

**RESOLUTION NO. 2019-06**

**Ravenna Township  
Dakota County, Minnesota**

**A RESOLUTION ADOPTING  
THE ORDINANCE VIOLATION COMPLAINT FORM PROCEDURES**

**WHEREAS**, the Town Board reviewed and discussed the complaint form; and

**WHEREAS**, the current township ordinance violation complaint form procedures, originally adopted November 4, 2004 and revised February 11, 2010 needed revisions; and

**WHEREAS**, in order to administer the enforcement of township ordinances in a consistent manner the township clerk revised the outline to do said administration;

**WHEREAS**, the new building official, MNSPECT, LLC has agreed upon said procedures;

**THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Ravenna Township adopts revised outline that is attached to this resolution.

Upon being put to a vote, the following supervisors voted in favor of said Resolution:

Paul Curtis:   X   Carl Reuter:   X   Brian Riches:   X  

The following supervisors voted in opposition to said Resolution:

Paul Curtis:            Carl Reuter:            Brian Riches:           

*WHEREUPON*, the Chairperson declared the Resolution to be duly passed and adopted this 12th day of December 2019.

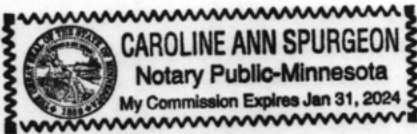
Attest:

Ravenna Township,  
Dakota County, Minnesota

By: Paul Curtis  
Paul Curtis, Town Board Supervisor

By: Carl Reuter  
Carl Reuter, Town Board Supervisor

By: Brian Riches  
Brian Riches, Town Board Supervisor



Caroline Spurgeon  
Caroline Spurgeon  
Clerk/Treasurer

# *Ordinance Violation Complaint Form Procedures*

## **I. Ordinance Violation Complaint Form must be on file with the clerk**

### **A. Complaint Form Generation**

#### **1. Building Official**

- a) In their normal travels, if Building Official notices a violation, Building Official should initiate the complaint form.
- b) This will generate both the complaint form and the first inspection form
- c) Both forms should be immediately sent to clerk to be filed for their records

#### **2. Board Members / Clerk**

- a) Fill out complaint form and file it with the clerk. Clerk will forward to Building Official of possible violation
- b) Building Official will verify the complaint
- c) If valid, Building Official will generate the first inspection form and forward to the clerk to be filed.

#### **3. Resident**

- a) Fill out complaint form and send to township clerk via email [ravennatownship@embarqmail.com](mailto:ravennatownship@embarqmail.com) or mail 20425 Red Wing Blvd. – Hastings, MN 55033
- b) Township clerk will then forward copy of complaint to Building Official without the filers name on the form
- c) Building Official will verify the complaint
- d) If valid, Building Official will generate the first inspection form and forward to the clerk to be filed

# *Ordinance Violation Complaint Form Procedures*

## **II. Board Notification**

### ***A. The clerk will notify the board***

1. Progress report at next scheduled meeting and sequential meeting until in compliance
2. Building Official does not need to wait for a meeting to proceed

## **III. First Inspection**

### ***A. Verify Violation***

1. Photos if necessary
2. Sign and file 1<sup>st</sup> Inspection form
3. File inspection form with township clerk

### ***B. Talk to Violator or Instruct clerk to send 1<sup>st</sup> letter***

1. If told verbally, this will serve as 1<sup>st</sup> notice
2. Township clerk will send letter to violator and send copy of letter to

### ***C. Township clerk to notify board of complaint***

### ***D. Follow up inspection for compliance***

1. 30 days from 1<sup>st</sup> inspection, Building Official will complete follow up inspection

## **IV. Second Inspection**

### ***A. If Compliant***

1. Building Official sign & file 2<sup>nd</sup> Inspection form with township clerk
2. Building Official to notify & send all documentation to clerk

### ***B. If Non-compliant***

## *Ordinance Violation Complaint Form Procedures*

1. Building Official will sign & file 2<sup>nd</sup> Inspection form with township clerk
2. Building Official to instruct clerk to send 2<sup>nd</sup> notice
3. Clerk will send letter to violator and copy of letter to Building Official

### **V. Third and Final Inspection**

#### ***A. Follow Up Inspection in 10 days***

#### ***B. Verify Compliant or non-compliant***

1. Sign & file 3<sup>rd</sup> Inspection form
2. Notify clerk of compliance / or
3. Notify clerk to consult with attorney
  - a) Assemble file, including photos
  - b) Send all documentation for case evidence to clerk

### **VI. Township Attorney is consulted to determine enforcement action.**

NOTE: The timelines set out above are intended to ensure enforcement matters are handled in a prompt matter. They are goals and not strict deadlines.