

**MINUTES  
TOWN BOARD EXECUTIVE MEETING  
FEBRUARY 26, 2016**

The meeting was called to order at 12:18 p.m.

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

**APPROVAL OF AGENDA (Additions / Deletions):** Prudhon moved approval of the agenda with the following amendment: Add 17A) Public Right-of-Way & Public Purpose Easements & Applicable Maintenance Standards Policy. Ruzek seconded. Ayes all.

**APPROVAL OF JANUARY 22, 2016 MINUTES (Additions / Deletions):** Ruzek moved approval of the January 22, 2016 Meeting Minutes. Prudhon seconded. Ayes all.

**DNR GROUNDWATER MANAGEMENT – UPDATE:** The Clerk reviewed the email from Ellen Richter, City Manager, White Bear Lake, regarding the Augmentation Bill proposed to be introduced into the legislature. The City Council, at its works session recently, discussed the possibility of passing a resolution in conditional support of the Augmentation Bill, with conditions addressing concerns related to operational costs and water quality. They will be discussing the matter further at their regular City Council meeting to determine if they are in agreement and if so, pass a resolution for formal consideration to be presented at the March 8, 2016 City Council Meeting.

**I & I PROGRAM – UPDATE:** The Engineer reported that work on the lining project north of H-2 and west of West Bald Eagle Boulevard went well. There was a backup in one home in an unfinished basement. All affected residents were given previous notice that during the brief time the work is being done there should be no laundry, showering, etc. The resident with the backup said that she did not receive a door hanger with the information. The Engineer is following up to try to determine what happened regarding notice. The homeowner called the contractor and they said they could not come into the home. The homeowner cleaned up the backup within 45 minutes. The Town Engineer talked with the homeowner and will follow up with a letter.

**SOUTHEAST AREA SANITARY SEWER LINING – FEASIBILITY REPORT UPDATE:** The Clerk reviewed the Finance Officer consideration of financing the Southeast Area Sewer Lining Project. The engineer's estimate for the cost of lining the sanitary sewers

**MINUTES  
TOWN BOARD EXECUTIVE MEETING  
FEBRUARY 26, 2016**

in the southeast area of the Town is \$1.713 million with special assessments between \$2,500 and \$3,000 per unit. Based on 457 units being assessed this would generate revenues between \$1,142,500 and \$1,371,000. The Town would be responsible for costs between \$570,500 and \$342,000. However, the assessments would be collected over time. The Town would need to pay the full \$1.713 million upfront and reimburse itself over time with the assessments. The \$1,713 million in costs could come from the Sanitary Sewer Fund which has a current cash balance of \$1.671 million, but with 1<sup>st</sup> quarter sewer billing would be around \$190,000 and give the fund a cash balance of around \$1.861 million. The Town could finance the project internally. This does leave the fund short of cash to pay operating expenses in the short-term, which the Town could borrow from other Town funds. The other option is to issue bonds for the project, but with bond issuance costs the project costs increases to \$1.725 million and would be paid back by assessment collections of either 10 or 15 years. This option maintains the Town's cash balances in exchange for bond repayments to the Sanitary Sewer Fund. Currently interest rates are still low so it is a good time to borrow but at the same time the Town's investments aren't earning much so it is not a bad thing to spend the Town's cash on projects.

Estimated special assessment rolls for both 10 and 15 year options and a \$2,500 and \$3,000 per unit assessment amounts were reviewed. Bond costs and repayment schedules were also reviewed. Kermes asked if the Township bonded for the project and elected a 15 year bond if the Town has the option to pay off the bonds early. The Clerk noted that there are usually pre-payment options.

After review and discussion it was the consensus that the Engineer look at a 10 year assessment of \$2,500 to incorporate into the feasibility report. He will come back with a draft report for the next Town Board Executive Meeting. The Engineer reported that the next step is to select a date to present the information to the affected neighbors. He stated that only one meeting will be needed and that he will look into finding a building in the neighborhood for the meeting.

