitating use of the cul-de-sac. We would be able to put up the tent at the end of our driveway so as not to block any of our neighbors driveways. The tent would not be blocking any fire hydrants and emergency vehicles would still be able to drive around the cul-de-sac. Weights would be used to hold the tent down instead of stakes.
>
> In addition, we have approval from our neighbors whose driveways are in the cul-de-sac. The form with their signatures is attached.
>
> Please let me know if there is any additional information you may need from me. I can be reached at 612-817-9263.
>
> Thank you so much for helping us with this request.
>
> ~Holly Andrekus
> <AndrekusTent.pdf>



**Town Board Meeting
July 6, 2020**

Agenda Number: 5.F – Consent Agenda

Subject: 1728 County Road H-2 – Approve Parking Request for
October 3, 2020 Wedding Reception

Documentation: Emails / Map

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation Approve the Parking Request
for an October 3, 2020 Wedding Reception

Patti Walstad

From: Tallman, Andrew (Allianz Life Insurance Company) <Andrew.Tallman@allianzlife.com>
Sent: Monday, June 22, 2020 3:21 PM
To: Patti Walstad
Subject: RE: Parking on County Road H2

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

Hi Patti,

Of course:

- Date – Saturday 10/3/2020
- How many people – Approximately 70 people (20-25 cars)
- Time of day – 4pm – 10pm

That all makes sense, happy to reach out to the county or the sheriff's office if need be. Thanks for the quick response and looking into this for us! Our venue completely shut down so I won't say we're scrambling yet, but we're definitely exploring all our options, and quickly!

Thanks again!

Andrew Tallman
Product Line Manager – Life
Marketing – Product Innovation

Andrew.Tallman@allianzlife.com
d: 763.582.6461 ext: 46461
c: 763.670.4503

Allianz Life Insurance Company of North America | www.allianzlife.com
Allianz. For all that's ahead.

From: Patti Walstad <Patti.Walstad@whitebeartownship.org>
Sent: Monday, June 22, 2020 3:13 PM
To: Tallman, Andrew (Allianz Life Insurance Company) <Andrew.Tallman@allianzlife.com>
Subject: FW: Parking on County Road H2

This email originated from outside the company. Please exercise caution before clicking links or opening attachments.

From: Patti Walstad
Sent: Monday, June 22, 2020 3:12 PM
To: WBTFrontDesk <wbt@whitebeartownship.org>
Subject: RE: Parking on County Road H2

Andrew,

Could you please send me an email as to what you are planning:

- Date
- How many people
- Time of day
- Etc

County Road H-2 is a County road and they would have to give permission even though it is in the Township.

Also there may be other factors to consider such as a review by the Ramsey County Sheriff's Department, if it is posted no parking that would have to be lifted during the wedding.

If you could get me some details prior to this Thursday I could put it on the Town Board's workshop agenda on Friday morning just to get their thoughts.

Please let me know.

Patti S. Walstad

Patti S. Walstad
Deputy Clerk
White Bear Township
1281 Hammond Road
White Bear Township MN 55110

Direct Dial – 651-747-2756
Office – 651-747-2750
Fax – 651-426-2258
E-mail – patti.walstad@whitebeartownship.org

Find us on FaceBook!

From: WBTFrontDesk <wbt@whitebeartownship.org>
Sent: Monday, June 22, 2020 3:03 PM
To: Patti Walstad <Patti.Walstad@whitebeartownship.org>
Subject: FW: Parking on County Road H2

From: Tallman, Andrew (Allianz Life Insurance Company) <Andrew.Tallman@allianzlife.com>
Sent: Monday, June 22, 2020 2:49 PM
To: WBTFrontDesk <wbt@whitebeartownship.org>
Subject: Parking on County Road H2

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

Hello,

Due to Covid-19 we're potentially planning to move our wedding from its current venue to our home (backyard). We live on County H2 and are worried about people parking on the shoulder. On that road, is it legal to do-so? Also, if we were to have a DJ, the sound noise ordinance requires us to be done by 10pm, correct?

Sorry if this is not the correct place to ask these questions, feel free to point me in a different direction if need be.

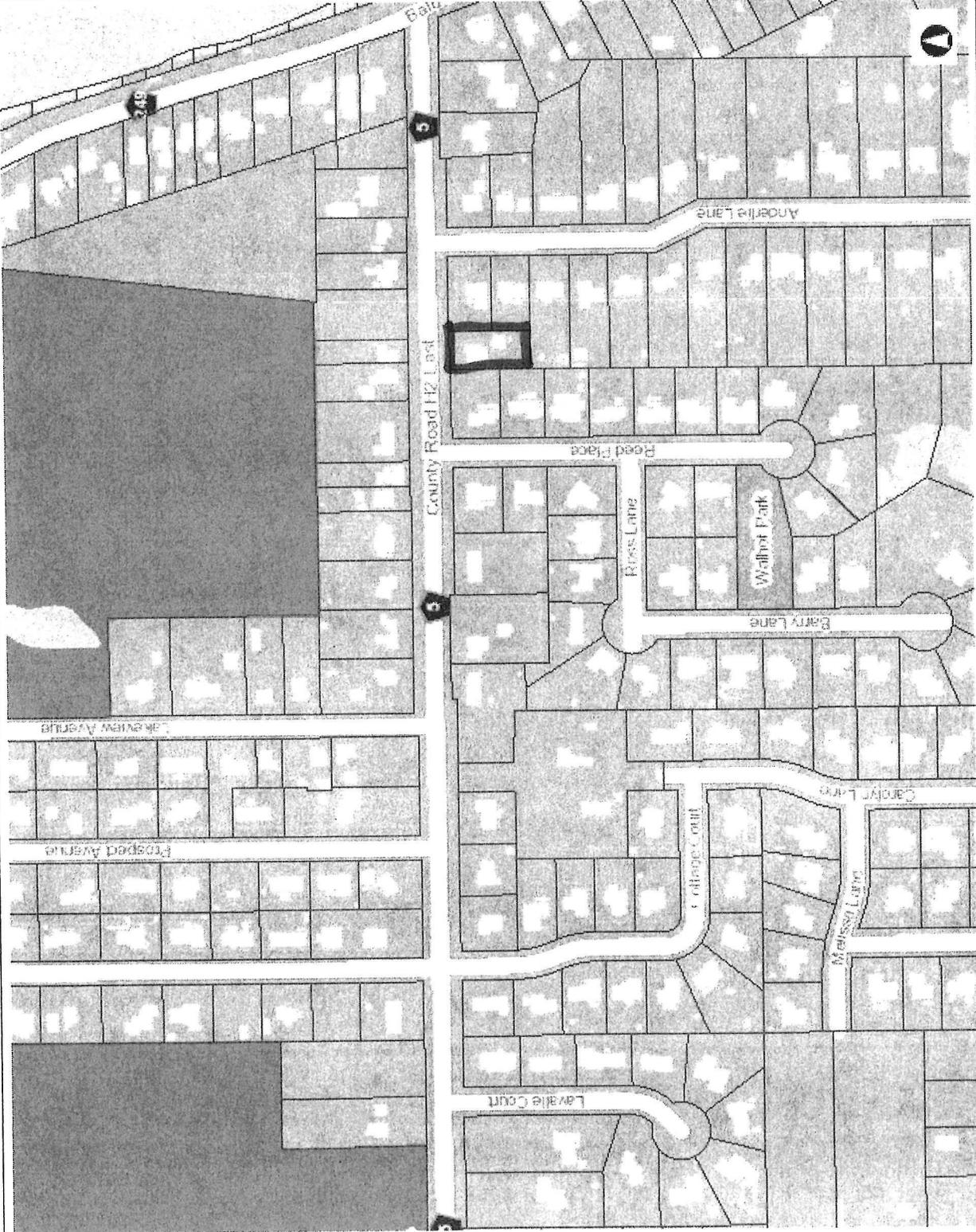
Thanks,

Andrew Tallman
Product Line Manager – Life
Marketing – Product Innovation

Andrew.Tallman@allianzlife.com
d: 763.582.6461 ext: 46461
c: 763.670.4503

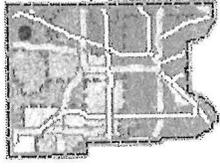
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Allianz. For all that's ahead.

CONFIDENTIALITY NOTICE: The information in this message, and any files transmitted with it, is confidential, may be legally privileged, and intended only for the use of the individual(s) named above. Be aware that the use of any confidential or personal information may be restricted by state and federal privacy laws. If you are not the intended recipient, do not further disseminate this message. If this message was received in error, please notify the sender and delete it.



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

Legend



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

Notes

Enter Map Description



**Town Board Meeting
July 6, 2020**

Agenda Number: 5.G – Consent Agenda

Subject: Special Three Dog License – 1651 Garden Lane – Based on Staff Review & Recommendation Approve the Renewal of the Special Three Dog License Through March 31, 2024

Documentation: Staff Memo w/ attachments

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation Approve the Renewal of the Special Three Dog License at 1651 Garden Lane Through March 31, 2024

**Ordinance No. 5 (Animal)
Section 5-6.2**

5-6.2. SPECIAL THREE DOG LICENSES. All Special Three Dog Licenses shall expire four (4) years after date of issuance and may be reissued without a public hearing provided no complaints have been received and upon receipt of a completed application, payment of the fee, and a site visit by the Town Animal Control Officer.

**Minutes
Town Board Meeting
January 3, 2018**

7:10 P.M. PUBLIC HEARING – SPECIAL THREE DOG LICENSE REQUEST AT 1651 GARDEN LANE – RENEWAL: The Public Hearing was held at 7:11 p.m. Ruzek moved to waive the reading of Public Notice noting that proper publication was made. Prudhon seconded. Ayes all. Ruzek moved to open the Public Hearing. Prudhon seconded. Ayes all. The Clerk reported that Amy Chester, 1651 Garden Lane applied for a Special Three Dog License on September 18, 2017. There were five dogs at the residence at that time. Two of the dogs belonged to Amy Chester’s father, who was no longer able to take care of the dogs. One of the dogs, Missy, is very old, near blind, has no teeth, and does not bark. The Board approved a Special Three Dog License until December 4, 2017, to allow the applicant time to meet the conditions of relocating the fifth dog, an American Eskimo by December 4, 2017. The American Eskimo has been relocated. Another condition was to obtain a statement from the veterinarian regarding Missy, the fourth dog’s

health condition. Amy Chester provided correspondence from the veterinarian to the office today. The veterinarian's observations are that Missy is very elderly and has health complications. The Animal Control Officer performed a site inspection on November 28, 2017. The dogs were found to be well groomed and appeared healthy. Access to potable water, quality food, leashes and shelter conditions were all found to be acceptable. The report included that the west fence has plastic slats installed as required.

Ruzek moved, based on staff review and recommendation to approve the request for the renewal of the Special Three Dog License at 1651 Garden Lane through March 31, 2020, subject to the following conditions: 1) This Special Three Dog License shall be limited to the dogs currently residing at the home; 2) All dogs shall have current licenses obtained by White Bear Township; 3) All Dogs shall have current rabies vaccinations; 4) The premises shall be cleaned of all feces on a daily basis. Unreasonable noise, odors or other annoyances shall be prohibited for the protection of public health and safety; 5) White Bear Township reserves the right to revisit action to approve this Special Three Dog License if complaints are received during the license period; 6) When Missy, the 10 year old Chihuahua dies, she shall not be replaced with a fourth dog; 7) Applicant will control the barking by having someone with the dogs when they are let out in the yard or bark collars, or other workable solutions; 8) State, Federal and local laws and ordinances shall be complied with. Prudhon seconded. Ayes all.

MEMORANDUM

TO: TOWN BOARD
FROM: PATTI WALSTAD
DATE: APRIL 16, 2020

SUBJECT: 1651 GARDEN LANE – SPECIAL THREE DOG LICENSE

Amy Kalo (Chester) has applied for renewal of her Special Three Dog License. Ordinance No. 5 (Animal), sets forth the following procedures that should be followed:

The dogs shall have current rabies certificates:

Copies of the rabies certificates have been provided for all dogs.

The dogs shall have current Township licenses:

The licenses have been paid for and will be issued if the Special Three Dog License is approved.

Completion of an Application for a Special Three Dog License along with the \$100 fee:

The Application has been completed and the fee paid.

Report by Animal Control:

I have not requested that Mario Lee do a site visit due to the current “stay at home order”. I believe that if the owner is responsible enough to reapply knowing that a home inspection might happen that there wouldn't be any issue inside the home.

Neighbor Comments Received:

No complaints have been received over the past 3 years.

Public Hearing:

No public hearing is required for renewal of the license per Ordinance No. 5.

Requested Action:

Approve the renewal of the Special Three Dog License to Amy Chester, 1651 Garden Lane, subject to the following conditions:

1. This Special Three Dog License shall be limited to the dogs currently residing at the home.
2. All dogs shall have current licenses obtained from White Bear Township.
3. All dogs shall have current rabies vaccinations.
4. The premises shall be cleaned of all feces on a daily basis. Unreasonable noise, odors or other annoyances shall be prohibited for the protection of public health and safety.
5. This Special Three Dog License shall expire on March 31, 2024. Application for renewal shall be completed prior to that date.
6. White Bear Township reserves the right to revisit the action to approve this Special Three Dog License if complaints are received during the license period.
7. State, Federal and local laws and Ordinances shall be complied with.

PSW/s
cc:admin/add.file
b:1651garden



Special Three Dog License

I hereby certify that Amy Chester, who resides at 1651 Garden Lane, White Bear Township, Minnesota, which is legally described as follows:

Lot 5, Block 3, Zachman's Third Addition, Ramsey County, Minnesota

(1651 Garden Lane)

and is located within a(n) R-1 – Suburban Residential District, has been granted a Special Three Dog License for the keeping of up to three (3) dogs for private pets, all in accordance with the attached requirements, and pursuant to Ordinance No. 5, the dog/animal ordinance for the Town of White Bear, Ramsey County, Minnesota.

Dated: July 6, 2020.

PATRICK CHRISTOPHERSON, Clerk-Treasurer

Special Three License Requirements

Amy Chester
1651 Garden Lane
White Bear Township, MN 55110

1. This Special Three Dog License shall be limited to the dogs currently residing at the home.
2. All dogs shall have current licenses obtained from White Bear Township.
3. All dogs shall have current rabies vaccinations.
4. The premises shall be cleaned of all feces on a daily basis. Unreasonable noise, odors or other annoyances shall be prohibited for the protection of public health and safety.
5. This Special Three Dog License shall expire on March 31, 2024. Application for renewal shall be completed prior to that date.
6. White Bear Township reserves the right to revisit the action to approve this Special Three Dog License if complaints are received during the license period.
7. State, Federal and local laws and Ordinances shall be complied with.



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

SPECIAL THREE DOG LICENSE

The Town Board may grant, deny or refuse to review any application for license under Ordinance No. 5 Section 5.2, and may impose conditions to the granting of the license.

APPLICANT'S INFORMATION

Applicant's Name(s): Amy Kalu (Chester)
Owner's Name(s): Amy Kalu
Property Address: 1651 Garden Lane
Home Phone: 651-414-6634 Email: Sage Dream Design@yahoo.com
Cell Phone: 952-393-7613 Cell Phone: _____

DOG'S INFORMATION

Breed of Dog: Chi Mix Dog's Name: Lily Age: 13
Breed of Dog: Chi Mix Dog's Name: Bumper Age: 10
Breed of Dog: Chi Mix Dog's Name: Jasmine Age: 12

PROPERTY INFORMATION

Description of Property (i.e. house with fenced yard): Private home with
fenced yard
Description of Outside Kennel Area (if any): N/A

DATA PRACTICES ADVISORY (TENNESSEN WARNING)

I understand that some of the information provided on this form will be public data. Public data is available to anyone who makes a request for such information. Under the Minnesota Data Practices Act, your address, email and/or telephone number are private data. You may choose not to provide some or all of this private data, but it may cause your dog license request to be denied. By completing this information, you are consenting to allow White Bear Township staff to share this information in order to administer White Bear Township Ordinances regarding dog licenses. Please sign below to affirm that you have read this notice.

Signature Amy Kalu Date 3/22/20

FOR OFFICE USE ONLY

Date Received _____ By _____ \$200 Fee Yes No Date Completed _____



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

DOG LICENSE

April 1, 2020 – March 31, 2021

- New Dog License or Renewal - \$30 New Dog License after April 1, 2021 - \$15
 Late Renewal after May 1, 2020 - \$45 Replacement Tag - \$1

Please note: we do not accept bank checks via online bill pay

OWNER'S INFORMATION

Owner's Name(s): Amy Kalo (Chester)
Address: 1651 Garden Lane
Home Phone: 651-414-0634 Email: Sage Dream Design@yahoo.com
Cell Phone: 952-393-7613 Cell Phone: _____

DOG'S INFORMATION

Dog's Name: Lily Rose Male Female Age: 13
Breed: Chi Mix Color: Cream

*** If submitting by mail please remember a current copy of the Rabies Certificate from your veterinarian must be attached (the copy will be returned with license)

License Fee is not Refundable!

