



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

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

AGENDA EXECUTIVE MEETING JULY 26, 2019

1. **11:00 a.m.** Call Meeting to Order at Administrative Office Conference room, 1281 Hammond Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of June 21, 2019 Minutes (Additions/Deletions).
4. **11:05 - Amy Wazlawik**
5. Pavement Management Program:
 - a. Assessment Discussion.
 - b. Future Year Project Impacts.
6. Manganese Discussion.
7. I & I – Update.
8. Water Tower Painting – Update.
9. Water Meter – Update.
10. **11:45 - Chris Hiniker**
11. Stable Property – Property Delineation.
12. Public Works Director Report:
 - a. Emergency Generator for Administration & Public Works Buildings.
 - b. Southwest Area Watermain Interconnect.
13. Code Enforcement Officer / Building Inspector Items:
 - a. 5456 / 5405 Township Drive.
 - b. 5211 Division.
14. Clerk-Treasurer Report:
 - a. DNR Groundwater Management - Update.
 - b. Consent Agenda.
 - c. Clean-Up Day – Discussion.

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

d. Heritage Hall Back-Drop.

15. Open Time.
16. Added Agenda Items.
17. Receipt of Agenda Materials/Supplements.
18. 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
July 26, 2019**

Agenda Number: 1 – 2 - 3

Subject: Approval of July 26, 2019 Agenda
Approval of June 21, 2019 Minutes

Documentation: July 26, 2019 Agenda
June 21, 2019 Minutes

Action / Motion for Consideration:

Call meeting to order:

Approval of Agenda: July 26, 2019 (additions/deletions)

Approval of Minutes: June 21, 2019 (additions/deletions)

**MINUTES
TOWN BOARD EXECUTIVE MEETING
JUNE 21, 2019**

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

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk: Christopherson; Attorney: Lemmons; Public Works Director: Reed; Engineer: Studenski; Finance Officer: Kelly.

Absent: Attorney: Kelly; Planner: Riedesel; Engineer: Poppler, all with notice.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda as submitted with the added agenda items: 13C) Code Enforcement Officer / Building Inspector Items – 4481 Grace Street; 13D) Code Enforcement Officer / Building Inspector Items – 5405 Township Drive; and the supplement for agenda item 14) Lori Christensen – Complaint. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF MAY 24, 2019: Ruzek moved approval of the May 24, 2019 meeting minutes. McCune seconded. Ayes all.

11:00 WENDY LINDBERGH, MRA – PAYROLL MATRIX PRESENTATION: Wendy Lindbergh was present to inform the Town Board of the planned White Bear Township Compensation Study by MRA. First she gave an overview of the organization, which is a not-for-profit association established in 1901. MRA's Compensation Study's goal is to update White Bear Township's employee to ensure it complies with MN Pay Equity requirements. It will gather job descriptions and other data, analyze each position and assign each with points, determine what the market price or value of each job is, and develop a comp structure for the Town's employees. MRA will evaluate each job internally and rate each in light of the value of the job itself.

Lindbergh used examples from other Compensation Study findings. White Bear Township has 19 employees filling 14 job descriptions, since some jobs overlap. The goal is to ensure each employee is being compensated fairly. This project will be finished before Labor Day and the findings will be brought to the Town Board before any decisions will be made.

11:40 OPG-3 WEBINAR – ON-LINE PERMITWORKS BUILDING PERMIT PRESENTATION BY CLAY BAER: Clay Baer from OPG-3 presented his webinar on on-line PermitWorks Building Permits forms for residents; he was also available via conference call to answer any questions. Using Laserfiche, Baer showed the Town Board an example of a city's website newly updated with PermitWorks to host a place online where residents can fill out permits. Once the resident fills out the permit, it is filed electronically, making less work for Staff. The system will also send email notifications to Staff as well as the residents who apply for permits. Some email notifications include: completion of permit, waiting for payment, the physical permit, etc.

There was discussion of how this would be useful for Town members as well as Staff. Residents won't have to come to the office for the simple permits and Staff won't have to input their application into the current database. PermitWorks is also designed to calculate the costs, fees, and taxes. It will cost about \$22,200. OPG-3 is currently working with Lino Lakes and Hugo. It was the consensus that Staff will be in touch with Lino Lakes and Hugo. Upon discussion of PermitWorks at a later date, it will be brought back to the Board for consideration.

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JUNE 21, 2019

PAVEMENT MANAGEMENT PROGRAM – UPDATE: The Town Engineer recapped that the Town Board Approved the bids to open on July 10th regarding contracting for the streets in need of repair. The Town Engineer will have more information on the bids at the July 15th Town Board Meeting.

I & I – UPDATE: The Public Works Director reported that he has gotten the info to Ritter and Ritter, but he hasn't heard on scheduling. He reported that he will have quotes regarding the flow monitoring next meeting.

WATER TOWER PAINTING – WORK HOURS: The Town Engineer explained that the contractor is scheduled to start work Monday, July 8th. The team will be staying in a hotel and is scheduled to work 6 days per week, but they've requested to work Sunday as well. There was discussion on the hours. Ordinance No. 8 allows work from 10 a.m. to 6 p.m. The more the company works the sooner they get done and the price isn't changing.

There was discussion on what impact this may have for the location, and it was the consensus that this would have very minimal impact. The Town Engineer will affirm with the contractors to work 7 days per week.

The Town Board took a break for lunch from 12:17 p.m. to 12:25 p.m.

WATER METER – UPDATE: The Public Works Director reported that the letter to residents regarding the water meter replacements and installations have been drafted, submitted, and mailed out. There is a slight delay in that the installation will begin on Monday, July 8th instead of the 1st. There is no concern with this.

There was discussion on some "what if" scenarios: if residents don't comply or if the water needs to be turned off or if the utility staff has to make a house call. There is process in place for these scenarios. It was the consensus that the Utility Commission should discuss this process and see if any changes should be made.

The Public Works Director reported the estimate that the installations should be done in 2 quarters.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reviewed the Public Works Department Activity Report for the month of May. A punch list was created for **Lift Station #10** as it has had some minor issues in getting fixed, but Public Works are working with the general contractor, Lametti and Sons, to resolve the issue. **Safety Audit:** Public Works Staff met with Chad Peterson of Safe Assure to review the Safety Program. An audit will be performed on the Public Works and Town Administrative Building in the near future. The **GIS Software** will be delivered this month yet, with the field work starting once the Board authorizes it. **Storm Water Program:** There was discussion on this due to the amount of work that needs to be completed over the next 5 to 10 years. Public Works Staff will end up coming up with a type of Water System Improvement Plan also due to the pumps and water in the aquifers, planning a long-term solution not just a short-term fix. **Park Projects:** There was discussion on whether the Staff should put

**MINUTES
TOWN BOARD EXECUTIVE MEETING
JUNE 21, 2019**

logos on the Bellaire Beach House. It was the consensus that Staff should so residents know the Town cares for the park, though the County technically owns it.

The Public Works Director also reported that the Emerald Ash Borer issue is always in the back of his mind and he is working on developing a plan of attack, including the Tree Trust replacements.

1:00 RUSH LINE CORRIDOR PRESENTATION – FRANK ALARCON & JEANNE WITZIG:

Frank Alarcon presented Rush Line's Project Overview, focus areas, and how it affects White Bear Township. This presentation is included in supplemental handouts. Bus Rapid Transit (BRT) is a product of 3-year technical analysis of the routes and commutes that residents in the metro area take. The route that the Rush Line Corridor will take works best with roads. The Rush Line would own only one lane and run 5 a.m. to midnight, with stops at stations every 5 minutes during rush hour and every 15 minutes other times. The busses are planned to be electric, and instead of paying inside the bus, residents will pay at the station and board both doors for easier loading and unloading. Safety was discussed and cameras will be on buses and at stations.

Currently, Alarcon explained, the Rush Line is 5 years from the start of construction, but the Public Comment session is coming up in 2020. There was discussion on the commuter market and whether or not Rush line would compete in that market. Alarcon stated that it would be in a separate category because the commuter market is typically for residents who work the typical day-job hours (9-5), whereas due to the Rush Line's hours of operation, residents with any work schedule will be provided transportation.

Rush Line is looking for as much public engagement as possible through focus groups, email, surveys, social media, public forums, and more. There was discussion on the planned County Road E Station and the Downtown White Bear Lake Station, especially since there is high traffic on highway 61 and not room for another lane. There will be more updates in future advances of Rush Line.

CELL TOWER LEASES – UPDATE: The Town Clerk reported that the Town is one step away from an offer from this firm in New York that purchases cell tower leases. There are two needed extensions on existing agreements and one of the cell providers has a \$30,000 credit from a previous water tower maintenance and removal of cell tower, but there should be an answer from this cell provider over the next couple days.

CODE ENFORCEMENT OFFICER – BUILDING INSPECTOR ITEMS: 5211 Division: The Town Building Inspector reported that this property had a significant fire a few years back, had inoperable cars outside of the property in the past, etc. Now all vehicles are licensed and operable, so there is not much the Town can do about it unless it becomes a public nuisance. He explained that the folks that live here have done considerable cleaning and that the yard used to have more in it. There was discussion on the current situation and because of the concern, it was the consensus that the Town Attorney may write a letter and reach out to Adult Protective Services of Ramsey County.

It was also the consensus that the Building Inspector will visit this property again.

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5456 Township Drive: The Building Inspector reported of the vehicles parked on the road, they are all legal, though there is a lot. Two vehicles are questionable and Johnson will discuss them with the occupant. This property is rented, so there was discussion of Public Safety fining landlords. The Town Attorney will look into this and report back.

4481 Grace Street: The Building Inspector reported that this situation looks similar to 5456 Township Dr. The neighbors will have to be patient. The Sheriff has been there several times. There was discussion on the value of the property dictating the value of rent. There was discussion of the possibility of the landlord bringing the eviction notice to Ramsey County Officials.

5405 Township Drive: The Building Inspector reported that the neighbors having difficulty with this property is mainly with the long grass, trash cans, and 2 unlicensed vehicles. Once Johnson spoke with the owners, the grass was cut in a few days, things were cleaned up more, and the vehicles were in process of getting licensed.

1:30 LORI CHRISTENSEN – COMPLAINT: Lori Christensen was present to discuss her concern with her neighbors. The Town Building Inspector had approved a fence for them last summer or fall. The Town Ordinance on fences is that the average height must be about 5 feet. Christensen has photos of some posts higher and some lower, which is to be expected depending on ground height, soil, etc. From previous issues, Christensen has taken her neighbors to court, the ruling stating that neither neighbor can enter each other's yard. Christensen's main concern is that the grass growing up against the fence and is unable to be cut by a lawn mower. Technically, Christensen argues, that grass belongs to the neighbors because the fence isn't up to the property line. Since this grass is considered her neighbors, they should be responsible to cut it, she states, but she has a restraining order on them so they can't weed eat in her yard. The Board suggested she cut it and she refuses. The Town Staff's hands are tied. The Town is not going to send staff to cut the grass, the neighbors can't enter her yard to cut it, and Christensen herself refuses to cut it.

Christensen brought up the Ordinance about grass being 8 inches. The Board discussed this later and Johnson said it's an average of 8 inches, so technically if the neighbors mow their lawn regularly, that grass can get as high as the fence and it still wouldn't average to 8 inches.

Christensen also stated that the neighbors haven't stained the fence, which is expected because one is supposed to wait a year to stain a fence or deck, and now there is black mold growing on the side facing her near her bedroom window. The Town's hands are tied here as well because of the restraining order. It was discussed that Christensen could do something about it, but she stated that it's not her fence so she's not doing anything to it.

Town Attorney Lemmons was present to discuss the legal aspects of the situation. There was discussion on each of these issues. If Christensen went to a Judge, there is nothing he or she could do with the restraining order either.

In the final minutes of her appointment, Christensen brought up one incident when neighbors had a party and people parked where there were no parking signs. The Board explained that in

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those instances one has to contact the Ramsey County Sheriff's Department to enforce those laws, not to mention there is nothing that can be done about that now. And finally Christensen had noticed another property that has two sheds, but it is a Town Ordinance to only have one. She wanted to know if she could put another one up or if the Town would tell them to take one down. Johnson will talk with the resident who has two sheds.

The Board, Building Inspector, and Town Attorney discussed this case thoroughly keying on the Ordinance's wording.

CLERK-TREASURER REPORT: DNR Groundwater Management – Update: The Town Attorney reported that the State, Town, and City have filed a response for appeal to the Supreme Court. The decision is expected by July 21st, so there will be more information at the July Town Board Executive Meeting. There was discussion on the possibilities based on the decision from the MN Supreme Court. **Administrative Office & Landscaping Upgrades:** The Town Clerk reported that the Town has received the bids and both bids are around half of the budget for the landscape bid. There is no update as of now regarding the office upgrade bid. The landscaping will be done sometime in October 2019. **News & Views:** Town Board Supervisor McCune discussed the "News & Views" section in the White Bear Press that the Town takes out. It is small print and tucked away in the corner. It was noted that the print actually used to be smaller font. There was some discussion regarding changing to a full or half-page once a month or so. It was the consensus that Staff will work on having a half-page article of "News & Views" instead of a small section. Everything will be on the website too, to ensure all communication with public are updated and accurate. It was noted that the current cost per "News & Views" is \$285.00.

OPEN TIME: No one was present for Open Time.

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

McCune moved to adjourn the meeting at 2:50 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 4

Subject: 11:05 - Amy Wazlawik

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Presentation by Amy



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 5

Subject: Pavement Management Program:
a. Assessment Discussion
b. Future Year Project Impacts

Documentation: TKDA Correspondence w/brochure

Action / Motion for Consideration:

Report at Meeting / Discuss

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Town Board Meeting
June 21, 2019

PAVEMENT MANAGEMENT PROGRAM – UPDATE: The Town Engineer recapped that the Town Board Approved the bids to open on July 10th regarding contracting for the streets in need of repair. The Town Engineer will have more information on the bids at the July 15th Town Board Meeting.

Patti Walstad

From: Larry Poppler <larry.poppler@tkda.com>
Sent: Thursday, July 18, 2019 11:43 AM
To: Pat Christopherson
Cc: James E. Studenski; Dale Reed; Patti Walstad
Subject: Town Board Executive Meeting
Attachments: WBT Brochure v1 DRAFT.docx

Caution: This email originated outside our organization; please use caution.

Patrick,

At the Town Board Executive meeting we are hoping to discuss and receive direction for 2020 Improvements. As a reminder, the Pavement Management Booklet approved in January included the following streets in the next five year window:

Year	Project Type	Area	Streets Included	Project Cost
2019	Mill & Overlay	Parkview	Parkview Dr / Parkview Ct / Fenway Ct	\$410,868
2019	Mill & Overlay	Weston Woods	Weston Woods Way / Moon Lake Cir / Gilfillan Ct	\$244,728
2019	Reclamation	White Bear Pkwy	White Bear Pkwy (Oakmede to Otter Lake Rd)	\$472,410
2019	Mill & Overlay (Bit. Curb)	4th St & 5th St	4th St (TH 61 to Portland) / 5th St	\$244,269
2019	Mill & Overlay (Bit. Curb)	Hobe	Hobe Ln / West Hobe Ct / N Hobe Ct	\$346,113
2020	Reclaim (Adding Curb)	SE Area 1	Homewood / Lakewood / Ralph / Arbor / Hillaire / Summit / Forrest / Glen Oaks	\$1,612,548
2021	Reclaim (Adding Curb)	SE Area 2	Birch Knoll / Portland / Martin / Effress	\$1,579,338
2022	Reclaim (Adding Curb)	SE Area 3	Lakewood / Stacker / Portland / Randy / Roth / Homewood	\$1,924,884
2023	Reclaim (Adding Curb)	Williams & Hoxie	Williams / Ridgeway / Hoxie / Shadyside / Gaston / O'Conners / Gilbert / 5th Ct / 4th St / Hugo Ct	\$838,593
2023	Mill & Overlay (Curb Varies)	Silver Fox Rd & Franklin Ave	Silver Fox / Jenni / Christine / Katie / Suzanne / Richard / Paul / Buffalo / Westergren / Ridge / Franklin	\$931,365

I have highlighted the 2020 project as proposed. If we are planning to improve these streets, it is wise to begin discussions on this project now. This project includes full removal of asphalt and adding curb and gutter. Because it is more complex, more time is needed for design and construction. I would prefer to bid this one earlier in the year so we can fit the construction into our Minnesota construction season. Our communication plan also calls for sending out a brochure notice the summer before construction (now) so property owners can plan for the costs and construction impacts. The survey work is already complete for this project as well as the soil exploration, so we should be able to begin the next step which is the Feasibility Study.

Our discussion with the Board should include:

1. Confirmation of the Boards desire to move forward with this project in 2020
2. Funding for the project
3. Assessments

4. Communication to property owners

I have attached the communications brochure template for consideration as well.

Thank you and I look forward to the discussion.

 **Larry Poppler** | Group Manager, Municipal Engineering
Professional Engineer: MN
444 Cedar Street, Suite 1500, Saint Paul, MN 55101
P **651.292.4457** | C **952.292.1098**
larry.poppler@tkda.com
tkda.com

Your neighborhood is planned for street improvements next summer. This newsletter provides information on the project, including the process and timelines for the project.

WHY IS MY STREET BEING IMPROVED?

The Township has a Pavement Management Program which allows the Township to rate the condition of streets within the Township. In your cases, the streets have been rated low in comparison to other streets in the Township and designated for replacement. While the Township has other low-rated streets, the Public Works Department reviews the lowest rated streets and prioritizes them into improvement projects. While not all streets within an improvement area are rated the same, they may be included in the project to complete a neighborhood. This provides an economy of scale and reduces the need for construction to disrupt the neighborhood in the future. The low pavement management rating also indicates that it is no longer economical to repair the street.

WHAT OTHER IMPROVEMENTS WILL BE MADE?

White Bear Township reviews and updates the sanitary sewer and watermain as needed. Storm sewer is added to improve drainage, protect the street improvements, and improve water quality for Township wetlands and lakes.

TIMELINE FOR IMPROVEMENTS

Usually, construction begins in May and continues into October. Not all streets will be under construction at the same time. Typically, a

contractor begins in the most remote part of the project and works toward the main access to the neighborhood. Construction begins with utility work and progresses to street improvements and finally restoration. Multiple phases of construction may be undergoing within the project as work progresses.

The following is a general schedule for the project:

Mail Questionnaire	September
Informational Meeting #1	November
Informational Meeting #2	February
Approve Plans & Specifications / Order Ad for Bids	March
Open Bids	April
Accept Bids / Award Contract	May
Project Substantially Completed	October

When will I be assessed? The Assessment Hearing will likely take place next October. Property owners have a one-month opportunity to pay off the assessment without interest. After November, the assessment is certified and will appear on your tax statement.

How is the assessment calculated? The Township assesses benefited properties xx% of the street and storm sewer costs for the project. The remainder of the cost is funded by other funds.

How can the assessment cost be spread out? The assessment, if it is not paid up front, will be added to your taxes and spread out over ten years.

EXAMPLE OF COMPLETED IMPROVEMENT



THE PROCESS

Do I have a say in what is being done? Yes, the Township holds a number of different meetings throughout the project to gather information and input. Notices for those meetings will be mailed to you. Questionnaires will also be sent to gather information.

ASSESSMENT INFORMATION

Will I be assessed for the project? Yes.

What is the amount of the assessment? While we do not know the amount of the assessment until bids are received for the work, the assessment can range from \$2,000 to \$10,000 per property.

OTHER QUESTIONS

Will construction affect my landscaping, sprinklers, or trees? If landscaping, sprinklers, or trees are within the right-of-way or near the street it is likely they will have to be removed. We recommend you remove landscape sprinkler heads and pipes in the right-of-way. In cases where these items remain within the right-of-way or easement and are damaged, they will not be replaced. These areas will be restored with sod.

I am planning to replace my entire driveway this summer. Should I hold off until next year? Yes, construction will likely affect your driveway, so waiting until next year will prevent you from having a seam in your new driveway. There are instances when entire driveways are removed and replaced as part of reconstruction due to utilities and grade changes. However, driveways are generally sawcut at the construction limits and removed and replaced in kind, leaving a match-line seam.

Why are concrete curb and gutter important? A primary source of street degradation is caused by poor drainage. Concrete curb and gutter direct drainage away from the street to protect the street investment. This also improves water quality by reducing pavement edge failure and erosion. Curb and gutter define the street edges, improving safety, snow plowing, street sweeping, and mowing.

For information regarding White Bear Township's street improvements, please visit our website at www.ci.white-bear-township.mn.us.

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

RESIDENT
ADDRESS

(area no more than 4" x 2.75"
per postal standard)



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

YEAR

AREA

PROJECT TYPE

(Place image here)

COMMUNICATION BROCHURE TEMPLATE

CONTACTS:

Jim Studenski, Town Engineer
(651) 292-4503

Township Hall
(651) 747-2750



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 6

Subject: Manganese Discussion

Documentation: None

Action / Motion for Consideration:

Dan Nessler to Report at Meeting / Discuss



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 7

Subject: I & I - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

**Minutes
Executive Meeting
June 21, 2019**

I & I – UPDATE: The Public Works Director reported that he has gotten the info to Ritter and Ritter, but he hasn't heard on scheduling. He reported that he will have quotes regarding the flow monitoring next meeting.



Town Board Executive Meeting July 26, 2019

Agenda Number: 8

Subject: Water Tower Painting - Update

Documentation: None

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss

Minutes
Executive Meeting
June 21, 2019

WATER TOWER PAINTING – WORK HOURS: The Town Engineer explained that the contractor is scheduled to start work Monday, July 8th. The team will be staying in a hotel and is scheduled to work 6 days per week, but they've requested to work Sunday as well. There was discussion on the hours. Ordinance No. 8 allows work from 10 a.m. to 6 p.m. The more the company works the sooner they get done and the price isn't changing.

There was discussion on what impact this may have for the location, and it was the consensus that this would have very minimal impact. The Town Engineer will affirm with the contractors to work 7 days per week.



Town Board Executive Meeting July 26, 2019

Agenda Number: 9

Subject: Water Meter - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
June 21, 2019

WATER METER – UPDATE: The Public Works Director reported that the letter to residents regarding the water meter replacements and installations have been drafted, submitted, and mailed out. There is a slight delay in that the installation will begin on Monday, July 8th instead of the 1st. There is no concern with this.

There was discussion on some “what if” scenarios: if residents don’t comply or if the water needs to be turned off or if the utility staff has to make a house call. There is process in place for these scenarios. It was the consensus that the Utility Commission should discuss this process and see if any changes should be made.

The Public Works Director reported the estimate that the installations should be done in 2 quarters.



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 10

Subject: 11:45 – Chris Hiniker

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 11

Subject: Stable Property – Property Delineation

Documentation: Jacobson Environmental Correspondence

Action / Motion for Consideration:

Report at Meeting / Discuss

5821 Humboldt Avenue North, Brooklyn Center, MN 55430 (612) 802-6619 Cell
Email: jacobsonenv@msn.com

July 9, 2019

Matt Woodruff
Larson Engineering

Via Email mwoodruff@larsonengr.com

**RE: Proposal for Wetland Services
1 parcel plus trail if needed – survey limits per attached figure
5685 Portland Avenue, White Bear Township, MN
Comm. No. 2019-212**

Matt,

As requested, we are submitting for your review a proposal for Wetland Services at the above site per email in White Bear Township, Minnesota. We will gps map the wetland and sample point flags. We will be doing the fieldwork in one day with a delineation and report sent to RCWD electronically, and we will arrange to have the delineation approved through an LGU site visit. We have reviewed soils and NWI maps of the parcel and there appears to be approximately 1-3 wetlands near the survey limits map provided. Payment is due after the report is delivered.

Scope of Services:

Provide wetland services for plan development. We expect the work items to be as follows:

Phase I – Wetland Delineation:

- Wetland Delineation over areas shown on the survey limit map provided

Phase II – Wetland Delineation Report

- Wetland Delineation Report Production including data sheets, soil and NWI maps, and a wetland plan map incorporated into delineation report.

Phase III – LGU Site Visit:

- Wetland LGU delineation approval

5821 Humboldt Avenue North, Brooklyn Center, MN 55430 (612) 802-6619 Cell
Email: jacobsonenv@msn.com

Project Timing Assumptions:

Phase I as described above to commence the week needed in 2019

Phase II as described above to be completed and emailed in an electronic pdf report to client and regulators within 8 days of fieldwork.

Phase III to be completed as schedule with regulators.

Items and Services to be Provided by Others:

- A. As-builts of existing improvements to site
- B. Boundary survey, legal description, and site topography

Estimated Fees:

Our estimated fees for items under Scope of Work are as follows:

Total Estimated Delineation and Report Cost	\$1100
Trail Extension Delineation Cost	500
Expenses-mileage-flagging-field supplies	<u>100</u>
Total Estimated Cost	\$1700

Revisions resulting from significant changes during the life of the project could result in additional professional services fees.

Additional Services:

Other Environmental Services if requested by the Owner shall be performed on an hourly basis only upon mutual agreement.

Direct Project Expenses.

Included to the above listed costs of services are direct project expenses such as printing, photocopying, postage, field equipment, messenger services, photo processing, GPS/GIS mapping, long distance telephone communications and any other expenses which are included at our cost. Mileage (for meeting attendance, deliveries and travel to and from project site) is included at \$0.58 per mile.

Jacobson Environmental, PLLC www.jacobsonenvironmental.com
Environmental Consultants Wayne Jacobson, P.S.S., W.D.C., P.W.S., A.F.S.

5821 Humboldt Avenue North, Brooklyn Center, MN 55430 (612) 802-6619 Cell
Email: jacobsonenv@msn.com

Thank you for the opportunity to serve you. We look forward to continuing a successful working relationship with you and your associates.

Sincerely,
Jacobson Environmental,
P.L.L.C.

Authorization for Services as indicated above
Matt Woodruff

Wayne E. Jacobson

Wayne E. Jacobson, P.S.S., W.D.C.

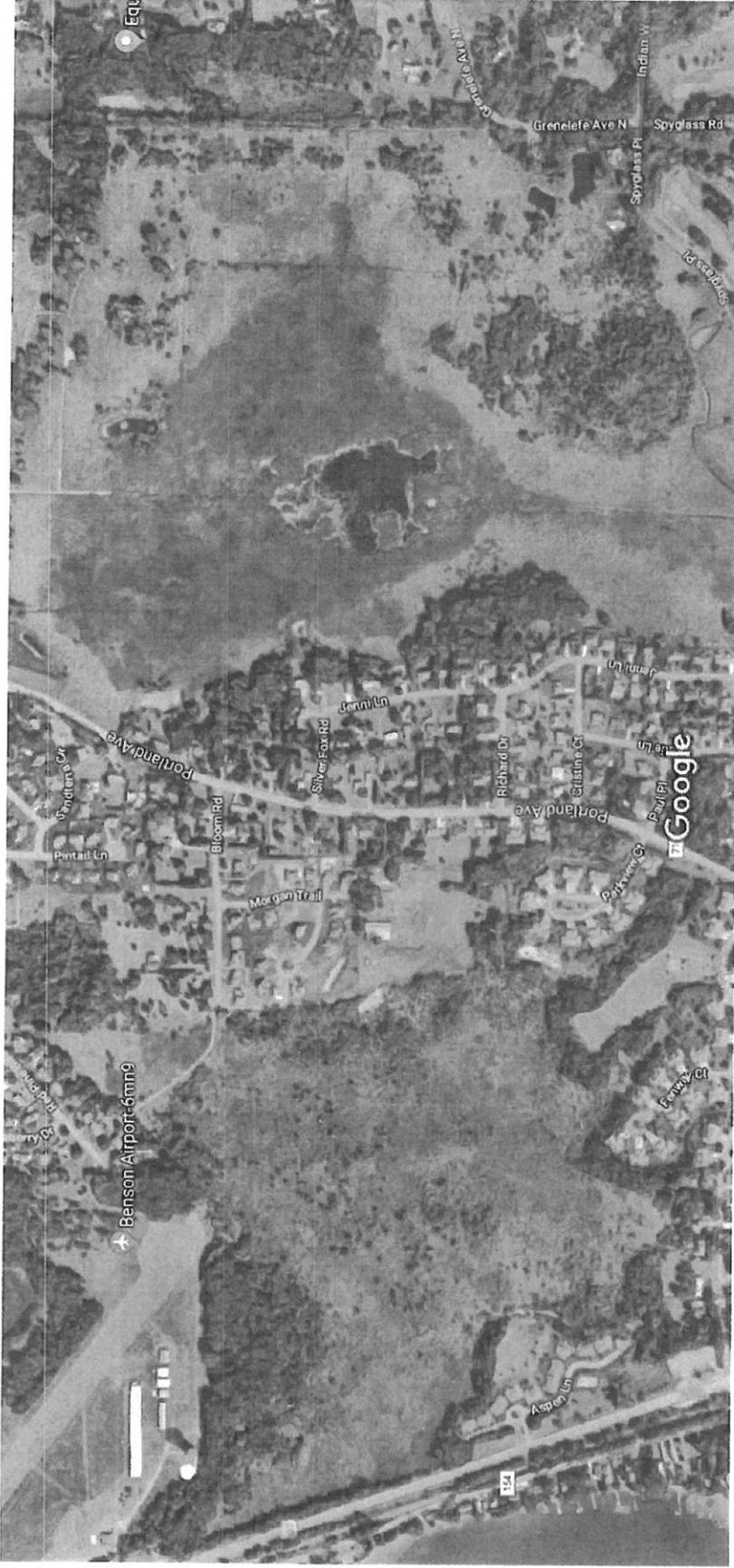
Matt Woodruff

Date

Attachments (6)

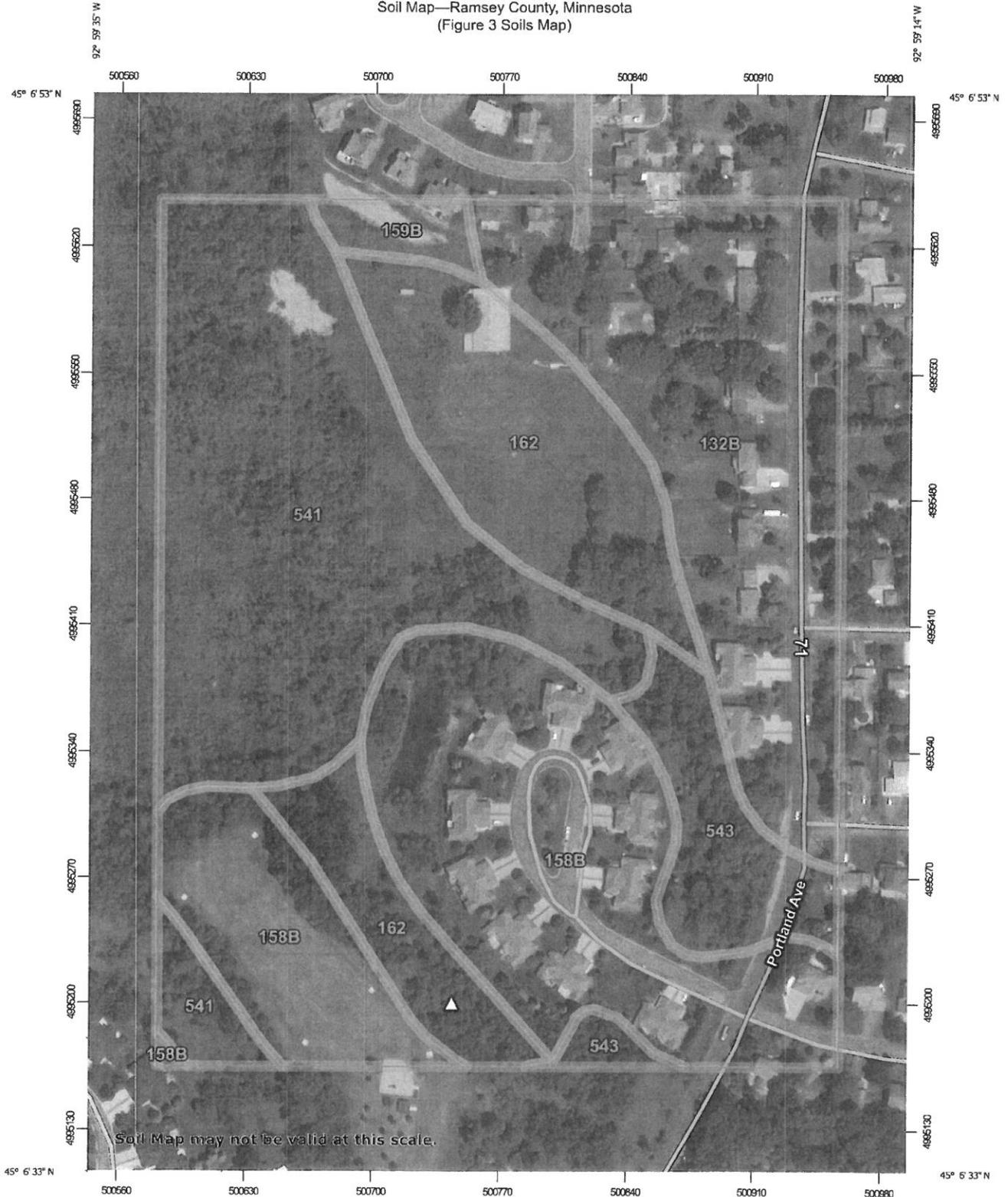


Google Maps 2018 Aerial Photo



Imagery ©2019 Google, Map data ©2019 500 ft

Soil Map—Ramsey County, Minnesota
(Figure 3 Soils Map)



Soil Map may not be valid at this scale.

Map Scale: 1:2,910 if printed on A portrait (8.5" x 11") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 15N WGS84



Natural Resources
Conservation Service

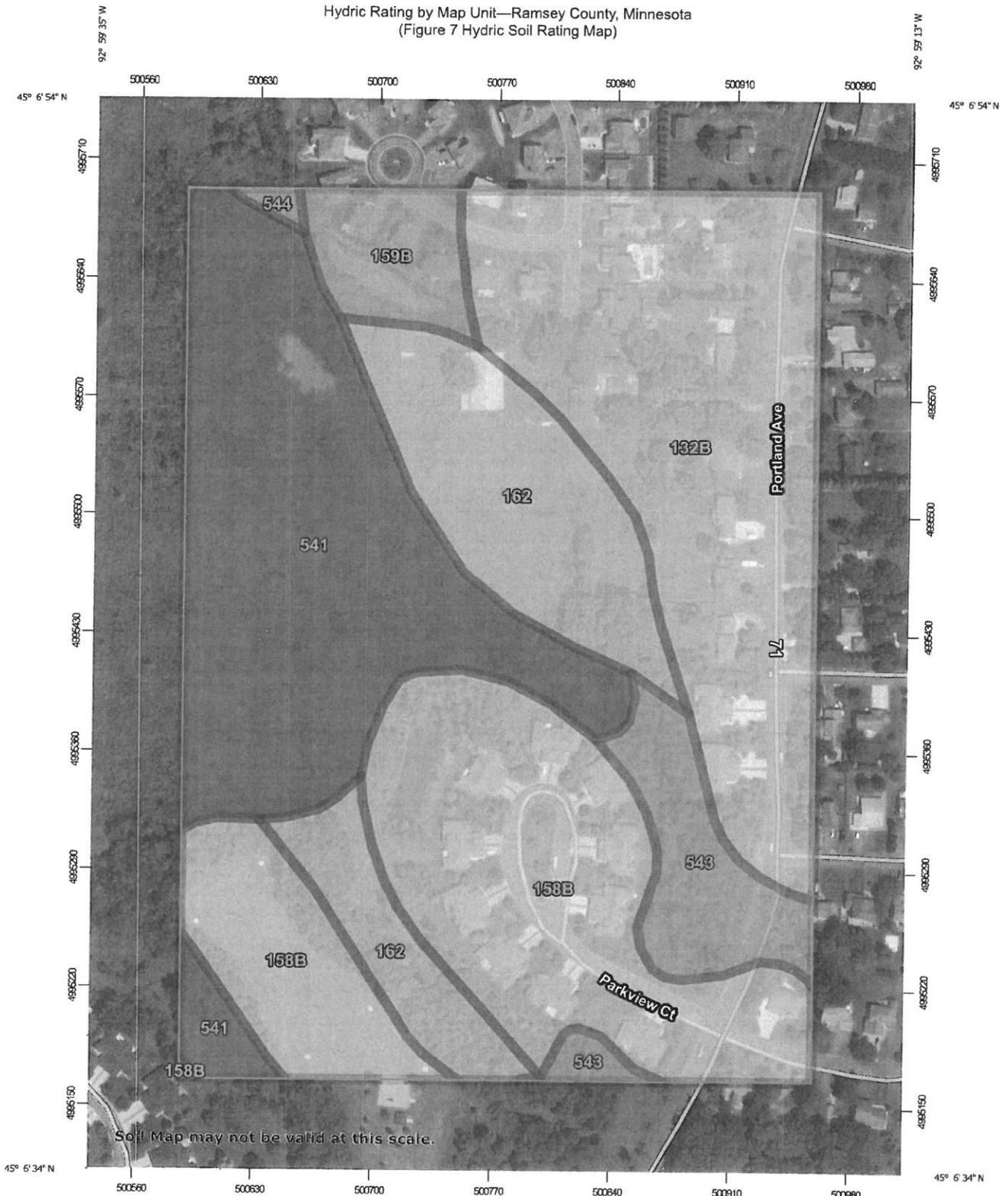
Web Soil Survey
National Cooperative Soil Survey

7/9/2019
Page 1 of 3

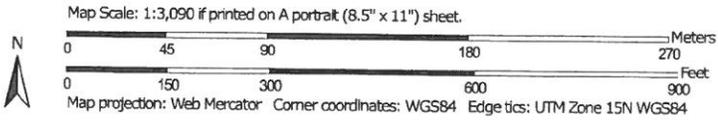
Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
132B	Hayden fine sandy loam, 2 to 6 percent slopes	10.0	22.2%
158B	Zimmerman fine sand, 1 to 6 percent slopes	12.1	26.9%
159B	Anoka loamy fine sand, 3 to 9 percent slopes	0.7	1.6%
162	Lino loamy fine sand	7.0	15.7%
541	Rifle muck	12.2	27.3%
543	Markey muck	2.8	6.2%
Totals for Area of Interest		44.8	100.0%

Hydric Rating by Map Unit—Ramsey County, Minnesota
(Figure 7 Hydric Soil Rating Map)



Soil Map may not be valid at this scale.





**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 12

Subject: Public Work Director Report

- a. Emergency Generator for Administration & Public Works Building
- b. Southwest Area Watermain Interconnect

Documentation: 2005 TKDA Correspondence

Action / Motion for Consideration:

Report at Meeting/ Discuss

2012 ✓

1500 Piper Jaffray Plaza
444 Cedar Street
Saint Paul, MN 55101-2140

(651) 292-4400
(651) 292-0083 Fax
www.tkda.com

October 24, 2005

Mr. Bill Short
White Bear Township
1281 Hammond Road
White Bear Township, Minnesota 55110

Re: Generator Feasibility Report
White Bear Township, Minnesota
TKDA Project No. 13234.000

Dear Mr. Short:

At your request, TKDA was directed to investigate the feasibility and costs for the potential installation of a stand-by generator for White Bear Township's Administrative Building and Public Works Facility.

TKDA has reviewed the existing sites, existing building loads, and anticipated loads of the building addition currently under construction. From this information TKDA has determined that a single 120/208V 3-phase 100KW diesel generator will be sufficient to back up the entire Public Works Maintenance Facility as well as the entire Administrative Building loads.

A 400 amp automatic transfer switch would be installed at the Administrative Building electric service and a 600amp automatic transfer switch would be installed at the Public Works Maintenance Garage electrical service. During a utility outage, transfer to stand-by power would be independently controlled from each building.

TKDA has contacted Dan Carroll, the Xcel Energy area representative, to discuss potential Xcel incentive programs. Dan has informed us the White Bear Township would not be able to take advantage of Xcel Energy's peak control savings program because the existing controllable demand does not meet the 50KW minimum (per service) required. If in the future the loads grow into the 50KW demand range, or Xcel reduces the minimum required KW to comply, Xcel Energy would re-evaluate.

TKDA has estimated two generator installation options that include site work for installation of a new 100kw generator.

OPTION #1

Generator located inside at the northwest end of the existing Public Works Maintenance Garage. It would be supplied in a sound attenuated enclosure with standard features such as engine monitoring instrumentation, battery charger, engine coolant heater, etc. It would be supplied with a base-mounted diesel fuel tank with capacity for 24 hours of operation under full load.

Generator and Transfer Switch	\$34,000.00
Electrical Work	\$26,000.00
Mechanical Work, Piping, etc.	\$7,000.00
Subtotal	<hr/> \$67,000.00
Contingency 10%	\$6,700.00
Engineering Fees	\$8,000.00
PROJECT TOTAL	<hr/> \$81,700.00
USE	\$82,000.00

OPTION #2

Generator also to be located inside at the northwest end of the existing Public Works Maintenance Garage. It would be supplied with the same features as mentioned in Option #1. It would be supplied with a detached diesel fuel day tank with the capacity for eight hours of operation under full load. The existing outdoor fuel tank utilized by Public Works and located on the south side of the new addition would be relocated to near the west end of the Maintenance garage. A fuel pump would be provided to transfer fuel to the generator day tank from the relocated outdoor storage tank. This option would ensure a fresh supply of diesel fuel without the worry of generator fuel spoilage.

Site Improvements/tank relocation	\$25,000.00
Generator and Transfer Switch	\$32,000.00
Electrical Work	\$30,000.00
Mechanical Work, Piping, etc.	\$30,000.00
Subtotal	<u>\$117,000.00</u>
Contingency 10%	\$11,700.00
Engineering Fees	\$11,000.00
PROJECT TOTAL	<u>\$139,700.00</u>
USE	\$140,000.00

The new generator installation would be a significant improvement as well as an added benefit to employees and residents, and would provide fully functioning facilities to White Bear Township. This would maintain operation during power failures as well as natural disasters. Due to the recent storms in the Southern States, generator delivery time will be an issue and could exceed 16 weeks, should the Town Board elect to proceed.

If you have any questions, please give me a call.

Sincerely,

Robert C. Schweich

RCS/mas

cc: Dean Johnson, TKDA



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 13.a

Subject: Code Enforcement Officer / Building Inspector Items:
a. 5456 / 5405 Township Drive

Documentation: Building Inspector Correspondence

Action / Motion for Consideration:

Report at Meeting/ Discuss

**Minutes
Executive Meeting
June 21, 2019**

CODE ENFORCEMENT OFFICER – BUILDING INSPECTOR ITEMS:

5456 Township Drive: The Building Inspector reported of the vehicles parked on the road, they are all legal, though there is a lot. Two vehicles are questionable and Johnson will discuss them with the occupant. This property is rented, so there was discussion of Public Safety fining landlords. The Town Attorney will look into this and report back.

5405 Township Drive: The Building Inspector reported that the neighbors having difficulty with this property is mainly with the long grass, trash cans, and 2 unlicensed vehicles. Once Johnson spoke with the owners, the grass was cut in a few days, things were cleaned up more, and the vehicles were in process of getting licensed.



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

ABATEMENT ORDER

June 27, 2019

James Wung & Anthonia Kum
1981 Campbell Circle
White Bear Lake, MN 55110-6642

To Whom It May Concern:

As the owner of the property located at 5456 Township Drive, White Bear Township, MN, you are hereby notified that a duly appointed officer of White Bear Township has performed an inspection of your property. The officer has documented a violation of Township Ordinance No. 35, Section 7-6.2, "*All vehicles must be currently licensed and operable*"

After reasonable inspection, the officer has determined that the gray dodge minivan with Minnesota license plate number 219 TCE and the black Chevrolet Monty Carlo license plate 076 NUR is inoperable, and said conditions represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than Friday, July 5, 2019.

The property owner or responsible party may appeal the abatement order by requesting a hearing before the Legislative Hearing Officer. This request shall be submitted to the Town Clerk in writing and prior to the abatement deadline or seven calendar days after the date of the abatement order, whichever comes first.

Failure to abate the nuisance or submittal of a written request for public hearing shall cause the Township to exercise its right to abate said nuisance and recover such abatement costs plus an additional 25% of such costs. These costs shall be assessed as a special assessment against the property.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer

Cc: Current Occupant – 5456 Township Drive, White Bear Township, MN 55110
James Wung - 2736 Lyndale Ave S Suite 204, Minneapolis, MN 55408



recycled paper



Town Board Executive Meeting July 26, 2019

Agenda Number: 13.b

Subject: Code Enforcement Officer / Building Inspector Items:
b. 5211 Division

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss

Minutes
Executive Meeting
June 21, 2019

CODE ENFORCEMENT OFFICER – BUILDING INSPECTOR ITEMS: 5211 Division: The Town Building Inspector reported that this property had a significant fire a few years back, had inoperable cars outside of the property in the past, etc. Now all vehicles are licensed and operable, so there is not much the Town can do about it unless it becomes a public nuisance. He explained that the folks that live here have done considerable cleaning and that the yard used to have more in it. There was discussion on the current situation and because of the concern, it was the consensus that the Town Attorney may write a letter and reach out to Adult Protective Services of Ramsey County.

It was also the consensus that the Building Inspector will visit this property again.



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 14.a

Subject: Clerk-Treasurer Report:
a. DNR Groundwater Management - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

**Minutes
Executive Meeting
June 21, 2019**

DNR Groundwater Management – Update: The Town Attorney reported that the State, Town, and City have filed a response for appeal to the Supreme Court. The decision is expected by July 21st, so there will be more information at the July Town Board Executive Meeting. There was discussion on the possibilities based on the decision from the MN Supreme Court.



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 14.b

Subject: Clerk-Treasurer Report:
b. Consent Agenda

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
July 26, 2019**

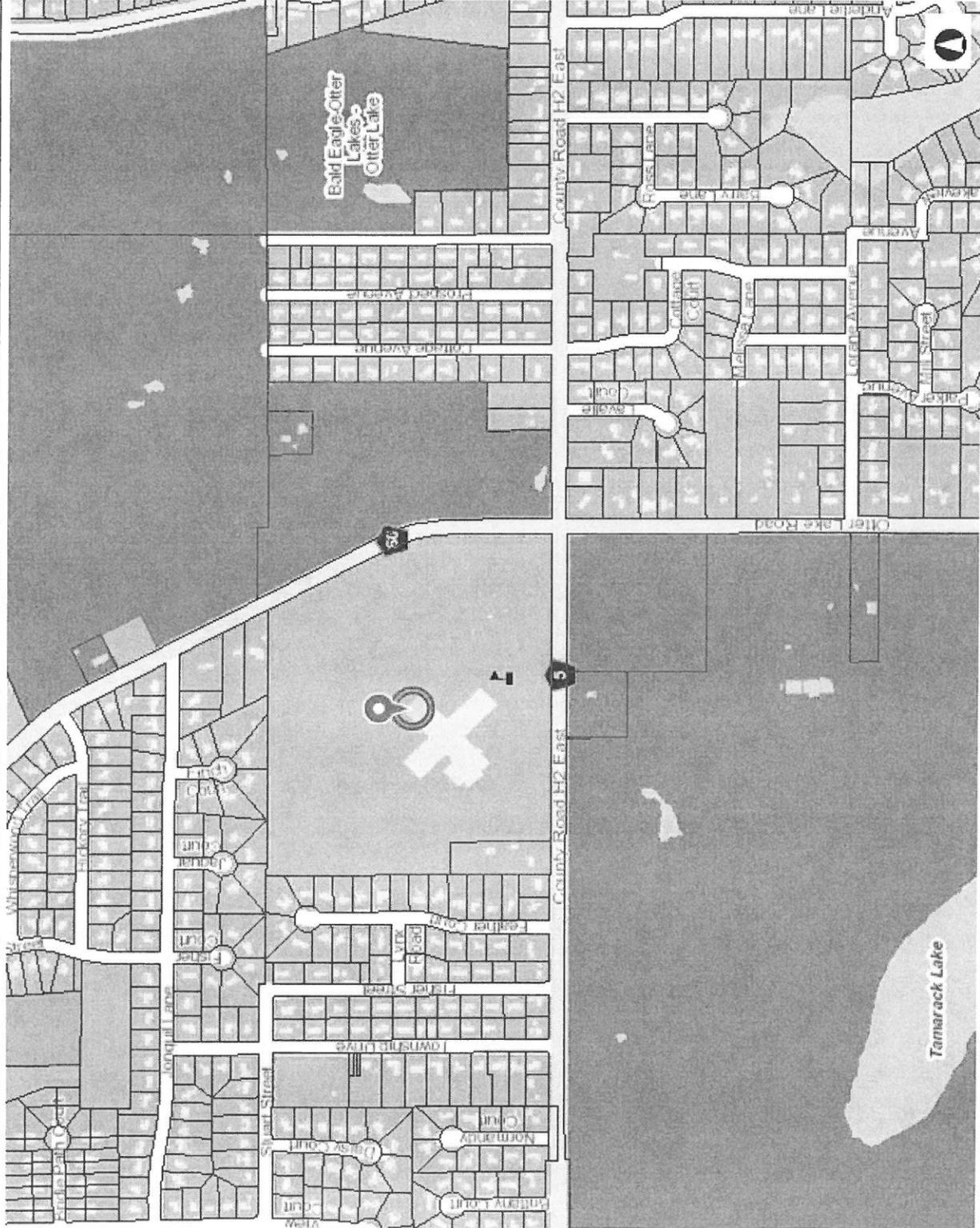
Agenda Number: 14.c

Subject: Clerk-Treasurer Report:
c. Clean-Up Day - Discussion

Documentation: Map

Action / Motion for Consideration:

Report at Meeting / Discuss



1,333.3 666.67 1,333.3 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

Notes

Enter Map Description

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 14.d

Subject: Clerk-Treasurer Report:
d. Heritage Hall Back-drop

Documentation: E-mail w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Patti Walstad

From: Chris Rowe <ChrisRowe@skylinemidwest.com>
Sent: Thursday, July 18, 2019 9:20 AM
To: Patti Walstad
Subject: RE: Backdrop
Attachments: IMG_20180827_123442.jpg; IMG_20180827_124557.jpg; MVIMG_20180306_154303.jpg; IMG_20181109_143105.jpg; IMS.JPG; P1310999.JPG

Caution: This email originated outside our organization; please use caution.

Good Morning Patti,

Happy to help, we have a very similar product line called "Popup 1000". I've attached a couple of photos here (Photos 1-3). It appears the one in your photo is a 10' wide exhibit – ours is too and its also available in an 8' configuration as well.

The popup 1000 runs about \$1850 for a 10' and comes with a wheeled, soft sided case. You can kit this out with lights and a hard case as well if you'd like.

Additionally, one alternative I'd point you to would be the Invita (Pictures 4-6)

Invita is one of our newest products, it's an aluminum frame with a pillowcase style graphic that slips over it. Setup time is very quick and it packs extremely well. A 10' Invita starts at \$1665 (an 8' is also available) and can be upgraded with monitor mounts, shelves, literature racks lights, and more. You can also put on a double sided graphic if you want to switch out messaging periodically.

I hope this helps, I'm looking forward to working with you!

Chris Rowe

He/Him

Exhibit Consultant

Skyline Displays Midwest

p: 952-641-2205

a: 11901 Portland Ave | Burnsville, MN | 55337

w: www.skylinemidwest.com e: chrisrowe@skylinemidwest.com



Have a great experience working with us? Leave a review and let others know!
[Google Reviews](#)

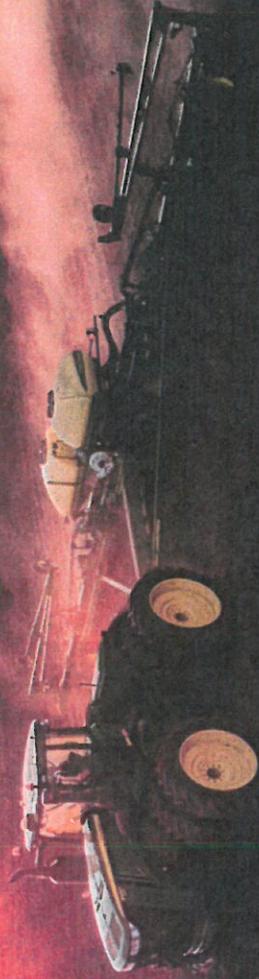
From: Patti Walstad <Patti.Walstad@whitebeartownship.org>
Sent: Thursday, July 18, 2019 8:04 AM
To: Chris Rowe <ChrisRowe@skylinemidwest.com>
Subject: FW: Backdrop

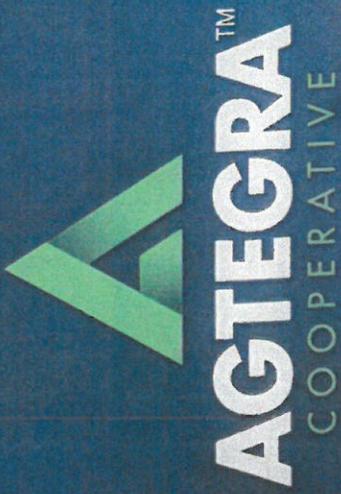
Chris, I am looking for a backdrop like the one in the picture but with a different picture on it for use at our Town Hall. Can you point me in the right direction?



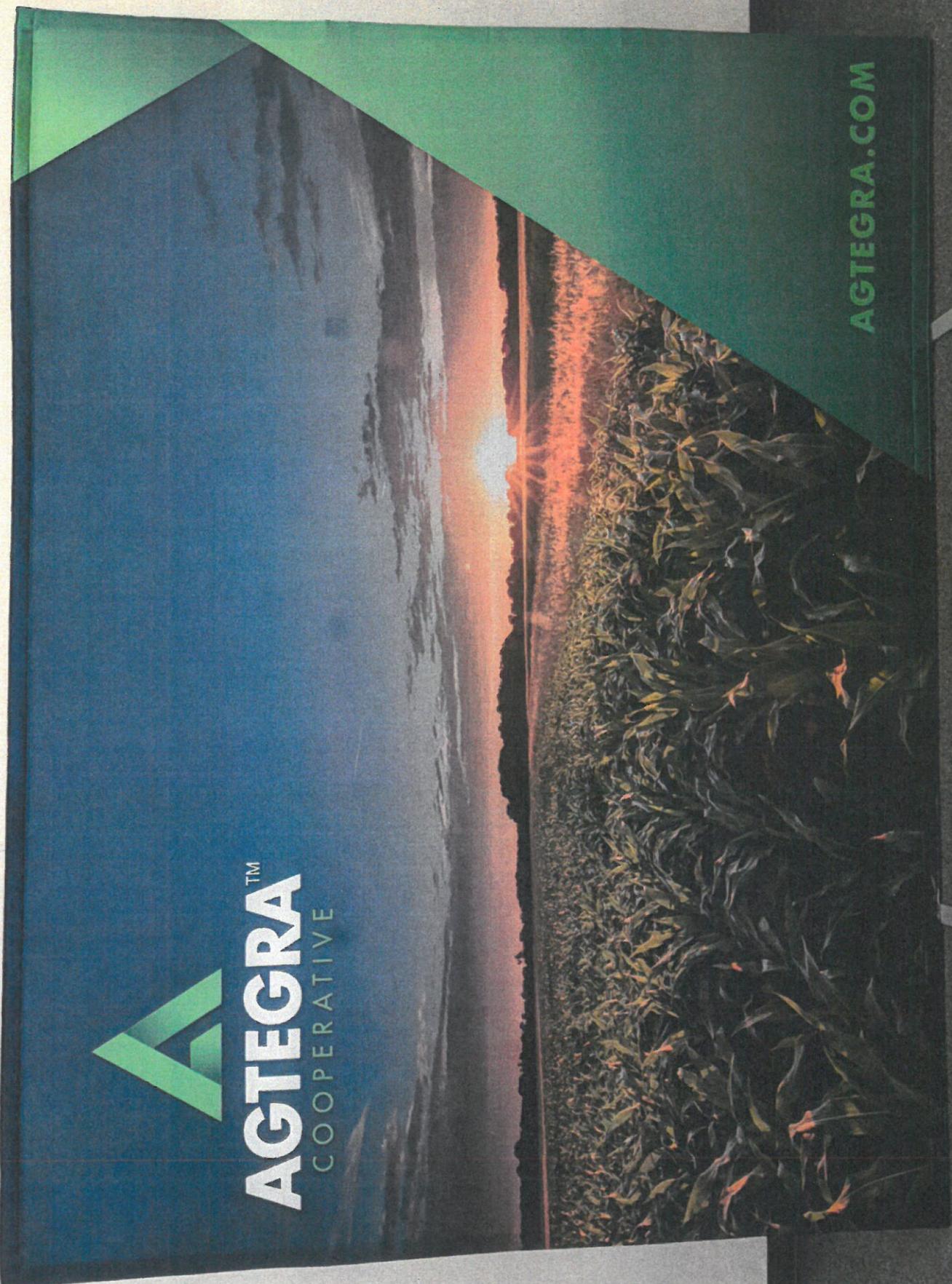
INNOVATION CENTER

INNOVATIONNOW.COM

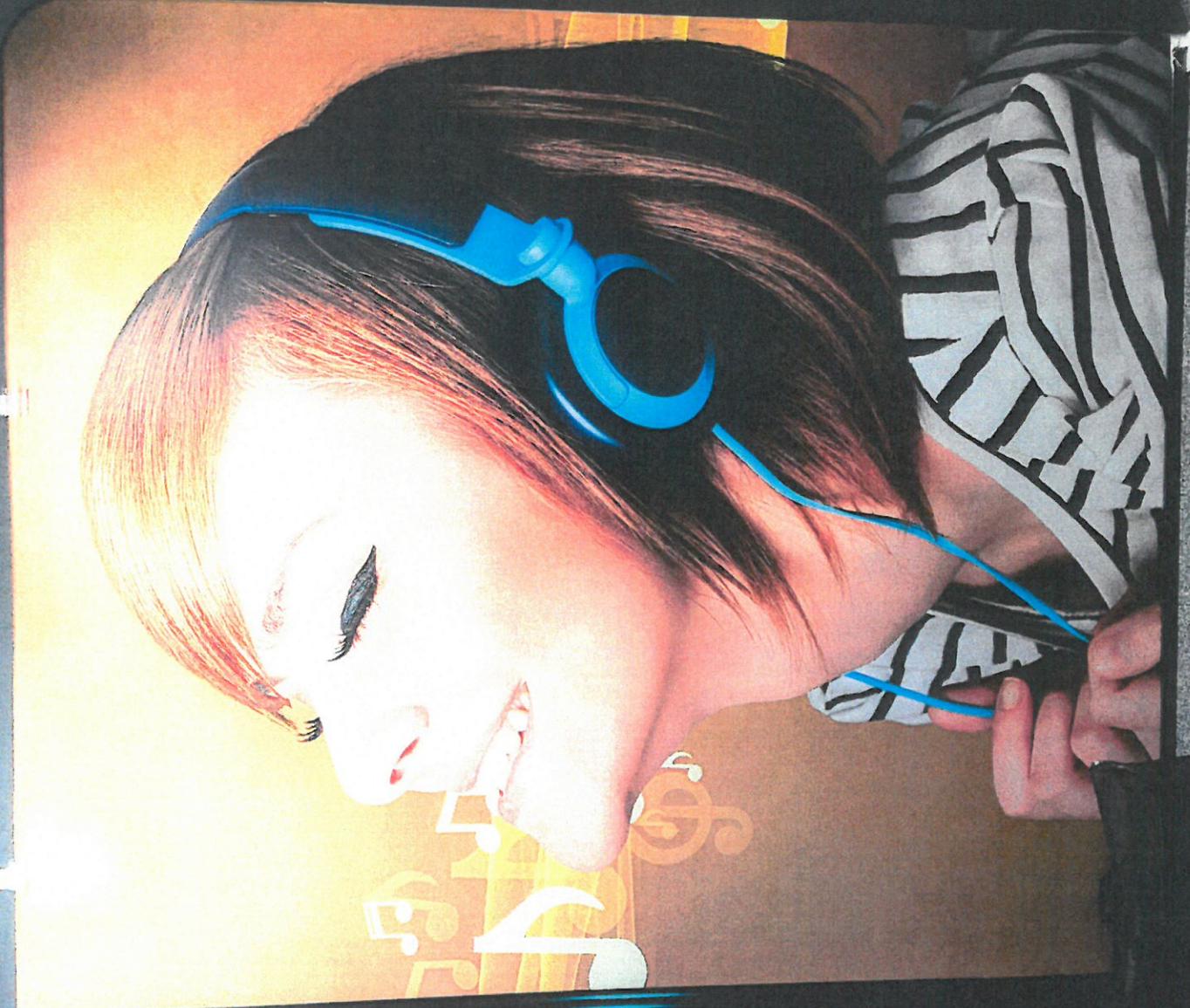




AGTEGRA.COM



ARGENTI



4

5

IMS Infrastructure Management Services

ENABLING DATA-DRIVEN DECISIONS

 Pavement Condition Assessment

 Sidewalk Condition Assessment

 Right of Way Asset Inventory

 Budget and Maintenance Planning

WE'VE GOT STREET SMARTS

SERVICES

ADA Ramp Inventory & Inspection

Sign Reflectivity Assessment

Budget Planning Consulting

Asset Management Software Assessment

Council Presentation and Constituent Education

IMS
Infrastructure Management Services



6



*With Deterra, unused
Prescription Opioids
and other Drugs are
Gone - for Good.*

Works with
Pills • Patches • Liquids • Creams • Films



MAPDA
Mothers Against
Prescription Drug Abuse



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 15 - 16

Subject: Open Time

Added Agenda Items

Action / Motion for Consideration:



**Town Board Executive Meeting
July 26, 2019**

Agenda Number: 17 – 18

Subject: Receipt of Agenda Materials / Supplements
Adjournment

Action / Motion for Consideration:

Receive All Agenda Materials & Supplements for Today's Meeting

Adjourn Meeting