

**MINUTES
TOWN BOARD MEETING
APRIL 15, 2019**

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

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk: Christopherson; Attorney: Lemmons; Engineer: Poppler, Planner: Riedesel; Public Works Director: Reed.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved to approve the agenda as submitted, with the addition of: Consent Agenda item 5A) South Shore Trinity Lutheran Church – In Accordance with the Township’s Special Events Policy, Grant Non-Exclusive Use of Bellaire Beach to South Shore Trinity Lutheran Church, 2480 South Shore Boulevard to Hold Outdoor Worship Services, Weather Permitting, on June 9 & 23, July 14 & 28, & August 11 & 25, Beginning at 9:45 a.m. for Two Hours per Service & to Allow Use of Electricity from the Township’s Lifeguard Building to Power the South System; Agenda Item 8B) Improvement 2019-3 to 1) Receive Feasibility Report, 2) Call Public Improvement Hearing, and 3) Adopt Resolution of Intent to Reimburse; 8E) Nate Landucci, 5508 West Bald Eagle Boulevard Updated Plan to address Findings For Denial of Landucci Height Variance; 9A) Water Meter & Radio Read Purchase – Approve; and 9B) Accounting Clerk/Administrative Secretary Position – Approve Hiring of Nancy Renard. McCune seconded. Ayes all.

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

APPROVAL OF MINUTES OF APRIL 1, 2018 (Additions/Deletions): Ruzek moved to approve the Minutes of April 1, 2019 with corrections made earlier in the day. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved to authorize the Consent Agenda as follows: 5A) South Shore Trinity Lutheran Church – In Accordance with the Township’s Special Events Policy, Grant Non-Exclusive Use of Bellaire Beach to South Shore Trinity Lutheran Church, 2480 South Shore Boulevard to Hold Outdoor Worship Services, Weather Permitting, on June 9 & 23, July 14 & 28, & August 11 & 25, Beginning at 9:45 a.m. for Two Hours per Service & to Allow Use of Electricity from the Township’s Lifeguard Building to Power the South System; 5B) Recording Secretary Independent Contractor Agreement – Based on Staff Recommendation Approve the Amendment to

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the Contract; 5C) Public Safety Commission Recommendation – Authorize the Township’s Participation in the Educational Tobacco Compliance Checks by the North Suburban Tobacco Compliance Project; 5D) Surplus Equipment Disposal – Based on Staff Review & Recommendation Approve the Disposal of Surplus Town Equipment at a State of Minnesota Surplus Services Auction as Outlined in the Staff Memo with Proceeds Being Deposited in the General Fund; 5E) Economic Development Advisory Board – Re-Appoint Kent Brunner to a Three Year Term on the Economic Development Advisory Board to Expire April 30, 2022; 5F) Public Safety Commission – Re-Appoint Stephen Lee, Richard Bruckner, & Connie Anderson & Appoint Mark Griffin to Three Year Terms on the Public Safety Commission to Expire April 30, 2022; 5G) Park Board – Re-Appoint Curt Akenson, Patricia Lee, & Salena Koster to Three Year Terms on the Park Board to Expire April 30, 2022; 5H) Planning Commission – Re-Appoint David Kotilinek & Monica Loes to Three Year Terms on the Planning Commission to Expire April 30, 2022; 5I) Utility Commission – Re-Appoint Nancy Pehrson & Paul Groschen to Three Year Terms on the Utility Commission to Expire April 30, 2022. Ruzek seconded. Ayes all.

OLD BUSINESS: None.

LAKESHORE VARIANCE REQUEST @ 5770 WEST BALD EAGLE BOULEVARD – CONSIDER GRANTING A 18.52’ LAKESHORE VARIANCE: Ruzek motioned to note proper publication of the hearing notice in newspaper & waive reading of notice. McCune seconded. Ayes all. Ruzek motioned to open the public hearing. McCune seconded. Ayes all.

Fiutak and Lahoz are requesting approval of 2 variances which would permit them to construct a second story addition onto their existing home. The addition is proposed on the southwest corner of the home and is proposed to be 25’ x 19’ 8”. The footprint of the addition is within the footprint of the existing home, save the balcony. The balcony is proposed on the south side of the addition, approximately 40’ from the side lot line, thus requiring the lakeshore and right-of-way setback variances.

The Variance Board met on March 20th to discuss this agenda item. With everything within requirements, the Variance Board recommended to the Planning Commission to recommend to the Town Board to approve the 8.25’ right-of-way and the 18.52’ lakeshore setback variances as requested noting that the proposed balcony could be up to 6’ x 6’ in area. The balcony will not impact the setback requirements.

At the Planning Commission meeting Kotilinek made a motion to approve the 8.25’ right-of-way setback variance and the 18:52’ lakeshore setback variance, adding in a suggestion to conform the style and structure of the addition to the existing house’s style and structure, creating uniformity. Artnr seconded. Ayes all.

Ruzek motioned to open the public comment portion – ask for comments. McCune seconded. Ayes all.

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Thomas Fiutak was present and was available for any questions from the Board. He stated that the home was constructed sometime in the 1960's. The potential variances that could have been applied for when the house was constructed were discussed. Riedesel stated that a deck variance was added about 10 years ago.

Ruzek motioned to Close Public Portion of Hearing. McCune seconded. Ayes all.

Based on Staff Review & Recommendation, McCune moved to approve the 8.25' right-of-way in addition to the 18.52' lakeshore variance at 5770 West Bald Eagle Boulevard to allow a second story addition. Ruzek seconded. Ayes all.

BUILDING INSPECTOR ITEM – 1ST QUARTER CONSTRUCTION REPORT: Mike Johnson presented the 2019 1st quarter construction activity report. 2019's 1st quarter permits issued total 53, compared to 2018's 1st quarter permits issued total 76. It was the consensus that the 1st quarter of 2019 is a little down from 2018's 1st quarter, but the market is still good.

Ruzek motioned to Accept the Construction Report for the 1st Quarter. McCune seconded. Ayes all.

TOWN ENGINEER ITEMS – IMPROVEMENT 2019-3: Town Engineer Larry Poppler presented the 2019 Street Improvement Project with an emphasis on the January study conducted by TKDA. The streets studied were Hobe Lane, North Hobe Court, West Hobe Court, Parkview Drive, Weston Woods Way, White Bear Parkway, and 4th and 5th Street. Poppler noted that Hobe had work done regarding water and sewer extension, including some street work, in 2006. Since then there has been high degradation, placing Hobe Lane, North Hobe Court, Hobe Court West on the scale at a 2.93. A mill & overlay is proposed. Parkview Drive was constructed in mid-1990's. It was noted that Parkview Drive is on the scale at a 2.26. Poppler noted that 80% or more of the core is crumbling. Mill & overlay is proposed for Parkview Drive and Fenway Court because their cores are solid. For Parkview Court a full curb and pavement replacement is proposed in a future year. Since it's in this condition, it is proposed to wait until a later date to do a full reconstruction. Weston Woods was constructed in late-1990's. It is also proposed to have a mill & overlay, but a full pavement overlay in some areas. Like Parkview Drive, Weston Woods Way is on the scale at a 2.26. White Bear Parkway to the East of Oakmede Lane was constructed in 1998. It's on the scale at a 2.2. Originally White Bear Parkway was proposed to be a reclamation project, but after the January study it is proposed to be on the mill & overlay plan, since its core is solid. The Fourth Street area, composed of Fourth Street, Fifth Street, and Cedarwood Court, was originally built in 1980, but had some street improvements in 2003. This area is on the scale as a 2.2. The cores were 1.6 and 1.7 inch cores, but a normal core is at least 3 to 4 inches. Originally this area was proposed to be a mill & overlay project, but since this study, it is now proposed to be recommended for reconstruction.

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A review of a mill & overlay: replacement of cracked, damaged, or settled curb; minor utility repairs; signage evaluations; driveway and yard restoration; full width milling and removal of 1.5” to 2.5” of pavement; and paving replacement of 1.5” to 2.5” of pavement.

Neighborhood questionnaire responses were good, according to Poppler. Comments are noted in the packet, there were questions regarding drainage, cost, and traffic, among other things.

Poppler noted the estimated costs for all streets mentioned as follows: Hobe Lane, North Hobe Court and West Hobe Court \$227,000; Parkview Drive and Fenway Court \$268,000; Parkview Court \$261,000; Fourth Street area \$1.5 million; Weston Woods Way \$340,000; and White Bear Parkway \$315,000. The total is estimated to be \$2.9 million, however the street reconstructions would take place in a future year.

The tentative schedule is to conduct a neighborhood meeting soon, conduct a public hearing on June 4, have open house and plans in June, award the project in July, and start construction in late summer.

It was noted that there will be more discussion of this agenda item at the April 26 Town Board Executive meeting. There was discussion on warranties and testing of concrete that will be used.

Based on the Town Engineer Review & Recommendation Ruzek moved to Adopt Resolution Receiving Report for a Street Improvement. McCune seconded. Ayes all.

Based on the Town Engineer Review & Recommendation Ruzek moved to Adopt Resolution Calling Hearing on Improvement 2019-3. McCune seconded. Ayes all.

Based on the Town Engineer Review & Recommendation Ruzek moved to Adopt Resolution Declaring Official Intent to Reimburse Expenditures. McCune seconded. Ayes all.

Ruzek moved to Approve TKDA to move forward with Plans and Specifications. McCune seconded. Ayes all.

NEW BUSINESS—AUTHORIZE STEP ONE OF GIS IMPLEMENTATION: Larry Poppler, TKDA reviewed the Town’s desire toward moving to an asset management software with some of TKDA’s technical experts including Allison Johnson who is a GIS Specialist for TKDA. Dan Nesler, a registered engineer for TKDA has assisted other communities in the past with setting up their GIS systems. Poppler provided the following Overall Goal for GIS implementation for Board consideration: “Purchase and establish location based software which is convenient and easy to use to allow for White Bear Township Staff to manage Public Works assets and the use of software by other Township divisions. The software should allow for field retrieval of mapping, as-built documents, photos, and any other data attributes (type, year of install, maintenance

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history, elevations, etc.) As maintenance is completed it is automatically updated once field personnel enter their activity from the field. The software should be able to create maps and reports as desired by the user.”

The function of the location based asset management happens with two or more different software programs. ArcGIS is an industry standard for GIS software and is an industry standard for computer documents. The ArcGIS program includes the mapping of assets throughout the community as well as attributes for that asset. Many of the Town’s assets are already mapped using Autocad. These include water systems, sanitary systems, storm systems, and streets. The base mapping is fairly easy to convert to ArcGIS. Other asset management programs integrate with ArcGIS information and offer management tools and reporting for assets. There are other programs that perform the function of asset management but they all use the information from ArcGIS. The Engineer reviewed Asset Management Software selection process and the timeline for meeting with staff on processes (March); software evaluation team (March); review overall software options (April); create evaluation criteria matrix (April); gather critical information for ArcGIS database; (May); software evaluation meeting to rank software based on demos (May); secure cost information for software (May); prepare recommendation memo (June); presentations to Utility Commission and Town Board (July); purchase software (August).

The Engineer reported that a field locator device will also be necessary. The cost of the device ranges from \$5,000 - \$20,000. He will put together two quotes for the pricing and what is a priority. He noted that TKDA owns ArcGIS software and can convert some of what is needed. However, the Town will own its own software and hold the license.

The subject of training was brought up. Staff will need to be trained in how to use this software system on their own devices. The software will target any potential or future problems including maintenance on the Town’s assets. This organizational system will only be as good as the organizational methods that go into it, and updates will be needed constantly. A question was asked about electronic storage capability. The Town has room for it, though electronic devices, such as one desktop computer and a couple laptops for vehicles, may need to be purchased. Security measures were discussed. TKDA broke down the Township’s next steps into 6 steps: 1) Convert Town’s assets from Autocad to GIS and set up fields for each asset; 2) Go into Engineer’s drawings and plug in the data from number 1; 3) Purchase software and devices to access the asset data via the software and purchase ArcGIS; 4) Gather field data to ensure accuracy by locating and documenting all the Town’s assets; 5) Asset management software selection is a program that will work with ArcGIS; 6) Managing the information from that point on. The Town is planning on hiring two interns; they will help gather the field data, which will cut costs. The Town’s Capital Improvement Fund has earmarked about \$400,000 for setting up this system, and \$10,000 is allocated for the software. Poppler estimated 400 hours to manage the data, though training is included in these numbers. Timeline and mapping can be done in 2019, as well as purchasing the hardware and potentially hiring an intern.

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It was the consensus that the Town Board does approve of the plan.

At the meeting on April 15, 2019, there was discussion of funds. Ruzek stated that GIS is a very commonplace tool for cities and towns to track the assets. White Bear Township currently has 12,000 assets valued at \$180,000,000; it makes sense to take care of the assets with the GIS management investment.

Based on Town Engineer review & recommendation Ruzek moved to authorize step 1 to be initiated which consists of the general setup & mapping conversion. McCune seconded. Ayes all.

Based on Town Engineer review & recommendation Ruzek moved to authorize TKDA to perform these tasks in an amount not to exceed \$19,800.00, with funding from the Capital Equipment Fund. McCune Seconded. Ayes all.

SHERWOOD ROAD – CONSIDER STATE AID DESIGNATION CHANGE: The Town Clerk reported that he received a request from Joe Lux, Senior Transportation Planner of Ramsey County, that the Board consider changing Sherwood Road going from a “County State Aid Highway” to a “County Road.” It will not change anything in regards to the Township, but Ramsey County needs approval from the Town Board. The change in the road will help Ramsey County receive more governmental aid. The number of Sherwood Road will go from 4 to 87. Ramsey County will change the signage.

Ruzek made the motion to adopt Resolution Approving New County State Aid Highway (CSAH) Designation for Sherwood Road. McCune seconded. Ayes all.

NATE LANDUCCI, 5508 WEST BALD EAGLE BOULEVARD – UPDATE: Mr. Landucci of 5508 West Bald Eagle Boulevard has been applying for variance requests in order to update his garage. Originally the proposal included a second story “guest cottage,” but the request has been denied.

At the Town Board meeting and public hearing of April 1, 2019, Ruzek made the motion to deny the Conditional Use Permit as a garage with a guest cottage. McCune seconded. Ayes all.

Ruzek motioned to approve the 19.3’ right-of-way setback variance for use of the garage reconstruction. McCune seconded. Ayes all. Ruzek motioned to approve the 42.8’ lakeshore setback variance for the garage reconstruction. McCune seconded. Ayes all.

Ruzek motioned to deny the 11.3’ height variance in keeping with the current garage ordinances to deny the demolition of the existing garage and replacement of a new two-story garage. McCune seconded. Ayes all.

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Since the meeting on April 1, the Town Attorneys have adopted findings for denial of the conditional use permit and the height variance. Landucci also updated the Board with his updated plan since no guest cottage can be added on. As of April 15, the plans will be reviewed, though right away Riedesel noticed that the eaves are 3 feet, but need to be 2 feet. Landucci will be made aware of that.

Ruzek made the motion for the Findings for Denial of the Landucci height variance. McCune seconded. Ayes all.

Ruzek moved to Approve the Findings for Denial of the Landucci Conditional Use Permit application. McCune seconded. Ayes all.

ADDED AGENDA ITEM – APPROVE WATER METER & RADIO READ PURCHASE:

As discussed at the March Executive Town Board Meeting, the proposed settlement agreement has been provided to Core & Main and Sensus and they have reviewed the document with no notable changes. At the February meeting, it was noted that schedule 3 of the agreement states that pricing is good for 90 days. Since 90 days will have lapsed by the time the agreement is finally signed a question was asked if the pricing will remain as is or changed. It was noted that the pricing will not change. Another concern was how the meters would be tagged. It was noted that each meter needs to have an identification number and the address from which it was removed. There was discussion regarding access to the residences by the installers. It was the consensus that two attempts be made and if the property owner does not respond the Town will take responsibility to install the meter and the property owner will be assessed a \$300 per quarter administrative fee if access is not provided. The matter will be placed on the agenda for the April 15, 2019 Town Board meeting with recommendations from staff. Storage of the removed meters was discussed. Storage should allow access if a particular meter needs to be removed.

Core & Main and Sensus are willing to proceed with the current proposal. There was discussion on signing. It was the consensus that the Town will proceed with Core & Main and Sensus on Friday, April 5, 2019. Storage will be discussed at that meeting as well. Once the meeting with Core & Main and Sensus is completed, Kelly will draw up documents regarding language in the contract. A notice will go out to residents on April 10, 2019 regarding this implementation. Implementation is scheduled for summer 2019. A copy of the notice will be emailed to the Board before it is mailed out.

At the April 15 meeting, Public Works Director stated that the goal is to start July 1st. The project will take 6 weeks to implement, and it was stated that keeping the project in motion would require authorization to purchase the meters.

There was discussion on when the notice will take place, what bills will account for the implementation. It was stated that the contractor will work evenings and weekends, making it convenient for residents, they will send out two notices, and will post signs in

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neighborhoods. Public Works Director stated that the fees will carry over into the following billing cycles.

Based on Staff review & recommendation McCune moved to approve the purchase of the water meters & radios installed from Core & Main in the amount of \$860,060.00 with funding from the Water Fund. Ruzek seconded. Ayes all.

ADDED AGENDA ITEM – ACCOUNTING CLERK/ADMINISTRATIVE SECRETARY POSITION – APPROVE HIRING OF NANCY RENARD: Finance Officer Tom Kelly reported that of 69 applicants and 8 potential interviewees, 4 actual 20-minute interviews, Nancy Renard stood out. Renard had the most knowledge and ability to conduct work requirements. Kelly stated that the Township is in process of conducting a background check, but would like the approval to hire Renard upon receipt of a clear background, intending for her to start in the beginning of May.

In the near past, the Township had more applicants, but the interviews weren't as compelling. It was stated that this has been a long time coming.

Based on Staff recommendation Ruzek moved to approve the hiring of Nancy Renard pending a successful background check. McCune seconded. Ayes all.

OPEN TIME: No one appeared for Open Time.

RECEIPT OF AGENDA MATERIALS / SUPPLEMENTS: McCune motioned to receive all Agenda materials & supplements for tonight's meeting. Ruzek seconded. Ayes all.

Ruzek moved to adjourn the meeting at 8:14 p.m. McCune seconded. Ayes all.

Respectfully Submitted,

Patrick Christopherson
Town Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date