



WHITE BEAR TOWNSHIP

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MINNESOTA

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

AGENDA EXECUTIVE MEETING MARCH 16, 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 February 23, 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. WBLCD Fund Balance Policy – Review.
9. Comprehensive Plan – Update.
10. GIS Implementation.
11. Utility Program Coordinator Position.
12. Trails.
 - a. Capra Properties Trail.
13. Public Works Director Report.
14. Code Enforcement Officer / Building Inspector Items:
 - a. 5456 Township Drive
 - b. 5734 Meadowview Drive
 - c. 2534 3rd Street
 - d. 2537 2nd Street
15. Clerk-Treasurer Report.
 - a. Quarterly EDA Fund Review
16. Open Time.
17. Added Agenda Items.
18. Receipt of Agenda Materials/Supplements.
19. Adjournment.



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Town Board Executive Meeting March 16, 2018

Agenda Number:

1 - 2 - 3

Subject:

Approval of March 16, 2018 Agenda
Approval of February 23, 2018 Minutes

Documentation:

March 16, 2018 Agenda
February 23, 2018 Minutes

Action / Motion for Consideration:

Call meeting to order:

Approval of Agenda:

Approval of Minutes:

March 16, 2018 (additions/deletions)

February 23, 2018 (additions/deletions)

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The meeting was called to order at 12:03 p.m.

Present: Supervisors: Kermes, Prudhon, Ruzek; Clerk: Short; Attorney: Lemmons;
Finance Officer: Kelly; Public Works Director: Reed; Planner: Riedesel;
Engineer: Studenski.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda with the following amendments: Add 23A) Township Day Purchases; 23B) Public Safety Commission Recommendations – Allocation of Funds; 23C) Laptop Computers; 34D) White Bear Lake Conservation District Update. Prudhon seconded. Ayes all.

APPROVAL OF JANUARY 24, 2018 MINUTES (Additions/Deletions): Ruzek moved approval of the January 24, 2018 Minutes. Prudhon seconded. Ayes all.

DNR GROUNDWATER MANAGEMENT – UPDATE: Pursuant to the judge's order relative to the lake level lawsuit, the DNR had six months from the date of the order to amend well permits to adopt an irrigation ban. The six months expires on February 28, 2018. The only language that the judge used relative to the irrigation ban is "residential irrigation ban". The DNR had a meeting at their offices and asked that the 11 affected communities attend to provide input. The main four topics included: 1) residential irrigation ban; 2) conversion to surface water sources; 3) conservation; and 4) residential water use to 75 gallons per day and total per capita water use to 90 gallons per day. The Town Attorney noted that the DNR did what it was supposed to do according to the Ordinance but the Administrative Judge changed the language.

Two sets of information were reviewed: 1) Well permits #s for the 11 affected communities. This table shows the community name; the residential gallons per capita per day and the total gallons per capita per day. The second graph of information provided the well permit # for the 11 affected communities. The table included: 1) community name; 2) population served; 3) population source; 4) year of population source; 5) sum of gallons delivered; 6) residential gallons delivered. As information is received relative to the lawsuit the Town Attorney will inform the Town Board.

I & I PROGRAM – FLOW MONITORING: Televising of the sections for potential I&I issues will be done in April. The sections include: 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. Pipe joint sealing will be done soon. An update will be provided at the next Executive Meeting.

WATER SUPPLY PLAN – UPDATE: The DNR has the 2017 actual production statistics as part of the Comprehensive Plan. Current and projected population and projections are being updated. This is a work in progress.

WATER METER UPDATE: The Clerk, Public Works Director and Town Engineer met with the manufacturer of the defective water meters and Core & Main, vendor for the meters. They offered a reduction in cost of new meters. (Currently there is five years left on the 15 year

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warranted meter life). The new meters will have a life expectancy of 20 years. The Town Attorney will contact the City of Faribault regarding their settlement for a similar problem. It was the consensus that the manufacturer and vendor be contacted again regarding a different cost sharing agreement to be considered by the Town Board in the future. There is another meeting scheduled for March 12th. There was discussion regarding looking at other water meter suppliers. The Public Works Director noted that the radio read system that the Town has may not be compatible with all meters. An update will be provided at the next Executive Meeting.

COMPREHENSIVE PLAN: The Planning Commission reviewed the Comprehensive Plan with HKGi, the planning consultant. The Township is now defined as a "Suburban" community. The Township's projection for housing growth will not meet the Met Council's projection for a suburban community designation which requires that any future residential new development or redevelopment have an average of 5 units/acre. The Township's projection for population is a few hundred less than the Met Council's. The Water Supply Plan is being finalized and will be included in the Comp Plan. The Township will coordinate the Com Plan update with other reports to be provided to the DNR. Utility Chapter. The Water Supply Plan is being finalized. An executive summary will be included. There were a number of changes and clarifications reviewed. In the Transportation Chapter, based on the 2030 plan and the Rush Line corridor has been added. Regional bicycle network looks at trails for on road and off road. With the possible delay to work on the housing projections and the water supply plan, HKGi will apply for an extension with the Met Council for the submission of the final document. This will allow time to iron out all the details and accommodate the necessary six month review period without being strained by the December 31st deadline. Even with the number of items still hanging in the air, HKGi would like to get the elements that are not impacted by projections finalized and in front of the public in time for the Annual Town Meeting in March. They will also have 4-5 info boards and contact information for residents to provide input.

GIS IMPLEMENTATION: The Public Works Director stated that staff is recommending the implementation of a Geographic Information System (GIS). This topic was reviewed at staff meetings and with its implementation can be used in departments, other than Public Works. The Town 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 such as hydrant, gate valve, curb stop, may be located. While this system is 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. Looking ahead staff would recommend the purchase of a GIS unit for locating an asset that may or not be physically visible to map, has been added to the system, or was not included with the original mapping project. The GIS integration process began in 2014 with 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. Several asset management software programs were investigated. Several had asset management capabilities, but no field mapping services, or online capabilities. An RFP for

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utility GPS collection and web-based GIS implementation was provided. Staff is recommending that the RFP be approved for advertisement with the proposals due by March 23, 2018. The estimate of \$200,000 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 estimated of \$130,000 and in 2019 a storm water map layer for an estimated \$80,000. The general scope of the work that the successful vendor would provide is the labor and equipment to GPS of the assets along with assigning an I.D., mapping them in layers based upon the Ramsey County GIS base map, 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 identified in the 2018-2027 CIP Program with funding provided by an equal amount from both the Water and Sewer Funds for the mapping. It was noted that the Planner is a member of Ramsey County GIS Group. It was suggested that it would be helpful to understand other potential uses of GIS and that the Planner get more information on it. The Public Works Director will come back before the request for proposals are sent.

1:00 P.M. LUCY'S BURGERS – TENT PARTY REQUEST: LUCY'S BURGERS – TENT PARTY REQUEST: Josh Wickander attended the meeting to discuss Lucy's Burgers request for a tent party event near their first anniversary date. They would like to 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 two areas. This will be a controlled entrance and exit of the event. They will staff the gates with Sheriff deputies to ensure that everyone is of age. They will card all who attend and issue bracelets required to purchase a drink at this event. This is a 21 year 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. They will have additional security to ensure people have a good time and things don't get out of hand. They will have temporary beer trailers that have a selection of 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 litter and garbage is removed immediately following the event and the grounds are clear and left in better shape than it was when the event started. Portable toilets will be set up as well to keep the crowds and alcohol consumption in one area and prevent people from wandering outside the designated areas with alcohol. There will be 2 to 3 bands that play starting around noon and ending at 10:00 p.m. with breaks in between so the next band 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 they need to have their liquor license extended from 11:00 a.m. to midnight on St. Patrick's Day to include the tent they set up in the parking lot area. Last call in the tent is at 10:30 p.m. All drinks are collected and removed before 11:00 p.m. to ensure that they can wind down. People who wish to hang out for a bit or are waiting for a ride home can wait inside Lucy's. That bar closes at 1:00 a.m. They will purchase any additional liability insurance if needed.

The Town Attorney reported that they have reviewed a temporary liquor license for the tent party. Retail alcoholic beverage licenses are only effective for the premises specified in the approved license application according to MN Statute §340A.410, Subd. 7. This means that

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Lucy's present license limits them to serving intoxicating beverages to the space described in their license application which is just their current building. The statutes allow for issuance of temporary on-sale license (MN statute §340A.404, Subd 10. This license would be conditional. It may only be issued to a club or charitable, religious or other non-profit organization existing for at least three years; a political committee registered under Section 10A.14 or a state university. There is no provision in the statute to issue a temporary license to a private entity. There is one additional exception. A municipality may authorize the holder of a retail on-sale intoxicating liquor license to sell off-premises at a community festival. The license must come from Ramsey County. However, the county will not issue a liquor license unless the Town provides consent. Unless Lucy's can find a club, charitable, religious or other non-profit organization to apply for the temporary license, it cannot sell intoxicating beverages in the tent as planned.

Josh Wickander stated that if they cannot get a temporary liquor license the event cannot happen. In response if they would have any external lights, Josh Wickander stated that they will have lights inside the tent, but not outside. In response to a question if there would be sufficient parking, Josh Wickander stated that he has talked with most of the businesses and there is not a problem since they will be closed at that time of day. They estimate about 100-150 parking spaces would be needed. He stated that if there is any cost for traffic control they would pay that cost. The owner of the shopping center has approved the event with a damage deposit.

After discussion it was suggested that Josh Wickander contact the White Bear Area Historical Society regarding being the sponsoring non-profit organization for the temporary liquor license. Josh Wickander stated that they would contact them. In response to a question if a Permitted Use Standards Permit would be required, the Planner stated that he would check it out.

It was the consensus the Lucy's Burgers go ahead with their planned event contingent upon satisfying the liquor license non-profit sponsor and verification whether or not a Permitted Use Standards Permit is required.

SWPPP PROGRAM/UTILITY PROGRAM COORDINATOR POSITION: Currently the Public Works Director and Engineer handle the work associated with complying with stormwater mandates. There are annual activities each year that need to be handled. As the reporting requirements continue to grow it is becoming evident that an additional position needs to be created. The position would be titled SWPPP Program/Utility Program Coordinator. There would be duties involving stormwater (600 hours); water (600 hours); sewer (80 hours); streets and parks (80 hours); public works/vehicle maintenance (200 hours); and general administrative assistance (300 hours). Seventy percent of the services would be utility involved and funded. The job description will be refined and brought back to the next Executive meeting.

2019 TAX LEVY: The Finance Officer reported that 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 adjustments 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

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levy. This recommendation includes the following changes from the 2018 budget: 1) wages for staff were increased 2.0% on January 1st and 1% on 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; 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 – 2017 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 two year licenses renewed in even years resulting in a decrease in revenue 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% in 2018.

COMMUNICATION SPECIALIST POSITION: The Finance Officer reported that in the past the Town 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 consistency between the website pages, which can make it difficult to read. To eliminate these issues and to improve the Town's communication efforts, staff has been discussing the possibility of creating a communications position. The position would be responsible for the Town's website and social media sites, such as 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 have a paperless file system. The position could also be responsible for meeting agendas and minutes. This position is not included 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. Staff estimates the wages to be \$54,000 to \$64,000. It was noted that this position could be a

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combination of part time and lower skills for scanning activities. Funding for the position is in the preliminary budget with 80% from the General Fund.

ANNUAL TOWN MEETING AGENDA: The agenda for the Annual Town Meeting on March 13th was reviewed. It was noted that the agenda is fine as reviewed. Sheriff Jack Serier and Ramsey County Commissioner, Blake Huffman have been confirmed their attendance. The opening remarks can refer to information boards which will be provided by Hoisington Koegler, Inc., Comprehensive Plan consultants. The boards will outline what has been done in the updating process for the Comp Plan. Information will also be provided regarding where residents can submit input.

EMPLOYEE RECOGNITION PROGRAM POLICY – UPDATE: The Town approved the current employee recognition program policy in 2000. The program has not been reviewed or updated since. Staff reviewed the Town's current program and compared it to programs in other 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 and costly. The proposed changes are to move the merchandise awarded upward (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 years and would 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. There are no accumulations. The 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. A printout of how five other communities handle employee recognition was reviewed.

ORDINANCE NO. 33 (SIGN) AMENDMENTS – CONSIDER WILSON TOOL/ASPECT LED REQUEST: Brian Robertson, Wilson Tool, and Steve Nielson, Aspect LED, attended the meeting to discuss their sign proposal. They are leasing light industrial building space on Constellation Drive. Aspect LED manufactures LED lighting including signs. They would like to install a 10' x 25' pylon sign adjacent to I-35E on their site to advertise their business. The Planner reviewed language and recommended amendment to the Sign Ordinance for signage in an I-1, Light Industrial Zoning District. One business or identifications sign per business or building is 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 businesses exceeding 70,000 square feet in area with multiple businesses, the total square footage of all business signs shall not exceed 250 square feet per pylon/monument and 400 square feet for building mounted signs and a pylon/monument combined.

Light industrial business 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 400 square feet for building. The maximum number of signs allowed for a light industrial business is four. The additional wording if adopted would allow the following businesses located in the Town to increase their sign area: 1) Heraeus (will qualify for multiple signs when second building is constructed); 2) Willbert;

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3) Water Gremlin (currently qualifies for the larger signs as defined by the Sign Ordinance). Town businesses which currently qualify for larger signs based on existing ordinance requirements are; 1) Schwing America; 2) SMC; 3) Cortec; 4) Aetna; 5) Water Gremlin.

Currently a business permitted to have one sign not to exceed 100 square feet in area. Several businesses have requested and received variances from the Sign Ordinance to permit them to have a monument sign and a building mounted sign(s). These requirements have been approved subject to the total sign square footage not exceeding 100 square feet in area. Amendment to Section 5-2, Number and Size may be considered as follows;

Number & Size: One identification sign per business, plus one overall business or identification sign per business center. No sign shall be larger than one hundred (100) square feet of display surface. The total combined square footage for all signs in a business center on a pylon or monument, shall not exceed a total of 100 square feet in area. The following addition may be considered: For freestanding businesses not located within a shopping center, each business may have one building mounted and one pylon/monument sign. The total square footage of both signs shall not exceed 100 square feet in area.

Section 5-3 – Number & Size: One business or identification sign per business or building by permit. No sign shall be larger than one hundred (100) square feet of display surface. The following would be eliminated: Light industrial business with multiple building may place up to two 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. The maximum number of signs allowed for a light industrial business is four. The following may be considered to be added: One business and/or identification sign per business or building by permit. The total square footage for one or both signs shall not exceed a total of 100 square feet. Buildings with multiple businesses shall be allowed one monument/pylon sign providing space for multiple business signs.

Staff contacted businesses in other communities along this corridor to see what their requirements were. Staff presented the requirements of the communities surveyed.

Schwing America: Schwing America would like to hang banners from their building advertising help wanted. The banners would be 8'x 20' and would be displayed for a few weeks. The Town Attorney stated that there is a statute which states that MnDOT needs to be informed of the area where the banners would be displayed and what the banners involve. The Planner will draft language regarding allowing the banners and take the proposed amendments to the Planning Commission for review and recommendation.

COMMISSION MEMBERSHIP POLICY / COMMISSION APPLICATION: There was discussion regarding the Commission Membership Policy as it relates to absences from meetings. The Policy (section 4) states that if a member has three unexcused absences from regularly scheduled meetings in one year this could indicate cause for removal; and, if a member misses five regularly scheduled meeting sin one year, whether excused or not, this could indicate cause for removal.

Commission Applications: The applicant must be a Township resident for at least 20 days. It was the consensus that the Commission Membership Policy relating to excused absences be included on the application.

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CENTERVILLE ROAD SIGNAL & MEDIAN IMPROVEMENTS: This will be included in the Clerk-Treasurer's report – agenda Item 21.

TRAILS: The Clerk reviewed a matrix to evaluate six different options. The matrix was part of the South Shore Boulevard Preliminary Design Development. The options include: A) Stripe Existing; B) Two-Way Separated; C) Two-Way Optimized; D) Combo; E) One-Way Separated; F) One-Way – Non-reconstruct. Criteria which include costs, traffic operations; bike/ped considerations; public opinion; and additional considerations. The Project Advisory Committee will receive cross sections from the consultant at a future meeting. The next step will present a completed matrix as scored by the Project Advisory Team. The bonding trend is to bond for the entire project. Chris Hiniker attended the meeting and emphasized that his goal is safety and more space to walk around Bald Eagle. The Public Works Director was asked to prepare an estimate of the cost per mile for maintenance if the Township takes over the road. This is based on Ramsey County's position that they would not retain jurisdiction of the road if it becomes one-way.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reviewed Public Works Department activity for the month of February 2018. **Lift Station Upgrades:** 1) TKDA will provide an engineering proposal for development bid documents for Lift Station #10 in early 2018. There is only one Lift Station left for rehab. 2) Lift Station #2 project: Public Works Director is working with the neighbors on a landscaping design to address their concerns. **2016-2020 Capital Equipment /Capital Improvement Programs:** 1) GIS Request for Bids has been placed on hold per staff's request to further investigate the use by departments other than Public Works. 2) Replacement of the Town Warning Sirens: A site survey needs to be completed by the Public Works Director to provide the installation contractor, West Shores Services. The installation is scheduled for March at this time. **Storm Water Program:** 1) The Storm Water project listing was presented to the Utility Commission in February and they recommend \$100,000 to start the bidding process on projects listed. 2) Ramsey County has provided a draft cost share agreement that has been reviewed by the Town Attorney and returned to Ramsey County for review and incorporation into this agreement. **Water System Improvements/Issues:** 1) Well #5 /Treatment Plant #1 veneer project: the acid wash of the exterior will be completed in late spring early summer along with some warranty work. 2) An interconnect for area south of TH 96 with the City of White Bear Lake's water system is going to be proposed to the Town Board in 2018. The Town Engineer and Public Works Director will need to visit the possible interconnect locations to determine which is the most feasible, in the late spring, due to the current snow cover. 3) 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. 3) The Town Board approved the specifications and advertisement for bids on February 5, 2018 for Well #1 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. 4) A concrete floor will be installed in the base of the northeast water tower. **Sign Replacement Program:** Street name sign replacement is proposed for 2018. Staff is currently taking inventory of our existing sign locations and number. The CIP funding may need to be increased. The signs do not have to be done by the set date, only a plan needs to have been developed.

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 1) **5456 TOWNSHIP DRIVE;** 2) **5734 MEADOWVIEW DRIVE:** **5456 Township Drive:** This property is still being dealt with. The property owner will appear in court in the spring. Pressure is still being applied to bring the property into compliance. **5734 Meadowview Drive:** Nothing new to report. The property owner is scheduled to appear in court on March 1st. Ruzek stated that if the debris by the door could be removed it would help.

CLERK-TREASURER REPORT: **Centerville Road Signal & Median Improvements:** The White Bear Lake City Manager sent a letter to denote that there will not be an agreement for the Lund's/Byerlys project without an agreement for the signal. The City Manager and Town Clerk met with Ramsey County Commissioners. The development cannot open doors without the signal in and operating. It was noted that Ramsey County will benefit from property taxes from this development and should contribute to the signal as well as the median. **Rush Line Corridor:** Andy Gitzlaff would like to have volunteer representation from the Township to serve on the Policy Committee. Kermes volunteered to represent the Township on the Policy Committee. **Succession Planning:** Barb Strandell, consultant, has prepared examples of duties for the position for review.

TOWNSHIP DAY PURCHASES: The Park Board is moving forward with plans for the 2018 Township Day event. They have identified the Power of 10 as the main band at a cost of \$2,000; and Jake Nelson for the afternoon band at a cost of \$1,500. These costs fall under the \$5,000 amount which would not need Town Board approval.

PUBLIC SAFETY COMMISSION RECOMMENDATIONS – ALLOCATION OF FUNDS:

The Public Safety Commission discussed funding for events they participate as the Public Safety Commissioners of the Town. They have determined that they would not participate in the Otter Lake Elementary School Carnival this year. Instead they will participate in the Township Day event. They feel that there would be more Township residents at the Township Day event and would have a broader audience for public safety activities. They anticipate having a booth near the Park Board booth. They wanted to be sure that there would be funding for their endeavors before they start planning. The Finance Officer stated that there is funding available.

LAPTOP COMPUTERS: There was discussion regarding the Town Board Supervisors having laptop computers with software for electronic meeting notes. The Finance Officer will contact Roseville IT to see if they have a buying option. He will report back.

WHITE BEAR LAKE CONSERVATION DISTRICT: The White Bear Lake Conservation District has a large fund balance. The Finance Officer received their financial report and called out the large balance. They are working on a fund balance policy. Kermes noted that he spoke with the Mayor of the City of White Bear Lake who agrees that the fund balance seems unreasonably high. The fund balance equals two years of funding. Bryan DeSmet, one of the Township's representatives on the Conservation District will be asked to provide an update to the Town Board. The Town will not participate in any discussion until this is cleared up.

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

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

Prudhon moved to adjourn the meeting at 5:05 p.m. Ruzek seconded.

Respectfully Submitted,

William F. Short
Clerk-Treasurer

DRAFT



Town Board Executive Meeting March 16, 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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February 23, 2018

DNR GROUNDWATER MANAGEMENT – UPDATE: Pursuant to the judge’s order relative to the lake level lawsuit, the DNR had six months from the date of the order to amend well permits to adopt an irrigation ban. The six months expires on February 28, 2018. The only language that the judge used relative to the irrigation ban is “residential irrigation ban”. The DNR had a meeting at their offices and asked that the 11 affected communities attend to provide input. The main four topics included: 1) residential irrigation ban; 2) conversion to surface water sources; 3) conservation; and 4) residential water use to 75 gallons per day and total per capita water use to 90 gallons per day. The Town Attorney noted that the DNR did what it was supposed to do according to the Ordinance but the Administrative Judge changed the language.

Two sets of information were reviewed: 1) Well permits #s for the 11 affected communities. This table shows the community name; the residential gallons per capita per day and the total gallons per capita per day. The second graph of information provided the well permit # for the 11 affected communities. The table included: 1) community name; 2) population served; 3) population source; 4) year of population source; 5) sum of gallons delivered; 6) residential gallons delivered. As information is received relative to the lawsuit the Town Attorney will inform the Town Board.



**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 5

Subject: I & I Program – Flow Monitoring

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

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Executive Meeting
February 23, 2018**

I & I PROGRAM – FLOW MONITORING: Televising of the sections for potential I&I issues will be done in April. The sections include: 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. Pipe joint sealing will be done soon. An update will be provided at the next Executive Meeting.



**Town Board Executive Meeting
March 16, 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
February 23, 2018**

WATER SUPPLY PLAN – UPDATE: The DNR has the 2017 actual production statistics as part of the Comprehensive Plan. Current and projected population and projections are being updated. This is a work in progress.



Town Board Executive Meeting March 16, 2018

Agenda Number: 7

Subject: Water Meter Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss

Minutes
Executive Meeting
February 23, 2018

WATER METER UPDATE: The Clerk, Public Works Director and Town Engineer met with the manufacturer of the defective water meters and Core & Main, vendor for the meters. They offered a reduction in cost of new meters. (Currently there is five years left on the 15 year warranted meter life). The new meters will have a life expectancy of 20 years. The Town Attorney will contact the City of Faribault regarding their settlement for a similar problem. It was the consensus that the manufacturer and vendor be contacted again regarding a different cost sharing agreement to be considered by the Town Board in the future. There is another meeting scheduled for March 12th. There was discussion regarding looking at other water meter suppliers. The Public Works Director noted that the radio read system that the Town has may not be compatible with all meters. An update will be provided at the next Executive Meeting.



**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 8

Subject: WBLCD Fund Balance Policy – Review

Documentation: WBLCD Email
Finance Officer Memo w/attachments
Richter Email w/attachment

Action / Motion for Consideration:

Report at Meeting / Discuss

Bill Short

From: White Bear Lake Conservation District <wblcd@msn.com>
Sent: Friday, March 02, 2018 12:24 PM
To: erichter@whitebearlake.org; Dellwood City Hall; birchwoodvillage@comcast.net; Scott Neilson; Bill Short
Subject: Assessments

Dear City Managers:

At the next board meeting of the White Bear Lake Water Conservation District on March 20, 2018 at 7:00pm the board will be discussing the potential reduction of the amount assessed to each city. Therefore, until such decision has been made can you wait to make any payments. We appreciate your help.

Thank you
Kim

Kim Johnson
Executive Administrative Assistant
White Bear Lake Water Conservation District
651-429-8520

MEMORANDUM

Date: March 8, 2018.

To: Town Board.

From: Tom Kelly.

Re: WBLCD Fund Balance.

In the last few WBLCD financial reports, staff has had concerns over the large fund balance the District has maintained. The District as of 12/31/17 has 2.8 times of its operating budget in fund balance. In response to these concerns, the WBLCD has adopted a fund balance policy (see attached), which states they will maintain a fund balance at 1.5 to 2.0 of next year's budget due to possible unforeseen projects. This amount of fund balance does seem reasonable for the District to maintain.

Because the WBLCD's fund balance currently exceeds the 2.0 of next year's budget, the District's board will be discussing reducing the assessment amounts to communities at its March board meeting. The Town's assessment for 2018 is \$19,081.62, which was included in our 2018 budget. Any reduction would result in the Town under spending this line item in 2018. Any future assessments would be incorporated into those future budgets of the Township.

Bill Short

From: Bryan DeSmet <bdesmet1@yahoo.com>
Sent: Tuesday, March 06, 2018 10:03 PM
To: Bill Short
Subject: WBLCD Fund Balance Policy

Categories: Red Category

Bill,

I was on a plane when you called but I listened to your message. The WBLCD Board adopted a fund balance policy last Spring, and I believe that we sent a copy to all of our member communities, but if we didn't please let me know. Basically the policy says that we are going to maintain a fund reserve at a level between 150% to 200% of our annual budget. This may sound like a large percentage, but considering that our budget is around \$80,000 it's not a lot of money in our opinion. We believe that we need this fund balance for items that we don't include in our budget, for example law suits, unforeseen invasive species control, etc. We've been threatened twice in 2017 with law suits, so that's a reality for us. Our largest budget expenditure is invasive species control, and grants have not been available for us over the last few years, and more invasive species are on the horizon.

At the moment our fund balance exceeds the 200% maximum. The issue we have is that we are very prudent with our budget, and we don't know what our actual fund balance is until sometime in the new year when we have paid all of our previous year expenses. Our plan is to discuss this item at our March meeting, and I expect a motion will come forward to reduce the assessments that are payable in 2018 for each of our member communities. We have asked our new administrative assistant (Kim Johnson) to call each of our member communities and ask them to hold the payment of their assessment until after our March meeting, so if you haven't heard from her yet you should be hearing from her soon. I understand from the WB Press paper that some City of WBL folks have some ideas for our fund balance, but our intent is to operate under the requirements that we've set for ourselves in our fund balance policy.

I'm traveling this week but I'm in the same time zone as you. I have meetings all day tomorrow, but if I get a break where I can call you to discuss this item I will do that. Otherwise I'm available most of Thursday if that works for you. Thanks for the call Bill, I appreciate it.

Bryan

RESOLUTION FOR A FUND BALANCE LEVEL POLICY

WHEREAS, the White Bear Lake Conservation District (the "District") has a responsibility to continue operations in the event of resources being restricted not allocated or unavailable, an obligation to maintain an adequate fund balance for necessary programs and unplanned costs as well as a responsibility to avoid excessive amounts of contingency funds, and

WHEREAS, the District has no currently established line of credit to borrow funds for contingencies that could reasonably occur, and

WHEREAS, the District requires funds to cover low cash flow periods due to the fact that the District's revenue is received sporadically and is not always predictable, and the District desires to minimize large fluctuations in the annual assessments to member communities, and

WHEREAS, the District may incur unbudgeted expenses that could potentially be a large percentage of the total annual budget, and could act in unison to nearly double the District's total expenses in any given year; these may include but are not limited to the following items:

- Eurasian milfoil treatment is the District's single largest expense, and this cost has historically varied, according to acres treated, up to twice what is budgeted
- Other invasive species may enter the lake and require treatment prior to the annual budgeting process
- The District is subject to unplanned costs due to legal actions, with the deductible on its liability policy set at \$50,000, which is roughly half of the District's annual budget
- The District may experience legal fees beyond the budgeted amount, or the need may arise for outside legal consulting fees or involvement in legal actions
- The District may occasionally fund projects that cannot be foreseen at the time of budgeting
- The District may experience unforeseen expenses due to environmental issues, surveys, increased law enforcement, contracts with other government bodies, and outside professional services prior to a new budget cycle
- The District may experience a loss of office space and may be forced to pay market rates
- The District may need additional staff time, or additional staff, in the event of a project beyond our present staffing ability; e.g. receiving funds from the legislature

and,

WHEREAS, the District's revenue may unexpectedly fall for reasons that may include but not be limited to:

- A loss of boat slip fees in the Commercial Bay area due to, and not limited to, low water levels, natural disasters, fire, or other catastrophes, or the entity is unable to pay
- A contributing community may be unable or unwilling to pay their annual assessment on time, or at all

3/21/17

and,

WHEREAS, the District desires to create a fund balance policy to guide its budgeting process.

NOW, LET IT THEREFORE BE RESOLVED THAT the District establish a policy for a fund balance as follows:

The District shall target its year-end fund balance to be no less than 150% of the budget for the following year, and no more than 200%.

Passed 3/21/17



White Bear Lake Conservation District • 4701 Highway 61 • White Bear Lake, MN 55110 • Telephone (651) 429-8520
Email: wblcd@msn.com • Website: wblcd.org

June 29, 2017

White Bear Township
1281 Hammond Road
White Bear Lake, MN 55110

ATTN: Bill Short, Town Clerk

Enclosed is the 2018 Budget and the Community Apportionment information for the White Bear Lake Conservation District. These were approved at our June 20, 2017 meeting.

If you have any questions or comments please contact our office at 651 429-8520--or any member of our board of directors.

Sincerely,

WHITE BEAR LAKE CONSERVATION DISTRICT

A handwritten signature in cursive script that reads "Diane E. Longville".

Diane Longville
Secretary/Treasurer

RECEIVED
JUN 30 2017
TOWN OF WHITE BEAR

2018 COMMUNITY ASSESSMENTS FOR WBLCD BUDGET

Please note: No change in city assessment for 2018 per Board vote 6/20/17

TOTAL 2018
COMMUNITY
ASSESSMENT
(SAME AS 2017)

\$75,703.00

Population numbers based on 2016 Estimates

CITY	2016 TAX CAPACITY	% OF TOTAL TAX CAPACITY	2018 COMMUNITY ASSESSMENT	ESTIMATED CITY 2016 POPULATION	% OF TOTAL CITY POPULATION	ASSESSED COST PER RESIDENT BASED ON 2016 NUMBERS
Birchwood	\$1,365,651.00	2.54%	\$1,924.40	869	1.89%	\$2.21
Dellwood	\$3,426,155.00	6.38%	\$4,827.96	1,075	2.33%	\$4.49
Mahtomedi	\$10,710,309.00	19.94%	\$15,092.41	8,030	17.44%	\$1.88
White Bear Lake	\$24,679,181.00	45.94%	\$34,776.61	25,001	54.29%	\$1.39
White Bear Township	\$13,541,247.00	25.21%	\$19,081.62	11,078	24.05%	\$1.72
TOTAL	\$53,722,543.00	100%	\$75,703.00	46,053	100.00%	
Tax capacity amounts payable in 2016 WBL and WBT obtained from Ramsey County (WBL total includes small portion in Washington County) BW, DW and Maht obtained from Wash. Co http://www.co.washington.mn.us				Source http://www.co.ramsey.mn.us		NOTE: Population statistics are presented for information purposes only. Population estimates for 2015 were obtained from Met Council data center http://www.metrocouncil.org Also note: Population for City of White Bear Lake is obtained from both Ramsey and Washington Counties' lists (small number in Wash. Co.)
Note: For consistency and fairness from year to year, Tax Capacity figures used are Gross for the latest year available before any fiscal or tiff deductions						

**WBLCD 2018
BUDGET APPROVED
BY BOARD AT
6/20/2017 BOARD
MEETING**

	2015 actual Revenue	Expenditures	2016 Actual Revenue	Expenditures	2017 Budget Revenue	Expenditures	2018 Budget Revenue	Expenditures
4010 - City of Birchwood	\$ 1,884.15		\$ 1,742.55		\$ 1,924.40			
4020 - City of Dellwood	\$ 5,127.69		\$ 4,802.28		\$ 4,827.96			
4030 - City of Mahtomedi	\$ 14,401.36		\$ 14,403.25		\$ 15,092.41			
4040 - City of White Bear L	\$ 35,347.63		\$ 35,204.54		\$ 34,776.61			
4050 - White Bear Townsh	\$ 18,942.86		\$ 19,550.39		\$ 19,081.62			
Community Assessments	\$ 75,703.69		\$ 75,703.00		\$ 75,703.00		\$ 75,703.00	
4050 - License Application F	\$ 2,250.00		\$ 1,005.00		\$ 1,400.00		\$ 1,400.00	
4151 - License Unit Fees	\$ 19,185.00		\$ 21,135.00		\$ 18,000.00		\$ 18,000.00	
4200 - Interest Income	\$ 25.35		\$ 16.94		\$ 50.00		\$ 50.00	
4300 - Misc. Income	\$ 2,500							
4303 - USGSstudy cost income								
4304 - EWM Treatment OR Water Level								
4334 - EWM Control/Treatment income								
4335 - EWM Cost-Share In	\$10,000							
4337 - EWM General Costs income								
4460 - Gen. Lake Mgmt Misc income	\$80		\$ 15.00					
4500 - Enforcement Fines	\$299		\$ 568.11					
4501 - Insurance Refunds								
4502 - Office rent sublease income								
4700 - misc Refunds								
6010 - Water Patrol Costs	\$ 4,844.50			\$ 4,838.00		\$ 9,355.00		\$ 7,000.00
6020 - Water Quality Test/Analysis						\$ 3,200.00		
6021 - Lake Trend/Utilization Analysis								
6030 - EWM Program Mgmt Expenses								
6031 - EWM Program Administration								
6034 - EWM Treatment/Control	\$ 36,805.00			\$ 24,896.51		\$ 43,000.00		\$ 36,000.00
6035 - EWM Cost Share								
6036 - EWM Plant Survey	\$ 2,850.00			\$ 3,000.00		\$ 3,000.00		\$ 3,200.00
6036a - EWM buoys and control costs								
6037 - EWM General costs								
6039 - EWM Public Information Costs	\$ 2,192.00			\$				
6040 - EWM Watershed Nutrient Control								
6041 - EWEM Legal Expense								
6042 - Marsh Management Project								
6045 - Other Aquatic Plant Mgmt Cost				\$				
6050 - General Public Info/ Education	\$ 3,438.85			\$ 1,069.24		\$ 2,500.00		\$ 2,500.00
6060 - Lake mgmt misc	\$ 521.00			\$ 812.00		\$ 800.00		\$ 800.00
6060a - Swimmer's Itch	\$ 625.00			\$ 583.00		\$ 500.00		\$ 500.00

WBLCD 2018
 BUDGET APPROVED
 BY BOARD AT
 6/20/2017 BOARD
 MEETING

	2015 actual		2016 Actual		2017 Budget		2018 Budget	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
6061 - USGS study cost								
6062 - Lake Level Resolution Cmt		\$ 5,526.53		\$ -		\$ 1,000.00		
6070 - Lake Mgmt								
6071 - Lake Use Study, Special Projs								
6110 - Administrative Services		\$ 16,874.19		\$ 20,300.01		\$ 20,400.00		\$ 30,003.00
6111-MN Unempl. Compensation		\$ 28.00		\$ 34.00		\$ 100.00		\$ 100.00
6112 - MN Commissioner of Revenue								
6113 - US IRS		\$ 1,060.43		\$ 1,459.59		\$ 1,300.00		\$ 1,300.00
6115 - Engineering Fees								
6120 - Legal Svcs		\$ 1,800.00		\$ 5,500.00		\$ 2,700		\$ 6,300.00
6120a - Ord #15 hearing & enforcement								
6121 - Enforcement Expenses								
6130 - Insurance Premiums		\$ 1,117.00		\$ 1,137.00		\$ 1,100.00		\$ 1,100.00
6140 - Misc Prof Svcs		\$ 494.12		\$ 5,056.04		\$ 550.00		\$ 550.00
6150 - App fee refunds								
6151 - Unife fee refunds								
6210 - Office rent		\$ 1,300.00		\$ 1,300.00		\$ 1,200.00		\$ 1,200.00
6310 - Info system svcs								
6320 - Info systems software		\$ 54.59						

Bill Short

From: Ellen Richter <erichter@whitebearlake.org>
Sent: Wednesday, March 07, 2018 9:30 AM
To: Tobin Lay; Bill Short; Mary Wingfield
Cc: mayor; kedberg@aol.com; ward5
Subject: letter to WBLCD
Attachments: Board Members of the White Bear Lake Conservation District.docx;
WBLCDfundbalancepolicyresFINAL.doc

Good morning.

It is my understanding that Mayor Emerson has had an opportunity to discuss the City's concerns regarding the WBLCD's fund balance with Chair Kermes and Mayor Wingfield. Attached is a draft letter that will be considered by the White Bear Lake City Council at its meeting on March 13th. If approved, we hope to have it included in the WBLCD's next agenda, which will be mailed to board members next Wednesday for its meeting on March 20th. I have also attached the WBLCD's fund balance policy for your reference.

Thank you.



Ellen Richter
City Manager
City of White Bear Lake
(651) 429-8516
erichter@whitebearlake.org | www.whitebearlake.org



Follow us on Facebook & Twitter

March 6, 2018

White Bear Lake Conservation District
4701 Hwy 61 North
White Bear Lake, MN 55110

Board Members of the White Bear Lake Conservation District:

On behalf of the White Bear Lake City Council, I would first like to thank you for your service to our communities. The Board continues to demonstrate its commitment to preserving the wonderful recreational features and tremendous water quality of White Bear Lake, and the work required toward these objectives is notable. We also commend you for careful expenditure management of the White Bear Lake Conservation District's budget. Recent budgets in the range of \$80,000 - \$100,000 have been well administered.

Our concern comes only with the balance of your reserves. Last year the WBLCD passed a resolution establishing a target year-end fund balance to be no less than 150% of the budget for the following year, and no more than 200%. We believe that is too high. While a typical quasi-governmental organization might carry a fund balance of 35% - 50%, it may even be prudent for a smaller organization such as the WBLCD to carry a full year's budget in reserve. However, the reserve fund has reached \$226,000, far in excess of an annual operating budget of \$100,000. With the largest deficit in the last 15 years reported to be \$22,000, a rationale for a 150% - 200% reserve policy seems quite excessive.

We ask that the White Bear Lake Conservation District reconsider its request for additional funds for 2018, and instead draw down reserve funds for operations this year. We also request that the fund balance policy be revisited.

I would be happy to convene a meeting with the Board and the five municipalities around the lake to further discuss our concerns.

Regards,

Mayor Jo Emerson



Town Board Executive Meeting March 16, 2018

Agenda Number: 9

Subject: Comprehensive Plan - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
February 23, 2018

COMPREHENSIVE PLAN: The Planning Commission reviewed the Comprehensive Plan with HKGi, the planning consultant. The Township is now defined as a “Suburban” community. The Township’s projection for housing growth will not meet the Met Council’s projection for a suburban community designation which requires that any future residential new development or redevelopment have an average of 5 units/acre. The Township’s projection for population is a few hundred less than the Met Council’s. The Water Supply Plan is being finalized and will be included in the Comp Plan. The Township will coordinate the Com Plan update with other reports to be provided to the DNR. Utility Chapter. The Water Supply Plan is being finalized. An executive summary will be included. There were a number of changes and clarifications reviewed. In the Transportation Chapter, based on the 2030 plan and the Rush Line corridor has been added. Regional bicycle network looks at trails for on road and off road. With the possible delay to work on the housing projections and the water supply plan, HKGi will apply for an extension with the Met Council for the submission of the final document. This will allow time to iron out all the details and accommodate the necessary six month review period without being strained by the December 31st deadline. Even with the number of items still hanging in the air, HKGi would like to get the elements that are not impacted by projections finalized and in front of the public in time for the Annual Town Meeting in March. They will also have 4-5 info boards and contact information for residents to provide input.



Town Board Executive Meeting March 16, 2018

Agenda Number: 10

Subject: GIS Implementation

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
February 23, 2018

GIS IMPLEMENTATION: The Public Works Director stated that staff is recommending the implementation of a Geographic Information System (GIS). This topic was reviewed at staff meetings and with its implementation can be used in departments, other than Public Works. The Town 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 such as hydrant, gate valve, curb stop, may be located. While this system is 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. Looking ahead staff would recommend the purchase of a GIS unit for locating an asset that may or not be physically visible to map, has been added to the system, or was not included with the original mapping project. The GIS integration process began in 2014 with 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. Several asset management software programs were investigated. Several had asset management capabilities, but no field mapping services, or online capabilities. An RFP for utility GPS collection and web-based GIS implementation was provided. Staff is recommending that the RFP be approved for advertisement with the proposals due by March 23, 2018. The estimate of \$200,000 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 estimated of \$130,000 and in 2019 a storm water map layer for an estimated \$80,000 The general scope of the work that the successful vendor would provide is the labor and equipment to GPS of the assets along with assigning an I.D., mapping them in layers based upon the Ramsey County GIS base map, 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 identified in the 2018-2027 CIP Program with funding provided by an equal amount from both the Water and Sewer Funds for the mapping. It was noted that the Planner is a member of Ramsey County GIS Group. It was suggested that it would be helpful to understand other potential uses of GIS and that the Planner get more information on it. The Public Works Director will come back before the request for proposals are sent.



Town Board Executive Meeting March 16, 2018

Agenda Number: 11

Subject: Utility Program Coordinator Position

Documentation: Position Description

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
February 23, 2018

SWPPP PROGRAM/UTILITY PROGRAM COORDINATOR POSITION: Currently the Public Works Director and Engineer handle the work associated with complying with stormwater mandates. There are annual activities each year that need to be handled. As the reporting requirements continue to grow it is becoming evident that an additional position needs to be created. The position would be titled SWPPP Program/Utility Program Coordinator. There would be duties involving stormwater (600 hours); water (600 hours); sewer (80 hours); streets and parks (80 hours); public works/vehicle maintenance (200 hours); and general administrative assistance (300 hours). Seventy percent of the services would be utility involved and funded. The job description will be refined and brought back to the next Executive meeting.

Utility Program Coordinator Position Description

A. EDUCATION and EXPERIENCE:

Bachelor of Science in Environmental Science, Environmental Engineering, Civil Engineering, or related field is required. Strong administrative skills. Prior experience in implementation and enforcement of stormwater regulations and requirements is preferred.

B. ESSENTIAL FUNCTIONS

Plans, develops, coordinates, monitors and tracks status of NPDES compliance activities.

Prepares annual reports, permit renewals and correspondence as required by the regulatory agencies.

Updates and reports information to the Public Works Director on a monthly basis as to the progress and status of the NPDES permit goals.

Prepares for and participates in audits conducted by the regulatory agencies.

Maintains stormwater operational, regulatory, and administrative records.

Coordinates implementation of permitted Best Management Practices with Department/Division designees.

Develops and maintains stormwater outfall map as required by NPDES permit utilizing Town's GIS system.

Plans, develops, implements, tracks, and monitors “good housekeeping” and Illicit Discharge employee training.

Plans, monitors and tracks illicit discharge inspections. Prepares and maintains inspection schedules. Works with inspectors on tracking and monitoring illicit discharge inspections.

Prepares, designs and revises stormwater pollution prevention outreach materials for publication as needed or as required by new and/or changing rules & regulations.

Plans, develops, coordinates and/or participates in public outreach, public education, and public participation efforts. This includes, but is not limited to, providing material for homeowners associations and businesses, coordinating the stormdrain marking program, and participating in

presentations to the community to promote the educational efforts of the NPDES program.

Attends local, State and special district meetings and workshops to discuss NPDES regulations and compliance methods. Keeps current with new regulations and requirements.

Prepares, designs, and revises operational forms as required by new and/or changing rules and regulations.

Responds to complaints and requests for information. Investigates concerns and responds (both orally and in writing) to residents and businesses regarding questions and concerns relative to stormwater and NPDES issues.

Oversee reports/information submitted by operational personnel.

Provides updates of the stormwater programs and events for the Town's website and provides input regarding the stormwater program to the various Town publications.

Conducts outfall and other inspections as needed

Coordinates closely with the Public Works Director, Field Maintenance Supervisor and Leadworker to meet regulatory requirements and to promote best management practices to enhance water quality.

Works with property owners, engineers, architects, contractors and others to assure compliance with water quality rules and regulations and provide technical assistance regarding water quality.

Performs other work as required.

Manages administrative support functions and more complex tasks including establishing relative priorities of current and anticipated workload and organizing and conducting assignments according to deadlines.

Sets up office systems including file maintenance, mail distribution and correspondence deadlines, and project management.

Prepares and composes letters, reports and correspondence on own initiative about administrative matters and general office policies for supervisor's approval.

Performs or establishes procedures for all clerical functions and actions including phones, filing, general word processing, tracking of information, maintaining departmental logs, and other similar administrative support.

Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction of the Public Works Director.

Ensures that requests for action or information are relayed to appropriate staff members; ensures that information is furnished in a timely manner; decides whether a higher authority should be notified of important or emergency matters. Requires rational, independent thought process.

Provides pertinent and timely information for the Town News and Views, website, etc.

Follows all safety rules and procedures, and contributes to the safety of co-workers and the general public.

Participates as an active Public Works team member by contributing to program development and organization planning.

Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.

Maintains work areas in a clean and orderly manner.

C. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of, or ability to learn, the State and Federal NPDES Phase II Generic Permit rules and regulations.

Knowledge of, or ability to learn, the Best Management Practices and Measurable Goal implementation (Storm Water Pollution Prevention Program) SWPPP, relating to NPDES Phase II Generic Permit.

Knowledge and skills in the use of a computer and various application programs.

Knowledge of, or ability to learn, the Township organization and functions, and the relationships with other levels of government.

Ability to develop and maintain accurate, detailed files and spreadsheets.

Ability to give educational presentations.

Ability to track complex processes, systems and regulatory requirements.

Ability to communicate effectively with customers and staff of various governmental agencies,

D. PHYSICAL AND MENTAL REQUIREMENTS

Ability to learn, understand, and remember tasks.

Ability to see and read letters, numbers, words, characters, or symbols which are both large and small, as well as identify colors.

Ability to speak clearly in English.

Ability to type on computers for extended periods of time and at a fast speed.

Ability to print and draw letters, numbers, words, characters, and symbols which are legible and understood by others.

Ability to lift items (weighing less than 15 lbs.) above the head or down from over the head.

Ability to learn complex tasks and remember how to complete these tasks without assistance once trained.

Ability to work in a high paced environment with noise and constant interruptions.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL INCLUSIVE LIST OF ALL THE RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.



Town Board Executive Meeting March 16, 2018

Agenda Number: 12

Subject: Trails

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
February 23, 2018

TRAILS: The Clerk reviewed a matrix to evaluate six different options. The matrix was part of the South Shore Boulevard Preliminary Design Development. The options include: A) Stripe Existing; B) Two-Way Separated; C) Two-Way Optimized; D) Combo; E) One-Way Separated; F) One-Way – Non-reconstruct. Criteria which include costs, traffic operations; bike/ped considerations; public opinion; and additional considerations. The Project Advisory Committee will receive cross sections from the consultant at a future meeting. The next step will present a completed matrix as scored by the Project Advisory Team. The bonding trend is to bond for the entire project. Chris Hiniker attended the meeting and emphasized that his goal is safety and more space to walk around Bald Eagle. The Public Works Director was asked to prepare an estimate of the cost per mile for maintenance if the Township takes over the road. This is based on Ramsey County's position that they would not retain jurisdiction of the road if it becomes one-way.



**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 12.a

Subject: Trails

a. Capra Properties Trail

Documentation: None

Action / Motion for Consideration:

Town Planner Report at Meeting / Discuss



**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 13

Subject: Public Works Director Report

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 14.a

Subject: Code Enforcement Officer Report/Building Inspector Items.

a. 5456 Township Drive

Documentation: Building Inspector Correspondence

Action / Motion for Consideration:

Code Enforcement Officer Report at Meeting / Discussion

Minutes
Executive Meeting
February 23, 2018

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 1) 5456 TOWNSHIP DRIVE; 2) 5734 MEADOWVIEW DRIVE: 5456 Township Drive: This property is still being dealt with. The property owner will appear in court in the spring. Pressure is still being applied to bring the property into compliance.



1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750
FAX 651-426-2258
Email: wbt@whitebeartownship.org

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

February 27, 2018

James Wung and Antonia Kum
1981 Campbell Circle
White Bear Lake, MN 55110

RE: 5456 Township Drive Rental License

Dear Mr. Wung and Ms. Kum:

The Towns Code Enforcement Officer conducted a rental license inspection on Friday, January 19, 2018. The renewal request to obtain a rental license for 5456 Township Drive is denied, your rental license application and license fee is enclosed. The following deficiencies were documented during the inspection:

- Provide handrails at both exterior stairways accessing the dwelling.
- Provide a lockable door handle on the garage entry door.
- Provide documentation the dwellings forced air furnace system has been inspected and is in proper operating condition.
- Abandon basement bathroom and properly cap drain waste and vent piping.
- Install an appropriate driveway material such as rock, gravel, or Class 5 adjacent to the existing asphalt surface.
- Paint wood window trim, door trim and wood fascia as needed.

These deficiencies must be compliant, along with the resubmittal of the rental license application and fee, prior to the approval and issuance of a Township rental license.

Occupancy of the dwelling without the proper licensure is a violation of Township Ordinance No.47 Section 11. Failure to complete the required repairs by April 1, 2018, will result in the issuance of a citation requiring your appearance in a Ramsey County Court.

Respectfully,

Mike Johnson
Building Official/Code Enforcement

Cc: James Wung – 2736 Lyndale Ave S, Suite 204, Minneapolis, MN 55408
Enclosures





**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 14.b.

Subject: Code Enforcement Officer Report/Building Inspector Items.

b. 5734 Meadowview Drive

Documentation: Building Inspector Correspondence

Action / Motion for Consideration:

Code Enforcement Officer Report at Meeting / Discussion

**Minutes
Executive Meeting
February 23, 2018**

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 1) 5456 TOWNSHIP DRIVE;
2) 5734 MEADOWVIEW DRIVE: 5734 Meadowview Drive: Nothing new to report. The property owner is scheduled to appear in court on March 1st. Ruzek stated that if the debris by the door could be removed it would help.



WHITE BEAR TOWNSHIP

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February 26, 2018

Donald & Ann Williams
5734 Meadowview Drive
White Bear Township, MN 55110

RE: Citation No. 620000118745

Dear Mr. & Mrs. Williams,

The following corrective action must be taken to resolve zoning code violations located at 5734 Meadowlands Drive, White Bear Township:

- Repair or replace deteriorated overhead garage door.
- Repair deteriorated roof covering above front window.
- Remove lumber, plastic buckets, chemical containers and tools from the front entry.
- Remove deteriorated cardboard, vinyl tarps, deteriorated plastic storage bins plastic piping, auto parts and all miscellaneous debris.
- Mow all overgrown grass and weeds. Remove any accumulation of brush.

Thank you in advance for your cooperation in this matter.

Respectfully,

Mike Johnson
Building Official/Code Enforcement



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**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 14.c.

Subject: Code Enforcement Officer Report/Building Inspector
Items.

b. 2534 3rd Street

Documentation: Building Inspector Correspondence

Action / Motion for Consideration:

Code Enforcement Officer Report at Meeting / Discussion



**WHITE BEAR
TOWNSHIP**

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

March 2, 2018

Gloria Starzinski
8400 NW 17 Court
Pembroke Pines, FL 33024-3406

Dear Ms. Starzinski,

The Township has received several complaints concerning vehicle storage at the following property: 2534 3rd Street, in White Bear Township. I have inspected the property, and found violations to Township Ordinance No. 35, Section 7-6.2, off street parking.

Ordinance 35, Section 7-6.2. states vehicles must be currently licensed and in operational condition. The Township is requesting that all unlicensed inoperable vehicles either be removed from the property, stored inside, or be currently licensed and in operational condition.

If you have any questions concerning the above violations, please feel free to contact me at 651-747-2750.

Respectfully,

Mike Johnson
Building Official

Cc: Rosemarie Starzinski – 2534 3rd St, White Bear Township, MN 55110-2402



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**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 14.d.

Subject: Code Enforcement Officer Report/Building Inspector
Items.

b. 2537 2nd Street

Documentation: Building Inspector Correspondence

Action / Motion for Consideration:

Code Enforcement Officer Report at Meeting / Discussion



WHITE BEAR TOWNSHIP

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Board of Supervisors
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ED M. PRUDHON
STEVEN A. RUZEK

March 1, 2018

Michael & Terryne Daley
2537 2nd Street
White Bear Township, MN 55110

Dear Mr. & Mrs. Daley,

Your property located at 2537 2nd Street in White Bear Township, is in violation of several Township Ordinances as follows:

- Township Ordinance No. 35, Section 7-6.2(a). Vehicles must be currently licensed and in operational condition. The Township is requesting that all unlicensed inoperable vehicles either be removed from the property, stored inside, or be currently licensed and in operational condition.
- Township Ordinance No. 35, Section 7-6.2(b). Boats, snowmobiles, travel trailers, campers, camping buses and antique cars may be stored in rear or side yards at any time of the year if they are currently licensed and operable and the combined area of parking for all recreational vehicles and trailers do not exceed 300 square feet. The Township is requesting a maximum of 300 square feet of boat and trailer storage on the property.
- Township Ordinance No. 16, Section 4-4.15. The piling, storing, or keeping of old machinery, wrecked or junked vehicles, and other junk or debris. The Township is requesting the removal of the excess personal items including but not limited to, vehicle tires, auto parts, dilapidated plastic toys, lawnmowers, dilapidated fencing, and scrap metal.

Failure to comply with the Towns request will result in the Township pursuing legal action. A citation will be issued and your appearance in a Ramsey County District court will be required.

Please contact me by phone upon receipt of this notice to discuss a resolution to the above matters. I can be reached at 651-747-2750.

Respectfully,

Mike Johnson
Building Official/Code Enforcement



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**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 15.a.

Clerk-Treasurer Report

Subject: Quarterly EDA Fund Review

Documentation:

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss



**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 16 - 17

Subject: Open Time
Added Agenda Items

Action / Motion for Consideration:



**Town Board Executive Meeting
March 16, 2018**

Agenda Number: 18 – 19

Subject: Receipt of Agenda Materials / Supplements
Adjournment

Action / Motion for Consideration:

Receive All Agenda Materials & Supplements for Today's Meeting
Adjourn Meeting