

**MINUTES
TOWN BOARD MEETING
JANUARY 3, 2018**

The meeting was call to order at 7:01 p.m.

Present: Supervisors: Kermes, Prudhon, Ruzek; Clerk: Short; Attorney: Kelly;
Engineer; Studenski.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved to approve the agenda with the following amendment: Consent Agenda Item 5B) Add: to Include Distance Between Signs. Prudhon seconded. Ayes all.

APPROVAL OF PAYMENT OF BILLS: Prudhon moved approval of the payment of bills. Ruzek seconded. Ayes all.

APPROVAL OF TOWN BOARD MINUTES OF DECEMBER 18, 2017: Ruzek moved approval of the Town Board Minutes of December 18, 2017. Prudhon seconded. Ayes all.

CONSENT AGENDA: Ruzek moved approval of the Consent Agenda as follows: 5A) Approve 2018 Agreement with Northeast Youth & Family Services; 5B) Refer Ordinance No. 33 (Sign) Amendments to Town Attorney for Review to Include Distance Between Signs; 5C) Authorize Town Attorney to Research Cost of Recovery for Recurring Code Violations at Same Address; 5D) Authorize the Finance Officer to Contact Roseville IT to Establish Email Addresses for the Town Board Members; 5E) Planning Commission Appointments: 1) Appoint Steve Swisher to Fill an Unexpired Term Through April 30, 2018 and; 2) Monica Loes to Fill an Unexpired Term Through April 30, 2018; 5F) Park Board Appointments: 1) Appoint Jason DeMoe to Fill an Unexpired Term Through April 30, 2018 and; 2) Erik Josephson to Fill a Vacant Term Through April 30, 2020; 5G) Utility Commission: Appoint George Fredericks to Fill a Vacant Term Through April 30, 2020; Public Safety Commission: Appoint Mark Griffin to the Alternate Position on the Commission. Prudhon seconded. Ayes all.

7:10 P.M. PUBLIC HEARING – SPECIAL THREE DOG LICENSE REQUEST AT 1651 GARDEN LANE – RENEWAL: The Public Hearing was held at 7:11 p.m. Ruzek moved to waive the reading of Public Notice noting that proper publication was made. Prudhon seconded. Ayes all. Ruzek moved to open the Public Hearing. Prudhon seconded. Ayes all.

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The Clerk reported that Amy Chester, 1651 Garden Lane applied for a Special Three Dog License on September 18, 2017. There were five dogs at the residence at that time. Two of the dogs belonged to Amy Chester's father, who was no longer able to take care of the dogs. One of the dogs, Missy, is very old, near blind, has no teeth, and does not bark. The Board approved a Special Three Dog License until December 4, 2017, to allow the applicant time to meet the conditions of relocating the fifth dog, an American Eskimo by December 4, 2017. The American Eskimo has been relocated. Another condition was to obtain a statement from the veterinarian regarding Missy, the fourth dog's health condition. Amy Chester provided correspondence from the veterinarian to the office today. The veterinarian's observations are that Missy is very elderly and has health complications. The Animal Control Officer performed a site inspection on November 28, 2017. The dogs were found to be well groomed and appeared healthy. Access to potable water, quality food, leashes and shelter conditions were all found to be acceptable. The report included that the west fence has plastic slats installed as required.

Ruzek moved, based on staff review and recommendation to approve the request for the renewal of the Special Three Dog License at 1651 Garden Lane through March 31, 2020, subject to the following conditions: 1) This Special Three Dog License shall be limited to the dogs currently residing at the home; 2) All dogs shall have current licenses obtained by White Bear Township; 3) All Dogs shall have current rabies vaccinations; 4) The premises shall be cleaned of all feces on a daily basis. Unreasonable noise, odors or other annoyances shall be prohibited for the protection of public health and safety; 5) White Bear Township reserves the right to revisit action to approve this Special Three Dog License if complaints are received during the license period; 6) When Missy, the 10 year old Chihuahua dies, she shall not be replaced with a fourth dog; 7) Applicant will control the barking by having someone with the dogs when they are let out in the yard or bark collars, or other workable solutions; 8) State, Federal and local laws and ordinances shall be complied with. Prudhon seconded. Ayes all.

BOARD OF APPEALS & ADJUSTMENTS – OUTLINE PROCEDURE: The Town Attorney provided an outline of procedure for the Board of Appeals & Adjustments. He stated that the 60 day time period cannot be established for a Board of Appeals and Adjustments hearing since information has not been received from the applicant.

Ruzek moved to receive the application for appeals and adjustments noting that the applicant has stated that additional information will be forthcoming. Prudhon seconded. Ayes all.

Ruzek moved to refer the application to the Town Attorney for review and opinion on appropriate action. Prudhon seconded. Ayes all.

Nathan Haase appeared at the meeting after the meeting was ended. He was informed that the Town Board has formally received his request for appeals and adjustments. No action can be taken on the request itself due to lack of a complete application (more

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information to be provided by applicant). The second action taken tonight was to refer the matter to the Town Attorney for review and opinion for appropriate action. The matter will be reviewed on January 17, 2017. Nathan Haase reported that he is evaluating his request and drafting a more thorough analysis of his situation. Kermes informed Nathan Haase that once that task has been completed the 60-day clock, if appropriate, starts.

COMPREHENSIVE PLAN – AUTHORIZE TKDA TO SUPPLY NECESSARY DATA TO THE TOWNSHIP TO COMPLETE THE COMPREHENSIVE PLAN UPDATE:

The Town Engineer reported that the Town Board authorized Hoisington Koegler Group, Inc. to prepare the Comprehensive Plan update. Their proposal did not include preparing the Transportation, Sanitary Sewer, Watermain or Storm Sewer data for the Plan update. The Planner and Public Works Director will be preparing and updating the Transportation portion of the Plan using data they are receiving from Ramsey County including the TAZ (traffic assignment zone) reports. HKgi and Town staff are not able to provide the technical data of the remaining portions of the Plan. TKDA has received a letter of required documentation for the Plan from HKgi. TKDA has reviewed this request with Town Staff and will follow the System Statements developed by the Metropolitan Council to perform the work. The work will address the sanitary sewer capacity in the Centerville Road main that both North Oaks and Lino Lakes are planning to use. The work will be substantially completed for the Township Annual meeting presentation. TKDA will finish the requirements following the meeting's comments. TKDA would obtain the necessary existing documentation to prepare the sanitary sewer, watermain, and storm sewer updated data, charts and maps for an amount not to exceed \$22,500. This information will then be incorporated into the Plan update. The funding for this activity will come from the Sanitary Sewer, Water, and Storm Funds. Kermes asked if the information provided to Hoisington Koegler Group from TKDA will be incorporated into the Comprehensive Plan by HKgi. The Clerk stated it would, as part of their Scope of Services. Kermes asked if North Oaks and Lino Lakes will participate in TKDA's cost for preparing the information for North Oaks and Lino Lakes. The Clerk stated certain capacity information will be forwarded to North Oaks and Lino Lakes but that they are not expected to have any cost participation at this time.

Prudhon moved, based on Town Engineer review and recommendation to authorize TKDA to prepare the sanitary sewer, watermain, and storm sewer update data, charts & maps to be incorporated into the Comprehensive Plan update in an amount not to exceed \$22,500 with funding from the Sanitary Sewer, Water and Storm Water Funds. Ruzek seconded. Ayes all.

WELL #5 ROOF EDGE PARAPET CAP & GUTTER REPLACEMENT – APPROVE

QUOTE: The Clerk reported that the veneer work for Well #5 was completed in December. The existing parapet cap and downspouts cannot be reused as the cap needs to be wider to cover the top course of the veneer to protect moisture from entering. Staff requested quotes from two contractors. Both provided proposals for replacing the parapet cap and gutters as specified as follows: Commercial Roofing &

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Sheet Metal, Inc. for \$9,890.44 and S. J. Anderson Construction for \$12,700.00. The project is identified in the 2017-2021 CIP for \$150,000.00 with funding from the Water Fund Account of the Enterprise Fund in 2017. The veneer bid was for \$130,900.00, leaving \$19,100.00 for the parapet and gutter replacement. Staff recommends the proposal from Commercial Roofing for the parapet cap and gutting replacement on the Well #5 building.

Prudhon moved, based on Public Works Director's review and recommendation to approve the quote from Commercial Roofing & Sheet Metal, Inc. in the amount of \$9,890.44 to replace the parapet cap and downspouts on the Well #5 building, with funding from the Water Fund Account of the Enterprise Fund in 2017. Ruzek seconded. Ayes all.

OPEN TIME: No one appeared for the open portion of the meeting.

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

Ruzek moved to adjourn the meeting at 7:50 p.m. Prudhon seconded. Ayes all.

Respectfully Submitted,

William F. Short
Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date