



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, AUGUST 25, 2020
7:00 P.M. VIA ZOOM OR TELEPHONE**

1. CALL TO ORDER AND ROLL CALL

Mayor Jo Emerson called the meeting to order at 7:00 p.m. under MN Statute Section 13D.021, in which the City Council will be conducting its meetings during this emergency by electronic means until further notice. The clerk took roll call attendance for Councilmembers: Doug Biehn, Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh. Staff in attendance were City Manager Ellen Hiniker, Assistant City Manager Rick Juba, Community Development Director Anne Kane, Public Works Director/City Engineer Paul Kauppi, City Clerk Kara Coustry, Housing and Economic Development Coordinator Tracy Shimek, and City Attorney Troy Gilchrist.

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on August 12, 2020

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve the Minutes of the Regular City Council Meeting on August 12, 2020.

Walsh Aye
Biehn Aye
Jones Aye
Engstran Aye

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

City Manager Hiniker added 9D an agreement to release COVID relief funds to Ramsey County to assist with COVID related election expenses.

It was moved by Councilmember **Biehn** seconded by Councilmember **Walsh**, to approve the Agenda as presented.

Walsh Aye
Biehn Aye
Jones Aye
Engstran Aye

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

- A. Gretchen Nichols and Barbara Raye in attendance under Visitors and Presentations to provide an overview of the Housing Policy Community Engagement Process

Mayor Emerson introduced Gretchen Nichols from Twin Cities Local Initiative Support Corporations (LISC) and Barbara Raye from the Center for Policy, Planning and Performance who described the proposed housing policy community engagement process.

City Manager Hiniker noted recent equity and inclusion discussions with Councilmember Jones and Walsh and indicated that Ms. Raye may help identify intersecting efforts within the community engagement process for the housing study.

Community Development Director Kane reported that the results of Maxfield Research housing market conditions, which were reported to Council and summarized in the Spring 2020 Newsletter. She explained that both Ms. Nichols and Ms. Raye come from organizations with long histories and demonstrated ability working with communities to refine a housing policy with a process that allows stakeholders to understand how development happens.

Gretchen Nichols reported collaborating with Barbara Raye on community engagement work for 20 years. She provided an overview their experience and LISC, the nation's largest community development financial institution. Ms. Nichols stated the objectives

- Design and convene a community engagement process to inform the City's Housing Policy direction.
- Facilitate a 2020 Housing Task Force to provide policy recommendations to the White Bear Lake City Council/HRA, and Planning Commission.
- The Housing 2020 Community Engagement process will explore ways to complement and intersect with a broader conversation on equity and inclusion, and other current planning efforts.

Ms. Nichols summarized the proposed engagement process, initiated by the identification of a Housing Task Force, and followed up with a community survey, two virtual community sessions culminating in a set of recommendations from the task force to be presented to the City Council for consideration. The task force would be limited to 15 to enable full participation through a virtual format and consist of a diverse representation that reflects a range of community perspectives. She suggested appointing one Councilmember to represent the Council in addition to the School District, County and representatives from partnering jurisdictions.

Responding to Councilmember Jones, Barbara Raye stated, you can create a structured protocol or policy that prescribes criteria or a process for the different areas of the city, because the impact and the expectations of neighbors is different depending on the location. She said there are always those opposed to development. But, if people are informed about the criteria and about the process, and have an avenue to talk about their issues and take the emotion out of it, they tend to be part of the answer. Ms. Raye said, rather than trying to convince people about a development, they facilitate group discussions that allow people to come to conclusions together among neighborhoods – most people can back a legitimate process.

Councilmember Edberg suggested, rather than focusing on specific projects, such as E & Bellaire, the broader question is, does the City see that its role is to satisfy capital through development, or does the City focus on the needs and desires of the current residents and the kind of community that they want to live in.

In relation to recent equity and inclusion discussions, Councilmember Walsh mentioned the need to flush out the goals for the City, and how to be welcoming by examining the City's touch points and interactions with the community and encouraging community conversations. He encouraged Councilmembers to think about who to invite to participate.

Councilmember Jones envisioned a point system, mini Comprehensive Housing Plan to guide City Council decisions. He noted this plan, consisting of criteria established through community and the Planning Commission input, will allow for an objective review of developments that may not have had his support initially.

Ms. Hiniker expressed desire to continue working with LISC for the Housing Policy community engagement process and with Ms. Raye on the equity and inclusion work and there were no objections.

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

A. Resolution approving an Easement Agreement at Pioneer Manor for Manitou Apartments

Community Development Director Kane explained this is a request for temporary easement 15' x 60' on the Pioneer Manor property to allow the owners of the Manitou Apartment building to install a series of nine underground wall anchors to support the east wall of the foundation at 2207 6th Street. She reported a 2017 rental housing inspection noted cracks in the foundation that required monitoring. Ms. Kane explained that the City will also remove two declining evergreen trees, and lower a nearby catch basin to improve drainage at Pioneer Manor.

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve **Resolution No. 12620**, an Easement Agreement at Pioneer Manor for Manitou Apartments.

Walsh Aye
Biehn Aye
Jones Aye
Edberg Aye
Engstran Aye

Motion carried unanimously.

- B. Resolution authorizing conveyance of the property located at 4969 Division Avenue to White Bear Lake School District No. 624

City Manager Hiniker reported this property was purchased from the National Guard in 1996 at which time it was being used as a bus garage by the School District. Upon ownership, the City leased the property back to the School District at a rate over 20 years that paid for the property as of 2017. She said, the School District asked the City to convey this property to them so that it could be used in the campus redevelopment project.

Councilmember Jones received clarification from Ms. Hiniker that the City has been made whole on this transaction.

It was moved by Councilmember **Jones** seconded by Councilmember **Engstran**, to approve **Resolution No. 12621** authorizing conveyance of the property located at 4969 Division Avenue to White Bear Lake School District No. 624.

Walsh Aye
Biehn Aye
Jones Aye
Edberg Aye
Engstran Aye

Motion carried unanimously.

- C. Resolution authorizing Cares Act Funding distribution plan

Community Development Director Kane reported the Coronavirus Aid, Relief, and Economic Security (CARES) Act, passed on March 27 provided over \$2 trillion in federal economic relief to protect from the public health and economic impacts of COVID-19. White Bear Lake received \$1.918 million to be spent on necessary, non-budgeted expenditures occurring March 1, 2020 to November 15, 2020.

Ms. Kane provided an overview and Ms. Shimek reviewed in detail the following proposed allocation plan for the White Bear Lake Coronavirus Relief Funds. She noted the emergency assistance and business relief grants will be administered through community partnerships, with the non-profit grant being administered internally.

| Coronavirus Relief Funds Expenses and Grant Programs, as of 8/25/2020 | |
|---|--------------------|
| Qualified City Expenses (actual and anticipated thru 11/15/20) | \$ 677,000 |
| Emergency Assistance Grant Program | \$250,000 |
| Business Relief Grant Program | \$250,000 |
| Non-Profit Organization Grant Program | \$100,000 |
| Mental Health Assistance Program (NYFS) | \$30,000 |
| Technology Assistance Program (Century College Foundation) | \$30,000 |
| Meal Delivery Program (Newtrax and local restaurants) | \$20,000 |
| File of Life Program | \$3,000 |
| Places of Worship – PPE | \$25,000 |
| SUB-TOTAL | \$1,385,000 |
| Reserve for Distribution & Admin. costs | \$533,000 |
| Total Coronavirus Relief Fund Allocation | \$1,918,000 |

Councilmember Walsh asked to be notified if a program reaches its limit. He cautioned overlapping programs for the same thing, such as utility payments. He also reminded Council that any unspent funds can be allocated to a hospital of the City's choosing.

Councilmember Jones noted the City's portion is high and hoped a good enough job of estimating was done to minimize the need to into the reserve distribution.

Mayor Emerson received clarification from Ms. Hiniker that NewTrax would be eligible to apply for the non-profit allocation in addition to their meal delivery allocation.

It was moved by Councilmember **Biehn** seconded by Councilmember **Walsh**, to approve **Resolution No. 12622** authorizing Cares Act Funding distribution plan.

Walsh Aye
 Biehn Aye
 Jones Aye
 Edberg Aye
 Engstran Aye

Motion carried unanimously.

- D. Resolution authorizing an agreement with Ramsey County for CARES Act funding to reimburse Covid related election expenses

City Manager Hiniker explained that Ramsey County applied for CARES funding reimbursement for COVID-19 related election expenses from the Secretary of State. The City's allocation of election related relief amount to \$13,708.05 and because Ramsey County administers the City's elections, they have asked us to convey this relief directly to them. Funds

will go toward COVID-19 related election expenses such as higher wages to incentivize election judges to serve along with improved safety precautions and additional supplies and training.

It was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to approve **Resolution No. 12623** an agreement with Ramsey County for CARES Act funding to reimburse Covid related election expenses.

Walsh Aye
Biehn Aye
Jones Aye
Edberg Aye
Engstran Aye

Motion carried unanimously.

10. CONSENT

- A. Acceptance of Minutes of the June White Bear Lake Conservation District, June and July Environmental Advisory Commission
- B. Resolution approving issuance of a tobacco retailer license to Obtainworld, LLC, dba Cotroneos. **Resolution No. 12624**
- C. Resolution of support for a boundary line change between Rice Creek Watershed District and Vadnais Lake Area Water Management Organization. **Resolution No. 12625**
- D. Resolution declaring costs to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2020 Street Reconstruction Project, City Project Nos. 20-01 & 20-06. **Resolution No. 12626**
- E. Resolution declaring costs to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2020 Mill and Overlay Project, City Project Nos. 20-13. **Resolution No. 12627**
- F. Resolution approving cooperative agreement PW2019-14 with Vadnais Lake Area Water Management Organization, Ramsey County, and Birch Lake Improvement District for construction and maintenance of a stormwater treatment facility at Otter Lake Road and 4th Street. **Resolution No. 12628**

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to approve the Consent Agenda as presented.

Walsh Aye
Biehn Aye
Jones Aye
Edberg Aye
Engstran Aye

Motion carried unanimously.

11. DISCUSSION

Nothing scheduled

12. COMMUNICATIONS FROM THE CITY MANAGER

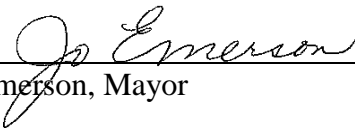
- Public Works Director Kauppi reported a recent review of the City’s Ash trees and a visible decline in the canopy. The Parks Division staff have been assessing these areas as they relate to the City’s current boulevard tree policy (50/50 split between homeowner and the City) to anticipate a budget. Mr. Kauppi stated staff has been working close with the Tree Trust to diversify the species of 500 trees being planted and noted work by the Community Development Department to diversify trees throughout development projects. Ms. Hiniker added the alternative species list is posted on the website.
- Post Office driveway entrance is closed as part of 2020 miscellaneous curb and sidewalk panel repair work nearby.

13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Jones** to adjourn the regular meeting at 8:33 p.m.

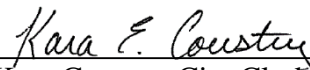
Walsh Aye
 Biehn Aye
 Jones Aye
 Edberg Aye
 Engstran Aye

Motion carried unanimously



 Jo Emerson, Mayor

ATTEST:



 Kara Coustry, City Clerk