DATA PRACTICES ADVISORY (TENNESSEN WARNING)

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Signature Amy Kalo Date 3/22/20

FOR OFFICE USE ONLY

Dog License Tag #: _____ Rabies Tag #: _____
Date Issued: _____ Expiration Date: _____

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 06-09-20
Next Rabies Vaccination On: 06-09-23

Certificate No: 0
Previous Rabies Vaccination: <oldtag>

VETERINARY CLINIC
Century Animal Clinic
839 Century Ave. N.
Maplewood, MN 55119
651-731-9024

OWNER OF ANIMAL
Amy Kalu
1651 Garden Lane
White Bear Lake, MN 55110
County: Washington

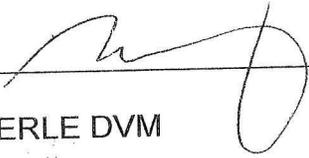
THIS IS TO CERTIFY THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Lily Rose
SPECIES: Canine
SEX: S
COLOR/MARKINGS: Tan and White

TAG NO: 31946
WEIGHT: 16.70
AGE: 13 years
BREED: Chihuahua



Signed _____


ELIZABETH ZIPPERLE DVM

License: 04813

Vaccinations done...

06-09-20	EZ	Canine Rabies 3yr	06-09-23
06-09-20	EZ	Canine Lepto Annual	06-09-21
04-03-19	SL	Canine Distemper/Parvo 3yr	
		04-02-22	
03-13-15	EZ	Canine Distemper/Parvo Annual	
10-24-11	BK	Intestinal Parasite Exam -1	

Rabies Vaccine Information...

MFG BY: MERIA	SER.NO: 18458
LOT EXP: 11/13/21	ADM: RR



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

DOG LICENSE

April 1, 2020 – March 31, 2021

- New Dog License or Renewal - \$30
- New Dog License after April 1, 2021 - \$15
- Late Renewal after May 1, 2020 - \$45
- Replacement Tag - \$1

Please note: we do not accept bank checks via online bill pay

OWNER'S INFORMATION

Owner's Name(s): Amy Kato

Address: 1651 Garden Lane

Home Phone: 651-414-0634 Email: Sage Dream Design@yahoo.com

Cell Phone: 952-393-7613 Cell Phone: _____

DOG'S INFORMATION

Dog's Name: Bumper Doodle Male Female Age: 70

Breed: Chi Mix Color: Black

**** If submitting by mail please remember a current copy of the Rabies Certificate from your veterinarian must be attached (the copy will be returned with license)*

License Fee is not Refundable!

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Signature Amy Kato Date 3/22/20

FOR OFFICE USE ONLY

Dog License Tag #: _____ Rabies Tag #: _____
Date Issued: _____ Expiration Date: _____



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

DOG LICENSE

April 1, 2020 – March 31, 2021

- New Dog License or Renewal - \$30
- Late Renewal after May 1, 2020 - \$45
- New Dog License after April 1, 2021 - \$15
- Replacement Tag - \$1

Please note: we do not accept bank checks via online bill pay

OWNER'S INFORMATION

Owner's Name(s): Amy Kalu

Address: 1651 Garden Lane

Home Phone: 651-414-0634 Email: Sage Dream Design@yahoo.com

Cell Phone: 952-393-7613 Cell Phone: _____

DOG'S INFORMATION

Dog's Name: Jasmine Honey Male Female Age: 12

Breed: Brown → Color: Chi Mix

*** If submitting by mail please remember a current copy of the Rabies Certificate from your veterinarian must be attached (the copy will be returned with license)

License Fee is not Refundable!

DATA PRACTICES ADVISORY (TENNESSEN WARNING)

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Signature Amy Kalu Date 3-22-20

FOR OFFICE USE ONLY

Dog License Tag #: _____ Rabies Tag #: _____
Date Issued: _____ Expiration Date: _____



**Town Board Meeting
July 6, 2020**

Agenda Number: 5.H – Consent Agenda

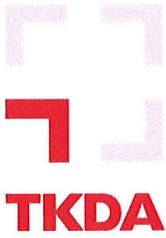
Subject: **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve CenturyLink Permit to Install a New Service Line to 5203 Latta Street From an Existing Pole to the House

Documentation: Town Engineer Correspondence / map

Action / Motion for Consideration:

Receive Information / Discuss

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve CenturyLink Permit to Install a New Service Line to 5203 Latta Street From an Existing Pole to the House



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

June 30, 2020

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: CenturyLink Permit Application
5203 Latta Street
White Bear Township, Minnesota
TKDA Project No. 17727.000

Dear Board Members:

CenturyLink has applied for a permit to install a new service line to 5203 Latta Street from an existing pole to the house. The attached map shows the project.

We recommend approval with the following conditions:

1. Contractor must protect sewer and water services.
2. Disturbed areas shall be restored equal to or better than original condition.
3. 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.
4. Call Gopher One-Call prior to any work.

Sincerely,

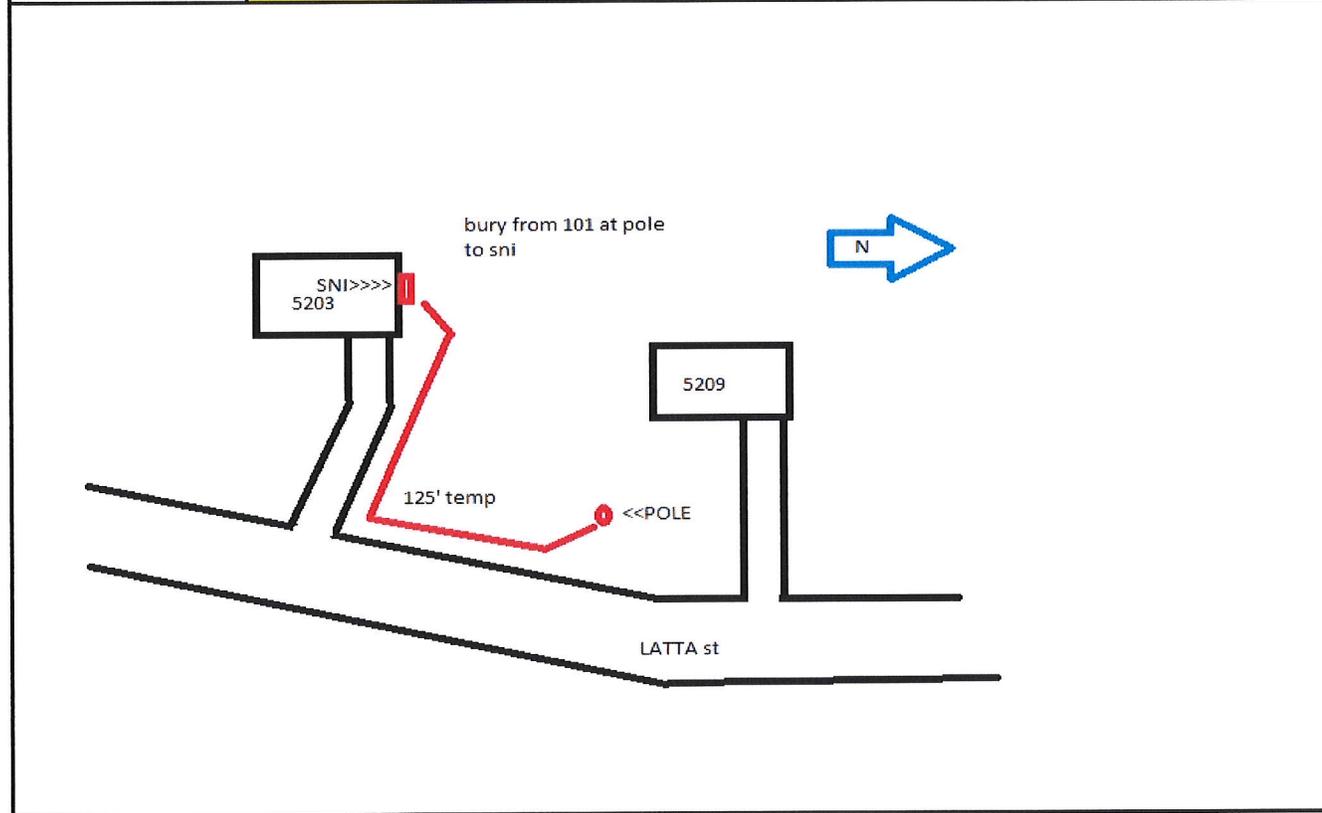
A handwritten signature in blue ink that reads "Jim Studenski".

Jim Studenski, PE
Town Engineer

Enclosures

Revised 2-10-2020	State	MN	Contractor	MN Metro	CMS#	20104260
CenturyLink BSW Order/Maintenance Work Authorization						
Company	Exchange Name	NWBTMNCL			Service Order#	116276031
Work Activity	Drop-Buried Copper	Capital	Y	Maintenance		
Customer Name	allen christopher			Phone#	(651) 407-9783	
Address	5203 latta st			One Call Ticket#		
City & Zip	white bear					
Location/Directions	from otterkake go east on stillwater street to latta, take left and home on left					
Description of Work or Special Instructions	bury new line					

Held Order	N	Permit:	u	Bore:	N	CBR#	6512305000
Tech Name and Tech #	tim 690			Employee Contact#	6512316869		
Sketch <small>(Include Cntr Line & Pedestal)</small>	Material/Labor Units			Footage/Quantity	Comments		
	Description	Notes					
Cntr Line foot	SEB3-22	BSW-3 & plow plcmt		125			
	SEB3-22T	BSW-3 & hand dig plcmt					
Ped#	5212 latta	SEPCUTOVER		1			
Parish/County		BM83	BSW guard at house	1			
		XXSEB-GL	Remove temp drop	125	Footage when temp can't be re-used		
Township:	na	BM61(1.25)SEB	BSW Bore footage				
Section	na	SEBO PER FT LBR	Fiber & plow plcmt				
Range	na	SEBO PER FT LBR T	Fiber & hand dig plcmt				
		SEB6-22	BSW-6 & plow plcmt				
		BM2(5/8)(8)	Ground Rod				
		Trip Charge	Trip Charge				
		Permit	Permit	1	Any placement within the ROW requires a permit		
Nearest cross st.	stillwater st			Plat Page		Map#	



Originated By:	Tim Olinger	Date:	6/15/20	Completed By:		Date:	
Authorized By: (SRO)	Elwood	Date:		Inspected By:		Date:	
Authorized By: (MRO)		Date:					

1. Distance of the bury in Right-of-Way	75	3. Distance to the nearest intersection	400
2. Distance from the terminal to the centerline	25	4. Nearest State Hwy mile marker	



**Town Board Meeting
July 6, 2020**

Agenda Number: 6.A – Open Time

Subject: 5305 West Bald Eagle Boulevard - Update

Documentation: Code Enforcement Officer Letter / Email

Action / Motion for Consideration:

Receive Information / Discuss



**WHITE BEAR
TOWNSHIP**

1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

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

July 1, 2020

Zac Love
5305 Bald Eagle Blvd W
White Bear Township, MN 55110

Dear Mr. Love,

The Township has received an extremely excessive amount of complaints concerning your property conditions over the last year.

Because of the continuing violations to Township Ordinances, a neighborhood group has formed and continues to pressure the Town to take drastic enforcement action.

The neighborhood group has requested to appear before the Town Board on July 6, 2020 at the regular Town Board meeting to express their concerns.

The Town Board has requested your notification of the neighborhoods proposed presentation at the July 6, 2020 Town Board meeting.

Respectfully,

Mike Johnson
Building Official/Code Enforcement



recycled paper

Mike Johnson

To:
Subject: report a concern 5305

Tony thanks for taking the time to express your concerns to the Township. The dwelling unit located at 5305 ½ Bald Eagle Blvd W. was approved by the Town Board back in the 80's. The property has been a legal rental property for several years. Most recently on April 6, 2020 the Town determined the property to be unfit for human habitation because of a sewer line back up that was not immediately addressed by the property owner. The sewer line has since been cleaned and is fully operational. I completed a full inspection of the property on May 5, 2020 and determined the property meets all the Towns rental dwelling requirements. The Town has been investigating and taking enforcement action on the property for the last six months. Several notices have been served to the property owner informing them of Town Ordinance violations. Most recently citations have been issued to the property owner for several code violations. This will require the property owner to appear before the Ramsey County District Court. At this point the Town has taken every enforcement action available. The Town will continue to peruse compliance on the property. However, without cooperation from the property owner the legal channels can take significant time to gain compliance.

Mike Johnson
Building Official
1281 Hammond Road
White Bear Township, MN 55110
651-747-2750



**Town Board Meeting
July 6, 2020**

Agenda Number: 7.A – Old Business

Subject: Hockey Day Minnesota – Adopt Resolution

Documentation: Resolution

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation Adopt the
**Resolution Approving the Special Event Request for Hockey Day
Minnesota January __, 20__ for Exclusive Use of Polar Lakes Park,
1280 Hammond Road, White Bear Township**

Ruzek – Moves

McCune - Seconds

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON JULY 6, 2020

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 July 6, 2020 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 APPROVING THE SPECIAL
EVENT REQUEST FOR HOCKEY DAY MINNESOTA
JANUARY ____, 20__ FOR EXCLUSIVE USE
OF POLAR LAKES PARK, 1280 HAMMOND ROAD,
WHITE BEAR TOWNSHIP**

WHEREAS, the White Bear Township agrees to provide the premises in its ordinary and useable condition. The Town will not make any special accommodations in cases of inclement weather. Any group using the field will be completely responsible for any additional set up that it requires, including but not limited to: coordinating and paying for the delivery and removal of additional portable restrooms, obtaining the proper permits and licensing for concessions and providing adequate medical and security personnel, providing maintenance equipment, and emptying refuse containers as necessary,

AND WHEREAS, White Bear Township's selection as the host site for Hockey Day Minnesota with events to be held from January __-__, 20__ (including set up and take down of equipment), has entailed extensive event planning and organization by the community, in particular, local organizing committee members, hereinafter referred to as "the LOC",

AND WHEREAS, the Township on _____, 2020, granted the LOC permission to use Polar Lakes Park for the Event hockey rink and village areas,

AND WHEREAS, the Township, on _____, 2020, also authorized the Town Board Chair and Town Clerk to execute a Hockey Day Minnesota Municipal Agreement regarding the general roles, expectations and obligations of

each entity related to the Event; which agreement was executed on _____,

AND WHEREAS, for final Event preparations, the LOC seeks, among other things, approval of the Permit including related alcohol sales from January ___ - ___, 20___,

AND WHEREAS, for final Event preparation, the LOC has identified Polar Lakes Park as follows:

- exclusive use of park from January ___, 20__ at 8:00 a.m. to January ___, 20__ at noon
- requesting traffic control assistance, with appropriate signage provided by the Ramsey County Sheriff's Department from January ___, 20__ at 8:00 a.m. to January ___, 20__ at noon; with the condition that the LOC submit a traffic control plan, parking plan, remote parking plan, and shuttle plan to the Town Clerk that meets the requirements of the Town
- requesting designated shuttle/bus only with "No Parking" postings, with the appropriate signage provided by the LOC at _____(where)_____ from 8:00 a.m. to 1:00 a.m. from January ___-___, 20__

AND WHEREAS, in connection with the aforementioned requests, the LOC agrees to abide by all Township rules and regulations associated _____ and in the use of the designated areas; and, to submit the appropriate applications and user and permit fees associated therewith to the Town Clerk,

AND WHEREAS, the LOC will provide the Township with an updated Certificate of Insurance naming the Town as an additional insured for all activities associated with the requests for the duration of the Event, if not already previously provided,

AND WHEREAS, the Park Use Fee established by Town policy when participation is expected to exceed 200 people are hereby waived noting that Hockey Day Minnesota is a non-profit organization,

AND WHEREAS, the Township shall allow motorized vehicles and machines on park property as needed,

AND WHEREAS, Hockey Day Minnesota agrees to the following items related to the event:

- pay for security fees charged for traffic control and security at the event, i.e. Ramsey County Sheriff's Department
- pay for Town staff/Public Works time to be on-site at the Event
- pay for use of any Town equipment as needed and identified by Hockey Day Minnesota
- any damage to the park related to the use of the park and vehicles/equipment used within shall be paid for by Hockey Day Minnesota
- any change or alterations to Polar Lakes Park shall be approved by the Town Clerk,
- the Town will assume no responsibility for loss or damage to personal property belonging to any person from the group
- shall provide a park use layout for Hockey Day Minnesota to be reviewed and approved by the Town Clerk
- Hockey Day Minnesota will work with the Town to pay for an electrician to attend the event and provide electrical services in preparation for the event. Electrician fees to be paid for by Hockey Day Minnesota
- the Town will provide use of the Administrative Offices conference room and restrooms for FSN/Hockey Day Minnesota
- Hockey Day Minnesota will provide and pay for upgrades to the phone services needed for the Event, in coordination with Town staff
- Hockey Day Minnesota will provide and pay for upgrades to the Town's high speed internet as necessary for the Event in coordination with Town staff
- all temporary structures, tents, stages, grandstands, hockey rinks, etc., will be provided and paid for by Hockey Day Minnesota
- the Town will allow use of drone cameras at the Hockey Day Minnesota/White Bear Township Event
- the Town will allow use of field lighting in addition to all other park amenities for the Event
- the Town will provide snow removal services for the Event as agreed upon by the LOC
- this resolution is nonbinding and non-contractual, but is a resolution of support. Hockey Day Minnesota shall provide a contract to the Town for review and approval.

NOW, THEREFORE, be it resolved by the Town Board of the Town of White Bear that the requested use of Polar Lakes Park and alcohol sale approval (subject to State), uses, closure, shuttle areas and traffic control assistance identified above, by the LOC for Hockey Day Minnesota events commencing January __,



Town Board Meeting July 6, 2020

Agenda Number: 7.B – Old Business

Subject: **Emergency Management Team Report:**

1. Ramsey County COVID 19 Incident Management.
2. Contract Group Update.
3. Attorney Update.
4. Operations Logistics/Administrative Offices.

Documentation: None

Action / Motion for Consideration:

Receive Memo / Discuss

Minutes
Town Board Meeting
June 15, 2020

EMERGENCY MANAGEMENT TEAM REPORT:

- 1. Ramsey County COVID-19 Incident Management:** The Town Clerk reported that at the most recent Ramsey County meeting, the COVID-19 discussion was secondary to the riots and protests in Minneapolis and Saint Paul and civil safety discussion.
- 2. Contract Group Update:** The Contract Group meets this Thursday. There are no current updates.
- 3. Attorney Update:** The Town Attorney noted that nothing has changed since the Governor has reopened municipalities and Town committees can meet in-person. Parks are now open completely and it was noted that Bellaire Beach lifeguards started last Saturday.
- 4. Operations Logistics/Administrative Offices/Public Works – Rescind Resolution Declaring Civil Emergency:** The Town Clerk reported that operations are back at full strength and steady traffic has flowed into the offices, though social distancing is enforced. It was noted that the substation is occupied now for 2 or 3 days a week for a couple hours at a time.

It was noted that the Emergency Management Team will stay active until the Governor rescinds the peacetime emergency. He extended it to mid-July.



**Town Board Meeting
July 6, 2020**

Agenda Number: 8.A – Public Hearings

Subject: Improvement 2020-4 – Peterson Road Improvements:

1. Order Improvement
2. Order Preparation of Plans & Specifications
3. Adopt Resolution Declaring Official Intent to Reimburse

Documentation: Town Engineer Correspondence / PowerPoint Presentation / Resident Letter / Public Notice / Clerk's Certificate of Mailing / Mailing List / Affidavit of Publication / Resolutions

Action / Motion for Consideration:

- 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 Staff Review & Recommendation Adopt:

1) Resolution Ordering Improvement 2020-4

**Ruzek – Moves McCune – Seconds
Prudhon – Abstains**

2) Resolution Ordering Preparation of Plans & Specifications for Improvement 2020-4

**Ruzek – Moves McCune – Seconds
Prudhon – Abstains**

In an Amount Not to Exceed \$46,500.00 & Also Noting Utility Easements Will Need to be Obtained.

3) Resolution Declaring Official Intent to Reimburse Expenditures

Ruzek – Moves McCune – Seconds
Prudhon - Abstains

Minutes
Town Board Meeting
June 1, 2020

PETERSON ROAD – RECEIVE FEASIBILITY REPORT – CALL NEIGHBORHOOD MEETING: The Town Engineer summarized that the Board has been talking about this agenda item for several months. The goal is to capitalize on the favorable interest rates for bonding during this time. The Town Engineer went through the feasibility report chapter by chapter. First he gave a brief overview of the introduction, the background of Peterson Road, the existing conditions within Peterson Road, the proposed improvements, the assessment policy and assessment amounts, funding source table, the proposed schedule, conclusion and recommendations.

At previous meetings the Board had decided on the 28-foot wide road with the proposed dimensions listed in the report, stopping just past Mehegan Road (Exhibit J). He explained the street layout, the cost estimate, the assessment role of each street improvements, water, and sanitary sewer. The map shows properties of assessment, while the geo technical shows the exact soil limits.

When it comes to funding, table 1 in the feasibility report lays out cost estimates for each category. The Town has to assess at least 20% and currently the assessments given are at 29%, figuring in the “worst case scenario” for residents. Of the 15 assessable units for street improvements, only some could be assessed 1 side front in calculations based on appraisal values. So 6 units are unassessable. The street improvements for those 9 units are calculated assessable at \$15,000; The sanitary sewer improvements for the 7 units are calculated assessable at \$12,500 (noting 1 unit deferred); The water improvements for the 8 units are calculated assessable at \$12,500. It was noted that the streets will be assessed on a 10 year plan, and 15 years for water and sewer. Interest is determined at the bond sale.

According to the schedule it would be most favorable to accept the feasibility report at this meeting, and schedule a neighborhood meeting in 1.5 to 2 weeks, and the public hearing for the first meeting in July. There was some discussion over the schedule and the feasibility report as presented thus far. The assessments for all three will run around \$40,000. The Board decided to go forward because rates are not going to get much better. It was noted that there is a dead end water source at Providence Lane for the townhomes that can be looped in the project. It also promotes water clarity fed from multiple directions. It can connect the water loop from Mehegan Lane. It was noted to the Board, that because Chair Prudhon lives on Peterson Road, he will be abstaining from the voting process: both Supervisors will have to vote in favor for the project to pass through to completion (future meetings).

Based on staff review & recommendation Ruzek moved to adopt resolution receiving report for a Street & Utility Improvement for Peterson Road. McCune seconded. Ayes: Ruzek, McCune; Abstention: Prudhon.

Based on staff review & recommendation Ruzek moved to call a neighborhood meeting as soon as practical for the properties on Peterson Road including the neighbors to the east. McCune seconded. Ayes: Ruzek, McCune; Abstention: Prudhon.

Based on staff review and recommendation Ruzek motioned to call a public hearing for the Peterson Road project for Monday, July 6th. McCune seconded. Ayes: Ruzek, McCune; Abstention: Prudhon.



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

July 1, 2020

Honorable Chairman and Town Board
White Bear Township, Minnesota

RE: Peterson Road Public Hearing and Possible P&S Authorization
White Bear Township, Minnesota
TKDA Project No. 17727.002

Dear Board Members:

The Peterson Road feasibility has been received by the Town Board and the neighborhood meeting was held on June 17th. The next step in the process is holding the Public Hearing at the July 6th Town Board meeting. The Power Point presentation is attached.

As previously stated, Peterson Road is a gravel road with no exiting sanitary sewer, watermain or storm sewer. The Three Oaks development will be connected to it in the future and the project extended utilities to this area.

The proposed improvements is only be for the southerly portion connecting CR H2 to the Mehegan Lane intersection and the associated utility installation. The northerly portion of Peterson Road has wetlands and right-of-way to be addressed prior to improving the road. The north portion of the road also may change alignments in the future to better address serving the area east to the freeway.

The proposed road and pedestrian sidewalk has been defined. The proposed improvement addresses the effort to minimize the impacts to the existing conditions. Further design details and interaction with the residents will occur if this project moves forward.

The existing topography conditions are challenging due to the low elevations on the west side and high elevations on the east side of the right-of-way. The east side is also heavily treed.

The Public Hearing will allow further interaction with the residents and allow the Town Board to make a decision on moving forward with the \$1,100,000 project. This project will also require easements to be obtained to install the sanitary sewer extension along the back yards of the property's.

If this project is to move forward this year that decision should be made after the Public Hearing due to the tight timeframe of the construction season.

Peterson Road Public Hearing and Possible P&S Authorization
July 1, 2020
Page 2

TKDA will continue to work closely with staff, the Town Attorney and the Town Board through the entire process. The process will continue to include various discussions on the design during the Town Board Executive meetings to address the many challenges this project faces.

If the Town Board decides to move forward with the project, TKDA will prepare plans and specifications for an amount not to exceed \$46,500. In addition, the Town Attorney will need to assist with the sanitary sewer utility easement acquisitions.

Please contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Larry Poppler". The signature is fluid and cursive, with the first name "Larry" being more prominent than the last name "Poppler".

Larry Poppler, PE
Principal in Charge

Attachment

PETERSON ROAD IMPROVEMENTS

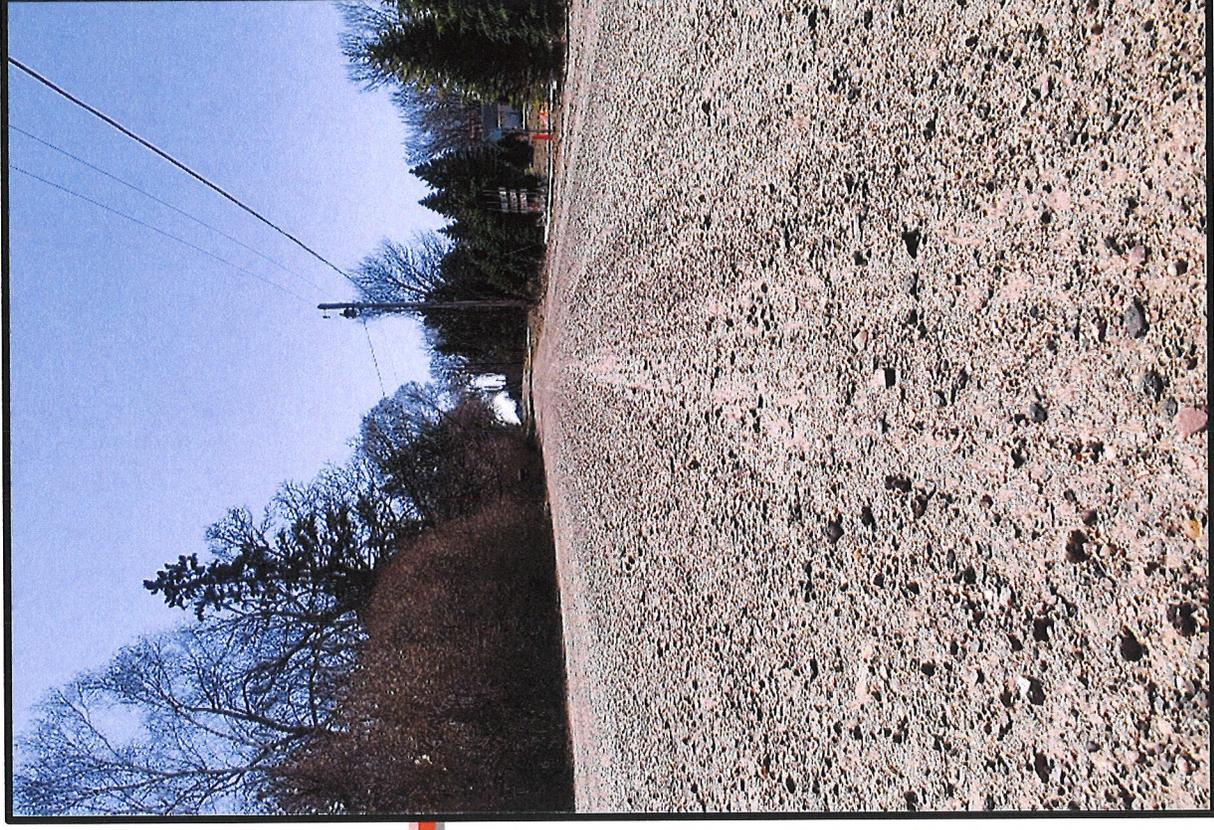
NEIGHBORHOOD MEETING

June 17, 2020



INTRODUCTIONS

- LARRY POPPLER, TKDA
 - LARRY.POPPLER@TKDA.COM
 - 651-292-4457
- JIM STUDENSKI, TKDA
 - JIM.STUDENSKI@TKDA.COM
 - 651-292-4503



AGENDA FOR MEETING

- WHY PETERSON ROAD NOW?
- FEASIBILITY STUDY
 - EXISTING CONDITIONS
 - PROPOSED IMPROVEMENTS
 - COSTS
 - ASSESSMENTS
 - PROCESS
 - SCHEDULE
- COMMUNICATIONS / NEXT STEPS
- PROJECT MERITS
- DISCUSSION



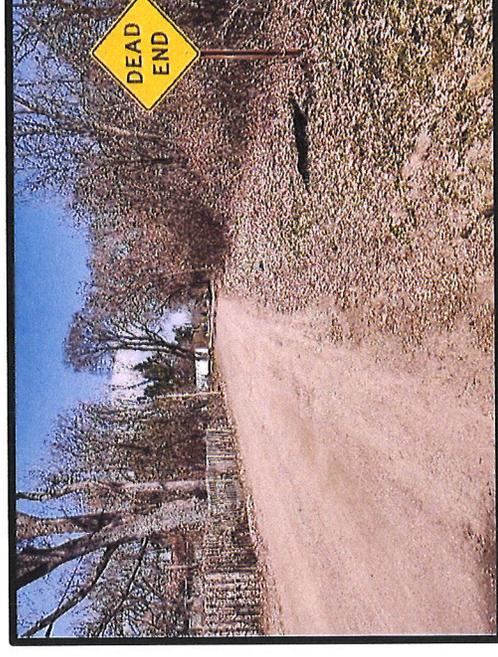
WHY PETERSON ROAD NOW?

- WHITE BEAR TOWNSHIP PAVEMENT MANAGEMENT GOALS
 - 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 AND ENHANCE PROPERTY VALUES
- RECENT BIDS SHOW PRIME WINDOW TO BID PROJECTS
- EXTREMELY LOW INTEREST RATES
- FUTURE TRAFFIC

PETERSON ROAD

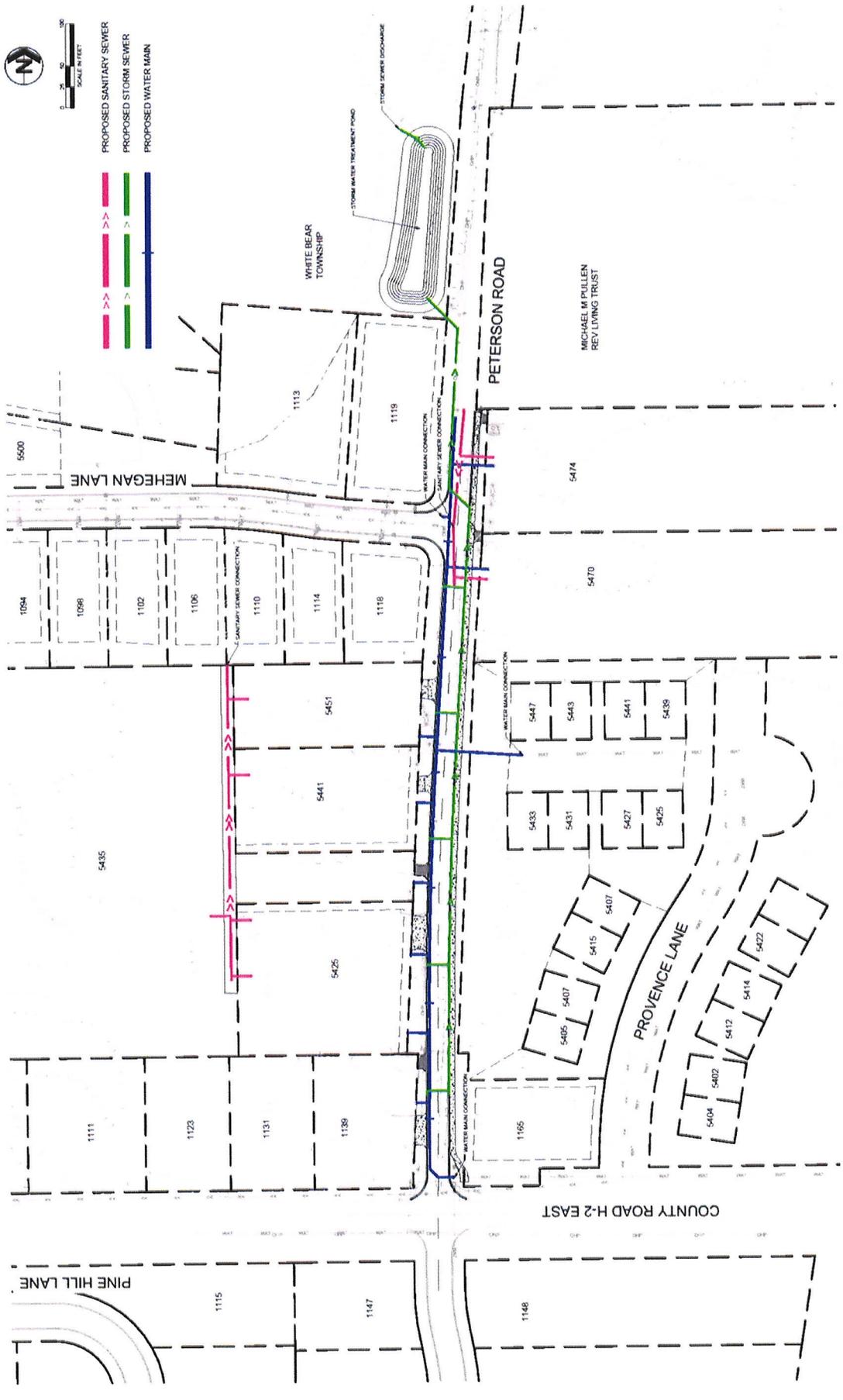
EXISTING CONDITIONS

- CONSTRUCTED PRIOR TO 1940
- STREET WIDTH 17 - 22 FT
- NO WATER, SANITARY SEWER,
OR MUCH STORM SEWER
- RIGHT OF WAY VARIATIONS
- WETLAND PROXIMITY
- GEOTECHNICAL EXPLORATION
 - 5.5-12 INCHES OF AGGREGATE BASE
 - FILL MATERIAL



PROPOSED IMPROVEMENTS

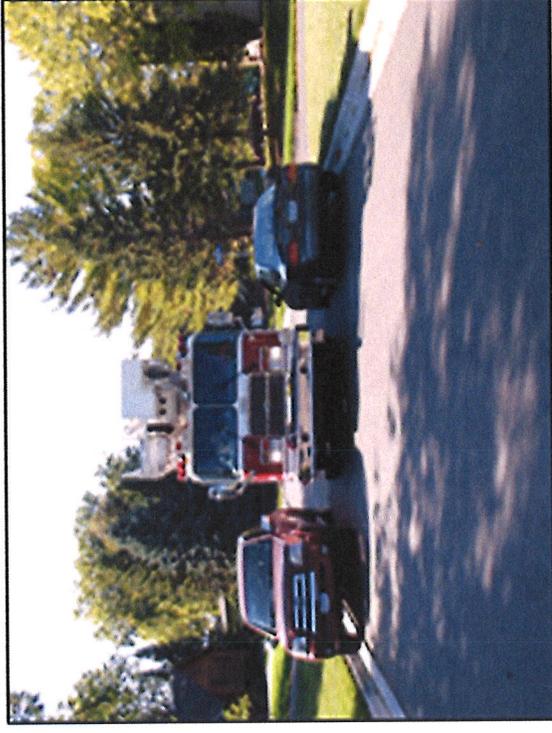
- FUTURE DEVELOPMENT CONSIDERATIONS
- SANITARY SEWER INSTALLATION
- WATERMAIN INSTALLATION
- STORM SEWER PIPE / PONDING NORTH OF MEHEGAN
- CURB AND GUTTER
- PAVEMENT
- SIDEWALK ON EAST SIDE
- RESTORATION



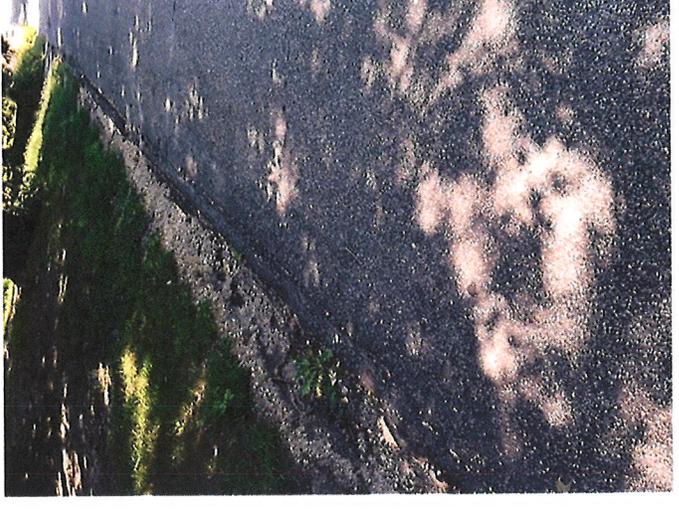
PROPOSED UTILITY LAYOUT

STREET WIDTH

- STREET WIDTH RECOMMENDED IS 28 FEET
- 6 FOOT SIDEWALK BEHIND CURB



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

ROADWAY GEOMETRICS

- SQUARING UP ROADWAYS AT INTERSECTIONS
- BUILDING ROADWAY WITHIN RIGHT OF WAY
- AVOIDING TREE LOSS
- RETAINING WALL AT COUNTY H2
- DRAINAGE TO THE NORTH

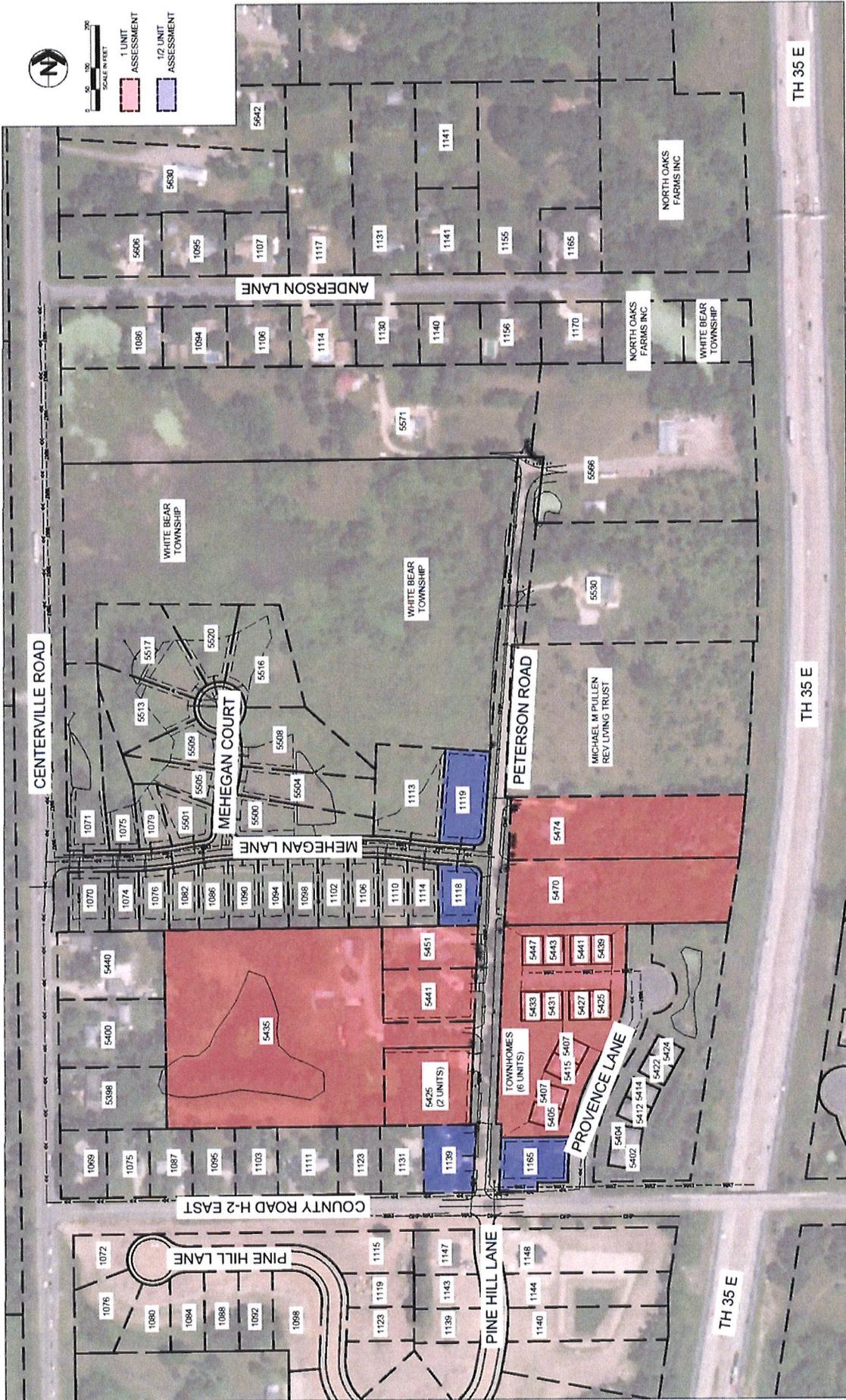
ESTIMATED PROJECT COSTS

Item	Construction Cost	Indirect Cost	Total Estimated Cost
Street Improvements	\$ 475,000	\$ 120,000	\$ 595,000
Storm Water Improvements	\$ 180,000	\$ 45,000	\$ 225,000
Sanitary Sewer Improvements	\$ 80,000	\$ 20,000	\$ 100,000
Water Main Improvements	\$ 144,000	\$ 36,000	\$ 180,000
TOTAL PROJECT COST	\$ 879,000	\$ 221,000	\$ 1,100,000

Table Notes:
Township's Indirect Costs includes the following:
Engineering/Administration/Legal
Financing and Bonding

ASSESSMENT SUMMARY

Overall Project Costs	\$ 1,100,000
Overall Assessable Costs	\$ 412,500
Street Assessable Units	15 (6 units un-assessable and assigned to White Bear Township, plus 1 deferred)
Street Assessment Rate	\$ 15,000
Street Assessment	\$ 225,000
Sanitary Assessable Units	7 (1 deferred)
Sanitary Assessment Rate	\$ 12,500
Sanitary Assessment	\$ 87,500
Water Assessable Units	8 (1 deferred)
Water Assessment Rate	\$ 12,500
Water Assessments	\$ 100,000
Assessment Term	15 Years
Interest Rate	Undetermined (2019 Rate 3.5%)



AMORTIZATION SCHEDULE

15 YEARS AT 3.5%

Year	Principal	Interest	Total	Balance
2020				40,000.00
2021	2,666.67	1,750.00	4,416.67	37,333.33
2022	2,666.67	1,306.67	3,973.33	34,666.67
2023	2,666.67	1,213.33	3,880.00	32,000.00
2024	2,666.67	1,120.00	3,786.67	29,333.33
2025	2,666.67	1,026.67	3,693.33	26,666.67
2026	2,666.67	933.33	3,600.00	24,000.00
2027	2,666.67	840.00	3,506.67	21,333.33
2028	2,666.67	746.67	3,413.33	18,666.67
2029	2,666.67	653.33	3,320.00	16,000.00
2030	2,666.67	560.00	3,226.67	13,333.33
2031	2,666.67	466.67	3,133.33	10,666.67
2032	2,666.67	373.33	3,040.00	8,000.00
2033	2,666.67	280.00	2,946.67	5,333.33
2034	2,666.67	186.67	2,853.33	2,666.67
2035	2,666.67	93.33	2,760.00	0.00

OTHER HOMEOWNER COSTS

- CONNECTION FEES (\$5,525)
 - WATER ACCESS CHARGE - \$2,440
 - SEWER ACCESS CHARGE - \$2,485
 - LOCAL SEWER ACCESS CHARGE - \$600
- PERMITS (\$650)
 - INTERIOR WATER PERMIT - \$331
 - SEWER AND WATER PERMIT - \$91
 - WATER METER PERMIT - \$15 PER FIXTURE
 - SEPTIC SYSTEM ABANDONMENT OR REMOVAL PERMIT - \$60
- PRIVATE CONNECTION TO WATER AND SEWER (\$5,000*)
 - * COST DEPENDENT ON DISTANCE TO CONNECTIONS

TOWNSHIP FUNDING

Township Funds / Bonding	\$ 460,000*
Assessments	\$ 322,500
Township Water Fund	\$ 80,000
Township Sanitary Fund	\$ 12,500
Township Storm Fund	\$ 225,000
Total	\$ 1,100,000

*Includes 6 units of the street assessment

ASSESSMENTS MAKE UP 29% OF TOTAL COSTS

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
- ASSESSMENT HEARING
- CONSTRUCTION

SCHEDULE

Activity	Date
Authorize Preparation of Feasibility Report	December 12, 2019
Town Board Discussions	Various Meetings
Township Accept Feasibility Report and Call for Public Hearing	June 1, 2020
Neighborhood Informational Meeting	June 17, 2020
Public Hearing / Order Improvements / Authorize Preparation of Plans and Specifications	July 6, 2020
Neighborhood Informational Meeting	July 2020
Accept Plans and Specifications and Authorize Advertisement for Bids	August 2020
Bid Opening	September, 2020
Award Contract	September, 2020
Begin Construction	September, 2020
Substantial Construction Completion	October 2020
Authorize Amount to be Assessed	September, 2020
Assessment Hearing / Adopt Assessments	October, 2020
Construction Completion	Spring 2021

COMMUNICATIONS

- TOWNSHIP WEBSITE
- INFORMATIONAL MEETINGS
- PROJECT NEWSLETTERS
- E-MAIL
- INDIVIDUAL MEETINGS OR COMMUNICATION

NEXT STEPS

- PUBLIC HEARING JULY 6TH AT 7:00 PM – HERITAGE HALL
- OPEN HOUSE IN JULY – NOTICES WILL BE SENT
- BIDDING – AUGUST
- CONSTRUCTION START IN SEPTEMBER

PROJECT MERITS

- TOWNSHIP PERSPECTIVE
 - REDUCE GRAVEL ROAD MAINTENANCE
 - REDUCE EROSION AND IMPROVE WATER QUALITY
 - WATERMAIN CONNECTION
 - STREET CONNECTION
 - FUTURE DEVELOPMENT
 - BIDDING WINDOW AND LOW INTEREST RATES
- HOMEOWNER PERSPECTIVE
 - INCREASE IN PROPERTY VALUES AND RESALE
 - REDUCED HOMEOWNER MAINTENANCE
 - REMOVAL OF SEPTIC MOUNDS AND PIPES
 - GRAVEL ROADWAY CONVERSION
 - DRAINAGE IMPROVEMENTS

QUESTIONS / DISCUSSION



AMORTIZATION SCHEDULE

15 YEARS AT 3.5%

2020						7,500.00
2021	500.00	328.13	828.13	7,000.00		
2022	500.00	245.00	745.00	6,500.00		
2023	500.00	227.50	727.50	6,000.00		
2024	500.00	210.00	710.00	5,500.00		
2025	500.00	192.50	692.50	5,000.00		
2026	500.00	175.00	675.00	4,500.00		
2027	500.00	157.50	657.50	4,000.00		
2028	500.00	140.00	640.00	3,500.00		
2029	500.00	122.50	622.50	3,000.00		
2030	500.00	105.00	605.00	2,500.00		
2031	500.00	87.50	587.50	2,000.00		
2032	500.00	70.00	570.00	1,500.00		
2033	500.00	52.50	552.50	1,000.00		
2034	500.00	35.00	535.00	500.00		
2035	500.00	17.50	517.50	0.00		

AMORTIZATION SCHEDULE

15 YEARS AT 3.5%

Year	Principal	Interest	Total	Balance
2020				12,500.00
2021	833.33	546.88	1,380.21	11,666.67
2022	833.33	408.33	1,241.67	10,833.33
2023	833.33	379.17	1,212.50	10,000.00
2024	833.33	350.00	1,183.33	9,166.67
2025	833.33	320.83	1,154.17	8,333.33
2026	833.33	291.67	1,125.00	7,500.00
2027	833.33	262.50	1,095.83	6,666.67
2028	833.33	233.33	1,066.67	5,833.33
2029	833.33	204.17	1,037.50	5,000.00
2030	833.33	175.00	1,008.33	4,166.67
2031	833.33	145.83	979.17	3,333.33
2032	833.33	116.67	950.00	2,500.00
2033	833.33	87.50	920.83	1,666.67
2034	833.33	58.33	891.67	833.33
2035	833.33	29.17	862.50	0.00

June 10, 2020

**RE: Peterson Road Improvements
Township Project Number 2020-4**

Dear Resident:

Considering the favorable bidding climate and historically low interest rates, White Bear Township has authorized the study of Peterson Road for upgrades including water and sewer extension. The Feasibility Report is now complete and was reviewed by the White Bear Township Board on June 1, 2020. It can be found on the Township website at:

<https://www.whitebeartownship.org/361/Street-Improvements>

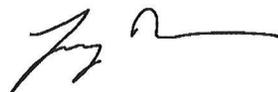
A **Neighborhood Meeting** which will include a presentation and discussion about Peterson Road Improvements is scheduled for **June 17, 2020 at 6:00 PM at Heritage Hall** (4200 Otter Lake Road, White Bear Township, MN 55110). The Neighborhood Meeting will discuss the Feasibility Report findings including the costs for the project. Questions regarding the project will be answered at the meeting.

The **Public Hearing** has also been scheduled for **July 6, 2020 at 7:00 PM at Heritage Hall** (4200 Otter Lake Road, White Bear Township, 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 Peterson Road Improvement Project. If the project moves forward after the Public Hearing, more information will be sent to you including construction schedule and contact information during construction.

After bids are received and 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.

Sincerely,



Larry Poppler, PE
Town Engineer



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, July 6, 2020, 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: The acquisition, installation, and construction of watermain extensions and appurtenances thereto, and a sanitary sewer collection system including collectors, laterals, mains and appurtenances thereto, and also street construction and re-construction, concrete curb and gutter and storm drainage and appurtenances thereto.

The area proposed to be assessed for such improvement is every lot, piece or parcel of land benefitted by said improvement in the area of the Town of White Bear lying and being in Section 4 and Section 9, Township 30, Range 22, Ramsey County, Minnesota.

The estimated cost of the improvement is \$1,100,000.00.

The Board proposes 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: June 1, 2020.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS



PATRICK CHRISTOPHERSON, Clerk-Treasurer

**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 24th day of June, 2020, (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:

Section 4, and Section 9, Township 30, Range 22, 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.)

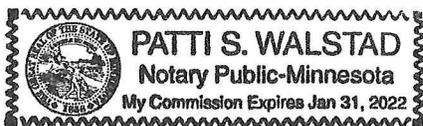
- 1.
- 2.
- 3.

Given under my hand and the Town Clerk's Seal this 24th day of June, 2020.



PATRICK CHRISTOPHERSON, Town Clerk

Subscribed & sworn to before me
this 24th day of June, 2020


Notary Public, Ramsey Cty., MN

DENNIS & PATRICIA PETERSON
5474 PETERSON ROAD
WHITE BEAR TOWNSHIP MN 55127

RESIDENT
1165 COUNTY ROAD H-2
WHITE BEAR TOWNSHIP MN 55127

PATRICK HAGEN
1741 GERVAIS AVE UNIT 6
MAPLEWOOD MN 55109

DEBORAH KEEFE
13408 EUROPA CT N UNIT 1
HUGO MN 55038

RESIDENT
5470 PETERSON ROAD
WHITE BEAR TOWNSHIP MN 55127

RESIDENT
1139 COUNTY ROAD H-2
WHITE BEAR TOWNSHIP MN 55127

NORTH OAKS FARMS INC
5959 CENTERVILLE ROAD
ST PAUL MN 55127

NORTH OAKS FARMS INC
5959 CENTERVILLE ROAD
ST PAUL MN 55127

LEIF & MICHELLE EISCHEN
5451 PETERSON ROAD
WHITE BEAR TOWNSHIP MN 55127

STEPHEN & CAROLYN PASKET
5441 PETERSON ROAD
WHITE BEAR TOWNSHIP MN 55127

ED & SANDRA PRUDHON
5435 PETERSON ROAD
WHITE BEAR TOWNSHIP MN 55127

GERALD & LINDA PRICE
5425 PETERSON ROAD
WHITE BEAR TOWNSHIP MN 55127

DANIEL EWALD
PO BOX 2262
STILLWATER MN 55082

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

Carter Johnson, being first duly sworn, on oath states as follows:

1. I am the publisher of the WHITE BEAR PRESS, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant of Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached was published in the newspaper are as follows:

Once a week, for two successive weeks: it was first published on Wednesday, the 17th day of June, 2020 and was thereafter printed and published on every Wednesday to and including Wednesday, the 24th day of June, 2020.

