



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, JANUARY 12, 2021  
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, Housing and Economic Development Coordinator Tracy Shimek, Public Works Director/City Engineer Paul Kauppi, Finance Director Kerri Kindsvater, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on December 8, 2020

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve the Minutes of the Regular City Council Meeting on December 8, 2020.

- Biehn Aye
- Edberg Aye
- Engstran Aye
- Jones Aye
- Walsh Aye

Motion carried unanimously.

B. Minutes of the Council Work Session on January 5, 2021.

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to approve the Minutes of the Council Work Session on January 5, 2021.

- Biehn Aye
- Edberg Aye
- Engstran Aye
- Jones Aye
- Walsh Aye

Motion carried unanimously.

**3. APPROVAL OF THE AGENDA**

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

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

**4. VISITORS AND PRESENTATIONS**

Nothing scheduled

**5. PUBLIC HEARINGS**

Nothing scheduled

**6. LAND USE**

Nothing scheduled

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. ORDINANCES**

A. Second reading of an Ordinance adoption of the 2021 annual fee and utility rate schedule

City Manager Hiniker reported that first reading was held on December 8, 2020. She noted that water usage fees go toward supporting the cost of operations, while a proposed new water infrastructure fee is intended to build a balance to pay down the bond for the water tower project and support long term water infrastructure needs. Ms. Hiniker explained that this fee now replaces the Lake Level Litigation fee, as those expenses have been recuperated.

Ms. Hiniker also highlighted a new stormwater fee to cover costs associated with stormwater management and replace lost revenue from reduced Local Government Aid (LGA), which had covered these costs in the past.

Councilmember Walsh noted that 72% of ambulance rides are the billed at the lower Medicare rate. Ms. Hiniker explained that an updated costs analysis of an ambulance ride would need to be completed for a more accurate assessment of these costs.

Mayor Emerson opened the public hearing at 7:10 p.m. There being nobody from the public wishing to speak, Mayor Emerson closed the public hearing at 7:10 p.m.

It was moved by Councilmember **Jones** seconded by Councilmember **Walsh**, to approve **Ordinance No. 21-1-2046** establishing a Fee Schedule for Services, Permits and Licenses.

Biehn (lost connection and did not vote)  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried.

## 9. NEW BUSINESS

- A. Resolution appointing City representatives to Ramsey County League of Local Governments, Ramsey County Dispatch Policy Committee, Vadnais Lake Area Water Management Organization, Rush Line Task Force and Northeast Youth and Family Services

It was moved by Councilmember **Walsh** seconded by Councilmember **Edberg**, to approve **Resolution No. 12697**, appointing City representatives to Ramsey County League of Local Governments, Ramsey County Dispatch Policy Committee, Vadnais Lake Area Water Management Organization, Rush Line Task Force and Northeast Youth and Family Services

Biehn Abstained (due to technical difficulties)  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried.

- B. Resolution naming the official newspaper to perform official publications

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to approve **Resolution No. 12698**, naming the official newspaper to perform official publications.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

C. Resolution designating City Attorney, Counselor for 2021

City Manager Hiniker explained that the Prosecutor was appointed last year for a three year term at a pre-established rate. Ms. Hiniker explained that Mr. Gilchrist had not requested an increase in rates due to hardships associated with COVID-19, however, an increase of 2% better aligned with internal increases provided for City staff. She forwarded a recommendation for a 2% increase and appointment of Troy Gilchrist and the firm of Kennedy & Graven as the City's Counselor for the term expiring January 31, 2022.

It was moved by Councilmember **Jones** seconded by Councilmember **Engstran**, to approve **Resolution No. 12699**, designating City Attorney, Counselor for 2021.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

D. Resolution authorizing the City Manager and Mayor to execute an agreement for Social Services with Northeast Youth and Family Services

City Manager Hiniker reported that in 2012, the City Council authorized a 'transfer of service' agreement between the City and Northeast Youth and Family Services (NYFS) to continue most services previously provided by the Community Counseling Center at the White Bear Lake location. She explained that the original agreement between the City and NYFS provided that the City's 2012 funding level of approximately \$90,000 be reduced over five years to a level proportionate (according to population) to other participating cities. The City's contribution in 2016 was \$49,293, which marked the last year of declining funding levels.

Since 2017, she explained, White Bear Lake had been funding NYFS proportionate to other participating cities at \$1.75 per capita with no increase. NYFS has requested a \$0.25 per capita increase for 2021. While this represents a 14% increase over last year's \$43,451 funding level, it is only a 3.3% increase over the 2016 contribution.

Ms. Hiniker reported this agreement includes a shared position of a social worker who works on behalf of the cities of Roseville, Mounds View and White Bear Lake to assist the police department in their work with residents. The cost of this position is divided among the three communities at \$25,000 each. Ms. Hiniker stated that funding for this partnership with NYFS was anticipated in the 2021 budget as adopted by Council.

Ms. Hiniker announced that Tara Jebens-Singh, the new Executive Director of NYFS, will be at the February 23 City Council meeting to provide an update on the organization and its services.

It was moved by Councilmember **Walsh** seconded by Councilmember **Engstran**, to approve **Resolution No. 12700**, authorizing the City Manager and Mayor to execute an agreement for Social Services with Northeast Youth and Family Services.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

E. Resolution accepting a donation from the Lions Club for the All Abilities Park

City Manager Hiniker reported on another extraordinary contribution of \$25,000 from the Lions Club toward an All Abilities Park Project at Lakewood Hills Park. She explained, this generous contribution brings the total to date for this project at \$100,000, approximately half the amount needed for this project.

City Engineer and Public Works Director Kauppi added that included in the 2021 Street Rehabilitation Project, the Lakewood Hills Park parking lot will be redesigned to house additional handicapped parking access and fix some of the grading issues in advance. He mentioned the exploration of grant opportunities for this project as well.

It was moved by Councilmember **Engstran** seconded by Councilmember **Jones**, to approve **Resolution No. 12701**, accepting a donation from the Lions Club for the All Abilities Park.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

F. Resolution approving the purchase of the capital equipment items per the City's 2021 Budget and Capital Improvement Plan

Finance Director Kindsvater provided the following report:

The City maintains a five (5) year Capital Improvement Plan (CIP) to support the financial planning in the City's budget document and Financial Management Plan. Each year staff updates the CIP to prioritize purchases or projects and ensure appropriate costs are included for each item. Staff presents both plans to the City Council for discussion and approval before using them as the basis for beginning the annual budget process.

Rather than seeking approval for individual large ticket items, all requests will be

wrapped in one memo and resolution for Council review and approval at the beginning of each year, which will allow departments to prepare for large purchases. This new step also gives Council another chance to review the plan to issue Equipment Certificates.

As noted in the memo, the amounts included for each item are estimates from last year's budgeting process. Staff will work to find or negotiate a lower price if possible; however, if the purchase price is higher than the amount listed here, staff will bring the item back to Council for approval.

This year's equipment purchases include a multi-use truck with garbage capabilities and replacement of a watering truck for the Parks Department, a replacement of a tandem axle dump truck and loader for the Streets Department, replacement of the ice resurfacers for the Sports Center and replacement of the tanker truck for the Water Department.

Financing for these purchases are a combination of current revenues and equipment certificates. The Financial Management Plan has the Equipment Acquisition Fund purchasing the water tank truck for the Parks Department and the ice resurfacers for the Sports Center, the Water Fund will purchase the tanker truck. The City will issue Equipment Certificates for the Park Department's multi-use truck with garbage capabilities and both the Street Department's tandem axle dump truck and loader.

The Financial Management Plan estimates an annual debt service payment of approximately \$72,000 when using a 2.50% interest rate for the Equipment Certificates.

It was moved by Councilmember **Walsh** seconded by Councilmember **Edberg**, to approve **Resolution No. 12702**, approving the purchase of the capital equipment items per the City's 2021 Budget and Capital Improvement Plan.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

- G. Resolution waiving annual on-sale liquor license fees for bars and restaurants closed due to COVID-19 pandemic and transferring an amount equal to resulting loss in revenue from Economic Development Fund reserves set aside for COVID relief purposes to the General Fund.

City Manager Hiniker reported business license renewals are processed in January. Given the economic impact of COVID-19 on businesses, she forwarded staff's recommendation to waive liquor license fees for 2021. The total cost of lost revenue would amount to \$87,100 and Ms. Hiniker recommended an equal transfer from the Economic Development Fund reserve to the General Fund in order to capture that revenue. She explained there is approximately \$397,000 in the Economic Development Fund for COVID relief purposes.

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve **Resolution No. 12703**, waiving annual on-sale liquor license fees for bars and restaurants closed due to COVID-19 pandemic and transferring an amount equal to resulting loss in revenue from Economic Development Fund reserves set aside for COVID relief purposes to the General Fund.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

Mayor Emerson recessed the City Council meeting at 7:36 p.m.

## 10. HOUSING AND REDEVELOPMENT AUTHORITY

Refer to the HRA Minutes for an account of the following:

- A. Roll Call
- B. Approval of the December 8, 2020 HRA Meeting Minutes
- C. Election of a Chair and Vice Chair of the HRA
- D. Adjournment

Mayor Emerson reconvened the City Council meeting at 7:39 p.m.

## 11. CONSENT

- A. Resolution authorizing City Manager to invest and transfer funds for the City, designation of bank depository and depositing for investments. **Resolution No. 12704**
- B. Resolution fixing surety bonds for various City Officials and providing for approval of the same. **Resolution No. 12705**
- C. Resolution authorizing the City Manager to pay claims made against the City. **Resolution No. 12706**
- D. Resolution appointing the Administrative Hearing Officer. **Resolution No. 12707**
- E. Resolution establishing regular meeting nights of the City Council of the City of White Bear Lake. **Resolution No. 12708**
- F. Resolution authorizing travel reimbursement amounts. **Resolution No. 12709**

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

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

## 12. DISCUSSION

- A. Additions and modifications of policies in the Council adopted Policy Manual
- 3.01 Investment Policy
  - 3.08 Capital Asset Policy
  - 3.09 Electronic Funds Transfer (EFT) Policy
  - 3.10 Federal Grant Policy

Finance Director Kindsvater reported that the Government Finance Officers Association (GFOA) recommends government entities formally adopt financial policies as they consider them essential to a strategic and long-term approach to financial management. She explained, to meet GFOA best practices, the following policy revisions and additions will be brought to the City Council for formal adoption at the January 26, 2021 City Council meeting.

Investment Policy: the City's current policy is outdated, this is an overhaul update of the policy. Essentially re-wrote the policy.

Capital Assets Policy: new policy that gives guidance on how the City records asset purchases in financial reporting and audit purposes.

Electronic Funds Policy: new policy that gives guidance to electronic funds transfers and payments as these options are more prevalent in the business environment.

Federal Grant Policy: new policy that gives guidance on how the City handles the receipt of federal grant funds.

- B. Consideration of additional COVID relief grants

City Manager Hiniker mentioned that Cerenity Senior Care had initially passed on the \$10,000 Non-profit grant, but have had a couple of difficult months. She received general consensus from the Council to extend the same \$10,000 allotment received by other City Non-profits, to Cerenity Senior Care. Ms. Hiniker thanked the Council and promised a resolution on the Consent Agenda of the next City Council meeting to authorize this decision.

Tracy Shimek, the Housing and Economic Development Coordinator provided a business and resident relief update. She explained, the MN Department of Revenue is providing automatic relief payments in the range of \$15,000 - \$45,000 to businesses that were required to be closed during the



pandemic and which experienced a 30% drop in year-over-year taxable sales. She described federal business assistance programs and added that counties have also been allocated funds for additional business grants.

On the City's Resident Assistance Grant, Ms. Shimek reported that \$64,290 has been approved and paid with \$21,366 in process and \$39,435 left if all remaining applications are eligible. While rental assistance was included in the latest federal package, she explained this does not include assistance for homeowners with mortgage payments. Ms. Shimek did not recommend modification of the City's CARES programs at this time given the uncertainty of the impact of federal, state and countywide assistance programs.

Councilmember Walsh cautioned waiting too long and asked for staff to remain in close contact with business owners and community members to make sure that nobody falls through the cracks.

City Manager Hiniker mentioned that this pause would be a good time for staff to outreach to businesses with a follow-up survey to assess the situation.

Mayor Emerson added that Cerenity Senior Care has received their first COVID-19 vaccinations and received confirmation that the City's Public Safety Department have also been vaccinated.

### **13. COMMUNICATIONS FROM THE CITY MANAGER**


- A notable community member, Rose Bayuk, wife of Ed Bayuk the former White Bear Lake City Manager (20 year term), passed away at age 105 this January.
- Hockey Association was approved for use of Podvin Park for two weekends in January, which has been pushed back now to just one weekend in February.
- Mayor Emerson relayed condolences to Councilmember Jones for the loss of his farther, John.
- Mayor Emerson's PSA of the Welcoming & Inclusive Community Initiative was played. The application is available on the website and an advertisement will be in the White Bear Lake News Press as well as social media.
- Public Works Director/City Engineer Paul Kauppi
  - Reported there are 6,000 residential meters to replace as part of the City's Meter Replacement Project. The City's current meter reading company will no longer provide this service for the City. Under this new system, PW staff will be able to read the meters within a few days, which will greatly reduce the cost for this task. Staff will be requesting authorization from Council to move forward with the project at the January 26<sup>th</sup> meeting.
  - The Water Tower Logo designed by Councilmember Jones was selected as the December water tower image on the calendar.
  - Snow plowing of trails and sidewalks occurs at three inches or more snow and only after streets are completed. Councilmember Jones mentioned perhaps considering walking paths in the parks especially now that COVID is a factor.

**14. ADJOURNMENT**

There being no further business before the Council, it was moved by Councilmember **Edberg** seconded by Councilmember **Jones** to adjourn the regular meeting at 8:15 p.m.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

  
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Jo Emerson, Mayor

**ATTEST:**

  
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Kara Coustry, City Clerk