



1858
RAMSEY COUNTY
MINNESOTA

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

AGENDA EXECUTIVE MEETING SEPTEMBER 25, 2020

1. **8:00 a.m.** Call Meeting to Order at Administrative Office Conference Room, 1281 Hammond Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of August 28, 2020 Minutes.
4. 2020 Street Improvements – Update.
5. Water System Improvements – Update.
6. I & I – Update.
7. Utility Rate Increase.
8. Employee Appreciation Gathering.
9. Public Works Director Report.
10. Code Enforcement Officer / Building Inspector Report:
 - a. 5456 Township Drive.
 - b. 5305 West Bald Eagle Boulevard.
 - c. 1378 South Birch Lake Boulevard.
 - d. 1647 Park Avenue.
 - e. 2537 2nd Street.
 - f. Driveway Permit Enforcement.
 - g. Chicken / Pigs.
11. Clerk-Treasurer Report:
 - a. DNR Groundwater Management – Update.
12. Added Agenda Items.
13. Receipt of Agenda Materials / Supplements.
14. Adjournment.

White Bear Township's Mission:

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





**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 1 – 2 - 3

Subject: Approval of September 25, 2020 Agenda
Approval of August 28, 2020 Minutes

Documentation: September 25, 2020 Agenda
August 28, 2020 Minutes

Action / Motion for Consideration:

Call meeting to order:	
Approval of Agenda:	September 25, 2020 (additions/deletions)
Approval of Minutes:	August 28, 2020 (additions/deletions)

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AUGUST 28, 2020**

The meeting was called to order at 8:00 a.m.

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

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda as submitted with the additions of 17A) South Shore Trinity request to extend Sunday services, 17B) Polar Lakes Park tree removal discussion, and 17C) Jeff Miller minutes and Karen Miller email; and supplemental information for 7) Ordinance No. 47 Amendments on rentals, and 10) CARES Act options; and deleting agenda item 12) Ramsey County WBL Funding discussion. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF JULY 24, 2020: Ruzek moved approval of the minutes of July 24, 2020 with the amended corrections. McCune seconded. Ayes all.

NORTH OAKS COMPANY – REPRESENTATIVES TO ATTEND: Matt Slaven from Taft Law Firm, Jason Enquagood from the Minnesota Department of Natural Resources were present via phone conference with Mark Houge from North Oaks Company who was present to discuss this agenda item. Houge began with the email list of things that need to be processed prior to the proceedings of building some North Oaks Company developments. The email is attached to the packet. There was some preliminary discussion of how, though White Bear Township has capacity in municipal water system for the developments, the Town is at a standstill waiting on a ruling from the lake level lawsuit.

Houge went through the number of units at each development, and it was understood that with the number of proposed units in each development, the Town has well enough water within the Town's municipal water system to sell water to those residents. Enquagood briefly explained the DNR groundwater analysis that was published in October of 2018. He noted that though there have been some additional analyses done, the conclusions remained the same. The report looked at all municipal 2040 projections of growth, and he noted that the water levels would be similar if all growth is reached.

There was some discussion of the risks that the Township faces in light of the lake level lawsuit in adding another source of water for residents of another community. The Town just wants to ensure that the water used will be able to be documented as water used by another community. The consensus of the Board is that the Township residents are always its highest priority.

The Town Attorney stated that the Court of Appeals will have to make its decision by January 5, 2021, but that it could be longer with the appeals and hearings. He stated that the absolute soonest anyone would know the verdict would be 1 year, but could likely be several more years.

There was discussion on well permits. Enquagood answered that the Township doesn't use the full amount of water that is allotted for its 2 permits for 2 wells. No permits would need to be amended based on this knowledge. There was some discussion of hypothetical situations. There was some discussion on what would happen with well permits after the court ruling, for example:

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could the courts restrict or reduce the Town's capacity for water usage? It was noted that the water usage is determined per capita not a percentage, therefore the court couldn't reduce it by a percentage.

It was decided that the Town Attorney will review the Joint Powers Agreements prior to next meeting. Houge will also draft something up that will solidify what North Oaks Company is looking for. The Board is in support but first needs to be prudent in decisions and always put the Township residents first.

2020 STREET IMPROVEMENTS – UPDATE: The Town Engineer reported that the southeast area project is going very well. The rainy days didn't help, but so far the mainline concrete curb and gutter has been completed, but needs 7 days to cure. There is a lot of work to do, but the groundwork is laid. It was noted that by the end of next week, the goal is to have the bituminous face done on the entire project. Though there have been some subgrade corrections, the material isn't good for the road sections. The Town is using the soil from excavation for the Stable Property.

The Engineer noted that the contractors have had to continuously deal with some minor utility problems: old pipes, confusing alignments, etc. This has accrued some costs, but the project has still come in way under the original Engineer's estimate. The original estimate was \$3,351,387, but is nearly \$900,000 less. The Town will know more as the project gets closer to a close. There was some discussion over assessments and whether the Town will lower them based on the lowered cost. It was noted that the Town must wait until the completion of the project and until the final assessment hearing, but it is in discussion. There was some discussion of the actual assessments.

There was discussion over the bonding and how the lower cost will affect the bidding, as the money borrowed is already allocated for this project. There was some discussion on the bid opening date for Peterson Road. It was noted that Wednesday, September 16th the bids open, so the Board can approve or reject the bids for Monday, September 21st.

The utility and road work are on the same bid, but the utility will be done this fall and the road work will be done in the spring of 2021.

WATER SYSTEM IMPROVEMENTS – UPDATE: The Town Engineer reported that the water system improvements have been very positive and the capability of well 4 has increased substantially. Currently the contractors are waiting for a Variable Frequency Drive, the final component of the well. Then, the contractors will finish up with wiring and SCADA components. COVID continues to impact deliverables, permits, and other aspects of the construction projects. The project should have been completed 2 months ago, but it is still going well.

I & I – UPDATE: The Public Works Director reported on the Stillwater Street repair. The manhole and about 20 feet of pipe upstream and downstream from the manhole has been replaced. The work has been started on Monday, with Ritter and Ritter as the contractors. There was some discussion on how much water has been save or will be saved since this pipe repair. Reed will look into the details. The Town Finance Officer noted that the sewer charges from MCES were

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\$921,801 in 2020 and are set to be \$887,240 which shows money saved in water conservation with the 3 leak repairs. It was noted that some of it could have been offset from the GHD whirlpool site too.

ORDINANCE NO. 47 AMENDMENTS – RENTALS: The Town Attorney gave his recommendations on amending the Ordinance no. 47 for rental properties and Ordinance no. 54 on charging for rental properties. It was noted in one area the fine should be \$300 for 2 and 3 offenses, \$500 after that. The Attorney stopped after 4 offenses because by then hearings should have taken place and licenses should have been revoked.

There was some discussion over the changes. The tenants can request an inspection, but it was noted that there should be a clause added about unnecessary calls: i.e. if the tenant calls in to have a fee charged to the landlord, but there is no issue. The first inspection will be free. The Board will have to approve the amendments, so this will be on the agenda for the Town Board on Wednesday, September 9th. The Board will discuss it so the public knows the Town is doing its due diligence to help with nuisance houses. Town staff will mail it out to landlords, once amended, and it will have to be signed off at the next license renewal.

The Town Attorney will look over the discussed areas and the Town Clerk will circulate this document to other Town Administrators in the area to gather input.

PARKVIEW VILLAGE REFUSE EXEMPTION REQUEST: The Town Clerk reported that the Utility Commission reviewed this agenda item. It was consensus that based on the existing ordinance Parkview Village did not meet the refuse exemption request. This will be on the Town Board agenda for Wednesday, September 9th. It was noted that the services are part of the contract, so even if the residents went out for bid for their own services, they would still have the same services. It was also noted that the Utility Commission requested that the Town send out a request for proposal in negotiation of the current contract with Republic. It expires at the end of 2021, but the Town can begin negotiations now.

TOWNSHIP MISSION STATEMENT – REVIEW: The Town Clerk reported he added 2 words based on the current societal impacts and is interested on the Boards feedback. It was noted that the Task Force in White Bear Lake hasn't completed their process, though there was a presentation given.

The new mission statement will read: "To provide White Bear Township residents, businesses and visitors with reliable, equitable, high quality municipal services while serving as open, inclusive and responsible stewards of the public trust."

It was the consensus that this new mission statement aligns with the Town's vision, and it will be on the consent agenda at the Wednesday, September 9th meeting.

CARES ACT – OPTIONS: The Town Clerk updated the Board based on some discussion with the Town's audit firm. There is some good news in the discussion: everything the Town noted as reimbursable, the auditors saw fit too. Staff will have to get correct language for the resolution for Public Safety and other unbudgeted expenses. The Town may also look into delays for the

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staff time from mixing water due to the COVID delays on the water system improvement projects. There was some discussion on obtaining another laptop for Township staff. From there, the Town will send out the grant application to all businesses within the Township who apply. The EDAB can review the applications and grant funds. All grants are to be given by November 15th.

The Board took a quick break from 9:54 a.m. to 10:03 a.m.

BUDGET – DISCUSSION: The Town Finance Officer explained the list of changes made by staff since the March meeting. The preliminary levy is down to \$4,404,401 since then. The Finance Officer’s memo laid out the Town’s added expenditures and the added revenues. It was noted that due to the CARES Act, the Town will have to have a single, less expensive than the entire, audit. The primary driver between the preliminary levy and the operating levy is the equipment rental, personnel is also a 7% increase. There was some discussion of how all things budgeted are necessary, and how all the major expenses are necessary infrastructure. Just like if you’re a homeowner and your furnace goes out: you replace it.

There was discussion on what happens if a budgeted item line doesn’t get spent, for example: Township Day 2020. It was noted that that amount will become net income to the reserves. It was noted that the preliminary budget needs to be certified by September 30th, so it will be on the Town Board agenda for Monday, September 21st. From here, the preliminary tax levy can only go down. The Board is comfortable with the current \$4,404,401 as the preliminary levy. It was noted that Town staff should draft up a statement to hand out to each Commission member to be present at these meetings and be involved in discussion and motions. Staff will also work on getting talking points out to the *White Bear Press*.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director was present to report on Public Works Department activity for August of 2020. He first gave an update on the watermain break near Bellaire Beach. Last Monday there was a dip in the center lane about 30 feet away from the watermain break. At first he thought it might have been the neighbor’s sewer line, but after some investigation, he determined it was most likely caused by the watermain break. The area was televised yesterday, and the televising showed that there was a large root mass that hindered the flow of water. The County needs the Town to fix the road.

There was some discussion on a water test by SMC that had affected the residents’ pipe systems. Town staff received water quality calls from residents. There was some discussion of staff pursuing dialogue with SMC. The Town should have been made aware of a water test.

The Public Works Director reported on the watermain break on Otter Ridge Road that happened on Thursday the 27th. He explained that most breaks are from corrosion. The Town will bid this project in the winter and it will be completed in Spring of 2021. It was noted that staff will talk to the County about notifying Reed when it will be completed. The County still needs to fix ponding on County Road H2. The Board also wanted to note that Pete did a good job with the Public Works crew while Reed was on vacation.

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR REPORT: 5456 Township Drive: The Town Building Inspector reported that the Town has given several abatement notices and

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has issued citations for this property. The Town's contractor, Clean Cut, recently cleaned up the property and cut the grass. The cost was \$405, but there will be another +/- \$200 charge for the dumpster fee. Johnson talked to the property owner yesterday. He had requested a hearing to remove the vacant building charge. Johnson explained that he missed all the chances given to appeal for the charges and the abatement orders. The owner declined a hearing. The property has been vacant for some times, and it meets the Town's vacant building requirements. It was noted that vacant does not mean void of possessions, it means void of people regularly living there. The Town Attorney noted that he has sent letters to the lender and the owner. There was discussion of what the Town should do next. Staff does not want to be at a standstill with this property. There are a lot of repairs that would need to be made; as the property currently stands it is uninhabitable.

It was noted that the most affordable and quickest options should be to have the Town Attorney send a "consent to inspect" the property to the home owner. There was some brief discussion of Johnson's inspection process. There was discussion of the property and whether replacing the water meter would be a waste of time or not. It was determined that if the owner does not consent to the inspection request, then the Town will obtain an administrative search warrant.

5205 West Bald Eagle Boulevard: The Town Building Inspector reported that after the neighborhood attended the Town Board meeting on July 6th, the activity at the property came to a stop. Much of the activity and people coming and going have left. The property has been quiet. Johnson noted that there still is no building permit, and he has issued a citation. He hasn't been out to this property since prior to July 6th. The neighbors have also been quiet since. One neighbor has inquired about criminal prosecution. It was determined that as of now this property is in the courts' hands.

1378 South Birch Lake Boulevard: The Town Building Inspector reported that this property has been vacant for around 1 year. There has been no response from the owner. The Town abated the grass with a contractor, Clean Cut, for \$210. The property owner has been billed and if he doesn't pay, it will end up on his property taxes.

There was some brief discussion about a **property on Hammond Road** that is privately owned and was demolished. A private contractor will likely build a house and the garage wasn't demolished in order to house the equipment. It was noted that the new building will have to meet Town requirements.

CLERK-TREASURER REPORT: DNR Groundwater Management – Update: The Town Attorney re-stated that there hasn't been much news since the last Executive meeting. The Appellate Court doesn't have any hearings scheduled yet, but the 3 justices will sit down on October 5th. From there they have 90 days to decide on a ruling, so the Town will know more by January 5th. He noted that White Bear Lake and the DNR have filed new briefs, though the Attorney doesn't think any of it is new information.

There was some more discussion of the lawsuit as it regards to the North Oaks Company proposal to build developments and need access to water. There was some discussion of surface water. The Attorney gave a brief backstory of Saint Paul's water systems. A question

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was raised of whether the Town could bill the North Oaks residents differently than Township residents. It was noted that the City of North Oaks would have to sign off on it and the Town would have to justify it. North Oaks Company's only other option is to drop wells.

The Town Engineer updated the Board about **Water Gremlin**. TKDA engineer Dan Nessler has been in contact with the Minnesota Pollution Control Agency. They have been exchanging work plan activities and are in the process of scheduling a meeting. The MPCA will get additional information in the next couple weeks regarding surface water, but so far all testing that has been done hasn't come up with any red flags. Plus, the MPCA is concerned with air quality, versus the Town being concerned with ground water. There will be more discussion of Water Gremlin at the next Executive Town Board meeting.

Comp Time & Personnel Policy: The Town Clerk reported that this change is related to the union negotiations. There was a negotiation that said 40 hours, but it meant 80 hours. Staff will update it for the next Town Board meeting.

CLOSED SESSION – UNION NEGOTIATIONS: The Town Board went into closed session to discuss union negotiations with the Town Attorney from 11:57 to 12:37 p.m.

Ruzek motioned to enter closed session. McCune seconded. Ayes all.

Ruzek motioned to come out of closed session at 12:37 p.m. McCune seconded. Ayes all

OPEN TIME: The Board briefly discussed the Brandlwood Park resident neighbor who complained of the Tree Trust people again. The Tree Trust staff are just trying to plant the trees where they've been instructed to do so, but the resident verbally assaulted them. The Town Clerk called the Ramsey County sheriffs to calm him down. The Town Planner is working on the PR of this event.

ADDED AGENDA ITEMS: South Shore Trinity – Request to extend Sunday services at Bellaire Beach through September: There was consent that the Town Board is OK with this request. This will be on the consent agenda on September 9th's Town Board meeting.

Polar Lakes Park – Tree removal: The Public Works Director reported that staff got quotes for the tree removal in Polar Lakes Park and staked the area. The area in between the playground and the administrative offices is the area in which trees will be removed: cottonwoods, Chinese elm, etc. The Town will leave red pine and spruce trees. The Town Planner is working with Tree Trust on the trees that will be planted in their place, though not as many as will have been removed. The lowest quote for tree removal is \$12,000 from Precision Landscape & Tree, the next bid would have been \$14,700. The Park Board has seen the proposed tree removal and quote and agreed that this step is best for the Polar Lakes Park projects in the works. Staff wanted to get the feel of the Board if staff could OK the start of tree removal prior to the Board meeting on Wednesday, September 9th. It was decided that the Board is uncomfortable with that because the contractor cannot be paid if the agreement isn't formally agreed upon. The Town Attorney noted that he would rather the contractor wait until after the Town Board meeting on

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September 9th. It was noted that staff would rather get started a couple of days ahead of time, but it will be OK if the project is delayed until the Town Board meeting.

Jeff Miller July Minutes – Discussion & email: The Town Clerk reported that Jeff and Karen Miller didn't agree with the minutes from the Town Board Executive meeting from June. What Jeff Miller wanted was someone from the Town to open and close the park, but the Town Board explained they don't have the staff or time to do so daily. The Board stated they are considering closing the park if the neighbors couldn't get along, but can't have staff open and close the park. The Town Attorney made it clear that this issue does not involve the Town Board. This is a residential issue and something the neighbors need to work out amongst themselves. Jeff Miller is requesting corrective action on the Board's behalf to correct the minutes. Karen also doesn't believe the letter from a resident and wants the accusations to cease against her husband. She stated, "In light of the 'letter' accusing Jeff of being a sexist, bully, liar, mean spirited and also threatening lawsuits against us, I, Karen Miller, would like it shut down at the end of the season." The Board acknowledges that Jeff Miller did not specifically say that he wanted the park closed, that there were other stipulations. The Board also acknowledges receipt of this email from his wife Karen Miller in request of the park being closed.

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

McCune moved to adjourn the meeting at 12:39 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary



Town Board Executive Meeting September 25, 2020

Agenda Number: 4

Subject: 2020 Street Improvements - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

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2020 STREET IMPROVEMENTS – UPDATE: The Town Engineer reported that the southeast area project is going very well. The rainy days didn't help, but so far the mainline concrete curb and gutter has been completed, but needs 7 days to cure. There is a lot of work to do, but the groundwork is laid. It was noted that by the end of next week, the goal is to have the bituminous face done on the entire project. Though there have been some subgrade corrections, the material isn't good for the road sections. The Town is using the soil from excavation for the Stable Property.

The Engineer noted that the contractors have had to continuously deal with some minor utility problems: old pipes, confusing alignments, etc. This has accrued some costs, but the project has still come in way under the original Engineer's estimate. The original estimate was \$3,351,387, but is nearly \$900,000 less. The Town will know more as the project gets closer to a close. There was some discussion over assessments and whether the Town will lower them based on the lowered cost. It was noted that the Town must wait until the completion of the project and until the final assessment hearing, but it is in discussion. There was some discussion of the actual assessments.

There was discussion over the bonding and how the lower cost will affect the bidding, as the money borrowed is already allocated for this project. There was some discussion on the bid opening date for Peterson Road. It was noted that Wednesday, September 16th the bids open, so the Board can approve or reject the bids for Monday, September 21st.

The utility and road work are on the same bid, but the utility will be done this fall and the road work will be done in the spring of 2021.



Town Board Executive Meeting September 25, 2020

Agenda Number: 5

Subject: Water System Improvements - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

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August 28, 2020**

WATER SYSTEM IMPROVEMENTS – UPDATE: The Town Engineer reported that the water system improvements have been very positive and the capability of well 4 has increased substantially. Currently the contractors are waiting for a Variable Frequency Drive, the final component of the well. Then, the contractors will finish up with wiring and SCADA components. COVID continues to impact deliverables, permits, and other aspects of the construction projects. The project should have been completed 2 months ago, but it is still going well.



Town Board Executive Meeting September 25, 2020

Agenda Number: 6

Subject: I & I - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
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August 28, 2020

I & I – UPDATE: The Public Works Director reported on the Stillwater Street repair. The manhole and about 20 feet of pipe upstream and downstream from the manhole has been replaced. The work has been started on Monday, with Ritter and Ritter as the contractors. There was some discussion on how much water has been save or will be saved since this pipe repair. Reed will look into the details. The Town Finance Officer noted that the sewer charges from MCES were \$921,801 in 2020 and are set to be \$887,240 which shows money saved in water conservation with the 3 leak repairs. It was noted that some of it could have been offset from the GHD whirlpool site too.



**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 7

Subject: Utility Rate Increase

Documentation: Finance Office Memo w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Consideration of Utility Rate Increase. (TK)

The Town’s Utility Commission in August and September recommended the Town increases its utility rates per attached. These rate increases would generate revenues to cover 100% of operations and some of the asset depreciation costs. The Utility Commission also recommends changing the volume rate tiers. Proposed improvements to the systems based on the current 10-year capital improvement plan cause the funds to show a loss of cash. The new rates would be as follows:

CURRENT AND NEW (2021) UTILITY RATES						
WATER RATES						Proposed
		2017	2018	2019	2020	2021
	Gallons	Rate	Rate	Rate	Rate	Rate
Base Rate		\$ 19.20	\$ 20.50	\$ 21.25	\$ 21.75	\$ 27.50
Volume Rate:						
Tier 1	0 - 20,000	\$ 2.01	\$ 2.25	\$ 2.35	\$ 2.35	
	0-10,000					\$ 2.40
Tier 2	20,001 - 32,000	\$ 2.21	\$ 2.45	\$ 2.60	\$ 2.60	
	10,001-20,000					\$ 2.65
Tier 3	32,001 - 44,000	\$ 2.76	\$ 3.10	\$ 3.38	\$ 3.40	
	20,001-32,000					\$ 3.55
Tier 4	44,001 +	\$ 4.14	\$ 4.60	\$ 5.75	\$ 6.00	
	32,000+					\$ 6.40
Irrigation:						
Residential		\$ 2.76	\$ 3.10	\$ 3.38	\$ 3.40	\$ 3.55
Commercial		\$ 2.76	\$ 3.85	\$ 4.20	\$ 4.25	\$ 4.35
SEWER RATES						Proposed
	Gallons	Rate	Rate	Rate	Rate	Rate
Base Rate:						
Residential *		\$ 48.38	\$ 50.80	\$ 51.00	\$ 52.00	\$ 52.00
Commercial		\$ 42.82	\$ 45.00	\$ 45.15	\$ 46.00	\$ 46.00
Volume Rate:						
Residential *		\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 5.75
Commercial		\$ 5.00	\$ 7.50	\$ 10.00	\$ 12.50	\$ 14.75
* Residential base rate includes up to 5,000 gallons of usage. Any usage over 5,000 gallons will be billed \$6.00 per 1,000 gallons plus the base rate.						
STORM WATER RATES						Proposed
	Gallons	Rate	Rate	Rate	Rate	Rate
Per Quarter		\$ 20.00	\$ 20.00	\$ 21.00	\$ 22.50	\$ 23.00
All volume rates are per thousand gallons with the sewer rate based on winter quarter water usage for residential customers.						

For the Water Fund the new rates are estimated generate revenues of \$1,939,589 to offset expenses (including depreciation) of \$1,906,264. This covers all operating costs, a small part of the depreciation costs. Revenues are dependent on actual water use though. The Utility Commission felt that to encourage water conservation the tiers that the volume rate is based on needs to be lowered. Under the current tiers, 90.6% of residential customer on average are in the lower two tiers and 75.3% are in the bottom tier. By lowering the tier, 83.8% of customers are in the bottom two tiers and 45.7% are in the bottom tier.

The new sanitary sewer rates are estimated to generate revenues of \$2,722,266 against \$2,036,008 of expenses. Again, revenues will cover 100% of operating expenses and all of the depreciation costs.

Finally, the new storm water rate is needed to cover 100% of operating costs and a portion of depreciation and capital costs. Revenues are estimated at \$632,566 with expenses of \$619,050, which includes \$185,000 of capital improvements.

The effects of these increases would be that resident would see around an \$11.40 to \$138.72 per quarter increase in their utility bills for 2021. Actual increases would depend on water usage.

The Town needs to approve the new rates before December in order for the rates to be affective with the January, February, March billing cycle.

A. REFERENCE AND BACKGROUND:

A1. Budget Impact: The utility rates will be used to estimate revenues in the utility funds for 2021.

A2. Staff Workload Impact: There is no staff impact.

B. ALTERNATIVE ACTIONS:

1. Approve the 2021 utility rates as proposed.
2. Approve 2021 utility rates at a rate different from proposed.
3. Do not approve the 2021 utility rates.

C. STAFF RECOMMENDATION:

1. Staff recommends alternative 1, which was recommended by the Town's Utility Commission.

D. SUPPORTING DATA:

Water, Sanitary Sewer, and Storm Water Utility Fund projections using the proposed rates. Estimated bill comparison.

CURRENT AND NEW (2021) UTILITY RATES

		WATER RATES				Proposed
		2017	2018	2019	2020	2021
		Gallons	Rate	Rate	Rate	Rate
Base Rate		\$ 19.20	\$ 20.50	\$ 21.25	\$ 21.75	\$ 27.50
Volume Rate:						
Tier 1	0 - 20,000	\$ 2.01	\$ 2.25	\$ 2.35	\$ 2.35	
	0-10,000					\$ 2.40
Tier 2	20,001 - 32,000	\$ 2.21	\$ 2.45	\$ 2.60	\$ 2.60	
	10,001-20,000					\$ 2.65
Tier 3	32,001 - 44,000	\$ 2.76	\$ 3.10	\$ 3.38	\$ 3.40	
	20,001-32,000					\$ 3.55
Tier 4	44,001 +	\$ 4.14	\$ 4.60	\$ 5.75	\$ 6.00	
	32,000+					\$ 6.40
Irrigation:						
Residential		\$ 2.76	\$ 3.10	\$ 3.38	\$ 3.40	\$ 3.55
Commercial		\$ 2.76	\$ 3.85	\$ 4.20	\$ 4.25	\$ 4.35

		SEWER RATES				Proposed
		Gallons	Rate	Rate	Rate	Rate
Base Rate:						
Residential	*	\$ 48.38	\$ 50.80	\$ 51.00	\$ 52.00	\$ 52.00
Commercial		\$ 42.82	\$ 45.00	\$ 45.15	\$ 46.00	\$ 46.00
Volume Rate:						
Residential	*	\$ 2.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 5.75
Commercial		\$ 5.00	\$ 7.50	\$ 10.00	\$ 12.50	\$ 14.75

* Residential base rate includes up to 5,000 gallons of usage. Any usage over 5,000 gallons will be billed \$6.00 per 1,000 gallons plus the base rate.

		STORM WATER RATES				Proposed
		Gallons	Rate	Rate	Rate	Rate
Per Quarter		\$ 20.00	\$ 20.00	\$ 21.00	\$ 22.50	\$ 23.00

All volume rates are per thousand gallons with the sewer rate based on winter quarter water usage for residential customers.

Residential Bills	2017	2018	2019	2020	Proposed	
Residential Water Use	58,573,470	81,283,663	77,481,114	74,745,311	69,045,500	
# Customers	4,620	4,642	4,692	4,738	4,775	
Average Residential Water Use	12,678	17,510	16,513	15,776	14,460	
Quarterly Bill Based on Proposed Rates						
If used average water use of 14,460:						% Change
Water Base Charge	\$19.20	\$20.50	\$21.25	\$21.75	\$27.50	
Water Usage Charge	\$29.06	\$32.53	\$33.98	\$33.98	\$35.82	
Sewer Base Charge	\$48.38	\$50.80	\$51.00	\$52.00	\$52.00	
Sewer Usage Charge	\$18.92	\$28.38	\$37.84	\$47.30	\$56.76	
Storm Water Charge	\$20.00	\$20.00	\$21.00	\$22.50	\$23.50	
Total Bill	\$135.56	\$152.21	\$165.07	\$177.53	\$195.58	10.17%
# of Accounts	4,000					
Average Consumption	9,704	9,704	9,704	9,704	9,704	
Water Base Charge	\$19.20	\$20.50	\$21.25	\$21.75	\$27.50	
Water Usage Charge	\$19.51	\$21.83	\$22.80	\$22.80	\$23.29	
Sewer Base Charge	\$48.38	\$50.80	\$51.00	\$52.00	\$52.00	
Sewer Usage Charge (Average winter consumption)	\$8.33	\$12.50	\$16.66	\$20.83	\$24.99	
Storm Water Charge	\$20.00	\$20.00	\$21.00	\$22.50	\$23.50	
Total Bill	\$115.42	\$125.63	\$132.72	\$139.88	\$151.28	8.15%
# of Accounts	478					
Average Consumption	24,594	24,594	24,594	24,594	24,594	
Water Base Charge	\$19.20	\$20.50	\$21.25	\$21.75	\$27.50	
Water Usage Charge	\$50.35	\$56.26	\$58.94	\$58.94	\$66.81	
Sewer Base Charge	\$48.38	\$50.80	\$51.00	\$52.00	\$52.00	
Sewer Usage Charge (Average winter consumption)	\$38.19	\$57.28	\$76.37	\$95.46	\$109.78	
Storm Water Charge	\$20.00	\$20.00	\$21.00	\$22.50	\$23.00	
Total Bill	\$176.12	\$204.83	\$228.57	\$250.66	\$279.09	11.34%
# of Accounts	138					
Average Consumption	37,160	37,160	37,160	37,160	37,160	
Water Base Charge	\$19.20	\$20.50	\$21.25	\$21.75	\$27.50	
Water Usage Charge	\$80.96	\$90.40	\$95.64	\$95.74	\$126.12	
Sewer Base Charge	\$48.38	\$50.80	\$51.00	\$52.00	\$52.00	
Sewer Usage Charge (Average winter consumption)	\$63.11	\$94.67	\$126.23	\$157.78	\$181.45	
Storm Water Charge	\$20.00	\$20.00	\$21.00	\$22.50	\$23.00	
Total Bill	\$231.66	\$276.37	\$315.12	\$349.78	\$410.08	17.24%
# of Accounts	159					
Average Consumption	83,993	83,993	83,993	83,993	83,993	
Water Base Charge	\$19.20	\$20.50	\$21.25	\$21.75	\$27.50	
Water Usage Charge	\$265.41	\$295.57	\$348.72	\$358.96	\$425.86	
Sewer Base Charge	\$48.38	\$50.80	\$51.00	\$52.00	\$52.00	
Sewer Usage Charge (Average winter consumption)	\$174.85	\$262.28	\$349.71	\$437.14	\$502.71	
Storm Water Charge	\$20.00	\$20.00	\$21.00	\$22.50	\$23.00	
Total Bill	\$527.85	\$649.15	\$791.68	\$892.34	\$1,031.06	15.55%

WATER FUND New Tier (April - March usage)

Total

%	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Actual	Actual	Budget	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Increase													
106.00%	\$344,518	\$355,495	\$379,291	\$366,382	\$388,365	\$411,667	\$436,367	\$462,549	\$490,302	\$519,720	\$550,903	\$583,957	\$618,995
103.00%	\$182,724	\$202,111	\$171,454	\$222,600	\$229,278	\$236,156	\$243,241	\$250,538	\$258,054	\$265,796	\$273,770	\$281,983	\$290,443
103.00%	\$697,231	\$454,515	\$1,174,490	\$820,610	\$845,228	\$870,585	\$896,703	\$923,604	\$951,312	\$979,851	\$1,009,247	\$1,039,524	\$1,070,710
0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100.00%	\$306,255	\$308,832	\$310,601	\$333,750	\$337,500	\$341,250	\$345,000	\$348,750	\$352,500	\$356,250	\$360,000	\$363,750	\$367,500
0.00%	\$326,030	\$282,750	\$287,185	\$39,005	\$39,828	\$7,907	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0.00%	\$0	\$0	\$0	\$0	\$59,440	\$57,943	\$57,696	\$57,426	\$57,038	\$56,654	\$61,493	\$61,003	\$60,450
0.00%	\$0	\$0	\$0	\$6,950	\$6,625	\$6,375	\$6,125	\$5,875	\$5,6125	\$0	\$0	\$0	\$0
Total Expenses	\$1,856,758	\$1,603,703	\$2,323,021	\$1,789,297	\$1,906,264	\$1,931,883	\$1,985,132	\$2,048,742	\$2,165,331	\$2,178,271	\$2,255,413	\$2,330,217	\$2,408,097
Total Revenues	\$1,494,726	\$1,709,274	\$1,578,221	\$1,656,714	\$1,939,589	\$2,012,302	\$2,096,977	\$2,186,625	\$2,279,335	\$2,373,653	\$2,473,161	\$2,577,799	\$2,687,843
Gain/(Loss)	(362,031.79)	105,570.82	(744,800.40)	(132,582.70)	33,324.62	80,419.13	111,845.03	137,882.92	114,004.32	195,381.37	217,748.69	247,581.87	279,746.20
Cash Balance	937,787.04	1,087,556.85	(21,952.83)	(70,785.53)	260,826.54	595,242.20	1,022,389.36	1,440,445.09	1,770,129.06	2,183,955.92	2,671,764.56	3,240,115.51	3,840,349.31
Beginning Cash Balance	2,276,379.44	937,787.04	1,087,556.85	(21,952.83)	(70,785.53)	260,826.54	595,242.20	1,022,389.36	1,440,445.09	1,770,129.06	2,183,955.92	2,671,764.56	3,240,115.51
Gain/(Loss) From Volume	(308,572.50)	111,625.07	(780,835.15)	(53,856.24)	25,612.08	59,665.66	88,647.16	110,805.72	83,683.97	164,076.86	184,308.64	211,100.95	239,233.80
Plus Depreciation	(53,459.29)	(6,054.25)	36,034.75	(78,726.46)	7,712.55	20,753.47	23,197.86	27,077.19	30,320.35	31,304.51	33,440.05	36,480.92	40,512.40
Less Improvements	408,340.00	411,776.10	414,134.65	445,000.00	450,000.00	455,000.00	460,000.00	465,000.00	470,000.00	475,000.00	480,000.00	485,000.00	490,000.00
Ending Cash Balance	1,438,359.90	373,631.36	639,275.52	250,000.00	315,000.00	66,500.00	6,500.00	41,500.00	106,500.00	106,500.00	56,500.00	6,500.00	6,500.00
	937,787.04	1,087,556.85	(21,952.83)	(70,785.53)	260,826.54	595,242.20	1,022,389.36	1,440,445.09	1,770,129.06	2,183,955.92	2,671,764.56	3,240,115.51	3,840,349.31

WATER FUND

Volume (Usage) Rate

%	2017	2018	2019	2020	2021	2022		2023		2024		2025		2026		2027		2028		2029	
						Actual	Budget	Projected													
Increase	\$86,130	\$88,874	\$94,823	\$109,915	\$116,509	\$123,500	\$130,910	\$138,765	\$147,091	\$155,916	\$165,271	\$175,187	\$185,698	\$196,319	\$207,151	\$218,195	\$229,448	\$240,911	\$252,584	\$264,476	\$276,587
106.00%	171,138	190,293	159,754	210,000	216,300	222,789	229,473	236,357	243,448	250,751	258,274	266,022	274,002	282,223	290,694	299,415	308,386	317,607	327,078	336,800	346,772
103.00%	530,357	290,170	1,013,467	532,000	547,960	564,399	581,331	598,771	616,734	635,236	654,293	673,922	694,139	714,954	736,375	758,404	781,042	804,289	828,146	852,614	877,703
103.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100.00%	306,255	308,852	310,601	333,750	337,500	341,250	345,000	348,750	352,500	356,250	360,000	363,750	367,500	371,250	375,000	378,750	382,500	386,250	390,000	393,750	397,500
0.00%	326,030	282,750	287,185	39,005	39,828	7,907	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0.00%	0	0	0	0	59,440	57,943	57,426	57,426	57,426	56,654	61,003	61,003	60,450	60,450	60,450	60,450	60,450	60,450	60,450	60,450	60,450
0.00%	0	0	0	6,950	6,625	6,375	6,125	5,875	5,625	5,375	5,125	4,875	4,625	4,375	4,125	3,875	3,625	3,375	3,125	2,875	2,625
0.00%	\$1,419,910	\$1,160,919	\$1,865,830	\$1,231,620	\$1,324,162	\$1,324,163	\$1,350,534	\$1,385,943	\$1,427,935	\$1,454,807	\$1,499,330	\$1,539,884	\$1,581,790	\$1,629,941	\$1,684,716	\$1,746,125	\$1,814,278	\$1,889,285	\$1,971,152	\$2,060,885	\$2,158,596
Total Fixed Expenses																					
Total Revenues	\$1,111,337	\$1,272,544	\$1,084,995	\$1,177,763	\$1,349,775	\$1,383,829	\$1,439,182	\$1,496,749	\$1,556,619	\$1,618,884	\$1,683,639	\$1,750,985	\$1,821,024	\$1,897,467	\$1,975,514	\$2,056,271	\$2,140,839	\$2,229,318	\$2,321,709	\$2,418,122	\$2,518,566
Gain/(Loss)	(\$308,573)	\$111,625	(\$780,835)	(\$53,856)	\$25,612	\$59,666	\$88,647	\$110,806	\$83,684	\$164,077	\$184,309	\$211,101	\$239,234	\$267,947	\$298,269	\$330,294	\$364,539	\$401,843	\$442,209	\$485,644	\$535,270
Quarterly Expenses	\$354,977.38	\$290,229.73	\$466,457.43	\$307,904.90	\$331,040.62	\$331,040.71	\$337,693.62	\$346,485.80	\$368,233.72	\$363,701.69	\$374,852.56	\$384,970.89	\$395,447.53	\$406,270.67	\$417,449.41	\$429,076.74	\$441,156.67	\$453,695.39	\$466,699.74	\$480,172.83	\$494,119.78
Volume (Usage) Rate																					
Current Residential Rate	2.01	2.25	2.35	2.60	2.40	2.50	2.60	2.70	2.81	2.92	3.04	3.16	3.28	3.41	3.55	3.69	3.84	4.00	4.17	4.35	4.54
1 - 10,000 gallons	2.21	2.45	2.60	2.85	2.65	2.75	2.86	2.97	3.09	3.21	3.34	3.47	3.61	3.75	3.90	4.06	4.23	4.41	4.60	4.80	5.01
10,001 - 20,000 gallons	2.76	3.10	3.38	3.40	3.55	3.71	3.85	4.01	4.17	4.34	4.51	4.69	4.88	5.08	5.29	5.51	5.74	6.00	6.27	6.56	6.86
20,001 - 32,000 gallons	4.14	4.60	5.75	6.00	6.40	6.49	6.75	7.02	7.30	7.59	7.89	8.21	8.54	8.89	9.26	9.65	10.06	10.49	10.94	11.41	11.90
32,001 + gallons	2.01	2.25	2.40	2.40	2.45	2.55	2.65	2.76	2.87	2.98	3.10	3.22	3.35	3.49	3.64	3.80	3.97	4.15	4.34	4.54	4.75
% of Revenue Commercial	2.21	2.45	2.64	2.65	2.70	2.80	2.91	3.03	3.15	3.28	3.41	3.55	3.69	3.84	4.00	4.17	4.35	4.54	4.73	4.93	5.14
1 - 10,000 gallons	2.76	3.10	3.43	3.45	3.65	3.78	3.94	4.09	4.26	4.43	4.60	4.79	4.98	5.18	5.39	5.61	5.84	6.09	6.36	6.64	6.93
10,001 - 20,000 gallons	4.14	4.60	5.83	6.05	6.55	6.62	6.89	7.16	7.45	7.75	8.06	8.38	8.71	9.05	9.41	9.79	10.19	10.61	11.05	11.51	12.00
20,001 + gallons	\$255,034.22	\$318,136.00	\$244,935.25	\$294,440.84	\$337,443.64	\$345,957.13	\$374,187.23	\$374,187.23	\$389,154.72	\$404,720.91	\$420,909.74	\$437,746.13	\$455,255.98	\$473,450.67	\$492,236.11	\$511,619.31	\$531,607.26	\$552,207.85	\$573,428.08	\$595,265.05	\$617,725.78
Revenue per Quarter																					

* Supplies include chemicals, other operating supplies, equipment repair parts, and street materials.

** Other Services & Charges include engineering, legal, misc professional services, gopher state locates, electricity, gas, and repair maintenance.

2019 improvements are for water meter replacement

** 2019 includes \$10,000 for irrigation enforcement.

SANITARY SEWER FUND

Total

%	2017	2018	2019	2020	2021	2022		2023		2024		2025		2026		2027		2028		2029	
						Actual	Projected														
Increase																					
106.00%	\$313,752	\$324,927	\$343,298	\$291,653	\$309,152	\$327,701	\$347,363	\$368,205	\$390,298	\$413,715	\$438,538	\$464,851	\$492,742	\$52,974	\$49,933	\$49,933	\$51,431	\$52,974	\$52,974	\$52,974	\$52,974
103.00%	\$29,928	\$27,356	\$35,761	\$40,600	\$41,818	\$43,073	\$44,365	\$45,696	\$47,067	\$48,479	\$49,933	\$51,431	\$52,974	\$47,067	\$48,479	\$49,933	\$51,431	\$52,974	\$52,974	\$52,974	\$52,974
103.00%	\$421,622	\$286,727	\$447,205	\$366,400	\$377,392	\$388,714	\$400,375	\$412,386	\$424,758	\$437,501	\$450,626	\$464,145	\$478,069	\$424,758	\$437,501	\$450,626	\$464,145	\$478,069	\$478,069	\$478,069	\$478,069
108.50%	\$839,533	\$904,954	\$871,987	\$921,801	\$986,327	\$1,055,370	\$1,129,246	\$1,208,293	\$1,292,874	\$1,383,375	\$1,480,211	\$1,583,826	\$1,694,694	\$1,292,874	\$1,383,375	\$1,480,211	\$1,583,826	\$1,694,694	\$1,694,694	\$1,694,694	\$1,694,694
0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100.00%	\$225,548	\$238,148	\$254,237	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000	\$255,000
0.00%	\$55,760	\$55,127	\$58,761	\$57,284	\$58,494	\$59,696	\$61,463	\$63,771	\$66,687	\$69,771	\$73,000	\$76,383	\$79,826	\$66,687	\$69,771	\$73,000	\$76,383	\$79,826	\$79,826	\$79,826	\$79,826
0.00%	\$0	\$0	\$0	\$0	\$1,554	\$1,538	\$1,463	\$1,474	\$1,474	\$1,474	\$1,474	\$1,474	\$1,474	\$1,474	\$1,471	\$1,471	\$1,477	\$1,481	\$1,481	\$1,481	\$1,481
0.00%	\$0	\$0	\$0	\$7,290	\$6,271	\$1,463	\$5,771	\$9,687	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708	\$1,708
Total Expenses	\$1,886,143	\$1,837,240	\$2,011,249	\$1,940,028	\$2,036,008	\$2,082,555	\$2,183,583	\$2,300,741	\$2,413,169	\$2,539,540	\$2,675,785	\$2,820,733	\$2,974,962	\$2,413,169	\$2,539,540	\$2,675,785	\$2,820,733	\$2,974,962	\$2,974,962	\$2,974,962	\$2,974,962
Total Revenues	\$1,550,392	\$2,160,963	\$2,186,324	\$2,495,330	\$2,722,266	\$2,834,243	\$2,951,392	\$3,073,691	\$3,201,317	\$3,334,568	\$3,473,660	\$3,554,086	\$3,707,762	\$3,201,317	\$3,334,568	\$3,473,660	\$3,554,086	\$3,707,762	\$3,707,762	\$3,707,762	\$3,707,762
Gain/(Loss)	(\$335,751)	\$323,723	\$175,075	\$555,302	\$686,258	\$751,689	\$767,809	\$772,950	\$788,149	\$795,028	\$797,875	\$733,353	\$732,800	\$751,689	\$795,028	\$797,875	\$733,353	\$732,800	\$732,800	\$732,800	\$732,800
Beginning Cash Balance	\$1,363,565	(\$128,962)	(\$430,378)	(\$394,331)	\$400,971	\$1,452,228	\$2,568,917	\$3,701,726	\$4,839,675	\$5,992,824	\$7,152,852	\$8,315,727	\$9,414,080	\$400,971	\$5,992,824	\$7,152,852	\$8,315,727	\$9,414,080	\$9,414,080	\$9,414,080	\$9,414,080
Gain (Loss) From Volume	(760,131)	(220,988)	(490,104)	(169,840)	(21,044)	31,198	33,908	25,690	27,671	21,452	11,400	(1,008)	(16,027)	31,198	33,908	27,671	11,400	(1,008)	(16,027)	(16,027)	(16,027)
Gain (Loss) From Fixed	424,380	544,711	665,179	725,142	707,302	720,491	733,901	747,259	760,478	773,575	786,475	734,361	748,827	720,491	733,575	747,259	760,478	773,575	786,475	786,475	786,475
Depreciation	300,730	317,531	338,983	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000
Less Improvements	(1,532,688)	(1,022,053)	(562,757)	(185,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
Ending Cash	(128,962)	(430,378)	(394,331)	400,971	1,452,228	2,568,917	3,701,726	4,839,675	5,992,824	7,152,852	8,315,727	9,414,080	10,511,881	2,568,917	4,839,675	7,152,852	9,414,080	10,511,881	10,511,881	10,511,881	10,511,881

SANITARY SEWER FUND
Volume (Usage) Rate

%		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
		Actual	Actual	Actual	Budget	Projected								
Increase	Volume Based	\$78,438	\$81,232	\$85,824	\$72,913	\$77,288	\$81,925	\$86,841	\$92,051	\$97,574	\$103,429	\$109,635	\$116,213	\$123,185
106.00%	Personnel Services	18,608	15,853	22,846	26,000	26,780	27,583	28,411	29,263	30,141	31,045	31,977	32,936	33,924
103.00%	Supplies *	162,402	94,267	249,055	173,300	178,499	185,854	189,370	195,051	200,929	206,929	213,137	219,531	226,117
103.00%	Other Services & Charges **	839,533	904,954	871,987	921,801	986,327	1,055,370	1,129,246	1,208,293	1,292,874	1,383,375	1,480,211	1,583,826	1,694,694
107.00%	M.C.E.S. Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
0.00%	M.C.E.S. Surcharge	0	0	0	0	0	0	0	0	0	0	0	0	0
0.00%	Improvements	225,548	238,148	254,237	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000
100.00%	Depreciation	55,760	55,127	58,761	57,284	58,494	9,696	0	0	0	0	0	0	0
0.00%	Debt Services	0	0	0	0	1,554	1,538	1,463	1,474	1,465	1,471	1,477	1,481	1,484
0.00%	Estimated New Debt Services	0	0	0	0	6,271	1,463	5,771	9,687	1,708	0	0	0	0
0.00%	Transfers (2019 Bond Issue)	0	0	0	7,290	0	0	0	0	0	0	0	0	0
	Total Fixed Expenses	\$1,380,289	\$1,389,581	\$1,542,712	\$1,513,588	\$1,590,213	\$1,616,430	\$1,696,101	\$1,790,819	\$1,879,664	\$1,981,249	\$2,091,436	\$2,208,987	\$2,334,404
	Total Revenues	\$620,157	\$1,168,593	\$1,052,608	\$1,343,749	\$1,569,169	\$1,647,628	\$1,730,009	\$1,816,509	\$1,907,335	\$2,002,702	\$2,102,837	\$2,207,979	\$2,318,317
	Gain/(Loss)	(\$760,131)	(\$220,988)	(\$490,104)	(\$169,840)	(\$21,044)	\$31,198	\$33,908	\$25,690	\$27,671	\$21,452	\$11,400	(\$1,008)	(\$16,027)
	Quarterly Expenses	\$345,072	\$347,395	\$385,678	\$378,397	\$397,553	\$404,107	\$424,025	\$447,705	\$469,916	\$495,312	\$522,859	\$552,247	\$583,601
	Volume (Usage) Rate	\$2.00	\$3.00	\$4.00	\$5.00	\$5.75	\$6.04	\$6.34	\$6.66	\$6.99	\$7.34	\$7.71	\$8.09	\$8.50
	Current Rate	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
	% of Revenue Residential	37,755,864	37,755,864	32,498,539	27,423,636	27,423,636	27,423,636	27,423,636	27,423,636	27,423,636	27,423,636	27,423,636	27,423,636	27,423,636
	# of Residential Gallons	37,756	37,756	32,459	27,424	27,424	27,424	27,424	27,424	27,424	27,424	27,424	27,424	27,424
	# of Residential Gallons per 1,000	\$5.00	\$7.50	\$10.00	\$12.50	\$14.75	\$15.49	\$16.26	\$17.07	\$17.93	\$18.83	\$19.77	\$20.75	\$21.79
	Commercial/Industrial Rate	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
	% of Revenue Commercial	15,905,517	15,905,517	25,514,949	11,874,888	11,874,888	11,874,888	11,874,888	11,874,888	11,874,888	11,874,888	11,874,888	11,874,888	11,874,888
	# of Commercial Gallons	15,906	15,906	15,906	15,906	15,906	15,906	15,906	15,906	15,906	15,906	15,906	15,906	15,906
	# of Commercial Gallons per 1,000	\$155,039.31	\$232,558.97	\$289,049.33	\$335,937.14	\$392,292.28	\$411,906.90	\$432,502.24	\$454,127.35	\$476,833.72	\$500,675.41	\$525,709.18	\$551,994.64	\$579,594.37
	Revenue per Quarter	\$155,039.31	\$232,558.97	\$289,049.33	\$335,937.14	\$392,292.28	\$411,906.90	\$432,502.24	\$454,127.35	\$476,833.72	\$500,675.41	\$525,709.18	\$551,994.64	\$579,594.37

* Supplies include chemicals, other operating supplies, equipment repair parts, and building repair supplies.
** Other Services & Charges include electricity and repair maintenance.

STORMWATER FUND
New Rate Study with new improvements

%	Total	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
		Actual	Actual	Actual	Budget	Projected								
Increase	Total Expenses	\$91,431	\$95,401	\$106,289	\$117,028	\$124,129	\$131,577	\$139,472	\$147,840	\$156,710	\$166,113	\$176,080	\$186,644	\$197,843
106.00%	Personnel Services	\$3,943	\$3,508	\$10,185	\$5,100	\$5,253	\$5,411	\$5,573	\$5,740	\$5,912	\$6,090	\$6,272	\$6,461	\$6,654
103.00%	Supplies	\$117,289	\$77,639	\$121,028	\$193,785	\$199,599	\$205,587	\$211,754	\$218,107	\$224,650	\$231,389	\$238,331	\$245,481	\$252,845
0.00%	Other Services & Charges	\$222,596	\$22,154	\$16,918	\$335,000	\$185,000	\$255,000	\$330,000	\$340,000	\$305,000	\$305,000	\$305,000	\$305,000	\$305,000
100.00%	Improvements (Maintenance)	\$19,080	\$22,191	\$23,065	\$24,000	\$25,200	\$26,460	\$27,783	\$29,172	\$30,631	\$32,162	\$33,770	\$35,459	\$37,232
0.00%	Depreciation	\$27,389	\$27,078	\$28,138	\$28,138	\$28,732	\$4,762	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0.00%	Debt Services	\$0	\$0	\$0	\$0	\$44,366	\$43,721	\$44,050	\$44,381	\$43,801	\$44,001	\$44,156	\$44,298	\$44,361
0.00%	Estimated New Debt Service	\$0	\$0	\$0	\$7,970	\$6,771	\$10,687	\$11,042	\$10,542	\$1,708	\$0	\$0	\$0	\$0
0.00%	Transfers	\$0	\$0	\$0	\$0	\$6,771	\$10,687	\$11,042	\$10,542	\$1,708	\$0	\$0	\$0	\$0
	Total Expenses	\$481,728	\$247,971	\$305,432	\$711,096	\$619,050	\$683,204	\$769,674	\$795,782	\$788,412	\$784,755	\$803,619	\$823,943	\$843,936
	Total Revenues	\$572,178	\$542,547	\$677,117	\$590,344	\$632,566	\$661,782	\$692,534	\$724,945	\$758,948	\$794,495	\$831,774	\$870,881	\$911,912
	Gain/(Loss)	\$90,450	\$294,576	\$371,685	(\$120,752)	\$13,516	(\$21,422)	(\$77,140)	(\$70,836)	(\$9,464)	\$9,740	\$28,155	\$47,938	\$67,976
	Storm Water Rate	\$20.00	\$20.00	\$21.00	\$22.50	\$23.00	\$24.08	\$25.22	\$26.43	\$27.70	\$29.02	\$30.40	\$31.84	\$33.35
	Beginning Cash Balance	745,180.94	892,279.37	1,216,443.37	1,472,209.22	1,383,457.10	1,430,573.00	1,444,431.10	1,404,335.15	1,372,394.87	1,403,772.11	1,456,394.87	1,529,576.81	1,624,393.83
	Gain/(Loss) From Improvements	90,449.43	200,631.60	201,966.74	(120,752.12)	13,515.90	(21,421.90)	(77,139.95)	(70,836.47)	(9,463.78)	9,739.70	28,154.72	47,938.45	67,976.48
	Gain/(Loss) From Operating	0.00	93,844.40	169,716.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5.00%	Depreciation	25,440.00	29,588.00	30,753.00	32,000.00	33,600.00	35,280.00	37,044.00	38,896.20	40,841.01	42,883.06	45,027.21	47,278.57	49,642.50
	Improvements	0.00	0.00	(146,671.97)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Special Assessment Collection	31,209.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Ending Cash Balance	892,279.37	1,216,443.37	1,472,209.22	1,383,457.10	1,430,573.00	1,444,431.10	1,404,335.15	1,372,394.87	1,403,772.11	1,456,394.87	1,529,576.81	1,624,393.83	1,742,012.81

STORMWATER FUND

%	Increase	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Projected		2022 Projected		2023 Projected		2024 Projected		2025 Projected		2026 Projected		2027 Projected		2028 Projected		2029 Projected		
						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0.00%	Personnel Services	214	50	6,191	1,200	1,296	1,311	1,351	1,391	1,433	1,476	1,476	1,520	1,566										
103.00%	Supplies *	8,550	8,413	38,288	65,000	66,950	71,027	73,158	75,353	77,613	79,942	79,942	82,340	84,810										
0.00%	Other Services & Charges **	222,596	22,154	16,918	335,000	185,000	330,000	340,000	305,000	305,000	305,000	305,000	305,000	305,000										
0.00%	Improvements (Maintenance)	19,080	22,191	23,065	24,000	25,200	27,783	29,172	30,631	32,162	33,770	33,770	35,459	37,232										
0.00%	Depreciation	27,389	27,078	27,948	28,138	28,732	0	4,762	0	0	0	0	0	0										
0.00%	Debt Services	0	0	0	0	43,721	44,050	44,381	43,801	44,001	44,166	44,166	44,298	44,361										
0.00%	Estimated New Debt Service	0	0	0	0	10,687	11,042	10,542	1,708	0	0	0	0	0										
0.00%	Transfers (2019 Bond Issue)	0	0	0	7,970	6,771	0	0	0	0	0	0	0	0										
	Total Fixed Expenses	\$277,829	\$79,926	\$112,409	\$463,308	\$358,255	\$485,214	\$498,604	\$457,884	\$460,210	\$464,354	\$464,354	\$468,617	\$472,969										
	Total Revenues	\$368,279	\$280,558	\$314,376	\$340,556	\$371,771	\$408,074	\$427,767	\$448,420	\$469,949	\$492,509	\$492,509	\$516,156	\$540,945										
	Gain/(Loss)	90,449.43	200,631.60	201,966.74	(120,752.12)	13,515.90	(77,133.95)	(70,836.47)	(9,463.78)	9,739.70	28,154.72	28,154.72	47,538.45	67,976.48										
	Quarterly Expenses	\$69,457.29	\$19,981.50	\$28,102.32	\$115,327.00	\$89,563.75	\$121,303.38	\$124,650.96	\$114,470.93	\$115,052.39	\$116,088.52	\$116,088.52	\$117,154.28	\$118,242.22										
	Rate to Fund Improvements	\$10.72	\$5.72	\$6.11	\$7.64	\$9.12	\$10.05	\$10.56	\$11.09	\$11.64	\$12.22	\$12.22	\$12.83	\$13.47										
	Current Rate	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%										
	% of Revenue Residential	4,395	4,395	4,395	4,542	4,542	4,542	4,542	4,542	4,542	4,542	4,542	4,542	4,542										
	# of Residential Customers	43,500	43,500	45,675	48,938	50,020	54,849	57,489	60,255	63,120	66,116	66,116	69,253	72,536										
	Commercial Customers	\$90,614.40	\$68,693.40	\$72,528.45	\$83,698.97	\$91,442.73	\$100,518.39	\$105,441.84	\$110,604.98	\$115,987.32	\$121,627.20	\$121,627.20	\$127,538.89	\$133,736.34										
	Revenue per Quarter																							

* Supplies include chemicals, other operating supplies, equipment repair parts, and building repair supplies.
 ** Other Services & Charges include electricity and repair maintenance.



**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 8

Subject: Employee Appreciation Gathering

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Pete - 20 years
Karl - 10 years
Dale - 10 years

- Can we have it with COVID?
- Need to pick a day



**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 9

Subject: Public Works Director Report

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



Town Board Executive Meeting September 25, 2020

Agenda Number: 10.a.

Code Enforcement Officer / Building Inspector Report:

Subject: 5456 Township Drive

Documentation: Abatement Notice / Grass Cutting Invoice

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
August 28, 2020

5456 Township Drive: The Town Building Inspector reported that the Town has given several abatement notices and has issued citations for this property. The Town's contractor, Clean Cut, recently cleaned up the property and cut the grass. The cost was \$405, but there will be another +/- \$200 charge for the dumpster fee. Johnson talked to the property owner yesterday. He had requested a hearing to remove the vacant building charge. Johnson explained that he missed all the chances given to appeal for the charges and the abatement orders. The owner declined a hearing. The property has been vacant for some times, and it meets the Town's vacant building requirements. It was noted that vacant does not mean void of possessions, it means void of people regularly living there. The Town Attorney noted that he has sent letters to the lender and the owner. There was discussion of what the Town should do next. Staff does not want to be at a standstill with this property. There are a lot of repairs that would need to be made; as the property currently stands it is uninhabitable.

It was noted that the most affordable and quickest options should be to have the Town Attorney send a "consent to inspect" the property to the home owner. There was some brief discussion of Johnson's inspection process. There was discussion of the property and whether replacing the water meter would be a waste of time or not. It was determined that if the owner does not consent to the inspection request, then the Town will obtain an administrative search warrant.



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

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

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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

ABATEMENT NOTICE

September 9, 2020

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

RE: 5456 Township Drive, White Bear Township, MN 55110
Pin No. 103022220056

The property described above has been declared a public nuisance under the jurisdiction of White Bear Township, Town Ordinance No.16, Section 4-4.

An abatement deadline has been set for no later than September 18, 2020. The following Town Ordinance was determined to be in violation by the Town Code Enforcement Officer:

Town Ordinance No. 41, Section 1 - All yards shall be maintained with an average grass height of no more than eight inches.

The property owner or responsible party may appeal the abatement order by requesting a hearing before the Town's 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 said nuisance, or failure to submit a written request for a public hearing, shall cause the Township to exercise its right to abate said nuisance and recover such abatement costs, plus an additional 25% of the authorized expenditures. All costs shall be assessed as a lien against the property.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer





Please make payment to:

White Bear Township
 1281 Hammond Road
 White Bear Township, MN 55110
 (651) 747-2750

ACCOUNT NUMBER	BILL DATE	DUE DATE
01-0995	9/03/2020	10/03/2020

INVOICE

INVOICE NUMBER	AMOUNT DUE	AMOUNT ENCLOSED
202009032393	\$586.81	

JAMES WUNG
 1981 CAMPBELL CIR
 WHITE BEAR LAKE MN 55110

----- Important: Return this portion -----

----- Retain this portion for your records -----

Please make payment to:

INVOICE NUMBER
202009032393

White Bear Township

1281 Hammond Road
 White Bear Township, MN 55110
 (651) 747-2750

ACCOUNT NUMBER	BILL DATE	DUE DATE
01-0995	9/03/2020	10/03/2020

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
BRUSH MOWING	N/A		N/A	210.00
CLEAN UP DEBRIS	N/A		N/A	105.00
HAUL AWAY DEBRIS	N/A		N/A	90.00
5 YARDS TRASH	N/A		N/A	181.81

LAWN MOWING, CLEAN UP, HAUL AWAY, AND 5 YARDS TRASH AT 5456 TOWNSHIP DRIVE ON 8/17/2020.
 CLEAN CUT OUTDOOR SERVICES INVOICE #14325

*****THANK YOU*****

TOTAL DUE	\$586.81
------------------	----------



**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 10.b.

Code Enforcement Officer / Building Inspector Report:

Subject: 5305 West Bald Eagle Boulevard

Documentation: Correspondence

Action / Motion for Consideration:

Report at Meeting / Discuss

**Minutes
Executive Meeting
August 28, 2020**

5305 West Bald Eagle Boulevard: The Town Building Inspector reported that after the neighborhood attended the Town Board meeting on July 6th, the activity at the property came to a stop. Much of the activity and people coming and going have left. The property has been quiet. Johnson noted that there still is no building permit, and he has issued a citation. He hasn't been out to this property since prior to July 6th. The neighbors have also been quiet since. One neighbor has inquired about criminal prosecution. It was determined that as of now this property is in the courts' hands.



**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

September 15, 2020

Zac Love
5305 Bald Eagle Blvd W
White Bear Township, MN 55110

Dear Mr. Love:

White Bear Township has recently, received several complaints concerning chickens being kept on your property located at 5305 Bald Eagle Blvd W. I have inspected the property and confirmed that the complaints are accurate.

Township Ordinance No. 35, Section 7-12, prohibits the keeping of farm animals on properties less than two acres in size.

Please contact me upon receipt of this notice to discuss a resolution to this matter. My telephone number is 651-747-2750.

Respectfully,

Mike Johnson
Building Official



recycled paper



**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 10.c.

Code Enforcement Officer / Building Inspector Report:

Subject: 1378 South Birch Lake Boulevard

Documentation: Abatement Notice / Grass Cutting Invoice

Action / Motion for Consideration:

Report at Meeting / Discuss

**Minutes
Executive Meeting
August 28, 2020**

1378 South Birch Lake Boulevard: The Town Building Inspector reported that this property has been vacant for around 1 year. There has been no response from the owner. The Town abated the grass with a contractor, Clean Cut, for \$210. The property owner has been billed and if he doesn't pay, it will end up on his property taxes.



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750
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Email: wbt@whitebeartownship.org

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

ABATEMENT NOTICE

September 9, 2020

Esquire Investments, LLC
6080 Harff Road
Loretto, MN 55357

RE: 1378 Birch Lake Blvd, White Bear Township, MN 55110
Pin No. 22.30.22.22.0024

To Whom It May Concern:

The property described above has been declared a public nuisance under the jurisdiction of White Bear Township, Town Ordinance No.16, Section 4-4.

An abatement deadline has been set for no later than September 18, 2020. The following Town Ordinance was determined to be in violation by the Town Code Enforcement Officer:

Town Ordinance No. 41, Section 1 - All yards shall be maintained with an average grass height of no more than eight inches.

The property owner or responsible party may appeal the abatement order by requesting a hearing before the Town's 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 said nuisance, or failure to submit a written request for a public hearing, shall cause the Township to exercise its right to abate said nuisance and recover such abatement costs, plus an additional 25% of the authorized expenditures. All costs shall be assessed as a lien against the property.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer



recycled paper



Please make payment to:

White Bear Township

1281 Hammond Road
 White Bear Township, MN 55110
 (651) 747-2750

ACCOUNT NUMBER	BILL DATE	DUE DATE
01-980	9/03/2020	10/03/2020

INVOICE

INVOICE NUMBER	AMOUNT DUE	AMOUNT ENCLOSED
202009032392	\$210.00	

ELIOT GUNDRY
 ESQUIRE INVESTMENTS LLC
 6080 HARFF RD
 LORETTO MN 55357

----- Important: Return this portion -----

----- Retain this portion for your records -----

Please make payment to:

INVOICE NUMBER
202009032392

White Bear Township

1281 Hammond Road
 White Bear Township, MN 55110
 (651) 747-2750

ACCOUNT NUMBER	BILL DATE	DUE DATE
01-980	9/03/2020	10/03/2020

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
PRIVATE PROPERTY CLEANUP	N/A		N/A	210.00
<p>LAWN MOWING AT 1378 BIRCH LAKE BLVD ON 8/17/20 CLEAN CUT OUTDOOR SERVICE'S INV# 14324</p>				
			TOTAL DUE	\$210.00

*****THANK YOU*****



**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 10.d.

Code Enforcement Officer / Building Inspector Report:

Subject: 1647 Park Avenue

Documentation: Final Notice

Action / Motion for Consideration:

Report at Meeting / Discuss



**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

September 16, 2020

FINAL NOTICE

Juan Gabriel Hernandez
1647 Park Avenue
White Bear Township, MN 55110

Dear Mr. Hernandez,

Previous written notice has been sent informing you of the illegal roof structure added to your accessory building.

Failure to remove the unpermitted construction within 30 days will cause the Township to issue a citation requiring your appearance in a Ramsey County District Court.

Respectfully,

Mike Johnson
Building Official



recycled paper



**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 10.e.

Code Enforcement Officer / Building Inspector Report:

Subject: 2537 2nd Street

Documentation: Abatement Order & Notice / Correspondence

Action / Motion for Consideration:

Report at Meeting / Discuss



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

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

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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

ABATEMENT NOTICE

September 9, 2020

JP Morgan Chase Bank National Associates
7255 Bay Meadows Way
Jacksonville FL 32256-6851

RE: 2537 2nd Street, White Bear Township, MN 55110
Pin No. 123022130081

The property described above has been declared a public nuisance under the jurisdiction of White Bear Township, Town Ordinance No.16, Section 4-4.

An abatement deadline has been set for no later than September 18, 2020. The following Town Ordinance was determined to be in violation by the Town Code Enforcement Officer:

Town Ordinance No. 41, Section 1 - All yards shall be maintained with an average grass height of no more than eight inches.

The property owner or responsible party may appeal the abatement order by requesting a hearing before the Town's 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 said nuisance, or failure to submit a written request for a public hearing, shall cause the Township to exercise its right to abate said nuisance and recover such abatement costs, plus an additional 25% of the authorized expenditures. All costs shall be assessed as a lien against the property.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer





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

September 9, 2020

JP Morgan Chase Bank National Associates
7255 Bay Meadows Way
Jacksonville FL 32256-6851

RE: 2537 2nd Street, White Bear Township, MN 55110
Pin No. 123022130081

White Bear Township has determined the above noted property to be vacant as defined by Town Ordinance No.16, Section 3-20. Properties determined to be vacant must be registered pursuant to Town Ordinance No. 47, Section 14 and are subject to an annual \$1100 Vacant Building Registration fee. A Vacant Building Registration packet is attached to this letter.

Vacant building Registration fees shall be paid no later than 30 days from the date of this notice.

Please refer to the Vacant Building Registration requirements and process for further information on requirements, forms, fees and timeline for submittal of all forms and fees.

Failure to register vacant buildings will result in all unpaid fees being collected by special assessment under the authority of Minnesota Statutes, Section 429.101, and shall be a lien upon such real estate.

Respectfully,

Mike Johnson
Building Official / Code Enforcement Officer

Encl.



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**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

Abatement Order

September 9, 2020

JP Morgan Chase Bank National Associates
7255 Bay Meadows Way
Jacksonville FL 32256-6851

RE: 2537 2nd Street, White Bear Township, MN 55110
Pin No. 123022130081

As the owner of the property located at 2537 2nd Street, White Bear Township, MN, you are hereby notified that an inspection of your property has been performed by a duly appointed officer of White Bear Township. The officer has documented several violations to Township Ordinance No. 16 and Township Ordinance No. 47.

These conditions represent a public nuisance under Township Ordinance No. 16, Section 4-4.15. The following actions must be taken on the exterior of the property by September 18, 2020. Removal of all personal property on the exterior including but not limited to: auto seats, plastic hose rack, vinyl tarps, rugs, plywood scraps auto tires, broken glass, plastic oil containers, pallets, lumber, steel air tank, mini refrigerator, water cooler, scrap metal, metal bed springs, soft sided hot tub, auto hood, tractor tire, pickup truck bed, lawn mower, garden tractor, fiberglass boat, plastic children's toys, plastic containers, windows, and sheet glass.

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:



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**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 10.f.

Code Enforcement Officer / Building Inspector Report:

Subject: Driveway Permit Enforcement

Documentation: Miscellaneous Correspondence

Action / Motion for Consideration:

Report at Meeting / Discuss



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

August 27, 2020

Lowell Flewellen
2704 Martin Way
White Bear Township, MN 55110

Dear Mr. Flewellen,

The Township has recently become aware of the installation of an asphalt driveway on your property. Replacing, altering or constructing a driveway requires a permit and inspections by White Bear Township. Township records indicate that no permits have been issued for your driveway, and no inspections have taken place. Furthermore, the driveway does not comply with the required ten-foot side yard setback requirement.

Your options to resolve this issue are limited. Your first option is to remove all concrete surfaces that is infringing into the ten-foot side yard setback area, obtain the proper permit and complete a final inspection of the driveway.

Option B is to apply for a variance from Town ordinance allowing a lesser side yard setback. Your variance request will be reviewed by the variance board then the planning commission and the final approval can be given by the Town Board. A permit must be obtained and an inspection completed verifying compliance with conclusions determined by the Town Board.

Please contact me upon receipt of this notice to discuss a resolution in this matter. I can be reached at 651-747-2750. My office hours are 7:00 a.m. to 3:30 p.m.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer

Enclosure



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Board of Supervisors
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STEVEN A. RUZEK
SCOTT E. MCCUNE

August 20, 2020

Kyle Stempski
5417 Township Drive
White Bear Township, MN 55110

Dear Mr. Stempski,

The Township has recently become aware of the installation of a new concrete driveway on your property. Replacing, altering or constructing a driveway requires a permit and inspections by White Bear Township. Township records indicate that no permits have been issued for your driveway, and no inspections have taken place. Furthermore, the driveway does not comply with the required ten-foot side yard setback requirement.

Your options to resolve this issue are limited. Your first option is to remove all concrete surfaces that is infringing into the ten-foot side yard setback area, obtain the proper permit and complete a final inspection of the driveway.

Option 2 is to apply for a variance from Town ordinance allowing a lesser side yard setback. Your variance request will be reviewed by the variance board then the planning commission and the final approval can be given by the Town Board. A permit must be obtained and an inspection completed verifying compliance with conclusions determined by the Town Board.

Please contact me upon receipt of this notice to discuss a resolution in this matter. I can be reached at 651-747-2750. My office hours are 7:00 a.m. to 3:30 p.m.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer

Enclosure



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

September 14, 2020

Christine Kohler
1376 Jonquil Lane
White Bear Township, MN 55110

Dear Ms. Kohler,

The Township has recently become aware of the installation of a replacement driveway on your property. Replacing, altering or constructing a driveway requires a permit and inspections by White Bear Township. Township records indicate that no permits have been issued for your driveway, and no inspections have taken place.

A zoning permit must be obtained, and all applicable Township requirements must be met. Township Ordinance No. 8, Section 5-19, requires identification of the property boundaries. The property corners must be exposed to determine if proper setbacks are being met.

In order to abate this violation, please complete the enclosed zoning permit application and submit a site plan of your property indicating the property lines in relation to the driveway.

If you have any questions, please feel free to call me at 651-747-2750. My office hours are 7:00 a.m. to 3:30 p.m.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer

Enclosure



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

September 14, 2020

Sarah Banken
5432 Williams Ave
White Bear Township, MN 55110

Dear Ms. Banken,

The Township has recently become aware of the installation of a replacement driveway on your property. Replacing, altering or constructing a driveway requires a permit and inspections by White Bear Township. Township records indicate that no permits have been issued for your driveway, and no inspections have taken place.

A zoning permit must be obtained, and all applicable Township requirements must be met. Township Ordinance No. 8, Section 5-19, requires identification of the property boundaries. The property corners must be exposed to determine if proper setbacks are being met.

In order to abate this violation, please complete the enclosed zoning permit application and submit a site plan of your property indicating the property lines in relation to the driveway.

If you have any questions, please feel free to call me at 651-747-2750. My office hours are 7:00 a.m. to 3:30 p.m.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer

Enclosure



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STEVEN A. RUZEK
SCOTT E. MCCUNE

August 20, 2020

Larry Koch
5969 Bayberry Dr
White Bear Township, MN 55110

Dear Mr. Koch,

The Township has recently become aware of the installation of a replacement driveway on your property. Replacing, altering or constructing a driveway requires a permit and inspections by White Bear Township. Township records indicate that no permits have been issued for your driveway, and no inspections have taken place.

In order to resolve this situation, please complete the enclosed zoning permit application and submit a site plan of your property indicating the property lines in relation to the driveway.

If you have any questions, please feel free to call me at 651-747-2750. My office hours are 7:00 a.m. to 3:30 p.m.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer

Enclosure



**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 10.g.

Code Enforcement Officer / Building Inspector Report:

Subject: Chicken / Pigs

Documentation: Staff Memo / amendments

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Town Board Meeting
September 9, 2020

ORDINANCE NO 35 AMENDMENTS – CONSIDER AMENDING SECTION 7-12 RELATING TO THE RAISING OF CHICKENS: Ruzek made the motion to note proper publication of the hearing notice in the newspaper & waive reading of notice. McCune seconded. Ayes all.

Ruzek motioned to open the public hearing. McCune seconded. Ayes all.

The Town Planner reported that this agenda item has been reviewed by the Planning Commission and they recommended for the proposed ordinance amendments. Currently the Town's ordinance requires a resident to have 2 acres of land to raise chickens, but in light of current circumstances, people have wanted to raise chickens on smaller lots. The City of White Bear Lake adopted their ordinance within the last few years, so staff used it as a guide. The proposed amendment changes are in the packet. It was decided that Town staff should reach out to neighboring communities to see if there have been any negative feedback or complaints because this doesn't sound like something that Ramsey County Animal Control should handle, in the Board's opinion. If the Town is going to create an Ordinance, it must be able to enforce it. There have been some complaints of residents with chickens, but the Town cannot do anything about it yet because it is not within the bounds of the current Ordinance.

Ruzek motioned to open public comment portion – ask for comments. McCune seconded. Ayes all. There was no one present to discuss on this agenda item. McCune moved to close the public portion of the hearing. Ruzek seconded. Ayes all.

Ruzek made the motion to table this agenda item until the next Board meeting. McCune seconded. Ayes all.

MEMORANDUM

TO: PLANNING COMMISSION
FROM: TOM RIEDESEL
DATE: JUNE 17, 2020

SUBJECT: ZONING ORDINANCE AMENDMENT RELATING TO KEEPING OF CHICKENS

The following wording may be added to the Zoning Ordinance which would allow the keeping of chickens in residential areas less than 2 acres in size:

7-12.14. The raising of chickens is excluded from the 2 acre lot area requirement. The following applies to raising of chickens in the Town:

7-12.14(a). The keeping of hens may be permitted subject to the following:

7-12.14(a)(i). All premises on which hens are kept or maintained shall be kept reasonably clean from filth, garbage or any substances which attract rodents. The coop and its surroundings must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property.

7-12.14(a)(ii). The coop must be constructed and maintained so as to be predator and rodent proof. The coop must be maintained in good condition and working order.

7-12.14(a)(iii). All grains and food stored for the use of hens shall be kept in a rodent proof container.

7-12.14(a)(iv). Hens shall not be kept in such a manner as to constitute a nuisance to the occupants of adjacent property and shall not be kept in an accessory or principal structure. An exception may be made for hens under 4 months in age to be temporarily kept in an accessory structure to facilitate the regulation of their temperature.

7-12.14(a)(v). Hen coops shall be located in the rear yard only and shall be at least 50 feet from adjacent habitable structures and 5 feet from all property lines. If a 50-foot setback from habitable structures cannot be achieved, the property owner may seek the written consent of the affected property owner(s) for a lesser amount.

Inability to obtain the written consent of the affected property owner may be appealed by applying for a formal variance pursuant to Section 9-6 of the Zoning Ordinance. Portable coops and runs are allowed, but allowable locations must be identified on the required site plan.

7-12.14(a)(vi). A coop shall provide a minimum of 4 square feet of floor space per hen.

7-12.14(a)(vii). In no case shall the number of hens exceed 4.

7-12.14(a)(viii). Roosters are prohibited.

7-12.14(a)(ix). Breeding is prohibited.

7-12.14(a)(x). Hens must be contained within the coop or run whenever unattended; but when attended by the owner, may be allowed in a yard completely fenced in by a fence at least 4 feet in height. Hens must be confined to the owner's premises at all times, may not roam at large, and must be secured in the coop from sunset to sunrise each day.

7-12.14(a)(xi). Keeping of hens is limited to single family residential properties only (minimum lot size requirement?).

7-12.14(a)(xii). Dead birds must be disposed of according to the Minnesota Board of Animal Health rules which require carcasses to be disposed of as soon as possible after death, or within 48 to 72 hours. Legal forms of carcass disposal include burial, or off-site incineration, off-site rendering or off-site composting.

The following definitions would also need to be added to Section 3 – Definitions of the Zoning Ordinance:

3-9.A. CHICKEN. A chicken means a domesticated bird (of the species Gallus domesticus or various similar or related birds) that serves as a source of eggs and/or meat.

3-11.E. COOP. A coop means the structure for the keeping or housing of chickens permitted by the ordinance.

3-31.B-1. HEN. Hen means a female chicken.

3-53.A. OWNER. Owner means the owner of hens subject to this ordinance.

3-65.D. ROOSTER. Rooster means a male chicken.

3-65.E. RUN. Run means a fully enclosed and covered area attached to a coop where the hens can roam.

TR/psw
cc:admin.file
b:chickens20

**AN ORDINANCE AMENDING ORDINANCE NO. 5 OF THE TOWN
OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA, BEING AN ORDINANCE
LICENSING AND REGULATING THE KEEPING OF DOGS AND OTHER
ANIMALS, ADOPTED SEPTEMBER 21, 1981, AS AMENDED**

THE TOWN BOARD OF SUPERVISORS OF THE TOWN OF WHITE BEAR ORDAINS:

SECTION 1. AMENDMENT. Section 3-15.8 – DEFINITIONS of Ordinance No. 5 is amended to read as follows:

3-15.8. Any Vietnamese pot-bellied pig, excludes Porcelain Tea Cup pigs.

SECTION 2. SEVERABILITY. Should any section, subdivision, clause or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part hereof, other than the part held to be invalid.

SECTION 3. EFFECTIVE DATE. This Ordinance shall take effect and be in force from and after its passage and publication.

Passed by the Town Board of Supervisors of the Town of White Bear, Ramsey County, Minnesota, this 9th day of September, 2020.

APPROVED:

ED M. PRUDHON, Chair

ATTEST:

PATRICK CHRISTOPHERSON, Clerk-Treasurer

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



Town Board Executive Meeting September 25, 2020

Agenda Number: 11.a.

Clerk-Treasurer Report:

Subject: DNR Groundwater Management - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
August 28, 2020

DNR Groundwater Management – Update: The Town Attorney re-stated that there hasn't been much news since the last Executive meeting. The Appellate Court doesn't have any hearings scheduled yet, but the 3 justices will sit down on October 5th. From there they have 90 days to decide on a ruling, so the Town will know more by January 5th. He noted that White Bear Lake and the DNR have filed new briefs, though the Attorney doesn't think any of it is new information.

There was some more discussion of the lawsuit as it regards to the North Oaks Company proposal to build developments and need access to water. There was some discussion of surface water. The Attorney gave a brief backstory of Saint Paul's water systems. A question was raised of whether the Town could bill the North Oaks residents differently than Township residents. It was noted that the City of North Oaks would have to sign off on it and the Town would have to justify it. North Oaks Company's only other option is to drop wells.



**Town Board Executive Meeting
September 25, 2020**

Agenda Number: 12 – 13 - 14

Subject: Added Agenda Items
Receipt of Agenda Materials / Supplements
Adjournment

Action / Motion for Consideration: