

**AGENDA  
REGULAR & ORGANIZATIONAL  
TOWN BOARD MEETING  
JANUARY 20, 2016**

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 January 4, 2016 Special Town Board Meeting & January 4, 2016 Town Board Meeting (Additions/Deletions).
5. **Consent Agenda:**
  - A. **Conditional Use Permit** – Call Public Hearing for Wednesday, February 17, 2016 @ 7:10 p.m., at Heritage Hall, 4200 Otter Lake Road to Hear a Request for a Conditional Use Permit at Tamarack Nature Center.
  - B. **Board of Audit** – Call the Board of Audit Meeting for Friday, February 26, 2016 @ 11:55 a.m., at the Township Administrative Offices, 1281 Hammond Road.
  - C. **Surplus Equipment Disposal** – Based on Staff Review & Recommendation Approve the Disposal of Surplus Town Equipment at a State of Minnesota Surplus Services Auction as Outlined in the Staff Memo with Proceeds Being Deposited into the General Fund.
  - D. **Bank Depository Designation** – Based on Staff Review & Recommendation Designate Institutions Outlined in the Staff Memo & Adopt Resolution Designating Persons to Handle Township Bank Accounts.
  - E. **Columbus Day** – Adopt Resolution Not Recognizing Columbus Day as a Holiday.
  - F. **Friday After Thanksgiving** – Adopt Resolution Recognizing the Friday After Thanksgiving as Holiday.
  - G. **Otter Lake School Carnival Donation** – Receive \$50.00 Donation from Richard Brueckner for Purchase of Prizes for the Carnival.
6. **Old Business:**
  - A. **3912 Effress Road** – Hobby Kennel License Review.

**Town Planner Item:**

- B. **Ramsey County Compost Site – Source-Separated Organics (SSO) Collection at Yard Waste Site** – Annual Review per Conditional Use Permit Requirements.

7. **New Business:**

**Building Inspector Item:**

- A. **4<sup>th</sup> Quarter Construction Report.**

**Public Works Director Item:**

B. **CIP Purchases:**

1. Consider Purchase of Tandem Axle Dump Truck Chassis & Snowplow, Wing & Sander.
2. Consider Replacement of Rounds Pick-Up.
3. Consider Purchase of Fire Hydrant Modernization Kits.

**Town Engineer Items:**

- C. **Lift Station # 3 Rehabilitation** – Authorize Preparation of Plans & Specifications.
- D. **2016 Sanitary Sewer Lining – Overlake Avenue** – Receive Quotes & Award Contract.

**General Business:**

- E. **Water Efficiency Grant** – Acknowledge Receipt of a \$24,000 Water Efficiency Grant Awarded to the Township from the Metropolitan Council.

8. **Organizational Meeting:**

**2016 Appointments, Etc.**

A. **Town Board Appointments:**

- Chair/Vice Chair.
- Clerk-Treasurer.
- Finance Officer/Deputy Treasurer.

B. **Township Officials:**

- Building Official/Code Enforcement/Compliance Official.
- Hearing Officer.
- Economic Development Coordinator.
- Public Works Director.

**Agenda  
Town Board Meeting  
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- Town Planner.
  - Fire Marshall/Fire Chief.
  - Assistant Weed & Tree Inspectors.
  - C. **Advisory Commission Liaisons.**
  - D. **Representatives to Organizations.**
  - E. **Professional Services Appointments.**
    - Town Attorney.
    - Town Engineer.
    - Town Auditor.
    - Financial & Bonding Advisors.
    - Environmental Consultants.
    - Animal Control Officer.
    - Electrical Inspector.
    - Recording Secretary.
    - Cable Technician.
    - Town Veterinarians.
  - F. **Roberts Rules of Order** – Adopt as Rules of Conduct for Meetings.
  - G. **Official Posting Places** – Designate Official Posting Places.
  - H. **Official Newspaper** – Designate Official Newspaper.
  - I. **Establish Meeting Dates** – Town Board / Ratify EDA Meeting Dates.
  - J. **Meeting Date Conflicts** – Reschedule Meeting Dates Due to Holidays, Etc.
  - K. **Advisory Boards / Commission Members / Service Providers** – Recognize Service.
9. **Labor Negotiations** – Closed Session.
10. **Added Agenda Items.**
11. **Open Time.**
12. **Receipt of Agenda Materials & Supplements.**
13. **Adjournment.**