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows:

- a) Lowest classified rate paid by commercial users for comparable space
b) Maximum rate allowed by law for the above matter
c) Rate actually charged for the above matter \$ 18.76/inch

5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Ramsey County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

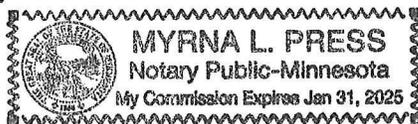
We are a qualified newspaper in the following counties: Anoka, Ramsey and Washington

FURTHER YOUR AFFIANT SAITH NOT.

BY: [Signature]
TITLE: Carter Johnson, Publisher
PRESS PUBLICATIONS
4779 Bloom Avenue
White Bear Lake, MN 55110

Subscribed and sworn to before me on this 24th day of June, 2020.

[Signature]
Notary Public



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, July 6, 2020, 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: The acquisition, installation, and construction of watermain extensions and appurtenances thereto, and a sanitary sewer collection system including collectors, laterals, mains and appurtenances thereto, and also street construction and re-construction, concrete curb and gutter and storm drainage and appurtenances thereto.
The area proposed to be assessed for such improvement is every lot, piece or parcel of land benefitted by said improvement in the area of the Town of White Bear lying and being in Section 4 and Section 9, Township 30, Range 22, Ramsey County, Minnesota.
The estimated cost of the improvement is \$1,100,000.00.
The Board proposes 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: June 1, 2020.
BY ORDER OF THE TOWN BOARD OF SUPERVISORS
PATRICK CHRISTOPHERSON, Clerk-Treasurer
Published two times in the White Bear Press on June 17 and 24, 2020.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON JULY 6, 2020

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 July 6, 2020.

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
2020-4**

WHEREAS, pursuant to a Resolution of the Town Board adopted June 1, 2020, the Board selected a date for hearing on the street improvements regarding the acquisition, installation, and construction of watermain extensions and appurtenances thereto, and a sanitary sewer collection system including collectors, laterals, mains and appurtenances thereto, and also street construction and re-construction, concrete curb and gutter and storm drainage and appurtenances thereto, in connection therewith in the area of the Town of White Bear lying and being in Section 4 and Section 9, Township 30, Range 22, 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 July 6, 2020, 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 regarding the acquisition, installation, and construction of watermain extensions and appurtenances thereto, and a sanitary sewer collection system including collectors, laterals, mains and appurtenances thereto, and also street construction and re-construction, concrete curb and gutter and storm drainage and

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON JULY 6, 2020

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 July 6, 2020 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 2020-4**

WHEREAS, pursuant to a Resolution of the Town Board adopted June 1, 2020, a report was received by the Town Board with reference to the street improvements regarding the acquisition, installation, and construction of watermain extensions and appurtenances thereto, and a sanitary sewer collection system including collectors, laterals, mains and appurtenances thereto, and also street construction and re-construction, concrete curb and gutter and storm drainage and appurtenances thereto, in connection therewith in the area of the Town of White Bear lying and being in Section 4 and Section 9, Township 30, Range 22, 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 being taken thereon, the following voted in favor thereof: Ruzek, McCune; and the following voted against the same: None; Abstain: Prudhon.

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 Regular meeting of the Town Board of the said Town held on the 7th day of July, 2020, 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 2020-4.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 6th day of July, 2020.

TOWN CLERK, TOWN OF WHITE BEAR, MINN.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA, HELD ON JULY 6, 2020

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 July 6, 2020 at 7:00 p.m.

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

Supervisor McCune introduced the following Resolution and moved its adoption:

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES

WHEREAS, Federal regulations relating to tax-exempt bonds treat bond proceeds used to reimburse prior expenditures as expended only if certain requirements are met, including as to some expenditures, the requirement of declaring an official intent to reimburse,

AND WHEREAS, expenditures to be reimbursed have been paid and will continue to be paid by the Town of White Bear for various improvement projects initiated under Minnesota Statutes, Chapter 429, prior to the issuance of bonds to finance such improvements,

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

That the Town hereby declares it's intent to reimburse expenditures for the improvement project listed below:

Project Name	Reimbursement Amount
Improvement 2020-4 Peterson Road Improvements	\$ 1,200,000.00

with proceeds of the bonds to be used by the Town in the maximum expected principal amount of \$1,200,000.00.



**Town Board Meeting
July 6, 2020**

Agenda Number: 9.A – New Business

Town Planner Item:

Subject: Garley Park – Approve Lease Agreement

Documentation: Staff Memo / Lease Agreement

** Changes recommended by the Town Attorney have been made as shown on the Lease Agreement.

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Town Attorney & Staff Review & Recommendation Approve the Lease Agreement for Garley Park

**Minutes
Town Board Meeting
November 19, 2001**

GARLEY PARK – LEASE AGREEMENT: The Planner reported that Mr. Garley has graciously proposed to lease a portion of his property to the Town for park purposes. He explained that the Garley's used to live on the property and they have sold the home portion of the property, but retain their business on the site. The proposed park area is a flat piece of property with a backstop and water. The Park Board has reviewed the matter and felt it was a good piece of property for a park. Mr. Garley stated that he was happy to lease the property to the Town. The rent for the Town is proposed in the amount of Twenty Dollars per year.

Ford moved a resolution approving the lease for the Garley park property and to authorize the Chair and Clerk to sign the document on behalf of the Town. Sand seconded. Ayes all.

Ford moved a resolution to formally name this property as Garley Park. Sand seconded. Ayes all.

Ford moved to direct staff to prepare a letter of appreciation to Richard and Patricia Garley on behalf of the Town Board and the Park Board. Sand seconded. Ayes all.

MEMORANDUM

TO: TOWN BOARD
FROM: TOM RIEDESEL
DATE: JUNE 23, 2020

SUBJECT: GARLEY PARK

The Town has leased the westerly portion of the property at 5566 Peterson Road for park purposes for over 20+ years. Use of the property was provided to the Town by the owner, Dick Garley.

Mr. Garley recently sold the property to Rick Ringel, owner of North Oaks Lawn Service which operates their business from the building and property on the east side of the site. Mr. Ringel would like to have the Town continue to use the portion of the property known as Garley Park.

Attached is a Lease Agreement Between the Town and the current owner, Mr. Ringel.

TR/psw
b:garley20

LEASE AGREEMENT FOR GARLEY PARK PROPERTY

THIS AGREEMENT, made and entered into this 6th day of July, 2020, by and between the TOWN OF WHITE BEAR, a Township of the State of Minnesota, hereinafter referred to as the TOWNSHIP, and RINGEL PROPERTIES, LLC, a limited liability company, hereinafter referred to as RINGEL,

WHEREAS, RINGEL is the owner of certain property described below and commonly known as the Garley Park property;

AND WHEREAS, the TOWNSHIP desires to lease said property from RINGEL and continue to operate it for recreational purposes;

NOW, THEREFORE, THE TOWN AND RINGEL AGREE AS FOLLOWS:

1. **DESCRIPTION OF PREMISES.** RINGEL leases to the TOWNSHIP the exclusive right to use, enjoy and control for park and recreation purchases, access and driveway purposes the following described premises:

That part of the South $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 4, Township 30, Range 22, described as follows: Beginning at the point of intersection of the North line of said South $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ with the Northerly extension of the center line of Peterson Road; thence Southerly along said center line extended a distance of 235 feet; thence East parallel with the North line of said South $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, a distance of 250 feet; thence at a right angle North, a distance of 233 feet to said north line; thence West along said North line to the point of beginning;

~~Together with an easement for walkway purposes over~~ that part of the North 53 feet of said South $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, lying between the Westerly line of Interstate Highway No. 35E, and the East line of the above described property;

~~Also together with an easement for driveway and parking purposes over~~ that part of said South $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, described as follows: Commencing at the Southwest corner of said above described property; thence East along the South line of said property, a distance of 120 feet; thence at a right angle South, a distance of 42 feet; thence at a right angle West to aforesaid center line; thence Northerly along said center line to the point of commencement.

2. **USE OF PREMISES.** The TOWNSHIP agrees that the premises will continue to be used for park and recreation purposes, with equal access available to all people of the TOWNSHIP.

3. **TERM.** The Lease is for a term of five years beginning on the date of execution, with rent due annually. Either party reserves the right to terminate this lease at any time upon 90 days written notice to the other party. Said notice shall be effective upon deposited in the United States mail, postage prepaid. Nothing herein precludes termination at any time by mutual agreement of both parties. Such mutual termination shall be in writing and will only be effective upon execution by both parties.

4. **RENT.** RINGEL shall charge rent in the amount of Twenty Dollars (\$20.00) per year.

5. **ASSIGNABILITY.** The TOWNSHIP shall not assign this lease.

6. **PLANNING AND CONSTRUCTION.** Before making any changes or improvements, the TOWNSHIP shall submit a master plan of the premises, including a complete layout for use of areas, possible play equipment, anticipated utilities, grading and identification of plantings to RINGEL for approval. RINGEL must approve all material deviations from the original plan which involve changes in topography, adding or deleting permanent structures, or changing the use of premises. As part of the approved plan, the TOWNSHIP may attach fixtures or signs and erect fixtures or structures subject to the approval of RINGEL in or upon the premises, all of which shall be the property of RINGEL. Such approval shall not be unreasonably withheld.

7. **MAINTENANCE AND OPERATION OF PREMISES.** The TOWNSHIP shall be responsible for the maintenance and operation of the property furnished under this lease. The TOWNSHIP shall maintain the property in good repair and tenantable condition during the period of this lease in accordance with good park maintenance practices.

8. **INDEMNIFICATION.** The TOWNSHIP shall indemnify RINGEL and save it harmless from any and all claims for damage which RINGEL may be required to pay for injury or damage caused by the TOWNSHIP or any of its agents or employees by virtue of its operation and control of the premises. Under no circumstances shall the TOWNSHIP be required to pay on behalf of itself and any other party any amount in excess of the limits of liabilities established in Minn. Stat. Chapter 455 as amended from time to time.

RINGEL shall indemnify the TOWNSHIP and save it harmless from any and all claims for damage which the TOWNSHIP may be required to pay for injury or damage caused by RINGEL or any of its agents, employees or representatives by virtue of any negligent activities on the premises.

TOWN OF WHITE BEAR

By: _____
ED M. PRUDHON, Chair

ATTEST:

By: _____
PATRICK CHRISTOPHERSON, Clerk-Treasurer

RINGEL PROPERTIES, LLC.

By: _____
RICHARD RINGEL



**Town Board Meeting
July 6, 2020**

Agenda Number: 9.B – New Business

Town Planner Item:

Subject: Polar Lakes Park Restrooms:
1. Adopt Plan Location.
2. Authorize Advertisement for Bids.

Documentation: Location Map / Request for Bids / Advertisement for Bids / Plans

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Park Board & Staff Review & Recommendation:

- 1) Adopt Plan Location
- 2) Authorize Advertisement for Bids

Minutes
Park Board Meeting
June 18, 2020

POLAR LAKES PARK – RESTROOM UPDATE – PLAYGROUND EQUIPMENT DISCUSSION:

Restrooms: The Town Planner reported on the current restroom update of Polar Lakes Park. Both restroom options are located in the packet. Restroom building 1 from Public Restroom Company cost \$367,307 plus prep work. This is a prefab building placed on site. It includes 2 stalls in the women’s restroom, 1 stall and 1 urinal in the men’s restroom, and 2 family stalls. The exact same layout from Romtec would cost \$165,000 to \$190,000, but it comes in parts that have to be assembled to form the restrooms. Restroom 1 is slated to be installed in between the playground and the soccer fields.

Restroom building 2 from Public Restroom Company cost \$450,137. It includes 4 stalls in the women’s restroom, 2 stalls and 2 urinals in the men’s restroom and 2 family stalls. The exact same layout from Romtec would cost \$190,000, but again in parts that have to be assembled to form the restrooms. Restroom 2 is slated to be installed between fields 1 and 2. The Park Board discussed the options,

weighing in whether or not staff could find affordable contractors to assemble the parts. In the end it was decided that it would most likely be a wash, and therefore the Board should choose the assembled version.

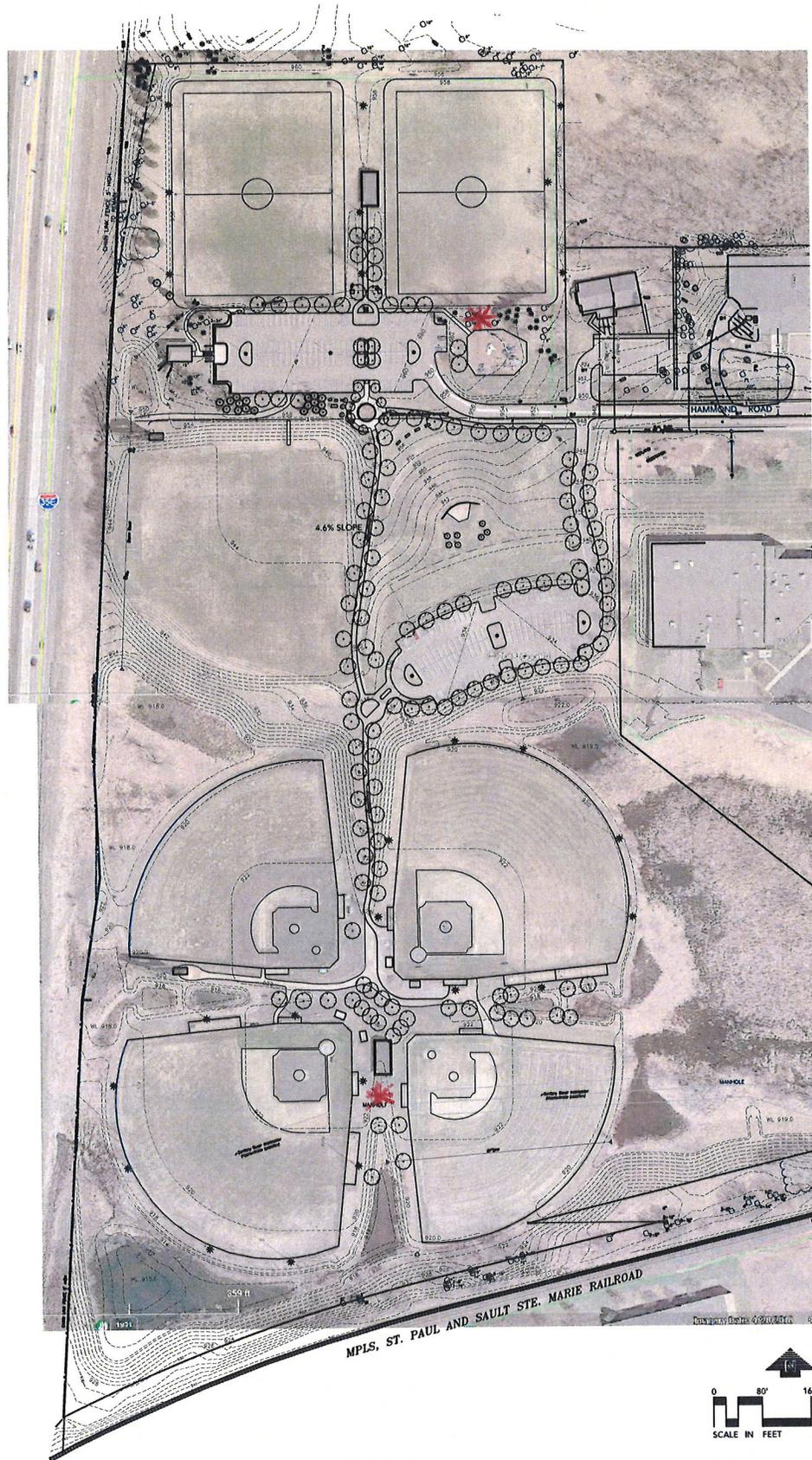
The Town Board is bonding for the restrooms for this year, planning on a fall installation. There was some more discussion on the locations. It was noted that the Town ball teams manager had recommended the second restroom location between fields 2 and 3 as shown on the park master plan. There was some discussion on maintenance and whether Public Works had any concerns. It was noted there were none.

Lombardi made the motion to approve the restroom location between the playground and soccer fields and to approve the second location restroom between fields 2 and 3. Lee seconded. Ayes all.

Akenson motioned to approve the 10 stalled restrooms between the playground and soccer fields and to approve the 6 stalled restrooms between fields 2 and 3. Lee seconded. Ayes all.

* = RESTROOM LOCATIONS

POLAR LAKES PARK



EXISTING CONDITIONS

AUGUST 2019

WHITE BEAR TOWNSHIP



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

Request for Bids
To Provide the Materials & Construct
A Restroom Building
At Polar Lakes Park, 1280 Hammond Road

I-1 – Purpose:

The purpose of this Request for Bids is to solicit bid proposals from qualified firms interested in constructing two restroom buildings at Polar Lakes Park, 1280 Hammond Road.

II – Scope of Work:

The selected firm shall construct two restroom structures which may be a prefabricated structure or custom built:

Restroom #1: Shall contain one men's toilet & one urinal, two women's room toilets, and two family rooms with one toilet each.

Restroom #2: Shall contain two men's room toilets & two urinal's, four women's room toilets and two family rooms, with one toilet each.

Both restroom buildings shall be consistent in design to with a Public Restroom Company FAM-154-2FAM and FAM-275.ST, converting the storage room to a second family room or a Romtec Model 2070M (as shown as Project 1353A & 1353B).

The design of each restroom shall meet the following specifications:

1. Building exterior to match existing picnic shelter(s) – Brick wainscoat with lap siding to match existing shelter buildings in Polar Lakes Park. To be verified with Owner (see attachments).
2. Restroom #1: Five total toilets & one urinal; Restroom #2: Eight total toilets & 2 urinal's.
3. Restroom #1: Four sinks; Restroom #2: six sinks.
4. Approximate size of buildings – Restroom #1 - 20' x 24'; Restroom #2 – 24' x 32'.
5. Standing seam metal roof with a 6.12 roof pitch, color to match picnic shelter (26 gauge) – (green)

6. Roof cantilever over entryways 5' minimum – If pillars are required for support of roof cantilever, then match pillars on existing Park Shelters. Excludes entryways to the family rooms.
7. Restroom #1: Four 18" x 36" stainless steel mirrors; Restroom #2: Six 18" x 36" stainless steel mirrors.
8. Restroom #1: Five three roll toilet paper dispensers; Restroom #2: Eight three roll toilet paper dispensers.
9. Wall mount towel dispensers – stainless steel (approx. 8" x 11") – one per sink.
10. Wall mount seat cover dispensers (8).
11. Wall mount stainless steel soap dispensers (one per sink).
12. Diaper deck wall mount plastic – four total, family rooms only.
13. Electronic locks to match Public Works Building Access doors (2).
14. Anti-graffiti paint (2 coats).
15. Stainless steel wall mount toilets.
16. Toilet flush valves – concealed, sensor valve – low flow.
17. Stainless steel, back supply urinals chrome concealed, hydraulic and push button activated – low flow (four total).
18. Stainless steel, wall mount sinks (10).
19. Motion sensor faucets, hardwired w/transformer.
20. Utility sink – 24" x 24" mop sink – faucet, holder and guard (2).
21. Instant water heater – 9.5 kw (2).
22. Room ventilation – (Romtec 6.1 exhaust system or similar).
23. External lighting – wall mount light, vandal resistant LED (8 locations).
24. Internal lighting – wall mounted, light vandal resistant LED.
25. Mechanical room lights – 48" florescent (2).
26. Breaker panels – 100 amp 3 phase breaker panels (2).
27. Fast air hand dryer (10) (one per sink).
28. 2 – 10" solar tube skylights per restroom (4).
29. Glulam beams.
30. Roof - wood truss, 2" x 4" with 16" tails and insulation – pitch = 6/12.
31. Door frames – 7 3/4" hurricane rated door frames x 14 gauge hollow metal.
32. Door equals – 16 gauge honeycomb steel hurricane rated door.
33. Door hinge – 4.5 x 4.5 stainless steel ball bearing, non-removable pin hinged.
34. Door closer – Allegion LCN-4111 series door closer.
35. Kick plate, threshold sweep.
36. Door locks – pull/pull w/deadbolt lock – stainless steel.
37. Bathroom partitions – block partitions with stainless steel doors.
38. Steel finishes – powder coat with undercoating.
39. Interior finish walls – latex epoxy paint.
40. Interior floor finish – sealed concrete.
41. Construction of a 42" frost wall with 8" footing. Followed by a 4" thick slab, with a 6" class five base, matching the area of the foundation and sidewalk dimension. A 4" thick concrete pad extending 5' feet from the restroom walls (fronts & sides only).
42. Extend water lines so it is 10' from the building – Connection to the service line will be a separate contract.
43. Extend sewer lines so it is 10' from the building – Connection to the service line will be a separate contract.

44. All excavation work shall be included as part of the foundation work.
45. Tree removal will be provided by the Town. Stump removal is required by excavator and is part of the construction of the site /buildings.
46. Installation/construction of the restroom building.
47. When completed the building site shall be finish graded and seeded.
48. Provide plans and specifications signed by a MN licensed structural engineer for approval by the Township.

Note: If the Romtec option is selected by the contractor, the Town will purchase the structure thru a Cooperative Purchasing Connection (Government Purchasing Program). The contractors proposal should reflect this.

Construction to begin the week of September 20, 2020, with completion by May 15, 2021.

Bid Deadline:

The Township will receive sealed bids for the construction of the restroom building until 10 a.m. local time on Wednesday, August 12, 2020, 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.



WHITE BEAR TOWNSHIP ADVERTISEMENT FOR BIDS

NOTICE IS HEREBY GIVEN, That sealed bids will be received, publicly opened, and read aloud by representatives of the Town of White Bear, Minnesota at the Town Administrative Offices, 1281 Hammond Road, White Bear Township, Minnesota 55110, in said Township at **10:00 a.m. Wednesday, August 12, 2020** for providing all materials and construction for the restroom building at Polar Lakes Park, 1280 Hammond Road, consisting of the following:

The selected firm shall construct a restroom structure which may be a prefabricated structure or custom built containing three men's room toilets and three women's room toilets or in the alternative, two men's room toilets, two women's room toilets, and two family rooms with one toilet each. The restroom building shall be consistent in design to a "Romtec Siera IV" Model 2081, or Public Restroom Company FAM-154-2FAM.

Construction to begin the week of September 20, 2020, with completion by May 15, 2021.

Bids forms, contract documents, drawings and specifications as prepared by the White Bear Township, are on file for inspection in the office of the Town Clerk.

Complete digital Proposal Forms, Plans and Specifications for use by Contractors submitting a bid are available at www.questcdn.com . You may download the digital plan documents for a _____

Contractors desiring drawings and related documents for the purpose of submitting a bid may secure by contacting the Township Offices at 651.747.2756 or via email at patti.walstad@whitebeartownship.org.

No bid will be considered unless it is securely sealed in an envelope and filed with the Town Clerk prior to the time noted above for the closing of bids.

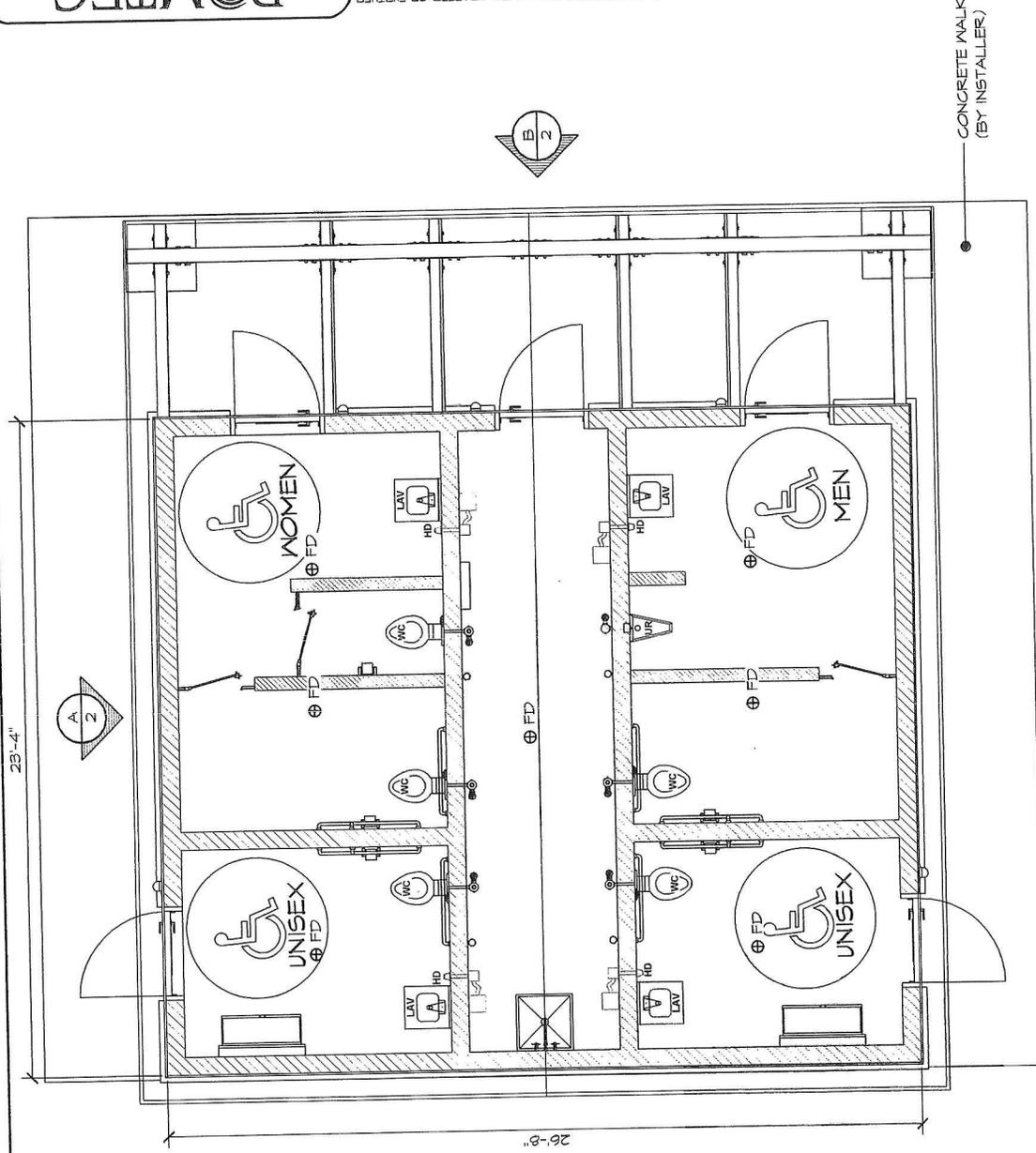
Each bid must be accompanied by a bid bond or cashier's check payable to White Bear Township in an amount not less than five percent (5%) of the total bid as a guarantee that the bidder, if successful, will enter into a contract with the Owner for the work described in the proposal. This deposit will be subject to forfeiture as provided by law. The deposits for the three lowest bidders will be retained by the Owner until the contract has been awarded and executed but no longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening.

The Owner reserves the right to reject any of or all bids, to waive informalities or to award the contract to the lowest responsible bidder, in the best interest of the Owner.

The Town Board will consider award of contracts at a regular meeting to be held on Monday, August 17, 2020 at a time to be determined later.

Patrick Christopherson, Town Clerk

Dated: July 6, 2020.



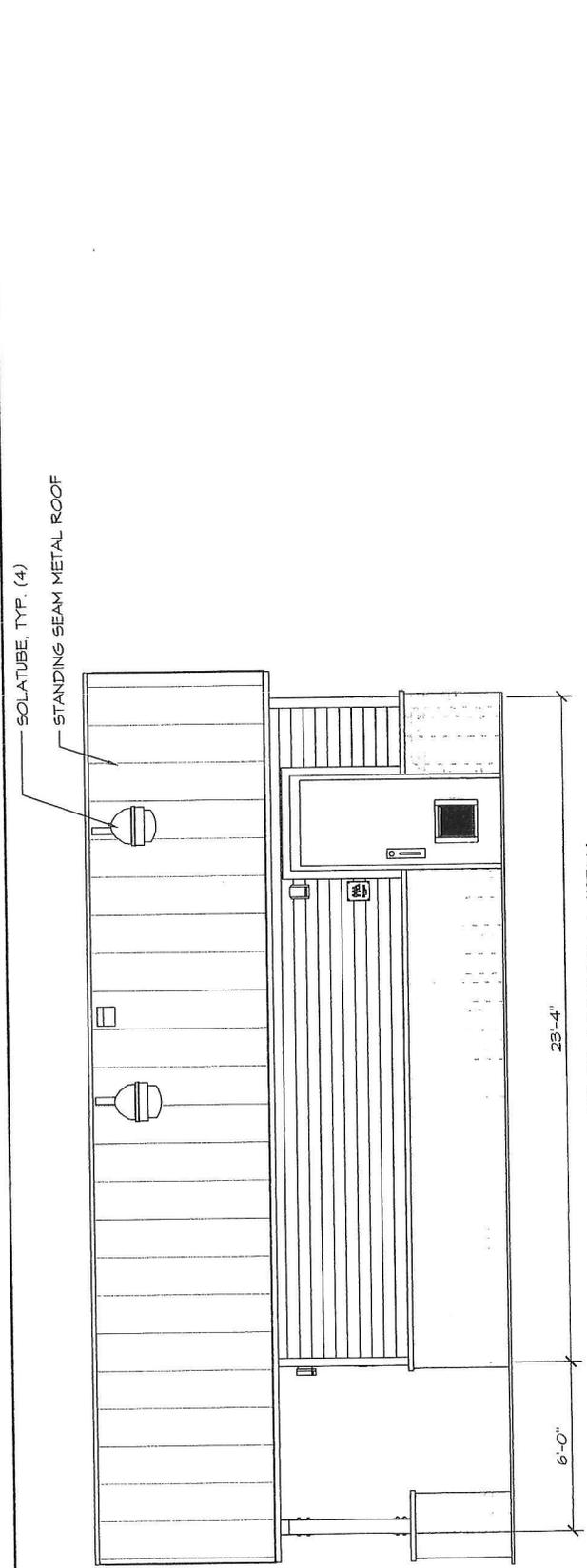
1 FLOOR PLAN
 SCALE: 1/4" = 1'-0"
 A B
 C D

LEGEND		AREA/ QUANTITY
	EXTERIOR WALL LIGHTS	5
	INTERIOR CEILING LIGHTS	6
0	FLOOR DRAIN	7
φ	ELECTRICAL OUTLET	1
□ TP	TWO ROLL TP DISPENSER	5
□	MIRROR	4
□ PTD	TOWEL DISPENSER	4
□ HD	FAST AIR HAND DRYER	4
□ TSD	SEAT COVER DISPENSER	5
□ SD	SOAP DISPENSER	4
1	DIAPER DECK	2
⊕ EF-1	ROMTEC 2.1 VENTILATION PACKAGE	2
⊕ EF-4	ELECTRIC EXHAUST FAN EXHAUST FAN TOCFM	2
	18"X18" LOUVERED DOOR VENT	4

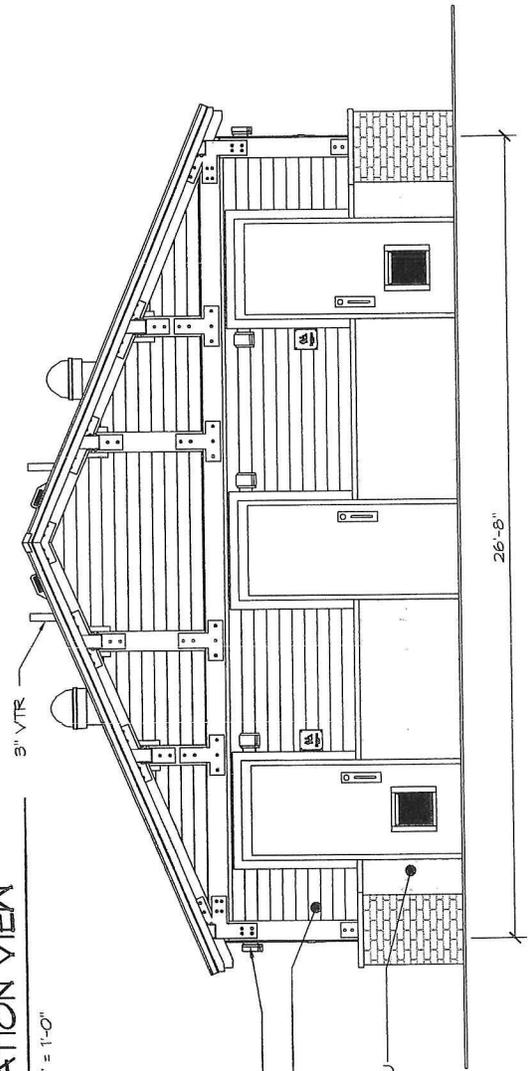
WALL TYPE SCHEDULE

- 8" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS, GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.
- 6" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS, GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.



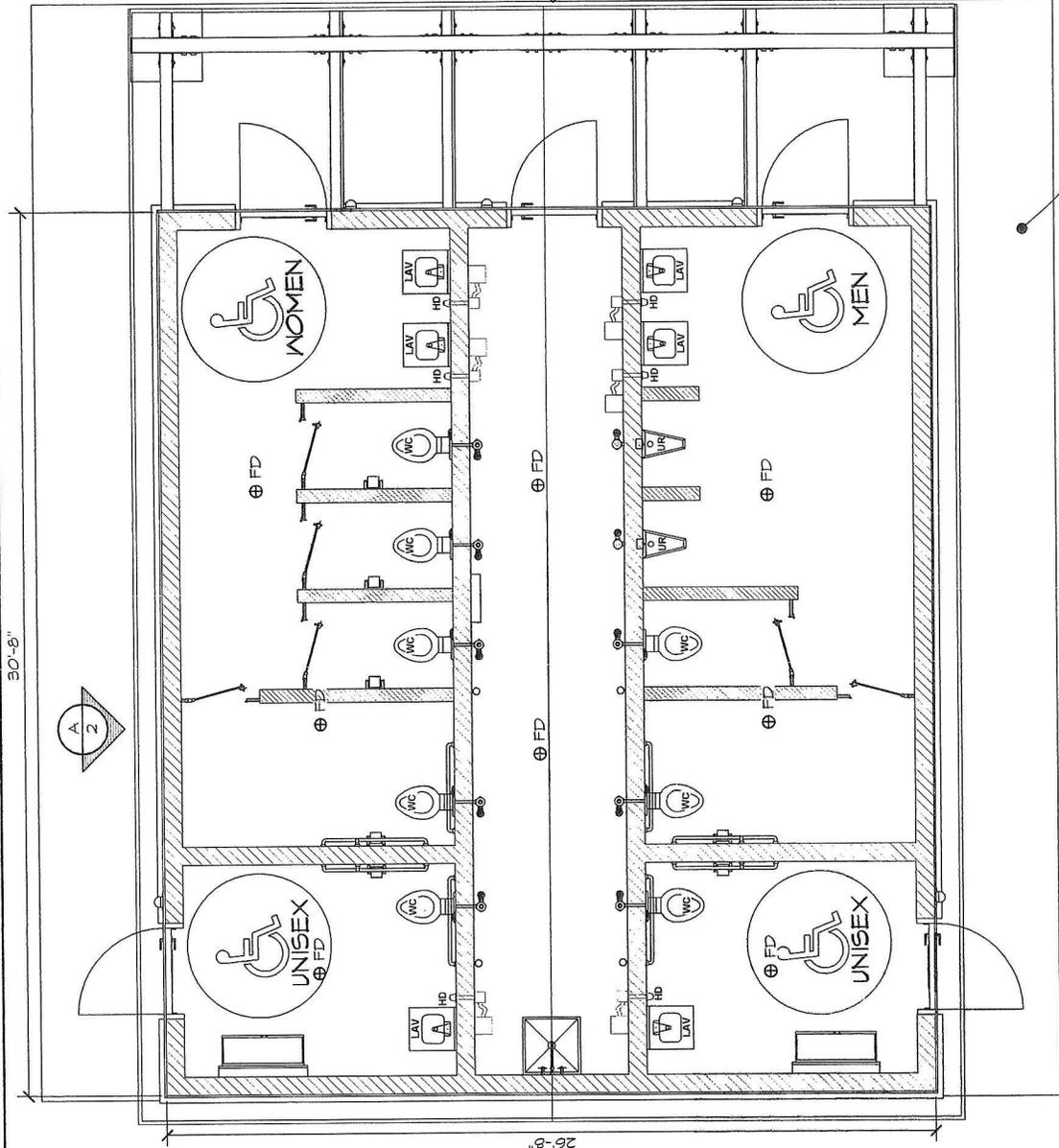
A ELEVATION VIEW
 SCALE: 1/4" = 1'-0"



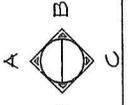
B ELEVATION VIEW
 SCALE: 1/4" = 1'-0"

WALL MOUNT DOWN LIGHT, TYP
 LAP SIDING OVER 8" x 16" CMU
 CONCRETE BLOCK WALL FULLY
 REINFORCED RUNNING BOND
 PATTERN
 BRICK VENEER OVER 8" x 16" CMU
 CONCRETE BLOCK WALL FULLY
 REINFORCED RUNNING BOND
 PATTERN

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.



CONCRETE WALK
 (BY INSTALLER)



FLOOR PLAN

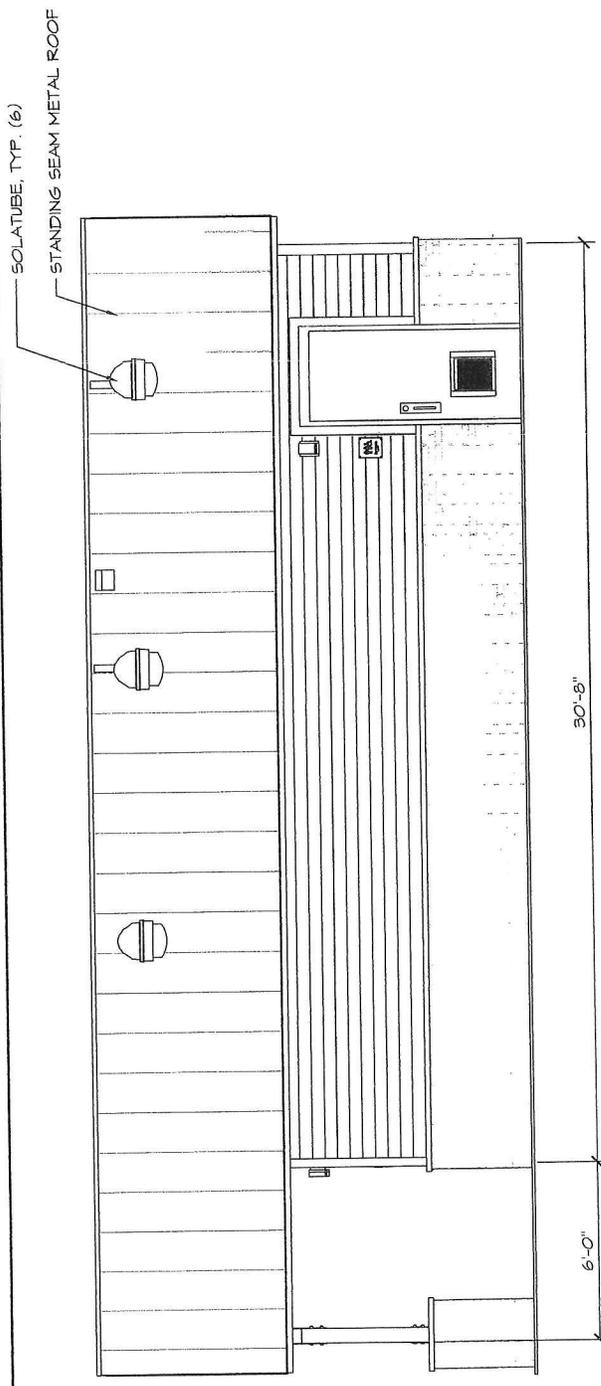
SCALE: 1/4" = 1'-0"

LEGEND		AREA/ QUANTITY
EXTERIOR WALL LIGHTS		5
INTERIOR CEILING LIGHTS		10
FLOOR DRAIN		8
ELECTRICAL OUTLET		1
TWO ROLL TP DISPENSER		8
MIRROR		6
TOWEL DISPENSER		6
FAST AIR HAND DRYER		6
SEAT COVER DISPENSER		8
SOAP DISPENSER		6
DIAPER DECK		2
ROMTEC 4.1 VENTILATION PACKAGE		2
ELECTRIC EXHAUST FAN EXHAUST FAN TOCFM		2
18"X18" LOUVERED DOOR VENT		4

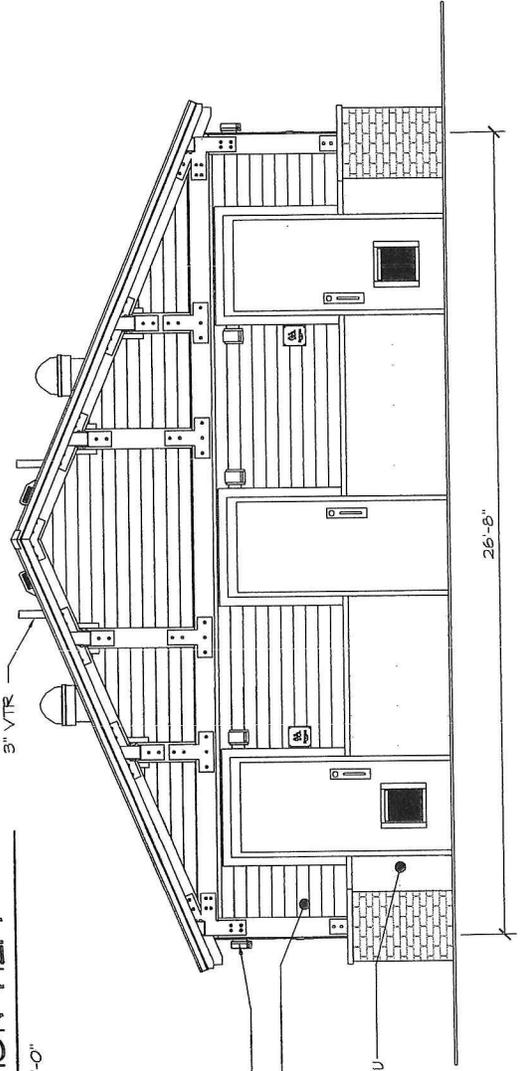
WALL TYPE SCHEDULE

- 8" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS, GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.
- 6" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS, GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.

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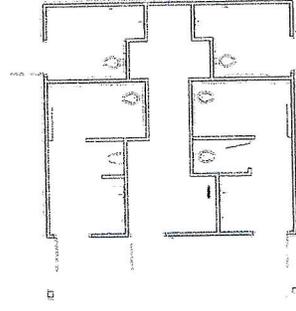
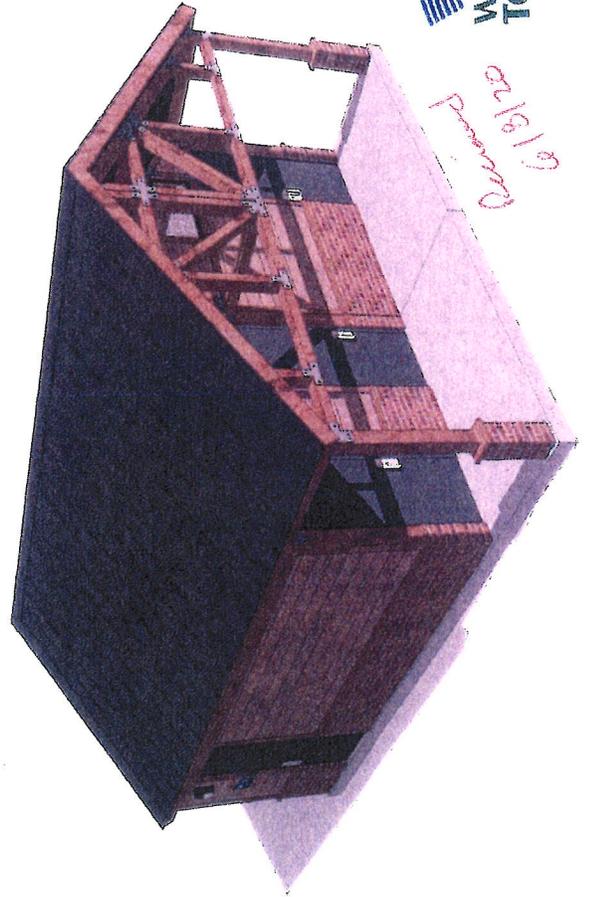
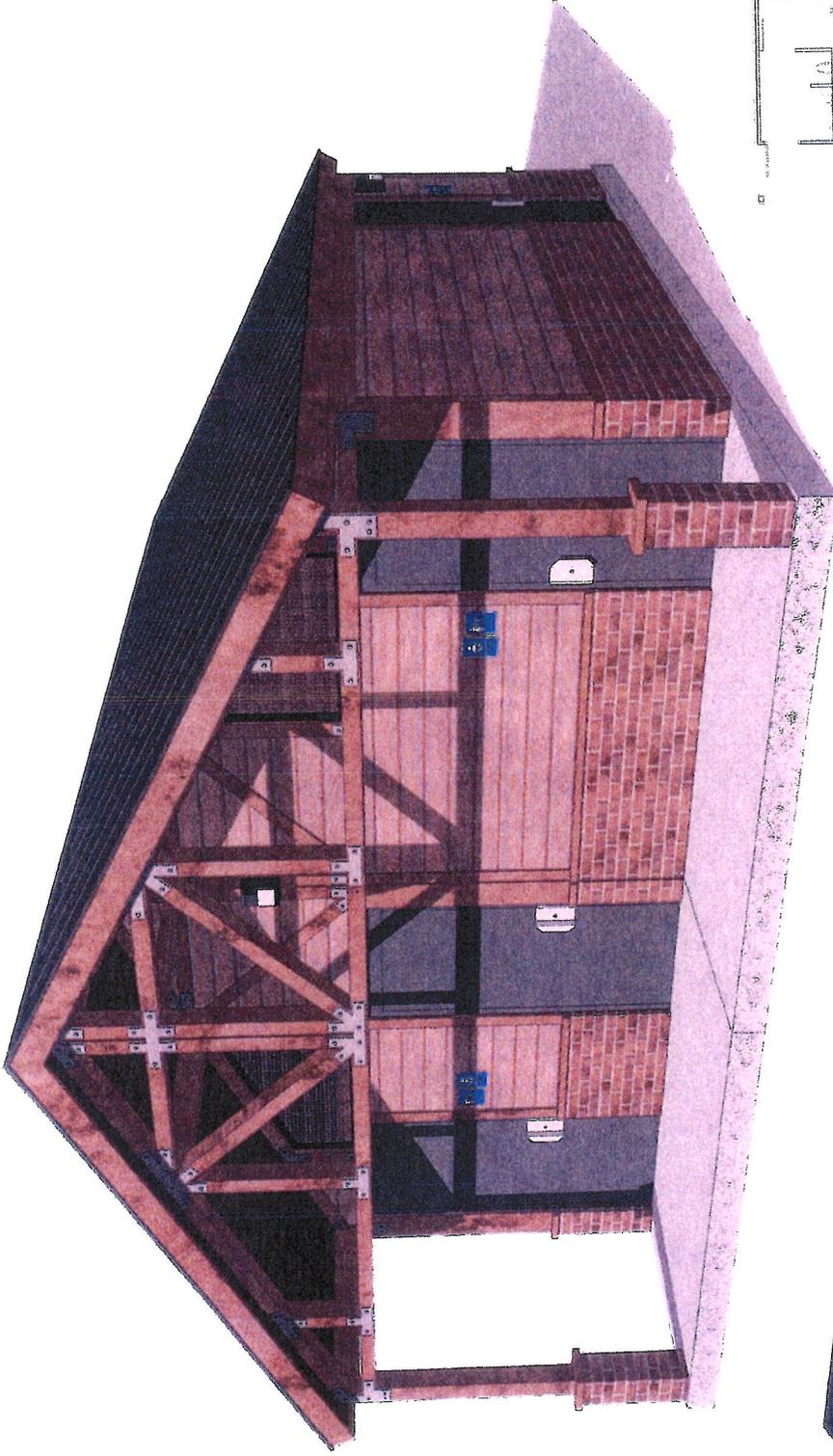


A ELEVATION VIEW
 SCALE: 1/4" = 1'-0"



B ELEVATION VIEW
 SCALE: 1/4" = 1'-0"

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FLOOR PLAN

SCALE: NOT TO SCALE

RESTROOM BUILDING #1
POLAR LAKES PARK
WHITE BEAR TOWNSHIP, MINNESOTA

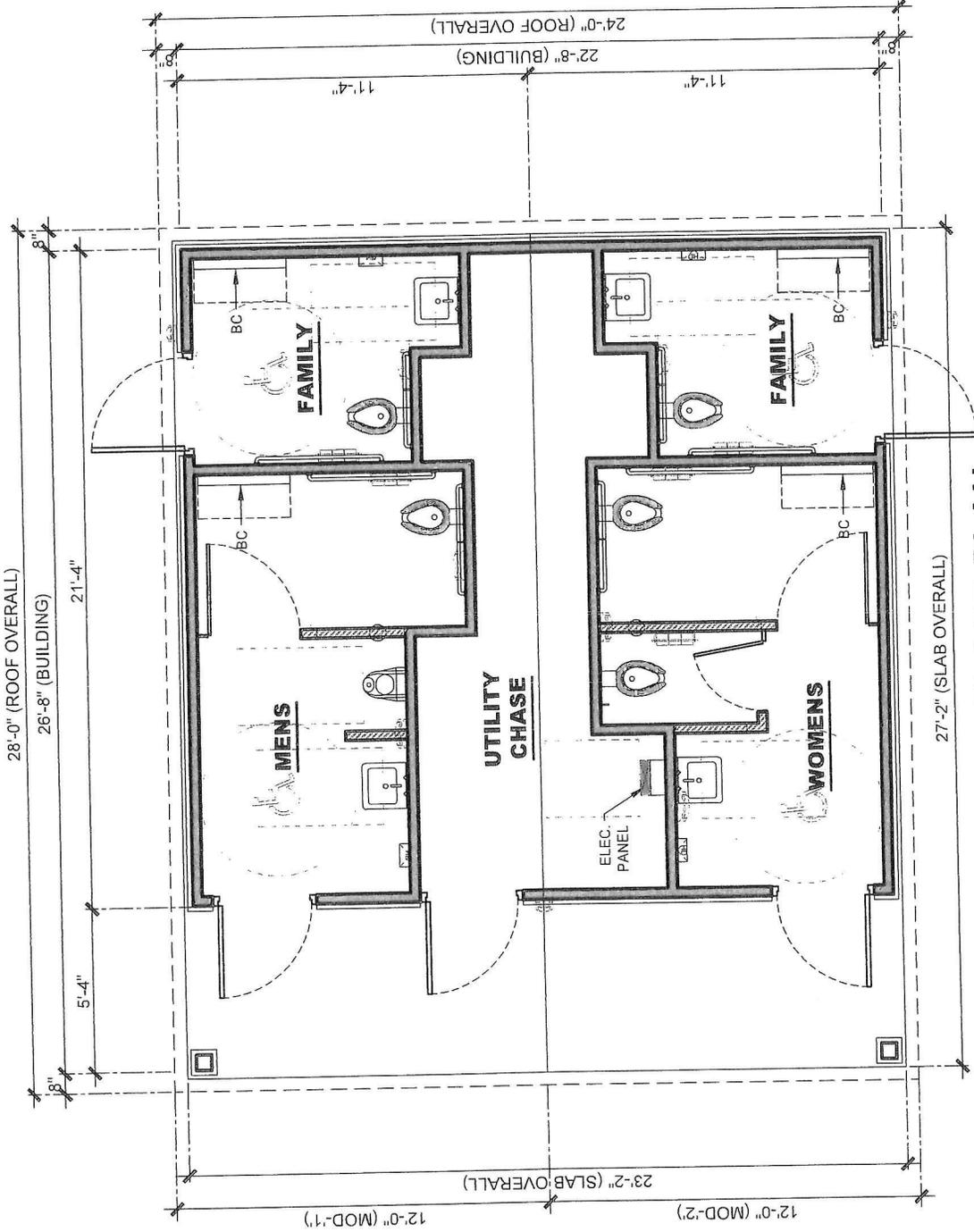
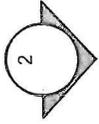


1000
PO BOX 100
MINNETONKA, MN

WHITE BEAR TOWNSHIP, MINNESOTA
1000
PO BOX 100
MINNETONKA, MN



Building Better Places To Go™
www.PublicRestroomCompany.com
2037 BUSINESS PARKWAY
MINNETONKA, MN 55345
P: 952-838-2060 F: 952-838-1448



FLOOR PLAN

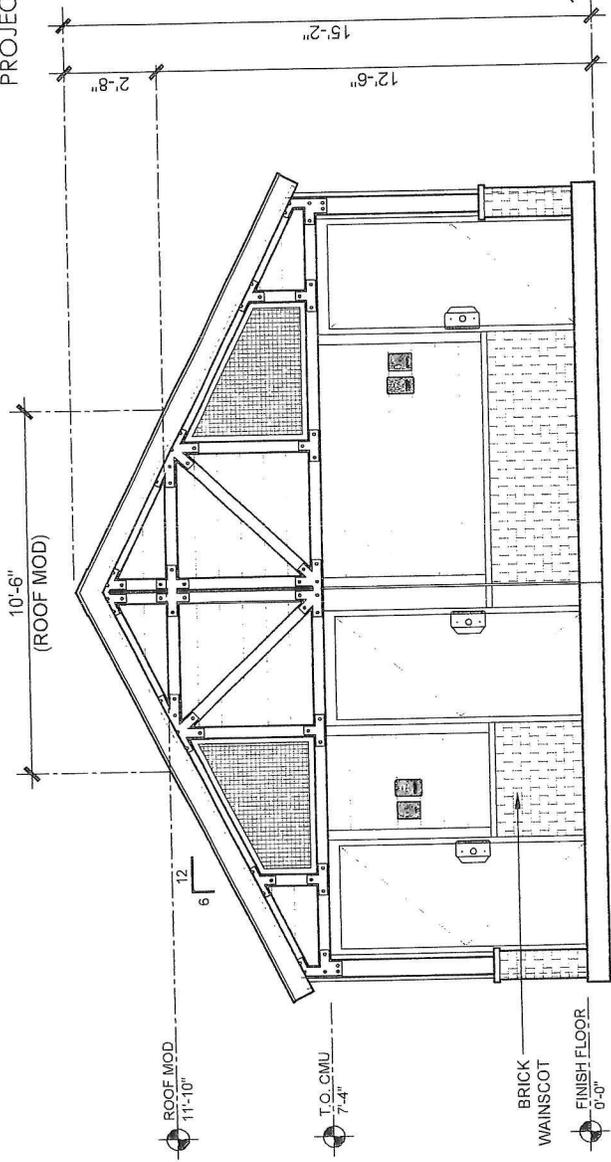
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BUILDING TYPE: RESTROOM BUILDING #1	REVISION # 1	REVISION DATE: 6/8/2020	SHEET # A-1
	PROJECT #: 10827A	START DATE: 5/27/2020	MAX. PERSON / HOUR: 270 M
PROJECT: POLAR LAKES PARK WHITE BEAR TOWNSHIP, MN		DRAWN BY: EOR	DRAWN BY: EOR

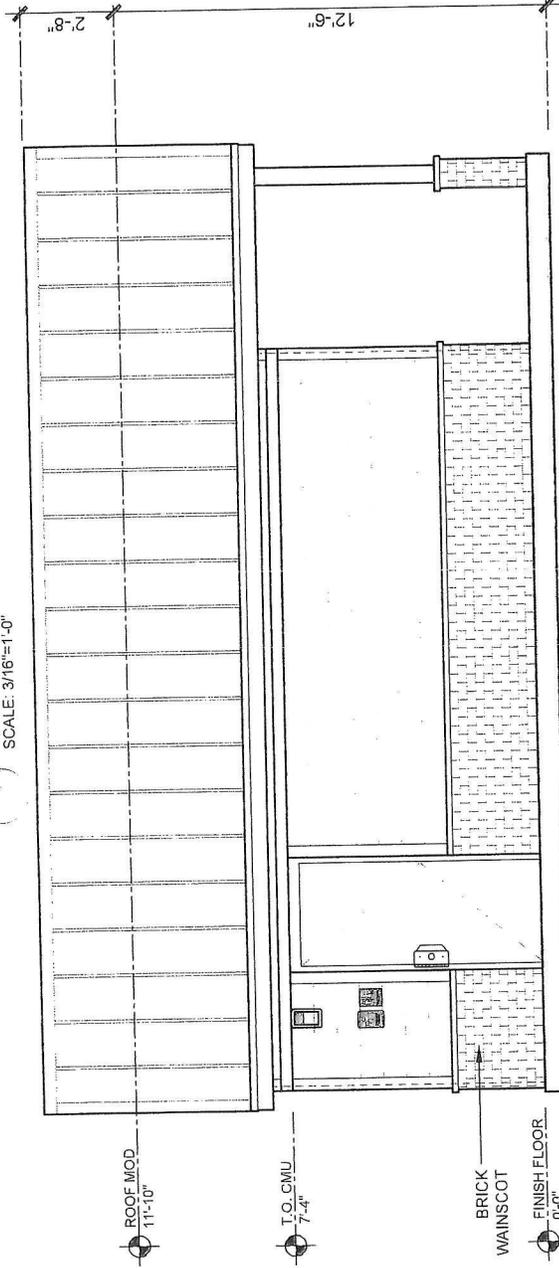
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PROJECT REF#: 10827A-6/18/2020-1



ELEVATION 1
SCALE: 3/16"=1'-0"



ELEVATION 2
SCALE: 3/16"=1'-0"

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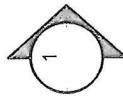
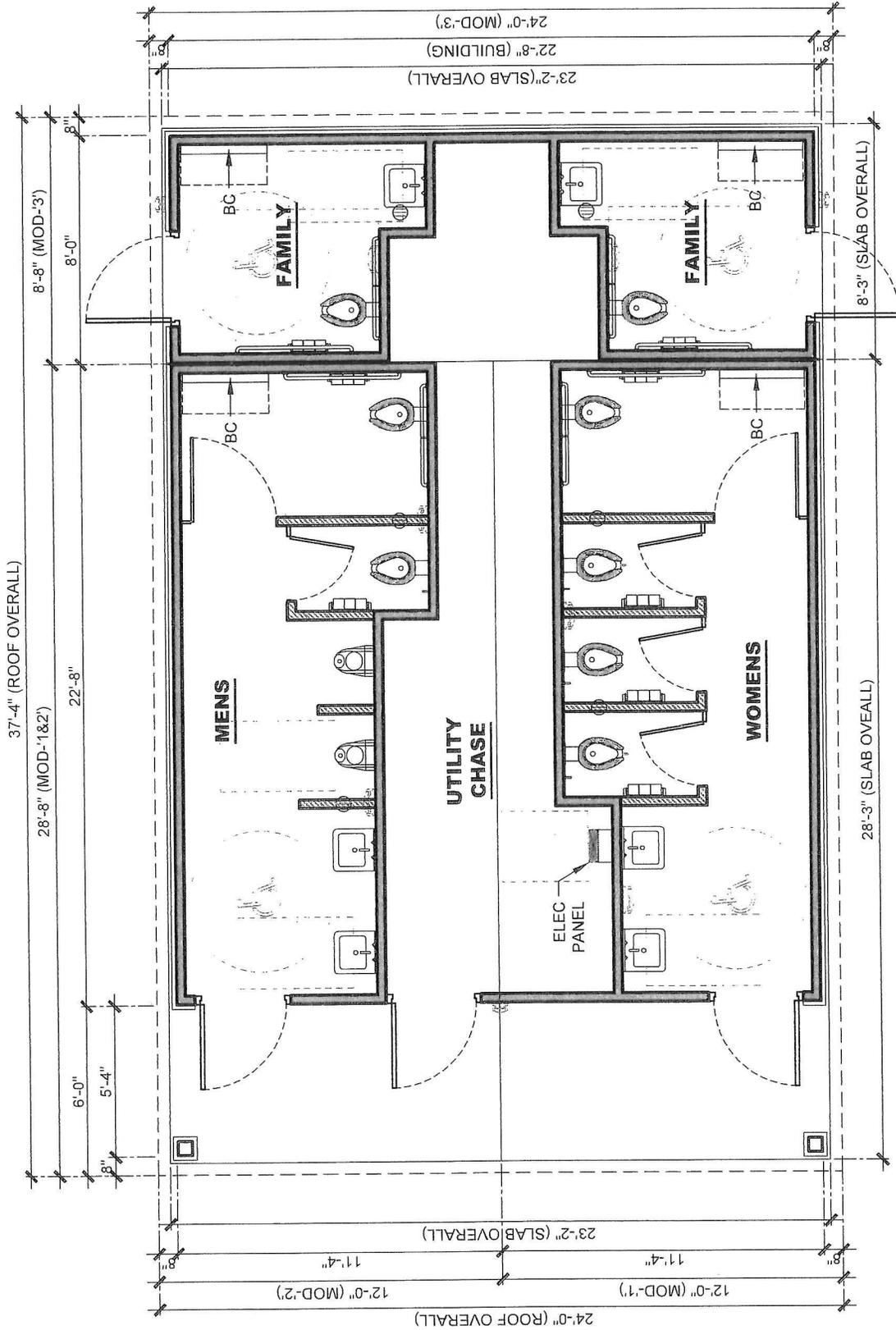
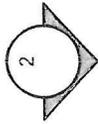
PUBLIC RESTROOM COMPANY
Building Better Places To Go.SM
Ph: 888-888-2060 | Fax: 888-888-1448

BUILDING TYPE:
RESTROOM BUILDING #1

PROJECT:
**POLAR LAKES PARK
WHITE BEAR TOWNSHIP, MN**

REVISION #	REVISION DATE	DATE	DRAWN BY	MAX. PERSON / HOUR
1	6/8/2020	6/8/2020	EOB	270 M
PROJECT #:		START DATE:	DRAWN BY:	
10827A		5/27/2020	EOB	

-NOT FOR CONSTRUCTION - PRELIMINARY DESIGN DRAWING ONLY - DO NOT SCALE. DIMENSIONS PRESIDE

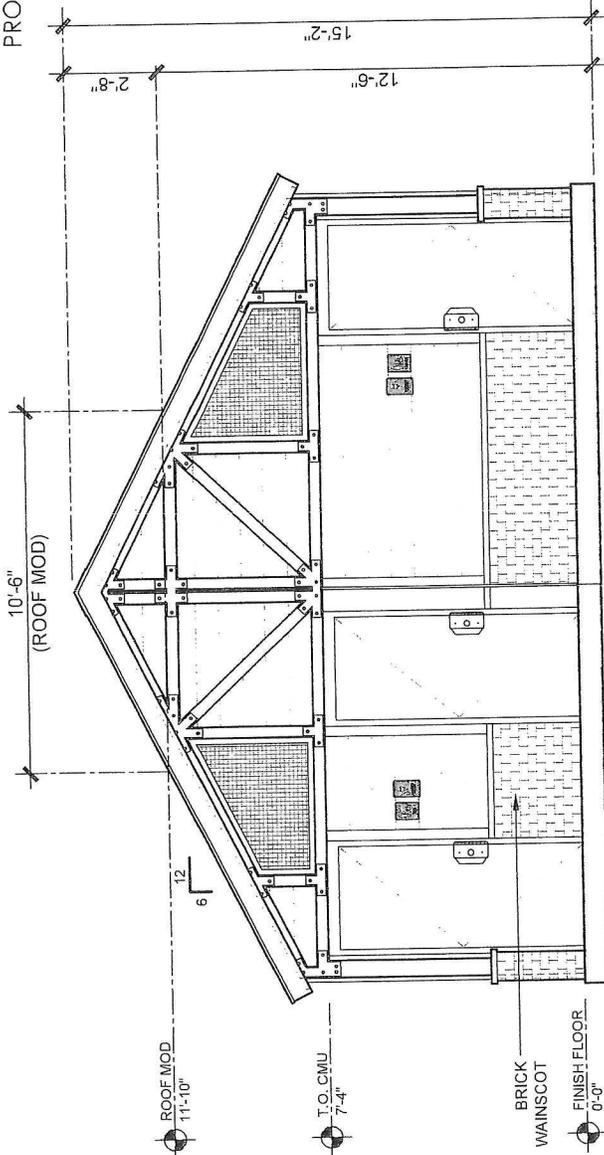


FLOOR PLAN

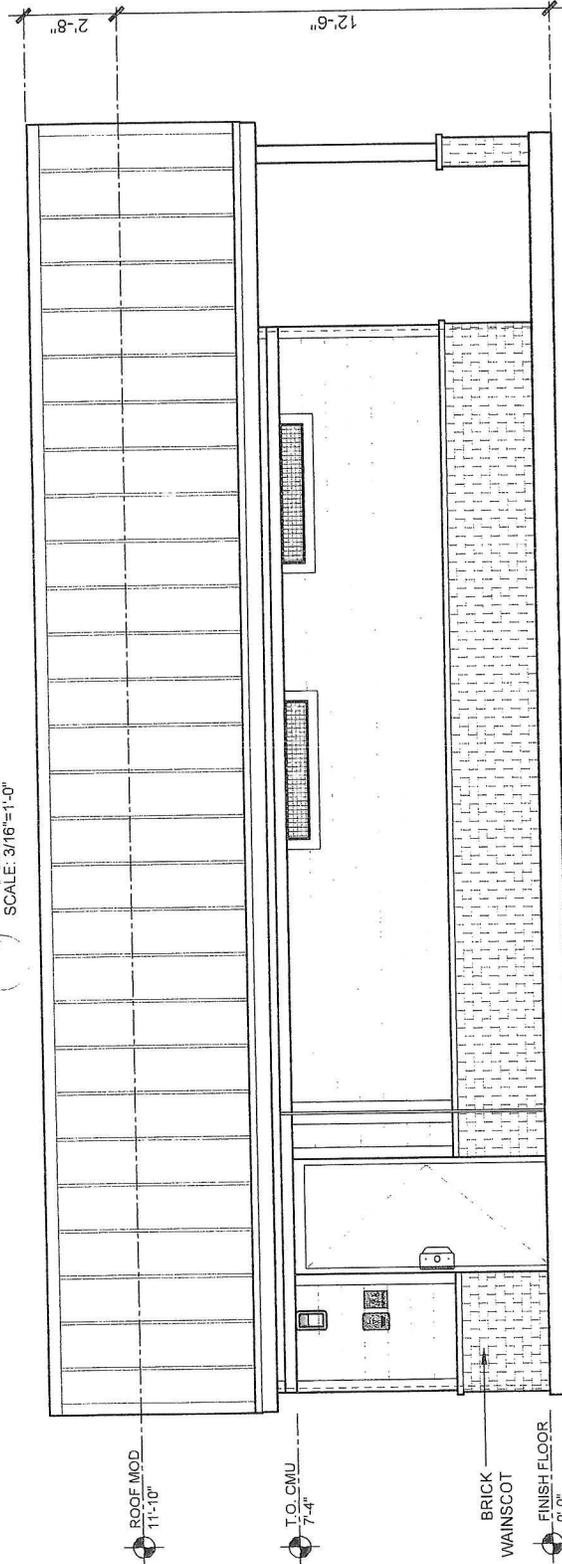
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	BUILDING TYPE: RESTROOM BUILDING #2		REVISION # 1	REVISION DATE: 6/8/2020	SHEET # A-1
	PROJECT: POLAR LAKES PARK WHITE BEAR TOWNSHIP, MN		PROJECT #: 10827B	START DATE: 5/27/2020	MAX. PERSON / HOUR: 450 M
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-NOT FOR CONSTRUCTION - PRELIMINARY DESIGN DRAWING ONLY - DO NOT SCALE. DIMENSIONS PRESIDE



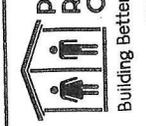
ELEVATION 1
SCALE: 3/16"=1'-0"



ELEVATION 2
SCALE: 3/16"=1'-0"

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PUBLIC RESTROOM COMPANY
Building Better Places To Go.SM
PH: 888-888-2060 | FAX: 888-888-7448



BUILDING TYPE: **RESTROOM BUILDING #2**
PROJECT: **POLAR LAKES PARK
WHITE BEAR TOWNSHIP, MN**

REVISION #	1	REVISION #	6/8/2020	SHEET #	A-2
DATE:	6/8/2020	DATE:	6/8/2020	MAX. PERSON / HOUR:	450 M
DRAWN BY:	EOR	DRAWN BY:	EOR	DRAWN BY:	EOR
PROJECT #:	10827B	START DATE:	5/27/2020		



**Town Board Meeting
July 6, 2020**

Agenda Number: 10 –11-12

Subject: Added Agenda Items
Receipt of Agenda Materials & Supplements
Adjournment

Action / Motion for Consideration:

Added Agenda Items

Receive All Agenda Materials & Supplements for Tonight's Meeting

Adjourn Meeting