



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

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

AGENDA UTILITY COMMISSION MARCH 12, 2020

1. **7:00 p.m.** Call Meeting to Order at Township Office, 1281 Hammond Road.
2. Approval of March 12, 2020 Agenda.
3. Approval of February 13, 2020 Minutes (Additions/Deletions).
4. Consent Agenda: None.
5. Commissioner's Report.
6. Curbside Water Access.
7. Utility Rate Structure.
8. Stormwater Projects – Update.
9. Public Works Director Report.
10. Next Meeting Date / Agenda Items.
11. Added Agenda Items.
12. 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.





**Utility Commission Meeting
March 12, 2020**

Agenda Number: 1 – 2- 3

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

Approval of March 12 Agenda &
February 13, 2020 Minutes

Documentation: March 12, 2020 Agenda &
February 13, 2019 Minutes

Action / Motion for Consideration:

Call meeting to order:	7:00 p.m.
Approval of Agenda:	March 12, 2020 (Additions / Deletions)
Approval of Minutes:	February 13, 2019

**MINUTES
UTILITY COMMISSION MEETING
FEBRUARY 13, 2020**

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

Present: Bernstein, DeLoach, Fredericks, Groschen, Pehrson; Advisor: Christopherson;
Commissioner: McCune; Public Works Director: Reed; Town Planner: Riedesel

Absent: Hesse with notice, Pehrson, without notice.

APPROVAL OF AGENDA (Additions/Deletions): DeLoach moved to approve the agenda as submitted with the addition of Bellaire Beach after Republic Services. Fredericks seconded. Ayes all.

APPROVAL OF MINUTES OF DECEMBER 12, 2019: Bernstein moved the approval of the December 12, 2019 minutes. DeLoach seconded. Ayes all. There was some discussion of Ditch 11.

CONSENT AGENDA: DeLoach moved to approve of the Consent Agenda as follows: 4A) Receive Monthly Sewer & Water Report; 4B) Quarterly Utility Billing Payment Analysis; 4C) Receive Republic Services Monthly Service Report; 4D) Solid Waste Abatement Reports; 4E) Receive Solid Waste Abatement Report. Bernstein seconded. Ayes all. There was some discussion on the water consumption being lower than the water sold. It was explained that the numbers will even out more with the new meters that have been installed. It was noted that the consumption is based on the daily average per home, not per person.

COMMISSIONER'S REPORT: Commissioner McCune was present to report on **street improvement projects**. The neighborhood meeting in February went well. The majority of residents assessed for the 2020 street improvements are excited to get started. There will be more conversation of future estimations with assessments, to be sure, as some want the assessment to be dropped if the contracting rate is lower than expected. The Township does pick up a fair amount of the cost, as residents are not assessed at 100%. There will be more discussion with residents as the projects get closer. Staff is fine tuning the process. **Ramsey County street improvements** will be underway in spring of 2020. County Road H2 from Centerville to Bald Eagle, Bald Eagle Avenue to Buffalo, and Buffalo to Highway 61 will be done in May or June. The Town would like to see narrower striping and wider walking paths like the county did in 2019, but the County has only discussed "preserving" what is already done on Bald Eagle Avenue.

The Town Board has also been discussing **nuisance properties**. Though the Town only has a couple, the Board understands that it is only fair to the rest of the Township and its residents to move these properties along in the process. If the owners cannot improve the house, it should either be sold, rehabilitated, or torn down as a worst case scenario.

The Town is working on streamlining **Township Cleanup Day**, and figuring out what party is responsible for **broken curb stops** that have been noted after the water meter installations. It was the consensus that this should be an agenda item at the March Utility meeting for full discussion and a recommendation.

MINUTES
UTILITY COMMISSION MEETING
FEBRUARY 13, 2020

REPUBLIC SERVICES REPRESENTATIVE – BEV MATHIASEN: Mathiasen was present to report on the current state of recycling and where the Township stands. She first noted a few things about Township Cleanup Day: it is on June 20, 2020. Staff are looking over the site, and it is planned to have 2 different staged areas for drop offs: one for tires and refuge, one for shredding and specialty items; both on opposite ends of one another. Mathiasen views last year's record as it being nice and everyone wanting to clean up. Staff are hoping for another great year and hoping that the new structure and staging improves the cleanup day for residents.

