



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750
FAX 651-426-2258
Email: wbt@whitebeartownship.org

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

AGENDA TOWN BOARD MEETING JUNE 5, 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 15, 2017 (Additions/Deletions).
5. **Consent Agenda:**
 - A. **Rush Line Corridor Route** – Call Public Hearing for Wednesday, July 5, 2017 @ 7:10 p.m. to Receive Public Comment on Locally Preferred Rush Line Corridor Route.
 - B. **Vadnais Lake Area Water Management Organization (VLAWMO) 2016 Financial Report** – Based on Finance Officer Review & Recommendation, Receive & Accept the 2016 VLAWMO Audited Financial Report.
 - C. **Annual Portland Avenue Mooring Requests** – In Accordance with the Portland Avenue Mooring Fees Policy, Approve the Mooring Requests for the 2017 Boating Season June 1, 2017 through October 1, 2017 for 5373 & 5406 Portland Avenue & Notify Applicants Approval is Subject to Receipt of the Following:
 - 1) Hold Harmless Agreement (with attached Certificate of Insurance).
 - 2) Payment of \$165.00 Fee Per Site.
 - 3) Approval From the Ramsey County Sheriff's Office.
 - D. **Administrative Driveway Variance** – In Accordance with Town Ordinance No. 35, Section 9-6.3(e).(3) & Based on Staff Review, Recommendation & Approval, Ratify Town Clerk's Issuance of an Administrative Driveway Variance to 1701 County Road H-2.
 - E. **1 Bald Eagle Island** – Call Public Hearing for Wednesday, July 5, 2017 @ 7:20 p.m. to Consider Four Setback Variance Requests Which Would Allow Improvements as Follows:
 - 31' lakeshore setback variance to construct an addition over an existing terrace;
 - 32' lakeshore setback variance to construct an entryway to the home;
 - 43' lakeshore setback variance to reconfigure a window design; and
 - 50' lakeshore setback variance to construct a garage addition.
 - F. **Commissions & Boards Chair & Vice Chair Appointments** - Ratify the Commission's & Board's Appointments of the Following Chairs & Vice Chairs:
 - EDAB – Paul Keleher, Chair & Thomas Horak, Vice-Chair



recycled paper

**Agenda
Town Board Meeting
June 5, 2017**

- Planning – Ronald Denn, Chair & David Kotilinek, Vice-Chair
 - Utility – Paul Groschen, Chair & Nancy Pehrson, Vice-Chair
 - Park Board – Charles Archer, Chair & Erik Peterson, Vice-Chair
 - Public Safety Commission – Stephen Lee, Chair & James Linn, Vice-Chair
- G. **Highway 96 Improvements - Ramsey County Attorney Correspondence** – Receive Correspondence & Refer to Town Attorney, Town Engineer & Public Works Director for Review & Recommendation.
- H. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve CenturyLink Permit to Install Buried Cable to Service 5433 Cottage Avenue Including Boring & Open Trenching.

Old Business:

- A. **5423 Jefferson Court** – One Year Site Visit Per Hobby Kennel License Requirements of 2016.

New Business:

- A. **7:10 – Public Hearing – Special Home Occupation Permit Request** – 4522 Otter Lake Road.
- B. **7:20 – Public Hearing – Conditional Use Permit Request** – 5960 Highway 61.

Public Works Director Item:

- C. **Well #5 Building Exterior Veneer** – Receive Bids & Award Contract to SJ Anderson Construction.

General Business:

- D. **Comprehensive Plan Update** – Receive Proposal & Review.
- E. **Water Gremlin Expansion** – Consider Calling Special Economic Development Authority Meeting for Tuesday, June 13, 2017, @ 5:30 p.m., at the Township Administrative Office, to Coincide with the Economic Development Advisory Board Meeting.
- F. **Temporary Liquor License** – Approve Issuance of a Temporary On-Sale Liquor License for the Senior Citizens Night at the Ball Park at Polar Lakes Park to be Held on June 21, 2017, 7:00-9:00.
8. Added Agenda Items.
9. Open Time.
10. Receipt of Agenda Materials & Supplements.
11. Adjournment.



**Town Board Meeting
June 5, 2017**

Agenda Number: 1 - 2 - 3 - 4

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

Approval of June 5, 2017 Agenda

Approval of Payment of Bills

Approval of Minutes of May 15, 2017

Documentation: June 5, 2017 Agenda
May 15, 2017 Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	June 5, 2017 (additions/deletions)
Approval of Payment of Bills	
Approval of Minutes:	May 15, 2017 Minutes

**MINUTES
TOWN BOARD MEETING
MAY 15, 2017**

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

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

APPROVAL OF AGENDA (Additions/Deletions): Prudhon moved approval of the agenda with the following amendments: Delete Consent Agenda Item 5A) Reschedule July 3, 2017 Town Board Meeting to July 10, 2017 & Reschedule July 17, 2017 Town Board Meeting to July 24, 2017 and Item 5B) Cub Foods Fireworks License-WBLFD Approval; Add to Consent Agenda: Item 5F) Receive Fourth Quarter Financial Report; 5G) Receive First Quarter Financial Report; 5H) Forest Court No Parking Zone Request - Receive & Refer to Ramsey County Sheriff's Office, Town Engineer & Public Works Director for Review & Recommendation; Add New Business Items 8A) Reschedule July 3, 2017 Town Board Meeting to July 10, 2017 & Reschedule July 17, 2017 EDA & Town Board Meeting to July 24, 2017; 8B) Attorney Client Meeting – Water Treatment Rehabilitation Well #5 – Dispute. Ruzek seconded. Ayes all.

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

APPROVAL OF MINUTES OF MAY 1, 2017 (Additions/Deletions): Ruzek moved approval of the Minutes of May 1, 2017 with minor correction. Prudhon seconded. Ayes all.

CONSENT AGENDA: Ruzek moved approval of the Consent Agenda as follows: 5C) Based on Finance Officer Review & Recommendation Receive & Adopt the July 1, 2015 through June 30, 2016 Financial Reports for MN Association of Townships; 5D) Based on Finance Officer Review and Recommendation Receive and Accept the Ramsey-Washington Suburban Cable Commission's 2016 Annual Financial Report; 5E) Receive Construction Activity Report; 5F) Receive Fourth Quarter Financial Report; 5G) Receive First Quarter Financial Report; 5H) Forest Court No Parking Zone Request - Receive & Refer to Ramsey County Sheriff's Office, Town Engineer & Public Works Director for Review & Recommendation. Prudhon seconded. Ayes all.

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: The Clerk reported that 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 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 (deduct \$7500) and add front overhang (add \$7557); Change Order No. 2, the addition of the building front door awning (add \$2805). Original contract amount: \$44,681; net increase due to Change Orders 1 and 2 is \$2862; for a total contact (including Change Orders): \$47,543.

MINUTES
TOWN BOARD MEETING
MAY 15, 2017

Prudhon noted that colored Hardiplank is available which would eliminate having to paint. It was noted that since this is a history study that the Building Official and Historical Society should be consulted regarding paint colors.

Ruzek moved to approve Change Order No. 1 in the amount of \$57.61 (delete exterior painting and add front overhang) to the Husnik Homes Remodeling, Inc. contract for Town Hall remodeling. Prudhon seconded. Ayes all.

Ruzek moved to approve Change Order No. 2 in the amount of \$2,805 (for front door awning) to the Husnik Homes Remodeling, Inc. contract for Town Hall remodeling. Prudhon seconded. Ayes all.

Ruzek moved to authorize advertisement for bids for completion of exterior of building with a proposed bid opening on June 2, 2017 at 10:00 a.m. at the Town Administrative Office conference room. Prudhon seconded. Ayes all.

IMPROVEMENT 2016-2 SOUTHEAST AREA SEWER LINING: 1) APPROVE PARTIAL PAYMENT CERTIFICATE NO. 1; 2) APPROVE CHANGE ORDER NO. 1:

The Town Engineer reported that the Town 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. The Public Works Director and Engineer had reviewed the lining end point activity at the manholes in regards to the improvements of the manhole structure themselves. It is recommended that an end seal be added at the manhole connection work. This will also be a benefit for any future improvements. Change Order No. 1 in the amount of \$34,519.24 will bring the total contract to an amount of \$931,623.40. Approval of Pay Estimate #1 in the amount of \$170,996.53 will be for work completed to date. The project has an interim completion date of September 29, 2017 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 and special assessments. In response to a question if there is a retainage fee, the Engineer reported that there is 5% retainage retained. In response to a question if the improvements to the manhole structures will delay the project, the Engineer reported that a September 21, 2017 completion date is anticipated. In response to a question if Public Works will do any of the manhole work, the Engineer stated that they will not.

Prudhon moved, based on Town Engineer review and recommendation to 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. Ruzek seconded. Ayes all.

Prudhon moved to approve Pay Estimate #1 in the amount of \$170,996.53 for the work completed to date with funding from the Sanitary Sewer Fund. Ruzek seconded. Ayes all.

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 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

**MINUTES
TOWN BOARD MEETING
MAY 15, 2017**

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 that 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 requirements. 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 the 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, homes could be on both lots. The existing home on Parcel B could be turned into a guest home upon approval of a Conditional Use Permit. The Conditional Use permit will take separate Town action from the minor subdivision being reviewed tonight. 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 guest house would be the only home permitted on Parcel B. Approval of a minor subdivision would be subject to: 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 and; 3) prior to any construction of a new home on Parcel B, the existing rental home shall be removed or a Conditional Use 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. In response to a question the Planner reported that the property was assessed for two sewer and water services. The rental house is hooked up. The Planner reported that the Planning Commission reviewed the request for minor subdivision and recommends approval.

The Board asked if this is agreeable to the property owner and if there were any questions. Dave Sorenson stated that he is a representative for Mr. Love and they agree to the requirements. He noted that the Planner presented the request well.

Ruzek moved, based on Planning Commission and Staff review and recommendation to 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 park dedication fee at the time of filing

MINUTES
TOWN BOARD MEETING
MAY 15, 2017

of the property subdivision with Ramsey County and; 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. Prudhon seconded. Ayes all.

JULY MEETING DATES – RESCHEDULE JULY 3, 2017 TOWN BOARD MEETING TO JULY 10, 2017 & RESCHEDULE JULY 17, 2017 EDA & TOWN BOARD MEETINGS TO JULY 24, 2017: Due to 4th of July Holiday and conflict with the City of Gem Lake Workshop, it was the consensus to reschedule the July 3, 2017 Town Board Meeting to Wednesday, July 5, 2017 and the July 17th Town Board Meeting to Monday, July 24, 2017.

Ruzek moved to reschedule the July 3, 2017 Town Board meeting to Wednesday, July 5, 2017 due to conflict with the 4th of July holiday. Prudhon seconded. Ayes all.

Ruzek moved to reschedule the July 17, 2017 EDA & Town Board meeting to Monday, July 24, 2017. Prudhon seconded. Ayes all.

The Town Board Meeting recessed at 7:41 p.m. The Attorney Client Meeting convened at 7:42 p.m. The Attorney Client Meeting adjourned at 8:20 p.m. The Town Board Meeting re-convened at 8:21 p.m.

ATTORNEY CLIENT MEETING –WATER TREATMENT REHABILITATION WELL #5 – DISPUTE: The Town Attorney reported that the Attorney Client meeting addressed the Town’s position regarding the Magney Construction dispute for well #5 water treatment rehabilitation.

OPEN TIME: No one appeared for the open portion of the meeting.

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

Ruzek moved to adjourn the meeting at 8:26 p.m. Prudhon seconded. Ayes all.

Respectfully Submitted,

William F. Short
Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date

DRAFT



**Town Board Meeting
June 5, 2017**

Agenda Number: **5A – Consent Agenda**

Subject: **Rush Line Corridor Route – Call Public Hearing for Wednesday, July 5, 2017 @ 7:10 p.m. to Receive Public Comment on Locally Preferred Rush Line Corridor Route**

Documentation: Public Notice / E-Mail

Action / Motion for Consideration:

Receive Information / Discuss

Call Public Hearing for Wednesday, July 5, 2017 @ 7:10 p.m. to Receive Public Comment on Locally Preferred Rush Line Corridor Route



**NOTICE OF HEARING REQUESTING PUBLIC COMMENT REGARDING THE
LOCALLY PREFERRED ALTERNATIVE FOR THE RUSH LINE CORRIDOR**

NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Wednesday, July 5, 2017, at 7:10 p.m., to hear public comment regarding the locally preferred alternative for the Rush Line Corridor,

and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.

Given under my hand this 5th day of June, 2017.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

WILLIAM F. SHORT, Clerk-Treasurer

Bill Short

From: Gitzlaff, Andrew J <andrew.gitzlaff@CO.RAMSEY.MN.US>
Sent: Tuesday, May 30, 2017 8:58 AM
To: Michael Thompson, P.E.; Anne Kane; Dermody, Bill (CI-StPaul); Kevin Watson; Bill Short
Cc: Rogers, Michael; Meyers, Dan; Joy Miciano; Alarcon, Frank J
Subject: updated Rush Line locally preferred alternative resolution of support template
Attachments: City LPA Resolution Template -Updated with TAC and PAC edits.docx

To all,

Here is an updated resolution of support template based on TAC and PAC comments for St Paul/Maplewood/Vadnais Heights/Gem Lake/White Bear Lake/White Bear Township. The PAC suggested that we also seek a resolution from WBT since we are so close to the township border

Please let me know if you have any questions and if there are any changes / updates to your LPA approval schedules. Each City will need to hold a public hearing to take comments on the item as part of their approval as well (although this can be done at the same time of the approval).

Once we receive all resolutions we will schedule it for RCRRA board approval

next steps once the LPA is adopted is environmental work and we will be reaching out to each City along the line for input on the scope of work for the next phase

Andrew J. Gitzlaff | AICP, LEED AP
Senior Transportation Planner
Ramsey County Regional Railroad Authority
Union Depot, Suite 200
214 4th St. E
Saint Paul, MN 55101
(651) 266-2772

andrew.gitzlaff@co.ramsey.mn.us

www.ramseycounty.us

Resolution of the City of XX
Ramsey County, Minnesota

Resolution transmitting the City of XX support for the Locally Preferred Alternative for the Rush Line Corridor to the Rush Line Corridor Task Force, the Ramsey County Regional Railroad Authority and the Metropolitan Council

WHEREAS, the Rush Line Corridor is an 80-mile travel corridor between St. Paul and Hinckley Minnesota, consisting of urban, suburban and rural communities; and

WHEREAS, a Pre-Project Development Study has been completed to analyze bus and rail alternatives in the 30-mile study area between St. Paul and Forest Lake, which has the greatest potential for significant transit improvements in the near term; and

WHEREAS, the purpose of the Rush Line Corridor Project is to provide transit service that satisfies the long-term regional mobility and accessibility needs for businesses and the traveling public and catalyzes sustainable development within the 30-mile study area; and

WHEREAS, the Pre-Project Development Study was a joint local and regional planning effort conducted by the Rush Line Corridor Task Force and led by the Ramsey County Regional Railroad Authority; and

WHEREAS, after a thorough technical analysis of 55 potential route segments and 7 transit modes and extensive public engagement through the Pre-Project Development Study Alternative 1 has been identified as the locally preferred alternative; and

WHEREAS, Alternative 1 best meets the project's purpose and need and would likely qualify for Federal Transit Administration New Starts funding; and

WHEREAS, the LPA-~~Locally Preferred Alternative~~ includes the definition of the mode, conceptual alignment and general station locations which can be refined through further environmental and engineering efforts; and

WHEREAS, Alternative 1 is defined as Bus Rapid Transit within a dedicated guideway generally along Phalen Boulevard, Ramsey County Regional Railroad Authority right-of-way and Trunk Highway 61, extending approximately 14 miles, and connecting Union Depot in downtown St. Paul to the east side neighborhoods of St. Paul and the Cities of Maplewood, Vadnais Heights, Gem Lake and White Bear Lake (see attached figure); and

WHEREAS, Alternative 1 would be co-located with the Bruce Vento Trail through the portion of the route that utilizes the Ramsey County Regional Railroad Authority right-of-way; and

WHEREAS, the next phase of the project will include environmental analysis under the Federal and State environmental review processes to avoid, minimize, and mitigate potential impacts while maximizing mobility, accessibility and surrounding economic development opportunities; and

WHEREAS, the public will continue to be engaged throughout the environmental review process and subsequent design, engineering and construction phases to ensure that the project is reflective of the needs of the diverse communities within the Rush Line Corridor; and

WHEREAS, a connector bus from White Bear Lake to Forest Lake and other bus service improvements will continue to be explored during the environmental analysis phase of the Project; and

WHEREAS, the comments submitted by agencies, adjacent communities, the business sector and the public during the Locally Preferred Alternative comment period and throughout the duration of the Pre-Project Development Study will be addressed accordingly in the environmental analysis phase of the Project; and

NOW, THEREFORE BE IT RESOLVED that the City of XX supports the selection of Alternative 1 as the locally preferred alternative.

Commented [GAJ1]: Required, City's also have the option of identifying any areas of critical importance as a part of their approval

BE IT FURTHER RESOLVED, that the City of XX commits to undertaking and developing station area plans for the proposed BRT station areas within its jurisdiction based on market conditions, community input and Metropolitan Council guidelines and expectation for development density, level of activity and design.

Commented [GAJ2]: Required for consistency with other recent LPA decisions

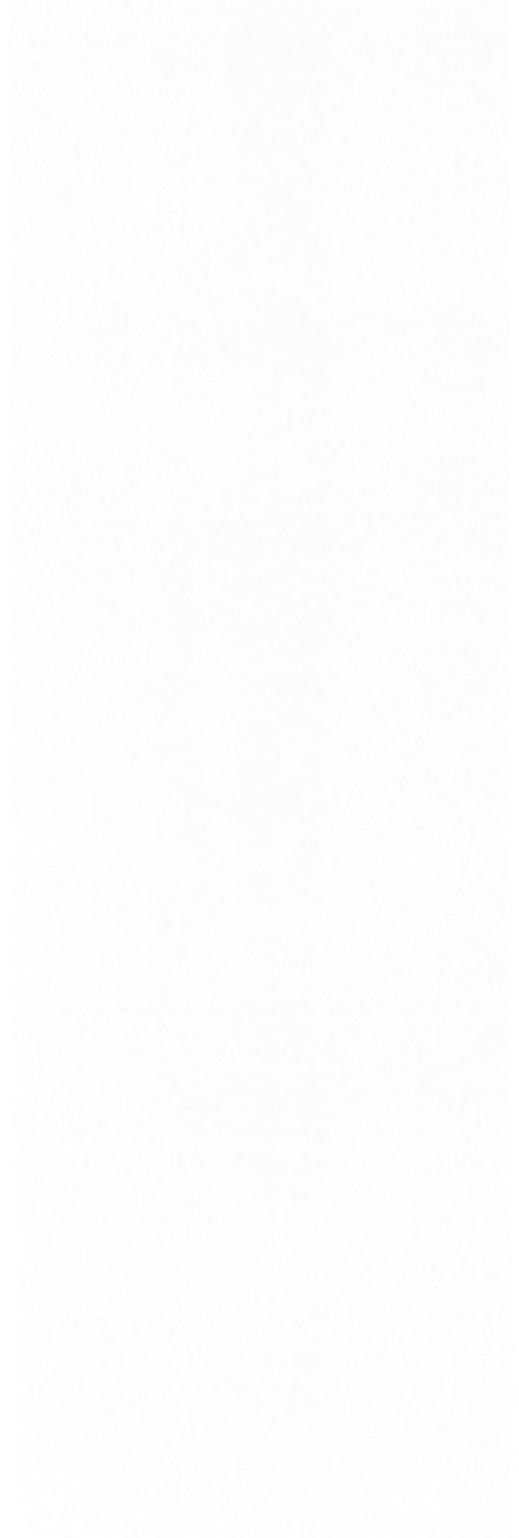
BE IT FURTHER RESOLVED, that the City of XX supports the planned Route 54 extension and exploration of other transit improvements within the study area by others including, but not limited to, improved bus service along 35E and to the northern portion of the Rush Line Corridor, the future conversion of Route 54 to Arterial BRT and the consideration of a potential Modern Streetcar along E. 7th St to create a more comprehensive transit system.

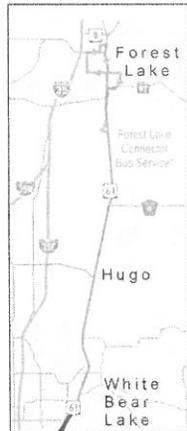
Commented [GAJ3]: Optional, it is intended to be a catch all for all the other transit improvements under development or bring considered in the Rush Line Corridor

BE IT FURTHER RESOLVED, that this resolution adopted by the City of XX be forwarded to the Rush Line Corridor Task Force, the Ramsey County Regional Railroad Authority and the Metropolitan Council for their consideration.

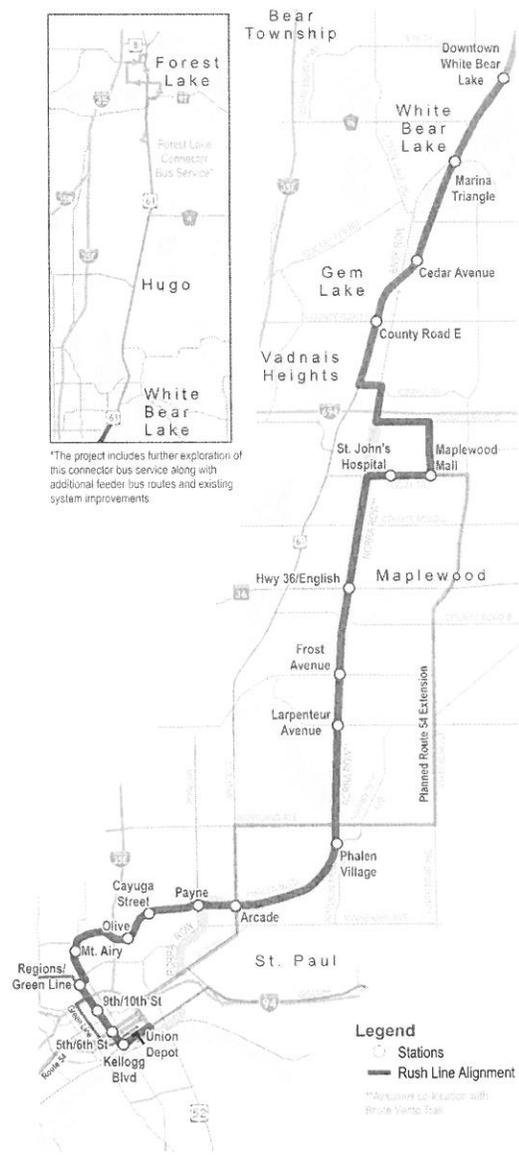
Commented [GAJ4]: Required

LPA Figure





*The project includes further exploration of this connector bus service along with additional feeder bus routes and existing system improvements



Legend
 ○ Stations
 — Rush Line Alignment
 **Alignment to be located with Brooklyne Park Rail



**Town Board Meeting
June 5, 2017**

Agenda Number: 5B – Consent Agenda

Subject: Vadnais Lake Area Water Management Organization (VLAWMO) 2016 Financial Report – Based on Finance Officer Review & Recommendation, Receive & Accept the 2016 VLAWMO Audited Financial Report

Documentation: Finance Officer Memo w/ Partial Report (Full Report in Distribution File)

Action / Motion for Consideration:

Receive Information / Discuss

Based on Finance Officer Review & Recommendation, Receive & Accept the 2016 VLAWMO Audited Financial Report

MEMORANDUM

Date: May 16, 2017

To: Town Board

From: Tom Kelly, Finance Officer

Re: Vadnais Lake Area Water Management Organization (VLAWMO) 2016 Financial Report.

I have reviewed the Vadnais Lake Area Water Management Organization's (VLAWMO) audited financial report for the year ending December 31, 2016. Included in the management report were three reported deficiencies both and one material weakness. The material weakness has to do with internal control procedures, which is common for organization with very small staff sizes. The three deficiencies considered significant deficiencies include not having proper documentation to support financial activities, setting up vendors more than once in the accounting system, which could lead to double payments, and not following fund balance policies. These are areas to be concerned about but given the staff size is understandable.

For the year expenditures exceeded revenues by \$171,237. This is due primarily to amounts spent on projects for the year, which was over budget for this line item by \$113,086. All other revenues and expenditures are in line with their budget amounts and past revenue and expenditure amounts. The fund balance has decreased to \$315,405 of which \$257,175 is committed to various Organization activities as seen on page 33 of the report. This leaves \$58,230 as unassigned.

In conclusion, I recommend accepting the 2016 VLAWMO audited financial report.

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
STATEMENT OF NET POSITION
DECEMBER 31, 2016**

	<u>Governmental Activities</u>
ASSETS	
Cash and Temporary Investments	\$ 417,256
Restricted Cash	39,438
Receivables:	
Accounts	27
Special Assessments	674,422
Due from Other Governments	41,988
Capital Assets:	
Depreciable Assets, Net of Accumulated Depreciation	107,973
Total Assets	<u>1,281,104</u>
 DEFERRED OUTFLOWS OF RESOURCES	
Deferred Pension Resources	146,551
 LIABILITIES	
Accounts Payable	74,755
Escrow Deposits Payable	39,438
Salaries Payable	30,715
Due to Other Government	10,591
Unearned Revenue	650,521
Compensated Absences Payable:	
Due Within One Year	30,155
Due in More than One Year	10,052
Net Pension Liability:	
Due in More than One Year	332,900
Total Liabilities	<u>1,179,127</u>
 DEFERRED INFLOWS OF RESOURCES	
Deferred Pension Resources	<u>27,043</u>
 NET POSITION	
Net Investment in Capital Assets	107,973
Unrestricted	<u>113,512</u>
Total Net Position	<u><u>\$ 221,485</u></u>

See accompanying Notes to Financial Statements.

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
STATEMENT OF ACTIVITIES
DECEMBER 31, 2016**

Functions/Programs	Expenses	Program Revenues			Governmental Activities	Net Revenue (Expense) and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions		
GOVERNMENTAL ACTIVITIES						
General and Administrative	\$ 475,203	\$ 503,759	\$ -	\$ -	\$	28,556
Programs	44,384	-	-	-		(44,384)
Projects	202,029	-	46,043	-		(155,986)
Total	<u>\$ 721,616</u>	<u>\$ 503,759</u>	<u>\$ 46,043</u>	<u>\$ -</u>		(171,814)
GENERAL REVENUES						
						Unrestricted Investment Earnings
						<u>577</u>
CHANGE IN NET POSITION						(171,237)
Net Position - January 1						<u>392,722</u>
NET POSITION - DECEMBER 31						<u>\$ 221,485</u>

See accompanying Notes to Financial Statements.

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2016
(WITH SUMMARIZED COMPARATIVE INFORMATION AS OF DECEMBER 31, 2015)**

	2016	2015
ASSETS		
ASSETS		
Cash and Temporary Investments	\$ 417,256	\$ 520,368
Restricted Cash	39,438	39,406
Receivables:		
Accounts	27	120
Special Assessments	674,422	523,264
Due from Other Governments	41,988	3,014
 Total Assets	 \$ 1,173,131	 \$ 1,086,172
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES		
LIABILITIES		
Accounts Payable	\$ 74,755	\$ 13,510
Escrow Deposits Payable	39,438	39,406
Salaries Payable	30,715	-
Due to Other Government	10,591	25,815
Unearned Revenue	650,521	503,564
Total Liabilities	806,020	582,295
DEFERRED INFLOWS OF RESOURCES		
Unavailable Revenue - Special Assessments	51,706	9,413
FUND BALANCES		
Committed	257,175	224,125
Unassigned	58,230	270,339
Total Fund Balances	315,405	494,464
 Total Liabilities, Deferred Inflows of Resources, and Fund Balances	 \$ 1,173,131	 \$ 1,086,172

See accompanying Notes to Financial Statements.

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
RECONCILIATION OF THE BALANCE SHEET
TO THE STATEMENT OF NET POSITION
GOVERNMENTAL FUNDS
DECEMBER 31, 2016**

Amounts reported for the governmental activities in the statement of net position are different because:

Total Fund Balances - Governmental	\$	315,405
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.		
Cost of Capital Assets		204,374
~ Less: Accumulated Depreciation		(96,401)
Noncurrent liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds.		
Compensated Absences Payable		(40,207)
Pension Liability		(332,900)
Some receivables are not available soon enough to pay for the current period's expenditures, and therefore are unavailable in the funds.		
Special Assessments		51,706
Governmental funds do not report long-term amounts related to pensions.		
Deferred Outflows of Pension Resources		146,551
Deferred Inflows of Pension Resources		(27,043)
		(14,488)
Total Net Position - Governmental Activities	\$	221,485

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2016
(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2015)

	2016	2015
REVENUES		
Charges for Services	\$ 502,687	\$ 489,201
Intergovernmental Grants	2,802	4,394
Interest on Investments	577	238
Miscellaneous	2,020	1,225
Total Revenues	508,086	495,058
EXPENDITURES		
Current:		
General and Administrative	437,675	384,216
Programs	36,384	70,802
Projects	213,086	65,644
Total Expenditures	687,145	520,662
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(179,059)	(25,604)
Fund Balances - January 1	494,464	520,068
FUND BALANCES - DECEMBER 31	\$ 315,405	\$ 494,464

See accompanying Notes to Financial Statements.

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES TO THE STATEMENT OF ACTIVITIES
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2016**

Amounts reported for the governmental activities in the statement of activities are different because:

Total Net Change in Fund Balances - Governmental Funds	\$ (179,059)
<p>Capital outlays are reported in governmental funds as expenditures. However in the statement of activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense.</p>	
Depreciation Expense	(10,937)
Capital Outlays	13,994
<p>Certain revenues are recognized as soon as they are earned. Under the modified accrual basis of accounting, certain revenues cannot be recognized until they are available to liquidate liabilities of the current period.</p>	
Special Assessments	42,293
<p>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.</p>	
Pension Expense	(34,666)
Compensated Absences	<u>(2,862)</u>
Change in Net Position - Governmental Activities	<u><u>\$ (171,237)</u></u>

See accompanying Notes to Financial Statements.

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
GENERAL FUND
YEAR ENDED DECEMBER 31, 2016
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2015)

	2016				2015
	Budgeted Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amount
REVENUES					
Charges for Services	\$ 499,305	\$ 499,305	\$ 502,687	\$ 3,382	\$ 489,201
Intergovernmental Grants	5,000	5,000	2,802	(2,198)	4,394
Interest on Investments	150	150	577	427	238
Miscellaneous	500	500	2,020	1,520	1,225
Total Revenues	504,955	504,955	508,086	3,131	495,058
EXPENDITURES					
General and Administrative:					
Wages	286,340	286,340	298,211	(11,871)	264,593
Payroll Taxes and Employee Benefits	60,250	60,250	62,343	(2,093)	60,212
Legal	11,000	11,000	3,608	7,392	119
Professional Services	24,600	24,600	21,006	3,594	18,618
Information Systems	25,415	25,415	19,890	5,525	9,979
Insurance	5,200	5,200	4,370	830	4,443
Office	23,375	23,375	20,582	2,793	16,267
Staff Training	4,000	4,000	1,781	2,219	2,280
Telephone	-	-	2,520	(2,520)	2,250
Miscellaneous	11,000	11,000	3,364	7,636	5,455
Programs:					
Monitoring	49,700	49,700	33,160	16,540	33,648
Maintenance	22,000	22,000	3,224	18,776	37,154
Projects	100,000	100,000	213,086	(113,086)	65,644
Total Expenditures	622,880	622,880	687,145	(64,265)	520,662
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES					
	(117,925)	(117,925)	(179,059)	67,396	(25,604)
Fund Balances - January 1	494,464	494,464	494,464	-	520,068
FUND BALANCES - DECEMBER 31	<u>\$ 376,539</u>	<u>\$ 376,539</u>	<u>\$ 315,405</u>	<u>\$ 67,396</u>	<u>\$ 494,464</u>

See accompanying Notes to Financial Statements.



**Town Board Meeting
June 5, 2017**

Agenda Number: 5C – Consent Agenda

Subject: Annual Portland Avenue Mooring Requests – In Accordance with the Portland Avenue Mooring Fees Policy, Approve the Mooring Requests for the 2017 Boating Season June 1, 2017 through October 1, 2017 for 5373 & 5406 Portland Avenue & Notify Applicants Approval is Subject to Receipt of the Following:

- 1) Hold Harmless Agreement (with attached Certificate of Insurance).
- 2) Payment of \$165.00 Fee Per Site.
- 3) Approval From the Ramsey County Sheriff's Office.

Documentation: Staff Memo /
Mooring Request /
Portland Avenue Mooring Policy /
WBLCD Approval

Action / Motion for Consideration:

Receive Information / Discuss

In Accordance with the Portland Avenue Mooring Fees Policy, Approve the Mooring Requests for the 2017 Boating Season June 1, 2017 through October 1, 2017 for 5373 & 5406 Portland Avenue & Notify Applicants Approval is Subject to Receipt of the Following:

- 1) Hold Harmless Agreement (with attached Certificate of Insurance).
- 2) Payment of \$165.00 Fee Per Site.
- 3) Approval From the Ramsey County Sheriff's Office.

Minutes
Town Board Meeting
June 6, 2016

CONSENT AGENDA: Ruzek moved approval of the Consent Agenda as follows: 5C) In Accordance with the Portland Avenue Mooring Fees Policy, Approve the Mooring Requests for the 2016 Boating

Season June 1, 2016 through October 1, 2016 for 5373 and 5406 Portland Avenue and Notify Applicants Approval is Subject to Receipt of the Following: 1) Hold Harmless Agreement (with Attached Certificate of Insurance); 2) Payment of \$165.00 Fee Per Site; 3) Approval From the Ramsey County Sheriff's Department; Prudhon seconded. Ayes all.

MEMORANDUM

TO: TOWN BOARD
FROM: PATTI WALSTAD
DATE: JUNE 1, 2017

SUBJECT: PORTLAND AVENUE MOORING

The two remaining members of the Portland Avenue Mooring Association (5373 & 5406 Portland) have submitted their annual request to moor their boats at the Portland Avenue mooring area.

The Portland Avenue Mooring Fees Policy states in part as follows:

8. After approval by the Town Board, the “grandfathered in” residents who receive permission to moor at the Portland Avenue Site are required to submit a \$100.00 mooring fee, and a signed Hold Harmless Agreement prior to mooring at the site.
- B. Beginning in 2010, the Portland Avenue Mooring Fees shall be \$165 per year for each mooring site, and an additional fee of \$100 shall be charged for all fees and “Hold Harmless Agreements” received after June 1st of each year thereafter.

In accordance with the Policy, the applicants will be advised of the payment amount and Hold Harmless Agreement. The additional fee will not be imposed as the White Bear Lake Conservation District approved the Township’s request on April 18th.

PSW/s
cc:admin/add.file
b:mooring-17

Deputy-Clerk
White Bear Township Board of Supervisors
1281 Hammond Road
White Bear Township, MN, 55110

RECEIVED
MAY 26 2017
TOWN OF WHITE BEAR

Portland Avenue Mooring Association

5406 Portland Avenue, White Bear Township, MN, 55110

Dear Deputy-Clerk

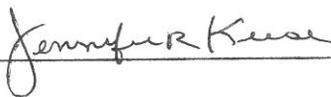
The Portland Avenue Mooring Association requests that the following moorings be renewed for the 2017 boating season:



5-25-17

Steve Swanson
5373 Portland Avenue
White Bear Township, MN, 55110

Date



5/25/17

Matthew & Jennifer Keese
5406 Portland Avenue
White Bear Township, MN, 55110

Date

Truly,



Matthew Keese

POLICY
PORTLAND AVENUE MOORING FEES

ISSUE: Establishment of Payment Procedures & Charges for the Portland Avenue Mooring Site.

BACKGROUND:

1. The Portland Avenue Mooring Site is a 75' wide parcel of land (with lakeshore), on the north shore of White Bear Lake. It is the southerly extension of the Portland Avenue right-of-way located between the lakeshore and the old railroad right-of-way (see attached maps). This parcel of land is public and under the jurisdiction of White Bear Township. For several years, six mooring sites were located just off shore from this parcel. The users of these mooring sites applied for and received mooring permits for the sites from the White Bear Lake Conservation District.
2. In 1993, the Town Board determined that it was in the public interest for the Township to regulate these mooring sites, and they established a \$100 per site mooring fee, and limited the mooring sites to the six that were that were being utilized at that time.
3. From 1993-1997, the "Portland Avenue Mooring Association" (the current "grandfathered in" residents), completed and paid for the White Bear Lake Conservation District (WBLCD) application and fee (\$32.50 per season).
4. In 1998, the WBLCD changed their policy and began charging the Township the application fee of \$32.50, which included all 6 mooring sites. Also in 1998, at the recommendation of the Park Board to sunset the program by eliminating a site if a current "grandfathered in" resident ceased using it, the Town Board approved only 5 mooring sites (one user did not reapply).
5. In 1999, the WBLCD requested that the Portland Avenue Mooring Site be treated as a "Municipal Site", which required that the Township complete and pay for the license and application for the mooring sites. At this time they charged the Township \$32.50 for the license, plus \$32.50 per mooring site, for a total of \$227.50.
6. In 2006, the Town Board determined that the policy followed in the past for mooring should be continued, which provides that those "grandfathered in" residents who currently have a mooring space may continue to use it under the conditions established, and that any unused open mooring spaces will be closed. At this time, the number of mooring sites was reduced to four, because another "grandfathered in" applicant did not request to moor at the site.

7. In 2008, the WBLCD increased their fees to \$50.00 for each of the four remaining mooring sites, plus a \$50 application fee (total \$250.00).
8. After approval by the Town Board, the “grandfathered in” residents who receive permission to moor at the Portland Avenue Site are required to submit a \$100 mooring fee, and a signed Hold Harmless Agreement prior to mooring at the site.

The Policy is Hereby Amended as follows:

- A. The deadline for submission of the fees and signed Hold Harmless Agreements to moor at the Portland Avenue Mooring Site shall be established as June 1st of each year. A fee of \$65.00 shall be charged for payments received after June 1st for the Year 2009.
- B. Beginning in 2010, the Portland Avenue Mooring Fees shall be \$165.00 per year for each mooring site, and an additional fee of \$100.00 shall be charged for all fees and “Hold Harmless Agreements” received after June 1st of each year thereafter.

Adopted by the Town Board 05/04/09

JAR/


White Bear Lake Conservation District 4791 Highway 41 White Bear Lake, MN 55110
LAKE USE PERMIT

RECEIVED
APR 26 2017
TOWN OF WHITE BEAR

AT ITS April 18, 2017 BOARD MEETING
THE WHITE BEAR LAKE CONSERVATION DISTRICT GRANTED

White Bear Township

A PERMIT FOR THE FOLLOWING LAKE USE:

2017 mooring buoys

BEGINNING DATE AND TIME April 2017

ENDING DATE AND TIME October 2017

DESCRIPTION SUMMARY (Detail on file at District Office 429-8520):

Mooring buoys off Portland Ave property

CONDITIONS

**Please provide distance from shoreline to buoys for file.

CONTACT PERSON Tom Riedesel
PHONE 651-747-2761



**Town Board Meeting
June 5, 2017**

Agenda Number: 5D – Consent Agenda

Subject: Administrative Driveway Variance – In Accordance with Town Ordinance No. 35, Section 9-6.3(e).(3) & Based on Staff Review, Recommendation & Approval, Ratify Town Clerk's Issuance of an Administrative Driveway Variance to 1701 County Road H-2

Documentation: Administrative Variance Driveway Replacement Application w/attachments

Action / Motion for Consideration:

Receive Information / Discuss

In Accordance with Town Ordinance No. 35, Section 9-6.3(e).(3) & Based on Staff Review, Recommendation & Approval, Ratify Town Clerk's Issuance of an Administrative Driveway Variance to 1701 County Road H-2



**ADMINISTRATIVE VARIANCE
DRIVEWAY REPLACEMENT**

Property Address:

1701 County Road H-2

Pursuant to Section 9-6.3(e).(3) of Ordinance No. 35, the Town Clerk has the authority to review and approve requests for replacement of existing driveways which have non-conforming side yard setbacks, provided the applicant has supplied the necessary signatures of the affected property owner(s) abutting the side in which the variance is being requested.

The Town Clerk hereby approves the replacement of the driveway at the above address, in accordance with Section 9-6.3(e).(3).

Date: 6/2/17



WILLIAM F. SHORT, Clerk-Treasurer

Ratified by the Town Board on _____.



RECEIVED

MAY 23 2017

TOWN OF WHITE BEAR

ADMINISTRATIVE VARIANCE DRIVEWAY REPLACEMENT APPLICATION

Introduction

In accordance with Section 9-6.3(e).(3) of Ordinance No. 35, the Town Board has authorized the Town Clerk to administratively approve or deny variances for the replacement or resurfacing of existing paved driveways in "R-1" Suburban Residential and "R-2" Urban Residential zones. The driveway shall have a legal non-conforming side yard setback existing at the effective date of this Ordinance or have previously been granted a variance by the Town Board. The applicant shall provide a statement signed by affected property owner(s), recording their approval of the requested action. Affected property owners are defined as those having a recorded legal or equitable ownership interest in property adjacent to the property to which the action relates. All variances shall be ratified by the Town Board. Upon a denial by the Town Clerk, the applicant may proceed with review of their variance request pursuant to the public hearing or public information meeting process.

APPLICANT(S) David Chute PHONE (Home) 651-246-2587
(Business) _____
(Cell) _____

ADDRESS 1701 County RD #2

PROPERTY OWNER Sum

ADDRESS OF SITE Sum

<u>Setbacks:</u>	<u>Required:</u>	<u>Existing:</u>	<u>Requested:</u>
Side Yard	<u>6.25'</u>	<u>1'</u>	<u>1'</u>
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Other (specify)	_____	_____	_____

To Be Completed By Office:

Date Request Received _____

By _____
(Staff Member)

Date Application Complete _____

APPROVED

Subject to field inspection

[Signature] date 6-2-17

**STATEMENT OF AFFECTED
PROPERTY OWNERS**

If a signed statement is not provided by the applicant for an administrative driveway variance, the Town Clerk will be unable to review the request, and such request will be denied.

I am the owner of the property at David Shute. I am requesting that the Town Clerk grant me an administrative driveway variance for the following purpose:

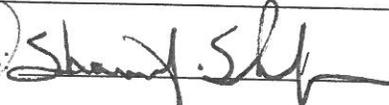
Replacing Existing D/w

My request will be reviewed by the Town Clerk. I must provide the Town Clerk with a statement signed by the affected property owner(s) abutting the side in which the variance is being requested, and recording their approval of the requested action. Please feel free to write below any comments you may have regarding this issue. This statement must be signed and dated.

PROPERTY OWNERS

1. Name: Shannon Shafei Address: 1693 County rd H2
Phone: (Home) 651-587-6229
(Bus.) _____
(Cell) _____

Comments: _____

Date: 5-23-17 Signatures: 

2. Name: _____ Address: _____
Phone: (Home) _____
(Bus.) _____
(Cell) _____

Comments: _____

Date: _____ Signatures: _____ / _____



**Town Board Meeting
June 5, 2017**

Agenda Number: **5E – Consent Agenda**

Subject: **1 Bald Eagle Island** – Call Public Hearing for Wednesday, July 5, 2017 @ 7:20 p.m. to Consider Four Setback Variance Requests Which Would Allow Improvements as Follows:

- 31' lakeshore setback variance to construct an addition over an existing terrace;
- 32' lakeshore setback variance to construct an entryway to the home;
- 43' lakeshore setback variance to reconfigure a window design; and
- 50' lakeshore setback variance to construct a garage addition.

Documentation: Public Notice / Map of Proposed Improvements

Action / Motion for Consideration:

Receive Information / Discuss



NOTICE OF HEARING REQUEST FOR A VARIANCE FROM ORDINANCE NO. 35 (ZONING) OF THE TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall, 4200 Otter Lake Road, in said Town on Wednesday, July 5, 2017, at 7:20 p.m., to consider the following setback variance requests:

- 31' lakeshore setback variance to construct an addition over an existing terrace;
- 32' lakeshore setback variance to construct an entryway to the home;
- 43' lakeshore setback variance to reconfigure a window design; and
- 50' lakeshore setback variance to construct a garage addition

to allow improvements on the following described property lying and being in the Town of White Bear, Ramsey County, Minnesota:

Government Lot 5 (formerly known as Bald Eagle Island) in Section 2, Township 30, Range 22, Ramsey County, Minnesota

(1 Bald Eagle Island)

and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.

Given under my hand this 5th day of June, 2017.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

WILLIAM F. SHORT, Clerk-Treasurer



**Town Board Meeting
June 5, 2017**

Agenda Number: 5F – Consent Agenda

Subject: Commissions & Boards Chair & Vice Chair Appointments -
Ratify the Commission's & Board's Appointments of the Following
Chairs & Vice Chairs:

- EDAB – Paul Keleher, Chair & Thomas Horak, Vice-Chair
- Planning – Ronald Denn, Chair & David Kotilinek, Vice-Chair
- Utility – Paul Groschen, Chair & Nancy Pehrson, Vice-Chair
- Park Board – Charles Archer, Chair & Erik Peterson, Vice-Chair
- Public Safety Commission – Stephen Lee, Chair & James Linn, Vice-Chair

Documentation: None

Action / Motion for Consideration:

Receive Information / Discuss

Ratify the Commission's & Board's Appointments of the Following Chairs
& Vice Chairs:

- EDAB – Paul Keleher, Chair & Thomas Horak, Vice-Chair
- Planning – Ronald Denn, Chair & David Kotilinek, Vice-Chair
- Utility – Paul Groschen, Chair & Nancy Pehrson, Vice-Chair
- Park Board – Charles Archer, Chair & Erik Peterson, Vice-Chair
- Public Safety Commission – Stephen Lee, Chair & James Linn, Vice-Chair



**Town Board Meeting
June 5, 2017**

Agenda Number: 5G – Consent Agenda

Subject: Highway 96 Improvements - Ramsey County Attorney Correspondence – Receive Correspondence & Refer to Town Attorney, Town Engineer & Public Works Director for Review & Recommendation

Documentation: Ramsey County Correspondence

Action / Motion for Consideration:

Receive Information / Discuss

Receive Correspondence & Refer to Town Attorney, Town Engineer & Public Works Director for Review & Recommendation

OFFICE OF THE RAMSEY COUNTY ATTORNEY

John J. Choi, County Attorney



121 Seventh Place East, Suite 4500 • St. Paul, Minnesota 55101-5001

Telephone (651) 266-3222 • Fax (651) 266-3032

Civil Division

RECEIVED

MAY 26 2017

TOWN OF WHITE BEAR

May 25, 2017

CERTIFIED MAIL-Return Receipt Requested

TO: ALL INTERESTED PARTIES LISTED ON THE ATTACHED SERVICE LIST

RE: County of Ramsey v. Margaret Ann Race, et al.

Court File No. _____, Our File No. 74967

Dear Interested Parties:

This letter is to inform you that the County of Ramsey is acquiring property in White Bear Lake, White Bear Township and Vadnais Heights to make improvements to Highway 96 and for other public purposes. You are a party who may claim an interest in property being acquired in this area.

To facilitate the project, the County intends to file a condemnation petition with the Ramsey County District Court. The condemnation petition will be served upon you at a later date. However, the County intends to acquire title to and possession of the described property pursuant to Minnesota Statutes, Section 117.042 (the so-called "quick-take" statute). The quick-take statute provides for an expedited transfer of title and possession of property to the County.

A Notice of Intent to Take Title and Possession is enclosed and served upon you. As described in the enclosed Notice, the County will move the court to issue an order transferring title and possession of the described property to the County as of August 28, 2017. You will be notified in the future of the court hearing on that motion. If the County obtains the court order, the County will deposit with the court on or before August 28, 2017 an amount equal to the County's approved appraisal of value of the property being acquired from you.

The "quick-take" procedure affects only the timing of the County's acquisition of the property. You retain the right to challenge the amount of damages and to present evidence to the condemnation commissioners appointed by the Court.

If you have already reached settlement with the County and signed an easement document, receipt of this notice means that we are still working to resolve other interests in your property (most likely a mortgage holder).

Notwithstanding the filing of this proceeding, the County remains willing to negotiate concerning the amount of just compensation which each owner should be paid as a result of the taking. If you have already settled with the County, or do so before August 28, 2017, this action will not affect your agreement or settlement.

If you have questions, please contact me at (651) 266-3050.

Sincerely,

Ann Schwartz, Paralegal

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT

CASE TYPE 2: CONDEMNATION
COURT FILE NO. _____
JUDGE _____

County of Ramsey,

Petitioner,

v.

**NOTICE OF INTENT
TO TAKE TITLE AND POSSESSION**

Margaret Ann Race, Bank of America, N.A., Ladonna K. Seely, Mortgage Electronic Registration Systems, Inc., Jeffrey A. Engler, Barbara M. Engler, James R. Prazak, Cara A. Malat, U.S. Bank National Association ND, Aemen H. Hagelsafy, Nihad Osman, Wells Fargo Bank, NA, Steven J. Houle, Jeffrey W. Houle, Cindy Houle, U.S. Bank National Association, Northern States Power Company, Scott J. Anderson, Paige C. Anderson, West Oak Center, LLC, Franchise Associates, Inc., Mark R. Smith, Weston Woods of White Bear Township Association, Lake Area Bank, Premier Bank, CDC – MN, L.L.C., TierOne Bank, The Ohio National Life Insurance Company, Frandsen Bank & Trust, City of White Bear Lake, City of Vadnais Heights, White Bear Township, County of Ramsey,

and all other parties unknown having any claimed right, title or interest in the premises herein, together with the unknown heirs or devisees, if any, of the parties that may be deceased, and including unknown spouses, if any,

Respondents.

**IN THE MATTER OF THE CONDEMNATION
OF CERTAIN LANDS FOR HIGHWAY PURPOSES**

TO THE RESPONDENTS ABOVE NAMED:

YOU ARE EACH HEREBY NOTIFIED that the County of Ramsey ("County"), in accordance with Minnesota Statutes, Section 117.042, intends to take title and possession on

August 28, 2017 to the real property interests described in Exhibit A attached hereto and made a part hereof.

Where a “permanent easement” is identified, the interests being conveyed include all rights necessary for the construction, operation, and maintenance of all public right-of-way and utility uses now known or adopted in the future. Such rights include, but are not limited to: to remove and use all plants, trees, and natural growth now existing, or later planted or grown; to permanently grade or alter the grade of the land, and to remove and use all earth and other material not reasonable necessary for lateral and subjacent support; to limit or allow all rights of access to the public right-of-way from the adjoining land; to store equipment or supplies; to access, both ingress and egress, from reasonably convenient rights-of-way; to remove any physical improvements or fixtures; and to exclude from the area any use or improvement that conflicts with the rights conveyed herein. The

Where a “temporary easement” is identified, the interests being conveyed include all rights of possession and use necessary or incidental to support the related construction project, including the right: to store equipment or supplies (except hazardous waste); to stage equipment or supplies; to access other portions of the construction project; to permanently grade or alter grade of the land; to remove (and restore in substantially similar condition) any plants, ground cover, or physical improvements; to access, both ingress and egress, from reasonably convenient rights-of-way; and to install any temporary improvements. The term of the temporary easement shall be for 18 months beginning on March 1, 2018, or when granted pursuant to order of the district court, whichever is later.

Before taking title and possession to the real property interests described in attached Exhibit A (“Property”), the County, as petitioner, will bring a motion before the above-named

Court requesting an order permitting the County to pay directly to the respective Property owners or deposit with the Court, an amount equal to petitioner's approved appraisal of value of the Property to be acquired, and vesting title and possession to the Property in the County effective August 28, 2017.

If the order is granted, title and possession to the Property will transfer to the County on August 28, 2017, or as identified in Exhibit A, and you will be required to vacate those interests on or before that date.

You are further notified that neither payment to the owners nor deposit to the Court pursuant to Minnesota Statutes, Section 117.042 shall prejudice or affect the right of the owners to apply for additional payment in these proceedings, as provided by Minnesota Statutes, Chapter 117.

JOHN J. CHOI
Ramsey County Attorney

Dated: May 26, 2017

By /s/ James A. Mogen
James A. Mogen
Assistant Ramsey County Attorney
121 7th Place East, Suite 4500
St. Paul, MN 55101-5001
(651) 266-3121
Attorney Reg. No. 0309266

Attorneys for Petitioner

ACKNOWLEDGMENT

The undersigned hereby acknowledges that costs, disbursements, and reasonable attorney and witness fees may be awarded pursuant to Minn. Stat. Section 549.211 to the party against whom the allegations in this pleading are asserted.

/s/ James A. Mogen
James A. Mogen

EXHIBIT A

**PARCEL 1
PERMANENT EASEMENT**

PARCEL #1-4, RAMSEY COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 10 - C.S.A.H.
96 – HIGHWAY 96

ADDRESS: 4561 1st Avenue, White Bear Lake

<u>NAME</u>	<u>NATURE OF INTEREST</u>
Margaret Ann Race	Fee
Bank of America, N.A.	Mortgagee
City of White Bear Lake	Possible special assessments
County of Ramsey	Possible property taxes

**PARCEL 2
PERMANENT EASEMENT**

PARCEL #2-1, RAMSEY COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 10 - C.S.A.H.
96 – HIGHWAY 96

ADDRESS: 1931 Highway 96 E, White Bear Lake

<u>NAME</u>	<u>NATURE OF INTEREST</u>
Ladonna K. Seely	Fee
Mortgage Electronic Registration Systems, Inc.	Mortgagee
City of White Bear Lake	Possible special assessments
County of Ramsey	Possible property taxes

**PARCEL 3
PERMANENT EASEMENT**

PARCEL #2-3, RAMSEY COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 10 - C.S.A.H.
96 – HIGHWAY 96

ADDRESS: 1920 Highway 96 E, White Bear Lake

<u>NAME</u>	<u>NATURE OF INTEREST</u>
Jeffrey A. Engler	Fee
Barbara M. Engler	Fee
Mortgage Electronic Registration Systems, Inc.	Mortgagee
City of White Bear Lake	Possible special assessments
County of Ramsey	Possible property taxes

**PARCEL 4
PERMANENT EASEMENT**

PARCEL #2-4, RAMSEY COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 10 - C.S.A.H.
96 – HIGHWAY 96

ADDRESS: 1919 Highway 96 E, White Bear Lake

<u>NAME</u>	<u>NATURE OF INTEREST</u>
James R. Prazak	Fee
Cara A. Malat	Fee
U.S. Bank National Association ND	Mortgagee
City of White Bear Lake	Possible special assessments
County of Ramsey	Possible property taxes

**PARCEL 5
PERMANENT EASEMENT**

PARCEL #2-5, RAMSEY COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 10 - C.S.A.H.
96 – HIGHWAY 96

ADDRESS: 1914 Highway 96 E, White Bear Lake

<u>NAME</u>	<u>NATURE OF INTEREST</u>
Aemen H. Hagelsafy	Fee
Nihad Osman	Fee
Wells Fargo Bank, NA	Mortgagee
City of White Bear Lake	Possible special assessments
County of Ramsey	Possible property taxes

**PARCEL 6
PERMANENT EASEMENT**

PARCEL #2-6, RAMSEY COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 10 - C.S.A.H.
96 – HIGHWAY 96

ADDRESS: 1910 Highway 96 E, White Bear Lake

<u>NAME</u>	<u>NATURE OF INTEREST</u>
Steven J. Houle	Fee
Jeffrey W. Houle	Fee
Cindy Houle	Fee
Mortgage Electronic Registration Systems, Inc.	Mortgagee
U.S. Bank National Association	Mortgagee
Northern States Power Company	Easement

City of White Bear Lake
County of Ramsey

Possible special assessments
Possible property taxes

**PARCEL 7
PERMANENT EASEMENT**

The North 5 feet of Lots 7 and 8, Block 23, RAMALEY'S PARK, Ramsey County, Minnesota.

ADDRESS: 1846 Highway 96 E, White Bear Lake

<u>NAME</u>	<u>NATURE OF INTEREST</u>
Scott J. Anderson	Fee
Paige C. Anderson	Fee
City of White Bear Lake	Possible special assessments
County of Ramsey	Possible property taxes

**PARCEL 8
PERMANENT EASEMENT**

All that part of Lot 4, Block 2, THE MEADOWLANDS OF WHITE BEAR, according to the recorded plat thereof, Ramsey County, Minnesota, situated southeasterly of the following described line:

Beginning at a point on the south line of said Lot 4, Block 2, THE MEADOWLANDS OF WHITE BEAR, 15.00 feet westerly of the southeast corner thereof; thence northeasterly to a point on the east line of said Lot 4, a distance of 3.00 feet northerly of said southeast corner and said line there terminating.

ADDRESS: 1028 Meadowlands Drive, White Bear Township

<u>NAME</u>	<u>NATURE OF INTEREST</u>
West Oak Center, LLC	Fee
Franchise Associates, Inc.	Tenant
U.S. Bank N.A.	Mortgagee
White Bear Township	Possible special assessments
County of Ramsey	Possible property taxes

**PARCEL 9
PERMANENT EASEMENT**

All that part of Outlot A, WESTON WOODS OF WHITE BEAR TOWNSHIP 6TH ADDITION, according to the recorded plat thereof, Ramsey County, Minnesota, situated southeasterly of the following described line:

Beginning at a point on the south line of said Outlot A, WESTON WOODS OF WHITE BEAR TOWNSHIP 6TH ADDITION, 5.00 feet westerly of the southeast corner thereof;

thence northeasterly to a point on the east line of said Outlot A, a distance of 5.00 feet northerly of said southeast corner and said line there terminating.

TEMPORARY EASEMENT

All that part of Outlot A, WESTON WOODS OF WHITE BEAR TOWNSHIP 6TH ADDITION, according to the recorded plat thereof, Ramsey County, described as follows:

The south 14 feet of the east 16 feet of Outlot A, WESTON WOODS OF WHITE BEAR TOWNSHIP 6TH ADDITION.

ADDRESS: 0 Greenhaven Drive, White Bear Township

<u>NAME</u>	<u>NATURE OF INTEREST</u>
Mark R. Smith	Fee
Weston Woods of White Bear Township Association	Dedicated rights as the homeowners association in the CIC
Lake Area Bank	Mortgagee
Premier Bank	Possible Judgment Creditor
White Bear Township	Possible special assessments
County of Ramsey	Possible property taxes

**PARCEL 10
PERMANENT EASEMENT**

All that part of Lot 1, Block 2, JOHN RICKSON ADDITION, according to the recorded plat thereof, Ramsey County, Minnesota, situated northwesterly of the following described line:

Beginning at a point on the north line of said Lot 1, Block 2, JOHN RICKSON ADDITION, 16.40 feet easterly of the northwest corner thereof; thence southwesterly to a point on the west line of said Lot 1, a distance of 16.40 feet southerly of said northwest corner and said line there terminating.

ADDRESS: 570 Oak Grove Parkway, Vadnais Heights

<u>NAME</u>	<u>NATURE OF INTEREST</u>
CDC – MN, L.L.C.	Fee
TierOne Bank	Mortgagee
The Ohio National Life Insurance Company	Mortgagee
Frandsen Bank & Trust	Mortgagee
City of Vadnais Heights	Possible special assessments
County of Ramsey	Possible property taxes

Service List

Parcel	Name	Nature of Interest
1	Margaret Ann Race 4561 1 st Avenue White Bear Lake, MN 55110	Fee
1	Bank of America, N.A. 1000 W. Temple Street CA9-705-05-19 Los Angeles, CA 90012-1514	Mortgagee
1-7	City of White Bear Lake – City Clerk 4701 Highway 61 White Bear Lake, MN 55110	Possible special assessments
All	County of Ramsey Room 250, Courthouse 15 W. Kellogg Blvd. St. Paul, MN 55102	Possible property taxes

Parcel	Name	Nature of Interest
2	Ladonna K. Seely 1931 Highway 96 White Bear Lake, MN 55110	Fee
2, 3, 6	Mortgage Electronic Registration Systems Inc P.O. Box 2026 Flint, Michigan 48501-2026	Mortgagee
1-7	City of White Bear Lake – City Clerk 4701 Highway 61 White Bear Lake, MN 55110	Possible special assessments
All	County of Ramsey Room 250, Courthouse 15 W. Kellogg Blvd. St. Paul, MN 55102	Possible property taxes

Parcel	Name	Nature of Interest
3	Jeffrey A.Engler Barbara M. Engler 1920 Highway 96 White Bear Lake, MN 55110	Fee
2, 3, 6	Mortgage Electronic Registration Systems Inc P.O. Box 2026 Flint, Michigan 48501-2026	Mortgagee
1-7	City of White Bear Lake – City Clerk 4701 Highway 61 White Bear Lake, MN 55110	Possible special assessments
All	County of Ramsey Room 250, Courthouse 15 W. Kellogg Blvd. St. Paul, MN 55102	Possible property taxes

Parcel	Name	Nature of Interest
4	James R. Prazak Cara A. Malat 1919 Highway 96 E White Bear Lake, MN 55110	Fee
4	U.S. Bank National Association ND 4325 – 17 th Avenue Southwest Fargo, ND 58103	Mortgagee
1-7	City of White Bear Lake – City Clerk 4701 Highway 61 White Bear Lake, MN 55110	Possible special assessments
All	County of Ramsey Room 250, Courthouse 15 W. Kellogg Blvd. St. Paul, MN 55102	Possible property taxes

Parcel	Name	Nature of Interest
5	Aemen H. Hagelsafy Nihad Osman 1914 Highway 96 E White Bear Lake, MN 55110 Richard Galena – Attorney (651) 426-6555 rjgalena@galenalaw.com	Fee
5	Wells Fargo Bank, NA c/o Corporation Service Company 2345 Rice Street, Suite 230 Roseville, MN 55113	Mortgagee
1-7	City of White Bear Lake – City Clerk 4701 Highway 61 White Bear Lake, MN 55110	Possible special assessments
All	County of Ramsey Room 250, Courthouse 15 W. Kellogg Blvd. St. Paul, MN 55102	Possible property taxes

Parcel	Name	Nature of Interest
6	Steven J. Houle, Jeffrey W. Houle Cindy Houle 1910 Highway 96 E White Bear Lake, MN 55110	Fee
2, 3, 6	Mortgage Electronic Registration Systems Inc P.O. Box 2026 Flint, Michigan 48501-2026	Mortgagee
6, 8	U.S. Bank National Association 425 Walnut Street Cincinnati, OH 45202	Mortgagee

6	Northern States Power Company c/o Corporation Service Company 2345 Rice Street, Suite 230 Roseville, MN 55113	Easement
1-7	City of White Bear Lake – City Clerk 4701 Highway 61 White Bear Lake, MN 55110	Possible special assessments
All	County of Ramsey Room 250, Courthouse 15 W. Kellogg Blvd. St. Paul, MN 55102	Possible property taxes

Parcel	Name	Nature of Interest
7	Scott J. Anderson Paige C. Anderson 9 E. Gilfillan Rd. North Oaks, MN 55127	Fee
1-7	City of White Bear Lake – City Clerk 4701 Highway 61 White Bear Lake, MN 55110	Possible special assessments
All	County of Ramsey Room 250, Courthouse 15 W. Kellogg Blvd. St. Paul, MN 55102	Possible property taxes

Parcel	Name	Nature of Interest
8	West Oak Center, LLC James M. Bauer 11730 44 th Street Lane N Lake Elmo, MN 55042	Fee
8	Franchise Associates, Inc. 5354 Parkdale Drive, Suite 100 Minneapolis, MN 55416	Tenant
6, 8	U.S. Bank N.A. 400 City Center Oshkosh, WI 54901	Mortgagee
8, 9	White Bear Township 1281 Hammond Road White Bear Township, MN 55110	Possible special assessments
All	County of Ramsey Room 250, Courthouse 15 W. Kellogg Blvd. St. Paul, MN 55102	Possible property taxes

Parcel	Name	Nature of Interest
9	Mark R. Smith 2120 Otter Lake Drive White Bear Lake, MN 55110	Fee
9	Weston Woods of White Bear Township Association 1895 E. County Road E White Bear Lake, MN 55110	Dedicated rights as the homeowners association in the CIC
9	Lake Area Bank 1400 East Highway 96 White Bear Lake, MN 55110	Mortgagee
9	Premier Bank 2866 White Bear Avenue N Maplewood, MN 55109	Possible Judgment Creditor
8, 9	White Bear Township - Clerk 1281 Hammond Road White Bear Township, MN 55110	Possible special assessments
All	County of Ramsey Room 250, Courthouse 15 W. Kellogg Blvd. St. Paul, MN 55102	Possible property taxes

Parcel	Name	Nature of Interest
10	CDC – MN, L.L.C. c/o CT Corporation System Inc. 100 South 5 th Street, #1075 Minneapolis, MN 55402	Fee
10	TierOne Bank 1235 “N” Street Lincoln, Nebraska 68508	Possible Mortgagee
10	The Ohio National Life Insurance Company One Financial Way Cincinnati, Ohio 45242	Possible Mortgagee, Assignment of Leases and Rents, UCC interest
10	Frandsen Bank & Trust 2001 West Broadway Avenue Forest Lake, MN 55025	Possible Mortgagee
10	City of Vadnais Heights – City Clerk 800 East County Road E Vadnais Heights, MN 55127	Possible special assessments
All	County of Ramsey Room 250, Courthouse 15 W. Kellogg Blvd. St. Paul, MN 55102	Possible property taxes



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

May 31, 2017

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: CenturyLink Permit Application
5433 Cottage Avenue
White Bear Township, Minnesota
TKDA Project No. 16327.000

Dear Board Members:

Telcom Construction on behalf of CenturyLink has applied for a permit to install buried cable to service 5433 Cottage Avenue. The proposed improvement will be performed through boring and open trenching.

We recommend approval with the following conditions:

1. Contractor must protect driveways during directional boring.
2. Contractor must protect the sanitary sewer and water services.
3. Contractor must run cable behind the hydrant if it is going past it.
4. Disturbed areas shall be restored equal to or better than original condition.
5. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
6. Call Gopher One-Call prior to any work.

Sincerely,

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

Jim Studenski, P.E.
Town Engineer

Attachments

 CenturyLink	Local Exch#	429	CMS #	17108618 PERMIT
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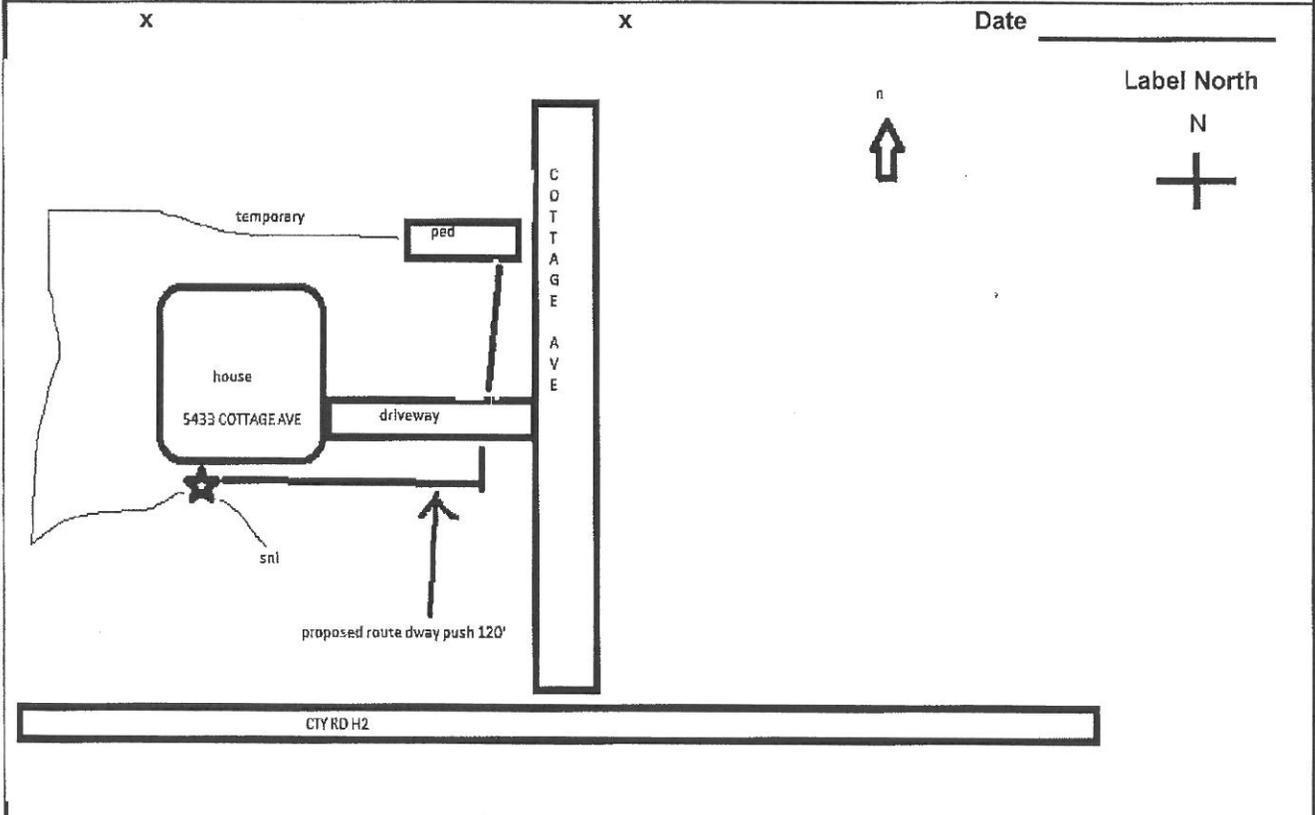
CenturyLink BSW Order/Maintenance Work Authorization

Company	T600	Exchange	429	Ticket #	c52828516
Work Activity	Drop - Buried Copper			Capital	<input checked="" type="checkbox"/> Maintenance
Customer Name	john hopkins			Phone #	6514077399
Address	5433 cottage ave			CBR #	714100083
city	white bear township	State	mn	Zip	55110
Location/Directions					
Description of work, or Special instructions					

Held Order	Y	N	<input checked="" type="checkbox"/>	Permit	Y	N	<input checked="" type="checkbox"/>	Bore	Y	<input checked="" type="checkbox"/>	N
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	Material/Labor Units		EST QTY.	Actual QTY	Placed by (Foreman/Crew Name)
	Description	Notes			
Cntr Line footage	SEB3-22	Place 3 pair BSW	120		
Ped #	BM2C	Place BSW bond	1		
County	BM83	BSW guard at house	1		
	XXSEB-GL	Remove temp drop	170		
Township	BM61(3)D	BSW Bore required	12		
Section	SEB-CUTOVER	Cut over to New BSW	1		
Range					
Nearest cross st.	cty rd h2		Plat Page		Map #

SKETCH



CTL Tech Name	simanski	Area Plant Supervisor Name	burth
CTL Tech Phone	6512316864	Area Plant Supervisor Number	651-777-9389

Authorized By: (APS)	_____	Date: _____	Completed By: _____	Date: _____
Authorized By: (AOM)	_____	Date: _____	Inspected By: _____	Date: _____

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



**Town Board Meeting
June 5, 2017**

Agenda Number: 6 – Old Business

**Subject: 5423 Jefferson Court – One Year Site Visit Per Hobby
Kennel License Requirements of 2016**

**Documentation: Animal Control Report /
Hobby Kennel Requirements**

**No complaints of any kind have been received
concerning this property.**

Action / Motion for Consideration:

Receive Information / Discuss

**Minutes
Town Board Meeting
May 16, 2016**

**7:35 P.M. – PUBLIC HEARING – HOBBY KENNEL LICENSE RENEWAL REQUEST – 5423
JEFFERSON COURT:** The Public Hearing was held at 7:35 p.m. Prudhon moved to waive the reading of Public Notice noting that proper publication was made. Ruzek seconded. Ayes all.

The Clerk reported that Michelle Molitor has applied for a Hobby Kennel License to keep three dogs, a German Short Haired Pointer, a Yellow Lab, and a Miniature Pinscher. She also has several cats, but the exact number was not disclosed. Rabies certificates have been provided for all three dogs and licenses paid for and will be issued if the Hobby Kennel License is approved. A resident who wishes that their name not be printed stated that the dogs bark constantly when people are outside and they can't enjoy their deck or yard without the barking. The complainant also noted that the dogs are large and hang over the fence and the owners only yell at them to be quiet. The Animal Control Officer provided a Residential Kennel License Report and noted that he has received no complaints since last inspection. When the Hobby Kennel License was renewed in 2014 it was noted that a sign stating "Beware of Dog" be posted on the gate, fence or wall space between garage door and front entrance to the house. Two options are available: 1) Approve the renewal for the Hobby Kennel License for a two year period through March 31, 2018, or 2) Approve the renewal for a two year period through March 31, 2018 subject to review in 6 or 12 months.

Prudhon moved to open the public comment portion of the Public Hearing. Ruzek seconded. Ayes all.

Gayle Kittleson, 2502 Taylor Avenue stated that the applicant lives down the block from them and that they never hear their dogs barking. She stated that she was at the Public Hearing last year and the "Beware of Dog" is because of a feisty Mini-Pinscher. She stated that the applicants walk their dog by their house regularly and that the dogs appear well behaved and cared for.

Kermes stated that it is difficult to respond to an anonymous complaint but they cannot be ignored. The Clerk reported that Staff will ask for name and address, time of day and specifics along with the complaint when called in. In this case the specifics are vague. It is someone who lives near the rear yard as opposed to the street side of the house. Kermes asked if Officer Lee could survey the owner and property.

There was no further public comment. Prudhon moved to close the public comment portion of the Public Hearing. Ruzek seconded. Ayes all.

Prudhon moved, based on Staff review and recommendation to approve renewal of the Hobby Kennel License at 5423 Jefferson Court for a two year period through March 31, 2018, subject to following the conditions previously required that a sign stating "Beware of Dog" be posted on the gate, fence, or wall space between garage door and front entrance to the house, with the Animal Control Officer to review and file report in one year. Ruzek seconded. Ayes all.



Ramsey County Sheriff's Office

Jack Serier, Sheriff

Public Safety Services Division

1411 Paul Kirkwold Drive • Arden Hills, Minnesota 55112

Phone: 651-266-7300 • Fax: 651-266-7306

www.RamseyCountySheriff.us

SPECIAL THREE DOG LICENSE INSPECTION REPORT

Date: 1 June 2017

Time of Inspection: 0941hrs to 1010hrs

Address of Owner: Michelle Molitor
5423 Jefferson Court
White Bear Township, MN 55110
651-429-2282

Number of animals reviewed on premises: 3

Type of animal reviewed: Dogs: one 5yo female Short Haired Pointer named BUCKY, one 9yo female Golden Lab named SANDY, and one 10yo male Min-Pin named BRUISER.

Appearance of animals reviewed: All dogs showed no apparent signs of illness, had healthy coats and appeared healthy. BUCKY and BRUISER score 4 to 5 on Body Conditioning System (BCS) and SANDY scores 6 BCS.

Access to clean potable water: Yes—township tap water, 3 communal plastic bowls indoors and 1 communal plastic bowl outside.

Access to sufficient quality food: Yes, Dry food kept in sealed plastic tub. Each dog has its own stainless steel food bowl.

Enough leashes for each dog: Yes, 7+ leashes handy in the garage.

Shelter Conditions: Animals have access to entire house of ~2217 square feet.

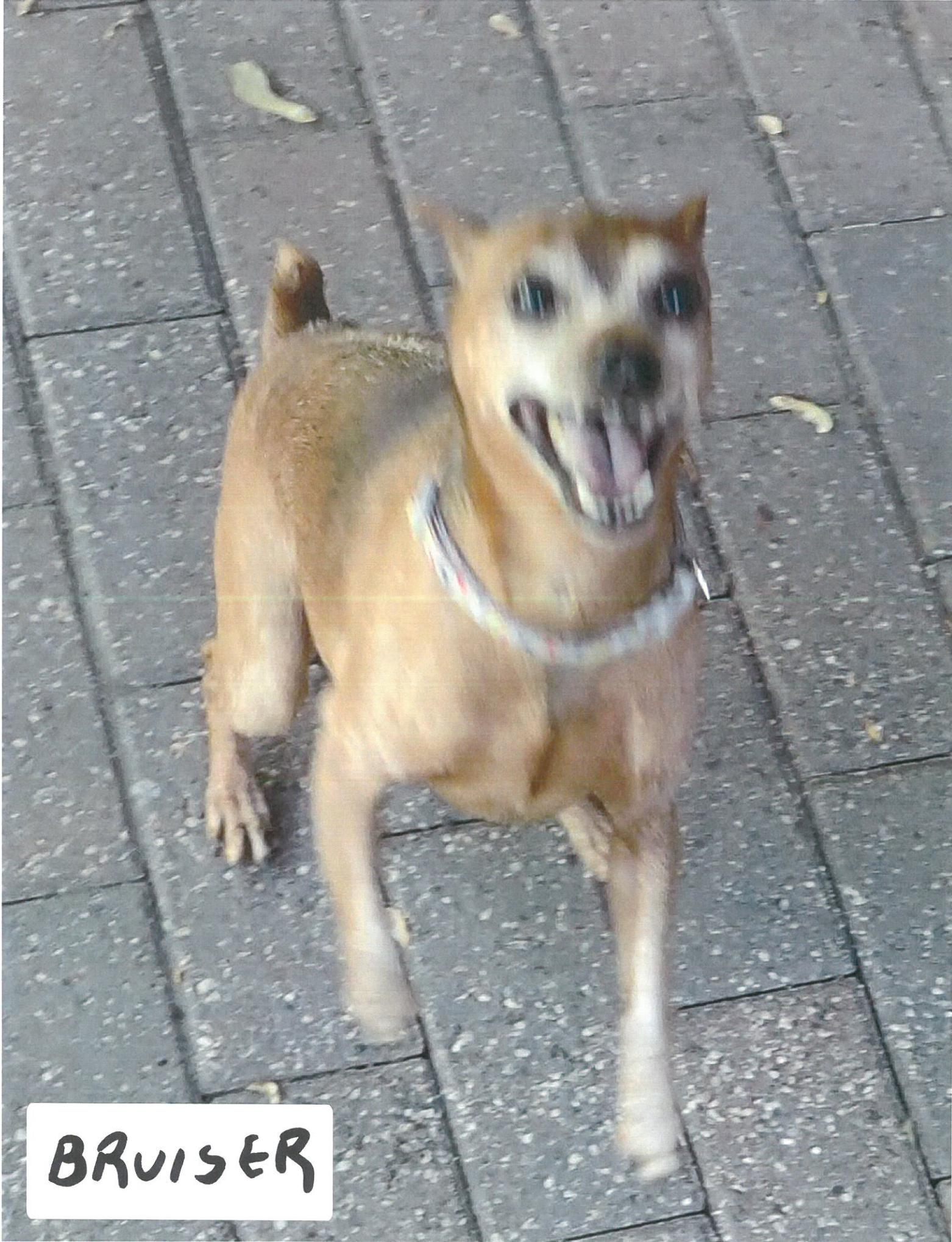
Exercise Space: ~19,166.4 square foot natural grass yard enclosed with 4' chain link fence.

Sanitation: Inside residence clean with no odor and modern climate control. No signs of litter accumulation nor urine spots. Food and water containers were clean.

Complaints since last inspection: None

RECOMMENDATION: Approve renewal of special 3 dog license.

Mario R. Lee, CSO #1026
Animal Control Officer



BRUISER



Bucky



SANDY

MAY 16, 2016
passed

Requirements
Hobby Kennel License

Michelle Molitor
5423 Jefferson Court
White Bear Township, MN 55110

1. This Hobby Kennel License shall be limited to three (3) dogs.
2. All dogs shall have current licenses obtained from White Bear Township.
3. All dogs shall have current rabies vaccinations.
4. The premises shall be cleaned of all feces on a daily basis. Unreasonable noise, odors or other annoyances shall be prohibited for the protection of public hearing and safety.
5. "Beware of Dogs" signs shall be placed on gates for the fence and on wall space between the garage door and front entrance to the house as per the Animal Control Officer's recommendation in 2014.
6. A one year site visit shall be performed by the Animal Control Officer to insure compliance with the Hobby Kennel License requirements.
7. This Hobby Kennel License shall expire on March 31, 2018. Application for renewal shall be completed prior to that date.
8. White Bear Township reserves the right to revisit the action to approve this Hobby Kennel License if complaints are received during the license period.
9. State, Federal and local laws and Ordinances shall be complied with.



**Town Board Meeting
June 5, 2017**

Agenda Number: 7A – New Business

Subject: 7:10 – Public Hearing – Special Home Occupation Permit Request – 4522 Otter Lake Road

Documentation: Town Planner Memo
Applicant Introduction w/attachments
Special Home Occupation Application From
Public Notice / Resident Letter / Mailing List / Map
Affidavit of Publication
Proposed Zoning Certificate / Requirements

Action / Motion for Consideration:

- Note Proper Publication of Hearing Notice in Newspaper & Waive Reading of Notice
- Open Public Hearing
- Open Public Comment Portion – Ask for Comments
- Close Public Portion of Hearing

Based on Planning Commission & Staff Review & Recommendation Approve the Special Home Occupation Permit with Attached Requirements for Ben Neuman, 4522 Otter Lake Road for a 5-Year Period Through June 4, 2022

**Minutes
Planning Commission Meeting
April 27, 2017**

BEN NEUMAN, 4522 OTTER LAKE ROAD – REQUEST FOR SPECIAL HOME OCCUPATION PERMIT TO ALLOW CONVERSION OF HIS GARAGE INTO A COMMERCIAL KITCHEN: The Planner reported that Mr. Neuman is requesting approval of a Special Home Occupation Permit which would allow him to convert his existing garage to a second kitchen. The purpose of the kitchen is to create a space to bake and sell pies meeting County Health Department standards. Mr. Neuman plans to sell approximately 100-200 pies during the Fourth of July, Thanksgiving and Christmas holidays.

Many of the pies would be delivered to the clients but some customers will visit the Neuman home to pick them up. Pick-up appointments are scheduled and there will not be regular business hours open to the public. Home occupations such as Mr. Neuman's would be permitted subject to meeting requirements defined by the Zoning Ordinance within the home. Due to County Health Department requirements for commercial food preparation, the existing kitchen will not meet requirements. Therefore, conversion of the garage to a commercial kitchen is requested. Because the home occupation is planned in the garage rather than inside of the home a Special Home Occupation Permit must be approved by the Town.

The Planner reviewed Section 7-11 of the Zoning Ordinance which sets the standards which must be met in order to approve a Home Occupation and a Special Home Occupation. Section 7-11.2(b) of the Zoning Ordinance requires Permitted Home Occupations be conducted within the home. Because Mr. Neuman is proposing to have the business within the garage, a Special Home Occupation Permit must be approved and the following standards for approval must also be considered:

7-11.3(a). No person other than a resident and one employee shall conduct the home occupation. (No employees other than Mr. Neuman are planned).

7-11.3(b). The home occupation may be conducted in the principal dwelling and one accessory building or in the garage.

7-11.3(c). Special Home Occupation Permits shall not run with the land. Such permits shall be issued to specific persons and shall not be transferable.

7-11.3(d). For residential properties when the home is no less than 1/3 mile from any other home, more than one employee may conduct the home occupation.

In addition, a Home Occupation shall not create a parking demand in excess of that which can be accommodated in an existing driveway, so that no vehicle is parked closer than 3' from the curb line or edge of road surface. Mr. Neuman's driveway is 80' long and 18' wide. Mr. Neuman's proposed home occupation is very limited as described. The request appears to meet the standards set forth by the Zoning Ordinance to approve the Special Home Occupation Permit requirement.

Kotilinek asked Mr. Neuman how many vehicles he has. Mr. Neuman reported that he has two vehicles. He stated that because he has a large driveway they do not park on the street. In response to a question what happens if he decides to sell the property, Mr. Neuman stated that the garage has three windows, door and tiling. He would cap off the plumbing at that time. He stated that the commercial kitchen would be walled off. The walls can be removed. Flann asked if he would do any advertising. Mr. Neuman stated that all his sales are by word-of-mouth. Supervisor Ruzek asked Mr. Neuman if he has talked to his neighbors about his project. Mr. Neuman stated that he has talked with the neighbor to the left. The Planner noted that when the Public Hearing is scheduled notice would be sent to affected neighbors.

Artnier moved to recommend to the Town Board to approve the request for Special Home Occupation Permit to allow conversion of the garage into a commercial kitchen at 4522 Otter Lake Road. Flann seconded. Ayes all.

MEMORANDUM

TO: PLANNING COMMISSION
FROM: TOM RIEDESEL
DATE: APRIL 12, 2017

SUBJECT: CONVERTING GARAGE TO COMMERCIAL KITCHEN

REQUEST: SPECIAL HOME OCCUPATION PERMIT
LOCATION: 4522 OTTER LAKE ROAD
APPLICANT: BEN NEUMAN
ZONING: R-1, SUBURBAN RESIDENTIAL

Mr. Neuman is requesting approval of a Special Home Occupation Permit which would allow him to convert his existing garage to a second kitchen. The purpose of the kitchen is to create a space to bake and sell pies meeting County Health Department standards. Mr. Neuman plans to sell approximately 100-200 pies during the fourth of July, Thanksgiving and Christmas holidays. Many of the pies would be delivered to clients but some customers will visit the Neuman home to pick them up. Pick-up appointments are planned and there will not be regular business hours open to the public.

Home occupations such as Mr. Neuman's would be permitted subject to meeting requirements defined by the Zoning Ordinance within the home. Due to County Health Department requirements for commercial food preparation, the existing kitchen will not meet requirements. Therefore, conversion of the garage to a commercial kitchen is requested. Because the home occupation is planned in the garage rather than inside of the home, a Special Home Occupation Permit must be approved by the Town.

Section 7-11 of the Zoning Ordinance sets the standards which must be met in order to approve a Home Occupation and a Special Home Occupation. It states:

7-11.1. STANDARDS. All home occupations are subject to the following standards.

7-11.1(a). No equipment or machinery shall be used in the home occupation which will create electrical interference to surrounding properties.

7-11.1(b). Any home occupation shall be clearly incidental and secondary to the residential use of the premises, should not change the residential character thereof, and shall be compatible with the surrounding residential uses.

7-11.1(c). No home occupation shall require internal or external structural alterations or involve construction features not customarily found in dwellings except where required to comply with local and state fire and police recommendations.

7-11.1(d). There shall be no exterior storage of equipment or materials used in the home occupation, except personal vehicles. Outside storage of vehicles shall comply with Section 7-6.2 of this Ordinance.

7-11.1(e). The home occupation shall comply with the provisions of Ordinance No. 8 (Building Code), and Ordinance No. 46 (Uniform Fire Code).

7-11.1(f). There shall be no exterior evidence of the home occupation other than signs which are in conformance with Ordinance No. 33 (Sign Ordinance).

7-11.1(g). All home occupations shall comply with the provisions of Ordinance No. 16 (Public Nuisances).

7-11.1(h). No home occupations shall be conducted between the hours of 9:00 p.m. to 6:30 a.m., Monday through Friday, after 6:00 p.m. on Saturday or at any time on Sunday, except as provided in Section 7-11.1(m) or unless said occupation is contained entirely within the principal dwelling and will not require any on-site parking facilities.

7-11.1(i). No home occupation shall generate traffic in volumes greater than would normally be expected in a residential neighborhood.

Section 7-11.2(b) of the Zoning Ordinance requires permitted Home Occupations be conducted within the home. Because Mr. Neuman is proposing to have the business within the garage, a Special Home Occupation Permit must be approved and the following standards for approval must also be considered:

7-11.3(a). No person other than a resident and one employee shall conduct the home occupation.

No employees other than Mr. Neuman are planned.

7-11.3(b). The home occupation may be conducted in the principal dwelling and one accessory building or in the garage.

7-11.3(c). Special Home Occupation Permits shall not run with the land. Such permits shall be issued to specific persons and shall not be transferable.

7-11.3(d). For residential properties when the home is no less than 1/3 mile from any other home, more than one employee may conduct the home occupation.

In addition, a Home Occupation shall not create a parking demand in excess of that which can be accommodated in an existing driveway, so that no vehicle is parked closer than 3' from the curb line or edge of road surface. Mr. Neuman's driveway is 80' long and 18' wide.

Mr. Neuman's proposed home occupation is very limited as described. The request appears to meet the standards set forth by the Zoning Ordinance to approve the Special Home Occupation Permit requirement.

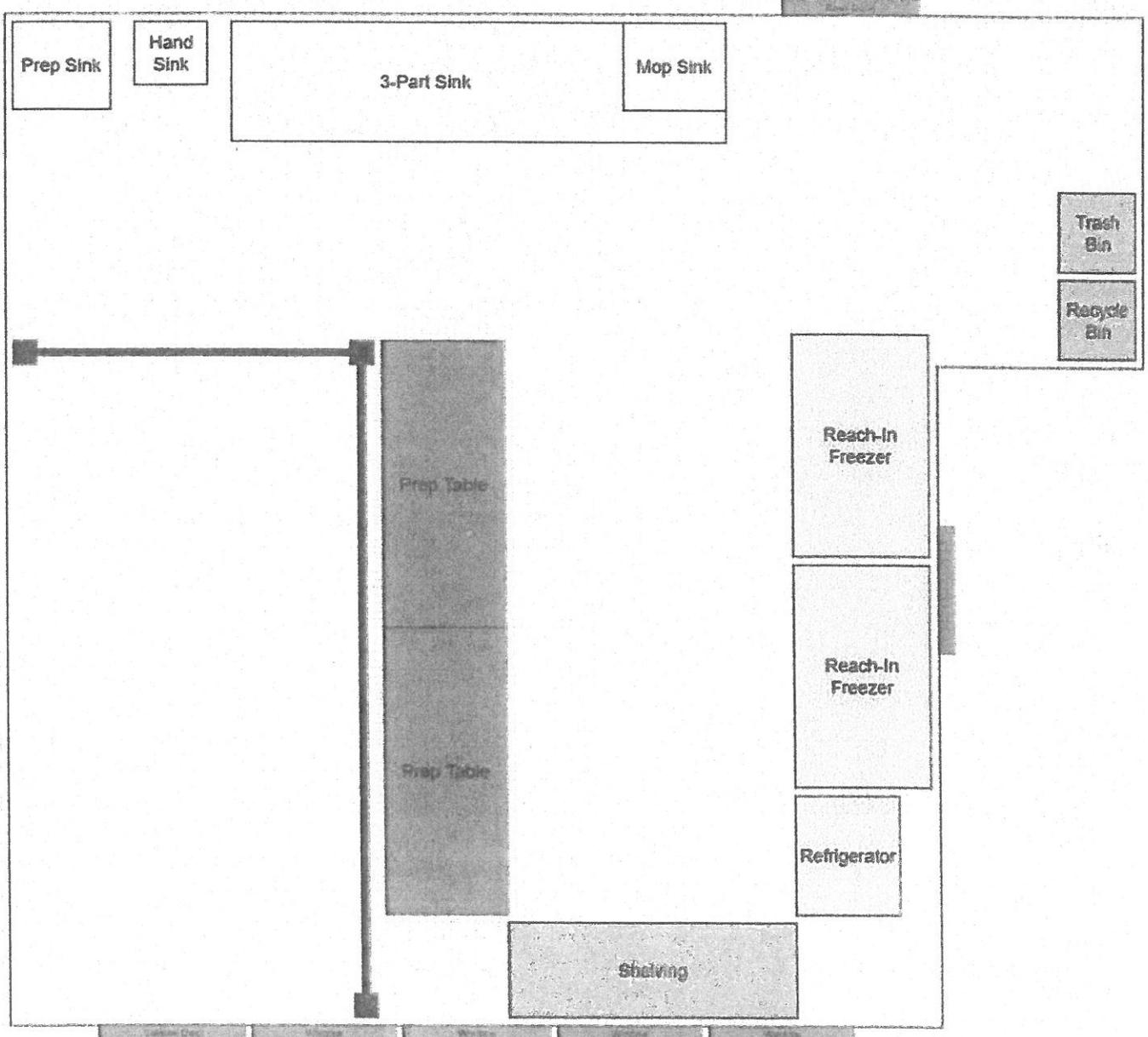
TR/psw
cc:admin/add.file
b:neuman

My name is Ben Neumann and I am a home-owner at 4522 Otter Lake Road in White Bear Township. I have been baking as a hobby for many years and over time have had a lot of family and friends that have asked to purchase my homemade pies. My original goal was to sell a few hundred pies a year that I make in my kitchen to my family and friends. According to the county health department, that would be illegal for me to do out of my current kitchen. My only option is to make a separate kitchen in my home that is compliant with all of the health codes that a commercial kitchen would follow. The best way for me to do that is to remodel my attached garage into a commercial style kitchen. That mainly entails removing the large garage door and framing in a wall with windows and a service door instead, insulating the other walls, extending plumbing/electricity/gas into the new kitchen, tiling the floor, and finishing the walls and ceiling.

When I accomplish all of this, my goal is to sell a limited number of pies per year, only a few hundred. I already have a full time job as a martial arts instructor that pays better than selling pies to family and friends, so I do not plan or wish to make this a large business. I will have no employees, and my goal is to sell one hundred or so pies around the 4th of July every year and another one or two hundred pies around Thanksgiving/Christmas. Many of my customers will be my martial arts students who I see throughout the week at my martial arts studio in Little Canada, so I can deliver most of those pies in person and they will not even need to come to my house to pick up their pies. A small number of family and friends will drop by to pick up their pies from my house after arranging an appointment to drop by. That way I can limit the visitors to one vehicle at a time and make sure I have enough space for parking. I will not be having regular business hours that are open to the public or passers-by.

My driveway is 18' x 80' long, so there is more than enough room for a visitor to park in the driveway for a few minutes while they pick up their pies. No modifications should be needed to the driveway, and the only modification to the house on the outside would be framing in the garage door area with siding, windows, and a service door, so you would not be able tell from the street that it is a business.

With your approval I will be able to present my plan to the county health department and make sure I am meeting all of their regulations for the health code and proceed from there.





RECEIVED

APR 04 2017

TOWN OF WHITE BEAR

SPECIAL HOME OCCUPATION APPLICATION FORM

INTRODUCTION

A Special Home Occupation may be granted or denied by the Town Board after recommendation by the Planning Commission in accordance with Ordinance No. 35 (Zoning Ordinance), Sections 7-11.3 and 7-11.4.

APPLICANT(S) Ben Neumann PHONE (Home) -
(Business) -
(Cell) 651-337-4076

ADDRESS 4522 Otter Lake Rd
White Bear Lake, MN 55110

PROPERTY OWNER Ben Neumann

ADDRESS OF SITE 4522 Otter Lake Rd. ZONING R-1

EXISTING USE OF SITE Home

DESCRIPTION OF HOME OCCUPATION REQUESTED I am requesting to remodel my attached garage for use as a small bakery.

- Initial Fee (\$75.00 plus \$200.00 Expense Deposit)
- Renewal Fee (\$75.00 plus \$200.00 Expense Deposit)

In the event a Special Home Occupation Permit runs for a period of less than five (5) years, the renewal fee shall consist of publication fees only.

It is the policy of White Bear Township that all identifiable costs associated with Special Home Occupations 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.


Signature of Applicant(s)

3-30-17
Date

To Be Completed By Office:

Date Request Received 4/5/17

By 
(Staff Member)

\$75.00 Fee + \$200 Deposit Received Yes
 No

Date Application Complete _____



NOTICE OF HEARING REQUEST FOR A SPECIAL HOME OCCUPATION PERMIT TO ALLOW A PIE BAKING BUSINESS IN THE TOWN OF WHITE BEAR, RAMSEY COUNTY MINNESOTA

NOTICE IS HEREBY GIVEN, That the Town Board of Supervisors of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall in said Town on Monday, June 5, 2017 @ 7:10 p.m. to consider the request of the granting of a Special Home Occupation Permit to allow use of a garage for food preparation in an area lying and being in the Town of White Bear, Ramsey County, Minnesota, described as follows, to-wit:

Lot 4, P.J. Schulte Plat

(4522 Otter Lake Road)

and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.

Given under my hand this 1st day of May, 2017.

A handwritten signature in black ink, appearing to read "W. Short".

WILLIAM F. SHORT, Clerk-Treasurer



1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750
FAX 651-426-2258
Email: wbt@whitebeartownship.org

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

May 25, 2017

Township Resident
White Bear Township, Minnesota 55110

Dear Interested Property Owner:

Enclosed for your information please find a **Notice of Hearing Request for a Special Home Occupation Permit**.

Approval of this Permit for the property at 4522 Otter Lake Road would allow conversion of the garage to a commercial kitchen in order to allow the homeowner to bake pies for friends and customers.

The Public Hearing on the matter has been scheduled for **Monday, June 5, 2017, at 7:10 p.m. @ Heritage Hall, 4200 Otter Lake Road, White Bear Township, Minnesota.**

If you would like to know more about the proposal and/or would like to give public comment, please plan to attend.

If you have any questions but are unable to attend the meeting, please contact Tom Riedesel, Town Planner, at 651.747.2761 or via e-mail at tom.riedesel@whitebeartownship.org.

Sincerely,

PATTI WALSTAD
Paralegal

PSW/s
Enc.
cc:admin/add.file
b:piemaking



recycled paper

Parcel ID: 223022120019

Jeffrey S Greeder
4520 Otter Lake Rd
White Bear Town MN 55110-3734

RESIDENT
4544 OTTER LAKE ROAD
WHITE BEAR TWP MN 55110

Parcel ID: 223022120055

David M Luecke, Jane E Luecke
1589 Park Ave
White Bear Town MN 55110-3704

Parcel ID: 223022120014

Melissa M Aegerter
1574 Highway 96 E
White Bear Lake MN 55110-3656

RESIDENT
1566 HIGHWAY 96
WHITE BEAR TWP MN 55110

Parcel ID: 223022120012

Scott Allen Kieger
1596 Highway 96
White Bear Lake MN 55110-3656

Parcel ID: 223022120016

Daniel E Mccarthy
1558 Highway 96 E
White Bear Lake MN 55110-3656

CITY OF WHITE BEAR LAKE
4701 HIGHWAY 61
WHITE BEAR LAKE MN 55110

Parcel ID: 223022120013

Jacob L Childrey, Andrea M Aegerter
1592 Highway 96 E
White Bear Township MN 55110-3656

Parcel ID: 153022430056

Connor James King
1571 Highway 96 E
Saint Paul MN 55110-7622

Parcel ID: 223022120056

Maryjo Ketzner Lang
1597 Park Ave
White Bear Town MN 55110-3704

Parcel ID: 223022120018

Benjamin D Neumann, Hannah R Neumann
4522 Otter Lake Rd
White Bear Lake MN 55110-3734

Parcel ID: 223022120054

Gary N Johnson, Melissa L Wilcox
1581 Park Ave
White Bear Lake MN 55110-3704

Parcel ID: 223022120045

Wesley Carlson, Kathie Carlson
4510 Otter Lake Rd
White Bear Lake MN 55110-3734

Parcel ID: 223022120011

Brian Wilcox, Roxanne D Wilcox
1614 Hwy 96 E
White Bear Lake MN 55110-3631

Parcel ID: 223022120017

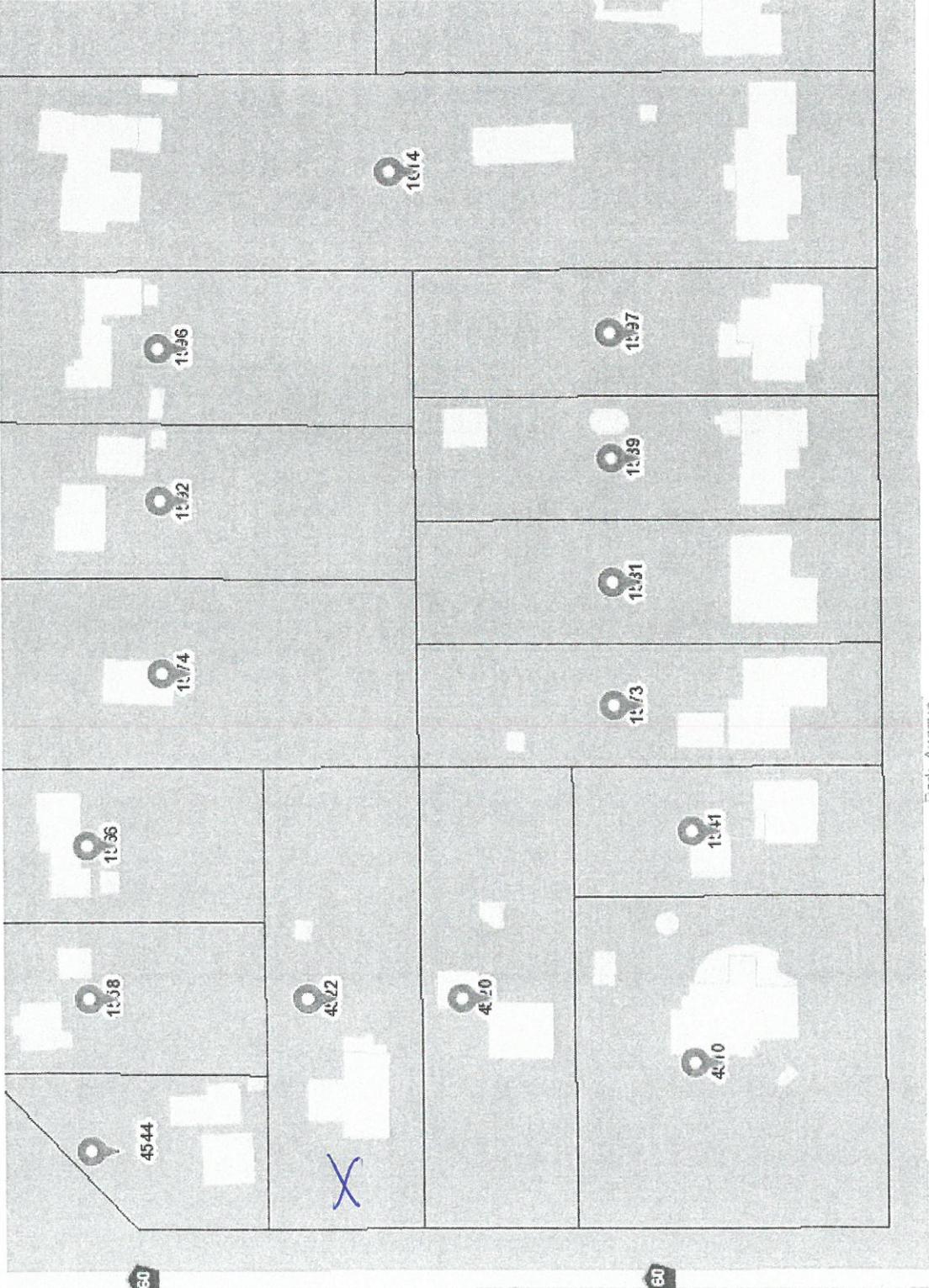
Mnsf li W1, Lic
6836 Morrison Blvd 320
Charlotte NC 28211

Parcel ID: 223022120046

Patrick M White, Rosemary A White
1541 Park Ave
White Bear Town MN 55110-3704

Parcel ID: 223022120053

Richard A Grundtner, Gayle R Grundtner
1573 Park Ave
White Bear Lake MN 55110-3704



Park Avenue

200.0

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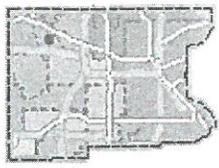
100.00

200.0 Feet

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 © Ramsey County Enterprise GIS Division

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 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

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

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

- 1. I am the publisher of the WHITE BEAR PRESS, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant of Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached was published in the newspaper are as follows:

Once a week, for one week, it was published on Wednesday, the 24th day of May, 2017.

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

- a) Lowest classified rate paid by commercial users for comparable space
b) Maximum rate allowed by law for the above matter
c) Rate actually charged for the above matter \$ 16.07/inch

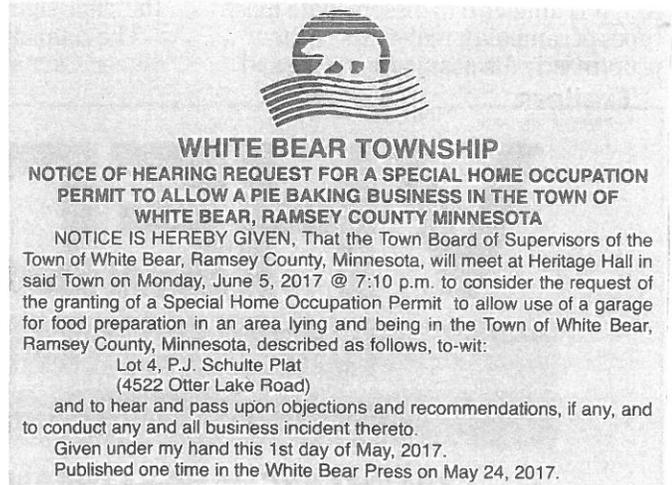
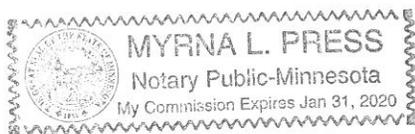
- 5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Ramsey County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the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

FURTHER YOUR AFFIANT SAITH NOT.

BY: [Signature]
TITLE: Carter Johnson, Publisher

Subscribed and sworn to before me on this 24th day of May, 2017.

[Signature]
Notary Public



RECEIVED
MAY 30 2017
TOWN OF WHITE BEAR



ZONING CERTIFICATE

Town of White Bear, Minnesota

I hereby certify that the real estate situated in the Town of White Bear, Ramsey County, Minnesota, described as follows, to-wit: Lot 4, P.J. Schulte Plat and commonly known as: 4522 Otter Lake Road, is in a(n) R – 1 - Suburban Residential District and can be used for the following purpose: to allow use of the garage for food preparation in accordance with the attached Requirements, pursuant to Ordinance No. 35, the Zoning Ordinance for the Town of White Bear, Ramsey County, Minnesota.

Dated: June 5, 2017.

TOWN CLERK

- CONDITIONAL USE
- PERMITTED USE
- NON-CONFORMING USE
- SPECIAL HOME OCCUPATION

SPECIAL HOME OCCUPATION PERMIT

REQUIREMENTS

4522 OTTER LAKE ROAD
WHITE BEAR TOWNSHIP MN 55110

1. No equipment or machinery shall be used in the home occupation which will create electrical interference to surrounding properties.
2. The home occupation shall be clearly incidental and secondary to the residential use of the premises, shall not change the residential character thereof, and shall be compatible with the surrounding residential uses.
3. The home occupation shall require no internal or external structural alterations to the garage or home, or involve construction features not customarily found in dwellings except where required to comply with local and state fire and police recommendations.
4. There shall be no exterior storage of equipment or materials used in the home occupation.
5. The home occupation shall comply with the provisions of Ordinance No. 8 (Building Code), and Ordinance No. 46 (Uniform Fire Code).
6. There shall be no exterior evidence of the special home occupation.
7. The home occupation shall comply with the provisions of Ordinance No. 16 (Public Nuisance).
8. The home occupation shall not be conducted between the hours of 9:00 p.m. to 6:30 a.m., Monday through Friday, after 6:00 p.m. on Saturday or at any time on Sunday.
9. The home occupation shall not generate traffic in volumes greater than would normally be expected in a residential neighborhood.
10. Sewer and water use and refuse generation shall not exceed normal residential use.
11. Any construction, alteration, of electrical or mechanical equipment shall not change the fire rating of the structure.
12. The maximum number of business visitors shall not exceed eight vehicle trips per 60 minute periods or 20 vehicle trips per day. One vehicle trip shall include both arriving and departing.

13. The home occupation may be conducted in the garage only.
14. The Town Code Enforcement Officer shall inspect the premises before the home occupation may commence.
15. This Special Home Occupation Permit shall be in force and effect for a period of five (5) years, from June 5, 2017 through June 4, 2022. Prior to expiration of the Permit, the applicant shall apply to the Town for a new Special Home Occupation Permit.
16. One business related sign shall be permitted. The sign shall not exceed 6 square feet in area and shall be set back at least 10' from the Otter Lake Road right-of-way.
17. All Federal and State Statutes and all local Ordinance shall be complied with.

PSW/s
cc:admin/add.file
b:pies-17



**Town Board Meeting
June 5, 2017**

Agenda Number: 7B – New Business

Subject: 7:20 – Public Hearing – Conditional Use Permit Request – 5960 Highway 61

Documentation: Town Planner Memo
Conditional Use Permit Application Form
Public Notice / Resident Letter / Mailing List / Map
Affidavit of Publication

Action / Motion for Consideration:

- Note Proper Publication of Hearing Notice in Newspaper & Waive Reading of Notice
- Open Public Hearing – Town Planner Report
- Open Public Comment Portion – Ask for Comments
- Based on Staff Recommendation Continue the Public Hearing to Wednesday, July 5, 2017 @ 7:35 p.m. & Direct the Review of the Conditional Use Permit back to the Planning Commission for Additional Review in June

Minutes
Planning Commission Meeting
April 27, 2017

SOUTHWIND HOLDINGS, LLC, 5960 HIGHWAY 61 – REQUEST FOR CONDITIONAL USE PERMIT TO ALLOW CONVERSION OF THE CAR WASH TO A LIQUOR STORE AND CONVERSION OF THE CURRENT LIQUOR STORE TO A COFFEE SHOP & RELATED SITE IMPROVEMENTS: The Planner reported that Southwinds Holdings is requesting approval of a Conditional Use Permit which would allow them to relocate their existing liquor store from the Bald Eagle Quick Stop building to the car wash building. The car wash would be eliminated if the new Conditional Use Permit is approved. The space currently occupied by the liquor store would be converted to a coffee shop with a drive through window. Other site modifications proposed include adding four parking stalls to the Highway 61 side of the car wash building; adding two more parking stalls between the coffee shop and the liquor store; relocating the drive lane between Bald Eagle Quick Stop and the Priesler Roofing property; and relocating one of the two pylon signs. An existing storage

shed located behind the proposed coffee shop will be removed. The property is zoned B-2, General Business. A coffee shop (restaurant) and convenience store are listed as Permitted Uses in the B-2 Zone. An off-sale liquor store requires approval of a Conditional Use Permit. The existing liquor store was approved by the Town in 1999. The conversion of the car wash to a liquor store will include exterior modifications so as to have the same façade as the Quick Stop building. The existing garage doors on the front of the building will be removed and converted to glass. A deck is proposed to be added to the north side of the building. On the rear of the building, one of the garage doors will be filled with block to match the building. The remaining garage door will stay. Two new service doors will be added to the building. Two sides of the building are proposed to have hardie board siding with the two remaining sides continuing to use concrete block. A stormwater treatment pond is also proposed to be modified. Four new parking stalls are planned for the front of the building. An existing drive (gravel) between the Quick Stop property and Priesler Roofing is planned to be relocated to make room for the new parking stalls. Removal of the gravel access drive will place the new driveway up to and into the MnDOT right-of-way. A permit is required from MnDOT for this project. MnDOT is currently reviewing the proposed site modifications. With additional encroachment planned into the Highway 61 right-of-way, MnDOT will have a role in this review. Their review will not be completed for approximately two weeks. Staff recommends continuing review of the request to the May meeting in order for MnDOT to complete their review. However, a public hearing could be recommended to be scheduled.

Artner moved to carry over the request for Conditional Use Permit to allow conversion of the car wash to a liquor store and conversion of the current liquor store to a coffee shop and related site improvements to the May meeting to allow time to receive the MnDOT review of encroachment into the Highway 61 right-of-way; and to recommend to the Town Board to call a public hearing for the June 5, 2017 Town Board Meeting. Kotilinek seconded. Ayes all.

MEMORANDUM

TO: TOWN BOARD
FROM: TOM RIEDESEL
DATE: JUNE 2, 2017

SUBJECT: BALD EAGLE QUICK STOP

Bald Eagle Quick Stop is requesting approval of a Conditional Use Permit which would allow the relocation of their liquor store from the current location to the car wash building. Several other site upgrades are also planned.

At the May Planning Commission meeting, the Planning Commission recommended denial of the Conditional Use Permit as requested due to inconsistencies with the site plan and the actual development of the site. Mr. Alm was not available for the May Planning Commission Meeting.

A Planning Commission action was necessary due to the 60-day review requirements.

Staff spoke with Mr. Alm after the Planning Commission meeting. He has agreed to get a survey of the site and make some plan modifications. He is waiving the 60-day review requirements in order to provide an updated site plan.

Staff recommends continuing the hearing until the July 5th meeting and requests the Board to direct review of the Conditional Use Permit back to the Planning Commission for additional review in June.

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



CONDITIONAL USE PERMIT APPLICATION FORM

INTRODUCTION

A Conditional Use Permit may be granted or denied by the Town Board after recommendation by the Planning Commission in accordance with Ordinance No. 35 (Zoning), Section 9-4, Conditional Use Permit Procedure.

APPLICANT(S) Southward Hldgs PHONE (Home) 657-773-8780
(Business) _____
(Cell) 612-270-5257

ADDRESS 2372 Leibel St.
White Bear Twp MN 55110

PROPERTY OWNER Same

ADDRESS OF SITE 5960 Hwy 61 ZONING Com
Same

EXISTING USE OF SITE Liquor store

DESCRIPTION OF CONDITIONAL USE BEING REQUESTED

Fee (\$75.00 plus \$200.00 Expense Deposit)

CHECKLIST:

- _____ Site Plan
- _____ Building locations (dwelling, garage, accessory building).
- _____ Site improvements (parking areas, drives, sidewalks, fences, decks, lighting, etc.).
- _____ Yard (front, side, rear setbacks).
- _____ Wetlands (delineation of streams, water bodies, wetlands & 100 year storm elevation).
- _____ Existing trees (6 inch in diameter or more), large shrubs & proposed landscaping.
- _____ Location of site, with adjacent land use.
- _____ Topography, grading.

- _____ Schedule (when applicant intends to construct)
- _____ Additional information, if required.
- _____ Permits or written comments from other agencies (DNR, RCWD, VLAWMO, Ramsey County, MNDot, US Army Corps of Engineers.
- _____ Certificate of Survey, or full legal description
- _____ Building plans (size, intended use of structures, exterior finishes, floor plans and elevations).

REVIEW PROCESS:

1. Submit 15 copies of application and all supporting information to Town Planner (minimum of 3 weeks prior to Planning Commission Meeting).
2. Planning Commission _____ (4th Thursday of the month @ 7:00 p.m. at the Town Hall).
3. Town Board _____ (1st Monday of the following month @ 7:00 p.m. (Call Public Hearing) at the Town Hall).
4. Town Board _____ Public Hearing
5. Town Board _____
(Action subject to Public Hearing Schedule)

STANDARDS:

The Town Board will approve a Conditional Use Permit only if the following facts are established:

- _____ 1. There will be no detracting from the appearance of adjacent properties, or Town as a whole.
- _____ 2. There will not be aesthetic incompatibility.
- _____ 3. There will not be aural incompatibility (noise).
- _____ 4. There will not be damage to vegetation.
- _____ 5. Traffic patterns will not be negatively affected.
- _____ 6. There is no unnecessary loss of existing natural features.
- _____ 7. Will not cause soil erosion.
- _____ 8. Will not increase flood potential.
- _____ 9. The proposal is consistent with Comprehensive Plan and complies with other Ordinances.

It is the policy of White Bear Township that all identifiable costs associated with Conditional Use Permits 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.

[Signature]
Signature of Applicant(s)

4-6-17
Date

To Be Completed By Office:		
Date Request Received	<u>4/6/17</u>	<u>CR # 4710</u>
By <u>[Signature]</u> (Staff Member)	\$75.00 Fee + \$200 Deposit Received	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Application Complete	_____	



NOTICE OF HEARING REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW RELOCATION OF THE EXISTING LIQUOR STORE TO THE CARWASH BUILDING & OTHER SITE IMPROVEMENTS IN THE TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN, That the Town Board of the Town of White Bear, Ramsey County, Minnesota, will meet at Heritage Hall in said Town on Monday, June 5, 2017 @ 7:20 p.m., to consider the request of the granting of a Conditional Use Permit to allowing the relocation of the existing liquor store to the carwash building & other site improvements in the area lying and being in the Town of White Bear, Ramsey County, Minnesota, described as follows:

Lot 7, Robert G. Mackay's Bald Eagle Garden Lots, subject to highway and except the South 128.5 feet thereof

(5960 Highway 61 – Bald Eagle Quick Stop)

and to hear and pass upon objections and recommendations, if any, and to conduct any and all business incident thereto.

Given under my hand this 1st day of May, 2017.



WILLIAM F. SHORT, Clerk-Treasurer



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750
FAX 651-426-2258
Email: wbt@whitebeartownship.org

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

May 25, 2017

Township Resident
White Bear Township, Minnesota 55110

Dear Interested Property Owner:

Enclosed for your information please find a **Notice of Hearing Request for a Conditional Use Permit to Allow Relocation of the Existing Liquor Store to the Carwash Building & Other Site Improvements in the Town of White Bear, Ramsey County, Minnesota.**

Southwind Holdings, is requesting approval of a Conditional Use Permit to allow the relocation of the existing liquor store to the carwash building and to allow other site improvements to his strip center at 5960 Highway 61.

The Public Hearing on the matter has been scheduled for **Monday, June 5, 2017, at 7:20 p.m. @ Heritage Hall, 4200 Otter Lake Road, White Bear Township, Minnesota.**

If you would like to know more about the proposal and/or would like to give public comment, please plan to attend the meeting.

If you have any questions but are unable to attend the meeting, please contact Tom Riedesel, Town Planner, at 651.747.2761 or via e-mail at tom.riedesel@whitebeartownship.org.

Sincerely,

PATTI WALSTAD
Paralegal

PSW/s
Enc.
cc:admin/add.file
b:southwind17



recycled paper

Parcel ID: 013022220005

Brian L Preisler Prop Llc
3529 Highland Ave
White Bear Lake MN 55110-5309

Parcel ID: 013022220024

Inc Holiday Stationstores, Tax Department
4567 American Blvd W
Minneapolis MN 55437-1123

Parcel ID: 013022220019

Prc-wbms, Llc
4530 W 77th St Ste 345
Minneapolis MN 55435-5012

Parcel ID: 013022220014

Por-mkr Real Estate Llc
101 10th St E Ste 300
Hastings MN 55033-2157

Parcel ID: 013022220004

Southwind Holdings Llc
2372 Leibel St
White Bear Township MN 55110-2308

Parcel ID: 013022220012

Michalski Land Co Llc
2320 County Road J E
White Bear Lake MN 55110-1000

Parcel ID: 013022220023

Fmb Properties Llc
5966 Hwy 61 N
White Bear Lake MN 55110-2370

Parcel ID: 013022220021

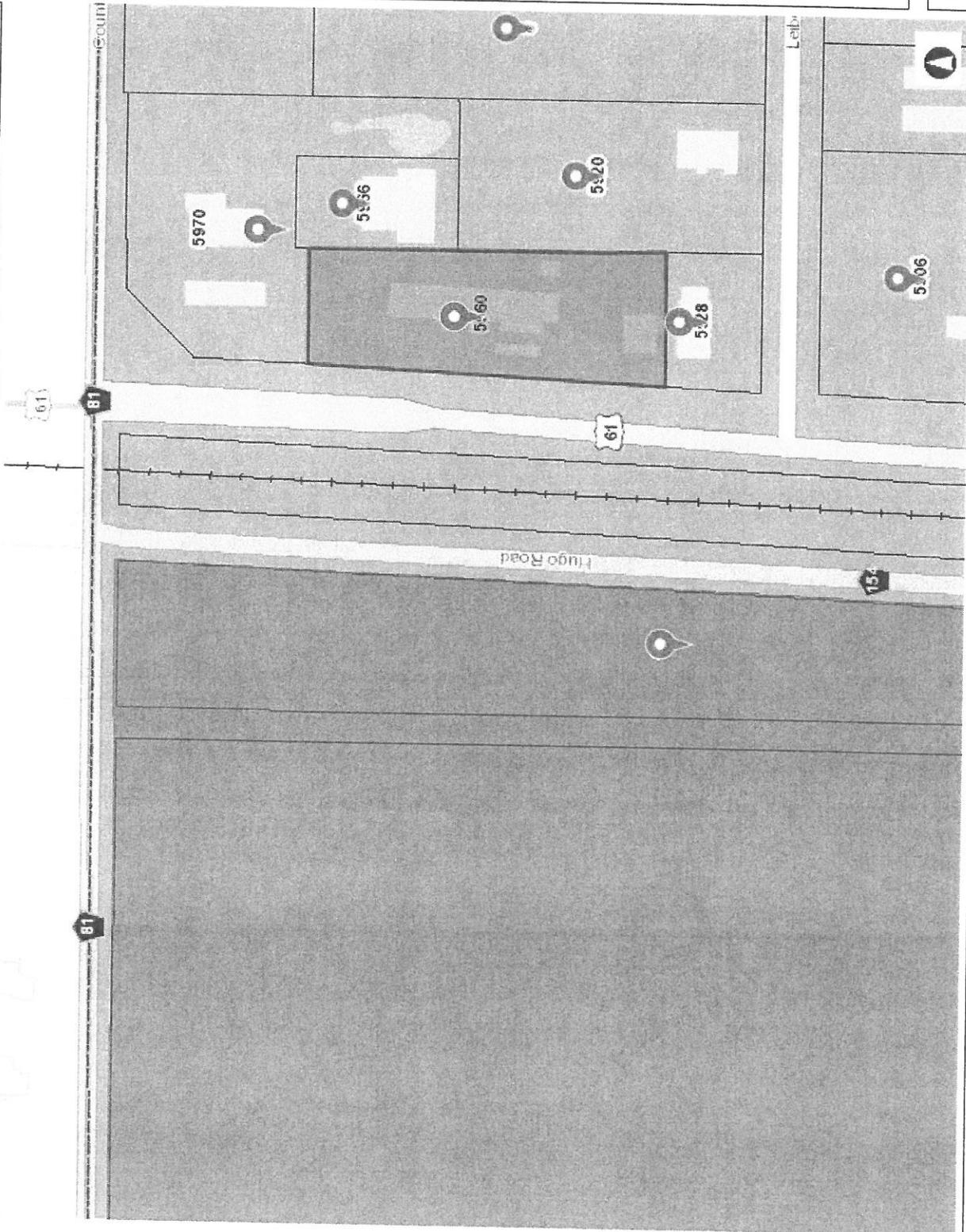
Steven C Parenteau, Colleen G Parenteau
3744 Hoffman Rd
White Bear Lake MN 55110-4628

Parcel ID: 013022220027

Ramsey County Parks And Rec
2015 Van Dyke St N
Saint Paul MN 55109-3711

Parcel ID: 013022230001

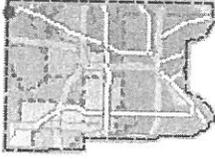
Northern Pacific Ry Co
176 E 5th St
St Paul MN 55101-1606



NAD_1983_HARN_Adj_MN_Ramsey_Feet
 © Ramsey County Enterprise GIS Division

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Legend



- City Halls
- Schools
- Hospitals
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- Recreational Centers
- Parcel Boundaries
- Airports

Notes

Enter Map Description

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

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

- 1. I am the publisher of the WHITE BEAR PRESS, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant of Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
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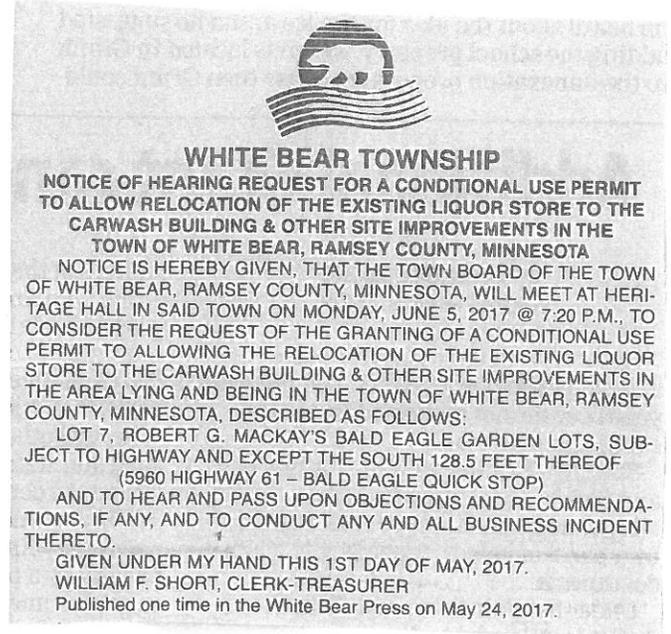
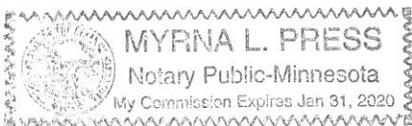
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Ramsey County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

BY: [Signature]
TITLE: Carter Johnson, Publisher

Subscribed and sworn to before me on this 24th day of May, 2017.

[Signature]
Notary Public





**Town Board Meeting
June 5, 2017**

Agenda Number: 7C – New Business

Subject: Well #5 Building Exterior Veneer – Receive Bids & Award Contract to SJ Anderson Construction

Documentation: Public Works Director Memo /
Bid Tab /
Bids

Action / Motion for Consideration:

Public Works Director Report at Meeting

Based on Public Works Director Review & Recommendation Receive the Bids & Award the Contract to SJ Anderson Construction with the Low Bid of \$130,900 With Funding From the Water Operating Fund

MEMORANDUM

Date: June 1, 2017

To: Town Board

From: Dale Reed, Public Works Director

Re: Pump House Five (5) Masonry Veneer bid award

The Township has six pump houses, two (1 and 2) are on the south system and four (3, 4, 5, and 6) are on the north system. As part of the Town's infrastructure management program the pump houses are scheduled for repair and/or upgrade based on the age, condition and operating expenditures for the different components within each pump house. This memo is in regards to the pump house #5 exterior finish. The old exterior finish was Cedar plywood siding with 1" x 2" Cedar battens below a mansard awning with Cedar shakes. The proposed block and brick veneer would mirror the block and brick veneer for pump houses' #3, #4 and #6.

The request for bids was published in the May 10th and 17th, 2017 issues of the White Bear Press. Bids were due on June 1, 2017 at 10 a.m. Bid packages were sent to the following contractors, Manor Concrete, Inc. and SJ Anderson Company. The only responsive bidders were Manor Concrete, Inc. who did the block and brick veneer on pump houses' #3, #4 & #6 for \$142,491.00, and SJ Anderson Company for \$130,900.00. The Public Work Directors estimate was \$135,000.00. Below are the bid results from the responsive bidders.

Staff is recommending awarding the bid, for the veneer at pump house #5 to SJ Anderson Company for \$130,900.00. SJ Anderson provided several examples of similar work completed in the Metropolitan Area.

Funding for pump house #5 veneer will be provided by the Water Operating Fund.

Town Board action requested is to award the bid to SJ Anderson Company for \$130,900.00.



TABULATION OF BIDS

Well #5 Building Exterior Veneer

BIDDER	AMOUNT OF BID
MANOR CONCRETE CONST.	\$ 142,491
S J ANDERSON CONST.	\$ 130,900

PROPOSAL
SJ Anderson Construction

9 East Gilfillan Rd. N. Oaks MN 55127

MN.License. # BC062802

Residential & Commercial

612-986-5372

scott@sjandersonconstruction.com

www.sjandersonconstruction.com

Bonded© and Insured©

QUALITY FROM START TO FINISH

****ALL LABOR, MATERIALS , DUMPSTER AND BROOM CLEAN SITE ARE INCLUDED****
(unless otherwise noted)

NAME: WHITE BEAR TOWNSHIP / CONTACT =DALE REED Phone: 651 429 7829 Date: 5 30 17

ADDRESS:W.B. TSHIP. 1281 HAMMOND RD W.B.TSHIP. MN. 55110

JOB DESCRIPTION:

We will apply brick veneer on well #5 Otter Lk. Rd. as described in 'Attachment #1 Bid Form pages 2 and 3.

City will provide building permit and city inspections, all work done to code or better.

Existing substrate/plywood siding is assumed in good condition for veneer application.

TOTAL JOB COST: \$130,900.00

***Payment Schedule:**

**50% DUE UPON SIGNING OF THIS PROPOSAL, 25% DUE WHEN 75% OF JOB IS COMPLETE,
BALANCE UPON COMPLETION.**

JOB LENGTH=

--Project will take 6 to 8 weeks after material delivery . Delays could be caused by weather, special order material delays or any extra worked wanted or required.

GENERAL CONTRACTOR PRE-LEIN NOTICE TO CITY:

[A] ANY PERSONS OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LEIN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

[B] UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LEIN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

** Once partial payment or full payment is made to SJ ANDERSON CONSTRUCTION, a receipt and waiver of Mechanics Lien rights for that amount, will be given to owner by SJ ANDERSON CONSTRUCTION.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, wind damage and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized: _____
Signature: Scott J. Anderson Date: 5/31/17
Scott J Anderson
S.J. Anderson Construction.
Note: This proposal may be Withdrawn by us if not accepted
within _____ days.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Authorized: _____
Signature: _____ Date: _____
Property Owner

attn: Public Works Director
+ Town clerk / Treasurer

**Attachment #1
Bid Form**

BUILDING EXTERIOR VENEER FOR WELL #5

Base bid \$ 130,900⁰⁰

Authorized Signature: Scott J. Anderson

President:

S J Anderson Const. Co. Inc.

scott@sjandersonconstruction.com

Office = 612-986-5372

White Bear Township Well House #5
White Bear Township MN

612 986 5372 *SCOH #*

PROJECT SCOPE: Install metal lath with enhanced drainage plain (Mortairvent) and Portland cement scratch base for new veneer stone system (approx., 3400 sq. ft.). All flashing and caulking details at windows and doors included.

WE PROPOSE TO FURNISH ALL MATERIALS, LABOR, TOOLS, EQUIPMENT, PERMIT, AND INSURANCE UNLESS OTHERWISE STATED.

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR THE FOLLOWING WORK TO BE COMPLETED AS DETAILED.

ASTM LATHING AND STUCCO STANDARDS

(Work shall conform to the following application and material standards unless otherwise specified.)

- I. Application Standards
 - A) ANSI 142.3 - 1971. Lathing and Furring Exterior Portland Cement Stucco
 - B) ASTM C926 - 81. Portland Cement Stucco

- II. Material Standards
 - A) 3.4 self-furring galvanized metal **Lath**
 - B) ASTM C150 - 84. **Portland Cement Type I**
 - C) ASTM C91 - 83a. **Mason Cement.**
 - D) ASTM C897 - 81. **Washed Sand**
 - E) Basecoat Additives (adds strength)
 - 1. Chopped **fiberglass fibers** 1 - 1/2" to 2" long. (basecoat only to add structural strength).
 - 2. **Acrylic additive** (chemical additive for base and finish coats to add structural strength)
 - F) Clean potable **water**, free of harmful amounts of acids, alkalize, and organic materials. (Water supplied by builder/owner)

A) LATH and DRAINAGE PLAIN WORK

- 1) Install building paper over all treated lumber before applying galvanized **weep screed** to prevent corrosion. Corrosive resistant fasteners will be used over all treated lumber.
- 2) Install necessary flashings to heads of windows, doors, trim band, and masonry.
- 3) Apply 2 layers of type D building paper (TX 2 ply 60 minute or equivalent) over sheathing of new stucco areas.
- 4) Install Safe Seal flashing tape around all window flanges, and flashing areas as necessary to help prevent water intrusion.

- 5) Caulk side edges of seal tape on windows and doors to secure tape and fill corner voids.
- 6) Install two - part drainage mat.
- 7) Fasten 3.4 self-furring expanded galvanized metal lath into wall framing.
- 8) Install Stockton 1/2" casing beads where stone base abutts dissimilar finish materials (roofs/decks/sidewalks/windows/doors/etc.) as necessary.
- 9) Install rod stock and caulk around all windows and doors as needed.

C) STUCCO BASECOAT WORK

- 1) Scratch coat. Apply the Portland cement scratch coat approx. 3/8" thick using sufficient pressure to fill and completely embed the lath. Before coat hardens, rough darby and scratch surface with horizontal scratches to provide a good mechanical bond for brown coat.

D) STONE FINISH

- 1) Apply new Brandy wine colored veneer brick to match well house #4's veneer brick as close as possible.
- 2) Apply new Walnut colored Rockfaced block to match well house #4's veneer block as close as possible.
- 3) Match mortar color as close as possible.
- 4) Install grey Indiana Limestone sills under all vents.
- 5) Acids wash all new stone surfaces as needed.

E) CLEAN - UP DEBRIS INCURRED

Windows, roofs, decks, sidewalks, driveways, etc. to be left broom clean.



Mc Donald's
4605 Central Av.
Col. H+S.



3711 Midland Ave. W.B.L.K.



Sent from my iPad

5290 W. Bald Eagle Blvd. W.D. LK. Tsp.



//FOUNDATION //FLATWORK //MASONRY

Manor Concrete Construction, Inc.

11225 90th Ave N
Maple Grove, Minnesota 55369

763-497-5420
Fax: 763-497-5425

PROPOSAL

5/10/2017

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

Project: Pump House #5
4295 Otter Lake Rd
White Bear Township

Attn: Dale Reed

O: 651.747.2777

*** 50% Payment due upon completion of the lower [4] courses of block ***

1.0) Ext. Veneer

Base Bid: *Thin Brick and Thin Block Work per Below:*

Install "Thin" Brick Veneer

* Includes Colored Mortar - See page #2

Install 2 1/4" x 2 1/2" Grey Indiana Limestone Sill under Vents

Install "Thin" Colored Rockfaced Block Veneer

* Includes Colored Mortar - See page #2

Permit included in bid (Fee to be Waived)

Bid includes a "Polymer Modifier" in "Spec Mix" Mortar

Brick Veneer Wash

* Water to be provided on site by White Bear Lake Township

Mortair Vent - a mortar ventilation and deflection system used for a capillary break behind veneer

Silicone sealant that closely matches the mortar and/or masonry color and shall be applied between door frames, vents, electrical panels and masonry

- Color sample to be provided to Public Works Director for Approval

* Bid is based on the mansard roof being removed by others prior to start and running veneer full high to match well #3 and well #6

Base Bid: - TOTAL

142,491.00



//FOUNDATION //FLATWORK //MASONRY

Manor Concrete Construction, Inc.

11225 90th Ave N
Maple Grove, Minnesota 55369

763-497-5420
Fax: 763-497-5425

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1281 Hammond Road
White Bear Township, MN 55110

Project: Pump House #5
4295 Otter Lake Rd
White Bear Township

Attn: Dale Reed

O: 651.747.2777

*** 50% Payment due upon completion of the lower [4] courses of block ***

1.0) Ext. Veneer

Important Notes:

Bid Includes:

- * Metal Lath Backing
- * Acme-Ochs - Hebron Brandywine Q.S.
- Brick to match Well #4
- * Mortar Color up to 1% per Specs: P4540 Oxford Brown
- Color sample to be provided to Public Works Director for Approval
- * Mortar to include a Polymer Modifier
- * Block to be installed min 4" above earth and of 2" above paved areas
- * Rockfaced block = Amcon Block w/#310 Walnut
- Block to match Well #3 - Sample to be provided to Public Works Director for Approval
- * Mortar Color up to 1% per Specs: P2920 Caramel Buff
- Color sample to be provided to Public Works Director for Approval

Not included in bid:

- * Removal of Existing Siding, Demo/Remediation to mansard roof
- * Removal and Re-Installation of Electrical
- * Framing Repairs, Alterations, Etc.
- * Demolition or Dumpsters
- * Any other items not specifically mentioned in bid

Important Notes: - TOTAL



//FOUNDATION //FLATWORK //MASONRY

Manor Concrete Construction, Inc.

11225 90th Ave N
Maple Grove, Minnesota 55369

763-497-5420
Fax: 763-497-5425

PROPOSAL

5/10/2017

Client: White Bear Township
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White Bear Township, MN 55110

Project: Pump House #5
4295 Otter Lake Rd
White Bear Township

Attn: Dale Reed

O: 651.747.2777

*** 50% Payment due upon completion of the lower [4] courses of block ***

According to the MN Building Code (section R703.6.4), "A minimum 0.019 - inch (No. 26 galvanized sheet gage) corrosion - resistant weep screed with a minimum vertical attachment flange of 3 1/2 inches shall be provided at or below the foundation plate line on all exterior stud walls in accordance with ASTM C 926. The weep screed shall be placed a minimum of 4 inches above the earth or 2 inches above paved areas and shall be of a type that will allow trapped water to drain to the exterior of the building. The weather-resistant barrier shall lap the attachment flange. The exterior lath shall cover and terminate on the attachment flange of the weep screed." For ease of installation, weep screeds are generally installed so that the back attachment flange is fastened through the sheathing and into the mud sill. For aesthetic reasons, some applications may require the stucco to continue down over an exposed foundation. In this situation building officials have expressly stated that the weather-resistant barrier must extend onto the foundation wall to prevent adhesion of the stucco. The weather-resistant barrier must then lap onto the attachment flange of the weep screed as previously mentioned. According to ASTM C1063 (section 6.3.2) the weep screed "shall have a sloped, solid or perforated ground or screed flange to facilitate the removal of moisture from the wall cavity..." 4" Adhesive backed tape applied under 60 minute Grade D paper, 2" to sheathing and 2" to foundation According to the 2003 MN Building Code (section R703.6, ASTM C 1063, 7. 11.3), The issue of stopping stucco around penetrations is addressed indirectly by reference to ASTM Standard Specification C 1063. Section 7. 11.3 of this document states that "Nonloadbearing members shall be isolated from load bearing members, and all penetrating elements, with casing beads or other suitable means, to avoid transfer of structural loads, and to separate from dissimilar materials.

CONTRACTORS NOTICE TO OWNER

- (A) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- (B) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor of material for the improvement and who gave you timely notice.

Payment to be made as follows: PAYMENT REQUIRED UPON COMPLETION OF WORK. 1 1/2% INTEREST THERAFTER.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. One to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.



Authorized Signature

Acceptance of Proposal The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted by _____

_____ Date

**Attachment #1
Bid Form**

BUILDING EXTERIOR VENEER FOR WELL #5

Base bid \$ 142,491⁰⁰

Authorized Signature:  _____



**Town Board Meeting
June 5, 2017**

Agenda Number: 7D – General Business

Subject: Comprehensive Plan Update – Receive Proposal & Review

Documentation: Proposal

Action / Motion for Consideration:

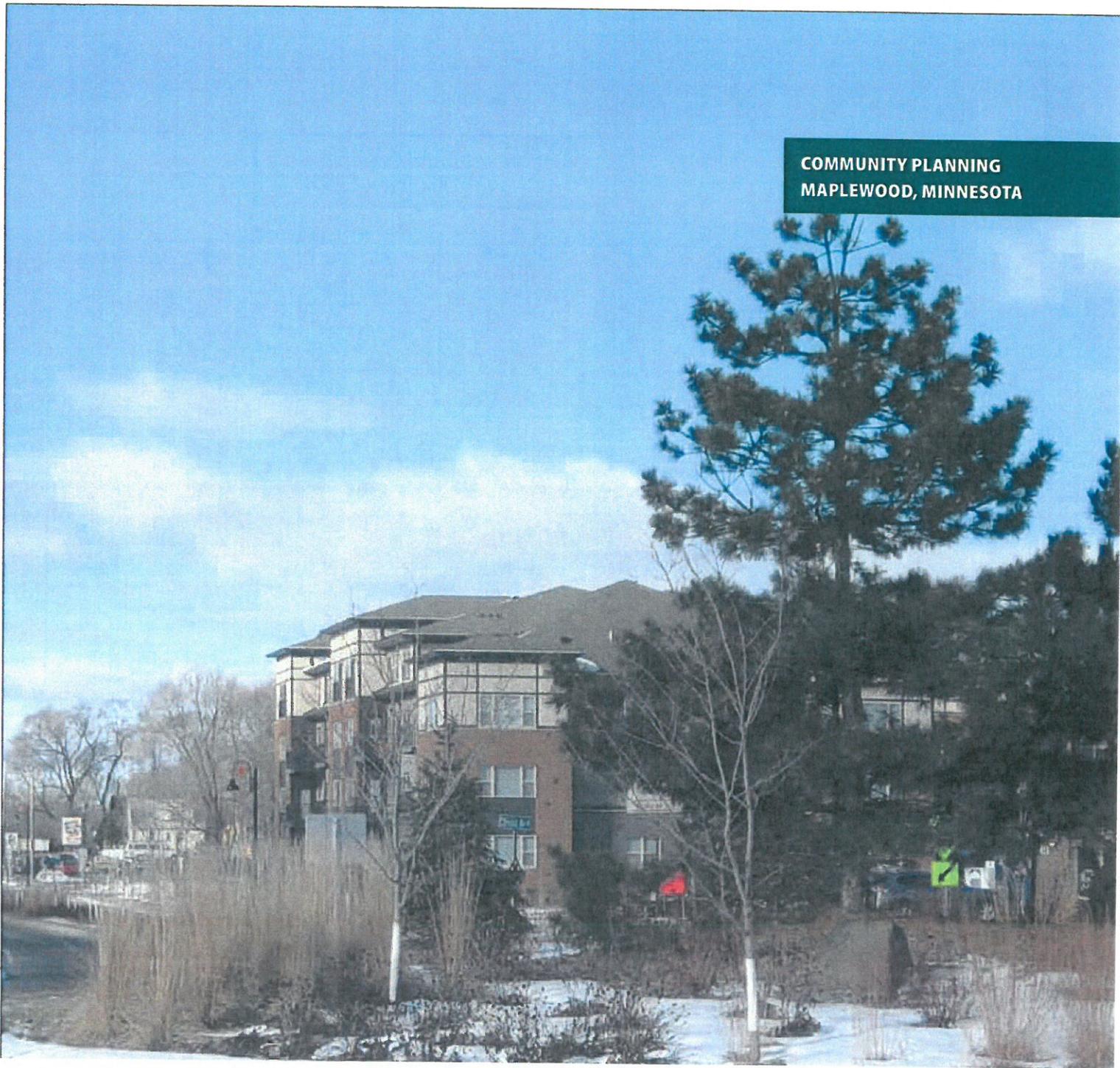
Town Planner Report at Meeting / Discussion



**PROPOSAL FOR
COMPREHENSIVE PLAN UPDATE
WHITE BEAR TOWNSHIP, MINNESOTA**

Prepared by Hoisington Kogler Group Inc.
April 19, 2017





CONTENTS

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Hoisington Koegler Group Inc.

Landscape Architecture
Planning
Urban Design

123 N. 3rd Street, Suite 100
Minneapolis, MN 55401
612-338-0800

COLLABORATE
LISTEN
EXPLORE
CREATE

HKGi believes that design, when inspired by the character of the people and the land, can create a unique and identifiable sense of community.

April 19, 2017

Tom Riedesel
Township Planner
White Bear Township
1281 Hammond Road
White Bear Township, MN 55110

RE: HKGi Proposal to Provide Comprehensive Planning Services

Dear Mr. Riedesel:

On behalf of Hoisington Koegler Group (HKGi), I am pleased to submit this proposal to assist White Bear Township in updating its Comprehensive Plan. Our firm is a leader in providing comprehensive planning services to communities throughout the Twin Cities region. HKGi has led nearly seventy comprehensive planning processes in the firm's 35 year history, with more than 90% of those conducted by current HKGi staff. We have a broad range of experience with different types of communities, from metropolitan suburbs, to communities on the fringes of the metropolitan area, to rural centers in Greater Minnesota.

Our experience and understanding of the wide range of issues that communities face in preparing for the future, combined with our innovative community engagement methods and our proven ability to effectively and efficiently manage projects will result in a meaningful planning process and a comprehensive plan that the Township can use to address its future economic and development challenges.

The proposal that follows will give you a better idea of our qualifications to work with White Bear Township to complete this plan update. We have worked with many communities that, like the Township, are fully developed and are in the next stage of their evolution. We have also worked with a handful of communities that, like the Township, do not have contiguous boundaries. This unique characteristic brings its own set of challenges. We will be able to bring lessons learned from our work in these communities to the Township and use that knowledge to help enrich the community's planning framework.

HKGi has successfully shepherded many comprehensive plans through the Metropolitan Council's review and approval process. As Senior Advisor for this project, my experience working with the Met Council will help ensure that the final stages of the project are as predictable and run as smoothly as possible. We have design the work plan contained in this proposal to efficiently achieve the Township's objectives for this project, and the result will be a plan that the Township can use to seize the opportunities it will face in the future.

We are excited about this opportunity to work with the last township in Ramsey County and to learn more about your unique community. If you have questions or would like to discuss our qualifications in more detail, please contact me at 612.252.7135 or rita@hkgi.com. We look forward to hearing from you.

Sincerely,

Rita Trapp, AICP, LEED AP
Associate



01 • FIRM INTRODUCTION



For more than thirty years **Hoisington Koegler Group (HKGi)** has helped communities throughout the Upper Midwest create great places for people to live, work and play. HKGi's planners and landscape architects have built a strong understanding of the issues communities face as they seek to grow, invest, and evolve. This understanding has been built by working with city leaders, learning about the needs of their stakeholders, crafting strategies to help them seize opportunities and address challenges, and producing tools to help them build and sustain great places.

By combining this experience and knowledge with creativity, technical expertise, strong leadership, and passion for their work, HKGi's professionals deliver innovative yet efficient solutions that prepare communities for the future. In addition to planning, landscape architecture, and urban design, HKGi also offers economic analysis services, allowing the firm to more fully integrate vital market and economic information into the planning process.

HKGi's planning and design approach is built around four core principles:

COLLABORATE

Community members, stakeholders, clients and consultants combine their creativity, passion, insight, and skill to build great places.

LISTEN

We use the ideas and knowledge provided by community members, stakeholders, and clients to develop plans and designs that help the community achieve its vision.

EXPLORE

Our ability to explore potential opportunities and strategies with clients and communities allow the best solutions to emerge.

CREATE

We strive to create plans and designs that produce positive results for our clients, which allows us to achieve our goal: to create great places that enrich people's lives.



Hoisington Koegler Group Inc.

123 North Third Street Suite 100
 Minneapolis, Minnesota 55401
 p: 612.338.0800
 f: 612.338.6838
 w: www.hkgi.com
 Est. 1982

Principals:

- » Mark Koegler, ASLA, CEO
- » Paul Paige, PLA, President
- » Brad Scheib, AICP, Vice President
- » Bryan Harjes, PLA, LEED AP, Vice President

Associates:

- » Jeff McMenimen, PLA
- » Rita Trapp, AICP

Staff:

- » 8 Licensed Landscape Architects
- » 6 Certified Planners
- » 2 Landscape/Urban Designers
- » 1 Planner in Training
- » 1 Communications Staff

Planning

Landscape Architecture

Urban Design

**DOWNTOWN AND COMPREHENSIVE PLAN
VICTORIA, MINNESOTA**



02. PROJECT EXPERIENCE

Comprehensive Planning Experience

For more than thirty years HKGi's planners have provided the leadership, expertise, and knowledge necessary to understand which strategies and priorities will best prepare communities for the future. In leading more than seventy comprehensive planning processes for communities across the region, we have talked with thousands of people, listening to them discuss what makes their communities special, what makes them function well, and what elements need improvement. We have also worked with hundreds of municipal staff members, commissioners, and elected officials in a variety of communities, from some of Minnesota's largest cities down to some of the smallest towns in Minnesota, Iowa, North Dakota, and Michigan. We know from our work that communities face many challenges with changing demographics, evolving service needs, development and redevelopment pressures, budgetary limitations, and the need to find innovative, efficient, sustainable ways to grow.

We use the knowledge we have gained from our work with different communities and different constituencies to serve our clients and help them find the right mix of implementation strategies that work best for their unique communities. In the table below we have included a list of some of HKGi's current or recent comprehensive planning experience, and the pages that follow contain a small sampling of projects that demonstrate our breadth and depth of experience.

We have a history of working in communities that face similar issues or that have similar characteristics to White Bear Township. Many of our client communities are fully developed and are facing redevelopment, housing, or infrastructure improvement pressures unique to those types of communities. Other clients such as Mound, Lindström, and Maplewood are irregularly shaped communities and must address challenges presented by their unique boundaries and landscapes.



We use the knowledge we have gained ... to serve our clients and help them find the right mix of implementation strategies that work best for their unique communities.

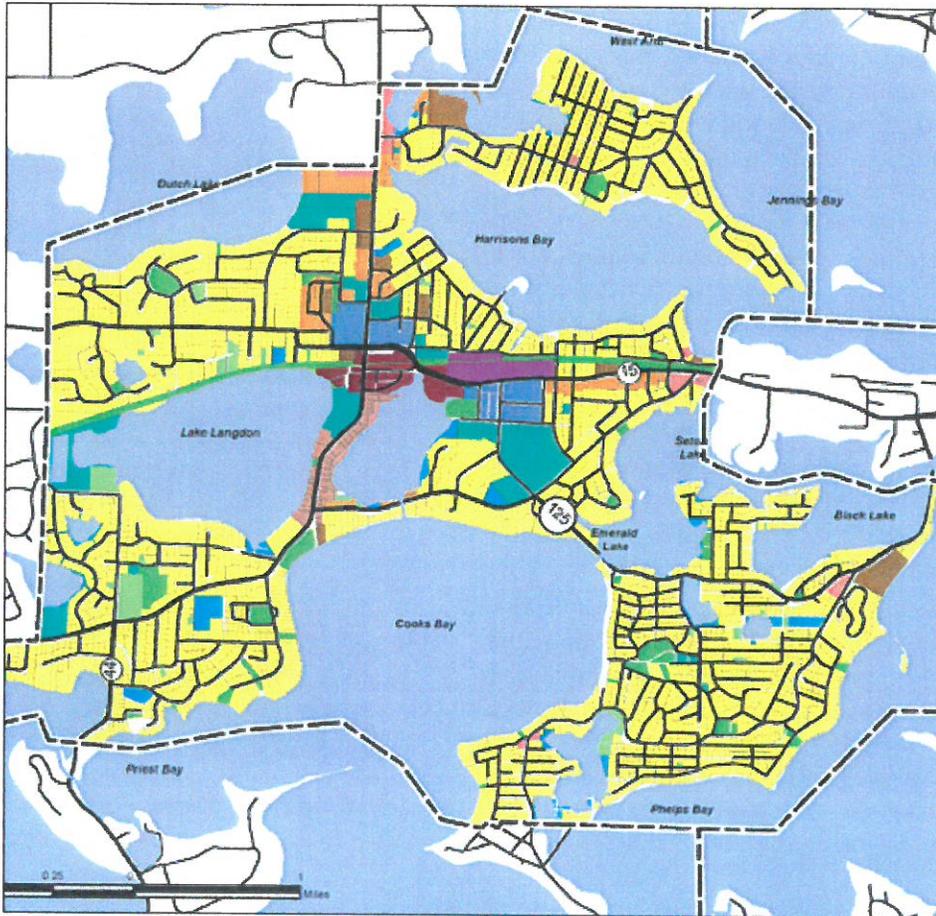


Comprehensive Planning Experience

Maplewood - current
 Lindström - current
 Mound - current and 2010
 Victoria - current
 St. Francis - current
 Columbia Heights - current
 New Brighton - current
 Farmington - current
 Red Wing - current and 2007
 Le Sueur - completed 2016
 Ironwood, MI - completed 2014
 Bondurant, IA - completed 2012
 Storm Lake, IA - completed 2011
 Rogers and Hassan Township - completed 2010
 Hopkins - completed 2010
 Roseville - completed 2009

Comprehensive Plan

Mound, Minnesota



As a developed community, Mound's Land Use Plan encourages multi-family housing, commercial and mixed-use redevelopment in and around Downtown, as well as the maintenance of the community's unique residential neighborhoods.

Mound is a community situated on several islands and peninsulas on the western shore of Lake Minnetonka. The non-contiguous nature of Mound's landscape presents a variety of planning and development challenges. HKGi has served as the City's consulting planner, providing general planning services, for more than two decades. During that time HKGi has not only provided development review services, but has also provided downtown redevelopment planning, streetscape design, and comprehensive planning services. HKGi is currently leading the 2040 Comprehensive Plan update process.

The most recent 2030 Comprehensive Plan update sought to maintain Mound's quality residential neighborhoods, which consist primarily of small residential lots, narrow street rights-of-way and substantial areas of park commons. The plan also encourages redevelopment of the downtown and major commercial corridors to improve accessibility and provide places for people to live, shop, work and gather. With a large amount and variety of natural resources, Mound continues to prioritize the protection of the numerous lakes, wetlands, rolling topography and mature tree cover that give the community its recognizable character.

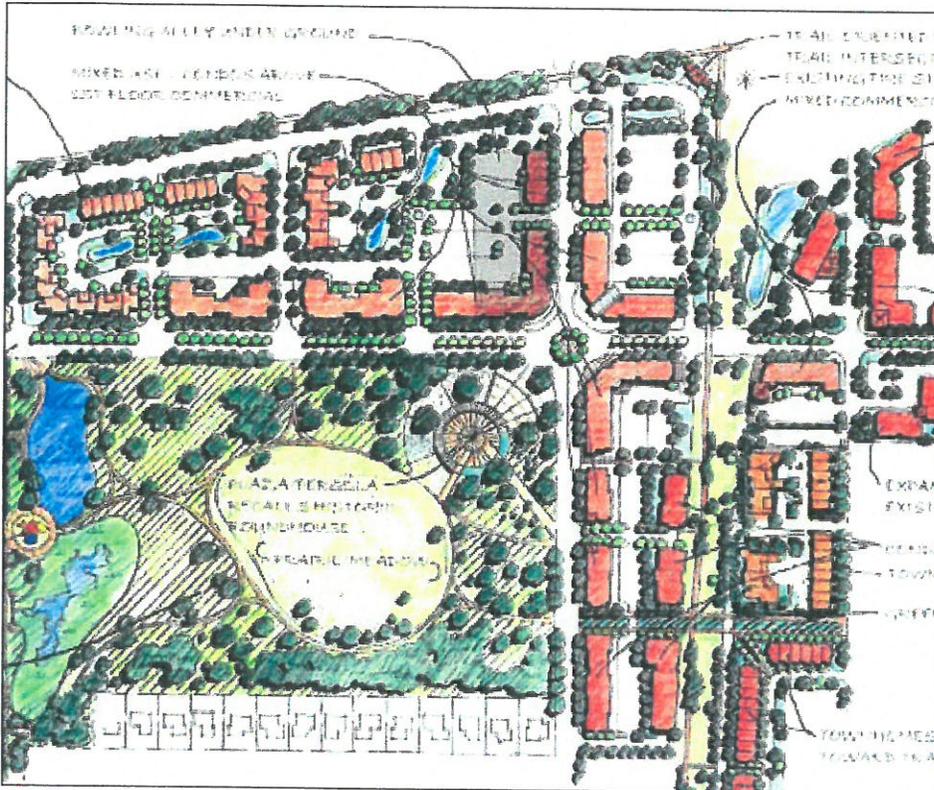


The redevelopment of Downtown Mound has been guided by "Mound Visions," a plan which focus on creating a pedestrian-oriented, mixed-use district.



Public improvements to support Downtown redevelopment have included rerouting and streetscape enhancements for County Road 15 and construction of a transit center and Veterans Memorial Park.

Community Planning Maplewood, Minnesota



The Gladstone Savanna concept is at the heart of the development; the Gateway and Vento trails intersect near the Savanna



HKGi's signature park concept for one of Maplewood's fully-developed districts links three existing parks including a redesigned Veteran's Memorial Park (top). HKGi's planners attended community events as part of the engagement effort.

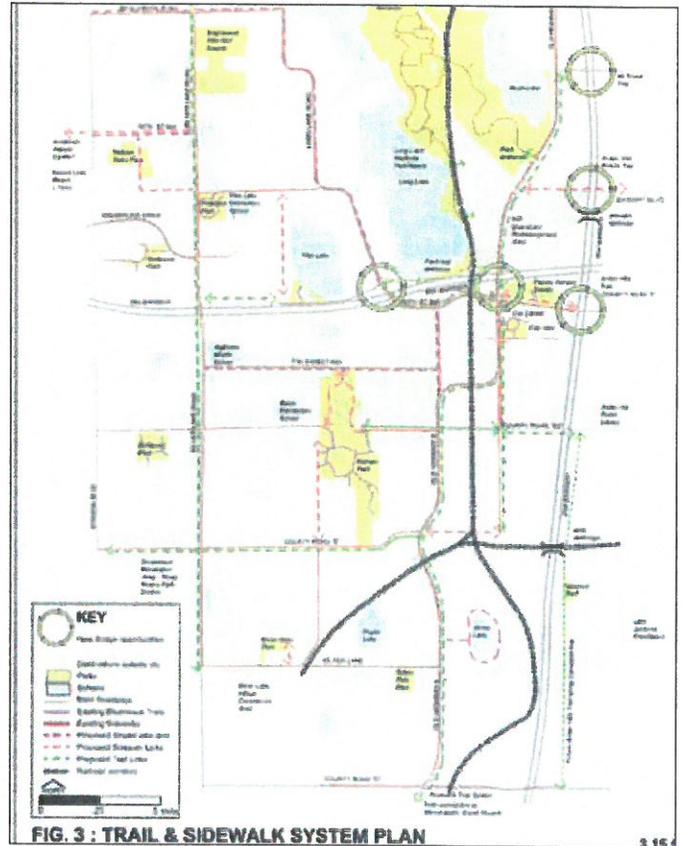
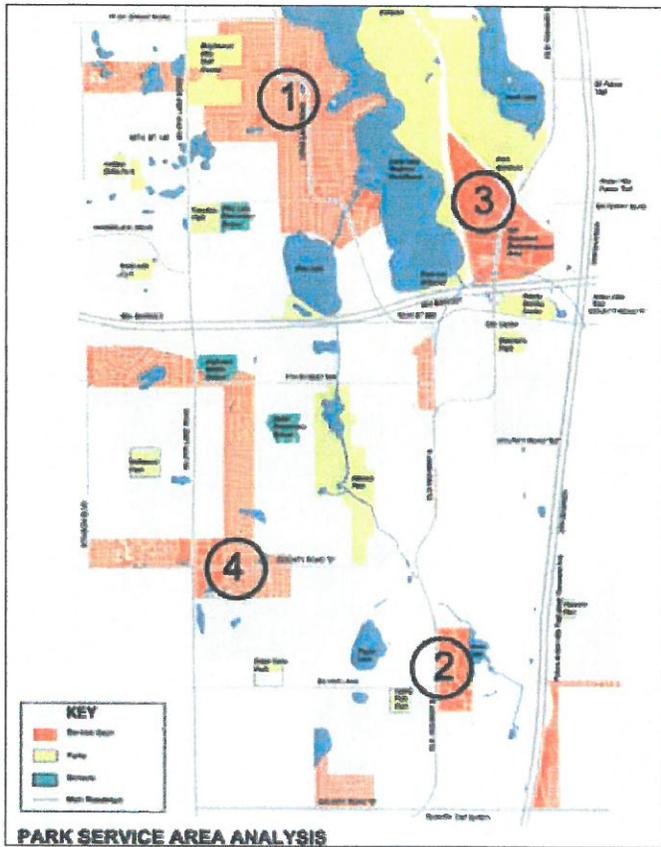
HKGi has been involved in community planning for the City of Maplewood for several years and is currently in the process of leading the 2040 Comprehensive Plan Update. The most recent project the firm has completed for the City was a comprehensive Park System Plan that will guide the community's parks and recreation facilities investments and decisions as the city's population continues to grow and evolve.

Extensive community engagement conducted by HKGi, including a statistically-valid community survey, indicated that taking care of the existing system is the top priority for community members, but changing demographics also indicate the need to accommodate new activities, such as Tuj Lub, pickleball, and disc golf for new populations. The city's development levels and unique boundaries presented interesting planning challenges, particularly in meeting the community's desire to provide a signature park in all sectors of the city. HKGi's planners responded with a creative signature park concept for the fully developed central city that links four facilities with a strong trail network.

Previously, HKGi created a redevelopment master plan for the Gladstone area neighborhood. The Gladstone Savanna lies at the heart of the project area; and two major state trails, the Gateway and Vento Trails, provide the neighborhood with incredible connectivity. The master plan developed by HKGi uses these qualities as a solid foundation for creating an attractive neighborhood.

Community Planning

New Brighton, Minnesota



Over the past three decades HkGi has conducted comprehensive planning, parks and trails strategic planning, and redevelopment planning for the City of New Brighton. In 1998 HkGi led the planning team that authored the Comprehensive Plan that still serves as the foundation for the City’s current Comprehensive Plan. That plan has proven resilient and has given City staff a framework for subsequent plan updates. HkGi is currently in the process of leading the 2040 Comprehensive Plan update for the City.

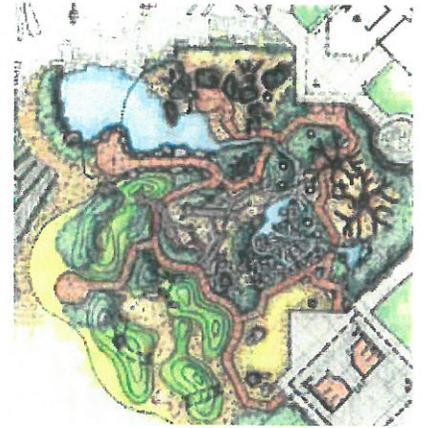
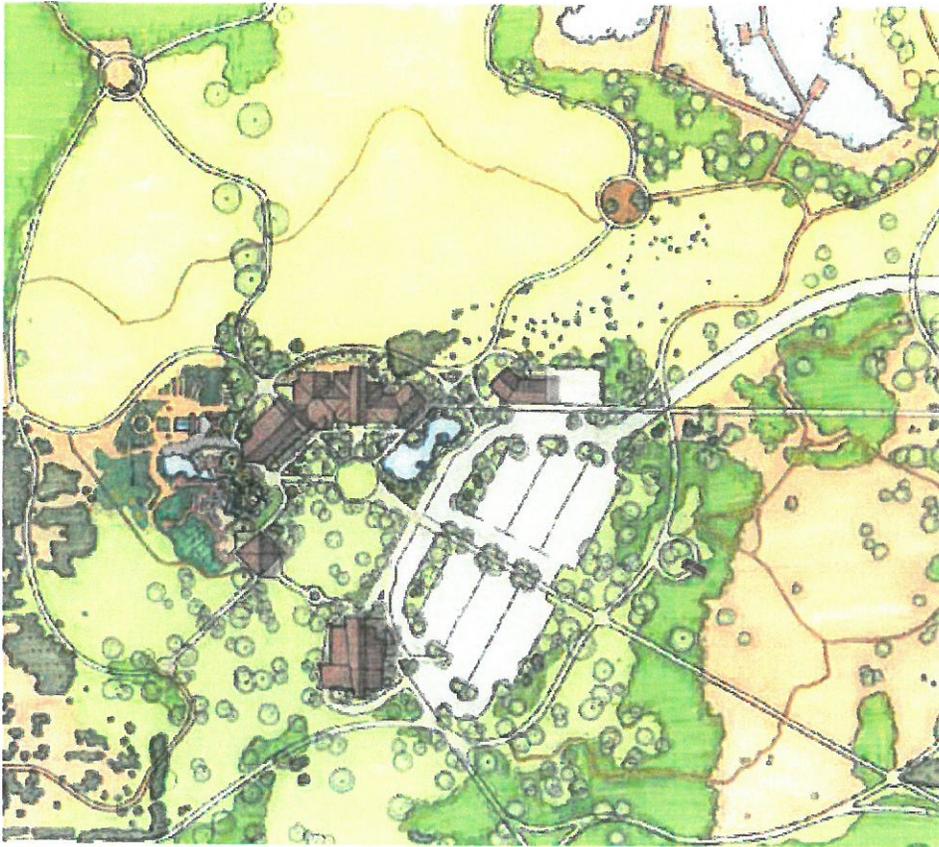
Plan and analysis graphics from the 2006 Parks, Recreation and Trails Strategic Plan

In 1997 HkGi conducted a corridor study for Old Highway 8, which resulted in “A Vision for the Heart of New Brighton,” a redevelopment plan that provided conceptual, design, and implementation guidance for five different focus areas along the corridor.

In 2006 HkGi prepared a Parks, Recreation and Trails Strategic Plan. HkGi led the strategic planning effort, which included significant input from the public, a variety of stakeholders, and city officials. The Strategic Plan established a vision and mission for the Department and emphasizes promoting active living strategies, raising awareness in the community of the recreation facilities and programs available to residents, and displaying the benefits of parks and recreation across the spectrum of department communications and actions. HkGi has also recently been retained by the City to study and update its park dedication ordinance.

Tamarack Nature Center Master Plan

Ramsey County, Minnesota



Ramsey County owns and operates the 320-acre Tamarack Nature Center (TNC) located near White Bear Lake in Bald Eagle–Otter Lake Regional Park. The County and other key stakeholders want to reverse the negative effects of “nature deficit disorder” in young people by providing children more access to and involvement in nature and the outdoors. Ramsey County recognized the TNC’s important role in engaging children and families in nature, and in 2006 retained HKGi to prepare a Comprehensive Master Plan to revitalize TNC and position it to become a true regional destination. HKGi worked closely with the County’s project planning team and led a multi-disciplinary consultant team through the planning process.

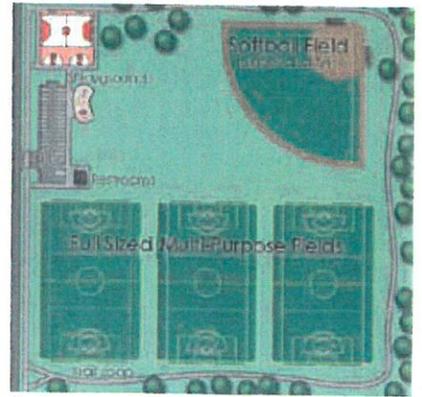
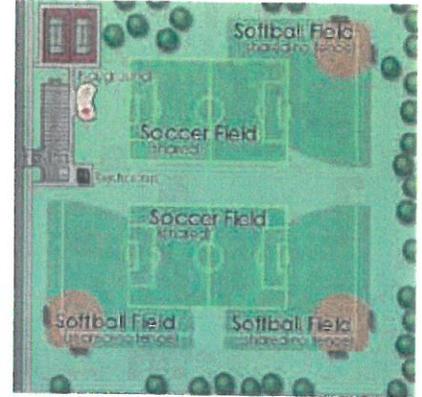
The HKGi team produced a dynamic master plan that creates a new hands-on destination combining nature, art and learning. The plan includes a vision, strategic plan, interpretive plan, site development plan and concept plans for engaging outdoor and indoor nature experiences. The use of a visual preference survey of national and international examples of nature, arts and learning best practices helped define the desired character for the re-envisioned TNC. The planning and design work included preparation of a construction cost estimate and a phasing plan for the \$8.4 million revitalization project. Once the master plan is fully implemented, the TNC will be a premiere Destination for Discovery in the Twin Cities region.

Athletic Facilities Needs Assessment

White Bear Lake Area School District, Minnesota



The Needs Assessment addressed many issues including precedents for senior recreation



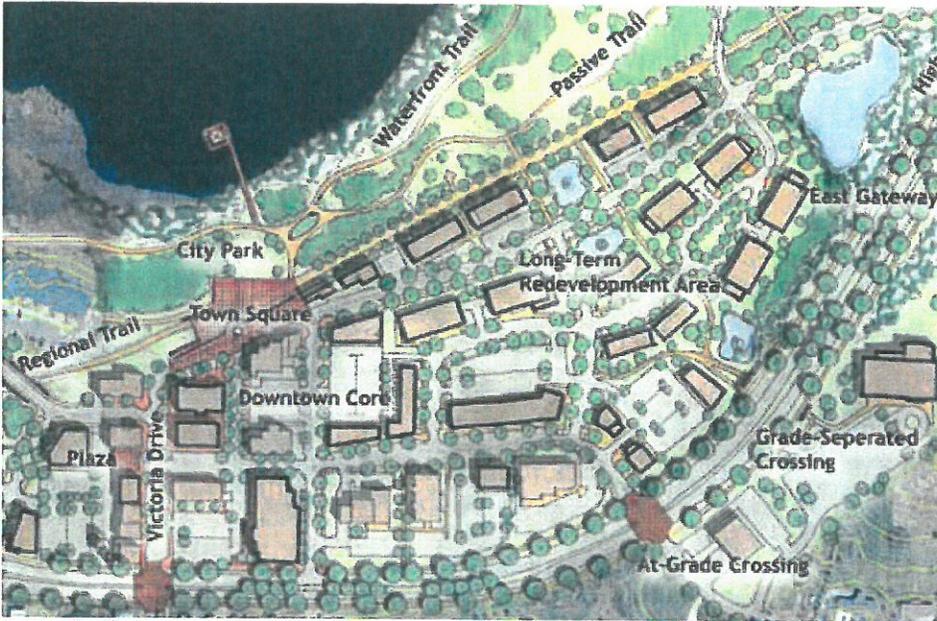
Park re-purposing concept – Before & After

White Bear Lake Area School District serves over 63,000 people and encompasses all or portions of 9 cities and 1 township, ranging from suburban to rural in character. HKGi was hired to complete an Athletic Facilities Needs Assessment to analyze the existing facilities and provide a series of recommendations to guide development of new complexes and re-purposing of underutilized fields and buildings. Working with representatives from the school district, the 10 municipalities, and numerous athletic associations, HKGi developed a needs assessment based on national standards and local conditions that was specific to the White Bear Lake Area School District. Recommendations addressed changing demographics and senior recreation, new parks and athletics trends, artificial turf, tournament facilities, and adapting old facilities to new uses.

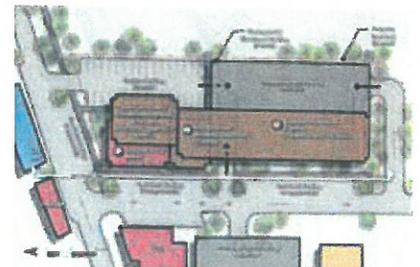
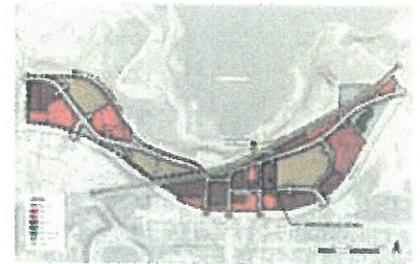
Jon,
OK - Liked them - Confirmed with them
~~not in proposed with re-purposing~~
(at least).
School Dist. worked with them
on the local Athletic Facilities
Needs Assessment.

Community Planning

Victoria, Minnesota



Vision plan for the core of downtown (above), elevation of proposed redevelopment (below).



The overall development plan (top) recommends mixed uses throughout the downtown. Redevelopment concepts were created for a 13-acre greenfield site on the west side (middle) and for an important downtown east site that provides an opportunity for new retail and multi-family residential along with structured parking (bottom).

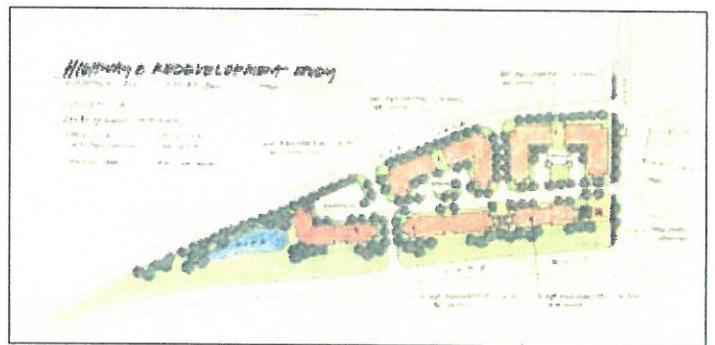
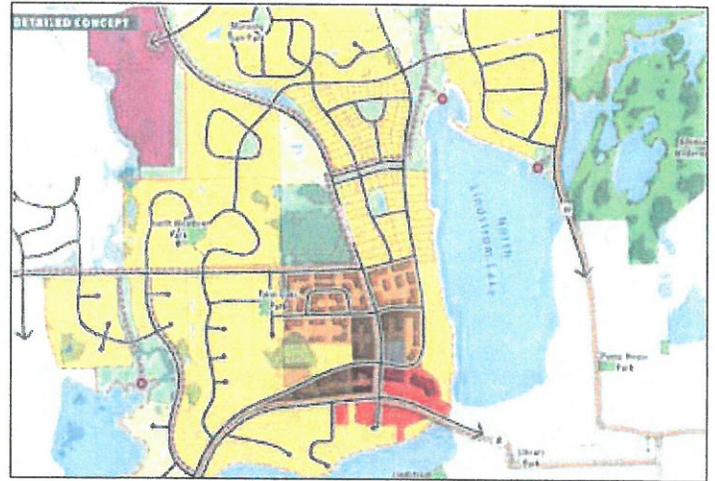
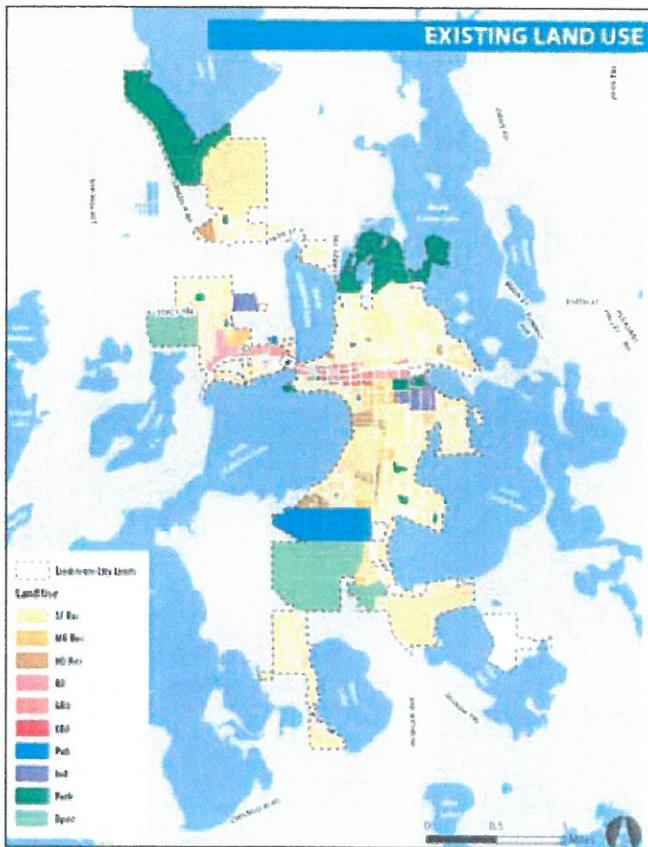
HKGi has recently been retained by the City of Victoria to provide planning and design leadership on several crucial community projects. HKGi has recently begun the 2040 Comprehensive Plan update process, and is also currently leading the design of infrastructure improvements for a greenfield development at the western edge of downtown.

The most recent project completed by HKGi for the City is the Downtown Vision and Development Guide, which was completed in 2015. Downtown Victoria lies in a picturesque setting on the southern shore of Stieger Lake and the western edge of Carver Park Reserve with the Lake Minnetonka Regional Trail running between downtown and these natural resources. HKGi was retained to lead a planning process to organize a strong community vision for the downtown area, and create redevelopment concepts to help the City better capitalize on redevelopment and growth opportunities in and around the downtown area.

HKGi worked with City Staff, the City's engineering firm, and a public finance consultant to ensure that potential parking, infrastructure, market and financing needs received thorough analysis and exploration during the planning process. HKGi examined development patterns; pedestrian, bicycle and automobile connectivity and circulation; building massing and visual character; land uses; and visual identity and streetscape enhancements. These examinations became the foundation for a redevelopment concept plan for a prime downtown east site, a development concept for the greenfield site, and parking strategies for the downtown core.

Community Planning

Lindström, Minnesota



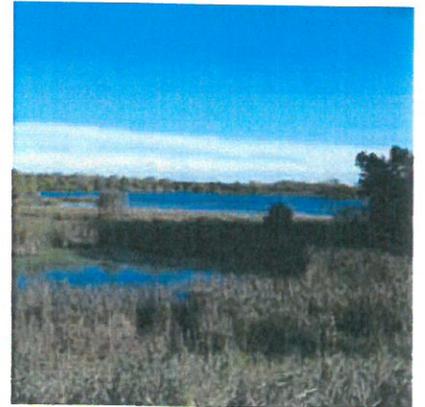
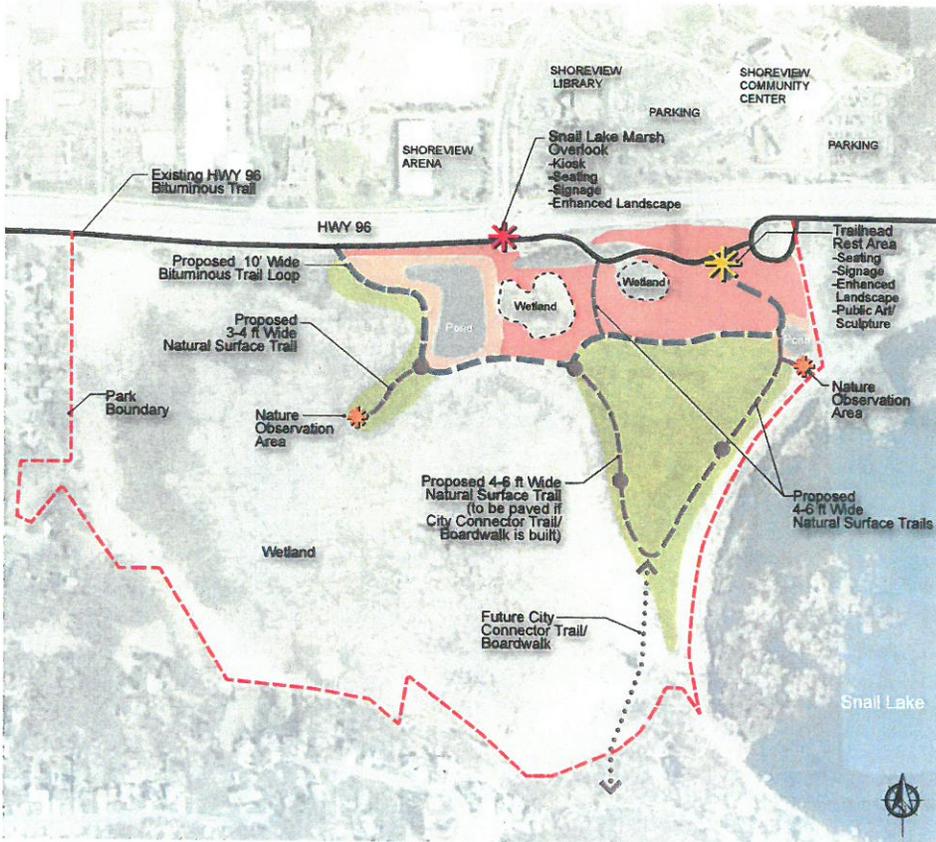
HKGi has served as Lindström’s consulting planner for the past two years, providing general planning services including development application reviews, zoning ordinance writing, revision and review, and environmental reviews. In addition, HKGi’s planners have conducted several special projects for the City including:

- » leading its current comprehensive plan update process;
- » conducting a redevelopment study for a site along Highway 8;
- » developing the planning framework for future development of the City’s growth area;
- » analysis for a senior housing residential PUD;
- » conducting an orderly annexation study;
- » developing a subdivision concept for a small lakefront site; and
- » producing technical memoranda related to studies of Vineyard and Shoreline regulations.

Process graphics produced for several projects HKGi is conducting in Lindström. Projects include the comprehensive plan (left), growth area plan (top right), and Highway 8 Redevelopment Study (bottom right).

Highway 96 Regional Trail Snail Lake Marsh Master Plan Amendment

Shoreview, Minnesota



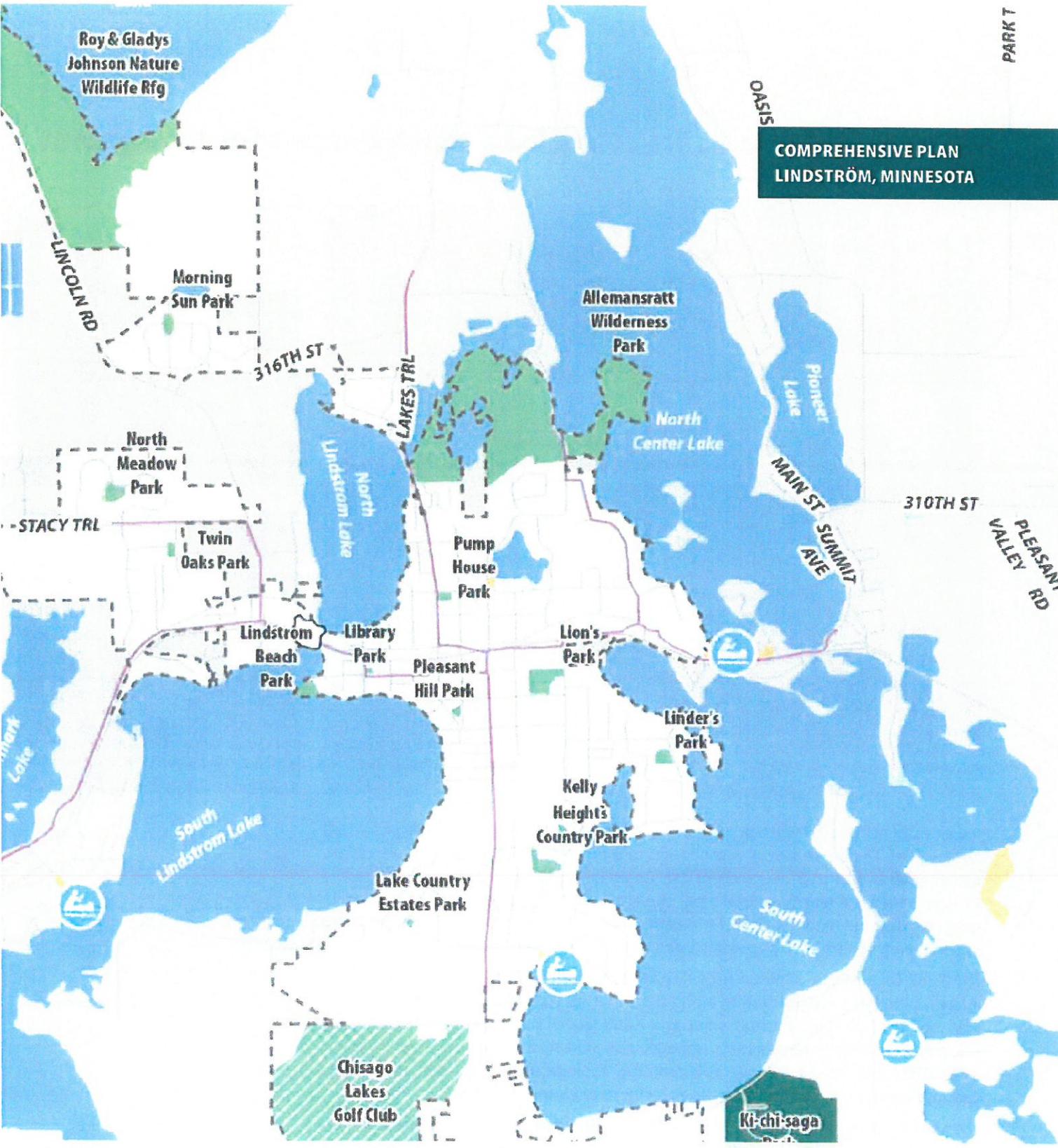
Ramsey County hired HKGI to prepare an amendment to the Highway 96 Regional Trail Master Plan. The amendment was needed to guide the development, preservation, management, and improvement of the Regional Trail's expansion to include the 47-acre Snail Lake Marsh natural area. The Highway 96 Regional Trail is an 8.5 mile long corridor that extends almost the entire span of Ramsey County, connecting the regional park system with population, economic, and social centers.

The Snail Lake Marsh addition provides an opportunity for trail facilities, rest, and interpretation in a natural setting along the Regional Trail. Plans for the amendment area include 2,300 feet of bituminous and 2,300 feet of natural surface trails linking the park's seating, interpretative signage, and nature observation areas. Habitat restoration throughout the site will promote ecological function and maintain a beautiful natural environment for the enjoyment of visitors.

The master plan amendment was written to fulfill the requirements of the Metropolitan Council for regional linking trails and addresses recreation development, recreation demand, natural resources, as well as cost estimates for acquisition, development, and operations.

OASIS

COMPREHENSIVE PLAN
LINDSTRÖM, MINNESOTA



03. PROJECT TEAM

Rita Trapp, AICP, LEED AP, an Associate with HKGi, will serve as Senior Advisor for the White Bear Township Comprehensive Plan Update project. In this role Rita will provide quality control oversight, ensuring that the project remains on schedule and on budget. She will also provide guidance throughout the planning process to ensure that the updated comprehensive plan meets the client's objectives as well as the Metropolitan Council's planning requirements. Her guidance will help ensure that the updated plan progresses smoothly through the Metropolitan Council's review and approval process.

Rita is a certified planner who brings fourteen years of community planning experience to this project. She has built a reputation for effective project management and for conducting efficient yet meaningful community engagement processes. She is experienced in a broad range of planning areas including comprehensive planning, park and recreation planning, and active living grant writing and planning. She is also well-versed in the Metropolitan Council's planning requirements and processes. She provided guidance to Metropolitan Council staff by serving on the Local Planning Handbook Focus Group and on a comprehensive plan training program steering committee. Rita also excels as a communicator and writer and has taken the lead on many grant writing and active living projects, helping local governments secure over \$12 million in grants during her career.

She is currently leading the comprehensive plan process in Mound and Lindström and is also leading a park and recreation system master planning project in Chanhassen.

Laura Chamberlain, AICP, will serve as the Project Manager for this project. She will coordinate day-to-day operations and will serve as the primary contact point for the consultant team. She will provide leadership throughout the planning process and will work closely with the Senior Advisor to manage the community engagement and review and update components of the project.

Laura is a certified planner whose experience includes work on several of HKGi's current comprehensive plan projects. She has a strong base of knowledge regarding municipal planning needs and objectives not only through her project work but also through her work providing general planning services to several metropolitan area communities. She is an outstanding writer with an excellent understanding of planning principles, which will enable her to conduct an efficient update process.

Jesse Thorsen, AICP, LEED Green Assoc., will serve as the Lead Planner for this project. He will be involved in all aspects of the project and his contributions will be particularly valuable in completion of the GIS mapping and the production of meeting materials and final deliverables. Jesse's broad project experience includes comprehensive planning, transportation planning, master planning, subdivision platting, and planned development ordinance creation. He brings strong visual and written communication skills to this project, and he will contribute his critical thinking to the creation of various implementation strategies that will help White Bear Township proceed with implementing its updated comprehensive plan.

Jess Vetrano will provide technical support for the project and her outstanding graphic design and community engagement skills will ensure that meeting materials and the final report documents are attractive and reader-friendly. Jess is one of HKGi's Social Pinpoint leaders and has worked closely with Rita to implement this engagement tool in several communities during the past year. She is also skilled at working with GIS and will make significant contributions to the mapping component of this project.



Rita Trapp, AICP, LEED AP®

Associate | 612.252.7135 | rita@hkgi.com

Rita blends technical planning knowledge with exceptional communication and management skills to provide her clients with outstanding project leadership and efficient community engagement processes that facilitate greater understanding of the community's needs and vision for the future. She is an effective communicator, and with her strong writing skills she has helped more than a dozen local government agencies secure over \$12 million in grant funding, primarily for active living initiatives and park, trail and sidewalk improvements.

In addition to her project work on comprehensive, park and recreation system, and development/redevelopment plans, Rita has also provided general planning services to several communities, including more than ten years of service as the City of Mound's consulting planner. This planning experience, combined with her work drafting development and zoning codes and service on her local planning commission, means Rita brings a thorough understanding of the ways in which policy and plans impact community development.

Years of Experience: 13

Education

- » B.S., Land Use Geography and Economics, University of Wisconsin-Eau Claire

Registration

- » American Institute of Certified Planners - Cert. #021555

Memberships and Affiliations

- » American Institute of Certified Planners (AICP)
- » Accredited Professional, Leadership in Energy and Environmental Design (LEED)
- » Professional Development Officer (PDO) for Minnesota Chapter, American Planning Association
- » Former Secretary of Board of Directors, Minnesota Chapter, US Green Building Council
- » Minnesota Design Team, past Chair and co-leader of Walker and Maple Plain visits
- » Former Vice Chair, Planning Commission, Vadnais Heights, Minnesota

Awards

- » 2009 ASLA-MN Honor Award for Planning and Research - Saint Paul Park and Recreation Vision Plan

Comprehensive Planning Experience

- » 2040 Comprehensive Plan Update | Burnsville, MN
- » 2040 Comprehensive Plan Update | Columbia Heights, MN
- » Comprehensive Plan | Hassan Township, MN
- » 2040 Comprehensive Plan Update | Maplewood, MN ✓
- » 2040 Comprehensive Plan Update | Mound, MN
- » Comprehensive Plan | Roseville, MN
- » 2040 Comprehensive Plan Update | Woodbury, MN

General Planning Services Experience

- » General Planning Services | Faribault, MN
- » General Planning Services | Mound, MN
- » Project Management and General Planning Services | Lindström, MN

Land Use Planning Experience

- » NE Land Use Study | Eagan, MN
- » Downtown Redevelopment Plan | Lakeville, MN
- » Downtown Market & Planning Study | Osseo, MN

Parks, Recreation, and Trails Planning Experience

- » Recreation and Parks Master Plan | Brooklyn Park, MN
- » Park and Recreation System Master Plan | Chanhassen, MN
- » Parks and Recreation System Master Plan | Maplewood, MN
- » Park Dedication Ordinance | New Brighton, MN
- » Highway 96 Snail Lake Marsh Regional Trail Master Plan Amendment | Ramsey County, MN
- » Rice Creek North Regional Trail Master Plan Amendment | Ramsey County, MN
- » Parks and Recreation Master Plan | Rochester, MN
- » Parks and Recreation System Plan | St. Paul, MN



Laura Chamberlain AICP

Project Manager | 612.252.7126 | laura@hkgi.com

Laura is a certified planner whose work focuses on providing municipal clients with general planning services, zoning ordinance review and writing, comprehensive planning, grant writing, and environmental review projects. Laura also served as a planning intern with the City of Jordan where, in addition to providing support for day-to-day planning operations, she also assisted City staff with implementation initiatives related to that community's Comprehensive, Downtown, and Parks plans. Her planning career has also included work as a GIS consultant for a neighborhood housing services organization in Minneapolis, and as a graduate student she provided planning support and GIS services for the Voorhees Transportation Center and the Voorhees Center for Civic Engagement.

Years of Experience: 3

Education

- » Master of City and Regional Planning - Rutgers, State University of New Jersey
- » B.A., Geography - Macalester College, Saint Paul, MN

Certification

- » American Institute of Certified Planners - Cert. #028530

Memberships/Affiliations

- » American Planning Association

Relevant Project Experience

- » 2040 Comprehensive Plan Update | Burnsville, MN
- » 2040 Comprehensive Plan Update | Eagan, MN
- » 2040 Comprehensive Plan Update | Greenfield, MN
- » 2040 Comprehensive Plan Update | Mound, MN
- » 2040 Comprehensive Plan Update | New Brighton, MN
- » Comprehensive Plan | Waukee, IA
- » General Planning Services | Bondurant, IA
- » General Planning Services | Faribault, MN
- » General Planning Services | Greenfield, MN
- » General Planning Services | Lindström, MN
- » General Planning Services | Medicine Lake, MN
- » General Planning Services | Mound, MN
- » General Planning Services | Stillwater, MN — TOWNBEAD
- » South Loop Park Master Plan | Bloomington, MN
- » Grant Writing and Administration | Dakota County, MN
- » Park Master Planning | Olmsted County, MN
- » Potlatch Corporation - Development Services | Various Locations
- » *General Planning Services | Aitkin, MN
- » *General Planning Services | Hampton, MN
- » *General Planning Services | Minnetonka Beach, MN
- » *Zoning Ordinance Amendments | Aitkin, MN
- » *Zoning Ordinance Amendments | Hampton, MN
- » *Zoning Ordinance Amendments | Minnetonka Beach, MN
- » *Zoning Ordinance | New Ulm, MN
- » *MNDNR Grant Writing | Hampton, MN
- » *Comprehensive Plan | Aitkin, MN
- » *Master Parks and Trails Plan | Hampton, MN
- » *Liberty Property Trust – AUAR Environmental Review | Dayton, MN
- » *Gonyea – AUAR Environmental Review | Dayton, MN
- *Projects completed while with a previous employer



Jesse Thorsen AICP, LEED Green Assoc.
Planner | 612.252.7129 | jesse@hkgi.com

Jesse is a certified planner and is a recent addition to HKGi's staff who comes to the firm from the Houston Galveston Area Council. His broad project experience includes comprehensive planning, transportation planning, roadway reconfiguration, master planning, subdivision platting, and planned development ordinance creation. Jesse brings a user-friendly approach to ensuring that streets and communities meet mobility and access needs while being safe, inviting, economically productive, and healthy. Jesse seeks to reduce the communication barriers between local government and community stakeholders through his ability to translate ideas, data, and processes into visually compelling graphics.

Years of Experience: 4

Education

- » B.S. Community and Regional Planning – Iowa State University, 2012

Registration

- » American Institute of Certified Planners – Cert. #028951
- » LEED Green Associate – Cert. #10733040

Relevant Project Experience

- » 2040 Comprehensive Plan Update | Columbia Heights, MN
- » 2040 Comprehensive Plan Update | Dakota County, MN
- » 2040 Comprehensive Plan Update | Eagan, MN
- » 2040 Comprehensive Plan Update | Farmington, MN
- » 2040 Comprehensive Plan Update | Greenfield, MN
- » 2040 Comprehensive Plan Update | Inver Grove Heights, MN
- » 2040 Comprehensive Plan Update | Kasson, MN
- » General Planning Services | Lindström, MN
- » McComb Group - Highway 610 Properties Land Use Study | Maple Grove, MN
- » 2040 Comprehensive Plan Update | Maplewood, MN
- » Downtown Master Plan | St. Francis, MN
- » 2040 Comprehensive Plan Update | Victoria, MN
- » 2040 Comprehensive Plan Update | Woodbury, MN
- » *Houston Sunday Streets Mapping | Houston, TX
- » *SH 146 Corridor Subregional Transportation Initiative | Baytown, TX
- » *Houston Bike Plan | Houston, TX
- » *US 290 Value Capture Study | Houston Region, TX
- » *H-GAC Pedestrian Evaluation Tool | Houston-Galveston Region, TX
- » *H-GAC Bicycle and Pedestrian Documentation | Houston-Galveston Region, TX
- » *White Oak Village Trail Oriented Development | Houston, TX
- » *SH 249 Access Management Study | Houston, TX
- » *West Houston Mobility Study | Houston, TX
- » *Plan Houston General Plan | Houston, TX
- » *Parking Variance Application | Houston, TX
- » *Subdivision Platting | Houston, TX
- » *Aliana Master Plan | Richmond, TX
- » *The Groves Master Plan | Humble, TX
- » *Imperial Sugar Land Planned Development | Sugar Land, TX
- » *I-45 Expansion Condemnation Studies | Webster, TX
- » *Habitat for Humanity Lakeside Website Development | Sheboygan, WI
- » *General Planning Services | Port Washington, WI
- » *Comprehensive Plan | Adair County, IA



Jess Vetran

Planner | 612.252.7133 | jessica@hkgi.com

With degrees in both Architecture and Urban Studies, Jess is interested in master planning, urban design, and streetscape design. At the University of Minnesota, she focused her senior project on the facility and infrastructure projects built for the Olympic Games, and the ways in which host cities have evolved around these projects in their post-game environments.

At HKGi, Jess contributes to the development of project proposals, meeting presentation and community engagement materials, final reports, and marketing materials. In addition to creating GIS maps, she has also used her visual communication and design skills to produce report and document templates, infographics, diagrams, street sections, and perspectives. Jess has also contributed her research and database management skills to the creation of a development database that contains precedent information for development FARs, use breakdowns, unit types, land use percentages, and other information. The database is an in-house resource that provides guidance for the preliminary form and function of planning efforts.

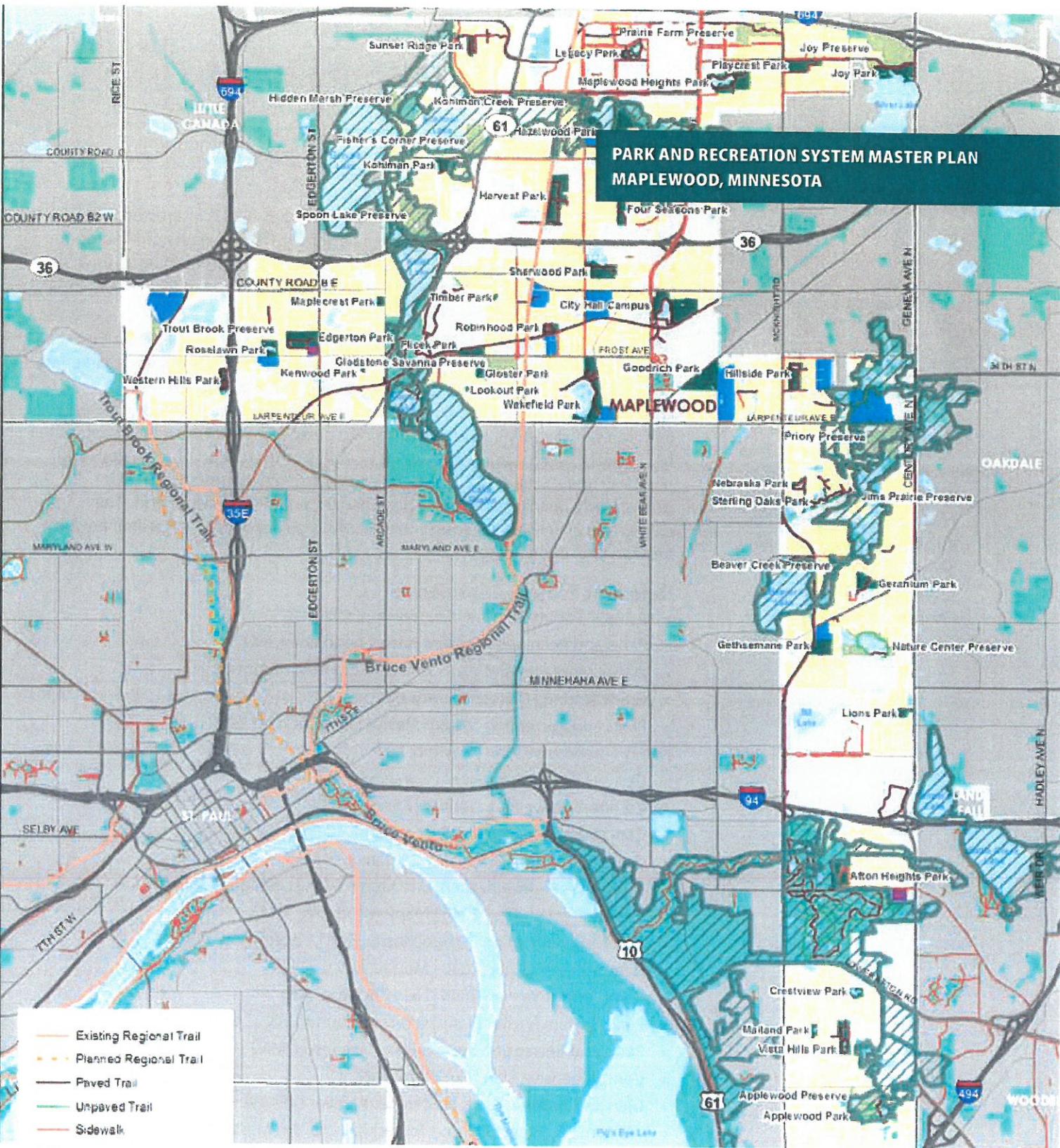
Years of Experience: 3

Education

- » B.D.A., Architecture - University of Minnesota, Minneapolis, MN
- » B.S. Urban Studies - University of Minnesota, Minneapolis, MN
- » Study Abroad - ACCENT International, Rome, Italy

Relevant Project Experience

- » Athletic Facilities Study | Chanhassen, MN
- » Parks and Recreation System Plan | Chanhassen, MN
- » 2040 Comprehensive Plan Update | Columbia Heights, MN
- » Grant Writing | Dakota County, MN
- » Parks and Recreation System Master Plan | Elk River, MN
- » Comprehensive Plan | Gaylord, MN
- » General Planning Services | Greenfield, MN
- » Comprehensive Plan Update | Kasson, MN
- » Comprehensive Plan | Le Sueur, MN
- » Growth Area Master Plan | Lindström, MN
- » Highway 8 Redevelopment Site Master Plan | Lindstrom, MN
- » Comprehensive Plan 2040 | Maplewood, MN
- » Parks and Recreation System Master Plan | Maplewood, MN
- » Comprehensive Plan 2040 | Mound, MN
- » Comprehensive Plan 2040 | New Brighton, MN
- » Parks System Master Plans | Olmsted County, MN
- » Parks and Recreation System Plan | Rochester, MN
- » Comprehensive Plan | Rochester, MN
- » Glen and Hoffman Park Master Plans | River Falls, WI
- » Western Shakopee/Jackson Township Land Use Master Plan | Shakopee, MN
- » Harriet Island to South St. Paul Regional Trail | Saint Paul, MN
- » Downtown Master Plan | St. Francis, MN
- » Station Area Plans | St. Louis Park, MN
- » Downtown Redevelopment Plan | Victoria, MN
- » Comprehensive Plan | Waukee, IA
- » Unified Development Code | Winona, MN



**PARK AND RECREATION SYSTEM MASTER PLAN
MAPLEWOOD, MINNESOTA**

04. APPROACH + FEE

Project Understanding

This is an Update of the Current Plan

The current comprehensive plan was last updated in 2010 and this update is expected to maintain most, if not all, of the current plan document's format. This update is not anticipated to involve major shifts in direction from the current plan but will consist primarily of redlining desired edits, replacing those sections that will be substantially updated or altered, eliminating sections that are no longer relevant or necessary for a comprehensive plan, and inserting new sections as needed. The plan updates will be related to current plan chapters or elements:

- » Demographic Trends and Characteristics – including current development patterns and land use, natural features, and other community background information
- » Community Goals and Policies
- » Physical Development Framework and Plan – including Land Use and Redevelopment
- » Public Systems – including Transportation and Sewer System Infrastructure
- » Park, and Open Space Plan
- » Trail Plan
- » Housing and Economic Development Strategy
- » Implementation

For these elements, the plan update will meet the required components of the State's Metropolitan Land Planning Act and the Metropolitan Council's Thrive MSP 2040 system and policy plans, system statement, and the Local Planning Handbook.

Transportation, Sewer System, and Parks and Trail Plans will be Prepared by Others

Our understanding of the RFP is that the Township is currently in the process of updating the Parks and Trails chapters of the plan and that the selected consultant for this project will not develop those chapters any further but will be responsible for incorporating those chapters into the final Comprehensive Plan.

*TKDA to review + update Transport
Sewer system chapters.*

Likewise, our proposal does not include a fee proposal or detailed tasks for updating the Transportation and Sewer System chapters. We do not anticipate that these chapters will require significant effort to update; therefore, we propose working with the Township's engineer to update those two chapters and integrate them into the final plan report. Alternatively, if the Township prefers, we can identify another engineering consultant that can update these chapters in an efficient manner.

Preparation of Township Maps

The Comprehensive Planning process is a good time to update and assemble a base set of maps that the Township can use for its day to day operations. HKGi has included in its work plan and budget time to assist the Township with creating a set of GIS files, templates, and maps that can be used by Township Staff into the future. HKGi anticipates that these maps will encompass those needed for the comprehensive plan, such as existing and future land use, zoning, natural resources, street classification, parks, and trails. In addition to publicly available resources, it is assumed that the Township or its previous consultant(s) have base GIS information that can used as a starting point for the map development.

→ where we are w/ GIS base info.

Project Approach

This comprehensive planning process involves five major tasks: Understand Current Conditions, Community Context and Engagement, Update the Comprehensive Plan Chapters, Prepare the Complete Comprehensive Plan Document, and Seek Approvals. As part of coordinating these tasks, HKGi will work with White Bear Township staff members to coordinate day-to-day operations of the project. HKGi will also work with the White Bear Township Planning Commission, which will provide oversight for the project and will provide advice and guidance to HKGi's consultant team. The participation of the Planning Commission will add value to the planning process by creating a stronger community connection and providing more in-depth institutional knowledge of and broader perspectives on White Bear Township. More specific details of involvement for staff and the Planning Commission are included in the work plan below.

CoE/T Jim's opinion on this

The comprehensive planning process for White Bear Township will also require transportation and infrastructure planning services in order to complete updates to the transportation plan and sewer system chapters. As indicated above, we propose working with the Township's engineering firm to accomplish these updates.

Community Engagement

Community engagement for the planning process will be conducted at key points. Those engagement events are integrated into the task descriptions below. Based on the objectives outlined in the Request for Proposals and on HKGi's experience conducting similar planning processes, we are proposing a basic level of community engagement (see sidebar next page). We are also including a list of potential community engagement activities that the Township may consider adding to the process if a more extensive community engagement process is desired.

If HKGi is selected for this project, one of the first tasks to accomplish will be to work with staff to confirm a community engagement plan that will meet the Metropolitan Council's engagement requirements and will most efficiently and effectively provide the opportunity for community participation in the comprehensive plan.

As proposed, the basic level of engagement includes the use of Social Pinpoint, a highly-interactive online engagement tool that can provide a one-stop site where community members and stakeholders can learn more about the project, can complete questionnaires about their needs, desires, and vision for the Township, can use geo-mapping to leave comments or post photos about opportunities or issues they see in the community, and can engage other community members in conversations about various issues.

HKGi has used Social Pinpoint on several recent projects and the application has proven to be a cost effective way to collect input from a broad cross-section of the community. The ability to provide detailed, map-based input without having to attend a public meeting has been an appealing option to stakeholders in the communities in which we have used Social Pinpoint. Use of this application has also provided clients with more detailed feedback on specific community issues than can readily be accessed using other engagement methods.

Social Pinpoint Interactive Mapping and Comment Application



The basic level also includes one open house or public meeting, 3-4 meetings with the Planning Commission, presentation at a public hearing before the Town Board, and providing assistance to Township staff in presenting plan updates to the Township's advisory committees. When the draft Comprehensive Plan is complete, it will also be made available to the public via the Township's web site. Public comment will be solicited at that time and will be used to make revisions to the draft plan. Additional community engagement activities that the Township might consider include an additional open house or public meeting, targeted stakeholder presentations or listening sessions, a pop-up booth at a community event, or more extensive workshops involving Town advisory committees.

Work Plan

The following represents our technical planning process (or work plan) for the White Bear Township Comprehensive Plan Update. This proposed work plan should be considered a starting point and is open to review and revision. If selected, HKGi will work with the Township to modify this work plan, if necessary, to best fit the needs and objectives of the community.

This work plan has also been developed with the following assumptions about Township staff involvement:

- OK ✓ » Township staff will coordinate all Planning Commission, Town Board, and advisory committee meetings throughout the project. Coordination includes production and distribution of meeting announcements, scheduling meeting locations/days/times, producing meeting minutes, required printing for meeting packets, and electronic distribution of all review materials.
- ✓ » Township staff will provide copies (digital and/or paper) of all relative studies, surveys and other documents required to support the planning process.

Task 1 - Understand Current Conditions

The objective of this task is to gain an understanding of current conditions and the current plan in order to build the foundation for the plan update process. In this task, the HKGi project team will review existing information sources and work to outline the base mapping needed to support the project. A "kick off day" will serve as a means of collecting information and building relationships between the consulting team and Township staff.

Subtasks include:

- 1.1 Collect and organize existing data and background documents.
- 1.2 Assemble background base mapping data for Natural Resources, Existing and Future Land Use, Future Zoning, Street System and Classification, Parks and Open Space, and Trails maps
- 1.3 Assemble map template with Township logo and title block
- 1.4 Update the demographic, trends, and community background data
- 1.5 Conduct Kick-off day session with Township staff, to include confirmation of a detailed project schedule, key milestones, meeting dates, and community engagement plan

Community Engagement Basic Level	
	Information on Township Web Site
	Social Pinpoint Interactive Mapping
	Online Questionnaire (via Social Pinpoint)
	1 Public Open House
	3-4 Meetings with Planning Commission/ Staff
	1 Public Hearing
Potential Add-On Engagement (costs include in fee section)	
	Listening Session/ Focus Group Meeting
	Presentations to Advisory Boards or Stakeholder Groups
	Pop-up Event/ Community Booth
	Community Meeting

TASK 1 SUMMARY
Deliverables:
» Base mapping and map template
» Detailed project schedule
» Preliminary update of community background data
» Community Engagement Plan
Staff and Planning Commission Participation:
» Participate in kick-off meeting (Township staff and HKGi)

Task 2 - Community Context and Engagement

This task will build on the work completed in Task 1 and will primarily focus on two major objectives: review and evaluate the current Comprehensive Plan and other background documents, and conduct the first phase of community engagement.

In addition to reviewing and evaluating the current comprehensive plan, the consultant team will review and evaluate background documents such as the Township’s Land Use Classifications, I-35E Corridor Plan, the 2010 Housing Plan, and other background documentation, as available. The review will also include the most up-to-date Parks and Trails chapters of the Comprehensive Plan. These chapters are currently under development separately from this comprehensive planning process. The results of this review will be summarized in a Technical Memo that will be presented at the first meeting with the Planning Commission, which will occur at the end of Task 2.

This task will also include the collection of community input, which will allow us to identify issues, opportunities and challenges as identified by community members. This input will then help us understand areas of focus for the future, which will be a focus of Task 3.

To collect community input during Task 2, HKGi will establish a Social Pinpoint website for the project, which will include an interactive map of the Township that will allow community members and stakeholders to provide geo-location-based input about the community. We will also provide contextual and background information about this project for posting to the Township’s website and on other communications materials used to encourage community members and stakeholders to learn more about and participate in the planning process. The Social Pinpoint site will also include a questionnaire or questionnaires soliciting feedback on several topics or themes important to this planning process.

Already existing Township communications materials such as the web site; Notify Me notifications; newsletters; social media channels such as Facebook, Twitter, and Nextdoor; or mailings can be used to direct community members to the project site. Community news outlets such as the White Bear Press can also help raise awareness in the community about the project and the opportunity to provide feedback. HKGi will assist the Township in producing notice materials that the Township can use in its outreach efforts.

At the completion of this first community engagement phase, HKGi will provide a summary report of the feedback collected during this task. This summary report and the summary memo produced earlier in this task will be presented to staff and the Planning Commission at the first check-in meeting with the PC.

Subtasks include:

- 2.1 Review and evaluate each chapter of the current comprehensive plan.
- 2.2 Review and evaluate background documents such as the Land Use Classifications, I-35E Corridor Plan, 2010 Housing Plan, and other background documentation, as available.
- 2.3 Review and evaluate the Parks and Trails chapters currently under development.
- 2.4 Prepare a technical memo summarizing the results of subtask 2.1 through 2.3.

TASK 2 SUMMARY

Deliverables:

- » Technical Memo summarizing the review and evaluation of the current comprehensive plan and background documents
- » Social Pinpoint web site and content for outreach materials
- » Community Engagement Summary

Staff and Planning

Commission Participation:

- » Outreach to facilitate and encourage community participation via Social Pinpoint (Staff with HKGi support)
- » Meeting #1 (Planning Commission, staff and HKGi)

- 2.5 Establish Social Pinpoint website and open it for public input.
- 2.6 Prepare outreach materials for community input, as needed, in collaboration with Township staff.
- 2.7 Prepare Community Engagement Summary of comments and input collected at the project Social Pinpoint site.
- 2.8 Conduct Meeting #1 with the Planning Commission and staff

Task 3 - Update the Comprehensive Plan Chapters

In this task HKGi will update the following chapters of the Comprehensive Plan:

- » Demographic Trends and Characteristics
- » Goals and Policies
- » Physical Development Framework and Plan
- » Housing and Economic Development Strategy
- » Implementation

HKGi will also integrate the updates to the Public Systems chapter, which will primarily be conducted by the Township engineer or engineering consultant, into the Comprehensive Plan. HKGi will also incorporate engineer-identified updates to any of the other plan chapters as needed.

Finally, HKGi will integrate the Parks and Open Space Plan and the Trail Plan chapters, which the Township is currently developing, into the Comprehensive Plan.

These updates will use information collected in Task 2, including input from the Planning Commission and Township staff, as the basis for the revisions and modifications made to plan chapters. Updates may address a variety of issues as identified by community members and stakeholders including land use revisions, potential housing and economic development strategies, infrastructure needs and improvements, redevelopment opportunities, sustainability and conservation strategies, and connectivity and accessibility issues.

Subtasks include:

- 3.1 Prepare updates to Comprehensive Plan chapters being reviewed and evaluated by HKGi.
- 3.2 Assemble GIS maps as needed for each chapter.
- 3.3 Coordinate and integrate updates to the Public Systems, Parks and Open Space, and Trails chapters.
- 3.4 Conduct Meeting #2 with the Planning Commission and staff to review the project to date and examine proposed chapter updates. The objective of this workshop will be to confirm final direction for the updates prior to preparing the draft Comprehensive Plan document.
- 3.5 Summarize Task 3 to include recommended plan directions and assist Township staff with providing updates to advisory boards and commissions and Town Board.

TASK 3 SUMMARY

Deliverables:

- » Draft updates to all Comprehensive Plan chapters
- » Updated GIS maps
- » Summary of Planning Commission/Township Staff Meeting #2

Staff and Planning

Commission Participation:

- » Meeting #2 (Planning Commission, staff, and HKGi)
- » Progress Report to advisory boards and Town Board (Staff with HKGi support)

TASK 4 SUMMARY

Deliverables:

- » Draft Comprehensive Plan Update
- » 1 set of revisions for Draft Comprehensive Plan Update
- » Summary of input and feedback collected from community members and stakeholders, including Planning Commission, staff, advisory commissions and Town Board

Staff and Planning

Commission Participation:

- » Meeting #3 (Staff, Planning Commission and HKGi)
- » Community Open House to review draft plan and collect input (HKGi and staff)
- » Present draft plan to Town Board and advisory boards (Staff with HKGi support)

Task 4 - Prepare the Complete Comprehensive Plan Document

This task will include drafting the Comprehensive Plan Update report, incorporating the feedback collected from the Planning Commission and Township staff at the end of Task 3.

Subtasks include:

- 4.1 Prepare the draft Comprehensive Plan report, which will include the following components:
 - Introduction
 - Demographic Trends and Characteristics
 - Goals and Policies
 - Physical Development Framework and Plan
 - Public Systems
 - Park and Open Space Plan
 - Trail Plan
 - Housing and Economic Development Strategy
 - Plan Implementation
- 4.2 Review draft plan at Meeting #3 with Planning Commission and staff
- 4.3 Conduct a public Open House to provide community members with an opportunity to review the plan and provide input. The draft plan will also be made available on the Township’s website for public review and comment.
- 4.4 Assist staff in preparation for presenting draft plan to Town Board and advisory commissions.
- 4.5 Revise draft plan according to feedback collected during the previous three subtasks.

Task 5 - Seek Approvals

This task will include reviewing the plan, seeking recommendations and, ultimately, adoption by the Township Board.

Subtasks include:

- 5.1 Prepare review and presentation materials
- 5.2 Attend Meeting #4 with the Planning Commission. We recommend this meeting be conducted as a public hearing in an open house format to enable general community review and comment on the plan
- 5.3 Assist staff in preparation for presenting the updated plan to the Town Board for authorization to distribute for adjacent jurisdictional review.
- 5.4 Revise plan as needed and prepare for submittal to the Metropolitan Council
- 5.5 Address outstanding issues identified by the Metropolitan Council, as needed
- 5.6 Prepare and package final plan document
- 5.7 Assist Township staff in preparing for presentation of the final plan to the Town Board for approval.
- 5.8 Present the completed Comprehensive Plan update at the Town's Annual Meeting in March, 2019.
- 5.9 The Comprehensive Plan, including all maps, will be provided to the Township in electronic form for future use. For maps, this includes small and large scale PDFs and ArcMap GIS Files.

TASK 5 SUMMARY

Deliverables:

- » PowerPoint slide presentation for final plan (to be posted on city web site)
- » Final Plan Document (five reproducible printed copies and 10 cds/dvds containing pdf of complete plan)
- » All electronic files (GIS, Spreadsheets, Document and Graphics) packaged and to be retained by the White Bear Township

Staff and Planning

Commission Participation:

- » Meeting #4 - Planning Commission Public Hearing (Staff, Planning Commission and HKGi)
- » Present updated plan to Town Board for authorization to distribute (Staff with support from HKGi)
- » Present Final Plan to Town Board for approval (Staff with support from HKGi)

Schedule

The schedule included below is based on the preceding work plan and is designed to meet the Metropolitan Council’s timeframe for reviewing and approving comprehensive plans under its jurisdiction. The schedule as illustrated here only depicts the timeframe leading up to submittal of the plan to the Metropolitan Council for that body’s review and approval. Although not illustrated on the schedule below, it is understood that tasks related to responding to Metropolitan Council direction, final document preparation and production, final approval by the Town Board, and presentation at the Town’s Annual Meeting will be executed by HKGi and the project team through March, 2019. If selected, HKGi will work with the Township to confirm this schedule, identify meeting and community engagement dates and timeframes, and revise this schedule as appropriate.

TASK	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN '18	FEB	MAR	APR
Task 1 - Understand Current Conditions	█											
Task 2 - Community Context and Engagement		█	█	█								
Task 3 - Update the Comprehensive Plan Chapters					█	█	█	█	█			
Task 4 - Prepare the Complete Comprehensive Plan Document										█	█	
Task 5 - Seek Approvals											█	█

Fee Proposal

The table below contains a task-by-task breakdown of the costs associated with executing the proposed work plan. If selected, HKGi will work with the City to refine the work plan and the cost to best meet the City’s needs and objectives for this project. This not-to-exceed fee does not include costs associated with updating the Transportation and Sewer System elements of the plan.

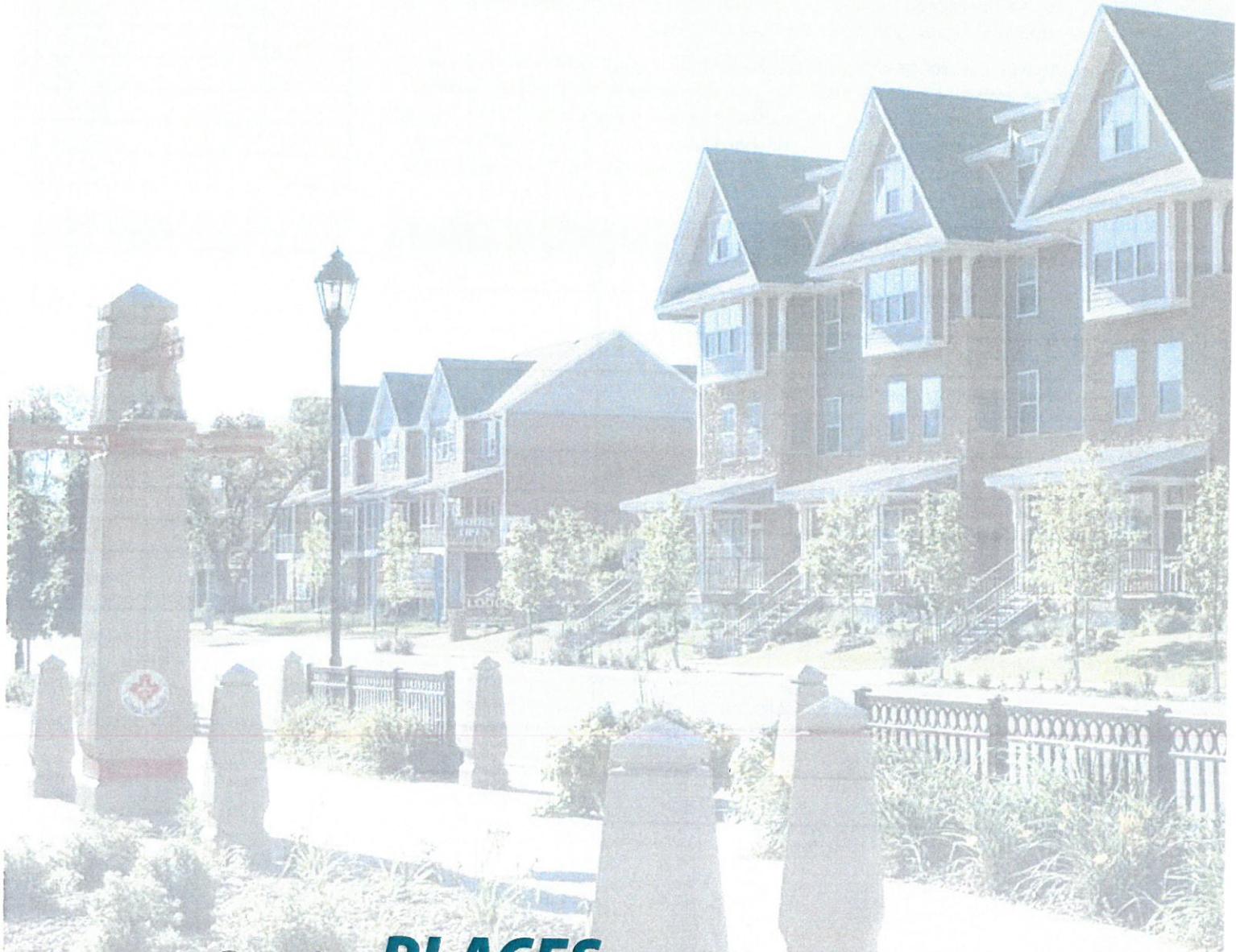
Also included are cost ranges for potential additional engagement activities. The costs for these activities will vary depending on the duration of the event, number of consultants needed, amount of preparation time, and other similar factors related to production of appropriate materials. We have calculated the cost ranges based on our understanding of what would be most appropriate for the Township and the goals of this project.

HKGi Hourly Rates	
Principal	\$170-225/Hr
Associate	\$115-165/Hr
Sr. Professional	\$90-165/Hr
Professional II	\$80-105/Hr
Professional I	\$50-85/Hr
Technical	\$40-65/Hr
Secretarial	\$60/Hr
Litigation Services	\$200/Hr
Testimony	\$285/Hr

TASK	FEE
1. Understand Current Conditions	\$5,500
2. Community Context and Engagement	\$9,400
3. Update the Comprehensive Plan Chapters	\$15,500
4. Prepare the Complete Comprehensive Plan Document	\$7,400
5. Seek Approvals	\$5,200
Sub-Total	\$43,000
Reimbursable Expenses	\$2,000
Not-to-Exceed Total	\$45,000

Incidental Expenses	
Mileage	current Federal rate/mile
Photocopying BW	\$.15/page
Photocopying Color	\$1/page
Outside Printing	Actual Cost
Large Format Scanning	Actual Cost
B/W Bond Plots	\$5 each
Color Bond Plots	\$20 each
Color Photo Paper Plots	\$40 each

POTENTIAL ADD-ON ENGAGEMENT ACTIVITIES	COST RANGE
Listening Session/Focus Group Meeting	\$800-1,500/meeting
Presentations to Advisory Boards or Stakeholder Groups	\$800-1,500/presentation
Pop-up Event/Community Booth	\$800-1,500/event
Community Meeting	\$4,000-6,500/meeting



Creating **PLACES**
that enrich **PEOPLE'S** lives





**Town Board Meeting
June 5, 2017**

Agenda Number: **7E – General Business**

Subject: **Water Gremlin Expansion – Consider Calling Special Economic Development Authority Meeting for Tuesday, June 13, 2017, @ 5:30 p.m., at the Township Administrative Office, to Coincide with the Economic Development Advisory Board Meeting**

Documentation: Public Notice

Action / Motion for Consideration:

Town Clerk Report at Meeting



Special EDA Meeting

To Be Held On

**Tuesday, June 13, 2017
At 5:30 p.m.**

At The

**Township Administrative Offices
1281 Hammond Road
White Bear Township MN 55110**



**Town Board Meeting
June 5, 2017**

Agenda Number: 7F – General Business

Subject: **Temporary Liquor License** – Approve Issuance of a Temporary On-Sale Liquor License for the Senior Citizens Night at the Ball Park at Polar Lakes Park to be Held on June 21, 2017, 7:00-9:00

Documentation: Staff Memo /
Request for License /
Manitou Days Flyer /
Application & Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License /
Certificate of Compliance MN Worker's Compensation Law /
Liability Insurance Certificate

Action / Motion for Consideration:

Receive Information / Discuss

Possible Actions:

- 1) Approve issuance of a temporary on-sale liquor license to Greater Mount Moriah Ministries for the June 21st event at Polar Lakes Park **waiving the \$250.00 fee**; approval subject to receipt of a Certificate of Insurance listing White Bear Township as the certificate holder.
- 2) Approve issuance of a temporary on-sale liquor licensed to Greater Mount Moriah Ministries for the June 21st event at Polar Lakes Park; approval **subject to payment of the \$250.00 license fee** and receipt of the Certificate of Insurance listing White Bear Township as the certificate holder & all related items.

Minutes
Town Board Meeting
June 20, 2016

TEMPORARY LIQUOR LICENSE – APPROVE ISSUANCE OF A TEMPORARY ON-SALE LIQUOR LICENSE FOR THE SENIOR CITIZEN’S NIGHT AT THE BALLPARK AT POLAR LAKES PARK TO BE HELD ON JUNE 29, 2016:

The Clerk reported that the Greater Mount Moriah Ministries is requesting approval of a temporary liquor license so they may provide free beer to the senior citizens at the “Senior Citizens Night at the Ball Park” event to be held at Polar Lakes Park on June 29, 2016. This event is part of the Manitou Days events. The event is scheduled from 7:00 p.m. - 11:00 p.m. Transportation will be offered and free beer, hot dogs, etc. will be provided to all qualified senior citizens. The Clerk stated that Section 2-7 of Ordinance No 32 (Liquor) states that temporary “on sale” licenses may be issued to a club or charitable organization, religious, or non-profit organization in existence for at least three years in connection with social events within the Town for up to three days in accordance with Minnesota Statutes, Section 340A.404, Subd. 10. A letter from the Ministry states that they have been in existence since 2011 which satisfies the Ordinance. The Ministry has outlined their request for the temporary license along with the request to waive the \$250 license fee. No money would be changing hands and the event is strictly charitable. If the license is approved the Ministry will provide a Certificate of Insurance listing White Bear Township as the certificate holder. Application and Certification of Compliance – Minnesota Worker’s Compensation Law forms will be provided. Kermes asked how long the liquor license will be effect. The Planner stated that the park curfew is 10:00 p.m. however, Polar Lakes Park has lighting. He recommended 11:00 p.m. The Clerk reported that in light of the receipt of the application and Worker’s Compensation Information, but lack of a Certificate of Insurance, the request can be approved subject to receipt of a Certificate of Insurance listing White Bear Township as the certificate holder.

Prudhon moved to approve issuance of a temporary on-sale liquor license to Greater Mount Moriah Ministries for the June 29, 2016 event at Polar Lakes Park from 6:00 p.m. - 11:00 p.m., waiving the \$250.00 fee; subject to receipt of a Certificate of Insurance listing White Bear Township as the certificate holder. Ruzek seconded. Ayes all.

MEMORANDUM

TO: TOWN BOARD
FROM: PATTI WALSTAD
DATE: JUNE 2, 2017

SUBJECT: TEMPORARY LIQUOR LICENSE REQUEST

Dick Sand called yesterday to state that he will be requesting approval of a temporary liquor license so that free beer may be provided to the senior citizens at the 3rd Annual "Senior Citizen's Night at the Ball Park" event to be held at Polar Lakes Park. The event is part of the Manitou Days events.

Section 2-7 of Ordinance No. 32 (Liquor) states as follows:

Temporary "on-sale" licenses may be issued to a club or charitable organization, religious, or non-profit organization in existence for at least three (3) years in connection with social events within the Town, for up to three (3) days in accordance with Minnesota Statutes, Section 340A.404, Subd. 10.

Per the applicant the Liquor Liability Insurance will be obtained after approval by the Town Board.

Possible Actions:

- 1) Approve issuance of a temporary on-sale liquor license to Greater Mount Moriah Ministries for the June 21st event at Polar Lakes Park **waiving the \$250.00 fee**; approval subject to receipt of a Certificate of Insurance listing White Bear Township as the certificate holder.
- 2) Approve issuance of a temporary on-sale liquor licensed to Greater Mount Moriah Ministries for the June 21st event at Polar Lakes Park; approval **subject to payment of the \$250.00 license fee** and receipt of the Certificate of Insurance listing White Bear Township as the certificate holder & all related items.

PSW/s
cc:admin/add.file
b:moriahministries17

Township Baseball

a Minnesota Non-Profit Corporation

June 1, 2017

White Bear Township Board
1281 Hammond Road
White Bear Township, MN 55110

Re: Senior Citizens' Night at the Ball Park

Dear Town Board:

Township Baseball and Greater Mount Moriah Ministries respectfully request that a Temporary "On-Sale" License be issued for Senior Citizens' Night at the Ball Park, a Manitou Days Event, for Wednesday, June 21, 2017. A baseball game between White Bear Township and St. Paul Highland Park will be played on Field #1 at Polar Lakes Park.

Enclosed please find a flyer describing the event. Admission is free to the public. Beer, other beverages, and food will be provided free to senior citizens in attendance. No beer, other beverages, or food will be sold at the game. As such, we are requesting that the Township waive the \$250 license fee.

The license is to be issued to Greater Mount Moriah Ministries, a religious organization that has been in existence since 2011. This request complies with the requirements of Town Ordinance No. 32, Section 2-7 and Minnesota Statutes § 340A.404, subd. 10.

The team has a General Liability Insurance Policy in the amount of \$2,000,000 and a liquor liability insurance policy will be obtained for the event.

Greater Mount Moriah Ministries, located at 1415 Girard Avenue North, Minneapolis, Minnesota, is an event participant and will be the benefactor a free-will offering by those in attendance as well as from other financial sponsors of the game. The donations will help fund its youth outreach program as well as its planned participation in the RBI (Reviving Baseball in the Inner Cities) Program.

Thank you for your consideration.

Very truly yours,

Dick Sand, General Manager
Township Baseball

Vincent Cotten, Pastor
Greater Mount Moriah Ministries

SENIOR CITIZENS' NIGHT

AT THE

BALLPARK

“Town Ball”

White Bear Township vs. St. Paul Highland Park
(current & former college baseball players)

When: Wednesday, June 21st at 7:00 pm

Where: Township Fields at Polar Lakes Park
1281 Hammond Road
White Bear Township

Features: *Free to all Seniors:*
Free Admission
Free Beer & Beverages
Free Food

A Manitou Days Event



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Greater Mount Moriah Ministries Date organized: August 9, 2011 Tax exempt number: 61-1657527

Address: 1415 Girard Avenue North City: Minneapolis State: MN Zip Code: 55411

Name of person making application: Vincent Cotten, Pastor Business phone: (612) 408-3339 Home phone: (612) 302-9662

Date(s) of event: June 21, 2017 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: Vincent Cotten, Pastor City: Minneapolis State: MN Zip Code: 55411

Organization officer's name: _____ City: _____ State: MN Zip Code: _____

Organization officer's name: _____ City: _____ State: MN Zip Code: _____

Organization officer's name: _____ City: _____ State: MN Zip Code: _____

Location where permit will be used. If an outdoor area, describe.

Field #1, Polar Lakes Park
1280 Hammond Road, White Bear Township, MN 55110

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

_____	_____
City or County approving the license	Date Approved
_____	_____
Fee Amount	Permit Date
_____	_____
Date Fee Paid	City or County E-mail Address
_____	_____
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



CERTIFICATION OF COMPLIANCE MINNESOTA WORKER'S COMPENSATION LAW

Minnesota Statutes, Section 176.182 requires every state or local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Section 176.181, Subd. 2, by providing the name of the insurance company, the policy number, and dates of coverage, or a permit to self-insure. **This information will be collected by the licensing agency and retained in their files.**

This information is required by law, and licenses and permits to operate a business will not be issued or renewed if it is not provided and is falsely stated and shall result in a \$2,000 penalty assessed against the employer by the Commissioner of the Department of Labor and Industry for failure to comply.

Insurance Company Name: _____
(NOT the insurance agent)

Policy #: _____

Dates of Coverage: _____ to _____

I am not required to have Workers' Compensation liability coverage because:

- I have no employees
- I am self insured (include permit to self-insure)
- I have no employees who are covered by the Workers' Compensation law
(These include spouse, parents, children and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid Workers' Compensation policy will be kept in effect at all times as required by law.

Name: Cotten Vincent _____
(Last) (First) (Middle)

Doing Business As: Greater Mount Moriah Ministries (612) 408-3339
(Business name if different than your name) Phone

Business Address: 1415 Girard Avenue North
Minneapolis, MN 55411

Signature: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/19/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

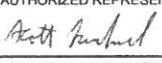
PRODUCER SADLER & COMPANY, INC. P.O. BOX 5866 COLUMBIA, SOUTH CAROLINA 29250-5866	CONTACT NAME: Sports Dept PHONE (A/C, No. Ext): 800-622-7370 FAX (A/C, No): 803-256-4017 E-MAIL ADDRESS: soda@sadlersports.com PRODUCER CUSTOMER ID#:	
	INSURER(S) AFFORDING COVERAGE	
INSURED D/B/A SPORTSPLEX OPERATORS AND DEVELOPERS ASSOCIATION Township Baseball 2626 Sandterra Circle White Bear Township, MN 55110 Club #: 38167	INSURER A: NATIONAL CASUALTY COMPANY	
	INSURER B: NATIONWIDE LIFE INSURANCE COMPANY	
	INSURER C:	
	INSURER D:	

COVERAGES **CERTIFICATE NUMBER** **REVISION NUMBER**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSD LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/ DD/ YYYY)	POLICY EXP (MM/ DD/ YYYY)	LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			KRO0000006654700	03:31PM ET 03/08/2017	12:01AM ET 03/08/2018	EACH OCCURRENCE	\$2,000,000	
		DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000						
		MEDICAL EXPENSES (other than participants)	\$5,000						
		PERSONAL & ADV INJURY	\$2,000,000						
		GENERAL AGGREGATE	NONE						
		PRODUCTS- COMP/ OP AGG	\$2,000,000						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON- OWNED AUTOS			n/a	n/a	n/a	COMBINED SINGLE LIMIT (Ea Accident)	\$1,000,000	
								BODILY INJURY (Per person)	
								BODILY INJURY (Per accident)	
								PROPERTY DAMAGE (Per accident)	
A	<input type="checkbox"/> SEXUAL ABUSE / MOLESTATION			n/a	n/a	n/a	EACH OCCURRENCE	\$1,000,000	
								AGGREGATE	\$2,000,000
C	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS- MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION			n/a	n/a	n/a	EACH OCCURRENCE	n/a	
								AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER / MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATUE		
		<input type="checkbox"/> OTHER							
		E.L. EACH ACCIDENT							
		E.L. DISEASE - EA EOMLOYEE							
B	PARTICIPANT ACCIDENT			JXS0000027889200-A	03:31PM ET 03/08/2017	12:01AM ET 03/08/2018	EXCESS MEDICAL	\$100,000	
								AD&D	\$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The General Liability policy, if included above, is part of the ERS Risk Purchasing Group Association, Inc.
RE: COVERED Team(s) - Adult - Accident & General Liability
 Baseball - 1 Team(s) - [Maximum 20 players per team]
 Team Names: White Bear Township
 (Adult Team Accident As Part of Package: \$100,000 Excess Medical; \$5,000 Accidental Death or Dismemberment; \$500 per claim deductible; Physical Therapy & Chiropractic Visits - 5 Visits Maximum @ \$50 Per Visit; Hospitalization - Inpatient & Outpatient - \$1,000 Maximum; Surgeon's Benefits - \$2,500 Maximum; Anesthesia And Assistant Surgeon - Maximum of 25% Surgeon's Benefits; Emergency Room - \$500 Maximum; Physician Visits - \$50 Maximum Per Visit)
 (Adult Team General Liability as Part of Package: \$2,000,000 Each Occurrence; \$2,000,000 Legal Liability to Participants; Waiver/ Release Recommended)
NOTE: The Participant Accident policy, if included above, is not a part of the ERS Risk Purchasing Group Association, Inc.

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE (company A)  AUTHORIZED REPRESENTATIVE (company B) 
EVIDENCE OF COVERAGE	



**Town Board Meeting
June 5, 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