

**MINUTES
TOWN BOARD EXECUTIVE MEETING
APRIL 24, 2020**

The meeting was called to order at 11:00 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

Please note that the Executive Town Board meeting of March 2020 was cancelled due to preparation of the coronavirus (COVID-19) pandemic. The meeting was held at the Town Office Conference Room, present there were the Town Finance Officer, Town Attorney, Town Clerk, Town Planner and the Public Works Director. Town Board Chair Prudhon, Supervisors McCune and Ruzek and the Town Engineers were present via telephone conference. The motions, seconds, and votes were stated by roll call as directed.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda as submitted with the added agenda items in the supplement. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF FEBRUARY 21, 2020: Ruzek moved approval of the February 21, 2020. McCune seconded. Ayes all. There was some discussion over the minutes in regards to Ramsey County and parking enforcement.

2020 STREET IMPROVEMENTS – PETERSON ROAD DISCUSSION – UPDATE: The Town Engineer was present to report on the bids and contractor updates. The contractor is ready to start whenever, subcontractor as well and they are excited and open from private work slowing down in the current economic environment. The bids came in very favorably to the Township, nearly \$1 Million under bid. The Engineer wanted to start discussion on how staff should proceed. If staff took a 25% reduction look at the assessments, each parcel that is taxed will go from an \$11,000 assessment to between \$8,250 and \$8,500. Likewise, the Township's portion will reduce from \$1.26 Million to around \$850,000. The only costs that aren't reduced by the low bids are the utility projections.

There was discussion of adding Peterson Road, the Water System Improvements, and the Restrooms in Polar Lakes Park in one bond to save time and money. The

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Restrooms may need to be a separate bond, but staff can still obtain bond at the same time. The deadline for the bonds depends on when the construction starts. If construction starts in a month or so, the Finance Officer needs the funding sources for bond information very soon.

There was discussion of the changes in economic factors, and whether the Township should alleviate the financial burden of residents by lowering the rate. It was decided that the Town should keep the flexibility and evaluate the assessments at a later date once the project is completed since the assessments cannot be raised. Residents will get a chance to speak on the assessments at the final public hearing. The real estate appraisals were noted: along Peterson Road, each property would see an increase of property value of \$80 to \$200 per front foot; and along the south projects, each property would see an increase of property value of \$8,000 to \$12,000.

Peterson Road was discussed in detail, especially in regards to assessments. The assessment rates affect the levy rate. Currently staff is looking into just running a water line and a bituminous road. The multi-family unit housing will not have input on the assessment rate. The most recent gravel roads that became paved had had some funding from other sources, and didn't require assessments. The consensus was that the Town is going to do it either way.

The Town Engineer put together several options for Peterson Road for the Board to look over and discuss and decide upon one. Options include grading, engineering aspects, trails, etc. There is too much to discuss at this meeting, so it was the consensus that the Engineers will have all aspects and options available for the Board to look at come the Town Board Meeting of Monday, May 4th. The Board can then accept the most aggressive bid at that time. There was discussion on right-of-way on Peterson Road. A quick condemnation of right-of-way takes between 30 and 45 days. This is also something the Board should be doing right now. Staff will take the normal course of action in communication with the residents on schedule, etc.

WATER SYSTEM IMPROVEMENTS – UPDATE: The Town Engineer reported that the Water System Improvement project is near the beginning of starting. The contractor is setting everything up on their end, preparing for the eminent start date. The only hold up is the written approval of permit form the Minnesota Department of Health. Staff has received a verbal approval, but the actual document is what is needed. With everyone working remotely, it can slow these processes down a bit.

LAKE LINKS REPRESENTATIVES – CALL IN: Representative not available.

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, easement work, etc. Staff is not bound by Met Council on this project anymore.

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TOBACCO 21 – ORDINANCE NO. 69 AMENDMENT: The Town Clerk reported that the language adjustment to reflect the amendment regarding Tobacco 21 has been made and is in the packet. This is just for the Board to look over, read through, and prepare for the May 4th Town Board meeting. The Town Attorney noted that he will write up a memorandum of the attached document to alleviate any confusion, as the amendment is thick with legal rhetoric. The Board will have to review that memorandum before the May 4th Town Board meeting. Due to this, this agenda item is tabled until the May 4th meeting, per the Attorney’s memorandum and recommendation.

BELLAIRE BEACH LIFEGUARDS – TOWNSHIP DAY: The Town Planner reported that the Town is moving ahead with these events. The YMCA contract didn’t expire; it has a renewal clause. The contract runs Memorial Day through Labor Day. After mid-August the Board can extend from weekends to weekdays for \$276 per day. With the 3% increase, the Town will spend \$21,218.00. There was discussion of whether or not the beach should be open to the public in light of the current pandemic. Minneapolis public beaches are closed; Saint Paul public beaches are closed. As far as staff knows Ramsey County beaches are closed, but staff will check with Ramsey County and the surrounding communities of their precautions. The Town Attorney will look into the contract and see if the Town is required to fund the contractors if the beach is shut down or not. The Town Planner will check in with the YMCA to see if contracted life guards are even available.

Township Day was moved back a week due to scheduling conflicts and planning is continuing but there is discussion that needs to be had as events are being cancelled every day. The Board could cancel 30 to 60 days out. There was a serious consideration by the state in regards to the State Fair. So if that is the atmosphere, the Town may have to cancel. As of now, staff should continue, and then specifics will be dealt with. There was discussion of portable and physical restrooms of whether they should be closed to the public since daily sanitization is not kept up. Portable restrooms are open at construction sites.

HOCKEY DAY MINNESOTA – UPDATE: Corey Roberts was present via telephone to give the Board a brief update. He, the Wild, and Fox Sports North have been in conversation with Bemidji who had hosted last year to gain information on the quality of the turf the following spring. Bemidji and Minneapolis both said the damage was minimal, and so Roberts would ensure the budget would be presented to include a line item of repairing the field back to the original condition. The Minneapolis location was a baseball field, actual athletic field. Town staff has concerns regarding losing a season of playing soccer on Township fields, though there could be communication with the Soccer Association to keep one of the fields unavailable if need be. Roberts will work to connect the maintenance team from Minneapolis with the Public Works Director. His team is also working on getting site plans from Stillwater, Saint Cloud, and Bemidji, and will then sit down with Loucks, with the goal of reporting back to Town staff in the first week in May.

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RESCHEDULE MAY 22 EXECUTIVE MEETING DUE TO HOLIDAY: Due to Memorial Day holiday, the Town Board would like to reschedule the Executive meeting to 8 a.m. Friday, May 22nd so folks would be free in the afternoon.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reported on the Department's Activity for April 2020. **Street sweeping** finished up last week. It was noted that Supervisor Ruzek received a call about brown water. The brief brownish tint in the water was due to the street sweeping, and it was decided that next year staff should put a memo on the Town website that due to street sweeping residents could experience some brief tint in their water. **Hydrant flushing** was finished up this week. There was discussion of the processes and why the Town flushes them. It was noted that a hydrant at the end of Lattice had shut down and had to be fixed or replaced. Public Works is back to **full staff** since the outbreak of coronavirus (COVID-19) and there was discussion of whether or not Public Works will bring on the summer crew. It was decided that the Town will wait until May 11th before making that call, and see how things progress as is. **Mowing** will begin next month. The **new tanker truck** was brought up and it was noted that it is working beautifully and staff is excited to use it for watering and other duties.

I-35 Temporary Stoplights: The email from Tony Watka, found in the supplemental information, was discussed. Ramsey County is putting in temporary traffic signals and will leave them up until either a roundabout or other traffic adjustment is in place. It was noted that these temporary traffic lights could be up for 3 to 4 years. Town staff are unsure when Ramsey County will start implementing the temporary signals, and Ramsey County is waiting on funding sources.

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR REPORT: **Water Gremlin – Building Permit Status:** The Town Building Inspector sent a memo outlining the Water Gremlin building permit status. The Town Board discussed and felt comfortable with the memo. Water Gremlin complied and moved trailers per the directive of the Town Board. The Building Inspector has approved all three phases.

There was some discussion over the property on Township Drive that has been giving Town staff a headache. Most recently the tenants were changing out the engine of a non-functioning vehicle and left the engine hanging while the car was on a hoist. The oil from the engine leaked down the gravel driveway, which caused concern for the neighbors. Town staff are working to be in communication with the tenants and get this matter worked up.

There was also discussion on the athletic field usage during this time. The local baseball team wants to hold tryouts at the ball fields the week of May 4th. There was discussion on whether the Town should approve or reject the request. It was decided that the Town should allow tryouts, as with tryouts, social distancing can commence. The Town Attorney will also draft up a note in regards to the association's responsibility to maintain and adhere to the Governor's mandate. It was also noted that whoever is

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sponsoring the team should be in communication with the team and held responsible to keeping of the Governor's mandate.

CLERK-TREASURER REPORT: DNR Groundwater Management – Update: The Town Attorney reported that there has still been no decision made from the Minnesota Supreme Court, and there has been no email regarding timeframe either. The Appellate Court is still on schedule, but all the administrative functions on this case after the Supreme Court's decision depend on the decision. As a result, everything is on hold still.

COVID-19 – Update: The Town Clerk reported that the Governor officially closed all schools in Minnesota for the rest of the year. All municipalities are waiting for the announcement next week that will determine who is back to work and who is continuing to either work from home or remain unemployed. He reported that most municipalities within the Ramsey County contract groups have targeted May 15th as the target date for reopen, but that will be subject to change based on the Governor's future addresses. From the following addresses from the Governor, Township staff will proceed accordingly. The Town of White Bear is still closed to the public, but staff is still functioning well. There was some discussion over the Ramsey County Sheriff's decision to hire two deputies that had previously been fired. He also canceled all new conceal and carry permit applications, only renewing permits will be reviewed. It was discussed that when businesses do go back to work, they have to have a preparation plan in place for social distancing and other pandemic related requirements. It will be the same for municipalities, and the Town Clerk will know more after the phone meeting with Ramsey County on Monday the 4th.

OPEN TIME: No one was present for open time.

ADDED AGENDA ITEMS: A Town Board Supervisor wanted to review the liquor license relief. Other municipalities have granted relief checks to businesses who sell liquor. Currently 6 businesses within the Township sell liquor. There was discussion on how the Township would do this. It was decided that the businesses are hurting and this can be a good time to support them. It was decided that the Town will issue relief checks for the months of April and May. So if a business, for example, pays \$3000 annually for its liquor license, a two month reimbursement check would be in the amount of \$500. This will be an agenda item for action on the Town Board meeting of Monday, May 4th.

The Town Clerk wanted to discuss a phone call with Chris Hiniker and his proposition to the Town Board in regards to the one-way discussion on East and West Bald Eagle Boulevard. He wanted to know if the Board would consider a practice run of a one-way scenario. It was discussed briefly, but decided against it due to the current environment and the eminence of Ramsey County's construction on the Boulevard. The current climate would not give accurate counts, and Ramsey County has set their dates for June construction.

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The Town Board had a brief closed meeting with the Town Attorney to discuss payment of costs in the Stoddard matter.

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 1:00 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary