



1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

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Email: wbt@whitebeartownship.org

Board of Supervisors
ED M. PRUDHON, *Chair*
STEVEN A. RUZEK
SCOTT E. MCCUNE

**AGENDA
EXECUTIVE MEETING
FEBRUARY 22, 2019**

1. **11:00 p.m.** Call Meeting to Order at Administrative Office Conference Room, 1281 Hammond Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of January 25, 2019 Minutes (Additions/Deletions).

4. DNR Groundwater Management – Update.
5. Water Meters – Update.
6. I & I – Update.

11:30 - Joe Lux, Ramsey County

7. Pavement Management Program – Update.
8. GIS Implementation.
9. Township Administrative Office Upgrades – TKDA Proposal.
10. MDH Water Discussion.
11. Water Tower Overflow Event.
12. Public Works Director Report.

1:00 - Mike Gagan – White Bear Dental Clinic

13. The Stable of White Bear Township.
14. Annual Meeting Agenda – Review.
15. Code Enforcement Officer / Building Inspector Items:
 - a. Heritage Hall.
 - b. Winter Parking – Amendment to Building Official/Code Enforcement Officer Job Description.
16. Clerk-Treasurer Report.

17. Open Time.
18. Added Agenda Items.
19. Receipt of Agenda Materials/Supplements.
20. Adjournment.

**White Bear Township's
Mission:**

To provide White Bear Township residents, businesses and visitors with reliable, high quality municipal services while serving as open and responsible stewards of the public trust.





**Town Board Executive Meeting
February 22, 2019**

Agenda Number:

1 – 2 - 3

Subject:

Approval of February 22, 2019 Agenda
Approval of January 25, 2019 Minutes

Documentation:

February 22, 2019 Agenda
January 25, 2019 Minutes

Action / Motion for Consideration:

Call meeting to order:

Approval of Agenda:

Approval of Minutes:

February 22, 2019 (additions/deletions)

January 25, 2019 (additions/deletions)

**MINUTES
EXECUTIVE MEETING
JANUARY 25, 2019**

The meeting was called to order at 11:00 a.m.

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk: Christopherson; Attorney: Lemmons; Finance Officer: Kelly; Public Works Director: Reed; Planner: Riedesel; Engineers: Studenski and Poppler; Others Present: Blake Huffman, Ramsey County Commissioner; Dennis Seidl.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda with the following amendment: Add 19A) Reschedule March Executive Meeting Date. McCune Seconded. Ayes all.

APPROVAL OF DECEMBER 28, 2018 MINUTES (Additions/Deletions): Ruzek moved approval of the December 28, 2018 Meeting Minutes with minor correction. Ayes: Ruzek and Prudhon. Abstain: McCune.

BLAKE HUFFMAN, RAMSEY COUNTY COMMISSIONER – PRESENTATION: **Sports Facility:** Blake Huffman, Ramsey County Commissioner reported that a Commissioner Meeting on Tuesday the Vadnais Sports Center was discussed. The roof will be replaced. There will be 1.2 soccer fields. One will be smaller and still in design stage. It will cost approximately \$3 million to rebuild the facility. They will look to the community for funding support and to clarify the policy for a funding mechanism. He stated that there are twenty different groups that use the facilities as well as a softball league that plays on Tuesday mornings. User groups are being contacted for input and support. The Planner reported that Town staff had a meeting recently with the Soccer Association and their financial backer on site at Polar Lakes Park. They may be interested in having a domed soccer field. It has not been determined if the Town is interested or set up for this. Commissioner Huffman stated that the shrinkage of the sports facility may provide sufficient parking spaces needed. Ultimately with the Rush Line Corridor there will be a two story parking structure which could provide parking. Currently 300 parking spaces are available. On a hockey night it is packed. He stated that they are looking to find a business in Town to buy the naming rights. **TICAPP (Arsenal Property):** The County and City are working on about ten issues. The property is totally cleaned up and the County has been considering options. They re-confirmed at the County level that their strategy is to let things cool off for a few months. The County is trying to get traction with the City. Relative to roads, Highway 96 over 35 is done and County H2 intersection is done. Inside the property there are many roads proposed. **Rush Line Corridor:** The BRT is preferred with busses having some rights-of-way. It is in a phase process now and construction will begin in 2021. Funding does not go through the State so the County is teaming up with Washington County. **Redevelopment:** The County is looking for ways to work with the Township and cities on redevelopment and where the County can partner with the cities and the Township to help keep business and help to attract businesses. He reported that if the Town has land that is polluted the County will help pay to clean it up so a business can be put there. The County has a Work Force Solution Center that does training. If there is a company that wants to come here the County wants to partner with the Town and cities to strengthen their communities by providing work force support He stated that the Town should always reach out in any instance since the County has more staff and

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JANUARY 25, 2019

resources available. **Yard Waste Sites:** The sites are still open. **Recycling:** Businesses are mandated to recycle but they are not. The County will provide up to a \$10,000 grant to buy containers and train employees to get them to start to recycle. **New County Commissioner:** The County has a new Commissioner, Dennis Whitman. **Bald Eagle:** Commissioner Huffman receives a lot of phone calls regarding Bald Eagle and the proposed one way. He asked if the Town has a position. Prudhon stated that a proposal has been submitted for a "county parkway". If it is a Ramsey County parkway the County will retain ownership of the road. With a one way the lanes will be narrower and there would be a bike path. A one way trial for this summer was proposed. The feasibility of the proposal will be discussed with Ramsey County. **Lake Links Trail:** The County supports and actively participates in the process.

DNR GROUNDWATER MANAGEMENT – UPDATE: The Town Attorney stated that there was an Appeals Court hearing yesterday. Minnesota Statute 703, Section 10 deals with permits and state guidelines issues. All the court can do is to have the petitioner research old permits. The Court cannot tell the DNR what to do. The DNR has certain goals. One is to research all well permits. The Appellate Court has 90 days from yesterday to respond. A different methodology should have been used. The Minnesota Environmental Rights Act has two different avenues, Section 03 deals with everything, and Section 10 deals with permits and other governmental issues. Permits issued to municipalities would have been governed by Section 10. He explained that in the meantime all actions are stayed until that response is received. The State says that the action does not belong under Section 03, but under Section 10. The importance with Section 10 is that all the Court can do is to return the permits to the agency, the DNR, to reconsider all the permits. It is up to the DNR to make the decision. That is already going on since the DNR has followed the court action. The Administrative Court has all agreed to stay the Appellate Court orders. The DNR can reverse permits on its own and there will still be ongoing operations by the DNR.

WATER METERS – UPDATE: Core & Main attorneys are still reviewing the Settlement Agreement. The dollar amount does not seem to be an issue. It was the consensus that the Town Attorney intervene.

Ruzek moved to authorize the Town Attorney to contact the attorneys for Core & Main regarding the Settlement Agreement. McCune seconded. Ayes all.

I & I – UPDATE: Joint sealing projects are finishing up. The specs for joint sealing will be changed to better conform with the process. Joints will be pressure tested.

PAVEMENT MANAGEMENT PROGRAM – UPDATE: Larry Poppler provided a handout. It was noted that more detail is needed on how to approach the projects. The matter of assessment was discussed. The Town Attorney stated that under MN Statute, an assessment must show benefit to the affected property owners. Larry will provide an overview of the pavement management program at the Annual Meeting. He will have more information at the February Executive Meeting.

MINUTES
EXECUTIVE MEETING
JANUARY 25, 2019

Larry Poppler, TKDA stated that the Pavement Management Program will continue to be on the Executive Meeting agenda in the future.

TRAILS – UPDATE: 1) BALD EAGLE LAKE COUNTY PARKWAY: There was discussion regarding a proposal for a county parkway on West and East Bald Eagle Boulevards. It was the consensus that since this is a county road that the Ramsey County Engineer review the option for a one way and potential parkway. Joe Lux, Ramsey County Engineer will be invited to provide Ramsey County's perspective at an Executive Meeting.

STABLE OF WHITE BEAR TOWNSHIP: The Planning Commission reviewed the sketch plan for 8 single family homes on the property at 5685 Portland Avenue. An open house was held on January 9, 2019 for neighbors of the proposed development. Approximately 20 people attended the meeting and the feedback was good. The neighbors are excited about the trail which will be part of the project. However, they prefer a paved trail with a boardwalk over the wetland and would like the trail as far away from the homes as possible. It was noted that the corrections crew could install the boardwalk. The estimate for engineering services provided by Plowe Engineer in July, 2017 was reviewed. It was the consensus that the scope of work estimated to cost \$12,500.00 be pursued. The scope of work includes: 1) site visit; 2) gather existing site information from owner, surveyor and Town; 3) meetings and communications with Town and design team; 4) site development plan (sketch plan provided by others); 5) grading, drainage and erosion control plan and details; 6) utility plan for sanitary sewer, storm sewer and water service and details; 7) drainage calculations; 8) storm water management plans; 9) rough earthwork calculations; 10) SWPPP (storm water pollutions prevention plan); 11) construction plans and specifications for streets and utilities; 12) plan and document changes per agency review comments.

Ruzek moved to place on the agenda for a Town Board Meeting to pursue the trail on Deer Meadow property utilizing the corrections crew for late March. McCune seconded. Ayes all.

DENNIS SEIDL – ON-GOING ODOR ISSUES: Dennis Seidl reported that they have noticed sewer gas smells since 2007. They vented the house themselves but the odors continued. Public Works cleaned out the 21" sewer pipe on Centerville Road. Every three or four months, especially in the winter the smells are strongest. In the past Public Works would come and flush the pipe. In 2008 - 2010 engineering came out. A smoke test was done. The test showed that the problem was with the house. This year he put in another vent. The problem is that the gas comes into the house. It is coming from outside and is worse in the winter. He feels that the 21" sewer pipe is oversized and may be the cause of the problem. He stated that a neighbor has the same problem with the odor. The Engineer stated that they will have a contractor clean and TV the pipe to identify a problem, if it exists. The Code Enforcement Officer and Public Works Director will discuss the situation with a company that does the smoke test. Dennis Seidl will be informed of the results of the test.

COAL TAR/PAH'S – DISCUSSION: An article in the White Bear Press regarding the lawsuit blaming coal tar refiners for contaminating storm water ponds was reviewed. The City of White Bear Lake has joined six others in the lawsuit filed on December 28, 2018. The federal lawsuit

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claims seven refiners of coal tar contaminated ponds with toxic chemicals called polycyclic aromatic hydrocarbons (PAH's). The PAHs are found in coal tar sealants, used throughout the region on driveways and parking lots until the state banned sale of the hazardous material in 2013. White Bear Lake was the first city in Minnesota and the fourth in the country to prohibit use of coal tar based sealcoats in 2010 after PAHs, known to cause cancer, were found in storm water retention pond sediment. The chemical compounds form when coal is incompletely burned. Because PAHs do not break down easily the compounds stay in the environment for a long time. The Public Works Director stated that public works will test all ponds before cleaning. The Town Attorney will contact the White Bear Lake City Attorney to learn more.

UTILITY PROGRAM COORDINATOR JOB DESCRIPTION: The Utility Program Coordinator Position Description was reviewed. It was the consensus to table the matter until the next Executive Meeting.

SPECIAL ASSESSMENT POLICY – REVIEW: The Special Assessment Policy for Street Improvements was provided for review. The Town Attorney and Clerk prepared the policy in the past to legally assess properties. The policy was reviewed with the Town Engineer earlier in the meeting under agenda item #7.

CODE ENFORCEMENT OFFICER – DISCUSSION: It was noted the Judge Marrinan had asked what the Town does regarding enforcement of water use. It was noted that a compliance officer is needed to enforce residential lawn sprinkling. A suggestion was made that the Ramsey County Sheriff's Office Community Service Officers may be a resource for both sprinkling enforcement and winter parking issues. The Code Enforcement Officer stated that he could use support in the area of water enforcement. A computer program to monitor enforcement would make the Town more efficient, however it takes staff to run the program and keep the data current.

ANNUAL MEETING PRELIMINARY LEVY: The Finance Officer reviewed the proposed preliminary levy of \$4,300,621 for 2020. This is compared to \$3,868,742 in 2019. This would be an 11.16% increase from the 2019 preliminary levy presented last year and it would be a 26.375% increase over the final 2019 property tax levy. This levy was the result of the following changes from the 2019 budget: 1) wages for staff were increased 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 2020 budget with 80% of the position funded from the General Fund; 3) summer help for public works was increased to \$50,000.00 from \$36,000.00; 4) health insurance benefit was increased 15%; 5) increased employer contribution to PERA from 7.5% to 8.0% of employees' wages. (These first five items increases personnel services 11.71% or \$154,570 from the 2019 final budget). 6) Sheriff contract estimated to increase 10.0% from 2019 final budget; 7) Fire contract with the City of White Bear Lake increased 17.06% to \$350,000.00; 8) amount levied for seal coat project increased \$31,000.00 to \$112,500 for a project estimated to cost \$150,000.00. In 2014 only \$45,000 of the \$150,000.00 total project costs were levied. For 2015, the project was estimated at \$100,000.00 with \$54,000 levied. The 2016 project was estimated at \$110,000.00 with \$58,000.00 levied and in 2017, the project was estimated at \$135,000.00 with \$71,000.00 being levied and in 2018, \$79,000.00 was budgeted for a project

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estimated to cost \$150,000.00 and in 2019, the project was estimated at \$150,000.00, with \$81,500 being levied; 9) the equipment rental fee, which funds Town equipment replacement funding, is around 60%. This results in an increase of \$185,250 over the 2019 budget; 10) 2020 budget includes \$85,000 for sign replacement for reflectivity standards and \$35,000 for EAB activities. This compares to \$28,000 each in 2019; 11) Park improvements increased \$75,000.00 to \$275,000.00 based on future improvements listed in the 2019-2028 CIP; 12) Park budget also increased for Township Day expenditures. This activity was increased \$4,750 in expenditures for a total budget of \$41,500; 13) the big change on the revenue side is the rental and animal licenses, which are two year licenses renewed in even years resulting in an increase of \$24,700; 14) facility rental or antenna lease revenues was reduced to \$175,000.00 from \$232,790 so that the Town becomes less dependent on this revenue source in case towers are eliminated by small cell systems or company mergers.

Other projections for the 2020 preliminary levy include estimated fiscal disparities of \$275,000, which is a decrease from the 2019 amount. Since tax capacities and market value data is not available for 2020, if you use the 2019 tax capacity of \$14,408,143, the Town's tax rate would increase to 27.940% compared to a preliminary rate of 26.268% and a final tax rate of 21.681%. It was the consensus that the report is comprehensive.

GEM LAKE PARTNERSHIP – DISCUSSION: The Town's partnership with Gem Lake was reviewed. The Joint Powers Agreement with Gem Lake was dated 2007. It was the consensus that the Town could better utilize time spent or receive more for the services provided. The Finance Officer provided a spread sheet identifying hours spent by the Building Inspector; Secretary/Receptionist; Finance Officer; Finance Analyst Accounting Clerk; Accounting Clerk/Receptionist; Para Legal/Administrative Assistant; Planner; Public Works Director; Clerk Treasurer; Public Works Field Maintenance Supervisor; Public Works LeadWorker; Public Works Summer Help; Public Works Maintenance Worker; Public Works Maintenance Worker – OT. Revenue received for Town services was also reviewed. The Town Attorney will talk with Pat Kelly and report back.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reviewed Public Works Department activity for the month of January 2019. **Lift Station Upgrades:** Lametti & Sons have completed the replacement of the control panel, pumps, rails, etc. for Lift Station #10. The concrete driveway and related restoration work will be completed in the early summer of 2019. TKDA has been authorized to prepare plans and specifications for Lift Station #9. This is the last station rehabilitation until the next major rehabilitation cycle for lift stations that would begin in approximately 2036. **Water Meter Repair/Reading:** The water meter issue was handled as a separate agenda item. **Commercial Meter Testing:** A percentage of commercial meters will be tested for accuracy each year going forward. **2018-2027 Capital Equipment /Capital Improvement Programs:** The GIS/Asset Management Project will be renewed with assistance from Larry Poppler, TKDA. **Water System Improvements/Issues:** The Town Engineer is going to provide an agreement for Town Board approval regarding replacement or lining of watermain between Taylor Avenue and Gaston Avenue on Hugo Road. There have been 8+ watermain breaks between Taylor Avenue and Gaston Avenue over the last 30 years. No others north or south of this area. The watermain is a 12" line. One home would be without water. Water can

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be temporarily provided from a hydrant on Taylor Avenue while the work is being completed for the resident at 5475 Hugo Road. **Sanitary Sewer System Improvement/Issues:** The liner for the gravity line west of Lift Station #3 has been installed. **Ordinance No. 27 – Relating to Plant Pests and Providing for the Control and Abatement Thereof and Repealing Ordinance No. 25:** A draft of Ordinance No. 27 was provided for review. The Board members will look over the Ordinance and provide feedback to the Public Works Director at the next Executive Meeting. **Emerald Ash Borer Management Plan:** The Plan was updated January 3, 2019. The Plan includes an introduction to what Emerald Ash Borer is; the Plan purpose; Administration of the Plan; Communications; Ordinance changes; Inventory Collection; Treatment Options; Public Trees; Private Trees; and Tree Replacements. Feedback is welcome.

MIKE GAGAN – WHITE BEAR DENTAL CLINIC: Mr. Gagan chose to re-schedule.

CLERK-TREASURER REPORT: 1) STRATEGIC PLANNING PROCESS; HR PROCESS:
Strategic Planning: Barb Strandell has been contacted regarding providing guidance in the strategic planning process. Barb is available March 12th. After that session guidelines for the future of the Township will be prepared. **HR Process:** The Employer's Management Association offers membership for \$1,100 for all services. They will have a HR professional on site and will review job descriptions and wage scales. The Clerk suggested having a trial with them to assist the Town in HR matters.

MARCH EXECUTIVE MEETING DATE – RESCHEDULE: Due to Supervisor conflict it was the consensus that the March Executive Meeting date be rescheduled from March 22nd to Friday, March 29, 2019. The matter will be placed on the Consent Agenda for February 4, 2019 Town Board Meeting for approval.

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

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

Ruzek moved to adjourn the meeting at 3:18 p.m. McCune seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Clerk-Treasurer



Town Board Executive Meeting February 22, 2019

Agenda Number: 4

Subject: DNR Groundwater Management - Update

Documentation: None

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss

Minutes
Executive Meeting
January 25, 2019

DNR GROUNDWATER MANAGEMENT – UPDATE: The Town Attorney stated that there was an Appeals Court hearing yesterday. Minnesota Statute 703, Section 10 deals with permits and state guidelines issues. All the court can do is to have the petitioner research old permits. The Court cannot tell the DNR what to do. The DNR has certain goals. One is to research all well permits. The Appellate Court has 90 days from yesterday to respond. A different methodology should have been used. The Minnesota Environmental Rights Act has two different avenues, Section 03 deals with everything, and Section 10 deals with permits and other governmental issues. Permits issued to municipalities would have been governed by Section 10. He explained that In the meantime all actions are stayed until that response is received. The State says that the action does not belong under Section 03, but under Section 10. The importance with Section 10 is that all the Court can do is to return the permits to the agency, the DNR, to reconsider all the permits. It is up to the DNR to make the decision. That is already going on since the DNR has followed the court action. The Administrative Court has all agreed to stay the Appellate Court orders. The DNR can reverse permits on its own and there will still be ongoing operations by the DNR.



Town Board Executive Meeting February 22, 2019

Agenda Number: 5

Subject: Water Meters - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
January 25, 2019

WATER METERS – UPDATE: Core & Main attorneys are still reviewing the Settlement Agreement. The dollar amount does not seem to be an issue. It was the consensus that the Town Attorney intervene.

Ruzek moved to authorize the Town Attorney to contact the attorneys for Core & Main regarding the Settlement Agreement. McCune seconded. Ayes all.



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 6

Subject: I & I - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss

Minutes
Executive Meeting
January 25, 2019

I & I – UPDATE: Joint sealing projects are finishing up. The specs for joint sealing will be changed to better conform with the process. Joints will be pressure tested.



**Town Board Executive Meeting
February 22, 2019**

Agenda Number:

Subject: 11:30 – Joe Lux, Ramsey County

Documentation: None

Action / Motion for Consideration:

Discussion



Town Board Executive Meeting February 22, 2019

Agenda Number: 7

Subject: Pavement Management Program - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss

Minutes
Executive Meeting
January 25, 2019

PAVEMENT MANAGEMENT PROGRAM – UPDATE: Larry Poppler provided a handout. It was noted that more detail is needed on how to approach the projects. The matter of assessment was discussed. The Town Attorney stated that under MN Statute, an assessment must show benefit to the affected property owners. Larry will provide an overview of the pavement management program at the Annual Meeting. He will have more information at the February Executive Meeting.

Larry Poppler, TKDA stated that the Pavement Management Program will continue to be on the Executive Meeting agenda in the future.



Town Board Executive Meeting February 22, 2019

Agenda Number: 8

Subject: GIS Implementation

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss

Minutes
Town Board Meeting
February 4, 2019

GIS IMPLEMENTATION – REVISIT: The Clerk reported that during conversations with Public Works staff the topic of GIS within the Township were recently held. Monthly discussions with the Public Works crew will be held to work on administrative connections and improvements. Extended planning and discussions about implementing this resource had been held recently but stopped. Administrative departments had questions if the system would address their needs. With discussions re-starting these questions will be addressed. The benefits to the Town, specific to Public Works and the management of infrastructure are: 1) easier locates for water, sewer, and storm water; 2) efficiencies achieved documenting field data as it is exported directly to the GIS platform; and 3) overall management of infrastructure is improved as current electronic mapping is not supported by software. Staff requests the Board to reconsider the program so that staff may proceed with the overall goal of implementing a new reporting system in and amongst the existing Town departments. The Township has set aside \$250,000 to cover the infrastructure applications and an additional \$225,000 to incorporate GIS to benefit planning, zoning, and other Township applications. Staff requests that TKDA provide information on the benefits of GIS and how to manage the system. It is an effective strategy to adopt. The Town Engineer stated that staff is looking for Board direction to direct a process and timeline for GIS. He stated that GIS is a form of asset management and implementation. He stated that Town assets to be managed are: 42.9 miles of Town roads; 1,036 regulatory informational signs; 319 street identification signs; 3,000 trees; 654 catch basins; 136 manholes; 340 flared end-sections; 16 miles of storm sewer; 73 ponds; 1,486 sanitary manholes; 975 valves; 792 hydrants with valves; 4,800 curb boxes (water service valves). He reported that GIS is a location based program that helps to administer those assets. The Clerk would like to have the Engineer provide a presentation to the Board to see if they would like to go ahead with an RFP. In response to a question how long it takes to get the assets located, the Clerk noted that the Town went up to an RFP process last year that spelled

out a lot of the information. Staff would like Larry to make a presentation to the Board to see if it is determined to go ahead to an RFP. The Public Works Director reported that the Rice Creek Watershed District and the Vadnais Lake Water Management Organization have asked that communities have a regional-wide map that shows the connections because the storm water is getting into the interconnects.

Ruzek moved to proceed with the GIS process. McCune seconded. Ayes all.



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 9

Subject: Township Administrative Office Upgrades – TKDA
Proposal

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 10

MDH Water Discussion

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 11

Subject: Water Tower Overflow Event

Documentation: Public Works Director Diagram

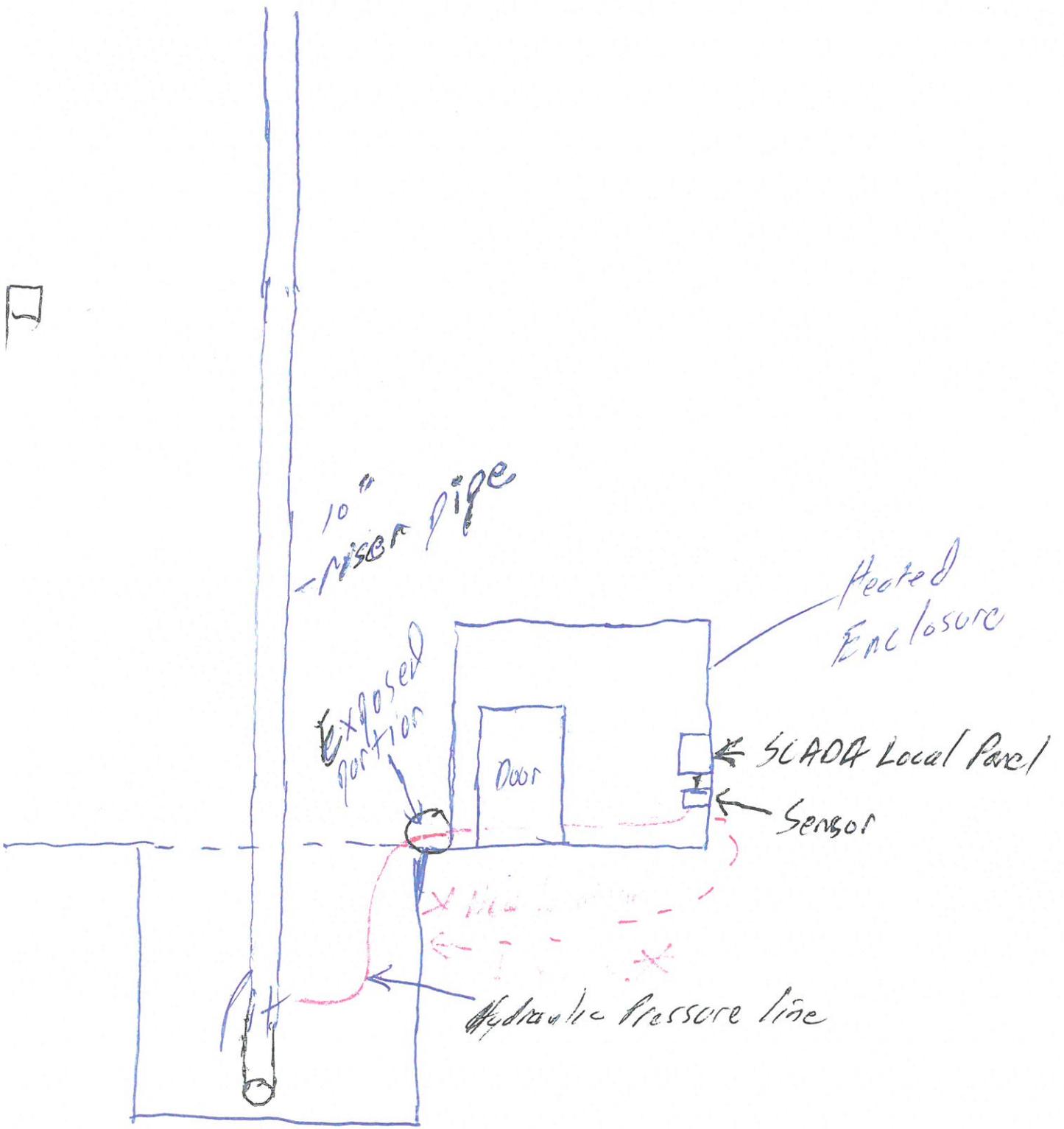
Action / Motion for Consideration:

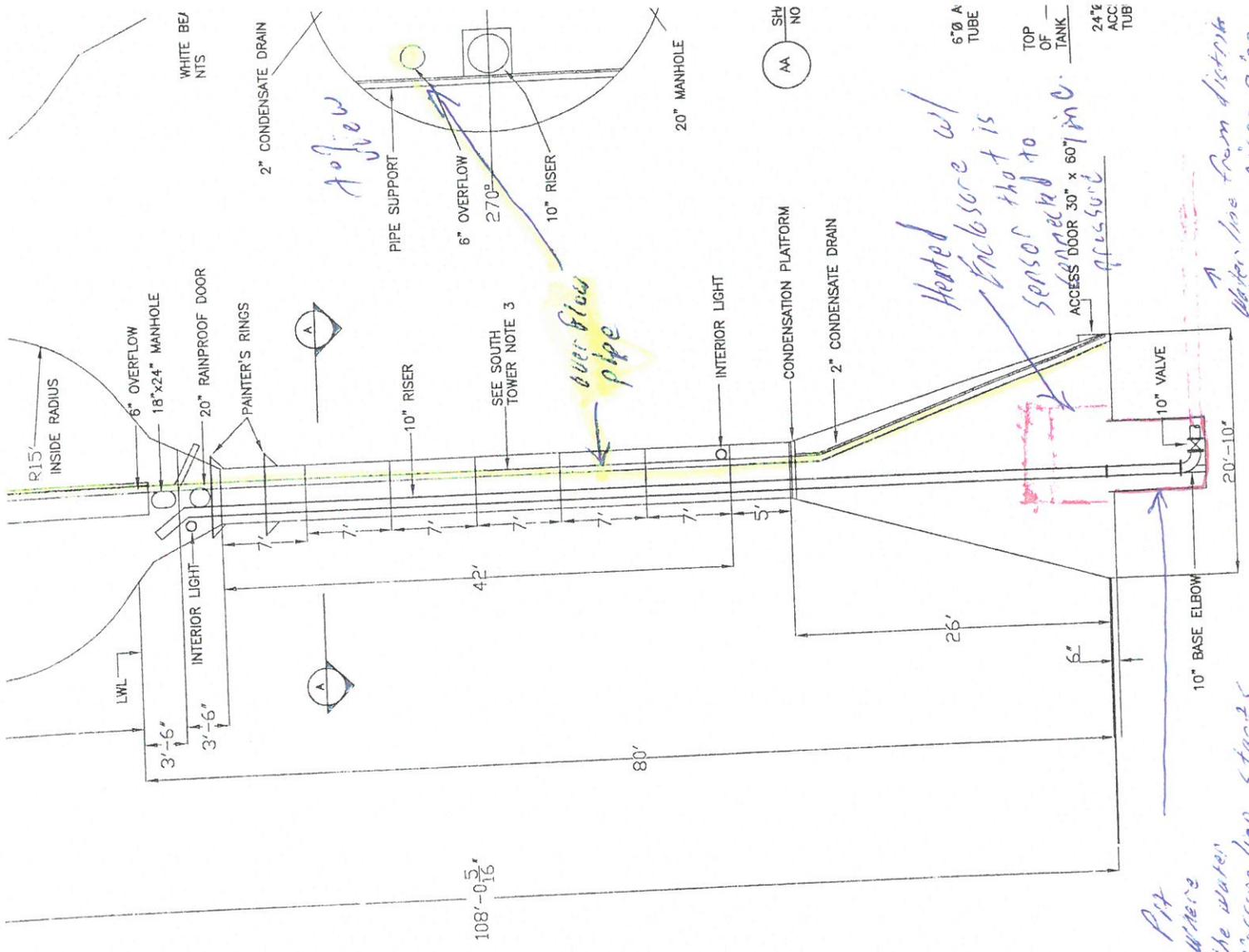
Public Works Director Report at Meeting / Discuss



Building a legacy – your legacy.

Project description South Water Tower
Task description _____
Project number _____
Designed by _____ Checked by _____
Date _____ Page _____ of _____





South
Water
Tower

to flow
over flow pipe
Heated enclosure w/ sensor that is connected to access door 30" x 60" inc. pressure
water line from district puts up to 150 psi

Fix where the water pressure line starts

BAR IS ONE INCH ON OI
 INCH ON THIS DRAWING

\\n-z\WhiteBear\TP\14215000\mun\dwgs\Drawing1.dwg
 1/23/2009 8:16am

DESIGNED _____
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT
 WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND
 I AM A LICENSED PROFESSIONAL ENGINEER UNDER



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 12

Subject: Public Works Director Report

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
February 22, 2019**

Agenda Number:

Subject: 1:00 – Mike Gagan – White Bear Dental Clinic

Documentation:

Action / Motion for Consideration:



Town Board Executive Meeting February 22, 2019

Agenda Number: 13

Subject: The Stable of White Bear Township

Documentation: Emails

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
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January 25, 2019

STABLE OF WHITE BEAR TOWNSHIP: The Planning Commission reviewed the sketch plan for 8 single family homes on the property at 5685 Portland Avenue. An open house was held on January 9, 2019 for neighbors of the proposed development. Approximately 20 people attended the meeting and the feedback was good. The neighbors are excited about the trail which will be part of the project. However, they prefer a paved trail with a boardwalk over the wetland and would like the trail as far away from the homes as possible. It was noted that the corrections crew could install the boardwalk. The estimate for engineering services provided by Plowe Engineer in July, 2017 was reviewed. It was the consensus that the scope of work estimated to cost \$12,500.00 be pursued. The scope of work includes: 1) site visit; 2) gather existing site information from owner, surveyor and Town; 3) meetings and communications with Town and design team; 4) site development plan (sketch plan provided by others); 5) grading, drainage and erosion control plan and details; 6) utility plan for sanitary sewer, storm sewer and water service and details; 7) drainage calculations; 8) storm water management plans; 9) rough earthwork calculations; 10) SWPPP (storm water pollutions prevention plan); 11) construction plans and specifications for streets and utilities; 12) plan and document changes per agency review comments.

Ruzek moved to place on the agenda for a Town Board Meeting to pursue the trail on Deer Meadow property utilizing the corrections crew for late March. McCune seconded. Ayes all.

Patti Walstad

From: Tom Riedesel
Sent: Friday, February 15, 2019 9:33 AM
To: Patti Walstad
Subject: FW: Stable Property

From: Larry Alm [mailto:southwind.larry@comcast.net]
Sent: Thursday, February 07, 2019 9:51 AM
To: Tom Riedesel <Tom.Riedesel@whitebeartownship.org>
Subject: RE: Stable Property

Tom, in looking over this layout, it is my opinion that the lots are large enough as they are drawn. Increasing the size by adding in the wetland areas really will not add value, but rather most likely would be seen as a negative. The bike path is a good lot line (border) as you show it and is totally acceptable. The out lot is wet and is not usable and so adding it into the lots themselves will result in higher property tax which is never received well.

Hopefully this makes sense and let me know if I can assist further.

Best,

Larry Alm

Southwind Builders Inc.

2372 Leibel St

White Bear Lake MN 55110

651-773-8780 Ext. 103

612-270-5655 Cellular



From: Tom Riedesel [mailto:Tom.Riedesel@whitebeartownship.org]
Sent: Tuesday, February 05, 2019 4:30 PM
To: 'southwind.larry@comcast.net' <southwind.larry@comcast.net>
Subject: Stable Property

Larry,
Attached is the plat layout being considered by the Board. They are interested in the value of the out lots in relation to the buildable portion of the abutting lots.

Please let me know if you need clarification or have questions.

Thanks,

Tom

Tom Riedesel

From: Paul Husnik <phusnik@husnikhomes.com>
Sent: Wednesday, February 06, 2019 8:44 AM
To: Tom Riedesel
Subject: Re: FW: Stable Property

Hi Tom

Because it is wetlands and unable to be developed or built on, there is little to any value to each lot. Creek Ridge view had the same situation and our buyers only cared if no one could build behind them. Call me if you want to talk, 651-248-1185

Thank You
Paul Husnik
Husnik Homes Inc

On Wed, Feb 6, 2019 at 8:21 AM Tom Riedesel <Tom.Riedesel@whitebeartownship.org> wrote:

From: Tom Riedesel
Sent: Tuesday, February 05, 2019 4:21 PM
To: 'Husnik Homes' <phusnik@ties2.net>
Subject: Stable Property

Hi Paul,

The Township is getting closer to approving the development plan for the Stable property on Portland Ave.

It will most likely be an 8 lot single family subdivision as shown on the attachment.

A question for you: The Town is considering either including the out lots as part of the property for sale or in the alternative keeping the out lots as park property. The question is, how much value to a builder/developer does each out lot add to the value of a lot?

As you may recall the out lots are wetland and undevelopable with the exception of Out lot A which is partially wet and partially upland.

The value of the out lot to the buildable portion of the lot is what the Town Board would like to know? The value may determine if the Town keeps the out lots or sells them along with the buildable portion of lots 3-7.

Thanks for your input!

Tom



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 14

Subject: Annual Meeting Agenda – Review

Documentation: Draft Agenda

Action / Motion for Consideration:

Report at Meeting / Discuss



Agenda
Town of White Bear Annual Meeting
March 12, 2019

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 2018 Annual Meeting Minutes.
6. Ramsey County Sheriff's Office Report.
7. Recognize Public Officials in Attendance.
8. Northeast Youth and Family Services - Jerry Hromatka Presentation.
9. 2040 Comprehensive Plan Presentation – Laura Chamberlain of HKGI.
10. Pavement Management Program – Larry Poppler, TKDA Presentation.
11. 2020 Preliminary Tax Levy.
12. Announce Location / Date of Special Town Board Budget Meeting, Tuesday, December 10, 2019, 7:00 p.m., Heritage Hall, 4200 Otter Lake Road (Time, Date & Location Set During the December 11, 2018 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 12, 2019 at 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road.
13. Set Time & Location by Vote for the 2020 Annual Meeting, to be held at: 1) Otter Lake Elementary School, 1401 County Road H-2 at 7:00 p.m. or 2) Heritage Hall, 4200 Otter Lake Road at 7:00 p.m. (Tuesday, March 10, 2020).
14. Other Business.
15. Adjourn Meeting.



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 15.a

Subject: Code Enforcement Officer / Building Inspector Items:
a. Heritage Hall

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 15.b

Subject: Code Enforcement Officer / Building Inspector Items:
b. Winter Parking – Amendment to Building
Official/Code Enforcement Officer Job Description

Documentation: Building Inspector Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

MEMORANDUM

TO: TOWN BOARD CLERK/TREASURER
FROM: MIKE JOHNSON
DATE: FEBRUARY 15, 2019

SUBJECT: WINTER PARKING ENFORCEMENT

The Town Building Department has provided winter parking enforcement throughout the Township for several years. Several types of enforcement actions are used to help minimize vehicle parking during a snow event. For example, recently the Town Ordinance was amended prohibiting overnight parking on any street within the Township. Signage containing street parking restriction are posted throughout the Township. Notification of the expected time of snow removal is available on the Town web site, and Facebook Page. Town residents can also receive text or voice messages informing them of the Towns snow removal schedule.

Building Department staff typically patrols the Town streets early morning for one to two hours a day most days of the week. Building Department staff generally places a post card informing the owner of the Towns winter parking restrictions. Typically, the post card is adequate for voluntary compliance with the Towns snowfall restrictions. If the vehicle remains, the Building Department has the authority and discretion to issue a citation for the violations. Recently there have been very few vehicles illegally parked overnight on Township streets.

Town Ordinance states there is to be no parking on Town Streets after a 1-inch snowfall until the street is plowed curb to curb. The timing of the snow removal procedures is the primary factor on the number of vehicle obstructions on Town streets.

The issuance of a written citation for snowfall restriction violations is an extremely contentious confrontation. Verbal abuse, physical intimidation and assault are consistent with an ever increasingly number of written winter parking citations. With the continued increase in altercations with the public and the continuous ridicule from Town staff has produced an unacceptable and unsafe work environment. For this reason, I am requesting the Town Board consider amending the Building Official/Code Enforcement officer's job description.

Please consider the following options. Amending the Building Official/Code Enforcement Officers job description by dismissing the obligations of issuance of winter parking citations. This task can be delegated to the Ramsey County Sheriff's Department. Sheriff's Deputies are armed and trained to handle these types of confrontations with the public.

Another option to consider is to suspend the obligation of issuing citations until the Town can determine a proper safety-training program and the completion of that program.

In closing, I find the working environment in an unsafe unacceptable condition. I have been in communication with the newly appointed Clerk/Treasurer and I am content with his actions in this matter. The Clerk/Treasurer has already taken action to alleviate this contentious situation by imposing new Town procedures. I am excited for the implementation of new policies and procedures in which the Town Clerk/Treasurer intends to implement. However, the current culture of Town staff is deep seated and I do not expect any significant improvements in the near future. For this reason, I regretfully inform the Town Board I intend to evaluate and possibly seek alternative employment opportunities. I have no malus or vindictive intentions and will continue to execute my duties in the best interest of the Township.



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 16

Subject: Clerk-Treasurer Report

Documentation: None

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss

**Minutes
Executive Meeting
January 25, 2019**

CLERK-TREASURER REPORT: 1) STRATEGIC PLANNING PROCESS; HR PROCESS: Strategic Planning: Barb Strandell has been contacted regarding providing guidance in the strategic planning process. Barb is available March 12th. After that session guidelines for the future of the Township will be prepared. **HR Process:** The Employer's Management Association offers membership for \$1,100 for all services. They will have a HR professional on site and will review job descriptions and wage scales. The Clerk suggested having a trial with them to assist the Town in HR matters.



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 17 - 18

Subject: Open Time
Added Agenda Items

Action / Motion for Consideration:



**Town Board Executive Meeting
February 22, 2019**

Agenda Number: 19 – 20

Subject: Receipt of Agenda Materials / Supplements
Adjournment

Action / Motion for Consideration:

Receive All Agenda Materials & Supplements for Today's Meeting

Adjourn Meeting