



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

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WHITE BEAR TOWNSHIP, MN 55110

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

## AGENDA EXECUTIVE MEETING JANUARY 31, 2020

1. **11:00 a.m.** Call Meeting to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of December 20, 2019 Minutes (Additions/Deletions).

**11:00** David W. Hann, Executive Director, MN Assoc. of Townships  
**11:30** Tony Schrempp, Ramsey County  
**11:45** Nicole Frethem, Ramsey County Commissioner, District 1

**12:15 – 12:30** Lunch

**12:30** Mark Houge & Tom Dougherty, North Oaks

4. 2020 Street Improvements – Update.
5. Water System Improvements – Update.
6. I & I – Update.
7. Water Meter – Update.
8. On-Line Financial Reporting Software Purchase.
9. Weston Woods Sprinkling Correspondence.
10. Public Works Director Report
11. Code Enforcement Officer / Building Inspector Report:
  - a. 2105 Stillwater Street
  - b. 5305 West Bald Eagle Boulevard
  - c. 1378 South Birch Lake Boulevard
12. Clerk-Treasurer Report.
  - a. DNR Groundwater Management - Update.
  - b. Conflict of Interest Discussion.

### White Bear Township's Mission:

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



recycled paper

13. **Attorney-Client Closed Meeting:**
  - a. Approve September 27, 2019 Minutes.
  - b. Stable Property Discussion.
14. Open Time.
15. Added Agenda Items.
16. Receipt of Agenda Materials/Supplements.
17. Adjournment.

**White Bear Township's  
Mission:**

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



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:** 1 – 2 - 3

**Subject:** Approval of January 31, 2020 Agenda  
Approval of December 20, 2019 Minutes

**Documentation:** January 31, 2020 Agenda  
December 20, 2019 Minutes

**Action / Motion for Consideration:**

Call meeting to order:

Approval of Agenda:

Approval of Minutes:

January 31, 2020 (additions/deletions)

December 20, 2019 (additions/deletions)

**MINUTES  
TOWN BOARD EXECUTIVE MEETING  
DECEMBER 20, 2019**

The meeting was called to order at 9:00 a.m.

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

**APPROVAL OF AGENDA (Additions/Deletions)**: McCune moved approval of the agenda as submitted with the added agenda items in the supplement. Ruzek seconded. Ayes all.

**APPROVAL OF MINUTES OF NOVEMBER 22, 2019**: Prudhon moved approval of the November 22, 2019 meeting minutes. Ruzek seconded. Ayes: Ruzek, Prudhon; Abstention: McCune, as he was absent.

**PAVEMENT MANAGEMENT PROGRAM – UPDATE**: The Town Engineer reported that the engineers are working on plans. He gave an update of the neighborhood meeting on Wednesday, December 4, 2019 and the public hearing on December 16, 2019. No one was opposed to the improvements, just some questions and concerns with the increase in street width. There was some discussion on the street width, but it was still the consensus that if the Town is redoing the streets, now is the time to widen them as well. It was noted that the Board and staff should have the same answers for residents. Maybe staff could put together a Q & A for the website or write something up regarding the assessments based on value not project costs. There was discussion regarding the assessments and the levy. The Town is using the same project style for 2020 as it did in 2019.

**MANGANESE – UPDATE**: The Public Works Director reported that Engineer Nesler is working on the approved plans and getting the bids for the construction plans before the summer. There was discussion of bonding the \$515,000 with the street improvement costs. There was discussion of the funding sources: assessment, storm/sewer fund, tax levy, etc.

**I & I – UPDATE**: The Public Works Director reported that the MCES approved the \$69,000 grant and the Town should receive a check after the first of the year. It was noted that staff will try to go after some funding from the Rice Creek Watershed District (RCWD) for the street improvement projects. It was noted that staff should post the grant amount on the Town's Facebook page. The more the Town tells the public about finding alternative funding sources, the better the response from residents because the less they'll have to pay.

It was noted that 2020's I & I project will consist of more joint sealing, but less or no televising because there was much done in 2019.

**WATER METER – UPDATE**: The Town Clerk reported that M & E are done today (December 20, 2019) and there are 310 water meters left to replace. The new subcontractor that will be sent to finish up is Hydrocorp. Staff noted they have heard better things. The Town Attorney stated that a letter should be sent to Core & Main so they don't waive their rights and obligations to fulfill their end of the contract. The letter will hold them accountable to the water meters left to install and give a timeline of finishing the job.

**MINUTES  
TOWN BOARD EXECUTIVE MEETING  
DECEMBER 20, 2019**

It was noted that the next quarterly reading of the water meters will be done on December 30<sup>th</sup> or 31<sup>st</sup>. To those who haven't contacted the Township to schedule the water meter installation, they will be charged the \$300 quarterly fine. It is important to hold true to the ordinances. If residents have contacted the Township regarding the water meter installation, but have not been able to finish installation due to the subcontractor, they will not be charged the \$300.

**9:30 – TONY SCHREMP, RAMSEY COUNTY PUBLIC WORKS:** Tony Schrempp was present to update the Township on their maintenance program for streets in 2020. He has been working with staff when it comes to sidewalks or trails, still working through all the details. County Road H2 from Centerville to East Bald Eagle Boulevard, the Boulevard through Buffalo to Hugo will be completed summer of 2020. A question was asked whether or not widening or curb and gutter will be added to East Bald Eagle Boulevard. Schrempp stated that there is no widening or additions to streets within the maintenance scope. There may be more discussion regarding the streets to how Township's standards would be affected from the county's street improvement. There was discussion of widening due to safety verses trees and lawns. The Town Attorney stated that the vacation of right-of-way opportunities under the state statute can and may be necessary. Timing was discussed and it was noted that much of the construction will take place outside of the school year as H2 runs past Otter Lake Elementary.

Staff brought up ponding issues on Lakeview, Prospect, and Cottage, especially on the intersections. Schrempp made notes, and it was noted that Reed will show Schrempp. There was discussion of ADA upgrades with trails and it was noted that width is important. Schrempp stated that Ramsey County may not be able to include the trail extension in their plan, but can participate 50/50. Peterson Road was discussed briefly. Traffic was discussed, truck traffic was discussed and it was noted that the streets should be wide enough to support the larger trucks. There was also discussion on the WBL school district moving between South bald Eagle and Division and how that may play into the discussion regarding road upgrades. Alternative striping was discussed, as was the bike lane. Century Avenue was noted as a road Washington County wants to narrow once it is upgraded.

The Board went through the Ramsey County projects within the Township for 2020 as well as the 2020-2023 proposed projects with Schrempp.

**10:00 – CHRIS HINIKER:** Chris Hiniker was present to discuss with Schrempp and the Town Board. He noted that a lot of the upgrades may be subject to a conversation about jurisdictional needs. He noted that the residents are pleased about the county roads that were upgraded in 2019. There was some discussion about trees right near pavement, whether or not it would be harmed. It was noted that reclamations should only be 8 to 10 inches below the surface, so it shouldn't affect any trees very close nearby.

**PUBLIC WORKS DIRECTOR REPORT:** The Public Works Director reported on the Department's Activity for December 2019. It was noted that the contractor is finishing up **Lift Station #9**. The concrete driveway and site restoration will be completed in the early summer of 2020. The Board approved purchase of the **water tanker truck** and staff picked it up early December. It will be removed from the 2020 budget. It was noted that it is already being put to use flooding rinks. There was discussion of the **town home association** whose watermain

MINUTES  
TOWN BOARD EXECUTIVE MEETING  
DECEMBER 20, 2019

break blew out. Staff did the repair in November. The development had made the wrong connection. Staff hasn't received the bill yet, but wanted direction on how to proceed. Staff has been in communication with the association and they don't have record of the permit, stating the developer would have it. The Town Attorney noted that the developer would have made the connection on the association's behalf, therefore they should be held responsible. Staff guesses the bill will be over \$5,000. It was the consensus that the association should be billed for the whole amount. Township money comes from the residents as a whole, why would the residents as a whole want to pay for just a few in this particular association. Lemmons noted that he would draft a written notice to the association once the bill comes in.

**BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER REPORT: 2105 Stillwater Street**  
– **Abatement Time Expired:** The Town Building Inspector reported that the public hearing of November 18, 2019, James Lopez had agreed to complete the list of work needed in order to not remain on the nuisance abatement report. Though he stated he would have the list completed in 30 days, it has been over 30 days and all that has been done was hauling some material out from the back yard and replacing a window. Though he stated he had the resources to make the repairs to remedy the situation, not much has been done. It was noted that Ronald Lopez paid the \$1,100 vacant building fee for 2019. Staff would like direction of how to proceed.

The Town Attorney suggested 1 more meeting, the second Town Board meeting of January. Staff should write something to Lopez stating that you have had the 30 days, either now you can submit a plan with definitive dates for completion of the work that should have already been completed, or the Town will proceed with demolition after January 20, 2020. It was noted that the value of the repairs outweigh the value of the structure.

It was noted that staff should be thorough to ensure notice is going to both the owner (Lope Lopez) and manager or future owner (James Lopez). The Town Attorney will check the tax records and give input on whom to address. Staff will proceed with the second public hearing, and after that, demolition.

**5305 West Bald Eagle Boulevard:** The Town Building Inspector reported that a new neighbor moved in and has been unhappy with this property. There are unlicensed vehicles, legal vehicles, marginally legal vehicles, 2 vehicles that the tabs expire in December. Staff has been in contact with the owner of the home, who stated he plans to place 1 inside the garage.

Riedesel noted that a few years back this property had been subdivided to have a rental unit in the garage. The Town approved the separate SAC and WAC hookups in the 80's. The main house is the one with the issues; the rental property has no issues. The Town Attorney noted to give the owner until January 15, 2020 to comply with the regulations. That is enough time, even with the holidays, to complete the required items. It was noted that staff will be in contact with the owners and the managers as directed by the tax records. It was also noted that the owner will have to pay the rental application fee and have an inspection done in order to comply with the rental ordinance. Staff will also have the Ramsey County sheriff run the plates to see who the owners of the vehicles are in order to make sure communication is thorough. There will be more discussion at the next Executive Board meeting.



MINUTES  
TOWN BOARD EXECUTIVE MEETING  
DECEMBER 20, 2019

**1378 Birch Lake Boulevard South:** The Town Building Inspector reported on this email that came in stating 1378 Birch Lake Boulevard South as a vacant property. The heat went out, the water service froze and broke, Town staff were called out after hours. Staff has asked for the repairs to be made and to have a vacant building registration fee put in place. It was noted that staff will see if the owner responds by the next Executive Board meeting. Johnson stated that the owner wanted to paint and prepare the house for market, but due to the heat and pipes bursting, the house holds harmful and structural damage, potential mold, etc. The Town Board will hold a public hearing for this property at the first meeting in February to officially condemn the property. Staff will include this information in the next letter.

**5281 East County Line – Grading Concerns:** The Town Attorney reported that he had sent a letter to the owner of this property, Leo Strus. He heard a response from Strus's attorney. The Town has done as much as it can do. The Town approved the grading plans for both the development and the house, and the house was built according to code. The house is low, and perhaps should have been built on a higher elevation. However, it was noted that there are some things Strus could do to remedy the situation, such as building a berm or adding gutters. Nevertheless, it was noted that the Town will assist Strus and help mediate between him and the builder of the development as a resident of the Township. There was discussion of this issue in response to any potential future lawsuits.

**CLERK-TREASURER REPORT: DNR Groundwater Management – Update:** The Town Attorney reported that the next hearing is January 6, 2020 at 9:00 at the Minnesota Supreme Court. He will update the board on the final hearing for briefs at the Town Board meeting of January 6, 2020.

**Gem Lake Analysis Tabulation:** The Town Clerk reported that Town Board Chair Prudhon, Town Finance Officer Kelly, and Christopherson met with Gem Lake's Councilmembers regarding the proposal. They came back with 3 counter proposals: \$85/hour for executive (Christopherson, Riedesel, Kelly) \$55/hour for building and secretary services; \$100/hour flat rate for everyone set in stone for 10 years; or \$90/hour flat rate for everyone with inflation increases over the years. There was discussion about each of these counters. No one wanted the set in stone for 10 years counter. There was some agreement on the \$90/hour with inflation. After some discussion, the Board agreed on a counter of \$95/hour for everyone with a 6 month evaluation check in and a 60-day notice closer to the end of the year so they can find other services. Christopherson will draft a letter and have the Town Attorney look it over before sending it to Gem Lake.

**OPEN TIME:** No one was present for open time.

**ADDED AGENDA ITEMS: Handout for Students:** Supervisor McCune wanted to discuss the handouts the high school students are given when they attend meetings. He thought it would be nice to have something written up to explain the difference between a city council and the Township's government body. With something a little different, and some explanation before the meetings, maybe it wouldn't be as painful for them or they wouldn't fall asleep. Maybe they would even be interested in the Township. It was noted that the Township library would be a good starting point. It was the consensus that staff will work on it.

**MINUTES  
TOWN BOARD EXECUTIVE MEETING  
DECEMBER 20, 2019**

**Consolidated Consent Agenda for January 6<sup>th</sup> meeting:** Listed in the supplemental information packet was the agenda for the January 6, 2020 Town Board meeting. It was noted that if possible the annual appointment agenda item should be consolidated. It was the consensus that the Board could do that, and then the question of whether or not anyone wanted to pull an item from the consolidated annual appointment list would have to be asked.

**Participation with NYFS:** A representative of Northeast Youth & Family Services was present at the March Annual Town meeting. Supervisor McCune noted that elected officials of surrounding communities attend their monthly meetings, and wondered why the Township doesn't have any representation. The meetings are at 7:00 a.m. in Shoreview once a month. It was the consensus it would be put on the consent agenda that McCune would attend and report back.

**Disposition of "excess" 2019 Funds:** There was further discussion of where the funds go if there is any surplus. The Town Finance Officer explained that if there is more than 50% of the next year's operating budget left, the Town Board will have say in where the funds will be moved to. But if there is less than 50% of the next year's operating budget left, the funds are divvied up into the reserve funds. This is under the "Transfer of Funds" that is approved annually. It was noted that usually the funds go into the Park Fund, the Capital Improvement Fund, or the Equipment Fund.

**Administrative Office Upgrades – Update:** There was some minor discussion of how the Town offices have been coming along in the upgrading process. It was noted that the lights will be brush nickel and that the Ramsey County Sheriffs are happy to have a new substation. Substantial completion is due February 1, 2020.

**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 11:38 a.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh  
Recording Secretary



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:**

**Subject: 11:00 – David W. Hann, Executive Director,  
MN Association of Township's**

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discuss



## Town Board Executive Meeting January 31, 2020

**Agenda Number:**

**Subject:** 11:30 – Tony Schrempp, Ramsey County

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

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**Minutes**  
**Executive Meeting**  
**December 20, 2019**

**9:30 – TONY SCHREMPP, RAMSEY COUNTY PUBLIC WORKS:** Tony Schrempp was present to update the Township on their maintenance program for streets in 2020. He has been working with staff when it comes to sidewalks or trails, still working through all the details. County Road H2 from Centerville to East Bald Eagle Boulevard, the Boulevard through Buffalo to Hugo will be completed summer of 2020. A question was asked whether or not widening or curb and gutter will be added to East Bald Eagle Boulevard. Schrempp stated that there is no widening or additions to streets within the maintenance scope. There may be more discussion regarding the streets to how Township's standards would be affected from the county's street improvement. There was discussion of widening due to safety verses trees and lawns. The Town Attorney stated that the vacation of right-of-way opportunities under the state statute can and may be necessary. Timing was discussed and it was noted that much of the construction will take place outside of the school year as H2 runs past Otter Lake Elementary.

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**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:**

**Subject: 11:45 – Nicole Frethem,  
Ramsey County Commissioner, District 1**

**Documentation:**

**Action / Motion for Consideration:**

Report at Meeting / Discuss



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:**

**Subject: 12:30 – Mark Houge & Tom Dougherty,  
North Oaks**

**Documentation: E-mail**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

## Patti Walstad

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**From:** Mark Houge <mark@northoaks.com>  
**Sent:** Thursday, January 23, 2020 12:35 PM  
**To:** Patti Walstad  
**Cc:** Pat Christopherson; Gary Eagles; Tom Dougherty  
**Subject:** January 31 meeting

**Caution:** This email originated outside our organization; please use caution.

Hi Patti,

Yes, 12:30 pm works for us, shall we plan on joining the meeting at that time? Tom Dougherty and I will be in attendance, Gary Eagles in not able to attend the meeting.

We understand the Town Board will confirm during its meeting 1/31/2020 no additional information is required to authorize the Township's staff to immediately proceed to update the joint powers agreement with the City of North Oaks for connection to its sanitary sewer and water systems for the Anderson Woods, Gate Hill, Island Field, and North Black Lake housing developments. Please let us know if any additional information is needed from the North Oaks Company. Also, the installation of a water main on the east side of Centerville Road will need to be extended from the south, by Heraeus Medical, so North Oaks Company can complete the installation from there to the water main stubbed on the south edge of the Pine Hill development. A portion of this water main is the responsibility of Heraeus and a portion is the responsibility of North Oaks Company, as the respective land owners. Please call with any questions or concerns, or if you need any additional information before the meeting.

Best regards,  
Mark

**Mark Houge**  
President  
T: 651-484-3361, Ext #405  
C: 651-231-6226  
mark@northoaks.com

  
**NORTH OAKS**  
C O M M U N I T Y  
5959 Centerville Road  
North Oaks, MN 55127  
www.northoaks.com

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**From:** Patti Walstad <Patti.Walstad@whitebeartownship.org>  
**Sent:** Tuesday, January 21, 2020 10:38 AM  
**To:** Mark Houge <mark@northoaks.com>  
**Subject:** January 31 meeting

Hi Mark,



## Town Board Executive Meeting January 31, 2020

**Agenda Number:** 4

**Subject:** 2020 Street Improvements - Update

**Documentation:** None

### **Action / Motion for Consideration:**

Report at Meeting / Discuss

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**Minutes**  
**Town Board Meeting**  
**December 20, 2019**

**PAVEMENT MANAGEMENT PROGRAM – UPDATE:** The Town Engineer reported that the engineers are working on plans. He gave an update of the neighborhood meeting on Wednesday, December 4, 2019 and the public hearing on December 16, 2019. No one was opposed to the improvements, just some questions and concerns with the increase in street width. There was some discussion on the street width, but it was still the consensus that if the Town is redoing the streets, now is the time to widen them as well. It was noted that the Board and staff should have the same answers for residents. Maybe staff could put together a Q & A for the website or write something up regarding the assessments based on value not project costs. There was discussion regarding the assessments and the levy. The Town is using the same project style for 2020 as it did in 2019.



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:** 5

**Subject:** Water System Improvements - Update

**Documentation:** None

**Action / Motion for Consideration:**

Report at Meeting / Discuss

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**Minutes  
Executive Meeting  
December 20, 2019**

**MANGANESE – UPDATE:** The Public Works Director reported that Engineer Nesler is working on the approved plans and getting the bids for the construction plans before the summer. There was discussion of bonding the \$515,000 with the street improvement costs. There was discussion of the funding sources: assessment, storm/sewer fund, tax levy, etc.



## Town Board Executive Meeting January 31, 2020

**Agenda Number:** 6

**Subject:** I & I – Update

**Documentation:** None

### Action / Motion for Consideration:

Report at Meeting / Discuss

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**Minutes**  
**Executive Meeting**  
**December 20, 2019**

**I & I – UPDATE:** The Public Works Director reported that the MCES approved the \$69,000 grant and the Town should receive a check after the first of the year. It was noted that staff will try to go after some funding from the Rice Creek Watershed District (RCWD) for the street improvement projects. It was noted that staff should post the grant amount on the Town's Facebook page. The more the Town tells the public about finding alternative funding sources, the better the response from residents because the less they'll have to pay.

It was noted that 2020's I & I project will consist of more joint sealing, but less or no televising because there was much done in 2019.



## Town Board Executive Meeting January 31, 2020

**Agenda Number:** 7

**Subject:** Water Meter - Update

**Documentation:** None

### Action / Motion for Consideration:

Report at Meeting / Discuss

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**Minutes**  
**Executive Meeting**  
**December 20, 2019**

**WATER METER – UPDATE:** The Town Clerk reported that M & E are done today (December 20, 2019) and there are 310 water meters left to replace. The new subcontractor that will be sent to finish up is Hydrocorp. Staff noted they have heard better things. The Town Attorney stated that a letter should be sent to Core & Main so they don't waive their rights and obligations to fulfill their end of the contract. The letter will hold them accountable to the water meters left to install and give a timeline of finishing the job.

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**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number: 8**

**Subject: On-Line Financial Reporting Software Purchase**

**Documentation: Finance Officer Correspondence**

**Action / Motion for Consideration:**

Finance Officer Report at Meeting / Discuss

**Consideration of Online Financial Reporting.** (TK)

**A. REFERENCE AND BACKGROUND:**

The Town uses Incode, which is owned by Tyler Technologies, software for financial, payroll, and utility billing. Tyler Technologies purchased a software company called Socrata in 2018, whose main software package allowed government entities to download their financial data onto a public website for internal and external access to those who want the data. The data is download to the Town's Socrata website portal, which is linked to the Town's website for easy access. The data can be viewed in graphs or in numeric table formats.

Internally the software would allow staff to review their department budgets to actual expenditures and drill down into line items if something does not look right or to see what has been coded to a line item without asking finance or finance printing reports as we do now. Staff would not be able to change the data, but if they find an error in coding, staff would let finance know and finance could change the data in the Incode financial software. Staff can also view the historical data, which could help them with completing budgeting worksheets.

The external piece would allow the public to view the data. While we do not receive many requests for this information, last year when the Town's Popular Report was published, staff received a lot of positive feedback on it.

The software purchase price there is a one-time deployment fee of \$3,640.00 and then annual maintenance fees of \$9,000.00.

**A1. Budget Impact:** The Town included \$7,000.00 in the Capital Equipment Fund for 2020 as software upgrades and \$60,000.00 for computer/software costs in various operating funds.

**A2. Staff Workload Impact:** The new software will require staff design the Town's web pages and to be trained on how to maintain the data. In future, the cost would be for staff to upload data on a regular basis.

**B. ALTERNATIVE ACTIONS:**

1. Approve the purchase of Socrate Open Finance.
2. Do not approve the purchase Socrata Open Finance.

**C. STAFF RECOMMENDATION:**

1. Staff recommendation for this item is alternative #1 with the funding coming from the Capital equipment Fund and the various computer/software operating budgets.

**D. SUPPORTING DATA:**

Socrata Open Finance informational letter/broacher and price quote.

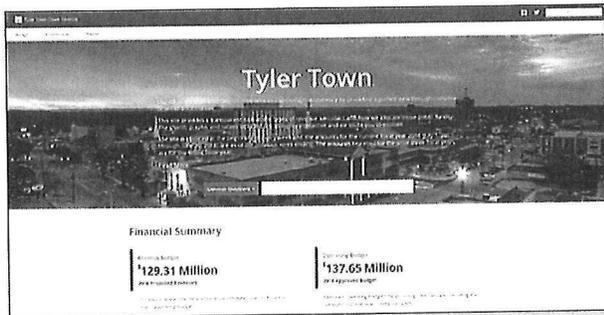


## Socrata Open Finance

Socrata Open Finance™ provides unparalleled data access and analysis tools to help public sector entities implement principles of transparency, participation, and collaboration. Local governments are increasingly expected to provide high value information to help citizens understand how their tax dollars are being used and engage the public in the civic process. Financial transparency is a key component in a government's efforts to establish and maintain trust with their constituency. Governments critically need a cost-effective, publicly-consumable way to understand share all aspects of their finances. Open Finance solves this through a proactive approach to government transparency. It is capable of informing the public of how and where tax dollars are being spent in an easily consumed, engaging, and insightful way that encourages greater citizen involvement. Additionally, Open Finance will significantly reduce the backlog of Freedom of Information Act requests which burden public sector agencies across the country.

### Beyond Transparency

Tyler has responded to these challenges by offering Open Finance, a suite of government focused applications that allow agencies to effectively and powerfully communicate how tax dollars are being collected and spent. Open Finance organizes your Tyler ERP financial data into a highly consumable, interactive, contextualized visual interface as a way to meet the public's need to understand government finances.



### Accessible Data

Citizens and policy makers alike, can access the Open Finance portal directly from a school district or municipal website on their desktops, tablets, or smart

phones. As a cloud-based service, Open Finance does not require an additional hardware investment or on-site technical support. With seamless integration with Tyler's ERP applications it yields the highest ROI on a government's open data initiatives while eliminating the barriers to data and the technical problems encountered with other data analysis products.

### Features:

- Easy public access via any device: mobile, tablet, or PC
- Dynamic Google-like search functionality
- Automatic updates to public records and reporting
- Able to fully customize portal's branding and content
- Actionable data insights that are up-to-date for public understanding and internal analysis
- Easy access to historical data for benchmarking and procurement
- Transparency that educates, informs, and engages the public
- Social sharing and the ability to embed views into third-party websites
- Interactive reports
- 508 compliant
- Increased productivity due to internal process improvement
- User-friendly interface provides insight for all levels of users (advanced, less technical, and in between)
- Cloud-based service requires no additional hardware, IT support, or training, and is quick with low cost deployment

For more information, visit

[tylertech.com](http://tylertech.com)

or email [info@tylertech.com](mailto:info@tylertech.com)



### Effective Communication Tools

Open Finance searches across all financial data and to provide intuitive results with familiar Google-like search capabilities. The highly engaging visual interface is easy-to-navigate and the graphics are organized by category, department, function, and vendor which provides insightful information for internal stakeholders and makes it hugely popular with citizens. It has been designed to automatically answer the most commonly asked questions and is compliant with public record laws in 50 states.

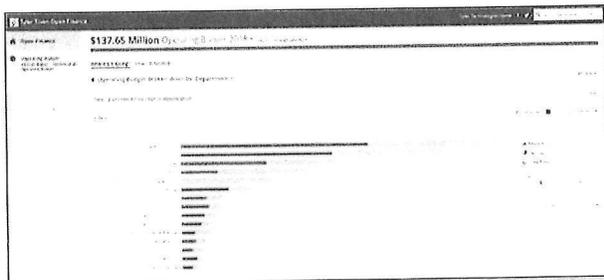
Open Finance ensures simplicity in deployment of data which allows clients ease in communicating information both internally and to the public. It proactively identifies issues, fraud, and trends by updating datasets frequently utilizing current data.

Easily review total spending to date and understand how funds are appropriated by department, which vendors receive payments, or research spending for health care and benefits. Interactive charts and graphs allow for easy analysis and understanding.

### A Suite of Focused Applications

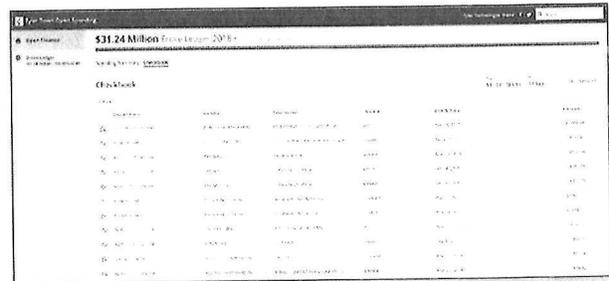
Open Finance is your single source to give constituents transparency as well as to educate, inform, and engage the public and local government employees around financial data. Our three ready-to-deploy applications include:

**Budget:** A ready-to-deploy application that publishes the details of your operating revenues and operating expenses onto your branded website. Clients can keep the experience entirely up-to-date by showing their budget vs. actuals throughout the year and replacing static reports. Citizens will learn about the priorities of their government and how it impacts them and their neighborhoods on mobile phones, desktops, or tablets.

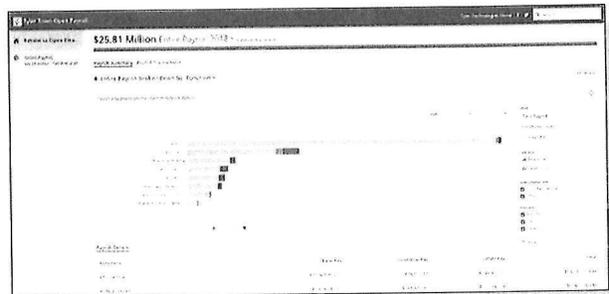


**Expenditures:** Expenditures is a tool that publishes the transaction-level details of a government's expenditures. This tool allows the public and internal stakeholders to easily understand complex financial information, including checkbook-level details of spending. Clients can keep the experience entirely up-to-date by automatically publishing new data to the platform. Constituents

will be able to learn about the spending and contracting of their cities and find specific, detailed answers to a wide variety of questions. Expenditures provides a consistent experience to navigate, analyze, and download the underlying data and provides easy navigation and understanding of the financial data that is accessible to a layperson and valuable for internal staff.



**Payroll:** Receive instant answers to common questions, including total size of the payroll, top employees, top departments, median pay, and more. It has a summary page that encompasses all the employees in a department or job title as well as at the individual level.

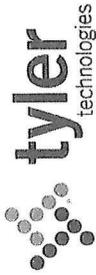


### Open Finance will be available in three bundles

- Socrata Open Finance: Includes operating budgets, expenditure, and payroll
- Socrata Open Capital Projects Explorer: Includes capital budgets and projects
- Socrata Open Data: Includes additional datasets from other systems

### Tyler Open Finance a Win-Win

Tyler's team will work with you to translate your complex chart of account structure into constituent-friendly visualizations that are easy to navigate and understand. Open Finance serves you and your citizens by putting information at your fingertips while reducing your IT and data retrieval burdens. Tyler's Open Finance — a solution that can have an immediate impact.



**Sales Quotation For**  
 White Bear Township  
 1281 Hammond Rd  
 White Bear Lake, MN 55110-5898  
 Phone: +1 (651) 429-5827

Quoted By: Tyler Richardson  
 Quote Expiration: 7/7/2020  
 Quote Name: White Bear Township - LGD - Socrata  
 Quote Number: 2020-100336  
 Quote Description: Socrata

**Tyler Software and Related Services - Annual**

Description	One Time Fees			Annual Fee
	Impl. Hours	Impl. Cost	Data Conversion	
Socrata				
Open Finance Suite	28	\$3,640	\$0	\$9,000
		\$3,640	\$0	\$9,000
<b>Sub-Total:</b>	<b>28</b>	<b>\$3,640</b>	<b>\$0</b>	<b>\$9,000</b>

<b>Summary</b>	<b>One Time Fees</b>	<b>Recurring Fees</b>
Total Tyler Annual	\$0	\$9,000
Total Tyler Services	\$3,640	\$0
Total Third Party Hardware, Software and Services	\$0	\$0
<b>Summary Total</b>	<b>\$3,640</b>	<b>\$9,000</b>
<b>Contract Total</b>	<b>\$12,640</b>	

## Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - Implementation and other professional services fees shall be invoiced as delivered.
  - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
  - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
  - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
  - Expenses associated with onsite services are invoiced as incurred.



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number: 9**

**Subject: Weston Woods Sprinkling Correspondence**

**Documentation: Fitzpatrick Correspondence**

**Action / Motion for Consideration:**

Report at Meeting / Discuss

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# WESTON WOODS OF WHITE BEAR TOWNSHIP ASSOCIATION

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## Memorandum

To: White Bear Township Town Board  
From: Frank D. FitzPatrick, Association President  
CC: Association Board

The Weston Woods of White Bear Township Association Board again thanks the White Bear Township Board for meeting with us. The purpose of our meeting was to review our request for an alternative compliance to White Bear Township Ordinance No. 12.

The discussion went very well. The most positive note was when the Town Attorney pointed out that due to Association common property, we do not need to follow the odd and even address watering requirement. However, the Town Board suggested we find a way to meet the water timing requirement during the hours of 6 a.m. to 10 a.m. and 6 p.m. to 10 p.m. by changing our watering process. One of your Board members indicated we try to water every other day. We said we would meet with our irrigation company to determine if that would work well for us in terms of sufficient watering our yards.

After exploring the idea, we do believe “watering ½ property every other day” should work well for us. While there may be some shortage of time in a few areas, we are pleased with this process.

Thank you again for meeting with us and developing a concept that appears to satisfy all of our needs.

Could you please confirm your approval via email or a letter.

Thank you for your understanding and cooperation.

Regards,

Frank D. FitzPatrick



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:** 10

**Subject:** Public Works Director Report

**Documentation:** None

**Action / Motion for Consideration:**

Report at Meeting / Discuss



## Town Board Executive Meeting January 31, 2020

**Agenda Number:** 11.a  
Building Inspector / Code Enforcement Officer Report

**Subject:** 2105 Stillwater Street

**Documentation:** None

### Action / Motion for Consideration:

#### Report at Meeting/ Discuss

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**Minutes**  
Town Board Meeting  
December 20, 2019

**2105 Stillwater Street – Abatement Time Expired:** The Town Building Inspector reported that the public hearing of November 18, 2019, James Lopez had agreed to complete the list of work needed in order to not remain on the nuisance abatement report. Though he stated he would have the list completed in 30 days, it has been over 30 days and all that has been done was hauling some material out from the back yard and replacing a window. Though he stated he had the resources to make the repairs to remedy the situation, not much has been done. It was noted that Ronald Lopez paid the \$1,100 vacant building fee for 2019. Staff would like direction of how to proceed.

The Town Attorney suggested 1 more meeting, the second Town Board meeting of January. Staff should write something to Lopez stating that you have had the 30 days, either now you can submit a plan with definitive dates for completion of the work that should have already been completed, or the Town will proceed with demolition after January 20, 2020. It was noted that the value of the repairs outweigh the value of the structure.

It was noted that staff should be thorough to ensure notice is going to both the owner (Lope Lopez) and manager or future owner (James Lopez). The Town Attorney will check the tax records and give input on whom to address. Staff will proceed with the second public hearing, and after that, demolition.



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number: 11.b**

Code Enforcement Officer / Building Inspector Report

**Subject: 5305 West Bald Eagle Boulevard**

**Documentation: None**

**Action / Motion for Consideration:**

Report at Meeting/ Discuss

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**Minutes  
Executive Meeting  
December 20, 2019**

**5305 West Bald Eagle Boulevard:** The Town Building Inspector reported that a new neighbor moved in and has been unhappy with this property. There are unlicensed vehicles, legal vehicles, marginally legal vehicles, 2 vehicles that the tabs expire in December. Staff has been in contact with the owner of the home, who stated he plans to place 1 inside the garage.

Riedesel noted that a few years back this property had been subdivided to have a rental unit in the garage. The Town approved the separate SAC and WAC hookups in the 80's. The main house is the one with the issues; the rental property has no issues. The Town Attorney noted to give the owner until January 15, 2020 to comply with the regulations. That is enough time, even with the holidays, to complete the required items. It was noted that staff will be in contact with the owners and the managers as directed by the tax records. It was also noted that the owner will have to pay the rental application fee and have an inspection done in order to comply with the rental ordinance. Staff will also have the Ramsey County sheriff run the plates to see who the owners of the vehicles are in order to make sure communication is thorough. There will be more discussion at the next Executive Board meeting.



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number: 11.c**

Code Enforcement Officer / Building Inspector Report

**Subject: 1378 Birch Lake Boulevard South**

**Documentation: None**

**Action / Motion for Consideration:**

Report at Meeting/ Discuss

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**Minutes  
Executive Meeting  
December 20, 2019**

**1378 Birch Lake Boulevard South:** The Town Building Inspector reported on this email that came in stating 1378 Birch Lake Boulevard South as a vacant property. The heat went out, the water service froze and broke, Town staff were called out after hours. Staff has asked for the repairs to be made and to have a vacant building registration fee put in place. It was noted that staff will see if the owner responds by the next Executive Board meeting. Johnson stated that the owner wanted to paint and prepare the house for market, but due to the heat and pipes bursting, the house holds harmful and structural damage, potential mold, etc. The Town Board will hold a public hearing for this property at the first meeting in February to officially condemn the property. Staff will include this information in the next letter.



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:** 12.a

**Subject:** Clerk-Treasurer Report:  
a. DNR Groundwater Management - Update

**Documentation:** None

**Action / Motion for Consideration:**

Report at Meeting / Discuss

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**Minutes**  
**Executive Meeting**  
**December 20, 2019**

**CLERK-TREASURER REPORT: DNR Groundwater Management – Update:** The Town Attorney reported that the next hearing is January 6, 2020 at 9:00 at the Minnesota Supreme Court. He will update the board on the final hearing for briefs at the Town Board meeting of January 6, 2020.



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:** 12.b

**Subject:** Clerk-Treasurer Report:  
b. Conflict of Interest Discussion

**Documentation:** Conflict of Interest Samples

**Action / Motion for Consideration:**

Report at Meeting / Discuss



## Conflict of Interest Statement

White Bear Township is committed to integrity and fairness in the conduct of all of its activities. Inevitably, the interests of Board/Staff/Volunteers will involve them in organizations, causes, and other endeavors that intersect with the affairs of White Bear Township. This conflict of interest statement is intended to give guidance on disclosure of conflicts. This conflict of interest statement applies to all persons holding positions of responsibility and trust on behalf of White Bear Township, including, but not limited to members of the Board of Directors, volunteer committee members, and White Bear Township staff (Board/Staff/Volunteers). Individuals worthy of affiliation with White Bear Township will govern themselves by the spirit of this statement.

- Each Board/Staff/Volunteer has the duty to place the interest of White Bear Township foremost in any dealings on behalf of the Township. This accountability supersedes any conflicting loyalty to business interests, personal interests, or paid or volunteer service to other organizations.
- No Board/Staff/Volunteer will derive any personal profit or gain, directly or indirectly, by reason of his or her service to White Bear Township.
- The conduct of personal business between any Board/Staff/Volunteer and the organization is prohibited (no self-dealing).
- Board/Staff/Volunteers may not obtain for themselves, their relatives, or their friends a material interest of any kind from their association with White Bear Township.
- If a Board/Staff/Volunteer has an interest in a proposed transaction with the organization in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of the transaction and abstain from decision-taking actions. With disclosure to other participants, the work of White Bear Township is furthered by the willingness of conflicted persons to share information bearing upon the matter under consideration.
- No Board/Staff/Volunteer may accept any payment or article of value from a grantee, potential grantee, or supplier, except nominal hospitality such as meals or token recognitions. In general, board members and staff should make every effort to decline to accept gifts on behalf of the Township, but in cases where it could be considered ungracious to decline, the Township representative should make clear that the gift is being accepted on behalf of, and will be given to, White Bear Township
- If a conflict, or the potential appearance of a conflict exists, the Board member must recuse themselves by not influencing, attempting to influence, or participating in that discussion and/or vote.

Please list below, the groups and organizations you/spouse/parent/child are involved with as a board member, volunteer, staff person, or consultant. In general, affiliations or interests should be disclosed as part of the Township's decision-making process whenever there is any doubt about whether disclosure is required.

Name of Organization Level of Involvement  
(Board member, volunteer, staff  
Person or consultant)

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Other disclosures:

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Board Member/Staff/Volunteer Signature

Date

SAMPLE

TO: ADMINISTRATORS AND TOWNSHIP BOARD MEMBERS – White Bear Township  
FROM: Malloy, Montague, Karnowski, Radosevich & Co., P.A.  
5353 Wayzata Boulevard, Suite 410  
Minneapolis, MN 55416  
DATE: December 31, 2019  
SUBJECT: Auditors Compliance, M.S. 471.87 – Public Officers’ Interest in Contracts

Per Minnesota Statute § 471.87, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest, *directly or through a family member including his or her partner*, in that sale, lease, contract, or personally benefit financially therefrom.

To document compliance with this statute, we request that you complete the following:

Name \_\_\_\_\_  
Principal place of business \_\_\_\_\_  
Partner’s name \_\_\_\_\_  
Partner’s principal place of business \_\_\_\_\_  
Family member(s) \_\_\_\_\_  
Family member(s) place of business \_\_\_\_\_

I hereby certify that during the 2019 fiscal year, I **have not** had a financial interest in the sale, lease, or contract of the Township nor have I personally benefited from any such transaction.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

If you, *directly or through a family member or partner*, **have** had a financial interest in the sale, lease, or contract with the Township, please describe below.

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**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:** 13

**Subject:** **Attorney-Client Closed Meeting:**  
a. Approve September 27, 2019 Minutes  
b. Stable Property Discussion

**Documentation:** Minutes

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Approve Minutes of September 27, 2019



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:** 14 - 15

**Subject:** Open Time  
Added Agenda Items

**Action / Motion for Consideration:**



**Town Board Executive Meeting  
January 31, 2020**

**Agenda Number:** 16 – 17

**Subject:** Receipt of Agenda Materials / Supplements  
Adjournment

**Action / Motion for Consideration:**

Receive All Agenda Materials & Supplements for Today's Meeting

Adjourn Meeting