



**Town Board
Meeting Supplement
April 15, 2019**

Supplemental Information Only:

Consent - 5.A. South Shore Trinity Lutheran Church – In Accordance with the Township’s Special Events Policy, Grant Non-Exclusive Use of Bellaire Beach to South Shore Trinity Lutheran Church, 2480 South Shore Boulevard to Hold Outdoor Worship Services, Weather Permitting, on June 9 & 23, July 14 & 28, & August 11 & 25, Beginning at 9:45 a.m. for Two Hours per Service & to Allow Use of Electricity from the Township’s Lifeguard Building to Power the South System

Certificate of Insurance

8.B. Improvement 2019-3:

1. Receive Feasibility Report
2. Call Public Improvement Hearing
3. Adopt Resolution of Intent to Reimburse

Revised Resolution Calling Hearing on Improvement 2019-3

Added Agenda Item:

8.E.1 - Nate Landucci, 5508 West Bald Eagle Boulevard - Updated Plan (Information Only).

1. Findings For Denial of Landucci Height Variance

9.A. Water Meter & Radio Read Purchase – Approve

9.B. Accounting Clerk/Administrative Secretary Position – Approve Hiring of Nancy Renard.

**Town Board
Meeting Supplement
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Supplemental Information Only:

Agenda Number: 5.A

Subject: **South Shore Trinity Lutheran Church** – In Accordance with the Township’s Special Events Policy, Grant Non-Exclusive Use of Bellaire Beach to South Shore Trinity Lutheran Church, 2480 South Shore Boulevard to Hold Outdoor Worship Services, Weather Permitting, on June 9 & 23, July 14 & 28, & August 11 & 25, Beginning at 9:45 a.m. for Two Hours per Service & to Allow Use of Electricity from the Township’s Lifeguard Building to Power the South System

Documentation: Certificate of Insurance

Action / Motion for Consideration:

Report at Meeting / Discuss



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/11/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Helland Agency, Inc. 901 Twelve Oaks Center Drive #911 Wayzata, MN. 55391	CONTACT NAME: Greg Helland PHONE (A/C, Hg, Ext): 952 475 1333 FAX (A/C, No): E-MAIL ADDRESS: Greg@Hellandagency.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Grinnell Mutual Ins. Co.</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td>SFM Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Grinnell Mutual Ins. Co.		INSURER B:	SFM Insurance Co.		INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURED South Shore Trinity Lutheran Church 2480 South Shore Blvd. White Bear Lake, MN. 55110-3807																					

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	0000879040	4/30/19	4/30/20	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ex occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
A	<input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		0000880660	4/30/19	4/30/20	COMBINED SINGLE LIMIT (Ex accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$		0000880674	4/30/19	4/30/20	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	46195209	4/30/19	4/30/20	WC STATE TOBY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> Included E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Property Coverage		0000879040	4/30/19	4/30/20	Special Replacement Cov. Per Schedule On File.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Church And Related Activitiesm. Including Holding Church Services At Bellaire Beach, White Bear Township Is Listed As An Additional Insured Regarding The Liability Cov.

CERTIFICATE HOLDER White Bear Lake Township 1281 Hammond Road White Bear Lake, MN. 55110	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Greg Helland
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**Town Board
Meeting Supplement
April 15, 2019**

Supplemental Information Only:

Agenda Number: 8.B

Subject: Improvement 2019-3:

1. Receive Feasibility Report
2. Call Public Improvement Hearing
3. Adopt Resolution of Intent to Reimburse

Documentation: Revised Resolution Calling Hearing on Improvement 2019-3

Action / Motion for Consideration:

Report at Meeting / Discuss

Call Public Hearing for Tuesday, June 4, 2019 @ 6:30 p.m. @ Otter Lake Elementary School, 1401 County Road H-2

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON APRIL 15, 2019

Pursuant to due call and notice thereof, a Special Meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on April 15, 2019 at 7:00 p.m.

The following members were absent: Prudhon, Ruzek, McCune; and the following members were absent: None.

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION CALLING HEARING ON
IMPROVEMENT 2019-3**

WHEREAS, pursuant to a Resolution adopted April 15, 2019, a report has been received by the Town Board from TKDA with reference to the street improvements including bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto, within the following areas: Located within Section 2, Township 30, Range 22, as described on the following plats: Part of Government Lot 1, Registered Land Surveys 124, 128, 199, 219, 221, 222, 240, 250, 251, 252, 272, 273 in Ramsey County, Minnesota. Located within Section 1, Township 30, Range 22, as described on the following plats: Parkview Village CIC No. 304 in Ramsey County, Minnesota. Located within Section 16, Township 30, Range 22, as described as the following plats: Weston Woods of White Bear, Weston Woods of White Bear Township 6th Addition, CIC No. 424 Weston Woods of White Bear in Ramsey County, Minnesota. Located within Section 17, Township 30, Range 22, as described as CIC No. 377 Southwind of Gilfillan Hills in Ramsey County, Minnesota. Located within Section 22, Township 30, Range 22, as described as the following plats: Pondview Preserve Plat 3 and White Bear Parkway Addition in Ramsey County, Minnesota, estimated the cost of the improvement to be \$1,151,824.00,

AND WHEREAS, Minnesota Statutes provide that no such improvement shall be made until the Board shall have held a public hearing on such improvement following two publications in the official newspaper of a notice stating the time and place of the hearing, the general nature of the improvement, the estimated cost thereof, and the area proposed to be assessed, which notice shall

also be mailed to the owner of each parcel within the area proposed to be assessed not less than ten days before the hearing,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA:

1. Said improvement is hereby designated Improvement 2019-3.
2. A Public Hearing will be held in the Town of White Bear at Otter Lake Elementary School, 1401 County Road H-2, on Tuesday, June 4, 2019 at 6:30 p.m.
3. The nature of the improvement, the estimated cost thereof, and the area proposed to be assessed therefore are described in the form of Notice of Hearing hereinafter set forth.
4. The notice of said Public Hearing shall be in substantially the following form:



NOTICE OF PUBLIC HEARING ON PROPOSED IMPROVEMENT

Notice is hereby given that the Town Board of the Town of White Bear, Minnesota, will meet at Otter Lake Elementary School, 1401 County Road H-2, in the Town of White Bear, Minnesota, on Tuesday, June 4, 2019, at 6:30 p.m., to consider the improvement. A reasonable estimate of the impact of the assessment will be available at the hearing.

The general nature of the improvement is set forth as follows: Street Improvements including bituminous paving, concrete curb and gutter, storm drainage, and other appurtenances thereto within the following streets: Hobe Lane, West Hobe Court, North Hobe Court, Parkview Drive, Fenway Court, Weston Woods Way, Moon Lake Court, Gilfillan Court, White Bear Parkway (from Oakmede Lane to Otter Lake Road)

The area proposed to be assessed for such improvement is every lot, piece or parcel of land benefitted by said improvement.

Located within Section 2, Township 30, Range 22, as described on the following plats: Part of Government Lot 1, Registered Land Surveys 124, 128, 199, 219, 221, 222, 240, 250, 251, 252, 272, 273 in Ramsey County, Minnesota. Located within Section 1, Township 30, Range 22, as described on the following plats: Parkview Village CIC No. 304 in Ramsey County, Minnesota. Located within Section 16, Township 30, Range 22, as described as the following plats: Weston Woods of White Bear, Weston Woods of White Bear Township 6th Addition, CIC No. 424 Weston Woods of White Bear in Ramsey County, Minnesota. Located within Section 17, Township 30, Range 22, as described as CIC No. 377 Southwind of Gilfillan Hills in Ramsey County, Minnesota. Located within Section 22, Township 30, Range 22, as described as the following plats: Pondview Preserve Plat 3 and White Bear Parkway Addition in Ramsey County, Minnesota.

The estimated cost of the improvement is \$1,151,824, with \$1,034,324 estimated to be assessed.

The Board proposes to proceed under authority granted under Minnesota Statutes, Chapter 429.

All persons desiring to be heard with reference to the proposed improvement will be heard at this meeting.

Dated: April 16, 2019.

BY ORDER OF THE TOWN BOARD OF SUPERVISORS

PATRICK CHRISTOPHERSON, Clerk-Treasurer

**Town Board
Meeting Supplement
April 15, 2019**

Added Agenda Item:

Agenda Number: 8.E.1

Subject: Nate Landucci, 5508 West Bald Eagle Boulevard -
Updated Plan (Information Only)

1. Findings for Denial of Landucci Height Variance

Documentation: Findings

Action / Motion for Consideration:

Report at Meeting / Discuss

Adopt Findings for Denial of Landucci Height Variance

FINDINGS FOR DENIAL OF LANDUCCI HEIGHT VARIANCE

1. Minn. Stat. 462.357, subd. 6, states: "Variances shall only be permitted when they are in harmony with the general purpose and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. 'Practical difficulties' as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the land owner is due to circumstances unique to the property not created by the land owner; and the variance, if granted, will not alter the essential character of the locality."

FINDINGS:

1. There already exists a garage on the parcel which the applicant proposes to replace. The dimensions of the new garage structure are 26' x 26'.
2. Use of the property to maintain a garage represents a reasonable use of the property.
3. The property is bounded on the east by Bald Eagle Lake and on the west by Bald Eagle Boulevard. It would be impossible to construct a garage allowed under existing ordinances which would conform to the set-back requirements set forth in existing town ordinances. Granting the 42.8' lake shore set-back variance and the 20.8' right-of-way set-back variance requested by the applicant is therefore reasonable.
4. The applicant has also requested a variance allowing him to construct a structure 11.3' taller than that allowed under the existing ordinance. It is clear from the plans submitted by the applicant, as well as the applicant's testimony at the hearing, that the applicant can construct a garage which conforms to the existing height restriction. That the variance is only needed to construct a living area referred to by the applicant as a "refuge." The present garage can be replaced by a structure whose height would satisfy existing height restrictions.
5. Further, construction of the "refuge" requires a conditional use permit. The application for that conditional use permit was denied by the town board earlier at its April 1 meeting. Denial of the CUP renders the height variance unnecessary because no hardship is created.

**Town Board
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April 15, 2019**

Added Agenda Item:

Agenda Number: 9.A

Subject: Water Meter & Radio Read Purchase - Approve

Documentation: Public Works Director Memo

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Staff Review & Recommendation Approve the Purchase of the Water Meters & Radios Installed From Core & Main in the Amount of \$860,060.00 With Funding From the Water Fund

MEMORANDUM

Date: April 12, 2019

To: Town Board

From: Dale Reed, Public Works Director

Re: Replacement Water Meter and Radio Read Purchase

The Town Board approved the agreement with Core & Main and Sensus on the replacement water meter and radio reads at the March 4, 2019 Town Board meeting.

A meeting regarding the meter replacement project was held on April 5, 2019 with Township staff, Core & Main (the local vendor for Sensus water meters), and M & E Construction (the water meter installation subcontractor) to discuss details regarding the project. The installation is proposed to begin July 1st, 2019. To keep the replacement project on schedule I am requesting that the Town Board approve the purchase of the replacement meters and radios as identified in Schedule A of the agreement (see attached). Delivery of the meters and radios will take about 6 weeks. The total purchase amount for the meters and radios **installed** is \$860,060.00. Core & Main will then order the replacement water meters and radios.

The funding for the replacement meter and radios would be provided by the Water Fund.

Town Board action requested is approve the purchase of the water meters and radios installed from Core & Main for \$860,060.00.

Schedule A



Customer: White Bear Township
 Location: White Bear Township, MN
 Date: 10/17/2018

Corey Luft
 612-270-3148
corey.luft@coreandmain.com

Qty			
	iPERL Meters with installation		
4200	iPERL 3/4"S, 3 Terminal Screws	\$ 145.00	\$ 609,000.00
150	iPERL 3/4"L, 3 Terminal Screws	\$ 175.00	\$ 26,250.00
132	iPERL 1", 3 Terminal Screws	\$ 205.00	\$ 27,060.00
			\$ 662,310.00
	Optional 510R to 510M SmartPoints with installation		
482	510M SmartPoint Single Port 3 Wire	\$ 125.00	\$ 60,250.00
1	510M SmartPoint Dual Port 3 Wire	\$ 145.00	
1100	510M SmartPoint Single Port Touch Couple	\$ 125.00	\$ 137,500.00
1	510M SmartPoint Dual Port Touch Couple	\$ 145.00	
			\$ 197,750.00
Total			

**Town Board
Meeting Supplement
April 15, 2019**

Added Agenda Item:

Agenda Number: 9.B

Subject: Accounting Clerk/Administrative Secretary
Position - Approve Hiring of Nancy Renard

Documentation: Finance Officer Memo w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Based on Staff Recommendation Approve the Hiring of Nancy Renard Pending a Successful Background Check



Release of Information Authorization

The following named individual has applied for a license with White Bear Township:

Last Name of Applicant (please print): Renard

First Name (please print) : Nancy

Middle (full)(please print): Elizabeth

Maiden, Alias or Former(please print): Nancy Elizabeth Koch

Current Address: 4726 106th LN NE, Circle Pines, MN 55014

Date of Birth: Month/Day/Year 09/28/1969

Sex (M or F):F

I, the above named applicant, authorize White Bear Township to request a computerized criminal history search in my name through the Ramsey County Sheriff's Department and/or the Minnesota Bureau of Criminal Apprehension, pursuant to Minnesota Statutes, Section 364.03, relating to disqualification for a license. Additionally, I authorize the Minnesota Bureau of Criminal Apprehension and Ramsey County Sheriff's Department to disclose all criminal history record information to White Bear Township for the purpose of completing my license application.

A copy of the license application is attached for reference.

This authorization request form shall expire one year from this 12th day of April, 2019.

Nancy E Renard
Signature

4/12/19
Date

Consideration of Hiring Nancy Renard to Fill the Accounting Clerk/Administrative Secretary Position. (TK)

A. REFERENCE AND BACKGROUND:

The Town advertised in March the open position of Accounting Clerk/Administrative Secretary. The job opening was placed on the Town's website, League of Minnesota Cities website, various college websites and place in the White Bear Press. In response to the advertisement, the Town received 69 applications.

From the 69 applicants the Town Clerk, Finance Analyst, and Finance Officer narrowed the candidates down to eight individuals to interview based on education/trainings and past job experience. On April 11th and 12th, Town Clerk Patrick Christopherson, Finance Analyst Lynette Olinger, and Finance Officer Tom Kelly conducted a 20 minute interviewed with four of these eight candidates. From the interviews, the panel felt Nancy Renard presented the most knowledge and experience to fill the position and would be the best personality to work with existing staff. Reference checks were performed and all were extremely positive.

Based on the information collected and the interview, the Finance Officer offered the Accounting Clerk/Administrative Secretary position to Nancy Renard, which she accepted, pending a successful background check and Town Board approval. She accepted the position at the starting wage of \$24.53 per hour, which is step one of the pay range for this position.

- A1. Budget Impact:** The 2019 budget includes this position at the accounting clerk's 2019 wage at step 1 for 6 months (probation) and step 2 for 6 months.
- A2. Staff Workload Impact:** The workload impact would be the Finance Officer and Finance Analyst positions have been picking up the workload until the position is filled and has proper training to complete the job duties on their own.

B. ALTERNATIVE ACTIONS:

- 1. Approve the hiring of Nancy Renard to fill the open Accounting Clerk/Administrative Secretary position.
- 2. Do not approve the hiring of Nancy Renard to fill the open Accounting Clerk/Administrative Secretary position.

C. STAFF RECOMMENDATION:

- 3. Staff recommends alternative #1 for the approval of the hiring of Nancy Renard to fill the open Accounting Clerk/Administrative Secretary position.

D. SUPPORTING DATA:

Nancy Renard's employment application.



LM 4/5/2019 9:40AM Thw. 4/11/19 1:00 pm Confirmed

RECEIVED

MAR 20 2019

TOWN OF WHITE BEAR

WHITE BEAR TOWNSHIP
1281 Hammond Road
White Bear Township, MN 55110
Phone: 651.747.2750
Fax: 651.426.2258
www.whitebeartownship.org

Application for Employment

Position for which you are applying: Accounting Clerk/Administrative Secretary

Personal Information:

Last Name, First, Middle	Date:
<u>Renard, Nancy Elizabeth</u>	<u>03/17/2019</u>
Street Address	Phone
<u>4726 106th LN NE</u>	<u>763-780-6250</u>
City, State, Zip	Cell #
<u>Circle Pines, MN 55014</u>	<u>763-267-3724</u>

Were you previously employed by White Bear Township? Yes No
If yes provide details: _____

Are you legally eligible for employment in the United States: Yes No

Do you have a valid Minnesota Driver's License? Yes No

Education and Training:

Did you graduate from high school or receive a GED? Yes No

How many years of education have you had beyond high school? 4

Name of Technical, Community, College, University Attended	City/State	Certificate/Degree Attained	Major Course(s) of Study
University of Wisconsin	River Falls, WI	Bachelor's	Business Administration

White Bear Township is an Affirmative Action/Equal Opportunity Employer.

For Office Use Only – Date Received: _____

Employment & Business Experience (List more recent job first, attach additional sheets if necessary.)

Company Name HealthEast/Fairview Health Services		Phone (including area code) (651)232-500	
Address 400 Stinson Blvd, Minneapolis, MN 55413		Employment Dates (Start-End) 07/30/2018 - Present	
Name of Supervisor Gail Vados		Weekly Pay \$985	Hours Per Week 40
Your Job Title Accounts Payable Specialist		Reason for Leaving Company merger/office relocation	
Your Job Responsibilities/Duties: <u>Process invoices timely and accurately in PeopleSoft ERP system via paper invoice copy, emailed invoices and scanned software; verify invoices for proper approval; respond to internal customer and vendor inquiries; work with purchasing to resolve invoice challenges; and provide backup to department switchboard operator.</u>			
May we contact this employer? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Company Name Caribou Coffe Company		Phone (including area code) (763)592-2200	
Address 3900 Lakebreeze Ave N, Minneapolis, MN 55429		Employment Dates (Start-End) 10/16/2017 - 7/24/2018	
Name of Supervisor Pamela Asplund		Weekly Pay \$875	Hours Per Week 40+
Your Job Title Accounts Payable Specialist		Reason for Leaving Restructuring	
Your Job Responsibilities/Duties: <u>Obtain proper invoice approval prior to payment; process invoices timely and accurately for payment within Great Plains ERP system; reconcile vendor statements and respond to vendor inquiries; maintain accurate AP files; provide backup for expense report processing; and provide backup for daily payment runs and initiate occasional wire transfers.</u>			
May we contact this employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

Company Name Aveda Corporation		Phone (including area code) (763)951-4000	
Address 4000 Pheasant Ridge Dr NE, Blaine, MN 55449		Employment Dates (Start-End) 01/12/2015 - 10/9/2017	
Name of Supervisor Joe Bethke		Weekly Pay \$775	Hours Per Week 40
Your Job Title Retail Sales Auditor		Reason for Leaving Corporate restructuring & pending outsourcing of job duties	
Your Job Responsibilities/Duties: <u>Audit financial transactions for approximately 60 retail stores; prepare and process journal entries pertaining to weekly retail transactions; reconcile bank statements and credit card transactions; and assist with annual audits.</u>			
May we contact this employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

Employment & Business Experience (List more recent job first, attach additional sheets if necessary.)		
Company Name Computype Inc	Phone (including area code) (651)633-0633	
Address 2285 W County Rd C, St Paul, MN 55113	Employment Dates (Start-End) 09/23/2011 - 01/02/2015	
Name of Supervisor Paula McWilliams/Sarah Richardson	Weekly Pay \$797	Hours Per Week 40
Your Job Title Accounts Payable Administrator	Reason for Leaving Opportunity arose with a highly regarded previous employer	
Your Job Responsibilities/Duties: <u>Process invoices for timely and accurate payment within Epicor ERP system, assuring that proper approval has been provided; reconcile vendor statements and respond to vendor inquiries; perform weekly check run and initiate wire transfers; perform vendor maintenance/setup including obtaining W-9s; prepare and file Misc-1099 forms; post cash receipts; reconcile general ledger accounts; instruct employees on expense reporting policies and procedures; and assist in updating and enforcing policy.</u>		
May we contact this employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Company Name Feed My Starving Childres	Phone (including area code) (763)504-2919	
Address 401 93rd Ave NW, Coon Rapids, MN 55433	Employment Dates (Start-End) 04/2010 - 09/2011	
Name of Supervisor Laure Lundequam/Barb Monson	Weekly Pay \$612	Hours Per Week 40
Your Job Title Accounting Assistant	Reason for Leaving Seeking greater financial compensation	
Your Job Responsibilities/Duties: <u>Process invoices for timely and accurate payment in Vantage ERP system, assuring that proper approval has been provided; reconcile vendor statements and respond to vendor inquiries; perform weekly check run; perform vendor maintenance/setup including obtaining W-9s; prepare and file Misc-1099 forms; post cash receipts; and reconcile bank statements.</u>		
May we contact this employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Company Name Northwestern College	Phone (including area code) (651)631-5100	
Address 3003 Snelling Ave N, St Paul, MN 55113	Employment Dates (Start-End) 08/2009 - 03/2010	
Name of Supervisor Aaron Soule	Weekly Pay \$480	Hours Per Week 32
Your Job Title Accounting Services Coordinator	Reason for Leaving Seeking greater workload and full-time position	
Your Job Responsibilities/Duties: <u>Act as backup for payroll and accounts payable; enter journal entries into Banner ERP system; assist assistant controller with Federal and State withholding payment processing; and contact payees to resolve outstanding payroll and accounts payable checks.</u>		
May we contact this employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Employment & Business Experience (List more recent job first, attach additional sheets if necessary.)		
Company Name Aveda Corporation	Phone (including area code) (763)951-4000	
Address 4000 Pheasant Ridge Dr, Blaine, MN 55449	Employment Dates (Start-End) 08/2008 - 08/2009	
Name of Supervisor Carrie Grochow	Weekly Pay \$770	Hours Per Week 40
Your Job Title Accounting Associate	Reason for Leaving Pending corporate restructuring including job eliminations	
Your Job Responsibilities/Duties: <u>Maintain and reconcile fixed asset accounts; prepare and process journal entries in Excel for uploading in SAP; reconcile other assigned general ledger accounts; conduct informal monthly meetings with budget managers; provide backup for payroll; prepare weekly deposit; and assist with annual Sarbanes-Oxley audit and compliance.</u>		
May we contact this employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Company Name Aveda Corporation	Phone (including area code) (763)951-4000	
Address 4000 Pheasant Ridge Dr, Blaine, MN 55449	Employment Dates (Start-End) 05/2009 - 08/2008	
Name of Supervisor Brenda Zook	Weekly Pay \$740	Hours Per Week 40
Your Job Title Accounts Payable Coordinator	Reason for Leaving Opportunity for advancement within the same company	
Your Job Responsibilities/Duties: <u>Match purchase orders and packing lists with invoices for all raw material/inventory items; track utility bills and code for payment; obtain and verify proper invoice authorization prior to payment; process invoices daily for timely and accurate payment within SAP; work with several internal departments and with vendors to resolve invoice challenges; reconcile vendor statements and respond to vendor inquiries; perform weekly check run; file check copies with supporting documents; and sort department mail.</u>		
May we contact this employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Company Name Lampert Yards, Inc.	Phone (including area code) (651)695-3600	
Address 1850 Como Ave, St Paul, MN 55108	Employment Dates (Start-End) 03/1999 - 04/2004	
Name of Supervisor Victoria Burt	Weekly Pay \$620	Hours Per Week 40
Your Job Title Credit Assistant	Reason for Leaving Seeking a new challenge	
Your Job Responsibilities/Duties: <u>Run monthly accounts receivable aging reports; update and monitor delinquent customer accounts; process credit reports; issue collection letters and file court claims; gather information for and prepare legal forms; process customer payments and respond to customer inquiries; electronically store files; and assist in presenting collection training seminars for store employees.</u>		
May we contact this employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Employment & Business Experience (List more recent job first, attach additional sheets if necessary.)		
Company Name Lampert Yards, Inc.	Phone (including area code) (651)695-3600	
Address 1850 Como Ave, St Paul, MN 55108	Employment Dates (Start-End) 06/1994 - 03/1999	
Name of Supervisor Linda Ashworth	Weekly Pay \$480	Hours Per Week 40
Your Job Title Accounts Payable/General Ledger Assistant	Reason for Leaving New opportunity with same company became available	
Your Job Responsibilities/Duties: <u>Process expense invoices; prepare and process journal entries; reconcile bank statements for approximately 40 stores; reconcile vendor statements; maintain vendor information for Misc-1099 reporting; maintain fixed asset files; assist with resale invoice processing; and provide backup to mailroom clerk.</u>		
May we contact this employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Company Name Premier Banks	Phone (including area code) (651)426-7800	
Address 2151 3rd St, White Bear Lake, MN 55110	Employment Dates (Start-End) 09/1992 - 04/1994	
Name of Supervisor Jennifer Wick/Michael Ruether	Weekly Pay \$279	Hours Per Week 36
Your Job Title Bank Teller	Reason for Leaving Seeking full-time position	
Your Job Responsibilities/Duties: <u>Process cash and cash equivalent transactions; greet customers; answer telephones; balance cash drawer daily; and assist in replenishing ATM cash funds daily.</u>		
May we contact this employer? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Company Name	Phone (including area code)	
Address	Employment Dates (Start-End)	
Name of Supervisor	Weekly Pay	Hours Per Week
Your Job Title	Reason for Leaving	
Your Job Responsibilities/Duties: _____		

May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Special Skills & Training: (Include any special skills or training that you feel more fully explains your qualifications for employment, i.e. License, Certifications, machine operations, etc.)

Alpha-numeric data entry of 13,500 keystrokes per hour; keyboarding rate of 60 wpm;
ability to learn new computer systems and job duties quickly; experience operating
most general office equipment; exceptional customer service skills; intermediate MS
Excel/Word/Outlook; ability to multi-task, problem solve and prioritize duties.

Additional Information: (List additional information that you feel may be important for us to know in evaluating your application, i.e. professional memberships, relevant community activities or volunteer work, skills or specific accomplishments.)

Volunteered as a contribution processor for a local non-profit organization which
included properly applying donations to contributor accounts and preparing bank
deposits.

References: (Please list 3 people who are not relatives, whom can be contacted regarding your qualifications, work habits and/or character.)

Name	Address	Phone (including area code)	How/Length of time you've known them
Brenda Zook	1602 Viking Dr, Buffalo, MN 55313	(763)557-2723	13 years
Carrie Grochow	516 Ransberg Creek Dr, St Michael, MN 55376	(763)238-9096	11 years
Laure Lundequam	11140 Lansing Ave N, Stillwater, MN 55082	(651)307-1383	9 years

As an applicant you agree to and understand the following:

White Bear Township is an Equal Opportunity Employer. Discrimination because of race, sex, color, religion, national origin, physical or mental disabilities, or status as a disabled Veteran or Veteran of the Vietnam area is prohibited. The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are at least 40, but less than 70 years of age. If you believe you have been discriminated against, you may notify the appropriate federal or state agencies.

You understand that your employment at White Bear Township will be conditioned on your qualifications as a U.S. Citizen or as an alien authorized to work in the United States. You will be required to provide proof of your qualification on or after the commencement of your employment with the Township under the Immigration Reform and Control Act of 1986. Your failure to provide the necessary documentation or other proof may be sufficient to disqualify you for employment and could result in your immediate discharge.

White Bear Township may conduct investigations, including verification of prior employment history and education. By signing this application, you authorize the Township to make these investigations and indicate your awareness that false statements or failure to disclose information may be sufficient to disqualify you for employment or, if employed, may result in your dismissal.

Signature of Applicant: Nancy S Remond Date: 03/17/2019

Veteran's Preference:

Claim for Veteran's Preference: Veteran's preference will be applied subject to the provisions of Minnesota States 43A.11. To qualify for preference you must have been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a United States citizen or resident alien; or be the surviving spouse of a deceased veteran or be the spouse of a disabled veteran who, because of such disability, is unable to qualify; and not be currently receiving or eligible to receive monthly veteran's pension based exclusively on length of military service. If you qualify for the position for which you are applying, do you intend to claim a veteran's preference? Yes No If yes, please check the preference you are claiming:

- Veteran (10 pts)
- Spouse of deceased Veteran
- Disabled Veteran (15 pts)
- Spouse of disabled Veteran who is unable to use preference due to disability (15 pts)

Please Note: You must submit forms DD214 and USD VA letter if claiming disabled status, in order to receive preference points.

Tennessee Warning:

Minnesota Law requires that you be informed of the purposes and intended uses of the information you provide to White Bear Township during the application process or during employment.

Any information about yourself that you provide to the Township during the application process will be used to identify you as an applicant and to assess your qualifications for employment with the Township. If you wish to be considered for employment, you are required to provide the information requested in the Application for Employment. If you fail to supply information requested in the application, it may mean that your application will not be considered.

You are hereby advised that under Minnesota Law, the following information about you must be made available to any member of the public who requests it:

Veteran Status	Relevant Test Scores	Rank on eligibility list
Job History	Education and Training	Work availability

Your name will not be made available to the public unless you are selected to be interviewed by the Township.

All other information about yourself that you provide during the application process or during employment with the Township is classified as private under State Law. That is, information may not be provided to members of the public except:

- Persons authorized to have access to the information under State Law; and
- Persons authorized by court order to have access to the information; and
- Persons to whom you consent in writing to have access to the information.

Applicant Must Sign as Acknowledgement of Tennessee Warning:

Signature: Nancy S Remard

Date: 03/17/2019