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

WHITE BEAR TOWNSHIP
1858
RAMSEY COUNTY
MINNESOTA

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WHITE BEAR TOWNSHIP, MN 55110

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AGENDA
UTILITY COMMISSION MEETING
MARCH 14, 2019

1. **7:00 p.m.** Call Meeting to Order at Township Office Conference Room, 1281 Hammond Road.

2. Approval of March 14, 2019 Agenda (Additions/Deletions).
3. Approval of February 14, 2019 Minutes (Additions/Deletions).

4. Consent Agenda:

   a. Receive Monthly Sewer & Water Report.
   b. Receive EDAB Minutes.
   c. Receive Republic Services Monthly Service Report.
   d. Solid Waste Abatement Report.

5. Commissioner's Report.

6. Public Works Director Report.

7. Stormwater Projects - Review.

8. Next Meeting Date / Agenda Items.
9. Added Agenda Items.
10. 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.

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WHITE BEAR TOWNSHIP

Utility Commission Meeting
March 14, 2019

Agenda Number: **1 – 2- 3**

Subject: Call to Order – 7:00 p.m.
WBT Administrative Conference Room

Approval of March 14, 2019 Agenda &
February 14, 2019 Minutes

Documentation: March 14, 2019 Agenda &
February 14, 2018 Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	March 14, 2019 (Additions / Deletions)
Approval of Minutes:	February 14, 2019

MINUTES
UTILITY COMMISSION MEETING
FEBRUARY 14, 2019

The meeting was called to order at 7:02 p.m.

Present: Bernstein, Christopherson, DeLoach, Fredricks, Groschen; Commissioner: McCune; Public Works Director: Reed Town Board Liaison: McCune
Absent: Hesse, Pehrson;

APPROVAL OF AGENDA (Additions/Deletions): DeLoach moved to approve the agenda as submitted. Bernstein seconded. Ayes all.

APPROVAL OF MINUTES OF NOVEMBER 8, 2019: Bernstein moved the approval of the November 8, 2018 Minutes. DeLoach seconded. Ayes all.

CONSENT AGENDA: DeLoach moved to approve the Consent Agenda as follows: 4A) Monthly Sewer & Water Report / Watermain Leak Reports; 4B) Receive EDAB Minutes; 4C) Receive Republic Services Monthly Service Report. Bernstein seconded. Ayes all.

COMMISSIONER'S REPORT: **Water Gremlin:** In the fall of 2018, Water Gremlin Company had requested a Permitted Use Standards Permit to allow an addition to the equipment building. There was a piece of equipment sticking out of the top of a building as the equipment was taller than the structure; the structure was built around the equipment. In January of 2019, Water Gremlin Company withdrew their application to the Town Board for the permit, and since has been in the news. There have been two hearings scheduled about Water Gremlin regarding the air incident reported in late January. Water Gremlin had been emitting too much trichloroethylene (TCE) according to the Minnesota Pollution Control (MPCA). **GIS Implementation:** GIS (Geographic Information Systems) is a mapping technology used by many of the surrounding cities in the metro area. It allows the user to create and interact with data collected over periods of time and the Township wants to implement it into the water, sewer, and storm water data/asset management for the Township. The GIS will help map out the water lines, read meters with 1-2 centimeter accuracy, and ultimately save time and money by electronically storing and reading all this data. The Township has already set aside capital improvement funds for the implementation. **Pavement Management Program:** The Town Board has authorized TKDA to develop a Pavement Management Plan. TKDA has started by evaluating Township streets, identifying the streets and rating the streets in priority of need of most repair. The next question is finding a funding mechanism to pay for the street projects. Town Engineer Larry Poppler and Finance Officer Tom Kelley have more information on Agenda Item 8. **5585 Portland Avenue:** The lawsuit relative to this property is near the end. The Town now owns the property. A marketing plan is being prepared for the property and development options for the property are being reviewed.
PUBLIC WORKS DIRECTOR REPORT: The Public Works Activity Report for December 2018 and January 2019 were reviewed. **Lift Station #9** is the last lift station to line with the sanitary sewer line. **Water meter replacement agreement** will be brought to the Board in February. Commissioner McCune brought the **GIS Implementation** to the Commission's attention. **SCADA upgrade** in summer 2019 for the Hammond Road water tower. SCADA is an electronic sensor placed in a water tower to monitor the water levels and usage. It can prevent overflow problems.

WATER TOWER OVERFLOW DISCUSSION: On January 30, 2019, during some of the coldest temperatures on record (-51 degrees), frozen pipes caused an overflow from the tower. The pipe gelled up near the hydraulic panel so the sensor couldn't read that the water levels were fine. The water tower kept filling up to the point of overflow, covering nearby streets with ice. The tower

gushed about 160 thousand gallons of water. The plan going forward is to put a SCADA local panel with a sensor less temperamental to weather conditions, so this doesn't happen again. Volunteers and city officials got the streets cleaned up quickly, and the one neighbor whose basement leaked water was understanding.

2019 STREET IMPROVEMENT PROJECT EXECUTIVE SUMMARY – DISCUSSION: Larry Poppler took an assessment of the streets in the Township and rated them accordingly. The Pavement Management Plan takes into consideration the street ratings over the years, on a scale of 0-5. 0-2.2 is red, and currently there are 11 miles of streets in this zone. The Plan's goal is to keep all streets within the 3.4-3.6 (yellow) zone, meanwhile a freshly paved street would be between 3.7-5. There are three factors that are considered within the rating: cracking, seal coat, and mill and overlay. Maintaining streets are costly, as noted in the Pavement Management Plan and the executive summary put together by the TKDA. The executive summary is to ensure the Township is monitoring and proactively keeping and improving the streets over time.

The yellow zone sweet spot, 3.4-3.6, has been found to be the most cost effective time to improve streets construction wise, as the goal is to have streets that will have a 60-year street life. The Township will phase in the street investments over a 10-year period to lessen the tax burden of the citizens. White Bear Township has the third lowest tax rate in Ramsey County and therefore is trying to keep those taxes low, but also maintain travel and safety for the citizens. All of this information will also be discussed at the annual meeting on March 12. There will also be an informational hearing about the tax increase on February 27.

DeLoach moved to adjourn the meeting at 8:32 p.m. Fredricks seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary

DRAFT

WHITE BEAR TOWNSHIP

Utility Commission Meeting
March 14, 2019

Agenda Number: **4A - Consent**

Subject: Receive Monthly Sewer & Water Report / Watermain Leak Reports

Documentation: Watermain Leak Reports

Action / Motion for Consideration:

Receive Information

WHITE BEAR TOWNSHIP
1858
RAMSEY COUNTY
MINNESOTA

WATERMAIN LEAK REPORT

****

NO.: 3 **LOCATION:** 2467 South Shore Blvd.

TIME REPORTED: 12.45 **DATE:** 2.25.29

REPORTED BY: SCADA

ADDRESS: 2467 South Shore Blvd.

REPORT RECEIVED BY: Public Works Staff

DESCRIPTION OF RUPTURE OR BREAK: 14" lateral break in the pipe

PROBABLE CAUSE OF RUPTURE OR BREAK: Pipe may have been weakened during initial installation. Generally speaking, lateral breaks are not caused by frost movement.

SIZE AND MATERIAL OF PIPE: 6" DIP

QUANTITY OF WATER ESCAPING: 231,800 **G.P.M.:** 3,863

TIME CREW REACHED SITE OF LEAK: 2:30 PM **DATE:** 2.25.19

TIME FLOW OF WATER WAS STOPPED: 1:45 PM **DATE:** 2.25.19

TIME WATER ON AFTER REPAIRS: 12:45 AM **DATE:** 2.26.19

ACTION TAKEN TO REPAIR LEAK: St. Paul Regional Water replaced 24" of 6"DIP and used 2 band to secure the new section into place.

REMARKS: Both well pumps were running and the south tower triggered a low level alarm, because of the leak.

WORK PERFORMED BY: St. Paul Regional Water completed the repair and Water Conservation Leak Services located the repair. Warning Lites of Minnesota provided the road closure setup.

WHITE BEAR TOWNSHIP

Utility Commission Meeting
March 14, 2019

Agenda Number: **4B - Consent**

Subject: Receive EDAB Minutes

Documentation:

Action / Motion for Consideration:

Utility Commission Meeting
March 14, 2019

Agenda Number: **4C - Consent**

Subject: Republic Services Monthly Service Report

Documentation: None

Action / Motion for Consideration:

Receive Information

WHITE BEAR TOWNSHIP

Utility Commission Meeting
March 14, 2019

Agenda Number: **4D - Consent**

Subject: Solid Waste Abatement Report

Documentation: Report

Action / Motion for Consideration:

Receive Information

SOLID WASTE ABATEMENT FROM COLLECTORS

REPORTED BY REPUBLIC SERVICES

FOR THE CITY OF:	**White Bear Township**
REPORT PERIOD:	**Jan-19**

HOUSEHOLD RECYCLING PARTICIPATION

Total number of possible recycling stops this month:	8,926
Number of actual recycling stops this month:	8,190
Participation:	92%

TOTAL WEIGHT COLLECTED FOR THIS MONTH:

RESIDENTIAL:

Newspaper *includes mixed mail, magazines & phonebooks	69,331
Glass	39,350
Cans	10,306
Cardboard- OCC	59,962
Plastic	8,432

TOTAL WEIGHT COLLECTED 187,381 Pounds

Republic Services certifies that the above stated figures are an accurate account and the reported information will not be used for abatement totals or reimbursements for any other city or recycling program.

February 27, 2019

REPUBLIC SERVICES

WHITE BEAR TOWNSHIP

Utility Commission Meeting
March 14, 2019

Agenda Number: **5**

Subject: Commissioner's Report

Documentation: None

Action / Motion for Consideration:

Receive Information

WHITE BEAR TOWNSHIP

Utility Commission Meeting
March 14, 2019

Agenda Number: 6

Subject: Public Works Director Report

Documentation: Report

Action / Motion for Consideration:

Receive Information

White Bear Township
Town Board Update
On
Public Works Department Activity
(February 2019)

1. **Lift Station Upgrades–**
   - Lift Station #10 - Lametti and Sons will complete the concrete driveway and related restoration work in the early summer of 2019.
   - Lift Station #9 – TKDA is in the midst of preparing plans and specifications. A draft will be available soon for Public Works staff review.

2. **Safety**
   - Staff will be recertified soon for Forklift and Scissor Lift.

3. **Water Meter Repair/Reading**
   - Water meter issue update – The draft agreement was tabled at the February 20th Town Board meeting for further review and discussion at the February 22, 2019 Town Board Executive meeting.
   - Commercial meter testing – A percentage of commercial meters will be tested for accuracy each year going forward.

4. **2018-2027 Capital Equipment/Capital Improvement Programs**
   - The GIS/Asset Management Project will be discussed at this month's Executive Meeting.

5. **Storm Water Program**
   - The Town Engineer is organizing a site meeting with the Public Works Director on Outfalls 5 and 6 that discharge into Bald Eagle Lake soon.
   - There will be a large storm maintenance project completed by Public Works staff located south of Otterview Court in the easement. The system caused flooding in Brittany Court during one of the large rain events this summer. Approximately 30 cu yds of sediment that is impairing drainage from two outlet pipes into inlet pipe that discharges into the I35E corridor and will be removed by Public Works staff in 2019. The Town Engineer has provided staff with a recommended elevation of the pond bottom, from the outlet and inlet pipe elevations.
   - The Town has applied for renewal of their current MS-4 permit and the SWPPP will need to be updated soon.

6. **Water system improvements/issues**
   - The Town Engineer is going to provide an agreement for the Town Board to approve regarding replacement or lining of watermain between Taylor Ave and Gaston Ave, on Hugo Road. There have been roughly 8+ watermain breaks between Taylor Avenue and Gaston Avenue over the last 30 years. No

others north of south of this area. The watermain is a 12" line. One home would be without water. We can temporary water from a hydrant on Taylor while the work is being completed for the resident at 5475 Hugo Road.

- Hammond Road Water Tower repainting in 2019 - TKDA is preparing plans and specifications.
- 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 May.

7. Sanitary sewer system improvements/issues

- The Public Works Director will be meeting with the City of Birchwood and the Township resident's at 4101 East County Line on Monday, February 25th regarding easement acquisition to accommodate Birchwood's routing of a gravity line to the Township's sanitary sewer manhole located on South Shore Boulevard.
- The Public Works Director is preparing a joint sealing project will be bid soon with Town Board approval.

8. Street Improvement Program.

- An informational meeting will be held on Wednesday, February 27th for this years proposed street maintenance projects identified in the Pavement Management Plan.
- Comment on the updated Emerald Ash Borer Management Plan will be shared by the Town Board with staff in February.

9. Sign replacement program (retroreflectivity standard)

- Street name sign replacement is proposed for 2020. Staff has completed taking inventory of our existing sign locations and number. The CIP $$$ have been increased.

10. Personnel Updates:

- G.T. Magnuson returned to work on February 19th.

11. Park Projects:

- Ice rinks are being maintained at Eagle, Red Pine, and Mead Parks.
- Bellaire Beach house rehabilitation. The interior and exterior painting has been awarded to Fresh Paint and the work will be completed early spring of 2019, pending weather. Plumbing improvements along with the door and door frame replacements have also been completed. The Public Works Director is ordering replacement toilet partitions/doors.
- Court color coating quote was approved by the Town Board on August 20th. Work will be completed in the spring of 2019. The gates have been locked in the interim to prevent bike's from using the court.
- The trails along White Bear Parkway, Hammond Road, Centerville Road, Otter Lake Road, Polar Lakes Park and Columbia Park will be sealcoated

in 2019. The Public Works Director is working on specifications for the project to be approved by the Town Board.

12. Ramsey County Projects within the Township;

2019

- West Bald Eagle Boulevard.
- Concrete Rehab of Highway 96 from I-35E to Highway 61.
- Mill and Overlay of South Shore Boulevard from White Bear Avenue to Co Rd F.

2020-2022 Proposed

- Mill and Overlay of Century Avenue from Co Rd E to Co Rd F.
- Co Rd F from McKnight Road to Century (East Co Ln)
- Co Rd H-2 from Centerville Road to West Bald Eagle Boulevard
- Otter Lake Road from Goose Lake Road to CSAH 96
- Portland Avenue from Highway 96 to Taylor Avenue.
- East Bald Eagle Boulevard?

13. Informational sharing regarding Public Works in general:

Public Works Jobs for February 2019

1. Monthly safety inspections of, fire extinguishers, emergency lighting, eye wash stations, first aid kits and A.E.D., fall harnesses
2. Updating fire hydrant repair cards and hydrant numbers
3. Completed 8 of 15 IR (MN State) bacteria water tests
4. Completed first quarter HAA/THM MDH water tests
5. Continuing doing water testing and monitoring of the Towns water system
6. Continuous water testing at well's 1, 3, 4, 5 and 6
7. Continued various water meter and Radio repairs
8. Started preventive maintenance at Town well houses Various water shut off for home repairs
9. New construction water turn on's and radio programing
10. Gopher one locates in Township, North Oaks, Gem Lake, and Birchwood
11. Snow and ice removal on Town roads, trails and sidewalks
12. Pushed back snow piles at intersections
13. Benched snow back for additional snow storage on Town roads
14. Emptied trash in all the parks
15. Cont. tree trimming in Town parks and some Road Right of Ways
16. Cont. flooding ice rinks at Eagle, Mead and Red Pine Park

Mechanic jobs for February 2019

- Brought # 41 (5 yd. dump truck) in for valve cover gasket repair
- Scheduled # 37 (2.5 yd. dump truck) for DOT inspection
- Had # 33 (utility truck) annual crane inspection completed
- Had # 35 (bucket truck) annual hoist inspection completed
- Assisted Public Works

Utility Commission Meeting
March 14, 2019

Agenda Number: 7

Subject: Stormwater Projects - Review

Documentation:

Action / Motion for Consideration:

Receive Information

Minutes
Utility Commission Meeting
March 8, 2018

STORMWATER PROJECTS – REVIEW: The Public Works Director reviewed identified stormwater projects relating to repair of outfalls. The Utility Commission, at its February 8, 2018 meeting, moved to recommend to the Town Board that $100,000 of the Stormwater Utility Fund be available for stormwater projects as reviewed at that meeting. The Public Works Director reported that the outfall #5 located at West Bald Eagle Boulevard and St. Anthony and outfall #6, located at East Bald Eagle Boulevard and Park Avenue were recommended to be repaired. He noted that since grant funding has been received, the two projects will cost $27,500 ($70,000 without grant funding). This provides funding for additional stormwater projects. After review and recommendation by the Public Works Director it was the consensus that all the outfalls: numbers: 9, 3, 16, 17, and 35 be added to the list of 2018 projects using the additional funding. It was the consensus that the Stormwater Project Listing is a very helpful tool for the Utility Commission in reviewing stormwater projects.

Utility Commission Meeting
March 14, 2019

Agenda Number: **8**

Subject: Next Meeting Date – Agenda Items

Documentation:

Action / Motion for Consideration:

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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WHITE BEAR TOWNSHIP

Utility Commission Meeting
March 14, 2019

Agenda Number: **9 - 10**

Subject: Added Agenda Items

Adjournment

Documentation: **FYI Items**

Action / Motion for Consideration:

simplerecycling

Textile Recycling Receipt

1/31/2019

Make checks payable to: White Bear Township
Attn: William F. Short, Clerk-Treasurer
1281 Hammond Rd.
White Bear Township, MN 55110

Name of Organization	Representative:	
White Bear Township	William F. Short, Clerk-Treasurer	

Month	Amount of Textiles collected (in pounds)	Price per Pound	Line Total
January	367	$0.01	$3.67
			$3.67

RECEIVED
FEB 12 2019
TOWN OF WHITE BEAR

Thank you for recycling with us!