

**MINUTES
TOWN BOARD MEETING
MAY 16, 2016**

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

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

APPROVAL OF AGENDA (Additions/Deletions): Prudhon moved approval of the agenda with the following amendment: Add Consent Agenda Item 5I) Based on Fire Inspector and Staff Review and Recommendation, Approve the Fireworks License for Cub Foods from May 1, 2016 through April 30, 2017. Ruzek seconded. Ayes all.

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

APPROVAL OF EMERGENCY TOWN BOARD MEETING MINUTES OF APRIL 22, 2016; TOWN BOARD MEETING MINUTES OF MAY 2, 2016: Prudhon moved approval of the Emergency Town Board Meeting Minutes of April 22, 2016. Ruzek seconded. Ayes all.

Ruzek moved approval of the Town Board Meeting Minutes of May 2, 2016. Prudhon seconded. Ayes all.

CONSENT AGENDA: Ruzek moved approval of the Consent Agenda as follows: 5A) In Accordance with the Township's Special Events Policy, Grant Non-Exclusive Use of Bellaire Beach to South Shore Trinity Lutheran Church, 2480 South Boulevard, to Hold Outdoor Worship Services, Weather Permitting, on September 4, 2016, Beginning at 9:45 a.m. for Two Hours per Service and to Allow Use of Electricity from the Township's Lifeguard Building to Power the Sound System; 5B) Call Public Hearing for Monday, June 20, 2016 at 7:10 p.m. for Hobby Kennel License Request at 1335 County Road H-2; 5C) Call Public Hearing for Monday, June 20, 2016 at 7:15 p.m. for Hobby Kenny License Request at 5646 Fisher Street; 5D) Call Public Hearing for Monday, June 20, 2016 at 7:20 p.m. for Hobby Kennel License Request at 5715 Fisher Street; 5E) Based on Finance Officer Review and Recommendation, Receive and Accept the July 1, 2014 through June 30, 2015 Financial Reports of the Minnesota Association of Townships; 5F) Based on Town Engineer Review and Recommendation and Including His Recommended Conditions, Approve Xcel Energy Permit to Replace a Power Pole on Portland Avenue South of Christine Court; 5G) Receive Joint Powers Agreement Amendment between the Township and Ramsey County Election Services and Refer to Town Attorney for Review and to Report Back at the June 2, 2016 Town Board Meeting; 5H) Receive Construction Activity Report; 5I) Based on Fire Inspector and Staff Review and Recommendation, Approve the Fireworks License for Cub Foods from May 1, 2016 through April 30, 2017. Prudhon seconded. Ayes all.

SOLICITOR LICENSE REQUEST – RENEWAL BY ANDERSON: The Clerk reported that the Town Board received a Solicitor License request at the first Town Board Meeting in May and referred the matter to the Public Safety Commission for review. The reason was that there were two of the solicitors identified on the list that did have some criminal background. The Town Board reviewed the reports from the Ramsey County Sheriff's Office and discussed the background as well as the application with the coordinator, Patrick Prokosch, Renewal by Anderson. He mentioned that the list has changed significantly since the list was identified to the Board earlier in May. The list was discussed with the Public Safety Commission. Thong Thao, Brandon Martinez, and Patrick Prokosch were names recommended for approval. Two names have been added: Ashely Anderson and Chris Olson. Background checks were performed by the Ramsey County Sheriff's Office and have come back with no reports. He stated that everything is in order now for Renewal by Anderson to receive a Solicitor's License. The recommendation is that the license be valid for thirty days following the date of issuance; that hours of solicitation be from 9:00 a.m. – 8:00 p.m., Monday – Saturday only; no Sunday solicitation shall be permitted; and no solicitation shall be allowed on property displaying a sign stating "No Peddlers, Solicitors, or Transient Merchants" or a comparable statement. Kermes asked if the conditions could include that the vendor should comply with Township Ordinance No. 37. He asked if this could be standard language for these approvals. The Supervisors and Town Clerk agreed.

Prudhon moved, based on Public Safety Commission and Staff review and recommendation to approve issuance of a Solicitor's License to Renewal by Anderson

for the following individuals only: Thong Thao, Patrick Prokosch, Brandon Martinez, Chris Olson, and Ashely Anderson, subject to compliance with Township Ordinance No. 37. Ruzek seconded. Ayes all.

7:10 P.M. - PUBLIC HEARING – HOBBY KENNEL LICENSE RENEWAL REQUEST –

3991 BIRCH KNOLL DRIVE: The Public Hearing was held at 7:10 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 Richard Rudh, 3991 Birch Knoll Drive, applied for renewal of a Hobby Kennel License per Town Ordinance. Richard Rudh has a Maltese, a Bichon, and a Beagle. His dogs have current rabies certificates; current Township licenses; and have completed the application and paid the fee. Mario Lee, Ramsey County Sheriff Animal Control Officer has conducted a residential kennel inspection and completed a report indicating compliance with all the criteria. His record shows that no complaints have been received and recommends approval of the Hobby Kennel License. Kermes asked if this was for a renewal or the first request for Hobby Kennel License.

Prudhon moved to open the Public Hearing. Ruzek seconded. Ayes all.

Richard Rudh, 3991 Birch Knoll Drive, stated that they have three small dogs. He explained that when he went to the office to obtain the dog licenses he was told that he needed a Hobby Kennel License because he had three dogs. He stated that he did not

know about a Hobby Kennel License and made application. That is the reason he was at the Public Hearing.

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

Prudhon moved, based on Staff review and recommendation to approve the request for Hobby Kennel License at 3991 Birch Knoll Drive for a two year period through March 31, 2018 subject to compliance with Ordinance No. 5 and the conditions of a Hobby Kennel License. Ruzek seconded. Ayes all.

7:15 P.M. - PUBLIC HEARING – HOBBY KENNEL LICENSE RENEWAL REQUEST –

2699 EVERGREEN CIRCLE: The Public Hearing was held at 7:15 p.m. Prudhon moved to waive the reading of Public Notice noting that proper notification was made. Ruzek seconded. Ayes all.

The Clerk reported that Kevin and Kim Larson, 2699 Evergreen Circle have applied for renewal of a Hobby Kennel License. The Larson's have three dogs, a Collie, a red Stag Miniature Pinscher; and a domestic medium-hair cat. The applicants have satisfied the requirements for a Hobby Kennel License. The Animal Control Officer inspected the premises and found that the dogs and cat appeared in good health; had clean potable water; sufficient quality food; good shelter conditions and exercise space. No

complaints have been received since the last inspection. The Larson's will get a third dog when the Hobby Kennel License is approved.

Prudhon moved to open the Public Hearing. Ruzek seconded. Ayes all.

There was no 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 the renewal request for the Hobby Kennel License at 2699 Evergreen Circle for a two year period through March 31, 2018 subject to compliance with Ordinance No. 5 and the conditions of the Hobby Kennel License. Ruzek seconded. Ayes all.

7:20 P.M. – PUBLIC HEARING – HOBBY KENNEL LICENSE RENEWAL REQUEST

– 5355 HUGO COURT: The Public Hearing was held at 7:20 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 Margaret and Scott Funston, 5355 Hugo Court, have applied for renewal of a Hobby Kennel License to keep three dogs, a Chow, Rottweiler, and Lab mix. They have met all the requirements for a Hobby Kennel License. The Animal Control Officer's record of inspection indicates that the animals are well cared for and

meets all the requirements of his inspection. There have been no complaints since the last inspection.

Prudhon moved to open the Public Hearing. Ruzek seconded. Ayes all.

Scott Funston, 5355 Hugo Court reported that one of their dogs is very old and that this will most likely be the last time that they will need a Hobby Kennel License.

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

Prudhon moved, based on Staff review and recommendation, to approve the renewal of a Hobby Kennel License at 5355 Hugo Court for a two year period through March 31, 2018 subject to compliance with Ordinance No. 5 and conditions of a Hobby Kennel License. Ruzek seconded. Ayes all.

7:25 P.M. – PUBLIC HEARING – HOBBY KENNEL LICENSE RENEWAL REQUEST

– 2502 TAYLOR AVENUE: The Public Hearing was held at 7:26 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 David and Gayle Kittleson have applied for a Hobby Kennel License to keep their three dogs, two Pugs and a Vizsla/Retriever, in their residence.

They have satisfied all the requirements for a Hobby Kennel License. He reported that a neighbor provided a comment stating that he has no issue with the renewal of the Hobby Kennel License. The Animal Control Officer provided a Residential Kennel Inspection Report noting that all three dogs are well cared for and pass all the inspection items. He recommends approval of the Hobby Kennel License.

Prudhon moved to open the Public Hearing. There was no 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 the renewal request for the Hobby Kennel License at 2502 Taylor Avenue for a two year period through March 31, 2018 subject to compliance with Ordinance No. 5 and the conditions of the Hobby Kennel License. Ruzek seconded. Ayes all.

7:30 P.M. – PUBLIC HEARING – HOBBY KENNEL LICENSE RENEWAL REQUEST

– 5941 OTTER VIEW TRAIL: The Public Hearing was held at 7:30 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 Laura Phelan and Kristin Thornwall have applied for renewal of the Hobby Kennel License to keep their three dogs, a Beagle, a Retriever/Terrier mix, and a Mini-Pinscher/Dachshund mix as private pets. They have met the conditions of

the Hobby Kennel License. The Animal Control Officer provided a Residential Kennel Inspection Report noting that all the conditions were satisfactorily met and recommends approval. Prudhon noted that last year there was a neighbor who was opposed to the Hobby Kennel License. The Clerk explained that the neighbor mistakenly identified of the dogs at this address and the dog belonged to another property.

Prudhon moved to open the Public Hearing. There was no 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 the renewal request for the Hobby Kennel License at 5941 Otter View Trail for a two year period through March 31, 2018 subject to compliance with Ordinance No. 5 and the conditions of the Hobby Kennel License. Ruzek seconded. Ayes all.

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 his 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. He 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 there have been no complaints received 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.

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.

7:40 P.M. – PUBLIC HEARING – HOBBY KENNEL LICENSE RENEWAL REQUEST

– 5451 NORMANDY COURT: The Public Hearing was held at 7:47 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 Patrick Degree, 5451 Normandy Court, has applied for renewal of Hobby Kennel License to keep three dogs as private pets, a Mastiff mix, a Havapoo, and a Red-Nose brindle, Pit Bull. Rabies certificates for two of the dogs have been received. The Rabies certificate for Poncho, Mastiff mix is expected to be received. The procedures were followed for applying for a renewal. The Animal Control Officer provided a Residential Kennel Inspection Report which noted that all conditions of the inspection were met. No complaints have been received since last inspection. He recommends approval. The Clerk noted that this license was renewed last year and complaints were received from a neighbor. That neighbor has moved and there have been no further complaints. Kermes noted that the complaint was due to one of the dogs climbing the fence. The applicant was very cooperative and constructed a six foot fence. Ruzek reported that since the initial application he talked with another neighbor who had voiced a complaint. They stated that things have vastly improved and that they are happy.

Prudhon moved to open the Public Hearing. Ruzek seconded. Ayes all. There was no 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 the renewal request for the Hobby Kennel License at 5451 Normandy Court for a two year period through March 31, 2018 subject to compliance with Ordinance No. 5 and the conditions of a Hobby Kennel License. Ruzek seconded. Ayes all.

7:45 P.M. – PUBLIC HEARING – REQUEST FOR A 6.375’ SIDE YARD SETBACK AND ADMINISTRATIVE DRIVEWAY VARIANCE AT 2577 COUNTY ROAD F: The

Public Hearing was held at 7:52 p.m. Prudhon moved to waive the reading of Public Notice noting that proper publication was made. Ruzek seconded. Ayes all.

The Planner reported that originally Ken and Erika Arndt requested approval of a 6.375’ side yard setback variance which would allow them to replace a single car garage with a new 22’ x 28’ garage on their property at 2577 County Road F. The new garage is proposed to be constructed 3’ from the side lot line. The width of the property is 75’ and requires a side yard setback of 9.375’. Because this is an undersized lot of record it qualifies for a variance. The Arndt’s proposed to shift the garage to the north, further into the backyard away from the home so they can navigate a vehicle into the garage. When the Variance Board reviewed the request they had a discussion with the applicant and suggested that a five foot minimum setback is the norm in the south side of the Town where many rambler homes were built in the 50’s, 60’s and earlier. Many of these homes have single car garages and the Town has been trying to accommodate the homeowners by allowing variances as close as five feet to a lot line for a two car garage. Both the Variance Board and Planning Commission recommend approving a 4.375’ side yard setback variance which would provide a 5 foot setback. The Arndt’s are agreeable with a five foot setback. The Planner reported that in addition to this request there is a request for an administrative driveway variance. The driveway is proposed to be replaced as part of the project. Prudhon asked if the driveway would be

placed back where it was. The Planner stated that it will be. Prudhon stated that normally an administrative driveway variance is approved as a Consent Agenda item. The Planner reported that typically the Town Clerk approves a driveway variance and the Town Board ratifies it. The driveway is proposed to be replaced as part of the project. The driveway is less than 6' from the side lot line near County Road F which requires a public hearing.

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

Ken Arndt, 2577 County Road F stated that the Planner's report is what they were hoping to achieve. He stated that they are in agreement with the five foot side yard setback. He stated that rather than having the garage parallel with the lot line allows them to angle it in toward the backyard to achieve the required five feet and gets the turning radius to be able to get into both stalls easily. The garage will pivot from the southwest corner and only the front corner will be five feet. He stated that this works out better for them and appreciates the discussion at the previous meeting.

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 Planning Commission and Staff review and recommendation to approve a 4.375' side yard setback variance at 2577 County Road F to allow construction of a new double garage. Ruzek seconded. Ayes all.

Prudhon moved, in accordance with Town Ordinance No. 35, Section 9-6.3(e) and based on Staff review and recommendation and approval, to ratify the Town Clerk's issuance of an Administrative Driveway variance to 2577 County Road F. Ruzek seconded. Ayes all.

7:50 P.M. – PUBLIC HEARING – REQUEST FOR A 4'- 5' LAKESHORE SETBACK

VARIANCE AT 2609 SOUTH SHORE BOULEVARD: The Public Hearing was held at 8:00 p.m. Prudhon moved to waive the reading of Public Notice noting that proper publication was made. Ruzek seconded. Ayes all.

The Planner reported that Mr. Salisbury is requesting approval of a 42' lakeshore setback variance which would allow the home to be raised in height by 4'-5'. The property is surrounded by a flag lot on two sides and abuts the lakeshore. The footprint of the home would not change. He provided an overhead showing the location of the property noting that the Town approved a variance in 2010 for reconstruction of the home in the same location. It is accessed by easement over the property at 2605 South Shore Boulevard. The property at 2605 South Shore Boulevard is 120' wide and is also flag shaped. The width of this lot is 30' at the lakeshore. The Salisbury home is between the lake and 2605 South Shore Boulevard. The Planner reported that the

existing Salisbury home is located more than 50' from the ordinary high water of White Bear Lake. However, the 100 year high water elevation of 926.7 contour which the Town measures setbacks from is located on the western side of the lot and continues across private property to the west. He noted that setbacks of the homes from the lake also change dramatically in this location. The home to the east of the Salisbury home has approximately the same setback. Homes to the west are much further from the lake as measured from the lakeshore. He reported that the difference between the setback line and the existing home is 8'. Mr. Salisbury is requesting a 42' lakeshore setback variance to allow them to raise the height of their home 4-5 feet. He noted that separation from a low floor to a flood elevation has to be a minimum of three feet. They could not achieve that so instead of raising the entire home, they built a 4' high crawl space. This has been their cabin and they intend to move there permanently. Mr. Salisbury would like to put a shop in the basement, not a habitable space with utilities, so he needs to raise the height of the home 4-5 feet. Since it required a variance for the original construction, a variance is required because they are increasing the height and variance request as well. In addition, once the house is raised, the Salisbury's propose to build an above grade deck on the lake side. The deck will replace a paver patio. The deck will be more than 50' from the ordinary high water of the lake and no closer to the 100 year high water elevation than the existing home. The Planner reported that the requests have been reviewed by the Variance Board and Planning Commission and both recommend approval.

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

Prudhon moved, based on Variance Board, Planning Commission and Staff review and recommendation to approve the request for a 42' lakeshore setback variance to allow an existing home/cabin to be increased in height by 4'-5' feet. Ruzek seconded. Ayes all.

IMPROVEMENT 2016-1 – PINE HILL: 1) APPROVAL OF DEVELOPMENT AGREEMENT AND AUTHORIZE EXECUTION; 2) APPROVAL OF FINAL PLAT OF PINE HILL; 3) APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS: **Approval of Development Agreement and**

Authorize Execution: The Town Engineer reviewed the Development Agreement for the Pine Hill project. He noted that Town Ordinance requires that before the Town Board approves a final plat of a new subdivision, the owner/developer provides satisfactory assurances as to the payment of permits, fees, and other Town charges relating to the property. The total cost of the improvement to be paid by the owner/developer is estimated to be \$1,366,900.00, \$150,000.00 of which has been received by the Town previously, leaving an estimated cost of the improvement of \$1,216,900.00. An Irrevocable Letter of Credit in the amount of \$1,521,125.00 represents 125% of the estimated cost of the improvement. Should the actual bids for the improvement cause the total cost to exceed such figure by more than 10%, the

Irrevocable Letter of Credit shall be increased proportionately within thirty days of receipt of the bids. In accordance with Ordinance No. 15, the owner/developer shall deposit with the Town Clerk, as payment for the improvements to be installed by the Town. Monthly invoicing would be done for all the costs that the Township incurs. If there was an issue with the Township being covered for the costs, there would be the Irrevocable Letter of Credit to cover those costs. The owner/developer or their agents will also pay the prevailing Metropolitan Council Service Availability Charge; prevailing Town Water Availability Charge; and prevailing Town Sewer Availability Charge. The Development Agreement includes private improvements including site grading; drainage; private utilities; signage; and landscaping. The Park fee will be satisfied by land dedicated. Kermes asked when the Letter of Credit will be executed. Gary Eagles, North Oaks Company, reported that their Board of Directors meets tomorrow and the decision will be made at that time. He stated that it may be a cash bond rather than a Letter of Credit.

Ruzek moved, based on Town Attorney and Staff review and recommendation to approve the Development Agreement between the Township and the North Oaks Company and authorize execution by the Town Board Chair and Town Clerk. Prudhon seconded. Ayes all.

Approval of Final Plat of Pine Hill: The Town Engineer stated that contingent on the execution of the Development Agreement a review of the final plat has been completed. He reviewed the final plat, the trail connection and survey maps showing the sanitary

sewer easement and emergency access. He reported that the final plat is consistent with the approval of the preliminary plat. Drainage and utility easements were reviewed. The sanitary sewer easement is outside the Pine Hill development in the southwest corner where the sanitary sewer is tied into the Metropolitan Council's main interceptor, south of the development project. The Engineer recommended approval of the trail, the area outside the development and the emergency access area within the plat.

Prudhon moved to approve the final plat of the Pine Hill development. Ruzek seconded. Ayes all.

Approval of Plans & Specifications and Authorize Advertisement of Bids: The Town Engineer reported that through the preliminary design of the project and the feasibility study, the sanitary sewer, water, storm sewer and street were all laid out. Engineering is currently working with North Oaks to bring these up to conformance with the Township. The plans have been mostly completed and they are completing the final component of the trail and water mains along County Road H-2. These minor items are being addressed with North Oaks. To continue to meet the construction schedule a bid opening will be scheduled for June 15, 2016. The bid results will be brought to the Town Board at the June 20, 2016 Town Board meeting. The request is for approval of \$4,300.00 for the bidding process. The project will be funded through the Developer and the Water Utility Fund. Gary Eagles reported that they have been meeting with the Engineer on details and all is agreeable.

Prudhon moved, based on Town Engineer review and recommendation to approve the Plans and Specifications for the Pine Hill Improvement and to authorize the bidding process and advertisement for bids not to exceed \$4,300.00, noting a bid opening date of June 15, 2016. Ruzek seconded. Ayes all.

OVERLAKE AVENUE SEWER LINING – CHANGE ORDER NO. 1: The Town Engineer noted that the Overlake Avenue sanitary sewer lining project was awarded to Insituform at the Town Board meeting on January 20, 2016. They have performed their lining preparation work for the lining activity. While this work was occurring it was found that the actual size of the pipe was 10" VCP and not 8" VCP. Public Works has confirmed the change in pipe size. The contractor has submitted a cost to address the change in pipe size. The original bid was \$23.75 per lineal foot and the larger pipe cost is \$26.00 per lineal foot. This results in an increase of the project by an amount of \$1,446.75. This increase is still within the project budget. The Engineer stated that the contractor will mobilize as soon as the Change Order is approved. The work is proposed to be done in the next few weeks.

Ruzek moved, based on Town Engineer review and recommendation to approve Change Order #1 to Insituform for an increase amount of \$1,446.75 to their bid resulting in a total contract of \$37,410.00 with funding from the Sanitary Sewer Fund. Prudhon seconded. Ayes all.

SOUTHEAST AREA SANITARY SEWER LINING – AUTHORIZATION OF

SERVICES: The Engineer reported that part of the Township’s process for a project that will be assessing the benefitting properties is to hold informational meetings for the affected residents. The Southeast Area Sanitary Sewer Pipe Lining project has had two meetings at which a power point presentation was created and presented. The meetings provided the residents a first look at the project and provided information about the activities. The meetings also allowed them a chance to ask questions and provide their views of the improvements. This residential interaction was then discussed with the Town Board which helps to improve the overall project process. TKDA prepared the power point presentation and information at the two meetings. Their fee for this service is \$1,650.00. This is included in the overall budget of \$1,713,000.00.

Ruzek moved to approve the expenditure of an amount not to exceed \$1,650.00 for meeting preparation for the two neighborhood meetings for the Southeast Area Sanitary Sewer Lining with funding from the Sanitary Sewer Fund. Prudhon seconded. Ayes all.

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

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

The meeting adjourned at 8:22 a.m.

Respectfully Submitted,

William F. Short

Clerk Treasurer

Approval as Official Meeting Minutes

Town Board Supervisor

Date