



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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Board of Supervisors
ROBERT J. KERMES, Chair
ED M. PRUDHON
STEVEN A. RUZEK

AGENDA TOWN BOARD MEETING MAY 15, 2017

1. **7:00 p.m.** – Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approval of Minutes of May 1, 2017 (Additions/Deletions).
5. **Consent Agenda:**
 - A. **July Meeting Dates** – Reschedule July 3, 2017 Town Board Meeting to July 10, 2017 & Reschedule July 17, 2017 Town Board Meeting to July 24, 2017.
 - B. **Cub Foods Fireworks License** – Based on Staff Review & Recommendation, Approve the Fireworks License for Cub Foods from May 1, 2017 through April 30, 2018 Subject to Approval by the Town's Fire Inspector.
 - C. **MN Association of Townships** – Based on Finance Officer Review & Recommendation Receive & Adopt the July 1, 2015 through June 30, 2016 Financial Reports.
 - D. **Ramsey-Washington Suburban Cable Commission 2016 Financial Report** – Based on Finance Officer Review & Recommendation Receive & Accept the Ramsey-Washington Suburban Cable Commission's 2016 Annual Financial Report.
 - E. **Construction Activity Report** – Receive.
6. **Old Business:**
 - A. **Town Hall Remodeling:**
 1. Approve Change Order No. 1 & Change Order No. 2 to the Husnik Homes Remodeling, Inc. Contract.



recycled paper

**Agenda
Town Board Meeting
May 15, 2017**

2. Authorize Advertisement for Bids for Completion of Exterior of Building.

7. New Business:

Town Engineer Item:

A. Improvement 2016-2 SE Area Sewer Lining:

1. Approve Partial Payment Certificate No. 1
2. Approve Change Order No. 1

Town Planner Item:

- B. **David M. Zach Love, 5305 West Bald Eagle Boulevard** – Request for Minor Subdivision.

8. Added Agenda Items.

9. Open Time.

10. Receipt of Agenda Materials & Supplements.

11. Adjournment.



Town Board Meeting May 15, 2017

Agenda Number: 1 - 2 - 3 - 4

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

Approval of May 15, 2017 Agenda

Approval of Payment of Bills

Approval of Minutes of May 1, 2017

Documentation: May 15, 2017 Agenda
May 1, 2017 Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	May 15, 2017 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	May 1, 2017 Minutes

**MINUTES
TOWN BOARD MEETING
MAY 1, 2017**

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

Present: Supervisors: Kermes, Prudhon, Ruzek; Clerk: Short; Attorney: Lemmons; Public Works Director: Reed; Planner: Riedesel; Engineer: Studenski.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda with the following amendments: Add to Consent Agenda; 5H) Reschedule May 26, 2017 Executive Meeting Start Time to 10:00 a.m.; Add New Business Items: 8A) 5685 Portland Avenue – Authorize E.G. Rud & Sons, Inc. Services; 8B) Well #5 Bid Rejection and Authorization for Advertisement of Sealed Bids; 8C) Attorney Client Closed Session – Water Treatment Rehabilitation Well #5. Prudhon seconded. Ayes all.

APPROVAL OF PAYMENT OF BILLS: Prudhon moved approval of the payment of bills. Ruzek seconded. Ayes all.

APPROVAL OF MINUTES OF SPECIAL TOWN BOARD MEETING OF APRIL 3, 2017 & April 17, 2017 REGULAR TOWN BOARD MEETING (Additions/Deletions): Ruzek moved approval of the Special Town Board Meeting Minutes of April 3, 2017. Kermes seconded. Ayes: Ruzek and Kermes. Abstain: Prudhon.

Ruzek moved approval of the April 17, 2017 Regular Town Board Meeting Minutes with amendment to 2017 Crack Sealing as shown on page 4 of the meeting supplement. Prudhon seconded. Ayes all.

CONSENT AGENDA: Ruzek moved to approve the Consent Agenda as follows: 5A) 1) Approve Participation & Payment of \$80.00 Entry Fee for 2017 Manitou Days Parade; 2) Call Special Town Board Meeting for Friday, June 16, 2017, Beginning at 4:30 p.m.; 5B) In Accordance with Town Ordinance No. 35, Section 9-6.3(e).(3) and Based on Staff Review, Recommendation and Approval, Ratify Town Clerk's Issuance of an Administrative Driveway Variance to 5421 Prospect Avenue; 5C) Re-Appoint Bill Patrick to a Three Year Term on the Planning Commission to Expire April 30, 2020; 5D) Call Public Hearing for Monday, June 5, 2017 at 7:10 p.m. for Special Home Occupation Permit at 4522 Otter Lake Road; 5E) Call Public Hearing for Monday, June 5, 2017, at 7:20 p.m. for Conditional Use Permit at 5960 Highway 61; 5F) Based on Town Engineer Review and Recommendation & Including His Recommended Conditions, Approve Xcel Energy Permit to Replace a Gas Service Line at 5433 Ridgeway Avenue Including Directional Boring in the Right-of-Way and Side Yards; 5G) Based on Town Engineer Review and Recommendation & Including His Recommended Conditions, Approve CenturyLink Permit to Install Buried Cable to Service 2599 Parkview Drive Including Directional Boring and Open Trenching; 5H) Reschedule May 26, 2017 Executive Meeting Start Time to 10:00 a.m. Prudhon seconded. Ayes all.

OLD BUSINESS: There were no Old Business agenda items.

WEST AVENUE RAINGARDEN: 1) RECEIVE BIDS AND AWARD CONTRACT TO ALL-WEATHER SERVICES; 2) APPROVE RAMSEY CONSERVATION DISTRICT AGREEMENTS: A) STATE COST-SHARE ASSISTANCE CONTRACT; B) INFILTRATION

BASIN AND SHORELINE STABILIZATION OPERATIONS AND MAINTENANCE: The Planner reported that the Town has been working with the Rice Creek Watershed District to make stormwater improvements to the Town property between West Avenue and Bald Eagle Lake. A plan to create raingardens and related plantings to the property has been presented to the Utility Commission, Park Board and Town Board. The Watershed District and Ramsey Conservation District are providing up to 75% of the funding to complete this project. The remaining funding has been recommended to be from the Town's Stormwater Fund. The Planner provided an overhead showing the location of the property and where the raingardens would be installed. The water runoff from the road will enter each of the raingardens from forebays and continue through a rip rap path to the lake. The project also includes shoreline plantings for erosion and sediment control. The project was estimated to cost \$42,989.00 by the designer from the Watershed District. Plans were developed and proposals solicited using the public bidding process. Five proposals were received. The low bidder is All-Weather Services with a bid of \$31,696.00 which includes both the raingarden work and the shoreline plantings. The Town will be the government agency responsible for the project. Reimbursement of the grant funding from the Rice Creek Watershed District and Ramsey Conservation District will be requested upon payment by the Town. Grant funding will provide the Town with 25% responsibility for the cost. The Public Works Director reported that the Township will take over maintenance after the warranty expires. The Town will do some removals and will provide some assistance and oversight of the project. Ruzek noted that Bald Eagle Lake is no longer an impaired lake and this project will provide continued efforts to retain the non-impaired status.

Ruzek moved to receive bids for the West Avenue Raingarden and award the contract to All-Weather Services in the amount of \$31,696.00 which includes both the raingarden work and the shoreline plantings, with funding from the Stormwater Fund. Prudhon seconded. Ayes all.

Prudhon moved to approve the Cost-Share Assistance Contract. Ruzek seconded. Ayes all.

Prudhon moved to approve infiltration basin and shoreline stabilization operations and maintenance. Ruzek seconded. Ayes all.

APPROVE RICE CREEK WATERSHED DISTRICT AGREEMENTS: 1) RCWD CLEAN WATER GRANT PROGRAM APPLICATION & CONTRACT; B) OPERATION & MAINTENANCE AGREEMENT FOR EROSION CONTROL & LANDSCAPING FEATURES:

Ruzek moved to approve the Rice Creek Watershed District Agreement for Clean Water Grant Program Application and Contract. Prudhon seconded. Ayes all.

Ruzek moved to approve the Operation and Maintenance Agreement for Erosion Control and Landscaping Features. Prudhon seconded. Ayes all.

APPLE TREE PARK PLAYGROUND PROPOSAL – APPROVE AND AWARD BID TO ST. CROIX RECREATION: The Planner reported that the Town's 2017 budget plans redevelopment of Apple Tree Park with a budget of up to \$70,000. The Park Board held a neighborhood meeting in February of this year to gather input into the park improvements.

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MAY 1, 2017**

Based on neighbor and Park Board comments, an invitation to bid on park upgrades was published. Proposals were received from St. Croix Recreation and Northland Recreation. The project plans include removal of all existing equipment, borders and surfacing, adding new playground equipment, replacing the basketball court and installing new borders, surfacing and providing handicapped accessibility to the playground. Adult exercise equipment was also requested.

Representatives from Northland Recreation and St. Croix Recreation attended the April Park Board meeting to go over their proposals. In attendance were three Apple Tree Park neighbors. After review and discussion of the proposals it was the consensus of the Park Board and neighbors that the St. Croix Recreation proposal is best suited to the needs of the neighborhood.

The Planner reviewed the St. Croix Recreation proposal. The playground structure is designed for 5-12 year olds. It provides the following items which were requested in the invitation to bid: 1) removals and installation; 2) concrete curbing; 3) wood fiber surfacing; 4) two benches; 5) multi-use structure (a climbing wall, swing set (2 bay); tot seat, handicapped accessible seat & two strap seats, backhoe with sandbox, poured in place surfacing under the swings, roofs over platforms); 6) accessible sidewalk with ramp into the playground from Oakmede; 7) three adult exercise components (air walker, chest press, and leg press); 8) new basketball pad expanded 300 s.f. to 30' x 40'; 8) new basketball hoop, rim, backboard and net. What was not included as requested in the bid proposals is a zip line and a three bay swing set with a new generation swing (tot set facing adult seat). A revised proposal adding these new items is \$67,384. A variety of colors are available for the play equipment. The neighbors have called Apple Tree Park the "purple park" so some of the play equipment will be purple in color.

Ruzek moved, based on Park Board, staff and neighbor review and recommendation to approve the proposal from and award the contract to St. Croix Recreation in the amount of \$67,384, with funding from the General Fund in the Park Budget. Prudhon seconded. Ayes all.

2655 STILLWATER STREET – APPROVE COTTONWOOD TREE REMOVAL: The Clerk reported that the Town received an email from a resident on First Street regarding a large cottonwood tree which had dead limbs and also provided other reasons for concern. The Clerk and Public Works Director visited the site. Shortly after the site visit by staff a professional arborist was solicited to evaluate the tree to get a more complete report. The report was received today from S & S Horticultural Services. In that report it was suggested that while the tree is an older tree and slowly declining, has some longitudinal cracks which are superficial, and dead limbs 8 inch in diameter, it is not considered a great risk. The report stated that there is some lesser risk of some of the limbs falling, but that there is no great risk in the tree falling. The recommendation was to trim the tree to remove the dead wood and to trim the canopy, but no more than 30% percent. The live limbs are important for generating photosynthesis so that the tree can continue to survive. The risk is that some of the dead limbs could fall, rather than the tree to fall over. The arborist recommended reviewing the tree on a regular basis, every year to two. The tree is in the Town right-of-way in an alley, which was paved in 1998. The alley was adjusted to go around the tree. At such time as when the tree needs to come down the Town's Tree Ordinance gives the Town Board the authority to assess the affected property

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owners for one half of the cost of tree removal. The Clerk noted that if the Board decides on trimming the tree at this time it would be a normal maintenance project for Public Works. In response to a question if the tree is impacting the road, the Public Works Director stated that it is not and that there are no roots interfering with the street. In response to a question if the neighbor who has the concerns is aware of what will be done, the Public Works Director stated that after the report from tonight's meeting is received he would share it with the resident. He stated that he will try to have the work done in-house but if the tree is too tall for Public Works to handle, the work will be contracted out. The Clerk reported that a written report will be received from the arborist which will be shared with the Town Board. He reported that three quotes had been received for removal of the tree and grinding the stump with costs ranging from \$5,500 to \$9,350.

COUNTY ROAD H-2 PROPERTY – ENCOURAGE THE AREA RESIDENT'S UTILIZATION OF THE TOWN'S "ADOPT-A-PARK" PROGRAM FOR THIS PROPERTY: The Planner reported that residents have submitted a request for improvements to the County Road H-2 property. They suggest that the stairway currently at the lake be fixed; a bench or picnic table be added; and grooming of the landing and adding a dock. The Town Public Works have repaired the stairs and landing. The Park Board has reviewed the property in the past but has not recommended any improvements to the site since it is not handicapped accessible. The Park Board preferred to make future improvements to the Town property at West Avenue and Bald Eagle Lake in the future since the grade is more level when compared to the County Road H-2 property. When the Park Board reviewed a similar request in 2004, the Board recommended that due to it being non-accessible to the handicapped, improvements could be made to the site by area neighbors under the Adopt-a-Park program. The Park Board recently discussed the property and it was their consensus not to make any improvements to the site other than repair of the existing facilities.

Prudhon asked if there is an ordinance which addresses the Adopt-a-Park program. The Planner explained that there is no ordinance but that the Town does have a policy. He stated that he would check it out. There was discussion regarding the neighbors installing plantings on the shoreline. The Town Attorney stated that the shoreline is managed by the Rice Creek Watershed District and that there should be no work done on the shoreline which impacts any erosion control project the Rice Creek Watershed District may have. In response to a question if there would be any liability to the Town associated with the Adopt-a Park program, the Town Attorney stated that the Town's insurance agent should be contacted for an answer. There was discussion regarding handicap accessibility at this property. The Town Attorney stated that if there is handicap accessibility at other alternate accesses to the lake, accessibility would not be needed at this location since it is an undeveloped access.

In conclusion it was the consensus that the Town Board is in favor of the Adopt-a Program for the property at County Road H-2 after the following has been done: 1) staff check with the League of Minnesota Cities Insurance Trust and the Town Finance Officer regarding insurance coverage and liability; 2) staff and Park Board review of Town Policy to see if it is applicable to the Adopt-a-Park program; and 3) receipt of a document of what it is that the area neighbors propose to be done at this property for review by the Park Board.

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5685 PORTLAND AVENUE- AUTHORIZE E.G. RUD & SONS, INC. SERVICES: The Planner reported that in preparation for a single family housing development at this property, a scope of work for the proposed platting of the project needs to be done. E.G. Rud & Sons, Inc. submitted a proposal for three tasks. The first task entails preparing an updated safety zone exhibit and sketch plan (\$940.00); the second task entails preparing a preliminary plat for Township review (\$1,280.00); and the third task entails preparing a final plat for Township review (\$3,590). A total for all three tasks is proposed to be \$5,810.00. As discussed at the last Executive Workshop, it was the consensus that only Task 1 be done at this time and to include only the first bullet which would update the Safety Zone Exhibit.

Ruzek moved to approve the estimate received from E.G. Rud & Sons for scope of service to include Task 1, Safety Zone Exhibit only at a cost of \$940.00. Prudhon seconded. Ayes all.

WELL #5 – REJECTION OF BIDS AND REAUTHORIZATION FOR ADVERTISEMENT OF SEALED BIDS: The Public Works Director reported that the Town approved plans and specifications and authorized advertisement for bids on March 6, 2017 for Well #5 exterior veneer. The request for bids was published on March 22 and March 29, 2017 in the White Bear Press. Two bids were received by Thursday, April 27, 2017 at 10:00 a.m. Unfortunately, due to the omission of “sealed bids” in the Request for Bids, that was published, The Town Attorney is recommending rejecting the bids, returning them to the two bidders, and reauthorizing advertisement for bids with the correction regarding sealed bids.

Prudhon moved to reject the bids for the building exterior veneer for Well #5. Ruzek seconded. Ayes all.

Prudhon moved to reauthorize advertisement of sealed bids for building exterior for Well #5. Ruzek seconded. Ayes all.

The Town Board meeting recessed at 7:58 p.m. The Attorney/Client Closed Session was held at 7:59 p.m. The Closed Session concluded at 8:40 p.m. The Town Board re-convened at 8:41 p.m.

ATTORNEY/CLIENT CLOSED SESSION – WATER TREATMENT REHABILITATION WELL #5: The Town Attorney reported that the Attorney/Client Closed Session was for purpose of discussing upcoming mediation regarding billing for Water Treatment Rehabilitation Well No. 5.

OPEN TIME: Prudhon reported that the Ramsey County Sheriff’s Office is holding Hot Dog with a Deputy at Polar Lakes Park on June 13th from 5:00 – 7:00 p.m. This is a great program which allows residents to meet and visit with a Deputy. Ruzek reported that on May 13th at 8:00 p.m. there will be a “Movies in the Park” at Polar Lakes Park. This is one of four movies that will be shown on Saturdays throughout the summer.

RECEIPT OF AGENDA MATERIALS & SUPPLEMENTS: Ruzek moved to receive all of the agenda materials and supplements for tonight’s meeting. Prudhon seconded. Ayes all.

Ruzek moved to adjourn the meeting at 8:45 p.m. Prudhon seconded. Ayes all.



**Town Board Meeting
May 15, 2017**

Agenda Number: 5A – Consent Agenda

Subject: July Meeting Dates – Reschedule July 3, 2017 Town Board Meeting to July 10, 2017 & Reschedule July 17, 2017 Town Board Meeting to July 24, 2017

Documentation: None

Action / Motion for Consideration:

Reschedule July 3, 2017 Town Board Meeting to July 10, 2017 & Reschedule July 17, 2017 Town Board Meeting to July 24, 2017



**Town Board Meeting
May 15, 2017**

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

Subject: **Cub Foods Fireworks License – Based Staff Review & Recommendation, Approve the Fireworks License for Cub Foods from May 1, 2017 through April 30, 2018 Subject to Approval by the Town’s Fire Inspector**

Documentation: Staff Memo w/attachments

Action / Motion for Consideration:

Based Staff Review & Recommendation, Approve the Fireworks License for Cub Foods from May 1, 2017 through April 30, 2018 Subject to Approval by the Town’s Fire Inspector

MEMORANDUM

TO: TOWN BOARD
FROM: PATTI WALSTAD
DATE: MAY 11, 2017

SUBJECT: FIREWORKS LICENSE RENEWAL – CUB FOODS

Pursuant to Ordinance No. 77 (Fireworks), any business wishing to sell fireworks must first obtain a license to do so.

Cub Foods has applied for and paid for renewal of their license to sell fireworks inside their store.

In accordance with the Town's Ordinance, Mike Turnbull, Township Fire Inspector, will be inspecting the property for compliance. The fireworks is being placed in the same location as in previous years.

Action Requested:

Town Board approval of the renewal of the Fireworks License from May 1, 2017 through April 30, 2018 for Cub Foods, 1059 Meadowlands Drive, White Bear Township, Minnesota, for inside sale of fireworks only, subject to approval by the Town's Fire Inspector.

PSW/s
cc:admin/add.file
b:cubfireworks17



RETAIL SALES AND STORAGE OF FIREWORKS LICENSE APPLICATION FORM

Name: Cub Foods D/B/A: Cub Foods

Address: 1059 Meadowland Dr. Phone: 651-426-6534

Contact Person: _____ Dates of Sale: _____

Location of Sale of Fireworks: INSIDE CUB FOODS

Type of Fireworks to be sold: MN Legal Fireworks only

Estimate as to quantity and weight of legal fireworks: see attached

<u>Site</u>	<u>License Fee</u>	<u># of Licenses</u>	<u>Total Amount</u>
Single Location	\$ 100.00	<u>1</u>	<u>\$100.00</u>
Multiple Locations under Common Ownership:			
First Site	\$ 100.00	_____	_____
Each additional site Attach list of Addresses	\$ 100.00	_____	_____

- Each site shall include proof of a policy of public general liability, bodily injury and property damage insurance in the amount of one million dollars (\$1,000,000) single limit. The policy coverage must coincide with dates of license and the Town of White Bear shall be notified within ten (10) days prior of cancellation.
- The applicant agrees that purchasers will be checked for age by use of a photo ID.
- The applicant hereby states that the retail structure is in compliance with National Fire Protection Association Standard 1124.

I hereby certify that under penalties of law that all information is true and correct. I will comply with all the Ordinances of the Town of White Bear and the Statutes of the State of Minnesota.

X [Signature]
Applicant's Signature

May 5 2017
Date



RETAIL SALES AND STORAGE OF FIREWORKS

**PROOF OF PERMISSION TO OPERATE
ON PROPOSED SITE**

Property Location: 1059 Meadowland Dr.

Name of Property Owner: Cub Foods Phone: 651-426-6534

Contact Person: Steve Szandy Phone: 651-426-6534

I, Steve Szandy, hereby represent that I am the owner or person responsible for the property located at 1059 Meadowland Dr. in the Town of White Bear. I hereby consent to the use of the above-described property by Cub Foods for the sale and/or storage of fireworks for the following dates: 4/25/17.

I understand that by granting authorization of the use of this property for the sale and/or storage of fireworks, that I, or the owner of the property, assume liability for any accidents that may occur on this private property. I further understand that I will be responsible for any clean-up or removal of debris necessary as a result of the sale and/or storage of fireworks as may be required by Ordinance in the Town of White Bear.

X [Signature]
Signature of Property Owner

4/25/17
Date



**RETAIL SALES AND STORAGE OF FIREWORKS
INSPECTION FORM**

Property Location: Cub Foods - 1059 Meadowland Dr.

Name of Property Owner: Cub Foods Phone: 651-426-6534

Contact Person: Steve Szandy Phone: 651-426-6534

1. Please provide detailed list of all fireworks reports.
(Product information must be submitted with the application).
2. Use back of sheet to sketch layout of proposed set up, both sales and storage area. Please show exit and portable fire extinguisher location.

For Office Use Only:

- No storage or sale of fireworks within 10' of any exit door.
- A 3A-40BL portable fire extinguisher is in sales area.
- All exit doors are properly signed with exit signage.
- Posted: No Smoking.

Comments:

Inspection Date: _____

APPROVAL

Fire Chief

Date

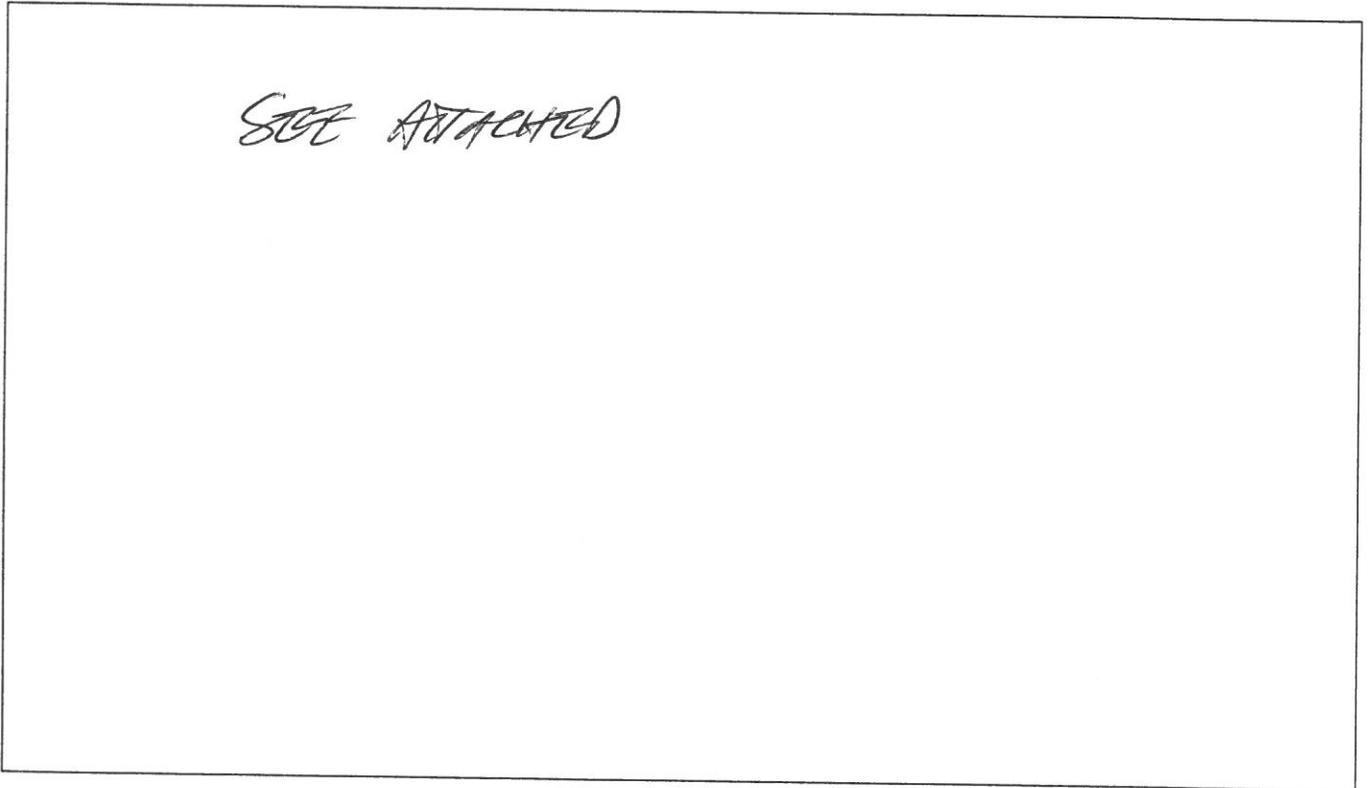
TNT® FIREWORKS

Site Plan Worksheet

ADDRESS 1059 MEADOWLANDS DRIVE
CITY WHITEBEAR STATE MIN ZIP 55127 PHONE 651 426 6534
TOWNSHIP
STORE NAME / LOCATION # CUB FOODS

TYPE OF EVENT: In-store sales of state-approved fireworks

NORTH



SOUTH

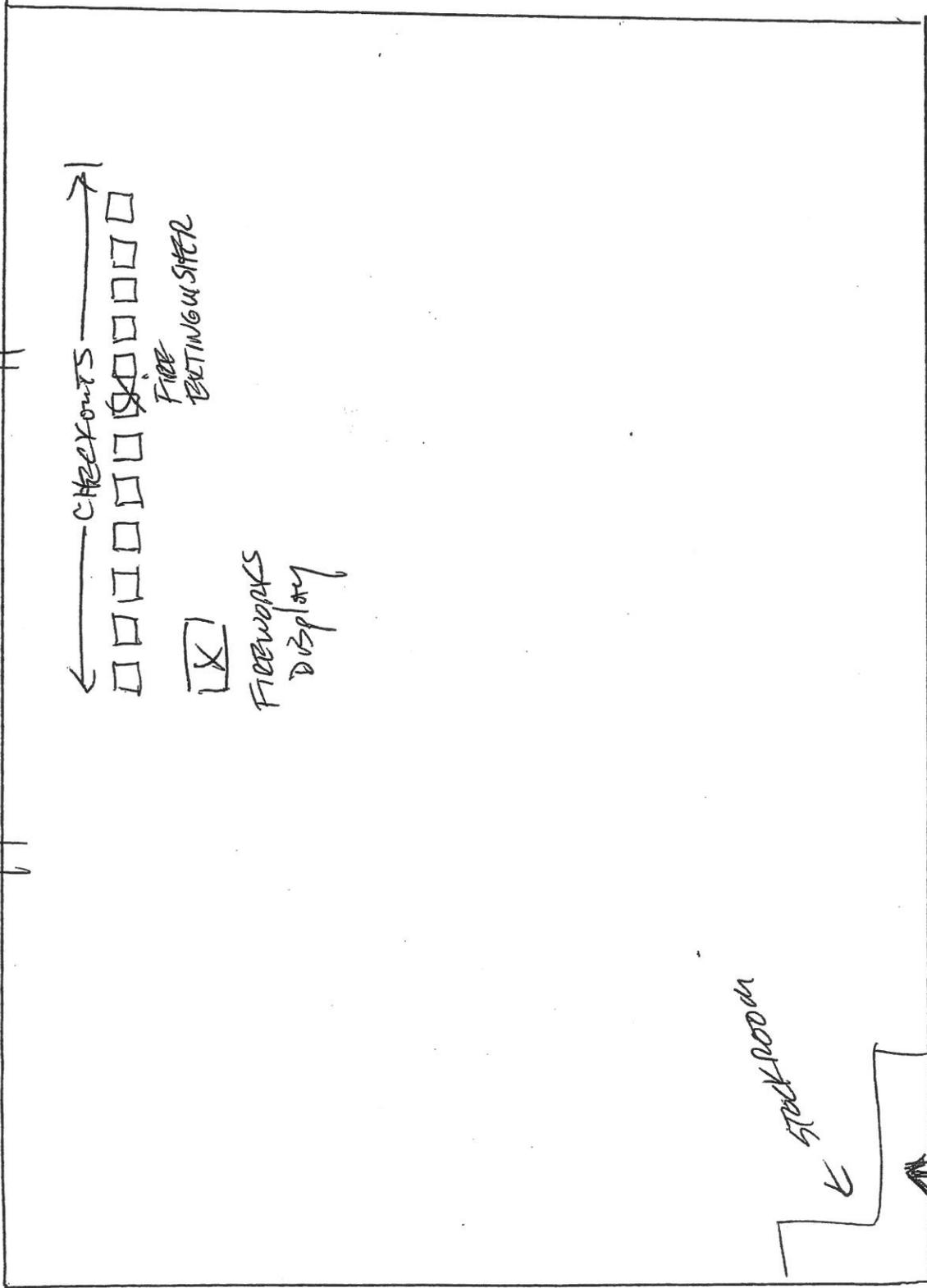
SPECIAL INSTRUCTIONS _____

SIGNATURE [Handwritten Signature] DATE 4/24/17
STORE MANAGER / TNT® Representative

N ←

STOCK
ENTRANCE

STOCK
EXIT



CUB FOODS
10579 NE BRADWELL AVENUE DR,
WHITE PINE TOWNSHIP



**Town Board Meeting
May 15, 2017**

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

Subject: **MN Association of Townships – Based on Finance Officer Review & Recommendation Receive & Adopt the July 1, 2015 through June 30, 2016 Financial Reports**

Documentation: Finance Office Memo w/attachments

Action / Motion for Consideration:

Based on Finance Officer Review & Recommendation Receive & Adopt the July 1, 2015 through June 30, 2016 Financial Reports for the MN Association of Townships

MEMORANDUM

Date: May 9, 2017
To: Town Board
From: Tom Kelly, Finance Officer
Re: Minnesota Association of Township's 2016 Financial Report.

I have reviewed the Minnesota Association of Township's 2016 financial report. This is audited information. Based on the information provided their finances appear to be in order.

Revenues were slightly less than expenditures for the year, but the Association does have sufficient cash to absorb the small loss. No budget to actual information was provided.

I would recommend receiving and accepting the financial information from the Minnesota Association of Township.

OFFICERS:

President

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4944 State 371 NW
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218-675-5213

First Vice-President

WERNER FISCHER
27899 220th Street
Wabasso MN 56293
507-342-5747

Second Vice-President

NATHAN REDALEN
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Rochester MN 55904
507-282-8051

Secretary

JILL K. HALL
10345 250th Street NE
Newfolden MN 56738
218-681-2189

Treasurer

SANDRA HOOKER
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Mapleton MN 56065
507-869-3114

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Felton MN 56536
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Zim MN 55738
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GARY BURDORF

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507-964-5815

JANE YOUNGKRANTZ

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320-664-4519

MEL MILENDER

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LYLE STAI

1185 160th Avenue SE
Kerkhoven MN 56252
320-212-8590

LYLE G. JOHNSON

4967 Erie Lane
Stacy MN 55079
651-462-1358



Executive Director:
Gary Pedersen

MAT General Counsel:
Kent Sulem

Staff Attorneys:
Steve Fenske
Ruth Simpson

MATIT Director of Operations:
Eric Hedtke

November 23, 2016

Enclosed please find the audited financial statements for July 1, 2015 through June 30, 2016 for both the Minnesota Association of Townships (MAT) and the Minnesota Association of Townships Insurance Trust (MATIT). If you attended the MAT Annual Educational Conference and Business Meeting this past week, you may have already received these. Please take note of the continued stability of MATIT's Consolidated Liability Coverage (CLC) and Workers' Compensation programs.

The majority of our members will be receiving the financial statements in their Workers' Compensation Renewal Packets which were mailed this week. As a member that doesn't participate in MATIT's Workers' Compensation program we're mailing this to you now.

Most town officers do too much for their towns to not be compensated if they are hurt while working for the township. I encourage you to obtain a no-obligation workers' comp quote to find out the cost of protecting you and the other officers of your township.

You may have heard that MATIT issued its first dividend in 2016. The MATIT Trustees were happy to announce that another dividend will be issued in 2017 to participants in its Workers' Compensation program.

Please give us a call at any time you have questions about your town's insurance or to check on MATIT's rates. We feel strongly the MATIT programs are the best available for our townships in Minnesota.

Sincerely,

Gary Pedersen, Executive Director

Minnesota Association of Townships

Statements of Financial Position
June 30, 2016 and 2015

	2016	2015
Assets		
Current assets:		
Cash and cash equivalents	\$ 940,717	\$ 726,720
Interest receivable	17,566	14,334
Accounts receivable	37,726	43,761
Commissions receivable	169,945	138,009
Prepaid expenses	21,760	39,899
Investments	1,447,344	1,399,408
Total current assets	<u>2,635,058</u>	<u>2,362,131</u>
Long-term assets:		
Certificates of deposit, nonnegotiable	570,000	650,000
Investments	-	173,850
Property and equipment, net of accumulated depreciation	440,519	456,578
Total long-term assets	<u>1,010,519</u>	<u>1,280,428</u>
Total assets	<u>\$ 3,645,577</u>	<u>\$ 3,642,559</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 76,208	\$ 56,424
Deferred revenue	427,366	429,254
Accrued expenses	280,123	231,251
Total current liabilities	<u>783,697</u>	<u>716,929</u>
Commitments (Note 7)		
Net assets:		
Unrestricted	<u>2,861,880</u>	<u>2,925,630</u>
Total liabilities and net assets	<u>\$ 3,645,577</u>	<u>\$ 3,642,559</u>

See notes to financial statements.

A copy of the complete audited financial statements for the year ended June 30, 2016, will be available upon written request to Minnesota Association of Townships, P.O. Box 267, St. Michael, Minnesota 55376. Audit performed by RSM US LLP.

Minnesota Association of Townships

**Statements of Activities and Changes in Net Assets
Years Ended June 30, 2016 and 2015**

	2016	2015
Revenues:		
Dues	\$ 858,865	\$ 858,959
Administrative fees	1,080,923	1,062,805
Meetings and seminar registration fees	370,937	381,182
Newspaper advertising and subscriptions	9,098	9,571
Sales of handbooks, manuals and other	10,151	11,260
Group insurance policy dividends	151,964	145,910
Investment income	9,540	11,757
Other revenues	98,414	110,441
Total revenues	2,589,892	2,591,885
Expenses:		
Directors' fees and expenses	201,411	213,545
Staff salaries and wages	932,988	918,059
Staff taxes, benefits and travel	364,700	309,144
Boards and committees	5,586	13,722
Meetings and seminars	299,638	283,293
Telephone	23,049	20,733
Postage	16,067	15,560
Supplies	25,425	15,414
Equipment rent and maintenance	83,254	79,398
Utilities	7,167	7,680
Real estate taxes	11,786	22,071
Miscellaneous office expenses	1,788	9,295
Newspaper printing and postage	44,968	35,304
Materials and supplies	11,528	16,349
Professional fees	104,946	127,162
National association dues	21,526	20,936
National association expenses	20,992	12,558
Insurance	30,911	26,886
Dues and registration fees	27,875	12,754
Depreciation	56,089	26,867
Related-party transfers	344,324	-
Other expenses	17,624	13,253
Total expenses	2,653,642	2,199,983
Change in net assets	(63,750)	391,902
Net assets beginning, as originally reported	2,925,630	2,962,994
Restatement (Note 8)	-	(429,266)
Net assets, beginning, as restated	2,925,630	2,533,728
Net assets, end of year	\$ 2,861,880	\$ 2,925,630

See notes to financial statements.

A copy of the complete audited financial statements for the year ended June 30, 2016, will be available upon written request to Minnesota Association of Townships, P.O. Box 267, St. Michael, Minnesota 55376. Audit performed by RSM US LLP.

Minnesota Association of Townships Insurance and Bond Trust

Statements of Net Position
June 30, 2016 and 2015

	2016	2015
Assets		
Current assets:		
Cash and cash equivalents (Note 2)	\$ 5,450,461	\$ 2,820,694
Investments (Note 2):		
Certificates of deposit	1,078,651	420,992
Debt securities	1,654,627	1,438,852
Receivables:		
Contributions receivable	11,264	4,150
Investment income	52,839	63,899
Reinsurance recoverable on paid losses (Notes 3 and 4)	2,659	19,962
Other recoverable on paid losses	-	85,330
Other assets:		
Prepaid reinsurance	510,835	411,111
Total current assets	8,761,336	5,264,990
Noncurrent assets:		
Investments (Note 2):		
Certificates of deposit	4,923,268	2,192,128
Debt securities	11,571,079	15,671,329
	\$ 25,255,683	\$ 23,128,447
Liabilities and Net Position		
Current liabilities:		
Current portion of estimated liability for losses and loss adjustment expenses (Notes 3 and 4)	\$ 1,231,447	\$ 924,961
Unearned contributions	1,619,607	1,441,231
Advance contributions	1,046,362	1,042,126
Special Compensation Fund assessment (Note 6)	47,714	46,270
Reinsurance premiums payable	14,677	21,290
Administrative fee payable (Note 7)	7,487	37,892
Dividends payable (Note 5)	1,914,504	-
Total current liabilities	5,881,798	3,513,770
Estimated liability for losses and loss adjustment expenses, less current portion (Notes 3 and 4)	1,457,184	1,013,565
Special Compensation Fund assessment, less current portion (Note 6)	61,654	46,486
Total liabilities	7,400,636	4,573,821
Contingencies (Note 9)		
Net position (Note 5):		
Unrestricted	17,855,047	18,554,626
	\$ 25,255,683	\$ 23,128,447

See notes to financial statements.

A copy of the complete audited financial statements for the year ended June 30, 2016, will be available upon written request to Minnesota Association of Townships, P.O. Box 267, St. Michael, Minnesota 55376. Audit performed by RSM US LLP.

Minnesota Association of Townships Insurance and Bond Trust

**Statements of Revenues, Expenses and Changes in Net Position
Years Ended June 30, 2016 and 2015**

	2016	2015
Operating revenues:		
Contributions earned	\$ 4,097,664	\$ 4,159,955
Less reinsurance premiums (Note 3)	(469,723)	(624,279)
Other revenue	15,815	12,450
Net operating revenues	3,643,756	3,548,126
Operating expenses:		
Losses and loss adjustment expenses incurred (Notes 3, 4, 7 and 8)	2,010,053	563,767
General and administrative expenses:		
Administrative fees—related party (Note 8)	1,161,265	1,138,506
Service fees (Note 7)	211,000	230,400
Special Compensation Fund assessment (Note 6)	62,882	41,945
Other general and administrative expenses	156,384	127,324
Total general and administrative expenses	1,591,531	1,538,175
Member dividends (Note 5)	1,914,504	-
Total operating expenses	5,516,088	2,101,942
Operating income (loss)	(1,872,332)	1,446,184
Nonoperating revenues:		
Net investment income	590,043	456,862
Net change in the fair value of investments (Note 2)	238,386	(32,753)
Related-party transfer (Note 8)	344,324	-
Total nonoperating revenues	1,172,753	424,109
Change in net position	(699,579)	1,870,293
Net position:		
Beginning of year	18,554,626	16,684,333
End of year	\$ 17,855,047	\$ 18,554,626

See notes to financial statements.

A copy of the complete audited financial statements for the year ended June 30, 2016, will be available upon written request to Minnesota Association of Townships, P.O. Box 267, St. Michael, Minnesota 55376. Audit performed by RSM US LLP.



**Town Board Meeting
May 15, 2017**

Agenda Number: 5D – Consent Agenda

Subject: **Ramsey-Washington Suburban Cable Commission 2016 Financial Report** – Based on Finance Officer Review & Recommendation Receive & Accept the Ramsey-Washington Suburban Cable Commission's 2016 Annual Financial Report

Documentation: Finance Officer Memo w/attachments

Action / Motion for Consideration:

Based on Finance Officer Review & Recommendation Receive & Accept the Ramsey-Washington Suburban Cable Commission's 2016 Annual Financial Report

MEMORANDUM

Date: May 10, 2017
To: Town Board
From: Tom Kelly, Finance Officer
Re: Ramsey-Washington Suburban Cable Commission 2016 Financial Report.

The Town has received the 2016 Annual Financial Report and Management Letter for the Ramsey-Washington Suburban Cable Commission. I have reviewed these documents and found nothing of significance to report. Revenue and Expenditure are reasonable and comparable to last year. Expenditures exceed revenues by \$359,436. 2016 actual revenues were below budgeted revenues by \$714,738, with franchise fees below budget by \$331,099 and grants below budget by \$392,848. Expenditures exceeded budgeted expenditures by \$2,759,839, which is again due to a redistribution payment to member cities and the Township. The Commission's net position decreased in 2016 to \$3,914,320.

I would recommend receiving and accepting the Ramsey-Washington Suburban Cable Commission's 2016 Annual Financial Report. Copy of the full report is available in distribution file.

ACTION PACKAGE NO. 26

RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE COMMUNICATIONS COMMISSION II

ACTION REQUESTED BY:

Finance Committee

DATE:

May 5, 2016

ACTION REQUESTED:

1. Review and accept audit report for fiscal year 2016 as prepared by the independent auditor CliftonLarsonAllen.
2. Authorize return of redistribution payment.

BUDGET IMPLICATIONS:

N/A

SUPPORTING DOCUMENTATION (ATTACHED):

1. Presentation of Audit Agenda.
2. Audit report as prepared by CliftonLarsonAllen.
3. Auditor's calculation of 2016 excess franchise fees.
4. Redistribution payment calculation prepared by staff.

STAFF COMMENTS AND/OR RECOMMENDATIONS:

The audit report reflects the audited revenues, expenses, assets, and liabilities of the Commission, the reserve fund balances, and the amount of this year's redistribution payment to municipalities.

Staff and the auditor will be present at the May 11, 2017, meeting to present the report and answer questions.

Commission Office - Telephone: 651-747-3800 Fax: 651-747-3849

ACTION TAKEN:

DATE OF ACTION: _____

Ramsey/Washington Counties Suburban Cable Commission

CliftonLarsonAllen Audit Presentation Agenda

May 11, 2017

-Unmodified or “Clean” opinion on the December 31, 2016 financial statements

-Internal Control Letter

- Material Weakness -- Oversight of Financial Reporting System

-Report on Minnesota Legal Compliance Guide – clean report

-Required Communication with Governance Letter

- No significant new accounting policies were adopted in 2016. The only change was GASB 72, which added a Fair Market Value disclosure to your investments note (minimal effect as Commission has only 4M fund, which is held at amortized cost)
- Accounting Estimates – depreciable lives of capital assets, allocation of net pension liability
- No Material audit adjustments

-Questions?

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II**

FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2016

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
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RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
ORGANIZATION
YEAR ENDED DECEMBER 31, 2016

EXECUTIVE BOARD

Chairperson	Lori Pulkrabek
Vice Chair	Beverly Friendt
Secretary	Candy Petersen
Treasurer	Jim Dustin
Executive Director	Tim Finnerty

COMMISSION MEMBERS

Birchwood Village	Randy LaFoy
Dellwood	Bob Nuffort
Grant	Jeff Huber
Lake Elmo	Virginia Holder
Mahtomedi	Karen Gochberg
North St. Paul	Candy Petersen
Oakdale	Lori Pulkrabek
Vadnais Heights	Jim Dustin
White Bear Lake	Les Dahm
White Bear Township	Ron Denn
Willernie	Beverly Friendt



CliftonLarsonAllen

CliftonLarsonAllen LLP
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INDEPENDENT AUDITORS' REPORT

Honorable Members
Ramsey/Washington Counties Suburban Cable
Communications Commission II
White Bear Lake, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Ramsey/Washington Counties Suburban Cable Communications Commission II (the Commission), as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprises the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Commission as of December 31, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the financial statements of the governmental activities and each major fund of Ramsey/Washington Counties Suburban Cable Communications Commission II as of and for the year ended December 31, 2015, and we expressed unmodified audit opinions on those audited financial statements in our report dated April 4, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2015 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedules, schedule of the Commission's proportionate share of net pension liability, and the schedule of the Commission's contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The individual fund financial statements, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The individual fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the individual fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

CliftonLarsonAllen LLP

Minneapolis, Minnesota
May 11, 2017

BASIC FINANCIAL STATEMENTS

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
STATEMENT OF NET POSITION
DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2015)**

	2016	2015
ASSETS		
Cash and Investments	\$ 5,264,448	\$ 6,126,514
Franchise Fees Receivable, Net	351,369	326,034
Depreciable Capital Assets (Net of Accumulated Depreciation)	432,725	337,922
Total Assets	6,048,542	6,790,470
DEFERRED OUTFLOWS OF RESOURCES		
Pension Deferred Outflows	538,390	120,729
LIABILITIES		
Accounts Payable	89,424	94,670
Due to Other Governments	853,859	1,297,943
Salaries Payable	135,852	163,817
Compensated Absences Payable:		
Due within One Year	45,796	50,518
Due in More than One Year	73,994	79,973
Net Pension Liability	1,307,240	875,846
Total Liabilities	2,506,165	2,562,767
DEFERRED INFLOWS OF RESOURCES		
Pension Deferred Inflows	166,447	89,958
NET POSITION		
Investment in Capital assets	432,725	337,922
Restricted	2,239,369	1,593,501
Unrestricted	1,242,226	2,327,051
Total Net Position	\$ 3,914,320	\$ 4,258,474

See accompanying Notes to Financial Statements.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2015)**

Functions/Programs	Expenses	Program Revenues			Net Revenue (Expense) and Changes in Net Position	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Government Activities	
					Totals	
					2016	2015
Government Activities:						
Administration	\$ 478,704	\$ -	\$ -	\$ -	\$ (478,704)	\$ (437,535)
Government Access	415,542	-	372,722	-	(42,820)	76,647
Public Access	123,016	1,078	-	-	(121,938)	(239,543)
On Location (Community Access)	253,011	1,160	228,953	-	(22,898)	43,738
Technical	352,964	-	272,334	-	(80,630)	19,160
Joint:						
Redistribution Payments to Cities	872,139	-	-	-	(872,139)	(1,316,108)
All Other	273,697	-	254,816	-	(18,881)	39,093
Equipment and Capital Improvement	126,555	-	-	40,000	(86,555)	(139,126)
Total Governmental Activities	\$ 2,895,628	\$ 2,238	\$ 1,128,825	\$ 40,000	(1,724,565)	(1,953,674)
General Revenues:						
Grants and Contributions Not Restricted to Specific Programs					1,356,901	1,783,363
Unrestricted Investment Earnings					8,020	7,961
Other					15,490	26,078
Total General Revenues					1,380,411	1,817,402
Change in Net Position					(344,154)	(136,272)
Net Position - January 1					4,258,474	4,394,746
Net Position - December 31					\$ 3,914,320	\$ 4,258,474

See accompanying Notes to Financial Statements.

FUND FINANCIAL STATEMENTS

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
BALANCE SHEET - GOVERNMENT FUNDS
DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2015)**

ASSETS	General Fund	Equipment and Capital Improvement Fund	Total Governmental Funds	
			2016	2015
ASSETS				
Cash and Investments	\$ 2,990,079	\$ 2,274,369	\$ 5,264,448	\$ 6,126,514
Franchise Fees Receivable	351,369	-	351,369	326,034
Due from Other Funds	35,000	-	35,000	66
Total Assets	<u>\$ 3,376,448</u>	<u>\$ 2,274,369</u>	<u>\$ 5,650,817</u>	<u>\$ 6,452,614</u>
LIABILITIES AND FUND BALANCE				
LIABILITIES				
Accounts Payable	\$ 89,424	\$ -	\$ 89,424	\$ 94,736
Due to Other Governments	853,859	-	853,859	1,297,943
Due to Other Funds	-	35,000	35,000	-
Salaries Payable	135,852	-	135,852	163,817
Total Liabilities	<u>1,079,135</u>	<u>35,000</u>	<u>1,114,135</u>	<u>1,556,496</u>
FUND BALANCE				
Restricted for:				
Municipal Grant Program	-	1,303,342	1,303,342	1,429,897
Equipment and other capital needs	-	936,027	936,027	163,604
Unrestricted				
Assigned for:				
Franchise Renewal	171,277	-	171,277	172,525
Programming Grant Funds	14,416	-	14,416	12,604
Vacation/Severance Pay	120,000	-	120,000	130,000
Telecom/Regulatory	35,000	-	35,000	35,000
Unemployment	50,000	-	50,000	100,000
Equipment Replacement	-	-	-	750,000
Centralized Playback and Live Streaming	-	-	-	250,000
Unassigned	1,906,620	-	1,906,620	1,852,488
Total Fund Balance	<u>2,297,313</u>	<u>2,239,369</u>	<u>4,536,682</u>	<u>4,896,118</u>
Total Liabilities and Fund Balance	<u>\$ 3,376,448</u>	<u>\$ 2,274,369</u>	<u>\$ 5,650,817</u>	<u>\$ 6,452,614</u>
Fund Balance Reported Above			\$ 4,536,682	\$ 4,896,118
Amounts Reported for Governmental Activities in the Statement of Net Position is Different because:				
Capital Assets Used in Governmental Activities are not Financial Resources and, Therefore, are Not Reported in the Funds			432,725	337,922
Long-Term Liabilities, including Compensated Absences Liability are Not Due and Payable in the Current Period and, Therefore, are Not Reported in the Funds.			(119,790)	(130,491)
The Commission's Net Pension Liability and related deferred inflows and outflows are recorded only on the Statement of Net Position. Balances at year-end are:				
Net Pension Liability			(1,307,240)	(875,846)
Deferred Inflows of Resources - Pensions			(166,447)	(89,958)
Deferred Outflows of Resources - Pensions			538,390	120,729
Net Position of Governmental Activities			<u>\$ 3,914,320</u>	<u>\$ 4,258,474</u>

See accompanying Notes to Financial Statements.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2016**

(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2015)

	General Fund	Equipment and Capital Improvement Fund	Total Governmental Funds	
			2016	2015
REVENUES				
Franchise Fees	\$ 1,356,901	\$ -	\$ 1,356,901	\$ 1,783,363
Equipment Grant	-	40,000	40,000	40,000
Operating Grant	1,128,825	-	1,128,825	1,434,513
Investment Income	5,262	2,758	8,020	7,961
Miscellaneous/Refunds and Reimbursements	13,547	4,181	17,728	30,208
Total Revenues	<u>2,504,535</u>	<u>46,939</u>	<u>2,551,474</u>	<u>3,296,045</u>
EXPENDITURES				
Current:				
Administration	451,478	-	451,478	422,130
Municipal Equipment	-	126,555	126,555	179,126
Government Access	376,480	745	377,225	403,280
Public Access	112,512	961	113,473	228,185
On Location (Community Access)	231,261	745	232,006	249,043
Technical	275,079	1,813	276,892	309,631
Joint:				
Redistribution Payment to Cities	872,139	-	872,139	1,316,108
All Other	257,385	2,358	259,743	178,653
Capital Outlay:				
Government Access	2,152	869	3,021	33,725
Public Access	-	1,005	1,005	6,610
On Location (Community Access)	2,153	870	3,023	7,165
Technical	-	1,463	1,463	5,930
Joint	179,200	13,687	192,887	2,161
Total Expenditures	<u>2,759,839</u>	<u>151,071</u>	<u>2,910,910</u>	<u>3,341,747</u>
Revenues Over (Under) Expenditures	(255,304)	(104,132)	(359,436)	(45,702)
Other Financing Sources (Uses):				
Operating Transfer	(750,000)	750,000	-	-
Net Change in Fund Balance	(1,005,304)	645,868	(359,436)	(45,702)
Fund Balance - January 1	<u>3,302,617</u>	<u>1,593,501</u>	<u>4,896,118</u>	<u>4,941,820</u>
Fund Balance - December 31	<u>\$ 2,297,313</u>	<u>\$ 2,239,369</u>	<u>\$ 4,536,682</u>	<u>\$ 4,896,118</u>

See accompanying Notes to Financial Statements.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE – GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2015)**

	2016	2015
Net Changes in Fund Balance - Total Governmental Funds	\$ (359,436)	\$ (45,702)
Amounts Reported for Governmental Activities in the Statement of Activities are Different Because:		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, assets are capitalized and the cost is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period.		
Capital Outlays	201,399	55,591
Depreciation Expense	(106,596)	(117,593)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:		
Compensated Absences	10,702	(3,044)
Pension expenses on the governmental funds are measured by current year employee contributions. Pension expenditures on the Statement of Activities are measured by the change in Net Pension Liability and the related deferred inflows and outflows of resources.	(90,223)	(25,524)
Change in Net Position of Governmental Activities	\$ (344,154)	\$ (136,272)

See accompanying Notes to Financial Statements.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Ramsey/Washington Counties Suburban Cable Communications Commission II (the Commission) was formed by the Cities of Birchwood Village, Dellwood, Grant, Lake Elmo, Mahtomedi, Maplewood, North St. Paul, Oakdale, Vadnais Heights, White Bear Lake, Willernie and White Bear Township, Minnesota. The Commission was charged with informing itself about cable communications, preparing a needs assessment report, awarding, and enforcing a cable communications franchise and administering and renewing that franchise. Effective December 31, 2015, the City of Maplewood withdrew from the Commission.

Member municipalities appoint one representative and one alternate. A director shall serve until a successor is appointed and qualifies. Officers and other members of the Executive Committee are elected annually.

The financial statements of the Commission have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units by the Governmental Accounting Standards Board (GASB).

Financial Reporting Entity

In accordance with GASB pronouncements and GAAP, the financial statements of the reporting entity include those of the Commission (the primary government) and its component units. The Commission does not have any component units.

Government Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. The effect of interfund activity has been removed from these statements. All of the Commission's activities are considered to be governmental activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Franchise fees and other items not included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Franchise fees are recognized as revenues in the year for which they are earned. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period. Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Franchise fees, intergovernmental revenues and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Commission.

The Commission reports the following major governmental funds:

The *General Fund* is the general operating fund of the Commission. It is used to account for all financial resources of the Commission.

The *Equipment and Capital Improvement Special Revenue Fund* accounts for revenue sources that are used by the Commission for equipment replacement and capital improvements. The Commission receives an annual equipment replacement grant as part of the franchise agreement.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. As a general rule, the effects of interfund activity have been eliminated from the government-wide financial statements. Exceptions to this general rule are transactions that would be treated as revenues or expenditures if they involve external organizations such as buying goods and services or payments in lieu of taxes, are similarly treated when they involve other funds of the Commission. Elimination of these charges would distort the direct costs and program revenue reported for the various functions concerned.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Measurement Focus, Basis of Accounting and Financial Statement Presentation
(Continued)**

When both restricted and unrestricted resources are available for an allowable use, it is the Commission's policy to use restricted resources first, then unrestricted resources as they are needed.

Budgets

Budgets are legally adopted on a basis consistent with GAAP. Annual appropriated budgets are legally adopted for the General Fund. Budgeted expenditure appropriations lapse at year-end.

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the appropriation, is not employed by the Commission because it is at present not considered necessary to assure effective budgetary control or to facilitate effective cash management.

Cash and Investments

Cash and investment balances are invested to the extent available in authorized investments.

The Commission reports investments at fair value, based on quoted market prices, in the financial statements. Also the Commission has reported all investment income, including changes in fair value of investments, as revenue in the operating statements.

Inventories

The original cost of materials and supplies have been recorded as expenditures at the time of purchase (purchases method). The Commission does not maintain material amounts of inventories of goods and supplies.

Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of more than \$500 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets (Continued)

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Property, plant, and equipment of the Commission is depreciated using the straight-line method over the following estimated useful lives.

<u>Assets</u>	<u>Useful Life in Years</u>
Improvements Other than Building	7 to 15
Office Equipment	3 to 7
Computer and Information Equipment	3 to 5

Deferred Outflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expenses) until then.

Long-Term Obligations

In government wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities.

Compensated Absences

It is the Commission's policy to permit employees to accumulate earned but unused vacation and personal leave benefits. All vacation pay and personal leave that is payable at termination is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. No liability is recorded for nonvesting accumulating rights to receive sick pay benefits.

Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA except that PERA's fiscal year-end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred Inflows of Resources

In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Net Position

Net position represents the difference between assets, deferred outflows of resources and liabilities, and deferred inflows of resources in the government-wide financial statements and are classified into three components:

- a) Investment in capital assets – This component consists of capital assets net of accumulated depreciation.
- b) Restricted net position – Net position with constraints placed on the use either by 1) external groups such as creditors, grantors, or laws or regulations of other governments; or 2) law through constitutional provisions or enabling legislation are reflected in this component.
- c) Unrestricted net position – All other assets that do not meet the definition of “restricted” or “investment in capital assets”.

Fund Equity

In the fund financial statements, governmental funds report fund balances in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

Nonspendable – portions of fund balance related to prepaids, inventories, long-term receivables, and corpus on any permanent fund.

Restricted – funds are constrained from outside parties (statute, grantors, bond agreements, etc.).

Committed – funds are established and modified by a resolution approved by the Commission.

Assigned – consists of internally imposed constraints approved by the Finance Committee.

Unassigned – is the residual classification for the General Fund and also reflects negative residual amounts in other funds.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Equity (Continued)

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, it is the Commission's policy to use restricted first, then unrestricted fund balance.

When an expenditure is incurred for purposes for which committed, assigned, and unassigned amounts are available, it is the Commission's policy to use committed first, then assigned, and finally unassigned amounts.

The Commission's policy is to maintain unassigned fund balance equal to at least 30% of the next fiscal year's operating revenue budget. At December 31, 2016, this amount would be \$724,000.

Interfund Transactions

Interfund services provided and used are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. Interfund loans are reported as an interfund loan receivable or payable which offsets the movement of cash between funds. Short-term interfund receivable and payables are classified as "Due from" or "Due to other funds" and are expected to be paid in 2017. All other interfund transactions are reported as transfers.

During 2016, the Commission approved a transfer of \$750,000 from the General Fund to the Equipment Fund for equipment purchases.

Comparative Data

The basic financial statements include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2015, from which the summarized information was derived.

Use of Estimates

The preparation of financial statements in accordance with GAAP requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

Stewardship, Compliance and Accountability

General Fund expenditures exceeded budgeted amounts by \$1,351,452, as the redistribution payment to member municipalities, vacation/severance/unemployment payouts, centralized playback expenditures and streaming-live expenditures are not budgeted for.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 2 DEPOSITS AND INVESTMENTS

Deposits

In accordance with Minnesota Statutes, the Commission maintains deposits at those depository banks authorized by the Commission Board, all of which are members of the Federal Reserve System.

Minnesota Statutes require that all Commission deposits be protected by insurance, surety bond or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or bonds.

Minnesota Statutes require that securities pledged as collateral be held in safekeeping by the Commission treasurer or in a financial institution other than that furnishing the collateral. Authorized collateral includes the following:

- a. United States government treasury bills, treasury notes and treasury bonds;
- b. Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- c. General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- d. General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- e. Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc. or Standard & Poor's Corporation; and
- f. Time deposits that are fully insured by any federal agency.

At year-end, the carrying amount of the Commission's deposits was \$2,588.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it. State statutes require that insurance, surety bonds or collateral protect all Commission deposits. The market value of collateral pledged must equal 110% of deposits not covered by insurance or bonds. As of December 31, 2016, the bank balance of the Commission's deposits was covered by federal depository insurance or covered by collateral pledged and held in the Commission's name.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 2 DEPOSITS AND INVESTMENTS (CONTINUED)

Investments

Minnesota Statutes authorize the Commission to invest in the following:

- a. Direct obligations or obligations guaranteed by the United States or its agencies, its instrumentalities or organizations created by an act of congress, excluding mortgage-backed securities defined as high risk.
- b. Shares of investment companies registered under the Federal Investment Company Act of 1940 and whose only investments are in securities described in (a) above, general obligation tax-exempt securities, or repurchase or reverse repurchase agreements.
- c. Obligations of the State of Minnesota or any of its municipalities as follows:
 - 1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;
 - 2) any security which is a revenue obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;
 - 3) a general obligation of the Minnesota Housing Finance Agency which is a moral obligation of the State of Minnesota and is rated "A" or better by a national bond rating agency; and
 - 4) any security which is an obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to section §126C.55.
- d. Time deposits that are fully insured by the FDIC or Bankers' acceptances of United States banks.
- e. Commercial paper issued by United States corporations or their Canadian subsidiaries, of the highest quality, and maturing in 270 days or less.
- f. Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States' insurance company, and with a credit quality in one of the top two highest categories.
- g. Repurchase or reverse repurchase agreements with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; certain Minnesota securities broker-dealers; or, a bank qualified as a depositor.
- h. General obligation temporary bonds of the same governmental entity issued under section 429.091, subdivision 7; 469.178, subdivision 5; or 475.61, subdivision 6.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 2 DEPOSITS AND INVESTMENTS (CONTINUED)

Investments (Continued)

As of December 31, 2016, the Commission had the following investments and maturities:

<u>Type</u>	<u>Maturity</u>			
	<u>Total</u>	<u>Less Than One Year</u>	<u>1-2 Years</u>	<u>3-5 Years</u>
Minnesota Municipal Money Market Fund Trust	<u>\$ 5,261,513</u>	<u>\$ 5,261,513</u>	<u>\$ -</u>	<u>\$ -</u>
		Total Investments		\$ 5,261,513
		Deposits		2,588
		Petty Cash		347
		Total Cash and Investments		<u>\$ 5,264,448</u>

Investment Risks

Credit Risk

The Commission's investment during the year was with the 4M Fund which is regulated by Minnesota Statutes. The 4M Fund is an unrated 2a7-like pool and the fair value of the position in the pool is the same as the value of pool shares. The Commission follows State Statutes in regards to credit risk of investments. The Commission does not have an investment policy which further limits its investment choices.

Interest Rate Risk

The Commission does not have an investment policy which limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Concentration of Credit Risk

The Commission places no limit on the amount the Commission may invest in any one issuer. The Commission does not have an investment policy which addresses the concentration of credit risk.

Custodial Credit Risk

Investments - For investments in securities, custodial credit risk is the risk that in the event of failure of the counterparty, the Commission will not be able to recover the value of its investment securities that are in the possession of an outside party. The Commission does not have a policy that reduces custodial credit risk. As of December 31, 2016, all investments of the Commission were held by the Commission or its agent in the Commission's name. Investments in mutual funds are not evidenced by securities that exist in physical or book entry form and, therefore, are not subject to custodial credit risk disclosures.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 5 FRANCHISE FEES

The Commission receives franchise fees equal to 5% of the cable company's annual gross revenue. These revenues are to be considered compensation for the use of the member municipalities' public property.

The cable company considers their gross revenue to be trade secret information not for public disclosure. Accordingly, cable company gross revenue amounts are not disclosed in these financial statements. In accordance with the franchise agreement, \$1,356,901 was recognized as earned franchise fees for the Commission. Franchise fees earned but not received at December 31, 2016 were \$351,369.

NOTE 6 DEFINED BENEFIT PENSION PLANS – STATEWIDE

Plan Description

The Commission participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401 (a) of the Internal Revenue Code.

All full-time and certain part-time employees of the Commission are covered by the General Employees Retirement Fund (GERF). GERF members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. The Basic Plan was closed to new members in 1967. All new members must participate in the Coordinated Plan.

Benefits Provided

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature.

Benefit increases are provided to benefit recipients each January. Increases are related to the funding ratio of the plan. Members in plans that are at least 90% funded for two consecutive years are given 2.5% increases. Members in plans that have not exceeded 90% funded, or have fallen below 80%, are given 1% increases.

The benefit provisions stated in the following paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 6 DEFINED BENEFIT PENSION PLANS – STATEWIDE (CONTINUED)

Benefits Provided (Continued)

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2% of average salary for each of the first ten years of service and 2.7% for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2% of average salary for each of the first ten years and 1.7% for each remaining year. Under Method 2, the annuity accrual rate is 2.7% of average salary for Basic Plan members and 1.7% for Coordinated Plan members for each year of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66. Disability benefits are available for vested members and are based upon years of service and average high-five salary.

Contributions

Minnesota Statutes Chapter 353 sets the rates for employer and employee Contributions. Contribution rates can only be modified by the state legislature.

Basic Plan members and Coordinated Plan members were required to contribute 9.1% and 6.50%, respectively, of their annual covered salary in calendar year 2016. AUP was required to contribute 11.78% of pay for Basic Plan members and 7.50% for Coordinated Plan members in calendar year 2016. The Commission's contributions to the GERS for the year ended December 31, 2016 were \$65,682. The Commission's contributions were equal to the required contributions as set by state statute.

Pension Costs

At December 31, 2016, the Commission reported a liability of \$1,307,240 for its proportionate share of the GERS's net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on the Commission's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2015, through June 30, 2016, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2016, the Commission's proportion was 0.0161%.

For the year ended December 31, 2016, the Commission recognized pension expense of \$161,739 for its proportionate share of the GERS's pension expense.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 6 DEFINED BENEFIT PENSION PLANS – STATEWIDE (CONTINUED)

Pension Costs (Continued)

At December 31, 2016, the Commission reported its proportionate share of the GERP's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Economic Experience	\$ -	\$ 106,194
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	248,120	-
Changes in Proportion and Differences Between Commission Contributions and Proportionate Share of Contributions	-	60,253
Effect of Changes in Assumptions	255,960	-
Contributions subsequent to measurement period.	34,310	-
Total	<u>\$ 538,390</u>	<u>\$ 166,447</u>

\$34,310 is reported as deferred outflows of resources related to pensions resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending December 31, 2017. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending December 31,</u>	Pension Expenses Amount
2017	\$ 87,041
2018	87,041
2019	116,330
2020	47,221

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 6 DEFINED BENEFIT PENSION PLANS – STATEWIDE (CONTINUED)

Actuarial Assumptions

The total pension liability in the June 30, 2016, actuarial valuation was determined using the following actuarial assumptions:

<u>Assumptions</u>	<u>GERF</u>
Inflation	2.50% per Year
Active Member Payroll Growth	3.25% per Year
Investment Rate of Return	7.50%

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors and disabilitants were based on RP-2000 tables for males or females, as appropriate, with slight adjustments. Benefit increases for retirees are assumed to be 1% effective every January 1st through 2026 and 2.5% thereafter.

Actuarial assumptions used in the June 30, 2016, valuation were based on the results of actuarial experience studies. The experience study in the GERF was for the period July 1, 2004 through June 30, 2008, with an update of economic assumptions in 2014. Experience studies have not been prepared for PERA's other plans, but assumptions are reviewed annually.

The following changes in actuarial assumptions occurred in 2015: the discount rate was changed from 8.0% through June 30, 2017 and 8.5% thereafter to 8.0% for all years, the inflation assumption was changed from 3.0% to 2.75%, the payroll growth assumption was changed from 3.75% to 3.5%, assumed increases in member salaries were decreased by 0.25% at all ages and the assumed postretirement benefit increase rate was changed from 1.0% per year through 2026 and 2.5% thereafter to 1.0% per year through 2034 and 2.5% per year thereafter.

The long-term expected rate of return on pension plan investments is 7.5%. The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness of the long-term expected rate of return on a regular basis using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 6 DEFINED BENEFIT PENSION PLANS – STATEWIDE (CONTINUED)

Actuarial Assumptions (Continued)

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	45 %	5.50%
International Equity	15	6.00%
Bonds	18	1.45%
Alternative Assets	20	6.40%
Cash	2	0.50%
Totals	<u>100 %</u>	

Discount Rate

The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, each of the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Pension Liability Sensitivity

The following presents the Commission's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

Description	1% Decrease	Current Discount Rate	1% Increase in Discount Rate
GERF Discount Rate	6.50%	7.50%	8.50%
Commission's Proportionate Share of the GERF Net Pension Liability	\$ 1,856,668	\$ 1,307,240	\$ 854,661

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 6 DEFINED BENEFIT PENSION PLANS – STATEWIDE (CONTINUED)

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org; by writing to PERA at 60 Empire Drive #200, St. Paul, Minnesota, 55103-2088; or by calling (651) 296-7460 or 1-800-652-9026.

NOTE 7 COMPENSATED ABSENCES

Changes in general long-term liabilities for the year ended December 31, 2016:

<u>Government Activities</u>	<u>Balance January 1, 2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance December 31, 2016</u>	<u>Due Within One Year</u>
Compensated Absences Payable	\$ 130,491	\$ 86,082	\$ 96,783	\$ 119,790	\$ 45,796

Compensated absences are generally liquidated by the General Fund.

NOTE 8 RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Commission carries commercial insurance policies. The Commission retains risk for the deductible portions of the insurance policies. The amount of these deductibles is considered immaterial to the financial statements.

There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

NOTE 9 RELATED PARTIES

Each of the 11-member municipalities has a representative on the Commission. Accordingly, all transactions with member municipalities, including redistribution payments to member municipalities of \$872,139 for the year ended December 31, 2016, are considered related party transactions. The redistribution rebate of \$853,859 is owed to member municipalities as of December 31, 2016, and is included on the balance sheet as Due to Other Governments.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2016**

NOTE 10 INTERNAL OPERATING AND EMERGENCY RESERVES

The Commission internally tracks an Operating and Emergency/Litigation reserve in the General Fund. The Operating reserve is adjusted annually to be 30% of the following year's budgeted revenues, or approximately \$724,000 at December 31, 2016. The Emergency/Litigation reserve of \$200,000 was established in 2008, and has not been adjusted since. Both of these amounts have been rolled into unassigned fund balance for financial statement presentation.

REQUIRED SUPPLEMENTARY INFORMATION

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
BUDGETARY COMPARISON SCHEDULE – GENERAL FUND
YEAR ENDED DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2015)**

	Budgeted Amounts		2016 Actual Amounts	Variance with Final Budget Positive (Negative)	2015 Actual Amounts
	Original	Final			
REVENUES					
Franchise Fees	\$ 1,688,000	\$ 1,688,000	\$ 1,356,901	\$ (331,099)	\$ 1,783,363
Operating Grant	1,521,673	1,521,673	1,128,825	(392,848)	1,434,513
Investment Income	5,000	5,000	5,262	262	6,609
Miscellaneous/Refunds and Reimbursements	4,600	4,600	13,547	8,947	27,342
Total Revenues	3,219,273	3,219,273	2,504,535	(714,738)	3,251,827
EXPENDITURES					
Administration:					
Executive Director Salary	80,194	82,038	82,256	218	80,126
Administrative Assistant Salary	54,578	55,833	56,008	175	54,450
IT Coordinator	50,891	52,061	52,225	164	50,772
Administration Benefits	73,295	57,570	50,286	(7,284)	49,126
Travel and Training/Executive Director	6,800	400	411	11	8,338
Audit	19,956	19,956	18,096	(1,860)	10,250
Cable Service	48,286	23,000	23,765	765	25,596
Legal Fees - General	30,000	18,750	26,283	7,533	26,015
Legal Fees - Franchise Renewal	-	-	1,248	1,248	2,112
Legal Fees - Trans/Ownership	-	-	-	-	14,228
Legal-Comp Franchises	-	-	29,218	29,218	16,857
Outside Services	10,000	7,500	9,103	1,603	27,951
Office Equipment	5,000	-	-	-	288
Telephone	8,560	6,560	6,581	21	5,503
Supplies	8,500	8,500	6,376	(2,124)	7,245
Postage	3,500	3,500	2,257	(1,243)	3,162
Cleaning	13,500	10,000	8,917	(1,083)	9,400
Meeting Expense	2,300	2,300	1,359	(941)	1,865
Dues/Membership	-	-	64,506	64,506	-
Conference Fees and Travel	22,000	1,200	820	(380)	6,224
Subscriptions	-	-	-	-	121
Miscellaneous	150	150	-	(150)	-
Comp Franchises Expenses	-	-	8,672	8,672	14,798
Dues/Subscriptions	4,250	4,250	2,699	(1,551)	6,645
Employee Recognition/Events	1,500	500	392	(108)	1,058
Total Administration	443,260	354,068	451,478	97,410	422,130

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
BUDGETARY COMPARISON SCHEDULE – GENERAL FUND (CONTINUED)
YEAR ENDED DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION FOR
THE YEAR ENDED DECEMBER 31, 2015)**

	Budgeted Amounts		2016 Actual Amounts	Variance with Final Budget	2015 Actual Amounts
	Original	Final		Positive (Negative)	
EXPENDITURES (CONTINUED)					
Government Access:					
Production Services Director	\$ 33,342	\$ -	\$ 26,160	\$ 26,160	\$ 33,228
Producer I	43,839	44,847	44,988	141	43,736
Producer II	43,839	44,847	44,988	141	43,736
Producer III	43,839	44,847	38,346	(6,501)	43,736
Photographer I	40,154	41,077	41,207	130	37,539
Photographer II	40,154	41,077	36,883	(4,194)	40,060
Production Coordinator	40,154	41,077	41,207	130	40,060
GTN Benefits	103,448	96,789	98,802	2,013	96,025
Operating Supplies	2,100	2,100	1,830	(270)	1,334
Videotape	1,000	1,000	243	(757)	244
Training/Conferences	11,050	1,385	90	(1,295)	8,196
Telephone - Cell	1,860	1,860	1,593	(267)	1,661
Motor Fuel	1,500	1,500	611	(889)	653
Vehicle Maintenance	3,500	1,667	518	(1,149)	472
Outside Services	2,300	2,300	633	(1,667)	1,253
Dues and Subscriptions	1,500	1,002	247	(755)	1,269
Printing and Promotion	2,300	2,300	32	(2,268)	748
Awards Entry Fees	1,550	1,550	-	(1,550)	1,180
Studio Props and Materials	3,350	3,350	28	(3,322)	3,198
Mileage	600	924	215	(709)	392
Production & Crew Supplies	-	-	11	11	-
Total Government Access	421,379	375,499	378,632	3,133	398,720
Public Access:					
Facility and Tech Support Director	32,444	-	25,446	25,446	32,366
Public Access Lead I	43,839	-	10,334	10,334	43,736
Public Access Lead II	43,839	-	28,145	28,145	43,781
Public Access Assistant	37,470	-	18,215	18,215	35,727
Public Access Benefits	59,636	-	23,758	23,758	47,042
Staff/Board Training and Travel	5,950	-	-	-	5,369
Mileage	750	-	44	44	51
Postage	-	-	750	750	-
Cell Telephones	550	550	188	(362)	464
Dues and Subscriptions	735	-	59	59	592
Studio Materials and Supplies	4,500	-	234	234	758
Producer Services - PA	7,150	-	637	637	3,111
Videotape Purchased for Resale	5,000	-	-	-	2,253
Studio Sets and Props	-	-	-	-	13
Printing and Promotion	2,800	-	105	105	1,959
Videotape Staff	1,450	-	-	-	-
Newsletter	12,540	5,000	4,597	(403)	9,564
Total Public Access	258,653	5,550	112,512	106,962	226,786

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
BUDGETARY COMPARISON SCHEDULE – GENERAL FUND (CONTINUED)
YEAR ENDED DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION FOR
THE YEAR ENDED DECEMBER 31, 2015)**

EXPENDITURES (CONTINUED)	Budgeted Amounts		2016 Actual Amounts	Variance with Final Budget	2015 Actual Amounts
	Original	Final		Positive (Negative)	
On Location:					
Production Services Director	\$ 33,342	\$ -	\$ 26,160	\$ 26,160	\$ 33,228
Van Coordinator	45,384	46,427	46,573	146	45,277
Photographer	40,154	41,077	41,207	130	39,287
Producer	43,839	44,847	44,988	141	43,736
On Location Benefits	57,166	48,953	54,056	5,103	54,970
Training and Conference - Staff	5,950	692	205	(487)	4,193
Outside Services	10,841	10,841	6,499	(4,342)	5,620
Operating Supplies	-	-	5	5	-
Videotape Stock	700	700	243	(457)	244
Telephone - Cell	3,000	3,000	1,593	(1,407)	1,658
Fuel	3,000	3,000	1,129	(1,871)	1,556
Vehicle Maintenance	7,000	3,333	6,582	3,249	5,752
Dues and Subscriptions	1,400	501	367	(134)	1,099
Printing and Promotion	5,200	5,200	-	(5,200)	956
Awards Entry Fees	1,550	1,550	-	(1,550)	970
Mileage	700	461	173	(288)	436
Producer Services	-	-	30	30	-
Sets and Props	2,850	2,850	49	(2,801)	2,716
Production & Crew Supplies	5,100	5,100	3,555	(1,545)	3,283
Total On Location	267,176	218,532	233,414	14,882	244,981
Technical:					
Facility and Tech Support Director	32,444	-	25,446	25,446	32,366
Technical Supervisor	57,415	58,735	58,920	185	57,280
Technical Assistant	41,099	42,043	42,175	132	41,000
Master Control Operator	40,541	41,473	41,604	131	40,447
Master Control Assistant	35,123	36,022	31,340	(4,682)	23,711
Master Control Assistant - Temp	-	-	-	-	28,233
Technical Benefits	78,822	65,534	73,505	7,971	81,196
Training and Conference - Staff	7,650	923	233	(690)	3,712
Telephone - Cell	1,450	1,450	882	(568)	1,127
Dues and Subscriptions	700	668	246	(422)	495
Mileage	1,400	615	44	(571)	58
Tools and Test Equipment	5,000	3,000	684	(2,316)	155
Total Technical	301,644	250,463	275,079	24,616	309,780

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
BUDGETARY COMPARISON SCHEDULE – GENERAL FUND (CONTINUED)
YEAR ENDED DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION FOR
THE YEAR ENDED DECEMBER 31, 2015)**

	Budgeted Amounts		2016 Actual Amounts	Variance with Final Budget	2015 Actual Amounts
	Original	Final		Positive (Negative)	
EXPENDITURES (CONTINUED)					
Joint:					
Redistribution Payment to Cities	\$ -	\$ -	\$ 872,139	\$ 872,139	\$ 1,316,108
Channel 6	8,000	-	-	-	8,900
Office Equipment	10,000	-	41	41	2,044
Sub/Internet/Security	4,000	4,000	3,897	(103)	3,572
Equipment Maintenance and Repair	40,000	20,000	13,482	(6,518)	9,926
Facility Maintenance	8,000	8,000	3,281	(4,719)	10,254
Grant Program	23,000	17,250	5,303	(11,947)	8,355
Awards Show/Projects	6,700	5,025	-	(5,025)	6,248
Rent	45,000	45,000	43,062	(1,938)	43,062
Insurance	17,000	15,000	11,943	(3,057)	12,798
Utilities	40,000	25,000	24,716	(284)	22,367
Xcel Energy	20,000	20,000	14,355	(5,645)	18,174
Vacation/Severance Payout	-	-	20,102	20,102	1,263
Unemployment	-	-	16,729	16,729	3,344
Longevity Pay Program	10,100	-	-	-	8,177
Prev Yr. Grants	-	-	2,683	2,683	4,000
Reimbursement to Municipalities	60,000	45,000	17,559	(27,441)	16,826
Centralized Playback	-	-	226,753	226,753	-
Streaming-Live	-	-	32,679	32,679	-
Misc. Expense	-	-	-	-	117
Total Joint	<u>291,800</u>	<u>204,275</u>	<u>1,308,724</u>	<u>1,104,449</u>	<u>1,495,535</u>
Total Expenditures	<u>1,983,912</u>	<u>1,408,387</u>	<u>2,759,839</u>	<u>1,351,452</u>	<u>3,097,932</u>
Revenues Over (Under) Expenditures	<u>1,235,361</u>	<u>1,810,886</u>	<u>(255,304)</u>	<u>(2,066,190)</u>	<u>153,895</u>
Other Financing Sources (Uses):					
Operating Transfer	<u>-</u>	<u>-</u>	<u>(750,000)</u>	<u>(750,000)</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ 1,235,361</u>	<u>\$ 1,810,886</u>	<u>(1,005,304)</u>	<u>\$ (2,816,190)</u>	<u>153,895</u>
Fund Balance - January 1			<u>3,302,617</u>		<u>3,148,722</u>
Fund Balance - December 31			<u>\$ 2,297,313</u>		<u>\$ 3,302,617</u>

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
BUDGETARY COMPARISON SCHEDULE – NOTE TO RSI
DECEMBER 31, 2016**

NOTE A LEGAL COMPLIANCE – BUDGET

The General Fund budget is legally adopted on a basis consistent with accounting principles accepted in the United States of America. The legal level of budgetary control is at the fund level for the General Fund. Expenditures exceeded budgeted amounts by \$1,351,452, as the redistribution payment to member municipalities, vacation/severance/unemployment payouts, centralized playback expenditures, and streaming-live expenditures are not budgeted for.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF THE COMMISSION'S PROPORTIONATE SHARE OF THE NET PENSION
LIABILITY
LAST TWO MEASUREMENT DATES**

PERA

	<u>2016</u>	<u>2015</u>
Measurement Date	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Commission's Proportion of the Net Pension Liability	0.0161%	0.0169%
Commission's Proportionate Share of the Net Pension Liability	\$1,307,240	\$875,846
Commission's Covered-Employee Payroll	996,413	975,240
Commission's Proportionate Share of the Net Pension Liability as a Percentage of Its Covered-Employee Payroll	131.19%	89.81%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	68.90%	78.20%

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF THE COMMISSION'S CONTRIBUTIONS
LAST TWO FISCAL YEARS**

PERA

	<u>2016</u>	<u>2015</u>
Statutorily Required Contribution	\$ 74,731	\$ 73,143
Contributions in Relation to the Statutorily Required Contribution	(74,731)	(73,143)
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>
Commission's Covered-Employee Payroll	\$ 996,413	\$ 975,240
Contributions as a Percentage of Covered Employee Payroll	7.50%	7.50%

**INDIVIDUAL FUND FINANCIAL STATEMENTS
(SUPPLEMENTARY INFORMATION)**

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
BALANCE SHEET – GENERAL FUND
DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2015)**

ASSETS	<u>2016</u>	<u>2015</u>
ASSETS		
Cash and Investments	\$ 2,990,079	\$ 4,492,801
Franchise Fees Receivable	351,369	326,034
Due from Other Funds	35,000	66
	<u>3,376,448</u>	<u>4,818,901</u>
Total Assets	<u>\$ 3,376,448</u>	<u>\$ 4,818,901</u>
LIABILITIES AND FUND BALANCE		
LIABILITIES		
Accounts Payable	\$ 89,424	\$ 54,524
Due to Other Governments	853,859	1,297,943
Salaries Payable	135,852	163,817
Total Liabilities	<u>1,079,135</u>	<u>1,516,284</u>
FUND BALANCE		
Assigned for:		
Franchise Renewal	171,277	172,525
Grant Funds	14,416	12,604
Vacation/Severance Pay	120,000	130,000
Telecom/Regulatory	35,000	35,000
Unemployment	50,000	100,000
Equipment Replacement	-	750,000
Centralized Playback and Live Streaming	-	250,000
Unassigned	1,906,620	1,852,488
Total Fund Balance	<u>2,297,313</u>	<u>3,302,617</u>
Total Liabilities and Fund Balance	<u>\$ 3,376,448</u>	<u>\$ 4,818,901</u>

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE – GENERAL FUND
YEAR ENDED DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2015)**

	2016	2015
REVENUES		
Franchise Fees	\$ 1,356,901	\$ 1,783,363
Operating Grant	1,128,825	1,434,513
Investment Income	5,262	6,609
Miscellaneous/Refunds and Reimbursements	13,547	27,342
Total Revenues	2,504,535	3,251,827
 EXPENDITURES		
Current:		
Administration	451,478	422,130
Government Access (GTN)	376,480	398,720
Public Access	112,512	226,786
On Location (Community Access)	231,261	244,981
Technical	275,079	309,780
Joint:		
Redistribution Payment to Cities	872,139	1,316,108
All Other	257,385	179,427
Capital Outlay:		
Government Access	2,152	-
On Location (Community Access)	2,153	-
Joint	179,200	-
Total Expenditures	2,759,839	3,097,932
 Revenues Over Expenditures	(255,304)	153,895
 Other Financing Sources (Uses):		
Operating Transfer	(750,000)	-
 Net Change in Fund Balance	(1,005,304)	153,895
 Fund Balance - January 1	3,302,617	3,148,722
 Fund Balance - December 31	\$ 2,297,313	\$ 3,302,617

**SPECIAL REVENUE FUND – EQUIPMENT
AND CAPITAL IMPROVEMENT FUND
(SUPPLEMENTARY INFORMATION)**

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
BALANCE SHEET
SPECIAL REVENUE FUND – EQUIPMENT AND CAPITAL IMPROVEMENT FUND
DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2015)**

	2016	2015
ASSETS		
ASSETS		
Cash and Investments	\$ 2,274,369	\$ 1,633,713
LIABILITIES AND FUND BALANCE		
LIABILITIES		
Accounts Payable	\$ -	\$ 40,212
Due to Other Funds	35,000	-
Total Liabilities	35,000	40,212
FUND BALANCE		
Restricted for:		
Municipal Grant Program	1,303,342	1,429,897
Equipment and other capital needs	936,027	163,604
Total Fund Balance	2,239,369	1,593,501
Total Liabilities and Fund Balance	\$ 2,274,369	\$ 1,633,713

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE
COMMUNICATIONS COMMISSION II
STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUND – EQUIPMENT AND CAPITAL IMPROVEMENT FUND
YEAR ENDED DECEMBER 31, 2016
(WITH SUMMARIZED FINANCIAL INFORMATION FOR YEAR ENDED DECEMBER 31, 2015)**

REVENUES	2016	2015
Equipment Grant	\$ 40,000	\$ 40,000
Investment Income	2,758	1,352
Miscellaneous/Refunds and Reimbursements	4,181	2,866
Total Revenues	46,939	44,218
 EXPENDITURES		
Current:		
Municipal Equipment:		
Grant	-	84
Mahtomedi	-	84
Maplewood	-	172,698
Oakdale	126,555	5,935
Vadnais Heights	-	298
White Bear Township	-	27
Government Access	745	4,560
Public Access	961	1,399
On Location (Community Access)	745	4,062
Technical	1,813	(149)
Joint	2,358	(774)
Capital Outlay:		
Government Access	869	33,725
Public Access	1,005	6,610
On Location (Community Access)	870	7,165
Technical	1,463	5,930
Joint	13,687	2,161
Total Expenditures	151,071	243,815
Expenditures Over Revenues	(104,132)	(199,597)
 Other Financing Sources		
Operating Transfer	750,000	-
Net Change in Fund Balance	645,868	(199,597)
Fund Balance - January 1	1,593,501	1,793,098
Fund Balance - December 31	\$ 2,239,369	\$ 1,593,501

Redistribution of 2016 Excess Franchise Fees

2016 Excess Franchise Fees

859,710.65

City/Township	Comcast Revenues	Percentage Share of Comcast Revenues	Redistribution Payment	2016 Webstreaming Costs	Payment Amount
BIRCHWOOD	276,899.56	1.0203%	8,771.98	0.00	8,771.98
DELLWOOD	454,184.08	1.6736%	14,388.23	0.00	14,388.23
GRANT	753,433.99	2.7763%	23,868.26	0.00	23,868.26
LAKE ELMO	2,120,574.67	7.8141%	67,178.32	0.00	67,178.32
MAHTOMEDI	2,182,587.77	8.0426%	69,142.86	0.00	69,142.86
NORTH ST. PAUL	2,470,865.81	9.1048%	78,275.30	5,851.56	72,423.74
OAKDALE	6,318,902.98	23.2844%	200,178.43	0.00	200,178.43
VADNAIS HEIGHTS	3,259,442.22	12.0107%	103,256.85	0.00	103,256.85
WHITE BEAR LAKE	6,156,828.20	22.6872%	195,044.02	0.00	195,044.02
WHITE BEAR TWP	3,030,602.10	11.1674%	96,007.36	0.00	96,007.36
WILLERNIE	113,608.25	0.4186%	3,599.03	0.00	3,599.03
TOTAL	27,137,929.63	100.00%	859,710.65	5,851.56	853,859.09



**Town Board Meeting
May 15, 2017**

Agenda Number: 5E – Consent Agenda

Subject: Construction Activity Report - Receive

Documentation: Construction Report

Action / Motion for Consideration:

Receive Construction Activity Report

White Bear Township Construction Activity Report

	April 2017		2017 YEAR TO DATE		2016 YEAR TO DATE	
<u>BUILDING PERMIT</u>						
<u>HOUSING</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
SINGLE FAMILY	2	494,000	5	1,269,000	2	812,000
TOWN HOME	-	-	-	-	-	-
TOTALS	2	494,000	5	1,269,000	2	812,000
<u>MISCELL. RESIDENTIAL</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
REMODEL & ADDITIONS	6	111,540	22	469,040	20	254,250
SIDING, ROOF. & WIND.	34	377,309	63	721,775.9	114	1,208,585
DECKS	6	22,200	7	26,200	5	19,000
SWIMMING POOLS	-	-	1	1,000	-	-
ACCESSORY BLDG	4	73,500	5	74,500	2	12,000
OTHER	4	37,500	11	164,561	7	27,781
TOTALS	54	622,049	109	1,457,077	148	1,521,615
<u>COMMERCIAL</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
PUBLIC BUILDINGS	-	-	-	-	-	-
INDUSTRIAL	1	25,000	1	25,000	2	2,300,000
BUSINESS	-	-	0	0	-	-
REMODEL & ADDITIONS	-	-	-	-	2	1,006,400
OTHER	2	120,000	2	120,000	3	273,700
TOTALS	3	145,000	3	145,000	7	3,580,100
<u>MISCELLANEOUS</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
DEMOLITION	-				3	
	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>	<u>PERMITS</u>	<u>VALUATION</u>
<u>TOTALS</u>	59	1,261,049	117	2,871,077	160	5,913,715
PERMIT REVENUE		\$ 13,516		\$ 27,162		\$ 42,988



**Town Board Meeting
May 15, 2017**

Agenda Number: 6 – Old Business

Subject: A. **Town Hall Remodeling:**

1. Approve Change Order No. 1 & Change Order No. 2 to the Husnik Homes Remodeling, Inc. Contract
2. Authorize Advertisement for Bids for Completion of Exterior of Building

Documentation: Building Official Memo w/attachments
Invitation to Bid

Action / Motion for Consideration:

Based on Building Inspector Review & Recommendation:

- 1) Approve Change Order No. 1 & Change Order No. 2 to the Husnik Homes Remodeling, Inc. Contract Deleting Painting & Adding Front Overhang & Front Door Awning & Authorize Execution by the Town Board Chair
- 2) Authorize Advertisement for Bids for Completion of Exterior of Building Noting the Bid Opening Date of Friday, June 2, 2017 @ 10:00 a.m.

MEMORANDUM

TO: TOWN BOARD
FROM: MIKE JOHNSON, BUILDING OFFICIAL
DATE: MAY 10, 2017

SUBJECT: TOWN HALL CHANGE ORDERS

At the April 17, 2017, EDA meeting the Board discussed the completion of the Town Hall exterior. It was the Board's consensus that the architectural drawing provided by the Historical Society would be the guideline for the completion of the exterior.

The Board also authorized negotiating change orders to the contract relating to exterior painting, the front overhang and front door awning. The Town may approve change orders to a contract up to a maximum of a 25% increase to the original contract (original contract - \$44,681, maximum change order amount - \$11,170.25). The requested change orders are as follows:

Change Order No. 1 (delete painting and add front overhang)
Change Order No. 2 (the addition of the buildings front door awning)

Original contract amount: \$44,681
Deleted exterior painting (Change Order #1): - \$ 7,500
Front overhang (Change Order #1): \$ 7,557
Front door awning (Change Order #2): \$ 2,805

Net Increase due to Change Orders 1 and 2: \$ 2,862

Total Contract (Including Change Orders): \$47,543

MJ/psw
cc:admin/add.file
b:townhall



Contract Change Order #1

RECEIVED
MAY 02 2017

TOWN OF WHITE BEAR

Contractor: Husnik Homes, Inc.
2370 County Road J #105
White Bear Lake, MN 55110

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

Date: May 1, 2017

Credit painting from Remodeling Contract dated 10-17-2016	\$ (7,500.00)
Add front eyebrow overhang; less painting	\$ 7,557.61
Revised Contract Amount	\$ 7,557.61

It is mutually agreed that the total cash price agreed to in the Agreement is increased/decreased by \$ - payable or credited at the next scheduled payment under the Agreement.

As a result of this change order, the new time for completion of the project is now mutually agreed to be NA days from the date of this change order. This change order is incorporated into the Agreement and all terms of the Agreement not modified herein in full force and effect.

Prior Contract Amount

Revised Contract Amount \$ 7,557.61

Signatures

White Bear Township

Date

White Bear Township

Date

Husnik Homes, Inc. by Paul Husnik, President

Date

5-1-2017



Contract Change Order #2

RECEIVED
MAY 10 2017
TOWN OF WHITE BEAR

Contractor: Husnik Homes, Inc.
2370 County Road J #105
White Bear Lake, MN 55110

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

Date: May 9, 2017

Supply material and labor to construct front door covered awning type roof as per drawing.	
No painting is included.	
Metal roof color to be determined	
Revised Contract Amount	\$ 2,805.00

It is mutually agreed that the total cash price agreed to in the Agreement is increased/decreased by \$ - payable or credited at the next scheduled payment under the Agreement.

As a result of this change order, the new time for completion of the project is now mutually agreed to be NA days from the date of this change order. This change order is incorporated into the Agreement and all terms of the Agreement not modified herein in full force and effect.

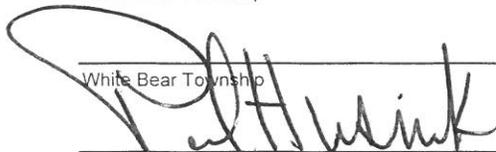
Prior Contract Amount

Revised Contract Amount \$ 2,805.00

Signatures

White Bear Township

Date

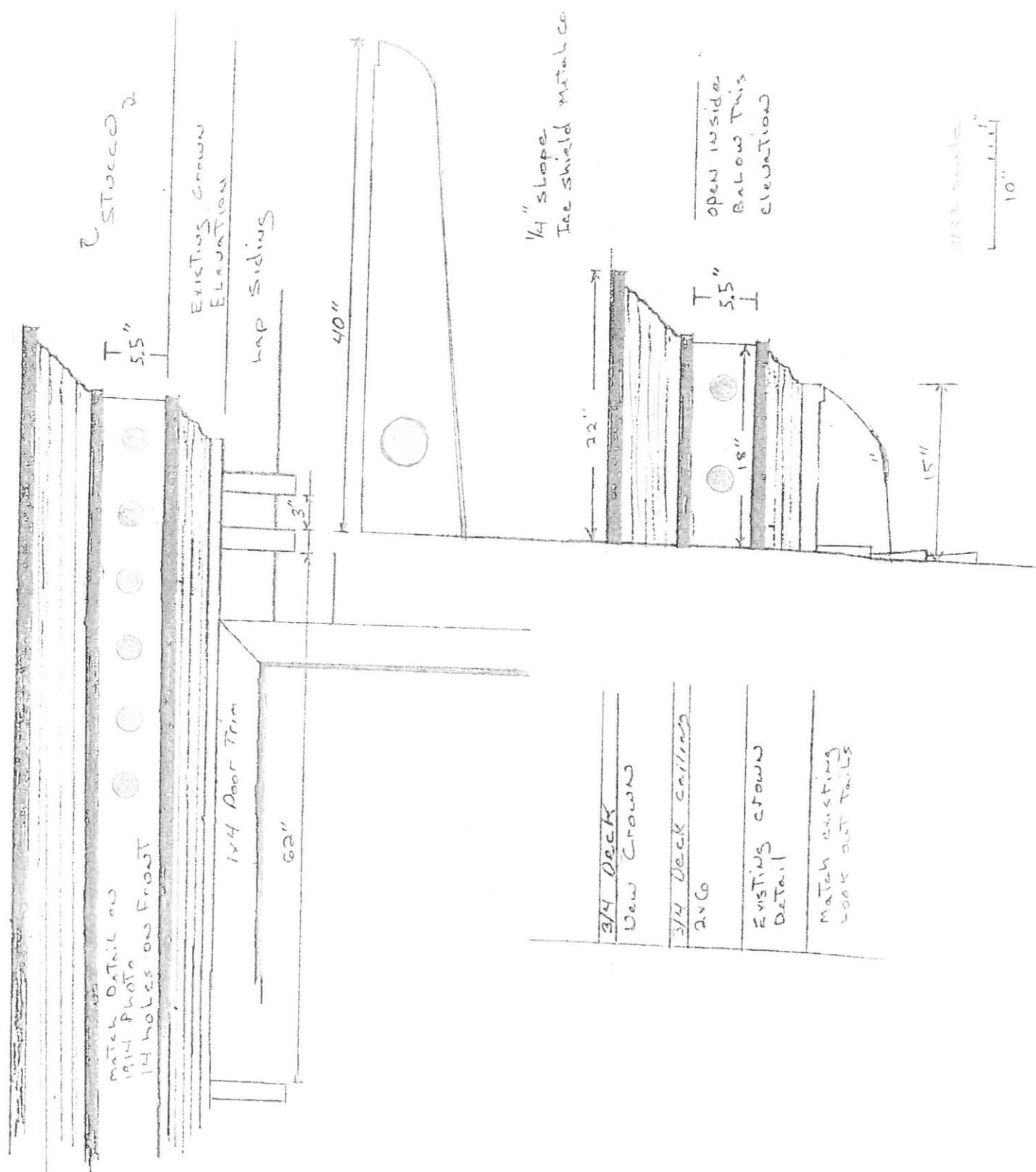
White Bear Township


Husnik Homes, Inc. by Paul Husnik, President

Date

5-9-2017

Date



STUCCO 2

T 5.5"

EXISTING CROWN ELEVATION

LAP SIDING

40"

1/4" slope
Ice shield metal ce

open inside
Below this
elevation

3/32" scale
10"

MATCH DETAIL AS
1914 PHOTO
14 HOLES ON FRONT

1x4 Door Trim

62"

3"

3/4 DECK
New Crown

3/4 Deck ceiling
2x6

EXISTING CROWN
Detail

Match existing
LOOK OUT TAILS

22"

18"

5.5"

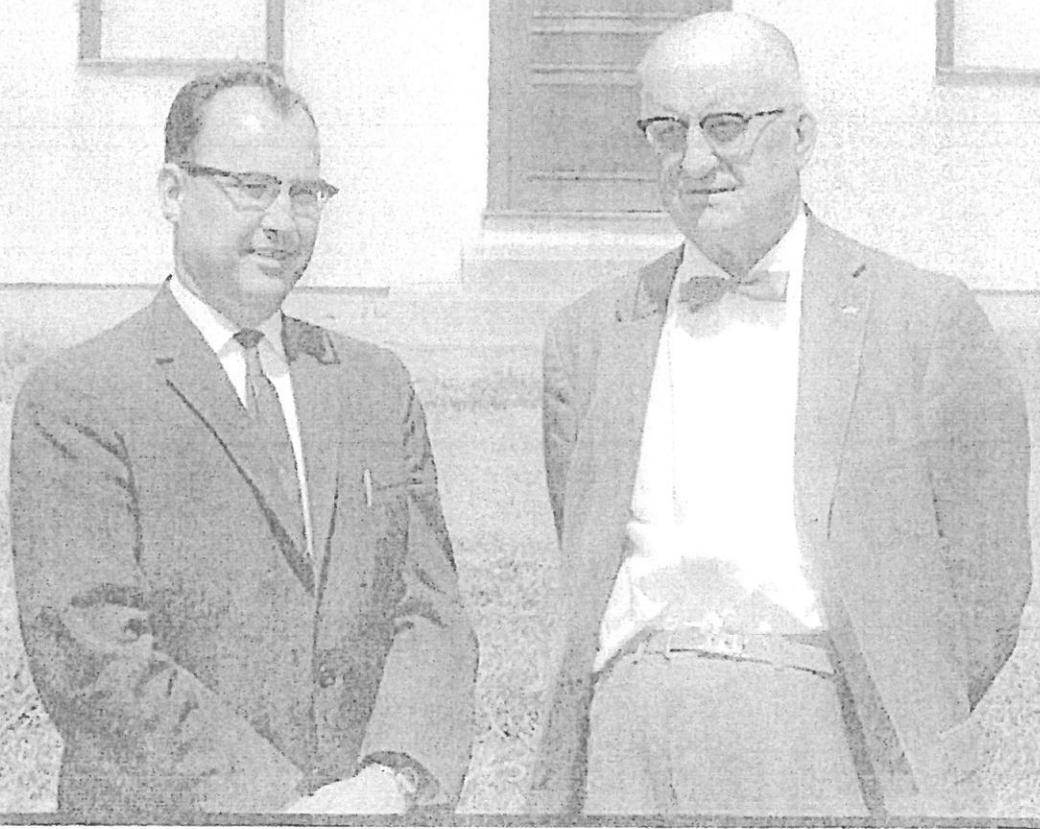
15"

THE UNIVERSITY OF TENNESSEE

THE UNIVERSITY OF TENNESSEE



WHITE BEAR TOWN HALL





Invitation to Bid the Completion of White Bear Township's Town Hall Building Exterior

Notice is hereby given that sealed bids for the completion of White Bear Township's Town Hall building exterior will be received, publicly opened and read aloud by representatives of the Town of White Bear, Minnesota, at the Town Administrative Offices, 1281 Hammond Road, White Bear Township, Minnesota 55110, in said Town at 10:00 a.m., on Friday, June 2, 2017.

Project Description

The project consists of removal of existing stucco, installation of hardy board exterior cladding and stucco, replacement of the front door, and installation of two double hung windows at the Town Hall (26' x 40'). Substantial completion is requested prior to September 1, 2017.

A copy of the bid specifications for the completion of the Town Hall building exterior may be obtained by contacting the Township Offices, 1281 Hammond Road, at 651.747.2750 or via e-mail at wbt@whitebeartownship.org.

The Township reserves the right to reject any or all bids and waive any formalities in the bidding.

Published in the White Bear Press on May 24 and May 31, 2017.



**Town Board Meeting
May 15, 2017**

Agenda Number: 7A – New Business

Town Engineer Item:

Subject: Improvement 2016-2 SE Area Sewer Lining:

1. Approve Partial Payment Certificate No. 1
2. Approve Change Order No. 1

Documentation: Town Engineer Correspondence w/attachments

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss

Based on Town Engineer Review & Recommendation:

- 1) Approve Partial Payment Certificate No. 1 in the Amount of \$34,519.24 Which will bring the Total Contract to an Amount of \$931,623.40
- 2) Approve Pay Estimate #1 in the Amount of \$170,996.53 for the Work Completed to Date

With Funding from the Sanitary Sewer Fund



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

May 9, 2017

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: Southeast Sanitary Sewer System Rehabilitation
White Bear Township, Minnesota
Town Project No. 2016-2
TKDA Project No.15488.002

Dear Board Members:

The Town Board awarded the Southeast Sanitary Sewer System Rehabilitation project to Hydro-Klean in the amount of \$897,104.16. This is under the budgeted amount of \$1,300,000.

Public Works and I have reviewed the lining end point activity at the manholes in regards to the improvements of the manhole structure themselves. We recommend that an end seal be added at the manhole connection work. This will also be a benefit for any future improvements.

During the construction activity, it was found that some of the manhole improvements required different corrections than were in the bid items. We recommend making changes to several of the new frames and castings that will be used. We also recommend Infra-shield extensions in several areas that have taller ring areas below the casting.

Change Order #1 and Pay Estimate #1 are attached.

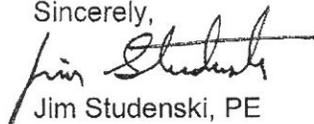
Recommendation

We recommend that you approve Change Order #1 in the amount of \$34,519.24 which will bring the total contract to an amount of \$931,623.40.

We also recommend approving Pay Estimate #1 in the amount of \$170,996.53 for the work completed to date.

The project has an interim completion date of September 29th to finish the utilities and street work. The final completion date of the project is October 20, 2017. The project will be funded through the Sanitary Sewer Fund. Please do not hesitate to call me with any questions.

Sincerely,


Jim Studenski, PE
Project Manager
Enclosure



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

Proj. No. 15488.002 Cert. No. 1 St. Paul, MN, May 9, 2017

To White Bear Township, Minnesota Owner

This Certifies that Hydro-Klean, LLC, Contractor

For Southeast Sanitary Sewer System Rehabilitation

Is entitled to One Hundred Seventy Thousand Nine Hundred Ninety Six and 35/100 (\$170,996.35
 _____)

being 1st estimate for partial payment on contract with you dated February 22, 2017

Received payment in full of above Certificate.

_____ TKDA
 Hydro-Klean, LLC _____
 _____, 2017 _____
 _____ James E. Studenski, PE

RECAPITULATION OF ACCOUNT

	CONTRACT PLUS EXTRAS	PAYMENTS	CREDITS
Contract price plus extras	\$ 897,104.16		
All previous payments		\$ -	
All previous credits			
Extra No. Change Order #1	\$34,519.24		
" "			
" "			
" "			
Credit No.			\$ -
" "			
" "			
" "			
AMOUNT OF THIS CERTIFICATE		\$ 170,996.53	
Totals	\$ 931,623.40	\$ 170,996.53	\$ -
Credit Balance		\$ -	
There will remain unpaid on contract after payment of this Certificate		\$ 760,626.87	
	\$ 931,623.40	\$ 931,623.40	\$ -

TKDA
Engineering-Architecture-Planning Saint Paul, Minnesota 55101

PERIODICAL ESTIMATE FOR PARTIAL PAYMENTS

Estimate No. 1 Period Ending April 30, 20 17 Page 1 of 1 Proj. No. 15488.002
Contractor Hydro-Klean, LLC Original Contract Amount \$897,104.16
Project Southeast Sanitary Sewer System Rehabilitation
Location White Bear Township, Minnesota

Total Contract Work Completed		\$	<u>173,032.86</u>
Total Approved Credits		\$	<u>0.00</u>
Total Approved Extra Work Completed	\$	<u>0.00</u>	
Approved Change Order #1 Amount Completed		\$	<u>6,963.49</u>
Total Amount Earned This Estimate		\$	<u>179,996.35</u>

Less Approved Credits	\$	<u>0.00</u>	
Less <u>5</u> % Retained	\$	<u>8,999.82</u>	
Less Previous Payments	\$	<u>0.00</u>	
Total Deductions		\$	<u>8,999.82</u>
Amount Due This Estimate		\$	<u>170,996.53</u>

Contractor _____

Hydro-Klean, LLC

Date _____

Engineer James E. Studenski _____

James E. Studenski, PE

Date May 9, 2017

Period Ending: April 30, 2017

Estimate No. 1
 SOUTHEAST SANITARY SEWER SYSTEM REHABILITATION
 WHITE BEAR TOWNSHIP, MINNESOTA
 TKDA PROJECT NO. 15488.002

ITEM NO.	DESCRIPTION	UNIT	CONTRACT QUANTITY	QUANTITY TO DATE	UNIT PRICE	AMOUNT TO DATE
BASE BID:						
1	TRAFFIC CONTROL	LS	1	1	\$ 100.00	\$ 100.00
2	SEWER CLEANING, ALL SIZES	LF	29096	29096	\$ 1.79	\$ 52,081.84
3	PRE-LINING TELEVISION	LF	29096	29096	\$ 1.37	\$ 39,861.00
4	8" CIPP LINING, 5 MM THICKNESS	LF	26675	0	\$ 15.90	
5	10" CIPP LINING, 7 MM THICKNESS	LF	2421	0	\$ 21.30	
6	REOPEN EXISTING SERVICE	EA	443	0	\$ 75.00	
7	REMOVE AND REPLACE RINGS AND CASTINGS	EA	87	38	\$ 1,155.00	\$ 43,890.00
8	RECONSTRUCT UPPER MANHOLE SECTION	EA	30	10	\$ 2,744.70	\$ 27,447.00
9	REHABILITATE MANHOLE	EA	5	3	\$ 750.00	\$ 2,250.00
10	CEMENTITIOUS LINING	EA	8	0	\$ 1,420.00	
11	PAVEMENT RESTORATION	SY	2000	235	\$ 31.50	\$ 7,402.50
12	TURF RESTORATION	SY	3000	0	\$ 4.20	
13	SOD RESTORATION	SY	1000	0	\$ 12.60	
14	ALLOWANCE FOR ENGINEER DIRECTED MODIFICATIONS	LS	1	0	\$ 10,000.00	
CHANGE ORDER NO. 1						
1	8" END SEALS	EA	208	0	\$ 108.00	
2	10" END SEALS	EA	18	0	\$ 105.00	
3	24" FRAME	EA	7	7	\$ 128.32	\$ 898.24
4	9" CASTING	EA	21	20	\$ 157.29	\$ 3,145.80
5	INFRAFIELD EXTENSION	EA	40	15	\$ 194.63	\$ 2,919.45
TOTAL ESTIMATE NO. 1						\$ 179,996.35

CHANGE ORDER

TKDA

Engineers-Architects-Planners

Dated: May 9, 20 17 Proj. No. 15488.002 Change Order No. 1

To Hydro-Klean, LLC

for Southeast Sanitary Sewer System Rehabilitation

for White Bear Township, Minnesota

You are hereby directed to make the following change to your contract dated February 22, 2017.

The change and the work affected thereby is subject to all contract stipulations and covenants. This Change Order will (increase) (~~decrease~~) (~~not change~~) the contract sum by \$34,519.24

This change order provides for changes in the work of this contract according to the attached itemization.

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY TO DATE	TOTAL
1	8" END SEALS	EA	\$100	208	\$20,800
2	10" END SEALS	EA	\$105	18	\$1,890
3	24" FRAME	EA	\$128.32	7	\$898.24
4	9" CASTING	EA	\$157.29	20	\$3,145.80
5	INFRASHIELD EXTENSION	EA	\$194.63	40	\$7,785.20

Amount of Original Contract \$ 897,104.16
 Additions approved to date (Nos.) \$ -
 Deductions approved to date (Nos.) \$ -
 Contract amount to date \$ 897,104.16
 Amount of this Change Order (Add) (~~Deduct~~) (~~No Change~~) \$ 34,519.24
 Revised Contract Amount \$ 931,623.40

Approved _____
White Bear Town Board

By _____

Approved _____
Hydro-Klean, LLC

By _____

TKDA
By James E. Studenski
James E. Studenski, P.E.

White - Owner
Pink - Contractor
Blue - TKDA



**Town Board Meeting
May 15, 2017**

Agenda Number: 7B – New Business

Town Planner Item:

Subject: David M. Zach Love, 5305 West Bald Eagle Boulevard – Request for Minor Subdivision

Documentation: Town Planner Memo w/ attachments

Action / Motion for Consideration:

Town Planner Report at Meeting/ Discuss

Based on Planning Commission & Staff Review & Recommendation Approve the Minor Subdivision for David M. Zach Love, 5305 West Bald Eagle Boulevard Subject to the Following:

- 1) Removal of the main house on the property prior to filing of the property subdivision with Ramsey County;
- 2) Payment of prevailing park dedication fee at the time of filing of the property subdivision with Ramsey County;
- 3) Prior to any construction of a new home on Parcel B, the existing rental home shall be removed or a permit for a guest house must be approved by the Town. In the alternative, the guest house may be converted to an accessory structure or detached garage.

Minutes
Planning Commission Meeting
April 27, 2017

DAVID M. ZACH LOVE, 5305 WEST BALD EAGLE BOULEVARD – REQUEST FOR MINOR SUBDIVISION: The Planner reported that Mr. Love is requesting approval of a minor subdivision which, if approved, would allow his property to be split into two buildable parcels. The property is located at 5305 West Bald Eagle Boulevard and is 1.19 acres (51,836 sq. ft.) with 185' of frontage on

West Bald Eagle Boulevard. Minimum lot size requirements in the R-1 Zoning District are 12,000 square feet in area with a minimum of 80' of lot width. The Love property meets the size requirements to consider approval of a minor subdivision. Currently there is a home on the property and a detached guest house/rental unit. The guest house is located towards the rear of Parcel B. The existing home and in-ground pool straddle the newly proposed lot line. The home was constructed in 1903 and has been added to several times. At this time, the realtor who is working with Mr. Love is recommending that the home be torn down. The property subdivision could not meet requirements without removal of the existing home. The guest house is proposed to remain and the lot split has been designed so the structure meets setback requirements.

The proposed lots are: **Parcel A:** the northerly parcel is proposed to be 84.5' wide and 21,297 square feet in area; **Parcel B:** the southerly parcel is proposed to be 100.48' wide and 29,992 square feet in area. The guest/rental house is proposed to stay on this parcel. In 1980 the Town Board approved an agreement with the property owner to rehabilitate the cottage on the property for use as a rental dwelling. The Board approved the agreement subject to the following requirements:

1. The owner may repair and rehabilitate the cottage on the premises and rent it to others as a dwelling house.
2. Owner will rehabilitate the cottage so that it conforms with the current Building Codes.
3. Owner will connect the water and sewer systems in the cottage to the public water mains and sewer mains in the street.
4. That the Town Board of Supervisors will authorize the issuance of Certificate of Occupancy for the cottage as a second dwelling on one lot upon completion of rehabilitation in accordance with the Building Codes.
5. That the parcel of real estate hereinbefore described shall remain a single parcel and that a subdivision of the parcel into two or more parcels will not be authorized now or in the future by the Town.
6. That this Agreement shall be filed of record with the County Recorder.
7. That all the covenants and agreements herein contained shall extend to and be obligatory upon the successors, heirs, executors, administrators and assigns of the respective parties.

The rental house burned in 2007. It was permitted to be reconstructed provided that the size of the unit remained as existed prior to the fire.

Based on these requirements and the property owner's plans to sell the property, the Town Board reviewed the requirements at their February 2017 Executive Meeting. It was the Board's consensus that the subdivision could be approved with the guest house remaining subject to removal of the main house and pool and a vacation agreement which requires removal of the existing home prior to issuance of any building permits for a new home. The property is currently listed for sale as one parcel. With the approval of the subdivision and removal of the existing home, a new home could be built on both lots. The existing rental home on Parcel B could be turned into a guest home upon approval of a Conditional Use Permit. This Conditional Use Permit will take separate Town action from the minor subdivision being reviewed at this time. The applicant requests minor subdivision approval and retention of the guest home to allow flexibility in selling the property. Without approval of a Conditional Use Permit for a guest house, the guesthouse would be the only home permitted in Parcel B.

The subdivision may be approved subject to the following requirements:

1. Removal of the main house on the property prior to filing of the property subdivision with Ramsey County.
2. Payment of park dedication fee at the time of filing of the property subdivision with Ramsey County.

3. Prior to any construction of a new home on Parcel B, the existing rental home shall be removed or a permit for a guest house must be approved by the Town. In the alternative, the guest house may be converted to an accessory structure detached garage.

In response to the square footage of the guest house the Planner stated that it is 800/900 square feet. Dave Sorenson stated that the building frame is fine but it is not livable. Flann stated that if the property is split people may want to live in the guest house. It was noted that the new structure would have to be done first. Dave Sorenson stated that the reasonable route they want to go is for approval of the lot split. They don't know if a buyer would want to keep the guest house or not, however they would like the flexibility to offer it to a buyer for storage or as a space for an elderly family member. Comments included:

- It was noted that a guest house is the highest and best use of the property.
- The guest house can also be used as an accessory structure but needs a better way to put stipulations on the approval so the structure is not used for other uses.
- Recommend concept approval of the lot split based on Dave Sorenson coming back with a plan.

Denn moved to recommend to the Town Board to approve the request for minor subdivision at 5305 West Bald Eagle Boulevard, with the removal of the existing house and no occupancy permit be issued for the guest house on the south lot unless it meets the Town's housing requirements. Artnr seconded. Ayes all.

MEMORANDUM

TO: PLANNING COMMISSION
FROM: TOM RIEDESEL
DATE: APRIL 17, 2017

SUBJECT: LOT SPLIT
REQUEST: MINOR SUBDIVISION
LOCATION: 5305 W. BALD EAGLE BOULEVARD
APPLICANT: DAVID M. ZACH LOVE
ZONING: R-1 – SUBURBAN RESIDENTIAL

Mr. Love is requesting approval of a minor subdivision which, if approved, would allow his property to be split into two buildable parcels. The property is located at 5305 West Bald Eagle Boulevard and is 1.19 acres (51,836 sq. ft.) with 185' of frontage on West Bald Eagle Boulevard.

Minimum lot size requirements in the R-1 Zoning District are 12,000 square feet in area with a minimum of 80' of lot width. The Love property meets the size requirements to consider approval of a minor subdivision.

Currently there is a home on the property and a detached guest house/rental unit. The "guest house" is located towards the rear of Parcel B (as proposed). The existing home and in-ground pool straddle the newly proposed lot line. The home was constructed in 1903 and has been added to several times. At this time, the realtor who is working with Mr. Love is recommending that the home be torn down. The property subdivision could not meet requirements without removal of the existing home.

The guest house is proposed to remain and the lot split has been designed so the structure meets setback requirements.

The proposed lots are:

Parcel A - The northerly parcel is proposed to be 84.5' wide and 21,297 square feet in area.

Parcel B - The southerly parcel is proposed to be 100.48' wide and 29,992 square feet in area. The guest/rental house is proposed to stay on this parcel.

In 1980, the Town Board approved an agreement with the property owner to rehabilitate the cottage on the property for use as a rental dwelling. The Board approved the agreement subject to the following requirements:

1. Owner may repair and rehabilitate the cottage on the premises and rent it to others as a dwelling house.
2. Owner will rehabilitate the cottage so that it conforms with the current Building Codes.
3. Owner will connect the water and sewer systems in the cottage to the public water mains and sewer mains in the street.
4. That the Town Board of Supervisors will authorize the issuance of a Certificate of Occupancy for the cottage as a second dwelling on one lot upon completion of rehabilitation in accordance with the Building Codes.
5. That the parcel of real estate hereinbefore described shall remain a single parcel and that a subdivision of the parcel into two or more parcels will not be authorized now or in the future by the Town.
6. That this Agreement shall be filed of record with the County Recorder.
7. That all the covenants and agreements herein contained shall extend to and be obligatory upon the successors, heirs, executors, administrators and assigns of the respective parties.

The rental house burned in 2007. It was permitted to be reconstructed provided that the size of the unit remained as existed prior to the fire.

Based on these requirements and the property owner's plans to sell the property, the Town Board reviewed the requirements at their February Executive meeting. It was the Board's consensus that the subdivision could be approved with the guest house remaining subject to removal of the main home and pool and a vacation agreement which requires removal of the existing home prior to issuance of any building permits for a new home.

The property is currently listed for sale as one parcel. With the approval of a subdivision and removal of the existing home, a new home could be built on both lots. The existing rental home on parcel B could be turned into a guest home upon approval of a Conditional Use Permit. This Conditional Use Permit will take separate Town action from the minor subdivision being reviewed at this time. The applicant requests minor subdivision approval, and retention of the guest home to allow for flexibility in selling the property. Without approval of a Conditional Use Permit for a guest house, the guest house would be the only home permitted on Parcel B.

The subdivision may be approved subject to the following requirements:

1. Removal of the main house on the property prior to filing of the property subdivision with Ramsey County.
2. Payment of park dedication fee at the time of filing of the property subdivision with Ramsey County.

3. Prior to any construction of a new home on Parcel B, the existing rental home shall be removed or a permit for a guest house must be approved by the Town. In the alternative, the guest house may be converted to an accessory structure or detached garage.

TR/psw
cc:admin/add.file
b:love

4/5/2017

White Bear Township
Mr. Tom Riedesel
1281 Hammond Road
White Bear Lake, MN. 55110

Re: 5305 West Bald Eagle Blvd.

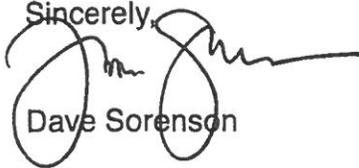
To: Planning Commission Members & Town Board Members

I am representing David MZ Love to formally split the above mentioned property into 2 lots. We have prepared the required drawings and have met with Tom Riedesill to verify any additional information required.

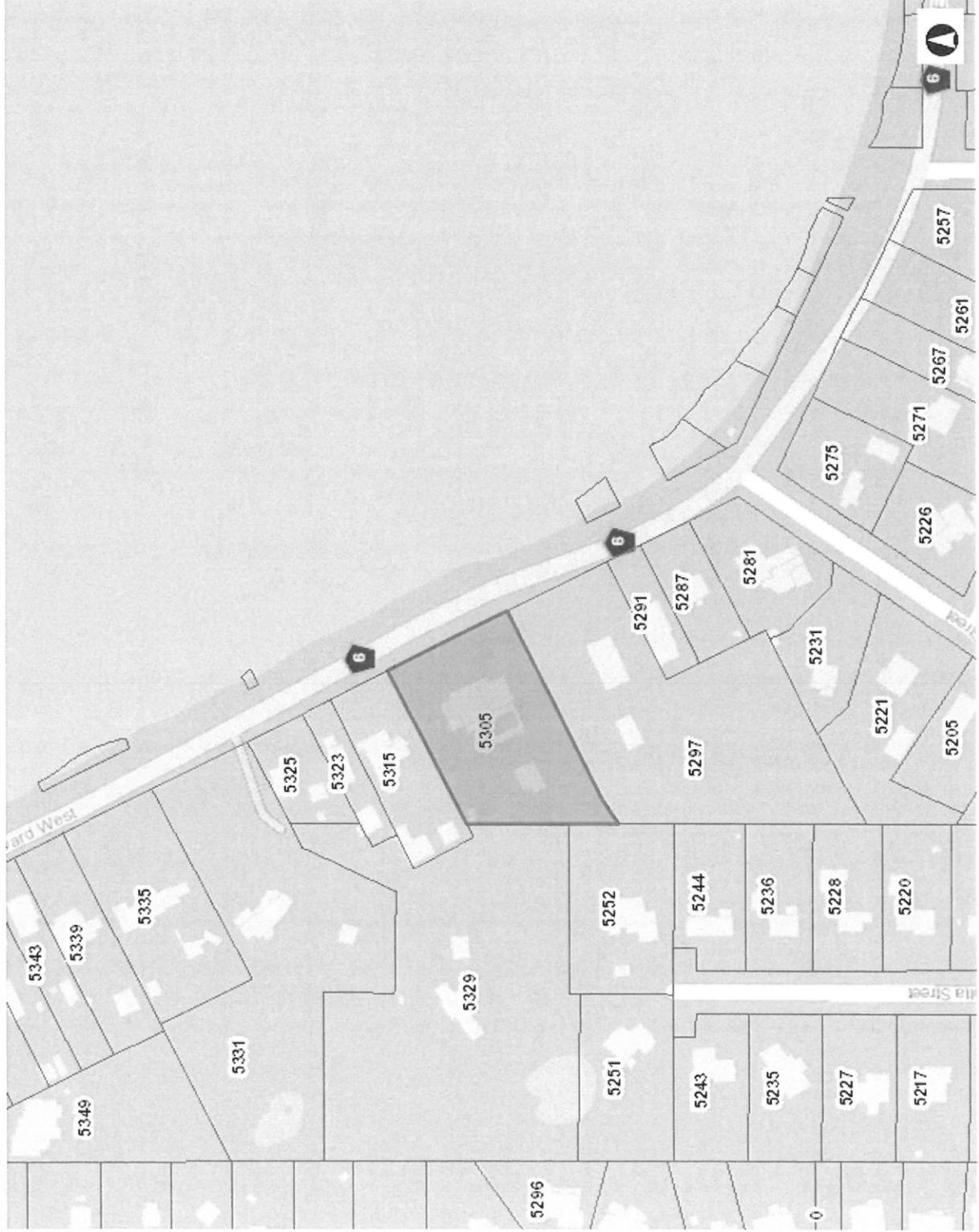
The property is currently being marketed for sale as one parcel or 2 pending the approval of the lot split. Based on market conditions we are moving forward with our request to split the property into 2 lots. Once we have a proposed sale for 1 of the 2 lots the Seller has agreed to demo the house and clean up the surrounding property. The area will be graded out and over seeded.

Once the demo is complete it's our understanding that the lot split (if approved) will then move forward on an administrative level so the closing of the lot purchase can then move forward. At this point we plan to leave the guest house on Parcel B as indicated on the drawing - however we do plan to file for a conditional use permit as an accessory structure once the lot split is approved. We don't know if a buyer would want to keep this structure or not - however we would like the flexibility to offer it to a buyer for storage or as a space for an elderly family member.

Sincerely,



Dave Sorenson



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

Legend



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

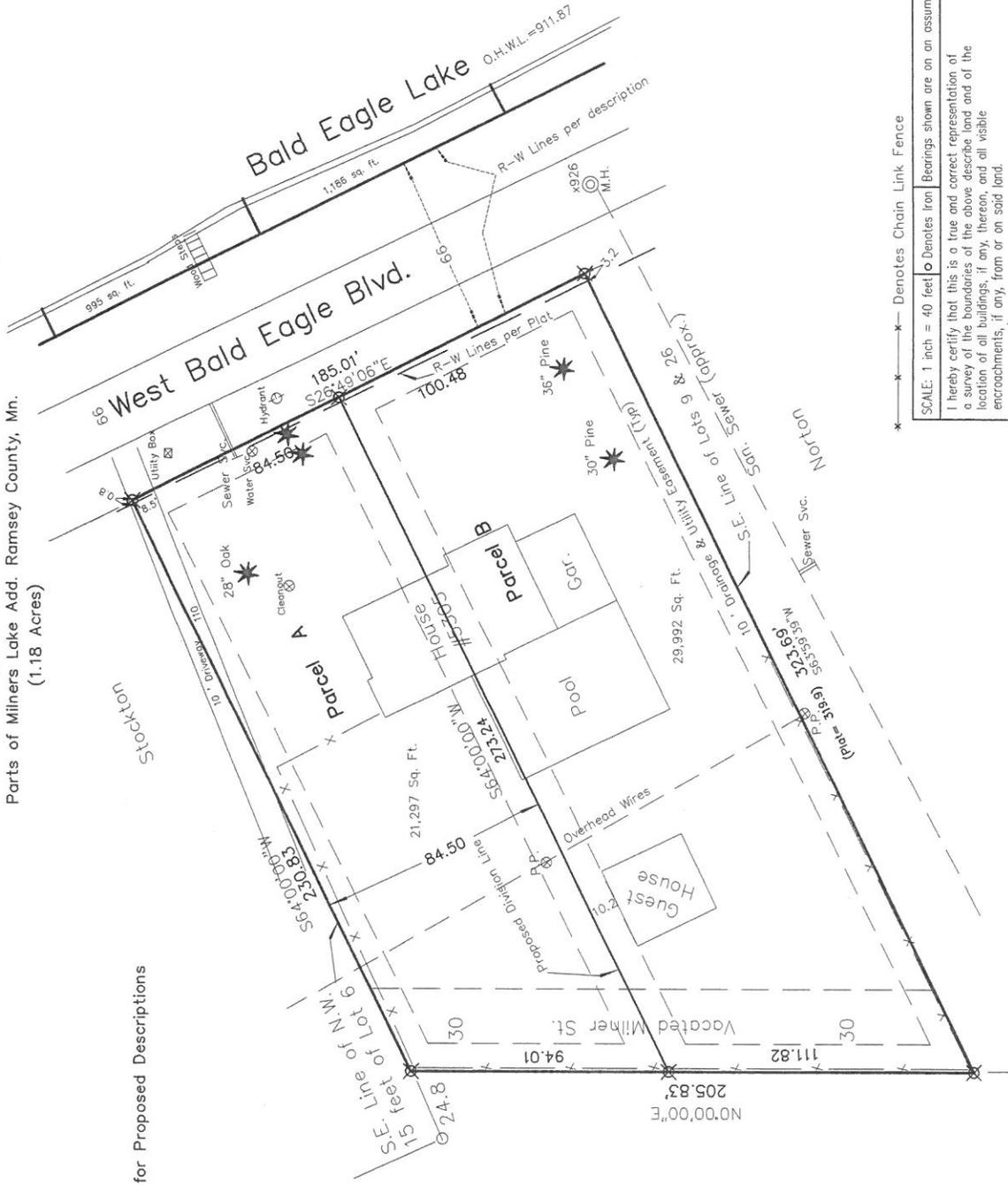
Notes

Enter Map Description

Proposed Minor Subdivision

For: Love Family 5305 West Bald Eagle Blvd.
 Parts of Milners Lake Add. Ramsey County, Mn.
 (1.18 Acres)

Notes:
 See separate sheets for Proposed Descriptions



SCALE: 1 inch = 40 feet
 * * * * * Denotes Chain Link Fence

Bearings shown are on an assumed datum.

I hereby certify that this is a true and correct representation of a survey of the boundaries of the above describe land and of the location of all buildings, if any, thereon, and all visible encroachments, if any, from or on said land.

Dated this 14 day of April 2017 By: M.A. Kytöjärvi
 Matthew T. Kytönen Minn. Reg. No. 18213

Parcel B

That part of Lots 7, 8, 9, 26 and 27, and Lot 6, except the northwesterly 15 feet thereof, and Lot 28, except that part thereof lying northwesterly of a line parallel with and 15 feet southeasterly of the northwesterly line of said Lot 6, extended southwesterly across said Lot 28, all in Block 2, Milner's Lake Addition to Bald Eagle, Ramsey County, Minnesota, together with that part of Milner St. vacated which accrued to said property upon vacation thereof, lying southeasterly of the northwesterly 84.5 feet thereof. Subject to a drainage and Utility easement across the northwest, west, southeast, and northeast 10 feet thereof and other easements or restrictions of record, if any.

And which lies between the northeasterly extensions of the northwest and southeast lines thereof.

AND

Together with that part of vacated Bald Eagle Boulevard West, described as follows:

That part of Bald Eagle Boulevard West, formerly known as Lake Avenue or County Road, as platted in the plats of Milner's Lake Add., Town of Bald Eagle and The Byrie which lies outside of a 66 foot strip of land retained for road purposes, the centerline of which is described as follows:

Commencing at the South Quarter corner of Section 11, Township 30 North, Range 22 West, Ramsey County, Minnesota; thence northerly along the north and south quarter line of said Section 11, having a assumed bearing of North 0 degrees 06 minutes 39 seconds West for 2058.26 feet to the point of beginning; thence South 68 degrees 29 minutes 42 seconds West for 25.63 feet; thence South 78 degrees 51 minutes 31 seconds West for 291.86 feet; thence South 81 degrees 20 minutes 23 seconds West for 362.59 feet; thence North 89 degrees 24 minutes 04 seconds West for 411.28 feet; thence North 86 degrees 43 minutes 14 seconds West for 127.11 feet; thence North 69 degrees 32 minutes 32 seconds West for 228.94 feet; thence North 56 degrees 17 minutes 24 seconds West for 324.10 feet; thence North 32 degrees 18 minutes 35 seconds West for 130.06 feet; thence North 22 degrees 42 minutes 36 seconds West for 147.16 feet; thence North 26 degrees 45 minutes 47 seconds West for 251.85 feet through a point on the east and west quarter line said point being 726.40 feet easterly of the west quarter corner of said Section 11; thence North 26 degrees 17 minutes 23 seconds West for 331.66 feet; thence North 28 degrees 07 minutes 28 seconds West for 315.32 feet; thence North 25 degrees 01 minutes 36 seconds West for 252.59 feet to the easterly extension of the northerly line of Lot 7, The Byrie and there terminating.

Except that part described in Document No. 1249479, and except that part lying southerly of said 66 foot strip adjoining Lots 7 and 8, Block 1, Milner's Lake Add. and adjoining Block 13, Town of Bald Eagle and adjoining Blocks 1 and 2, Bensons Rearrangement of Block Twelve Bald Eagle and adjoining vacated Benson Street and St. Anthony.

Parcel A

The northwesterly 84.5 feet of Lots 7, 8, 9, 26 and 27, and Lot 6, except the northwesterly 15 feet thereof, and Lot 28, except that part thereof lying northwesterly of a line parallel with and 15 feet southeasterly of the northwesterly line of said Lot 6, extended southwesterly across said Lot 28, all in Block 2, Milner's Lake Addition to Bald Eagle, Ramsey County, Minnesota, together with that part of Milner St. vacated which accrued to said property upon vacation thereof. Subject to a drainage and Utility easement across the northwest, west, southeast, and northeast 10 feet thereof and other easements or restrictions of record, if any.

And which lies between the northeasterly extensions of the northwest and southeast lines thereof.

AND

Together with that part of vacated Bald Eagle Boulevard West, described as follows:

That part of Bald Eagle Boulevard West, formerly known as Lake Avenue or County Road, as platted in the plats of Milner's Lake Add., Town of Bald Eagle and The Byrie which lies outside of a 66 foot strip of land retained for road purposes, the centerline of which is described as follows:

Commencing at the South Quarter corner of Section 11, Township 30 North, Range 22 West, Ramsey County, Minnesota; thence northerly along the north and south quarter line of said Section 11, having a assumed bearing of North 0 degrees 06 minutes 39 seconds West for 2058.26 feet to the point of beginning; thence South 68 degrees 29 minutes 42 seconds West for 25.63 feet; thence South 78 degrees 51 minutes 31 seconds West for 291.86 feet; thence South 81 degrees 20 minutes 23 seconds West for 362.59 feet; thence North 89 degrees 24 minutes 04 seconds West for 411.28 feet; thence North 86 degrees 43 minutes 14 seconds West for 127.11 feet; thence North 69 degrees 32 minutes 32 seconds West for 228.94 feet; thence North 56 degrees 17 minutes 24 seconds West for 324.10 feet; thence North 32 degrees 18 minutes 35 seconds West for 130.06 feet; thence North 22 degrees 42 minutes 36 seconds West for 147.16 feet; thence North 26 degrees 45 minutes 47 seconds West for 251.85 feet through a point on the east and west quarter line said point being 726.40 feet easterly of the west quarter corner of said Section 11; thence North 26 degrees 17 minutes 23 seconds West for 331.66 feet; thence North 28 degrees 07 minutes 28 seconds West for 315.32 feet; thence North 25 degrees 01 minutes 36 seconds West for 252.59 feet to the easterly extension of the northerly line of Lot 7, The Byrie and there terminating.

Except that part described in Document No. 1249479, and except that part lying southerly of said 66 foot strip adjoining Lots 7 and 8, Block 1, Milner's Lake Add. and adjoining Block 13, Town of Bald Eagle and adjoining Blocks 1 and 2, Bensons Rearrangement of Block Twelve Bald Eagle and adjoining vacated Benson Street and St. Anthony.

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median will be required to restrict movement at Meadowlands Drive to an east bound to north bound left only. Right ins and right outs will still be maintained at Meadowlands Drive and the Walgreens access. The median should be extended north to the new signal. Ramsey County is willing to finance 50% of the median cost; 5) The Tires Plus site access will be restricted by the required road improvements. It is recommended that a connection be made between the Tires Plus and HyVee parking lot to allow traffic to flow between sites; 6) the public road improvements will be a requirement for HyVee to access to Centerville Road. The City and County will need to enter into an agreement for the financing, engineering and construction of the roadway improvements. It was reported that Ramsey County will host open houses for the businesses affected by the road improvement recommendations.

RUSH LINE CORRIDOR UPDATE – BOB KERMES: Kermes reported that a presentation will be provided at the Town's Annual Meeting on March 14th. A Rush Line Corridor representative will discuss development and operation of high speed rapid transit between downtown St. Paul to Hinckley. After significant study the Rush Line Corridor committee determined that there is not enough traffic to go as far as Hinckley. A final design concept provides for a dedicated bus transit system from St. Paul to White Bear Lake and from White Bear Lake to Forest Lake. They estimate that there would be about 56,000 riders per day. The project is proposed to cost \$450 million with an operating cost of \$7-9 million per year. Federal funding may be available.

COUNTY ROAD H-2 PUBLIC ACCESS TO BALD EAGLE LAKE: The Planner reported that in 2004 the Town was contacted regarding the interest of a group of neighbors who are interested in cleaning up the shoreline of Bald Eagle Lake at the end of County Road H2. The 66' length of shoreline is Town property and can therefore be considered part of the Town's park system. Several years ago staff forwarded the Town's "Adopt-A-Park" brochure to Patrick Townley, who initiated the request. Last year the Town received an email from Joycelyn Mahoney who was interested in getting more information regarding a nearby public space of lake property at this location which many people utilize for fishing or taking a break. There was concern regarding the metal staircase which needs repair. There is also a fallen tree in the water that people would sit or stand on to fish. The Planner stated that this area is not active park property. Ramsey County is interested in placing rain gardens to clean the water before it goes into the lake. The Public Works Director will fix the landing. The Planner will contact with Ramsey County regarding grant funding. The matter will go back to the Park Board for further review.

5305 WEST BALD EAGLE BOULEVARD – POSSIBLE LOT SPLIT: The property owner is requesting approval of a minor subdivision which would allow them to separate one lot into two buildable lots. Currently there is an existing single family home and a small separate rental house on the property. In order to split the lot the house should be demolished. The small existing rental home is planned to be saved if the lot split is approved. The house appears to be located on the property so an 80' wide lot on the north side could be separated which would be vacant. The setback from the small home to a future side lot line must be verified to make sure the home would meet side setback

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requirements. The property owner is considering whether the second home should be removed or retained. A survey needs to be provided which shows the location of the existing home and a proposed lot line. The rental unit was originally approved by the Town Board in 1980 subject to conditions. Condition #5 impacts subdivision of this property. It states that the parcel of real estate hereinbefore described shall remain a single parcel and that a subdivision of the parcel into two or more parcels will not be authorized now or in the future by the Town Board. Dave Sorenson, on behalf of David M. Z. Love, property owner, stated that they are interested in cleaning up the property. There is a lot of debris around the back of the property. The pool is falling apart. They propose to remove the pool with the lot split. Once the first lot is sold the funds will be escrowed for cleaning up the property and removal of the first house. No building permits would be issued until all demolition and cleanup are completed and approved by the Town Building Inspector. In response to a question if there would be additional SAC and WAC charges it was noted that staff will check it out. It was the consensus that a vacation agreement by resolution could be drafted subject to removal of the house.

ADULT USE ORDINANCE – REVIEW: The Planner reported that according to State law, municipalities must provide an area for adult use businesses. According to the constitution's freedom of speech provision, provisions must be made for adult use businesses. After studying available areas in the Town staff determined that the old Town Hall site would be acceptable. A new zoning district could be created around the old Town Hall site. The Planning Commission reviewed the matter and felt that any other available site would require a variance. The Town Attorney will review the proposed ordinance amendment to Ordinance No. 35 to provide for the I-2 industrial district for provision for adult uses and sexually oriented businesses.

2018 PRELIMINARY LEVY – REVIEW: The Finance Officer reported that one of the actions required at the Annual Town Meeting is the approval of the preliminary tax levy for 2018. Using the adopted 2017 budget and making some adjustments, staff recommends a preliminary levy of \$3,584,000 compared to \$3,445,000 in 2017. This would be a 4.03% increase from the 2017 preliminary levy presented last year and would be a 19.47% increase over the final 2017 property tax levy. The Finance Officer reviewed the changes made some of which included: 1) wages for staff were increased 4.0% on January 1st with no new staff positions or changes to current staff; 2) summer help for Public Works was increased to \$50,000 from \$46,500; 3) health insurance increased 12%; 4) increased employer contribution to PERA from 7.5% to 8.0%; 5) Sheriff contract estimated to increase 10.8% and include an additional \$17,091 due to the City of Gem Lake leaving the contract group; 6) fire contract with the City of White Bear Lake increased 12.71% to \$267,000; 7) amount levied for seal coat project increased \$29,000 for a project estimated to cost \$120,000; 8) equipment rental fees which funds Town equipment replacement funding is around 75%. This results in an increase of \$111,300; 9) park improvements increased \$15,300 to \$212,800 for rebuilding tennis courts at Eagle Park, improvements to Bellaire Beach, replace the parking lot at Columbia Park, sealcoat trails, and replace picnic shelter at Fox Meadow Park (based on 2018 improvements listed in the 2017-2021 CIP; 10) Park budget increased for Township Day expenditures. This



RECEIVED
MAR 17 2017
TOWN OF WHITE BEAR

MINOR SUBDIVISION APPLICATION FORM

INTRODUCTION

A minor subdivision is a division of one parcel into two lots. Neither parcel can be further subdivided. The newly created lot must front on an existing street and cannot require the extension of municipal facilities or any public improvement. Utility connection charges and park dedication fees may apply.

APPLICANT(S) David M. Zach Love PHONE (Home) _____
(Business) _____
(Cell) 651 235 2274

ADDRESS 5305 W. Bald Eagle Blvd.
WBL MN 55110

PROPERTY OWNER David M Zach Love

ADDRESS OF SITE same ZONING _____

EXISTING USE OF SITE Home

_____ Fee (\$35.00 plus \$150.00 Initial Expense Deposit, Plus All Related Additional Costs Incurred Regarding the Request)

It is the policy of White Bear Township that all identifiable costs associated with a Minor Subdivision within the Township shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following: Township planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

Prior to the final approval by the Town Board, all Township expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the Township.

[Handwritten Signature]
Signature of Applicant(s)

3/16/17
Date

To Be Completed By Office:

Date Request Received 3/17/17 \$185 cash

By Karen \$35.00 Fee + \$150 Deposit Received
(Staff Member) Yes
 No

Date Application Complete _____



**Town Board Meeting
May 15, 2017**

Agenda Number: 8 – 9- 10 - 11

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

Action / Motion for Consideration:

Added Agenda Items

Open Time

Receive All Agenda Materials & Supplements for Tonight's Meeting

Adjourn Meeting