

**MINUTES
TOWN BOARD MEETING
MARCH 18, 2019**

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

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk: Christopherson; Attorney: Kelly; Planner: Riedesel

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved to approve the agenda as submitted, with the addition of Tree Trust agenda item 9A under Added Agenda Items. McCune seconded. Ayes all.

APPROVAL OF PAYMENT OF BILLS: McCune moved to approve payment of bills. Ruzek seconded. Ayes all.

APPROVAL OF MINUTES OF MARCH 4, 2018 (Additions/Deletions): Ruzek moved approval of the Minutes of March 4, 2019. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved to authorize the Consent Agenda as follows: 5A) Universal Forest Products – Approve Second Amendment to the Hoffman Road Parking Lot Lease Agreement. 5B) Southwind Holdings LLC, 5960 Highway 61 SAC Determination Request – Receive Request & Refer to March 29, 2019 Executive Meeting for Discussion. 5C) Receive the Construction Activity Report. Ruzek seconded. Ayes all.

OLD BUSINESS – ADMINISTRATIVE OFFICE UPGRADES: TKDA has given a proposal on the Township Administrative Office Upgrades, this is the second. This proposal, if accepted, will tie into the Township Hall Capital Improvement Project. Some upgrades that are needed are replacing carpet, painting the interior, and placing tile. Replacing the roof is scheduled for 2020.

TKDA will manage the design concepts, meet with the Town Board, hold kick off meetings, prepare two preliminary design options, etc. for \$20,500. This is less than 20 percent of the Capital Improvement budget for 2019. This proposal was “improved considerably” from the first one, according to Christopherson, though he thinks TKDA could cut down on some of the hours in the second phase of this proposal, laid out in the Task Fee Estimate in the packet.

MINUTES
TOWN BOARD MEETING
MARCH 18, 2019

Ruzek's concern is that this price with TKDA isn't a competitive price because there is only one company in the running. Christopherson said if the Board wants him to shop around, he will.

Christopherson reached out to Ramsey County Sheriff Department for suggestions on comparable vendors. From the two architectural firms that Christopherson inquired, both withdrew any interest, but one came back around. The Clerk proposed three options to the Town Board: 1) Take TKDA's proposal; 2) Hold off on TKDA and see what this other Architectural firm quotes the Town; 3) Start all over. The Board advised the Clerk to seek out if this Firm is comparable to TKDA's proposal. Christopherson stated that he would do so and would report back at the Town Board Executive Meeting on March 29, 2019.

PUBLIC HEARING – 2040 COMPREHENSIVE PLAN: Ruzek Motioned to Note Proper Publication of the Hearing Notice in Newspaper & Waive Reading of Notice, noting Swisher's Correspondence. McCune seconded. Ayes all. McCune moved to open the public hearing. Ruzek seconded. Ayes all.

Laura Chamberlain of HKGI: Laura Chamberlain gave an overview of what the 2040 Comprehensive Plan is and how it impacts the community.

The Comprehensive plan is a long-range document that shapes policy for how future decisions and investments are made for the community with a future mindset, forecast of 2040. The plan holds high level planning for land use, housing, parks, trails, open space, transportation, and infrastructure. Chamberlain explained that there are 5 phases of the planning process: 1) Understand Current Conditions; 2) Community Context & Engagement; 3) Update the Comprehensive Plan Chapters; 4) Prepare the Complete Comprehensive Plan Document; 5) Seek Approval. The Comprehensive plan is in phase 5.

In the fall of 2017, the Plan had an online social tool with 70+ comments. The Plan was displayed at the Annual Town Meeting 2018, in the Town Administrative Offices throughout the year, and was on display and presented at the Annual Town Meeting 2019, as well. March 18, 2019 is the final Town Board Public Hearing for the 2040 Comprehensive Plan. The chapters are laid out as follows: Introduction, Community Context, Land Use Plan, Transportation Plan, Water Resources & Community Services, Parks & Open Space Plan, Trail Plan, Housing Plan, and Implementation.

While working with the Metropolitan Council, it has been forecasted that the population will increase slightly, bringing a small, yet steady, increase in households until 2040, but will cap off and then decrease slowly over time. Since the Annual Meeting, the Met Council advised Chamberlain to lower the employment numbers from 3,000 to 2,600 in 2020; from 3,500 to 2,500 in 2030; and from 3,800 to 3,200 in 2040. The Met Council recommended Chamberlain to lower those numbers based on the data from 2018.

MINUTES
TOWN BOARD MEETING
MARCH 18, 2019

Chamberlain explained that the Township is a unique community as there are very few vacant or underdeveloped properties. The Plan is using Land Use to find prime areas of redevelopment along key corridors or intersections within neighboring cities. The Park Board prioritized future trail connections within the Township. As a part of the Plan's five phases, the plan was communicated with adjacent and affected jurisdictions for review and comments. This was a part of the six-month review, which ended February 2019. Comments were received from seven surrounding communities, two of which waived comments. Most of the comments were in recognition of where White Bear Township's plan aligned with other area plans. Most changes were technical and have been adapted or considered. At the February 28, 2019 Planning Commission meeting, the Commission voted to recommend that the Town Board authorize the submittal of the Draft 2040 Comprehensive Plan Update to the Metropolitan Council, further recommended the Town Board follow Vadnais Heights' comment of removing White Bear Parkway/Labore Road Connection from future functional Class Road map. Chamberlain later explained that it has been recommended to be removed because of the A-minor status, the wetlands that would have to be disturbed, some private property is no longer considering selling, among other reasons. The next steps are the Public Hearing at the Town Board Meeting at March 18, 2019; the Draft of the Plan has to be submitted to the Metropolitan Council for review by March 20, 2019; the Township will then adopt the 2040 Comprehensive Plan in the fall of 2019. The full Plan is located on the Township Website or: <https://hkgi.sharefile.com/d-s842f972dc464314b>.

McCune moved to open the public comment portion. Ruzek seconded. Ayes all. There were no public comments. McCune moved to close the public portion of the hearing. Ruzek seconded. Ayes all.

Ruzek made a Resolution Authorizing the Submittal of the 204 Comprehensive Plan Draft to the Metropolitan Council as Required by Minnesota State Law (Metropolitan Land Planning Act). McCune seconded. Ayes all.

NEW BUSINESS – DNR OUTDOOR RECREATION GRANT PROGRAM: Staff has been working with the Park Board, recommending to submit an application to the DNR as a part of their Outdoor Recreation Grant Program that provides competitive funding that will help us in this case to continue to develop Polar Lakes Park. The Township will request a total of \$250,000, which is the max grant amount, to help improve Polar Lakes Park.

The grant will cover the construction of restrooms and creation of a perimeter trail around the park. These improvements are estimated to cost \$550,000. The grant is due the end of March. Staff will find out the results of the grant application in June of 2019, and if approved will have to have the projects completed by June of 2021.

Ruzek made a Resolution Approving Submission of an Application for the DNR Outdoor Recreation Grant Program. McCune seconded. Ayes all.

MINUTES
TOWN BOARD MEETING
MARCH 18, 2019

NEW BUSINESS – SAPUTO SHELTER: Saputo Corporation has suggested we work with them in constructing a shelter in one of the Township’s parks. There was discussion of the shelter going up in Rutherford Park, but has since moved to Bellaire Beach. The shelter will either serve as a replacement to the aging shelter, or as a secondary shelter. The next step is to apply for funding through Saputo for about \$25,000 to \$30,000. Town funding will help with the rest of the updates, but this Saputo grant will cover the shelter. A question was raised in regards to timing, both in receiving the grant and construction of the shelter. The Town Planner explained that Staff are going through the planning process right now. The goal is to start construction in either fall of 2019 or spring of 2020.

ADDED AGENDA ITEM – TREE TRUST: The Township has been contacted by Water Gremlin as a part of their agreed settlement with the MPCA that they have 2 environmental projects that they have agreed to work on for the total of about \$1.5 million.

One of the projects is tree planting and maintenance in White Bear Lake, White Bear Township, Gem Lake, and surrounding areas. There will be more discussion once Ruzek and the Planner meet and once Park Board discusses Tree Trust.

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

RECEIPT OF AGENDA MATERIALS / SUPPLEMENTS: Ruzek motioned to receive all Agenda Materials & Supplements for tonight’s meeting. McCune seconded. Ayes all.

Ruzek moved to adjourn the meeting at 7:52 p.m. McCune seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Town Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date