

**MINUTES
TOWN BOARD MEETING
MAY 20, 2019**

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

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

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved to approve the agenda as submitted, with the revised Consent Agenda item 5E) Bald Eagle Boulevard – Adopt Resolution Ending Discussion of a “One-Way Parkway” on Bald Eagle Boulevard – Adopt revised Resolution; and the addition of Consent Agenda items 5I) Bald Eagle Yacht Club – Annual request for sailing course on Bald Eagle Lake; 5J) Records Retention Resolution; 5K) Special Town Board Meeting; and the tabling of New Business Items 8A) White Bear Maker Space, 5966 Highway 61 – Sign Permit Request; and 8B) Sign Ordinance Amendment – B-2 Zone, both for Planning Commission to look at first. McCune seconded. Ayes all.

APPROVAL OF PAYMENT OF BILLS: Ruzek moved to approve payment of bills. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF MAY 6, 2019 (Additions/Deletions): Ruzek moved to approve of the Minutes of May 6, 2019 with a few minor corrections. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved to approve 5A) Conditional Use Permit request @ Three Oaks of White Bear Township – Call Public Hearing for Monday, June 3, 2019 @ 7:00 p.m. to consider a Conditional Use Permit request to modify the Landscaping Plan; 5B) Special Town Board Meeting – Call a Special Town Board Meeting for Friday, June 14, 2019 beginning @ 4:30 p.m. to attend Manitou Days Grande Parade; 5C) Two side yard setback variance requests @ 2630 South Shore Boulevard – Call Public Hearing for Monday, June 3, 2019 @ 7:00 p.m. to consider two 5’ side yard setback variance requests; 5D) Administrative Driveway Variance – In accordance with Town Ordinance No. 35, Section 9-6.3(e) & based on Staff review & recommendation & approval, ratify the Town Clerk’s Issuance of an Administrative Driveway Variance at 1630 Highway 96 East; 5E) West Bald Eagle Boulevard – Adopt Resolution Ending

MINUTES
TOWN BOARD MEETING
MAY 20, 2019

Discussion of a “One-Way Parkway” on Bald Eagle Boulevard; 5F) WBLCD 2018 financial report – Based on Finance Officer review & recommendation receive & accept the 2018 Financial Report of the White Bear Lake Conservation District; 5G) Right-of-Way Permit – Based on Town Engineer review & recommendation & including his recommended conditions, approve XcelEnergy Permit to install underground gas service for the residence at 5642 Aspen Lane including directional boring; 5H) Construction Activity Report – receive; 5I) Bald Eagle Yacht Club – annual request for sailing course on Bald Eagle Lake – notify the Ramsey County Sheriff’s Office Water Patrol Unit & the applicant of the Township’s approval of the 2019 Bald Eagle Yacht Club sailing course on Bald Eagle Lake; 5J) Records Retention Resolution – Adopt Resolution Adopting the Minnesota General Records Retention Schedule for the Town of White Bear; 5K) Special Town Board Meeting – Call a Special Joint Park Board/Town Board Meeting for Thursday, June 20, 2019 @ 5:30 p.m. to attend the annual park tour. Ruzek seconded. Ayes all.

OLD BUSINESS – ADMINISTRATIVE OFFICE UPGRADES – REVIEW SEH

REVISED PLAN: The Clerk presented the two drafts about the reconfiguration of the Town Offices with security in mind to coincide with the Capital Improvement Projects that will be done this year by SEH. There will be new carpet, new tile, new paint, and new secure designs. There will be two doors, the counter will be ADA height proportioned. There was some discussion on safety, like making some of the office fob-access only. There was some discussion on making a small office space rather than a closet. There was discussion on getting sound proof windows or getting half-glass or full-glass windows at the counters with bullet proof glass for safety.

The Clerk reached out to SEH regarding the changes discussed at the May 6th Town Board Meeting. There was discussion of the doors and window area by the receptionist desk being half or all glass. The proposed office space will be doubled. There will be an added window to the lobby. The Clerk will submit with overall Capital Improvement Fund. The new updates will take out the back bathroom and make it an office supply storage area. There was discussion of updating the lighting to all LED. More updates to follow at the June 3rd Town Board Meeting.

JOE & CHARLOTTE MOTT, 3949 EAST COUNTY LINE ROAD NORTH – REQUEST FOR SECOND DRIVEWAY ACCESS:

Riedesel summarized the request and showed the visual map of the property. Mott’s have driveway access by East County Line Road, but would like a second one off of Effress Road to park a mobile home on a cement slab in the off season. Effress Road leads to a water tower and holds snow in the right-of-ways in the winter. The plans show potential to have a garage structure as a future plan. The Motts are aware of the setback requirements. The Mott’s were present for questions and discussion. Grading of the driveway was discussed. Mr. Mott explained that the driveway will be granite and there isn’t any incline at that part of the yard so grading isn’t necessary.

There was discussion of whether or not the Town would need to come up with an agreement for future owners. The attorney stated that shouldn’t be necessary. Mrs. Mott

MINUTES
TOWN BOARD MEETING
MAY 20, 2019

explained that the Lilac bushes will be coming out so that should help for snow storage on the right-of-way as well.

Ruzek made the motion based on Staff review & recommendation & in accordance with Ordinance No. 8, Section 5-29.L, approve the construction of a second driveway to their property at 3949 East County Line Road. McCune seconded. Ayes all.

COMPREHENSIVE PLAN CONSULTING SERVICES – RECEIVE AGREEMENT TO INCLUDE ADDITIONAL SERVICES: Riedesel explained that the 2040 Comprehensive Plan is at the Met Council for review. The Met Council has suspended the review because “several items are outstanding”. HKGI, the consulting firm the Town has been using, has sent out a “not to exceed” \$10,000 to fix these items.

The budget for the 2040 Comprehensive Plan was \$37,500. Since the Town has approved another amount, and again the Town needs additional services. Ruzek stated that the Town should just approve \$10,000 to finish the job. But the consensus was to hope for about \$7,000.

Based on Staff Review & Recommendation, Ruzek moved to Approve the Additional Compensation to Hoisington Koepler Group, Inc. in an Amount Not to Exceed \$10,000 to Complete the 2040 Comprehensive Plan Submittal to the Met Council. McCune seconded. Ayes all.

BRANDLWOOD PARK UPGRADES – APPROVE UPGRADES AS RECOMMENDED BY THE PARK BOARD: Brandlwood Park, 5800 Meadowview Drive, is on the Town’s improvement list for 2019. A budget of \$80,000 was approved by the residents at the Annual Budget Meeting. Funding for the improvements is being transferred from the 2018 General Fund to the 2019 Park Improvement Fund. Improvements to the Bellaire Beach building in 2019 are also included in the transfer.

At the April Park Board Meeting, Northland Recreation displayed the proposal, and Northland was the only proposal. The Planner also pulled the landscaping and track from the proposal and added in the two exercise components. With these new modifications the proposal price is \$85,812.95 or close to. This plan has been reviewed twice by the Park Board. The final amount is set to be \$86,856.00. Riedesel explained that the General Fund will cover \$85,000.00 and the Park Acquisition Fund will cover the rest; \$1,856.00. The plan is to start the Brandlwood Park upgrades late summer.

Ruzek made the motion, based on Park Board & Staff review & recommendation, approve the upgrades to Brandlwood Park not to exceed \$86,856. McCune seconded. Ayes all.

FEMA/LOMA POLICY – ADOPT RESOLUTION AMENDING THE POLICY: Riedesel summarized that FEMA is a federal program that puts together these insurance rate maps (FIRM) that determine whether or not your home is in a flood zone. The policy

MINUTES
TOWN BOARD MEETING
MAY 20, 2019

came out in the mid-90s that the Town would help its residents get through the LOMA (Letter of Map Amendment) process if their homes are found in a flood zone.

Insurance companies will make sure a resident in the flood zone is paying for flood insurance. Through home elevation survey and individual map amendments, residents can amend the flood map to amend their home from the flood plain. Sometimes a property may be in the flood zone, but the house may not be. In these circumstances a LOMA may be considered.

The Town has subsidized residents if they wanted to have their home evaluated, then they would draw up letters and send to FEMA. The cost of this policy drafted in the 90's is \$150. There was discussion on other communities' LOMA policies prices. Lino Lakes, for example, has its residents pay \$1000 if one wants to go through process of amending their home in a flood plain. The residents receive any unused funds back.

The Utility Commission looked at this agenda item but didn't give any recommendation. There was discussion on what the price would be if it were \$150 in the 90's. The Town uses TKDA for this service, but basically covers the rest. There was discussion on surrounding communities.

Ruzek stated that \$500 is reasonable considering the surrounding communities. There was discussion on setting the price higher, for example \$1000, and then give back if there is extra, but it was the consensus that that would create more work than what it is worth.

White Bear Township is considered to have much wetland, and is about 98% developed and so the Town doesn't expect to have many of these applications, between 2 and 5 per year. It usually happens when a home is refinanced or sold after a long time.

Ruzek moved Based on Staff Review & Recommendation to adopt the Resolution Amending the Policy Providing Township Assistance to Property Owners to Modify FEMA Flood Maps & Establishing the Fee at \$500.00. McCune seconded. Ayes all.

LIFT STATION #9 REHABILITATION – APPROVE PLANS & SPECIFICATIONS – AUTHORIZE ADVERTISEMENT FOR BIDS: The Town Engineer explained that this is the last of 10 lift stations to be upgraded to current standards. The upgrades include: control panel, pumps, rails, valves, communication equipment, force main, and driveway access.

Lift Station #9 is near a wetland, but there is no disturbance to wetlands. The Town Engineer will bring back the bids at the June 17th Town Board Meeting.

Ruzek moved based on Town Engineer review & recommendation approve the plans & specifications. McCune seconded. Ayes all.

MINUTES
TOWN BOARD MEETING
MAY 20, 2019

Ruzek moved based on Town Engineer review & recommendation authorize advertisement for bids. McCune seconded. Ayes all.

GIS – AUTHORIZE STEP 2 OF IMPLEMENTATION: The Town Engineer summarized the history of the GIS implementation. There are 6 steps outlined in the packet from general setup and mapping conversion to asset management software selection. Step 2 is specific data entry from existing engineering drawings, entering specific data into the database and including links. The engineering intern from TKDA will be working on implementing the data. It was noted that some of the steps overlap to ensure thoroughness.

There was discussion on how many people would be needed to maintain the system and be licensed to use it. It was the consensus that just the Public Works Director and Assistant will be in charge. It was noted that the Township has over \$180,000,000 worth of assets, and that this process would assist future management.

Ruzek moved based on Town Engineer review & recommendation authorize TKDA to proceed with Step 2 of the GIS & Asset Management Implementation for an amount not to exceed \$19,500.00 with funding from the Capital Equipment Fund. McCune seconded. Ayes all.

IMPROVEMENT 2019-3 – UPDATE: The Town Engineer summarized the information in the packet regarding plans to continue with the 2019 Street Improvement schedule. The neighborhood meeting will be held on May 28th at 6:30 p.m. at Otter Lake Elementary School. The Public Hearing will be held on June 4th at 6:30 p.m. at Otter Lake Elementary School, and it will be cable cast. The next step will be to approve plans and specifications and authorize advertisement for bids, open and approve bids. If all goes according to plan, construction will begin end of July and will be completed in October.

ADMINISTRATION & PUBLIC WORKS BUILDINGS LANDSCAPING – APPROVE REQUEST FOR PROPOSALS & AUTHORIZE ADVERTISEMENT: The Town Clerk updated the Board on the information he has regarding the landscaping on the Township Hall. Staff has created a Request for Proposal (RFP) for the landscaping work regarding tree/shrub, retaining wall removals, regarding, and replanting. Staff is recommending the approval of the RFP and authorization to advertise for proposals. The proposal deadline will be 10 a.m. on June 13, 2019.

Ruzek moved based on Staff review & recommendation approve the RFP & authorize staff to solicit proposals for the landscaping renovation of both the Administration & Public Works sites. McCune seconded. Ayes all.

SOLICITOR LICENSE REQUEST: The Town Clerk explained that Window Concepts of Minnesota, Inc., has submitted a request for a 30-day solicitor's license in White Bear Township. This company needs approval from the Town Board in order to proceed.

MINUTES
TOWN BOARD MEETING
MAY 20, 2019

There was discussion of licensure, they are licensed within the city. There have been no issues with the vendor. There was discussion of driving responsibilities. The Town Attorney stated the company would have to provide names of who is driving and vehicle description. It was noted that staff can handle this item going forward and they will ensure that those operating under this solicitor's license meet safety standards.

Ruzek moved to authorize issuance of a Solicitor's License to Window Concepts of Minnesota, Inc. 291 Eva Street, St. Paul, MN, subject to the following: 1. Only the following individuals are granted permission to solicit under this License: Richard Brambrink, Carrie Husnik, William Petka, Jr., Brandi Jewell; 2. Hours of solicitation shall only be: Monday-Thursday 11:30 a.m. – 8:00 p.m., Saturday 9:00 a.m. – 2:30 p.m., No Sundays; 3. No solicitation shall be allowed on property displaying a sign stating "No Peddlers, Solicitors or Transit Merchants" or a comparable statement. McCune seconded. Ayes all.

OPEN TIME: No one appeared for Open Time. Prudhon stated that his thoughts and prayers are with Town Attorney Lemmons as he lost his father recently.

RECEIPT OF AGENDA MATERIALS / SUPPLEMENTS: Ruzek motioned to receive all agenda materials & supplements for tonight's meeting. McCune seconded. Ayes all.

McCune moved to adjourn the meeting at 8:19 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Town Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date