There was discussion of the plunging commodity prices in plastic, steel, aluminum scrap, cardboard, and mixed paper. There was discussion of what these changes mean in the recycling industry and contemplation over what the future may look like. As shown in the handout, a list of cities around the country have canceled recycling programs, changed services or material lists, raised rates, dropped glass, and started burning or dumping recyclables. Only one city in Minnesota – Red Wing – is changing services. It was noted that Republic is striving to get education and materials out to consumers so they know what they can recycle. This can help prices stay low, as the cost of labor for sorting could be lessened. An interesting fact of recycling is that recycling plants have to have the materials have less than a 15% contamination rate (grease/food stains/unrecyclable materials) or it is considered trash and is therefore taxed.

Mathiasen handed out a Recycling Commodity Update that included the value of each product over the last 3 years. From this graph, the Commission discussed the changes, increases and decreases, of each product. It was noted that due to changes in international markets, the US is looking internally for buyers of the recycled materials. The Commission discussed education tips for the general public. There is information, articles for publications and the Township website.

BELLAIRE BEACH UNDERGROUND STORM SYSTEM: The Town Planner was present to report on this added agenda item. The Park Board is working on upgrades to Bellaire Beach. Last year the beach house was repainted. The Saputo shelter is in the works. It was noted how the change in seasons and natural flow affect park projects: for example a couple years ago the lake was down and there were less projects along the beach, but last year with the overflow of water, staff are working with the county and Rice Creek Watershed District to manage the shoreline.

Riedesel presented some ideas the Park Board is working on, planning on rearranging the structure of the park. The Park Board would like to expand the playground. It was noted that 15 to 20 trees are Ash trees and will be removed over time. The parking lot is set to be redone in 2020, and the island will come out.

The current pond is on the Utility Commission's list to have cleaned, which will cost \$20,000. The Park Board wants to propose a subterranean stormwater pond to conserve space. It will cost \$250,000. There was discussion of Ramsey County's input, since the park is owned by the county. There has been none at this point. There was discussion of grants and there was consensus from the Commission that if this project is going to be done, the majority should be grants, since the county owns it and many people outside of the Township community benefit. There was discussion of whether or not the Park Board should just try another method, rather than discuss this agenda item with the Utility Commission, but it was the consensus that there should be more information brought to the Commission to discuss fully.

**MINUTES
UTILITY COMMISSION MEETING
FEBRUARY 13, 2020**

Fredericks motioned to recommend the Park Board explore grants and other funding sources, for the Utility Commission to look into this agenda item, and for the engineering of the pond to try and improve the overall pond. DeLoach seconded. Ayes: Fredericks, DeLoach, Groschen. Nay: Bernstein. Abstention: Pehrson and Hesse, as they are absent.

There will be more discussion at future meetings.

UTILITY RATE STRUCTURE: The Public Works Director introduced this agenda item as something staff would like the Utility Commission to discuss based on the email received. St Paul water utility to refund customers who were overcharged based on the ¾-1-inch line that runs to the meter. The discussion is whether the residents who have been charged as if they have the 1-inch line, though they have the ¾-inch line should receive compensation for being in a different price bracket. There was discussion over the meter reading the water consumption and that the size of the line, typically in residential homes at least, doesn't change the consumption. There was discussion of the mechanics of the meter and the water line. There was discussion of any potential lawsuits that may come. It was noted that the new meters that were placed in 2019, will have more accurate reads than the old meters. It was the consensus that this should be added to the annual rate conversation.

Bernstein motioned that this agenda item will be discussed in more detail, and since it has been received it will be changed going forward. DeLoach seconded. Ayes all.

STORMWATER PROJECTS – UPDATE: The Public Works Director was present to report on the 2 projects that came up last year. One was a pipe about 550 feet off of highway 61 on Leibel Street. The ditch on the south side of 61 isn't draining, so staff will be looking into getting this done. Staff's plan is to come up with a design that has a shorter run for future maintenance. The second project was one that a Rice Creek Watershed District employee emailed about near Division. Water is elevating in ponds around the drains from White Bear Lake. The ponding is near the MCES intercept. The flow is impacted from overgrowth and the trees will be required to be removed on the MCES easement. Problems like these happen after large rain years. It was noted that neither of these projects have a dollar figure yet. There was some discussion on the outfalls at Saint Anthony and Park. It was noted that the County will be helping with these projects with redoing East and West Bald Eagle Boulevards. It was noted that Reed will bring a list with these projects and costs outlined for the next meeting.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director was present to report on the Public Works Department Activity for January 2020. There was some discussion on the **Water Meter Replacement** and how the new subcontractor is doing. There was some discussion on the folks who have been billed the \$300 for the first quarter of not having the meters in. The Town Board approved the **Water System Improvement** first steps. Well 1's SCADA system will be improved. Well 4's pump and casing will be increased so there is higher capacity. Well 5 will increase as well as have a SCADA system improvement. There was some discussion on the 2 different systems: north and south each have their own appropriation permits. These improvements that have been approved are the most economical.

ADDED AGENDA ITEMS: The next meeting date is scheduled to be March 12, 2020.

**MINUTES
UTILITY COMMISSION MEETING
FEBRUARY 13, 2020**

Fredericks moved to adjourn the meeting at 8:53 p.m. Bernstein seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary

DRAFT



**Utility Commission Meeting
March 12, 2020**

Agenda Number: 4a - Consent

Subject: None

Documentation:

Action / Motion for Consideration:

Receive Information



**Utility Commission Meeting
March 12, 2020**

Agenda Number: 5

Subject: Commissioner's Report

Documentation: None

Action / Motion for Consideration:

Receive Information



**Utility Commission Meeting
March 12, 2020**

Agenda Number: 6

Subject: Curbside Water Access

Documentation: None

Action / Motion for Consideration:

Receive Information/Discuss



Utility Commission Meeting March 12, 2020

Agenda Number: 7

Subject: Utility Rate Structure

Documentation: None

Action / Motion for Consideration:

Receive Information/Discuss

Minutes
Utility Commission Meeting
February 13, 2020

UTILITY RATE STRUCTURE: The Public Works Director introduced this agenda item as something staff would like the Utility Commission to discuss based on the email received. St Paul water utility to refund customers who were overcharged based on the ¾-1-inch line that runs to the meter. The discussion is whether the residents who have been charged as if they have the 1-inch line, though they have the ¾-inch line should receive compensation for being in a different price bracket. There was discussion over the meter reading the water consumption and that the size of the line, typically in residential homes at least, doesn't change the consumption. There was discussion of the mechanics of the meter and the water line. There was discussion of any potential lawsuits that may come. It was noted that the new meters that were placed in 2019, will have more accurate reads than the old meters. It was the consensus that this should be added to the annual rate conversation.

Bernstein motioned that this agenda item will be discussed in more detail, and since it has been received it will be changed going forward. DeLoach seconded. Ayes all.



Utility Commission Meeting March 12, 2020

Agenda Number: 8

Subject: Stormwater Projects - Update

Documentation: None

Action / Motion for Consideration:

Receive Information / Discuss

Minutes
Utility Commission Meeting
February 13, 2020

STORMWATER PROJECTS – UPDATE: The Public Works Director was present to report on the 2 projects that came up last year. One was a pipe about 550 feet off of highway 61 on Leibel Street. The ditch on the south side of 61 isn't draining, so staff will be looking into getting this done. Staff's plan is to come up with a design that has a shorter run for future maintenance. The second project was one that a Rice Creek Watershed District employee emailed about near Division. Water is elevating in ponds around the drains from White Bear Lake. The ponding is near the MCES intercept. The flow is impacted from overgrowth and the trees will be required to be removed on the MCES easement. Problems like these happen after large rain years. It was noted that neither of these projects have a dollar figure yet. There was some discussion on the outfalls at Saint Anthony and Park. It was noted that the County will be helping with these projects with redoing East and West Bald Eagle Boulevards. It was noted that Reed will bring a list with these projects and costs outlined for the next meeting.



**Utility Commission Meeting
March 12, 2020**

Agenda Number: 9

Subject: Public Works Director Report

Documentation: Report

Action / Motion for Consideration:

**White Bear Township
Town Board Update
On
Public Works Department Activity
(February 2020)**

1. **Lift Station Upgrades–**
 - Lift Station #9 (the last of the Town’s 10 Lift Stations to be rehabilitated) – The startup was completed on December 19th and the Town is now monitoring the Lift Station through SCADA. During the start up the Portable Generator, connection was incorrect per the specifications. The Town Engineer is working with Penn Contracting on replacing the Portable Generator connection with the specified type. The concrete driveway and site restoration to be completed in the early summer of 2020.

2. **Safety**
 - The January Safety Training, that was cancelled due to a snow fall, has been rescheduled for Wednesday, February 26th in the p.m.

3. **Water Meter Repair/Reading**

Water meter replacement project update – The project is mostly complete with 80 accounts remaining. The number of non-responsive residents will be determined once the data download has been provided to Utility Billing. Where we started out- 375 accounts

As of 1/30/2020 – We had 151 resident accounts needing to schedule - 40% of the total 375.

 - Commercial meter testing – Will continue in 2020

4. **2020 Capital Equipment Purchases/Capital Improvement Projects**
 - Mill and Overlay Administration Parking Lot - \$50,000.00
 - Purchase replacement Plow Truck (#49) - \$300,000.00
 - Purchase replacement Asphalt Hot Box - \$70,000.00. May be a hook truck mounted unit vs. trailer mounted.
 - Reconstruct Columbia Park Parking Lot - \$250,000.00
 - Rehabilitate Bellaire Beach Park - \$200,000.00
 - Storm Water Projects – Reestablish drainage flow along north side of R.R. tracks between Division Street and Eagle Street; Water Quality Improvements to storm water discharge locations at both Park St (Outfall 6) and St. Anthony Ave (Outfall 5); Replace storm pipe running from Liebel Street under Highway 61 and the railroad tracks; estimated at \$400,000.00 along with grant assistance reimbursement award from RCWD for the Park St and St. Anthony Ave.

5. Storm Water Program

- The Town Engineer will be developing plans and specifications for Outfalls 5 and 6 that discharge into Bald Eagle Lake.
- The Town Engineer and Public Works Director, over the winter, develop a planned replacement of the long culvert that inlets on Liebel Street, crosses Highway 61 and the Railroad Tracks and outlets in the ditch along Hugo Road.
- Staff will be completing an updated SWPPP for submittal to the MPCA.

6. Water system improvements/issues

- Water System Improvements update – Bids are due February 26th.
- 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. The also East Bald Eagle Boulevard between Eagle Street and Beaver Street. There have been roughly 8+ watermain breaks between Taylor Avenue and Gaston Avenue over the last 30 years and equal number on EBE. 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 completed, for the resident at 5475 Hugo Road.
- Hammond Road Water Tower repainting in 2019 –There are remaining punchlist items to complete in early 2020. The installation of the concrete floor is the largest remaining punchlist item.
- A meeting regarding establishing an interconnect, for area south of TH 96, soon with the City of White Bear Lake’s Public Works Director/City Engineer.
- The Public Works Director will be working on drafting the America’s Water Infrastructure ACT 2018 (AWIA) requires an assessment of the Town’s Water System be completed and submitted by June 30, 2021. The Emergency Response Plan (ERP) follows closely behind, due December 31, 2021.

7. Sanitary sewer system improvements/issues

- Staff is working with the City of Birchwood’s Engineer to remove lift station #1’s SCADA screen and related programming from the Town’s SCADA computer. He will also coordinate the televised inspections of the sanitary sewer service line connections.
- The Town Engineer has verified the capacity of the Centerville Road sanitary sewer line, based on the development projections provided by the North Oaks Company.

8. Street Improvement Program.

- A Public Informational meeting regarding 2020 Street Improvement Project meeting will be held on February 6th @ Heritage Hall.

9. Sign replacement program (retroreflectivity standard)

- Street name sign replacement will begin in 2021 per this year’s revised CIP.

10. Personnel Updates:

- Corey Triemert celebrates 3 years with the Township next week on Friday.

11. Park Projects:

- The trails along White Bear Parkway, Hammond Road, Centerville Road, Otter Lake Road, Polar Lakes Park and Columbia Park will be sealcoated in 2019. This year's project has included the Well and Lift Station parking lots. The Town Board accepted the bids and awarded the bid to Borderlines Pavement. Progress has been slowed by the rainy September weather.
- Maintenance continues on the Outdoor ice rinks.

12. Ramsey County Projects within the Township;

2020

- County Road H-2 Resurfacing Community meeting. The meeting will be held on March 4, at the Tamarack Nature Center by Ramsey County Public Works from 4-6 p.m.
- West Bald Eagle Boulevard from County H-2 south to Bald Eagle Avenue.
- East Bald Eagle Boulevard from Bald Eagle Avenue to Buffalo Street
- Buffalo Street from Highway 61 west to East Bald Eagle Boulevard.
- County Road H-2 from West Bald Eagle Boulevard to Centerville Road.
- Otter Lake Road from Goose Lake Road to Highway 96.
- Century Avenue from Cedar Avenue to Co Rd F. (The Public Works Director met with Andrew Giesen, a Washington County Engineer regarding the Century Avenue work for 2020). This is a joint project between the two counties.

2020-2023 Proposed

- Co Rd J from Otter Lake Road to Centerville Road (Design 2020, Reconstruction 2023)
- Mill and Overlay of South Shore Boulevard from White Bear Avenue to Co Rd F?
- South Shore Boulevard Mill and Overlay from White Bear Avenue to Co Rd F in 2020.
- Hugo Road Mill and Overlay from Park Ave to Co Rd J.
- Co Rd F from McKnight Road to Century (East Co Ln)
- Portland Avenue from Highway 96 to Taylor Avenue.
- East Bald Eagle Boulevard from Buffalo Street to Taylor Avenue?

13. Informational sharing regarding Public Works in general:

Public Works Jobs for February 2020

1. Monthly safety inspections of, fire extinguishers, emergency lighting, eye wash stations and A.E.D., fall harnesses
2. Continuing doing water testing and monitoring of the Towns water system
3. Continuous water testing at well's 1, 3, 4, 5 and 6
4. Continued various water meter and Radio repairs
5. Water shut off for home repairs
6. Trained on freezing water copper lines with the Towns freeze kit
7. Locating and trying to operate curb stops for meter installation
8. Started well house preventive maintenance for the upcoming pumping season
9. New construction water turn on's and radio programing
10. Patched road's from watermain repairs
11. Gopher one locates in Township, North Oaks, Gem Lake, and Birchwood
12. Continuing winter ice/snow removal operation's on roads and trails/sidewalks
13. Emptied trash in all the parks
14. Tree trimming in 2020 proposed street project area
15. Cont. to flooding ice rinks at Mead, Eagle and Red Pine Park
16. Assembled office furniture and computer mounts in the Admin. Building

Mechanic jobs for February 2020

- Repaired tarp bracket and salt shield on #47 (Mack dump truck)
- Brought #34 (rounds truck) plow to Metal Doctor for updated LED headlights and a new plow side harness.
- Repaired multiple hydraulic leaks on various pieces of equipment.
- Started wiring new #39 (new pickup) for warning lights and installing a back rack.
- Wired a new harness on #8 (Bobcat skid seer) for attachments.
- Serviced and replaced door seal on #7 (Bobcat skid steer).
- Flipped over cutting edge on snow bucket.
- Worked with contractors for the installation of the Public Works building on-site generator.
- Tuned up chain saws
- Sent #34 (rounds truck) in for recalls, check engine light repair.
- Trained more staff on operations of new #48 (tanker truck) for flooding rinks.



Utility Commission Meeting March 12, 2020

Agenda Number: 10

Subject: Next Meeting Date – Agenda Items

Documentation:

Action / Motion for Consideration:

APRIL 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	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	1	2

Printable Calendars by Betacalendars.com



**Utility Commission Meeting
March 12, 2020**

Agenda Number: 11 - 12

Subject: Added Agenda Items
Adjournment

Documentation: FYI Items

Action / Motion for Consideration: