



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 TOWN BOARD MEETING FEBRUARY 19, 2020

1. **7:00 p.m.** Call to Order at Heritage Hall, 4200 Otter Lake Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of Payment of Bills.
4. Approval of Minutes of February 3, 2020 (Additions/Deletions).
5. **Consent Agenda:**
 - A. **Recording Secretary Independent Contractor Agreement** – Based on Staff Recommendation Approve the Second Amendment to the Contract.
 - B. **On-Line Financial Reporting Software Purchase** – Based on Staff Review & Recommendation Approve the Purchase of the On-Line Financial Reporting Software in the Amount of \$3,640.00.
 - C. **Construction Activity Report** – Receive.
 - D. **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace an Existing Power Pole Including Overhead Secondary Lines at the Intersection of Grand Avenue & 1st Street.
6. **Old Business:** None.
7. **Public Hearing:** None.
8. **New Business:**
Public Works Director Item:

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

- A. **2020 Street Sweeping:**
 - 1. Receive Quotes
 - 2. Approve Allied Blacktop Company Quote

Town Engineer Item:

- B. **Wellhead Protection – Authorize Completion of Part 1 Amendment.**
- 9. **Added Agenda Items.**
 - 10. **Open Time.**
 - 11. **Receipt of Agenda Materials & Supplements.**
 - 12. **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 Meeting
February 19, 2020**

Agenda Number: 1 - 2 - 3 - 4

Subject: Call to Order – 7:00 p.m.
Heritage Hall, 4200 Otter Lake Road

Approval of February 19, 2020 Agenda
Approval of Payment of Bills
Approval of Minutes of February 3, 2020

Documentation: February 19, 2020 Agenda
February 3, 2020 Minutes

Action / Motion for Consideration:

| | |
|------------------------------|---|
| Call meeting to order: | 7:00 p.m. |
| Approval of Agenda: | February 19, 2020 (additions/deletions) |
| Approval of Payment of Bills | |
| Approval of Minutes: | February 3, 2020 Meeting |

**MINUTES
TOWN BOARD MEETING
FEBRUARY 3 2020**

The meeting was called to order at 7:00 p.m.

Present: Supervisors: Prudhon, Ruzek, McCune; Town Clerk: Christopherson; Attorney: Lemons; Town Planner: Riedesel; Engineer: Poppler

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved to approve the agenda as submitted with the supplemental information for agenda item 8A. McCune seconded. Ayes all.

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

APPROVAL OF MINUTES OF JANUARY 22, 2020 (Additions/Deletions): Ruzek moved to approve the minutes of January 22, 2020. McCune seconded. Ayes all.

CONSENT AGENDA: McCune moved to approve the consent agenda as follows: 5C) Cable Franchise Extension Agreement – Approve extension of expiration date of the current Franchise Agreement from February 28, 2020 to March 31, 2020 & authorize execution by the Town Board Chair; 5D) Stable Property, 5685 Portland Avenue – Call public hearing for Monday, March 2, 2020 beginning @ 7:00 p.m. at Heritage Hall, 4200 Otter Lake Road to consider a Major Subdivision & Conditional Use Permit for a planned unit development; 5E) 2020 Manitou Days Grande Parade – Authorize participation in the 2020 Manitou Days Grande Parade at a cost of \$70.00 & call a Special Town Board Meeting for Friday, June 19, 2020 beginning @ 4:30 p.m.; 5F) Vacation of Excess Right-of-Way – 5297 West Bald Eagle Boulevard – Call Public Hearing for Monday, April 13, 2020 @ 7:00 p.m. @ Heritage Hall, 4200 Otter Lake Road. Ruzek seconded. Ayes all.

The Board pulled consent agenda items 5A and 5B to clarify.

5A) Special Town Board Meeting – Call Special Town Board meeting for Thursday, February 6, 2020 beginning @ 6:00 p.m. at 4200 Otter Lake Road, to attend a neighborhood open house for the 2020 Road Improvements. It was clarified that the meeting is posted for 6:00 p.m., though materials say 6:30 p.m. it is a 6:00 p.m. start time. McCune moved to approve consent agenda item 5A. Ruzek seconded. Ayes all.

5B) Board of Audit – Call Board of Audit meeting for Friday, February 28, 2020 @ 10:55 a.m., at the Township Administrative Offices, 1281 Hammond Road. It was noted that this meeting is scheduled to coincide with the Executive Board meeting, and so the Executive Board meeting will be moved to February, 21, 2020. Ruzek moved to approve consent agenda 5B. McCune seconded. Ayes all.

WATER GREMLIN BUILDING PERMIT – BUILDING INSPECTOR ITEM: The Town Building Inspector was present to introduce this agenda item. Water Gremlin has applied for permits with a planned renovation in 3 phases.

**MINUTES
TOWN BOARD MEETING
FEBRUARY 3, 2020**

Phase 1: consists of relocation of the manufacturing equipment from the 4400 Otter Lake Road location to the 4316 Otter Lake Road location. All requirements have been met and the permit is ready to be issued early next week for phase 1.

Phase 2: consists of acquiring temporary buildings to house the equipment and materials that are in the way of construction for phase 3. Once phase 3 is complete, the equipment and materials will be returned to the main building, as all construction is interior not exterior. Permits for phase 2 have been applied for by Water Gremlin recently, but the Town Building Inspector has not reviewed them yet so he can't speak to them.

Phase 3: consists of remodeling workers locker rooms and lead hygiene showers to fit the Minnesota Pollution Control Agency (MPCA) and Minnesota Department of Health (MDH) standards.

It was noted that there will be no additions to the buildings, all constructions will be done internally, save the temporary structure that will be held in the northeast parking lot for 180 days. It was noted that upon approval of phase 2, staff should put a date on the permit that states when it should be removed by.

Carl Dubois from Water Gremlin was present to discuss this agenda item. He stated that Water Gremlin was working on these showers as an order by Ramsey County District Court because of a claim filed against Water Gremlin by the MDH and the Department of Labor (OSHA). The resolution of the complaint was the construction of permanent facilities that included shower capabilities as a part of best in class lead hygiene provisions. Water Gremlin is confident this work will be done within 180 days because they are employing a design build contractor who will do both and will save time without needing to go out for bid.

A minor note of the temporary structure containing no shower was mentioned. There may be more discussion on this agenda item as the construction is completed.

ORDINANCE NO. 33 (SIGN ORDINANCE) – AMENDMENT: The Town Planner showed a map of Polar Lakes Park where the 2 billboards are located. He explained that the Town took care in placing these billboards the sign overlay district in 2004. He noted that both billboards are in the industrial zone. Clear Channel has a 15 year lease with the Township to advertise on these static billboards that is up in February. Recently Clear Channel has proposed to convert the most visible billboard to electronic that is proposed to change every 8 seconds. This would require an ordinance amendment to section 4-1.4 and addition of sections 3-16.7, 3-16.8, 3-16.9, and 3-16.10

Matthew Weiland, VP Real Estate, attended and presented the proposal to the Planning Commission at the January meeting. The proposal failed 3:2, though the Commissioners stated there should be requirements if the Board passes it.

Weiland was present at the Town Board meeting to answer any questions. He noted that the size of the billboard would not change just minor changes structurally. Notably the digitalization and a kicker bar. The up lighting will also go away. There was some discussion on maintenance;

**MINUTES
TOWN BOARD MEETING
FEBRUARY 3, 2020**

there will be the same amount of maintenance, just a different type. There was some discussion of the 20 hours that is allotted to Township advertising per month, the amber and weather alerts, partnerships with police, FBI, etc.

Resident Ralph Tilma, 4294 Oakmede Lane, was present to present the consequences of the Township updating this billboard to electronic. He stated the distraction to drivers seems undesirable in a state that is focused on eliminating other forms of distracted driving. He argued that the financial benefit the Township would receive would not outweigh the change it would create, not to mention the financial benefit that Clear Channel would receive. Tilma advocated that if the Board did pass the proposal at least allow 30 second changes in rotation, not 8.

Weiland noted the reason for the 8 second ad rotation is based off of the Minnesota regulation approving 6 second changes and a 55 mile per hour speed. With these stats, the average driver would only see 1 or 2 ads.

The Board noted that while residents don't see profit of the billboard revenue on a decrease in say property tax, the billboard revenue does help increase the park funds. Clear Channel has been a partner of the Township for 15 years, and with this next proposal they are looking to continue partnership for 20 more.

Ruzek moved to amend section 4-1.4 changing from thirty (30) to eight (8) seconds. McCune seconded. Ayes all.

Ruzek moved to add section 3-16.7 to Ordinance No. 33. McCune seconded. Ayes all.

Ruzek moved to add section 3-16.8 to Ordinance No. 33. McCune seconded. Ayes all.

Ruzek moved to add section 3-16.9 to Ordinance No. 33. McCune seconded. Ayes all.

Ruzek moved to add section 3-16.10 to Ordinance No. 33. McCune seconded. Ayes all.

Section 4-1.4 now reads: "Flashing signs or revolving signs, except those with symbols or numerals indicating time and temperature and word changes, provided the words do not change more frequently than once every eight (8) seconds."

Section 3-16.7 now reads: "Off premise advertising signs are permitted to have a digital display. The sign face shall not change more than once every 8 seconds. No video or word changes may take place during the 8 second interval."

Section 3-16.8 now reads: "All dynamic display billboards shall be equipped and operated with an ambient light monitor or a mechanism that automatically adjusts the brightness level of the sign in response to light conditions. Dynamic display billboards shall be equipped with a means to immediately turn off the display or lighting in the event of a sign malfunction. The dynamic display billboard sign and all associated lighting shall be turned off within one hour or as soon as reasonably possible after receiving a notification by the Town that the sign does not meet the standards of this section."

