

**MINUTES
TOWN BOARD EXECUTIVE MEETING
JUNE 21, 2019**

The meeting was called to order at 11:00 a.m.

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

Absent: Attorney: Kelly; Planner: Riedesel; Engineer: Poppler, all with notice.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda as submitted with the added agenda items: 13C) Code Enforcement Officer / Building Inspector Items – 4481 Grace Street; 13D) Code Enforcement Officer / Building Inspector Items – 5405 Township Drive; and the supplement for agenda item 14) Lori Christensen – Complaint. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF MAY 24, 2019: Ruzek moved approval of the May 24, 2019 meeting minutes. McCune seconded. Ayes all.

11:00 WENDY LINDBERGH, MRA – PAYROLL MATRIX PRESENTATION: Wendy Lindbergh was present to inform the Town Board of the planned White Bear Township Compensation Study by MRA. First she gave an overview of the organization, which is a not-for-profit association established in 1901. MRA's Compensation Study's goal is to update White Bear Township's employee to ensure it complies with MN Pay Equity requirements. It will gather job descriptions and other data, analyze each position and assign each with points, determine what the market price or value of each job is, and develop a comp structure for the Town's employees. MRA will evaluate each job internally and rate each in light of the value of the job itself.

Lindbergh used examples from other Compensation Study findings. White Bear Township has 19 employees filling 14 job descriptions, since some jobs overlap. The goal is to ensure each employee is being compensated fairly. This project will be finished before Labor Day and the findings will be brought to the Town Board before any decisions will be made.

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11:40 OPG-3 WEBINAR – ON-LINE PERMITWORKS BUILDING PERMIT PRESENTATION BY CLAY BAER: Clay Baer from OPG-3 presented his webinar on on-line PermitWorks Building Permits forms for residents; he was also available via conference call to answer any questions. Using Laserfiche, Baer showed the Town Board an example of a city’s website newly updated with PermitWorks to host a place online where residents can fill out permits. Once the resident fills out the permit, it is filed electronically, making less work for Staff. The system will also send email notifications to Staff as well as the residents who apply for permits. Some email notifications include: completion of permit, waiting for payment, the physical permit, etc.

There was discussion of how this would be useful for Town members as well as Staff. Residents won’t have to come to the office for the simple permits and Staff won’t have to input their application into the current database. PermitWorks is also designed to calculate the costs, fees, and taxes. It will cost about \$22,200. OPG-3 is currently working with Lino Lakes and Hugo. It was the consensus that Staff will be in touch with Lino Lakes and Hugo. Upon discussion of PermitWorks at a later date, it will be brought back to the Board for consideration.

PAVEMENT MANAGEMENT PROGRAM – UPDATE: The Town Engineer recapped that the Town Board Approved the bids to open on July 10th regarding contracting for the streets in need of repair. The Town Engineer will have more information on the bids at the July 15th Town Board Meeting.

I & I – UPDATE: The Public Works Director reported that he has gotten the info to Ritter and Ritter, but he hasn’t heard on scheduling. He reported that he will have quotes regarding the flow monitoring next meeting.

WATER TOWER PAINTING – WORK HOURS: The Town Engineer explained that the contractor is scheduled to start work Monday, July 8th. The team will be staying in a hotel and is scheduled to work 6 days per week, but they’ve requested to work Sunday as well. There was discussion on the hours. Ordinance No. 8 allows work from 10 a.m. to 6 p.m. The more the company works the sooner they get done and the price isn’t changing.

There was discussion on what impact this may have for the location, and it was the consensus that this would have very minimal impact. The Town Engineer will affirm with the contractors to work 7 days per week.

The Town Board took a break for lunch from 12:17 p.m. to 12:25 p.m.

WATER METER – UPDATE: The Public Works Director reported that the letter to residents regarding the water meter replacements and installations have been drafted, submitted, and mailed out. There is a slight delay in that the installation will begin on Monday, July 8th instead of the 1st. There is no concern with this.

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There was discussion on some “what if” scenarios: if residents don’t comply or if the water needs to be turned off or if the utility staff has to make a house call. There is process in place for these scenarios. It was the consensus that the Utility Commission should discuss this process and see if any changes should be made.

The Public Works Director reported the estimate that the installations should be done in 2 quarters.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reviewed the Public Works Department Activity Report for the month of May. A punch list was created for **Lift Station #10** as it has had some minor issues in getting fixed, but Public Works are working with the general contractor, Lametti and Sons, to resolve the issue. **Safety Audit:** Public Works Staff met with Chad Peterson of Safe Assure to review the Safety Program. An audit will be performed on the Public Works and Town Administrative Building in the near future. The **GIS Software** will be delivered this month yet, with the field work starting once the Board authorizes it. **Storm Water Program:** There was discussion on this due to the amount of work that needs to be completed over the next 5 to 10 years. Public Works Staff will end up coming up with a type of Water System Improvement Plan also due to the pumps and water in the aquifers, planning a long-term solution not just a short-term fix. **Park Projects:** There was discussion on whether the Staff should put logos on the Bellaire Beach House. It was the consensus that Staff should so residents know the Town cares for the park, though the County technically owns it.

The Public Works Director also reported that the Emerald Ash Borer issue is always in the back of his mind and he is working on developing a plan of attack, including the Tree Trust replacements.

1:00 RUSH LINE CORRIDOR PRESENTATION – FRANK ALARCON & JEANNE WITZIG: Frank Alarcon presented Rush Line’s Project Overview, focus areas, and how it affects White Bear Township. This presentation is included in supplemental handouts. Bus Rapid Transit (BRT) is a product of 3-year technical analysis of the routes and commutes that residents in the metro area take. The route that the Rush Line Corridor will take works best with roads. The Rush Line would own only one lane and run 5 a.m. to midnight, with stops at stations every 5 minutes during rush hour and every 15 minutes other times. The busses are planned to be electric, and instead of paying inside the bus, residents will pay at the station and board both doors for easier loading and unloading. Safety was discussed and cameras will be on buses and at stations.

Currently, Alarcon explained, the Rush Line is 5 years from the start of construction, but the Public Comment session is coming up in 2020. There was discussion on the commuter market and whether or not Rush line would compete in that market. Alarcon stated that it would be in a separate category because the commuter market is typically for residents who work the typical day-job hours (9-5), whereas due to the Rush Line’s hours of operation, residents with any work schedule will be provided transportation.

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Rush Line is looking for as much public engagement as possible through focus groups, email, surveys, social media, public forums, and more. There was discussion on the planned County Road E Station and the Downtown White Bear Lake Station, especially since there is high traffic on highway 61 and not room for another lane. There will be more updates in future advances of Rush Line.

CELL TOWER LEASES – UPDATE: The Town Clerk reported that the Town is one step away from an offer from this firm in New York that purchases cell tower leases. There are two needed extensions on existing agreements and one of the cell providers has a \$30,000 credit from a previous water tower maintenance and removal of cell tower, but there should be an answer from this cell provider over the next couple days.

CODE ENFORCEMENT OFFICER – BUILDING INSPECTOR ITEMS: 5211 Division: The Town Building Inspector reported that this property had a significant fire a few years back, had inoperable cars outside of the property in the past, etc. Now all vehicles are licensed and operable, so there is not much the Town can do about it unless it becomes a public nuisance. He explained that the folks that live here have done considerable cleaning and that the yard used to have more in it. There was discussion on the current situation and because of the concern, it was the consensus that the Town Attorney may write a letter and reach out to Adult Protective Services of Ramsey County.

It was also the consensus that the Building Inspector will visit this property again.

5456 Township Drive: The Building Inspector reported of the vehicles parked on the road, they are all legal, though there is a lot. Two vehicles are questionable and Johnson will discuss them with the occupant. This property is rented, so there was discussion of Public Safety fining landlords. The Town Attorney will look into this and report back.

