



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, OCTOBER 27, 2020
7:00 P.M. VIA ZOOM OR TELEPHONE

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on October 13, 2020

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

Nothing scheduled

5. PUBLIC HEARINGS

A. Resolution certifying delinquent charges related to the municipal utility system assessment

B. Resolution certifying delinquent 2020 miscellaneous private property assessment for recovery of city expenses

6. LAND USE

A. Consent

1. Consideration of a resolution granting a one year time extension for a setback variance at 2687 County Road D (19-9-Ve)

B. Non-Consent

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

- A. Resolutions related to the City's CARES programs:
- Resolution authorizing assignment of \$1,489,375 in qualified Public Safety payroll expenses to the Coronavirus Relief Fund
 - Resolution authorizing a transfer of \$1,489,375 from the General Fund to the Economic Development Fund to be used for COVID-19 related expenditures and relief programs
- B. Resolution providing benefits for employees of the City of White Bear Lake who are not covered by employment agreements
- C. Resolution ordering preparation of a feasibility report for the 2021 Mill & Overlay Project (City Project Nos. 21-01, 21-06 & 21-13)
- D. Resolution authorizing an agreement with Ramsey County for 2021 – 2026 Election Services

10. CONSENT

- A. Resolution establishing 2021 polling place designations
- B. Resolution accepting work and authorizing final payment to Forest Lake Contracting, Inc. for completion of the 2019 Street Reconstruction Project, City Project Nos.: 19-01 & 19-06
- C. Resolution approving a deferred special assessment for properties at 1782 Elm Street (PIN 353022230164) and 1852 Elm Street (PIN 353022230115), City Project No.: 20-13
- D. Resolution approving contract extension with White Bear Boatworks for operation of the city's marina

11. DISCUSSION

Nothing scheduled

12. COMMUNICATIONS FROM THE CITY MANAGER

13. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, OCTOBER 13, 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, Economic Development Coordinator Tracy Shimek, Public Works Director/City Engineer Paul Kauppi, Finance Director Kerri Kindsvater, Environmental Specialist Connie Taillon, City Clerk Kara Country and City Attorney Troy Gilchrist.

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on September 22, 2020

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve the Minutes of the Regular City Council Meeting on September 22, 2020.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

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

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

A. East Goose Lake Adaptive Management – Phil Belfiori, VLAWMO

Environmental Specialist Taillon provided background on the Joint Powers Agreement with the Vadnais Lake Area Water Management Organization (VLAWMO), noting the purpose was to efficiently leverage resources to cooperatively protect and manage surface waters within the watershed. Ms. Taillon highlighted recent partnership projects with VLAWMO: Birch Lake shoreline restoration, Birch Lake sand-iron filter at 4th, Otter Lake Road and County Road F curb-cut rain garden retrofits.

VLAWMO Administrator Belfiori covered reasons for pursuing a healthier East Goose Lake and noted the lake’s impairment status by the Minnesota Pollution Control Agency. He explained that the City, as a stormwater permittee, is now required to report annually on the progress of nutrient impairment and loading into East Goose Lake, called Total Maximum Daily Load (TMDL).

Mr. Belfiori presented an Adaptive Lake Management (ALM) approach toward a healthier East Goose Lake that would rely on stakeholder input and listening, as well the science of an ever changing lake. A departure from the overall more costly and restrictive grants in the past, he outlined steps to implement the ALM approach:

<p>Step 1 Input sought, compiled, synthesized</p>	<ul style="list-style-type: none"> • City Council / VLAWMO Board • Neighborhood meeting(s) • Stakeholder “open house” • Stakeholder survey, web engagement
<p>Step 2 Continue developing ALM approached and authorize initial projects</p>	<ul style="list-style-type: none"> • Goals and projects established, selected • Proposed and agreed upon financial partnership • Phases of plan considered by WBL City Council and VLAWMO Board; initial projects authorized
<p>Step 3 Implement initial projects</p>	<ul style="list-style-type: none"> • Feedback and evaluation of project implementation
<p>Step 4 Based on feedback and results, continue implementing ALM projects</p>	<ul style="list-style-type: none"> • Feedback and evaluation of project implementation

Mr. Belfiori presented a draft 2021 financial partnership to develop ALM and implement initial projects. He also presented a long-range draft financial plan covering approximately the next three – five years.

After the presentation, Mr. Belfiori asked Council if they have any reservations with City participation in the ALM approach, the proposed financial partnership or the neighborhood meeting/stakeholder engagement to implement the East Goose ALM. Council members did not express concern about the City –VLAWMO partnership or moving forward with implementation of the above mentioned program.

In response to Councilmember Biehn’s inquiry about draining and dredging, Mr. Belfiori explained that this technique address invasive vegetation, which is not yet the problem in East Goose Lake due to the current lack of aquatic vegetation in the Lake. Ms. Taillon added this

option was considered initially, but was determined to be cost prohibitive. VLAWMO's Program Development Coordinator Dawn Tanner expounded that the cost estimate of an alum treatment was approximately \$200,000, while the cost estimate for dredging was closer to \$2 million and could potentially aggravate the issue by exposing more internal Lake pollutants in the process.

Mr. Belfiori agreed with Councilmember Jones that when the lake becomes clearer, the vegetation will begin growing and an ongoing plan for its control will need to be implemented. Councilmember Jones mentioned so few residents on this lake means fewer stakeholders and resources to support it, which is why a partnership with VLAWMO is important.

Councilmember Walsh inquired about fish stocking. Mr. Belfiori stated the VLAWMO will be working with the Department of Natural Resources (DNR) on a pilot project and will return to the Council with a fish stocking plan in 2021, which may also include aeration. He suspected bass and other bullhead predators will be included in the plan for Goose Lake.

Councilmember Edberg welcomed ongoing engagement with the residents and encouraged timely communication along the way. Mr. Belfiori agreed and described the ultimate benchmark will be measured by the reduction of phosphorus loading and concentration in East Goose Lake. He added the lake's health is also important but will be balanced with the use of the lake under this approach for social, financial and biological sustainability.

In response to Councilmember Edberg, Mr. Belfiori explained that East Goose Lake generally flows into West Goose Lake. He noted backflow during certain conditions will be something that will need to be considered as we go forward but may be able to be addressed by backflow preventers or other practices if found to be problematic.

Councilmember Edberg supported tangible benchmarks for water clarity, fish and plant diversity and encouraged public engagement in the monitoring process for these attributes. Mr. Belfiori welcomed this direction and Nick Voss, VLAWMO's Education and Outreach Coordinator, expressed enthusiasm for improved public engagement via more frequent webinars and stakeholder involvement, as well as new possibilities in lake monitoring depending on volunteer interest.

Mayor Emerson thanked Mr. Belfiori for the discussion, recognizing him as the new Administrator for VLAWMO, and looked forward to next steps in the process.

5. PUBLIC HEARINGS

Nothing scheduled.

6. LAND USE

A. Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Frazer Automotive for a variance at 2140 3rd Street. (Case No. 20-15-V). **Resolution No. 12636**

2. Consideration of a Planning Commission recommendation for approval of a request by Charlene Baker for a Special Home Occupation Permit at 3296 Glen Oaks Avenue. (Case No. 20-4-SHOP). **Resolution No. 12637**
3. Consideration of a Planning Commission recommendation for approval of a request by Stonehouse Catering for a Conditional Use Permit at 4466 Centerville Road. (20-7-CUP). **Resolution No. 12638**

It was moved by Councilmember **Edberg** seconded by Councilmember **Biehn**, to approve the Land Use Consent Agenda.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

A. Resolution authorizing 2020-21 Housing Policy Community Engagement Process

Community Development Director Kane recalled the August 25, 2020, City Council work session in which Gretchen Nichols Program Officer for LISC Twin Cities and Barbara Raye Executive Director and Founder of the Center for Policy Planning and Performance presented a Housing Policy Community Engagement Proposal.

Ms. Kane said a Housing Policy is expected to inform the Council's housing policy priorities and facilitate creation of a Housing Task Force to help define recommendations to the Planning Commission and City Council / Housing and Redevelopment Authority (HRA). Ms. Kane reviewed the consultants' proposal and forwarded staff's recommendation to enter into an agreement with the consultants to facilitate this process, not to exceed \$15,000.

Councilmember Edberg asked for clarification on expected outcomes for policy recommendations. He referenced data from the Maxfield Study, and expressed support in sharing this data with the public for a better understanding and awareness. Ms. Kane said staff hopes to gain an understanding of how best to proceed with various requests for redevelopment within the City.

Ms. Raye understood that the Council was seeking guidelines for how to handle development

proposals and/or how to handle community communication about a development. She will be looking at protocols the Council might adhere to, so that the public can see a transparent and defined process and principles followed consistently with each development proposal. While residents may still not like the outcome, she said, they will be more likely to understand the process and view it as fair. Ms. Nichols intended to build off the City's Comprehensive Plan and welcomed Council's direction through the process of clarify strategies and strengthening processes for achieving housing goals.

It was moved by Councilmember **Walsh** seconded by Councilmember **Jones**, to approve **Resolution No. 12639**, authorizing 2020-21 Housing Policy Community Engagement Process.

Biehn Aye
Edberg Aye
Engstran Nay
Jones Aye
Walsh Aye

Motion carried 4:1.

B. Resolution of support for the Bruce Vento Master Plan

City Manager Hiniker noted that Scott Yonke, Director of Planning and Development for Ramsey County Parks and Recreation, was present if the Council had any questions. Community Development Director Kane stated that Ramsey County was seeking a letter of support from the City of White Bear Lake for the Bruce Vento Master Plan Update.

Ms. Kane reported, first adopted by Ramsey County in 1993, the Bruce Vento Regional Trail Master Plan identifies a 13 mile multi-use trail corridor out of Saint Paul heading north. She explained that the southern seven (7) mile stretch was constructed in 2005 on the former BNSF railway, however, the northern six (6) mile stretch past I-694, through downtown White Bear Lake and to the northern border remains undeveloped.

Ms. Kane said that in 2016 a preferred alignment was identified between Buerkle Road and Highway 96, with a current terminus at Hoffman Road in consideration of more pedestrian connections to future Rush Line BRT station locations. She explained that a Feasibility Study identified an alternate preferred route north of Highway 96 on Bald Eagle Avenue, around Bald Eagle Lake to the County's northern limits at County Road J, where it connects with the Hardwood Creek Regional Trail in Hugo. Staff believes this proposed trail improvement project will be of tremendous benefit to the community and will help create a connected and safe regional recreation and transportation system that serves all modes of transport.

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve **Resolution No. 12640**, of support for the Bruce Vento Master Plan.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

C. Resolution establishing 2021 Group Life, Health and Dental Insurance for Employees

Finance Director Kindsvater gave the following report:

All regular employees are eligible to receive group health and life insurance coverage as part of their benefit package. The Employee Insurance Committee, comprised of representatives from each bargaining and non-bargaining group, reviews annual insurance proposals and provides recommendations related to available plans.

The most recent request for proposals for health insurance coverage was in 2018. At that time, the insurance committee chose Medica as the insurance provider. Medica's 2021 insurance renewal submitted to the City continues the six insurance plans offered in 2020. Three of the plans provide an open network provider list, while the other three plans contain a narrower provider list at a lower monthly premium. The premium proposal has a 3% increase for all six insurance plans.

There is no change in premiums for life insurance as this is the third year in a three year guaranteed rate structure. Employees may purchase insurance without a city contribution to the premiums. There is also no change for dental and long-term disability insurance plans. The short-term disability insurance premiums increase 5% for 2021, after maintaining many years without premium increases.

Tonight the Council is being asked to approve the renewal of these insurance plans. This approval does not establish the City's contribution amount toward the monthly premium costs for employees. Those details will be brought to the City Council for consideration at a later date.

It was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to approve **Resolution No. 12641**, establishing 2021 Group Life, Health and Dental Insurance for Employees.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

D. Resolution authorizing additional allocation for Business Relief Grants using Coronavirus Relief Funds

City Manager Hiniker explained that Treasury Guidelines provide a mechanism to assign public safety personnel expenses to Covid Relief Funds (CRF). She proposed that the City use this mechanism for the remaining "unassigned" funds, and then transfer an amount equal to that to the Economic Development Fund and earmark it for COVID related expenses. Effectively, this

would extend the timeframe for expending these funds and simplify the reporting and auditing process. Ms. Hiniker listed additional funding opportunities also to be considered at the next meeting: YMCA, Early Childhood Screening Program (equipment), Food Shelf, Hospitals & Cerenity Senior Care.

Housing and Economic Development Coordinator Shimek reviewed each of the CARES programs approved by the City Council in August and provided the following statistics / recommendations.

Emergency Assistance Grant Program: Housing & Childcare Assistance

- \$250,000 allocation
- 13 applications
- 5 approved for a total of \$6,686 in relief
- 7 in process
- 1 denied (no loss of income)
- No recommended program changes at this time

Mental Health Assistance: Community Mental Wellbeing support through NYFS

- \$30,000 allocation
- No requests for individual listening sessions to date
- Hosting a mental wellbeing webinar for business owners and operators in conjunction with ReGrowWBL and pursuing other community mental wellbeing programs
- Additional programing opportunities may be brought for further Council considerations

Non-Profit Relieve Grant

- \$100,000 allocation
- 6 applications received (period closed 10/12)
- If all are eligible a \$50,000 allocation will be utilized
- No recommended program changes at this time

Places of Worship PPE Grant

- \$25,000 allocation
- 4 applications received, Nov. 6 deadline
- If all are eligible a \$4,000 allocation will be utilized

Newtrax Restaurant Delivery Program

- \$20,000 allocation
- 791 meals served from WBL restaurants
- 7 WBL restaurants are participating to date
- Nearly \$7,700 expended of total allocations
- Will begin next week providing service to 79 district families – delivering 372 meals weekly
- Have provided service to six (6) senior apartment buildings in WBL

Business Grant

- \$250,000 allocation
- 47 applications; 3 ineligible; 1 withdrawn
- 43 eligible applicants, with a total eligible amount of awards of \$340,570
- 30 eligible for \$240,000 in grants who have not received state or county relief grants

- 13 applicants eligible for \$100,570 who have received state or county relief grants
- Fully funding all eligible applicants, including those who have received grants from a county or the state, requires an additional allocation of \$90,570 over the original \$250,000 allocation and would include \$240,000 for those applicants who have not already received state or county grants and \$100,570 for those who had.

Council voted to approve allocating an additional \$90,570 in funding so all eligible applicants received the full amount of awards they are eligible to receive.

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to approve **Resolution No. 12642**, authorizing additional allocation for Business Relief Grants using Coronavirus Relief Funds.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

10. CONSENT

- A. Acceptance of Minutes: August Environmental Advisory Commission, August Park Advisory Commission, September Planning Commission
- B. Resolution authorizing a Grant Agreement with MN Department of Public Safety for the 2021 Enforcement Grant (2020-2021 RCTSI grant). **Resolution No. 12643**
- C. Resolution authorizing Carbone's to hold outdoor music for Halloween. **Resolution No. 12644**
- D. Resolution approving a Joint Powers Agreement with Ramsey County Geographical Information Systems (GIS) Users Group. **Resolution No. 12645**
- E. Resolution approving lease amendments with Verizon Wireless for placement of communications equipment on the City's monopoles at 4636 Centerville Road. **Resolution No. 12646**

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

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

11. DISCUSSION

A. Marina Management Contract Extension

City Manager Hiniker reported that Jason and Angie Brown of White Bear Boat Works (WBBW) have been managing the City's marina operations for nearly 20 years. Ms. Hiniker acknowledged discussions about seeking proposals for this work, but characterized the arrangement with the Brown's as very positive. She relayed very positive reports of performance, noting customer relationships and extra efforts to protect the marina during ice out conditions, in addition to the leased site on Hoffman Road used for boat storage.

The Browns have indicated a desire to enter into another 5-year contract with the City and are not requesting an increase in their rates. Ms. Hiniker recommended that the City Council forego an RFP process and enter into another 5-year contract for services with WBBW. Councilmember Jones and Councilmember Walsh relayed their support for this decision, at this time.

12. COMMUNICATIONS FROM THE CITY MANAGER

- Matoska Park Gazebo – despite efforts to keep people off the second level of the Gazebo, it continues to be vandalized and staff believes it is unsafe and would like to remove the steps to the second floor until it can be repaired, or possibly rebuilt. Budgeting and fundraising was discussed.
- U.S./Canada Tank of the Year nominations – White Bear Lake water tower at Centerville Road is in 2nd place in Tnemec, Inc's Tank of the Year contest. Nominations accepted through Oct. 16 and the winners announced Oct. 23 for a spot in the annual tank calendar.
- Environmental Updates
 - Goose Lake boat launch for use by VLAWMO has been constructed.
 - Great Plains Institute published a blog about City's partnership with Cummins Inc, which can be found at the following link: <https://www.betterenergy.org/blog/community-partnerships-accelerate-electric-vehicle-charging-in-minnesota/>. Ramsey County Environmental Health Division also plans to highlight this partnership in their November Green Ramsey e-newsletter. Visit RamseyCounty.us and search "Green Ramsey"
- Work Session reminder: October, 20, 2020 at 6:00 p.m. to discuss the Non-General Fund Budget focusing on water, sewer, storm water and refuse rates.
- Ordinance second readings from earlier this year will be scheduled now that people are more comfortable with an electronic format.
- Engineering update - Paul Kauppi, City Engineer/Public Works Director
 - Public Works crews have been winterizing park facilities, vehicles and buildings.
 - Street sweepers will continue to make the rounds to clear leaves from 85 miles of street.
- Mayor Emerson reported White Bear Lake took 2nd place again in the Mayor's Water Challenge, with Laguna Beach taking 1st place.

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 9:02 p.m.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Nay

Motion carried 4:1.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Finance Department
MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kerri Kindsvater, Finance Director

Date: October 22, 2020

Subject: Certification of Delinquent Utility Accounts

BACKGROUND

The City bills property owners or renters for water, sewer, and refuse utilities on a quarterly basis, with the amount due on the statement payable on or before the fifth day of the month following the quarter end. This allows 35 days for payment on the account. In pre-pandemic operations, the City assessed a 10% penalty on the unpaid balance of the last billing not paid by the appropriate date per the City's Ordinance Code. The resolution adopted by the City Council at the March 24, 2020 meeting suspended late fees related to utility services rendered from January 1, 2020 until the time the Council reinstates the late fees through passage of a new resolution.

Minnesota Statutes 444.075, subd.3e addresses the issue of unpaid utility fees and grants municipalities the authority to certify delinquent utility accounts to property owner's real estate taxes as a special assessment for collection. To determine assessable charges, the City reviews all account activities as of June 30 each year. Any accounts with charges more than thirty days past due, that have previously been billed to the occupant of the properties, shall be certified to the appropriate county to be extended by the County Auditor to the tax rolls against the properties in the same manner as other taxes.

The City sent notices of potential certifications to 944 accounts with a total due of \$470,163.92 in September 2020. Customer payments received through October 16, 2020 brought 485 accounts current for billing purposes. The final certification listing has 459 accounts remaining delinquent with a total balance due of \$284,805.60. The following chart compares these figures with recent years:

	Notices		Accounts		Assessments		Percent Change
	sent in Sept.	Total Due	paid during Sept/Oct	Total received	for Council approval	Total due	
2016	2,628	389,239.00	2,041	115,782.00	587	273,457.00	
2017	962	416,500.00	415	133,814.00	547	282,686.00	3.37%
2018	969	452,129.00	453	143,338.00	516	308,791.00	9.23%
2019	1,013	503,725.94	466	155,479.44	547	348,246.50	12.78%
2020	944	470,163.92	485	185,358.32	459	284,805.60	-18.22%

The Council's decision to suspend the utility bill late fees during this time and County bill-pay assistance programs helped reduce the total due through special assessments this year.

The City will continue to accept payments on delinquent accounts through the third week of November, which allows property owners additional time to reduce the assessment amount certified to their 2021 property taxes.

The City's policy maintains water, sewer, and refuse services to properties even if the accounts become delinquent. The delinquent certification program provides customers a financing option to pay the amount due and provides the City with assurance that delinquent utility accounts will be close to current status by moving past due amounts as of June 1 to property taxes for collection each year.

SUMMARY

The certification process provides customers with the flexibility to pay delinquent balances as of June 1, 2020 with two payment options. The first option allows partial or complete payment of the delinquent amount by November 20 without incurring any additional costs or interest. The second option allows the City to certify delinquent amounts to property taxes, for payment in two equal installments in May 2021 and October 2021. This option includes a 7.5% interest fee and a \$30 processing fee for each account. With the certification process, the property owner has almost two years to pay their utility fees with no impact on their credit rating.

Due to the length of the delinquent account list, staff has not attached the list to this memorandum but it is available for City Council review in the Finance Department.

The notices of potential certifications explained that property owners could address the City Council if they have special circumstances and believe the City should defer the certification for the year. No property owners submitted request for deferral of their delinquent utility amount from the certification assessment process as of October 20, 2020.

RECOMMENDATION

The attached resolution authorizes the City to certify delinquent utility amounts as special assessments against the appropriate properties. A complete list of delinquent accounts is available upon request.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION CERTIFYING DELINQUENT CHARGES RELATED TO THE
MUNICIPAL UTILITY SYSTEM ASSESSMENTS**

WHEREAS, the City has provided sewer, water, refuse services to users of the municipal utilities to properties within the City; and

WHEREAS, the City has invoiced these users for the services and payment on some of these invoices is delinquent, and

WHEREAS, Minnesota Statute §444.075 allows the City to certify charges associated with the municipal utilities as special assessments with the County Auditor.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake as follows:

1. Delinquent charges associated with the municipal utilities shall be certified to the County Auditor for collection as special assessments.
2. That a processing fee of \$30.00 per account be applied to the assessment.
3. The special assessments shall be due and payable over a term of one (1) year at an annual rate of seven and one-half percent (7.5%).

The foregoing resolution, offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Finance Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kerri Kindsvater, Finance Director

Date: October 22, 2020

Subject: Certification of City expenses incurred servicing private property

BACKGROUND

Throughout the year, the City contracted services to provide lawn care and tree removal to several property owners. The City billed all property owners for the services performed on their behalf; however, a few of the invoices remain unpaid.

SUMMARY

The following list summarizes the delinquent invoice balances:

<u>Description of service</u>	<u>Amount</u>
Tree removal	\$ 1,964.73
Lawn care	<u>1,200.11</u>
	<u><u>3,164.84</u></u>

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution certifying the total \$3,164.84 delinquent miscellaneous private billings for a one-year period at an annual interest rate of seven and one-half (7.5%) percent.

ATTACHMENTS

Resolution
Certification detail for delinquent invoices

RESOLUTION NO. _____

**RESOLUTION CERTIFYING DELINQUENT 2020 MISCELLANEOUS PRIVATE
PROPERTY ASSESSMENT FOR RECOVERY OF CITY EXPENSES**

WHEREAS, Minnesota Statutes §429.101 allows the City to certify special charges associated with servicing property as special assessments with the County Auditor; and

WHEREAS, the City has provided various services to the attached listing of properties, invoiced those properties for services completed and has not been reimbursed as of October 20, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota, that:

1. Nuisance charges associated with maintaining private property within the City ordinance are certified to the County Auditor for collection as special assessments.
2. The nuisance assessments are authorized per the attached worksheet totaling \$3,164.84 for recovery of the City incurred expenses.
3. Nuisance assessment shall be payable over a term of one (1) year at an annual rate of seven and one-half percent (7.5%).

The foregoing resolution, offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

CITY OF WHITE BEAR LAKE
 ASSESSMENT ROLL RAMSEY COUNTY
 MISCELLANEOUS ITEMS TO BE CERTIFIED TO TAXES 2020

PROPERTY IDENTIFICATION NUMBER	PROPERTY OWNER	PROPERTY ADDRESS	DESCRIPTION	INV #	DELIQUENT AMOUNT	TRANS-ACTION FEE	TOTAL ASSESSMENT CERTIFIED TO COUNTY
26.30.22.14.0041	Corrigan, Ryan and Myra	2149 Randy Avenue	Tree removal	12422	628.12	25.00	653.12
36.30.22.11.0006	FBS Property Management	2650 County Road E	Tree removal	12406	509.98	25.00	534.98
14.30.22.44.0017	Hodges, Allen	4654 Clark Avenue	Lawn care	12196	128.85	25.00	153.85
14.30.22.14.0081	Lehnen, Danielle	2121 7th Street	Lawn care	12195	128.85	25.00	153.85
14.30.22.14.0081	Lehnen, Danielle	2121 7th Street	Lawn care	12390	134.21	25.00	159.21
14.30.22.14.0081	Lehnen, Danielle	2121 7th Street	Lawn care	12411	134.21	25.00	159.21
14.30.22.33.0059	Morrison, Michael	4633 4th Avenue	Lawn care	12231	150.00	25.00	175.00
14.30.22.33.0059	Morrison, Michael	4633 4th Avenue	Lawn care	12166	161.07	25.00	186.07
23.30.22.22.0030	Nguyen, Loi	1891 Clarence Street	Tree removal	12162	751.63	25.00	776.63
25.30.22.21.0007	Petersen, John	4048 Jay Lane	Lawn care	12150	187.92	25.00	212.92
Total Assessment					<u>2,914.84</u>	<u>250.00</u>	<u>3,164.84</u>



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Anne Kane, Community Development Director

Date: October 22, 2020 for the October 27, 2020 City Council Meeting

Subject: **Bruggeman Builders, LLC – Setback Variance
Case No. 19-9-Ve – One Year Time Extension**

REQUEST

A one year time extension for a 5 foot setback variance along the western property line to construct a tri-plex townhouse on the parcel located at 2687 County Road D. See applicant's letter of request.

SUMMARY

The original approval had the support of staff, although two neighbors expressed concerns regarding impact of the development on the value of their homes and loss of open space. The Planning Commission (with a 4-1 vote) and the City Council (with a 3 – 1 vote) both approved the variance request.

Staff reviewed the adjacent property owner notification area and there has not been any change in ownership over the past year.

RECOMMENDED COUNCIL ACTION

Approval of the attached resolution of approval.

ATTACHMENTS

Draft Resolution
Letter of Request

RESOLUTION NO.

**RESOLUTION APPROVING TIME EXTENSION FOR
A SETBACK VARIANCE AT 2867 COUNTY ROAD D
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (19-9-Ve) has been submitted by the Bruggeman Builders to the City Council requesting a variance from the City of White Bear Lake at the following site:

ADDRESS: 2867 County Road D

LEGAL DESCRIPTION: The West 100 feet of the East 663 feet of the South 613 feet of the Southeast ¼ of the Southeast ¼ (SE1/4 of SE1/4) of Section 36, Township 30, Range 22, lying northerly of the centerline of County Road D, subject to the rights of the public for County Road "D", in the County of Ramsey and State of Minnesota.

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING: A one year extension to an approved variance (until November 12, 2021):

Resolution No. 12470: A Resolution approving a five foot variance from the fifteen foot side yard setback, per Code Section 1303.080, Subd.5.c.2.b, in order to build a triplex ten feet from the west property line.

WHEREAS, the City Council has considered the effects of the proposed extension upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding area.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the City Council approves the requested time extension, subject to all the same terms and conditions as the original approval.

The foregoing resolution, offered by Council member _____ and supported by Council member _____, was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



October 19, 2020

Anne Kane
4701 Highway 61
White Bear Lake, MN 55110

Dear Anne,
I would like to request a one-year extension to the five foot variance granted on 2687 County Road D resolution number 12470.

Due to the economic impact and unavailable building materials this year as a result of COVID-19 we were unable to begin construction on this site in 2020. Our hope is to proceed with this project in the spring of 2021, but this too will be dependent on the market at that time.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Bruggeman", with a long horizontal flourish extending to the right.

Paul Bruggeman



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Anne Kane, Community Development Director
Tracy Shimek, Housing & Economic Development Coordinator

Date: October 22, 2020 for the October 27, 2020 City Council Meeting

Subject: **Update on CARES Relief Funding Programs**

BACKGROUND

At its August 25, 2020 meeting City Council approved a COVID Relief Funding grant allocation plan that included funding for businesses, non-profits and residents. The City Council also approved a PPE reimbursement grant program for places of worship, a meal delivery program supporting both local restaurants and residents in need through a local transportation provider, and a mental health support program for residents and people who have a place of employment in the city. At its October 13, 2020 meeting City Council heard an update on the CARES Relief Funding Program and allocated up to an additional \$90,570 to the business relief grant programs to ensure all eligible applicants received a grant.

Staff further provided an update on U.S. Treasury guidelines related to utilization of the Coronavirus Relief Fund (CRF) that can be used to offset the cost of public safety payroll expenses. Staff recommends utilizing this mechanism to encumber the CRF funds to ensure all funds are accounted for by the November 15th deadline. Staff further recommends that Council approve a transfer equal to that amount into the Economic Development Fund to be earmarked for COVID related expenses. Doing so greatly reduces the administrative burden related to federal reporting and auditing procedures, and more importantly, allows the City to extend the timeline for distribution of these funds.

SUMMARY

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.²

Per guidance from the U.S. Department of the Treasury:

“In recognition of the particular importance of public health and public safety workers to State, local, and tribal government responses to the public health emergency, Treasury has provided, as an administrative accommodation, that a State, local, or tribal government may presume that public health and public safety employees meet the substantially dedicated test, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.” The Treasury recently supplemented this guidance to more specifically clarify that public safety employees would include police officers (including state police officers), sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel.

Provided further clarification and in consultation with the with attorneys from Kennedy & Graven and auditors from Abdo, Eick & Meyers, it is a reasonable presumption that public safety payroll expenditures have been “necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).” With that, staff recommends that Council approve \$1,489,375 in Public Safety personnel expenses be submitted as CRF-qualified expenditures for September reporting, which would effectively encumber the remaining funds provided by the State through the CARES Act. Staff would further recommend that Council transfer an amount equal to that from the General Fund to the Economic Development Fund to be used for COVID-related expenses..

Placement of these funds in the Economic Development Fund provides for administrative flexibility in the timing and distribution of the funds to support the programs established by the City Council. Specifically, it will allow for the continuation of the housing and childcare assistance program into 2021. It also extends the timeframe for access to mental health services through Northeast Youth and Family Services (NYFS), as provided for in its grant. In addition to providing greater flexibility to address the pandemic-related needs of the community, this transfer will streamline the single-audit required for use of federal funds, greatly reducing the amount of staff time dedicated to the audit process.

In addition to amending the use of its CRF, staff is recommending the following additions and amendments to the already established City of White Bear Lake CARES Relief Programs:

- Allow for flexibility in the use of the \$30,000 allocated to NYFS by allocating \$10,000 of that fund for use to reimburse pandemic related expenses while retaining \$20,000 for mental well-being programming and marketing expenses for those programs
- Allocate an additional \$20,000 to Newtrax, with up to \$10,000 to reimburse expenses related to the pandemic and a minimum of \$10,000 of that allocation to the meal delivery program supporting local restaurants and residents
- Allocate \$10,000 to the White Bear Area Food Shelf to reimburse increased operating expenses related to the pandemic or offset some of the cost of increased food needs of the community during the pandemic
- Allocate \$10,000 to the White Bear Lake YMCA to reimburse costs and services related to the pandemic.

Staff further recommends that \$106,000 of these funds be transferred to the Ambulance Fund to offset lost revenues resulting from a 10% reduction in billable calls during the Stay at Home order.

The attached budget shows \$173,773 yet unassigned, which staff recommends be held through the end of this year. The City Council would then revisit use of the remaining funds in 2021.

RECOMMENDED COUNCIL ACTION

Staff recommends that Council adopt the attached resolution amending the plan adopted for the use of the Coronavirus Relief Fund to cover payroll costs of public safety employees and expenses incurred by the city due to the pandemic. Staff further recommends council adopt the second attached resolution to transfer \$1,489,375 of from the General Fund to the Economic Development Fund in order to expend the funds as outlined in the attached budget summary.

ATTACHMENTS

- Resolution authorizing assignment of \$1,489,375 in qualified Public Safety payroll expenses to the Coronavirus Relief Fund
- Resolution authorizing a transfer of \$1,489,375 from the General Fund to the Economic Development Fund to be used for COVID-19 related expenditures and relief programs

RESOLUTION NO.: _____

RESOLUTION AUTHORIZING ASSIGNMENT OF \$1,489,375 IN QUALIFIED PUBLIC SAFETY PAYROLL EXPENSES TO THE CORONAVIRUS RELIEF FUND

WHEREAS, the federal government established the Coronavirus Aid, Relief, and Economic Security (CARES) Act on March 27, 2020, providing over \$2 trillion in federal economic relief to protect the American people from the public health and economic impacts of COVID-19; and,

WHEREAS, Section 5001 of the CARES Act established the \$150 billion Coronavirus Relief Fund (CRF), providing payments to State, Local and Tribal governments navigating the impact of the COVID-19 outbreak and established criteria that expenses must meet to be eligible for CRF funding; and

WHEREAS, \$841 million in federal COVID-19 economic relief funds were distributed to Minnesota counties, cities and towns to support local government coronavirus relief efforts; and

WHEREAS, the City of White Bear Lake received \$1.918 million in federal COVID-19 economic relief funds based on \$75.34 per capita distribution; and

WHEREAS, the United States Department of the Treasury has issued guidance allowing local governments to presume the payroll for public safety employees have been substantially dedicated to responding to the local health emergency as an administrative accommodation; and

WHEREAS, the City of White Bear Lake has determined this is a reasonable presumption; and

WHEREAS, the City of White Bear Lake has identified \$1,489,375 in qualified public safety payroll expenses through November 15, 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the City Manager is hereby authorized to utilize the City of White Bear Lake's allocation of Coronavirus Relief Funds to reimburse \$1,489,375 in payroll costs for its public safety employees.

The foregoing resolution offered by Councilmember _____ and supported by Councilmember _____ was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

RESOLUTION NO.: _____

RESOLUTION AUTHORIZING A TRANSFER OF \$1,489,375 FROM THE GENERAL FUND TO THE ECONOMIC DEVELOPMENT FUND TO BE USED FOR COVID-19 RELATED EXPENDITURES AND RELIEF PROGRAMS

WHEREAS, the federal government established the Coronavirus Aid, Relief, and Economic Security (CARES) Act on March 27, 2020, providing over \$2 trillion in federal economic relief to protect the American people from the public health and economic impacts of COVID-19; and,

WHEREAS, Section 5001 of the CARES Act established the \$150 billion Coronavirus Relief Fund (CRF), providing payments to State, Local and Tribal governments navigating the impact of the COVID-19 outbreak and established criteria that expenses must meet to be eligible for CRF funding; and

WHEREAS, \$841 million in federal COVID-19 economic relief funds were distributed to Minnesota counties, cities and towns to support local government coronavirus relief efforts; and

WHEREAS, the City of White Bear Lake received \$1.918 million in federal COVID-19 economic relief funds based on \$75.34 per capita distribution; and

WHEREAS, the City of White Bear Lake has assigned \$1,489,375 of this allocation to offset payroll expenses for public safety personnel, as authorized through the U.S. Treasury guidelines; and

WHEREAS, the City of White Bear Lake proposes transferring \$1,489,375 from the General Fund to its Economic Development Fund to be earmarked for COVID related expenses, out of which previously established grant programs and municipal COVID-related expenses will be funded.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the City Manager is hereby authorized to transfer \$1,489,375 from the General Fund to the Economic Development Fund to be used for the COVID-19 expenses and relief programs.

BE IT FURTHER RESOLVED by the City Council of the City of White Bear Lake that from these funds, the following is approved:

- Allocate \$10,000 to each the YMCA and Food Shelf to assist with COVID related expenses; and
- Allocate an additional \$20,000 to NewTrax, \$10,000 of which may be used for COVID related expenses, with remaining funds to be put toward the Meal Delivery Program; and

- Authorize Northeast Youth and Family Services to use \$10,000 of its August 25th allocation for COVID related expenses; and
- Authorize \$106,000 be transferred to the City's Ambulance Fund.

The foregoing resolution offered by Councilmember _____ and supported by Councilmember _____ was declared carried on the following vote:

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

	Committed as of 08.25.20	Committed as of 10.23.20	Proposed	Total
City Expenses	\$ 677,000	\$ -	\$ -	\$ -
Payroll for staff with diverted responsibilities		214,811		214,811
Payroll for EFMLA leaves and staff quarantine		46,671		46,671
Two temporary EMTs pay, pera and medicare		117,658		117,658
Unemployment		12,286		12,286
Wellness checks for Police and Fire		10,000		10,000
Remote/telework capabilities		31,170		31,170
PPE and other safety measures - Police and Fire		67,643		67,643
PPE and other safety measures - other depts.		44,628		44,628
HVAC and air purifier improvements		155,200		155,200
Building modifications		35,084		35,084
Ambulance Fund			106,000	106,000
subtotal	677,000	735,151	106,000	841,151
Community Support Programs/Grants				
Outside party program administration		62,500		62,500
Liquor Licenses - rebates (2020)		14,621		14,621
Economic Development and Regrow Campaign		32,955		32,955
Restaurant Campaign		12,000		12,000
Emergency Assistance Program	250,000	326,000		326,000
Business Relief Program	250,000	250,000		250,000
Non Profit Relief Program	100,000	50,000		50,000
Mental Health Assistance	30,000	30,000		30,000
Century College - technology grant	30,000	30,000		30,000
Newtrax Meal Delivery Program	20,000	20,000		20,000
NewTrax additional contribution			20,000	20,000
Food Shelf parking lot		10,000		10,000
File of Life Program	3,000	3,000		3,000
Places of Worship PPE	25,000	17,000		17,000
Early Childhood Screening Equip		5,000		5,000
Food Shelf			10,000	10,000
YMCA			10,000	10,000
Unassigned				
Cerenity				-
St. Johns Hospital				-
Regions Hospital				-
subtotal	708,000	863,076	40,000	903,076
TOTAL				\$ 1,744,227
CRF Funds				\$ 1,918,000
Remaining				\$ 173,773



City of White Bear Lake
Finance Department
MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kerri Kindsvater, Finance Director

Date: October 22, 2020

Subject: **Employee Benefits for Non-bargaining Employees**

BACKGROUND

Collective bargaining agreements do not represent a majority of the City's workforce. The City classifies these non-union employees as either clerical/technical or management/exempt due to the nature of their work. The City Council establishes compensation parameters for these employees through the acceptance of the annual Position Classification and Compensation Plan. Historically, the City Council establishes medical and life insurance benefit changes for non-bargaining employees to coordinate with the union contract negotiations, which all have a January 1 renewal date.

The City Council adopted a resolution approving Medica's proposal to continue the six employee health insurance plans beginning on January 1, 2020 through 2021 with a 3% increase in premiums for each plan at the October 13, 2020 meeting.

SUMMARY

Health Insurance Coverage and Utilization

The 2021 employee group insurance package includes two network options: one with open access to many providers and one with fewer service provider options. The narrow network plans offer employees an opportunity to reduce their monthly premium costs by accepting fewer choices for participating clinics and hospitals. One major difference between the two networks centers on specialty care facilities; the narrow network covers the University of Minnesota Hospitals and Clinics but does not include services through the Mayo Health System or Hazelden.

The two Comprehensive Major Medical (CMM) plans in each network contain higher monthly premiums with deductibles due for services. Employees selecting one of these plans could incur out-of-pocket costs greater than the HSA plan; however, this would only occur if hospitalization of multiple family members occurred during the year. Each of the CMM plans have either a co-pay or a cost-sharing option to cover part of the ongoing costs for items like prescriptions.

The City's Health Savings Account coverage follows the embedded structure per the IRS Regulations, which provides a \$2,800 deductible per individual and \$5,600 per family. The Health Savings Account plans offer the lowest overall premiums but requires members to manage their medical care and services as clinic visits and prescriptions are entirely their responsibility before they reach the annual deductible amount. Staff recognizes employees selecting the HSA plan

typically incur a higher percentage of their total medical costs; however, their annual out-of-pocket maximum has the potential to be less than the other two plan options.

The City's non-bargaining group contains 53 employees. The following chart reflects the group's insurance coverage by type:

<u>No Dependents:</u>		
Deferred insurance	17	32%
Single coverage	13	25%
	30	57%
<u>Dependents:</u>		
Employee +1	9	17%
Multiple dependents	14	26%
	23	43%
Total	53	100%

Just over a half of non-bargaining employees within the City's health insurance program choose the Health Savings Account (HSA) high deductible plan, which requires the employees to pay the annual deductible before the insurance coverage becomes effective.

Proposed City Contribution

In some years, the City splits health insurance premium increases with employees, notably in years when the increases are quite high. However, the City has taken the opportunity, when increases are more reasonable, to expand contributions for employee health insurance premiums in order to remain competitive for both existing and prospective employees. For 2021, staff recommends the City absorb the 3% increase.

The following tables summarize the City's proposed 2021 health insurance contributions, which includes the non-tobacco incentive, and employees' responsibility for the monthly premiums for both the open access network and the VantagePlus narrow network.

2021 Coverage – Medica Open Access Network:

	<u>1,000 Deductible</u>	<u>2,000 Deductible</u>	<u>2,800 HSA</u>
<u>Single</u>			
Premium	661.94	622.76	607.78
City Contribution	573.00	567.00	591.00
Employee Cost	88.94	55.76	16.78
<u>Employee+1</u>			
Premium	1,455.51	1,369.36	1,336.42
City Contribution	1,103.00	1,092.00	1,143.00
Employee Cost	352.51	277.36	193.42

Multiple Dependent

Premium	1,850.51	1,740.98	1,699.11
City Contribution	1,345.00	1,331.00	1,395.00
Employee Cost	505.51	409.98	304.11

2021 Coverage – Medica VantagePlus Narrow Network:

	<u>1,000 Deductible</u>	<u>2,000 Deductible</u>	<u>2,800 HSA</u>
<u>Single</u>			
Premium	595.75	560.48	547.00
City Contribution	571.00	560.48	547.00
Employee Cost	24.75	0.00	0.00
<u>Employee+1</u>			
Premium	1,309.96	1,232.42	1,202.78
City Contribution	1,099.00	1,088.00	1,139.00
Employee Cost	210.96	144.42	63.78
<u>Multiple Dependent</u>			
Premium	1,665.46	1,566.88	1,529.20
City Contribution	1,340.00	1,326.00	1,390.00
Employee Cost	325.46	240.88	139.20

Additional City Contribution

The City acknowledges the financial impact employees accept when choosing the HSA high-deductible coverage by contributing \$58.33 for single coverage and \$116.67 for multiple dependent coverage into the employee's health care account each month. These contributions will remain at this level for 2021.

Employee Deferred Insurance Benefit

All employees must enroll for group health insurance through the City unless they can demonstrate they have coverage through another group plan. An individual plan does not qualify as coverage under a group plan. If an employee provides the required proof of coverage, he/she can opt out of the City's insurance program and receive up to \$294 per month as a deferred insurance payment if they do not use tobacco products. The City Council adopted this contribution amount in July 2010 and it will remain the same in 2021.

Other Non-Bargaining Employee Benefits

Dental, life and long-term disability insurance coverages and rates remain unchanged in 2021. A new short-term disability insurance guaranteed rate period begins a two-year term January 1, 2021; with rates increasing 5% in 2021 and unchanged in 2022.

RECOMMENDATION

Staff recommends Council adopt the attached resolution establishing a benefit package for non-bargaining employees effective January 1, 2021.

ATTACHMENTS

Resolution

RESOLUTION NO.:

RESOLUTION PROVIDING BENEFITS FOR EMPLOYEES OF THE CITY OF WHITE BEAR LAKE WHO ARE NOT COVERED BY EMPLOYMENT AGREEMENTS

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that the following benefits shall be provided to employees of the City who are not covered by employment agreements effective January 1, 2021.

1. **Health Insurance:** Employees may select one of the following options as the City's contribution towards medical/health and life insurance:

Employee's selecting **single coverage** may select one of the following:

<u>Open Access Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>2,800 H.S.A.</u>
City Contribution N/S	573.00	567.00	591.00
City Contribution Basic	553.00	547.00	571.00
<u>VantagePlus Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>2,800 H.S.A.</u>
City Contribution N/S	571.00	560.48	547.00
City Contribution Basic	551.00	540.48	527.00

Employee's selecting **Employee + 1 coverage** may select one of the following:

<u>Open Access Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>2,800 H.S.A.</u>
City Contribution N/S	1,103.00	1,092.00	1,143.00
City Contribution Basic	1,043.00	1,032.00	1,083.00
<u>VantagePlus Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>2,800 H.S.A.</u>
City Contribution N/S	1,099.00	1,088.00	1,139.00
City Contribution Basic	1,039.00	1,028.00	1,079.00

Employee's selecting **Multiple Dependent coverage** may select one of the following:

<u>Open Access Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>2,800 H.S.A.</u>
City Contribution N/S	1,345.00	1,331.00	1,395.00
City Contribution Basic	1,285.00	1,271.00	1,335.00
<u>VantagePlus Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>2,800 H.S.A.</u>
City Contribution N/S	1,340.00	1,326.00	1,390.00
City Contribution Basic	1,280.00	1,266.00	1,330.00

RESOLUTION NO.:

2. **H.S.A. Contribution:** Employees selecting first dollar deductible insurance coverage defined as the Health Savings Account Plan would be entitled to the following annual City contributions:

<u>Coverage</u>	<u>H.S.A. Contribution</u>
Single	\$58.33/mo.
Employee + 1	\$116.67/mo.
Multiple Dependents	\$116.67/mo.

3. **Deferred Insurance:** Employees with proof of group insurance elsewhere, may opt out of the City's insurance program and receive one of the following:

City Contribution N/S (non-smoking)	294.00
City Contribution Basic	279.00

4. **Life Insurance:** The City shall provide a life insurance policy equal to the employee's salary up to \$100,000, according to the group policy purchased by the City.

The foregoing resolution offered by Councilmember _____ and supported by Councilmember _____ was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: October 27, 2020

Subject: **Feasibility Report for Proposed 2021 Mill & Overlay Project
City Project Nos. 21-01, 21-04, 21-06, & 21-13**

BACKGROUND / SUMMARY

The City of White Bear Lake has been reconstructing streets since the mid-1980's, replacing deteriorated streets with new engineered gravel bases, concrete curb and gutter and bituminous pavements. Street reconstruction projects also include improvements to the storm sewer system and installation of storm water treatment facilities. The reconstruction program is ongoing and with completion of the 2020 street reconstruction project, the City has reconstructed over 92% of its streets (79 miles) which leaves just under 7 miles remaining to be improved to current engineering standards.

Once streets have been reconstructed to current engineering standards, they can be maintained by routine maintenance techniques such as crack sealing, sealcoating and minor patching. These maintenance techniques should keep bituminous pavements in good condition for approximately 25 years before another major rehabilitation technique such as milling and overlaying is necessary. The life of the pavements between major rehabilitation techniques depends largely on traffic types and volumes. Streets which carry larger vehicles with heavy loads and higher daily volumes of traffic can show signs of wear more than low volume residential streets.

There are streets in the City in which the wearing course (top surface of pavement) is deteriorating to the point where routine patching is no longer able to maintain the street in an acceptable driving condition, making milling and overlaying necessary. Milling and overlaying is a process where the upper 1-1/2" to 2" of asphalt is "milled" (removed with a large grinding machine) and then a new bituminous wearing course is placed, creating a new road surface. Use of this pavement maintenance technique is necessary to ensure the preservation of our street pavements. This type of project extends the length of time required between street reconstructions. As reconstructed pavements age, the City will need to increase the number of mill and overlay projects in order to maintain the serviceability of its pavement infrastructure.

The City has reached a point in its pavement management program where the implementation of a mill and overlay program is necessary to preserve the investment it has made in its street infrastructure. The City incorporated a mill and overlay component into its overall Pavement

Management Program for the first time in 2011. The mill & overlay program is starting now even though we have not yet completed the street reconstruction program (approximately 8% or 7 miles of streets remain). The City will be challenged as it works to complete the street reconstruction program while undertaking mill and overlay projects at the same time to maintain streets reconstructed 20 – 30 plus years ago. We anticipate that the two programs could overlap for the next 4-6 years before the street reconstruction program is completed as we are continuing to undertake mill and overlay projects.

Each year the City Council selects streets for inclusion in the City's Street Reconstruction Program. The Council receives recommendations for reconstruction projects from the Engineering and Public Works Departments based upon pavement conditions among other factors. The proposed 2021 Street Reconstruction is highlighted in the color blue on the Proposed Street Projects 2021 Map included with this memo. This includes one alley to be reconstructed as part of the 2021 Project.

Similar to the Street Reconstruction Program, each year the City Council will need to select streets, and occasionally City owned parking lots, for inclusion in the City's Mill & Overlay Program. The Council receives recommendations for mill and overlay projects from the Engineering and Public Works Departments based upon pavement conditions among other factors. The proposed 2021 Mill & Overlay Project is highlighted in the color red on the Proposed Street Projects 2021 Map included with this memo.

Based upon our analysis, the following are recommended to the City Council for inclusion in a Feasibility Report for the 2021 Mill & Overlay Project:

21-01 Streets being considered:

Campanaro Lane

(Ninth Street to Garden Lane)

Garden Lane

(Woodcrest Road to Georgia Lane)

Georgia Lane

(Ninth Street to Garden Lane)

Woodcrest Road

(Ninth Street to Garden Lane)

21-04 City Parking Lots being considered:

Matoska Park (Parking Lot off of Lake Avenue)

Lakewood Hills Park (Parking Lot off of Orchard Lane)

21-06 Streets being considered:

Birch Lake Avenue

(Otter Lake Road to Fourth Avenue)

21-13 Streets being considered:**Elm Street**

(Fair Oaks Drive to Willow Avenue)

Fair Oaks Drive

(Elm Street to Savannah Avenue)

Fair Oaks Court

(Fair Oaks Drive to End Cul-De-Sac)

Lake Hill Circle

(County Road F to End Cul-De-Sac)

Savannah Avenue

(Elm Street to End Cul-De-Sac)

Fifth Street

(Cook Avenue to Stewart Avenue)

Sixth Street

(Banning Avenue to Stewart Avenue)

Alley(Between Cook Avenue & Stewart Avenue
from 6th Street to 7th Street)

The next step in the improvement process is the preparation of a Feasibility Report to determine if the projects are advisable from an engineering standpoint and how they could best be constructed and funded.

A portion of the project cost will be assessed to benefitting properties in accordance with the City's Special Assessment Policy. The assessment rates for 2021 will be reviewed in consultation with the City's appraisal consultant to ensure the proposed assessments are fair, uniform, and provide benefit in the amount of the proposed assessments. We have asked the appraiser to specifically look at the large and irregular shaped parcels. A copy of the appraisal report will be provided to the City Council when complete.

RECOMMENDED COUNCIL ACTION

Staff recommends that the Council adopt the resolution and order the preparation of Feasibility Reports for the 2021 Mill & Overlay Project.

ATTACHMENTS

Resolution

Proposed Street Projects 2021 Map

RESOLUTION NO.:

**RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT
FOR THE 2021 MILL & OVERLAY PROJECT**

CITY PROJECT NOs. 21-01, 21-04, 21-06 & 21-13

WHEREAS, the City has made a commitment to improving and preserving its bituminous pavement street system by reconstructing deteriorated streets and undertaking maintenance programs such as patching, crack sealing, sealcoating, and milling & overlaying; and

WHEREAS, streets which have been reconstructed and maintained with routine maintenance techniques still require periodic major rehabilitation to maintain a smooth driving surface and protect the integrity of the structural components of the road; and

WHEREAS, it is proposed to improve one Alley (between Cook Avenue & Stewart Avenue from 6th Street to 7th Street) by installation of utility, storm sewer improvements and reconstruction, and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, it is proposed to improve Campanaro Lane (from Ninth Street to Garden Lane), Garden Lane (from Woodcrest Road to Georgia Lane), Georgia Lane (from Ninth Street to Garden Lane), Woodcrest Road (from Ninth Street to Garden Lane), Birch Lake Avenue (from Otter Lake Road to Fourth Avenue), Elm Street (from Fair Oaks Drive to Willow Avenue), Fair Oaks Drive (from Elm Street to Savannah Avenue), Fair Oaks Court (from Fair Oaks Drive to End Cul-De-Sac), Lake Hill Circle (from County Road F to End Cul-De-Sac), Savannah Avenue (from Elm Street to End Cul-De-Sac), Fifth Street (from Cook Avenue to Stewart Avenue), and Sixth Street (from Banning Avenue to Stewart Avenue) by milling and overlaying the bituminous pavement, and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that:

The proposed improvements be referred to the City Engineer for study and that he is instructed to report to the City Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvements are feasible and as to whether they should best be made as proposed or in connection with some other improvements, and the estimated cost of the improvements as recommended.

The foregoing resolution offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Rick Juba, Assistant City Manager

Date: October 20, 2020

Subject: **Contract with Ramsey County for Elections Administration 2021-2026**

BACKGROUND

After the conclusion of the 2016 election, staff recommended and the City Council approved a contract for elections administration with Ramsey County. The complexities of election administration and the expansion of early voting simply outgrew the City's resources. The initial contract for these services expires at the end of this year and Staff is recommending approval of a new contract with Ramsey County for elections administration from 2021-2026.

The first term of 2021-22 is \$141,400, invoiced in quarterly payments of \$17,625. The agreement may be terminated by either party by June 1 of any year, effective January 1 of the following year. Increases in the annual cost are mainly due to wage increases for election judges and exponential growth in early voting activities. While this adjustment is notable at \$20,000/year, staff is confident it is justified. Difficulty with election judge recruitment, retention and pay was one reason it was recommended to shift to Ramsey County in 2017. The adjustments that Ramsey County is making to election judge wages is to bring them up to averages around the metro area. Early voting expanded rapidly in 2016 and totals from that year are already just a fraction of what they are in 2020. As of September 15, 2020, Ramsey County had already received 120,000 applications for mail-in ballots, they received 18,000 in total for the 2016 election.

Staff has been pleased with the service provided by Ramsey County Elections. As election administration becomes more challenging, their expertise and resources have met the challenge.

RECOMMENDED COUNCIL ACTION

Staff recommends the Council adopt the resolution approving a contract with Ramsey County to administer elections from 2021-2026.

ATTACHMENTS

Resolution
Memorandum from Ramsey County

RESOLUTION NO.

AUTHORIZING EXTENDING AN AGREEMENT BETWEEN THE CITY OF WHITE BEAR LAKE AND RAMSEY COUNTY FOR ELECTION SERVICES IN 2021-2026

WHEREAS, Due primarily to a mass influx in early voting, and the resources required to manage that process, the City of White Bear Lake has been contracting with Ramsey County to provide election services since 2017; and

WHEREAS, Ramsey County wishes to extend that agreement for election services for the City of White Bear Lake as they operate a centralized voting model for all early voting activities; and

WHEREAS, Ramsey County would realize efficiencies by operating the City's elections along with the majority of the other cities in the County and proposes providing election services at a cost of \$141,000 for first two year term of 2021-2022 (billed quarterly); and

WHEREAS, The agreement may be terminated by either party by June 1 of any year, effective January 1 of the following year.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of White Bear Lake that the Mayor and City Manager are authorized to execute an agreement with Ramsey County for 2021-2026 election services for the City of White Bear Lake, MN.

The foregoing resolution, offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

TO: Rick Juba, City of White Bear Lake
FROM: David Triplett, Ramsey County Elections Manager
SUBJECT: Contract for Election Services
DATE: September 29, 2020

The current contract and all renewals for election services between the City of White Bear Lake and the Ramsey County Elections office expire on December 31, 2020. As a result, if you wish to continue this service, the City of White Bear Lake and Ramsey County will need to execute a new contract. The new contract is attached. It will begin on January 1, 2021 and end on December 31, 2026. There are a few items we want you to be aware of:

The increase in the cost schedule accounts for:

- An increased hourly wage for election judges to bring the pay scale in alignment with other jurisdictions in the Twin Cities Metro Area, as well as the wage paid to Census workers and local businesses in Ramsey County. Election Judges have not received a raise in the hourly rate since 2016. Currently, precinct judges make \$10 an hour. The increase will increase precinct judge wages to \$15 an hour and will increase all other positions by \$5 an hour.
- Accommodate the increased volume of vote by mail and in-person early voting. This is primarily a statutory duty that applies to all municipalities. As you are aware, the increase in this activity has been prodigious this cycle – that aside, there has been a steady increase every year since 2012 and we project this to be increasingly popular beyond this cycle. We have provided this option for voters while maintaining Election Day voting access and resources.
- Account for duties that are statutorily related to cities that were not identified as in the previous contract.

Additionally:

- All jurisdictions will share the same contract terms - terms and conditions of the contract are non-negotiable by individual municipality.
- Contracts for precincts located outside of Ramsey County will no longer be offered. These precincts will need to be managed under a mutually agreeable method (such as a Joint Powers Agreement) between the corresponding county, municipality and Ramsey County.

The cost for your municipality to contract for election services with Ramsey County for the first term of 2021-2022 will be \$141,400.00, invoiced in quarterly payments. Ramsey County will provide an initial cost estimate for the 2023-2024 calendar years to you no later than April 1, 2022, and an initial cost estimate for the 2025-2026 calendar years by April 1, 2024.

Please contact me directly by no later than Friday, October 9 if your municipality wishes to contract with Ramsey County for Election Services. Otherwise do not hesitate to contact me for further questions. We very much appreciate your business and hope to continue serving you and your residents in the years ahead.

Sincerely,

David Triplett
Elections Manager - Ramsey County
90 Plato Blvd. W
Saint Paul, MN 55107
651-266-2206



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kara Coustry, City Clerk
Date: October 20, 2020
Subject: **Annual designation of polling places**

BACKGROUND/SUMMARY

In 2017 the legislature enacted a new provision, 204B.16 Polling Places; Designation, that requires all municipalities to designate their polling place locations for an upcoming election year by December 31 of the previous year. If the authorized polling place becomes unavailable for use, the new law does permit changing polling place locations in the year of the election.

In the past, safety concerns had been raised by some parents and staff regarding the Sunrise Park Middle School polling location for Ward 3; however school will not be in session on Election Day and District staff confirmed continued use of Sunrise Park Middle School as the Ward 3 polling location.

All polling place sites will remain unchanged in 2021 over 2020:

Ward 1, Precinct 1	White Bear Lake City Hall – Council Chambers 4701 Highway 61, White Bear Lake, MN 55110
Ward 2, Precinct 1	White Bear Lake Library 2150 2 nd Street, White Bear Lake, MN 55110
Ward 3, Precinct 1	Sunrise Middle School Gym 2399 Cedar Avenue, White Bear Lake, MN 55110
Ward 3, Precinct 2	Sunrise Middle School Gym 2399 Cedar Avenue, White Bear Lake, MN 55110
Ward 4, Precinct 1	Golfview Building 2449 Orchard Lane, White Bear Lake, MN 55110
Ward 4, Precinct 2	Golfview Building 2449 Orchard Lane, White Bear Lake, MN 55110
Ward 5, Precinct 1	St. Stephen's Lutheran Church 1965 County Road E, White Bear Lake, MN 55110

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution designating 2021 polling locations.

ATTACHMENTS

Resolution

**City of White Bear Lake
Ramsey County, Minnesota**

RESOLUTION NO.

**RESOLUTION DESIGNATING POLLING PLACES FOR ALL
2021 ELECTIONS**

WHEREAS, Minnesota Statutes 204B.16 requires the City Council to designate polling places for the upcoming year by resolution; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake hereby designates the following polling places for all elections conducted in the city in 2021:

- | | |
|--------------------|--|
| Ward 1, Precinct 1 | White Bear Lake City Hall – Council Chambers
4701 Highway 61, White Bear Lake, MN 55110 |
| Ward 2, Precinct 1 | White Bear Lake Library
2150 2 nd Street, White Bear Lake, MN 55110 |
| Ward 3, Precinct 1 | Sunrise Middle School Gym
2399 Cedar Avenue, White Bear Lake, MN 55110 |
| Ward 3, Precinct 2 | Sunrise Middle School Gym
2399 Cedar Avenue, White Bear Lake, MN 55110 |
| Ward 4, Precinct 1 | Golfview Building
2449 Orchard Lane, White Bear Lake, MN 55110 |
| Ward 4, Precinct 2 | Golfview Building
2449 Orchard Lane, White Bear Lake, MN 55110 |
| Ward 5, Precinct 1 | St. Stephen’s Lutheran Church
1965 County Road E, White Bear Lake, MN 55110 |

BE IT FURTHER RESOLVED, that the city clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place designated in this resolution that becomes unavailable for use by the City; and

**City of White Bear Lake
Ramsey County, Minnesota**

RESOLUTION NO.

BE IT FURTHER RESOLVED, that the city clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this resolution when necessary to ensure a safe and secure location for voting; and

BE IT FURTHER RESOLVED, that the city clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Ramsey County Elections Office.

The foregoing resolution, offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: October 27, 2020

Subject: **Final Payment to Forest Lake Contracting, Inc. for the 2019 Street Reconstruction Project, City Project Nos. 19-01 & 19-06**

BACKGROUND & SUMMARY

Forest Lake Contracting, Inc. has completed all work specified in their contract for the 2019 Street Reconstruction Project. The 2019 Street Reconstruction Project included Morehead Avenue (from Lake Avenue to Seventh Street), Johnson Avenue (from Fourth Street to Seventh Street), Fourth Street (from Stewart Avenue to Lake Avenue), Fifth Street (from Stewart Avenue to Lake Avenue), Sixth Street (from Stewart Avenue to Lake Avenue), Seventh Street (from Stewart Avenue to Lake Avenue), Various Alleys, and Garden Lane (from Lemire Lane to Bald Eagle Avenue).

The original contract amount was \$2,281,257.05. The value of the work completed is \$2,290,127.76. This contract is based upon unit prices and the final contract amount is based on actual work performed. The Engineering Department recommends that the City Council accept the work and authorize the final payment to Forest Lake Contracting, Inc. in the amount of \$20,465.00.

RECOMMENDATION

Our recommendation is that the Council adopt the resolution finalizing payment for completion of the 2019 Street Reconstruction Project.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
FINAL PAYMENT TO FOREST LAKE CONTRACTING, INC. FOR THE
COMPLETION OF THE 2019 STREET RECONSTRUCTION PROJECT
CITY PROJECT NOS.: 19-01 & 19-06**

WHEREAS, pursuant to Resolution No. 12378, a written contract signed with the City of White Bear Lake, Forest Lake Contracting, Inc., has satisfactorily completed the work included in the 2019 Street Reconstruction Project, in accordance with such contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the work completed under said contract is hereby accepted and approved; and

BE IT FURTHER RESOLVED that the City Clerk and Mayor are hereby directed to issue final payment in the amount of \$20,465.00 for a final contract amount of \$2,290,127.76 for the 2019 Street Reconstruction Project.

The foregoing resolution offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: October 20, 2020

Subject: **Special Assessment Deferments for the 2020 Street Reconstruction & Mill & Overlay Projects**

BACKGROUND / SUMMARY

The City's Assessment Policy provides for the deferment of special assessments for property owners who are 65 years of age or older. We have received three requests for senior deferments on the 2020 assessment rolls and have prepared the attached resolutions for City Council consideration which would defer the assessments for 4345 Circle Drive, 1782 Elm Street and 1852 Elm Street. The property owners understand that while the assessments can be deferred until they sell the property that interest does continue to accrue.

RECOMMENDED COUNCIL ACTION

Our recommendation is that the Council adopt the resolutions approving the three special assessment deferments.

ATTACHMENTS

3 Resolutions

RESOLUTION NO.:

**RESOLUTION APPROVING A DEFERRED SPECIAL ASSESSMENT
FOR PROPERTIES AT 1782 ELM STREET (PIN 353022230164)**

CITY PROJECT NO.: 20-13

WHEREAS, the City of White Bear Lake performed mill & overlay work on Elm Street during the 2020 construction season, and

WHEREAS, a portion of the cost of the mill & overlay project was assessed to adjoining property owners, and

WHEREAS, the City's Assessment Policy provides for the deferment of special assessments for senior citizens (over age 65) with specific conditions, and

WHEREAS, the owner of the property at 1782 Elm Street has requested a senior citizen deferment of the special assessments for the 2020 Mill & Overlay Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that:

1. The City Council of the City of White Bear Lake hereby approves the request for senior citizen deferments of special assessments for the property at 1782 Elm Street.

The foregoing resolution offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

RESOLUTION NO.:

**RESOLUTION APPROVING A DEFERRED SPECIAL ASSESSMENT
FOR PROPERTIES AT 1852 ELM STREET (PIN 353022230115)**

CITY PROJECT NO.: 20-13

WHEREAS, the City of White Bear Lake performed mill & overlay work on Elm Street during the 2020 construction season, and

WHEREAS, a portion of the cost of the mill & overlay project was assessed to adjoining property owners, and

WHEREAS, the City's Assessment Policy provides for the deferment of special assessments for senior citizens (over age 65) with specific conditions, and

WHEREAS, the owner of the property at 1852 Elm Street has requested a senior citizen deferment of the special assessments for the 2020 Mill & Overlay Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that:

1. The City Council of the City of White Bear Lake hereby approves the request for senior citizen deferments of special assessments for the property at 1852 Elm Street.

The foregoing resolution offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

RESOLUTION NO.:

**RESOLUTION APPROVING A DEFERRED SPECIAL ASSESSMENT
FOR PROPERTIES AT 4345 CIRCLE DRIVE (PIN 233022130036)**

CITY PROJECT NO.: 20-01

WHEREAS, the City of White Bear Lake performed street reconstruction work on Circle Drive during the 2020 construction season, and

WHEREAS, a portion of the cost of the street reconstruction project was assessed to adjoining property owners, and

WHEREAS, the City's Assessment Policy provides for the deferment of special assessments for senior citizens (over age 65) with specific conditions, and

WHEREAS, the owner of the property at 4345 Circle Drive has requested a senior citizen deferment of the special assessments for the 2020 Street Reconstruction Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that:

1. The City Council of the City of White Bear Lake hereby approves the request for senior citizen deferments of special assessments for the property at 4345 Circle Drive.

The foregoing resolution offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

M E M O R A N D U M

To: Ellen Hiniker, City Manager

From: Rick Juba, Assistant City Manager

Date: October 20, 2020

Subject: Marina Management Agreement

BACKGROUND & SUMMARY

The City purchased the former Johnson Boat Works in 1998 and contracted with White Bear Boat Works, Inc. (WBBW) for marina management during redevelopment of the site. In 2008, the city sought competitive proposals for management of the marina and received only two, from which WBBW was selected.

In 2015, the City again sought requests for proposals (RFP) for marina management for the term beginning January 1, 2016 and continuing for three to five years depending on proposals received. Despite calls from interested parties, only one proposal was received from WBBW and the contract with them was extended.

Jason and Angie Brown, WBBW owners, have expressed interest in a five year contract renewal with no changes in compensation from the 2016 contract. At the October 13, 2020 City Council meeting, staff relayed positive feedback for nearly 20 years performance, long-standing customer relations, extra efforts to project the marina during ice out conditions, and rental of the boat storage site as well. Following discussion at that meeting and hearing support from the City Council, staff updated the contract for City Council to reflect the new five year term. There are otherwise no changes to the contract.

- Term: 2021-2023 boating seasons, with extension option for 2024 and 2025
- White Bear Boatworks is responsible for all marketing, daily operations and minor maintenance of the Marina
- Compensation:

Amount	Timing/Occurrence
\$6,000	Payable January 15th for marketing and administration
\$345	Payable for first 110 slips rented
\$500	Payable for slip rented above 110 slips at full season rate of \$2400
\$250	Payable for partial season slips rentals over 110 slips or ½ of rental fee, whichever is less
\$4,000	Payable upon Marina being prepared for winter

RECOMMENDATION

Staff recommends Council adopt the resolution authorizing the City Manager to execute a contract with White Bear Boat Works, Inc. for operation and management of the marina.

ATTACHMENTS

Resolution

RESOLUTION NO.:

RESOLUTION AUTHORIZING CONTRACT WITH WHITE BEAR BOAT WORKS FOR OPERATION AND MANAGEMENT OF BOAT WORKS MARINA

WHEREAS, the City owns a municipal recreation marina on the west shore of White Bear Lake; and

WHEREAS, the City deems it to be in the public interest to operate said marina through an independent contractor; and

WHEREAS, White Bear Boat Works, Inc. has performed well and has long-standing relationships with marina customers; and

WHEREAS, White Bear Boat Works, Inc. has agreed to accept the same compensation terms for another five year marina management agreement ; and

WHEREAS, the City has engaged the services of White Bear Boat Works, Inc., to perform contracted services for 20 years and desires to enter another five-year contract:

Amount	Timing/Occurrence
\$6,000	Payable January 15th for marketing and administration
\$345	Payable for first 110 slips rented
\$500	Payable for slip rented above 110 slips at full season rate of \$2400
\$250	Payable for partial season slips rentals over 110 slips or ½ of rental fee, whichever is less
\$4,000	Payable upon Marina being prepared for winter

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the Mayor and City Manager are authorized and hereby directed to execute the the contract on behalf of the City.

The foregoing resolution offered by Councilmember _____ and supported by Councilmember _____ was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kara Coustry, City Clerk

Date: October 22, 2020

Subject: **Temporary liquor licenses – White Bear Lake Main Street**

BACKGROUND

Minnesota Statute section 340A.404, Subd. 10 states that municipalities may issue temporary on-sale liquor licenses to nonprofit organizations in existence for at least three (3) years. The license may not exceed more than four consecutive days. City Code requires proof of liquor liability insurance.

SUMMARY

White Bear Lake Main Street submitted an application for temporary liquor licenses for all businesses who wish to participate in the Holiday Open House, sponsored by Main Street and located in the Special Service District as provided in the attached map. If approved by the State, the temporary liquor license would be effective on Thursday, November 12, 2020, the date of the downtown Holiday Open House.

White Bear Lake Main Street is in the process of securing insurance, so this license approval is conditioned upon receipt of valid liquor liability insurance.

RECOMMENDED COUNCIL ACTION

Staff recommends approval of the temporary liquor license, conditioned upon receipt of valid liquor liability insurance.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING A TEMPORARY LIQUOR LICENSE
FOR WHITE BEAR LAKE MAIN STREET**

WHEREAS an application for a temporary on-sale liquor license has been made by Sandy Mazdorf on behalf of White Bear Lake Main Street; and

WHEREAS White Bear Lake Main Street is a qualifying nonprofit organization that intends to let businesses in the Special Service District sell alcohol during the Holiday Open House on November 12, 2020; and

WHEREAS the organization has yet to provide the liquor liability insurance as required by City Code.

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council under authority of Minnesota Statute section 340A.404 Subd. 10, approves the temporary liquor license for the following organization for the date and location indicated:

White Bear Lake Main Street
November 12, 2020
on the premises of businesses located within
the Special Service District of
White Bear Lake, MN 55110

BE IT FURTHER RESOLVED that this temporary license approval is contingent upon receipt of liquor liability insurance.

The foregoing resolution, offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk