

**MINUTES
TOWN BOARD MEETING
FEBRUARY 4, 2019**

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

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk: Christopherson; Attorney: Lemmons; Public Works Director: Reed; Planner: Riedesel; Engineer: Poppler.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda with the following amendments: 9A) Tobacco Compliance; 9B) Recording Secretary Resignation. McCune seconded. Ayes all.

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

APPROVAL OF MINUTES OF JANUARY 23, 2019 (Additions/Deletions): Ruzek moved approval of the Minutes of January 23, 2019 with minor corrections. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved approval of the Consent Agenda as follows: 5A) Reschedule Friday, March 22, 2019 Executive Meeting to Friday, March 29, 2019 due to a Conflict; 5B) Call a Public Hearing for Monday, March 4, 2019 at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road to Allow a Minor Subdivision/Lot Line Rearrangement at 5518 & 5520 Shadyside Lane; 5) Call a Public Hearing for Monday, March 4, 2019 at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road for Conditional Use Permit Request, 5858 Centerville Road, to Allow Cell Tower Antenna Additions; 5D) Call a Special Town Board Meeting for Thursday, February 7, 2019 Beginning at 6:00 p.m. at Central Middle School, 4857 Bloom Avenue, White Bear Lake, Minnesota, to Attend a Public Informational Meeting; 5E) Call Board of Audit Meeting for Friday, February 22, 2019 at 10:55 a.m. at the Township Administrative Offices, 1281 Hammond Road. Ruzek seconded. Ayes all.

CALVARY CHURCH, 4604 GREENHAVEN DRIVE – CONTINUATION OF PUBLIC HEARING TO CONSIDER THE GRANTING OF A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF 6,000 SQUARE FEET OF CLASSROOM SPACE:

Ruzek moved to open the Public Hearing. McCune seconded. Ayes all. The Planner reported that this is continuation of a Public hearing initially held on December 3, 2018, continued to January 23, 2019 and now to tonight. The proposal is to add a 6,000 square foot addition to the east side of Calvary Church at 4604 Greenhaven Drive. At

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previous reviews there were outstanding engineering items that needed to be addressed. The Board asked staff to contact the Ramsey County Sheriff's Department regarding posting one side of Greenhaven Drive for no parking. Area residents provided input stating that posting for no parking should not be necessary since services are limited to Sundays. A response has not been received from the Ramsey County Sheriff's Office as yet. The Planner was in contact with the engineers today regarding outstanding engineer issues. There is an underground storm water treatment system that treats the storm water. The current Zoning Certificate requires annual inspection of the system. That inspection has not occurred in a while. Public Works has been contact with the church who stated that they have not had an inspection or cleaned out the system. That issue will be taken care of. They would like Town Staff to contact the Town's environmental consultants to make sure that the plans are in compliance and to have the Vadnais Lake Water Management Organization to review the plans as well. Those details are being acquired. In discussion with Richard Stuerman, BWBR Architects today, it appears that plans are pretty complete with the exception of looking into the engineering items and for staff to prepare a Zoning Certificate which lists approval criteria. Prudhon noted that the correspondence from TKDA, dated January 29, 2019 states that the storm sewer is proposed to receive drainage from the new building. The proposed depth is very shallow (1'-2' of cover) requiring the pipe to be insulated. The pipe is in a green area and will not be subject to heavy loads. The Engineer stated he will talk with the architect further regarding this.

Ruzek noted that the continuance of the Public Hearing at the January 23, 2019 meeting was at the request of the applicant. He asked if the continuance being requested tonight is from the applicant or Town staff. The Planner stated that the continuance is at the request of staff in agreement by the applicant. The Town Attorney stated that the initial request was by the applicant. Under the statute an extension requested by the Town would be for 60 days, but a request by the applicant has no limitation. He noted that the Board has never asked for a continuance and the matter has been operating from the request of the applicant. However, the matter needs to be dealt with and suggested that after this continuance no further extensions be considered. The Planner stated that the matter is near ready for consideration for approval. The Board does not have the Zoning Certificate which lists the requirements is not available tonight and a continuation will allow Staff time to clarify some requirements.

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

Richard Stuerman, BWBR Architects, stated that he is representing Calvary Church. He stated that the architect requested a continuation of the Public Hearing when it was known that there was more engineering information needed in December. That information was provided and comments were received from that information. Those comments were just received today and he and the Planner discussed taking care of matters in the next two weeks which would fit in with the project schedule to begin in the next month or six weeks. He stated the matter is now in staff's hands to be taken care

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of. Prudhon asked if there were any updated plans. He noted that the plans that the Board is operating with is dated October 2018. Mr. Stuerman stated that they do have updated plans which they submitted to civil engineering a few weeks ago. Those plans are dated January 15, 2019. The Planner noted that the revised plans have been received and are dated January 15, 2019.

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

Ruzek moved to continue the Public Hearing for Calvary Church, 4604 Greenhaven Drive to consider the granting of a Conditional Use Permit to allow construction of 6,000 square feet classroom space to February 20, 2019 at the request of the applicant. McCune seconded. Ayes all.

MRA MEMBERSHIP – APPROVE: The Clerk noted that the Board requested that the Town get a proposed membership in Management Resource Association and to put into resolution format for Board approval. He reported that he has had ongoing discussions with MRA customer representatives. He reported that the Town, as a non-profit has a yearly cost of \$650.00 versus the initial \$1,100.00 cost. MRA is awaiting approval for what the Town has in mind. The proposed confirmation of MRA membership for the Township was reviewed. The initial project proposed is website management which will lead to a complete audit of HR operations which will consolidate all levels of Human Resources. In response to a question what happens once the Board gives approval, how this affects staff, the Clerk explained that MRA will have a field management individual evaluate the site, regarding what the Town has in place in terms of HR, what is needed with HR, and they will put together a strategy for what the Town needs. He stated that he expects this to happen within the next 45-60 days. In response to a question if there will be someone assigned to assist staff if there is an issue, the Clerk stated that he will be the initial point of contact. The Finance Office will be the contact for initial audit.

Ruzek moved, based on Staff review and recommendation to adopt the Resolution Approving a Membership with the Employers' Association known at "MRA" (Management Resource Association). McCune seconded. Ayes all.

SOLICITOR LICENSE REQUEST – RENEWAL BY ANDERSEN: The Clerk reported a request from Renewal by Andersen, which does window replacement for 30-day solicitor's license in the Township. Staff contacted the City of White Bear Lake regarding their contract with Renewal by Andersen. The City has had no issues with the solicitors. Background checks were clear and Staff has reviewed the Town's conditions for issuance of a solicitor's license.

McCune moved, based on Staff review & recommendation to authorize issuance of a Solicitor's License to Renewal by Andersen, 1920 County Road C, Roseville, Minnesota subject to the following: 1) Only the following individuals are granted permission to solicit under this License: Tracy Wilborn, Seamus McNiff; Cayla Nybeck; John Logan;

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Tyler Kurtz; Patrick Tierney; Kazmine Langness; Mark Parrent; 2) Hours of solicitation shall only be: 9:00 a.m. – 8:00 p.m. – Monday-Saturday (No Sundays); 3) No solicitation shall be allowed on property displaying a sign stating “No Peddlers, Solicitors or Transit Merchants” or a comparable statement. Ruzek seconded. Ayes all.

GIS IMPLEMENTATION – REVISIT: The Clerk reported that during conversations with Public Works staff the topic of GIS within the Township were recently held. Monthly discussions with the Public Works crew will be held to work on administrative connections and improvements. Extended planning and discussions about implementing this resource had been held recently but stopped. Administrative departments had questions if the system would address their needs. With discussions re-starting these questions will be addressed. The benefits to the Town, specific to Public Works and the management of infrastructure are: 1) easier locates for water, sewer, and storm water; 2) efficiencies achieved documenting field data as it is exported directly to the GIS platform; and 3) overall management of infrastructure is improved as current electronic mapping is not supported by software. Staff requests the Board to reconsider the program so that staff may proceed with the overall goal of implementing a new reporting system in and amongst the existing Town departments. The Township has set aside \$250,000 to cover the infrastructure applications and an additional \$225,000 to incorporate GIS to benefit planning, zoning, and other Township applications. Staff requests that TKDA provide information on the benefits of GIS and how to manage the system. It is an effective strategy to adopt. The Town Engineer stated that staff is looking for Board direction to direct a process and timeline for GIS. He stated that GIS is a form of asset management and implementation. He stated that Town assets to be managed are: 42.9 miles of Town roads; 1,036 regulatory informational signs; 319 street identification signs; 3,000 trees; 654 catch basins; 136 manholes; 340 flared end-sections; 16 miles of storm sewer; 73 ponds; 1,486 sanitary manholes; 975 valves; 792 hydrants with valves; 4,800 curb boxes (water service valves). He reported that GIS is a location based program that helps to administer those assets. The Clerk would like to have the Engineer provide a presentation to the Board to see if they would like to go ahead with an RFP. In response to a question how long it takes to get the assets located, the Clerk noted that the Town went up to an RFP process last year that spelled out a lot of the information. Staff would like Larry to make a presentation to the Board to see if it is determined to go ahead to an RFP. The Public Works Director reported that the Rice Creek Watershed District and the Vadnais Lake Water Management Organization have asked that communities have a regional-wide map that shows the connections because the storm water is getting into the interconnects.

Ruzek moved to proceed with the GIS process. McCune seconded. Ayes all.

NORTH SUBURBAN TOBACCO COMPLIANCE REPORT: Information received from the North Suburban Tobacco Compliance Report informed that White Bear Township has achieved 100% compliance in both compliance checks performed in 2018. Other communities include Arden Hills, Falcon Heights, North St. Paul, St. Anthony Village, and Vadnais Heights. In 2018, 21 communities in Minnesota raised the tobacco sales

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age from 18 to 21 years old, including Shoreview, Falcon Height, Roseville, and Lauderdale. Tobacco companies heavily target teens, and nearly all adult smokers start before age 21. Increasing the tobacco sales age reduces teens' ability to buy tobacco products themselves or to access tobacco from friends who are 18.

McCune moved to receive the report from the North Suburban Tobacco Compliance. Ruzek seconded. Ayes all.

OPEN TIME: Water Gremlin: Prudhon reported that specific to the recent MPCA findings regarding Water Gremlin the State of Minnesota has jurisdiction in this matter. White Bear Township will be cooperating with the MPCA and Minnesota Department of Health and provide the State with any information that these agencies may request. Residents seeking further information are welcome to attend a public meeting which is being held this Thursday, February 7, 2019 from 6:00 p.m. – 9:00 p.m. at Central Middle School, 4587 Bloom, White Bear Lake. The Town does not have any specifics on the meeting. Water Gremlin will have someone present at the meeting.

John Bartholomew, 4448 Margaret Street, stated that lives near Water Gremlin. He reported that they have concern about the air quality. He asked if the Town requested the meeting. The Chair stated that the Town did not request the meeting. Mr. Bartholomew stated the letter stated that when Water Gremlin was doing maintenance last year they had an unprecedented break down of the environmental equipment. They contacted the MPCA last summer. On January 14, 2019 Water Gremlin was asked to shut down. He stated that is quite a time gap between being notified and the shut-down. On January 31, 2019, the Township was notified and the MPCA put information on the website. On February 1, 2019 notice was published in the newspaper about the shutdown. Today, February 4, 2019, residents received a letter informing of the meeting on February 7th. He asked if anyone knew why there was such a gap between notification to the MPCA last summer and the shutdown. The Chair stated that the Town was notified about two hours before MPCA went public.

Recording Secretary Resignation: The Clerk reported that the Recording Secretary has submitted a resignation effective March 1, 2019. Megan Cavanaugh, who has been supplementing minute taking, and will take over the meetings to provide continuity.

Ruzek moved to receive the recording secretary resignation. McCune seconded. Ayes all.

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

McCune moved to adjourn the meeting at 7:43 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

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Patrick Christopherson,
Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date