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

WHITE BEAR TOWNSHIP
1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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

AGENDA
UTILITY COMMISSION MEETING
JUNE 13, 2019

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

2. Approval of June 13, 2019 Agenda (Additions/Deletions).
3. Approval of May 9, 2019 Minutes (Additions/Deletions).

4. Consent Agenda:

   a. Receive Monthly Sewer & Water Report
   b. Receive EDAB Minutes
   c. Receive Republic Services Monthly Service Report

5. Commissioner's Report.

6. Pavement Management Plan – Update.

7. Stormwater Projects – Update.

8. Public Works Director Report.

9. Next Meeting Date / Agenda Items.
10. Added Agenda Items.
11. 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.

recycled paper

Utility Commission Meeting
June 13, 2019

Agenda Number: **1 – 2- 3**

Subject:

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

Approval of June 13, 2019 Agenda &
May 9, 2019 Minutes

Documentation:

June 13, 2019 Agenda &
May 9, 2019 Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	June 13, 2019 (Additions / Deletions)
Approval of Minutes:	May 9, 2019

MINUTES
UTILITY COMMISSION MEETING
MAY 9, 2019

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

Present: Bernstein, DeLoach, Fredericks, Groschen, Hesse; Commissioner: McCune; Advisor: Christopherson.
Absent: Pehrson; Public Works Director: Reed, both with notice.

APPROVAL OF AGENDA (Additions/Deletions): Bernstein moved to approve the agenda as submitted, with the addition of Organic Composting Discussion before the Consent Agenda. Hesse seconded. Ayes all.

APPROVAL OF MINUTES OF MARCH 14, 2019: Bernstein moved the approval of the March 14, 2019 Minutes. DeLoach seconded. Ayes all.

ORGANIC COMPOSTING – PRESENTATION AND DISCUSSION: Township resident Victori Ribeiro was present to discuss the possibility of providing Township residents with the knowledge, opportunity, and ability to participate in organic composting. Ribeiro explained that there is a list of items that can be used by farmers and gardeners instead of thrown in the trash. It is estimated that the United States produces 250 million tons of waste, placing it in landfills. Furthermore, it is estimated that over 28% is organic and ferments, creating methane gas.

There was discussion on the types of curbside composting bins. Ribeiro suggested making a survey to send out to residents. She has called communities around the metro area to see what their method is. While there is a cost factor, Ribeiro believes it will be beneficial to the Township to participate in organic composting.

In order to move forward there will need to be a type of pilot program or community feedback. It was the consensus that Ribeiro will provide the Township with the education and surveys to start. There will be more discussion once there is more feedback. It was noted that Republic Recycling has brought this subject up in the past.

Fredericks motioned to give Ribeiro the authority to move forward in creating the materials for education and surveys and compiling info of the communities involved. DeLoach seconded. Ayes all.

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

COMMISSIONER'S REPORT: **Water Gremlin**: there has been local community activity with a concerned citizens group trying to impact what is happening legislatively. An epidemiological survey showed that there has been no change, no spike, in any illnesses including cancer in the past 15 years in this area. The Clerk reported on the **neighborhood meeting** at Heritage Hall with the PCA and MDH addressing individual health concerns. There has been a bill banning TCE that is in the legislative process. The concerned citizens group has applied to be stakeholder's group but has no current authority in what is happening. **Groundwater**: It was noted that California's TCE requirements are 240 times more parts per million higher than Minnesota. The Township's ground water has only traces below standards of any substance

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similar to TCE or any chemical Water Gremlin may have used. The MDH has been keeping a close eye on the water, and it has been cleared of even the low levels of manganese that could have potentially harmed infants over a long period of time. **Phase III of Lake Level Lawsuit**: The water has been very high, but the lawsuit is at the Appellate Court and the Board will know more once there is a verdict. The Commissioner reported that there was a resolution made at the Town Board Meeting of May 6, 2019. The Board passed the resolution ending discussion of a "One-Way Parkway" on West Bald Eagle Blvd. This means that the subject will not be discussed again until there is a whole new Board.

FEMA LOMA REQUESTS – RECEIVE: Included in the packet and presented at the meeting is the information regarding the Township's method of making mapping adjustments regarding the flood zone.

FEMA is a federal program that puts together these insurance rate maps (FIRM) that determine whether or not your home is in a flood zone. The policy came out in the mid-90s that the Town would help its residents get through the LOMA (Letter of Map Amendment) process if their homes are found in a flood zone.

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

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

Staff will review the fees and come up with a new fee for the Policy.

PAVEMENT MANAGEMENT PLAN – UPDATE: The Town Engineers have removed a project and thus scaled down the project a bit from the original 5-year plan. The engineers have scaled the funds back from $4 million to $1 million. The Town Board passed the plans and specs at a previous Town Board meeting, the engineers are following through as if the plan will be completed. The Town Board will know more once the neighborhood meeting on May 28, 2019 and the public hearing of June 4, 2019 come to pass. There was discussion on bonding and whether or not the Town should bond for this plan.

STORMWATER PROJECTS – UPDATE: This agenda item went well with the previous item: the Pavement Management Plan update. The Public Works Director has laid out the 50 plus stormwater projects for the next 5 years. At the end, the Town may very well repeat the process. In the first year, it was noted that the Public Works Director estimates $315,800 for the stormwater improvements. It was the Financial Officer's advice to bond for this amount, similar to the bonding for the pavement management plan, because more is coming in the following years, it would lighten the tax levy for the residents. There was discussion on whether

or not the Town should bond for a little over $300,000 when there is $1 million in the Stormwater Fund. The bonds are low for the next 2 months, so the Commission want to have consensus by then.

Fredericks motioned the approval of the priority of the 2019 Proposed Stormwater Projects and Stormwater Fund Impacts list created by the Public Works Director. DeLoach seconded. Ayes all. Fredericks motioned to recommend the Town's Finance Officer to recommend best rate and the best way to go with the financing of the whole list of 50 plus projects. Pending this recommendation, this agenda item is to come back to the Utility Commission for full approval before any bonding takes place. DeLoach seconded. Ayes all.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Activity Report for March 2019 was submitted for review. **Water Meter Replacement** will begin July 1st and should end in October. The meters have been purchased and are currently being stored. Core & Main is doing the replacing and they will be focusing on neighborhoods at a time. Methods were discussed in terms of shutting off water, taking out water meter, replacing it, and turning the water back on again.

ADDED AGENDA ITEMS: The next meeting date is scheduled to be June 13, 2019. There were no added agenda items.

Hesse moved to adjourn the meeting at 8:33 p.m. DeLoach seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary

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Utility Commission Meeting
June 13, 2019

Agenda Number: **4A - Consent**

Subject: Receive Monthly Sewer & Water Report

Documentation: None

Action / Motion for Consideration:

Receive Information

Utility Commission Meeting
June 13, 2019

Agenda Number: **4B - Consent**

Subject: Receive EDAB Minutes

Documentation: None

Action / Motion for Consideration:

Utility Commission Meeting
June 13, 2019

Agenda Number: **4C - Consent**

Subject: Republic Services Monthly Service Report

Documentation: Report

Action / Motion for Consideration:

Receive Information

Service Report By Month for White Bear Township

REPUBLIC SERVICES

2019

Calls from residents, reported as 'missed pick-ups'

	Trash	YardWaste	Recycle	Totals
JANUARY	13	0	15	28
FEBUARY	11	0	5	16
MARCH	0	0	8	8
APRIL	1	0	6	7
MAY				0
JUNE				0
JULY				0
AUGUST				0
SEPTEMBER				0
OCTOBER				0
NOVEMBER				0
DECEMBER				0

Possible collection sites per system, per week	3,851
Possible collection sites per system, per month, with 4.33 weeks per month	16,675
Possible collection sites for all routes per month April 1 - Nov 30	50,024
Possible collection sites for all routes per month Dec 1 - March 31	33,350

Utility Commission Meeting
June 13, 2019

Agenda Number: **5**

Subject: Commissioner's Report

Documentation: None

Action / Motion for Consideration:

Receive Information

Utility Commission Meeting
June 13, 2019

Agenda Number: 6

Subject: Pavement Management Plan - Update

Documentation: None

Action / Motion for Consideration:

Receive Information

Minutes
Utility Commission Meeting
May 9, 2019

PAVEMENT MANAGEMENT PLAN – UPDATE: The Town Engineers have removed a project and thus scaled down the project a bit from the original 5-year plan. The engineers have scaled the funds back from $4 million to $1 million. The Town Board passed the plans and specs at a previous Town Board meeting, the engineers are following through as if the plan will be completed. The Town Board will know more once the neighborhood meeting on May 28, 2019 and the public hearing of June 4, 2019 come to pass. There was discussion on bonding and whether or not the Town should bond for this plan.

Utility Commission Meeting
June 13, 2019

Agenda Number: 7

Subject: Stormwater Projects - Update

Documentation: None

Action / Motion for Consideration:

Receive Information

Minutes
Utility Commission Meeting
May 9, 2019

STORMWATER PROJECTS – UPDATE: This agenda item went well with the previous item: the Pavement Management Plan update. The Public Works Director has laid out the 50 plus stormwater projects for the next 5 years. At the end, the Town may very well repeat the process. In the first year, it was noted that the Public Works Director estimates $315,800 for the stormwater improvements. It was the Financial Officer's advice to bond for this amount, similar to the bonding for the pavement management plan, because more is coming in the following years, it would lighten the tax levy for the residents. There was discussion on whether or not the Town should bond for a little over $300,000 when there is $1 million in the Stormwater Fund. The bonds are low for the next 2 months, so the Commission want to have consensus by then.

Fredericks motioned the approval of the priority of the 2019 Proposed Stormwater Projects and Stormwater Fund Impacts list created by the Public Works Director. DeLoach seconded. Ayes all. Fredericks motioned to recommend the Town's Finance Officer to recommend best rate and the best way to go with the financing of the whole list of 50 plus projects. Pending this recommendation, this agenda item is to come back to the Utility Commission for full approval before any bonding takes place. DeLoach seconded. Ayes all.

WHITE BEAR TOWNSHIP

Utility Commission Meeting
June 13, 2019

Agenda Number: 8

Subject: Public Works Director Report

Documentation: Report

Action / Motion for Consideration:

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

1. **Lift Station Upgrades–**
   - Lift Station #10 – A punch list was created for the project.
   - Lift Station #9 – Bids are due June 13th.

2. **Safety**
   - Public Works Leadership staff will be meeting with Safe Assure for our annual audit of our safety program on June 11, 2019. The audit includes both the Town's written program and a walk thru of Public Works and Administration Buildings.
   - Staff will be recertified for Forklift and Scissor Lift once a date is coordinated with the Town's Safety Consultant.

3. **Water Meter Repair/Reading**
   - Water meter replacement project update – Township staff and the Town Engineer have met with Core & Main's installation subcontractor, M&E Construction and Corey Luft regarding the start date for the project. July1st is the start date. The bulk of the water meters have been delivered and roughly 1/3rd of the Radios.
   - Commercial meter testing – A percentage of commercial meters will be tested for accuracy each year going forward. Beginning with the highest users that have not been replaced recently.

4. **2018-2027 Capital Equipment/Capital Improvement Programs**
   - The GIS/Asset Management Project phase II was approved by the Town Board on May 20th.

5. **Storm Water Program**
   - There have been several new drainage concerns that were elevated to the Town's attention during this wet Spring. The Town Engineer and the Public Works Director have reviewed the sites.
   - 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.
   - The Town Engineer and staff will need to complete an updated 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 – The subcontractor for the cell carrier placed a temporary pole just south of the enclosure to move the existing antennas to while the painting work is completed. Work on the transfer of the antennas will be over the next few weeks.
- 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 City of Birchwood is requesting that a JPA is created to provide the MCES with. The MCES is requiring the JPA prior to their approval. They would also like the Town to approve them to access our system for a temporary bypass in the interim until the final connection is made.

8. **Street Improvement Program.**

- An Street Improvement meeting will be held this coming Tuesday, May 28th 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.

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:**

11. **Park Projects:**

- 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. The Public Works Director has received

replacement toilet partitions/doors to be installed by staff after the painting is completed.

- 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 from Co Rd H-2 to Co Rd J.
- 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 May 2019

1. Monthly safety inspections of, fire extinguishers, emergency lighting, eye wash stations and A.E.D., fall harnesses
2. Completed 15 IR (MN State) bacteria water tests
3. Continuing doing water testing and monitoring of the Towns water system
4. Continuous water testing at well's 1, 3, 4, 5 and 6
5. Continued various water meter and Radio repairs
6. Started and finished the spring 2019 fire hydrant flushing in the Township and North Oaks
7. Various water shut off for home repairs
8. Irrigation water turn on's in North Oaks and the Township
9. New construction water turn on's and radio programing
10. Cont. to clean up around the Hammond Rd. water tower for the summer painting /rehab project
11. Gopher one locates in Township, North Oaks, Gem Lake, and Birchwood
12. Cont. patching potholes on Town roads
13. Started sod/turf damage repairs from winter plow damage

14. Removal of trees behind the Public Works building the were rubbing against the building
15. Cont. to work on storm sewer/catch basin repairs
16. Emptied trash in all the parks
17. Installed bathroom stall doors, handicap grab bars, soap dispensers and toilet paper dispensers at Bellaire Beach house
18. Put up wind screens at Polar Lakes Baseball fields 1 and 3
19. Over seeded Polar Lakes Soccer field goal mouths
20. Started cull grass at Town Parks and Lots
21. Fertilized Gem Lake City Hall, Longville, Four Seasons baseball field's and Polar Lakes baseball field in field areas on fields 1,2,3 and 4

Mechanic jobs for May 2019

- Cont. to setup # 30 (new utility truck) compartments for tools etc.
- Service # 28 (GMC pickup)
- Service # 24 (Ford pickup)
- Service # 21 (Bobcat Toolcat)
- Serviced # 3 and 6 (Toro 4000D mower)
- Scheduled # 40 (5 yd. dump truck) wiring repair
- Repaired the water tanks on # 7 (Bobcat Tire machine)
- Assisted Public Works

Utility Commission Meeting
June 13, 2019

Agenda Number: 9

Subject: Next Meeting Date – Agenda Items

Documentation:

Action / Motion for Consideration:

JULY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
	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	31			

www.theprintablecalendar.com

Utility Commission Meeting
June 13, 2019

Agenda Number: **10 - 11**

Subject: Added Agenda Items

Adjournment

Documentation: **FYI Items**

Action / Motion for Consideration:

simplerecycling

Textile Recycling Receipt

4/30/2019

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
April	489	$0.01	$4.89
			$4.89

Thank you for recycling with us!