



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

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WHITE BEAR TOWNSHIP, MN 55110

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

AGENDA TOWN BOARD MEETING OCTOBER 5, 2020

1. **7:00** Call Meeting to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Payment of Bills.
4. Approval of Minutes of September 21, 2020 (Additions/Deletions).
5. **Consent Agenda:**
 - A. **Special Town Board Meeting** – Call Special Town Board Meeting for Tuesday, October 6, 2020 @ 11:30 a.m. at the Public Works Facility to Attend the Employee Appreciation Gathering.
 - B. **2040 Comprehensive Plan** – Call Public Hearing for Monday, November 2, 2020 @ 7:00 p.m. to Adopt the 2040 Comprehensive Plan.
 - C. **Monthly Financial Report** – Receive.
 - D. **Benson Airport Operation Plan** – Receive Annual Report.
 - E. **2021 Utility Rates** – Based on Utility Commission & Staff Review Approve the 2021 Utility Rates.
 - F. **Employee Handbook** – Approve Revisions to the Employee Recognition & Holiday Sections of the Handbook.
 - G. **Ramsey County Contract for Election Services** – Approve Agreement Between Ramsey County & White Bear Township for Election Services From January 1, 2021 Through December 31, 2026.
 - H. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Xcel Energy Permit to Install Two New Poles to an Existing Line to Improve Reliability in the Area of 5231 Summit Lane.
 - I. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the

White Bear Township's Mission:

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



Xcel Energy Permit to Install a New Pole & Replace an Existing Pole to Improve System in the Area of 5795 Hobe Lane.

6. **Old Business:**

A. **Emergency Management Team Report:**

1. Ramsey County COVID-19 Incident Management.
2. Contract Group Update.
3. Attorney Update.

7. **Public Hearing:** None.

8. **New Business:**

Public Works Director Item:

A. **Sanitary Sewer Manhole Lining:**

1. Receive Quotes.
2. Approve Quote.

Town Engineer Item:

B. **Improvement 2020-1** - Approve Change Order No. 1 & Pay Estimate No. 4.

C. **2020 Water System Improvement - SCADA Integration Work:**

1. Receive Proposal.
2. Approve Proposal.

Town Planner Item:

D. **Bruce Vento Regional Trail** – Adopt Resolution of Support.

E. **South Shore Boulevard / Lake Links Trail:**

1. Ramsey County Cost Sharing.
2. Project Timeline.

9. **Open Time.**

10. **Added Agenda Items.**

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

12. **Adjournment.**

**White Bear Township's
Mission:**

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



**Town Board Meeting
October 5, 2020**

Agenda Number: 1 - 2 - 3 - 4

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

Approval of October 5, 2020 Agenda
Approval of Payment of Bills
Approval of Minutes of September 21, 2020

Documentation: October 5, 2020 Agenda
September 21, 2020 Minutes

Action / Motion for Consideration:

Call Meeting to Order:	7:00 p.m.
Approval of Agenda:	October 5, 2020 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	September 21, 2020 Meeting

**MINUTES
TOWN BOARD MEETING
SEPTEMBER 21, 2020**

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

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk/Treasurer: Christopherson;
Attorney: Lemmons; Town Engineer: Poppler; Town Finance Officer: Kelly

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved to approve the agenda as submitted with the supplemental information for 8A) General Obligation Abatement Bonds; The deletion of consent agenda item 5D) Benson Airport Operation Plan; The deletion of added consent agenda item 5F) Ramsey County Ditch #11; The deletion of agenda item 6A) Emergency Management Team Report; The added consent agenda items 5G) Watermain Road Patch Work and 5H) 2020 Bow Hunting Request; and the revised agenda item 8E) 2020-5 – Otter Ridge Circle Road Improvements. McCune seconded. Ayes all.

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

APPROVAL OF MINUTES OF SEPTEMBER 9, 2020 (Additions/Deletions): Ruzek moved to approve the minutes of September 9, 2020 with the minor changes suggested that have been made. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved to approve the amended consent agenda as follows: **5A) Videographer Contract** – Renew contract for the period of January 1, 2021 through December 31, 2022; **5B) Improvement 2020-1 – Street Improvement Project** – Resolution providing for hearing on assessments for Monday, October 19, 2020 @ 7:00 p.m.; **5C) Accounting Clerk/Administrative Secretary Position** – Authorize the hiring of Haley Rodriguez; **5D) Construction Activity Report** – Receive; **5E) Watermain Road Patch Work** – Receive quotes & approve quote from Diversified Paving in the amount of \$15,896.00 to perform road repairs caused from watermain leaks with funds from the Water Operating Fund; **5F) 2020 Bow Hunting Request** – Approve 2020 deer hunting request for Dave Markoe to bow hunt from September 21, 2020 through December 31, 2020. Ruzek seconded. Ayes all.

GENERAL OBLIGATION ABATEMENT BONDS – AWARD THE SALE OF THE \$5,900,000 GENERAL OBLIGATION ABATEMENT BONDS: Representative of Baker Tilly, Paul Steinman, was present to give the Board information on the awarded sale of the general obligation abatement, improvement, and utility bonds totaling \$5,900,000. Baker Tilly received 6 bids to present to the Town Board with quite a few underwriters. The bids are laid out in the packet and the interest rates went from 1% interest to 1.25% interest. The low bid was 1% interest and the next lowest bid was 1.01%. Because of the bids coming in with such low interest, the economic climate, and the low bids with the contractors, \$5,570,000 was the amount actually bonded.

The Town has a Moody's AA rating, meaning the Town has a good record of paying back money borrowed. There were some questions regarding the low interest rates. There was discussion of whether other municipalities are seeing the same response. It was noted that yes, there are pretty low rates across the board. There was some discussion of whether or not the Town could pay back the bonds early. It was noted that there is no penalty to pay back early, though a lot of cities don't get the ability to pay off bonds early. There was a question of future rates; if rates are this low now, they can hardly go any lower. Steinman noted that he has been saying that the interest rates cannot go any lower for years, but here the interest rates are the lowest he

**MINUTES
TOWN BOARD MEETING
SEPTEMBER 21, 2020**

has seen them. People put their money into bonds because of the hope of a higher interest rate, a better rate of return for their investment. But interest rates right now are favorable to the lender.

There was some discussion of the differences in rates from last year to this year. Last year the Town bonded at a rate of 2.01% or 2.02%. So the difference is about 1 whole percent, though it was noted that it is hard to compare one year over another. The Town Clerk noted that other cities within Ramsey County haven't got such good rates. Even Moody's AAA rated borrowers received bids around the same percent interest rate: 0.995% or 1%.

Ruzek moved based on staff review & recommendation adopt the resolution awarding the sale of \$5,570,000 General Obligation Abatement, Improvement, and Utility Bonds Series 2020A fixing their form and specifications; directing their execution and delivery; and providing for their payment. McCune seconded. Ayes all.

2021 PRELIMINARY TAX LEVY – RESOLUTION ADOPTING THE PRELIMINARY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE YEAR 2021: The Town Finance Officer reported that the Board has gone over this preliminary levy at several workshops this year. The Town has to present a preliminary tax levy for 2021 by the end of September, or it will default to the worst case scenario. The levy voted upon by the residents at the Annual Town meeting in March consisted of a levy that would remain as such unless Town staff worked on it to lower it, find other funding sources, move items around or to different years, etc. Kelly presented via Power Point the changes from March. Among them were: PERA contributions dropped from 8% to 7.5%; the new position that had been budgeted for a full year is now set to start in November; the police budget decreased \$20,850; the fire budget decreased \$99,904; the sign line item could be pushed out a couple years, therefore decreased \$124,000 off of 2021's budget; there some increases like contracting services for patching \$35,000; and other decreases and increases.

The Town Finance Officer showed the graph of the preliminary levy over the past years, showing different parts of the levy: operating levy, fiscal disparities, debt levy, and bonds. The Town's tax capacity is growing still, with the rate at 25.064%, which is lower than 2 years ago. Property values increasing means the property tax capacity increases. This lower preliminary levy in September (versus the one from March) is a worst case scenario now and will be used to send tax notices to residents. So the amount to approve is \$4,403,879 with noting that staff will continue to make it lower.

There was some brief discussion over the seal coating line item and the equipment rental line item. Are these items rainy day funds? The Finance Officer noted that the seal coat projects are determined 10 years in advance through the 10-year Capital Improvement Plan. So the Finance Officer budgets for the projects accordingly, but sometimes they get moved around. The equipment rental is charged to each department based on equipment depreciation scale so that the funds gather to replace said equipment when they need to replace it. It was noted that the reason the Town is bonding for road improvements currently, aside from not receiving federal and state aid to do so, but also because money hadn't been set aside for it long ago. There was some discussion over taxes and repercussions. There seems to be a sort of ebb and flow: more taxes mean the Town can pay for certain things which mean lower taxes the next year. It was noted that Public Works has been good to push purchases off in order to help

**MINUTES
TOWN BOARD MEETING
SEPTEMBER 21, 2020**

keep taxes low. Some purchases do relieve funding in other areas, like eliminating the need for a contractor to do the work Town staff could perform. It was also noted that the increase in the police budget from last year, 3.59% is for a new detective and some capital for replacing squads.

Based on Finance Officer review & recommendation Ruzek moved to adopt resolution adopting the preliminary amount to be raised by property taxes for the year 2021 to be in the amount of no higher than \$4,403,879. McCune seconded. Ayes all.

COLUMBIA PARKING LOT – RECEIVE BIDS – AWARD CONTRACT – AUTHORIZE TKDA TO PERFORM CONSTRUCTION OBSERVATION: The Town Engineer reported that the Town received bids from contractors on September 16th and the low bid was JACON LLC with a bid of \$190,111.70 out of Vadnais Heights. The next lowest bid was Dryden Excavating with a bid of \$198,848.53. The action items tonight are to receive the bids that came in, award the contract to low bidder, and authorize TKDA to perform the construction observation process. This construction project will include doubling the parking spaces from 30 to 62 spaces, adding an additional handicap parking space to a total of 3, and installing a dry pond for water quality and runoff improvements. There was some discussion over the construction. It is the goal to save as many trees as possible. It was noted that though the County just did the work near the crosswalk on that street, that the area will not impact Columbia Park's construction. The handicap ramp connects to the trail. There was a question on parking lot lights. There are no current plans to install parking lot lights, but that those could be added at a later date and will not inhibit this current project. The only signage change is the addition of 1 handicap sign for the parking space. It was noted that 4% to 5% of the bid is usually mobilization for the project, meaning transportation on the contractor's equipment to the site. The dry pond will also need to be cleaned and maintained every 20 years.

Ruzek made the motion based on Town Engineer review & recommendation to receive bids. McCune seconded. Ayes all.

Ruzek made the motion based on Town Engineer review & recommendation to award contract to JACON LLC in the amount of \$190,111.70 with funding from the Parks Fund. McCune seconded. Ayes all.

Ruzek made the motion based on Town Engineer review & recommendation to authorize TKDA to perform the construction observation process in an amount not to exceed \$26,800. McCune seconded. Ayes all.

2020-4 – PETERSON ROAD IMPROVEMENTS – RECEIVE BIDS – AWARD CONTRACT – AUTHORIZE TKDA TO PERFORM CONSTRUCTION OBSERVATION: Supervisor Ruzek acted as Town Board Chair for this agenda item as Prudhon is affected directly by this item.

The Town Engineer reported that the Town received bids for the work on Peterson Road improvements on September 16th. It has been discussed thoroughly over the summer and the Town has had neighborhood meetings. The Board has approved the project of turning graveled Peterson Road into bituminous pavement, adding curb, gutter, and utilities.

This project is in conjunction with Otter Ridge Circle and therefore the bids came in together. The Engineer's estimate came in at \$934,186.50 for the Peterson Road portion, but the bids

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SEPTEMBER 21, 2020**

ranged from just over \$700,000 to \$1.1 Million. The low bid was Kuechle Underground Inc. in an amount of \$705,393.20. The combined bid for Peterson Road and Otter Ridge Circle was 15% less than the Engineer's estimate. The goal is to have water and sewer completed this fall and the street portion of Peterson completed spring of 2020. It was bid this way with flexibility to give better bids. If the Town wanted this project done this year the cost would be much higher. If the contractors want to do the curb and gutter this year, it can. Then TKDA will give updates through an email newsletter and through the Town website.

The Engineer noted that JACON, LLC originally came in as the lowest bid, but after the Engineer checked over the bid proposal, a few errors were found. The Board asked of whether JACON, LLC's proposal for the Columbia Park parking lot bid was checked for errors. It was noted that, yes, the bid for Columbia Park is correct.

Prudhon noted that as a resident it is good that the bids came in favorably to the Township, but he had noted some concerns with the appraised assessment value since he is looking basically a small lot off of his property with the utility easements. There will be more discussion once the assessment hearing is scheduled and once the project is completed.

Ruzek made the motion based on Town Engineer review & recommendation to adopt resolution receiving bids for Improvement 2020-4. McCune seconded. Ayes: Ruzek, McCune; Abstention: Prudhon.

Ruzek made the motion based on Town Engineer review & recommendation to adopt resolution awarding contract for Improvement 2020-4 to Kuechle Underground in the amount of \$812,695.20.

It was noted that \$812,695.20 is the entire amount including Otter Ridge Circle. Ruzek amended the motion to correct the amount of \$705,393.20, instead of \$812,695.20. McCune seconded the amended motion. Ayes: Ruzek, McCune; Abstention: Prudhon.

Ruzek made the motion based on Town Engineer review & recommendation to authorize TKDA to perform the construction observation process in an amount not to exceed \$95,000. McCune seconded. Ayes: Ruzek, McCune; Abstention: Prudhon.

2020-5 – OTTER RIDGE CIRCLE ROAD IMPROVEMENTS – RECEIVE BIDS – AWARD CONTRACT – AUTHORIZE TKDA TO PERFORM CONSTRUCTION OBSERVATION: Since Otter Ridge Circle and Peterson Road bid items are linked, Supervisor Ruzek continued as stand-in Town Board Chair since Prudhon is affected by Peterson Road improvements.

The Town Engineer reported that the Town received bids for the work on Peterson Road improvements on September 16th. It has been discussed thoroughly over the summer and the Town has had neighborhood meetings. The Board has approved the project of combining this road improvement with the Peterson Road improvement.

This project is in conjunction with Peterson Road and therefore the bids came in together. The Engineer's estimate came in at \$132,573.00 for the Otter Ridge Circle portion, but the bids ranged from just over \$100,000 to nearly \$200,000. The low bid was Kuechle Underground Inc. in an amount of \$107,302.00. The combined bid for Peterson Road and Otter Ridge Circle was

**MINUTES
TOWN BOARD MEETING
SEPTEMBER 21, 2020**

15% less than the Engineer's estimate. Throughout the process, TKDA will give updates through an email newsletter and through the Town website.

The Engineer noted that JACON, LLC originally came in as the lowest bid, but after the Engineer checked over the bid proposal, a few errors were found. The Board asked of whether JACON, LLC's proposal for the Columbia Park parking lot bid was checked for errors. It was noted that, yes, the bid for Columbia Park is correct.

The amount on TKDA's construction observation process is correct, it was confirmed. The Town Attorney advised that Prudhon needs to vote on this agenda item.

Ruzek made the motion based on Town Engineer review & recommendation to adopt resolution receiving bids for Improvement 2020-5. McCune seconded. Ayes all.

Ruzek made the motion based on Town Engineer review & recommendation to adopt resolution awarding contract for Improvement 2020-5 to Kuechle Underground in the amount of \$17,302.00. McCune seconded. Ayes all.

Ruzek made the motion based on Town Engineer review & recommendation to authorize TKDA to perform the construction observation process in an amount not to exceed \$9,550.00 McCune seconded. Ayes all.

STABLE PROPERTY – AUTHORIZE TKDA TO SUBMIT SWPPP & NPDES PERMIT SUBMITTALS: The Town Engineer reported that this agenda item is a cleanup item. Town staff have applied for a permit with Rice Creek Watershed District to continue to deposit soil and bring the property up to grade. In order to do that Town Engineers need to submit SWPPP and NPDES permits and therefore need authorization from the Board.

Ruzek moved based on Town Engineer review & recommendation authorize TKDA to submit SWPPP & NPDES permits in an amount not to exceed \$1,900.00. McCune seconded. Ayes all.

HVAC REPLACEMENT – AUTHORIZE REPLACEMENT OF THE ADMINISTRATIVE OFFICE HVAC SYSTEM: The Town Clerk reported that as the Board had directed 6 weeks ago, staff has pursued bids to replace the current HVAC system since the CARES act will cover the funds. The bid process was successful in producing 2 reliable bids from Yale Mechanical and NAC Mechanical to replace the Town Offices 26-year-old HVAC system (80% efficiency rating) with a condenser, evaporator, humidifier, and a Global Plasma Solutions Bipolar Ionization System (GPSBIS) (96% efficiency rating). Yale Mechanical's bid was for \$40,980.00 and NAC Mechanical's bid was for \$42,700.00. The Town Board action is to accept the bids and award the contract to Yale Mechanical, the low bidder.

There was some discussion on whether this contractor can use the same flues and chimneys as are already installed in the building or if new ones will need to be created, noting the Board wants to insure the contractors can use the infrastructure that the Town Offices already hold. It was noted that staff will ask questions.

McCune made the motion based on staff review & recommendation to accept the quotes & approve the quote from Yale Mechanical in the amount of \$40,980.00. Ruzek seconded. Ayes all.

**MINUTES
TOWN BOARD MEETING
SEPTEMBER 21, 2020**

McCune moved to amend the agenda to swap items 8H) Closed Session and 9) Open Time. Ruzek seconded. Ayes all.

OPEN TIME: Patricia Peterson, 5474 Peterson Road, was present to ask a couple questions to the Board and Town staff regarding the Peterson Road improvement project. She was wondering if the project could start before the assessment hearing. The Town Attorney answered that yes, the contractors can begin work as directed prior to the assessment hearing. The initial hearing on the pending amount has taken place so the work can begin. The actual assessment is after the work is finished.

Denny Peterson, 5474 Peterson Road, was present to ask if the 11 weeks of construction is spread out over time or in a row. It was answered that the work will be broken up with the utility work this fall and road work next spring.

McCune moved to go into closed session for the Board to discuss union negotiations with the local attorney at 8:01 p.m. Ruzek seconded. Ayes all.

CLOSED SESSION – UNION NEGOTIATIONS: The Board entered into a closed session portion of the Board meeting to discuss with the Town Attorney how the Town should proceed with the current union negotiations.

Ruzek moved to come out of close session at 8:16 p.m. McCune seconded. Ayes all.

White Bear Township's Board of Supervisors have agreed to the following terms with their local Union 49. The duration of the new contract will be 3 years, with an MOU (Memorandum of Understanding) open for the 3rd year to renegotiate or discuss COLA (Cost-of-living Adjustments) increases. COLA for the first 2 years will be 3.25%. The union workers will be paid double time on Sundays for overtime and overtime on Sundays only. They will be given holiday pay on a half day for Christmas Eve (12/24) and for New Years' Eve (12/31). There will be an MOU presented to the Board regarding skill based pay. All MOUs to date that were outdated will be eliminated from any contractual language. The seasonal schedule for Public Works Department was requested to extend into October, which has been left up to management as to how they would like their seasonal schedule.

McCune moved to accept the proposed contract revisions that staff outlined. Ruzek seconded. Ayes all.

ADDED AGENDA ITEMS: There were no added agenda items.

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 8:20 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Town Clerk-Treasurer



**Town Board Meeting
October 5, 2020**

Agenda Number: 5.A – Consent Agenda

Subject: Special Town Board Meeting – Call Special Town Board Meeting for Tuesday, October 6, 2020 @ 11:30 a.m. at the Public Works Facility to Attend the Employee Appreciation Gathering

Documentation: Public Notice

Action / Motion for Consideration:

Receive Information / Discuss

Call Special Town Board Meeting for Tuesday, October 6, 2020 @ 11:30 a.m. at the Public Works Facility to Attend the Employee Appreciation Gathering



Public Notice

Special Town Board Meeting

Tuesday, October 6, 2020

at 11:30 a.m.

**at the Public Works Building
1283 Hammond Road
White Bear Township MN 55110**

- ◆ Annual Employee Appreciation Gathering



**Town Board Meeting
October 5, 2020**

Agenda Number: 5.B – Consent Agenda

Subject: 2040 Comprehensive Plan – Call Public Hearing for Monday, November 2, 2020 @ 7:00 p.m. to Adopt the 2040 Comprehensive Plan

Documentation: Public Notice

Action / Motion for Consideration:

Receive Information / Discuss

Call Public Hearing for Monday, November 2, 2020 @ 7:00 p.m. to Adopt the 2040 Comprehensive Plan



**NOTICE OF HEARING TO CONSIDER ADOPTION OF THE 2040
COMPREHENSIVE PLAN FOR THE TOWN OF WHITE BEAR, RAMSEY
COUNTY, MINNESOTA**

NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall in said Town on Monday, November 2, 2020, at 7:00 p.m., to consider the adoption of the 2040 Comprehensive Plan for the Town of White Bear, and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.

Given under my hand this 5th day of October , 2020.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

WILLIAM F. SHORT, Clerk-Treasurer



**Town Board Meeting
October 5, 2020**

Agenda Number: 5.C – Consent Agenda

Subject: Monthly Financial Report - Receive

Documentation: Report

Action / Motion for Consideration:

Receive Information / Discuss

WHITE BEAR TOWNSHIP
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

101-GENERAL FUND
 FINANCIAL SUMMARY

66.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
PROPERTY TAXES	3,597,386.00	131,000.00	1,977,824.33	54.98	1,619,561.67
LICENSES & PERMITS	215,188.00	36,123.25	211,249.20	98.17	3,938.80
INTERGOVERNMENTAL	214,014.00	61,937.13	1,000,483.72	467.49 (786,469.72)
CHARGES FOR SERVICES	152,850.00	5,664.98	124,150.11	81.22	28,699.89
FINES & FORFEITS	16,000.00	334.84	4,652.35	29.08	11,347.65
MISC REVENUE	252,300.00	1,917.97	202,599.55	80.30	49,700.45
OTHER FINANCING SOURCES	<u>40,475.00</u>	<u>392.00</u>	<u>29,310.65</u>	<u>72.42</u>	<u>11,164.35</u>
TOTAL REVENUES	<u>4,488,213.00</u>	<u>237,370.17</u>	<u>3,550,269.91</u>	<u>79.10</u>	<u>937,943.09</u>
<u>EXPENDITURE SUMMARY</u>					
BOARD OF SUPERVISORS	46,416.00	3,535.21	28,454.48	61.30	17,961.52
GENERAL GOVERNMENT	317,901.00	23,800.83	240,674.86	75.71	77,226.14
RECYCLING	24,727.00	11,778.03	18,354.50	74.23	6,372.50
ELECTIONS	28,800.00	6,146.00	21,238.00	73.74	7,562.00
ADMINISTRATION	325,329.00	27,175.04	214,650.52	65.98	110,678.48
COMMUNITY DEVELOPMENT	237,595.00	16,847.50	139,532.36	58.73	98,062.64
POLICE & ANIMAL CONTROL	1,112,007.00	154,399.23	737,060.36	66.28	374,946.64
FIRE PROTECTION	359,600.00	29,965.67	269,691.03	75.00	89,908.97
CODE ENFORCEMENT	219,987.00	14,276.57	127,397.24	57.91	92,589.76
ROAD & BRIDGE	735,122.00	46,604.71	494,564.35	67.28	240,557.65
PUBLIC WORKS	312,395.00	21,396.17	203,286.35	65.07	109,108.65
TOWN BUILDINGS	161,378.00	5,413.39	111,196.71	68.90	50,181.29
PARK MAINTENANCE	571,956.00	39,327.57	421,805.34	73.75	150,150.66
TOWNSHIP DAY	<u>35,000.00</u>	<u>2,480.00</u>	<u>8,730.00</u>	<u>24.94</u>	<u>26,270.00</u>
TOTAL EXPENDITURES	<u>4,488,213.00</u>	<u>403,145.92</u>	<u>3,036,636.10</u>	<u>67.66</u>	<u>1,451,576.90</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (165,775.75)	513,633.81	(513,633.81)



**Town Board Meeting
October 5, 2020**

Agenda Number: 5.D – Consent Agenda

Subject: Benson Airport Operation Plan – Receive Annual Report

Documentation: Email Report

Action / Motion for Consideration:

Receive Information / Discuss

Minutes
Town Board Meeting
September 16, 2019

CONSENT AGENDA: McCune moved to approve 5C) Benson Airport Operation Plan – Receive annual report. Ruzek seconded. Ayes all.

Patti Walstad

From: Tom Riedesel
Sent: Tuesday, September 22, 2020 8:39 AM
To: Patti Walstad
Subject: FW: Annual Update

Airport update for the next meeting.

From: Sandra LeMire [mailto:lemire.d.s@gmail.com]
Sent: Tuesday, September 22, 2020 8:36 AM
To: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Subject: Re: Annual Update

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

Hi Tom,

The airport is running well.

Because of the current conditions of covid 19 we have not been having any events involving the public. The people who fly from here are still flying and we have had some flying visitors coming in.

We have been respecting the guidelines for the prevention of covid and have not had anyone on the airport report testing positive.

The grounds and grass have been in good condition with the gophers continuing to get the best of us. They do work hard all the time making bumps all over the place.

As always we try to make the airport available for as many as possible to enjoy.

As usual, the geese have been coming in on their annual migration south with a few cranes and a lot of local turkeys.

Thank you again for your continuing support of the airport, we continue to try to make the airport a community asset for as many as possible to use and enjoy.

Thank you.

Darryl LeMire
President, Board of Directors

On Wed, Sep 16, 2020 at 12:42 PM Tom Riedesel <Tom.Riedesel@whitebeartownship.org> wrote:

Hi Darryl,

Looks like we have the Airport annual report scheduled for this month. Can you provide me with an update?

Thanks,

Tom



Town Board Meeting October 5, 2020

Agenda Number: 5.E – Consent Agenda

Subject: 2021 Utility Rates - Based on Utility Commission & Staff Review Approve the 2021 Utility Rates

Documentation: Finance Officer Memorandum

Action / Motion for Consideration:

Receive Information / Discuss

Based on Utility Commission & Staff Review Approve the 2021 Utility Rates

Minutes
Utility Commission Meeting
September 10, 2020

UTILITY RATE – DISCUSSION: Water Rates: The Town Finance Officer reported that the current utility rates are laid out on page 28 of the packet. At the last meeting the Commission talked about the base rate paying for the Town's fixed costs, and therefore a proposed \$27 base rate is suggested. The last 2 columns show incrementally breaking even with half and half at \$24/\$25. There was some discussion over the changing tiers. The goal is to balance the accounts, maybe break even, maybe make some money. The Finance Officer gave input on how each decision would work. Page 29 shows the consumption of the current tiers, so there was discussion of how the change in tiers would affect the budget. There was some discussion on other points in the utility rate discussion. It was noted that other communities' rates are all over the board. The main goal with either option is to arrive at the same conclusion: balancing the accounts.

There was some discussion over where the improvements are coming from. Currently, the Town has bonded for 2020's projects. It was the consensus that the Commission is comfortable with covering the fixed costs with the base rate. That way the price of water can fluctuate and the fixed costs would always be covered.

Bernstein moved to focus on base rate enough to cover our fixed costs, in this case its \$27. Fredericks seconded. Ayes: Bernstein, Fredericks, Groschen, Hesse, Pehrson; Nay: DeLoach.

The Commission is happy to help drive conservation efforts into different tiers: 0-10,000 gallons will be at \$2.40; 10,001-20,000 gallons will be at \$2.65; 20,001-32,000 gallons will be at \$3.55; and anything 32,001 or above will be at \$6.40.

There was discussion over the tiers and the volume rates. Bernstein would like the rates to be even, rounded up or down to the nearest nickel. The Commission called this "the Trent Clause".

Bernstein made a motion with the caveat that the rates get rounded to the nearest nickel. Fredericks seconded. Ayes all.

The rates then are: **storm water base rate** of \$23.00 per quarter, a \$0.50 raise from 2020; and a **sanitary sewer base rate** of \$52.00 which will include 5,000 gallons. Anything over that amount will be at \$5.75. For commercial properties the base rate is \$46.00 with \$14.75 for the rate for anything over 5,000 gallons.

Consideration of Utility Rate Increase. (TK)

The Town’s Utility Commission in August and September recommended the Town increases its utility rates per attached. These rate increases would generate revenues to cover 100% of operations and some of the asset depreciation costs. The Utility Commission also recommends changing the volume rate tiers. Proposed improvements to the systems based on the current 10-year capital improvement plan cause the funds to show a loss of cash. The new rates would be as follows:

CURRENT AND NEW (2021) UTILITY RATES						
WATER RATES						Proposed
		2017	2018	2019	2020	2021
	Gallons	Rate	Rate	Rate	Rate	Rate
Base Rate		\$ 19.20	\$ 20.50	\$ 21.25	\$ 21.75	\$ 27.50
Volume Rate:						
Tier 1	0 - 20,000	\$ 2.01	\$ 2.25	\$ 2.35	\$ 2.35	
	0-10,000					\$ 2.40
Tier 2	20,001 - 32,000	\$ 2.21	\$ 2.45	\$ 2.60	\$ 2.60	
	10,001-20,000					\$ 2.65
Tier 3	32,001 - 44,000	\$ 2.76	\$ 3.10	\$ 3.38	\$ 3.40	
	20,001-32,000					\$ 3.55
Tier 4	44,001 +	\$ 4.14	\$ 4.60	\$ 5.75	\$ 6.00	
	32,000+					\$ 6.40
Irrigation:						
Residential		\$ 2.76	\$ 3.10	\$ 3.38	\$ 3.40	\$ 3.55
Commercial		\$ 2.76	\$ 3.85	\$ 4.20	\$ 4.25	\$ 4.35
SEWER RATES						Proposed
	Gallons	Rate	Rate	Rate	Rate	Rate
Base Rate:						
Residential *		\$ 48.38	\$ 50.80	\$ 51.00	\$ 52.00	\$ 52.00
Commercial		\$ 42.82	\$ 45.00	\$ 45.15	\$ 46.00	\$ 46.00
Volume Rate:						
Residential *		\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 5.75
Commercial		\$ 5.00	\$ 7.50	\$ 10.00	\$ 12.50	\$ 14.75
* Residential base rate includes up to 5,000 gallons of usage. Any usage over 5,000 gallons will be billed \$6.00 per 1,000 gallons plus the base rate.						
STORM WATER RATES						Proposed
	Gallons	Rate	Rate	Rate	Rate	Rate
Per Quarter		\$ 20.00	\$ 20.00	\$ 21.00	\$ 22.50	\$ 23.00
All volume rates are per thousand gallons with the sewer rate based on winter quarter water usage for residential customers.						

For the Water Fund the new rates are estimated generate revenues of \$1,939,589 to offset expenses (including depreciation) of \$1,906,264. This covers all operating costs, a small part of the depreciation costs. Revenues are dependent on actual water use though. The Utility Commission felt that to encourage water conservation the tiers that the volume rate is based on needs to be lowered. Under the current tiers, 90.6% of residential customer on average are in the lower two tiers and 75.3% are in the bottom tier. By lowering the tier, 83.8% of customers are in the bottom two tiers and 45.7% are in the bottom tier.

The new sanitary sewer rates are estimated to generate revenues of \$2,722,266 against \$2,036,008 of expenses. Again, revenues will cover 100% of operating expenses and all of the depreciation costs.

Finally, the new storm water rate is needed to cover 100% of operating costs and a portion of depreciation and capital costs. Revenues are estimated at \$632,566 with expenses of \$619,050, which includes \$185,000 of capital improvements.

The effects of these increases would be that resident would see around an \$11.40 to \$138.72 per quarter increase in their utility bills for 2021. Actual increases would depend on water usage.

The Town needs to approve the new rates before December in order for the rates to be affective with the January, February, March billing cycle.

A. REFERENCE AND BACKGROUND:

A1. Budget Impact: The utility rates will be used to estimate revenues in the utility funds for 2021.

A2. Staff Workload Impact: There is no staff impact.

B. ALTERNATIVE ACTIONS:

1. Approve the 2021 utility rates as proposed.
2. Approve 2021 utility rates at a rate different from proposed.
3. Do not approve the 2021 utility rates.

C. STAFF RECOMMENDATION:

1. Staff recommends alternative 1, which was recommended by the Town's Utility Commission.

D. SUPPORTING DATA:

None.



**Town Board Meeting
October 5, 2020**

Agenda Number: 5.F – Consent Agenda

Subject: Employee Handbook – Approve Revisions to the Employee Recognition & Holiday Sections of the Handbook

Documentation: Staff Memo w/attachments

Action / Motion for Consideration:

Receive Information / Discuss

Approve Revisions to the Employee Recognition & Holiday Sections of the Handbook

MEMORANDUM

TO: TOWN BOARD
FROM: PATTI WALSTAD
DATE: OCTOBER 1, 2020

SUBJECT: EMPLOYEE HANDBOOK REVISIONS

The Employee Recognition section of the handbook is being revised to reflect that the Township provides a luncheon each year to recognize employees who reach 5 year milestones. The change is being made as recommended by the Township's Auditors.

The Holiday section of the handbook is being revised to reflect the new half day holiday's on Christmas Eve and New Year's Eve as negotiated in the union contract.

EMPLOYEE RECOGNITION

White Bear Township recognizes that employees are a valuable asset in a customer service oriented Township government. In order to demonstrate this belief and ensure positive employee relations that meet the needs of the Township, the Township will provide an annual lunch at which time employees reaching five year service levels (5, 10, 15, 20, 25, 30 & 35 years) will receive awards.

HOLIDAYS

White Bear Township provides full-time and part-time employees with flex leave for the following holidays:

½ day on New Year's Eve

New Year's Day

Martin Luther King Jr Day

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving

Day after Thanksgiving

½ day on Christmas Eve

Christmas Day

Two (2) Floating Holidays

When any holiday falls on a Saturday, the holiday will generally be observed on the preceding Friday. When any holiday falls on Sunday, the holiday will generally be observed on the Monday following. The Township may change this to accommodate business needs.

Employees shall be entitled to compensated time off for designated holidays, provided the employee is on compensated payroll status the last assigned work day preceding the holiday and the first assigned work day following the holiday.

If a scheduled paid holiday occurs during your vacation or a paid leave of absence, you will receive pay for the holiday in lieu of being charged for a vacation day or paid leave. If a holiday occurs while you are on an unpaid leave of absence, you will not be paid for the holiday.

Part Time employees shall be entitled to pro-rated holiday pay based on an average hours per day worked in the two previous pay periods. The hours shall be pro-rated to, and not to exceed, the regular full-time day in the office the employee is based.

The Township is mindful there may be additional religious observances, not including the holidays already mentioned. Department Heads will give such occurrences due respect and consideration as scheduling permits. If time off is granted FLEX LEAVE must be used.

In a year when Christmas Eve and Christmas Day fall on scheduled days off (i.e. Saturday or Sunday) the Township Board of Supervisors will designate alternate days off to accommodate the Christmas Eve and Christmas Day holidays.



**Town Board Meeting
October 5, 2020**

Agenda Number: 5.G – Consent Agenda

Subject: Ramsey County Contract for Election Services – Approve Agreement Between Ramsey County & White Bear Township for Election Services From January 1, 2021 Through December 31, 2026

Documentation: Ramsey County Correspondence / Contract

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation Approve the Agreement Between Ramsey County & White Bear Township for Election Services From January 1, 2021 Through December 31, 2026

TO: Patti Walstad, White Bear Township
FROM: David Triplett, Ramsey County Elections Manager
SUBJECT: Contract for Election Services
DATE: September 29, 2020

The current contract and all renewals for election services between White Bear Township and the Ramsey County Elections office expire on December 31, 2020. As a result, if you wish to continue this service, White Bear Township and Ramsey County will need to execute a new contract. The new contract is attached. It will begin on January 1, 2021 and end on December 31, 2026. There are a few items we want you to be aware of:

The increase in the cost schedule accounts for:

- An increased hourly wage for election judges to bring the pay scale in alignment with other jurisdictions in the Twin Cities Metro Area, as well as the wage paid to Census workers and local businesses in Ramsey County. Election Judges have not received a raise in the hourly rate since 2016. Currently, precinct judges make \$10 an hour. The increase will increase precinct judge wages to \$15 an hour and will increase all other positions by \$5 an hour.
- Accommodate the increased volume of vote by mail and in-person early voting. This is primarily a statutory duty that applies to all municipalities. As you are aware, the increase in this activity has been prodigious this cycle – that aside, there has been a steady increase every year since 2012 and we project this to be increasingly popular beyond this cycle. We have provided this option for voters while maintaining Election Day voting access and resources.
- Account for duties that are statutorily related to cities that were not identified as in the previous contract.

Additionally:

- All jurisdictions will share the same contract terms - terms and conditions of the contract are non-negotiable by individual municipality.
- Contracts for precincts located outside of Ramsey County will no longer be offered. These precincts will need to be managed under a mutually agreeable method (such as a Joint Powers Agreement) between the corresponding county, municipality and Ramsey County.

The cost for your municipality to contract for election services with Ramsey County for the first term of 2021-2022 will be \$68,835.20, invoiced in quarterly payments. Ramsey County will provide an initial cost estimate for the 2023-2024 calendar years to you no later than April 1, 2022, and an initial cost estimate for the 2025-2026 calendar years by April 1, 2024.

Please contact me directly by no later than Friday, October 9 if your municipality wishes to contract with Ramsey County for Election Services. Otherwise do not hesitate to contact me for further questions. We very much appreciate your business and hope to continue serving you and your residents in the years ahead.

Sincerely,

David Triplett
Elections Manager - Ramsey County
90 Plato Blvd. W
Saint Paul, MN 55107
651-266-2206

**Agreement Between Ramsey County
And White Bear Township for Election Services**

This is an agreement between the County of Ramsey, through the Ramsey County Elections Office, 90 West Plato Boulevard, St. Paul, MN ("County"), and White Bear Township ("Town") for the provision of election services by the County ("Agreement").

1. Term

This Agreement will be in effect for the period from January 1, 2021 through December 31, 2026 ("Initial Term"), unless earlier terminated pursuant to the provisions of this Agreement.

2. Renewal and Termination

This Agreement may be renewed for one additional two-year period by written agreement of the parties, in the form of an amendment to this Agreement. An amendment for renewal of this Agreement must be executed by all parties no later than June 1, 2026

This Agreement may be terminated by any party by written notice to the other parties no later than June 1 of any year, effective on January 1 of the following year. Upon termination of this Agreement, the Town-owned voting equipment and materials previously owned by the Town related to elections will be returned to the Town.

3. General Agreements

- a) This Agreement only applies to precincts located solely within Ramsey County.
- b) This Agreement only applies to regularly scheduled elections.
- c) The County will conduct all special elections required by law during the term of this Agreement on behalf of Town. The costs of all special elections that are not held concurrently with a regularly scheduled State, County or Town election will be billed to the Town for the actual cost realized to conduct a special election. The Town will also pay all costs applicable to any state special elections that are not conducted on the date of a regularly scheduled Town or state election.
- d) If a Town primary is required, the Town will pay all costs applicable to the primary. The County shall invoice the Town separately for the costs of the primary.
- e) The costs for Recounts for Town elections will be billed separately from this agreement for the actual costs realized.
- f) The costs for Ranked Voting Reallocation for the Town will be billed separately from this agreement for the actual costs realized.

4. County Responsibilities

Except as otherwise provided in this Agreement, the County will provide all services, equipment, and supplies as required to perform on behalf of the Town and all election-related duties of the Town specified in this Agreement. These duties will include:

- a) Promote and advance the strategic priorities and values of Ramsey County: People, Integrity, Community, Equity and Leadership.
- b) Recruit, train, and supervise staff to carry out the duties specified in this Agreement.
- c) Conduct annual inspection of the polling places established by the Town according to Minnesota Statutes section 204B.16 in order to verify compliance with all state and federal accessibility requirements; make suggestions about polling locations to Town based on feedback from voters, election judges, the polling location's administration, and annual surveys.
- d) Pay all rental costs for the Election Day, absentee, and early voting polling places.
- e) Recruit, train, assign, and pay election judges. Compensation to election judges will be in an amount as determined by the Ramsey County Board of Commissioners.
- f) Select and administer an election judge management system.
- g) Procure and provide interpreter services to be available at absentee, early voting, and Election Day locations in accordance with Section 203 of the federal Voting Rights Act.
- h) Carry out the duties of the Town clerk described in Minnesota Election Law regarding the administration of the voting system and the requirements set-forth in the Joint Powers Agreement between the County and the municipalities in Ramsey County to administer the County's voting systems.
- i) Program, layout, approve, and print the ballots for all Town elections.
- j) Prepare and transport all election materials to and from each Election Day, absentee, and early voting polling place. Provide election signs, forms, supplies, voting equipment, and other related materials for each Election Day polling place.
- k) Provide on-street parking and metered parking for early voting, absentee, and Election Day polling places.
- l) Compile, audit, and report election results and election statistics for dissemination to the appropriate canvassing boards, the public, and the media. Provide copy of election abstract to be used by Town for their canvass.
- m) Provide election-related information on the County web site relating to Town elections.

- n) Conduct recounts for Town offices and ballot questions.
- o) Prepare, post, and publish notices of filing and election as required by Minnesota Statutes sections 205.13 and 205.16. Publish, post, and provide the sample ballots as required by Minnesota Statutes section 205.16
- p) Administer all aspects of absentee voting carried out by the Clerk in Minnesota Chapter 203B, including all in-person absentee voting activities at absentee voting locations determined by the Ramsey County Auditor.
- q) Administer campaign finance reporting and economic disclosure activities designated to the Town clerk in accordance with Minnesota Election Law.
- r) Perform all duties of the candidate filing officer, including the acceptance of affidavits of candidacy and petitions.
- s) Maintain a database and prepare maps of election districts and precinct boundaries. Provide maps in digital and print formats, available to the public.
- t) Retain all election records in accordance with Minnesota Election Law and data retention requirements.
- u) Conduct civic engagement events regarding voter registration, absentee voting, election judge recruitment, and election related civics.
- v) Recruit student elections judges and teacher liaisons as part of Ramsey County's Student Election Judge Program.

5. Town Responsibilities

The Town will perform the following election-related responsibilities:

- a) Provide the County with an inventory list of voting equipment and election related materials, owned by Town, to be returned by the County upon termination of Agreement.
- b) Conduct the canvass of election results following every Town election.
- c) Issue Certificates of Election in accordance with Minnesota Statutes sections 205.185 & 211A.05.
- d) Attend annual pre-election meetings held by the County and complete trainings required for state election officials as determined by the Minnesota Secretary of State.
- e) Send required mailed notice of levy referendum in accordance with Minnesota Statutes section 126C.17, subd. 9(b).

- f) Provide recruitment information about serving as an election judge within Town and on the Town's website.
- g) Provide the title and text of Town questions to be placed on the ballot in accordance with Minnesota Statutes 205.16 subd.4 or sections 205A.05, subd.3
- h) As needed, identify new locations the Town would prefer to use as precinct polling places on Election Day. Annually approve polling places in accordance with Minnesota Statutes section 204B.16. Provide resolution of approved polling locations to the County by the December 31 deadline set forth in section 204B.16.
- i) Draft, schedule, and approve all resolutions required of the Town in Minnesota Election Law to administer elections.
- j) Designate a person who will be the principal contact for the County.

6. Office Space and Equipment Storage

The County will provide suitable office and warehouse space to conduct all election-related activities and for storage of election equipment and supplies.

7. Costs and Payment

Payments to cover the costs incurred by the County in the performance of the provisions of this Agreement for regularly scheduled elections will be made by the Town in eight equal quarterly amounts for a two-year budget period, for a total of 24 quarterly payments during the Initial Term of the Agreement. Payments will be due on March 31, June 30, September 30 and December 31 of each year.

The cost of election services for Regular Elections for the 2021-2022 calendar years will be \$68,835.20. The County will provide an initial cost estimate for the 2023-2024 calendar years to the Town no later than April 1, 2022, and an initial cost estimate for the 2025-2026 calendar years by April 1, 2024. Such initial cost estimates will become final if the County does not provide an updated cost estimate by July 1 of the year the cost estimates are provided. Costs will be adjusted as necessary by the County to account for the following factors: 1) estimated voter turnout; 2) labor contracts and agreements for non-represented employees approved by the Ramsey County Board of Commissioners; 3) changes in the Consumer Price Index for the Minneapolis-Saint Paul metropolitan area, as determined by the U.S. Bureau of Labor Statistics for the previous two-year period; 4) changes in state, federal, County, or Town legal requirements, as applicable; and 5) other factors having a significant impact on election costs.

The County will notify the Town of additional costs that it will incur as a result of changes to applicable election laws. The County will include and separately identify in any invoice for a regular

election or a special election the cost that was incurred as a result of the enactment of new election laws.

8. Voting Systems

The cost of the operation and maintenance of the voting system is not included in this Agreement and is the subject of a separate agreement.

9. Insurance

Each party shall maintain such insurance as will protect such party from claims which may arise out of, or result from, the party's actions under this Agreement. During the term of this Agreement, the County and Town will maintain, through commercially available insurance or on a self-insurance basis, property insurance coverage on the voting equipment each owns, for the repair or replacement of the voting equipment if damaged or stolen. Each party shall be responsible for any deductible under its respective policy. Each party hereby waives and releases the other parties, their employees, agents, officials, and officers from all claims, liability, and causes of action for loss, damage to or destruction of the waiving party's property resulting from fire or other perils covered in the standard property insurance coverage maintained by the parties. Furthermore, each party agrees that it will look to its own property insurance for reimbursement for any loss and shall have no rights of subrogation against the other parties.

10. Indemnification

Each party to this Agreement will be responsible for its own acts and omissions, and the acts and omissions of its officials, employees, and agents, and the results thereof, to the extent authorized by law and shall not be responsible for the acts of the other party, its officials, employees, and agents, and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the parties shall be governed by the provisions of Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or other applicable law. This provision shall not be construed nor operate as a waiver of any applicable limits of or exceptions to liability set by law. This provision will survive the termination of this Agreement.

11. Data Practices

All data created, collected, received, maintained, or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

12. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and duly signed by all parties. Any amendment must be approved no later than June 1 of any year for implementation on January 1 of the following year.

13. Dispute Resolution

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

14. Severability

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

15. Legal Representation

The Ramsey County Attorney's office will advise and represent the County in all election-related matters.

16. Independent Contractor

It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County as the employee of the Town for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the Town.

17. Entire Agreement

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior oral and written negotiations.

IN WITNESS THEREOF, the parties have subscribed their names as of the last date written below.

RAMSEY COUNTY

WHITE BEAR TOWNSHIP

By: _____
Toni Carter, Chair
Ramsey County Board of Commissioners
Date: _____

By: _____

By: _____
Janet Guthrie, Chief Clerk
Ramsey County Board of Commissioners
Date: _____

By: _____

Approval recommended:

By: _____
David Triplett
Elections Manager

Approved as to form:

By: _____
Assistant County Attorney



**Town Board Meeting
October 5, 2020**

Agenda Number: 5.H – Consent Agenda

Subject: **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Xcel Energy Permit to Install Two New Poles to an Existing Line to Improve Reliability in the Area of 5231 Summit Lane

Documentation: Town Engineer Correspondence w/attachments

Action / Motion for Consideration:

Receive Information / Discuss

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Xcel Energy Permit to Install Two New Poles to an Existing Line to Improve Reliability in the Area of 5231 Summit Lane



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

September 28, 2020

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: XcelEnergy Permit Application
5231 Summit Lane
White Bear Township, Minnesota
TKDA Project No. 17727.000

Dear Board Members:

XcelEnergy has applied for a permit to install two new poles to an existing line to improve reliability in the area of 5231 Summit Lane. The attached map shows the project.

We recommend approval with the following conditions:

1. Contractor must protect resident driveway during the pole installation.
2. Contractor must protect Summit Lane during the pole installation.
3. Contractor must protect sewer and water services.
4. Contractor must protect the watermain located on Summit Lane.
5. Disturbed areas shall be restored equal to or better than original condition.
6. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
7. Call Gopher One-Call prior to any work.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Studenski', written in a cursive style.

Jim Studenski, P.E.
Town Engineer

Enclosures



1700 E County Road E
White Bear Lake, Minnesota 55110-4658

Date: 9/24/2020
Project #: 105229132
Designer: Tim Rossbach
Phone #: 651-779-3122

APPLICATION OF XCEL ENERGY d/b/a NORTHERN STATES POWER COMPANY

To: TKDA
Attn: Jim Studenski
Jim.Studenski@TKDA.com
1500 Piper Jaffray Plaza
444 Cedar Street
St Paul, MN 55101-2140

THIS PERMIT APPLICATION IS FOR WORK IN WHITE BEAR TOWNSHIP

Application is hereby made for permission to replace, construct and therefore maintain:
electric distribution system (see attached sketch).

I. Type of Utility - General Description

Replace pole, crossarm & overhead primary wires to improve reliability to electric grid
along Summit Street from Pleasant Street to Bald Eagle Blvd. W.

II. Work to be started upon approval and completed by December 31st, 2020

Application Approved:

Xcel Energy
d/b/a Northern States Power Company

Timothy Rossbach

Timothy Rossbach
Sr. Designer – Electric Distribution
1700 E Co Rd E
White Bear Lake, MN 55110

Date: _____



**Town Board Meeting
October 5, 2020**

Agenda Number: 5.1 – Consent Agenda

Subject: Right-of-Way Permit – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Xcel Energy Permit to Install a New Pole & Replace an Existing Pole to Improve System in the Area of 5795 Hobe Lane

Documentation: Town Engineer Correspondence w/attachments

Action / Motion for Consideration:

Receive Information / Discuss

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the Xcel Energy Permit to Install a New Pole & Replace an Existing Pole to Improve System in the Area of 5795 Hobe Lane



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

September 29, 2020

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: XcelEnergy Permit Application
5795 Hobe Lane
White Bear Township, Minnesota
TKDA Project No. 17727.000

Dear Board Members:

XcelEnergy has applied for a permit to install a new pole and replace an existing pole to improve system in the area of 5795 Hobe Lane. The attached map shows the project.

We recommend approval with the following conditions:

1. Contractor must protect sanitary system on west side of Bald Eagle Boulevard West.
2. Contractor must protect water system on east side of Bald Eagle Boulevard West.
3. Contractor must protect sewer and water services.
4. Bald Eagle Boulevard West is under the jurisdiction of Ramsey County and may require a permit.
5. Disturbed areas shall be restored equal to or better than original condition.
6. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
7. Call Gopher One-Call prior to any work.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Studenski'.

Jim Studenski, P.E.
Town Engineer

Enclosures



1700 E County Road E
White Bear Lake, Minnesota 55110-4658

Date: 9/24/2020
Project #: 105229128
Designer: Tim Rossbach
Phone #: 651-779-3122

APPLICATION OF XCEL ENERGY d/b/a NORTHERN STATES POWER COMPANY

To: TKDA
Attn: Jim Studenski
Jim.Studenski@TKDA.com
1500 Piper Jaffray Plaza
444 Cedar Street
St Paul, MN 55101-2140

THIS PERMIT APPLICATION IS FOR WORK IN WHITE BEAR TOWNSHIP

Application is hereby made for permission to replace, construct and therefore maintain:
electric distribution system (see attached sketch).

I. Type of Utility - General Description

Replace pole, install new pole & transfer overhead wires to new poles installed by
Century Link on Bald Eagle Blvd. from Hobe Lane to approx. 200' to the North.

II. Work to be started upon approval and completed by December 31st, 2020

Application Approved:

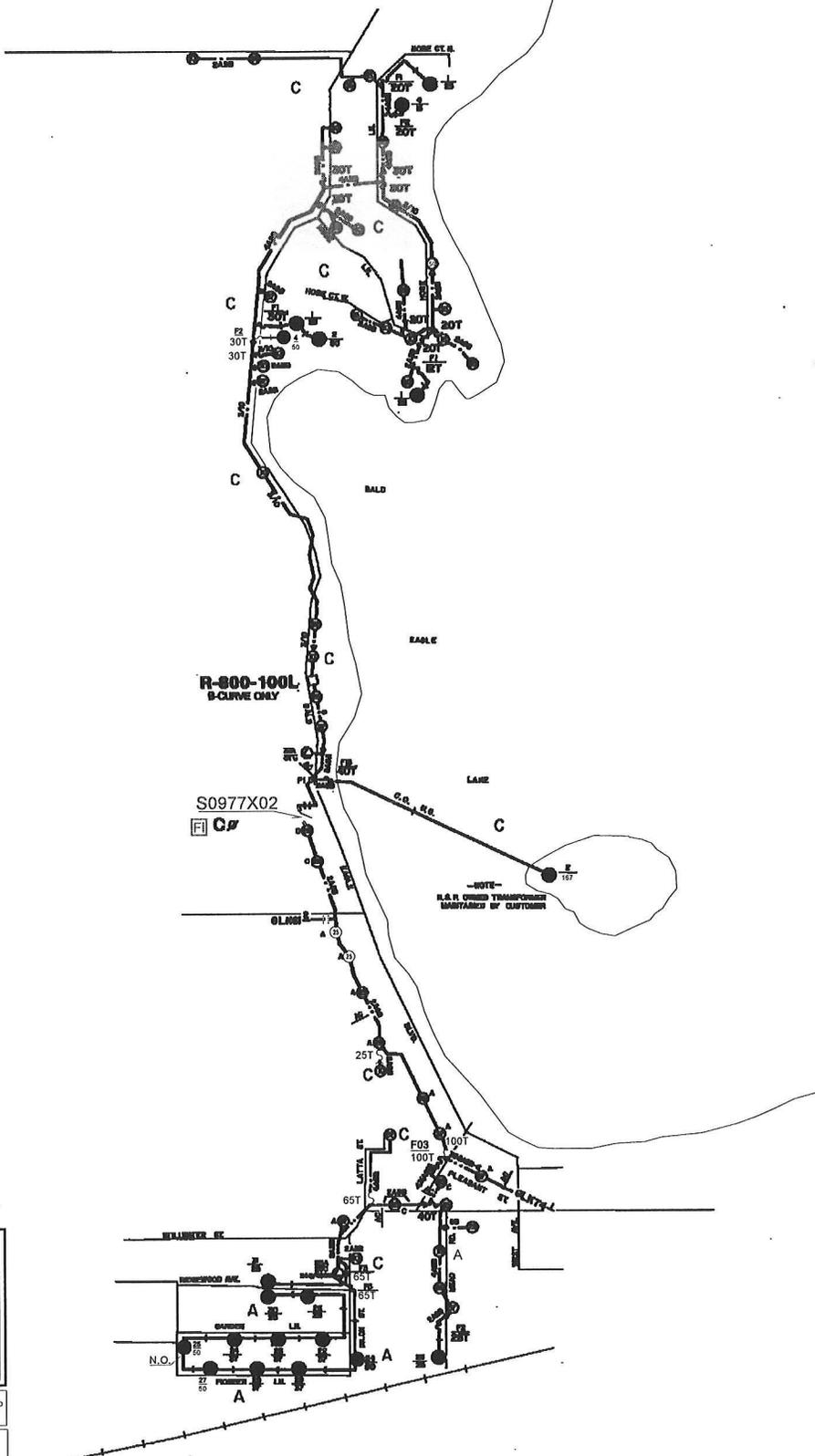
Xcel Energy
d/b/a Northern States Power Company

Timothy Rossbach

Timothy Rossbach
Sr. Designer – Electric Distribution
1700 E Co Rd E
White Bear Lake, MN 55110

Date: _____

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FAULT INDICATOR INSTALLATIONS
S-977-X02-C &

FI - FAULT INDICATOR

NOTE: FUSED CUTOUPS ARE 65 AMP UNLESS OTHERWISE NOTED. FUSED CUTOUPS IN SWITCH CENTERS ARE 200E UNLESS OTHERWISE NOTED. CAPACITOR BANKS ARE 100KVAR UNLESS OTHERWISE NOTED.

Xcel Energy
ELECTRIC SERVICE DEPARTMENT
METRO AREA REGION

13.8 KV PRIMARY DISTRIBUTION
(4.1 KV)
GOOSE LAKE SUBSTATION
GLK074
2 of 4
WHITE BEAR LAKE DIVISION

THIS MAP/DOCUMENT IS A TOOL TO ASSIST EMPLOYEES IN THE PERFORMANCE OF THEIR JOBS. YOUR PERSONAL SAFETY IS PROVIDED FOR BY USING SAFETY PRACTICES, PROCEDURES AND EQUIPMENT AS DESCRIBED IN SAFETY TRAINING PROGRAMS, MANUALS AND SPARK.

PLEASE READ THESE AND RELATED MANUALS OF INSTRUCTIONS BEFORE USE. DO NOT THE ACCURACY OF THIS MAP. THIS MAP REPRESENTS THE DATA AS OF THE DATE COMPLETED AND IS NOT GUARANTEED TO BE 100% ACCURATE. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE DATA AND FOR ANY ERRORS OR OMISSIONS. THE COMPANY ACCEPTS NO LIABILITY FOR ANY DAMAGE OR LOSS OF PROFITS OR BUSINESS OPERATIONS RESULTING FROM THE USE OF THIS MAP. THE USER SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES BEFORE CONSTRUCTION OF ANY PROJECT. THE USER SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES BEFORE CONSTRUCTION OF ANY PROJECT. THE USER SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES BEFORE CONSTRUCTION OF ANY PROJECT.



**Town Board Meeting
October 5, 2020**

Agenda Number: 6.A – 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 Information / Discuss



**Town Board Meeting
October 5, 2020**

Agenda Number: 7.A – Public Hearings

Subject: None

Documentation:

Action / Motion for Consideration:



**Town Board Meeting
October 5, 2020**

Agenda Number: 8.A – New Business

Public Works Director Item:

Subject: Sanitary Sewer Manhole Lining:

1. Receive Quotes
2. Approve Quote

Documentation: Staff Memo w/attachments

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation:

- 1) Receive Quotes
- 2) Approve Quote to R & H Painting in the Amount of \$10,522.00 With Funding from the Sewer Operating Fund

MEMORANDUM

Date: September 28, 2020

To: Town Board

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

Re: Sanitary Sewer Manhole Lining Quote Acceptance and Approval

Every year Public Works is inspecting the Town's sanitary sewer infrastructure for I/I entering the system. This year Public Works staff have come across three (3) sanitary sewer manhole structures that have had a considerable amount of I/I entering them. Public Works received two quotes to have the manhole structures sealed and spray lined to stop the I/I from entering them.

The Town received quotes from the following contractors, R & H Painting for \$10,522.00 and Thul Specialty Contracting Inc. for \$12,330.00.

There is \$50,000.00 identified in the 2020-2029 CIP for Sanitary Sewer Infiltration Prevention Projects. The funding would come from the Sewer Operating Fund budget line item for repair and maintenance.

Action requested is to accept the quotes and approve the quote from R & H Painting for \$10,522.00.



Manhole Quote

...if you want it right

Sold To **Pete Tholen**
 White Bear Township, Minnesota
 Pete.tholen@whitebeartownship.org
651.747.2776

Date 9/14/2020
 PO No.

Mobilization: \$490.00

Manhole	Location	Depth (ft)	Description of Repair	Cost
1	5371 Grand Ave	9.20	Old Precast, High leaks	4,324.00
2	1550 Stillwater Street	5.50	Old Precast, Medium leaks, R.O.W. Permit	2,920.00
3	Stillwater Street and Otter Lake Road	5.20	Old Precast, Medium leaks, R.O.W. Permit	2,788.00
Total				\$10,522.00

Notes:

- A site visit is agreed upon prior to mobilization if deemed necessary by R&H Painting, LLC.
- Owner shall be responsible for providing a disposal site for all debris during the installation of the SpectraShield Liner System. This debris shall include, but not be limited to sand, chipped concrete, old linings, effluents, etc.
- Invoice(s) will be based upon field measurements and may increase or decrease the actual invoice/contract/purchase order amount accordingly.
- Our invoices are NET 30 DAYS, no retainage. A 1.5% interest charge per month for invoices over 30 days will apply.
- Sanitary sewer manholes include our industry leading 10 year warranty; storm sewer structures come with a standard 1 year warranty
- Removing manhole steps is part of the standard process unless noted otherwise
- If excessive grouting/leak-stopping is required (more than 1 workday), we will notify customer before proceeding. Additional grouting rates are \$300 per hour for the truck and crew, \$100 per gallon of grout, and \$25 per tube of grout

Customer Name _____

Customer Signature _____

Send Invoice To _____

Thanks for the Opportunity to Serve You!

R&H Painting 15725 US HWY 12 SW Cokato, MN 55321 320.286.2471



PO Box 322 Elk River, MN 55330
P-612 644-2862 F-763 576 8799
www.thulspecialtycontracting.com

September 18, 2020

Pete Tholen,
Maintenance Supervisor,
White Bear Township, MN

RE: Rehabilitation of 3 sanitary manholes in White Bear Township, MN

Pete,

Here is my itemized proposal to seal the leaks and line the three structures with ½ inch fiber reinforced restoration mortar,

Mobilization; Lump Sum \$800.00

All leaks will be sealed by drilling ports and injecting DeNeef chemical grout.

The structures will be lined with fiber reinforced; spray applied restoration mortar as follows:

1. Pressure wash entire structure with 4000 psi.
2. Remove loose deteriorated block or mortar; repair voids using a high strength, non-shrink, hydraulic cement.
3. Line manhole with a 1/2" thick, >9,000 psi compressive strength, non-shrink, fiber reinforced, gunite applied, restoration mortar.

Structure at 5371 Grand Ave.	Lump Sum	\$4,340.00
Structure at 1550 Stillwater St.	Lump Sum	\$3,990.00
Structure at intersection of Stillwater S. and Otter Lake Rd	Lump Sum	\$3,200.00

Please contact me with questions or concerns. Thank you for considering Thul Specialty Contracting.

Sincerely

Jonathan Krecklau
Thul Specialty Contracting, Inc.



**Town Board Meeting
October 5, 2020**

Agenda Number: 8.B – New Business

Town Engineer Item:

Subject: Improvement 2020-1 - Approve Change Order No. 1 & Pay Estimate No. 4

Documentation: Town Engineer Correspondence w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Town Engineer Review & Recommendation Approve:

- 1) Change Order No. 1 in the Amount of \$238,400.60
- 2) Pay Estimate No. 4 in the Amount of \$276,367.35



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

October 1, 2020

Honorable Chairman and Town Board
White Bear Township
1281 Hammond Road
White Bear Township, MN 55110

Re: SE Area Street Reconstruction
White Bear Township, Minnesota
Town Project 2020-1
TKDA Project No. 17127.011

Dear Board Members:

The White Bear Township Board awarded the low bidder T.A Schifsky the construction project for an amount of \$1,591,578.26. This was below the engineer's estimate of \$2,451,000.00. We kept a contingency in the overall project to address any unknown conditions of this older portion of the Township. The overall total project budget is \$3,051,387. The SE Area Phase I project includes the following streets:

- Lakewood Avenue (Co. Rd F East to South Shore Blvd)
- Ralph Street
- Arbor Drive
- Hillaire Road
- Summit Lane
- Forest Court
- Glen Oaks Avenue
- Homewood Avenue (Arbor Drive to South Shore Blvd)

Change Order #1 includes work for subgrade correction, common excavation, select granular borrow, geotextile fabric, sodding type salt tolerant, topsoil borrow and hydraulic stabilized fiber matrix. The work was completed to remove or improve poor quality material throughout the project roadway area that would cause an unstable road foundation and to restore the impacted area behind the curb and in yards. This includes removing poor quality material at and below the subgrade and replacing with new material. Geotextile fabric was also used to improve stabilization at the subgrade throughout the project area.

Pay Estimate #4 and Change Order #1 are attached. The construction contract with the change order will be $\$1,591,578.26 + \$238,400.60 = \$1,829,978.86$.

White Bear Township
October 1, 2020
Page 2

The project financing is through the Township Levy, Water Utility Fund, Storm Utility Fund, Sanitary Sewer Fund and Assessments. The assessment portion was set at \$11,000 per unit for a total of \$1,254,000. The project will be assessed at the October 19, 2020 Town Board meeting. The total project costs with this change order are below the original project costs and consistent with the proposed reduction in the total project cost to be presented at the October 19, 2020 meeting.

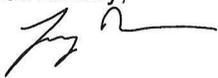
Recommendations for the Town Board Meeting:

1. Approve the Change Order in the amount of \$238,400.60.
2. Approve Pay Estimate #4 in the amount of \$276,367.35.

Funding for the project will be through the Township Levy, Water Utility Fund, Storm Utility Fund, Sanitary Sewer Fund and Assessments.

Please contact me with any questions.

Sincerely,



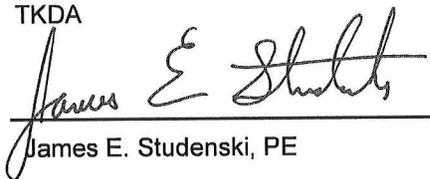
Larry Poppler, PE
Principal Engineer





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

PERIOD ENDING: SEPTEMBER 26, 2020

Cert. No.	4		
Project No.	17127.011		
To	White Bear Township, Minnesota	Owner	
This Certifies that	T.A. Schifsky & Sons, Inc.	Contractor	
For	SE Area Street Reconstruction		
Is entitled to	Two Hundred Seventy Six Thousand Three Hundred Sixty Seven and 35/100 Dollars		
	(\$ 276,367.35)		
	being 4th	estimate for partial payment on contract with you dated	May 4, 2020
Received payment in full of above Certificate.		TKDA  _____ James E. Studenski, PE	
Contractor			

	CONTRACT PLUS EXTRAS	PAYMENTS	CREDITS
Contract price plus extras	\$ 1,591,578.26		
All previous payments		\$ 1,277,047.88	
All previous credits			
Change Order No. 1	\$ 238,400.60		
" "			
Credit No.			\$ -
" "			
" "			
AMOUNT OF THIS CERTIFICATE		\$ 276,367.35	
Totals	\$ 1,829,978.86	\$ 1,553,415.23	\$ -
Credit Balance		\$ -	
There will remain unpaid on contract after payment of this Certificate		\$ 276,563.63	
	\$ 1,829,978.86	\$ 1,829,978.86	\$ -

TKDA
 PERIODICAL ESTIMATE FOR PARTIAL PAYMENT
 ESTIMATE NO. 4 AND CHANGE ORDER NO. 001
 10/01/2020

PERIOD ENDING: SEPTEMBER 26, 2020

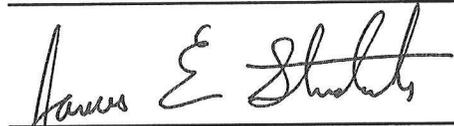
Project No.	17127.011
Contractor	T.A. Schifsky & Sons, Inc.
Original Contract Amount	\$1,591,578.26
Project	SE Area Street Reconstruction
Location	White Bear Township, Minnesota

Total Contract Work Completed		\$ 1,635,173.93
Total Approved Credits		\$ -
Total Approved Extra Work Completed	\$ -	\$ -
Approved Extra Orders Amount Completed (CO No.1)		\$ -
 Total Amount Earned This Estimate		 \$ 1,635,173.93

Less Approved Credits		\$ -
Less	5 % Retained	\$ 81,758.70
Less Previous Payments		\$ 1,277,047.88
Total Deductions		\$ 1,358,806.58

Amount Due This Estimate		\$ 276,367.35
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Contractor	_____	Date	_____
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Engineer	 _____ James E. Studenski, PE	Date	10/1/2020
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**WHITE BEAR TOWNSHIP, MINNESOTA
SE AREA STREET RECONSTRUCTION
TKDA PROJECT NO. 17127.011
PAY ESTIMATE NO. 4 AND
CHANGE ORDER NO. 001**

10/01/2020

PERIOD ENDING: SEPTEMBER 26, 2020

ITEM NO.	ITEM	UNIT	CONTRACT QTY	QTY TO DATE	UNIT COST	AMOUNT TO DATE
1	ENGINEER DIRECTED ALLOWANCE	LS	1	0.50	\$ 50,000.00	\$24,998.60
2	MOBILIZATION	LS	1	1	\$ 90,000.00	\$90,000.00
3	TRAFFIC CONTROL	LS	1	1	\$ 80,000.00	\$80,000.00
4	DEWATERING	LS	1		\$ 7,500.00	\$0.00
5	CLEAR	AC	0.25	0.25	\$ 6,500.00	\$1,625.00
6	GRUB	AC	0.25	0.25	\$ 2,000.00	\$500.00
7	CLEAR	TREE	46	28	\$ 300.00	\$8,400.00
8	GRUB	TREE	46	65	\$ 125.00	\$8,125.00
9	SALVAGE CASTING	EA	33	33	\$ 200.00	\$6,600.00
10	SAW CUT (FULL DEPTH, ALL TYPES)	LF	501	600	\$ 3.00	\$1,800.00
11	REMOVE BITUMINOUS PAVEMENT	SY	112	50	\$ 8.00	\$400.00
12	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	1316	1172	\$ 6.00	\$7,032.00
13	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	619	515.25	\$ 7.50	\$3,864.38
14	SALVAGE BRICK PAVERS	SF	694	270	\$ 5.00	\$1,350.00
15	REMOVE STORM SEWER (ALL TYPES & SIZES)	LF	243	326	\$ 19.00	\$6,194.00
16	REMOVE DRAINAGE STRUCTURE (ALL TYPES & SIZES)	EA	6	10	\$ 600.00	\$6,000.00
17	REMOVE SIGN	EA	48	46	\$ 50.00	\$2,300.00
18	SUBGRADE CORRECTION	CY	8700	8667	\$ 18.00	\$156,006.00
19	COMMON EXCAVATION	CY	5600	5539	\$ 21.00	\$116,319.00
20	CURB SHUTOFF STAMP	EA	122	122	\$ 10.00	\$1,220.00
21	REMOVE HYDRANT	EA	1	2	\$ 1,300.00	\$2,600.00
22	REMOVE GATE VALVE & BOX	EA	1		\$ 450.00	\$0.00
23	REMOVE DIP WATERMAIN PIPE	LF	25	35	\$ 20.00	\$700.00
24	FURNISH AND INSTALL HYDRANT	EA	1	1.5	\$ 5,600.00	\$8,400.00
25	FURNISH AND INSTALL 6" GATE VALVE AND BOX	EA	1	2	\$ 2,000.00	\$4,000.00
26	ADJUST GATE VALVE & BOX	EA	20	20	\$ 385.00	\$7,700.00
27	6" DIP WATERMAIN	LF	28	72	\$ 115.00	\$8,280.00
28	DUCTILE IRON FITTINGS	LB	324	328	\$ 12.00	\$3,936.00
29	CONNECT TO EXISTING WATERMAIN	EA	2	4	\$ 2,500.00	\$10,000.00
30	4" POLYSTYRENE INSULATION	SY	15	7.2	\$ 50.00	\$360.00
31	SELECT GRANULAR BORROW (CV)	TN	10900	10877	\$ 1.00	\$10,877.00
32	AGGREGATE BASE (CV) CLASS 5	TN	2845	3337.42	\$ 17.50	\$58,404.85
33	SALV MILL BIT & AGG FROM STOCKPILE	CY	5024	4461	\$ 8.00	\$35,688.00
34	CRUSHED ROCK (1" CLEAR)	TN	313		\$ 29.00	\$0.00
35	TEST ROLLING	RD STA	78	78	\$ 20.00	\$1,560.00
36	SUBGRADE PREPARATION	RD STA	78	78	\$ 285.00	\$22,230.00
37	FULL DEPTH RECLAMATION	SY	19458	19458	\$ 1.35	\$26,268.30

**WHITE BEAR TOWNSHIP, MINNESOTA
SE AREA STREET RECONSTRUCTION
TKDA PROJECT NO. 17127.011
PAY ESTIMATE NO. 4 AND
CHANGE ORDER NO. 001**

10/01/2020

PERIOD ENDING: SEPTEMBER 26, 2020

ITEM NO.	ITEM	UNIT	CONTRACT QTY	QTY TO DATE	UNIT COST	AMOUNT TO DATE
38	STOCKPILE AGGREGATE	CY	5024	4461	\$ 8.00	\$35,688.00
39	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TN	2080		\$ 70.00	\$0.00
40	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TN	2071	2070	\$ 61.00	\$126,270.00
41	BITUMINOUS MATERIAL FOR TACK COAT	GAL	835	50	\$ 0.01	\$0.50
42	3" BITUMINOUS DRIVEWAY	SY	1533	1411	\$ 28.00	\$39,508.00
43	6" CONCRETE DRIVEWAY	SY	674	750.4	\$ 60.00	\$45,024.00
44	CONCRETE CURB & GUTTER DESIGN D412	LF	13104	14322	\$ 12.00	\$171,864.00
45	CONCRETE CURB & GUTTER DESIGN B618	LF	1658	1150	\$ 20.00	\$23,000.00
46	INSTALL RETAINING WALL	SF	100	25	\$ 40.00	\$1,000.00
47	INSTALL BRICK PAVERS	SF	715	140	\$ 13.75	\$1,925.00
48	FURNISH AND INSTALL STREET NAME SIGNS	EA	13		\$ 295.00	\$0.00
49	FURNISH AND INSTALL SIGN	EA	36		\$ 275.00	\$0.00
50	GEOTEXTILE FABRIC	SY	6507	7834	\$ 2.20	\$17,234.80
51	CLEAN DRAINAGE DITCH	LF	180	165	\$ 18.00	\$2,970.00
52	CURB CUT FOR RAIN GARDEN	EA	5	2	\$ 100.00	\$200.00
53	TELEVISE STORM SEWER PIPE	LF	440	266	\$ 9.00	\$2,394.00
54	15" SAFETY APRON AND GRATE	EA	6	4	\$ 2,870.00	\$11,480.00
55	12" RC PIPE SEWER DES 3006 CL III	LF	353	336	\$ 45.00	\$15,120.00
56	15" RC PIPE SEWER DES 3006 CL III	LF	2620	2609	\$ 50.00	\$130,450.00
57	CONNECT TO EXISTING STORM SEWER	EA	1	2	\$ 2,600.00	\$5,200.00
58	CONNECT TO EXSITING DRAINAGE STRUCTURE	EA	2	2	\$ 2,900.00	\$5,800.00
59	CONSTRUCT DRAINAGE STRUCTURE TYPE 404	EA	14	16	\$ 3,040.00	\$48,640.00
60	CONSTRUCT DRAINAGE STRUCTURE TYPE 406	EA	19	19	\$ 3,600.00	\$68,400.00
61	CONSTRUCT DRAINAGE STRUCTURE TYPE 409	EA	2	3	\$ 3,200.00	\$9,600.00
62	CONSTRUCT DRAINAGE STRUCTURE TYPE SPECIAL (84")	EA	1	1	\$ 20,000.00	\$20,000.00
63	CASTING ASSEMBLY	EA	5	2	\$ 650.00	\$1,300.00
64	INSTALL CASTING	EA	32	30	\$ 350.00	\$10,500.00
65	RANDOM RIPRAP CLASS III	TN	60	10	\$ 130.00	\$1,300.00

WHITE BEAR TOWNSHIP, MINNESOTA
SE AREA STREET RECONSTRUCTION
TKDA PROJECT NO. 17127.011
PAY ESTIMATE NO. 4 AND
CHANGE ORDER NO. 001

10/01/2020

PERIOD ENDING: SEPTEMBER 26, 2020

ITEM NO.	ITEM	UNIT	CONTRACT QTY	QTY TO DATE	UNIT COST	AMOUNT TO DATE
66	WATER FOR DUST CONTROL	MGAL	442	100	\$ 0.01	\$1.00
67	STABILIZED CONSTRUCTION EXIT	EA	2		\$ 1,500.00	\$0.00
68	STREET SWEEPER (WITH PICKUP BROOM)	LS	1	1	\$ 2,500.00	\$2,500.00
69	SILT FENCE, TYPE MS	LF	450		\$ 3.00	\$0.00
70	SEDIMENT CONTROL LOG TYPE COMPOST	LF	50	260	\$ 5.00	\$1,300.00
71	INLET PROTECTION	EA	12	43	\$ 130.00	\$5,590.00
72	TOPSOIL BORROW	CY	558	874	\$ 40.00	\$34,960.00
73	SALVAGE AND REINSTALL TOPSOIL	CY	1214		\$ 0.01	\$0.00
74	GEOGRID	SY	544		\$ 9.00	\$0.00
75	EROSION CONTROL BLANKETS CATEGORY 4N	SY	544	47	\$ 2.50	\$117.50
76	SODDING TYPE SALT TOLERANT	SY	9100	9082	\$ 7.00	\$63,574.00
77	SEED MIXTURE 25-151	LB	37	100	\$ 7.00	\$700.00
78	SEEDING	AC	0	0.29	\$ 5,000.00	\$1,450.00
79	HYDRAULIC STABILIZED FIBER MATRIX	LB	1250	1200	\$ 5.00	\$6,000.00
80	FERTILIZER TYPE 1	LB	22	75	\$ 5.00	\$375.00
81	RAPID STABILIZATION METHOD 1	AC	0.11		\$ 12,000.00	\$0.00
82	SALVAGE AND REINSTALL STONE RETAINING WALL	LF	51		\$ 45.00	\$0.00
TOTAL						\$1,635,173.93



Issue Date: 30 September 2020

**White Bear Township
SE Area 1 Street Improvements
Project No.17127.0.11**

Change Order No.001

Contact Changes per Change Order:

Change order includes work for subgrade correction, common excavation, select granular borrow, geotextile fabric, sodding type salt tolerant, topsoil borrow, and hydraulic stabilized fiber matrix. The work was completed to remove or improve poor quality material throughout the project roadway area that would cause an unstable road foundation and to restore the impacted area behind the curb and in yards. This includes removing poor quality material at and below the subgrade and replacing with new material. Geotextile fabric was also used to improve stabilization at the subgrade throughout the project area.

Original Project Sum	\$	1,591,578.26
Net Change from previously approved COs	\$	0.00
Project Sum prior to CO No.001	\$	1,591,578.26
CO No. 001 Increases Project Sum in the amount of	\$	238,400.60
New Project Sum upon approval of CO No.001	\$	1,829,978.86

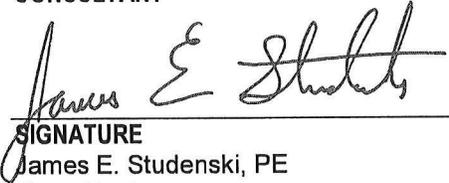
The Contract Time will be Increased by Zero (0) days.
The date of Substantial Completion does not change.

NOTE: This Change Order does not include adjustments to the Project Sum or the Contract Time authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

Attachment:

Partial Pay Estimate No. 4

Approved by:

TKDA CONSULTANT	T.A. Schifsky & Sons CONTRACTOR	White Bear Township OWNER
 SIGNATURE	SIGNATURE	SIGNATURE
James E. Studenski, PE Town Engineer PRINTED SIGNER NAME & TITLE	PRINTED SIGNER NAME & TITLE	PRINTED SIGNER NAME & TITLE
10/01/2020 DATE	DATE	DATE

c: T.A Schifsky & Sons
White Bear Township

JES:SJF:ksb
K:\n-z\WhiteBearTwp\17127011\05_Construction\08_Change_Orders\01_Proposed\CO1.docx



**Town Board Meeting
October 5, 2020**

Agenda Number: 8.C – New Business

Town Engineer Item:

Subject: 2020 Water System Improvement - SCADA Integration Work:

1. Receive Proposal
2. Approve Proposal

Documentation: Public Works Director Memo / Town Engineer Correspondence w/attachment

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Staff & Town Engineer Review & Recommendation:

- 1) Receive Proposal
- 2) Approve Proposal from Automatic Systems Company in the Amount of \$64,068.00 to Complete the SCADA Integration Work With Funding From the Water Operating Budget for the 2020 Water System Improvements

MEMORANDUM

Date: October 1, 2020

To: Town Board

From: Dale Reed, Public Works Director

Re: 2020 Water System Improvement (WSI) Project SCADA Integration Work

In March of this year, the Town Board awarded the contract for the Water System Improvements to Municipal Builders Incorporated (MBI). MBI has completed the majority of the work under their contract. The SCADA integration work for wells 1, 4, and 5 into the Master SCADA computer remains. This work was separate from the work under the scope of the MBI contract. Integration work is a specialized professional service. The Town has requested a proposal from Automated Systems Company (ASC) for the integration work. After review by the Town Engineer, Project Manager, and the Public Works Director, staff is recommending the Town Board approve the proposal for \$64,068.00.

Funding for the 2020 WSI Project provided by the Water Operating Budget.

Town Board action is to receive the proposal and approve the proposal to Automatic Systems Company for \$64,068.00.



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

October 1, 2020

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: Water System Improvements
White Bear Township, Minnesota
TKDA Project No. 17127.012

Dear Board Members:

In late 2018, the Township was notified by MDH three of the Town's wells had manganese levels above the MDH health based guidance level of 100 ppb. To date, the Township has been managing the manganese levels in the finished water delivered to customers by blending of the water from low concentration sources with the higher concentration sources. This has resulted in increased water quality efforts by Public Works staff that is not sustainable in the long term. In the fall of 2019, TKDA completed an evaluation of possible improvements to the water system and presented the results to the Town.

At the November 22, 2019 Executive Board meeting, the Town Board decided to move forward with improvement the water system. These improvements include inline water heaters, to provide tempered water to the eye wash/dump shower stations located in wells 1, 4, and 5, replacement of the pump, piping, and motor at Well 4, updating the controls and monitoring equipment at Well 5/TP1, and updates/improvements to the SCADA system.

The Water System Improvement work was publicly bid and awarded to Municipal Builders Incorporated March 2, 2020. This work is nearing completion.

TKDA prepared the scope and specifications to complete the SCADA improvements. The Town has received a quote from Automatic Systems to complete the work for \$64,068.00 based upon the scope and specifications.

Recommendation

We recommend authorizing Automatic Systems to complete the SCADA improvements portion of the Water Systems Improvements project.

Sincerely,

A handwritten signature in black ink that reads "James E. Studenski". The signature is written in a cursive style.

James Studenski, P.E.
Town Engineer

Attachments: Automatic Systems Co. proposal dated 9/30/2020



AUTOMATIC SYSTEMS CO.

Wednesday, September 30, 2020

Mr. Dale Reed
White Bear Township
1281 Hammond Road
White Bear Township, MN. 55110

Reference: White Bear Township, MN – Well No.1 PLC, Well No. 5 PLC and SCADA Master

Dear Dale:

In accordance with your request we are pleased to offer the following proposal to complete the unfinished Programable Logic Controller (PLC) work at Well No. 1 and Well No. 5. This proposal includes needed modifications to the SCADA Master to incorporate PLC work done at Well No. 1, Well No. 5 and the PLC work Previously done at Well. No. 4.

Well No. 1 Pumphouse Integration

- A One (1) **Lot of Field Modifications** as needed but not limited to terminating wires in the (PLC) for:
 - Chlorine Scale No. 1
 - Chlorine Scale No. 2

- B One (1) **Lot of Programing, Engineering and Start Up** as needed to program the items listed above in section “A” to the PLC, engineering as required with up to date drawings for inserting in O&M manuals and startup to verify that all I/O is scaled and operating properly.

Well No. 5 Pumphouse Integration

- C One (1) **Lot of Field Modifications** as needed but not limited to terminating wires in the (PLC) for:
 - Chlorine Scale No. 1
 - Chlorine Scale No. 2
 - Backwash Pond Level Transmitter
 - Five (5) Filter Pressure Transmitters

- D One (1) **Lot of Programing, Engineering and Start Up** as needed to program the items listed about in section “C” to the PLC, engineering as required with up to date drawings for inserting in O&M manuals and startup to verify that all I/O is scaled

and operating properly. This also includes programing and verification for backwash sequencing.

Well No. 1, Well No. 4, Well No. 5, Dialer Alarming, Reporting & SCADA Integration

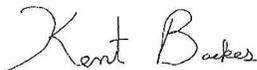
- E One (1) **Lot of Programing** as needed to create and incorporate screens, alarms, trending, reporting, well sequencing and data collection to the SCADA Master. This includes necessary programming with up to update alarms to both WIN 911 and the backup dialer.
- F One (1) **Lot of Testing and Startup** as needed to verify that prograded work functions properly.
- G One (1) **Lot of Training** as needed to demonstrate new software functions to the Township staff and engineer.

Your net price for Items A through G, FOB factory with **freight allowed** to jobsite including one (1) year warranty from date of startup (not to exceed 18 months from date of shipment).....\$64,068.00(plus tax or tax exempt with ST-3 Form).

Thank you very much for the opportunity of providing you with the above proposal, should you wish to proceed with an order please sign on the space provided below and return a copy to this office. Upon receipt we will immediately proceed with engineering drawings and scheduling the installation.

We look forward to hearing from you, should you have any questions please don't hesitate to give me a call.

Sincerely,



Kent Backes
Automatic Systems Company

Accepted by: _____	Date: _____
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- cc: Mr. Lane Stewart – ASC
- cc: Mr. Jim Studenski – TKDA
- cc: Mr. Dan Nesler - TKDA



**Town Board Meeting
October 5, 2020**

Agenda Number: 8.D – New Business

Town Planner Item:

Subject: Bruce Vento Regional Trail – Adopt Resolution of Support

Documentation: Email / Resolution

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Town Planer Review & Recommendation Adopt the **Resolution Supporting the Master Plan Updates to the Bruce Vento Regional Trail**

Ruzek – Moves

McCune - Seconds

Patti Walstad

From: Tom Riedesel
Sent: Monday, September 21, 2020 1:23 PM
To: Patti Walstad
Cc: Pat Christopherson
Subject: FW: Bruce Vento Regional Trail Master Plan
Attachments: Bruce Vento Regional Trail Master Plan Support Request.pdf; Resloution Draft Language-template.docx

From: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Sent: Monday, September 21, 2020 1:23 PM
To: Patti Walstad <Patti.Walstad@ramseycounty.com>
Subject: FW: Bruce Vento Regional Trail Master Plan

From: Yonke, Scott [mailto:scott.yonke@co.ramsey.mn.us]
Sent: Monday, September 21, 2020 9:52 AM
To: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Subject: Bruce Vento Regional Trail Master Plan

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

Hi Tom,

I am not sure if you are aware, but there was a draft version completed for the Bruce Vento Regional Trail Master Plan. There is a 30-day public review that is running through the end of September and I wanted to make you aware of this process. I am planning to start the agency supporting resolution process for cities to include in the plan. The cities that I will be seeking supporting resolutions are Gem Lake, Maplewood, Vadnais Heights, White Bear Lake, and White Bear Township.

Also, I wanted to give you an opportunity to review and let me know if you have any comments, etc. I plan to close the public review period the end of September, but I am still planning to take comments in from other public agencies through the supporting resolution process. Can you let me know what the process would be for obtaining a supporting resolution to include in the plan? Please see the attached for the agency support request and draft-template resolution text.

Additional information regarding Bruce Vento projects and the master plan can be found on the parks project website at:

<https://www.ramseycounty.us/residents/parks-recreation/parks-planning-projects/bruce-vento-regional-trail>

Please let me know if you have any questions?

Scott Yonke, PLA | Director of Planning and Development
Ramsey County Parks and Recreation Department
2015 Van Dyke Street
Maplewood, MN 55109-3796
DD: 651-266-0370
www.co.ramsey.mn.us

Bruce Vento Regional Trail Master Plan

Ramsey County Parks & Recreation is in the process of updating the 1989 Bruce Vento Regional Trail Master for the Ramsey County section between Larpenteur Avenue and County Road J and plans to complete the plan with Metropolitan Council Approval in late 2020/early 2021. The master plan is intended to be a guiding document for the Ramsey County section of the Bruce Vento Regional Trail corridor. In addition, the master plan process also provided an opportunity to reevaluate existing regional trail facilities, initiate public engagement for plan development, and will inform other units of government.

The Bruce Vento Regional Trail is 13 miles in length and extends from the east side of downtown St. Paul northwestward to the north County line in White Bear Township. The trail is located on the former right of way of the Burlington Northern Santa Fe (BNSF) Railroad. The trail passes through the cities of St. Paul, Maplewood, Vadnais Heights, Gem Lake, White Bear Lake and White Bear Township. Although the designated trail extends the entire length of the BNSF Railroad right of way, only the southern 7 miles have been developed for public use.

A major planning effort was initiated in 2014 to determine an alternative three-mile trail alignment out of the railway right-of-way from Buerkle Road to Highway 96 in White Bear Lake for reducing the remaining gap for the Bruce Vento Regional Trail. In efforts to fill the remaining regional trail gap, the Parks department initiated three regional trail projects in 2018:

- Buerkle Road to Intersection of Hoffman Road/Highway 61 Trail Extension
 - The project will complete final construction plans. A 2020 regional solicitation application has been submitted for this section for potential funding availability in 2024.
- Highway 96 to County Road J Trail Feasibility Study
 - The project assessed the downtown area of White Bear Lake for an alternate regional trail corridor location. An alternate preferred route was selected as a result of this project.
- Bruce Vento Regional Trail Master Plan amendment – Larpenteur Avenue to County Road J
 - The master plan amendment includes the regional trail corridor from Larpenteur Avenue to County J. This master plan amendment is anticipated to be approved late 2020/early 2021.

The Bruce Vento Regional Trail Master Plan will address boundary expansion and acquisition, trail alignment changes, long-term site and infrastructure improvements, recreation improvements, trailhead and amenity improvements, integration with the Rush Line Bus Rapid Transit (BRT) improvements and additional recreational opportunities.

The parks department is currently seeking supporting resolutions from surrounding municipalities before presenting the plan to the County Board of Commissioners and submission to the Metropolitan Council.

Additional information and the Bruce Vento Regional Trail Master Plan can be found at:
<https://www.ramseycounty.us/residents/parks-recreation/parks-planning-projects/bruce-vento-regional-trail>

WHEREAS, Ramsey County and the City of Saint Paul established a joint master plan for the Bruce Vento Regional Trail in 1989; and

WHEREAS, Ramsey County has submitted a master plan update, attached as Exhibit A, to update the the Bruce Vento Regional Trail master plan section between Larpenteur Avenue and County Road J; and

WHEREAS, the 2020 master plan update incorporates several changes to the regional trail corridor between Larpenteur Avenue and County Road J to address, boundary expansion and acquisition, trail alignment changes, long-term site and infrastructure improvements, recreation improvements, and additional recreational opportunities throughout the Ramsey County section of the Bruce Vento Regional Trail corridor; and

WHEREAS, the City of ??? staff have reviewed the plan and supports the master plan update for the Bruce Vento Regional Trail corridor between Larpenteur Avenue and County Road J; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of ???, Minnesota, supports the Bruce Vento Regional Trail Master Plan update.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON OCTOBER 5, 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 October 5, 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 SUPPORTING THE MASTER
PLAN UPDATES TO THE BRUCE VENTO REGIONAL TRAIL**

WHEREAS, Ramsey County and the City of Saint Paul established a joint master plan for the Bruce Vento Regional Trail in 1989,

AND WHEREAS, Ramsey County has submitted a master plan update, attached as Exhibit A, to update the Bruce Vento Regional Trail master plan section between Larpenteur Avenue and County Road J,

AND WHEREAS, the 2020 master plan update incorporates several changes to the regional trail corridor between Larpenteur Avenue and County Road J to address boundary expansion and acquisition, trail alignment changes, long-term site and infrastructure improvements, recreation improvements, and additional recreational opportunities throughout the Ramsey County section of the Bruce Vento Regional Trail corridor,

AND WHEREAS, White Bear Township staff have reviewed the plan and support the master plan update for the Bruce Vento Regional Trail corridor between Larpenteur Avenue and County Road J,

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of White Bear, Minnesota that White Bear Township supports the Bruce Vento Regional Trail Master Plan update.

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

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 5th day of October, 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 Bruce Vento Regional Trail Master Plan.

WITNESS my hand as such Clerk and the Town Clerk's seal this 5th day of October, 2020.

PATRICK CHRISTOPHERSON, Clerk-Treasurer



**Town Board Meeting
October 5, 2020**

Agenda Number: 8.E – New Business

Town Planner Item:

Subject: South Shore Boulevard / Lake Links Trail:

1. Ramsey County Cost Sharing.
2. Project Timeline.

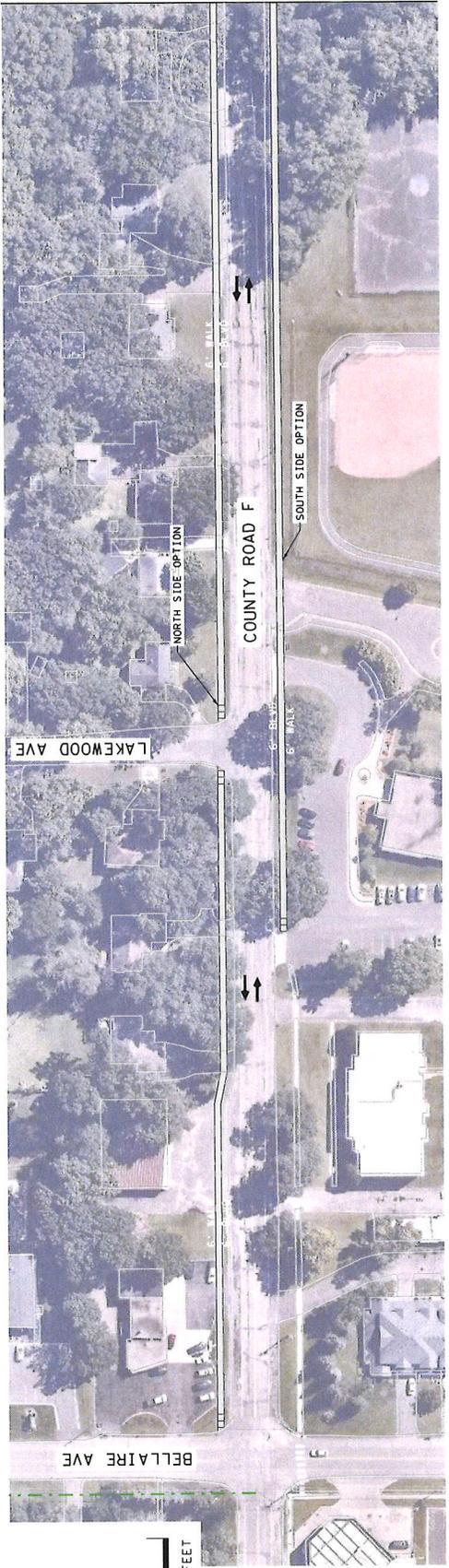
Documentation: Plan

Action / Motion for Consideration:

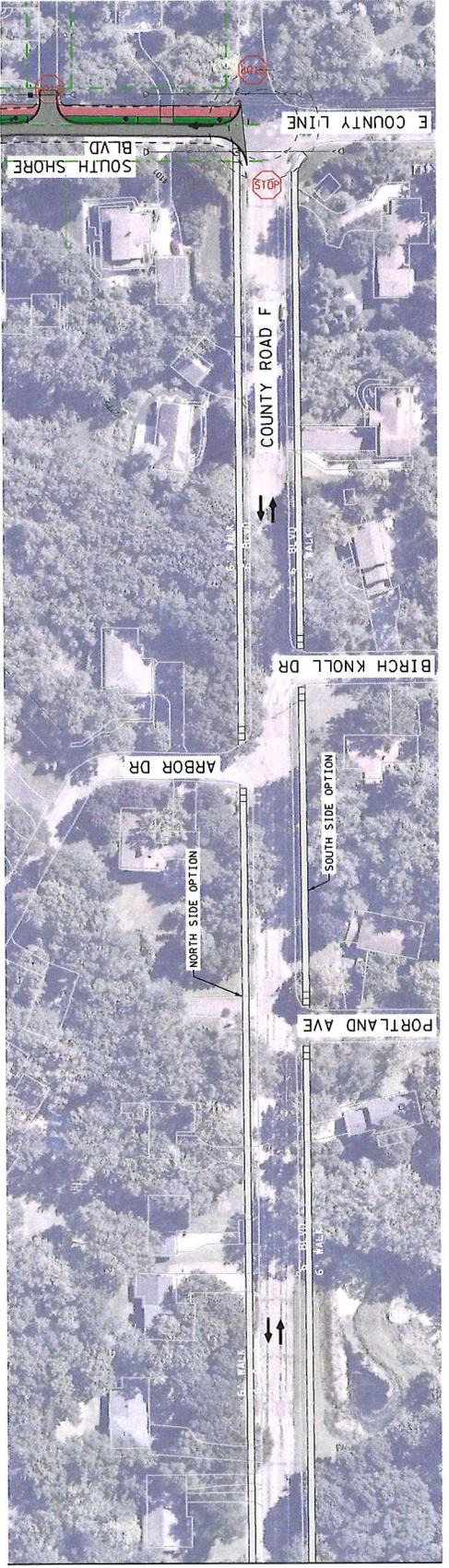
Report at Meeting / Discuss

Town Planner to Discuss Plans

Town Clerk to Discuss Financing



MATCHLINE A - SEE BELOW



MATCHLINE A - SEE ABOVE

COUNTY ROAD F SIDEWALK CONCEPTS

Kimley»Horn

RAMSEY COUNTY



**Town Board Meeting
October 5, 2020**

Agenda Number: 9 –10-11-12

Subject: Open Time
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