



**MINUTES**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, MAY 23, 2017**  
**7:00 P.M. IN THE COUNCIL CHAMBERS**

**1. CALL TO ORDER AND ROLL CALL**

Mayor Jo Emerson called the meeting to order at 7:00 p.m. Councilmembers Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh were present. Councilmember Biehn was absent - excused. Staff members present were City Manager Ellen Richter, City Engineer Mark Burch, Finance Director Don Rambow, City Clerk Kara Coustry and City Attorney Roger Jensen.

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

It was moved by Councilmember **Jones** seconded by Councilmember **Engstran**, to approve the Minutes of May 9, 2017, as presented.

The motion carried unanimously.

**3. APPROVAL OF THE AGENDA**

Mayor Emerson requested the following Agenda addition:

Agenda Item 4A. Presentation - VFW Monument in Veteran's Park

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

The motion carried unanimously.

**4. VISITORS AND PRESENTATIONS**

**A. Presentation – VFW Monument in Veteran's Park**

Mayor Emerson introduced Commander of VFW Post 1782, Rick Gwynn, and invited him to address the City Council. Mr. Gwynn stated plans are underway to fund and erect a Veteran's Memorial in Veteran's Park, that will feature images from the five branches of service as well as a poem dedicated to all veterans. He added a walkway near the memorial will be set with pavers that can be purchased and dedicated to veterans. He noted this will fund the memorial project.

Mr. Gwynn stated the project kick-off date is Memorial Day, May 29, 2017, and the dedication is planned for Veteran's Day, November 11, 2017. He added \$4,000 has been raised so far, and grants have been received from Wal-Mart and a local car dealership, as well as a commander's widow who donated \$1,000 in her husband's memory.

Mr. Gwynn stated the back of the monument will be inscribed with the words “Veteran’s Memorial Park, City of White Bear Lake, Monument installed by VFW”. He added there will be no additional signage in the Memorial Park. He noted the VFW Post 1782 website will have additional information.

Councilmember Edberg asked what the fundraising goal is for this project. Mr. Gwynn stated the project will cost approximately \$25,000. He added 200 pavers will need to be sold. He noted there will be 2 sizes available: 4x8-inch pavers will be sold for \$100, and 8x8-inch pavers will be sold for \$200.

Mayor Emerson thanked Mr. Gwynn for his efforts and dedication to this important memorial project.

## **5. PUBLIC HEARINGS**

Nothing scheduled

## **6. LAND USE**

Nothing scheduled

## **7. UNFINISHED BUSINESS**

Nothing scheduled

## **8. ORDINANCES**

Nothing scheduled

## **9. NEW BUSINESS**

- A. Resolution accepting bids and awarding contract for consulting services for design and construction management services for the White Bear Lake Sports Center Renovation (Project No. 18-09)

City Engineer Burch reviewed the staff report, and explained that the City Council, in cooperation with the White Bear Lake skating community, represented by the White Bear Lake Hockey Association, has been considering renovations to White Bear Lake Sports Center.

The White Bear Lake Hockey Association is representing the entire White Bear Lake skating community in this project and, as a partner with the City, has pledged a 50% financial commitment to a maximum of \$2 million.

At its April 25, 2017 meeting, the City Council authorized the Engineering Department to request proposals from consulting firms for design and construction management services for this project. Bids were requested from 6 firms with expertise in ice arena design and construction.

City Staff recommends that the contract for design and construction management services for this project be awarded to Kraus-Anderson and JLG Architects. The total contract amount of \$448,868 is based on a \$4 million total construction cost.

A proposal for authorization and preparation of advertising for bids for the final phase will be brought before the City Council at its July 25, 2017, Regular Meeting. The final design plan contract will be bid out in September, with bids presented to the City Council for their review at their December 12, 2017, Regular Meeting.

It is anticipated that construction will commence on April 1, 2018, and the project will be completed by November 1, 2018.

City Manager Richter introduced Lisa Beecroft, White Bear Lake Skate School, and Kevin McFarlane, White Bear Lake Hockey Association.

Ms. Beecroft stated a group called Friends of the White Bear Sports Center has been convened to engage potential donors and begin a fundraising campaign to supplement the money raised by the Hockey Association to date. She added the Friends group hopes to raise sufficient funds to look beyond Phase 1 and the 1-rink solution.

Mr. McFarlane stated the White Bear Lake skating community is excited to have the opportunity to partner with the City in the Sports Center renovation. He added their bank has indicated that, with the backing of gambling efforts, they will be able to service the debt on a \$2 million loan, if that becomes necessary.

Mr. McFarlane presented a check for \$34,694 to the City of White Bear Lake, for 50% of the cost of Phase 1. He added funding for Phase 2 will be presented to the City Council in July 2017.

Mayor Emerson thanked the Skating Association representatives, adding the City Council appreciates their partnership.

Councilmember Edberg referred to a memo from the City Attorney that indicated that there were some missing aspects of the contract that should be added. He asked whether performance bonds are a part of the contract with Kraus-Anderson. City Engineer Burch stated performance bonds will be a part of the construction documents. He added this contract is for engineering and construction management services.

Edberg asked whether the funding partners will be engaged in the design process and beyond, and what the relationship will entail.

City Engineer Burch stated the proposals received by the City were reviewed with the Hockey Association, and they will also be involved in the design process and throughout the project until construction is complete.

Councilmember Walsh asked how the contractor makes their money and manages the project.

City Engineer Burch explained the contract includes \$69,388 for preliminary design and \$80,680 for final design and plan preparation. He added the contractor's construction

management fee is 7.37% based on the \$4 million total project cost.

Councilmember Walsh asked where the City's share of funding will come from. City Finance Director Rambow stated the City Council had discussed a variety of potential financing options, including the reallocation or restructuring of an internal loan that was originally set up for the YMCA. He added this internal loan is currently being repaid by the original tax levy assessed for construction of the Sports Center. He noted an internal loan would not impact future tax levies. Finance Director Rambow stated the internal loan is being paid back through excess from rental of marina slips.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Walsh**, to adopt **Resolution No. 12033** accepting bids and awarding contract for consulting services for design and construction management services for the White Bear Lake Sports Center Renovation.

The motion carried unanimously.

#### B. Resolution approving ambulance rate adjustment

City Manager Richter reviewed the staff report and explained that the City's ambulance service is a self-supporting municipal enterprise operation, and City Staff conducts an annual rate review. An increase in rates for the service is currently necessary to meet operational costs, and to the extent possible, capital costs.

In 2014, the City added daytime ambulance service shifts to relieve pressure on paid on-call staff and reduce dependence on mutual aid from neighboring communities.

The addition of full-time staff has proven successful, with a significant reduction in fractal response times for daytime calls. Fractal response time measurement refers to a percentage of calls that are reached in less than 10 minutes and 59 seconds.

City Staff is proposing the addition of two hourly paid staff positions, or "duty shifts", during the non-working hours of the City's south and north end crews. All paid on-call staff would be eligible for duty shifts, with a limited number of hours per month. There would be an estimated annual cost increase for the service of \$95,000.

It was moved by Councilmember **Jones**, seconded by Councilmember **Walsh**, to adopt **Resolution No. 12034** approving ambulance rate adjustment. Councilmember Engstran abstained. The motion carried.

## 10. HOUSING AND REDEVELOPMENT AUTHORITY

HRA Acting Chair Dan Jones called the Housing and Redevelopment Authority to order at 7:35 p.m. (please refer to the minutes of the Housing and Redevelopment Authority for action taken that included the following items):

1. Call to order
2. Roll call
3. Approval of the agenda
4. Approval of the January 10, 2017 Minutes

5. Resolution approving purchase of tax forfeit property at 3695 St. Regis for affordable housing homeownership opportunity (Twin Cities Habitat for Humanity)
6. Adjournment

Mayor Emerson reconvened the City Council meeting at 7:38 p.m.

## 11. CONSENT

- A. Resolution approving on-sale liquor licenses for Mizu Japanese Restaurant. **Resolution No. 12035**
- B. Resolution approving on-sale liquor licenses for Lakeshore Players. **Resolution No. 12036**
- C. Resolution approving dispatcher's health insurance benefits. **Resolution No. 12037**
- D. Resolution authorizing approval of gambling manager at American Legion. **Resolution No. 12038**
- E. Resolution approving Master Partnership Contract with the State of Minnesota. **Resolution No. 12039**
- F. Resolution approving massage therapist licenses. **Resolution No. 12040**

It was moved by Councilmember **Walsh** seconded by Councilmember **Jones** to approve the Consent Agenda.

The motion carried unanimously.

## 12. DISCUSSION

Nothing scheduled

## 13. COMMUNICATIONS FROM THE CITY MANAGER

City Manager Richter stated City Staff are reviewing 11 responses to the Request for Proposals (RFP) for City Attorney Jensen's replacement. She stated City Staff hopes to interview finalist candidates prior to the City Council's June 27, 2017, Regular Meeting.

City Manager Richter stated new banners have been designed and created by Sail La Vie, a White Bear Lake sail repair and sailcloth creation company. She added some of the new banners are up and they look great.

City Manager Richter stated the week of May 28, 2017 is Emergency Medical Services (EMS) Week. She added there has been a lot of activity at Regions Hospital, honoring EMS staff and technicians for their dedication. She noted the City of White Bear Lake annually recognizes EMS service providers within the community, and publicly acknowledges their important work.

City Manager Richter stated the City has discussed the possibility of purchasing body cameras

for the Police Department. She added three Officers will be wearing body cameras as part of a demonstration, in accordance with a policy established by the Bureau of Criminal Apprehension (BCA) and League of Minnesota Cities. She noted the policy was adopted for these types of demonstrations. The City will also create its own policy before cameras are considered for purchase.

City Manager Richter stated the Police Department's recent bike sale raised \$2,100 raised from the sale of bikes that had been confiscated, lost or never reclaimed. The City's portion of the funds will be put towards the Police Department-sponsored Bike Rodeo on June 17, 2017.

City Manager Richter stated signage has been installed at the dog beach as a result of restrictions put in place earlier this spring. She added City staff have visited and observed the area, and notes and observations are being logged by City Clerk Kara Coustry. She encouraged the City Council to visit the area and send an email, or any residents' emails they receive, to Ms. Coustry to keep track of tangible evidence and observations in preparation for a review in the fall.

City Manager Richter stated Julie Yoho, White Bear Lake Conservation District, has accepted a position with the City of Afton. She discussed the interim plans with a representative from the Birch Lake Improvement District while a replacement is sought, as Ms. Yoho also did some work for them. She noted Mary Harrington, who worked for the District for many years, is filling in at the White Bear Lake Conservation District in the interim.

City Manager Richter recently discussed preliminary budget issues with the White Bear Lake Conservation District representatives. She added a detailed budget summary will be emailed to the City Council for their review and discussion at the next Regular Meeting. She recommended that the City Council send a formal letter to the Conservation District before the budget is finalized.

City Manager Richter stated the traditional Memorial Day Parade will begin at City Hall, and proceed Union Cemetery. She added the parade line-up will begin at 9:00 a.m. to be followed by the parade at 9:30 a.m. Further details are available on the City website. A Memorial Day ceremony will be held at the VFW at 2:00 p.m.

City Engineer Burch stated City street construction projects are progressing, City Staff have been satisfied with the contractor's performance. He added concrete and sanitary sewer work are being completed, and milling will begin on Wednesday May 31, 2017, on Birch Lake Boulevard, White Bear Parkway South, and in the street reconstruction area.

City Engineer Burch stated planters in front of City Hall are currently being renovated.

City Engineer Burch stated the lake level is way up, almost six inches in the past week. He added the marina slips are all rented, canoe racks are full, and there is a lot of activity at the boat ramp. He noted it will be a busy summer, and residents are looking forward to spending time on the water.

#### **14. ADJOURNMENT**

There being no further business before the Council, it was moved by Councilmember **Engberg** seconded by Councilmember **Jones** to adjourn the regular meeting at 7:49 p.m.

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Jo Emerson, Mayor

ATTEST:

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Kara Coustry, City Clerk