

**MINUTES
TOWN BOARD EXECUTIVE MEETING
FEBRUARY 21, 2020**

The meeting was called to order at 11:07 a.m.

Present: Supervisors: Prudhon, McCune, Ruzek; Clerk: Christopherson; Attorney: Lemmons; Public Works Director: Reed; Engineers: Poppler and Studenski; Finance Officer: Tom Kelly; Planner: Tom Riedesel

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda as submitted with the added agenda items in the supplement, along with calling a Special Town Board meeting for the Ramsey County discussion of County Road H2. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF JANUARY 31, 2020: Ruzek moved approval of the January 31, 2020 meeting minutes, with the correction of ending the meeting at 3:48 p.m. instead of 3:48 a.m. McCune seconded. Ayes all.

11:00 DISCUSSION WITH RON DENN, CABLE COMMISSION REPRESENTATIVE:

Cable Commission Representative Ron Denn was present to report on the Cable Commission. The Comcast franchise expired 1 and a half year ago and in the past the Cable Commission has granted them extensions. Denn reported that certain members of the Commission feel Comcast is trying to divide and conquer and try to negotiate separate deals. Comcast has now reached the end of the extension and as a part of the Cable Commission, the Town has a role to play in the process. They could try to extend the extension again, or go straight to arbitration, as it has reached its natural end.

Denn has submitted to the Board his recommended steps of how to proceed. The Board discussed the bullet points of how to proceed. There was some discussion of Comcast's service, customer service, additional fees, and other statements and opinions of the company. There was some discussion over other members in the Cable Commission and what other communities are doing.

The Town Attorney read the contract as well as the bullet points of how to proceed. He noted no changes or deletions. It was noted that pressures with timing and lawyer fees should be in the Commission's favor. There was some discussion on whether or not there would be any benefit to not adopt the changes in the contract and to move forward

MINUTES
TOWN BOARD EXECUTIVE MEETING
FEBRUARY 21, 2020

with the arbitration. There will be more discussion at the March 2nd Town Board Meeting.

2020 STREET IMPROVEMENTS – UPDATE: The Town Engineer was present to report on the neighborhood meeting on February 6th, noting that there were about 30 people in attendance and a lot of individual dialogue such as driveways, grades, tree removal, etc. Rice Creek Watershed District had a representative in attendance who discussed rain gardens with some residents who seemed interested. The Engineer noted that staff did their best to maximize the street width, though in some areas, due to terrain, 26-28 feet in width was not possible. There was some discussion over the curb.

The plans and specifications and bid approval will be brought to the Town Board for discussion and approval at the second meeting in March. There was discussion over the few who have had concerns with the assessment. It was noted that staff have not heard anything since the neighborhood meeting, that only one or a couple have had questions at the neighborhood meeting.

The Engineer stated that staff will keep in communication with the residents about the bids and the projects with a weekly email blast. It was noted that the 2019 street improvement project was daily tracked and updated on the Town's website. There was some discussion over Peterson Road. It was noted that the borings have been completed and staff is currently waiting on the report from the geologist. There was some minor discussion on the bonding, and staff will proceed as soon as the bids are in.

WATER SYSTEM IMPROVEMENTS – UPDATE: The Town Engineer reported that the Water System Improvement project opens for bid on the last Wednesday in February. The upgrades will be done on wells 4 and 5 in the pumps ability to mix water at a greater capacity, and the SCADA system to automatically and electronically monitor the water usage, readings, mixing needs, etc. The amount for bond will still be within the \$515,000 range. The pumps will be out of service for 3 months, but the point of getting started sooner will be to ensure the pumps are ready to go before the summer when water consumption is typically at a year-high. It was noted that with the increase in sensitivity with water, there will be a brochure sent out in the utility bill.

I & I – UPDATE: The Public Works Director reported that the 2020 I & I will be just a following-up on the items done last year, mainly joint sealing, one pipe repair, some flow monitoring. There will be communication with North Oaks and North Oaks Company for future projects.

WATER METER – UPDATE: The Public Works Director reported that the subcontractor is down to 83 meters left. Several of these 83 homes are at zero responses even though the Town has sent multiple communications. The subcontractor Hydro Corp is finished up and the Town staff will potentially install future meters. If these 83 homes do not comply, there is the quarterly \$300 charge on the utility bill. It was noted that there are very few homes that have something in the way of the installation, though this is still

MINUTES
TOWN BOARD EXECUTIVE MEETING
FEBRUARY 21, 2020

on the homeowner and not the Township, noting that the ordinance calls for access. Staff will continue to update the Board at future meetings.

LAKE LINKS TRAIL – UPDATE: The Town Planner reported that the first public informational open house was scheduled for March 31st at South Shore Trinity Church from 3 to 8 p.m. The Board will set up a special meeting to attend. There will be a couple of designs shown of the south shore section of the trail with the County’s redevelopment projects and street improvement projects.

The Board recessed at 12:07 p.m. for lunch. The Board came back to order at 12:31 p.m.

1:00 GIS PRESENTATION – TKDA: Leigh Henning from TKDA was present to give a visual presentation of the GIS implementation staff has been working on over the past several months. Henning works with the Public Works Director and other staff importing data on water, reports, projects, annual documentation, and more. GIS gets aligned with reporting for DNR, MDCA, MDH to ensure efficiency. Through the online portal Henning showed the Board the live layout of the Town. GIS uses CAD (Computer Aided Design) files to input and store all of this information. Within the live layout of the Town, Henning could click on a catch basin, for example, and could pull up a look up table with all the recent projects, maintenance, and other information about that particular catch basin. GIS holds a plethora of information and staff so excited to be working on this project.

Henning showed some other visuals on the site. She explained that staff also has access to a desktop version, though that isn’t live. It was noted that this map is recoverable if anything were to happen. Reed noted that currently the Board only approved purchase of one license, so one staff can have access to the live GIS system at once. Staff will recommend to the Town Board later this year to consider purchasing another license.

It was noted that the RCWD wants to be able to connect maps with other communities and pool the information together. Sharing maps within municipalities or agencies make communication and projects more efficient. Reed noted that this tool has already come in handy with the sealcoating projects. He noted that he can change the years by colors. It was the consensus that the Board is pleased with this project that staff has been working on.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reported on the Department’s Activity for February 2020. **Lift Station #9:** the last of the Town’s 10 lift stations to be rehabilitated is nearing completion (should be done in spring). The startup was on December 19, 2019 and staff are currently able to monitor the Lift Station through SCADA system. It was noted that the concrete driveway and site restoration will be completed summer of 2020. Staff will be working on **storm water projects** like outfall 6 and outfall 5. There was some discussion on these items and other projects related to storm water. The Public Works Director will be working on drafting the

MINUTES
TOWN BOARD EXECUTIVE MEETING
FEBRUARY 21, 2020

America's Water Infrastructure ACT 2018 (AWIA) which requires an assessment of the Town's Water System be completed and submitted by June 30, 2021. The **Emergency Response Plan (ERP)** follows, due December 31, 2021. **Purchase replacement plow truck (#49):** Reed reported that he will discuss this agenda item with the Town Board at the second meeting in March. There are 2 options for the Town to consider for this purchase. The Mack truck is preferred, though it is \$3,000 more in price. But the Town has had trouble with the Western Star brand and has been happy with the Mack trucks that staff have operated. It was also noted that the plow will have to be implemented as well. Reed wanted to bring this up to the Board for discussion prior to the Town Board meeting.

CLERK-TREASURER REPORT: DNR Groundwater Management – Update: There was nothing to report on this agenda item.

Parking Enforcement: The Town Clerk brought the discussion to the Town Board of switching full responsibility of parking enforcement to the Ramsey County Sheriff's department instead of the Town Building Inspector. This would be a part of the current contract and would not cost more. Instead staff would just report any violators to the Ramsey County Sheriff's department. In the past the Board has been uncomfortable with it because it's a gray area. Currently violators get 1 warning and then are fined, not towed. There was discussion on this change. The Town Clerk reported that he has been in communication with other communities like Vadnais Heights, Shoreview, and Little Canada who contract with the Ramsey County Sheriff's department. They responded that they have been pleased with the Sheriff's department's response to parking violators, especially in the snow events. There was some discussion of whether parking tickets were split with the Township. It was noted that preferably staff just want the cars off the street so they can plow. It was also noted that Ramsey County Sheriff's department may hold more weight if residents want to argue about a parking violation.

It was the consensus that the Board will request discussion with the undersheriff and undersargent and ask for an outline of their actions and goals. Staff will then submit it for the Board's approval. The Town Attorney agreed that this makes sense.

LGA – Update: The Town Clerk reported that the group of liaisons for the Town to receive LGA will meet with Senator Roger Chamberlain and Director of the Minnesota League of Townships David Hahn to speak about options for securing LGA.

BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER REPORT: 1378 South Birch Lake Boulevard: The Building Inspector reported that there is nothing new to report. He did get a closer look at the interior, and he noted that it is in pretty good shape. He would like staff to proceed with an administrative search warrant, just to move things along. The Town Attorney has been sending correspondence to the current owner, but has not had any contact since the summer grass abatement.

MINUTES
TOWN BOARD EXECUTIVE MEETING
FEBRUARY 21, 2020

5456 Township Drive: The Building Inspector reported that the Town sent out the abatement order on February 11th of the two vehicles on the property, and by the 19th one vehicle was removed, but the other was not removed. The Board discussed this and it was the consensus that staff can proceed with the towing of that second vehicle at any time. There was discussion of the current ordinance and that the Town Attorney will look into redoing the ordinance.

1651 Garden Lane: The Building Inspector reported that staff have worked on this property with the owner and neighbors previously. The owner is elderly and lives elsewhere. There is a boat in the side yard that has been considered a nuisance because it is there and not in storage or in the rear yard. There was discussion on this property and again the Board discussed the Town's ordinance. The Town Attorney will take a look at this property's need. It may very well be within the ordinance, but it may still be considered a public nuisance.

2105 Stillwater Street: The Building Inspector reported that there have been no changes in this property. The Town Attorney had been contacted by the owner's attorney, but has not heard back. The Town Attorney stated that the Town should proceed with the action of tearing the property down eventually, starting with an administrative search warrant because the owner has not been cooperative. Staff will work to get this process started.

Water Gremlin: The Building Inspector reviewed the 3 phases of this project. Phase 1 is relocating the equipment from one building to another, which is under review of the plans and specs. Phase 2 is on hold until staff has received the code of compliance. Work has begun without approval on the placement of the trailers and so the Town has issued a stop work order. The Town Attorney has notified Water Gremlin's attorney of this and is hoping he is in contact with Water Gremlin's contractor. Phase 3 will be reviewed after that. If everything is OK'd, then Water Gremlin can proceed, but not without full approval.

OPEN TIME: It was brought up that staff received a bill from the Saint Paul Regional Watershed District regarding the cleanup and fixing of the watermain that had broken under that town home association. This happened in November, and the Board discussed it at the December Town Board Executive meeting. Staff did the repair in November and guessed that the bill would be over \$5,000. It turns out that the bill was over \$10,000. The Town Attorney has been in contact with them recently about the bill. Most likely he will hear back soon. There may be more discussion on this topic.

ADDED AGENDA ITEMS: Call Public Hearing: The Town Clerk made note of the Ramsey County meeting regarding the street improvements on County Road H-2 on March 4th at Tamarack Nature Center. It was noted that the Board should attend.

Ruzek made the motion to call for a special meeting for Wednesday, March 4th from 4 to 6 p.m. at Tamarack Nature Center. McCune seconded. Ayes all.

MINUTES
TOWN BOARD EXECUTIVE MEETING
FEBRUARY 21, 2020

Draft Agenda for Annual Meeting: Attached in the supplemental packet is a drafted agenda for the Annual Town meeting of Tuesday, March 10, 2020. It was noted that there will be a list of the public officials attending. No changes were necessary. It was noted that staff will speak with the camera people of improving camera angles. It was the consensus that the draft is approved.

History of the Township: Supervisor McCune has talked with the Board about having a handout that explains the unique history of the Township available for students when they attend the Town Board meetings. Attached in the supplemental packet is a draft McCune wrote. It was noted that if anyone thinks of any suggestions, they should talk to the Town Clerk.

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

McCune moved to adjourn the meeting at 2:12 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary