



**Executive
Meeting Supplement
June 26, 2020**

Supplemental Information:

16.d Code Enforcement Officer / Building Inspector Report

Outgoing Violation Letters / Report a Concern List
(sent via Dropbox & will have paper copy at meeting)

Added Agenda Items:

4.c 2020 Street Improvement:

c. Otter Ridge Circle

**7.a GHD/Whirlpool/Reynolds Discharge of Extract
Groundwater - Update**

a. Water Meter Update

9.a. Purchasing Policy – Revised Policy

a. Electronic Transfer Funds Policy - Adopt

18.a. Township Day / Movie in the Park

Lisa Beecroft to Join via Phone

18.b. 1728 County Road H-2 – Parking Request

Email / map



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

Supplemental Information

Agenda Number: 16.d

Subject: Code Enforcement Officer / Building Inspector Report

**Documentation: Outgoing Violation Letters / Report a Concern List
(sent via Dropbox & will have paper copy at meeting)**

Action / Motion for Consideration:

Report at Meeting / Discuss



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 24, 2020

Juan Gabriel Hernandez
1647 Park Avenue
White Bear Township, MN 55110

Dear Mr. Hernandez,

It has come to the Township's attention that a roof structure has been constructed on the west side of your accessory structure without the proper building permit. Any persons building any permanent structures within the Township must first obtain a building permit and meet all applicable building and zoning codes.

The roof structure in question appears to be constructed with no setback to the side property line and the new structure. All new structures built in the Township must meet the required 10-foot setbacks to side property lines.

I see no other alternative but to have the roof structure removed. Please contact me upon removal of the unpermitted construction.

Respectfully,

Mike Johnson
Building Official



1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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FAX 651-426-2258
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June 23, 2020

Gregg Vogel
5680 Jenni Lane
White Bear Township, MN 55110

To Whom It May Concern:

Your property located at 5680 Jenni Lane in White Bear Township 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. The bagster dumpster, plastic container, rugs, and vinyl tarps shall be removed from the property.

Township Ordinance No. 47, Section 9-5, requires fences to be maintained in good condition both in appearance and in structure.

Township Ordinance No. 8, Section 5-19, fences constructed to enclose totally or partially a tract of land shall obtain a permit and the property markers must be visible.

Please contact me upon receipt of this notice to discuss a resolution in this matter. I can be reached by telephone at 651-747-2750.

Respectfully,

Mike Johnson
Building Official/Code Enforcement



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TREE REMOVAL NOTICE

June 18, 2020

Mary Marty
4150 Oakmede Lane
White Bear Township, MN 55110

Dear Ms. Marty:

Inspecting trees is a routine duty performed by White Bear Township in an effort to maintain the vitality of the community's urban forest, and to provide for the safety and well-being of all residents. We are sorry to inform you that you have dead and/or diseased trees on your property.

White Bear Township Ordinance No. 27, which relates to tree health and plant pests, states in part: any dead or alive standing trees or parts thereof constituting a hazard to life or property needs to be removed within 20 days of receiving this notice. Due to safety considerations, the Town recommends that you seek professional expertise in correcting this matter. To insure compliance with this ordinance, this property will be re-inspected the week of July 13, 2020.

Please contact me when you have removed and disposed of the trees. If the wood is to be saved and stored for firewood or any other use, please follow the Township's wood storage guidelines set out in Ordinance No. 16 Section 15. If you have questions concerning the location or regarding any other issues, please contact me at 651- 747-2750. Thank you in advanced for your cooperation in this matter.

Sincerely,

Mike Johnson
Building Official/Code Enforcement Officer



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TREE REMOVAL NOTICE

June 18, 2020

John and Sandra Yunker
4142 Oakmede Lane
White Bear Township, MN 55110

Dear Mr. and Ms. Yunker,

Inspecting trees is a routine duty performed by White Bear Township in an effort to maintain the vitality of the community's urban forest, and to provide for the safety and well-being of all residents. We are sorry to inform you that you have dead and/or diseased trees on your property.

White Bear Township Ordinance No. 27, which relates to tree health and plant pests, states in part: any dead or alive standing trees or parts thereof constituting a hazard to life or property needs to be removed within 20 days of receiving this notice. Due to safety considerations, the Town recommends that you seek professional expertise in correcting this matter. To insure compliance with this ordinance, this property will be re-inspected the week of July 13, 2020.

Please contact me when you have removed and disposed of the trees. If the wood is to be saved and stored for firewood or any other use, please follow the Township's wood storage guidelines set out in Ordinance No. 16 Section 15. If you have questions concerning the location or regarding any other issues, please contact me at 651-747-2750. Thank you in advanced for your cooperation in this matter.

Sincerely,

Mike Johnson
Building Official/Code Enforcement Officer



1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

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

June 17, 2020

John and Debbie McGuire
4639 Lake Avenue
White Bear Lake, MN 55110

To Whom It May Concern:

Your property located at 2388 4th Street in White Bear Township has been determined to be in violation of the following Township Ordinances:

Town Ordinance No. 16, Section 15-2.3(h), no more than 2 cords of firewood shall be stored outside per property.

Township Ordinance No. 16, Section 4-2.11, states that the accumulation of trash and debris is prohibited.

Town Ordinance No 35, Section 7-6.2 requires all vehicles to be currently licensed and in operable condition.

Please contact me upon receipt of this notice to discuss a resolution in this matter. I can be reached by telephone at 651-747-2750.

Respectfully,

Mike Johnson
Building Official/Code Enforcement

Cc: Current Occupant - 2388 4th street



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ABATEMENT ORDER

June 17, 2020

Carol Herman
5481 Fisher Street
White Bear Township, MN 55110

Dear Ms. Herman,

As the owner of the property located at 5481 Fisher Street, White Bear Township, MN, you are hereby notified that a duly appointed officer of White Bear Township has performed an inspection of your property. The officer has documented a violation of Township Ordinance No. 35, Section 7-6.2, "*All vehicles must be currently licensed and operable*".

After reasonable inspection, the officer has determined that the red Chevrolet license plate 760 VYY. Said conditions represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on July 1, 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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June 17, 2020

Gregg Vogel
5680 Jenni Lane
White Bear Township, MN 55110

Dear Mr. Vogel,

Thank you for taking the time to express your storm water drainage concerns in your neighborhood to the Township. During our onsite meeting, you agreed, if Mr. Rutt removed the brush that was placed in the drainage way twenty or more years ago, you would be willing to clean up some of the issues that are present on your property. Mr. Rutt has agreed to remove a portion of the brush pile and has completed that task with direction from the Township.

The Township is requesting the removal of the portable bagster dumpster, plastic containers, rugs, brush piles, vinyl tarps and the dilapidated wire fencing along the north side of your property boundary. If you would like to maintain the fence on your property, a fence permit is required. Wire fence material is permitted by township ordinance. However, the property boundary must be located and the fence material must be installed in an orderly manner.

If you have any questions, please feel free to call me at 651-747-2750. My office hours are 7:00 a.m. to 3:30 p.m.

Respectfully,

Mike Johnson
Building Official/Code Enforcement



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ABATEMENT ORDER

June 15, 2020

David Saxton
5405 Portland Avenue
White Bear Township, MN 55110-2464

To Whom It May Concern,

As the owner of the property located at 5405 Portland, 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 Ford pickup license plate WX6181, the Chevrolet van license plate 601 VPN, and the Ford van license plate 880 PMU 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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June 11, 2020

Laurie Roufs
PO Box 11854
St. Paul, MN 55111-0854

RE: Vacant Building –
2670 South Shore Blvd
White Bear Township, MN 55110
Pin No. 24.30.22.44.0034

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

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Email: wbt@whitebeartownship.org

June 11, 2020

Laurie Roufs
PO Box 11854
St. Paul, MN 55111-0854

To Whom It May Concern,

White Bear Township Ordinance No. 41, Section 1, requires all yards to be maintained with an average grass height of no more than eight inches. Your property located at 2670 South Shore Blvd, is in violation of the Town Ordinance. The Township is requesting that your property be brought into compliance with the Ordinance within seven calendar days from date of this notice.

If you have any questions, please feel free to call me at 651-747-2750. My office hours are 7:00 a.m. to 3:30 p.m.

Respectfully,

Mike Johnson
Building Official/Code Enforcement Officer



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ABATEMENT ORDER

June 10, 2020

Beverly Lowell
5751 Orchard Avenue
White Bear Township, MN 55110

To Whom It May Concern,

As the owner of the property located at 5751 Orchard Avenue, 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 Mazda pick up license plate 437 VUM represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on June 23, 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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ABATEMENT ORDER

June 10, 2020

Deborah Joyce
4403 Otter Lake Road
White Bear Township, MN 55110

To Whom It May Concern,

As the owner of the property located at 4403 Otter Lake Road, 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 GMC pick up license plate BGH 150 and the white SUV license plate 922 UZL represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on June 23, 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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ABATEMENT ORDER

June 10, 2020

James Flater
1954 Stillwater Street
White Bear Township, MN 55110

To Whom It May Concern,

As the owner of the property located at 1954 Stillwater Street, 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 Ford van license plate AKL 521 and the black SUV license plate JGL 902 represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on June 23, 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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ABATEMENT ORDER

June 9, 2020

Michael and Terryne Daley
2537 2nd Street
White Bear Township, MN 55110-2464

To Whom It May Concern,

As the owner of the property located at 2537 2nd Street, 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 Dodge pickup truck license plate 073 TNY represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on June 23, 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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ABATEMENT ORDER

June 9, 2020

Steven and Betsy Swanson
5373 Portland Avenue
White Bear Township, MN 55110-2464

To Whom It May Concern,

As the owner of the property located at 5373 Portland, 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 Honda sedan license plate 126 RMN, the Chevrolet pickup license plate 105 MGX, the Nissan sedan license plate 203 XDT and the Chevrolet SUV license plate 809 RYT represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on June 23, 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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ABATEMENT ORDER

June 9, 2020

Marie S Larson & Linda Tentis
5357 Portland Avenue
White Bear Township, MN 55110-2424

To Whom It May Concern,

As the owner of the property located at 5357 Portland Avenue, 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 Ford pickup license plate 508 PWK and the Chevrolet pickup license plate 359 UZX represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on June 23, 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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ABATEMENT NOTICE

June 9, 2020

Cheryl Aust
3915 Lakewood Avenue
White Bear Township MN55110

RE: 3915 Lakewood Avenue, White Bear Township, MN 55110
Pin No. 253022130022

As the owner of the property located at 3915 Lakewood Avenue, 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 Buick Roadmaster with Minnesota license plate JPN 934 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, June 23, 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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ABATEMENT ORDER

June 9, 2020

Joyce Todzy
1964 Stillwater Street
White Bear Township, MN 55110-2464

To Whom It May Concern,

As the owner of the property located at 1964 Stillwater Street, 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 Cadillac license plate 354 RDW and the pickup truck license plate YNA2867 represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on June 23, 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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ABATEMENT ORDER

June 9, 2020

Joyce Todzy
1964 Stillwater Street
White Bear Township, MN 55110-2464

To Whom It May Concern,

As the owner of the property located at 1964 Stillwater Street, White Bear Township, MN, you are hereby notified that a duly appointed officer of White Bear Township has performed an inspection of your property. The officer has documented a violation of Township Ordinance No. 35, Section 7-6.2, "*All vehicles must be currently licensed and operable*".

After reasonable inspection, the officer has determined that the red Pacifica license plate 759 KNA represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on June 23, 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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ABATEMENT ORDER

June 9, 2020

Laurie Roufs
PO Box 11854
St. Paul, MN 55111-0854

To Whom It May Concern,

As the owner of the property located at 2670 South Shore Blvd, 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 GMC Yukon license plate 511 XKJ, represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on June 23, 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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ABATEMENT NOTICE

June 8, 2020

Cheryl Aust
3915 Lakewood Avenue
White Bear Township MN55110

RE: 3915 Lakewood Avenue, White Bear Township, MN 55110
Pin No. 253022130022

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





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 8, 2020

Christopher Dubay and Rebekah Butz
1128 Pine Hill Lane
White Bear Township, MN 55127

To Whom It May Concern,

White Bear Township has recently become aware of a building code violation at your property. A swimming pool and hot tub was unlawfully constructed without obtaining the proper permits.

Town Ordinance #59, and the Minnesota Building Code, requires that any persons constructing an aboveground swimming pool, in-ground swimming pool, hot tub and spas must obtain a building permit. In order to abate this violation, please submit a site plan of your property indicating the property lines in relation to the swimming pool and hot tub. Construction plans, and a completed building, electrical and mechanical permit applications must be submitted to the Township for review and approval by June 19th.

If you have any questions, please feel free to call me at 651-747-2750. My office hours are 7:00 a.m. to 3:30 p.m.

Respectfully,

Mike Johnson
Building Official/Code Enforcement

Enclosures



**WHITE BEAR
TOWNSHIP**

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FAX 651-426-2258

Email: wbt@whitebeartownship.org

June 5, 2020

John and Emily Alexander
1147 Pine Hill Lane
White Bear Township, MN 55110

Dear Mr. and Ms. Alexander:

The recently placed accessory building constructed on the west side of your property is in violation of the Towns setback requirements. A permit for the accessory building construction is required. The Town has no record of permit issuance. Please submit the enclosed Zoning Permit Application form along with a site plan depicting the new code compliant placement of the accessory building on your property and the permit fee.

Respectfully,

Mike Johnson
Building Official

Enclosure



1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

1858
RAMSEY COUNTY
MINNESOTA

651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

June 5, 2020

Jeffrey and Colleen Kueffner
2370 4th Street
White Bear Township MN 55110

To Whom It May Concern:

Your property located at 2370 4th Street has been determined to be in violation of the following Township Ordinances as follows:

Township Ordinance No. 35, Section 7-11.2 (b), all permitted home occupations shall be conducted entirely within the principal dwelling and may not be conducted in accessory buildings, attached or detached garages

Town Ordinance No. 35, Section 7- 6.2(b), travel trailers, campers, utility trailers, boats including all recreational vehicles must be currently licensed, operable and shall not exceed a total of 300 square feet.

Town Ordinance No. 16, Section 15-2.3(h), no more than 2 cords of firewood shall be stored outside per property.

Town Ordinance No. 16, Section 16-2, no portable storage/disposal container may be stored on the property for more than 30 days.

Please contact me upon receipt of this notice to discuss a resolution in this matter. I can be reached by telephone at 651-7472750.

Respectfully,

Mike Johnson
Building Official/Code Enforcement



WHITE BEAR TOWNSHIP

1858
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MINNESOTA

1281 HAMMOND ROAD
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651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

ABATEMENT ORDER

May 13, 2020

Sharon Sherman
5211 Division Street
White Bear Township, MN 55110-6519

Dear Ms. Sherman

As the owner of the property located at 5211 Division Street, 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 Ford Four Winds RV license plate rvB5597 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 Monday, 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



1858
RAMSEY COUNTY
MINNESOTA

1281 HAMMOND ROAD
WHITE BEAR TOWNSHIP, MN 55110

651-747-2750

FAX 651-426-2258

Email: wbt@whitebeartownship.org

March 10, 2020

Marie S Larson & Linda Tentis
5357 Portland Avenue
White Bear Township, MN 55110-2424

Dear Ms. Larson & Ms. Tentis,

Your property located at 5357 Portland Avenue 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, plastic barrels, plastic buckets, garbage bags, lawn mowers, garden tractors, snow blowers, trailers, truck topper, lumber piles, scrap metal miscellaneous machinery, and other personal property stored on the property that must be removed or stored inside a building.

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. At the time of inspection, there are four vehicles determined to be unlicensed and inoperable.

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.

Respectfully,

Mike Johnson
Building Official/Code Enforcement

SITE

TEC

NCE

ME

SITE



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

ABATEMENT ORDER

January 16, 2020

John Gorman
2608 Stillwater Street
White Bear Township, MN 55110-2464

To Whom It May Concern,

As the owner of the property located at 2608 Stillwater Street, White Bear Township, MN, you are hereby notified that a duly appointed officer of White Bear Township has performed an inspection of your property. The officer has documented a violation of Township Ordinance No. 35, Section 7-6.2, "*All vehicles must be currently licensed and operable*".

After reasonable inspection, the officer has determined that the red Kia license plate 896 UKL represent a public nuisance under Township Ordinance No. 16, Section 4-4.15, which must be abated no later than midnight on January 24, 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: Timothy & Sandra Gorman, 2485 Stillwater Street, White Bear Lake, MN 55110-2406





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

Agenda Number: 4.c

2020 Street Improvement:

Subject: c. Otter Ridge Circle

Documentation: None

Action / Motion for Consideration:

Report at Meeting / Discuss



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

Agenda Number: 7.a

**GHD/Whirlpool/Reynolds Discharge of Extract
Groundwater - Update**

Subject: a. Water Meter Update

Documentation: Project Update – Please take note of items in yellow

Action / Motion for Consideration:

Report at Meeting / Discuss

Water Meter Upgrade Project Update as of 6/1/2020

The water meter and radio upgrade project began July 8, 2019 with M&E Construction and ended with HydroCorp on February 21, 2020.

67 Upgrade Installations Remaining:

67 accounts require upgraded equipment: 55 Iperl meters and 35 flexnet radios

2 of these accounts have inaccessible water meters due to large appliances blocking access to the water meter. ****Direction from the Town Board is requested as to how to proceed with these 2 properties.**

7 Vacant Homes/Rebuilds/Misc. Upgrade Installations Remaining:

7 properties to be upgraded at time of remodel, sale or with investigation.

14 Warranty Issues from M&E Construction Installations:

12 communication issues (radio not activated/install errors)

2 backwards meters

In March 2020, public works was able to upgrade 6 properties and numerous radio only upgrades before COVID-19 restrictions.

All of the remaining upgrades do require in home installation.

As of June 15th, Public Works staff has been completing in home installations, with appointments at 7am and at 12:00 noon each day. Scheduling has been done via calls and emails to the residents.



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

Agenda Number: 9.a

Purchasing Policy – Revised Policy

Subject: a. Electronic Transfer Funds Policy – Adopt

Documentation: Staff Memo / Resolution / Policy

Action / Motion for Consideration:

Report at Meeting / Discuss

Consideration of Adopting Electronic Funds Transfer Policy. (TK)

A. REFERENCE AND BACKGROUND:

Due to increased reliance on technology for sending and receiving payments, White Bear Township is recommending the adoption of an Electronic Funds Transfer policy. The purpose of the policy is to set forth the circumstances in which the Township may make electronic funds transfers. Minnesota Statute 471.38 states that a local government may make an electronic funds transfer for the following:

1. A claim payment from an imprest payroll bank account or investment of excess money;
2. For a payment of tax or aid anticipation certificates;
3. For a payment of contributions to pension or retirement fund;
4. For vendor payments; and
5. For payment of bond principal, bond interest, and a fiscal agent service charge.

The Township currently completes payments for all the above transactions except #4. In order to stay compliant with Minnesota Statute, the Town is proposing the adoption of the Electronic Funds Transfer Policy. The policy will state what type of transactions can be done by electronic funds transfer, which staff members are authorized to make the transfers, and the approval process of the transfers.

A1. Budget Impact: There is no budget impact.

A2. Staff Workload Impact: There would be no staff workloads over and above staff time already spent on this activity.

B. ALTERNATIVE ACTIONS:

1. Approve the Electronic Funds Transfer Policy.
2. Approve the Electronic Funds Transfer Policy with modifications.
3. Do not approve the Electronic Funds Transfer Policy.

C. STAFF RECOMMENDATION:

Staff recommends approving the Electronic Funds Transfer Policy.

D. SUPPORTING DATA:

Electronic Funds Transfer Policy.
Resolution 20-, Adopting the Electronic Funds Policy.

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 o'clock 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 ADOPTING ELECTRONIC FUNDS TRANSFER POLICY

WHEREAS, The Town desires to promote the faith and confidence of the residents of the Township in its management of municipal finances; and

WHEREAS, the Town wishes to clear direction for the processes and procedures for carrying out electronic financial transactions on behalf of the Town; and

WHEREAS, Minnesota Statute 471.38 subs. 3 and 3a states that a local government must follow a policy for issuing electronic funds transfers;

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

That the Town Board hereby approves the Electronic Funds Transfer policy as attached.

The motion for the adoption of the foregoing Resolution was duly seconded by Supervisor McCune, and upon vote being taken thereon, the following voted in favor thereof: Prudhon, Ruzek, McCune; and the following voted against the same: None.

Whereupon said Resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY) ss.
)
TOWN OF WHITE BEAR)

I, the undersigned, being the duly qualified and acting Clerk of the Town of White Bear, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the attached and foregoing Extract of Minutes of a regular meeting of the Town Board of the said Town held on the 6th day of July, 2020, with the original on file in my office, and that the same is a full, true and complete transcript therefrom, insofar as the same relates to the preliminary levy of the Town of White Bear.

WITNESS my hand as such Clerk and the Town Clerk's Seal this 6th day of July, 2020.

TOWN CLERK, TOWN OF WHITE BEAR, MINN.

TOWN OF WHITE BEAR

ELECTRONIC FUNDS TRANSFER POLICY

1. Purpose

It is the policy of the Town to set forth the circumstances in which the Town of White Bear may make electronic fund transfers.

2. Policy

It is the policy of White Bear Township to abide by Minnesota Statute 471.38 when making an electronic fund transfer.

3. Transfer Allowed for Certain Purposes

The Town may make an electronic funds transfer for the following:

1. For a claim for a payment from an imprest payroll bank account or investment of excess money;
2. For a payment of contributions to pension or retirement funds; and
3. For payment of bond principal, bond interest, and a fiscal agent service charge.

4. Policy Controls

The Township will only make payments via electronic funds if the following policy controls are met:

1. The Township must annually delegate the authority to make electronic funds transfers to the Clerk/Treasurer, Finance Officer, Finance Analyst, and Accounting Clerk/Administrative Secretary;
2. The initiator of the electronic transfer must be identified;
3. A written confirmation of the transaction is required as backup;
4. A list of all transactions made by electronic funds transfer must be submitted to the Town Board at the next regular Town Board meeting after the transaction is made, except payroll fund transfers, which will be approved by the Town Clerk/Treasurer as part of the payroll process.

Adopted by the Town Board July 6, 2020.



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

Agenda Number:

18.a

Subject:

Township Day / Movie in the Park

Documentation:

Lisa Beecroft to Join via Phone / Beecroft Update

Action / Motion for Consideration:

Report at Meeting / Discuss



COVID-19 MN Stay Safe Plan

- Large outdoor gatherings
 - Phase 3 - Currently 250 max
 - Phase 4 - "Potential for increased capacity"
- COVID Safety considerations
 - Staff/volunteer - health & hygiene, face coverings, cleaning & disinfecting, social distancing
 - Attendee protections - signage, barricades, hand sanitizer, etc.
 - Public Safety - Ramsey County Sheriff, WBL Fire Dept

Movie in the Park

- Dates/Movies - Saturdays. Seating opens at 7, Movie at Dusk.
 - July 11 - Frozen II - CPA/Kari Bullion
 - July 25 - Mary Poppins - WBLAHS/League of Women Voters MN, Suffragette Traveling Exhibit <https://www.lwvmn.org/traveling-exhibit>
 - Aug 8 - Dora the Explorer - AFSA/Stephanie Forliti
 - Aug 22 - Little Giants - Youth Football/Mike Mason

White Bear Township Day

Saturday, September 19, Time TBD

Smaller Event

- Main Stage
 - Children's Performing Arts (free, stipend?)
 - Live Music (\$400-1000)
 - Sound?
- Car Show – Sponsor Viking Auto/Jake Sarrack
- Bean Bag Tournament (\$400)
- 1-2 Food Trucks (no charge)

Optional

- Fireworks (\$5,000)
 - 10% if cancel

Cancel for 2020

- Vendor Market
- Beer Garden
- Petting Zoo

White Bear Township Exec Board Update
June 2020



-
- Touch a Truck/Sandbox
 - WBL Archery
 - Tamarack Animal showings
 - Silent Auction

SPONSORSHIPS

- Viking Auto - \$500
- Targeted Outreach to cover Bean Bag, CPA, marketing

MARKETING/PUBLICITY:

- Print
 - Car Show/Cornhole Quarters
 - Poster/Flyer - Lisa
- Web/Social Media - June
 - Website, Facebook event
 - Press release to local media
 - Web calendars
- Advertising
 - White Bear Press ad

2020 UPDATED PLAN

OPTION A:

- Movies in the Park (4 nights)
- Mini Township Day - Sept 19

OPTION B:

- Movies in the Park (4 nights) only

OPTION C:

- Cancel all public gatherings

Township Day Financial Summary 2020

		2019 Final	2020 Budget	2020 Update
Income				
	Vendors	\$ 1,533	\$ 3,000	\$ -
	Sponsors	\$ 3,000	\$ 5,000	\$ 2,000
	Silent Auction	\$ 722	\$ 1,000	\$ -
	Glow Sticks/Tip Jar	\$ 118		\$ -
	Donations	\$ 175		\$ -
	Total Income	\$ 5,548	\$ 9,000	\$ 2,000
Expense				
Entertainment				
	Swank Motion Pictures	\$ 1,620	\$ 1,700	\$ 1,700
	Twilight - Projector	\$ 3,900	\$ 4,000	\$ 4,000
	Inflatables		\$ -	\$ -
	Headliner	\$ 1,600	\$ 2,500	\$ -
	Opener	\$ 1,500	\$ 500	\$ 500
	Drumline	\$ 200	\$ 200	\$ -
	Sound	\$ 1,500	\$ 1,125	\$ 500
	Petting Zoo	\$ 850	\$ 850	\$ -
	Fireworks	\$ 5,650	\$ 6,000	\$ 5,000
	Bean Bag Tournament	\$ 400	\$ 400	\$ 400
	Tamarack	\$ 750	\$ 750	\$ -
Promotion				
	Billboard Sign	\$ 1,000	\$ 1,000	\$ -
	Signage - WBTD	\$ 1,535	\$ 1,500	\$ 500
	Posters	\$ 134	\$ 150	\$ 150
	Car Plaques	\$ 94	\$ 100	\$ 100
	Design Work	\$ 275	\$ 275	\$ -
	Ads*	\$ 3,466	\$ 3,500	\$ 1,000
	Flyer Inserts	\$ 750	\$ 750	\$ -
	FB Ads	\$ -	\$ 100	\$ -
Admin				
	Misc Supplies/Movies	\$ -	\$ 200	\$ 100
	Event Director	\$ 8,400	\$ 9,000	\$ 9,000
Misc				
	ATM	\$ 345	\$ -	\$ -
	RegisterOne Vendor Softv	\$ 99	\$ 99	\$ -
	Portable Toilettes	\$ 455	\$ 500	\$ 500
	Tent	\$ 1,480	\$ 1,500	\$ 1,500
	2nd Stage	\$ -	\$ -	\$ -
	Total Expense	\$ 36,003	\$ 36,699	\$ 24,950



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

Agenda Number: 18.b

Subject: 1728 County Road H-2 – Parking Request

Documentation: Email / map

Action / Motion for Consideration:

Report at Meeting / Discuss

** County Road H-2 is not posted with no-parking signs; there is a shoulder that could handle cars parked there; Anderlie Lane is also one lot away

1728 Ctu
Rd H-2

Patti Walstad

From: Tallman, Andrew (Allianz Life Insurance Company) <Andrew.Tallman@allianzlife.com>
Sent: Monday, June 22, 2020 3:21 PM
To: Patti Walstad
Subject: RE: Parking on County Road H2

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

Hi Patti,

Of course:

- Date – Saturday 10/3/2020
- How many people – Approximately 70 people (20-25 cars)
- Time of day – 4pm – 10pm

That all makes sense, happy to reach out to the county or the sheriff's office if need be. Thanks for the quick response and looking into this for us! Our venue completely shut down so I won't say we're scrambling yet, but we're definitely exploring all our options, and quickly!

Thanks again!

Andrew Tallman
Product Line Manager – Life
Marketing – Product Innovation

Andrew.Tallman@allianzlife.com
d: 763.582.6461 ext: 46461
c: 763.670.4503

Allianz Life Insurance Company of North America | www.allianzlife.com
Allianz. For all that's ahead.

From: Patti Walstad <Patti.Walstad@whitebeartownship.org>
Sent: Monday, June 22, 2020 3:13 PM
To: Tallman, Andrew (Allianz Life Insurance Company) <Andrew.Tallman@allianzlife.com>
Subject: FW: Parking on County Road H2

This email originated from outside the company. Please exercise caution before clicking links or opening attachments.

From: Patti Walstad
Sent: Monday, June 22, 2020 3:12 PM
To: WBTFrontDesk <wbt@whitebeartownship.org>
Subject: RE: Parking on County Road H2

Andrew,

Could you please send me an email as to what you are planning:

- Date
- How many people
- Time of day
- Etc

County Road H-2 is a County road and they would have to give permission even though it is in the Township.

Also there may be other factors to consider such as a review by the Ramsey County Sheriff's Department, if it is posted no parking that would have to be lifted during the wedding.

If you could get me some details prior to this Thursday I could put it on the Town Board's workshop agenda on Friday morning just to get their thoughts.

Please let me know.

Patti S. Walstad

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

Direct Dial – 651-747-2756
Office – 651-747-2750
Fax – 651-426-2258
E-mail – patti.walstad@whitebeartownship.org

Find us on FaceBook!

From: WBTFrontDesk <wbt@whitebeartownship.org>
Sent: Monday, June 22, 2020 3:03 PM
To: Patti Walstad <Patti.Walstad@whitebeartownship.org>
Subject: FW: Parking on County Road H2

From: Tallman, Andrew (Allianz Life Insurance Company) <Andrew.Tallman@allianzlife.com>
Sent: Monday, June 22, 2020 2:49 PM
To: WBTFrontDesk <wbt@whitebeartownship.org>
Subject: Parking on County Road H2

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

Hello,

Due to Covid-19 we're potentially planning to move our wedding from its current venue to our home (backyard). We live on County H2 and are worried about people parking on the shoulder. On that road, is it legal to do-so? Also, if we were to have a DJ, the sound noise ordinance requires us to be done by 10pm, correct?

Sorry if this is not the correct place to ask these questions, feel free to point me in a different direction if need be.

Thanks,

Andrew Tallman
Product Line Manager – Life
Marketing – Product Innovation

Andrew.Tallman@allianzlife.com

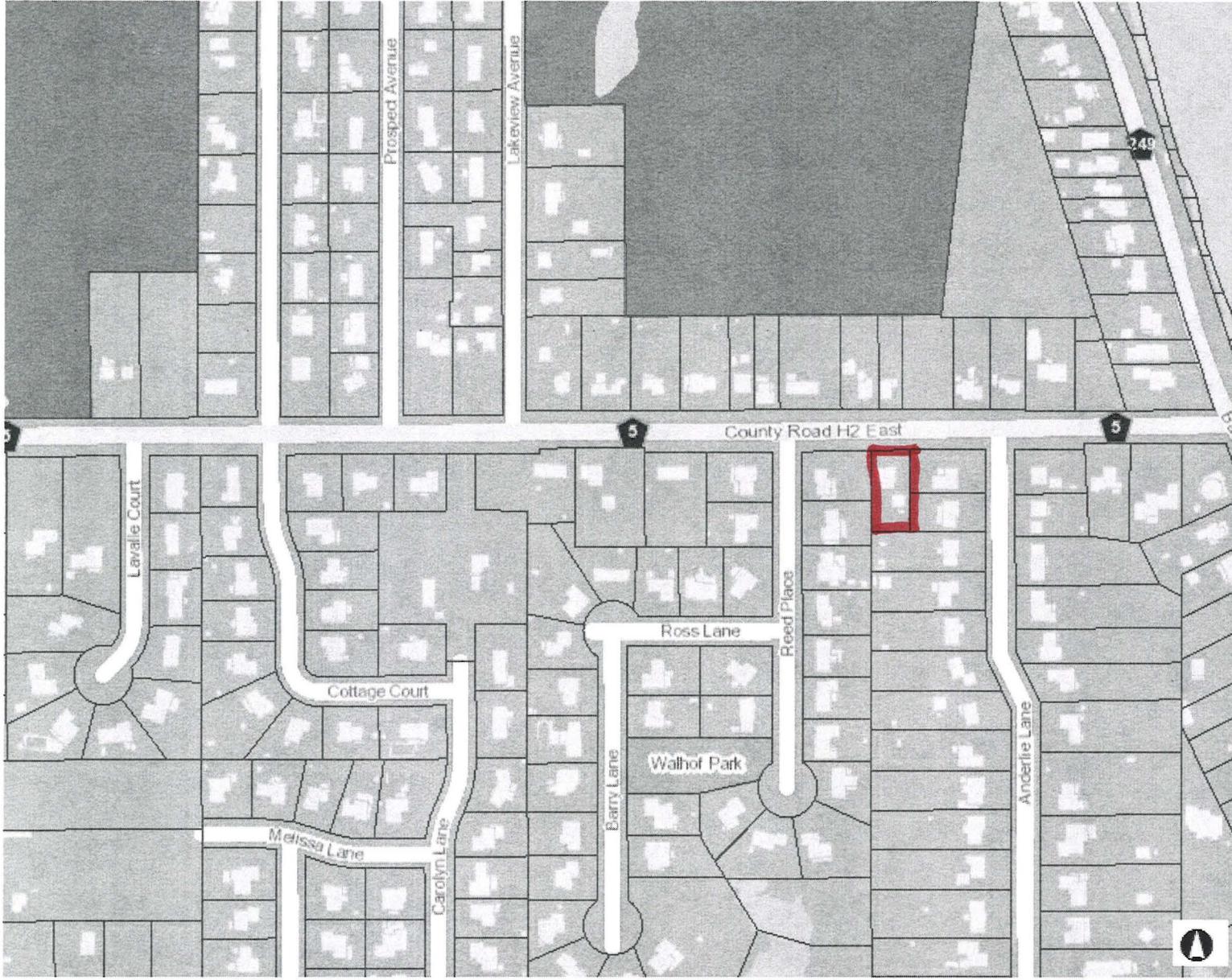
d: 763.582.6461 ext: 46461

c: 763.670.4503

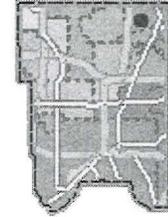
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Allianz. For all that's ahead.

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Legend



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

Notes

Enter Map Description

600.0 0 300.00 600.0 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
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