**WATER TREATMENT REHABILITATION WELL #5 – UPDATE:** The Public Works Director reported that the filter media was replaced and backwashed. A demonstration was done in the chemical room. Wiring was done, along with some painting, and the electrical works. Ballasts have also been replaced. He reported that the project started one month early and the activity will be done and functioning on May 31, 2016. The Public Works Director reported that bid alternates #2 and #4 were added. The Engineer reported that they will come to the Town Board for an additional \$9,200 for TKDA to cover the additional engineering work for the two items and work with the MPCA. The bid two components were based on seven lump sum items. Up to \$15,000 has been directed for control integration. The integration work will take time. With the MPCA compliance the Town does not have all the drawings of the integrator controls. The contractor will put together the drawings. It is anticipated that the project will be under budget for the contract.

MINUTES  
TOWN BOARD EXECUTIVE MEETING  
FEBRUARY 26, 2016

**NEW WATER SUPPLY PLAN:** The Town Engineer reported that the Township's Local Water Supply Plan must be submitted and approved by the Minnesota Department of Natural Resources by December 30, 2016. He reported that this third generation document is more intensive in requirements and expectations. Preparation will require more staff time and funding to meet the requirements. To complete the requirements for preparation of local water supply plans for metropolitan communities, it is estimated that the engineering effort required will cost approximately \$18,800. This fee is dependent upon the number of exchanges required with the Minnesota Department of Natural Resources to obtain approval. He will provide a scope of services for engineering for the second Town Board meeting in March.

The Engineer provided an overview of the local water supply plan which has four sections: 1) Water Supply System Description and Evaluation; 2) Emergency Preparedness Procedures; 3) Water Conservation Plan; 4) Items for Metropolitan Area Communities. He reported that this third generation, Local Water Supply Plan includes an update of the water supply system and emergency preparedness procedure. The Plan addresses the natural resources impacts. It includes greatly expanded requirements of the water conservation plan to address water demands through year 2040. The Town's Capital Improvement Plan will be covered and will include: 1) adequacy of the water supply system; 2) proposed water installations/sources; 3) alternative water sources. The Plan covers procedures for augmenting water supplies and addresses allocation and demand reduction procedures including water use priorities. The Plan also includes much stronger conservation measures.

**RCWD URBAN STORMWATER COST-SHARE APPLICATION – BARRY LANE DETENTION POND:** The Town received notification on February 10, 2016 that the RCWD Board of Managers approved the Town's application for the Urban Stormwater Cost-Share Application for the Barry Lane Detention Pond. A cost share agreement is being drafted and will be submitted to the Town for execution. The term of the agreement will run through 12/31/2018. The RCWD will be contacting the Town to discuss some planning work that they are undertaking in the Township area around Bald Eagle Lake to look for and prioritize potential water quality projects. Most of the work will be in conjunction with the Ramsey Conservation District but they are looking for input from the Town as well. The Barry Lane Detention Pond project will cost approximately \$50,000. The RCWD will match the Township's cost up to \$30,000. The Engineer will come back with plans and specifications for the project.

**TOWN HALL – UPDATE:** The Clerk reported that there are two projects considered for the Town Hall. One is for site improvements and the other is for a list of improvements to exterior and interior of the Town Hall with a scope of tasks to be done. Staff has contacted Greg Johnson, Loucks, Inc., for a proposal for site improvements for the Town Hall. A list of exterior and interior building repair and improvements will be put together by Ed Prudhon, Mike Johnson, Bob Scherman (EDAB), and Jim Studenski.

MINUTES  
TOWN BOARD EXECUTIVE MEETING  
FEBRUARY 26, 2016

**PARKING ON LAWNS – UPDATE:** The Clerk reported that the Town Board referred the complaint from a resident on Finch Court, regarding parking of vehicles on residential lawns, to the Planning Commission. Parking within the front yard was cited as the greatest concern of this resident. The Planning Commission reviewed Town Ordinance and the property where the vehicles are said to be parked. Ordinances relating to parking on lawn, boulevard, etc. from the City of White Bear Lake and City of Arden Hills were reviewed. The Planning Commission acknowledged that the cause of the complaints is a corner house which has four vehicles parked in the driveway. There is a truck parked to the side in the winter time. In the summer time the truck is parked on the street too close to the stop sign, but that could be dealt with by enforcement. After review and discussion, it was the Planning Commission's consensus that the existing Town Ordinance relating to Parking remain in effect and that no amendment be made and that staff work with the property owner regarding the vehicle parking issue.

**PRELIMINARY TAX LEVY 2017:** The Clerk reviewed the memo from the Finance Officer regarding the 2017 preliminary property tax levy. Using the adopted 2016 budget and making some adjustments, staff recommends a preliminary levy of \$3,445,000 compared to \$3,350,000 in 2016. This would be a 2.84% increase from the 2016 preliminary levy presented last year and it would be a 17.42% increase over the final 2016 property tax levy. Changes from the 2016 budget were reviewed. Other projections for the 2017 preliminary levy include estimated fiscal disparities of \$245,000 which is below the 2016 amount of \$245,528. Since tax capacities and market value data is not available for 2017, rounding up the 2016 tax capacity of \$11,776,708 to \$11,800,000, the Town's tax rate would increase to 27.119% compared to a preliminary rate of 26.957% and a final tax rate of 22.828%. After review, it was the consensus that the preliminary tax levy for 2017 presented at the Annual Meeting be \$3,445,000.

**TIM VADNAIS, WHITE BEAR LAKE FIRE DEPARTMENT:** Tim Vadnais, Chief, White Bear Lake Fire Department, attended the meeting to review 2015 Fire Department activity and to address any concerns the Township may have. He reported that he has been Fire Chief since 1988 and that the 2015 Annual Report will be ready for distribution within the month. He reported that the department has 55 volunteer fire fighters, and 22 paramedics. In 2015 they had 100 fires, and 3,000 ambulance calls. All fire fighters participate in ambulance calls. They have 2 full time EMT's and there are 70 people to cover medical calls at night and at the weekends. He stated that they always accept applications for EMT's. They want to stay with the paid on-call because it saves \$3 million each year. They have two ambulances at each fire station. After 6:00 p.m. they use on-call personnel who are on a 24 hour shift 5 times each month. There are paid on-call personnel for transport. The Sheriff's Office and Police Department are first responders and have AED's available in their squads. For fire calls the volunteer fire fighters get to the station and to the fire truck. Only the first truck out uses flashing lights and sirens. Additional trucks obey all the traffic rules. Prudhon asked if there is a governing board. Fire Chief, Vadnais stated that they report to the EMS Review Board under the Health Department and are licensed through Regions Hospital. He stated that they were getting hammered with calls and to fix the problem they hired full time

MINUTES  
TOWN BOARD EXECUTIVE MEETING  
FEBRUARY 26, 2016

people. He report that White Bear Lake Fire Department's costs for calls are one-third to one-half of what other communities charge. Kermes asked about the response time for an ambulance to get to the site of a call. Chief Vadnais reported that the on-call people come from home. He reported that the Sheriff's Office and Police Department are first responders. Kermes referred to members of the department who have filed complaints and if the matter has been resolved. Chief Vadnais reported that a complaint was filed with the Review Board. He reported that the League of Minnesota Cities handled the case for the Fire Department. The case was resolved. Prudhon stated that the Board is responsible to the residents regarding efficient response time. Chief Vadnais stated that 88% are favorable with the service they receive. Prudhon asked about the dispatch system used by the Fire Department. Chief Vadnais stated that when there is a call, if it is for fire, it can be immediately dispatched and not have to be routed. The Deputies can hear the dispatch on their radio and respond quickly as first responders. Dr. Frascone, Emergency Medical Director, Regions Hospital, has updated the EMT dispatch. They can be on the computer to assist with a call. The Board thanked Chief Vadnais for his report and look forward to receiving the 2015 annual report.

**PUBLIC WORKS DIRECTOR MONTHLY REPORT:** The Public Works Director reviewed Public Works Department activity for February. **Safety:** Annual AWAIR training will be offered at the City of Hugo on March 24<sup>th</sup> from 9:00 – 11:00 a.m. and from 1:00- 3:00 p.m. at the Hugo City Hall. **Water Meter Repair/Reading:** Midwest Testing and Public Works Director will be discussing how to proceed with meter testing/replacement next week. The Board will receive a report and recommendation at the March Executive Meeting. **Sanitary Sewer Lining in South Side of Township:** Project funding options are being presented today. **Rehabilitation of Lift Station #5:** Final punch list items are being addressed. **GIS Mapping of Water System:** Staff is continuing to look at GIS software that is web accessible. The Roseville system was looked at. The water system is proposed to be the first system to be mapped including fire hydrants, gate valves, and curb stops. The Town Engineer will be involved with the software vendor. **Replacement of Town Warning Sirens:** Ramsey County Emergency Management is working with communities within the County on replacement sirens. They are going to develop a contract to replace all the sirens within the County to achieve a system that is truly effective. The Town will be asked to fund a portion of the 4 replacement sirens. The Public Works Director will be attending future emergency meetings to provide more detail and will talk about grant funding for cost participation. **Storm Water Pond Inspections:** Inspections of the 80-90 ponds will begin in 2016 after the inspection form is developed by the Public Works Director. **Personnel Updates:** Chris Anderson's last day is February 26<sup>th</sup> and Joe Reil's last day is March 4<sup>th</sup>. Matt Schneider has passed all his pre-employment items and will begin work on Monday, March 14, 2016. **Hable Farms:** Information is now available to start a feasibility study for the development. The developers can supply water through an extension of the Township system. A request has been received from the Town residents on the north side of County Road H2 regarding what it would cost to provide

MINUTES  
TOWN BOARD EXECUTIVE MEETING  
FEBRUARY 26, 2016

water to them. Information will be presented to the Town Board at the next Executive Meeting.

**CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: A) 4403 OTTER LAKE ROAD; B) 1011 MEADOWLANDS DRIVE; C) TOWNSHIP DRIVE PETITIONERS; D) WATER EFFICIENCY PROGRAM: 4403 Otter Lake Road:**

The Code Enforcement Officer talked with the property owner who has agreed to obtain title for the motor home and then get rid of it and take care of the other vehicles as well. She has acknowledged other problems with the property and is willing to cooperate to obtain County funding to help with some of them. The Code Enforcement Officer will continue to monitor the property. **1011 Meadowlands Drive:** The memo from Jim Faulkner, dated February 16, 2016 regarding his request for documentation of existing locations of the storm water ponding / high ground; filling of the pathway; existing grades in the field and on paper; and names of governmental agencies who have been contacted was reviewed. The Code Enforcement Officer prepared a chronological list of Township action taken in response to the storm water and wetland violations. The Town Attorney, Town Clerk and Code Enforcement Officer will put together whatever information there is. **Township Drive Petitioners: 5500 Township Drive:** A letter was set to the petitioners on Township Drive to update them on 5500 Township Drive which has been a property of concern. This property owner is currently in the process of criminal prosecution for Township housing code violations. The property owner's probation violation hearing has been postponed until March of 2016 due to the progress on the improvements to the home. **5456 Township Drive:** This property is listed as a blighted property. The street parking violations that have been so prevalent in the past have dissipated for the time being. The Ramsey County Sheriff's Office is actively enforcing the Township's winter parking regulations and White Bear Township staff continues to monitor the blighted properties and issues Notice of Violation(s) as necessary. **Water Efficiency Program:** Staff is handling processing fixture rebates and inspections have been done on 5-6 last week. A resident mentioned an irrigation controller which is unique. It is hooked up to the internet and decides when to water or not.

**CLERK-TREASURER REPORT:** The Strategic Planning Session with Barb Strandell, consultant, was held this morning. It was a very productive session.

**PUBLIC RIGHT-OF-WAY & PUBLIC PURPOSE EASEMENTS & APPLICABLE MAINTENANCE STANDARDS POLICY:**

The Public Works Director reported that the Public Rights-of-Way & Public Purpose Easements & Applicable Maintenance Standards Policy was adopted in 2012. He reported that a definition on trimming was needed. He reviewed the recommended amendment for street trees in the boulevard to state: "Trimming as required by the Public Works Department, and/or contractor, or by adjoining property owner. Trees will be trimmed to a height of 15 feet above the street and symmetrical (trimmed to the same height around the entire tree)."

**MINUTES  
TOWN BOARD EXECUTIVE MEETING  
FEBRUARY 26, 2016**

For road medians trees and shrubs, the recommended amendment to state: "Trimming as required by the Public Works Department and/or contractor. Trees will be trimmed by the Public Works Department and/or contractor. Trees will be trimmed to a height of 15 feet above the street and symmetrical (trimmed to the same height around the entire tree)." Adoption of the Policy as amended will be placed on the Consent Agenda for the March 7, 2016 Town Board Meeting.

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

The meeting adjourned at 3:50 p.m.

Respectfully Submitted,

William F. Short  
Clerk-Treasurer