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Section 3-16.9 now reads: “No dynamic display billboard sign shall exceed five hundred (500) nits (candelas per square meter) at night or seven thousand five hundred (7,500) nites (candelas per square meter) during the day.”

Section 3-16.10 now reads: “Dynamic display billboards shall not operate at brightness levels of more than three-tenths (0.3) foot-candle above ambient light, as measured using a foot-candle meter at a present horizontal distance of two hundred fifty feet (250') from the nominal size (14 feet x 48 feet) sign face.”

CUB FOODS – REQUEST FOR RENEWAL OF PERMITTED USE STANDARDS PERMIT TO SELL CHRISTMAS TREES: The Town Planner reported that the lease for Cub Foods, PQT Company expired on December 31, 2019. He showed a map of the parking lot. The tree lot would block off 11 parking stalls, but there have been no complaints. It was noted that the area is always tidy. The Planning Commission reviewed the application and recommended approval of the Permitted Use Standards permit to sell Christmas trees for 5 years in November and December only.

Ruzek moved based on Planning Commission & staff review & recommendation approve the renewal of the Permitted Use Standards Permit for Cub Foods and PQT, 1059 Meadowlands Drive to allow for a Christmas Tree lot from November 15, 2020 through December 31, 2025. McCune seconded. Ayes all.

PUBLIC WORKS DIRECTOR ITEM: 2020 SEALCOAT PROJECT 1. APPROVE BID SPECIFICATIONS; 2. AUTHORIZE ADVERTISEMENT FOR BIDS: The Town Clerk reported that this agenda item has been budgeted and sealcoating is important to extend street life. The estimate came in under budget and staff is comfortable with the process. It was noted that the Public Works Director has done a good job with these projects. He uses previous bid knowledge to gauge what the estimate should be, and if a project doesn't come in like he thought it might, he lessens the scope to stay in budget.

The Town Engineer answered some questions regarding which streets get sealcoated and how it prolongs the life cycle. Streets within the 2.5 to 4.5 grade scale get the sealcoats and it depends on the last time a street got a sealcoat, as a surface can only accept so many sealcoats before a mill and overlay or reclamation may be needed.

It was noted that the Town will go out for bid for the 2020 Sealcoat Project on February 27, with a target start date of July 6, 2020.

McCune moved based on Public Works Director review & recommendation approve the 2020 Sealcoat Specifications. Ruzek seconded. Ayes all.

McCune moved based on Public Works Director review & recommendation authorize bidding with funding from the Improvement Fund 505. Ruzek seconded. Ayes all.

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TOWN BOARD MEETING
FEBRUARY 3, 2020

TOWN ENGINEER ITEM: IMPROVEMENT 2020-2 – WATER SYSTEM IMPROVEMENTS: 1. APPROVE PLANS & SPECIFICATIONS; 2. AUTHORIZE ADVERTISEMENT FOR BIDS: The Town Engineer reported a bit on the manganese backstory that the Town Board and staff have been discussing the best possible solution to the standard set forth by the Minnesota Department of Health. The Town is planning on going with this option, looking for ways to minimize the cost, improving the pumps and SCADA controls on wells 4 and 5, and another pump upgrade. The bids are planned to be in by February 26, and back to the Board at the March 2 Town Board meeting. It was noted that the Board has put a lot of consideration into this agenda item.

Ruzek moved based on Town Engineer review & recommendation to approve the plans & specifications. McCune seconded. Ayes all.

Ruzek moved based on Town Engineer review & recommendation to authorize the bidding of the Water System Improvement Project with funding from the Water Fund. McCune seconded. Ayes all.

ADDED AGENDA ITEMS: There were no added agenda items.

OPEN TIME: No one was present for open time.

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

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

Respectfully Submitted,

Patrick Christopherson
Recording Secretary

Approved as Official Meeting Minutes

Town Board Chair

Date



**Town Board Meeting
February 19, 2020**

Agenda Number: 5A – Consent Agenda

**Subject: Recording Secretary Independent Contractor Agreement
– Based on Staff Recommendation Approve the Second
Amendment to the Contract**

**Documentation: Town Clerk Memo /
Second Amendment to Recording Secretary Contract**

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Recommendation Approve the Second Amendment to the
Recording Secretary Contract

MEMORANDUM

TO: TOWN BOARD
FROM: PATRICK CHRISTOPHERSON
DATE: FEBRUARY 13, 2020

SUBJECT: SECOND AMENDMENT TO RECORDING SECRETARY CONTRACT

In your consent agenda you will find an item requesting an adjustment to Megan Cavanaugh's rate for minute taking at our various Commission and Board meetings. I am requesting this because over the course of the last year Megan has done an outstanding job of minute taking and has shown that she is a very reliable and capable employee. Please consider her meeting salary at \$200 per meeting (previously \$175) which is still less than we paid to our previously recording secretary.

**SECOND AMENDMENT TO INDEPENDENT
CONTRACTOR RECORDING SECRETARY
AGREEMENT**

This Agreement, made as of this 19th day of February, by and between the TOWN OF WHITE BEAR, a government political subdivision of the State of Minnesota hereinafter referred to as the "TOWN" and MEGAN CAVANAUGH, an independent contractor, hereinafter referred to as "CAVANAUGH".

Whereas, the TOWN has entered into the original Agreement on December 3, 2018 and an Amendment to that Agreement on April 15, 2019 (the "AGREEMENTS") with CAVANAUGH to provide recording secretary services for all TOWN meetings as requested, and all parties collectively referred to above signed this Agreement.

Whereas, the TOWN and CAVANAUGH desire to amend certain provisions of the Amendment Agreement as provided herein:

NOW, THEREFORE, in consideration of the promises and of the mutual agreements hereinafter set forth, the parties agree as follows:

1. The TOWN and CAVANAUGH agree to be bound by all of the terms of the Agreement as amended by this Second Amendment Agreement.
2. The TOWN and CAVANAUGH agree to amend 4. Compensation as follows:
 4. **COMPENSATION.** In consideration for the above-described services, the Town shall pay CAVANAUGH a set fee of \$200.00 per meeting for the completion of the services as outlined in 3. Scope of Services above. Such compensation shall be paid by TOWN check upon receipt of an invoice for services. Payments will be made monthly.
3. Except for the terms amended by this Agreement, the original Agreement shall remain in full force and effect according to its terms, and the terms of the Amendment Agreement shall be null and void.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment Agreement as of the date first above written.

TOWN OF WHITE BEAR

By: _____
ED M. PRUDHON, Chair

MEGAN CAVANAUGH

ATTEST:

By: _____
PATRICK CHRISTOPHERSON,
Clerk-Treasurer



**Town Board Meeting
February 19, 2020**

Agenda Number: 5B – Consent Agenda

Subject: On-Line Financial Reporting Software Purchase – Based on Staff Review & Recommendation Approve the Purchase of the On-Line Financial Reporting Software in the Amount of \$3,640.00

Documentation: Finance Officer Memo w/attachments

Action / Motion for Consideration:

Receive Information / Discuss

Based on Staff Review & Recommendation Approve the Purchase of the On-Line Financial Reporting Software in the Amount of \$3,640.00

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.

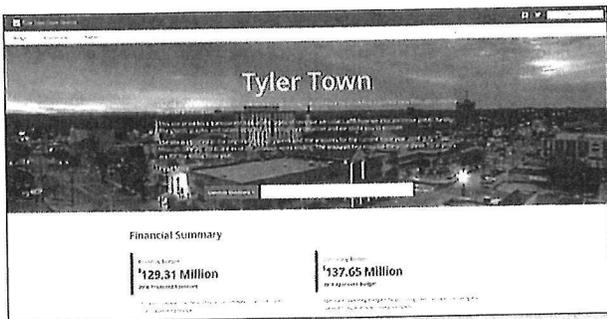


Socrata Open Finance

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

or email 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.

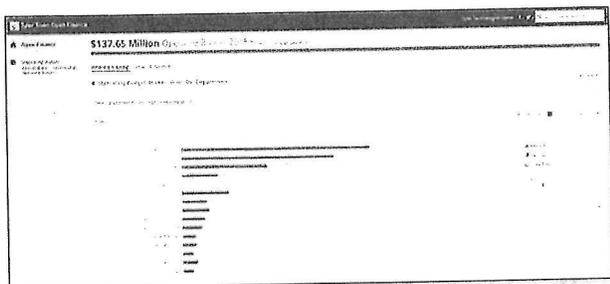
Open Finance ensures simplicity in deployment of data which allows clients ease in communicating information both internally and to the public. It proactively identifies issues, fraud, and trends by updating datasets frequently utilizing current data.

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

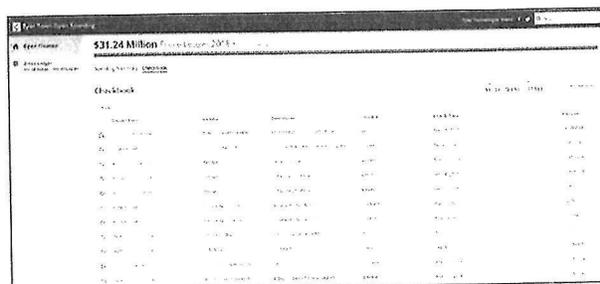
Open Finance is your single source to give constituents transparency as well as to educate, inform, and engage the public and local government employees around financial data. Our three ready-to-deploy applications include:

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.

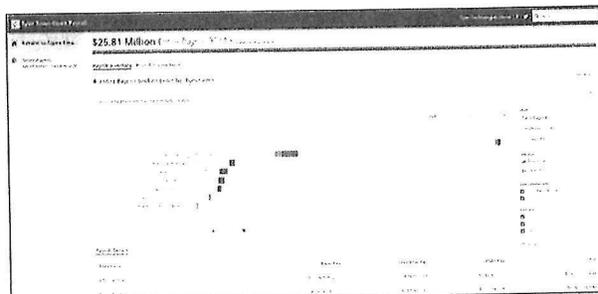


Expenditures: Expenditures is a tool that publishes the transaction-level details of a government's expenditures. This tool allows the public and internal stakeholders to easily understand complex financial information, including checkbook-level details of spending. Clients can keep the experience entirely 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.

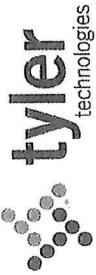


Open Finance will be available in three bundles

- 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 easily 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 |
| | | \$3,640 | \$0 | \$9,000 |

Sub-Total:
TOTAL:

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

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 50% upon delivery of the Best Practice Recommendations,
 - 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 Meeting
February 19, 2020**

Agenda Number: 5C – Consent Agenda

Subject: Construction Activity Report - Receive

Documentation: Report

Action / Motion for Consideration:

Receive Information / Discuss

Receive Report

White Bear Township Construction Activity Report

| | JANUARY 2020 | | 2020 YEAR TO DATE | | 2019 YEAR TO DATE | |
|------------------------------------|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <u>BUILDING PERMIT</u> | | | | | | |
| <u>HOUSING</u> | <u>PERMITS</u> | <u>VALUATION</u> | <u>PERMITS</u> | <u>VALUATION</u> | <u>PERMITS</u> | <u>VALUATION</u> |
| SINGLE FAMILY | 1 | 415,000 | 1 | 415,000 | 1 | 300,000 |
| TOWN HOME | - | - | - | - | - | - |
| TOTALS | 1 | 415,000 | 1 | 415,000 | 1 | 300,000 |
| <u>MISCELL. RESIDENTIAL</u> | <u>PERMITS</u> | <u>VALUATION</u> | <u>PERMITS</u> | <u>VALUATION</u> | <u>PERMITS</u> | <u>VALUATION</u> |
| REMODEL & ADDITIONS | 2 | 8,500 | 2 | 8,500 | 3 | 113,500 |
| SIDING, ROOF. & WIND. | 14 | 116,109 | 14 | 116,109 | 10 | 92,900 |
| DECKS | - | - | - | - | - | - |
| SWIMMING POOLS | - | - | - | - | - | - |
| ACCESSORY BLDG | - | - | - | - | - | - |
| OTHER | 2 | 319,796 | 2 | 319,796 | - | - |
| TOTALS | 18 | \$ 444,405 | 18 | \$ 444,405 | 13 | \$ 206,400 |
| <u>COMMERCIAL</u> | <u>PERMITS</u> | <u>VALUATION</u> | <u>PERMITS</u> | <u>VALUATION</u> | <u>PERMITS</u> | <u>VALUATION</u> |
| PUBLIC BUILDINGS | - | - | - | - | - | - |
| INDUSTRIAL | - | - | - | - | - | - |
| BUSINESS | - | - | - | - | - | - |
| REMODEL & ADDITIONS | - | - | - | - | - | - |
| OTHER | - | - | - | - | - | - |
| TOTALS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| <u>MISCELLANEOUS</u> | <u>PERMITS</u> | <u>VALUATION</u> | <u>PERMITS</u> | <u>VALUATION</u> | <u>PERMITS</u> | <u>VALUATION</u> |
| DEMOLITION | - | - | - | - | - | - |
| | <u>PERMITS</u> | <u>VALUATION</u> | <u>PERMITS</u> | <u>VALUATION</u> | <u>PERMITS</u> | <u>VALUATION</u> |
| <u>TOTALS</u> | 19 | \$ 859,405 | 19 | \$ 859,405 | 14 | \$ 506,400 |
| PERMIT REVENUE | | \$ 6,961 | | \$ 6,961 | | \$ 3,765 |



**Town Board Meeting
February 19, 2020**

Agenda Number: 5D – Consent Agenda

Subject: **Right-of-Way Permit** – Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace an Existing Power Pole Including Overhead Secondary Lines at the Intersection of Grand Avenue & 1st Street

Documentation: Town Engineer Correspondence w/ Map

Action / Motion for Consideration:

Receive Information / Discuss

Based on Town Engineer Review & Recommendation & Including His Recommended Conditions, Approve the XcelEnergy Permit to Replace an Existing Power Pole Including Overhead Secondary Lines at the Intersection of Grand Avenue & 1st Street

444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com



February 11, 2020

Honorable Chairman and Town Board
White Bear Township, Minnesota

Re: XcelEnergy Permit Application
Grand Avenue and 1st Street Intersection
White Bear Township, Minnesota
TKDA Project No. 17727.000

Dear Board Members:

XcelEnergy has applied for a permit to replace an existing power pole including overhead secondary lines at the intersection of Grand Avenue and 1st Street. The attached map shows the project.

We recommend approval with the following conditions:

1. Contractor must protect resident driveway during construction.
2. Contractor must protect Grand Avenue and 1st Street during construction.
3. Contractor must protect sewer and water services.
4. Contractor must protect the storm sewer on Grand Avenue south of 1st Street.
5. Disturbed areas shall be restored equal to or better than original condition.
6. If the relocation of these utilities becomes necessary in the future due to a public improvement, the utilities shall be relocated at no cost to the Township.
7. Call Gopher One-Call prior to any work.

Sincerely,

A handwritten signature in black ink that reads "Jim Studenski".

Jim Studenski, P.E.
Town Engineer

Enclosures



RECEIVED
JAN 30 2020
TOWN OF WHITE BEAR

5363 260th St N
Wyoming, MN 55092

January 20, 2020
Designer: Kyle Hauge
Phone 651-462-6212
Fax: 651-462-6217

Grand Ave & 1st St
Order 104202688

APPLICATION XCEL ENERGY d/b/a NORTHERN STATES POWER COMPANY

To: White Bear Township
1281 Hammond Rd
White Bear Twp, MN 55110

Application is hereby made for the permission to replace, construct and therefore maintain: replacing a pole & overhead secondary lines. (see attached sketch).

I. Type of Utility – General Description

Replacing existing pole & overhead secondary lines. (See sketch)

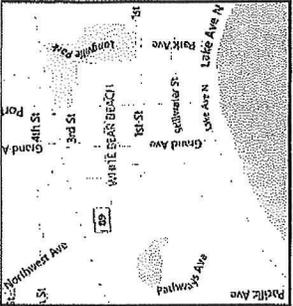
II. Work to be started after Feb.10th and completed by July 10th, 2020 including any restoration.

Application Approved

Date: _____

XCEL ENERGY d/b/a NORTHER STATES POWER
COMPANY

Kyle Hauge
Designer
5363 260th St N
Wyoming, MN 55092



| | |
|--|--|
| Work Order Information Service Request # : 00000019102 Design Number : N99104 Designer/Planner ID : Hauge/Kyle Designer/Planner Name : Hauge/Kyle Designer/Planner Ph # : (857) 482-6252 Manager Approval : Job # : Date: | |
| Design Location Division : White Bear Lake County : Ramsey City : WHITE BEAR TWP Address : Grand Ave & 1st St T: 30N R: 25W S: 12 Map # : W0998 Permit : Elected: | |
| Field Data Electric : 15.8 KV Phase : C Reg. Dev. ID: System : Size : Duct End : Pressure : Material : Work Order # : Date: 01/20/2020 Sheet: #1 of #1 Sheet Data Scale: 1" equals 100' | |

XcelEnergy

CONSTRUCTION USE ONLY

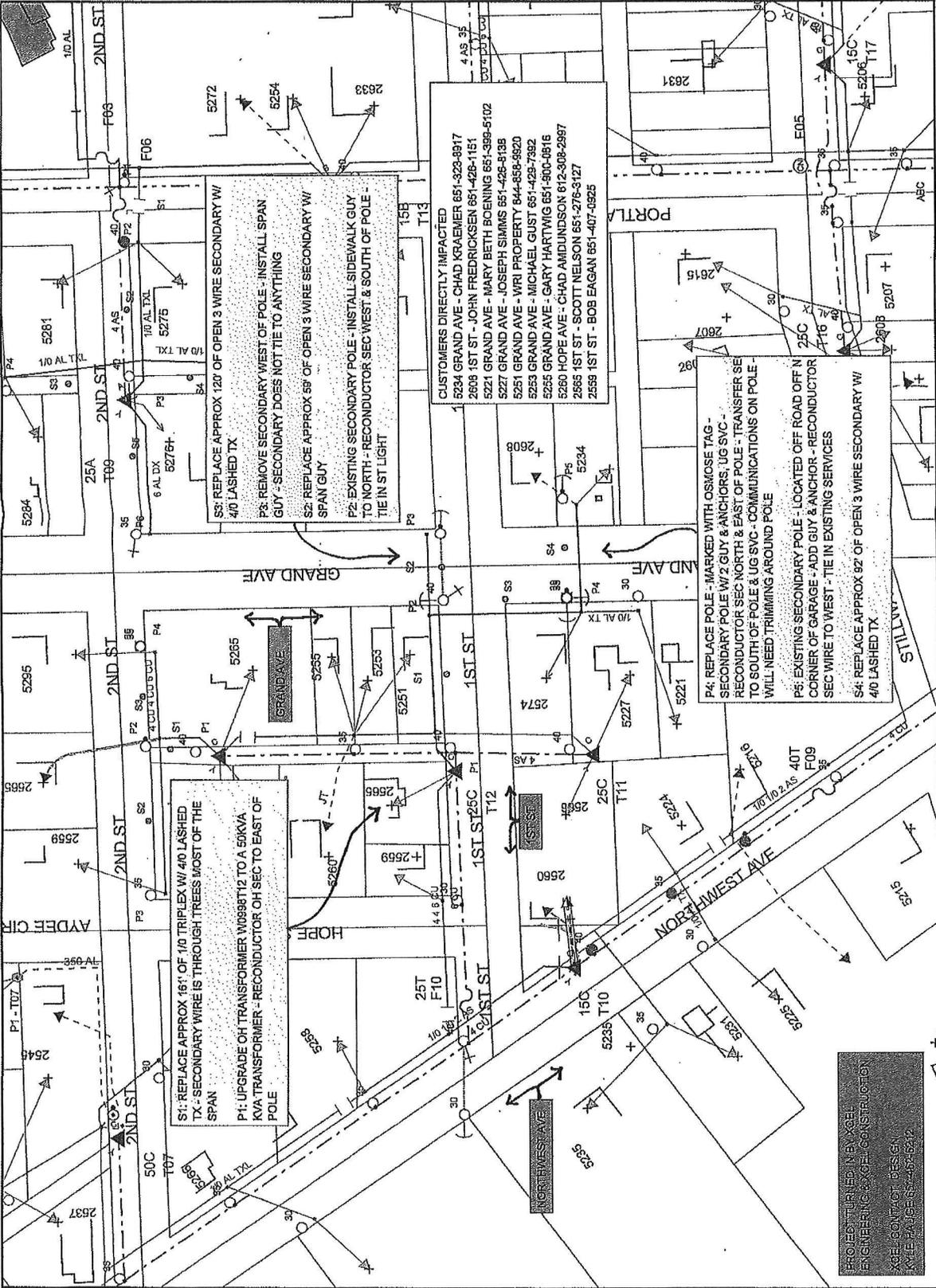
NO CHANGES (BUILT AS DESIGNED)

CHANGES MADE AS INDICATED

ALL UTD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SET

FOREMAN: _____ DATE: _____

TEAM LEADER: _____



DISCLAIMER: THESE ARE PRELIMINARY DRAWINGS OF UNPROCESSED DATA. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE DATA. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES.

PROJECTED BY: NEXCEL
 ENGINEERING & XCEL CONSTRUCTION
 XCEL CONTACT DESIGN
 FILE # 00000019102



**Town Board Meeting
February 19, 2020**

Agenda Number: 6 – Old Business

Subject: None

Documentation:

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Meeting
February 19, 2020**

Agenda Number: 7 – Public Hearings

Subject: None

Documentation:

Action / Motion for Consideration:



**Town Board Meeting
February 19, 2020**

Agenda Number: 8.A – New Business

Public Works Director Item:

Subject: 2020 Street Sweeping:
1. Receive Quotes
2. Approve Allied Blacktop Company Quote

Documentation: Public Works Director Memo w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Public Works Director Review & Recommendation:

- 1) Receive Quotes from Allied Blacktop Company & Pearson Brothers
- 2) Approve the Proposal from Allied Blacktop Company for \$87.00/hour per Sweeper & the Disposal Fee of \$35.00 per Cubic Yard for a Total of \$21,969.00

Noting Funding From the Stormwater Utility Fund

2020 street sweeping for all Town owned streets

A. REFERENCE AND BACKGROUND:

The Town had historically used Public Works resources (staff and equipment) for both spring and fall sweeping. The program uses one staff member to operate the sweeper and another to haul sweepings to Public Works and takes approximately three (3) weeks to complete. This program uses twenty-five percent of the staffing available (the percentage is more, if there are staff vacations factored in). The Public Works Department is recommending continuing the contracting out of the Town’s street sweeping program to ensure the removal of organic matter in a timely fashion. This allows staff to begin hydrant flushing and other Public Works Department activities earlier. Dependent on the number of sweepers contracted and the weather (rain), sweeping is estimated to be completed within 2 to 3, 10-hour days using the Town dump trucks and staff to haul sweepings back to the Public Works yard. The sweepings would then be loaded into end dump trucks and hauled away by a sweeping contractor for disposal.

The Town has received proposals from two street sweeping contractors (Allied Blacktop and Pearson Brothers... attached). The lowest cost proposal was provided by Allied Blacktop Company. The Storm Water operating budget has \$50,000.00 in 2020 for contractual street sweeping and street sweeping debris disposal. Estimated cost for the 2020 sweeping program is \$21,969.00 based on the low proposal from Allied Blacktop Company. See table below.

| <u>Contractor</u> | <u>Hourly Rate for Sweeper (Estimated 162 Total Hours for 2020)</u> | <u>Per Cubic Yard Disposal Fee (Estimated 225 Cubic Yards for Disposal in 2020)</u> | <u>Total Estimated Cost (For Sweeping and Disposal)</u> |
|--------------------------|--|--|--|
| Allied Blacktop Company | \$87.00 | \$35.00 | \$21,969.00 |
| Pearson Brothers | \$91.75 | \$45.00 | \$24,988.50 |
| | | | |

B. ALTERNATIVE ACTIONS:

1. Approve the proposal from Allied Blacktop Company for \$87.00/hr. per sweeper and the disposal fee of \$35.00 per cubic yard.
2. Not approve the proposal and direct staff to continue performing in-house street sweeping program.

C. STAFF RECOMMENDATION:

1. Staff recommends approving the proposal for street sweeper services for \$87.00/hr. and the disposal fee of \$35.00 per cubic yard.

D. SUPPORTING DATA:

Proposals from Allied Blacktop Company and Pearson Bros., Inc.

Allied Blacktop Company
10503 - 89th Avenue North
Maple Grove, MN 55369
www.alliedblacktopmn.com

Phone: 763.425.0575
Fax: 763.424.6791
Cell: 612-834-0158

Sweeping Proposal

Date: January 21, 2020

White Bear Township
Public Works Department
1281 Hammond Rd.
White Bear Township, MN 55110
Attn: Pete Tholen

Phone: 651-747-2776

Email: pete.tholen@whitebeartownship.org

Project: 2020 Spring and Fall Sweeping

We hereby submit specifications and a quotation on the following:

Elgin Pelican (pick up style broom) Total: \$87.00 per hour per broom

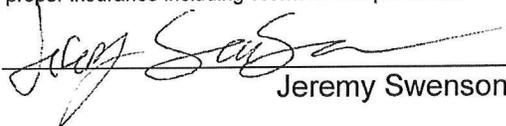
Trucking Total: \$87.00 per hour per truck

Sweepings Disposal: \$35.00 per cubic yard

Note: Sweeping to begin in spring of 2020 once weather permits. Fall sweeping to commence upon request in fall of 2020. City to provide trucking for hauling sweepings to disposal site.

Payment terms are net 30 days. Note: This proposal may be withdrawn if not accepted within 30 days. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Allied Blacktop Company to carry proper insurance including Workers Compensation.

Authorized Signature: _____


Jeremy Swenson

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

"(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."

PEARSON BROS., INC.

**11079 LAMONT AVE N.E. HANOVER, MN 55341
PHONE (763) 391-6622 – FAX (763) 391-6627**

PROPSAL FOR 2020 STREET SWEEPING

**WHITE BEAR TOWNSHIP
1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110**

**ATTN: DALE REED
PHONE: 651-747-2750
EMAIL: Dale.Reed@whitebeartownship.org**

WE HEREBY SUBMIT THE FOLLOWING ITEMS FOR BID:

2 ELGIN DOUBLE GUTTER PICKUP SWEEPER TYPE WITH OPERATOR:

TOTAL FOR SWEEPING \$91.75 PER HOUR

TOTAL FOR TRUCK RENTAL \$92.00 PER HOUR

TOTAL FOR DISPOSAL OF SWEEPINGS \$45.00 PER TON *

****PROVIDING THE CITY COMPLETES A PROFILE WITH VEIT
IF NO PROFILE IS COMPLETED A \$350.00 MATERIAL TESTING FEE WILL APPLY***

***CITY TO PROVIDE TRUCK AND DISPOSE OF SWEEPINGS**

***CITY TO PROVIDE WATER FOR TRUCK**

**JACK E. PEARSON
PRESIDENT**



**Town Board Meeting
February 19, 2020**

Agenda Number: 8.B – New Business

Town Engineer Item:

**Subject: Wellhead Protection – Authorize Completion of Park 1
Amendment**

Documentation: Town Engineer Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Town Engineer Review & Recommendation Authorize TKDA to Complete the Park 1 Amendment for a Total Not to Exceed \$23,100.00 Which Includes \$7,900 for TKDA & \$15,200 for the Sub-Consultant WSP USA to Complete the Required Groundwater Modeling Work by the End of 2020

Noting Funding from the Water Fund

444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com



February 11, 2020

Honorable Chairman and Town Board
White Bear Township, Minnesota

RE: Wellhead Protection Plan Part 1 Amendment
White Bear Township, Minnesota

Dear Board Members:

Every ten years the Township is required to update its Wellhead Protection Plan (WHP Plan). The WHP Plan was last approved by the Minnesota Department of Health (MDH) in 2012 and the next WHP amendment is due in October 2022. The MDH offered early scoping meetings to those communities interested, to provide more time to complete both Part 1 and 2.

A kickoff meeting was held with MDH staff, Public Works and TKDA on January 6, 2020 which laid out the requirements of the WHP Plan Part 1 amendment.

In early 2021 a second scoping meeting with MDH will be held to go over the requirements for Part 2 of the WHP Plan. A separate authorization will be prepared after the MDH requirements are known.

We are requesting authorization to complete the Part 1 amendment for a total not to exceed amount of \$23,100 which breakdowns to include \$7,900 for TKDA and \$15,200 for our sub-consultant WSP USA to complete the required groundwater modeling work. The Part 1 plan is scheduled to be completed by the end of 2020.

Please contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "James Studenski".

James Studenski, PE
Town Engineer

cc: Dale Reed, Public Works Director
Matt Ellingson, TKDA
Dan Nesler, TKDA



**Town Board Meeting
February 19, 2020**

Agenda Number: 9 – 10- 11 - 12

Subject: Added Agenda Items
Open Time

Receipt of Agenda Materials & Supplements
Adjournment

Action / Motion for Consideration:

Added Agenda Items
Open Time

Receive All Agenda Materials & Supplements for Tonight's Meeting
Adjourn Meeting