



1858
RAMSEY COUNTY
MINNESOTA

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**AGENDA
EXECUTIVE MEETING
JUNE 21, 2019**

1. **11:00 a.m.** Call Meeting to Order at Administrative Office Conference Room, 1281 Hammond Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of May 24, 2019 Minutes (Additions/Deletions).
4. **11:00 Wendy Lindbergh, MRA** – Payroll Matrix Presentation
5. **11:40 OPG-3 Webinar** – On-Line PermitWorks Building Permit Presentation by Clay Baer.
6. Pavement Management Program – Update.
7. I & I – Update.
8. Water Tower Painting:
 - a. Works Hours.
9. Water Meter – Update.
10. Public Works Director Report.
11. **1:00 Rush Line Corridor Presentation** – Andy Gitzlaff & Jeanne Witzig
12. Cell Tower Leases – Update.
13. Code Enforcement Officer / Building Inspector Items:
 - a. 5211 Division
 - b. 5456 Township Drive
14. **1:30 Lori Christensen** – Complaint.
15. Clerk-Treasurer Report:
 - a. DNR Groundwater Management Update.
 - b. Administrative Office & Landscaping Upgrades.
 - c. News & Views.
16. Open Time.
17. Added Agenda Items.
18. Receipt of Agenda Materials/Supplements.
19. 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
June 21, 2019**

Agenda Number: 1 – 2 - 3

Subject: Approval of June 21, 2019 Agenda
Approval of May 24, 2019 Minutes

Documentation: June 21, 2019 Agenda
May 24, 2019 Minutes

Action / Motion for Consideration:

Call meeting to order:

Approval of Agenda:

Approval of Minutes:

June 21, 2019 (additions/deletions)

May 24, 2019 (additions/deletions)

**MINUTES
TOWN BOARD EXECUTIVE MEETING
MAY 24, 2019**

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

Present: Supervisors: Prudhon, Ruzek, McCune; Clerk: Christopherson; Attorneys: Kelly, Lemmons; Public Works Director: Reed; Planner: Riedesel; Engineers: Poppler and Studenski.

Absent: Finance Officer: Tom Kelly, with notice.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda as submitted with the added agenda items: 3A) Old Town Hall – Signage Update; 12D) Cable Commission; 12E) Town Cleanup; 12F) Sheriff’s Deputy; 12G) Blighted Property; 12H) Administration Building Bids – Report; 12I) Human Resource Process – Update. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF APRIL 26, 2019: Ruzek moved approval of the April 26, 2019 meeting minutes. McCune seconded. Ayes all.

OLD TOWN HALL – SIGNAGE UPDATE: Sara Hanson from the White Bear Township Historical Society was present to update the Board on plans with the Old Town Hall’s signs. The Town Hall building was built in 1885, and it is planned that there will be historical markers to give insight to what life looked like back then. The design has been approved by the Minnesota Historical Society. The plan is to start with \$15,000 for this project.

There was discussion of potentially repurposing the signs that come off of the building. There will be signs near the freeway, so the regulations regarding signs on freeways were discussed. There was discussion of historical accuracy, whether the sign should say “White Bear Town House” or “Once known as White Bear Town House”.

The potential of vandalism was discussed. Hanson explained that the signs would be made from a “non-coveted metal”. It was discussed that the cost or value of each sign would be about \$3,000. Hanson had photos of what each would look like. Informational brochures were brought up, and it was the consensus that there could easily be a slot on each sign with brochures or handouts from the Historical Society.

The time frame was discussed. It was the consensus that ideally this project would be completed by Township Day so there could be a Ribbon Cutting Ceremony on Township Day. This agenda item’s updates will be brought back to the Town Board as progress is being made. So far the completed steps are: research, review, and analysis from historians and archaeologists.

PAVEMENT MANAGEMENT PROGRAM – UPDATE: An informational meeting about the pavement management program was scheduled for February 27th. Feedback was received from affected residents regarding what work can be done on their streets. There was discussion regarding assessments. It was the consensus that the pavement management program information relative to assessments provides a breakdown of assessments at 50% — 75% — and 100%.

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The Town Board received the Feasibility report at the April 15, 2019 meeting. According to the Feasibility study the general estimates for a Mill and Overlay will be between \$1,500 and \$3,000 per residential lot. In following years' full reconstruction and curb and gutter neighborhoods will see a potential \$8,000 to \$12,000 per lot.

The Township is not able to receive franchise fees. LGA is in process at the state level. The Legislature is determining if the language of the Township can change to "urban township." If it passes, the Township will be able to receive more funding from the state and federal government that will be used for projects such as this Pavement Management Program.

The Town Engineers will get bids by early summer, those bids will determine the range and exact cost residents with street improvements will have to pay.

At the Public Hearing on May 21, 2019, the Town Engineers gave data and research supporting how these road improvements will help property values. The mill and overlay work being done in 2019 will be considerably more affordable than the improvements on the plan for 2020. However, the Township is looking into other funding sources for the 2020 year improvements to help lessen the financial burden of Township residents.

There will be another neighborhood meeting on May 28, 2019. There will be full information for the residents at that time. Streets such as 4th and 5th and Parkview that are getting reconstructed in 2020 will receive a letter, meanwhile Public Works will continue to fill in potholes until that reconstruction is done.

The Town Board saw plans and specifications at the Town Board Meeting of May 6, 2019. There was discussion previously of not bonding this year and waiting until 2020. Upon further consideration, the Finance Officer and Town Clerk have come to the consensus that it will be better for the Town in the long run to bond for all 3 years. The Town Board will have to approve bonding for 3 years at a future Town Board Meeting.

It was the consensus of the Board per discussion that a preliminary assessment cost of \$3,000 and authorizing Poppler to make public at the next neighborhood meeting, March 28, 2019. The public hearing is set to be June 4, 2019 at 6:30 p.m. at Otter Lake Elementary School. There will be more to update the Board at the Town Board Meeting of June 3rd.

GIS – UPDATE: Poppler also updated the Board on the GIS Implementation. Step 2 was approved at the Town Board Meeting of May 20th. The intern started on that day as well, and he will be performing the service of implementing all of the Town's asset data into the GIS database software. There was an update of the type of software that will be implemented. The Public Works Director has a demo scheduled for June 5th and Public Works Staff will get to experience it. The technology cost about \$5,000, and is considered "cutting edge". There was discussion on other options as the Town wants to ensure the technology has the best speed, storage capability, battery life, etc. available. The purchasing of this software is step 3, which will be presented to the Town Board on June 17th.

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I & I – UPDATE: Televising of the sewer line around the lake will be done for the joint sealing project. The sanitary sewer line in Centerville Road will also be televised and cleaned. The Engineer will let Dennis Seidl know about the project since he has expressed concern about odors which he feels is coming from sewer pipes. The funding for this project will come from the Sewer and Water Fund.

The Public Works Director summarized that the Town Board approved the bid documents in early May, which Reed sent to contractors. His goal is to receive at least 3 bids. There was discussion regarding the mistake that the Met Council made, that from a legal standpoint the Township isn't eligible for funding. There was discussion of how to correct it, it is a possibility that the Met Council may come up with an extra funding source for those excluded from the grant funding option.

It was discussed that the Township will not need funding assistance for this project in 2019, that this project is below budget. Reed explained that there will be less joint sealing this time around.

Staff will be in contact with the Town Attorneys regarding the legal aspects of the met Council mistake and if there are any updates, the Board will be informed. Kelly noted that because of an error, the Township can quantify or negotiate funds. It was the consensus that the attorneys will look into this agenda item further.

WATER METERS – UPDATE: The Public Works Director met with M & E Construction. The Board approved purchase of the meters at the April 15th Town Board Meeting. The order has been made and the delivery will come in one month. The start date of installing these meters is still planned to be July 1st. Storage was discussed.

It was noted that letters will be going out quickly to start scheduling appointments. A semi-load of meters were delivered, about 4,200 meters plus 1 pallet load of radios. More meters will come in the coming weeks. There was discussion of storage in the Old Town Hall to store the 2009 meters starting June 30th.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director reviewed the Public Works Department Activity Report for the month of May. A punch list was created for **Lift Station #10** upgrade and bids are due June 13th for **Lift station #9** upgrades. The **Storm Water Program** is underway. Due to the drainage concerns that were because of the wet spring, the Town Engineer and the Public Works Director have reviewed the sights that need maintenance. The Town has not lost any trees due to water yet. **Sanitary sewer system improvements/issues:** The City of Birchwood is requesting that a JPA be created to provide the MCES. The MCES is requiring the JPA prior to their approval. They would also like the Town to approve them to access our system for a temporary bypass in the interim until the final connection is made. There was discussion on whether or not the Town should allow this, if Birchwood could get a temporary bypass into a manhole, or if the Town could collect a flat fee upfront. It was noted that there was no "temporary" language, so the attorneys want to ensure the Town is careful with how long it could last legally. It was the consensus that the Town should stay out of it. The **Tennis Courts** have not been painted yet since it was still a wet May, but they should be painted soon and the bid is still current.

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There was discussion on the MDH setting a new “**Health Based Standard**” regarding Manganese levels in ground water pumps. Manganese is a naturally occurring element in nature and is important in an adult’s diet. The concern MDH had was regarding infants because formula has Manganese in it, so if it was also in the water there could be concern. It was also noted that the Town took corrective action immediately. The Board looked over the pamphlet that will be mailed out to residents to inform them of the recent MDH standard that was made aware to the Township in November. It was noted that the pamphlet looked informative and professional.

The Board took a break for lunch at 12:18 a.m. and the meeting was called back to order at 12:34 p.m.

CELL TOWER LEASES – UPDATE: The Town has several cell tower companies who contract out services to cell phone network providers. A few of these companies are Verizon Wireless, T-Mobile, Sprint Spectrum LP, to name a few.

The Township was approached by a firm in New York that purchases cell tower leases. This firm offers cash to assume the leases; they will calculate the value and will come out with an offer for the Town’s cell tower leases in May.

Attorney Kelly stated that the firm in New York hasn’t given a dollar amount yet, but has grafted it out. He thinks it will probably be under \$1 Million, but in 10 years if the firm in New York decides to sell, the Township would have first rights.

TOBACCO ORDINANCE AMENDMENT – UPDATE: At the March Executive Town Board Meeting Tobacco 21 was discussed. It was the consensus that the Public Safety Commission should review this ordinance amendment.

At the April Public Safety Commission Meeting it was recommended that the Town Board follow the progress of HF331 until it reaches its ultimate end, upon which time the Commission will render a recommendation. The Commission recommended in this manner because if it goes statewide there is no need to take action in the Township, likewise upon White Bear Lake’s reaction to the ordinance amendment since the Township is in such close proximity.

As of the end of April, HF331 has passed through the Minnesota Legislation and is process of becoming a bill. The Clerk reported that HF331 went through all the committees and if enacted will go statewide. Perhaps Staff will be able to update the Board at the June meeting. There was discussion on what should happen if it doesn’t pass, and what kind of language the bill has.

BOARDS & COMMISSION VOLUNTEER JACKETS: At the March Planning Commission Meeting Chair Denn brought up the potential of having jackets with the White Bear Township logo available for use. It would serve as identification when out in the Township, touring parks, making a house call, etc. Other forms of identification were discussed like nametags, sweaters or vests. There was discussion of just having a couple to “check out” at the Township Office for specific uses.

CODE ENFORCEMENT OFFICER – BUILDING INSPECTOR ITEMS: The Town had received some complaints concerning an abandoned Jet Ski, but it was taken care of. But cases like these ensure that the Town is correct in placing a Code Enforcement Officer to help care for the Town's Ordinances.

DNR GROUNDWATER MANAGEMENT – UPDATE: A Court of Appeals hearing was held on January 24, 2019. The Appellate Court had 90 days to respond to appeals. All the attorneys involved received emails prior to release of the Courts decision.

The case was reversed and remanded, the next step for the case is to go to the DNR for future hearings on permits, and to be appealed.

Attorney Lemmons gave some updates on the case and explained how the Town should, if anything, cross-review. But his advice was to see what the City of White Bear and other city managers are going to do. Lemmons explained that there should be more information for the Board at the Town Board Meeting of June 3rd.

Staff and Town Attorneys will be in communication on this agenda item in the meantime.

WATER GREMLIN – UPDATE: The Concerned Citizens group is looking to become a Stakeholder group, which will give the group more say in governmental process. However, as of May 24, 2019 the application has not passed through legislation. There was discussion of the Town's role in this issue, Township governmental members' role in this issue. The Concerned Citizens group does not have a role in the Water Gremlin issue yet, there is no authority since the Stakeholder consideration has not passed. It was the consensus that it is the Township's role to listen to the Concerned Citizens, but to recognize that they have no governmental authority in the process.

The Clerk updated the Board on how the TCE and Water Gremlin situation has quieted down as the Town has been doing everything in its power to ensure that the citizens are informed and safe. There are 99 businesses in the Township and none of them use TCE. The Clerk has been attending the Concerned Citizens Group meeting, which meets Friday mornings at 7 a.m.

There was discussion on how the Town Board should handle future permit applications from Water Gremlin regarding expansions and such. It was discussed thoroughly, and it was the consensus that the Board needs to exercise caution while considering permits for expansions for future projects based on previous breach of trust.

CLERK-TREASURER REPORT – SERVICE DATA EVALUATION: The Clerk explained how the citizens' concerns filed through the Town's website go to certain departments depending on how filed. The goal, especially with the GIS Implementation and the Town's upgrading technological infrastructure, is to have the website and Staff run well together. As soon as a concern is filed through the website, Staff want the concerns to be put into a report. Ruzek noted that these reports would be good to present to the citizens at the Annual Meeting each year.

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CABLE COMMISSION: The Clerk reported that Chair of Planning Commission Ron Denn had brought to his attention that the Cable Commission will be breaking up the group of cable casts potentially after 4-5 years. There was discussion of the surrounding cities and how they have moved off of cable providers. There was discussion of how it should be simple and more efficient to solely store Township news and meetings on the Town's network.

It was the consensus that the Town Attorneys will talk to other communities and will inform the Board of their findings at future meetings.

TOWN CLEANUP: The Clerk reported the logistics of the Town Cleanup day and how the streets near the School get so backed up. There was discussion on better safety features the Town could employ, for example from 7 a.m. to 2 p.m. a traffic control agent could direct traffic. The Board plans on posting signage such as "No Parking" signs and "Reduced Speeds" signs to direct parking to one area so the roads aren't so congested. There was also discussion of changing the location in the future. It was the consensus that the Town Clerk will call the Undersheriff to inquire of services for the intersection on N. Otter Lake Road.

SHERIFF'S DEPUTY: There was discussion of the personality issue at Heritage Hall and how the Sheriff's Deputy's would like a secondary base from which to conduct work. Once the renovations are complete at the Township Offices, the plan is to convert the storage closet into a suitable office for the Deputy. In the meantime there was discussion of a temporary spot perhaps in the Public Work's lunchroom, where deputies would have access to outlets, or potentially a cubicle at the Township Offices.

BLIGHTED PROPERTY: There was discussion of the Nextern Medical Device Campus. This company is hoping to get a potential lease somewhere in the Township for storage needs.

ADMINISTRATIVE BUILDING BIDS – UPDATE: Staff has received some bids for the interior upgrades and landscaping that will be done this summer. There was discussion on next steps. More information to follow at future meetings.

HUMAN RESOURCES PROCESS – UPDATE: Staff has been making progress in streamlining the method from which all human resource guidelines go: from hiring and reviews to compensation and meetings and everything in between. The Clerk reported that Staff, Lynette Olinger, Finance Analyst, and Tom Kelly, Finance Officer, will be looking over the progress made on the Human Resource Handbook. The Clerk is pulling from his experience from Kanabec County and may have one of his contacts from MRA look into the work. She may be present at the June Executive Meeting.

OPEN MEETING – CLERK-TREASURER PROBATIONARY PERIOD – REVIEW: The Clerk opted to have an open meeting with the Town Board Supervisors and Town Attorneys present at 2:23 p.m.

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The Town Board Supervisors filled out the Review sheets from the May 20th Town Board Meeting and turned them in to Christopherson for his file. There was discussion on the evaluation sheets, how the Town Board Supervisors think Christopherson has been doing as the Town Clerk. It was unanimous that he has been doing a satisfactory job and that he is able to withstand the amount of pressure given the circumstances of the first half of 2019 news regarding the Township.

There was discussion of the Town Clerk constructing goals and objectives for him to keep track of going forward. This document should include goals accomplished, goals in process of accomplishing, and goals to accomplish over the coming years. This document will serve as an accountability tool for not only the Clerk, but all of the Staff.

There was also discussion on how to make adjustments regarding the Open-Closed Meeting Laws. Lemmons explained the importance these laws and statutes, but that it is important for the Town to have files of each of these meetings. There was discussion of how the Town will implement these ideas. Christopherson explained what the County of Kanabec did regarding evaluation forms and quantitative data regarding the reviewing process. They also have a 60-day corrective action plan and then have a re-evaluation period to determine whether or not the employee employed the corrective action successfully. He said 95% of the time the employee did and that this method was successful. Christopherson also explained that there were performance evaluations in the beginning of the year.

OPEN TIME: No one was present for open time. During open time the Board discussed the benefits and draw backs of hiring a full-time engineer. The reason for this discussion is because over the last 3 years the Township has incurred almost \$2 Million for engineering work. White Bear Lake and Maplewood, for example, have their own engineers. There was discussion on structural engineers versus civil engineers. It was the consensus that the Town would need both or at least someone with knowledge of both.

TKDA does do a good job and the Township values Studenski and Poppler. It was the consensus that the Town Attorneys will explore how Maplewood and White Bear Lake operate. There was further discussion on the expenses the Town pays. Ruzek would like the Board to look at the budget at least quarterly. Lemmons stated that it would be simple to add to the consent agenda as a monthly budget and expenses report.

The Clerk will speak with the Town Engineers and then speak with the chief relationship employee at TKDA about expenses. Since the Town values TKDA's work and is approaching them professionally, the Board is confident TKDA will work with the Town on better pricing and financial mindfulness.

Also during Open Time it was noted that 2 visitors will be present at the June Executive Meeting: Chris Hiniker and MRA human resources.

OTHER BUSINESS: The Town Planner brought a last minute agenda item forward. A resident wanted to punch a driveway between driveways. Grading and drainage will be approved. The resident wanted to skip the process of going to the Planning Commission first since the next

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meeting isn't until June 27th. It was the consensus that the resident should apply and go through Planning Commission first, then the Town Board, etc. The Board would not allow the resident to skip the process.

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

Ruzek moved to adjourn the meeting at 3:02 p.m. McCune seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary

DRAFT



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 4

Subject: 11:00 Wendy Lindbergh – Payroll Matrix Presentation

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 5

Subject: 11:40 OPG-3 Webinar – On-Line PermitWorks Building
Permit Presentation by Clay Baer

Documentation: Information

Action / Motion for Consideration:

Clay Baer Presentation / Discuss



Statement of Work

Online Permitting Solution for Permit Works

For: White Bear Lake Township

June 11, 2019



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Statement of Work – Online Permitting Solution for Permit Works

This Statement of Work (“SOW”) defines the professional services (“Services”) that OPG-3 will provide for the White Bear Lake Township (The Township) in conjunction with the Online Permitting Solution for Permit Works (“Project”). This SOW will be a part of a Professional Services Agreement between OPG-3 and the Township.

Project Scope and Objective

OPG-3 has developed an online permitting solution for use with the Permit Works application. The solution makes permit applications available online, is tightly integrated with Permit Works to:

- Dynamically build out the application based on user input
- Determine necessary approval based on permit types
- Automatically calculate permit fees and accept online payment
- Generate and email permit documents as attachments

The solution requires Laserfiche Avante, Rio or Subscription, Forms Professional and the Laserfiche Forms Portal. OPG-3 has developed a templated framework so the solution can be implemented quickly for a fixed bid cost. Cities can choose to limit the scope of the system by choosing which types of permits are made available but changes to the framework may require additional development at additional cost.

Change Management Process

It may become necessary to amend this SOW for reasons including, but not limited to, the following:

- Changes to the project schedule, scope or budget
- Changes in priorities (external or internal to the project) that impact the project
- Environmental or architectural impediments not previously identified
- Lack of access to personnel, facilities, or systems necessary to complete project as scoped

In the event that it is necessary to change this SOW, the following process will be followed:

A Project Scope Change Request (PSCR) will be used to communicate change. The PSCR must describe the change, the reasons for the change, and the effect the change will have on the project, which may include scheduling changes, pricing, etc. A PSCR will be initiated by OPG-3 but must be executed by both parties to make it effective and binding on the parties.

Identified Phases

The following Phases (major project areas) are included in the services. Phases will run in parallel where possible. **Estimated project timeline is <project timeline> weeks.**

Phase 1 – Confirmation of Laserfiche infrastructure and initial setup

OPG-3 will confirm the prerequisite Laserfiche components are installed and configured as appropriate. If any components need to be upgraded, OPG-3 will perform the upgrade as part of the project. OPG-3 will also determine the version of Permit Works in place. If an upgrade is necessary, the City will need to arrange that with Permit Works.

Core Activities Include:

- Confirm version and configuration of prerequisite Laserfiche components and perform upgrades as necessary
- Confirm version of Permit Works and recommend upgrade if necessary
- Confirm admin access to SQL database utilized by Permit Works
- Confirm list of permit types to be enabled through system

Deliverables:

- List of permit types to be enabled through system

Assumptions Driving Effort:

- The City provides remote access to network including:
 - Admin access to Laserfiche Repository, Forms Server and Workflow Server
 - Admin access to SQL database used by Permit Works

Phase 2 – System Development

Core Activities Include:

- Develop solution in test (or production) environment
- Regular solution demonstrations and walkthroughs with the Township project team (PM, SMEs and users as appropriate) to show progress and solicit feedback
- Develop test scripts to be utilized in Phase 3 – User Acceptance Testing

Deliverables:

- System deployed in test (or production) environment, ready for User Acceptance Testing.
- Test scripts to be utilized in Phase 3 – User Acceptance Testing*

Assumptions Driving Effort:

- OPG-3 project team members receive access to all necessary the Township resources by the scheduled implementation start time in the project plan.
- The Township personnel will be available to provide any assistance OPG-3 may need in the Township environment.
- The Township personnel attending solution demonstrations and walkthroughs are empowered to provide feedback that will affect overall design.

Phase 3 – User Acceptance Testing

Core Activities Include:

- Work with the Township to identify end users that will participate in UAT.
- Testing by the Township end-users using the test scripts developed in Phase 3.
- Remediate any issues discovered during UAT until acceptance criteria are satisfied.

Deliverables:

- Solution deployed in Test (or Production), approved by the Township for promotion to Production.

Assumptions Driving Effort:

- The Township personnel will be available for UAT per a mutually agreed-upon schedule.

Phase 4 – Promotion to Production

If the solution is developed in a test environment, the OPG-3 project team will assist the Township in promoting the solution from Test to Production. If the Township prefers, and provides access, the OPG-3 project team can take the lead with the Township personnel assisting.

Core Activities Include:

- Work with the Township to develop promotion plan.
- Promote solution to production.
- Functional testing of individual components, testing of solution using Test Scripts.
- Remediate any issues within scope as necessary.

Deliverables:

- Laserfiche solution deployed in production and ready for end users.
- Two weeks of Stabilization support after Promotion to Production.

Assumptions Driving Effort:

- The OPG-3 project team will continue to support the solution for two weeks after Promotion to Production while transferring support responsibilities to the OPG-3 Support Team.

Phase 5 – Training, Knowledge Transfer and Transition to Support

Once the solution has been promoted to production and is ready for use, OPG-3 will provide training for users and administrators.

Deliverables:

- Recorded demonstrations to show each step of the processes.
- Knowledge Transfer sessions with OPG-3 Support on solution for post-project support.
- System documentation.
- User and Administrative training onsite.

Assumptions Driving Effort:

- The Township will work with OPG-3 to help develop appropriate training materials for end-users.
- The Township will coordinate attendance of Township personnel for training sessions.
- Training will occur throughout this project as the OPG-3 and Township teams work alongside each other.
- OPG-3 may deliver a final update to the System documentation prior to project closeout if such an update is necessary. This potential final System documentation update is not a deliverable of this Phase.

The Township Responsibilities

The following are the Township's responsibilities for the Services.

1. The Township will make available, and provide access to (e.g., within two to three business days), necessary personnel to ensure project success, including:
 - a. A designated project manager to help schedule meetings, facilitate project governance, coordinate document requests, and other tasks.
 - b. IT personnel such as system administrators, database administrators, or help desk.
 - c. Subject matter specialists to provide information on the Township's business processes.
 - d. Personnel to execute the test scripts and document results for User Acceptance Testing ("UAT"). Personnel will be made available per the project schedule and plan.
2. The Township will work with OPG-3 to provide any necessary technical resources and support. This includes:
 - a. Providing requested documentation and acceptance of key deliverables within two to three business days. If the Township does not respond in writing to OPG-3's request for acceptance within three business days of OPG-3's request, or the Township's refusal of such approval within the three-day period is not reasonable, the Township will be deemed to have accepted.
 - b. Providing any access to the Township environment that the OPG-3 team will need to develop the solution.
3. The Township will be responsible for providing all hardware and licensing all software components necessary for completing Services. This includes:
 - a. Windows Server 2012R2 (or higher) and SQL Server Standard/Enterprise 2012 (or higher) licenses.
 - b. SSL certificates for all servers that require them.
 - c. Licenses for all software and systems on the Township network with which the Laserfiche system will integrate.

OPG-3 Responsibilities

The following are OPG's responsibilities for the Services.

1. OPG-3 will make available, and provide access to (e.g., within two to three business days), necessary personnel to ensure project success, including:
 - a. A designated project manager to help schedule meetings, facilitate project governance, coordinate document requests, provide status updates and other tasks.
 - b. Experienced OPG-3 engineering personnel.
 - c. Personnel to perform preliminary testing during development and prior to UAT. Personnel will be made available per the project schedule and plan.
2. OPG-3 will work with the Township to provide any necessary technical resources and support. This includes escalating any issues to Laserfiche Support and Laserfiche Development as necessary.

Project Assumptions

1. The scope of the engagement will include the Services described in this SOW. Any additional scope requests will be provided in a separate SOW or change order.
 - a. The Services will focus exclusively on Laserfiche and Laserfiche-related products to support the system and solution, except where explicitly noted in this SOW.
2. If after OPG-3's request for acceptance on project closeout, the Township does not respond in writing within five business days, or the Township's refusal of such approval in the five-day period is not reasonable, the Township will be deemed to have accepted.
3. All Laserfiche Software Products, Professional Services and Support are sold subject to the terms and conditions of Laserfiche's Software License Agreement, which accompanies the software. By accepting this Statement of Work, the Township accepts all of these terms and conditions, which will not be varied except in writing signed by both parties.

Professional Services Pricing

The Online Permitting Solution for Permit Works has been developed as a templated solution offered at a fixed cost of **\$22,200**. Changes or additions to scope may lead to increased cost – any changes that result in additional cost or timeline will be agreed to in writing.

Payment Plan

All Services will be performed in accordance with this mutually accepted SOW. To provide initial funding for the project and simplify billing, an initial payment of 50% of the cost of the SOW will be billed upon execution of the document.

The balance of Services will be billed monthly. Invoices are due upon receipt. If the Township disputes any portion of an invoice, the Township will pay the undisputed portion when due.

Changes to project scope or effort required to complete specific work items due to unforeseen complications or issues outside of OPG-3's control will go through the Change Management Process and will be approved by the Township.

Statement of Work Approval

By signing this document, the Township agrees that the proposed approach satisfactorily addresses all items in scope for the project.

White Bear Lake Township Approval (one signee required)			
Signature	Name	Title	Date

OPG-3 Approval (one signee required)			
Signature	Name	Title	Date



Town Board Executive Meeting June 21, 2019

Agenda Number: 6

Subject: Pavement Management Program - Update

Documentation: None

Action / Motion for Consideration:

Town Clerk Report at Meeting / Discuss

Minutes
Executive Meeting
May 24, 2019

PAVEMENT MANAGEMENT PROGRAM – UPDATE: An informational meeting about the pavement management program was scheduled for February 27th. Feedback was received from affected residents regarding what work can be done on their streets. There was discussion regarding assessments. It was the consensus that the pavement management program information relative to assessments provides a breakdown of assessments at 50% — 75% — and 100%.

The Town Board received the Feasibility report at the April 15, 2019 meeting. According to the Feasibility study the general estimates for a Mill and Overlay will be between \$1,500 and \$3,000 per residential lot. In following years' full reconstruction and curb and gutter neighborhoods will see a potential \$8,000 to \$12,000 per lot.

The Township is not able to receive franchise fees. LGA is in process at the state level. The Legislature is determining if the language of the Township can change to "urban township." If it passes, the Township will be able to receive more funding from the state and federal government that will be used for projects such as this Pavement Management Program.

The Town Engineers will get bids by early summer, those bids will determine the range and exact cost residents with street improvements will have to pay.

At the Public Hearing on May 21, 2019, the Town Engineers gave data and research supporting how these road improvements will help property values. The mill and overlay work being done in 2019 will be considerably more affordable than the improvements on the plan for 2020. However, the Township is looking into other funding sources for the 2020 year improvements to help lessen the financial burden of Township residents.

There will be another neighborhood meeting on May 28, 2019. There will be full information for the residents at that time. Streets such as 4th and 5th and Parkview that are getting reconstructed in 2020 will receive a letter, meanwhile Public Works will continue to fill in potholes until that reconstruction is done.

The Town Board saw plans and specifications at the Town Board Meeting of May 6, 2019. There was discussion previously of not bonding this year and waiting until 2020. Upon further consideration, the Finance Officer and Town Clerk have come to the consensus that it will be better for the Town in the long run to bond for all 3 years. The Town Board will have to approve bonding for 3 years at a future Town Board Meeting.

It was the consensus of the Board per discussion that a preliminary assessment cost of \$3,000 and authorizing Poppler to make public at the next neighborhood meeting, March 28, 2019. The public hearing is set to be June 4, 2019 at 6:30 p.m. at Otter Lake Elementary School. There will be more to update the Board at the Town Board Meeting of June 3rd.



Town Board Executive Meeting June 21, 2019

Agenda Number: 7

Subject: I & I - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
May 24, 2019

I & I – UPDATE: Televising of the sewer line around the lake will be done for the joint sealing project. The sanitary sewer line in Centerville Road will also be televised and cleaned. The Engineer will let Dennis Seidl know about the project since he has expressed concern about odors which he feels is coming from sewer pipes. The funding for this project will come from the Sewer and Water Fund.

The Public Works Director summarized that the Town Board approved the bid documents in early May, which Reed sent to contractors. His goal is to receive at least 3 bids. There was discussion regarding the mistake that the Met Council made, that from a legal standpoint the Township isn't eligible for funding. There was discussion of how to correct it, it is a possibility that the Met Council may come up with an extra funding source for those excluded from the grant funding option.

It was discussed that the Township will not need funding assistance for this project in 2019, that this project is below budget. Reed explained that there will be less joint sealing this time around.

Staff will be in contact with the Town Attorneys regarding the legal aspects of the met Council mistake and if there are any updates, the Board will be informed. Kelly noted that because of an error, the Township can quantify or negotiate funds. It was the consensus that the attorneys will look into this agenda item further.



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 8

Subject: Water Tower Painting:
a. Work Hours

Documentation: None

Action / Motion for Consideration:

Town Engineer Report at Meeting / Discuss

Ordinance No. 8
Section 1-56

1-56. During the period of construction, activities cannot commence before the hours of 7 a.m. or continue after 10 p.m. weekdays. On weekends, no activities before 7 a.m. or after 6 p.m. on Saturdays. Sundays no activities before 10 a.m. or after 6 p.m. **Exceptions to the time may be granted by the Town.**



Town Board Executive Meeting June 21, 2019

Agenda Number: 9

Subject: Water Meter - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
May 24, 2019

WATER METERS – UPDATE: The Public Works Director met with M & E Construction. The Board approved purchase of the meters at the April 15th Town Board Meeting. The order has been made and the delivery will come in one month. The start date of installing these meters is still planned to be July 1st. Storage was discussed.

It was noted that letters will be going out quickly to start scheduling appointments. A semi-load of meters were delivered, about 4,200 meters plus 1 pallet load of radios. More meters will come in the coming weeks. There was discussion of storage in the Old Town Hall to store the 2009 meters starting June 30th.



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 10

Subject: Public Work Director Report

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 11

Subject: 1:00 Rush Line Corridor Presentation –
Andy Gitzlaff & Jeanne Witzig

Documentation: None

Action / Motion for Consideration:

Presentation / Discuss



Town Board Executive Meeting June 21, 2019

Agenda Number: 12

Subject: Cell Tower Leases – Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss

Minutes
Executive Meeting
May 24, 2019

CELL TOWER LEASES – UPDATE: The Town has several cell tower companies who contract out services to cell phone network providers. A few of these companies are Verizon Wireless, T-Mobile, Sprint Spectrum LP, to name a few.

The Township was approached by a firm in New York that purchases cell tower leases. This firm offers cash to assume the leases; they will calculate the value and will come out with an offer for the Town's cell tower leases in May.

Attorney Kelly stated that the firm in New York hasn't given a dollar amount yet, but has grafted it out. He thinks it will probably be under \$1 Million, but in 10 years if the firm in New York decides to sell, the Township would have first rights.



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 13

Subject: Code Enforcement Officer / Building Inspector Items:
a. 5211 Division

Documentation: Neighborhood Petition

Action / Motion for Consideration:

Report at Meeting/ Discuss

Patrick Christensen

Town

Clerk

747-2768

TO: TOWN BOARD OF SUPERVISORS

SUBJECT: 5211 DIVISION - PROBLEM PROPERTY

This Petition is being sent to you regarding the unsightly property located at 5211 Division. Letters are sent annually but nothing seems to happen. We are requesting that the vehicles (RV, etc.) be removed if not operable.

Dated: 6-3-, 2019.

Name	Address
Gerri Buttermore & Norm Fruberg	5217 Division
Mary Beth Nintzel	2142 Park Ave.
John DeLew	5246 Division Ave
Kende Peterson	5218 Division Ave
Mary King	5195 Division Ave
Willie	5201 DIVISION AVE.
Marlene Alupuz	5210 Division Ave
Roberta J Freeman	5200 Division Ave
Charles Koch	5230 DIVISION AVE
Nate Cornell A MA	5233 Division Ave
Margie Salch	5225 Division ave
Kenneth Kappala	5194 Division Ave
Mike Kelly	5241 Division Ave

~~Chick~~

5238 Division Ave 55110

Jay Kotlinek 5245 DIVISION, 55110 WBL



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 13

Subject: Code Enforcement Officer / Building Inspector Items:
b. 5456 Township Drive

Documentation: None

Action / Motion for Consideration:

Report at Meeting/ Discuss



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 14

Subject: 1:30 Lori Christensen - Complaint

Documentation: Complaint

Action / Motion for Consideration:

Discuss

RECEIVED

JUN 06 2019

TOWN OF WHITE BEAR

06.06.2019

Hi my name is Lori Christensen 5230 East Street

I am requesting to be heard at your next upcoming meeting regarding a privacy fence that was put in an approved by Mike Thompson last summer (2018). The fence is over the 48" limit on the side front yard as well as the 72" limit on the back-side yard.

The location of the fence on their property was installed 6" in to their property. The weeds now are a foot high on my side of the fence and with only a 6" easement they have no possible way to trim the weeds (?)

I'm curious what Mike's solution is for the neighbors to be able to cut those high weeds without trespassing on my private property.

I would also like a brief discussion on number of outbuildings allowed per parcel too.

I look forward to a discussion at your next meeting.

Lori Christensen
651.226.1463
5230 East Street

A handwritten signature in black ink, appearing to read 'Lori Christensen', with a long, sweeping horizontal line extending to the right.



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 15.a

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

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

**Minutes
Executive Meeting
May 24, 2019**

DNR GROUNDWATER MANAGEMENT – UPDATE: A Court of Appeals hearing was held on January 24, 2019. The Appellate Court had 90 days to respond to appeals. All the attorneys involved received emails prior to release of the Courts decision.

The case was reversed and remanded, the next step for the case is to go to the DNR for future hearings on permits, and to be appealed.

Attorney Lemmons gave some updates on the case and explained how the Town should, if anything, cross-review. But his advice was to see what the City of White Bear and other city managers are going to do. Lemmons explained that there should be more information for the Board at the Town Board Meeting of June 3rd.

Staff and Town Attorneys will be in communication on this agenda item in the meantime.



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 15.b

Subject: Clerk-Treasurer Report:
b. Administrative Office & Landscaping
Upgrades

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
May 24, 2019

ADMINISTRATIVE BUILDING BIDS – UPDATE: Staff has received some bids for the interior upgrades and landscaping that will be done this summer. There was discussion on next steps. More information to follow at future meetings.



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 15.c

Subject: Clerk-Treasurer Report:
c. News & Views

Documentation: None
** Current Cost per News & Views is
\$ 285.00

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 16 - 17

Subject: Open Time

Added Agenda Items

Action / Motion for Consideration:



**Town Board Executive Meeting
June 21, 2019**

Agenda Number: 18 – 19

Subject: Receipt of Agenda Materials / Supplements
Adjournment

Action / Motion for Consideration:

Receive All Agenda Materials & Supplements for Today's Meeting

Adjourn Meeting