



WHITE BEAR TOWNSHIP

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RAMSEY COUNTY
MINNESOTA

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Board of Supervisors
ROBERT J. KERMES, Chair
ED M. PRUDHON
STEVEN A. RUZEK

AGENDA EXECUTIVE MEETING FEBRUARY 23, 2018

1. **12:00 Noon** – Call Meeting to Order at Administrative Office Conference Room, 1281 Hammond Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of January 24, 2018 Minutes (Additions/Deletions).
4. DNR Groundwater Management - Update.
5. I & I Program – Flow Monitoring.
6. Water Supply Plan Water Audit – Update.
7. Water Meter – Update.
8. Comprehensive Plan Overview.
9. GIS Implementation.
- 1:00 Lucy's Burgers** – Tent Party Request.
10. SWIPP Program/Utility Program Coordinator Position.
11. 2019 Tax Levy.
12. Communication Specialist Position.
13. Annual Town Meeting Agenda.
14. Employee Recognition Program Policy – Update.
15. Ordinance No. 33 (Sign) Amendments – Consider Wilson Tool Request.
16. Commission Membership Policy / Commission Application.
17. Centerville Road Signal & Median Improvements.
18. Trails.
19. Public Works Director Report.
20. Code Enforcement Officer / Building Inspector Items:
 - a. 5456 Township Drive
 - b. 5734 Meadowview Drive
21. Clerk-Treasurer Report.
22. Open Time.
23. Added Agenda Items.
24. Receipt of Agenda Materials/Supplements.
25. Adjournment.



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**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 1 - 2 - 3

Subject: Approval of February 23, 2018 Agenda
Approval of January 24, 2018 Minutes

Documentation: February 23, 2018 Agenda
January 24, 2018 Minutes

Action / Motion for Consideration:

Call meeting to order:

Approval of Agenda:

Approval of Minutes:

February 23, 2018 (additions/deletions)

January 24, 2018 (additions/deletions)

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EXECUTIVE MEETING
JANUARY 24, 2018**

The meeting was called to order at 12:01 p.m.

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

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda with the following amendment: Add Item 17A) Cable Franchise Extension Agreement. Prudhon seconded. Ayes all.

APPROVAL OF DECEMBER 21, 2017 MINUTES (Additions/Deletions): Ruzek moved approval of the December 21, 2017 Minutes. Prudhon seconded. Ayes all.

DNR GROUNDWATER MANAGEMENT – UPDATE: The Clerk reviewed the information from the Meeting of Municipal Water Suppliers within five miles of White Bear Lake. The DNR has provided language for planned water supply permit changes required by Ramsey County District Court which will be added to water appropriations permits. The language for a permit includes the condition that will require water suppliers, by August 29, 2018, to submit to the DNR a contingency plan for conversion to total or partial supply from surface water sources. Court Order language requires that all existing permits include an enforceable plan to phase down per capita residential water use to 75 gallons per day and total per capita water use to 90 gallons per day. The enactment of this requirement will be completed no later than 1 year from the date of this Order. The Town Attorney recommended going into attorney-client closed session for further discussion regarding the White Bear Lake Restoration Association lawsuit against the DNR and the court order.

The Executive Meeting was recessed at 12:14 p.m. Closed Attorney-Client Session began at 12:14 p.m. Closed Session adjourned at 12:30 p.m. Executive Meeting reconvened at 12:30 p.m.

The Town Attorney summarized the closed session stating that the Town Board discussed the meeting to be held on Friday, January 26, 2018 in Ramsey County District Court regarding the Court Order issued from the lawsuit of the White Bear Lake Restoration Association against the DNR and the position the Township should take and what to expect.

I & I PROGRAM – FLOW MONITORING: The Public Works Director reported that as a result of flow monitoring analysis it was determined that the following sections will be televised for potential I&I issues: Cottage Avenue, Prospect Avenue and Lakeview Avenue as well as a small section of gravity line between the West Bald Eagle easement and Lift Station #3. Visu-Sewer will do the work in April. 50% of the cost can be used to reduce the Metropolitan Council's surcharge for exceedance. He noted that 100% of the cost for construction projects to improve I & I can be used to satisfy the surcharge. Approximately \$40,000 will have to be spent by the end of this year to satisfy the Met Council fee requirement.

WATER SUPPLY PLAN WATER AUDIT – UPDATE: Information based on staff numbers regarding water utility billings have been provided to the DNR. The DNR has been informed

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EXECUTIVE MEETING
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that the numbers are not what the Town wants them to be and that staff is working on reconciling water produced versus water billed. By the end of February steps will be determined going forward.

WATER METER – UPDATE: Public Works, Engineering and staff are researching the number of meters which are impacted by inaccurate readings. There has been interaction between the supplier and manufacturer by staff. Information will be provided at the February Executive Meeting.

ORDINANCE NO. 33 (SIGN) AMENDMENTS – CONSIDER WILSON TOOL REQUEST: The Planner reported that Wilson Tool/Aspect LED is requesting a pylon type sign 250 square feet in area on their light industrial building on Constellation Drive. Staff was asked to propose Sign Ordinance wording which would permit larger signs for larger industrial buildings. Suggestions include adding wording to allow one business or identification sign per business or building to be allowed for each lot for buildings up to 70,000 square feet in area. For buildings exceeding 70,000 square feet in area one building mounted and one monument/pylon sign is permitted per building or lot. Sign size shall not exceed 250 square feet or a total of 400 square feet for both signs. For buildings exceeding 70,000 square feet in area with multiple businesses, the total square footage of all business signs shall not exceed 150 square feet per pylon/monument and 400 square feet for building mounted signs and a pylon/monument combined.

Currently light industrial businesses with multiple buildings may place up to 2 signs on each building over 50,000 square feet in size. Signs on these large buildings, over 50,000 square feet, may not exceed 250 square feet each and the total of the two signs may not exceed 400 square feet. The maximum number of signs allowed for a light industrial business is four. If additional wording is adopted, the following businesses located in the Town would be allowed to increase their sign area: Heraeus (would qualify for multiple signs when second building is constructed); Wilbert Plastics; Water Gremlin (currently qualifies for the larger signs as defined by the Sign Ordinance). The following businesses which currently qualify for larger signs based on existing ordinance requirements are; Schwing America; SMC; Cortec; Aetna; and Water Gremlin. In response if there are requirements for distance between signs, the Planner stated that the only distance requirement is for billboards which must have an 800 square foot distance between billboards. Wilson Tools would like to have a 4.5' x 24' building mounted sign and a 12' x 25' pylon sign. They would be okay with a pylon sign of 10' x 12'. After discussion it was the consensus that staff contact other communities along this corridor to see what their sign requirements are. The Planner will also review the request further and see if Wilson Tool would be agreeable to reduce their sign requests.

AIRBNB RENTALS – ZONING ORDINANCE AMENDMENT DISCUSSION: The Clerk reported that the Township has received a phone call from a resident interested in offering their property for AIRbnb. AIRbnb is an American company located in California which hosts an online marketplace and hospitality service for people to lease or rent short term lodging including vacation rentals, apartment rentals, homestays, hostel beds or hotel rooms. Mike Buchite, Mayor of Taylors Falls and the City Council recently addressed proposed ordinance text amendments to incorporate short term rental. It was the consensus that staff continues to

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collect information by researching what other communities, such as Stillwater, Bayport, and Afton and others to see if they have addressed AIRbnb.

MARCH EXECUTIVE MEETING DATE – RESCHEDULE: Due to the Clerk’s vacation it was the consensus to reschedule the March Executive Meeting from March 23rd to March 16th at 12:00 p.m. at the Town’s Administration conference room.

Ruzek moved to place on the agenda for the February 5, 2018 Town Board Meeting to reschedule the March Executive Meeting to March 16, 2018. Prudhon seconded. Ayes all.

2018 COMMISSION MEETINGS – TOWN BOARD ATTENDANCE: There was discussion regarding Town Board members attending various commission meetings for informational purposes. An additional Town Board member would be in addition to the Town Board liaison for that commission. In response to a question if this would require calling a Special Town Board meeting for those meetings where there is more than one supervisor attending, the Town Attorney stated that if the additional Town Board member was attending for the sole purpose of exposure and learning about the commissions, there is no need to call a special meeting. However, it must be understood that the supervisor attending for the sole purpose of learning about that commission would not be participating in any vote or in the official capacity of a Town Board member.

Trails: The PowerPoint prepared by Chris Hiniker was provided in the meeting packet. After discussion it was the consensus that any consideration or recommendation be postponed until after the Lakes Link Trail study is complete. Staff will inform Chris Hiniker that the Town Board has no answer on the potential summer trail trial around the south end of Bald Eagle Lake at this time.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reviewed Public Works Department activity for the month of January 2018. **Lift Station #10:** TKDA will provide an engineering proposal for development bid documents for lift station #10 in early 2018. This will be the second to last upgrade of the lift stations. **Lift Station #3:** The Public Works Director is working with residents on a landscaping design to address their concerns. **Water Meter Repair/Reading:** Estimated number of water meters that will need to be replaced has been provided Core & Main. The Town is waiting to hear back from them with a resolution to the issue. Utility billing has been verified and the current list of commercial meters will be tested and or replaced. **2016-2020 Capital Equipment/Capital improvement Programs:** The GIS request for bids is under review by the Clerk-Treasurer and will be presented to the Town Board for approval at a later date. Replacements for the Town’s warning sirens and controls have been delivered to Public Works and will be installed by the April deadline given to the communities by Ramsey County. **Storm Water Program:** The Storm Water project listing has been updated and will be presented to the Utility Commission in February. Ramsey County has provided a cost share agreement for the outfall located near Park and West Bald Eagle Boulevard for Board signature. **Water System Improvements/Status:** The veneer contractor has completed the thin brick and block veneer application to Well House #5. The acid wash of the exterior will be completed in late spring early summer along with some warranty work. Metal will be installed next week. An interconnect for the area south of TH 96 with the City of White

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Bear Lake's water system is going to be proposed to the Town Board in 2018. Public Works Director and Engineer will need to visit the possible interconnect locations in late spring to determine which is the most feasible. This will be a two-way interconnect for short term use. Water Tower Clean and Coat was unable to complete the cleaning of the south water tower in 2017. They will clean the tower in the late spring of 2018. Well #1 is up for rehabilitation in 2018. The work includes repair and replacement of well pump, shaft, and column piping. An electronic transducer will also be part of the rehab. This is the only well without a transducer in the system. A concrete floor will be installed in the base of the northeast water tower. **Sanitary Sewer System Improvements/Issues:** the 2017 I/I project was awarded by the Town Board on October 2, 2017 to Visu-Sewer, Inc. The Public Works Director is in contact with Visu-Sewer to discuss the start of the I/I work. Work will be done in early April because of cold weather delays on other projects. Televising has been awarded to Visu-Sewer for Cottage Avenue, Prospect Avenue, and Lakeview Avenue and a small section of gravity line between the West Bald Eagle easement and Lift Station #3. Lift Station #10 will be rehabilitated in 2018. **Street Improvement Program:** The Town Engineer has been directed by the Town Board to prepare a feasibility report on the Bellaire and Eastwood Manor neighborhoods. A letter will be sent to affected residents. The 2018 Sealcoat Project specifications and maps will be presented to the Town Board on February 5th for approval to advertise and bid. **Seasonal Workers:** Staff will advertise for seasonal maintenance workers soon. **Park Projects: Apple Tree Park:** The adult fitness equipment will be installed in the spring of 2018. **Bellaire Beach House Rehabilitation:** The roof replacement will begin soon. **Eagle Park:** The tennis courts are scheduled for replacement this summer. **Trails:** The trails along White Bear Parkway, Hammond Road, Centerville Road, Otter Lake Road, Polar Lakes Park and Columbia Park will be seal coated in 2018. **Polar Lakes Park Ballfields:** A pitching mound will be constructed on Field #2 wheel along with continued turf establishment after the drain tile installed in 2017.

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 1) 5456 TOWNSHIP DRIVE; 2) 1374 TOP LANE; 3) 5734 MEADOWVIEW DRIVE; 4) 1710 WHITAKER; 5) 1508 HAMMOND ROAD; 6) 2105 STILLWATER STREET: **5456 Township Drive:** A court date has been set for this nuisance property. The property owner allowed the Township to inspect the property. The interior is dirty but was found to be acceptable. The smoke detectors were in working order. Additional conditions have been added to the nuisance property notification: 1) the furnace needs to be serviced; and 2) installation of a handrail on the exterior steps. The property owner has been cooperative and is complying. There was discussion regarding renewal of the rental license since there are still unmet conditions. It was the consensus that the property owner is cooperative and that they be allowed to May 1, 2018 to service the furnace and to install handrails on the exterior steps. **1374 Top Lane:** An Administrative Search Warrant was granted by Ramsey County District Court on January 16, 2018. The accessory structure located on this property was allegedly being utilized as living and sleeping quarters. On January 9, 2018 the building occupant was arrested and admitted to the Ramsey County jail on unrelated charges and is expected to incarcerated for an extended period of time On January 10, 2018 Town staff was contacted by the Ramsey County Sheriff's Office requesting an inspection of the accessory structure by the Town's Code Enforcement Officer. Upon arrival, the Code Enforcement Officer requested permission to inspect the accessory structure's interior; the property owner gave their consent. Once inspection was complete, the Town's Code Enforcement Officer declared the accessory structure "unfit for human habitation". The

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accessory structure was posted and secured from entry. The immediate threat to public safety has been abated. The accessory structure has not been occupied since the declaration of the structure being unfit for human habitation. Town staff has had several conversations with the property owner in an effort to resolve the nuisance condition on the property. The property owner has agreed to eliminate the nuisance condition in a reasonable amount of time. The Town will issue an abatement order requesting removal or compliance concerning the accessory structure and the cleanup of junk and debris around the structure. At this time, criminal prosecution will only hinder the property owner's ability to expedite the abatement process. The property owner has expressed the willingness to resolve this issue in a timely fashion. **5734 Meadowview Drive:** The property owner did make an effort to clean up the debris, yard maintenance and housing codes. There are still more efforts to be made. A court date has been set. **1710 Whitaker:** The water service has been turned off. There had to be some demo of the steps to get access to the valve to turn the water off. The homeowner's association feels that Service Master did not fully remediate the mold. The Town Attorney reported that he has heard from the attorney for the homeowner's association who stated that the work done by Service Master was inadequate. The Town Attorney informed him that he determined that the work was done satisfactorily and the Town has done all it is responsible to do. They were informed that the party wall is the responsibility of the property owner and/or the homeowners association. The Code Enforcement Officer stated that he met with the contractor on site and that he was comfortable with what was done. The building is registered as a vacant building. **1508 Hammond Road:** The single family dwelling at this address has been declared vacant and uninhabitable on January 8, 2018. The dwelling is abandoned, the water utility has been turned off at the street and the property's heating capability has been removed (propane tank). The vacant building fee of \$1,100 has been assessed to the property. This summer the Town will be sure that the lawn is cut if needed. **2105 Stillwater Street:** The single family dwelling at this address has been declared vacant and uninhabitable on January 8, 2018. The building has been vacant for several years. The Town has received numerous nuisance complaints concerning the property conditions over the last several years. The Town has taken action in the recent past by removing junk vehicles from the property and mowing the grass. The \$1,100 annual vacant building fee will be assessed to the property if the property owner does not pay the fee. Recently there has been activity at this address. Two 40 yard dumpsters are on the property and they are full. **Nextern:** Nextern did not acknowledge the request for business license. As a result, they are not in compliance. They sent in a landscaping plan. The Code Enforcement Officer will let them know of the deficiencies.

CLERK-TREASURER REPORT: Sexual Predator Ordinance: There was an article in the Minneapolis newspaper that reported that sexual predators cannot find places to live in certain cities. **Centerville Road Traffic Signal:** The Public Works Director and Town Engineer attended a meeting regarding storm sewer improvements in connection with the median and signal improvements to Centerville Road related to the Lund's/Byerlys store. The Town needs to verify if they have easements for the work. The presentation included a map of the proposed location of traffic signal, turn lanes, and widening of the median. A consulting engineer has been hired to proceed with design of the road improvement. Improvements include the traffic signal at the north Cub Foods driveway; addition of a northbound lane and extension of the median. Ramsey County will not authorize access for the building until the traffic signal and improvements have been completed. It is estimated that the traffic signal will have a cost of

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\$300,000; with median and other work for a total of \$800,000. It is anticipated that the City of White Bear Lake will cover 25% of the cost of the traffic signal and the Township will cover 25% of the cost. It is not known who will cover the remaining 50% of the costs. The Town will review options for paying the cost, such as assessments based on market value of the properties. The Town will cooperate in appraisals of all businesses. The engineers for the project indicated that a final plan will be available in February and that construction would begin in the summer with the store opening in the fall.

CABLE FRANCHISE EXTENSION AGREEMENT: Tim Finnerty, Cable Commission Executive Director is recommending that the Town Board approve the Cable Franchise Extension Agreement. This Agreement will extend the expiration date of the current franchise from July 1, 2018 to November 1, 2018. The purpose of the proposed extension is to allow for continued informal negotiations between Comcast and the Cable Commission regarding the long-term renewal of the franchise. The Cable Commission has been working on the matter of franchise renewal with Comcast (the existing franchise agreement is set to expire July 1, 2018). The Commission began direct negotiations with Comcast in September 2017, and prior to that, developed and documented a comprehensive needs assessment to serve as the negotiation objective on behalf of member cities. Renewal issues can be resolved through “informal” processes (negotiation), or through a “formal” hearing process. Based on the time required to complete the formal process, the Commission adopted two schedules. In both, the parties would start with negotiations, but move the formal process forward so that it would be completed by the date scheduled for franchise expiration if negotiations were not successful. One schedule assumed that the expiration date stayed as is, and effectively required the parties to reach negotiated deal points by January. In the other, the parties would extend the franchise to give themselves more time to engage in negotiations. Both were presented to Comcast in the fall. The Cable Commission submitted proposed deal points for negotiation to Comcast in October, 2017, and Comcast was to respond in December, 2017. It has not yet responded, and the Commission and Comcast agreed that extending the franchise would allow Comcast time to respond and negotiations to proceed informally. The Cable Commission is recommending that the Township approve the extension per the Extension Agreement. The Cable Commission believes this simple extension of the current franchise expiration will allow both parties to continue informal negotiations for the next couple of months without being put at a disadvantage. The extension preserves the Town’s right to use the I-NET, and preserves existing support and channels (including high definition channels) for local cable programming. It does not harm the communities in any way.

OPEN TIME: No one appeared for the open portion of the meeting.

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

Ruzek moved to adjourn the meeting at 3:42 p.m. Prudhon seconded. Ayes all.

Respectfully Submitted,



Town Board Executive Meeting February 23, 2018

Agenda Number: 4

Subject: DNR Groundwater Management - Update

Documentation: None

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss

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January 24, 2018

DNR GROUNDWATER MANAGEMENT – UPDATE: The Clerk reviewed the information from the Meeting of Municipal Water Suppliers within five miles of White Bear Lake. The DNR has provided language for planned water supply permit changes required by Ramsey County District Court which will be added to water appropriations permits. The language for a permit includes the condition that will require water suppliers, by August 29, 2018, to submit to the DNR a contingency plan for conversion to total or partial supply from surface water sources. Court Order language requires that all existing permits include an enforceable plan to phase down per capita residential water use to 75 gallons per day and total per capita water use to 90 gallons per day. The enactment of this requirement will be completed no later than 1 year from the date of this Order. The Town Attorney recommended going into attorney-client closed session for further discussion regarding the White Bear Lake Restoration Association lawsuit against the DNR and the court order.

The Executive Meeting was recessed at 12:14 p.m. Closed Attorney-Client Session began at 12:14 p.m. Closed Session adjourned at 12:30 p.m. Executive Meeting reconvened at 12:30 p.m.

The Town Attorney summarized the closed session stating that the Town Board discussed the meeting to be held on Friday, January 26, 2018 in Ramsey County District Court regarding the Court Order issued from the lawsuit of the White Bear Lake Restoration Association against the DNR and the position the Township should take and what to expect.



Town Board Executive Meeting February 23, 2018

Agenda Number: 5

Subject: I & I Program – Flow Monitoring

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

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I & I PROGRAM – FLOW MONITORING: The Public Works Director reported that as a result of flow monitoring analysis it was determined that the following sections will be televised for potential I&I issues: Cottage Avenue, Prospect Avenue and Lakeview Avenue as well as a small section of gravity line between the West Bald Eagle easement and Lift Station #3. Visu-Sewer will do the work in April. 50% of the cost can be used to reduce the Metropolitan Council's surcharge for exceedance. He noted that 100% of the cost for construction projects to improve I & I can be used to satisfy the surcharge. Approximately \$40,000 will have to be spent by the end of this year to satisfy the Met Council fee requirement.



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 6

Subject: Water Supply Plan/Water Audit

Documentation: None

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss

**Minutes
Executive Meeting
January 24, 2018**

WATER SUPPLY PLAN WATER AUDIT – UPDATE: Information based on staff numbers regarding water utility billings have been provided to the DNR. The DNR has been informed that the numbers are not what the Town wants them to be and that staff is working on reconciling water produced versus water billed. By the end of February steps will be determined going forward.



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 7

Subject: Water Meter Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss

**Minutes
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January 24, 2018**

WATER METER – UPDATE: Public Works, Engineering and staff are researching the number of meters which are impacted by inaccurate readings. There has been interaction between the supplier and manufacturer by staff. Information will be provided at the February Executive Meeting.



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 8

Subject: Comprehensive Plan Overview

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 9

Subject: GIS Implementation

Documentation: Public Works Director Memo w/ attachments

Action / Motion for Consideration:

Discuss

MEMORANDUM

Date: February 8, 2018
To: Town Board
From: Dale Reed, Public Works Director
Re: GIS RFP Approval

In an ongoing effort to improve the management of the Town's infrastructure, staff is recommending the implementation of a Geographic Information System (GIS). The Township currently has the Water, Sanitary Sewer, and Storm Water system on an electronic mapping system that has record plans linked to the appropriate street sections and ties cards associated with street addresses. These linked documents will give staff a general idea where a feature (hydrant, gate valve, curb stop) may be located. While this system was a great tool for staff, it does not have any asset management capabilities. In addition, the most current electronic map version is unable to link to the appropriate plan sheet or tie card, due to software issues.

The incorporation of a GIS based mapping system with asset management abilities will provide the Town with an efficient method to both locate and track activities associated with an asset. With a GIS mapping system, the actual x and y coordinates of these assets would be recorded using a Global Positioning System (GPS) unit. These coordinates would then be placed on a GIS map. The asset will be assigned an identification number and have the ability to add attributes (information) to it. For example, a hydrant could have the manufacturer, model, and condition rating included in the attributes. Also, any future maintenance records and pictures for the hydrant could be uploaded and linked to the feature. Information can be mined from this data to assist the Town in management critical decisions on their assets.

Looking ahead staff would recommend the purchase of a GPS unit for locating an asset that may not be physically visible to map, has been added to the system, or was not included with the original mapping project. An example of this would be the curb stops that may or may not be part of the GIS mapping project, because of staff availability to uncover and flag the curb stops (water shut offs) for the vendor for the project.

The GIS integration process began in 2014 with the TKDA performing a GIS test area mapping. It was determined by TKDA that the Town would need an asset management software program in order for the GIS mapping to be complete. Staff began to investigate different asset management software programs such as PubWorks, Cartegraph, Cityworks, and NexGen all had asset management capabilities, but no field mapping services, or online access capabilities. Staff is recommending that the RFP be approved by the Town Board for advertisement with the proposals due by March 23, 2018. The Public Works Director's estimate below provides for the water and sanitary

sewer system GIS mapping, web based access, mobile app, and GIS software and annual maintenance fee. GIS mapping would begin in 2018 with the development of a water map layer and sanitary sewer map layer for a combined estimate of \$130,000.00 and in 2019 a storm water map layer for an estimated \$80,000.00. The general scope of the work that the successful vendor would provide is the labor and equipment to GPS (x and y coordinates) of the assets along with an assigning an I.D., mapping them in layers based upon the Ramsey County GIS base map (layer is water, sewer, etc.), linking record plans, ties, etc with each asset I.D., and hosting a web accessible site for the map layers with the ability for the Township staff to add information to an asset.

The GIS Implementation has \$200,000.00 identified in the 2018-2027 CIP Program with funding provided by an equal amount from both the Water and Sewer Funds for the mapping.

Town Board action is to approve the GIS RFP and authorize advertisement for proposals.

Request for Proposals
For Utility GPS Collection and Web-Based GIS
Implementation

White Bear Township

2/7/2018

A. INTRODUCTION

White Bear Township is requesting a proposal for professional GIS services from qualified and experienced companies who are interested in developing an accurate Township GIS program and web-based GIS site. Firms shall have Municipal experience in GIS implementation.

- **Location** – White Bear Township is located in Ramsey County in the State of Minnesota. It has a population of approximately 12,000 and approximately 10 square miles in size.
- **Background** – White Bear Township currently does not have a GIS program in place, but has CAD mapping of utilities and the Township’s base maps.
- **Objective 1: Data Collection-** GPS field locate, attribute, and inspect (where required) utility features in the Town’s sanitary sewer and waterline utility networks and to develop an ESRI (or approved equal) geographic information system (GIS) and hosted web-based GIS program.
- **Objective 2: Develop an Environmental Sciences Research Institute (ESRI) or approved equal program for GIS mapping of the White Bear Township’s Utilities** - Integrate existing mapping data and record notes for specific utilities to create facility attributes.
- **Objective 3: Convert the White Bear Township’s CAD maps into ESRI (or approved equal) format** – Convert existing CAD maps into an ESRI (or approved equal) geographic information system, create attribute fields for data entry, and develop a system that will allow White Bear Township to maintain, update, survey and enter their own data.
- **Objective 4: Provide Hardware and Software Recommendations** - This will require the firm to provide guidance on needed ESRI (or approved equal) operational software, required hardware along with backup storage requirements, and anticipated costs for both hardware, software, installation and annual maintenance fees associated with ESRI (or approved equal) programs. Platform shall be compatible with Trimble hand held GPS data gathering units. ESRI (or approved equal) shall be most recent version commercially available at the time White Bear Township takes over this service. Detail the function, requirements and costs for software and hardware best suited for the White Bear Township GIS mapping.
- **Objective 5: Provide hardware and software training:** Provide “hands on” training for Township staff to operate and maintain the GIS mapping system and data.

B. SCOPE OF SERVICES

The firm selected will be the highest ranked respondent that successfully demonstrates the following experience and capabilities in providing all potential services requested in this RFP as associated with GPS field location and data collection of the sanitary sewer and waterline utility networks, as well as utility inspections, ESRI (or approved equal) based GIS program development, web-based GIS development, on-going hosting, data storage, training, and support.

White Bear Township, MN GIS Project

The selected firm will adhere to the following requirements:

- GPS Field Requirements
 - Data must be collected in Ramsey County Coordinate System with survey grade RTK technology +/-2cm accuracy for x,y,z for sanitary sewer and water
 - Estimated features to be GPS located include, but are not limited to:
 - Sanitary Sewer Manholes (1,486), main lines, Lift Stations and Panels (16). This number includes the City of North Oaks east side developments served by White Bear Township.
 - Water Towers (3), Water Valves (975), Hydrants (792), Hydrant Valves (<792), and option for Curb Box (4,800) Shutoffs and other features as agreed upon between consultant and Utility. This number also includes the City of North Oaks east side developments served by White Bear Township.
- Attributes and inspection information to be collected and recorded include location description, grade, rim elevation, manhole depth, manhole material, manhole type, frame type, frame width, frame condition, lid condition, invert elevations, drop line type, drop line elevations pipe size, pipe type, lined (Y/N), access type, steps (Y/N), buried (Y/N), depth buried, condition rating, evidence of I/I, and flow direction. Water data as listed above.
- The selected firm will provide coordination and quality control in conjunction with Town staff for the sharing of data, reviewing and correction of data during the development process
- All GIS data must be developed using ESRI technology
- Web-based GIS Site
 - Built on (ESRI) Arc Server Technology with Cross Platform Mobile Accessibility
 - Ability for White Bear Township personnel to view, edit and manage the GIS data online
 - Register an SSL domain name and provide password protected user accounts
 - Integrate all available Ramsey County digital cadastral data
 - Training and On-Going support provided to White Bear Township
 - Hosted and maintained on a qualified web server owned and managed by the selected firm
 - Availability to transfer all data to Township hosted platforms in the future
 - All data collected or stored on behalf of the White Bear Township shall be owned by the White Bear Township.

White Bear Township Public Works staff will be responsible for uncovering manholes or water valves that cannot be found in the field or are buried. If for any reason, manholes or water valves cannot be located, opened, or surveyed, the contractor will communicate this information to the White Bear Township Public Works Department. The chosen firm will establish all horizontal and vertical ground control necessary to perform the mapping services described herein.

C. RFP CONTENT

The proposal shall be submitted in the format of a report. It should be clear, concise, and succinct. The report shall be prepared on 8-1/2" x 11" sheets printed on one side only. The report shall be organized in the order identified below with each section tabbed for easy reference. Six (6) copies shall be provided to White Bear Township.

All proposals shall include at least the following information:

1. Letter of Transmittal that summarizes the respondent's understanding of the project and the services requested.
2. Background information for the firm.
3. Key personnel anticipated to be assigned to the project, including resumes, examples of comparative work, and their availability to work on this project in the near future.
4. Project approach and technical work plan, including innovative or unique methods that the respondent may utilize in completing the work.
5. Past experience of completing similar work and providing on-going support for Municipal clients.
6. 3-5 project examples and references of work similar in scope to this project which includes GPS data collection of water and sanitary sewer, as well as utility inspections, ESRI GIS data development and WebGIS development.
7. Familiarity with Town, Public Works, and County GIS programs and standards.
8. Outside consultants, associates, etc. that the respondent expects to utilize for the project. White Bear Township will accept sub consultants, however they are not recommended.
9. Any other additional information that will indicate the experience of the firm.
10. Task by task work plan including costs for work associated with each utility (Water, Sanitary Sewer, and Web-based GIS program)
11. Fee schedule for additional work if desired by the Township.

D. CONSULTANT SELECTION PROCESS

The respondent is required to submit their proposal by 2:00 PM, April 5th, 2018 to:

Attn: Dale Reed, White Bear Township Public Works Director
1281 Hammond Road
White Bear Township, Minnesota
55110

All questions regarding this RFP will be directed BY EMAIL CONTACT at Dale.reed@whitebeartownship.org or by calling Dale Reed, Public Works Director at 651-747-2777. Emails will only be accepted until March 30th, 2018. Any other correspondence regarding this RFP with the Town of White Bear is prohibited and could result in disqualification of your firm.

White Bear Township, MN GIS Project

White Bear Township will analyze and rank the responses. The final decision will be based upon the ranking by the Public Works Department and will be final. The Town will negotiate an agreement and final scope for the project with the selected firm. If an agreement between the top ranked firm and White Bear Township cannot be reached, the next highest ranked firm will be contacted for contract negotiations. The final agreement will then be submitted to the Town Board for approval.

It shall be noted that once the qualified firm is selected, White Bear Township can amend, refine or modify the objectives provided in this RFP to meet the goals and overall needs of White Bear Township.

E. CRITERIA FOR EVALUATION OF CONSULTANTS

The following criteria listed below, along with its value of importance, will be used to evaluate the proposal:

1. Qualifications, Record of Similar Project Experience, and Performance on Related Projects: The firms experience and the overall joint project team experience and past performance on projects of similar complexity. Respondents should recognize that their selection will be based on the qualifications of their key personnel and overall team experience.

Weight Factor for Criteria 1 = 40%

2. Project Understanding: The design team's specific approach to completing this project. The firm indicates a clear understanding of the project and demonstrates a sound plan of approach to accomplish the work and provide quality control.

Weight Factor for Criteria 2 = 20%

3. Cost:

Weight Factor for Criteria 3 = 20%

4. On-Going Support: Firms ability to maintain the Web-Based GIS site for White Bear Township. On-hand infrastructure and resources the firm can dedicate to the support of Township's GIS system and their experience in successfully providing these services.

Weight Factor for Criteria 4 = 20%

F. INDEMNIFICATION AND INSURANCE

Insurance requirements are outlined in the Standard Terms and Conditions Project Contracts for Engineering Services

G. PROFESSIONAL RESPONSIBILITY

White Bear Township, MN GIS Project

White Bear Township expects the firm to perform due diligence in the performance of its services and to carry out its responsibilities in accordance with customarily accepted good professional engineering practices.

Terms and Conditions

The respondent shall comply with the documentation required in this Request for Proposal. Failure to comply with the requirements may result in disqualification of the respondent's submittal. The evaluation of the proposal will be in accordance with the methodology outlined herein.

White Bear Township reserves the right to:

- Reject any and all submittals,
- amend or cancel the RFP at any time,
- waive any minor informalities or irregularities in the submittals,
- revise the schedule as White Bear Township sees fit, and,
- enter into any agreement deemed by White Bear Township to be in its best interest.

The selected firm will be required to review and agree to the Standard Terms and Conditions Project Contracts for Engineering Services, and execute the Contract for Project Engineer Services for this project. **Copies of which are available upon request at the above noted contact information.**

White Bear Township reserves the right to interview any of the respondents or to request additional information or clarifications from any or all respondents to the RFP.

The cost of preparing and submitting the proposal is entirely the responsibility of the Consultant. The information contained in the proposal will become the property of White Bear Township.



**Town Board Executive Meeting
February 23, 2018**

Agenda Number:

Subject: 1:00 – Lucy’s Burgers – Tent Party Request

Documentation: Emails

Action / Motion for Consideration:

Discuss

Patti Walstad

From: Patti Walstad
Sent: Wednesday, February 14, 2018 1:42 PM
To: 'Chad Lemmons'
Cc: 'Tina Bailey'
Subject: FW: Tent Party

Chad please see the below email I sent regarding Lucy's having a tent party.

Patti

From: Patti Walstad
Sent: Wednesday, February 14, 2018 1:41 PM
To: Josh Wickander <josh@lucysburgers.com>
Cc: 'Joel Kunza' <joel.kunza@nationalrecoveries.com>; Rob Scott <rscott@t4np.com>
Subject: Tent Party

Dear All,

Your request is being put on next Friday's Executive Meeting Agenda for discussion. I think it would be best if someone was at that meeting to described to the Board what you have planned. I could set 1:00 as the time if that works.

Also, some topics that you should be prepared to have answer for include:

- How will you manage parking
- Has approval by the property owners been given
- Have the other tenants been notified
- Are the other tenants alright with this event
- Insurance
- Security

Please let me know if that time works.

Patti

Patti S. Walstad

Patti S. Walstad
Paralegal
White Bear Township
1281 Hammond Road
White Bear Township MN 55110

Direct Dial – 651-747-2756
Office – 651-747-2750
Fax – 651-426-2258
E-mail – patti.walstad@whitebeartownship.org

Find us on FaceBook!

Patti Walstad

From: Josh Wickander <josh@lucysburgers.com>
Sent: Friday, February 2, 2018 3:40 PM
To: Patti Walstad
Cc: Joel Kunza; Rob Scott
Subject: St Patrick's Day Tent Party

Patti,

Here is an outline of the Tent Party event that I spoke to you about. Because there is music, we are planning on charging a cover and we will be donating a 20% to 25% percentage of the cover charge to a local charity.

Set up

Set up a Party tent in the parking lot adjacent to Lucy's Burgers side entrance. The Tent will have 2 closed sides and crowd control bars or Temporary fences to ensure people enter and exit the event properly. No alcohol is allowed outside of the tent or the restaurant or the walk between the 2 areas. This will be controlled at the entrance and exit of the event. We will staff the gates with off Duty Police officers to ensure that everyone is of age, they will card all who attend and issue the bracelets required to purchase a drink at this event. This is a 21 Plus Event and ID is required by all.

Lucy's will offer a shuttle bus service to attendees who don't want to drive to and from, or just rides home to those who need one. We will have additional security to ensure people have a good time and things don't get out of hand. We will have temporary Beer trailers that have a selection tap beers and temporary bars set up inside the tent. There will be a Clean-up Crew that starts at the end of the event to make sure all liter and garbage is removed immediately following the event and the grounds are clear and we leave it better than we found it for our neighbors. Portable Toilets will be set up as well to those that attend to keep the crowds and alcohol consumption in one area and prevent people from wandering outside the designated areas with alcohol.

Entertainment

There will be 2 to 3 bands that play Starting around Noon ending at 10PM with breaks in between so the next group can set up and crowds can rotate in and out. There will be DJ music when the bands are not playing.

To make this happen we would need our Liquor license extended from 11AM to Midnight on St Patrick's Day to include to include the tent we set up in the Parking lot area. Last call in the tent is at 10:30 all drinks are collected and removed before 11 PM to ensure we have quieted down for our neighbors in the community and we can wind it down so people can get home safely. People who wish to hang out for a bit or are waiting for a ride home can wait inside Lucy's that bar will close at 1AM.

Patti You mentioned insurance and liability for the city, if that is a concern we could purchase any additional liability coverage for this event which we may want.

Please let me know if you have any other questions or concerns, again thanks for your consideration, and Joel will be stopping in next week as well.

Have a great weekend!

Joshua Wickander
General Manager
Lucy's Burgers
Office (651)-756-7788
Cell: (651) 331-0817



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 10

Subject: SWIPP Program/Utility Program Coordinator Position

Documentation: Public Works Director Position Description

Action / Motion for Consideration:

Report at Meeting / Discuss

Proposed ¹Utility Program Coordinator responsibilities

Stormwater: 600 hours

1. Distribute educational materials
2. Develop an educational program including budget and implementation. Continue to evaluate and modify as necessary to meet the permit goals.
3. Work with the Watershed Districts to develop a plan for sponsoring and implementing volunteer events, i.e. promoting programs such as tree planting, stenciling storm drains by students, etc.
4. Illicit Discharge Program education and compliance.
5. Develop procedures and educate contractors on BMP's
6. Monitor and report educational opportunities for staff and contractors.
7. Provide the Township with a liaison to the different partners.
8. Provide powerpoint presentation for the Annual Stormwater meeting in October with information gathered regarding permit compliance actions.
9. Develop a program for non-stormwater discharges and flows. i.e. swimming pool discharges.
10. Review current ordinances and policies for compliance with the latest stormwater BMP's.
11. Checking, in with other Township staff members, on compliance with the items under their control within the permit.
12. Develop programs to address the TMDL loading limits on area lakes, working with RCWD and VLAMMO program coordinators.
13. Investigate and coordinate the inspection of privately owned BMP's that have to be documented.
14. Provide record keeping of all permit activities completed by Public Works.
15. Inspections of ponds?

Water: 600 hours

1. Designs, develops, implements, and evaluates educational or outreach programs that promote water conservation awareness and initiatives. Continue to evaluate and modify as necessary to meet DNR requirements.
2. Distribute educational materials.
3. Coordinates and manages educational or outreach events, marketing, and on-line literature content to promote water conservation awareness and initiatives.
4. Analyzes water conservation-related research findings to inform or make recommendations on program structure or program delivery to the Town leadership and other stakeholders.
5. Work with the DNR, Metropolitan Council Environmental Services Division, and other communities to promote water conservation.
6. Researches water conservation policies, best practices, and legislation to recommend changes to conservation initiatives.
7. Prepares studies, reports, memoranda, briefs, or other written materials on water conservation to inform customers, Town leadership, and other stakeholders.
8. Submit annual pumping report to the DNR, MPARS.

9. Coordinate meter repair appointments with Utility Billing. Could be a backup for loading meter reading routes.

Sewer: 80 hours

1. Documentation of sanitary sewer cleaning. Data entry and electronic filing.

Streets and Parks: 80 hours

1. Data entry to document routine maintenance activities, field inspections, etc.

Public Works/Vehicle Maintenance: 200 hours

General Administrative assistance: 300 hours

1. Provide expertise in organization of data collected by Public Works during daily maintenance activities by developing spreadsheets using excel, access, or any other related software. Provide data entry into the docs from field notes.
2. General Office filing - Including organizing existing files by subject and purging duplications (by verifying that they do exist in the Administration filing system).
3. Record keeping for infrastructure improvement project document filing and organization, contract communities' work, safety program files, etc.
4. Agency reporting requirements (would provide reminders to staff required to complete the reports on a scheduled basis)
5. Provide the coverage needed at Public Works by maintaining a presence on site during the times that all PW are out in the field and coordinating incoming requests by residents.
6. Town event support/coordination – Township Day, Executive Meetings, Annual Meeting, Budget Meeting, Blues Festival, commission meetings, etc.
7. Schedule (send calendar invites) and provide needed resources for staff, ad-hoc, etc. meetings
8. Review and edit memos, letters, reports, before submission the Town Board and various commissions.
9. Be the future meeting minute recorder. Eventually Joan is going to retire and that will leave the Township with ???
10. Provide an onsite contact for fielding Public Works related calls and directing the calls to the appropriate representative, if they cannot answer the question.
11. GIS data entry???



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 11

Subject: 2019 Tax Levy

Documentation: Finance Officer Memo w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Consideration of the 2019 Preliminary Property Tax Levy. (TK)

A. REFERENCE AND BACKGROUND:

One of the actions required at the Annual Town Meeting is the approval of the preliminary property tax levy for 2019. Using the adopted 2018 budget and making some adjustment staff recommends a preliminary levy of \$3,963,658 compared to \$3,584,000 in 2018. This would be a 10.65% increase from the 2018 preliminary levy presented last year and it would be a 22.84% increase over the final 2018 property tax levy. This levy was the result of the following changes from the 2018 budget:

1. Wages for staff were increase 2.0% on January 1st and 1% July 1st per the union contract.
2. A new staff position of Communications Specialist was incorporated into the 2019 budget with 85% of the position funded from the General Fund.
3. Summer help for public works was increased to \$50,000 from \$37,500.
4. Health insurance benefit was increased 15%.
5. Increased employer contribution to PERA from 7.5% to 8.0% of employee wages.
These first five items increases personnel services 13.88% or \$180,871 from the 2018 final budget.
6. Sheriff contract estimated to increase 10.2% from 2018 final budget.
7. Fire contract with the City of White Bear Lake increased 16.09% to \$295,000.
8. Amount levied for seal coat project increased \$46,000 to \$125,000 for a project estimated to cost \$150,000. In 2014 only \$45,000 of the \$150,000 total project costs were levied. For 2015, the project was estimated at \$100,000 with \$54,000 levied. The 2016 project was estimated at \$110,000 with \$58,000 levied and in 2017, the project was estimated at \$135,000 with \$71,000 being levied and in 2018, \$79,000 was budgeted for a project estimated to cost \$150,000.
9. The equipment rental fee, which funds Town equipment replacement funding, is around 75%. This results in an increase of \$87,355 over the 2018 budget.
10. Park improvements decreased \$88,300 to \$235,000 based on 2019 improvements listed in the 2018 – 2027 CIP.
11. Park budget also increased for Township Day expenditures. This activity was increased \$10,000 in expenditures, but on the revenue side, the transfer from the EDA Fund was reduced from \$15,000 in 2018 to \$5,000. Thus, activities for Township Day would increase the levy \$15,000.
12. The big change on the revenue side is the rental and animal licenses, which are 2 year licenses renewed in even years resulting in a decrease of \$19,200.

Other projections for the 2019 preliminary levy include estimated fiscal disparities of \$281,836, which is equal to the 2018 amount.

Since tax capacities and market value data is not available for 2019, if you round up the 2018 tax capacity of \$13,653,601 to \$13,655,000, the Town's tax rate would increase to 26.963% compared to a preliminary rate of 26.664% and a final tax rate of 21.568%.

A1. Budget Impact: If approved by Township resident this would become the starting point for the Town's 2019 budget.

A2. Staff Workload Impact: There would be no staff workload impacts for this item at this time.

B. ALTERNATIVE ACTIONS:

1. Provide input/direction to staff on how to proceed with the 2019 preliminary property tax levy.

C. STAFF RECOMMENDATION:

Staff recommends the preliminary property tax levy of \$3,963,658.

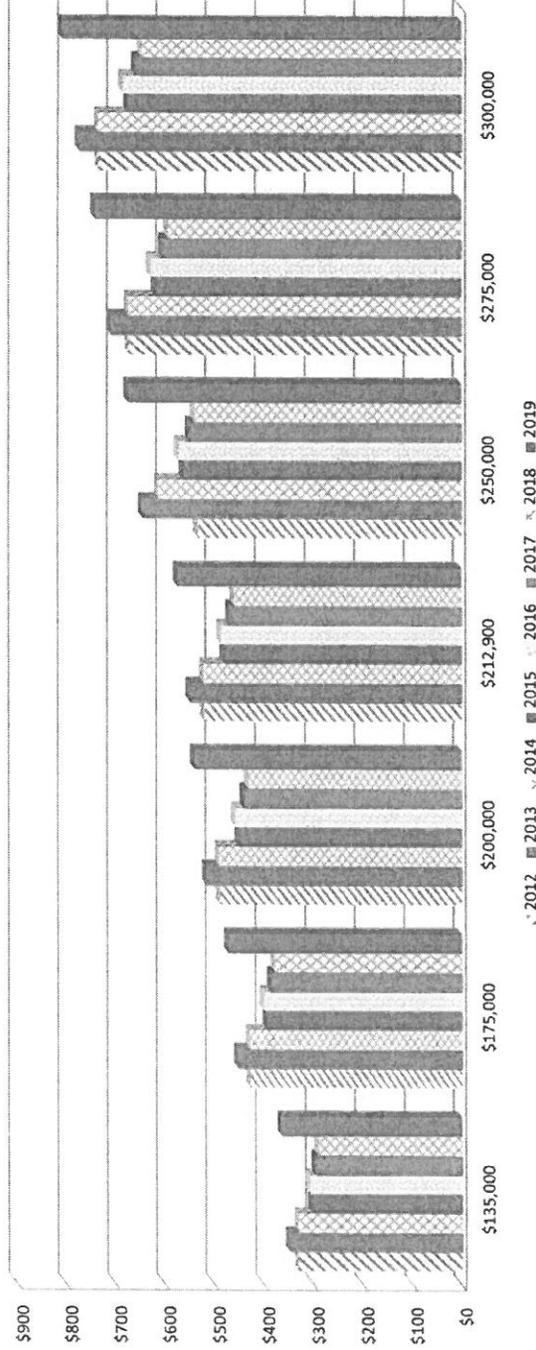
D. SUPPORTING DATA:

Summary of Property Tax Levies

**SUMMARY OF CITY PROPERTY TAX LEVIES
ON RESIDENTIAL & COMMERCIAL MARKET VALUES**

RESIDENTIAL	2006		2007		2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018		2019	
	Market Value of Home	Net Tax																										
\$135,000	\$256	\$223	\$212	\$219	\$225	\$288	\$330	\$348	\$330	\$330	\$330	\$348	\$330	\$330	\$348	\$330	\$330	\$330	\$330	\$303	\$308	\$296	\$291	\$363	\$363	\$363	\$363	\$363
\$175,000	\$331	\$289	\$275	\$284	\$291	\$373	\$427	\$451	\$427	\$427	\$427	\$451	\$427	\$427	\$451	\$427	\$427	\$427	\$393	\$400	\$384	\$377	\$471	\$471	\$471	\$471	\$471	
\$200,000	\$379	\$330	\$315	\$324	\$333	\$426	\$488	\$515	\$488	\$488	\$488	\$515	\$490	\$490	\$515	\$490	\$490	\$490	\$449	\$457	\$439	\$431	\$539	\$539	\$539	\$539	\$539	
\$212,900	\$403	\$351	\$335	\$345	\$354	\$454	\$520	\$548	\$520	\$520	\$520	\$548	\$521	\$521	\$548	\$521	\$521	\$521	\$478	\$487	\$467	\$459	\$574	\$574	\$574	\$574	\$574	
\$250,000	\$473	\$412	\$393	\$405	\$416	\$439	\$533	\$644	\$533	\$533	\$533	\$644	\$612	\$612	\$644	\$612	\$612	\$612	\$562	\$572	\$549	\$539	\$674	\$674	\$674	\$674	\$674	
\$275,000	\$521	\$453	\$433	\$446	\$457	\$586	\$671	\$708	\$671	\$671	\$671	\$708	\$673	\$673	\$708	\$673	\$673	\$673	\$618	\$629	\$604	\$593	\$741	\$741	\$741	\$741	\$741	
\$300,000	\$568	\$495	\$472	\$486	\$499	\$640	\$732	\$773	\$732	\$732	\$732	\$773	\$734	\$734	\$773	\$734	\$734	\$734	\$674	\$686	\$659	\$647	\$809	\$809	\$809	\$809	\$809	

Township Property Taxes
No Change in Market Value





**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 12

Subject: Communication Specialist Position

Documentation: Finance Officer Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Consideration of Adding a Communication Specialist Position. (TK)

A. REFERENCE AND BACKGROUND:

The Town in the past has maintained its website as time permitted or in response to an event, which required providing public information. Also public notices, informational material and newsletters have been developed and published by various staff as needed. Other Town information, such as, past Town Board and other commission agendas and minutes, and property records has not been incorporated into the website because the Town does not have the staff or the time to organize the records, scan the files, and download them into the website. In addition, because the Town has multiple staff trying to maintain the website, there is not always consistence between the website pages, which can make it difficult to read.

To eliminate the issues above and to improve the Town's communication efforts, staff discussed the possibility of creating a communications position. The position would be responsible for the Town's website and social media sites (Facebook, Twitter, etc.), News and Views or other Town newsletters, have input into public notices, handouts, brochures, etc. The position could also review Town paper files and scan into Laserfiche system, which could then be incorporated into the website and allow the Township to be paperless file system. The position could also be responsible for meeting agendas and minutes.

- A1. Budget Impact:** The position is not include in the Town's 2018 budget but could be incorporated into the 2019 budget. The position would need to have its points evaluated to set the wages; however, staff estimates the wages to be \$54,000.00 to \$64,500.00
- A2. Staff Workload Impact:** Would allow current staff more time to complete other job tasks and would allow the Town's website to be more current and user friendly, which could result in reducing workloads from phone calls and processing applications, permits and utility bills.

B. ALTERNATIVE ACTIONS:

- 1. Discuss possible position and position duties and other staff rolls.

C. STAFF RECOMMENDATION:

- 1. None.

D. SUPPORTING DATA:

None.



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 13

Subject: Annual Town Meeting Agenda

Documentation: Draft Agenda

Action / Motion for Consideration:

Report at Meeting / Discuss



Agenda
Town of White Bear Annual Meeting
March 13, 2018

1. **7:00 p.m.** Town Clerk Calls Meeting to Order.
2. Moderator is Nominated & Chosen from Floor.
3. Moderator Declares Rules for the Meeting & Announces that the Town Clerk Will Keep the Minutes of the Meeting.
4. Approval of Annual Meeting Agenda.
5. Approval of 2017 Annual Meeting Minutes.
6. Ramsey County Sheriff's Office Report – Sheriff Jack Serier.
7. Recognize Public Officials in Attendance.
8. Lake Level Lawsuit – Township Attorney Presentation.
9. 2019 Preliminary Tax Levy.
10. Announce Location / Date of Special Town Budget Meeting, Tuesday, December 11, 2018, 7:00 p.m., Heritage Hall, 4200 Otter Lake Road (Time, Date & Location Set During the December 12, 2017 Special Town Budget Meeting). If there is bad weather as determined by the Town Board on the day of the meeting, the Town Board shall set the meeting on Thursday, December 13, 2018 at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road.
11. Set time & Location by Vote for 2019 Annual Meeting, to be held at: 1) Otter Lake Elementary School, 1401 County Road H2 at 7:00 p.m. or 2) Heritage Hall, 4200 Otter Lake Road at 7:00 p.m. (Tuesday, March 12, 2019).
12. Other Business.
13. Adjourn Meeting.



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 14

Subject: Employee Recognition Program Policy - Update

Documentation: Finance Officer Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Consideration of Updating Town's Employee Recognition Program Policy. (TK)

A. REFERENCE AND BACKGROUND:

The Town in 2000 approved the current employee recognition program policy. The program has not been reviewed or updated since. Staff reviewed the Town's current program and compared it to other programs in communities in the area. Based on the review staff felt some of the earlier year awards could be upgraded and some of the awards in the later years were extravagant (costly).

The proposed changes are to move the merchandise awarded up (the polo shirt that was given at 10 years would now be given at 5 years, etc.). The watch or clock would now be awarded at 20 year and would now have a maximum cost of \$125.00 assigned to it. At 25 years, the gift certificate amount was increased from \$50.00 to \$100.00 and the employee would receive a plaque commemorating the milestone. The gift certificate was also increased for 30 years and the employee would receive one more floating holiday (would receive 3 floating holidays each year instead of 2). The floating holiday would need to be used before the end of the payroll year or it would be lost (no accumulation).

One other change would be that the Town would report gift certificate amounts as taxable income per IRS regulations. This was not done in the past.

- A1. Budget Impact:** The budget impact would be a minimal cost increase or decrease based on the awards given in each year.
- A2. Staff Workload Impact:** Staff workload impacts are also minimal for selecting and picking up gift certificates and merchandise.

B. ALTERNATIVE ACTIONS:

1. Approve changes to employee recognition program policy as presented.
2. Make changes to the proposed employee recognition program policy and approve.
3. Do not approve any changes to the employee recognition program policy.

C. STAFF RECOMMENDATION:

1. Staff recommends alternative 1.

D. SUPPORTING DATA:

Comparison of employee recognition programs.
2000 Memorandum outlining the current program to employees.
Current policy.

	Hugo	Roseville	Shoreview	Vadnais Heights	Current White Bear Township	Proposed White Bear Township
Arden Hills Luncheon Employees receive a certificate for every 5 yrs of service At 30 yrs a plaque & certificate	Dinner, picnic or similar event up to \$25 at 5 yrs up to \$40 at 10 yrs up to \$50 at 15 yrs up to \$60 at 20 yrs up to \$70 at 25 yrs up to \$80 at 30 yrs up to \$90 at 35 yrs + Awards include Hugo apparel, engraved keepsakes, gift certificated, framed photos or artwork, or similar appropriate gifts	\$20 at 10 yrs \$30 at 15 yrs \$40 at 20 yrs or a watch \$50 at 25 yrs or a watch \$75 at 30 yrs	Shoreview logo pin at 1 yr \$50 gift certificate, recognition certificate & plaque at 5 yrs \$100 gift certificate & recognition certificate at 10 yrs \$150 gift certificate & recognition certificate at 15 yrs \$200 gift certificate & recognition certificate at 20 yrs \$250 gift certificate & recognition certificate at 25 yrs \$300 gift certificate & recognition certificate at 30 yrs * gift certificate included as taxable income on W2	Free Breakfast Plaque at 5 years	Luncheon Coffee mug at 5 yrs \$25 gift certificate & Polo Shirt at 10 yrs \$25 gift certificate & Sweatshirt at 15 yrs \$30 gift certificate & Jacket at 20 yrs \$50 gift certificate & Watch at 25 yrs \$50 gift certificate & Gold Ring at 30 yrs \$100 gift certificate & \$50 Restaurant Gift Card at 35 yrs * all items are to have Town logo	Luncheon Polo Shirt at 5 yrs \$25 gift certificate & Sweatshirt at 10 yrs \$25 gift certificate & Jacket at 15 yrs \$30 gift certificate & Watch or Clock up to \$125 at 20 yrs \$100 gift certificate & Plaque at 25 yrs \$100 gift certificate & extra Floating Holiday at 30 yrs \$100 gift certificate & \$50 Restaurant Gift Card at 35 yrs * all items are to have Town logo * gift certificate included as taxable income on W2

MEMORANDUM

Date: July 6, 2000.

To: Town Staff.

From: Mike Cash/ Mike Kalisch/Tom Kelly.

Re: Employee Recognition Program.

At the February Town Board Executive meeting the employee recognition program was presented to the Board. Presented was the "Persona Select" card program, which based on years of service the employee, would receive points. The employee would receive the card, which could be used to purchase items from various stores and catalogs. While the Board liked the idea of the recognition program, they did not care for the "Persona Select" program.

The Town Board thought a program similar to the City of St. Anthony would be better. Based on this we are revising our proposal to the following:

5 years	Coffee mug or glass with Town logo
10 years	\$25.00 gift certificate & golf type shirt with Town logo
15 years	\$25.00 gift certificate & sweatshirt with Town logo
20 years	\$30.00 gift certificate & jacket with Town logo
25 years	\$50.00 gift certificate & watch or clock with Town logo
30 years	\$50.00 gift certificate & gold ring with Town logo
35 years	\$100.00 merchandise gift certificate & \$50.00 restaurant gift certificate

Awards will be presented at an employee luncheon on the first (1st) Friday of October of each year. The previous years award recipients will select the menu for the luncheon.

In addition the Town would purchase one Township plaque, which will be hung in the Town's administrative offices where the public can see it that when employees reach the service levels would have a gold plate with the year they reached it, their name and employment dates on it.

If the Town Board decides to implement an employee recognition program, we would propose that employees be recognized for their most recent last five-year benchmark.

WHITE BEAR TOWNSHIP EMPLOYEE RECOGNITION PROGRAM POLICY

BACKGROUND

The Town Board adopted a Resolution for Implementation of an Employee Recognition Program on October 2, 2000. This resolution was adopted as a means to recognize the contributions and dedication of Township employees. The program was developed as a result of both employer and employees representatives' collaboration to promote a stable and professional work environment for its employees.

PURPOSE

The intent of this policy is to establish a program for recognizing years of service that employees have worked for White Bear Township.

POLICY

Township employees will be awarded the following service level awards, when they have reached the applicable five-year benchmark, at an annual recognition luncheon to be held in the fall of the year. The employees being recognized will also choose the menu for the luncheon.

5 years	Coffee mug or glass with Town logo
10 years	\$25.00 Gift certificate & golf type shirt with Town logo
15 years	\$25.00 Gift certificate & sweatshirt with Town logo
20 years	\$30.00 Gift certificate & jacket with Town logo
25 years	\$50.00 Gift certificate & watch or clock with Town logo
30 years	\$50.00 Gift certificate & gold ring with Town logo
35 years	\$100.00 Gift certificate & \$50.00 restaurant gift certificate

In addition, the Town will purchase a Township plaque which will be displayed in the Town's administrative office with a gold plate engraved with employee's name and employment date.

Adopted by the Town Board October 2, 2000



Town Board Executive Meeting February 23, 2018

Agenda Number: 15

Subject: Ordinance No. 33 (Sign) Amendments – Consider Wilson Tool Request

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
January 24, 2018

ORDINANCE NO. 33 (SIGN) AMENDMENTS – CONSIDER WILSON TOOL REQUEST: The Planner reported that Wilson Tool/Aspect LED is requesting a pylon type sign 250 square feet in area on their light industrial building on Constellation Drive. Staff was asked to propose Sign Ordinance wording which would permit larger signs for larger industrial buildings. Suggestions include adding wording to allow one business or identification sign per business or building to be allowed for each lot for buildings up to 70,000 square feet in area. For buildings exceeding 70,000 square feet in area one building mounted and one monument/pylon sign is permitted per building or lot. Sign size shall not exceed 250 square feet or a total of 400 square feet for both signs. For buildings exceeding 70,000 square feet in area with multiple businesses, the total square footage of all business signs shall not exceed 150 square feet per pylon/monument and 400 square feet for building mounted signs and a pylon/monument combined.

Currently light industrial businesses with multiple buildings may place up to 2 signs on each building over 50,000 square feet in size. Signs on these large buildings, over 50,000 square feet, may not exceed 250 square feet each and the total of the two signs may not exceed 400 square feet. The maximum number of signs allowed for a light industrial business is four. If additional wording is adopted, the following businesses located in the Town would be allowed to increase their sign area: Heraeus (would qualify for multiple signs when second building is constructed); Wilbert Plastics; Water Gremlin (currently qualifies for the larger signs as defined by the Sign Ordinance). The following businesses which currently qualify for larger signs based on existing ordinance requirements are; Schwing America; SMC; Cortec; Aetna; and Water Gremlin. In response if there are requirements for distance between signs, the Planner stated that the only distance requirement is for billboards which must have an 800 square foot distance between billboards. Wilson Tools would like to have a 4.5' x

24' building mounted sign and a 12' x 25' pylon sign. They would be okay with a pylon sign of 10' x 12'. After discussion it was the consensus that staff contact other communities along this corridor to see what their sign requirements are. The Planner will also review the request further and see if Wilson Tool would be agreeable to reduce their sign requests.



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 16

Subject: Commission Membership Policy / Commission Application

Documentation: Resolution Concerning the Town Board Criteria in Selecting Town Commission Members / Commission Application

Action / Motion for Consideration:

Report at Meeting / Discuss

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON JUNE 1, 1992

Pursuant to due call and notice thereof, a Regular Meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at the Town Hall in said Town on June 1, 1992, at 7:00 o'clock P.M.

The following members were present: Weisenburger, Sand, Pfeffer; and the following members were absent: None.

Supervisor Pfeffer introduced the following Resolution and moved its adoption:

RESOLUTION CONCERNING THE TOWN
BOARD CRITERIA IN SELECTING TOWN
COMMISSION MEMBERS

WHEREAS, the Town Board of Supervisors of the Town of White Bear utilizes the services of various commissions in an advisory capacity,

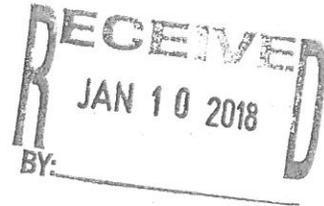
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA:

1. That the requirements for appointment adopted by the Town Board shall be the following:

- a. Must be at least 18 years of age;
- b. Must be a U.S. citizen;
- c. Must not be a convicted felon that has lost civil rights.
- d. Must be a Township resident for at least 20 days;

1. An exemption will be made for the Economic Development Advisory Board, noting that there are 2 business representatives. The two business representatives need not be residents in the Township, but the business must exist within the Township.

2. That the Town Board, in its Commission/Board appointments, will attempt to achieve a balance in geographic representation.



**APPLICATION FOR APPOINTMENT
TO BOARD OR COMMISSION**

Dear Applicant:

We welcome you as an applicant for one of our Boards/Commissions. Any resident of White Bear Township for at least one year is generally eligible for nomination to any of the Township's standing Commissions established by Ordinance. However, preference will be given to registered voters.

You are encouraged to attach any additional information which you believe qualifies you for appointment to the Commission you have selected.

BOARD OR COMMISSION PREFERENCE:

RETURN APPLICATION TO:

- Economic Development Advisory Board
- Park Board
- Planning Commission
- Public Safety Commission
- Utility Commission
- Ramsey/Washington Suburban Cable Commission
- VLAWMO Technical Commission (TEC)
- WBL Conservation District

By Mail:
White Bear Township
1281 Hammond Road
White Bear Township, MN 55110

By E-Mail:
wbt@whitebeartownship.org

PERSONAL INFORMATION:

Name: Justin Stofferahn

Address: 2682 Martin Way

Telephone: Home: _____ Cell: (612) 594-1252 Work: _____

E-Mail Address: justinstofferahn@gmail.com

How long have you been a resident of White Bear Township? 7 months

Are any members of your immediate family presently employed by White Bear Township, or serving on any of the Township's Boards or Commissions: No

If yes, please explain: _____

Your occupation: Civil Servant Employer: MN Department of Revenue

I am a member of the following civic organizations: League of Women's Voters - WBL Chapter
Citizen's League

Please list your special interests, education, past experiences, etc. which you feel would benefit the Township by your appointment to the Board/Commission you have preferred above:

See enclosed resume detailing a variety of public policy experience and training, as well as _____ working in coalition settings.

While I understand I do not meet the requirement to have lived in the township for a year, I would appreciate any consideration that can be given.

I would greatly appreciate the opportunity to serve my community and believe my professional experiences would make me an asset.

Signature: 

Date: 01/01/2018

Justin Stofferahn

2682 Martin Way, White Bear Township, MN 55110 | (612) 594-1252 | justinstofferahn@gmail.com

SKILLS PROFILE

Public affairs professional with legislative, policy and public relations experience.

- Provide data-driven research for use in policy analysis and legislative development.
- Ability to write and edit published content in a variety of forms for multiple audiences.
- Experience leading teams of internal and external stakeholders in policy development.

PROFESSIONAL EXPERIENCE

Minnesota Department of Revenue, St. Paul, MN

Policy Specialist, June 2015 to present

Manage legislative and policy issues for the Special Taxes Division, which administers nearly 40 different gross receipt and excise taxes. Coordinate a multi-divisional legislative development and review process that includes completing bill explanations and estimating fiscal costs. Find solutions to a wide variety of policy issues through interpretations of tax law, drafting taxpayer communications, handling media and lobbyist requests, and developing audit programs. Advise senior staff in the Commissioner's office and provide direction to division leadership.

Minneapolis City Coordinator's Office, Minneapolis, MN

Results Management Fellow, September 2014 to June 2015

Assisted in managing *Results Minneapolis*, the City's performance monitoring program. Coordinated development of weekly Results Reports, which provided city leaders regular updates on the progress departments are making in meeting key performance metrics. Played key role in implementation of the Minneapolis Community Indicators Project, a citywide community outreach initiative.

Illinois Governor's Office, Springfield, IL

Downstate Issues Analyst, June 2013 – August 2014

Provided support in overseeing the Departments of Agriculture, Central Management Services, Natural Resources, and the Historic Preservation Agency. Worked closely with agency managers to implement the Governor's initiatives and track legislative and budget issues. Conducted policy analysis and helped develop legislation and administrative rules. Completed various special projects for the Governor's Chief of Staff including fiscal policy research, event management, and stakeholder outreach.

Illinois Lt. Governor's Office, Springfield, IL

Legislative Liaison, September 2012 – May 2013

Managed the office's legislative priorities by meeting with key legislators and stakeholders, creating fact sheets, tracking legislation, and working with legal and policy staff to develop proposals. Prepared the Lt. Governor for committee hearings on proposed legislation and the office's budget request. Successfully passed complex ethics and education legislation.

Communications Policy Analyst, February 2011 – August 2012

Performed daily public relations duties including writing press releases, scheduling media interviews, compiling briefing materials, and organizing public events. Worked closely with senior staff to write and edit various reports. Routinely provided research on various fiscal and economic issues.

Taxpayers for Quinn, Chicago, IL

Communications Aide, May 2010 – November 2010

Managed certain communications, including development of talking points, policy agenda, and media events. Assisted with scheduling, including development of events and outreach to key constituencies. Conducted research and analysis for use in interviews and speeches.

RELATED EXPERIENCE

Growth & Justice

Policy Fellow, September 2017 – Current

Conduct research and analysis on economic issues in Minnesota with a particular focus on entrepreneurship and economic concentration. Author blog posts that communicate this work.

EDUCATION

University of Minnesota, Minneapolis, MN

Master of Public Policy from Humphrey School of Public Affairs (2016).

Recipient of Marvin Borman Public Service and Community Engagement Fellowship.

Recipient of the Robert Einsweiler Award for best urban planning paper.

Southern Illinois University Carbondale, Carbondale, IL

Bachelors of Arts in Political Science; Minors in Journalism and Economics (2011).

References available upon request.

Patti Walstad

From: Patti Walstad
Sent: Thursday, January 11, 2018 9:37 AM
To: 'justinstofferahn@gmail.com'
Subject: Commission Application

Justin, thank you for your interest in serving on various commissions in the Township. The Economic Development Advisory Board does have an opening at this time but it is for a non-resident business owner, and vacancies on the other commissions were just filled.

We will however, keep your application on file if any future openings occur.

Again, thank you for your interest in Township government!

Patti

Patti S. Walstad

Patti S. Walstad
Paralegal
White Bear Township
1281 Hammond Road
White Bear Township MN 55110

Direct Dial – 651-747-2756
Office – 651-747-2750
Fax – 651-426-2258
E-mail – patti.walstad@whitebeartownship.org

Find us on FaceBook!

PARK BOARD

COMMISSIONER

Steve Ruzek
5529 Fisher Court
White Bear Township, MN 55110
651-247-3673
theruzeks@aol.com

RECORDING SECRETARY

Joan Clemens
651-738-0921 (home) 612-618-0602 (cell)
goldendelta@comcast.net

ADVISOR

Tom Riedesel
651-747-2761 (office) 651-261-2706 (cell)
tom.riedesel@whitebeartownship.org

ADVISOR

Dale Reed, Public Works Director
651-747-2777 (office) 651-775-4295 (cell)
dale.reed@whitebeartownship.org

MEMBERS

Jason DeMoe
1403 Brandlwood Road
White Bear Township, MN 55110
651-331-8076 (cell) 763-233-0708 (work)

Term Expires: April 30, 2018

Appointed: 1/3/2018

Erik Josephson
4188 Forest Court
White Bear Township, MN 55110
703-859-4054 (cell)
erjosephson@gmail.com

Term Expires: April 30, 2018

Appointed: 1/3/2018

Scott Lombardi
5471 Franklin Ave
White Bear Township, MN 55110
651-493-8600 (home) 651-274-1584 (cell)
scottlombardi81@gmail.com

Term Expires: April 30, 2018

Appointed: 3/2/15

Reappointed:

Patricia Lee
1737 Pioneer Lane
White Bear Township, MN 55110
651-426-3652 (home) 651-271-9941 (cell)
leepatricia1950@aol.com

Term Expires: April 30, 2019

Appointed: 7/16/01

Reappointed: 9/20/04, 2007, 4/19/10, 6/3/13,
6/6/16

Steve Reeves
5341 Cedarwood Court
White Bear Lake, MN 55110
651-755-6072 (cell)
reeves23@comcast.net

Term Expires: April 30, 2018

Appointed: 1/23/17 to fill unexpired term

Reappointed:

Salena Koster
3991 Lakewood Ave
White Bear Township, MN 55110
651-431-0326 (cell)
salena.koster@gmail.com

Term Expires: April 30, 2019

Appointed: 3/6/17 to fill unexpired term

Reappointed:

Steve Swisher
1210 Pond View Lane
White Bear Township, Minnesota 55110
612-916-1229 (cell)
steve.swisher@yahoo.com

Term Expires: April 30, 2018

Appointed: 9/9/15

Reappointed:

E-mail Agenda to: jon.anderson@isd624.org

PLANNING COMMISSION

COMMISSIONER

Steve Ruzek
5529 Fisher Court
White Bear Township, MN 55110
651-247-3673
steve.ruzek@whitebeartownship.org

RECORDING SECRETARY

Joan Clemens
651-738-0921 (home) 612-618-0602 (cell)
goldendelta@comcast.net

ADVISOR

Tom Riedesel
651-747-2761 (office) 651-261-2706 (cell)
tom.riedesel@whitebeartownship.org

MEMBERS

Steve Swisher
1210 Pond View Lane
White Bear Township, MN 55110
612-916-1229 (cell) 612-999-2348 (work)
steve.swisher@yahoo.com

Term Expires: April 30, 2018
Appointed: 1/3/2018

Ronald Denn, Chair (7/20/15)
5655 Portland Avenue
White Bear Township, MN 55110
612-859-4979 (cell)
rjdconst@aol.com

Term Expires: April 30, 2020
Appointed: 8/1/11
Reappointed: 5/5/14, 4/17/17
Vice Chair: 5/22/14

Beth Artner
5414 Bald Eagle Blvd E
White Bear Township, MN 55110
651-426-8160 (home) 651-503-4471 (cell)
beth.artner@mac.com

Term Expires: April 30, 2018
Appointed: 8/3/98 to fill unexpired term
Reappointed: 4/30/00, 5/19/03, 7/5/06, 8/17/09,
6/4/12, 5/18/15
Chair: 6/4/12, 7/8/13

Zachary Flann
4157 Bellaire Avenue
White Bear Township, MN 55110
763-443-0290 (cell) 612-278-7704 (work)
zflann@gmail.com or zflann@millerdunwiddie.com

Term Expires: April 30, 2020
Appointed: 4/18/16 to fill unexpired term
Reappointed: 4/17/17

David Kotilinek, Vice Chair (7/20/2015)
5245 Division Avenue
White Bear Township, MN 55110
651-426-0544 (home) 651-755-3246 (cell)
fkotilinek10@msn.com

Term Expires: April 30, 2019
Appointed: 8/1/11 to fill unexpired term
Reappointed: 7/8/13, 4/17/17

Bill Patrick
5701 Birch Road
White Bear Township, MN 55110
651-429-3409 (home) 651-983-9182 (cell)
651-644-7122 (work)
twpatrick1@gmail.com

Term Expires: April 30, 2020
Appointed: 10/8/81
Reappointed: 5/1/96, 5/3/99, 5/6/02, 5/2/05,
5/5/14, 4/17/17

Monica Loes
2634 Martin Way
White Bear Township, MN 55110
612-208-8808 (cell)
loes.monica@gmail.com

Term Expires: April 30, 2019
Appointed: 1/3/2018

*** email agenda packet



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 17

Subject: Centerville Road Signal & Median Improvements

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 18

Subject: Trails

Documentation: Various Emails

Action / Motion for Consideration:

Report at Meeting / Discuss

Bill Short

From: Karen & Steve Wolgamot <kwolgamot@comcast.net>
Sent: Saturday, February 10, 2018 4:46 PM
To: Ellen Richter; Bill Short
Subject: Current Situation

Thanks for supplying information about your discussions on South Shore. I'm working with Senator Wiger to put together a bill for funding. I know there is quite a range of potential costs along South Shore depending on what you decide. I'm also aware that South Shore is likely a regional route and thus may be eligible for funding from sources not available in Mahtomedi or Dellwood. I also can't know the extent to which the county's costs on South Shore for trail purposes are incremental to the costs they need to expend there for the road itself, something that will vary with choices made. My impression is that WBL along 96 may also be deemed regional and likely WBT as well. I've received the cost estimates for Mahtomedi and Dellwood, and can infer costs for the roughly 600' in Birchwood that will need work. We anticipate that the bill will have to be revised as actual costs are determined. Currently, I am working with a number that approximates \$2 million/mile of physical construction that is required, and, more precisely, using available estimates when possible. I stress again, that this is only an initial position, subject to amendment as we did the last time –

The allocations then, are as follows:

In Dellwood than the WSB estimate	\$3.2 million, which is somewhat less
In Mahtomedi – Birchwood Road	- \$0.9
In Birchwood – Hall Avenue	\$0.3
Ramsey County – south shore	\$3.1
WBL – north shore	\$0.5
WBT – north shore	\$0.5

Total \$8.5

My initial goal, subject, again, to modification, was to keep this in 7 figures, reasoning that getting over \$10 million might attract a lot of attention. We anticipate a bill in early March (I'm back in the country on March 5) so this doesn't have to be finalized yet. Mahtomedi's decision – I believe a good one – to forego trail improvement on Mahtomedi Avenue has saved well over \$2 million, which is why we are able to be in this neighborhood at all.

I'm not asking for your concurrence at this point, but I didn't want to leave you in the dark as to my conversations with the Senator. I leave for South America tomorrow but will be staying in touch by email. By the time I return, we should be able to discuss

more concrete decisions. In a draft bill, I suggest the final allocations may relate to what we find in detailed engineering – some things may be accomplished less expensively.

Steve

Bill Short

From: Karen & Steve Wolgamot <kwolgamot@comcast.net>
Sent: Thursday, January 25, 2018 9:42 AM
To: Ellen Richter; Bill Short
Cc: Mike Brooks
Subject: MN 96 - engineering

Staff at the capitol are putting together a bill to use the \$25,000 that was not allocated in the original lake links bill. The plan is to divide that fund equally between WBL and WBT for preliminary engineering of a trail in proximity to MN 96. This would enable the two communities, acting together or separately as they choose, to work on design of improvements there. The funds would be solely for engineering, not for easement acquisition. In the end it is likely that some of the trail will be on land owned by the two cities, some on the MNDOT right of way, and some on easements granted (or possibly purchased from) individual landowners. I will work on those details.

I hope this plan seems acceptable. I'm sorry that the original bill didn't include this critical area of the lake, but I hope this will help to ensure that we have a complete solution for the entire lake –

Steve



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 19

Subject: Public Works Director Report

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 20.a

Subject: Code Enforcement Officer Report/Building Inspector Items.

a. 5456 Township Drive

Documentation: None

Action / Motion for Consideration:

Code Enforcement Officer Report at Meeting / Discussion

Minutes
Executive Meeting
January 24, 2018

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 1) 5456 TOWNSHIP DRIVE::
5456 Township Drive: A court date has been set for this nuisance property. The property owner allowed the Township to inspect the property. The interior is dirty but was found to be acceptable. The smoke detectors were in working order. Additional conditions have been added to the nuisance property notification: 1) the furnace needs to be serviced; and 2) installation of a handrail on the exterior steps. The property owner has been cooperative and is complying. There was discussion regarding renewal of the rental license since there are still unmet conditions. It was the consensus that the property owner is cooperative and that they be allowed to May 1, 2018 to service the furnace and to install handrails on the exterior steps.



**Town Board Executive Meeting
January 24, 2018**

Agenda Number: 20.b.

Subject: Code Enforcement Officer Report/Building Inspector Items.

b. 5734 Meadowview Drive

Documentation: None

Action / Motion for Consideration:

Code Enforcement Officer Report at Meeting / Discussion

**Minutes
Executive Meeting
January 24, 2018**

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 13) 5734 MEADOWVIEW DRIVE:: 5734 Meadowview Drive: The property owner did make an effort to clean up the debris, yard maintenance and housing codes. There are still more efforts to be made. A court date has been set.



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 21

Subject: Clerk-Treasurer Report

Documentation: None

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 22 - 23

Subject: Open Time
Added Agenda Items

Action / Motion for Consideration:



**Town Board Executive Meeting
February 23, 2018**

Agenda Number: 24 – 25

Subject: Receipt of Agenda Materials / Supplements
Adjournment

Action / Motion for Consideration:

Receive All Agenda Materials & Supplements for Today's Meeting

Adjourn Meeting