



WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

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WHITE BEAR TOWNSHIP, MN 55110

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

AGENDA EXECUTIVE MEETING JUNE 26, 2020

1. **8:00 a.m.** Call Meeting to Order at Administrative Office Conference Room, 1281 Hammond Road.
2. Approval of Agenda (Additions/Deletions).
3. Approval of May 22, 2020 Minutes.
4. 2020 Street Improvement:
 - a. Peterson Road Discussion
 - b. Update
5. Water System Improvements – Update.
6. I & I – Update.

8:45 - Tobin Lay & Birchwood City Council Members – South Water Tower Antenna Request

9:00 – Lake Links Representatives

9:15 – Jeff Miller – Summit Lane Discussion

9:30 – Jim Eichten, MMKR – Auditor

7. GHD/Whirlpool/Reynolds Discharge of Extract Groundwater – Update.
8. Tyler Content Manager – Paperless Financial Software Purchase.
9. Purchasing Policy – Revised Policy.
10. Food Shelf Community Outreach.
11. Hockey Day Minnesota – Update.
12. Roseville Metro I-Net Member Meeting Information – Discuss.

White Bear Township's Mission:

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



Agenda
Executive Meeting
June 26, 2020

13. Groundwater Position Statement – Discuss.
14. 2561 Blue Bill Circle – Grad Party Use of Cul-de-Sac.
15. Public Works Director Report.
16. Code Enforcement Officer / Building Inspector Report:
 - a. 5456 Township Drive
 - b. 5305 West Bald Eagle Boulevard
 - c. 1378 South Birch Lake Boulevard
17. Clerk-Treasurer Report:
 - a. DNR Groundwater Management – Update.
 - b. Clean-Up Day Overview.
18. Added Agenda Items.
19. Receipt of Agenda Materials/Supplements.
20. Adjournment.

**White Bear Township's
Mission:**

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



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 1 – 2 - 3

Subject: Approval of June 26, 2020 Agenda
Approval of May 22, 2020 Minutes

Documentation: June 26, 2020 Agenda
May 22, 2019 Minutes

Action / Motion for Consideration:

Call meeting to order:	
Approval of Agenda:	June 26, 2020 (additions/deletions)
Approval of Minutes:	May 22, 2020 (additions/deletions)

**MINUTES
TOWN BOARD EXECUTIVE MEETING
MAY 22, 2020**

The meeting was called to order at 8:00 a.m.

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

The meeting was held at the Town Office Conference Room, present were the Town Finance Officer, Town Attorney, Town Clerk, Town Planner and the Public Works Director. Town Board Chair Prudhon, Supervisors McCune and Ruzek and the Town Engineers were present via telephone conference. The motions, seconds, and votes were stated by roll call as directed.

APPROVAL OF AGENDA (Additions/Deletions): Ruzek moved approval of the agenda as submitted with the addition of CEO of Lucy's email to agenda item 13A. McCune seconded. Ayes all.

APPROVAL OF MINUTES OF APRIL 24, 2020: Ruzek moved approval of the April 24, 2020 noting the minor corrections have been completed. McCune seconded. Ayes all.

2020 STREET IMPROVEMENTS – PETERSON ROAD – NEIGHBORHOOD MEETING: The Town Engineer reported on the two options that were discussed at the last Town Board meeting. The Board decided to go with the second option, which included the sidewalk alongside the road. The Town Engineer just wanted to open discussion again and decide next steps. It was noted that funding is what most people will want to know. The project will roughly cost \$1 Million including watermain, sanitary sewer, storm sewer, and the street costs. It was noted that the residents will need to be assessed at least 20% for bonding options. It was discussed whether or not the Town should host a neighborhood meeting regarding the project. There was discussion of the appraisals of the property, which accounts for about \$12,000 assessment for the street improvement.

There was much discussion on adding the sewer and water, which will significantly increase the value for the parcels. It was decided that there should not be a neighborhood meeting until it's officially decided to complete the Peterson Road project. The next steps would be to finish the feasibility report with options for the assessment, which won't be considered public information until it is accepted by the Town Board. Once accepted, then the Town Board would call a public hearing and neighborhood meeting. The Town Board can reject the report.

The Town Attorney will report back as well because he will speak with the appraiser with all the properties in mind, discussing specifics. Then Town staff will be in communication to put together the feasibility report. There will be more discussion at the June 1st Town Board meeting to discuss options.

WATER SYSTEM IMPROVEMENTS – UPDATE: The Public Works Director reported that the contractors are working on Well 4, boring and doing sand decompression work. The specifics were reported on: adding 21 feet of sand, releasing for 10 seconds creating a vacuum with the sand to suck the sand to the bottom of Well 4 in order to create enough room for the increase in functionality in Gallons Per Minute (GPM- the goal is from 550 GPM to 1000

**MINUTES
TOWN BOARD EXECUTIVE MEETING
MAY 22, 2020**

GPM). For the most part the contractors aren't too far off track (a couple of weeks). There was a short delay in waiting for the approval from the Minnesota Department of Health due to the COVID-19 crisis.

There was some discussion of the COVID relief funds reimbursements, as the Town is to measure all COVID related expenses. Work will continue. There is no completion date yet since work is at least a couple of weeks behind.

I & I – UPDATE: The Public Works Director reported that he is getting a quote for the storm sewer off set on Stillwater Street east of Otter Lake Road. He is working to fine tune that area. He will get two or three additional quotes to provide the Town Board before approval is needed. There will also be some minor joint sealing to do this season, and flow meters will be installed. It was noted that data from 2019 to 2020 shows the numbers are going down a bit, based on last year's flow, and more accurate numbers from the updated flow meters that have been installed.

CLEAN-UP DAY – UPDATE: The Town Clerk reported that Republic Services will be presenting a plan for the clean-up. There will be a Special Utility Commission meeting to accept or reject the proposal for social distancing operations. The conversation regarding what will be laid out in the proposal are social distancing measures, split site, residents remaining in vehicles, licensing and bills shown through closed window, etc. There was some discussion on how this event will be impacted by the Ramsey County street improvements to County Road H2. There will be more discussion once staff and the Utility Commission reviews the proposal from Republic Services. There was some discussion of moving the site of the clean-up to Polar Lakes Park.

CHUCK MASON – 5456 TOWNSHIP DRIVE: Residents Jerri Kisslinger, 5461 Township Drive; and Chuck and Nancy Mason, 1317 Stewart Street; were present to discuss this property. Building Inspector Mike Johnson was present to answer questions and aid discussion. Johnson started by giving a recap of the Town's long history with this property and the most recent action that has been noted in the packet. On February 11, the Town sent out an abatement order for a black Monte Carlo in the driveway. Ramsey County Sheriff to remove the vehicle, but staff is still working through the particulars with the sheriff. There have been notices sent out of excess trash, debris all over the lawn, yard not cut, etc. The tenants did remove the trash, but the yard was not cut, nor has the vehicle/auto parts been removed from the property. There was some discussion of the oil spill in the driveway, considered an illicit discharge.

There was discussion of whether or not the Town has any other legal action that can be taken. Supervisor Ruzek noted that the renewal for rental permit had been withheld previously, the goal is to find a way to ensure that the property is the landlord's problem not the Township's, either by penalizing the landlord or permanently revoking the permit. It was noted that the permit is not invalid, just pending.

Mason noted that the petition began 6 years ago, and before that, the problem with this property started about 2 years prior. He noted there are a few other locations within the

**MINUTES
TOWN BOARD EXECUTIVE MEETING
MAY 22, 2020**

Township that have problems. The problem he thinks is with the ordinances. There was some discussion on property that had had 9 vehicles removed from the property that week.

There was some discussion on surrounding communities. Vadnais Heights is noting an ordinance change in which excessive phone calls about a specific property results in immediate law enforcement visit. The Town Attorney noted that it is important to be careful, because if the Town changes an ordinance, it will apply to everyone. He noted that he will review Vadnais Height's ordinance and try to draft something up prior to the Public Safety Commission meeting on June 4th. From there, a no action item can be added for information for the Town Board on Monday, June 1st.

Mason noted another house where the trampoline is a safety hazard, in disrepair, and the Town Building Inspector will inspect. There was some discussion on removing the black Monte Carlo from the driveway. He noted that he hadn't had any communication with the owners since last fall, but Town staff will try to arrange a visit with the owner and tenants.

CODE ENFORCEMENT OFFICER / BUILDING INSPECTOR REPORT: 5305 West Bald

Eagle Boulevard: The Town Building Inspector reported that this agenda item came up about 6 months ago where there was some vehicles the Town notified the tenants to remove. There was also some unpermitted construction on the main dwelling and miscellaneous debris around the property. This property has become similar to the Township Drive property in issues. March 2, 2020 was the final notice listing violations on the property and the Town notified the residence of the court action. Listed in the packet is some email correspondence from the Ramsey County Sheriff's Department on April 21st. He noted 39 calls on this property last year and 9 calls the first quarter of 2020. There was some discussion of any citations that were supposed to be issued, and 9 illegal vehicles were removed from the property recently.

The Town Attorney noted that he will give the Board some proposed ordinances to make the landlords financially responsible, similar to the Township Drive property. There was some discussion of what would happen to the landlord, should he not pay any fines: it would default to his taxes. If the taxes aren't paid in 3 years, he would forfeit the property, so it's a long process.

There was some discussion over the email from a resident. The Town Attorney will send a follow-up email to the resident. Town staff will work on these issues and report back at the next meeting.

HOCKEY DAY MINNESOTA – COREY ROBERTS: Corey Roberts was present to update the Town Board on the communication process of Hockey Day Minnesota and most recently the Park Board. The goal is to obtain a special events permit from the Township. The Town Board is giving verbal permission to move forward. Once the committee for the Hockey Day Minnesota 2022 is formed, they will start soliciting sponsors the end of June or early July, knowing the date could be pushed back a year if the pandemic is still in effect. The actual permit, it was determined, will wait until dates and times are officially set. The Town Board is starting on just a resolution for just a formalized aye to move forward.

PUBLIC WORKS DIRECTOR REPORT: The Public Works Director was present to report on Public Works Department activity for May of 2020. He reported on COVID related questions that have been asked. There was some discussion on portable toilets, as the Town is not able to disinfect regularly. There was discussion on the legal responsibility, and it was noted that it would be the contractor's

**MINUTES
TOWN BOARD EXECUTIVE MEETING
MAY 22, 2020**

responsibility, but they don't have the staff to maintain facilities more than once per week. It was decided that staff will just post signage and have them open June 1st.

There was discussion of Bellaire Beach, it was noted that it will open May 31st with signage of "no lifeguard on duty, swim at own risk." The contract with the YMCA life lifeguards will begin a few weeks after the Memorial Day holiday. Town staff will take photos of Ramsey County parks and beaches signage to make sure wording is appropriate.

There was some discussion of drainage issues from the last weekend's rain on the north side of the railroad tracks. There was some elevated water in ponding areas near the culvert next to the rail road. The culvert is owned by the railroad company so the County, Township, and railroad company have been in contact with one another. The culvert is the railroad's responsibility to maintain. It was noted that the Rice Creek Watershed District has not started on the iron sand filter nearby, and there will be an update to the Town Board when work has started. There was some discussion of other drainage issues and outfalls. It was noted that the Town should alert the Bald Eagle Lake Association about the County's project for street improvements around the lake.

CLERK-TREASURER REPORT: DNR Groundwater Management – Update: There are no new updates.

COVID-19 – Update: The Town Clerk reported that the open date for public walk in and full shifts for staff is June 1st. It was noted that the City of Hugo never closed, but had no traffic for the most part. Vadnais Heights passed a resolution urging Governor Walz to open up. No Township employees have tested positive for COVID-19.

Water Gremlin: The Town Building Inspector reported that Town staff and the fire department have inspected the temporary trailers and coining operation in the south building. The permits have been completed. The permit is to start in the locker room remodel. The application for the Conditional Use Permit process will be on the Planning Commission agenda.

There was some discussion over the Water Gremlin property and temporary structures. There was some discussion over the concerned citizens group and the TCE bill. There was discussion of surface water and whether or not the Town should be concerned with Water Gremlin's potential effect on surface water. There will be some discussion on these aspects at the next Utility Commission meeting.

LUCY'S REQUEST FOR OUTDOOR DINING AREA: The Town Clerk reported on the email sent from the CEO of Lucy's Restaurant request for outdoor dining. There was some discussion between the mode of tent or "structure" if the tent has walls. If it is open there are less restrictions: though the amount of people cannot exceed more than 20% of the maximum number of people that can be inside the restaurant. It was decided that it would be up to the landlord if the parking lot could be used for dining. There was some discussion of the patio area. It was noted that the Board only needs to get involved if the restaurant needs to amend the liquor license, but that they can serve alcohol as long as it's on the premises of the restaurant. If any permit is needed, it would have to be submitted with plans from subsidiary use: cannot exceed more than 20% of the building's maximum amount of people. Furthermore, the fire department and Building Inspector would need to inspect the plan, and

**MINUTES
TOWN BOARD EXECUTIVE MEETING
MAY 22, 2020**

have the lighting and power looked at. Town staff will be in touch with restaurants and help them in any way possible, but will notify the Board if any action is necessary.

ATTORNEY/CLIENT CLOSED MEETING: Ruzek moved to go into Attorney/Client closed session at 10:54 a.m. McCune seconded. Ayes all.

Ruzek motioned to return to the meeting and come out of Attorney/Client closed session at 11:05 a.m. McCune seconded. Ayes all.

The Board closed the meeting to discuss potential litigation at 5335 West Bald Eagle Boulevard.

OPEN TIME: No one was present for open time.

ADDED AGENDA ITEMS: There were no added agenda items.

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

McCune moved to adjourn the meeting at 11:06 a.m. Ruzek seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary



Town Board Executive Meeting June 26, 2020

Agenda Number: 4

Subject: 2020 Street Improvements:
1. Peterson Road Discussion
2. Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Town Board Meeting
May 22, 2020

2020 STREET IMPROVEMENTS – PETERSON ROAD – NEIGHBORHOOD MEETING: The Town Engineer reported on the two options that were discussed at the last Town Board meeting. The Board decided to go with the second option, which included the sidewalk alongside the road. The Town Engineer just wanted to open discussion again and decide next steps. It was noted that funding is what most people will want to know. The project will roughly cost \$1 Million including watermain, sanitary sewer, storm sewer, and the street costs. It was noted that the residents will need to be assessed at least 20% for bonding options. It was discussed whether or not the Town should host a neighborhood meeting regarding the project. There was discussion of the appraisals of the property, which accounts for about \$12,000 assessment for the street improvement.

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The Town Attorney will report back as well because he will speak with the appraiser with all the properties in mind, discussing specifics. Then Town staff will be in communication to put together the feasibility report. There will be more discussion at the June 1st Town Board meeting to discuss options.



Town Board Executive Meeting June 26, 2020

Agenda Number: 5

Subject: Water System Improvements - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
May 22, 2020

WATER SYSTEM IMPROVEMENTS – UPDATE: The Public Works Director reported that the contractors are working on Well 4, boring and doing sand decompression work. The specifics were reported on: adding 21 feet of sand, releasing for 10 seconds creating a vacuum with the sand to suck the sand to the bottom of Well 4 in order to create enough room for the increase in functionality in Gallons Per Minute (GPM- the goal is from 550 GPM to 1000 GPM). For the most part the contractors aren't too far off track (a couple of weeks). There was a short delay in waiting for the approval from the Minnesota Department of Health due to the COVID-19 crisis.

There was some discussion of the COVID relief funds reimbursements, as the Town is to measure all COVID related expenses. Work will continue. There is no completion date yet since work is at least a couple of weeks behind.



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 6

Subject: I & I – Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
May 22, 2020

I & I – UPDATE: The Public Works Director reported that he is getting a quote for the storm sewer off set on Stillwater Street east of Otter Lake Road. He is working to fine tune that area. He will get two or three additional quotes to provide the Town Board before approval is needed. There will also be some minor joint sealing to do this season, and flow meters will be installed. It was noted that data from 2019 to 2020 shows the numbers are going down a bit, based on last year's flow, and more accurate numbers from the updated flow meters that have been installed.



**Town Board Executive Meeting
June 26, 2020**

Agenda Number:

Subject: **8:45 Tobin Lay & Birchwood City Council Members –
South Water Tower Antenna Request**

Documentation:

Action / Motion for Consideration:



**Town Board Executive Meeting
June 26, 2020**

Agenda Number:

Subject: 9:00 – Lake Links Representatives

Documentation:

Action / Motion for Consideration:



**Town Board Executive Meeting
June 26, 2020**

Agenda Number:

Subject: 9:15 – Jeff Miller – Summit Lane Discussion

Documentation:

Action / Motion for Consideration:



**Town Board Executive Meeting
June 26, 2020**

Agenda Number:

Subject: 9:30 – Jim Eichten, MMKR - Auditor

Documentation:

Action / Motion for Consideration:



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 7

Subject: GHD/Whirlpool/Reynolds Discharge of Extract
Groundwater – Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 8

Subject: Tyler Content Manager – Paperless Financial Software
Purchase

Documentation: Finance Officer Memo w/attachments

Action / Motion for Consideration:

Report at Meeting / Discuss

Consideration of Paperless Financial System. (TK)

A. REFERENCE AND BACKGROUND:

The Town uses Incode, which is owned by Tyler Technologies, software for financial, payroll, and utility billing. Tyler Technologies Content Manager software allows the finance system to scan documents, such as, invoices, store the invoices and payments electronically, and link them to the Town's Laserfiche (electronic records software) application.

This software will greatly improve the Town's bill paying processes and make records easier to locate without taking up file drawer space. Payable records each year fills two file drawers and they must be kept for six years, with payments to tax increment districts being kept six years from the end of the district. By having them stored electronically, it would eliminate at least three file cabinets and make those TIF District payments easier to find. Having the files electronically will also make it easier to get public works approval to pay invoices quicker and easier.

The software purchase price there is a one-time fee for the software license and conversion of \$20,005.00 and then annual maintenance fees of \$2,201.00.

- A1. Budget Impact:** The Town included \$7,000.00 in the Capital Equipment Fund for 2020 as software upgrades and \$60,000.00 for computer/software costs in various operating funds.
- A2. Staff Workload Impact:** The new software will require staff to be trained on how to utilize the software enhancement, maintain the data and to convert past records as desired. Summer interns can assist with the scanning of financial documents.

B. ALTERNATIVE ACTIONS:

- 1. Approve the purchase of Content Manager from Tyler Technologies.
- 2. Do not approve the purchase of Content Manager from Tyler Technologies.

C. STAFF RECOMMENDATION:

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

D. SUPPORTING DATA:

Tyler Content Manager informational brochure and price quote.

Tyler Content Manager

Go Paperless...

Gain Efficiency & Save Money.

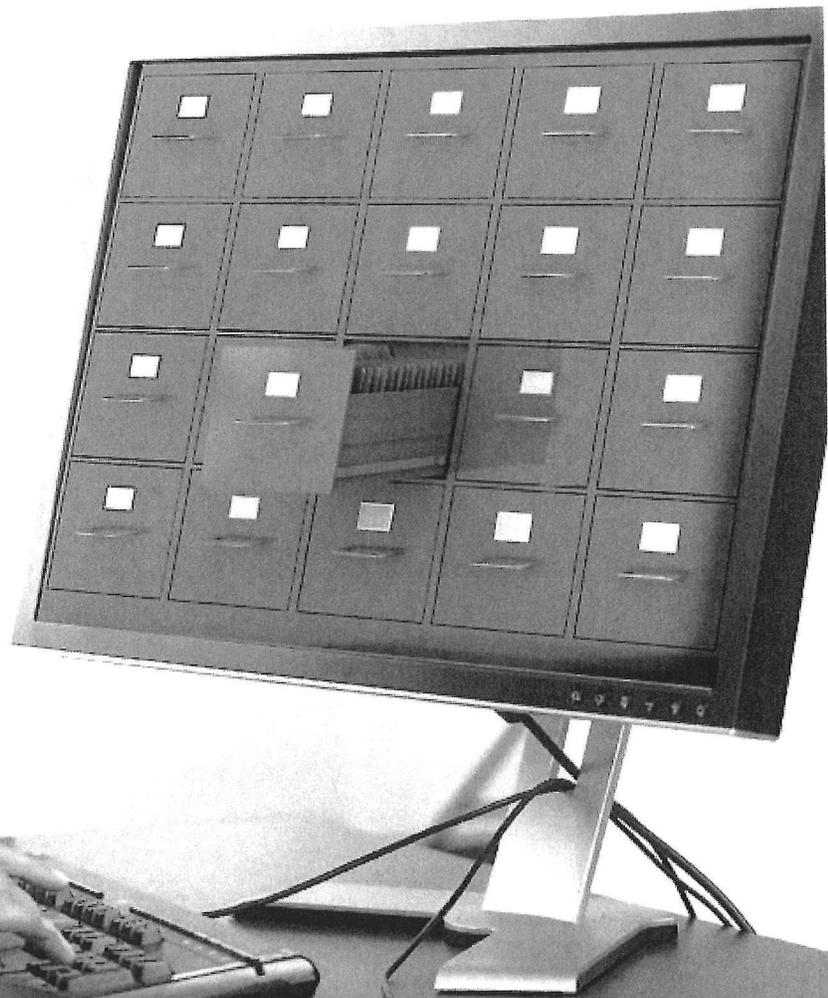
Time is
Money

PAGE 4

Case
Study

Amity Regional
School District #5,
Connecticut

PAGE 6



Tyler Content Manager

A full-service Enterprise Content Management (ECM) solution provider should offer project management, consulting, ECM software, implementation, training and support.

TYLER CONTENT
MANAGER

“Strong demand continues for document imaging technology as enterprises look to automate document-centric processes and reduce the costs of managing and distributing paper documents¹.”

— Karen M. Shegda, Gartner Research

With 85% of a business' information in documents, and 15% of an organization's revenues spent creating, managing and distributing those documents², document management isn't just nice to have ... it is essential for efficient, accurate and cost effective operations.

With Tyler Content Manager (TCM) your office becomes more efficient using the resources you already have. You will realize significant savings, and your productivity will increase — providing a good return on investment.

Automated and comprehensive, TCM streamlines and simplifies the management process from planning and budgeting to business performance — so you realize both soft and hard savings in labor, communication and decision making.

TCM ... It's simply good business.



The TCM suite includes all the critical components of an ECM — back-file scanning, indexing and redaction, micrographics conversion, disaster recovery, and highly secure off-site document storage. TCM also works with third-party applications, using Batch Print Capture to print multiple documents directly into TCM.

Additionally, TCM Application Connector provides seamless integration between applications and TCM. You'll improve accuracy and have quick access to related documents without leaving an application — saving valuable time navigating throughout multiple applications to find vital, related files.

More than “document management”, TCM supports multiple file types ranging across multiple departments in distributed locations. Electronic files include scanned images (TIFF, PDF, etc.), photos (JPEG), office documents (Microsoft® Word, Excel®, PowerPoint®, etc.), drawings (DWF, DWG, etc.), or any other file you want to store and manage.

3. Lyons, D (2008, December 1). Xerox Green Machine. Newsweek, E6

4. Conservatree. “How Much Paper Can Be Made From A Tree?”. (2012, January 26). <http://www.conservatree.com/learn/EnviroIssues/TreeStats.shtml>

5. DeRosa, J. “Helping Companies Reduce Greenhouse Gases.” (2007, May 3). <<http://www.greenpdf.com/graphics/TheGreenPDFRevolution.pdf>>

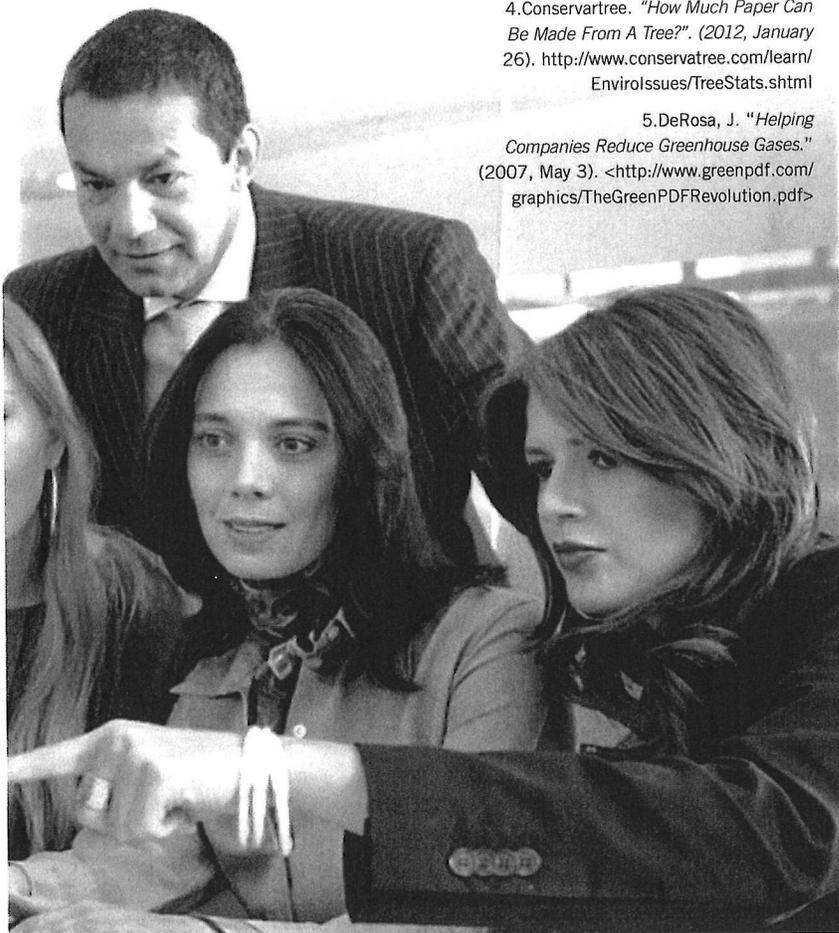
Go Green with TCM

Paperless reporting makes office printing a thing of the past — save your organization countless reams of paper and ink, every day. With more than 40% of printouts discarded within 24 hours³, getting control of paper waste is essential to labor and materials cost.

How many reams (500 sheets) of paper do you use and store — daily, monthly, yearly? Have you thought about the impact of the paper you use on your budget and the environment?

- **One tree makes 16.67 reams of copy paper or 8,335 sheets⁴**
- **Each tree can remove about one metric ton of carbon dioxide from the atmosphere every year⁴**
- **Storing 2 million paper documents can cost an organization between \$40,000 and \$60,000 on filing cabinets alone, whereas this data could be stored electronically and circulated as Green PDFs⁵**

Reduce the paper you use and reduce the carbon footprint of your organization. You'll be saving your organization money as you help the planet.



Time is Money

TCM is an efficient, reliable and cost effective solution to manage and protect your documents and deliver cost savings.

How much time do your employees spend on routine, time-consuming tasks?

CONSIDER THESE FACTS¹:

- **60%** of employee time is spent working with documents
- The average document is printed **5 times**
- At **\$30/hour**, knowledge workers **waste \$4,500/year** working with paper

From decreased labor time and personnel, to actual printout and copy reduction, to better expense and business intelligence control, TCM provides tangible and intangible benefits. Depending on your staff and community size, this could mean tens of thousands of dollars a month in saved salary and material costs, and invaluable time gained in important decision-making situations. That means increased productivity for you. For instance:

- Access documents and files easily and reduce the time spent looking for information
- Mitigate unnecessary labor and shipping costs
- Keep your information safe with extensive built-in security features
- See who has modified information, and when, with versioning and audit trail functions
- Compare versions or restore content, preventing wasted time and re-created information
- Reduce wasted time and mistakes with automatic indexing and imaging of key fields that allow information to be handled less often and by fewer users

RETURN ON INVESTMENT (ROI)

“It has become obvious that tasks related to creating, organizing, finding and analyzing information have become significant time sinks, and IDC’s research demonstrates that investment in better information access, management, collaboration tools and processes pays for itself, often in a matter of months².”

— Susan Feldman, Vice President,
Search and Discovery Technologies at IDC

Content Capture that Saves Time

Reduced Cost of Capture

The TCM integrated system provides many ways to efficiently handle content capture. Attached scanners allow users to scan documents directly into TCM using **Content Capture** (for multiple documents), or the **Single Scan** interface (for one document at a time). Most common scanner features can be managed within the TWAIN interface in TCM.

Batch Uploads

For large batch uploads TCM provides a utility to simplify the process of importing large volumes of content with an interface to easily sort, manage and index. Additionally, Batch Print Capture allows users to print from third-party applications. For example, when printing EMS statements from an EMS billing application users can print the batch directly into TCM. Each statement of the batch will be parsed into separate records in TCM. For a Special Education application, the user can print a group of transcripts directly into TCM, which creates a record in TCM for each transcript.

Bar Code Recognition

Using bar codes (labels or pre-printed), TCM can automatically index embedded information, reducing or eliminating the requirements for index data entry. That means a lot in time-saving terms.

Tyler Product Integration

When you use TCM with a Tyler financial product, your financial documents will automatically be indexed, searchable and stored in the system without any additional work by your staff. TCM works with third party applications as well.

1. Records and Data Management. <https://recordsanddatamanagement.com/FAQs.html>

2. Feldman, S. (2009, May 6). "Hidden Costs of Information Work in the Enterprise Exposed". <http://www.pressreleasepoint.com/hidden-costs-information-work-enterprise-exposed-new-idc-progress-report>

Advanced Optical Character Recognition (OCR)

Use advanced OCR to extract text from specific zones for automatic indexing of structured forms. TCM uses OCR for three purposes to achieve automated data entry:

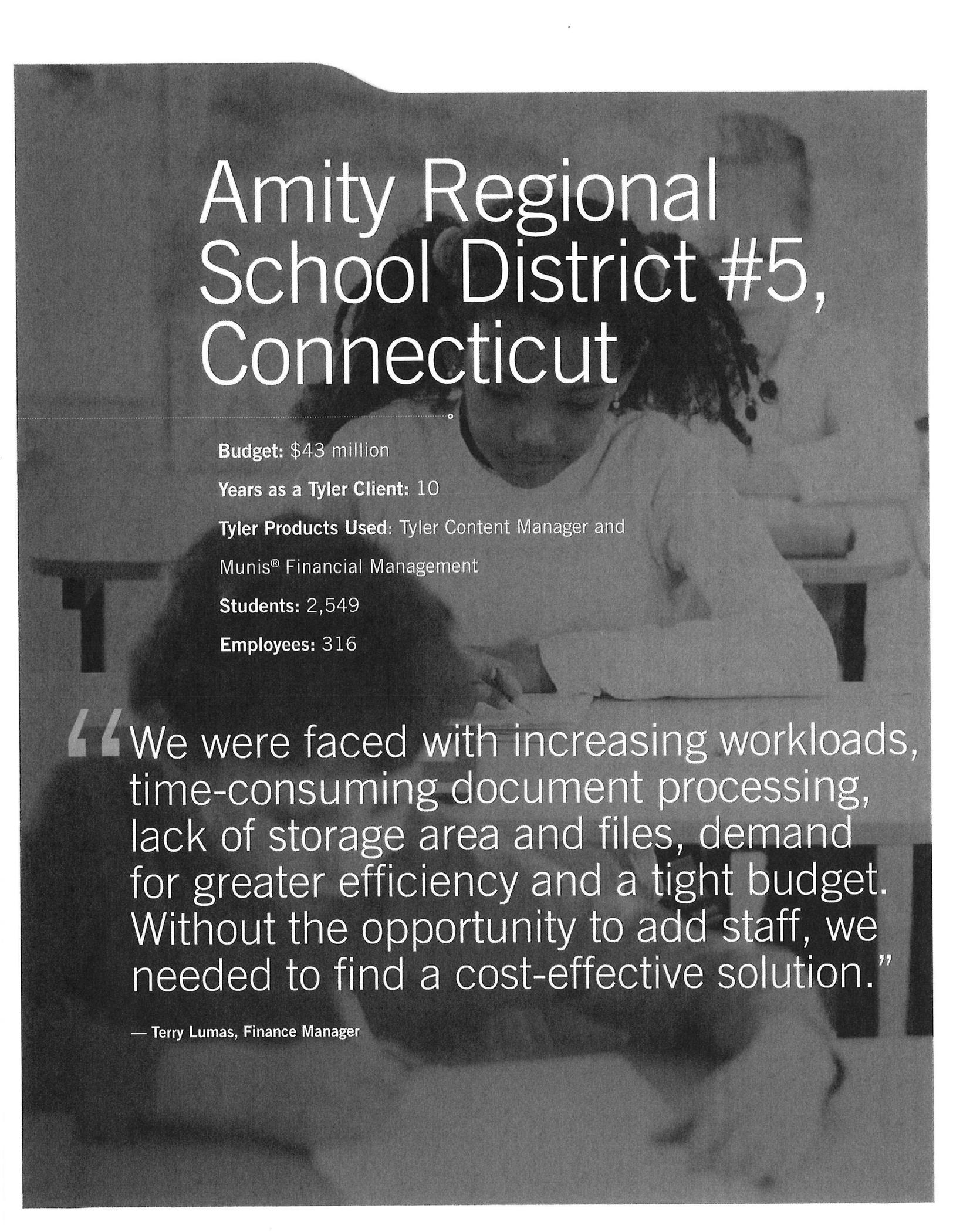
Convert — Convert and store all text data from an image as ANSI/Unicode. Once converted, the text data (along with the document coordinates) are stored in the background for future processing.

Analyze — Analyze and compare text and coordinates to predefined form templates for accurate form identification, which allows users to batch-scan different types of forms in the same batch.

Extract — Allows system extraction of pertinent data from appropriate coordinates on the form for automated indexing (data entry).

After automated indexing using Advanced OCR, the documents flow into Q/A workflow queues for user review and acceptance.





Amity Regional School District #5, Connecticut

Budget: \$43 million

Years as a Tyler Client: 10

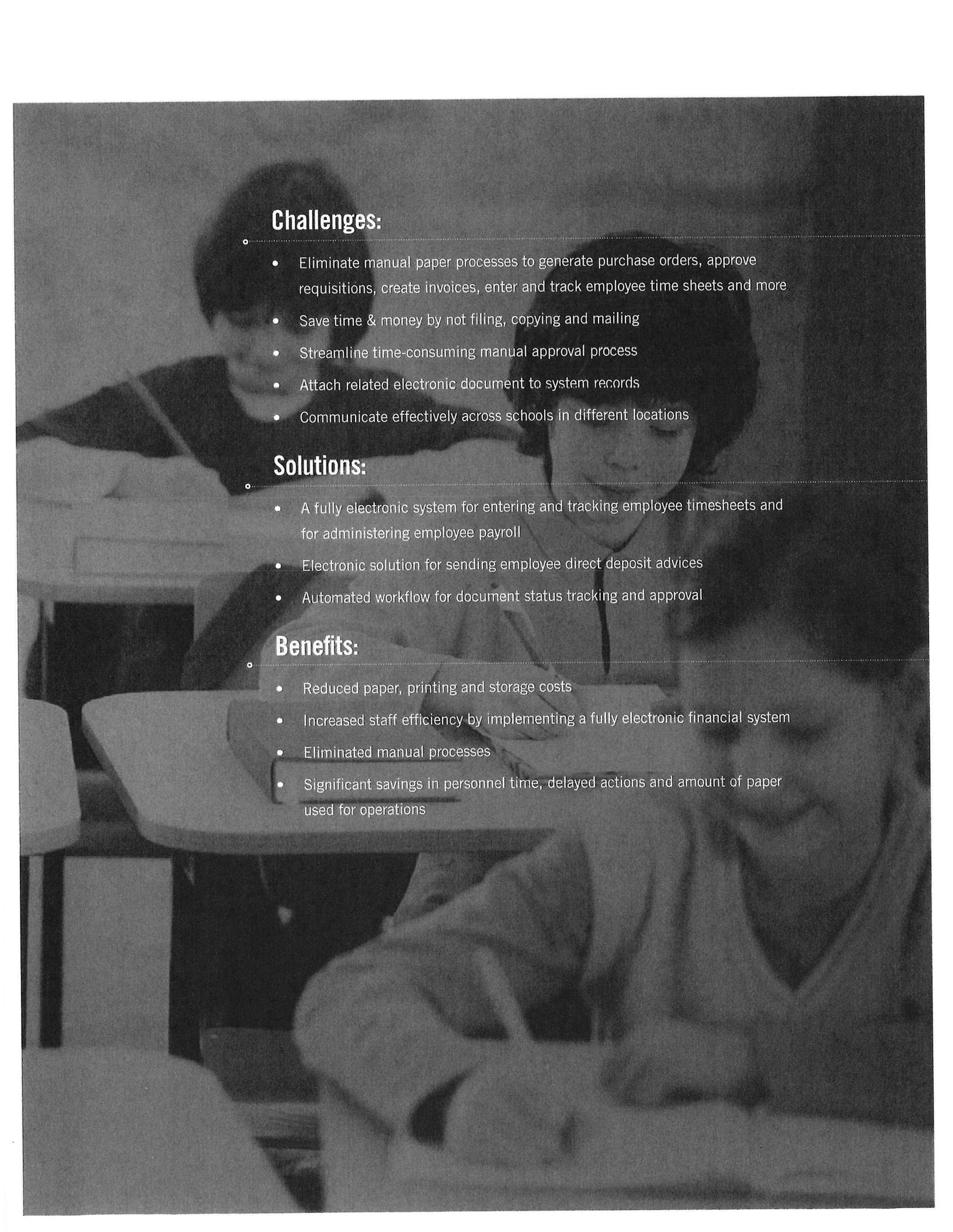
Tyler Products Used: Tyler Content Manager and
Munis® Financial Management

Students: 2,549

Employees: 316

“We were faced with increasing workloads, time-consuming document processing, lack of storage area and files, demand for greater efficiency and a tight budget. Without the opportunity to add staff, we needed to find a cost-effective solution.”

— Terry Lumas, Finance Manager



Challenges:

- Eliminate manual paper processes to generate purchase orders, approve requisitions, create invoices, enter and track employee time sheets and more
- Save time & money by not filing, copying and mailing
- Streamline time-consuming manual approval process
- Attach related electronic document to system records
- Communicate effectively across schools in different locations

Solutions:

- A fully electronic system for entering and tracking employee timesheets and for administering employee payroll
- Electronic solution for sending employee direct deposit advices
- Automated workflow for document status tracking and approval

Benefits:

- Reduced paper, printing and storage costs
- Increased staff efficiency by implementing a fully electronic financial system
- Eliminated manual processes
- Significant savings in personnel time, delayed actions and amount of paper used for operations

Powerful

Basic Optical Character Recognition

Optical Character Recognition (OCR) features are standard in TCM, making full-text searching and data capture a snap. Configure document templates so that when a document image is captured, it is automatically subjected to OCR processing. This happens on the server level so users are free to continue working while the process takes place. All converted OCR data is stored in a fully searchable background index with the document image itself. An important and exclusive function called "roping" allows users to copy a section of the image text into a separate data field by simply drawing a box around the text.

Advanced Optical Character Recognition

Advanced OCR automatically locates specific data on a form, extracts it and populates index fields in TCM reducing the number of manual keystrokes required to index documents. Enrollments, employment applications and many other structured forms are candidates for this type of recognition. With clickable data entry and roping, more documents are processed per hour than with previous methods. Automatic redaction is included with Advanced OCR.

WITH ADVANCED OCR YOU CAN:

- Process large volumes of forms in a fraction of the time it would take for manual indexing
- Identify proper form/document type by comparing with templates
- Scan and auto index different types of forms in the same batch
- Read specified coordinates in forms or combine Advanced OCR with manual indexing
- Set logical limit to the number of coordinates (zones) on a form
- Receive warning if a form does not meet pre-set criteria
- Read the most commonly typed laser quality fonts

TCM Web™

With TCM Web, you will improve document delivery, and manage public access to the images and other content of your TCM applications. Employees, teachers and citizens can easily navigate their browsers to related TCM resources and retrieve documents. Designing the look and feel of your interface is quick and easy, and TCM Web seamlessly adapts to your existing website without changing its appearance. In fact, many of our clients use the style sheets of their existing website so the TCM Web interface is seamless to users.

TCM Web is the public access module for TCM, and for those who need document access without using Tyler's ERP functionality (TCM and ERP power users will want to install a TCM client on their desktop).

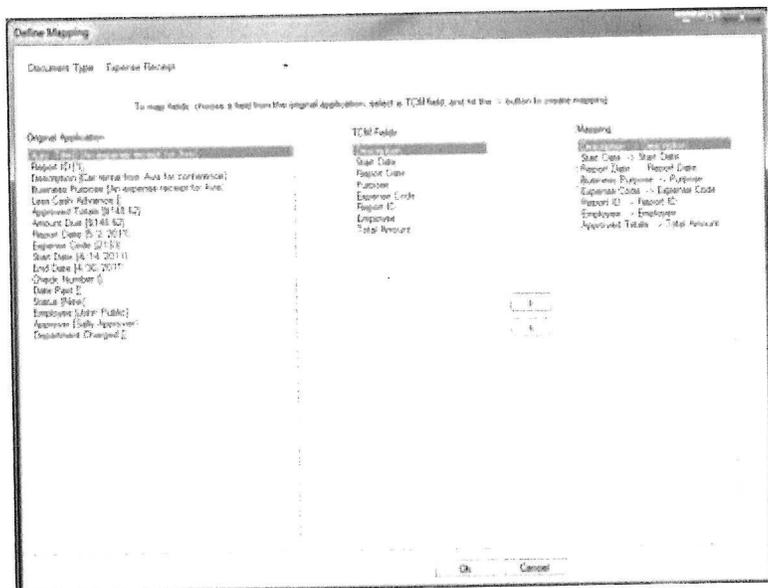
- User-defined settings
- Use existing website style sheets for a seamless interface
- Enhanced convenience for users
- eCommerce (*optional*)
- Keyword search
- Access security

Define TCM Web settings to meet requirements, including security, by limiting public access and permissions, so images are viewed only when, and if, they should be. You can control public searches, views, downloads and printing.

With TCM Web's optional eCommerce module, you can provide public access and generate revenue by providing relevant information securely through your organization's website. This allows a citizen to view building permits, land records and ordinances, or the latest city hall meeting minutes easily from anywhere. You can accept credit card payments, set credit and debit limits, provide a subscription service to your users, and set up pre-pay or draw-down accounts for frequent users.

Search & Retrieval

TCM Application Connector



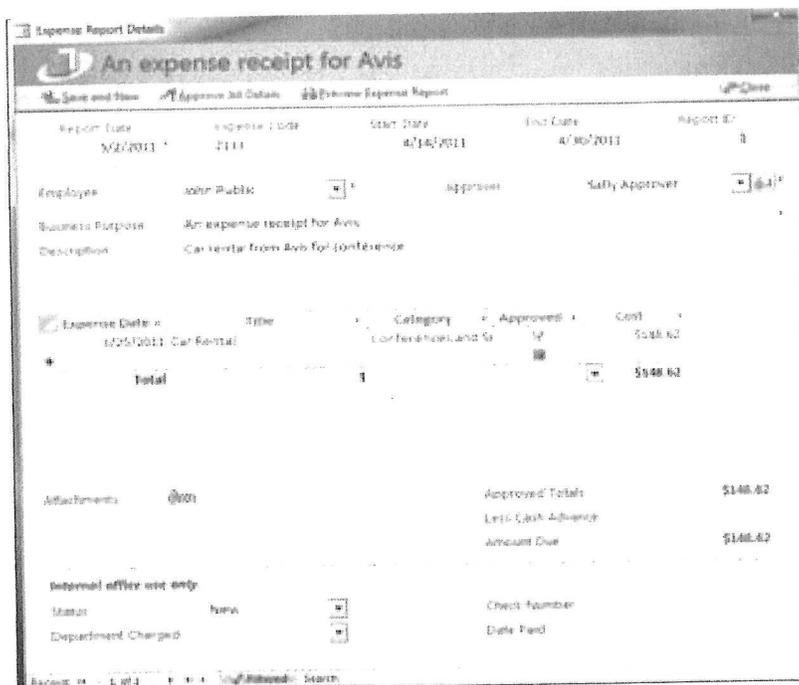
▲ The Connection Process — choose fields from the original application (e.g. expense report), select a TCM field, then proceed to map them.

TCM Application Connector gives you control of your work processes while ensuring that your organization streamlines paper flow. Now any application can “talk” to TCM quickly and easily. During implementation you’ll choose two “hot keys” from your keyboard. One will launch the configuration screen and the other launches the TCM content explorer window. Pressing a pre-defined hot key launches TCM from any application ... TCM document record fields are automatically populated from that screen. This will save time and avoid error-prone manual indexing. Additionally, if content already exists for this record, selecting the hot key will display the pre-stored images and corresponding metadata.

Application Connector’s hot keys give you access to all your content — while eliminating programmatic, time-consuming integrations.

BENEFITS:

- Improve accuracy
- Fast and easy setup and implementation
- One-click access to launch work
- Quick access to related documents without leaving an application
- Seamless integration between applications and TCM
- Reduce time searching for documents
- Keep your office green by reducing excessive paper documentation



▲ Screen is Connected — expense report

Workflow & Records Management

Workflow Capabilities

TCM integrated workflow supports internal workflow policies. Configure templates to support the flow of electronic content throughout your organization — from one individual, group, or department to another, etc. The system monitors all workflow tasks for management and reporting functions. Pre-defined reports are available to help track and monitor workflow tasks and productivity.

Full-Featured Records Management

TCM delivers standard records management features and functions for full lifecycle document and records management — document version control, full, valid audit trail (deleting/not deleting document(s) when appropriate) and restore options, and comprehensive purge management related to your specific retention schedules and suspension requirements. Your organization will remain in compliance, improve efficiency and reduce overall organizational liability.

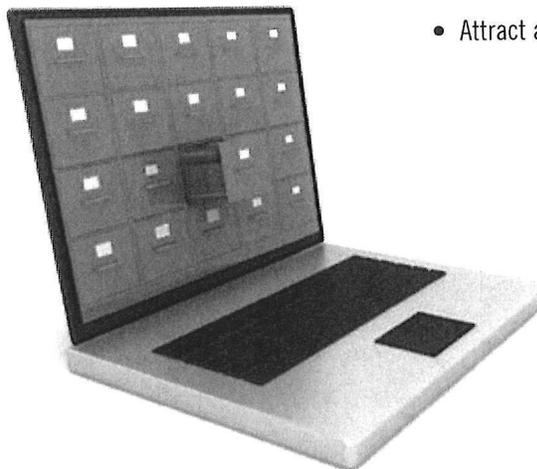
Return on Investment

Productivity • Efficiency • Security • Cost Savings

Despite often challenging economic climates, organizations continue to invest in ECM systems. According to a recent study by Gartner, the reason is productivity. “ECM can drive processes efficiently, improve data and process quality, and build better channels to your customers and prospects. ECM offerings are showing strong growth in demand as organizations embrace the vision of managing content assets throughout their life cycle¹.”

The value of ECM investment is returning big benefits. Gartner has found that clients often use ECM to realize a range of productivity goals, including the following:

- Improve effectiveness
- Reduce operational cost
- Optimize business processes
- Achieve regulatory compliance and eDiscovery goals
- Attract and retain customers



PROVEN RESULTS

Services that Keep Your Content Safe and Secure

Redaction Software & Services

The need to protect public records and private information is critical. Congress, state legislatures, consumers, private businesses and public records custodians all wrestle with the best solution to the problem of protecting individual privacy rights, while encouraging commerce, improving compliance with government regulations, and meeting the needs of citizens.

Tyler offers redaction services that will meet your needs ... today and in the future:

- Automated — TCM OCR technology provides automated tools that identify properly formatted confidential information (SSNs, bank numbers, etc.) on all TIFF images
- Manual — TCM provides tools that allow users to manually apply redaction to all TIFF images
- Back Redaction Services

Disaster Recovery

Don't put your information at risk

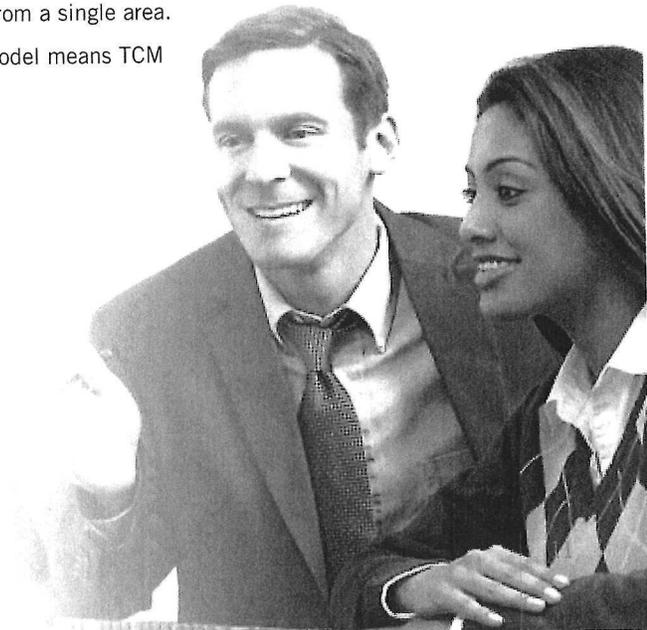
Disasters can strike at any time and without warning — an act of nature, theft, fire or a faulty sprinkler system.

Losing your data and experiencing interruption of operations are things of the past when you have Tyler's TCM Disaster Recovery. You will be back in production, and up and running within hours. Tyler servers and recovery team restore your data and images from the previous night.

As part of the service, Tyler staff will develop and publish a disaster recovery plan, including additional provided services detail and documenting the responsibilities of Tyler and your staff. Nothing will be left to chance.

Secure Storage

Content storage is handled through a secure central storage facility at the server level, and removes the need and complexity of managing multiple storage facilities, including related disaster recovery, backup and security considerations. Once stored in TCM, it can be managed from a single area. This role-based security model means TCM meets everyone's needs.



Software that thinks like you do.

At Tyler Technologies (NYSE: TYL), we have a single mission: enable local governments to be more efficient, more accessible and more responsive to the needs of citizens. That's what we do. And that's all we do — in partnership with more than 10,000 clients, including local government and school offices in all 50 states, Canada, the Caribbean and the United Kingdom.

Tyler Technologies is a leading provider of information management solutions and services for the public sector — and Tyler is the largest company in the country solely dedicated to providing software and IT services to the public sector market.

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**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 9

Subject: Purchasing Policy – Revised Policy

Documentation: Finance Officer Memo w/ attachment

Action / Motion for Consideration:

Report at Meeting / Discuss

Consideration of Revised Purchasing Policy. (TK)

A. REFERENCE AND BACKGROUND:

The Town purchasing policy was last revised in December 2014. Since that time inflation has caused items to cost more and reach various thresholds more quickly. Finally legislation has changed requiring procedures and amounts for quotes and bids. Therefore staff has drafted a revised purchasing policy for the Town Board to consider.

Attached is the draft revised purchasing policy with the old language strikethrough and new language in red. Changes include using State Contract bid verses quotes, eliminating the use of purchase orders on lower cost items, increasing the various threshold amounts, and including consideration of the Minnesota Cooperative Purchasing Venture as required by State Statute, use of purchase cards.

A1. Budget Impact: This item has no budget impact.

A2. Staff Workload Impact: There is very little staff impact, however allowing the public works director to approve small purchases, increasing the quotation threshold and the use of purchase cards could save some staff time.

B. ALTERNATIVE ACTIONS:

1. Approve the draft revised purchasing policy and place on next Town Board meeting for final approval.
2. Make additional revisions to the purchasing policy and place on next Town Board meeting for final approval.
3. Do not approve the draft revised purchasing policy and place on next Town Board meeting for final approval.

C. STAFF RECOMMENDATION:

1. Staff recommends alternative #1 for the approval of the draft revised purchasing policy and to place on next Town Board meeting for final approval.

D. SUPPORTING DATA:

Revised purchasing policy.

WHITE BEAR TOWNSHIP

PURCHASING POLICY

All purchasing by local units of government is regulated by Minnesota State Statute 471.345. Given the basis for purchasing by the State, the Township sets the following policy for internal controls. **All employees in the purchasing process shall seek to act responsibly as custodians of the public trust. Employees shall avoid any transaction that might impair public confidence in the Town's ability to govern effectively. Employees shall recognize that the purchasing process is subject to public review and evaluation. The overall process shall be designed and managed with a degree of professionalism worthy of the public trust.** Failure to follow this policy will constitute illegal purchasing and may subject the purchaser to liability for the expenditure and or disciplinary action.

A. Purpose:

The purchasing policy is designed to:

1. Maintain continuity of supply as needed.
2. To do so with minimum investment in materials inventory.
3. Avoid duplication, waste and obsolescence.
4. Maintain standards of quality in materials based on suitability for use. Standard specifications will be used wherever practicable.
5. To purchase materials at the lowest cost consistent with the quality and service required.
6. To make as many purchases as possible on the basis of competitive bidding unless there is an emergency that requires immediate action to protect the health, safety or welfare of the Town residents or employees.
7. Conduct the entire purchasing process in such a clear manner, without the conflict of interest to eliminate any possibility of improper business relationships.
8. To have high personal integrity and be capable of protecting public interest at all times.
9. Deal fairly and equitably with contractors and suppliers and to extend to all organizations and individuals an equal opportunity to share in providing materials and services.
10. To afford vendors reasonable courtesy.

B. Objectives.

The purchasing policy was designed with the following objectives:

1. Improve service and support.
2. Maximum value for dollars spent.
3. Sound inventory management.
4. Economic operating cost by the effective use of available time.
5. Economic quality of purchased materials – suited for intended use.
6. Economic delivery of purchased materials.
7. Optimized systems and procedures.
8. Effective planning system.

9. Effective controls.
10. Effective public relations through proper communications.

C. Policy.

I. Items less than \$5,000-\$9,999.

These items could be considered daily needs such as materials, and supplies.

For purchases \$1,000 ~~\$4,999~~ or less, ~~a purchase order must be completed and signed by the Township Employee requesting the purchase. After the purchase, the purchase order and all other paper work should be submitted to the Finance Department.~~ ~~May be purchased from approved Town vendors or on State Contract bid.~~ All paper work should be submitted to the Finance Department. ~~The Accounting Clerk~~ Approval by the employee's supervisor or department head is required and will complete the coding of the purchase.

For purchases between ~~\$1,000-\$5,000~~ and up to ~~\$5,000~~ ~~\$9,999~~ and included in the budget, a ~~purchase order must be completed and signed by the Township Employee requesting the purchase. The purchase order must also be signed by the Public Works Director, Finance Officer, or Clerk Treasurer before the purchase is made.~~ ~~May be purchased on State Contract bid pricing or by obtaining a minimum of two (2) quotes.~~ Approval by the employee's supervisor or department head is required. All paper work should be submitted to the Finance Department. ~~The Accounting Clerk~~ Department Head will complete the coding of the purchase. ~~The Town Engineer or Department head on construction contracts must submit an IC134 before final payment can be processed.~~

Purchases between ~~\$1,000-\$5,000~~ and up to ~~\$5,000~~ ~~\$9,999~~ and not included in the budget, will only be allowed if funding is available and ~~purchase order must be completed, with funding source and signed by the Township Employee requesting the purchase. The purchase order must also be signed by the Public Works Director, Finance Officer, or Clerk Treasurer.~~ and approved by the department head. The purchase may be purchased on State Contract Bid pricing or by obtaining a minimum of two (2) quotes. All paper work should be submitted to the Finance Department. ~~The Accounting Clerk~~ Department Head will complete the coding of the purchase. ~~The Town Engineer or Department head on construction contracts must submit an IC134 before final payment can be processed.~~

II. Items from \$5,000 \$10,000 and up to \$25,000.

~~These items must be included in the Town's annual budget. At least three (3) two (2) quotations (two (2) if approved by the Clerk Treasurer or Finance Office) shall be solicited for purchases in this range or purchased on the State Contract Bid pricing. The quotations shall be kept on file for at least six (6) years as required by the State's required record retention schedule for the Town. A Requisition Form shall be completed and authorized by the Town Board. A purchase order is required for non-standard (not routine) purchases. Upon the discretion of the Clerk-Treasurer, advertisement in the Town's official newspaper may be warranted. Approval by the Department Head is required and funding must be available. All paper work should be submitted to the Finance Department. The Department Head will complete the coding of the purchase. The Town~~

Engineer or Department head on construction contracts must submit an IC134 before final payment can be processed.

III. Items from \$25,000 \$25,001 up to \$50,000 \$100,000.

These items must be included in the Town's annual budget. Either sealed bids or three (3) quotations shall be solicited on the discretion of the Town Board Clerk. A Requisition Form Purchase Order shall be completed and authorized by the Town Board Clerk. If three (3) quotations cannot be obtained, an explanation as to why less than three (3) quotations were obtained shall accompany the Requisition Form Purchase Order. All bids or quotations shall be kept on file for at least six (6) years as required by the States required record retention schedule. If sealed bids are to be accepted, advertisement in the Town's official newspaper shall run at least twice. Minnesota law requires the Town to consider the Minnesota Cooperative Purchasing Venture (CPV) for contracts estimated to exceed \$25,000. For these contracts, the Town must "consider the availability, price and quantity of supplies, materials, or equipment available through the CPV before purchasing through another source". (Minn. Stat. 471.345, subd. 15.) All paper work should be submitted to the Finance Department. The Department Head will complete the coding of the purchase. The Town Engineer or Department head on construction contracts must submit an IC134 before final payment can be processed.

IV. Items exceeding \$50,000 \$100,000.

These items must be included in the Town's annual budget. Sealed bids shall be solicited by public notice. The Department Head requesting the expenditure shall write specifications. No public notice shall be given until the Town Board approves the specifications. Upon approval of the specifications, advertisements shall run at least twice in the Town's official newspaper and any other appropriate publications ten (10) days before the bid opening. Bids will be awarded at the next Town Board meeting along with a Requisition Form any required paper work to be signed by the Board Chairperson. All bids shall be kept on file for at least six (6) years as required by the States required record retention schedule. Minnesota law requires the Town to consider the Minnesota Cooperative Purchasing Venture (CPV) for contracts estimated to exceed \$25,000. For these contracts, the Town must "consider the availability, price and quantity of supplies, materials, or equipment available through the CPV before purchasing through another source". (Minn. Stat. 471.345, subd. 15.) All paper work including the Town Board minutes approving the purchase should be submitted to the Finance Department. The Department Head will complete the coding of the purchase. The Town Engineer or Department head on construction contracts must submit an IC134 before final payment can be processed.

V. Used equipment and trade-in value.

Bids or quotes must be solicited if the cost is estimated to exceed \$10,000 even when used items are being purchased. State law does not distinguish between new and used supplies, material, or equipment.

If the Town will be trading in old equipment when purchasing replacement equipment, the trade-in value should not be subtracted when calculating the price to determine whether quotes or bids are required.

VI. Splitting Contracts.

The need to obtain quotes or bids may not be avoided by splitting a contract into several smaller contracts, each of which is under the threshold for quotes or bids.

VII. Emergency purchases.

If the purchase is for an emergency to protect the health, safety or welfare of the Town's residents or employees, the Clerk-Treasurer or Finance Officer may approve the purchase. If the purchase amount is over \$15,000, the purchase may be approved by the Clerk-Treasurer or Finance Officer after receiving two (2) quotations. The emergency must be real and not just an inconvenience in order to dispense with regular purchasing requirements. ~~The Requisition Form will be "post" approved and the Town Board will "post" approve the purchase.~~

VIII. Purchase card use.

Employees may use their Township purchase card for purchases where vendors accept purchase cards. When using Town purchase cards the employee must adhere to the Town's Purchase Card Policy. Purchases made using a Township purchase card must still follow the Town's Purchasing Policy as described within this document.

IX. Leasing of equipment.

When beneficial, the Township may lease equipment. Equipment obtained through a lease must follow the procedures of the Purchasing Policy as outlined above based on the equipment's value as if were to be purchased.

X. Approved vendors.

The Town will use authorized vendors. Whenever possible the Town will use existing (previously used) vendors for purchases. If a new vendor is required, the department head shall request approval of that vendor in writing from the Finance Officer, Finance Analyst or Town Clerk by completing the New Vendor Request Form. The request should include the reason for using the new vendor. All paper work needed to establish the vendor in the Town's accounts payable system shall be submitted to the accounting clerk, including name of vendor, mailing address, phone numbers, email address, W9, and if needed proof of insurance. The accounting clerk will provide the new vendor with the Town's ST3 (certificate of tax exemption).

XI. Vendor Invoices.

All invoices should be mailed by the vendor to the Township address of:

White Bear Township
Attn: Accounts Payable
1281 Hammond Road
White Bear Township, MN 55110

Or emailed to AP@whitebeartownship.org.

XII. Completion of a purchase order.

1. Date: Date that the purchase order is prepared & Date of Order Placed.
2. Requested By: Name of employee requesting the purchase.
3. Vendor: Complete name and address if possible.
4. Quantity: Complete in units as each, box, gallons, feet etc.
5. Description: Describe what is being purchased. Be specific as color, size, type, etc., including all information available.
6. Amount: Actual if possible, otherwise list estimated cost.
7. Funding: If not budgeted, provided which budgeted funds will be used to make the purchase.
8. Coding: List the activity or department that is to be charged for the purchase.
9. Signature(s) Signature of employee making the purchase.

XIII. Completion of a requisition form.

1. ~~Date:~~ ~~Date that the requisition form is prepared.~~
2. ~~Quantity:~~ ~~Complete in units as each, box, gallons, feet etc.~~
3. ~~Description:~~ ~~Describe what is being purchased. Be specific as color, size, type, etc., including all information available.~~
4. ~~Vendors:~~ ~~Complete each vendor space with name and address if possible.~~
5. ~~Unit Price:~~ ~~List each vendor's unit price for comparison.~~
6. ~~Recommended Vendor:~~ ~~List vendor that is recommended for the purchase.~~
7. ~~Purchaser:~~ ~~Name of employee requesting the purchase.~~
8. ~~Department:~~ ~~List the activity or department that is to be charged for the purchase.~~
9. ~~Signature(s)~~ ~~Signature of employee making the purchase.~~

XIV. Purchasing principles.

1. All employees are required to cooperate fully, to the end that the Town should obtain the maximum advantages offered by a purchasing system.
2. Formal criteria shall be established and purchasing regulations issued as required, to establish equity and to protect the public interest while, at the same time, assuring that regulations are not excessive, conflicting, or do not impose undue costs.
3. The Town will purchase to the maximum extent practicable from private enterprise to fulfill the needs for goods and services.
4. All purchasing actions, including those resulting from actions of sovereignty, shall be based on a doctrine of fairness and equity.
5. Purchasing shall acquire the benefits of competition to the maximum extent practicable.
6. The Town shall pay fair and reasonable prices for acceptable goods and services for all ordinary and necessary costs consistent with accepted commercial practices when included in the price quoted.
7. The Town shall establish and maintain ethical and impartial relations with all suppliers concerning purchasing activities.

Revised 2/5/07
Revised 12/1/14
Revised 6/10/20



NEW VENDOR REQUEST FORM

Please provide the following information when submitting a request for a new vendor and also **attach the vendor's W-9 to this form** (all information is required):

Vendor Name: _____

Physical Address: _____

Remittance Address: _____

Phone: _____

Fax: _____

Email: _____

Reason for requiring new vendor: _____

Date of request: _____

Requestor's name: _____

Requestor's signature: _____

Supervisor's signature: _____

Office/Finance Use Only

Vendor #: _____

Confirm W-9 received: _____

Date vendor setup: _____

Set up by: _____



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 10

Subject: Food Shelf Community Outreach

Documentation: E-mail

Action / Motion for Consideration:

Report at Meeting / Discuss

Patti Walstad

From: Pat Christopherson
Sent: Thursday, June 11, 2020 12:41 PM
To: Patti Walstad
Subject: Exec Comm agenda

Good morning Scott,

Yesterday I was on a video chat with local nonprofits and Ellen Hiniker from the City of White Bear and we were talking about getting the word out to the community about the Food Shelf. One of the ideas that seemed to get some traction was getting information out via city newsletters, utility bills, or whatever communications streams cities/townships have with their residents. So I have sent information to Ellen and also reached out to Kevin at Vadnais Heights. Would you be able to pass along the information (see attachment) to the Township? Also are there others in the school district we could reach out to? Gem Lake?

Perry Petersen, *Executive Director*

White Bear Area Emergency Food Shelf

1884 Whitaker Street, White Bear Lake, MN 55110

(651) 407-5372 | perry@whitebearfoodshelf.org

www.whitebearfoodshelf.org | www.facebook.com/WBLfoodshelf



Town Board Executive Meeting June 26, 2020

Agenda Number: 11

Subject: Hockey Day Minnesota - Update

Documentation: Resolution

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
May 22, 2020

HOCKEY DAY MINNESOTA – COREY ROBERTS: Corey Roberts was present to update the Town Board on the communication process of Hockey Day Minnesota and most recently the Park Board. The goal is to obtain a special events permit from the Township. The Town Board is giving verbal permission to move forward. Once the committee for the Hockey Day Minnesota 2022 is formed, they will start soliciting sponsors the end of June or early July, knowing the date could be pushed back a year if the pandemic is still in effect. The actual permit, it was determined, will wait until dates and times are officially set. The Town Board is starting on just a resolution for just a formalized aye to move forward.

EXTRACT OF MINUTES OF A MEETING OF THE TOWN
BOARD OF THE TOWN OF WHITE BEAR, MINNESOTA,
HELD ON JULY 6, 2020

Pursuant to due call and notice thereof, a Regular meeting of the Town Board of the Town of White Bear, Minnesota, was duly held at Heritage Hall in said Town on July 6, 2020 at 7:00 p.m.

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

Supervisor Ruzek introduced the following Resolution and moved its adoption:

**RESOLUTION APPROVING THE SPECIAL
EVENT REQUEST FOR HOCKEY DAY MINNESOTA
JANUARY ____, 20__ FOR EXCLUSIVE USE
OF POLAR LAKES PARK, 1280 HAMMOND ROAD,
WHITE BEAR TOWNSHIP**

WHEREAS, the White Bear Township agrees to provide the premises in its ordinary and useable condition. The Town will not make any special accommodations in cases of inclement weather. Any group using the field will be completely responsible for any additional set up that it requires, including but not limited to: coordinating and paying for the delivery and removal of additional portable restrooms, obtaining the proper permits and licensing for concessions and providing adequate medical and security personnel, providing maintenance equipment, and emptying refuse containers as necessary,

AND WHEREAS, White Bear Township's selection as the host site for Hockey Day Minnesota with events to be held from January __-__, 20__ (including set up and take down of equipment), has entailed extensive event planning and organization by the community, in particular, local organizing committee members, hereinafter referred to as "the Committee",

AND WHEREAS, the Township on _____, 2020, granted the Committee permission to use Polar Lakes Park for the Event hockey rink and village areas,

AND WHEREAS, the Township, on _____, 2020, also authorized the Town Board Chair and Town Clerk to execute a Hockey Day Minnesota

Municipal Agreement regarding the general roles, expectations and obligations of each entity related to the Event; which agreement was executed on _____,

AND WHEREAS, for final Event preparations, the Committee seeks, among other things, approval of the Permit including related alcohol sales from January ____ - ____, 20____,

AND WHEREAS, for final Event preparation, the Committee has identified Polar Lakes Park as follows:

- exclusive use of park from January ____, 20__ at 8:00 a.m. to January ____, 20__ at noon
- requesting traffic control assistance, with appropriate signage provided by the Ramsey County Sheriff's Department from January ____, 20__ at 8:00 a.m. to January ____, 20__ at noon; with the condition that the Committee submit a traffic control plan, parking plan, remote parking plan, and shuttle plan to the Town Clerk that meets the requirements of the Town
- requesting designated shuttle/bus only with "No Parking" postings, with the appropriate signage provided by the Committee at _____(where)_____ from 8:00 a.m. to 1:00 a.m. from January ____ - ____, 20__

AND WHEREAS, in connection with the aforementioned requests, the Committee agrees to abide by all Township rules and regulations associated _____ and in the use of the designated areas; and, to submit the appropriate applications and user and permit fees associated therewith to the Town Clerk,

AND WHEREAS, the Committee will provide the Township with an updated Certificate of Insurance naming the Town as an additional insured for all activities associated with the requests for the duration of the Event, if not already previously provided,

AND WHEREAS, the Park Use Fee established by Town policy when participation is expected to exceed 200 people are hereby waived noting that Hockey Day Minnesota is a non-profit organization,

AND WHEREAS, the Township shall allow motorized vehicles and machines on park property as needed,

AND WHEREAS, Hockey Day Minnesota agrees to the following items related to the event:

- pay for security fees charged for traffic control and security at the event, i.e. Ramsey County Sheriff's Department
- pay for Town staff/Public Works time to be on-site at the Event
- pay for use of any Town equipment as needed and identified by Hockey Day Minnesota
- any damage to the park related to the use of the park and vehicles/equipment used within shall be paid for by Hockey Day Minnesota
- any change or alterations to Polar Lakes Park shall be approved by the Town Clerk,
- the Town will assume no responsibility for loss or damage to personal property belonging to any person from the group
- shall provide a park use layout for Hockey Day Minnesota to be reviewed and approved by the Town Clerk
- Hockey Day Minnesota will work with the Town to pay for an electrician to attend the event and provide electrical services in preparation for the event. Electrician fees to be paid for by Hockey Day Minnesota
- the Town will provide use of the Administrative Offices conference room and restrooms for FSN/Hockey Day Minnesota
- Hockey Day Minnesota will provide and pay for upgrades to the phone services needed for the Event, in coordination with Town staff
- Hockey Day Minnesota will provide and pay for upgrades to the Town's high speed internet as necessary for the Event in coordination with Town staff
- all temporary structures, tents, stages, grandstands, hockey rinks, etc., will be provided and paid for by Hockey Day Minnesota
- the Town will allow use of drone cameras at the Hockey Day Minnesota/White Bear Township Event
- the Town will allow use of field lighting in addition to all other park amenities for the Event
- the Town will provide snow removal services for the Event as agreed upon by the Committee
- this resolution is nonbinding and non-contractual, but is a resolution of support. Hockey Day Minnesota shall provide a contract to the Town for review and approval.

NOW, THEREFORE, be it resolved by the Town Board of the Town of White Bear that the requested use of Polar Lakes Park and alcohol sale approval (subject



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 12

Subject: Roseville Metro I-Net Member Meeting Information -
Discuss

Documentation: None
** To be sent separate

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
June 26, 2020**

Agenda Number:

13

Subject:

Groundwater Position Statement - Discuss

Documentation:

None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 14

Subject: 2561 Blue Bill Circle Grad Party Use of Cul-de-Sac

Documentation: E-Mail Requests / Sign off by neighbors / Map of Area

Action / Motion for Consideration:

Report at Meeting / Discuss

Patti Walstad

From: Brian & Holly Andrekus <brian.holly1215@gmail.com>
Sent: Friday, June 5, 2020 2:14 PM
To: Patti Walstad
Subject: Tent Request
Attachments: AndrekusTent.pdf

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

Hi Patti!

I spoke with you on Tuesday, May 26th regarding our hope to use a tent in our cul-de-sac for our son's graduation celebration on Saturday, August 15th, 2020. We understand it may not be possible to have a party due to Covid regulations and social distancing requirements but would like to move forward for planning purposes. It is our hope that by having a 20 X 20 tent set up, it would help ensure social distancing by allowing attendees to remain outdoors. We are fully prepared to cancel any party plans should distancing protocols require us to do so.

Our house is situated at the end of the cul-de-sac on Blue Bill Circle. The slope of our land and driveway do not allow us to stake a tent in those spots, necessitating use of the cul-de-sac. We would be able to put up the tent at the end of our driveway so as not to block any of our neighbors driveways. The tent would not be blocking any fire hydrants and emergency vehicles would still be able to drive around the cul-de-sac. Weights would be used to hold the tent down instead of stakes.

In addition, we have approval from our neighbors whose driveways are in the cul-de-sac. The form with their signatures is attached.

Please let me know if there is any additional information you may need from me. I can be reached at 612-817-9263.

Thank you so much for helping us with this request.

~Holly Andrekus

To Whom It May Concern:

We have been asked by our neighbor, Holly Andrekus (2561 Blue Bill Circle) if we had any objection to their putting up at 20 X 20 tent at the end of the cul-de-sac for a graduation celebration on Saturday, August 15th, 2020.

We understand the following:

- The tent would be set up the morning of Saturday, August 15th and would be taken down early morning on August 16th, 2020.
- The tent would be positioned closer to the end of their driveway at 2561 Blue Bill Circle so as not to block access to our driveways
- The tent would not be blocking access to any fire hydrants
- We will be invited to the celebration

By signing below, I acknowledge my approval for allowing a tent to be used in our cul-de-sac on Blue Bill Circle.

Colleen Cowell (2557 Blue Bill Circle) Colleen Cowell

Lynn Henigin (2560 Blue Bill Circle) Lynn Henigin

Jenny Peterson (2564 Blue Bill Circle) Jenny Peterson

Barb Robinson (2568 Blue Bill Circle) Barb Robinson

2561
Blue Bill Circle

Patti Walstad

From: Brian & Holly Andrekus <brian.holly1215@gmail.com>
Sent: Tuesday, June 9, 2020 7:53 PM
To: Patti Walstad
Subject: Re: Tent Request

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

Hi Patti!

I am just following up to make sure should received my previous email.

Also, I wanted to include you on another idea we are considering. Would the Township allow us to have a catered food truck? We are thinking of ways to serve food safely, especially with all the covid concerns and feel a good truck solves a lot of concerns with serving food safely.

Thank you,
~Holly Andrekus

Sent from my iPhone

> On Jun 5, 2020, at 2:13 PM, Brian & Holly Andrekus <brian.holly1215@gmail.com> wrote:
>
>
> Hi Patti!
>
> I spoke with you on Tuesday, May 26th regarding our hope to use a tent in our cul-de-sac for our son's graduation celebration on Saturday, August 15th, 2020. We understand it may not be possible to have a party due to Covid regulations and social distancing requirements but would like to move forward for planning purposes. It is our hope that by having a 20 X 20 tent set up, it would help ensure social distancing by allowing attendees to remain outdoors. We are fully prepared to cancel any party plans should distancing protocols require us to do so.
>
> Our house is situated at the end of the cul-de-sac on Blue Bill Circle. The slope of our land and driveway do not allow us to stake a tent in those spots, necessitating use of the cul-de-sac. We would be able to put up the tent at the end of our driveway so as not to block any of our neighbors driveways. The tent would not be blocking any fire hydrants and emergency vehicles would still be able to drive around the cul-de-sac. Weights would be used to hold the tent down instead of stakes.
>
> In addition, we have approval from our neighbors whose driveways are in the cul-de-sac. The form with their signatures is attached.
>
> Please let me know if there is any additional information you may need from me. I can be reached at 612-817-9263.
>
> Thank you so much for helping us with this request.
>
> ~Holly Andrekus
> <AndrekusTent.pdf>



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 15

Subject: Public Works Director Report

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 16.a.

Code Enforcement Officer / Building Inspector Report:

Subject: 5456 Township Drive

Documentation: Misc. Information

Action / Motion for Consideration:

Report at Meeting / Discuss

**Minutes
Executive Meeting
May 22, 2020**

CHUCK MASON – 5456 TOWNSHIP DRIVE: Residents Jerri Kisslinger, 5461 Township Drive; and Chuck and Nancy Mason, 1317 Stewart Street; were present to discuss this property. Building Inspector Mike Johnson was present to answer questions and aid discussion. Johnson started by giving a recap of the Town's long history with this property and the most recent action that has been noted in the packet. On February 11, the Town sent out an abatement order for a black Monte Carlo in the driveway. Ramsey County Sheriff to remove the vehicle, but staff is still working through the particulars with the sheriff. There have been notices sent out of excess trash, debris all over the lawn, yard not cut, etc. The tenants did remove the trash, but the yard was not cut, nor has the vehicle/auto parts been removed from the property. There was some discussion of the oil spill in the driveway, considered an illicit discharge.

There was discussion of whether or not the Town has any other legal action that can be taken. Supervisor Ruzek noted that the renewal for rental permit had been withheld previously, the goal is to find a way to ensure that the property is the landlord's problem not the Township's, either by penalizing the landlord or permanently revoking the permit. It was noted that the permit is not invalid, just pending.

Mason noted that the petition began 6 years ago, and before that, the problem with this property started about 2 years prior. He noted there are a few other locations within the Township that have problems. The problem he thinks is with the ordinances. There was some discussion on property that had had 9 vehicles removed from the property that week.

There was some discussion on surrounding communities. Vadnais Heights is noting an ordinance change in which excessive phone calls about a specific property results in immediate law enforcement visit. The Town Attorney noted that it is important to be careful, because if the Town changes an

ordinance, it will apply to everyone. He noted that he will review Vadnais Height's ordinance and try to draft something up prior to the Public Safety Commission meeting on June 4th. From there, a no action item can be added for information for the Town Board on Monday, June 1st.

Mason noted another house where the trampoline is a safety hazard, in disrepair, and the Town Building Inspector will inspect. There was some discussion on removing the black Monte Carlo from the driveway. He noted that he hadn't had any communication with the owners since last fall, but Town staff will try to arrange a visit with the owner and tenants.



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

June 9, 2020

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 expire on December 31, 2019. The Town has not received a rental dwelling application for your property.

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 property violations must be corrected prior to issuance of a rental dwelling license.

Respectfully,

Mike Johnson
Building Official/Code Enforcement



recycled paper



WHITE BEAR TOWNSHIP

1858
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MINNESOTA

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651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

ABATEMENT ORDER

June 4, 2020

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 black Monte Carlo Minnesota license plate 076 NUR 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, June 12, 2020.

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



WHITE BEAR TOWNSHIP

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RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

May 13, 2020

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

Dear Mr. Wung and Ms. Kum:

Your property located at 5456 Township Drive has been determined to be in violation of the following Township Ordinances:

Township Ordinance No. 16, Section 4-2.11, states that the accumulation of trash and debris is prohibited. 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, general litter, auto parts, bags of garbage, and other miscellaneous personal property.

Town Ordinance No. 41, Section 1, states it is unlawful to permit or maintain any growth of weeds grass, brush or other rank vegetation to a greater height than 8 inches. Currently the weeds and grass in and around the driveway on your property are greater than 8" and must be cut down.

Failure to resolve the above listed ordinance violations by Friday May 22, 2020 will result in an immediate issuance of a summons to appear in Ramsey County District Court.

Respectfully,

Mike Johnson
Building Official/Code Enforcement

Cc: Current Occupant – 5456 Township Drive, White Bear Township, MN 55110
James Wung - 2736 Lyndale Ave S Suite 204, Minneapolis, MN 55408



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651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

ABATEMENT ORDER

February 11, 2020

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

Dear Mr. Wung & Ms. Kum

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 black Monte Carlo Minnesota license plate 076 NUR and the gray Chevrolet SUV Minnesota license plate 587 KUH 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 Wednesday, February 19, 2020.

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 – 5456 Township Drive, White Bear Township, MN 55110
James Wung - 2736 Lyndale Ave S Suite 204, Minneapolis, MN 55408





WHITE BEAR TOWNSHIP

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RAMSEY COUNTY
MINNESOTA

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651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

ABATEMENT ORDER

May 11, 2020

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

Dear Mr. Wung & Ms. Kum

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 maroon Chevrolet SUV with Minnesota license plate 058 UKT 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 Wednesday, May 25, 2020.

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 – 5456 Township Drive, White Bear Township, MN 55110
James Wung - 2736 Lyndale Ave S Suite 204, Minneapolis, MN 55408



recycled paper



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 16.b.

Code Enforcement Officer / Building Inspector Report:

Subject: 5305 West Bald Eagle Boulevard

Documentation: Misc. Information

Action / Motion for Consideration:

Report at Meeting / Discuss

**Minutes
Executive Meeting
May 22, 2020**

5305 West Bald Eagle Boulevard: The Town Building Inspector reported that this agenda item came up about 6 months ago where there was some vehicles the Town notified the tenants to remove. There was also some unpermitted construction on the main dwelling and miscellaneous debris around the property. This property has become similar to the Township Drive property in issues. March 2, 2020 was the final notice listing violations on the property and the Town notified the residence of the court action. Listed in the packet is some email correspondence from the Ramsey County Sheriff's Department on April 21st. He noted 39 calls on this property last year and 9 calls the first quarter of 2020. There was some discussion of any citations that were supposed to be issued, and 9 illegal vehicles were removed from the property recently.

The Town Attorney noted that he will give the Board some proposed ordinances to make the landlords financially responsible, similar to the Township Drive property. There was some discussion of what would happen to the landlord, should he not pay any fines: it would default to his taxes. If the taxes aren't paid in 3 years, he would forfeit the property, so it's a long process.

There was some discussion over the email from a resident. The Town Attorney will send a follow-up email to the resident. Town staff will work on these issues and report back at the next meeting.

Kelly & Lemmons, P.A.
ATTORNEYS AT LAW

• Chad D. Lemmons
chadlemmons@kellyandlemmons.com

Real Property Law Specialist, Certified by the Real
Property Section of the Minnesota State Bar Association

Anthony E. Sampair
1875 Plaza Drive
Eagan, MN 55125

asampair@cbburnet.com

May 26, 2020

VIA EMAIL

RE: 5305 West Bald Eagle Blvd.

Dear Mr. Sampair,

Mike Johnson, Town Building Official, has inspected the property. On March 2, 2020, Mr. Johnson issued an abatement order to the property owner, Mr. Love. To correct those violations of Township Ordinance noted at the time of the inspection.

If Mr. Love fails to correct the violations containing the abatement order, the Town will take the necessary court actions to assure compliance. Keep in mind that the Town only has the authority to enforce its own ordinances. Any violations of state statutes have to be dealt with at the county level.

If you have any questions please feel free to contact me.

Respectfully submitted,

KELLY & LEMMONS, P.A.

/s/ Chad D. Lemmons

Chad D. Lemmons
CDL/ran

CITATION

State of Minnesota			
Citation #: 620000121529			
County Name:		Sequential Citations ___ of ___	
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>David Matthew Zaccary Love</i>			
Address - Street, Apt # <i>5305 Bald Eagle Blvd W</i>			
City <i>White Bear Township</i>		State Zip <i>MN 55110</i>	
DOB (mm/dd/yyyy) <i>4-3-75</i>	Height	Weight	Eyes
Gender <i>M</i>	<input type="checkbox"/> Juvenile Court Offense. Circle One: JTR, JPO, DEL		
Parent or Guardian's Name:			<input type="checkbox"/> Same address as Juvenile
Address:			
Veh. Lic. No.	Plate Year	State	Make
Style	<input type="checkbox"/> 16+ pass.	Color	
Date of Offense <i>6-16-20</i>		Time of Offense <i>10:00</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 type="checkbox"/> Parked	<input type="checkbox"/> Booked		
Offense Location <i>5305 Bald Eagle Blvd W</i>		Circle One: City/County/Township/Other Of: <i>WBT</i>	
Offense <i>No Building Permit</i>	Charge Description <i>8-5-54</i>	Statute/Ordinance <i>351-76.2</i>	<input type="checkbox"/> 3rd violation PM, M, GM
Offense <i>inoperable vehicle</i>	Charge Description <i>479-1</i>	Statute/Ordinance <i>16 4-2.11</i>	<input type="checkbox"/> 3rd violation PM, M, GM
Offense <i>Housing Violations</i>	Charge Description <i>16 4-2.11</i>	Statute/Ordinance	<input type="checkbox"/> 3rd violation PM, M, GM
Offense <i>Trash Debris</i>	Charge Description	Statute/Ordinance	<input type="checkbox"/> 3rd violation PM, M, GM
<input type="checkbox"/> Speed Minn. Stat. § 169.14, subd. _____ mph _____ Limit		<input type="checkbox"/> 3rd in 12 months PM, M	
<input type="checkbox"/> No proof of Insurance Minn. Stat. § 169.791, subd _____		<input type="checkbox"/> 3rd in 12 months M, GM	
<input type="checkbox"/> No Seat Belt Use Minn. Stat. § 169.686.1(a) _____		<input type="checkbox"/> 3rd in 12 months 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 _____			
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.			
Officer(s) Name(s) <i>Mph</i>		Officer No(s)	Prosecutor
Controlling Agency (CAG) MN0620000	How Issued <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Mailed <input type="checkbox"/> Left at the Scene	Date Issued <i>6-16-20</i>	
Agency Name: <i>WBT</i>		CN/ICR	

070077000000



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

ABATEMENT ORDER

June 16, 2020

Zac Love
5305 Bald Eagle Blvd W
White Bear Township, MN 55110

Dear Mr. Love,

As the owner of the property located at 5305 Bald Eagle Blvd W, 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 black Lincoln limousine license plate 009 KHA. Said conditions represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on June 29, 2020.

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



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WHITE BEAR TOWNSHIP

1858
RAMSEY COUNTY
MINNESOTA

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651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

March 2, 2020

Zac Love
5305 Bald Eagle Blvd W
White Bear Township, MN 55110

Dear Mr. Love,

Your property located at 5305 Bald Eagle Blvd W 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 tires stored on the property that must be removed or stored inside a building.

Township Ordinance No. 47, Section 9-1, the exterior finishes shall be kept in sound condition and repair. The exposed house wrap on the building must be covered with an approved exterior cladding upon issuance of the required building permit.

Township Ordinance No. 35, Section 7-6.2, all vehicles stored on the exterior of the buildings shall be currently licensed and in operable condition.

Township Ordinance No. 8, Section 1-54, Town ordinance adopted by reference Minnesota rule 1300.0120 subpart 1, requires a building permit to alter or enlarge any structure.

Failure to take immediate action to resolve these property violations will result in 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.

Sincerely,

Mike Johnson
Building Official/Code Enforcement

DEC 23 2019

White Bear Township.

12/15/19

I have received an
"abatement notice"
regarding my vehicle(s)

Just wanted to let you
know I have

1. shoveled and moved my cars into
a more orderly fashion.
2. will move the Lincoln MKZ
to WB Lincoln for recall work
this week

Please dismiss any unnecessary
court involvement and of
court action

I have been attending my
daughters graduation
and will be home this week
and will further work on putting
the Suzuki in my garage...

Thanks ZHJ



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651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

ABATEMENT ORDER

December 5, 2019

Zac Love
5305 Bald Eagle Blvd W
White Bear Township, MN 55110

Dear Mr. Love,

As the owner of the property located at 5305 Bald Eagle Blvd W, 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 white Suzuki license plate 849 WKD, and the white Pontiac license plate CGX 524 is inoperable and unlicensed. Said conditions represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on December 19, 2019.

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



recycled paper



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

November 1, 2019

Zac Love
5305 Bald Eagle Blvd W
White Bear Township, MN 55110

Dear Mr. Love,

It has recently come to the Township's attention unauthorized construction is underway at the above noted address. Expansion of an existing structure and the addition of exterior decks and roofs require a building permit prior to the start of the construction.

Construction plans, a site plan and a completed permit application form must be submitted to the Township Building Department for review and approval. Continued progress on the project is prohibited until the issuance of the appropriate permits.

Please contact me upon receipt of this notice to discuss a resolution to this 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



recycled paper



WHITE BEAR TOWNSHIP

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FAX 651-426-2258

Email: wbt@whitebeartownship.org

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

October 22, 2019

Zac Love
5305 Bald Eagle Blvd W
White Bear Township, MN 55110

Dear Mr. Love,

White Bear Township has received complaints concerning your property at 5305 Bald Eagle Blvd W. I have inspected the property and confirmed that the complaints are accurate.

Township Ordinance No. 35, Section 7-6.2, requires all vehicles to be currently licensed and in operable condition. The black Lincoln license plate BTW 303, the white Suzuki license plate 849 WKD, and the white Pontiac license plate CGX 524 has been determined to be in violation of Township Ordinance.

Please contact me upon receipt of this notice to discuss a resolution to this 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

Request Type: Other Code Concerns Request Location: 5305 W Bald Eagle Blvd
 Request ID Number: 172 White Bear Township,
 Date Submitted: 10/23/2019 MN
 Date Closed: (open)
 Date Printed: 6/18/2020 9:22:59 AM

Submitter Information: [REDACTED]

Priority: Normal
 Assigned To: Johnson, Mike

Phone: [REDACTED]
 Email: [REDACTED]

Date/Person

6/9/2020 1:16:01 PM

[REDACTED]

Comments

Attached is our view of the ongoing construction. Providing to allow the case to be built by the city in an effort to represent the facts (i.e. work w/out a permit, schedule, etc.) Prior to our knowledge of this tracking tool, we made phone calls to the city starting approx. 1 year ago, an unreasonable amount of time for us to live next door to a constant construction (noise and view.)

Ongoing_Construction June 9_2020.jpg

4/24/2020 12:59:00 PM
 Mike Johnson

citations have been issued

2/6/2020 9:46:47 AM

[REDACTED]

Checking in: what is the status of the construction taking place? Has permit been issued that reflects the major work being done on the property? If yes, when is work expected to be complete?

1/27/2020 11:37:53 AM
 Mike Johnson

met with property owner on site two unlicensed vehicle have been removed.

1/24/2020 11:45:48 AM

[REDACTED]

Checking in: what is the status of the construction taking place? Has permit been issued that reflects the major work being done on the property? If yes, when is work expected to be complete?

1/13/2020 10:03:41 AM

[REDACTED]

What is the status of the construction taking place at 5305 W Bald Eagle Blvd? Has a permit been issued? If yes, when is work planned to be completed?

12/6/2019 11:34:10 AM
 Mike Johnson

the Town is in negotiations with the property representative. Abatement notice requesting removal of inoperable vehicle sent on 12-6-2019

12/6/2019 10:55:00 AM

[REDACTED]

What is the status of the construction taking place at 5305 W Bald Eagle Blvd? Has a permit been issued? If yes, when is work planned to be completed?

11/21/2019 11:46:47 AM

[REDACTED]

Active construction continues on home, to include odd hours (attached pic taken on 11/20/19 @ 9 PM.) Has a permit been issued? What is the date by when

construction is expected to be completed?

5305 Construction_Nov 20, 2019.pdf

11/5/2019 2:16:20 PM

The home continues to be under active construction.

11/5/2019 1:25:34 PM
Karen Edson

Letter sent out. See #172 with updated information.

11/5/2019 1:18:32 PM
Karen Edson

Letter mailed out 11/1/2019.

5305 bald eagle blvd w building permit first notice.pdf

10/23/2019 9:43:47 AM

Your Request ID Number is 172.

LOCATION OF CONCERN

House Number 5305
Street W Bald Eagle Blvd
Township White Bear Township
State MN

Details of Concern (provide as much detail as possible) Major construction on the home in what appears to be the absence of a permit and/or outside the rules of the permit. This is follow-up to phone calls with Mike Johnson and Patrick Christopherson. Period of construction time frame > 6 months. Work was actively occurring as of this morning (10/23/19.) Thank you for your assistance. Note: critical that our complaint kept anonymous to home owner.

Photograph of Concern No file was uploaded

CONTACT INFORMATION

Name [Redacted]
Phone Number [Redacted]
Email Address [Redacted]
Preferred Contact Method email

Data Privacy Advisory

Request Type: Debris / Junk
Request ID Number: 197
Date Submitted: 2/17/2020
Date Closed: (open)
Date Printed: 6/18/2020 9:12:17 AM

Request Location: 5305 W Bald Eagle Blvd
White Bear Township,
MN

Submitter Information: [REDACTED]

Priority: Normal
Assigned To: Johnson, Mike

Phone: [REDACTED]
Email: [REDACTED]

Date/Person
4/24/2020 12:57:38 PM
Mike Johnson

Comments
citations have been issued

2/17/2020 9:16:40 AM
[REDACTED]

Your Request ID Number is 197.

CONCERN LOCATION & INFORMATION

House Number 5305
Street W Bald Eagle Blvd
Township White Bear Township
State MN

Details of Concern (provide as much detail as possible) Property has many (20+, in large stacks) old tires sitting on back side of the property. The attached photos are our view from one of the windows we look out of most regularly. We are tiring of constantly looking at junk (old cars, tires, construction, etc.) Please help with holding the property owner accountable. Note: attached photo taken on February 7th, after ~ month of staring at the tires.



Photograph of Concern
CONTACT INFORMATION

Name [REDACTED]
Phone Number [REDACTED]
Email Address [REDACTED]
Preferred Contact Method email

Request Type: Debris / Junk
Request ID Number: 212
Date Submitted: 4/9/2020
Date Closed: (open)
Date Printed: 6/18/2020 9:07:17 AM

Request Location: 5305 W Bald Eagle Blvd
White Bear Township,
MN

Submitter Information: [REDACTED]

Priority: Normal
Assigned To: Johnson, Mike

Phone: [REDACTED]
Email: [REDACTED]

Date/Person
4/24/2020 12:56:27 PM
Mike Johnson

Comments
citations have been issued

4/9/2020 9:22:12 AM
[REDACTED]

Your Request ID Number is 212.

CONCERN LOCATION & INFORMATION

House Number 5305
Street W Bald Eagle Blvd
Township White Bear Township
State MN

Details of Concern (provide as much detail as possible) Old appliances in yard.
(Appears to be possibly a dishwasher?)



Photograph of Concern

CONTACT INFORMATION

Name [REDACTED]
Phone Number [REDACTED]
Email Address [REDACTED]
Preferred Contact Method email

Data Privacy Advisory

Request Type: Abandoned Property
Request ID Number: 213
Date Submitted: 4/9/2020
Date Closed: (open)
Date Printed: 6/18/2020 9:05:16 AM

Request Location: 5305 W Bald Eagle Blvd
White Bear Township,
MN

Submitter Information: [REDACTED]

Priority: Normal
Assigned To: Johnson, Mike

Phone: [REDACTED]
Email: [REDACTED]

Date/Person
4/24/2020 12:55:46 PM
Mike Johnson

Comments
citations have been issued

4/9/2020 9:24:17 AM
Tracey Jansen

Your Request ID Number is 213.

CONCERN LOCATION & INFORMATION

House Number 5305
Street W Bald Eagle Blvd
Township White Bear Township
State MN

Details of Concern (provide as much detail as possible) Abandoned boat x ~ 3+ years.



Photograph of Concern
CONTACT INFORMATION

Name [REDACTED]
Phone Number [REDACTED]
Email Address [REDACTED]
Preferred Contact Method email

Review the Data Privacy Advisory

Request Type: Other Code Concerns
 Request ID Number: 214
 Date Submitted: 4/9/2020
 Date Closed: (open)
 Date Printed: 6/18/2020 9:21:50 AM

Request Location: 5305 W Bald Eagle Blvd
 White Bear Township,
 MN

Submitter Information: [REDACTED]

Priority: Normal
 Assigned To: Johnson, Mike

Phone: [REDACTED]
 Email: [REDACTED]

Date/Person
 4/24/2020 12:58:13 PM
 Mike Johnson

Comments
 citations have been issued

4/9/2020 9:33:46 AM
 [REDACTED]

Your Request ID Number is 214.

LOCATION OF CONCERN

House Number 5305
Street W Bald Eagle Blvd
Township White Bear Township
State MN

Details of Concern (provide as much detail as possible) Property has an in ground and very deep swimming pool. Fence is not all encompassing, and appears to not meet the city ordinance/requirements. Also, there are no access gates.

Photograph of Concern No file was uploaded

CONTACT INFORMATION

Name [REDACTED]
Phone Number [REDACTED]
Email Address [REDACTED]
Preferred Contact Method email

Data Privacy Advisory

Request Type: Other Code Concerns
 Request ID Number: 224
 Date Submitted: 5/5/2020
 Date Closed: (open)
 Date Printed: 6/18/2020 9:20:32 AM

Request Location: 5305 W Bald Eagle Blvd
 White Bear Township,
 MN

Submitter Information: [REDACTED]

Priority: Normal
 Assigned To: Johnson, Mike

Phone: [REDACTED]
 Email: [REDACTED]

Date/Person

6/17/2020 9:15:55 AM



Comments

Another example of this unauthorized 'auto shop' in action. Noise, foul language, revving and idling of vehicles, hitting/cracking our fence with no remorse or accountability. . . . Sending to continue to help the Township build a fact based case.

Cars, Cars, Cars June 17.jpg

6/15/2020 7:59:53 PM



Also worth documenting, to help the township build their case: 10 cars parked on the driveway all over the yard (not counting what appears to be associated with the rental house or the 2 - 3 on the north side of the home.) I believe this too outside of ordinance.

6/15/2020 6:52:21 PM



A pic of the work going on, car is without a license. A prime example of an evening with auto work noise, and the loud conversations of the many occupants who are 'working' on the vehicle and or lingering about. Just closed windows and moved my kids to a further place in the yard to protect them from the foul language.

Also worth mentioning that the homeowner ran into and cracked our new privacy fence while we watched. He acknowledged doing when asked and then drove away. Police report filed, told our only option is to file with civil court. In which case unlikely we could force payment. Also - worth nothing: home owner has a revoked license, he drove away onto W Bald Eagle after wrecking our fence.

We are in serious need of the Townships help to hold the homeowner accountable in all ways as is related to the township ordinances. Our hope: the homeowner either becomes a good neighbor or moves. The power of the township appears to be our only hope for one of those two options. Right now, as is, the homeowner appears to think he is above being held accountable.

White Unlicensed 2020_06_15.jpg

6/9/2020 1:26:51 PM



Attached are two pictures taken early this morning showing the ongoing activity that takes place in the garage/driveway by a variety of people. Providing to help the township in representing the facts during the citation process to allow action to be taken to hold the homeowner accountable. Living next to this is like living next to a dive outdoor auto shop. My children regularly struggle with sleeping due to noise (pounding, idling of vehicles with no muffler and/or diesel for excessive

amount of time, and bright work lights. The F-word and other foul language a common occurrence.

Ongoing Car Work June 9_2020.jpg

6/1/2020 4:19:27 PM



The attached pic taken on May 31 at a time where it is still light and allows a visual of the homes garage/driveway activity that often takes place at night/into the early hours of the morning. Sharing to also include the documenting of the fact that the last two nights (May 29th and 30th) the garage activity that went until approx. 5 AM. All nights where we would have liked to have kept/slept with our windows open, but were unable (two of our children's rooms on 2nd floor face directly onto the garage/driveway.) Reason: Combo of work noise, bright work lights and excessive amount of inappropriate and foul language. Ramsey County Sheriff unable to help due to their focus on more pressing activities related to death of George Floyd. Reminder: Providing the note and the pic to allow the township to ensure they have the ability to build and present a fact filled case to the judge as I understand citations have been issued. Urging the township to continue to prioritize swift planning/action to address how to hold the homeowner accountable. Also worth noting: homeowner has a revoked license (received a DWI in recent past) and is regularly driving. Never would have guessed our move to white bear would have meant my kids would have a front row seat to regular criminal activity, swat raids, foul language, the inability to sleep with open windows. .. or a neighbor who comes and goes with regularity who we can assume is likely not safe to drive.

May 31, 2020.jpg

5/26/2020 12:13:29 PM



This picture, another example of the late night car work being done on the property. The car on the right, being actively 'worked on': was confiscated the next day (5/15/20) by the Ramsey County swat team (stolen.) This an example of the extent of the illegal activity happening on this property (stolen vehicle, in garage - with active 'work' during the middle of the night.)

5_14_20 Late Night Car Work.pdf

5/11/2020 4:33:52 PM



Another documented day of more cars, open hoods and tools being used to complete mechanical work. Sending to help the city in what I understand to be the difficult task of proving non-compliance. Hope this is helpful.

Car.pdf

5/7/2020 11:47:46 AM



Pick 4 of 4.

Auto Work _4.pdf

5/7/2020 11:47:17 AM



Pic 3 of 4.

Auto Work _3.pdf

Request Type: Illegal Dumping
Request ID Number: 232
Date Submitted: 5/26/2020
Date Closed: (open)
Date Printed: 6/18/2020 9:14:55 AM

Request Location: 5305 Bald Eagle Blvd
White Bear Township,
MN

Submitter Information: [REDACTED]

Priority: Normal
Assigned To: Johnson, Mike

Phone: [REDACTED]
Email: [REDACTED]

Date/Person
5/26/2020 12:07:43 PM
[REDACTED]

Comments
Your Request ID Number is 232.

CONCERN LOCATION & INFORMATION

House Number 5305
Street Bald Eagle Blvd
Township White Bear Township
State MN

Details of Concern (provide as much detail as possible) Homeowner dumping tree trunks on property between road and lake shore. Attached is a pic from 5/25/20. This first time submitting complaint, but home owner has been viewed doing several times.

Photograph of Concern Tree Dumping.pdf

CONTACT INFORMATION

Name [REDACTED]
Phone Number [REDACTED]
Email Address [REDACTED]
Preferred Contact Method email

Data Privacy Advisory

5/7/2020 11:46:52 AM



Pic 2 of 4.

Auto Work 2.pdf

5/7/2020 11 46 14 AM



Pic #1 of 4 attached showing a non resident of the home doing mechanical work on 1 of 3 vehicles all of which have hoods open and are being worked on today. Attaching to help the city Hoping that by providing facts/proof that the ongoing effort to obtain ordinance compliance from the home owner will continue to move along with the ability to achieve results

Auto Work _1.pdf

5/5/2020 8:45:58 AM



Your Request ID Number is 224.

LOCATION OF CONCERN

House Number 5305
Street W Bald Eagle Blvd
Township White Bear Township
State MN

Details of Concern (provide as much detail as possible) The property is regularly (most days, all hours) performing auto work on vehicles not owned by the property owner It appears to be as busy as an auto service business This has been the norm at this property for months. What action can the city take to stop the constant auto mechanic work being done in the garage/driveway?

Photograph of Concern No file was uploaded

CONTACT INFORMATION

Name [Redacted]
Phone Number [Redacted]
Email Address [Redacted]
Preferred Contact Method email

Data Privacy Advisory



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 16.c.

Code Enforcement Officer / Building Inspector Report:

Subject: 1378 South Birch Lake Boulevard

Documentation: Misc. Information

Action / Motion for Consideration:

Report at Meeting / Discuss

Minutes
Executive Meeting
February 21, 2020

1378 South Birch Lake Boulevard: The Building Inspector reported that there is nothing new to report. He did get a closer look at the interior, and he noted that it is in pretty good shape. He would like staff to proceed with an administrative search warrant, just to move things along. The Town Attorney has been sending correspondence to the current owner, but has not had any contact since the summer grass abatement.



1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

1858
RAMSEY COUNTY
MINNESOTA

651-747-2750
FAX 651-426-2258
Email: wbt@whitebeartownship.org

June 4, 2020

Eliot Gundry
Esquire Investments, LLC
6080 Harff Road
Loretto, MN 55357

RE: 1378 Birch Lake Blvd, White Bear Township, MN 55110
Pin No. 22.30.22.22.0024

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

Encl.



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

ABATEMENT NOTICE

June 2, 2020

Esquire Investments, LLC
6080 Harff Road
Loretto, MN 55357

RE: 1378 Birch Lake Blvd, White Bear Township, MN 55110
Pin No. 22.30.22.22.0024

To Whom It May Concern:

The property described above has been declared a public nuisance under the jurisdiction of White Bear Township, Town Ordinance No.16, Section 4-4.

An abatement deadline has been set for no later than June 19, 2020. The following Town Ordinance was determined to be in violation by the Town Code Enforcement Officer:

Town Ordinance No. 41, Section 1 - All yards shall be maintained with an average grass height of no more than eight inches.

The property owner or responsible party may appeal the abatement order by requesting a hearing before the Town's 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 said nuisance, or failure to submit a written request for a public hearing, shall cause the Township to exercise its right to abate said nuisance and recover such abatement costs, plus an additional 25% of the authorized expenditures. All costs shall be assessed as a lien against the property.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer



recycled paper



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

December 6, 2019

Eliot Gundry
6080 Harff Road
Loretto, MN 55127

Dear Mr. Gundry,

As the owner of 1378 Birch Lake Blvd S 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 November 20, 2019 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 1378 Birch Lake Blvd S 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.

1. Repair broken water service
2. Repair boarded up windows
3. Code compliance inspection
4. Water meter upgrade

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 January 6, 2020 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



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 17.a.

Clerk-Treasurer Report:

Subject: DNR Groundwater Management - Update

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss

**Minutes
Executive Meeting
May 22, 2020**

There are no new updates.



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 17.b.

Clerk-Treasurer Report:

Subject: Clean-Up Day Overview

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



**Town Board Executive Meeting
June 26, 2020**

Agenda Number: 18 – 19 - 20

Subject: Added Agenda Items
Receipt of Agenda Materials / Supplements
Adjournment

Action / Motion for Consideration: