

**MINUTES  
UTILITY COMMISSION MEETING  
JANUARY 14, 2016**

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

Present: Bernstein, Deloach, Groschen, McCune, Pehrson; Clerk: Town Board Liaison: Ruzek; Clerk: Short; Public Works Director: Reed.

Absent: Hesse with notice.

**APPROVAL OF AGENDA (Additions / Deletions):** Bernstein moved approval of the agenda as submitted. Deloach seconded. Ayes all.

**APPROVAL OF OCTOBER 8, 2015 MEETING MINUTES:** McCune moved approval of the October 8, 2015 Meeting Minutes. Bernstein seconded. Ayes all.

**CONSENT AGENDA:** Deloach moved to approve the Consent Agenda as follows: 4A) Receive Monthly Sewer & Water Report; 4B) Receive EDAB Meeting Minutes; 4C) Receive Missed Pick-Ups Refuse & Recycling Report. Bernstein seconded. Ayes all.

A question was asked if Republic could provide a report on how much tonnage and recycling was received for 2015. The Clerk will have the information provided as part of the meeting Consent Agenda. He noted that this information is provided on an infrequent basis.

**COMMISSIONER'S REPORT: Wilbert Plastics:** The Clerk and Public Works Director met with Wilbert Plastics Operations Manager regarding water usage. Wilbert draws Township water which is used to mix with their chillers. In May, June, July, August and September their water usage is up and the water is discharged into the sewer system. During the winter months they do not run Township water constantly. Currently their chillers cannot handle all the equipment because they do not have the capacity. They are planning to add capacity and an additional chiller. The Township has the capacity to help offset the cost of site improvements, however this excludes equipment. If the Township does provide assistance, the improvement would help meet the Met Council's inflow and infiltration criteria. The improvement will reduce the demand on the system and reduce the demand from the aquifer. Wilbert is now being billed for the amount of water used. It would be difficult to figure out the exact consumption in the past. **South Shore Sanitary**

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**Sewer & Lift Station #2:** The Town Board approved the final payment to Lametti & Sons, Inc., in the amount of \$6,156.25 for Improvement 2013-3 for the replacement project.

**2015 Sanitary Sewer Lining:** The contract for the 2015 sanitary sewer lining project has been awarded to Visu-Sewer for work on the west side of Bald Eagle Boulevard north of County Road H-2. The sanitary sewer line is in an easement behind the homes on the west side West Bald Eagle Boulevard. The Town Board authorized TKDA to work with Public Works and the residents and to perform the construction observation of the project for an amount not to exceed \$8,850 with funding from the Sanitary Sewer Fund.

**Ordinance No. 87 Stormwater:** The Town Board reviewed the proposed Ordinance No. 87 and referred the Ordinance to the Utility Commission for review and comment.

**Utility Rates:** The Town Board approved the utility rate adjustments as recommended by the Utility Commission.

**Well #5 Facility Seepage Pond:** The Town Board authorized TKDA to perform a survey, soil borings, and analysis of Well #5's seepage pond. The seepage pond is not infiltrating properly and the overflow structure is being investigated regarding its use and impact on the surrounding wetland. The overflow pipe also has a leak in the middle of it. The existing seepage pond must be evaluated for its current condition and functioning. The cost of the TKDA survey is for an amount not to exceed \$3,550.00 with funding from the Water Operating Fund.

**Lift Station #5:** Work on Lift Station #5 has been substantially completed. With the restoration work and final activities Ramsey County is requiring the Town to replace the bituminous shoulder out to the fog line. This work is outside the scope of the project and required a Change Order in the amount of \$6,023.00 funded by the Sewer Operating Fund.

**PUBLIC WORKS DIRECTOR REPORT:** The Public Works Director reviewed the Public Works Department Activity for the months of October, November and December. He reported that the Town Hall has been relocated to Polar Lakes Park. Work on the basement has been done and the structure will be lowered onto to the blocks. Site work will be done next construction season.

**Meter Repair/Reading:** Meters have been purchased for both Wilbert Plastics (replacing 3" turbine and 2" turbine) and Brennen Medical (replacing 3" turbine). Needed plumbing changes have been evaluated by Midwest Testing to accomplish the replacement meter installs.

**Storm Water Program:** All the Town's identified outfalls (17) have been inspected and documented by the Public Works Director. There will be some additional storm water projects added to the existing project list based on inspections.

**Beaver Street Drainage:** TKDA is preparing a preliminary design for the Beaver Street drainage issue.

**Water System Improvements/Issues:** The contract has been awarded for the rehabilitation of Treatment Plant #1. Anticipated start date is February.

**Radio Read Installation:** There are approximately 120 radios to be installed on the latest meter route that encompasses the Northeast area.

**Ramsey County Projects within the Township:** The Portland Avenue reclaim and overlay project is scheduled for 2016. The Township will have to hire a contractor to lower and raise sanitary sewer manholes. The East Bald Eagle box culvert replacement project will begin in the spring or summer of 2016. The Public Works Directors invited anyone who has questions to contact him.

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**REPUBLIC SERVICES: A) 2016 RATES; B) YARD WASTE SERVICE:** **Rates:** The Town received notice from Republic Services, Inc., that they will not be seeking a price increase for the waste and recycling services for the calendar year 2016. The Town's contract with Republic has a price adjustment provision which allows for an increase to be sought when the Consumer Price Index has risen. In this case, the increase is negligible and they are not seeking a rate adjustment for 2016.

**Yard Waste Service:** The Clerk reported that Republic is interested in exploring the possibility of offering yard waste containers (carts). A question was asked if new carts are provided if there will be another cost. A question was asked if people use their own carts if the trucks can handle them automatically or if they have to be picked up by hand. The Clerk will find out. There was a question regarding if yard waste would be picked up weekly or bi-weekly. The Clerk will obtain a confirmation. A question was asked about stickers for yard waste. The Clerk will find out if they are needed and if so, will we have them available at the Town office.

**STORM WATER UTILITY PROJECTS:** The Public Works Director reviewed last year's Stormwater Project list identifying the five projects with a #1 priority rating. Those projects are:

1. Taylor Avenue culvert replacement. This culvert is in a deteriorated state and there is no record of who or when it was installed. Estimated cost: \$ 40,000.
2. Miscellaneous culvert replacement at various locations throughout the Town. Estimated cost: \$3,000. Nothing is identified for 2016.
3. Hammond Road cul-de-sac structure repair. This structure is near 1656 Hammond Road. The catch basin will need to be reconstructed. The structure was set upon a reinforced concrete pipe that was tapped into to allow drainage from the catch basin which impacted the structural integrity of the pipe. Estimated cost: \$20,000.
4. Barry Lane sediment basin near 5312 Barry Lane. Need to remove sediment and repair the structure. The pond's capacity has been reduced to less than 25% of capacity. Estimated cost: \$50,000.
5. Otter View Trail, from Otter Ridge Road north to Otter Lake Road. This is the Brandlwood area drainage improvement project. Estimated cost: \$35,000.

The Public Works Director reviewed the updated (2016) Stormwater Project List showing the projects with #1 priority rating and updated costs:

1. Taylor Avenue culvert replacement. This culvert is in a deteriorated state and there is no record of who or when it was installed. Couldn't be done in 2015. Estimated cost: \$ 50,000.
2. Hammond Road cul-de-sac structure repair. This structure is near 1656 Hammond Road. The catch basin will need to be reconstructed. The structure was set upon a reinforced concrete pipe that was tapped into to allow drainage from the catch basin which impacted the structural integrity of the pipe. Estimated cost: \$20,000.

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3. West Bald Eagle and St. Anthony. Outfall needs to have sediment cleared away from outlet end. Outlet needs to have a flared end section with rip rap added. No measures currently to dissipate the energy from the flow into Bald Eagle Lake. Estimated cost: \$10,000.
4. East Bald Eagle and Park Avenue. Outfall needs a flared end section added with rip rap to control erosion of lake bed due to flows during rain events. The existing outfall is 85% Town responsibility and 15% Ramsey County responsibility based on surface area drainage calculations provided by Ramsey County. The outfall has been identified by Rice Creek Watershed District for a possible in-line treatment device, so grant funding may be available in 2017. Estimated cost: \$5,000.

The Stormwater Fund has a cash balance of \$335,000 with \$250,000 designated for the Stillwater Street project, when it happens. This leaves \$85,000 remaining for stormwater projects. It was noted that the demand for maintenance is governed by mandates and there needs to be an infusion of capital into the Stormwater Fund to meet these mandates. The Clerk reported that the Finance Officer will provide an overview of stormwater projects at the next meeting. He noted that stormwater rates can be increased. The matter of stormwater projects will remain on the agenda for each meeting.

**ORDINANCE NO. 87 – STORMWATER MANAGEMENT:** The Clerk reported that Ordinance No. 87, Stormwater Management, is based on policies contained in Minnesota Statutes, Chapters 103B, 105, 462, and 497, Minnesota Rules, parts 6120.2500-6120.3900, and Minnesota Rules Chapter 8410 and 8420. The purpose of the Ordinance is to set for the minimum requirements for stormwater management that will diminish threats to public health, safety, public and private property and natural resources of the Township by establishing performance standards including 2-1: Protect life and property from dangers associated with flooding; 2-2: Protect public and private property from damage resulting from runoff or erosion; 2-3: Ensure the annual runoff rates and volumes from post development site conditions mimic the annual runoff rates and volumes from predevelopment site conditions; 2-4: Ensure site design minimizes the generation of stormwater and maximizes previous areas for stormwater treatment; 2-5: Promote regional stormwater management by watershed; 2-6: Provide a single, consistent set of performance standards that apply to all developments; 2-7: Protect water quality from nutrients, pathogens, toxics, debris, and thermal stress; 2-8: Ensure no increase in temperature of stormwater post-construction in order to protect cold water resources; 2-9: Promote infiltration and groundwater recharge; 2-10: Providing vegetated corridor (buffer) to protect water resources from development; 2-11: Protect functional values of natural water courses and wetlands; 2-12: Provide plant and animal habitat and support riparian ecosystems; 2-12: Achieve an 80% reduction in sediment load rates to community waters compared to no controls for all new development, a 40% reduction in sediment load rates compared to no controls for all redevelopment and street reconstruction, and a 20% reduction in sediment load rates compared to no controls for existing developments.

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There was discussion regarding segments of the Ordinance that needs clarification. It was noted that references to MPDES and other permits should include the identified years of the permit so as not to be referencing outdated permits. Also reference to the Community Stormwater Management Design Manual should have a date. It was the consensus that the members review proposed Ordinance No. 87 and forward any questions, comments and ideas to the Clerk. The Ordinance will be discussed at the next meeting.

**NEXT MEETING DATE / AGENDA ITEMS:** The next Utility Commission meeting date is Thursday, February 11, 2016. Agenda items to include: 1) Stormwater Project List; 2) Ordinance No. 87 Stormwater Management.

The meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Joan J. Clemens  
Recording Secretary