



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750  
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Board of Supervisors  
ROBERT J. KERMES, *Chair*  
ED M. PRUDHON  
STEVEN A. RUZEK

## AGENDA EXECUTIVE MEETING APRIL 27, 2018

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 March 16, 2018 Minutes (Additions/Deletions).
4. DNR Groundwater Management Update.
5. I & I Program – Flow Monitoring.
6. Water Meter – Update.

**11:30 Dale Haider** – WBT Theatre Renovation/Liquor License.

7. Special Three Dog License Discussion:
  1. Resident Letter
  2. Options
8. No Parking Request for Grad Party.
9. Public Hearing Schedule at Town Board Meetings.
10. Tablet Pricing for Town Board Members.
11. Outstanding Debt Chart.
12. Trails:
  - a. South Shore Boulevard
  - b. Bald Eagle Boulevard
  - c. Capra Properties Trail
13. Utility Program Coordinator Position.
14. Emerald Ash Borer Management Plan.
15. 2018 Deer Survey – Receive.
16. May Executive Meeting Date Change – Holiday Weekend.
17. Public Works Director Report.
18. Code Enforcement Officer / Building Inspector Items:
  - a. 1508 Hammond Road – Manley Vacant Building
  - b. 5734 Meadowview Drive – Housing Code Violations
  - c. 2105 Stillwater Street – Vacant Building

**Agenda  
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April 27, 2018**

- d. 5456 Township Drive – Consider Enforcement Action
  - e. 4221 Otter Lake Road – Zoning Certificate Violations
  - f. 5966 Highway 61 – Commercial Vacant Building
  - g. 1185 North Birch Lake Boulevard – Zoning Certificate Violations
  - h. Rental Properties
- 19. Clerk-Treasurer Report.
  - 20. Open Time.
  - 21. Added Agenda Items.
  - 22. Receipt of Agenda Materials/Supplements.
  - 23. Adjournment.



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 1 - 2 - 3

**Subject:** Approval of April 27, 2018 Agenda  
Approval of March 16, 2018 Minutes

**Documentation:** April 27, 2018 Agenda  
March 16, 2018 Minutes

**Action / Motion for Consideration:**

Call meeting to order:

Approval of Agenda:

Approval of Minutes:

April 27, 2018 (additions/deletions)

March 16, 2018 (additions/deletions)

**MINUTES  
EXECUTIVE MEETING  
MARCH 16, 2018**

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

Present: Supervisors: Kermes, Prudhon, Ruzek; Clerk: Short; Attorney: Lemmons; Finance Officer: Kelly; Public Works Director: Reed; Code Enforcement Officer/Building Inspector: Johnson; Planner: Riedesel; Engineer: Studenski.

**APPROVAL OF AGENDA (Additions/Deletions):** Ruzek moved approval of the agenda with the following amendment: Delete Item 12A) Trails – Capra Properties Trail Requirement ; Add: 17A) Outfall Improvements to Bald Eagle Lake; 17C) Centerville Road / Cub Driveway; 17E) Bald Eagle Boulevard – White Bear Press Article; 17F) Town Board Executive Meeting – Start at 11:00 a.m. Prudhon seconded. Ayes all.

**APPROVAL OF FEBRUARY 23, 2018 MINUTES (Additions/Deletions):** Ruzek moved approval of the February 23, 2018 meeting minutes. Prudhon seconded. Ayes all.

**DNR GROUNDWATER MANAGEMENT – UPDATE:** The partial stay in the Court’s order should not affect the Board’s position to appeal the amendment to the DNR’s Well Appropriation Permit ruling in 30 days.

**I & I PROGRAM – FLOW MONITORING:** Joint pipe sealing will start early April for sections including: Cottage Avenue, Prospect Avenue and Lakeview Avenue as well as a small section of gravity line between the West Bald Eagle easement and Lift Station #3.

**WATER SUPPLY PLAN WATER AUDIT – UPDATE:** The population numbers are tied into the Comprehensive Plan and Water Supply Plan.

**WATER METER – UPDATE:** Staff and Engineer met with Sensus and Core & Main regarding defective water meters. They offered a reduction in cost of new meters. Currently there are five years left on the 15 year warranted meter life. The new meters will have a life expectancy of 20 years. The Town has countered with a proposal. It was noted that the court would take into account the useful life of meters used and figure out a settlement based on that information.

**WBLCD FUND BALANCE POLICY – REVIEW:** The White Bear Lake Conservation Board will be discussing the potential reduction of the amount assessed to each city at their March 20, 2018 Board meeting. Until such decision has been made the cities are asked to wait to make their 2016 payments. They have informed the communities that they are going to review the high fund balance.

**COMPREHENSIVE PLAN – UPDATE:** The Town’s Comprehensive Plan is in the process of being finalized. The Metropolitan Council is recommending that any new residential development or redevelopment in the Township which has been defined as a “Suburban Community” have an average of 5 units per acre. The Water Supply Plan is being finalized and will be included in the Comp Plan. The Comprehensive Plan completion deadline is due by December 31, 2018. HKGi, Comp Plan consultants, will apply for an extension to allow time for submission to other communities for their review.

**GIS IMPLEMENTATION:** The GIS request for proposals has been placed on hold per staff's request to further investigate the use by departments other than Public Works.

**UTILITY PROGRAM COORDINATOR POSITION:** The description of the Utility Program Coordinator position was reviewed. Water conservation will be spelled out more fully in the duties. The position will have essential functions to plan, develop, coordinate, monitor and track status of NPDES compliance activities. Based on the requirements a salary of \$60,000 is estimated. The Public Works Director will refine the duties of the position and report back.

**TRAILS: 2320 Leibel Street – Trail Requirement:** At the request of Michael and Kristina Capra, this topic has been deleted from discussion at today's meeting. **Completion of Lake Links Trail – Requests for State Funding:** A Project Overview for Local Units of Government Capital Budget Requests for the completion of Lake Links Trail was provided for review. \$8.8 million in state funds is requested to complete the Lake Links Route. This route will be a multi-use trail around White Bear Lake which was proposed and initially authorized in 2001. The route passes through five municipalities and two counties and will make possible safe travel for pedestrians, bicyclists and persons with disabilities who are shopping, recreating or traveling in and through the area. Local contributions include value of owned land or park land dedicated to the trail; private donations of land or easements; modifications to existing roads upon which the route will be located; and individual cash contributions. The project is ongoing. In 2018 signage on some areas on which the route shares low-traffic public streets will be completed. Ramsey County has scheduled South Shore Boulevard for roadway improvements in 2019. Construction costs and local contributions were reviewed. A trail corridor alternatives evaluation matrix identifying criteria and options was also reviewed.

**BALD EAGLE BOULEVARD:** The Town Board continues its interest in improving pedestrian and bicycle safety on Bald Eagle Boulevard. It was noted that options to promote safety could include flashing safety lights, speed signs and to make sure any brush is cleared to improve sight lines on the road for walkers, and education of the public regarding driving too fast on the road. The Township has concerns about safety of pedestrians that warrants these efforts. The Public Works Director will contact Ramsey County regarding clearing brush and trimming any trees that obstruct vision and ask where signs could be placed. He will report back.

**PUBLIC WORKS DIRECTOR REPORT:** The Public Works Director reviewed the Public Works Department Activity Report for the month of March 2018. **2016-2020 Capital Equipment/Capital Improvement Programs:** The GIS request for bids has been placed on hold per staff's request to further investigate the use by departments other than Public Works. **Warning Sirens:** Waiting for call from contractor for location of poles. **Storm Water Program:** The Town has received a grant of \$35,000 from RCWD for Outfall #5 (St. Anthony) and #6 (Park Street). Both empty into Bald Eagle Lake. Ramsey County Public Works has provided an agreement for a cost share for Outfall #6 since a portion of the discharge is from East Bald Eagle Avenue. The cost share amount is \$11,600. **Water System Improvements/Issues:** Well #5 /Treatment Plant #1: A valve limiter will be placed on cell "E" of the filter to reduce the frequency of backwashing required. Currently cell "E" fouls out before the remaining four cells are ready for backwash. The limiter should be installed within the next month by Tonka Water. **Interconnect:** An interconnect for area south of CR96 with the City of White Bear Lake's water system is going to be proposed to

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the Town Board in 2018. The Town Engineer and Public Works Director will need to visit the possible interconnect locations to determine which is the most feasible. **Water Tower Cleaning:** Water Tower Clean and Coat will complete the cleaning of the exterior of the south water tower during the week of May 14, 2018. **2017 I&I Project:** Visu-Sewer will start televising the area of Cottage Avenue, Prospect Avenue, Lakeview Avenue, and a small section of gravity line between the West Bald Eagle Easement and Lift Station #3 in early April. **Lift Station #10:** Lift Station #10 will be rehabilitated in 2018. **Emerald Ash Borer Management Plan:** Inventory of the park trees for Emerald Ash Borer will be done and criteria need to be drafted. The Town could choose to have an arborist do the inspection. If treatment of the tree versus removal is decided, the treatment must be done each two years. The Public Works Director is working on criteria for treatment and management. **Storm Water Projects:** The Utility Commission recommended that the first five projects on the Storm Water Project List be approved. This is more than previously recommended, due to the matching grant from RCWD which will allow for funding for more storm water projects.

**CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR: 1) 5456 TOWNSHIP DRIVE; 2) 5734 MEADOWVIEW DRIVE; 3) 2534 3<sup>RD</sup> STREET; 4) 2537 2<sup>ND</sup> STREET:**

**5456 Township Drive:** A rental license inspection was done on January 19, 2018. Deficiencies were documented during the inspection. The deficiencies must be compliant, along with the resubmittal of the rental license application and fee prior to the approval and issuance of a rental license. Failure to complete the required repairs by April 1, 2018 will result in the issuance of a citation requiring appearance in Ramsey County Court. This property is currently an open case in court. **5734 Meadowview Drive:** The property owner did appear Ramsey County Court and agreed to comply with the court order. The property owner has been receptive to the items needing attention. The court case has been continued to April 19, 2018 unless corrective action has been taken to resolve the code violations. **2534 3<sup>rd</sup> Street:** A letter has been sent to the property owner regarding several complaints concerning vehicle storage at this address. This is a first notice and no response has been received. **2537 2<sup>nd</sup> Street:** Over the years notices have been sent to the property owner at 2537 2<sup>nd</sup> Street. A call was received informing the Town that they would comply.

**CLERK-TREASURER REPORT:** The Board indicated an interest in starting the Executive Meetings on the 4<sup>th</sup> Fridays of the month at 11:00 a.m. instead of at 12:00 p.m. A poll showed that the 11:00 a.m. start time was preferred.

Ruzek moved to place on the Consent Agenda for the April 2, 2018 Town Board Meeting to change the start time for the Executive Meeting to 11:00 a.m. Prudhon seconded. Ayes all.

**OUTFALL IMPROVEMENTS TO BALD EAGLE LAKE – COST SHARE AGREEMENT:** The Town received notification that the Rice Creek Watershed District has approved their application to the District's 2018 Suburban Stormwater Remediation Cost-Share Program for outfall improvements to the Bald Eagle Lake project for up to \$35,000 in funding by the RCWD Board of Managers on February 28, 2018. The RCWD has decided to fund the project not through their USWR program, rather, it will be funded utilizing the District's capital improvement program budget for implementation of the Bald Eagle Lake TMDL. This change will have no material effect

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on the funding relationship between the District and the Township. The funding received will be used for outfalls #5 and #6 on the Storm Water Project list.

**CENTERVILLE ROAD – CUB DRIVEWAY – JOINT POWERS AGREEMENT WITH THE CITY OF WHITE BEAR LAKE:** A Joint Powers Agreement between the Township and the City of White Bear Lake will be drafted to allow the Town to assess Town properties if the Town chooses. The City has completed a feasibility report and is proceeding with an appraisal.

**PUBLIC NUISANCE – PER ED PRUDHON / MARK GRIFFIN:** There was discussion regarding problem rental properties. A question was asked if the number of police calls to a particular property could justify special requirements or conditions be applied to the property owner. The Town Attorney will research the statues dealing with landlords/tenants. It was noted that if there are excessive police and/code enforcement calls to a particular rental property, that the rental license should be revoked or not renewed. The property owner needs to be made aware of the public nuisance. The matter will be discussed further.

**OPEN TIME:** No one appeared for the open portion of the meeting.

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

Prudhon moved to adjourn the meeting at 3:37 p.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

William F. Short  
Clerk-Treasurer



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 4

**Subject:** DNR Groundwater Management - Update

**Documentation:** MN DNR Correspondence

**Action / Motion for Consideration:**

Town Clerk Report at Meeting / Discuss

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**Minutes  
Executive Meeting  
March 16, 2018**

**DNR GROUNDWATER MANAGEMENT – UPDATE:** The partial stay in the Court's order should not affect the Board's position to appeal the amendment to the DNR's Well Appropriation Permit ruling in 30 days.

**m** DEPARTMENT OF  
NATURAL RESOURCES

April 4, 2018

Robert J. Kermes  
Chair, Board of Supervisors  
1281 Hammond Road  
White Bear Township, MN 55110

RECEIVED

APR 06 2018

TOWN OF WHITE BEAR

**Re: Acknowledgement of Request for Contested Case Hearing  
Permit Application No. 1984-6120 and 1984-6121  
Permit Holder: White Bear Township**

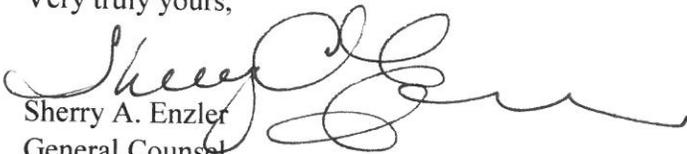
Dear Mr. Kermes:

This letter acknowledges your timely request for a contested case hearing submitted by you on behalf of the White Bear Township contesting the conditions attached to Permit No. 1984-6120 and 1984-6121 on February 28, 2018 requiring a Residential Irrigation Ban, a Per Capita Water Use Plan and implementation of and reporting around collaborative water conservation efforts. Please note that because of the contested case hearing, as a matter of law, the Commissioner's Order issued on February 28, 2018 amending Permit No. 1984-6120 and 1984-6121 ceases to be a final order and therefore, the permit amendments to 1984-6120 and 1984-6121 are in abeyance until the final resolution of the requested contested case hearing.

Unfortunately, the Department of Natural Resources (DNR) must deny the portion of your appeal of the Commissioner's January 17, 2018 Order Amending Permit No. 1984-6120 and 1984-6121 to require a contingency plan to convert to surface water sources. Pursuant to Minn. Stat. § 103G.311, subd. 5, an appeal of a water appropriation permit order must be made within thirty days of the order. The appeal period for this permit amendment expired on February 16, 2018.

The DNR will be contacting you in the near future regarding scheduling the contested case hearing regarding the remaining portions of your appeal. In the interim, should you have additional questions, please feel free to contact me at [sherry.enzler@state.mn.us](mailto:sherry.enzler@state.mn.us).

Very truly yours,



Sherry A. Enzler  
General Counsel

(651)259-5066

[sherry.enzler@state.mn.us](mailto:sherry.enzler@state.mn.us)

cc: Jack Gleason, DNR Public Waters Hydrologist  
Joe Richter, Regional Hydrologist

Minnesota Department of Natural Resources  
500 Lafayette Road, St. Paul, MN 55155



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 5

**Subject:** I & I Program – Flow Monitoring

**Documentation:** None

**Action / Motion for Consideration:**

Report at Meeting / Discuss

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**Minutes  
Executive Meeting  
March 16, 2018**

**I & I PROGRAM – FLOW MONITORING:** Joint pipe sealing will start early April for sections including: Cottage Avenue, Prospect Avenue and Lakeview Avenue as well as a small section of gravity line between the West Bald Eagle easement and Lift Station #3.



## Town Board Executive Meeting April 27, 2018

**Agenda Number:** 6

**Subject:** Water Meter – Update

**Documentation:** None

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

Town Engineer Report at Meeting / Discuss

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**Minutes**  
**Executive Meeting**  
**March 16, 2018**

**WATER METER – UPDATE:** Staff and Engineer met with Sensus and Core & Main regarding defective water meters. They offered a reduction in cost of new meters. Currently there are five years left on the 15 year warranted meter life. The new meters will have a life expectancy of 20 years. The Town has countered with a proposal. It was noted that the court would take into account the useful life of meters used and figure out a settlement based on that information.



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:**

**Subject:** Dale Haider – WBT Theatre Renovation/Liquor License

**Documentation:** Staff FYI Memo

**Action / Motion for Consideration:**

Report at Meeting/ Discuss

## MEMORANDUM / FYI

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: APRIL 18, 2018**

**SUBJECT: IMAGINE THEATRE LIQUOR LICENSE**

The Muller Family Theatres have been sold to Northwood Entertainment which will operate the theater as Emagine White Bear Township. Emagine is undertaking a large renovation of the theaters including the addition of a restaurant and bar.

I spoke with Kate Becker, the attorney who handles the liquor licensing for the company, and advised her of the requirements for a liquor license in the Township.

She stated that with the addition of the restaurant and bar, the theater will need to apply for an on-sale liquor license and wishes to have the entire premises licensed for liquor sales. Based on this information, the same licensing procedure/requirements will be followed as is with any restaurant in the Township.

Minimum seating required – 100 seats

The theater will greatly exceed that amount

At least 50% of sales from food

Not an issue (annual food to liquor ratio letter will be required)

I have forwarded the following paperwork to Kate for completion and expect to hear back from her shortly.

- Township's Application for Liquor License
- Township's License Applicant Information
- Certification of Compliance MN Worker's Compensation Law
- Release of Information Authorization
- Application For County On-Sale Intoxicating Liquor License
- Certification of On Sale Liquor License
- Buyer's Club Card

I spoke with the Township Attorney and he was in agreement with the procedure for issuance of the liquor license.

PSW/s  
cc:admin/add.file  
b:emagineliquorlicense



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 7

**Subject:** Special Three Dog License Discussion:  
1. Resident Letter  
2. Options

**Documentation:** Resident Letter  
History/Suggestions for Change

**Action / Motion for Consideration:**

Report at Meeting / Discuss

MAR 22 2018

March 21, 2018

White Bear Township Council Members:

TOWN OF WHITE BEAR

I am a long-time resident of White Bear Township and I am also an owner of 3 dogs. A few weeks ago, I was chatting with an acquaintance that lives in Hugo. During our conversation, I mentioned my need to apply for a special 3 dog license in the Township, every year. My friend mentioned that Hugo does not require such a special license, in fact, they don't have a dog license requirement, at all. Hugo just expects dog owners to keep their pets' vaccinations up to date and be responsible pet owners about the behavior of their animals.

Needless to say, I was astonished! The next day, I called the Hugo City Administrative offices and spoke with Anna. My friend was right, Hugo does not have a yearly dog license requirement, nor does Hugo require a special license for owning multiple dogs.

Faced with this information, I decided to survey multiple municipalities around our area. I gathered information from 18 different city offices and found that White Bear Township was the most expensive across the board. Five cities do have a special '3 dog' license, but White Bear Township is the most expensive of the 5 and has the most administrative overhead to implement the special licensing. (NOTE: three of the 18 cities do not require licensing your dog with their city, and 5 of the 18 have no requirement for a special license for multiple dogs)

I was disappointed to learn my township appears to have the most repressive fees for owners of 1 or 2 dogs and owners of 3 or more dogs will experience the highest fees and the most burdensome administrative requirements. White Bear Township's disproportionate fees and administrative requirements are especially hard on the township's senior citizens that are often living on fixed incomes.

The township's administrative requirement for the '3 or more' dog license is much greater than all the surrounding municipalities. None require a site inspection, only one other city requires a council approval, but I was told it was only a one-time requirement and only the fee was needed after the initial approval. 3 of the 5 locales (includes WBT) that have a special license for 3 or more dogs request neighbor approval, but none of the administrative staff felt that requirement was helpful for the process. They said that if you send someone an official request for their 'approval', many people will exaggerate their feedback, respond with an opinion that falls outside the scope of the subject matter and most of the time, only "squeaky wheel" types respond at all. Their overwhelming opinion was that such requests for feedback provide very little useful information. In these days of reduced budgets and run away governmental expense the time required for the Township staff to receive, process, collate, and report on the neighbor responses seems to be an extravagance the Township citizens should not have to support.

Finally, I fail to understand the logic of requiring a home inspection for 3 or more dogs – if a pet owner would fail to provide a healthy environment for 3 dogs, they would also be likely to fail to provide a healthy environment for less than 3 dogs, but the Township has no home inspection requirement for those homes. Requiring a home inspection by an Animal Control officer is unique to the small number of municipalities that require a special license for 3 dogs.

Please accept my feedback and consider reducing the Township's existing fees and restructuring the special licensing requirements.

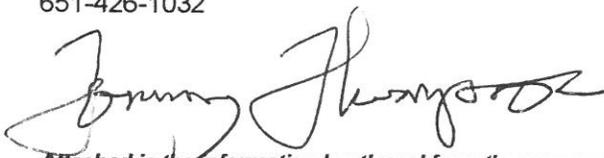
Respectfully submitted,

Tommy Thompson

5646 Fisher St.

White Bear Lake, MN 55110

651-426-1032



*Attached is the information I gathered from the surrounding communities.*

RECEIVED

MAR 22 2018

TOWN OF WHITE BEAR

Municipality	Phone	Who	License Fee	Duration	Special license	Cost	Notes
Centerville	429-3232	Chris	no		3 or more	\$30.00	Fee only
Maplewood	249-2000	Christine	\$16.00	2 yr	3 or more		Neighbor approval
Vadnais Heights	204-6000	Jessie	\$20.00	2 yr	3 or more	\$85.00	Neighbor approval, one time council approval
White Bear Township			\$20.00	2 yr	3 or more	\$100.00	Neighbor approval, site inspection, yearly council approval, etc.
North Saint Paul	747-2400	Karen	\$25+10 technology fee [Discount: \$2 off for seniors, \$2 off for being chipped, \$5 off for neutering]	2 yr	3 to 5	\$55+10	Fee only
Little Canada	766-4029	Bonnie	\$15.00	2 yr	4 not allowed	Additional information not gathered	
Pine Springs	770-5720	Vicky	\$12.00	1 yr	4 not allowed	Additional information not gathered	
Shoreview	490-4600	Sue	\$10.00	rabies	4 not allowed	Additional information not gathered	
Dellwood	429-1356	JoAnne	\$8.00	2 yr	4 or more	Additional information not gathered	
Gem Lake	747-2790	Gloria	\$10.00	1 yr	4 or more	Additional information not gathered	
Lino Lakes	982-2400	Brook	\$5.25	same as rabies vaccine	4 or more	Additional information not gathered	
Willernie	429-2977	Vicky	\$3.00	2 yr	4 or more	Additional information not gathered	
Stillwater	430-8800	Nancy	\$10.00	1 yr	4 or more	Additional information not gathered	
Birchwood Village	426-3403	Paul	\$10.00	2 yr	5+	Additional information not gathered	
Grant	426-3383	Kim	No	2 yr	none		
Hugo	762-6300	Anna	No		none		
Mahtomedi	426-3344	Patty	\$10.00		none		
White Bear Lake	429-8526	Megan	\$15 (if neutered)	2 yr	none		

### **History of Applications Received:**

Currently the only way we find out about a home that has 3 dogs is by way of a complaint either by a neighbor or if by chance a dog is found running at large & animal control returns it. Never has the Township found out about a 3 dog home because of filth or unsanitary conditions in the home or hoarding.

### **Possible Suggestions for Change:**

- Make a public hearing mandatory upon the initial application only
- Require a subsequent hearing only upon receipt of complaints
- Eliminate the need for a license all together:
  - In the event of complaints received have enforcement through animal control (i.e. tickets)



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 8

**Subject:** No Parking Request for Grad Party

**Documentation:** Staff Memo w/attachments

**Action / Motion for Consideration:**

Report at Meeting / Discuss

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: APRIL 18, 2018**

**SUBJECT: "NO-PARKING" ZONE WAIVER REQUEST**

I received a call from Pam Farrell, 5228 East Street, inquiring as to the procedure for requesting a No-Parking Zone Waiver. I forwarded her the Application and it was completed and is attached.

As stated on the Application, Pam will be hosting a graduation party for her child on Saturday, June 9, 2018, and wishes to have the 2 no-parking signs located in front of her house covered to allow for parking by her guests. She would like the signs covered from 10:00 a.m. – 10:00 p.m.

The Town has granted "No-Parking" Zone Waiver requests for residents in the past for events, the most recent one day event being in June of 2015:

**CONSENT AGENDA:** Ruzek moved approval of the Consent Agenda as follows:  
5B) No Parking Zone Waiver – In Accordance with Section 1-9 of Ordinance No. 17, Approve the "No Parking Zone" Waiver Permit for 5776 W. Bald Eagle Boulevard for Saturday, June 13, 2015, from 12:00 Noon – 10:00 p.m. for a Graduation Party; Kermes seconded. Ayes all.

Ordinance No. 17, Section 1-9 a-e states the following:

**1-9.a. NO PARKING ZONE WAIVER PERMITS.** Residents can apply for a permit to lift no parking restrictions. The nontransferable permit may be acquired from the Town Clerk for specific dates and shall expire upon such date stated in the permit. Permits will only be issued as long as there is no undue interference with traffic safety or create such serious problems during the use of such permit.

**1-9.b. APPLICATION PROCESS.** Residents shall submit a permit request for Town Board approval at least 1 week prior to a regularly scheduled Town Board meeting. The application shall set forth the following information regarding the proposed street or road use:

1. The name, address, and telephone number of the applicant or applicants.
2. If the proposed use is to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the

headquarters of the organization and of the responsible heads of such organizations.

3. The date and duration of time for which the requested use of the street or road is proposed to occur.
4. An accurate description of that portion of the street or road to be used, including a map.
5. The proposed use, described in detail, including a description of the activities planned during the no parking zone waiver.

**1-9.c. AGENCY REVIEW.** Once the application is received, Town Staff will contact the Ramsey County Sheriff's Department, Ramsey County Public Works Department, and White Bear Township's Public Works Department, for their advice regarding the request.

**1-9.d. PLACING SIGNS OR HOODS.** Once the permit is approved, it is the applicant's responsibility to obtain the proper signs or "hoods" from the Township's Public Works Department, and place them in the affected area as specified by the Town Board, then return the signs and/or "hoods" the next business day.

**1-9.e. EMERGENCY RESTORATION OF NO-PARKING ZONE WAIVER.** The Ramsey County Sheriff's Department or White Bear Township reserves the right to immediately reinstate the no parking restriction if it is determined there is a threat to public safety or the general welfare of the residents of White Bear Township.

I contacted the Mike Casey, of the Ramsey County Sheriff's Office, asking for his opinion. His email is attached.

**Requested Action:**

Place on the May 7, 2018 Consent Agenda the following:

No-Parking Zone Waiver – In Accordance with Section 1-9 of Ordinance No. 17, Approve the "No-Parking Zone" Waiver Permit for Pam Farrell, 5228 East Street, to allow the covering of the two no-parking signs located in front of her house on Saturday, June 9, 2018 from 10:00 a.m. to 10:00 p.m.

PSW/s  
cc:admin/add.file  
b:farrellparkingwaiver

## Patti Walstad

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**From:** Farrell, Pamela <pamela.k.farrell@medtronic.com>  
**Sent:** Wednesday, March 28, 2018 2:12 PM  
**To:** Patti Walstad  
**Subject:** RE: No Parking Request  
**Attachments:** XeroxScan029.pdf

This is a formal request about the no parking signs that are the end of my driveway on 5228 East Street, WB Township. We would like to cover those signs up and allow parking on our end of the street just for the hours of 12PM-10PM on June 9 for my daughter's high school graduation. Attached is the form you asked me to complete.

Please let me know if there is anything else you need from me. Thank you so much.

*Pamela Farrell (formerly Azure)*  
Medtronic CRHF Global Medical Education  
Sr. Professional Relations Specialist  
Phone: 612.801.5853; Fax: 651.367.1982

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[www.MedtronicAcademy.com](http://www.MedtronicAcademy.com) for interactive courses, case studies, videos and downloadable resources.  
[www.MedtronicFeatures.com](http://www.MedtronicFeatures.com) for cardiac device information and feature descriptions.

Connect with us:



This message has been marked as Medtronic Controlled

---

**From:** Patti Walstad [mailto:Patti.Walstad@whitebeartownship.org]  
**Sent:** Wednesday, March 28, 2018 1:38 PM  
**To:** Farrell, Pamela <pamela.k.farrell@medtronic.com>  
**Subject:** [EXTERNAL] No Parking Request

Pam, I've attached that form I talked about. Please complete it and return along with your letter request.

Thanks, Patti

*Patti S. Walstad*  
Patti S. Walstad  
Paralegal  
White Bear Township  
1281 Hammond Road  
White Bear Township MN 55110

Direct Dial – 651-747-2756  
Office – 651-747-2750  
Fax – 651-426-2258



APPLICATION FOR  
"NO PARKING ZONE" WAIVER PERMIT

Applicant(s) Name Pam Farrell  
Address 5228 East St.  
WB Township mn  
Telephone Number 612-801-5853  
(Home/Cell) (Work)

If application is on behalf of or for an organization, list name of organization:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Request:

graduation party  
\_\_\_\_\_  
\_\_\_\_\_

Date & Times Waiver Requested for

Days: Saturday JUN 9

Times: 10 a.m./p.m. to 10 a.m./p.m.

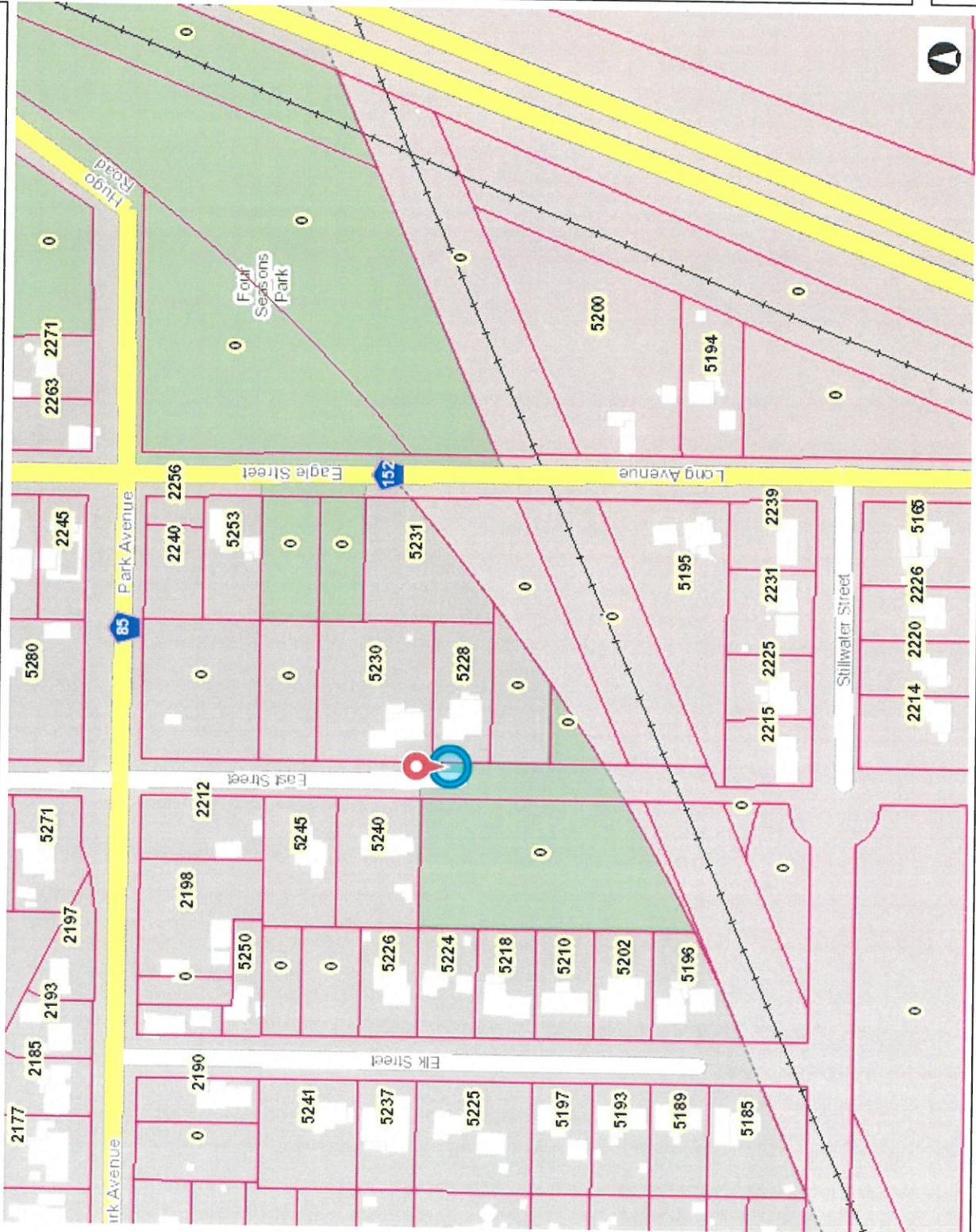
Detailed description of portion of street or road to be used (include a map):

end of street - right in front of our house -  
two no parking signs. we would like to use  
end of street for parking  
\_\_\_\_\_  
\_\_\_\_\_



I state that I have notified and obtained consent from the affected neighbors in regard to this "No Parking Zone" Waiver request.

Pam Farrell  
(Applicant Signature)



**Legend**



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

**Notes**

Enter Map Description

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**



400.0  
 200.0  
 0  
 400.0 Feet

NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet  
 © Ramsey County Enterprise GIS Division

## Patti Walstad

---

**From:** Casey, Mike <mike.casey@CO.RAMSEY.MN.US>  
**Sent:** Wednesday, April 18, 2018 2:47 PM  
**To:** Patti Walstad  
**Subject:** Re: No Parking Waiver Request

Sure that sounds good.

Sent from my iPhone

On Apr 18, 2018, at 9:56 AM, Patti Walstad <[Patti.Walstad@whitebeartownship.org](mailto:Patti.Walstad@whitebeartownship.org)> wrote:

Hello Mike,

Bill Short said that I should contact you regarding this:

A resident who lives at 5228 East Street, White Bear Township, would like to cover up the No Parking signs in front of her house for her child's graduation party on June 9<sup>th</sup> from 10 am to 10 pm

Could you take a look at the area and let me know your thoughts as to whether that would be alright.

Appreciate it.

Patti

*Patti S. Walstad*

Patti S. Walstad  
Paralegal  
White Bear Township  
1281 Hammond Road  
White Bear Township MN 55110

Direct Dial – 651-747-2756  
Office – 651-747-2750  
Fax – 651-426-2258  
E-mail – [patti.walstad@whitebeartownship.org](mailto:patti.walstad@whitebeartownship.org)

Find us on FaceBook!



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:**

**9**

**Subject:**

Public Hearing Schedule at Town Board Meetings

**Documentation:**

Staff Memo w/attachments

**Action / Motion for Consideration:**

Report at Meeting / Discuss

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: PATTI WALSTAD**  
**DATE: APRIL 18, 2018**

**SUBJECT: PUBLIC HEARING SCHEDULE AT TOWN BOARD MEETINGS**

It is the Town's practice that when a public hearing is needed for a particular matter the public hearing is set for a specific date and specific time (7:10, 7:20, etc.).

During the April 16<sup>th</sup> meeting the hearings were set for specific times and most, if not all, did not take the allotted 10 minutes causing agenda items to be taken out of order just to fill the time before the next hearing could start.

I have reviewed the agenda structures regarding public hearing schedules for surrounding cities (Vadnais Heights, Hugo, Lino Lakes, White Bear Lake, Shoreview and Arden Hills). Other cities appear to establish a heading called "Public Hearings" immediately after the "consent" section of their agendas and list the hearings there.

If the Town Board is interested in considering this format change, all future notices could have the public hearings start at maybe 7:05, 7:10 or just have all notices say 7:00 for the hearing time as that is the start of the meetings, and proceed with the hearings as listed on the agenda after the consent agenda or old business items.

I've attached a sample of a proposed agenda for your review.

PSW/s

**AGENDA**  
**TOWN BOARD MEETING**

---

1. **7:00 p.m.** Call to Order
2. Approval of Agenda
3. Approval of Payment of Bills
4. Approve of Minutes
  
5. **Consent Agenda:**
  
6. **Old Business:**
  
7. **Public Hearings: (can set time i.e. 7:05, 7:10 if wanted)**
  
8. **New Business:**
  
9. **Added Agenda Items**
10. **Open Time**
11. **Receipt of Agenda Materials & Supplements**
12. **Adjournment**

SAMPLE

SAMPLE

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
March 19, 2018  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

**CITIZENS COMMENTS** - *Individuals may address the City Council about any item not included on the regular agenda. Specific procedures that are used for Citizens Comments are available on notecards located in the rack near the entrance to the Council Chambers. Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

**COUNCIL COMMENTS**

**CONSENT AGENDA** - *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. February 12, 2018 City Council Workshop Minutes
2. March 5, 2018 City Council Meeting Minutes
3. Monthly Reports
  - Administration/Community Development
  - Finance
  - Public Works
  - Park and Recreation
4. Receipt of Committee/Commission Minutes
  - Bikes & Trailways Committee; February 1, 2018
5. Verified Claims
6. Purchases
7. Approve Resolution Accepting Donations for Taste of Shoreview

8. Approve Administrative Penalty for Tobacco Compliance Violation (sale to minor)
9. Establish Project and Authorize Execution of Professional Services Agreement For the 2018 Water Main Improvements, City Project 18-04
10. Approve Street Sweeping Agreement
11. Authorize Purchase of Regenerative Air Street Sweeper
12. Approve State of Minnesota Joint Powers Agreement with the City of Shoreview on Behalf of the City Attorney and Ramsey County Sheriff's Department
13. Approve Minor Subdivision, 4164 Rice Street

#### **PUBLIC HEARING**

14. Public Hearing – Arner/Dale/Bridge/Lion Road Reconstruction, City Project 18-01
15. Public Hearing – Dale Court North and South Water Main Extension, City Project 18-03

#### **GENERAL BUSINESS**

16. Approve Minor Subdivision, 3316 Victoria Street
17. Approve Recycling Cart Purchase
18. Accept Bid and Authorize Contract – Rice Creek Fields Water Reuse, City Project 17-06

#### **STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS**

#### **SPECIAL ORDER OF BUSINESS**

#### **ADJOURNMENT**

**\* Denotes items that require four votes of the City Council.**

SAMPLE



**AGENDA  
REGULAR MEETING OF THE CITY COUNCIL OF  
THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, NOVEMBER 28, 2017  
7:00 P.M. IN THE COUNCIL CHAMBERS**

**6:00 P.M. CLOSED SESSION – UPSTAIRS EXPANSION ROOM**

**PURSUANT TO MINNESOTA STATUTE SECTION 13D.05, SUBD. 3(B),  
PROPOSED LITIGATION RELATED TO DAMAGES INCURRED FROM  
CONTAMINATION OF STORMWATER SEDIMENTS RELATED CHEMICALS  
FROM COAL TAR SEALANTS**

**1. CALL TO ORDER AND ROLL CALL**

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

Minutes of the Regular City Council Meeting on November 14, 2017

**3. APPROVAL OF THE AGENDA**

**4. VISITORS AND PRESENTATIONS**

A. Mike Greenbaum – New Trax Senior Shuttle

**5. PUBLIC HEARINGS**

A. Consideration of Body Worn Camera policy

B. Truth in Taxation Hearing

**6. LAND USE**

Nothing scheduled

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. ORDINANCES**

Nothing scheduled

**Mayor:**  
David Grant

**Councilmembers:**  
Brenda Holden  
Fran Holmes  
Dave McClung  
Steve Scott



**Regular City Council  
Agenda  
March 12, 2018  
7:00 p.m.  
City Hall**

**Address:**  
1245 W Highway 96  
Arden Hills MN 55112

**Phone:**  
651-792-7800

**Website:**  
[www.cityofardenhills.org](http://www.cityofardenhills.org)

**City Vision**

Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

**CALL TO ORDER**

1. APPROVAL OF AGENDA

2. PUBLIC INQUIRIES/INFORMATIONAL

Public inquiries/informational is an opportunity for citizens to bring to the Council's attention any items not currently on the agenda. In addressing the Council, please state your name and address for the record, and a brief summary of the specific item being addressed to the Council. To allow adequate time for each person wishing to address the Council, we ask that individuals limit their comments to three (3) minutes. Written documents may be distributed to the Council prior to the meeting, or as bench copies, to allow a more timely presentation.

3. STAFF COMMENTS

3.A. Rice Creek Commons (TCAAP) And Joint Development Authority (JDA) Update

Dave Perrault, City Administrator

Documents:

MEMO.PDF

4. APPROVAL OF MINUTES

4.A. February 12, 2018 Special City Council Work Session

Documents:

02-12-18-SWS.PDF

4.B. February 12, 2018 City Council Regular

Documents:

02-12-18-R.PDF

4.C. February 20, 2018 City Council Work Session

Documents:

02-20-18-WS.PDF

4.D. February 26, 2018 City Council Regular

Documents:

02-26-18-R.PDF

5. CONSENT CALENDAR

Those items listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by one motion under a Consent Calendar format. There will be no separate discussion of these items, unless a Councilmember so requests, in which event, the item will be removed from the general order of business and considered separately in its normal sequence on the agenda.

5.A. Motion To Approve Claims And Payroll

Dave Perrault, City Administrator

Documents:

MEMO.PDF

5.B. Motion To Approve Contract For City Hall Cleaning Services – MN Services

Dave Perrault, City Administrator

Documents:

MEMO.PDF  
ATTACHMENT A.PDF

5.C. Motion To Approve Purchase Of Wetland Banking Credits From The Minnesota Board Of Water And Soil Resources

Sue Polka, Public Works Director/City Engineer

Documents:

MEMO.PDF  
ATTACHMENT A.PDF

5.D. Motion To Approve Marketing Agreement With Utility Service Partners Private Label, Inc., - National League Of Cities Service Line Warranty Program

Sue Polka, Public Works Director/City Engineer

Documents:

MEMO.PDF  
ATTACHMENT A.PDF

ATTACHMENT B.PDF  
ATTACHMENT C.PDF  
ATTACHMENT D.PDF  
ATTACHMENT E.PDF

5.E. Motion To Approve Quote From Arnt Construction Company - Johanna Marsh  
Tennis Court Removal

Sue Polka, Public Works Director/City Engineer

Documents:

MEMO.PDF  
ATTACHMENT A.PDF  
ATTACHMENT B.PDF

5.F. Motion To Approve Resolution 2018-021 – State Of MN Bureau Of Criminal  
Apprehension Joint Powers Agreement And Court Data Services Subscriber  
Agreement Amendment

Julie Hanson, City Clerk

Documents:

MEMO.PDF  
ATTACHMENT A.PDF  
ATTACHMENT B.PDF  
ATTACHMENT C.PDF  
ATTACHMENT D.PDF  
ATTACHMENT E.PDF

5.G. Motion To Approve Change Order No. 1 - Michels Pipe Services - 2017 Sewer  
Lining Project

Sue Polka, Public Works Director/City Engineer

Documents:

MEMO.PDF  
ATTACHMENT A.PDF  
ATTACHMENT B.PDF

6. PULLED CONSENT ITEMS

Those items that are pulled from the Consent Calendar will be removed from the  
general order of business and considered separately in its normal sequence on the  
agenda.

7. PUBLIC HEARINGS

7.A. Quarterly Special Assessments For Delinquent Utilities

Dave Perrault, City Administrator  
Pang Silseth, Accounting Analyst

Documents:

MEMO.PDF

- 7.B. Vacation Of The Sewer Easement For The Arden Hills Lift Station #12 At 3685  
New Brighton Road As Proposed In Planning Case 17-029

Matthew Bachler, City Planner

Documents:

MEMO.PDF  
ATTACHMENT A.PDF  
ATTACHMENT B.PDF  
ATTACHMENT C.PDF  
ATTACHMENT D.PDF  
ATTACHMENT E.PDF  
ATTACHMENT F.PDF  
ATTACHMENT G.PDF

## 8. NEW BUSINESS

- 8.A. Resolution 2018-020 Adopting And Confirming Quarterly Special Assessments For  
Delinquent Utilities

Dave Perrault, City Administrator  
Pang Silseth, Accounting Analyst

Documents:

MEMO.PDF  
ATTACHMENT A.PDF

- 8.B. Planning Case 17-029 - 3685 New Brighton Road – Preliminary Plat And Final Plat  
And Resolution 2018-019 Approving The Vacation Of The Sewer Easement For  
Arden Hills Lift Station #12

Matthew Bachler, City Planner

Documents:

MEMO.PDF  
ATTACHMENT A.PDF  
ATTACHMENT B.PDF  
ATTACHMENT C.PDF  
ATTACHMENT D.PDF  
ATTACHMENT E.PDF  
ATTACHMENT F.PDF  
ATTACHMENT G.PDF  
ATTACHMENT H.PDF  
ATTACHMENT I.PDF  
ATTACHMENT J.PDF  
ATTACHMENT K.PDF  
ATTACHMENT L.PDF  
ATTACHMENT M.PDF  
ATTACHMENT N.PDF  
ATTACHMENT O.PDF  
ATTACHMENT P.PDF

9. UNFINISHED BUSINESS

10. COUNCIL COMMENTS

**ADJOURN**



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 10

**Subject:** Tablet Pricing for Town Board Members

**Documentation:** Staff Memo w/attachments

**Action / Motion for Consideration:**

Report at Meeting / Discuss

-----  
**Minutes  
Executive Meeting  
February 23, 2018**

**LAPTOP COMPUTERS:** There was discussion regarding the Town Board Supervisors having laptop computers with software for electronic meeting notes. The Finance Officer will contact Roseville IT to see if they have a buying option. He will report back.

**Consideration of Approving Notebook Computers for Town Board.** (TK)

**A. REFERENCE AND BACKGROUND:**

The Town Board asked staff to look into the possibility of providing computers so that the Board could receive their agenda packets electronically and make notes on them prior to the meeting and at the meeting. Roseville IT suggested either an iPad with an app for note taking and stylus pen or a Dell tablet bundle.

The price of the iPad would vary based on the iPad features desired, whereas, the Dell tablet costs about \$1,300.00 each. The Town's capital improvement plan includes \$18,750.00 for computers in 2018.

Roseville IT does not support the iPads but would the Dell tablet, but Roseville IT still recommends the iPad.

**A1. Budget Impact:** The only budget impact would be the cost to purchase the computers.

**A2. Staff Workload Impact:** There is minimum staff impact to get the devices operating properly.

**B. ALTERNATIVE ACTIONS:**

1. Discuss and approve the purchase and type (options) of device desired.
2. Discuss and bring back cost estimates of iPads with the options desired, if iPads are the Town Board approved device.
3. Discuss and do not approve the purchase of devices.

**C. STAFF RECOMMENDATION:**

1. Staff has no recommendations.

**D. SUPPORTING DATA:**

E-mail from Roseville IT.

## Tom Kelly

---

**From:** Metro-INET Support <support@metro-inet.us>  
**Sent:** Monday, February 26, 2018 2:24 PM  
**To:** Tom Kelly  
**Cc:** \*Support; Bill Short  
**Subject:** RE: Note book/l pad purchase [Request ID :##90559##]

My recommendation is to go with an iPad. They're easier to use and less expensive overall.

That said, we don't support iPads. If you went with the Dell's, it would be your decision to have them be a covered unit for support or not.

Thank you,  
Veronica

For updates, hardware and software pricing, and FAQs, [click me!](#)

To view this request in the helpdesk, click here:

<https://HELPDESK.metro-inet.us/WorkOrder.do?woMode=viewWO&woID=90559>

If your problem is solved, click here to close the request:

[Close Request](#)

Category : Administrative Inquiry

Description :

Would you recommend the Dell tablet bundle over the iPad?

Tom Kelly  
Finance Officer  
White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110  
(651)-747-2760

**From:** Metro-INET Support [mailto:support@metro-inet.us]  
**Sent:** Monday, February 26, 2018 9:27 AM  
**To:** Tom Kelly <Tom.Kelly@whitebeartownship.org>  
**Cc:** \*Support <Support@metro-inet.us>; Bill Short <Bill.Short@whitebeartownship.org>  
**Subject:** RE: Note book/l pad purchase [Request ID :##90559##]

Hi Tom:

If they went with an iPad, they would just need an app for note taking installed and a stylus pen. The prices are all over the place for iPads depending on many factors like screen size, capacity, cellular, etc.

The other option is to go with a Dell tablet bundle which is really similar to the Surface (but much better). The cost is around \$1300.

The Guest Network can accommodate wireless devices, yes.

Thank you,  
Veronica

For updates, hardware and software pricing, and FAQs, [click me!](#)

To view this request in the helpdesk, click here:

<https://HELPDESK.metro-inet.us/WorkOrder.do?woMode=viewWO&woID=90559>

If your problem is solved, click here to close the request:

[Close Request](#)

Category : Administrative Inquiry

Description :

The Town Board would like to receive their agenda packets electronically and then be able to view the packets at the meeting and be able to write notes on them. What would you recommend for devices and software to be able to accomplish this. I would need 3 of them. I also assume the wireless internet at Heritage Hall and the Town Offices could support this? Thanks for your help.

Tom Kelly  
Finance Officer  
White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110  
(651)-747-2760



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 11

**Subject:** Outstanding Debt Chart

**Documentation:** Chart

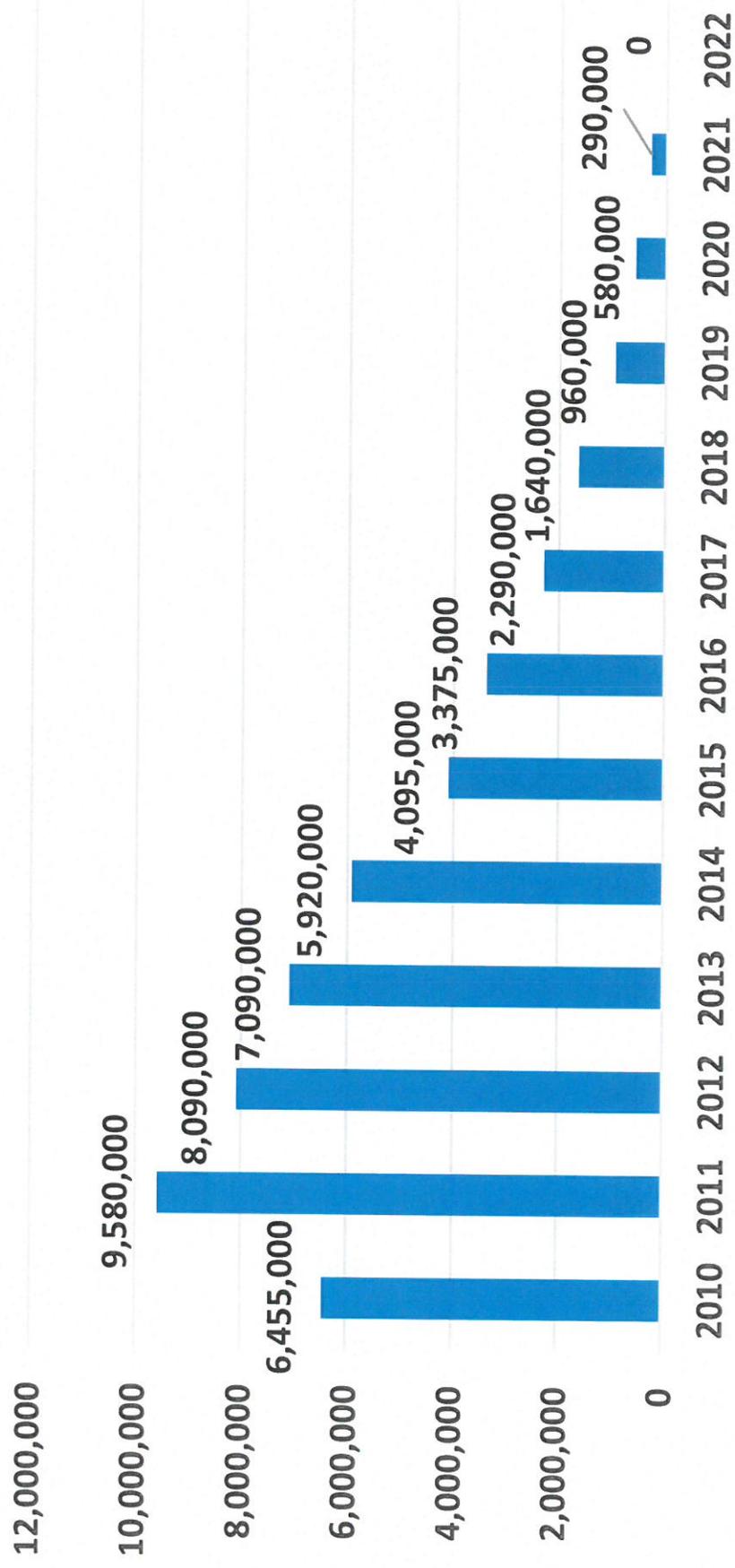
**Action / Motion for Consideration:**

Report at Meeting / Discuss

## Outstanding Debt

The Town currently has outstanding debt of \$1,640,000.00, which is the lowest amount since I originally started at the Township in 1994. The Town last issued debt in 2011, at which time the Town issued 3 bond issues, 1 was for improvements, 1 financed a water project and refinanced other utility bonds and the third issue refinanced a TIF Bond. The highest interest rate is 4% on the 2008 improvement & water revenue bond. This bond will be paid off in 2019. The remaining three bond issues have rate ranging from 1.35% up to 2.15%. If the Town were to not issue any new debt, in the future all bonds would be paid off in 2022.

## Outstanding Debt





**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 12.a

**Subject:** Trails

a. South Shore Boulevard

**Documentation:** None

**Action / Motion for Consideration:**

Report at Meeting / Discuss



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 12.b

**Subject:** Trails

b. Bald Eagle Boulevard

**Documentation:** E-mails

**Action / Motion for Consideration:**

Report at Meeting / Discuss

-----  
**Minutes  
Executive Meeting  
March 16, 2018**

**BALD EAGLE BOULEVARD:** The Town Board continues its interest in improving pedestrian and bicycle safety on Bald Eagle Boulevard. It was noted that options to promote safety could include flashing safety lights, speed signs and to make sure any brush is cleared to improve sight lines on the road for walkers, and education of the public regarding driving too fast on the road. The Township has concerns about safety of pedestrians that warrants these efforts. The Public Works Director will contact Ramsey County regarding clearing brush and trimming any trees that obstruct vision and ask where signs could be placed. He will report back.

**Patti Walstad**

---

*Exec*

**From:** Bill Short  
**Sent:** Tuesday, April 3, 2018 12:05 PM  
**To:** Patti Walstad  
**Subject:** FW: Driver Feedback Signs on Bald Eagle Boulevard

*Mtg*

Patti,  
Please add to Exec. Mtg agenda packet under trails.  
Thank you

---

**From:** Dale Reed  
**Sent:** Tuesday, April 03, 2018 12:03 PM  
**To:** Bill Short <Bill.Short@whitebeartownship.org>; Steve Ruzek <Steve.Ruzek@whitebeartownship.org>; Bob Kermes <Bob.Kermes@whitebeartownship.org>; Ed Prudhon <Ed.Prudhon@whitebeartownship.org>  
**Subject:** FW: Driver Feedback Signs on Bald Eagle Boulevard

Below is Ramsey County's response to the subject signs for discussion at our next Town Board Executive meeting.

Dale

Public Works Director  
White Bear Township  
Office phone 651-747-2777

---

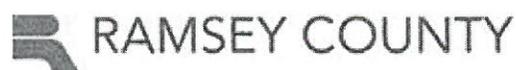
**From:** Lux, Joseph [<mailto:Joseph.Lux@CO.RAMSEY.MN.US>]  
**Sent:** Tuesday, April 3, 2018 10:22 AM  
**To:** Dale Reed <[Dale.Reed@whitebeartownship.org](mailto:Dale.Reed@whitebeartownship.org)>  
**Cc:** Laberee, Erin <[Erin.Laberee@CO.RAMSEY.MN.US](mailto:Erin.Laberee@CO.RAMSEY.MN.US)>  
**Subject:** Driver Feedback Signs on Bald Eagle Boulevard

Hi, Dale:

Erin and I discussed the idea of putting active driver feedback signs on Bald Eagle Boulevard. We do not install these because they do not have long-term effectiveness in reducing speeds. We do allow municipalities to install them by permit if on a separate post or on existing speed limit signs, if acceptable to the County sign shop supervisor. We'd need to approve the locations. The cost is approximately \$3,000/sign. Our permit people said some cities have found less expensive one, but they didn't work well and were removed. Let us know if you want to move forward. Erin, anything to add?

*Joe Lux*

Joseph Lux  
Senior Transportation Planner  
Ramsey County Public Works  
1425 Paul Kirkwold Drive, Arden Hills, MN 55112  
651-266-7114



## Tom Riedesel

---

**From:** Tom Keyser <keysert@me.com>  
**Sent:** Saturday, March 17, 2018 7:53 PM  
**To:** Tom Riedesel  
**Cc:** Ms. Katherine A. Harris  
**Subject:** Bald Eagle Blvd Summer Walkway Test

Hi Tom,

We are very much in favor of a test this coming summer of a walking path on Bald Eagle Blvd. Lake Ave in WBL is a great example of a one way street + walking path solution. M

After reading the recent Press article I thought the description of a combination of 3' narrow walkways with narrower two way vehicle lanes combined with short sections with a single 10' walking path plus a one way street or narrow two lanes was confusing and potentially much more dangerous then the current state of the road.

We watch people and we ourselves walk the busy boulevard often. A single, lakeside 10' walkway paired with an east bound one way street for the entire proposed stretch seems much safer and less confusing. I've tried driving to and from our home on Bald Eagle using just a single east bound lane and it's not a big deal.

Tom, Bald Eagle Blvd is battered from all the fast and heavy traffic. Plus, the chance of a bad pedestrian accident seems more likely each year. We hope we will hear soon that the Township is going to give this one way road idea a try this summer.

Thanks,

Tom Keyser  
5251 W Bald Eagle Blvd

PS, if you don't run the test, can you lower the boulevard speed limit to 20 mph? Maybe that will reduce the traffic and make it safer to walk.

From Tom Keyser's iPhone



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 12.c

**Subject:** Trails

c. Capra Properties Trail

**Documentation:** White Bear Mini Storage Correspondence

**Action / Motion for Consideration:**

Report at Meeting / Discuss

March 15, 2018

White Bear Township  
Town Board;  
Park Board;

To whom this may concern:

As part of the approval to expand the White Bear Mini Storage facility, PRC WBMS, LLC agreed to work with White Bear Township to grant a trail easement on the east side of the property. The trail proposal would connect Leibel Street to the Benson Airport. Currently trails start at Red Pine Blvd and stop behind White Bear Mini Storage.

Since PRC WBMS LLC purchased the existing two mini storage buildings in November 2016 there have been well over ten break-ins where individuals have cut the fence or jumped over it. Initially, we thought that the crime was due to the size of the storage facility and its location in a dark industrial park. Recently we have learned from our neighbors and town staff that there is a pattern of crime throughout the industrial park. Due to this wider spread issue, we had to install a 24-hour camera monitoring service for the safety of our tenant's personal items that is connected to the police. This service is expensive and unsustainable, but the frequency of break-ins has decreased.

PRC WBMS, LLC is concerned that a trail adjacent to the fence line will give potential criminals unobstructed access to the property. We believe that the thick brush along the fence line today is a better crime deterrent than a trail. Thus, PRC WBMS, LLC does not support the proposed trail location. We would like to work with White Bear Township to find a more suitable trail location for residents and businesses alike, and we hope this letter prompts further discussion on the matter.

We appreciate your time and consideration.



Nate Hansen  
Partner  
PRC WBMS, LLC



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 13

**Subject:** Utility Program Coordinator Position

**Documentation:** Description to be Handed Out

**Action / Motion for Consideration:**

Report at Meeting / Discuss

-----  
**Minutes  
Executive Meeting  
March 16, 2018**

**UTILITY PROGRAM COORDINATOR POSITION:** The description of the Utility Program Coordinator position was reviewed. Water conservation will be spelled out more fully in the duties. The position will have essential functions to plan, develop, coordinate, monitor and track status of NPDES compliance activities. Based on the requirements a salary of \$60,000 is estimated. The Public Works Director will refine the duties of the position and report back.



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:**

**14**

**Subject:**

Emerald Ash Borer Management Plan

**Documentation:**

Public Works Director Memo w/attachments

**Action / Motion for Consideration:**

Report at Meeting / Discuss

## MEMORANDUM

Date: March 22, 2018

To: Town Board

From: Dale Reed, Public Works Director

Re: Emerald Ash Borer Management Estimate

The Emerald Ash Borer (EAB) has made its presence close to the Township after being identified off Buerkle Road in the City of White Bear Lake. The probability that it is already in the Township's jurisdiction is highly likely and it is only a matter of time before it is confirmed. Recognizing that this will be an issue to address, I am suggesting that we review the existing management plan for changes, if needed?

I have included a matrix of current or proposed EAB plans used by other communities for your review. I am also providing some cost estimates of potential options for the management of EAB based on an estimated 811 boulevard ash trees.

<b>Inventory Cost Est.</b>	<b>Treatment Cost Est.</b>	<b>Removal Cost Est.</b>
\$23,000.00*	\$94,887.00**	\$243,300.00***

\*The inventory estimate includes boulevard and park ash trees.

\*\* The treatment estimate doesn't include most of the park ash trees and is based upon an average diameter, breast, height (dbh) of 30".

\*\*\*The removal estimate doesn't include most of the park ash trees.

The Town could also consider hosting an Arbor Day event to encourage reforestation with the knowledge that there will be a reduction for shade trees within the Town's jurisdiction. To purchase bare root stock shade trees that range from 6-8' in height you can estimate \$50.00 per tree. Bare root stock seedlings that range in 2-3' in height are around \$3.00 per tree.

At minimum I would recommend a survey be completed to provide a more accurate estimate of potential costs with any of the alternatives. The updated EAB management plan could be a blended approach of any of the above alternative management efforts. The update would also list the criteria the Town will use to determine whether a tree is treated or removed in parks and on boulevards? I have provided the Town Attorney with a copy of the current Ordinance 27 for review and suggested edits.

As you can see there are many variables to consider in response to the Emerald Ash Borer infestation. Based upon feedback at the next Town Board Executive meeting the current Emerald Ash Borer Management Plan can be updated.

## ORDINANCE NO. 27

### AN ORDINANCE RELATING TO PLANT PESTS AND PROVIDING FOR THE CONTROL AND ABATEMENT THEREOF AND REPEALING ORDINANCE NO. 25

**THE TOWN BOARD OF THE TOWN OF WHITE BEAR DOES ORDAIN:**

#### **SECTION 1. DECLARATION OF POLICY.**

**1-1.** The Town Board of Supervisors of the Town of White Bear has determined that the health of shade trees and other plants within the Town limits is threatened by such diseases as dutch elm disease, oak wilt, emerald ash borer, and other plant pests, and that the loss of such trees and other plants growing upon public and private property would substantially depreciate the value of property within the Town and impair the safety, good order, general welfare and convenience of the public. It is therefore declared to be the intention of the Town Board to control and prevent the spread of such diseases, and this Ordinance is enacted for that purpose.

**1-2.** It is the intention of the Town Board of Supervisors to conduct a program of plant pest and shade tree disease control pursuant to authority granted by Minnesota Statutes, ~~Sections 18.022 and 18.023~~ Chapter 128, SF No 905, Section 14.

#### **SECTION 2. DUTIES OF DIRECTOR OF PUBLIC WORKS.**

**2-1.** It is the duty of the Director of Public Works to coordinate under the direction and control of the Town Board of Supervisors all activities of the Town relating to the control and prevention of dutch elm disease, oak wilt and other plant pests as defined in Minnesota Statutes, Section ~~48.46~~ 14, Subd. ~~43~~ 1d, and in this Ordinance.

**2-2.** The Director of Public Works or his duly authorized agents shall inspect all premises and places within the Town as often as practicable to determine whether any conditions described in Section 5 of the Ordinance exists thereon. He shall investigate all reported incidents of infestation by dutch elm fungus, elm bark beetles, oak wilt, emerald ash borer or other plant pests.

**2-3.** The Director of Public Works or his duly authorized agents may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned him under this Ordinance.

**2-4.** The Director of Public Works shall, upon finding conditions indicating dutch elm infestation, oak wilt, emerald ash borer, or other plant pests, immediately send specimens or samples to the Commission of Agriculture for

analysis, or take such other steps for diagnosis as may be recommended by the Town Board.

**SECTION 3. NUISANCES DECLARED.** The following things are public nuisances whenever they may be found within the Town of White Bear:

**3-1.** Any living or standing elm tree, oak tree, ash tree, or other tree, or part thereof, infected to any degree with dutch elm disease fungus, oak wilt, emerald ash borer, or with any plant pest as defined in Minnesota Statutes, Section ~~48.46~~ 14, Subd. ~~13~~ 1d, together with any other form of plant or animal life, including any disease producing organism dangerous to plants of this State and including alternate hosts of any plant disease, hereinbefore and hereinafter referred to as "Plant Pests".

**3-2.** Any dead elm tree or part thereof, including logs, branches, stumps, firewood or other elm material from which the bark has not been removed and burned; and any other dead tree or part thereof such as logs, branches, stumps and firewood, which are harboring plant pests, or which are determined to be likely to harbor such pests.

**3-3.** Any standing dead tree.

**SECTION 4. ABATEMENT.** It is unlawful for any person to permit any public nuisance as defined in Section 3 to remain on any premises owned or controlled by him within the Town of White Bear. Such nuisances may be abated in the manner prescribed by this Ordinance.

#### **SECTION 5. REMOVAL OF PUBLIC NUISANCES.**

**5-1.** The Director of Public Works or his duly authorized agent shall give to the owner of the premises where the public nuisance described in Section 3 of this Ordinance are found, a written notice of the existence of such nuisance, and require the removal, burying or burning (if permitted) of the same within twenty (20) days following the delivery or sending of such notice. If a VAPA, Barrier or trenching is necessary in accordance with this Ordinance, an additional fourteen (14) days are granted. The notice shall also notify the owner of said premises that unless such nuisance is removed and abated in compliance with the terms thereof in such specified time, the Town will proceed with the removal and abatement of such nuisance and assess the cost thereof against the said property as provided by Minnesota Statutes, Section 429.101.

**5-2.** Service of such notice shall be by personal service or sent by registered mail to the person to whom was sent the tax bill for the general taxes for the last preceding year on the property. It shall thereupon become the duty of the owner of said premises to cause such diseased tree or trees, breeding place or places, to be removed and burned.

**5-3.** In the case of removing or treating of trees located on street terraces or boulevards, fifty percent (50%) of such expense ~~may~~ shall be assessed to the abutting properties by the Town which expense shall become a lien on the property.

**5-4.** If the affected tree is near to another tree or trees of the same species, elm to elm, or oak to oak, whereby root graft is possible, trenching or a VAPAM Barrier, as prescribed by Minnesota Department of Agriculture must be completed so as to protect other non-diseased trees.

**5-5.** It is the responsibility of the property owner or controller to trim any dead or dying branch or branches that could be a place for the elm or oak bark beetles to harbor and propagate. Trees must not be trimmed in the late spring season (sap time, April and May) to prevent the infection of the fungi spores through the fresh wound and infecting any otherwise healthy trees.

**SECTION 6. SPRAYING OR INJECTING INFECTED TREES.** Whenever the Director of Public Works determines that any tree or wood within the Town is infected with dutch elm fungus, oak wilt, emerald ash borer or other plant pests, he may spray all nearby high value trees with an effective plant pest destroying concentrate. Spraying injecting activities authorized by this section shall be conducted in accordance with technical and expert opinion and plans of the commissioner of agriculture and under supervision of the commissioner or his agents whenever possible. The notice and assessment provision of Section 5 apply to spraying or injecting operations conducted under this section.

**SECTION 7. TRANSPORTING INFECTED WOOD PROHIBITED.**

**7-1.** It is unlawful for any person to transport within the Town any bark bearing elm wood, oak wood, or other wood infected with plant pests without having obtained a permit from the Director of Public Works. The Director shall grant such permits only when the purposes of this Ordinance will be served thereby.

**7-2.** It is unlawful for any person to store diseased firewood between April 1 and September 1 of each year without having obtained a permit from the Director of Public Works. The Director shall grant such permits only when the purposes of this Ordinance will be served thereby.

**7A. INTERFERENCE PROHIBITED.**

**1.** It is unlawful for any person to prevent, delay or interfere with the Director of Public Works or his agents while they are engaged in the performance of duties imposed by this Ordinance, Minnesota Statutes, and the rules of the Commissioner of Agriculture.

2. It is unlawful to cover over, deface or otherwise obliterate any identification noted on trees to mark them as infected to any degree with dutch elm disease fungus, oak wilt, emerald ash borer, or plant pests, which are to be removed or treated to abate the existing public nuisance.

**SECTION 8. PENALTY.** Any person who violates any provision of this Ordinance, upon conviction thereof, shall be punished by a fine not exceeding \$300.00 or by imprisonment for a period not exceeding 90 days, or both.

**SECTION 9. SEPARABILITY.** Each and every section, paragraph, sentence, clause or phrase of this Ordinance is separate and distinct of any other provision, and if any part or provision thereof shall be declared unconstitutional, it shall not affect the validity of any other part or provision thereof.

**SECTION 10. REPEAL.** Ordinance No. 25, adopted July 29, 1968, and entitled "An Ordinance Relating to Dutch Elm Disease and Providing for the Control and Abatement Thereof" is repealed.

**SECTION 11. EFFECTIVE DATE.** Passed by the Town Board of the Town of White Bear, Minnesota, this 17<sup>th</sup> day of November, 1969.

APPROVED:

\_\_\_\_\_  
TERRANCE M. ROONEY, Chairman

ATTEST:

\_\_\_\_\_  
MARIE ROLPH, Clerk-Treasurer

Board of Supervisors:  
TERRANCE M. ROONEY, Chair  
THOMAS MALLOY, JR., Supervisor  
JEROME L. PERRON, Supervisor

Published in the Suburban Sun November 26, 1969.

Historical Notes

2006

Section 3-3 passed February 21, 2006, and effective March 8, 2006 by Weisenburger, (Chair), Sand and Mample; Short (Clerk-Treasurer).

1980

Section 7A passed July 7, 1980, and effective July 17, 1980 by Perron (Chair), Sand and Jungkunz; LaFosse (Clerk-Treasurer).

1979

Section 7 passed July 16, 1979, and effective August 31, 1979 by Perron (Chair), Sand and Jungkunz; Rolph (Clerk-Treasurer).

1976

Section 1, 2, 3, and 5 passed May 17, 1976, and effective May 27, 1976 by Perron (Chair), Sand and Ransom; Rolph (Clerk-Treasurer).

1969

Ordinance, Title and Section 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11 originally passed November 17, 1969, and effective November 26, 1969 by Rooney (Chair), Malloy and Perron; Rolph (Clerk-Treasurer).

	WBT	Hugo	Lakeville	Lino Lakes	Maplewood (Draft)	North Oaks
Public Trees	Removal	<ul style="list-style-type: none"> <li>Affected trees located on City owned property will be removed</li> </ul>	<ul style="list-style-type: none"> <li>Current support for staged/structured removals for ash trees that are 10" dbh or less, all poor condition and infested trees that do not meet requirements for treatment will also be removed.</li> </ul>	<ul style="list-style-type: none"> <li>City is treating trees on street boulevards in order to give us more time to safely remove and replace</li> <li>Preferred method of treatment at this time is an injectable chemical called Tree-Age</li> <li>Any other treatment on public land is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>Four removal strategies being recommended: <ul style="list-style-type: none"> <li>Remove trees that die</li> <li>Remove trees that are infested</li> <li>Remove trees preemptively based on health or poor location</li> <li>Remove trees preemptively in an area</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>City-wide inspections have been done, no EAB has been found yet</li> <li>75 semi loads of ash tree debris exist on the trails around Pleasant Lake, as a result, 91 trees that would have posed a safety concern to residents were removed</li> </ul>
	Insecticide Treatment		<ul style="list-style-type: none"> <li>Current support for plan to preserve all good/fair condition public ash trees larger than 10" dbh w/ injection of emamectin benzoate</li> </ul>	<ul style="list-style-type: none"> <li>Proposing 1: replacement for park, facility and utility property and 15-20% replacement along boulevards</li> </ul>	<ul style="list-style-type: none"> <li>Two options considered: <ul style="list-style-type: none"> <li>No use of insecticides, City's Environmental and Natural Resources Commission has strongly urged the city council not to allow chemical treatments</li> <li>Limited use for residents (with permission from City and for significant trees or groups of trees to allow new trees to grow before ash are removed)</li> </ul> </li> <li>Recommending that at least one tree be planted for every tree removed or lost</li> </ul>	<ul style="list-style-type: none"> <li>46 trees that contribute significantly to the trails around Pleasant Lake were treated by the homeowners' association</li> </ul>
	Replacement	<ul style="list-style-type: none"> <li>As budget permits, all public trees removed will be replaced with non-host species</li> <li>Prioritized by canopy cover goals</li> </ul>	<ul style="list-style-type: none"> <li>Not requiring, but strongly suggesting</li> </ul>	<ul style="list-style-type: none"> <li>Interested in coming up w/ incentives or assistance for residence, or special assessment</li> </ul>	<ul style="list-style-type: none"> <li>Residents are provided with a list of suggested contractors for treating or removing their trees</li> <li>The city will mark trees that need to be removed</li> </ul>	
Private Trees	Removal	<ul style="list-style-type: none"> <li>The decision to treat, remove, or retain a private tree rests with the property owner</li> </ul>	<ul style="list-style-type: none"> <li>Encourages residents who wish to preserve their ash tree(s) to contact certified tree contractors</li> </ul>	<ul style="list-style-type: none"> <li>Would seek to discourage the homeowner-applied soil drench treatments.</li> <li>Advocating for City to provide a bulk treatment program for those who don't have interest in finding their own company</li> </ul>	<ul style="list-style-type: none"> <li>Owners should remove dead trees that are hazardous to people or structures</li> <li>See option for public trees</li> </ul>	<ul style="list-style-type: none"> <li>NOHOA properties will continue to be inventoried and decisions made with regard to the fate of ash trees</li> </ul>
	Insecticide Treatment		<ul style="list-style-type: none"> <li>Recommending expansion of the City's tree sale program to encourage private reforestation</li> </ul>			
	Replacement	<ul style="list-style-type: none"> <li>Funded by the owner</li> </ul>	<ul style="list-style-type: none"> <li>Suggest non-ash replacements</li> </ul>		<ul style="list-style-type: none"> <li>Tree Rebate program provides cost-share for residents</li> </ul>	

	<b>Rochester</b>	<b>Shoreview</b>	<b>St. Paul</b>	<b>Vadnais Heights</b>
<b>Public Trees</b>	<ul style="list-style-type: none"> <li>Removals are both staged and reactive. Every public tree identified as either wood pecked or infested is marked for removal provided no treatments are planned.</li> <li>Ash trees causing infrastructure or powerline conflicts are marked whether infested or not</li> <li>Roughly 3,000 trees will be treated, some for 20-yr timeframe of EAB plan, others for staged removal for 10 years.</li> <li>Treatments are based on condition.</li> <li>Treatments are on 3 yr cycle</li> <li>Only emamectin benzoate treatments recognized</li> </ul>	<ul style="list-style-type: none"> <li>The City will update its diseased tree ordinance to require the removal of both public and private ash trees infested</li> <li>The city will begin some preemptive removal of delimiting ash on public property</li> <li>Due to high cost of reoccurring treatments, long-term effects, water resources, and environment, the city will only identify best candidates of significant trees for trunk injections</li> <li>The City will identify resources for reforestation on public property as appropriate</li> <li>City will update its ordinance to require the removal of both public and private trees infested</li> <li>The city will permit residents to use chemical treatments if the trunk injection method is used, application is done by a city licensed tree contractor, and the treatment is reported to environmental officer</li> <li>The city has reinstated its annual tree sale program</li> </ul>	<ul style="list-style-type: none"> <li>With the increased rate of infestation, nearly 100% of our annual removals are of infested trees, w/ some being dead/dying/declining trees, construction-related and requested trees</li> <li>Public trees are treated by the City by way of a master contract with a private tree service based on size (above 10" dbh), grow space, absence of overhead utilities • Emamectin benzoate is the only product we've allowed for treatment of public trees</li> <li>1:1 ration to help rebuild canopy</li> <li>W/ increased infestation, there is no longer staffing resources necessary to inspect all private ash trees, no condemnation of private ash</li> <li>It is recommended to homeowners that if they are going to spend the money on their private tree to go with something effective and that is less likely to harm insects (such as soil drenching with imidacloprid)</li> </ul>	<ul style="list-style-type: none"> <li>No Management Plan, just a diseased tree ordinance to address dead and dying trees</li> </ul>
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**Town Board Executive Meeting  
April 27, 2018**

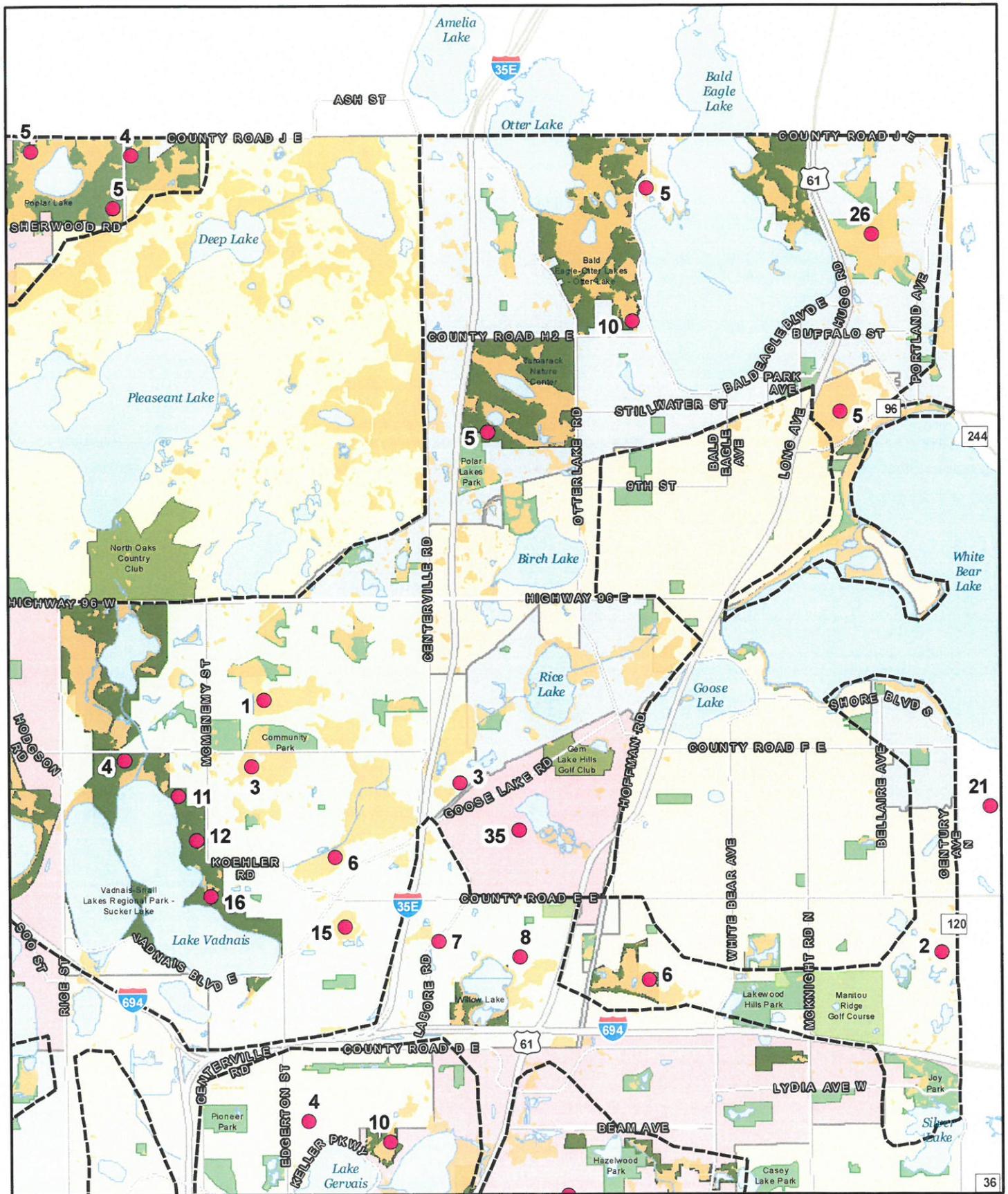
**Agenda Number:** 15

**Subject:** 2018 Deer Survey - Receive

**Documentation:** Map / email

**Action / Motion for Consideration:**

Report at Meeting / Discuss



# White Bear Lake & Township

- Deer
- Survey Area
- Wetlands



0 0.25 0.5 1 Miles

## Tom Riedesel

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**From:** Goodnature, Mike <mike.goodnature@CO.RAMSEY.MN.US>  
**Sent:** Thursday, April 19, 2018 2:15 PM  
**To:** Tom Riedesel  
**Subject:** RE: Benson airport hunt in 2018

Here are the stats, hunts in 2017 for WBT included Poplar and Tamarack nature center

<i>Ramsey County Sites</i>	<b>Adult Doe</b>	<b>Fawn Doe</b>	<b>Adult Buck</b>	<b>Fawn Buck</b>	<b>Site Total</b>
Battle Creek	5	2	8	2	17
Vadnais Lake	4	6	3	1	14
Rice Creek	4		1		5
Poplar Lake	1		2		3
Fish Creek	5	3	5	2	15
Snail Lake Marsh	1				1
Pig's Eye	7	5	2	2	16
Turtle Creek			2		2
Tamarack Nature Center	5	1	2	1	9
<b><u>TOTALS</u></b>	<b><u>32</u></b>	<b><u>17</u></b>	<b><u>25</u></b>	<b><u>8</u></b>	<b><u>82</u></b>

### *Non-Ramsey County Park Hunts*

Crosby	4	1	3		8
MN DNR			1		1
<b><u>TOTALS</u></b>	<b><u>4</u></b>	<b><u>1</u></b>	<b><u>4</u></b>		<b><u>9</u></b>

**Michael Goodnature** | Natural Resources Manager  
Ramsey County  
Parks and Recreation Department  
2015 Van Dyke Street

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**From:** Tom Riedesel [mailto:Tom.Riedesel@whitebeartownship.org]  
**Sent:** Wednesday, April 11, 2018 9:08 AM  
**To:** Goodnature, Mike <mike.goodnature@CO.RAMSEY.MN.US>  
**Subject:** RE: Benson airport hunt in 2018

Smart deer! They like the Town, Birchwood and Gem Lake especially!

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**From:** Goodnature, Mike [mailto:mike.goodnature@CO.RAMSEY.MN.US]  
**Sent:** Wednesday, April 11, 2018 8:57 AM  
**To:** Tom Riedesel <Tom.Riedesel@whitebeartownship.org>  
**Subject:** RE: Benson airport hunt in 2018

No, just the airport area. I am just not seeing the numbers west, in the park areas, and previous years hunts there have been unsuccessful. The deer really like to hang out on the WBT side 😊

**Michael Goodnature** | Natural Resources Manager  
Ramsey County  
Parks and Recreation Department  
2015 Van Dyke Street  
Maplewood, MN 55109-3796  
651-748-2500 x 347  
[www.ramseycounty.us](http://www.ramseycounty.us)

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**From:** Tom Riedesel [mailto:Tom.Riedesel@whitebeartownship.org]  
**Sent:** Wednesday, April 11, 2018 8:15 AM  
**To:** Goodnature, Mike <mike.goodnature@CO.RAMSEY.MN.US>; Bill Short <bill.short@whitebeartownship.org>  
**Subject:** RE: Benson airport hunt in 2018

Hi Mike,  
Looks like we'd better plan to have your crew there again this year. Are you looking at any other sites?  
Tom

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**From:** Goodnature, Mike [mailto:mike.goodnature@CO.RAMSEY.MN.US]  
**Sent:** Tuesday, April 10, 2018 5:34 PM  
**To:** Bill Short <Bill.Short@whitebeartownship.org>  
**Cc:** Tom Riedesel <Tom.Riedesel@whitebeartownship.org>  
**Subject:** RE: Benson airport hunt in 2018

We would be looking at Oct 5-7, Oct 26-28 as tentative dates

**Michael Goodnature** | Natural Resources Manager  
Ramsey County  
Parks and Recreation Department  
2015 Van Dyke Street  
Maplewood, MN 55109-3796  
651-748-2500 x 347  
[www.ramseycounty.us](http://www.ramseycounty.us)



## Town Board Executive Meeting April 27, 2018

**Agenda Number:** 16

**Subject:** May Executive Meeting Date Change – Holiday Weekend

**Documentation:** None

**Action / Motion for Consideration:**

Report at Meeting / Discuss

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Public Safety Comm Mtg	4	5
6	7 TB Mtg	8 EDAB Mtg	9	10 Utility Comm Mtg	11	12
13	14	15	16	17 Park Bd Mtg	18	19
29	21 EDA/TB Mtg 1)1st Qtr Fin Rpt 2) MN Twp Rpt 3)Cable Fin Rpt 4)Comm Recomm	22	23	24 Planning Comm Mtg	25 Exec Mtg 1)DNR	26
27	28 Memorial day	29	30	31	Safe Assure Contract Exp	



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 17

**Subject:** Public Works Director Report

**Documentation:** To Be Handed Out at Meeting

**Action / Motion for Consideration:**

Report at Meeting / Discuss



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 18.a

**Subject:** Code Enforcement Officer Report/Building Inspector Items.

- a. 1508 Hammond Road – Manley Vacant Building

**Documentation:** Building Inspector Correspondence

**Action / Motion for Consideration:**

Code Enforcement Officer Report at Meeting / Discussion

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**Minutes  
Executive Meeting  
January 24, 2018**

**CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 5) 1508 HAMMOND ROAD:**  
**1508 Hammond Road:** The single family dwelling at this address has been declared vacant and uninhabitable on January 8, 2018. The dwelling is abandoned, the water utility has been turned off at the street and the property's heating capability has been removed (propane tank). The vacant building fee of \$1,100 has been assessed to the property. This summer the Town will be sure that the lawn is cut if needed.

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: MIKE JOHNSON**  
**DATE: APRIL 17, 2018**

**SUBJECT: 1508 HAMMOND ROAD**

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Bank of America registered the vacant property on April 5, 2018. The property preservation company responsible for maintenance and service to the property is Safeguard Properties. Any notice of violations or concerns can be directed to Safeguard Properties.



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 18.b.

**Subject:** Code Enforcement Officer Report/Building Inspector Items.

b. 5734 Meadowview Drive

**Documentation:** Building Inspector Correspondence

**Action / Motion for Consideration:**

Code Enforcement Officer Report at Meeting / Discussion

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**Minutes  
Executive Meeting  
March 16, 2018**

**CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR: 2) 5734 MEADOWVIEW DRIVE: 5734 Meadowview Drive:** The property owner did appear Ramsey County Court and agreed to comply with the court order. The property owner has been receptive to the items needing attention. The court case has been continued to April 19, 2018 unless corrective action has been taken to resolve the code violations.

## Mike Johnson

---

**From:** Melissa K. Loonan <mloonan@ebbqlaw.com>  
**Sent:** Thursday, April 19, 2018 12:28 PM  
**To:** Mike Johnson  
**Subject:** RE: Donald Williams Citation #620000118746/Court File No. 62SU-CR-18-459

Mr. Williams said he completed the shingles on the bay window yesterday and that he has the paint for the trim (he is just waiting for better weather to paint). He said a lot of the other items have been removed. The next court date is 6/21. Hopefully everything will be completed by 6/21. I will request an update leading up to 6/21.

Thanks,

Melissa

---

**From:** Mike Johnson [mailto:Mike.Johnson@whitebeartownship.org]  
**Sent:** Wednesday, April 18, 2018 9:21 AM  
**To:** Melissa K. Loonan  
**Subject:** RE: Donald Williams Citation #620000118746/Court File No. 62SU-CR-18-459

Photos taken April 18, 2018, 08:45 am.

Remaining items to be completed.

- Repair roof shingles on bay window.
- Paint overhead garage door trim and front entry door and trim.
- Remove appliances, scrap lumber, dilapidated plastic storage bin, buckets, snow blower, garden equipment, barrels.

The property was snow covered at the time of inspection.

---

**From:** Melissa K. Loonan <mloonan@ebbqlaw.com>  
**Sent:** Tuesday, April 17, 2018 5:23 PM  
**To:** Mike Johnson <Mike.Johnson@whitebeartownship.org>  
**Subject:** FW: Donald Williams Citation #620000118746/Court File No. 62SU-CR-18-459

Hi Mike,

This case is set for Thursday morning. Would you be able to provide an update for us (what is completed/what needs to be completed, if anything)?

Thank you,

Melissa

---

**From:** Melissa K. Loonan  
**Sent:** Monday, March 12, 2018 1:42 PM  
**To:** 'Mike Johnson'  
**Subject:** Donald Williams Citation #620000118746/Court File No. 62SU-CR-18-459

Hi Mike,



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

FAX 651-426-2258

Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

Board of Supervisors

ROBERT J. KERMES, *Chair*

ED M. PRUDHON

STEVEN A. RUZEK

February 26, 2018

Donald & Ann Williams  
5734 Meadowview Drive  
White Bear Township, MN 55110

RE: Citation No. 620000118745

Dear Mr. & Mrs. Williams,

The following corrective action must be taken to resolve zoning code violations located at 5734 Meadowlands Drive, White Bear Township:

- Repair or replace deteriorated overhead garage door. — *completed 4-19-18*
- Repair deteriorated roof covering above front window. — *completed 4-19-18*
- *3-16-18 MJ* Remove lumber, plastic buckets, chemical containers and tools from the front entry.
- Remove deteriorated cardboard, vinyl tarps, deteriorated plastic storage bins plastic piping, auto parts and all miscellaneous debris.
- Mow all overgrown grass and weeds. Remove any accumulation of brush.

Thank you in advance for your cooperation in this matter.

Respectfully,

Mike Johnson  
Building Official/Code Enforcement



recycled paper



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Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

Board of Supervisors  
ROBERT J. KERMES, *Chair*  
ED M. PRUDHON  
STEVEN A. RUZEK

August 16, 2017

Donald & Ann Williams  
5734 Meadowview Drive  
White Bear Township, MN 55110

Dear Mr. & Mrs. Williams,

Your property located at 5734 Meadowview Drive has been determined to be in violation of the following Township Ordinances:

**Township Ordinance No. 16, Section 4-2.11**, prohibits the accumulation of trash and debris. Currently there are several personal items stored on the driveway that must be removed, or stored inside the building. The list includes but is not limited to, buckets, milk crates, lumber, scrap metal, plastic tarps, auto parts, carpet rolls, overhead garage door pvc pipe, cardboard, tires, lawn mowers, snow thrower, and other miscellaneous personal property.

**Township Ordinance No.47, Section 9-1**, the exterior finishes shall be kept in sound condition and repair. Currently the overhead garage door is severely deteriorated and must be replaced.

**Township Ordinance No. 16, Section 4-2.10**, prohibits the overgrowth of tall grasses and weeds.

Failure to take immediate action to resolve the property violations will result a summons to appear in Ramsey County District Court.

Please contact me by phone upon receipt of this notice to discuss a resolution to the above matter. I can be reached at 651-747-2750, Monday – Friday. I am normally in the office to respond to phone calls from 7:00 a.m. - 8:00 a.m., and from 3:00 p.m. - 3:30 p.m.

Respectfully,

Mike Johnson  
Building Official/Code Enforcement





**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 18.c.

**Subject:** Code Enforcement Officer Report/Building Inspector Items.

c. 2105 Stillwater Street – Vacant Building

**Documentation:** Building Inspector Correspondence

**Action / Motion for Consideration:**

Code Enforcement Officer Report at Meeting / Discussion

-----  
**Minutes  
Executive Meeting  
January 24, 2018**

**CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: 6) 2105 STILLWATER STREET: 2105 Stillwater Street:** The single family dwelling at this address has been declared vacant and uninhabitable on January 8, 2018. The building has been vacant for several years. The Town has received numerous nuisance complaints concerning the property conditions over the last several years. The Town has taken action in the recent past by removing junk vehicles from the property and mowing the grass. The \$1,100 annual vacant building fee will be assessed to the property if the property owner does not pay the fee. Recently there has been activity at this address. Two 40 yard dumpsters are on the property and they are full.

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: MIKE JOHNSON**  
**DATE: APRIL 5, 2018**

**SUBJECT: 2105 STILLWATER STREET**

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On April 4, 2018, the Ramsey County Sheriff Department and the White Bear Lake Fire Department responded to a complaint of an extremely strong natural gas odor on the exterior of the home.

It was determined the kitchen stove was leaking natural gas. The homes electrical and natural gas system have been disabled and locked. The Town's water supply is turned-off at the street.

During the incident, Town staff conducted an evaluation of the home. The dwelling is in very poor condition with all utilities inoperable. A strong odor of mold and mildew is present. The interior of the home is cluttered with personal property.

The Town Building Official has determined the dwelling as Unfit for Human Habitation and posted the property accordingly.



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FAX 651-426-2258

Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

Board of Supervisors  
ROBERT J. KERMES, *Chair*  
ED M. PRUDHON  
STEVEN A. RUZEK

April 10, 2018

Lope Lopez  
3872 Elmwood St  
St. Paul, MN 55127

Dear Ms. Lopez,

As the owner of 2105 Stillwater Street in White Bear Township, MN, you are hereby notified that a duly appointed officer of White Bear Township has performed an inspection of your property on April 4, 2018 and has condemned the property. The property is Unfit For Human Habitation pursuant to Township Ordinance No. 47, Section 13 (1), in that the defects create a hazard to the health, safety or welfare of the occupants or of the general public, because the building fails to provide minimum safety and sanitary conditions, the Township is serving you with this Notice of Condemnation.

This order prohibits the occupancy of 2105 Stillwater Street until the defective conditions have been corrected and the Township has issued written approval. As the property owner, you are hereby directed to correct the nuisance conditions as noted below prior to occupancy of the property.

- *Remove all trash and debris from the yard.*
- *Remove all trash and debris from the interior of the home.*
- *Repair exterior siding, roof coverings and windows.*
- *Restore all utilities to the dwelling.*

Condemned properties are subject to an \$1100 annual vacant building registration fee. Failure to correct violations or register the property will result in all fees being charged against the real estate upon which the property is located, and shall be a lien upon such real estate.

Failure to correct the nuisance conditions by May 10, 2018 will result in the Township declaring the structure to be a hazardous building and treated constant with the provisions of Minnesota Statutes as defined in Township Ordinance No. 47, Section 13-2.

Respectfully,

Mike Johnson  
Building Official / Code Enforcement Officer

Enclosure



recycled paper



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

Board of Supervisors  
**ROBERT J. KERMES, Chair**  
**ED M. PRUDHON**  
**STEVEN A. RUZEK**

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750  
FAX 651-426-2258  
Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

January 8, 2018

Property Owner  
2105 Stillwater Street  
White Bear Township, MN 55110

Dear Property Owner,

White Bear Township has determined that the property located at 2105 Stillwater Street to be vacant as defined by Town Ordinance No.16, Section 3-20. Properties determined to be vacant must be registered pursuant to Town Ordinance No. 47, Section 14 and are subject to an annual \$1100 Vacant Building Registration fee. A Vacant Building Registration packet is enclosed.

Vacant Building Registration fees shall be paid no later than 30 days from the date of this notice.

Please refer to the Vacant Building Registration requirements and process for further information on requirements, forms, fees and timeline for submittal of all forms and fees.

Failure to register vacant buildings will result in all unpaid fees being collected by special assessment under the authority of Minnesota Statutes, Section 429.101, and shall be a lien upon such real estate.

Respectfully,

Mike Johnson  
Building Official / Code Enforcement Officer

Enclosure





**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 18.d.

**Subject:** Code Enforcement Officer Report/Building Inspector Items.

d. 5456 Township Drive – Consider Enforcement Action

**Documentation:** Building Inspector Correspondence

**Action / Motion for Consideration:**

Code Enforcement Officer Report at Meeting / Discussion

-----  
**Minutes  
Executive Meeting  
March 16, 2018**

**CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR: 1) 5456 TOWNSHIP DRIVE;:**

**5456 Township Drive:** A rental license inspection was done on January 19, 2018. Deficiencies were documented during the inspection. The deficiencies must be compliant, along with the resubmittal of the rental license application and fee prior to the approval and issuance of a rental license. Failure to complete the required repairs by April 1, 2018 will result in the issuance of a citation requiring appearance in Ramsey County Court. This property is currently an open case in court.

# CITATION

State of Minnesota		 620000121077	
Citation #: <b>620000121077</b>		Sequential Citations ___ of ___	
County Name: <i>Ramsay</i>			
Identification: <input type="checkbox"/> DL <input type="checkbox"/> DVS Web <input type="checkbox"/> Photo ID <input type="checkbox"/> FP <input type="checkbox"/> Other			
DL Number: MN <input type="checkbox"/> CDL <input type="checkbox"/> State			
Name: First Middle Last Suffix <i>James Kum Wung</i>			
Address - Street, Apt # <i>1981 Campbell Circle</i>			
City <i>White Bear Lake</i>		State Zip <i>MN 55110</i>	
DOB (mm/dd/yyyy) <i>05-15-57</i>	Height	Weight	Eyes Gender <i>M</i>
<input type="checkbox"/> Juvenile Court Offense. Circle One: <i>JTR, JPO, DEL</i>		Parent or Guardian's Name: Address:	
<input type="checkbox"/> Same address as Juvenile			
Veh. Lic. No.	Plate Year	State	Make Style <input type="checkbox"/> 16+ pass. Color
Date of Offense <i>4-4-18</i>		Time of Offense <i>08:00</i>	
<input type="checkbox"/> Unsafe conditions Weather: _____		<input type="checkbox"/> Endangering Life or Property *Court appearance required if checked	
		<input type="checkbox"/> Commercial Vehicle DOT# _____ #Pounds overweight: _____ <input type="checkbox"/> Hazardous Materials (DOT)	
<input type="checkbox"/> Driver	<input type="checkbox"/> Owner	<input type="checkbox"/> Passenger	<input type="checkbox"/> Operate <input checked="" type="checkbox"/> Parked <input type="checkbox"/> Booked
Offense Location <i>5456 TOWNSHIP</i>		Circle One: City/County/Township/Other Of: <i>WBT</i>	
Offense	Charge Description	Statute/Ordinance	<input type="checkbox"/> 3rd violation PM, M, GM
	<i>Rental Dwelling Licensing 47-11</i>	<i>47-11</i>	
Offense	Charge Description	Statute/Ordinance	<input type="checkbox"/> 3rd violation PM, M, GM
Offense	Charge Description	Statute/Ordinance	<input type="checkbox"/> 3rd violation PM, M, GM
Offense	Charge Description	Statute/Ordinance	<input type="checkbox"/> 3rd violation PM, M, GM
<input type="checkbox"/> Speed Minn. Stat. § 169.14, subd. _____ mph _____ Limit		PM, M <input type="checkbox"/> 3rd in 12 months	
<input type="checkbox"/> No proof of Insurance Minn. Stat. § 169.791, subd _____		M, GM	
<input type="checkbox"/> No Seat Belt Use Minn. Stat. § 169.686.1(a)		PM	
<input type="checkbox"/> AC Taken - AC: _____ Test type: <input type="checkbox"/> Breath <input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Other Substance <input type="checkbox"/> Refused			
Observed Race/Ethnicity _____			
<b>If this is a payable citation, you must pay the amount owed or schedule an appearance within 30 days from the date the citation was issued.</b> <b>See the back of this citation for more information.</b>			
Officer(s) Name(s) <i>AKH</i>		Officer No(s)	Prosecutor
Controlling Agency (CAG) <i>MN0620000</i>	How Issued <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Mailed <input type="checkbox"/> Left at the Scene		Date Issued <i>4-4-18</i>
Agency Name: <i>WBT</i>		CN/ICR	

Version: 2015.1

ORIGINAL

620000121077



Board of Supervisors  
ROBERT J. KERMES, *Chair*  
ED M. PRUDHON  
STEVEN A. RUZEK

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750  
FAX 651-426-2258  
Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

February 27, 2018

James Wung and Antonia Kum  
1981 Campbell Circle  
White Bear Lake, MN 55110

RE: 5456 Township Drive Rental License

Dear Mr. Wung and Ms. Kum:

The Towns Code Enforcement Officer conducted a rental license inspection on Friday, January 19, 2018. The renewal request to obtain a rental license for 5456 Township Drive is denied, your rental license application and license fee is enclosed. The following deficiencies were documented during the inspection:

- Provide handrails at both exterior stairways accessing the dwelling.
- Provide a lockable door handle on the garage entry door.
- Provide documentation the dwellings forced air furnace system has been inspected and is in proper operating condition.
- Abandon basement bathroom and properly cap drain waste and vent piping.
- Install an appropriate driveway material such as rock, gravel, or Class 5 adjacent to the existing asphalt surface.
- Paint wood window trim, door trim and wood fascia as needed.

These deficiencies must be compliant, along with the resubmittal of the rental license application and fee, prior to the approval and issuance of a Township rental license.

Occupancy of the dwelling without the proper licensure is a violation of Township Ordinance No.47 Section 11. Failure to complete the required repairs by April 1, 2018, will result in the issuance of a citation requiring your appearance in a Ramsey County Court.

Respectfully,

Mike Johnson  
Building Official/Code Enforcement

Cc: James Wung – 2736 Lyndale Ave S, Suite 204, Minneapolis, MN 55408  
Enclosures



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**WHITE BEAR  
TOWNSHIP**

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RAMSEY COUNTY  
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Board of Supervisors  
**ROBERT J. KERMES, Chair**  
**ED M. PRUDHON**  
**STEVEN A. RUZEK**

November 8, 2017

James Wung and Antonia Kum  
1981 Campbell Circle  
White Bear Lake, MN 55110

RE: 5456 Township Drive

Dear Mr. Wung and Ms. Kum:

The Township issued rental license for your property located at 5456 Township Drive will expire on December 31, 2017. Failure to complete the application process prior to the expiration of your current license will cause the Town Board to consider revocation or suspension of your rental license.

Any occupancy of the property without the proper Township licensure is prohibited. Attached is the rental license application please complete the application form and schedule the required interior inspection of the property. The property owner must be present during the inspection and all housing code violations must be corrected prior to issuance of a rental dwelling license.

Respectfully,

Mike Johnson  
Building Official/Code Enforcement



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## WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

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Board of Supervisors  
ROBERT J. KERMES, *Chair*  
ED M. PRUDHON  
STEVEN A. RUZEK

### ABATEMENT ORDER

April 16, 2018

James Wung & Anthonia Kum  
1981 Campbell Circle  
White Bear Lake, MN 55110-6642

To Whom It May Concern:

As the owner of the property located at 5456 Township Drive, White Bear Township, MN, you are hereby notified that a duly appointed officer of White Bear Township has performed an inspection of your property. The officer has documented a violation of Township Ordinance No. 35, Section 7-6.2, "*All vehicles must be currently licensed and operable*"

After reasonable inspection, the officer has determined that the red Ford van with Minnesota license plate number 149 PAL is inoperable, unlicensed and said conditions represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than Friday, April 27, 2018.

The property owner or responsible party may appeal the abatement order by requesting a hearing before the Legislative Hearing Officer. This request shall be submitted to the Town Clerk in writing and prior to the abatement deadline or seven calendar days after the date of the abatement order, whichever comes first.

Failure to abate the nuisance or submittal of a written request for public hearing shall cause the Township to exercise its right to abate said nuisance and recover such abatement costs plus an additional 25% of such costs. These costs shall be assessed as a special assessment against the property.

Respectfully,

Mike Johnson  
Building Official/Code Enforcement Officer

Cc: Current Occupant  
James Wung - 2736 Lyndale Ave S Suite 204, Minneapolis, MN 55408



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RECEIVED  
DEC 8 2017  
TOWNSHIP OF WHITE BEAR TOWNSHIP WHITE BEAR

WHITE BEAR TOWNSHIP  
1281 Hammond Road  
White Bear Township, MN 55110  
Phone: 651-747-2750  
Fax: 651-426-2258  
[www.whitebear township.org](http://www.whitebear township.org)

### RENTAL LICENSE APPLICATION

Rental Property Address: 5456 Township Drive, WBL MN 55110

#### PROPERTY TYPE / FEE SCHEDULE

<input type="checkbox"/> Single Family \$100	<input type="checkbox"/> Two-Family \$50 / rented unit	<input type="checkbox"/> Multi-Family \$60 / building + \$50 / unit
<input checked="" type="checkbox"/> House	_____ Duplex	_____ Building
_____ Townhouse	_____ Townhouse	_____ Units
Total Fee \$ <u>100.00</u>		

#### OWNER INFORMATION (Individual(s) or Company)

Property Owner Name(s): James Wung

Mailing Address: 1981 Campbell Circle,  
Street Address  
White Bear Lake  
City MN Suite / Unit # 55110  
State 612-870-9202 ZIP Code 612-870-9202

Home Phone: 651-428-5115 Work Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

#### PROPERTY MANAGEMENT AGENT INFORMATION (person authorized to handle complaints)

Name: NONE

Mailing Address: 1981 Campbell Circle  
Street Address  
White Bear Lake,  
City MN Suite / Unit # 55110  
State 612-870-9202 ZIP Code 612-870-9202

Contact Person: James Wung Phone: \_\_\_\_\_  
 Cell Phone: 651-428-5115 E-Mail Address: \_\_\_\_\_

#### RENTER NAME(S) (if known)

Renter Name(s): Douglas Jones

I understand that I will operate and maintain the subject premises identified herein according to White Bear Township's Housing Ordinance 47 Section 11 and the laws of the State of Minnesota. I understand that I could be held responsible for any Township Ordinance violations(s) which may occur on my rental property. I certify that I am the owner or authorized agent and the answers contained herein are true and accurate in all respect to the best of my knowledge and belief. I agree to allow inspections pursuant to Ordinance 47, Section 11.5 and acknowledge that no rental license will be issued or renewed unless such inspection is performed.

I understand that the utility bills associated with this rental property are my responsibility, regardless of my arrangement with the renter, and any unpaid utility bills may be certified to Ramsey County, and attached to my property taxes for payment.

\*\* Deposit of the check by the Township does not constitute the issuance of a rental license.

Applicant Signature: [Signature] Date: 12/4/17

ESTATE CHECK

ONE WORLD TRAVEL INC  
2736 LYNDAL AVE S STE 204  
MINNEAPOLIS, MN 55408-1309

1797

17-1/910 049

DATE 12/5/17

PAY TO THE ORDER OF

White Bear Township

One hundred & 00/100

\$ 100<sup>00</sup>

DOLLARS

Photo Safe Deposit Details on back

WELLS FARGO Wells Fargo Bank, N.A. Minnesota wellsfargo.com

*[Signature]*

FOR Rental licence 5456 Twp

⑈0000001797⑈ ⑆091000019⑆ 8558733187⑈

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: MIKE JOHNSON**  
**DATE: APRIL 9, 2018**

**SUBJECT: 5456 TOWNSHIP ENFORCEMENT HISTORY**

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April 4, 2018	A citation was issued to the property owner for rental license violations. The Arraignment Hearing date is pending.
February 27, 2018	Written notice was sent to property owner informing them of the Township's denial of the rental license application pending listed repairs to be completed by April 1, 2018.
January 19, 2018	Town staff conducted an interior inspection of the dwelling unit. Deficiencies were documented and forwarded to the property owner.
November 8, 2017	Written notice informing the property owner of court ordered repairs to be completed prior to licensing.
September 18, 2017	Written notice requesting repairs to the property.
August 16, 2017	A citation was issued to the property owner for violations to the Town's Housing and Nuisance Ordinance. The prosecution is still pending in the court system. The next hearing before the court is on May 5, 2018.
August 16, 2017	Abatement Order requesting removal of unlicensed inoperable vehicles.
July 25, 2017	Written notice for violations of overgrown grass.
November 17, 2016	Abatement Order requesting removal of boat. Boat Storage in violation of Town Ordinance.
October 28, 2015	Abatement Order requesting removal of unlicensed inoperable vehicles.
September 17, 2015	Written notice requesting trash and debris removal.
July 25, 2015	Written notice requesting trash and debris removal.
July 17, 2015	Abatement Order requesting removal of unlicensed inoperable vehicles.
July 2, 2015	Abatement Order requesting removal of unlicensed inoperable vehicles.

May 1, 2015	Written notice requesting removal of trash and debris.
April 23, 2015	Written notice requesting removal of trash and debris.
September 18, 2014	Citation issued for animal violations.
November 18, 2013	Township Drive neighborhood petition submitted to the Town Board



**WHITE BEAR  
TOWNSHIP**

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RAMSEY COUNTY  
MINNESOTA

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Board of Supervisors  
ROBERT J. KERMES, *Chair*  
ED M. PRUDHON  
STEVEN A. RUZEK

September 18, 2017

James Wung and Antonia Kum  
1981 Campbell Circle  
White Bear Lake, MN 55110

RE: Citation No. 620000118745

Dear Mr. Wung and Ms. Kum,

The following corrective action must be taken to resolve zoning code violations located at 5456 Township Drive White Bear Township:

- ~~Remove boat from the front yard setback~~ complete 12-5-17
- ~~Cut down all weeds in the driveway and throughout the property.~~ complete 12-5-17
- Paint wood window trim and wood fascia as needed.
- Repair or replace rotten exterior wood trim.
- ~~Remove gutter brackets and/or install missing gutters.~~ complete 12-5-17
- ~~Remove vegetation from existing roof gutters.~~ complete 12-5-17
- ~~Remove all broken and stock piled patio blocks from the front driveway.~~ complete 12-5-17
- Install an appropriate driveway material such as rock, gravel, Class 5 adjacent to the existing asphalt surface.
- Repair overhead garage door as needed and paint.
- ~~Trim back overgrown vegetation to maintain a separation from the building.~~ complete 12-5-17
- Install proper steps, landing and handrail at exterior patio door.
- ~~Repair, replace or remove deteriorated storm door at main entryway.~~ complete 12-5-17
- ~~Remove all broken or unused plastic children's toys from the yard.~~ complete 12-5-17

Thank you in advance for your cooperation in this matter.

Respectfully,

Mike Johnson  
Building Official/Code Enforcement

*Mike J*  
*12-5-17*

Cc: Current Occupant  
James Wung - 2736 Lyndale Ave S Suite 204, Minneapolis, MN 55408



# CITATION

<b>State of Minnesota</b>		Citation #: <b>620000118745</b>	
County Name: <b>Ramsey</b>		Sequential Citations ___ of ___	
Identification: <input type="checkbox"/> DL <input type="checkbox"/> DVS Web <input type="checkbox"/> Photo ID <input type="checkbox"/> FP <input checked="" type="checkbox"/> Other		DL Number	
MN		<input type="checkbox"/> CDL <input type="checkbox"/> State	
Name: First Middle Last Suffix <b>James Kum Wung</b>			
Address - Street, Apt # <b>1981 Campbell Circle</b>			
City <b>White Bear Lake</b>		State <b>MN</b>	Zip <b>55110</b>
DOB (mm/dd/yyyy) <b>5-15-57</b>	Height	Weight	Eyes
Gender <b>M</b>		<input type="checkbox"/> Same address as Juvenile	
<input type="checkbox"/> Juvenile Court Offense. Circle One: <b>JTR, JPO, DEL</b>		Parent or Guardian's Name: Address:	
Veh. Lic. No.	Plate Year	State	Make
Style <input type="checkbox"/> 16+ pass.		Color	
Date of Offense <b>8-16-17</b>		Time of Offense <b>08:19</b>	
<input type="checkbox"/> Unsafe conditions Weather: _____		<input type="checkbox"/> Endangering Life or Property *Court appearance required if checked	
<input type="checkbox"/> Commercial Vehicle DOT# _____		#Pounds overweight: _____	
<input type="checkbox"/> Hazardous Materials (DOT)			
<input type="checkbox"/> Driver	<input type="checkbox"/> Owner	<input type="checkbox"/> Passenger	<input type="checkbox"/> Operate
<input type="checkbox"/> Parked	<input type="checkbox"/> Booked		
Offense Location <b>5456 Township Dr</b>		Circle One: City/County/Township/Other Of: <b>WBT</b>	
Offense <b>Trash Debris</b>	Charge Description	Statute/Ordinance <b>16A.42.11</b>	<input type="checkbox"/> 3rd violation PM, M, GM
Offense <b>Housing Maintenance</b>	Charge Description	Statute/Ordinance <b>547.9-6</b>	<input type="checkbox"/> 3rd violation PM, M, GM
Offense <b>Tall grass/weeds</b>	Charge Description	Statute/Ordinance <b>3-2.10</b>	<input type="checkbox"/> 3rd violation PM, M, GM
Offense <b>Unlicensed Cars</b>	Charge Description	Statute/Ordinance <b>35.76a2</b>	<input type="checkbox"/> 3rd violation PM, M, GM
<input type="checkbox"/> Speed Minn. Stat. § 169.14, subd. _____ mph _____ Limit		PM, M <input type="checkbox"/> 3rd in 12 months	
<input type="checkbox"/> No proof of Insurance Minn. Stat. § 169.791, subd _____		M, GM	
<input type="checkbox"/> No Seat Belt Use Minn. Stat. § 169.686.1(a)		PM	
<input type="checkbox"/> AC Taken - AC: _____ Test type: <input type="checkbox"/> Breath <input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Other Substance <input type="checkbox"/> Refused			
Observed Race/Ethnicity _____			
<b>If this is a payable citation, you must pay the amount owed or schedule an appearance within 30 days from the date the citation was issued. See the back of this citation for more information.</b>			
Officer(s) Name(s) <b>Paul Johnson</b>		Officer No(s)	Prosecutor
Controlling Agency (CAG) <b>MN0620000</b>	How Issued <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Mailed <input type="checkbox"/> Left at the Scene		Date Issued <b>8-16-17</b>
Agency Name: <b>WBT</b>		CN/ICR	

Version: 2015.1

**DEFENDANT**

620000118745



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 18.e.

**Subject:** Code Enforcement Officer Report/Building Inspector Items.

e. 4221 Otter Lake Road – Zoning Certificate Violations

**Documentation:** Building Inspector Correspondence

**Action / Motion for Consideration:**

Code Enforcement Officer Report at Meeting / Discussion

## MEMORANDUM

**TO: TOWN BOARD**  
**FROM: MIKE JOHNSON**  
**DATE: MARCH 29, 2018**

**SUBJECT: WILBERT PLASTIC SERVICES**  
**4221 OTTER LAKE ROAD**

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On July 18, 2016, the Town Board approved the installation of a second cooling tower on the north side of the Wilbert Plastics building on Otter Lake Road. Town Board approval of the cooling tower is contingent upon the installation of a sound barrier and compliance with all applicable building codes.

The cooling tower was constructed and presumed operational in the summer of 2017. Currently the sound barrier is not complete. The verification of proper protection of the Town's potable water supply has not been verified.



1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750  
FAX 651-426-2258  
Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

Board of Supervisors  
ROBERT J. KERMES, *Chair*  
ED M. PRUDHON  
STEVEN A. RUZEK

March 20, 2018

Wilbert Plastic Services  
Attention: Plant Manager  
4221 Otter Lake Road  
White Bear Township, MN 55110

RE: Zoning Certificate Compliance

Dear Plant Manager:

On July 18, 2016, the Town issued a Permitted Use Zoning Certificate for the installation of a second chilling tower located on the North exterior of the building. The Zoning Certificate was issued contingent upon several requirements.

Item #6 of the Zoning Certificate requires the installation of a sound barrier to dissipate the noise produced by the additional chilling tower. It appears the chilling tower has been in operation for several months without completion of the sound barrier.

Item #8 of the Zoning Certificate requires compliance with all state and local building and zoning codes. Proper separation from the potable water supply and the cooling system must be provided through an air gap or the proper back flow prevention device. Town inspection staff must verify this application.

Wilbert Plastic Services Town Business License will not be approved until compliance with the July 18, 2016 Permitted Use Zoning Certificate is completed and the required business license inspection is approved.

Respectfully,

Mike Johnson  
Building Official/Code Enforcement

Enclosure

Cc: Craig Scheel, Maintenance Manager – email [craig\\_scheel@wilbertinc.com](mailto:craig_scheel@wilbertinc.com)  
Wilbert Plastics, Attention: Chief Financial Officer, 2001 Oaks Pkwy, Belmont, NC 28012



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**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 18.f.

**Subject:** Code Enforcement Officer Report/Building Inspector Items.

f. 5966 Highway 61 – Commercial Vacant Building

**Documentation:** Building Inspector Correspondence

**Action / Motion for Consideration:**

Code Enforcement Officer Report at Meeting / Discussion



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

FAX 651-426-2258

Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

Board of Supervisors

ROBERT J. KERMES, *Chair*

ED M. PRUDHON

STEVEN A. RUZEK

March 21, 2018

FMB Properties LLC  
C/O Theodore L Steichen  
411 Oak Creek Dr S  
Vadnais Heights, MN 55127-7017

RE: Zoning Certificate Compliance

Dear Mr. Steichen:

On June 6, 2005, the Town issued a Permitted Use Zoning Certificate for the construction of Zappa Sports located at 5966 Highway 61. The Zoning Certificate was issued contingent upon several requirements.

Item #1 requires the completion of the approved Site, Landscaping & Elevation Plan dated April 12, 2005. Additional shrubbery, conifer, and deciduous trees are required.

Item #10 requires compliance with all state and local building and zoning codes. The parking lots second lift must be completed. Striping of the parking lot must be done. An ADA parking space is required and must be identified with installation of the required signage.

The facilities ability to obtain a Township Business License is suspended until compliance with the June 6, 2005 Permitted Use Zoning Certificate is completed and a Certificate of Occupancy is issued.

Respectfully,

Mike Johnson  
Building Official/Code Enforcement

Enclosure

Cc: Pete Farrell, KW Commercial Midwest  
Zappa Sporting Goods - 5966 Highway 61



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Board of Supervisors  
ROBERT J. KERMES, *Chair*  
ED M. PRUDHON  
STEVEN A. RUZEK

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750  
FAX 651-426-2258  
Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

May 25, 2017

FMB Properties LLC  
5966 Highway 61 N  
White Bear Lake, MN 55110-2370

RE: Vacant Building  
5966 Highway 61  
White Bear Township, MN 55110  
Pin No. 013022220023

White Bear Township has determined the above noted property to be vacant as defined by Town Ordinance No.16, Section 3-20. Properties determined to be vacant must be registered pursuant to Town Ordinance No. 47, Section 14 and are subject to an annual \$1100 Vacant Building Registration fee. A Vacant Building Registration packet is attached to this letter.

Vacant Building Registration fees shall be paid no later than 30 days from the date of this notice.

Please refer to the Vacant Building Registration requirements and process for further information on requirements, forms, fees and timeline for submittal of all forms and fees.

Failure to register vacant buildings will result in all unpaid fees being collected by special assessment under the authority of Minnesota Statutes, Section 429.101, and shall be a lien upon such real estate.

Respectfully,

Mike Johnson  
Building Official / Code Enforcement Officer

Enclosure





**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 18.g.

**Subject:** Code Enforcement Officer Report/Building Inspector Items.

g. 1185 North Birch Lake Boulevard – Zoning Certificate Violations

**Documentation:** Building Inspector Correspondence

**Action / Motion for Consideration:**

Code Enforcement Officer Report at Meeting / Discussion

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**Minutes  
Executive Meeting  
January 24, 2018**

**CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR ITEMS: Nextern:** Nextern did not acknowledge the request for business license. As a result, they are not in compliance. They sent in a landscaping plan. The Code Enforcement Officer will let them know of the deficiencies.



## WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

Board of Supervisors  
ROBERT J. KERMES, *Chair*  
ED M. PRUDHON  
STEVEN A. RUZEK

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750  
FAX 651-426-2258  
Email: [wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

August 17, 2017

Nextern, Inc.  
Richard Farrell  
1185 Birch Lake Blvd N  
White Bear Township, MN 55110

Dear Mr. Farrell:

A Conditional Certificate of Occupancy was issued for Building Permit #2016-00219, on June 8, 2017, for Nextern's Building located at 1185 Birch Lake Blvd N in White Bear Township. The Conditional Certificate of Occupancy was issued with the understanding that the facility's deficiencies would be brought into code compliance within a reasonable amount of time.

The continued disregard for the Township's requirements along with the lack of progress on the project has created a nuisance. Your immediate response to address the following items is requested.

- A sign permit was issued to Signation Sign Group on July 19, 2017 approving the installation of Nextern's sign. The contractors disregard for the approved plans and a disregard for the required inspections most notably the footing inspection, as it appears, it has resulted in the sign being placed outside Nextern's property lines.
- Dumpster storage on the exterior of the facility to be enclosed and screened. The proposed dumpster enclosures location and architecture must be reviewed and approved by the Township.
- A landscape plan must be submitted to the Township for review and approval. The lack of proper landscaping and erosion control continues to negatively affect the environment. Implementation of the approved landscape plan must be completed by Friday, September 29, 2017.

Please contact the Township upon receipt of this notice to discuss a resolution to these issues. My telephone number is 651-747-2750.

Respectfully,

Mike Johnson  
Building Official



# WHITE BEAR TOWNSHIP

1858  
RAMSEY COUNTY  
MINNESOTA

Board of Supervisors  
**ROBERT J. KERMES, Chair**  
**ED M. PRUDHON**  
**STEVEN A. RUZEK**

1281 HAMMOND ROAD  
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750  
FAX 651-426-2258  
Email: [wbt@ci.white-bear-township.mn.us](mailto:wbt@ci.white-bear-township.mn.us)

December 22, 2016

Steve Siedel  
CMBR LLC  
7040 132<sup>nd</sup> Street N  
Hugo, MN 55038

RE: Nextern Building Permit 2016-00219

Dear Mr. Siedel:

The Township is requesting an inspection of the Nextern facility to determine the status of the building construction. The building has been occupied for several weeks without the proper Township approvals.

During the Towns last inspection on October 3, 2016 several building code deficiencies where apparent and must be resolved prior to the issuance of a Certificate of Occupancy.

Please contact the Township upon receipt of this notice and arrange for a final building inspection. The Township offices are open from 7:00 am to 4:30 pm to schedule an inspection.

Respectfully,

Mike Johnson  
Building Official /Code Enforcement Officer

Cc: Nextern



recycled paper



**WHITE BEAR  
TOWNSHIP**

1858  
RAMSEY COUNTY  
MINNESOTA

Board of Supervisors  
**ROBERT J. KERMES, Chair**  
**ED M. PRUDHON**  
**STEVEN A. RUZEK**

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**FAX 651-426-2258**  
Email: [wbt@ci.white-bear-township.mn.us](mailto:wbt@ci.white-bear-township.mn.us)

January 9, 2017

Nextern, Inc.  
Ryan Douglas - President  
1185 Birch Lake Blvd N  
White Bear Township, MN 55110

Dear Mr. Douglas,

The Township has attempted several times to contact CMBR in an effort to finalize the outstanding new construction building permit issued for 1185 Birch Lake Blvd N. This building has not had final building inspections and has not received the required Certificate of Occupancy allowing the building to be legally occupied. Without a Certificate of Occupancy Nextern is in violation of the Minnesota State Building Code, Minnesota State Fire Code, Minnesota Pollution Control Agency's Stormwater Pollution Prevention Plan and the Township's Business Licensing Ordinance No. 84.

Please contact the Township immediately upon receipt of this notice to discuss an immediate resolution to this matter.

Respectfully,

Mike Johnson  
Building Official /Code Enforcement Officer

AN ORDINANCE AMENDING ORDINANCE NO. 35 OF THE  
TOWN OF WHITE BEAR, RAMSEY COUNTY, MINNESOTA,  
DATED SEPTEMBER 8, 1972, AS AMENDED AND ENTITLED  
"ZONING ORDINANCE OF THE TOWN OF WHITE BEAR  
RAMSEY COUNTY, MINNESOTA" AND DIVIDING THE TOWN  
INTO DISTRICTS OR ZONES

THE TOWN BOARD OF SUPERVISORS OF THE TOWN OF WHITE BEAR ORDAINS:

**SECTION 1. AMENDMENT.** Section 7-1.2 - ENCROACHMENTS of Ordinance No. 35 is amended by adding Section 7-1.2(h) which shall read as follows:

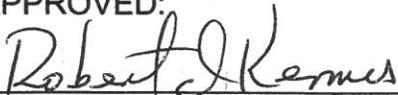
**7-1.2(h).** Paved parking areas and driveways in the I-1 Light Industrial Zoning District shall have minimum side and rear yard setbacks of at least 5' provided that the front yard setback exceeds 60', green space exceeds 50%, all adjacent properties are zoned I-1 (light industrial), and the parcel area is 5 acres or less. The parking area/driveway shall be set back a minimum of 15' from the ordinary high water elevation of a stormwater treatment pond or the edge of a delineated wetland.

**SECTION 2. SEVERABILITY.** Should any section, subdivision, clause or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part hereof, other than the part held to be invalid.

**SECTION 3. EFFECTIVE DATE.** This Ordinance shall take effect and be in force from and after its passage and publication.

Passed by the Town Board of Supervisors of the Town of White Bear, Ramsey County, Minnesota, this 2<sup>nd</sup> day of May, 2016.

APPROVED:

  
ROBERT J. KERMES, Chair

ATTEST:



WILLIAM F. SHORT, Clerk-Treasurer

Board of Supervisors:  
ROBERT J. KERMES, Chair  
ED M. PRUDHON, Supervisor  
STEVEN A. RUZEK, Supervisor

Published in the White Bear Press on May 11, 2016.

*Added  
to Ord  
5-12-16*



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 18.h.

**Subject:** Code Enforcement Officer Report/Building Inspector Items.

h. Rental Properties

**Documentation:** Building Inspector Correspondence

**Action / Motion for Consideration:**

Code Enforcement Officer Report at Meeting / Discussion

# WHITE BEAR TOWNSHIP RENTAL LICENSES 2008-2018



**WHITE BEAR TOWNSHIP  
2018 RENTAL LICENSE COMPARISON FROM PRIOR LICENSE PERIOD**

	2016-2017	2018-2019
Licensed Single Family Rentals	151	178
Licensed Multi-Unit Rental (60 units)	1	0
Licensed Rentals - No Longer Rental During Current License Period	7	0
Received Rental License Application without Fee	4	2
Non-Compliant Single Family Rentals	0	1
No Longer Rentals	57	21
Rental License on Hold (no longer going to be rentals)	0	3
Single Family Rentals - No Response	53	10
Multi- Unit Rental (60 units) - No Response	0	1
<b>TOTAL RENTALS</b>	<b>273</b>	<b>216</b>



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 19

**Subject:** Clerk-Treasurer Report

**Documentation:** None

**Action / Motion for Consideration:**

Town Clerk Report at Meeting / Discuss



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 20 - 21

**Subject:** Open Time  
Added Agenda Items

**Action / Motion for Consideration:**



**Town Board Executive Meeting  
April 27, 2018**

**Agenda Number:** 22 – 23

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

**Action / Motion for Consideration:**

Receive All Agenda Materials & Supplements for Today's Meeting

Adjourn Meeting