



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
WEDNESDAY, NOVEMBER 9, 2022
7 P.M. IN THE COUNCIL CHAMBERS**

1. CALL TO ORDER AND ROLL CALL

Mayor Dan Louismet called the meeting to order at 7 p.m. The City Clerk took attendance for Councilmembers Steven Engstran, Heidi Hughes, Dan Jones and Bill Walsh. Councilmember Kevin Edberg was excused. Staff in attendance were City Manager Lindy Crawford, Community Development Director Jason Lindahl, Finance Director Kerri Kindsvater, Public Works Director and City Engineer Paul Kauppi, City Clerk Caley Longendyke and City Attorney Sam Ketchum.

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on October 25, 2022

It was moved by Councilmember **Hughes**, seconded by Councilmember **Jones**, to approve the minutes. Motion carried unanimously.

B. Minutes of the City Council Work Session on October 25, 2022

It was moved by Councilmember **Walsh**, seconded by Councilmember **Engstran**, to approve the minutes. Motion carried unanimously.

3. APPROVAL OF THE AGENDA

It was moved by Councilmember **Hughes**, seconded by Councilmember **Jones**, to approve the agenda as presented. Motion carried unanimously.

4. CONSENT AGENDA

- A. Acceptance of Minutes – September Environmental Advisory Commission, September Park Advisory Commission, September White Bear Lake Conservation District, October Planning Commission
- B. Resolution accepting the 2023 Enforcement Grant from the Department of Public Safety **Res. No. 13079**
- C. Resolution approving Criminal Justice Data Network (CJDN) Joint Powers Agreement and Court Services Amendment Renewal **Res. No. 13080**
- D. Resolution approving the Violent Crimes Enforcement Joint Powers Agreement **Res. No. 13081**
- E. Resolution approving Raingarden Construction Contract with Sandstrom Land Management **Res. No. 13082**
- F. Resolution authorizing a Grant Agreement with Ramsey-Washington Metro Watershed District and requesting grant allocation **Res. No. 13083**

- G. Resolution accepting work and authorizing final payment to Ferguson Water Works for the completion of the Water Meter Replacement Project, City Project No. 21-09 **Res. No. 13084**
- H. Resolution granting a Conditional Use Permit for 3881 Highland Avenue **Res. No. 13085**
- I. Resolution granting a Conditional Use Permit for 2300 Highway 96 **Res. No. 13086**

It was moved by Councilmember **Jones**, seconded by Councilmember **Engstran**, to approve the consent agenda as presented. Councilmember Hughes asked about the process for having discussion about specific topics referenced in the advisory commissions' minutes. Referencing specifically to the dog beach comments in the Park Advisory Commission minutes, Mayor Louismet said he plans to explore this topic this winter while the park is closed for the season. City Manager Crawford informed the City Council about the January work session when the commissions' staff liaisons will provide a report and be available for discussion. Motion carried unanimously.

5. VISITORS AND PRESENTATIONS

Nothing scheduled.

6. PUBLIC HEARINGS

Nothing scheduled.

7. UNFINISHED BUSINESS

Nothing scheduled.

8. NEW BUSINESS

- A. Resolution accepting bids and awarding construction contract for the Public Safety Renovation Project, City Project No. 22-09

Public Works Director and City Engineer Paul Kauppi provided an overview of the upcoming project to renovate the Public Safety Building. The project scope includes replacing the fire apparatus bay, construction of a police garage, interior remodeling to support operations, addition of secure staff parking and public display for the La France firetruck. Director Kauppi showed aerial images of the project, site elevations and 3D graphics, highlighting the exterior materials and positioning of the building. Director Kauppi said the proposed budget for the project was initially \$14.7 million, with the bid opening increasing the budget to \$17.8 million. Following the October 25 City Council work session, it was decided to delay portions of the project to help lower the expenditure costs to \$17,351,800. He reviewed the funding sources for the project, including 20-year 2022B CIP Bonds and 2023A CIP Bonds, earned interest on bond proceeds, sales tax rebate and the community reinvestment fund. He reviewed the project schedule with construction beginning in March 2023 and completion in June 2024. Director Kauppi said the prepared resolution was recently amended, due to a company originally wanting to withdraw their bid because of a perceived error, but did confirm they could do the work.

Mayor Louismet complimented the work of City Council members for having a lengthy, thoughtful conversation about the budget at the October 25 work session, keeping both residents and Public Safety operations in mind.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Jones**, to approve amended **Res. No. 13087** accepting bids and awarding the construction contract for the Public Safety Renovation Project. Motion carried unanimously.

B. Resolution providing for the sale of General Obligation Capital Improvement Plan Bonds, Series 2022B

Finance Director Kerri Kindsvater said the City will be issuing two bonds to fund the public safety project. She explained that if the City issues less than \$10 million in one year, the banks are qualified to bid on the City's bond issue, resulting in an increased number of potential bidders and lower interest rates. She said this bond sale is issued for \$6,990,000, the remaining balance of \$10 million once the bonds issued for the street improvement project was subtracted. Director Kindsvater said the preliminary debt service schedules prepared by Ehlers & Associates, Inc. were for planning purposes and they used the market rate at the time for issuers with a AA+ bond rating. They added an additional 75 basis points (or .75%) to prepare for potential changes in the interest rate between the report run date and the actual bond sale. She explained that the preliminary debt service schedule has a true interest cost of 4.565%, taking into account the coupon rates, underwriters discounts or premiums when the City issues the bonds. Based on those assumptions, she said the bond would have 20 years of principal payments and the annual tax levy will range between \$372,847 and \$566,186. Director Kindsvater said City staff has been working with S&P Global Ratings and Ehlers & Associates, Inc. for a ratings review and they have affirmed the City's AA+ bond rating for this issue and the debt previously issued. The report said the City has a very strong economy, strong budgetary performance and strong management with good financial policies, financial forecasting and capital planning.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Jones**, to approve **Res. No. 13088** authorizing Ehlers to assist in the bond sale, establishing November 22, 2022 as the meeting for considering the bond sale proposal, setting November 22, 2022 as the date for awarding the bond sale and authorizing Ehlers and City staff to participate in preparation of the official statement for the bond issue. Motion carried unanimously.

9. DISCUSSION

A. Land use and zoning application review process

Community Development Director Jason Lindahl explained that City staff are reviewing its land use and zoning application process. The desire to review and refine the process stemmed from direction from the City Council when they assigned one of four recommendations from the Housing Task Force to the Planning Commission. The assigned recommendation, labeled "Guiding Future Development", is comprised of two parts. The first part is a zoning and subdivision regulations update (starting mid-2023) and the second part is a development review process. The Planning Commission discussed the development review process in October and was supportive of adjusting the process so the City can be more proactive and collect valuable community input regarding potential development projects. Director Lindahl also explained that developers find value in the process of collecting community input, even if there are incurred costs and more time needed for the process.

In discussing the overall development review process, the Planning Commission had to review both the neighborhood meeting process and the concept plan review process. Director Lindahl said the purpose of the neighborhood meeting process is to expand and enhance the dissemination of information and to encourage greater involvement of the public in the planning process. He said the City has used an informal neighborhood meeting process for some projects, but would like a more formal process so the applicant and residents know what to expect. He said the applicant (i.e. developer) is responsible for hosting the neighborhood meeting, sharing the proposal and collecting feedback. He reviewed other proposed standards like notice, timeline and documents to provide the City following the neighborhood meeting.

For the concept plan review process, Director Lindahl said the purpose is to allow the applicant to gain feedback from the public, Planning Commission and City Councilmembers prior to preparing a full formal application. He described this process as advisory only and allows an opportunity for feedback before requiring the applicant to follow additional processes. This process also allows the public to be more well-informed and engaged early on. Director Lindahl said this process may be requested, but would be required for comprehensive plan amendments, rezoning, PUD projects and any projects requesting city financial assistance. He said the process starts with a neighborhood meeting, follow-up presentation at a Planning Commission meeting and a final presentation to the City Council. He said the developer may choose to use the gathered feedback to prepare a future formal application. Director Lindahl asked for feedback from City Council members on the two processes and said the next step would be for staff to draft a formal ordinance text amendment for the Planning Commission and City Council's review and consideration.

Mayor Louismet informed the public that the origin of this review process came from discussion in work sessions when City Councilmembers decided that the City can be more transparent and consistent in its processes and should involve the public more. He said the goal is to allow the public to provide their ideas and thoughts early in the process for significant planning projects. Councilmember Jones suggested there is a feedback submission process for those who don't want to speak in front of a group, but would like their voice heard. Director Lindahl said it is part of the process to require the developer to have a website with the information and an opportunity to submit feedback online. The website information would be included in the mailing to residents near the project site. Councilmember Walsh shared his concern that a process that could potentially invite heavy pushback from members of the public would prevent developers from wanting to pursue business in White Bear Lake. He wondered if this would replace the process of working with City staff. Director Lindahl said the increased neighborhood involvement is a component of the process that is combined with a required follow-up discussion with the Planning Commission. These steps provide opportunity for staff to review the public feedback and offer suggestions for the developer. Councilmember Walsh hopes there is not too much burden on the developers on the front end of the process, only for them to have to redo their plans. Director Lindahl said there is a good balance to require the developers to have a thorough plan enough to inform residents and staff, and the more extensive plans would come in the following steps of the process.

In response to the Mayor's questions about how developers have felt about this type of process, Director Lindahl confirmed that most developers welcome this process in order to make a more reasonable, cost-effective investment in a community. Councilmember Hughes and Councilmember Jones asked what are the parameters for determining what constitutes the need for a required neighborhood meeting. Mayor Louismet followed up with the councilmembers' question and recognized the applicability is outlined, but wanted the City to consider making it more detailed. Councilmember Hughes suggested removing any residential requirements for individual homes who want to make changes to their own property. City Manager Crawford agreed and said the intent of this process is for large projects. She said staff will amend the language to make that clearer. Councilmember Jones acknowledged there is a careful balance of too much information and not enough information. City Manager Crawford said the staff can offer guidance to applicants on the amount of information being shared with City's residents to honor that balance. Director Lindahl thanked councilmembers for the discussion and suggestions. He said he will bring the information to the Planning Commission.

10. COMMUNICATIONS FROM THE CITY MANAGER

Crawford said the City has been receiving positive feedback on the new shelters at Lions Park. She thanked Public Works and Engineering staff for their work. She thanked Ramsey County for continuing to provide the City's election services. She reported that City Hall had a steady flow of voters all day. In honor of Veteran's Day, she wanted to acknowledge that there are 11 city employees who have or are currently serving in the military. She thanked them for their service. Lastly, she informed the Mayor and City Councilmembers that they have been invited to consider using electronic devices in place of paper meeting packets to reduce staff time, paper and delivery fuel.

11. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Engstran**, seconded by Councilmember **Hughes**, to adjourn the regular meeting at 8:06 p.m. Motion carried unanimously.



Dan Louismet, Mayor

ATTEST:



Caley Longendyke, City Clerk