4481 Grace Street: The Building Inspector reported that this situation looks similar to 5456 Township Dr. The neighbors will have to be patient. The Sheriff has been there several times. There was discussion on the value of the property dictating the value of rent. There was discussion of the possibility of the landlord bringing the eviction notice to Ramsey County Officials.

5405 Township Drive: The Building Inspector reported that the neighbors having difficulty with this property is mainly with the long grass, trash cans, and 2 unlicensed vehicles. Once Johnson spoke with the owners, the grass was cut in a few days, things were cleaned up more, and the vehicles were in process of getting licensed.

1:30 LORI CHRISTENSEN – COMPLAINT: Lori Christensen was present to discuss her concern with her neighbors. The Town Building Inspector had approved a fence for them last summer or fall. The Town Ordinance on fences is that the average height must be about 5 feet. Christensen has photos of some posts higher and some lower, which is to be expected depending on ground height, soil, etc. From previous issues,

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Christensen has taken her neighbors to court, the ruling stating that neither neighbor can enter each other's yard. Christensen's main concern is that the grass growing up against the fence and is unable to be cut by a lawn mower. Technically, Christensen argues, that grass belongs to the neighbors because the fence isn't up to the property line. Since this grass is considered her neighbors, they should be responsible to cut it, she states, but she has a restraining order on them so they can't weed eat in her yard. The Board suggested she cut it and she refuses. The Town Staff's hands are tied. The Town is not going to send staff to cut the grass, the neighbors can't enter her yard to cut it, and Christensen herself refuses to cut it.

Christensen brought up the Ordinance about grass being 8 inches. The Board discussed this later and Johnson said it's an average of 8 inches, so technically if the neighbors mow their lawn regularly, that grass can get as high as the fence and it still wouldn't average to 8 inches.

Christensen also stated that the neighbors haven't stained the fence, which is expected because one is supposed to wait a year to stain a fence or deck, and now there is black mold growing on the side facing her near her bedroom window. The Town's hands are tied here as well because of the restraining order. It was discussed that Christensen could do something about it, but she stated that it's not her fence so she's not doing anything to it.

Town Attorney Lemmons was present to discuss the legal aspects of the situation. There was discussion on each of these issues. If Christensen went to a Judge, there is nothing he or she could do with the restraining order either.

In the final minutes of her appointment, Christensen brought up one incident when neighbors had a party and people parked where there were no parking signs. The Board explained that in those instances one has to contact the Ramsey County Sheriff's Department to enforce those laws, not to mention there is nothing that can be done about that now. And finally Christensen had noticed another property that has two sheds, but it is a Town Ordinance to only have one. She wanted to know if she could put another one up or if the Town would tell them to take one down. Johnson will talk with the resident who has two sheds.

The Board, Building Inspector, and Town Attorney discussed this case thoroughly keying on the Ordinance's wording.

CLERK-TREASURER REPORT: DNR Groundwater Management – Update: The Town Attorney reported that the State, Town, and City have filed a response for appeal to the Supreme Court. The decision is expected by July 21st, so there will be more information at the July Town Board Executive Meeting. There was discussion on the possibilities based on the decision from the MN Supreme Court. **Administrative Office & Landscaping Upgrades:** The Town Clerk reported that the Town has received the bids and both bids are around half of the budget for the landscape bid. There is no

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update as of now regarding the office upgrade bid. The landscaping will be done sometime in October 2019. **News & Views:** Town Board Supervisor McCune discussed the “News & Views” section in the White Bear Press that the Town takes out. It is small print and tucked away in the corner. It was noted that the print actually used to be smaller font. There was some discussion regarding changing to a full or half-page once a month or so. It was the consensus that Staff will work on having a half-page article of “News & Views” instead of a small section. Everything will be on the website too, to ensure all communication with public are updated and accurate. It was noted that the current cost per “News & Views” is \$285.00.

OPEN TIME: No one was present for Open Time.

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

McCune moved to adjourn the meeting at 2:50 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary