



1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

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

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

**AGENDA  
JOINT EDAB/EDA MEETING  
AUGUST 17, 2020**

1. **6:00 p.m.** Call Meeting to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of June 9, 2020 EDAB Minutes & July 20, 2020 EDA Minutes.
4. Stable Property – Bidding Update.
5. CARES Act Funding.
6. Added Agenda Items.
7. Receipt of Agenda Materials/Supplements.
8. Adjournment.

**White Bear Township's**

**Mission:**

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





**JOINT EDAB/EDA Meeting  
August 17, 2020**

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

**Subject:** Call to Order – 6:00 p.m.  
Township Administrative Offices

Approval of August 17, 2020 Agenda &  
EDAB Minutes of June 9, 2020 & July 20, 2020  
EDA Minutes

**Documentation:** August 17, 2020 Agenda  
June 9, 2020 EDAB Minutes  
July 20, 2020 EDA Minutes

**Action / Motion for Consideration:**

Call meeting to order:	6:00 p.m.
Approval of Agenda:	August 17, 2020 (additions/deletions)
Approval of Minutes:	June 9, 2020 EDAB Minutes & July 20, 2020 EDA Minutes

**MINUTES  
ECONOMIC DEVELOPMENT ADVISORY BOARD  
JUNE 9, 2020**

The meeting was called to order at 5:32 p.m.

Present: Akenson, Artner, Brunner, Keleher, Stofferahn; Aide: Short;  
Commissioners: Prudhon; Assistant Treasurer: Christopherson; Attorney:  
Chad Lemmons;

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

**APPROVAL OF MAY 12, 2020 MINUTES (Additions/Deletions):** Artner moved to approve the minutes of May 12, 2020. Brunner seconded. Ayes all.

**STABLE PROPERTY – BID UPDATE – UPDATED DECLARATION OF EASEMENT – FEASIBILITY REPORT PROCESS:** **Bid Update:** The Town Clerk reported that the EDA/Town Board approved the request for the property to go out for bid. The posting is in the *White Bear Press* for June 10<sup>th</sup>, and the following week. The bid is open for 60 days, closing August 12<sup>th</sup>, 2020 at 10 a.m. at the Town Offices. It was noted that the Town has engineer surveys available in the form of a purchase agreement if an applicant is interested and reaches out to staff.

**Updated Declaration of Easement:** The Town Attorney reported that the Declaration of Use Easement has been completed and takes about 1 day to file. This information will be included in the purchase agreement staff gives to applicants. The Use Easement restricts the use of the land to 8 single family homes.

Artner made the motion to recommend to the EDA that the Town Board Chair and Town Clerk execute the Use Easement. Brunner seconded. Ayes all.

**Feasibility Report Process:** The Town Engineers have been working on engineering for this plot of land for the past few years. All that is left is for a formal report including surveys and all previous work in a feasibility report. It was noted that the cost of the feasibility report will be reported at the EDA meeting.

**MINUTES  
ECONOMIC DEVELOPMENT ADVISORY BOARD  
JUNE 9, 2020**

Artnier motioned to recommend to the EDA to recommend authorization for an updated feasibility report on the Stable Property. Brunner seconded. Ayes all.

**5253 EAGLE STREET RENTAL PROPERTY – UPDATE:** The Town Clerk reported that the EDA owns this property that has been rented out in the past to White Bear Lake Fire Department staff. It is currently vacant as the City no longer needs other housing for their Fire Department staff. The Town wants to keep the land due to future plans regarding drainage and utility easements. There was some discussion of other rental options, but it was noted that whether the Town is collecting the \$600 rent per month or not, the Town is losing money on this property in the cost of upkeep and maintenance. There was some discussion of demolishing it or perhaps the Fire Department would like to use it for training staff and set fire to it. It was noted that vacating the rental agreement laid out in the packet is mutual between the Town and the City. Number 8 will be completed by staff prior to the 10-day notice.

Akenson motioned to recommend tear down the house and offer it for fire training. Artnier seconded. Ayes all.

**ADDED AGENDA ITEMS:** Consultant Short updated the Board on 3 things: the Historical society received a \$4,300 grant for continued research and writing for the Town Hall exhibit; the Historical Town Hall is in the process of being updated with the contractor building partitions where the wall used to be and taking out all old tile with the goal of getting back to the original hardwood floors.

There was some discussion of Water Gremlin, from the relocated coining operation to the state injunction to the district court for the company to evaluate a number of past employees' homes in search of lead, and proved abatement of any found lead.

There was some brief discussion of the civil unrest, the Town's declared curfew, and surrounding cities' vandalism during this time.

Artnier motioned to adjourn the meeting at 6:17 p.m. Akenson seconded.

Respectfully Submitted,

Megan R. Cavanaugh  
Recording Secretary

**MINUTES  
ECONOMIC DEVELOPMENT AUTHORITY  
JULY 20, 2020**

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

Present: Commissioners: Prudhon, Ruzek, McCune; Secretary: Christopherson; Attorney: Chad Lemmons; Town Planner: Tom Riedesel; Town Engineer: Poppler.

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

**APPROVAL OF EDA MINUTES OF JUNE 15, 2020:** Ruzek moved approval of the EDA minutes of June 15, 2020. McCune seconded. Ayes all.

**STABLE PROPERTY – UPDATE – CALL SPECIAL JOINT EDA/EDAB MEETING:** The Town Clerk reported that the Town has posted the bid and it is open for the sale of the Stable Property. Staff have sent out about a dozen contacts for interested potential buyers. So far there have been no bids, but the end date isn't until the second week in August. The Board will be updated on the feasibility study at the Executive meeting in July.

Because of the bid closing in August, the Town Clerk is proposing the EDA call a special joint EDA/EDAB meeting on Monday, August 17<sup>th</sup> starting at 6:00 p.m. The Chair of the EDA will head the meeting. This is something that has been done previously.

Ruzek moved to call special joint EDA/EDAB meeting for Monday, August 17, 2020. McCune seconded. Ayes all.

**ADDED AGENDA ITEMS:** There was some discussion of the property on Eagle Street. It was noted that Braun Intertech is evaluating what needs to be removed prior to burning the property. It was noted that if the price tag is too high, the Town could just demolish it. Staff will update the Board on the contractor's findings.

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

McCune motioned to adjourn the meeting at 6:45 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh  
Recording Secretary



## Joint EDAB/EDA Meeting August 17, 2020

**Agenda Number:** 4

**Subject:** Stable Property – Bidding Update

**Documentation:** Town Clerk Memo

### Action / Motion for Consideration:

#### Report at Meeting

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**Minutes**  
EDA Meeting  
July 20, 2020

**STABLE PROPERTY – UPDATE – CALL SPECIAL JOINT EDA/EDAB MEETING:** The Town Clerk reported that the Town has posted the bid and it is open for the sale of the Stable Property. Staff have sent out about a dozen contacts for interested potential buyers. So far there have been no bids, but the end date isn't until the second week in August. The Board will be updated on the feasibility study at the Executive meeting in July.

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Ruzek moved to call special joint EDA/EDAB meeting for Monday, August 17, 2020. McCune seconded. Ayes all.

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**Minutes**  
EDAB Meeting  
June 9, 2020

**STABLE PROPERTY – BID UPDATE – UPDATED DECLARATION OF EASEMENT – FEASIBILITY REPORT PROCESS:** **Bid Update:** The Town Clerk reported that the EDA/Town Board approved the request for the property to go out for bid. The posting is in the *White Bear Press* for June 10<sup>th</sup>, and the following week. The bid is open for 60 days, closing August 12<sup>th</sup>, 2020 at 10 a.m. at the Town Offices. It was noted that the Town has engineer surveys available in the form of a purchase agreement if an applicant is interested and reaches out to staff.

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agreement staff gives to applicants. The Use Easement restricts the use of the land to 8 single family homes.

Artnr made the motion to recommend to the EDA that the Town Board Chair and Town Clerk execute the Use Easement. Brunner seconded. Ayes all.

**Feasibility Report Process:** The Town Engineers have been working on engineering for this plot of land for the past few years. All that is left is for a formal report including surveys and all previous work in a feasibility report. It was noted that the cost of the feasibility report will be reported at the EDA meeting.

Artnr motioned to recommend to the EDA to recommend authorization for an updated feasibility report on the Stable Property. Brunner seconded. Ayes all.

## MEMORANDUM

**TO: EDA/EDAB**  
**FROM: PAT CHRISTOPHERSON**  
**DATE: AUGUST 12, 2020**

**SUBJECT: STABLE PROPERTY**

Sadly, I have to report that our open bid process for the Stable property fell flat today without a single bid; essentially we are back to square -\$1,200,000. At this time, I would advise our plan B being implemented; sit on the property until the EDA deems it appropriate to try alternative avenues for the property. For now, it costs the Township very little in terms of cash, couple hundred dollars a year to mow and maintain and taxes. I would suggest that when we get into the Winter season we look into a real estate development consultant to help us with ideas on how to market and or develop the property, and how to present it to a potential buyer. The TIF possibility still remains as well as we have not done anything to abate the blighted property on site. Looking for ideas .....talk to you all Monday evening at 6pm



**Joint EDAB/EDA Meeting  
August 17, 2020**

**Agenda Number:**

**5**

**Subject:**

CARES Act Funding

**Documentation:**

Town Attorney Memo / Grant Overview

**Action / Motion for Consideration:**

Report at Meeting

## MEMORANDUM

**DATE:** August 3, 2020  
**TO:** White Bear Town Board  
**FROM:** Chad D. Lemmons  
**RE:** Use of State Grant Money to Support Local Businesses

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At this time the State is still working on a model and U.S. Office Management Budget is working on a compliance supplement which should be due out in September. As a result, there are no detailed guidelines as to what expenses are or are not allowed. In the meantime, the State has established some general rules.

- A) The expense must be incurred between March 1, 2020 and November 15, 2020.
- B) The expense for which the business is seeking reimbursement cannot be part of a budget established prior to March 1, 2020.
- C) The business must have been in operation prior to March 1, 2020.
- D) The business must demonstrate a need. If the business is liquid and can self-fund it should not be eligible for grant.
- E) The cost must be related to COVID. As the expense would not have been incurred but for the virus.
- F) Direct per capita grants (per employee) are not allowed.
- G) Reimbursement must be for public purpose and within the Town's authority.
- H) No double dipping. What business has been reimbursed for an expense under another program, it can not seek reimbursement under this grant.

The following are examples of what expenses the grant program can reimburse a business for:

- A) Personal protection equipment (masks, face shields, gloves). One point the Town cannot purchase protection equipment and then distribute it to business. The State Office monitoring the grants was asked if a city could purchase washing stations and hand them out to businesses. The State was clear that such a program was not allowed as it was not for a public purpose and not within the city (or Town's) authority. The business has to purchase the protective equipment itself and then seek reimbursement.
- B) Shields to separate employees from the public.
- C) Software to operate during the pandemic. This would include additional hardware such as routers, servers or computers.
- D) Tents or temporary barricades rented by a business to operate outside. Typically this would be a restaurant or a bar; however, I do not see why a retail store that operates an outside pickup station could not be allowed.

Hennepin County already established its grant program and according to its website, allows reimbursement for the following:

- A) Rent or mortgage payments;
- B) Utility payments;
- C) Inventory costs; and
- D) Paying other direct business related bills.

I question whether these expenses can be reimbursed. Most if not all, would have already been budgeted for before the pandemic was declared. In addition, these expenses would be incurred whether or not the virus existed.

Some additional requirements a business applying for a grant should meet:

- A) The business must be locally owned and permanently established in the Township;
- B) Must be registered and in good standing with the State. This would not apply to sole proprietorships.
- C) Must have one employee other than the owner, but not more than 50 employees.
- D) Must have generated revenue prior to March 1, 2020.

One of the concerns would be a local branches of a national business. Based on the assumption that a national business would be adequately capitalized, the local branches should not receive grants. However, in the case of franchises such as McDonalds, Burger King or Caribou Coffee, they are not considered branches of a national corporation. Instead they are independent businesses and should be judged based on the size of the local store.

With lack of clear guidance from federal or state authorities the Town needs to be careful in what grants its makes.

## OVERVIEW

The federal Coronavirus Aid, Relief and Economic Security (CARES) Act established a \$150 billion Coronavirus Relief Fund for distribution to state and local government.

Minnesota was allocated \$853 million, from which White Bear Township will receive approximately \$835,000.00. This funding must be used to support services and grants to businesses, hospitals and individuals impacted by the pandemic. Of the White Bear Township allocation, \$750,000.00 will be used for grants to White Bear Township businesses to reimburse expenditures in response to COVID-19.

The White Bear Township EDA will administer the grant program.

The grant program Application and Guidelines can be found on the Township website at [www.whitebear township.org](http://www.whitebear township.org) under the tab “Programs & Projects”.

### **Guidelines to apply for a grant**

For-and-Non-Profit businesses that employ fewer than \_\_ Full Time Equivalents (FTEs) are eligible to apply. To determine the number of FTEs add total hours worked by all employees in 2019 (full and part time) and divide by 2080.

- Preference will be given to those businesses that have applied for and not received COVID-19 grants or loans from federal and state governments.
- Grant requests must be between \$500.00 and \$10,000.00.
- Expenses must be in response to COVID-19. Business expenses including, but not limited to, such items as computers, software and other hi-tech goods, linens, protective gear, cleaning equipment, alterations to building structure and grounds, Plexiglass barriers, and new outdoor seating, as examples.
- Applications must include copies of invoices or receipts for expenditures that have already been incurred. If these expenditures are planned for future purchase, include cost estimates or quotes and timeline for purchase. If applications are approved for planned purchases, funds will be released when invoices and receipts are submitted.

### **Non-eligible Expenses**

- Lost Revenue
- Expenses for which you have received other reimbursement (“Double-Dipping” is not allowed)
- Property taxes
- Payroll Expense

# Business Relief During COVID 19

## APPLICANT DATA

Name of Business	Phone number (include area code)
Business address	City, State, Zip
Name of Owner(s)	Phone number (include area code)
Home address	City, State, Zip
Description of business	Email address
Date established	

### SIGNATURES

I declare that any statement in this application and all information provided herein is true and complete to the best of my knowledge. By signing, I agree that I understand that this application will be provided to the White Bear Township EDA and that the entire contents of the application is considered public information and is subject to MN Government Data Practices Act, Minnesota Statutes Chapter 13.

Name of business \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Provide the number of Full Time Equivalent (FTEs), including yourself (10 FTEs or less):**

\_\_\_\_\_

**To determine FTEs, add the total hours worked by all employees in 2019 (full and part time) and divide by 2080.**

**Please address these items on a separate piece of paper:**

**Provide the number of Full Time Equivalent (FTEs), including yourself (10 FTEs or less):**

\_\_\_\_\_

**To determine FTEs, add the total hours worked by all employees in 2019 (full and part time) and divide by 2080.**

**Please address these items on a separate piece of paper:**

**1. Provide the amount of grant requested between \$500.00 and \$2,500.00**

**2. Provide detailed information about the expenses this grant will reimburse. Explain how these expenses are in response to the COVID-19 pandemic.**

**3. If these expenditures have already been made, include invoices and receipts.**

**If these expenditures are planned for future purchase, include cost estimates or quotes and a proposed timeline for the purchases to be made. If your grant application is approved, the funds will be released after you submit receipts and invoices.**

**4. Have you applied for State or Federal aid programs? If yes, was your request approved or denied? If no, do you need help applying?**

**5. Do you have business interruption insurance or other insurance that will cover these expenses? If yes, have you filed a claim?**

**6. This is taxable income. Include a completed IRS Form W-9, attached in this**

**\*White Bear Township reserves the right to reject all applications if the applicants do not meet the criteria set forth by the EDA.**

**Grant Program Timeline**

Grant program announced and open for applications	August ____, 2020
Applications must be received by EDA by 5:00 PM	September ____, 2020
Grant awards announced	September ____, 2020
All funds must be spent	November ____, 2020

If there are funds remaining available after September 31, 2020 the Township EDA may announce a second round. ALL EXPENSES MUST HAVE OCCURRED BETWEEN MARCH 1<sup>ST</sup>, 2020 and NOVEMBER 15<sup>TH</sup>, 2020.

**Contact for Questions**

**Patrick Christopherson**

**651-747-2768**



**Joint EDAB/EDA Meeting  
August 17, 2020**

**Agenda Number:** 6 – 7 - 8

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

**Action / Motion for Consideration:**

Receive Added Agenda Items

Receive All Agenda Materials & Supplements for Today's Meeting

Adjourn Meeting