

**MINUTES  
TOWN BOARD EXECUTIVE MEETING  
SEPTEMBER 23, 2016**

The meeting was called to order at 12:25 p.m.

Present: Supervisors: Kermes, Prudhon, Ruzek; Clerk: Short; Attorney: Lemmons; Finance Officer: Kelly; Public Works Director: Reed; Code Enforcement Officer / Building Inspector: Johnson; Planner: Riedesel; Engineer: Studenski.

**APPROVAL OF AGENDA (Additions/Deletions):** Prudhon moved to approve the agenda with the following amendments: Add 21A) Sheriff Bostrom Visit – Schedule; 21B) Employee Appreciation Luncheon – Schedule. Ruzek seconded. Ayes all.

**APPROVAL OF AUGUST 26, 2016 MINUTES (Additions/Deletions):** Ruzek moved to approve the August 26, 2016, Meeting Minutes. Prudhon seconded. Ayes all.

**DNR GROUNDWATER MANAGEMENT – UPDATE:** At the September 8<sup>th</sup> update meeting regarding the lake lawsuit, Judge Marrinan stated that she was disappointed that the U.S. Geological Survey report is late. The report “Characterizing Groundwater and Surface Water Interactions in Selected Northeastern Twin Cities Lakes, 2013 – 2016” is considered significant evidence in the case. At this point the Judge expects that the trial will proceed and is still scheduled for March 2017. The plaintiffs want to amend their complaint by claiming that Statute 383A.07, does not allow for use of surface water in public or private entities. The statute is part of Ramsey County’s powers and there is no causative action in the statute. The DNR is opposing the amendment and has until October 5<sup>th</sup> to file a response. The DNR will focus on water conservation.

**I & I PROGRAM – UPDATE:** The easement work on Otter Lake Road/County Road H-2 on the west side of the lake is in final wrap up. The pipe and manholes were leaking causing infiltration. An area on the east side of the lake will be televised the first week of October. Public Works has cleaned all the lines. Lift station #3 is scheduled for rehabilitation in the future.

**WATER SUPPLY PLAN – UPDATE:** The Town Engineer reviewed the total water pumped by all wells using the SCADA data for the 8-month period from January through

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August for 2012-2016. Engineering is working with the Finance Office to separate out water pumped for North Oaks, what is residential and what is used for irrigation. He noted that there is a meeting next week with the DNR regarding pumping usage. He noted that the Town needs to see if they are doing what they say they are doing regarding water conservation. He noted that there are additional fees with submittal to the DNR for water use. The Engineer will have a draft of the water supply plan for review at the October Executive workshop. The water supply plan will have to be adopted in December to meet the December 31, 2016 deadline.

**WATER TREATMENT REHABILITATION WELL #5 – UPDATE:** The last punch list components needs to be adjusted. There are some piping improvements to finish up.

**5<sup>TH</sup> COURT COTTONWOOD TREE – UPDATE:** The Cottonwood tree has been removed.

**BOW HUNTING REQUEST – NEW LOCATION:** Pat Lanigan, 4072 Oakmede Lane has submitted a request for permission to bow hunt deer on Township property for the 2016 MN Archery Deer Season. Mr. Lanigan is a seasoned hunter and has completed the Advanced Hunter Education program. He would like to hunt the property that lies west of Otter Lake Road and north of White Bear Parkway. He has requested, and received permission from the owner of State Tool to access their property while hunting the Township parcels. He will not be hunting or placing a stand on State Tool land, just gaining access. The Township property butts up to the east edge of Rice Lake and does not border any residential properties. Kermes stated that he has concerns if an arrow would go toward White Bear Parkway. He suggested that Patrick Lanigan shoot southeast to northwest. The Planner stated that that this area has a high deer population. It was the consensus that the request be placed on the agenda for the October 3, 2016 Town Board Meeting for approval.

**PURCHASE OF ELECTRONIC STATEMENT SOFTWARE:** The Finance Officer reported that the Town's website now has online billing available. The next step would be to add electronic statements. The Town uses Incode software for financial, payroll, and utility billing. The initial cost to add electronic statements is \$4,400.00 with an annual fee of \$1,100.00. In addition to customers receiving utility bills electronically, employees could receive their payroll direct deposit statements electronically instead of a paper statement. In the future if the Town were to convert its licensing to Incode software this program could provide electronic licenses and renewals. This purchase was included in the Capital Equipment Fund for 2016 as software upgrades. This fund has a balance of \$19,316.00 after website upgrade, online utility billing software, and new computer purchases. The new software will require staff to be trained on how to maintain the website. In future it could reduce paper and mailing costs. Purchasing of the electronic statements is within the purchasing policy.

**UTILITY BILL DISPUTE – 5927 RED PINE BOULEVARD:** On September 6, 2016 a letter was sent to Larry Clark informing him that after reviewing his account it was noted

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that his water usage was extremely high. Research of his account found that his account had been estimated the three previous billing cycles. His average was determined from previously obtained actual meter readings. When the meter readers were unable to obtain a meter reading during the second quarter, Public Works went out to see if they could obtain a reading. On April 29, 2016 Public Works indicated that they had no trouble getting a reading. On August 10, 2016 the meter readers were able to get a meter reading. The Public Works Director alerted the company that does the meter reading for the Town of the missed reads. When reviewing the meter read reports it was noted that the Mr. Clark's usage was 510,086 gallons. On September 6, 2016 a high usage letter was sent to Mr. Clark informing him that his account had been estimated previously and his upcoming bill showed that 510,086 gallons of water had gone through his meter that was not previously charged for. Mr. Clark contacted the Town office to set up an appointment to have his meter looked at. On September 9, 2016 Public Works inspected the water meter and determined that the meter was functioning within normal range and the meter reading was correct. It appeared that the lower level of the home had sustained water damage however Mr. Clark claimed that he did not have a leak. It was the consensus that Mr. Clark should check his home for any water leaks. The Finance Officer will inform Mr. Clark that there will be no penalty but that the bill cannot be reduced.

**WATER METER READING:** The Finance Officer reported that currently the Town uses SL-Serco to read the water meters for the quarterly utility billings. They charge the Town \$0.75 per meter read for both the touch reads and radio reads. The Town has had issues with SL-Serco not being able to obtain reading from meters, however, when Public Works tries to read the meter they have no problems getting the reading. SL-Serco has also been late in providing the reading which affects staff's time in getting the utility bills into the mail. Staff researched other options for reading the meters. There are five companies that perform this type of service for other cities. The Public Works Director stated that once all the radio reads are installed Public Works can take over reading the meters. Currently there does not appear to be a contract with SL-Serco. Neither TKDA nor the Town have a contract on file. The Public Works Director will investigate having a contractor installing the remaining radio reads after which Public Works will take care of the reading.

**LOCAL 49'ERS HEALTH & WELFARE PLAN:** The Clerk reported that he and the Finance Officer reviewed the Town Board's comments regarding comparison of the 49'ers health plan against the Town's current PEIP plan. The Union states that compared to the current plan, the Township can anticipate a cost savings under the Union's health insurance plan. Other employers have agreed to cover insurance premiums for their union employees until they exceed the non-union insurance contribution rates. Those employers are still able to take advantage of cost savings the Union's plan offers. In addition to saving money by participating in the Union's health plan, employers have been able to enhance their insurance benefit package and stay competitive in the current labor market. The Union has requested that the Town Board consider the following: 1) approve participation of the bargaining unit into Local 49's

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health plan; 2) if approved, the employer will contribute \$1,110.00 per month, per employee for health coverage for the remainder of contract year 2016; 3) for contract year 2017, the Union proposes a 75/25 split of any premium increases where the employer contributes 75% and employees contribute 25% of increase; 4) upon completion of contract year 2017 and beyond, cost sharing for any premium increases will be negotiated between the Township and the Union. By approving the above changes, the Township can expect to: 1) reduce the employees' health coverage budget; 2) reduce the employees' out of pocket expense; 3) enhance the current health benefits being offered; 4) after the initial conversion period there is a cost sharing on premium increases between employer and employee, the change does not represent a 100% employer contribution plan. It was noted that the health insurance plans were reviewed at last month's Executive Workshop. Both Supervisors Kermes and Ruzek stated that they were not opposed to working with another plan. Prudhon stated that he would rather wait until next year after the elections. He stated that his position is to do nothing at this time and does not support changing any health insurance coverage from what it is at this time.

**PARKING ORDINANCE REVIEW:** Parking Ordinance No. 35 Section 7-6.2 was reviewed. Section 7-6.2(a) states: Off street parking facilities for residential use shall be utilized solely for the parking of currently licensed and operable vehicles of 15 passengers or less and trucks not to exceed 84" in height or 225" in length or a maximum gross vehicle rating of 15,000 lbs. Boats, travel trailers, campers and camping buses are excluded from these maximum size requirements. Section 7-6.2(b) states: Boats, travel trailers, campers and camping buses are allowed to park on or adjacent to a driveway from June 1st to Labor Day of each year. Snowmobiles may be parked from December 1<sup>st</sup> to March 15<sup>th</sup>. Boats, snowmobiles, travel trailers, campers, camping buses and antique cars may be stored in rear or side yards at any time of the year if they are currently licensed and operable and the combined area of parking for all recreational vehicles and trailers do not exceed 300 square feet. Staff recommends changing Section 7-6.2(b) to allow boats, travel trailers, campers and camping buses to park on or adjacent to a driveway from April 1<sup>st</sup> to November 1<sup>st</sup> of each year to get boat and camper storage in line for winter storage. The matter will be placed on the agenda for the October 3, 2016, Town Board meeting to approve this change.

**ANNUAL TOWN MEETING DATE:** It was noted that a motion was made and passed at the March 8, 2016 Annual Meeting to set the date for the 2017 Annual Meeting as March 7, 2017. However, this date does not coincide with holding the Annual Meeting on the second Tuesday of March. The Town Attorney stated that a resolution may be adopted clarifying the date of the 2017 Annual Meeting. The change can be added to the Utility billing and notification made at the Budget Meeting in December.

**REVIEW NEW MOBILE APP & "REPORT A CONCERN":** The Finance Officer reported that the Town is in the process of customizing and setting up a new Mobile App. One of the main features of Mobile App is the Citizen Request Tracker Module (CRT). The CRT is a reporting and tracking tool to report a concern in the Township.

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Once a problem is submitted it gets routed and emailed to the correct department/person, who in turn can reply to the Township resident through the CRT. The CRT will keep a date and time and history of the communication. The CRT can also keep statistics on departments' problem such as potholes, code enforcement concern, water quality concern, etc. It also will keep statistics on how many requests were submitted, how many are still being processed, how many are closed and the average time it took to close or fix an issue. The CRT is part of the Town's current website and will not increase the cost. It was the consensus that the Mobile App sounds good and would be an avenue for residents to report and follow up on a concern.

**PUBLIC WORKS DIRECTOR MONTHLY REPORT:** The Public Works Director reviewed Public Works Department activity for the month of September. **Water Meter Repair/Reading:** The Public Works Director has begun verifying 2" meters for type, either PMM or Positive Displacement meters. Meter testing and/or replacement will drive the next group of meter testing. **Southeast Area Sanitary Sewer Lining Project:** The project was authorized by the Town Board. TKDA was also authorized to prepare plans and specifications. **GIS Mapping Consultant:** Staff has narrowed down two consultants: Sage Fire and Midland GIS. Staff is recommending Midland GIS. Ramsey County GIS Manager, Matt Koukol, reviewed the two proposals and agrees with staff's recommendation. This is part of asset management projecting to the future. **Taylor Avenue Culvert Replacement:** There is a vocal resident on the north side concerning the project and the length of time to get it done. The neighbor states that the ditch is in the right-of-way in front of his house and is on private property. Rice Creek Watershed District was called and they state that they have ditch rights and the project is in legal compliance. The culvert has been replaced. **Lift Station #3:** Plans and specs are being finalized. **Fire Hydrants:** The fire hydrants have not been painted for years. The hydrants need to be stripped and repainted. The Township does the work. Some communities allow their residents paint the hydrants colorfully. It is the Town's procedure to do the painting and use standard colors

**CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 1) 1508 HAMMOND ROAD:** **1508 Hammond Road:** The matter is still in the court process. The violations are for criminal prosecution for Town Zoning Ordinance violation. There is a pre-trial hearing on October 5<sup>th</sup> for exterior storage violation, yard maintenance, and citation for outside storage of commercial vehicle parking.

**CLERK-TREASURER REPORT:** The Town's Strategic Mission, Vision and Values statement has been provided to the various commissions and boards for informational purpose. They may want to incorporate some of the goals in their mission statements.

**SHERIFF BOSTROM VISIT – SCHEDULE:** It is time for Sheriff Bostrom to make his rounds with City Council and Board Meetings. It was the consensus to invite Sheriff Bostrom to the Town Board meeting on October 17<sup>th</sup> or November 7<sup>th</sup> as an alternate date.

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**EMPLOYEE APPRECIATION LUNCHEON – SCHEDULE:** Staff has been working on coordinating employee available attendance at the annual Employee Appreciation Luncheon. After review of everyone's calendars it was the consensus to have the appreciation luncheon on Thursday, November 3<sup>rd</sup> beginning at 11:30 a.m.

**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 today's meeting. Ruzek seconded. Ayes all.

The meeting adjourned at 3:15 p.m.

Respectfully Submitted,

William F. Short  
Clerk-Treasurer