



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, FEBRUARY 23, 2021
7:00 P.M. VIA TELEPHONE OR ZOOM MEETING

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

A. Minutes of the Closed City Council Meeting on February 9, 2021

B. Minutes of the Regular City Council Meeting on February 9, 2021

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

A. Surface Water Management Plan – Connie Taillon

5. PUBLIC HEARINGS

A. Resolution ordering improvements, approving plans and specifications and authorizing advertisement for bids for the 2021 Pavement Rehabilitation Projects, City Project No. 21-01, 21-04, 21-06 and 21-13

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

A. Resolution approving a rental agreement with Comcast Cable

B. Resolution approving the carryover of expenditures from the 2020 budget to the 2021 budget

10. CONSENT

Nothing scheduled

11. DISCUSSION

A. Recodification process

- Acceptance of proposed modifications to Article 1 General Provisions of the Municipal Code

12. COMMUNICATIONS FROM THE CITY MANAGER

- 2021 Work Session dates (Third Tuesdays at 6:00 PM)
 - March 30, 2021 (exception - this is the fifth Tuesday)
 - April 20, 2021
 - May 18, 2021
 - June 15, 2021
 - NO JULY work session
 - August 17, 2021
 - September 21, 2021
 - October 19, 2021
 - November 16, 2021

13. ADJOURNMENT



**MINUTES
CLOSED SESSION OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, FEBRUARY 9, 2021
5:30 P.M. VIA ZOOM OR TELEPHONE**

6:03 P.M. Meeting Opened

In Attendance: Mayor Jo Emerson, Councilmember Bill Walsh, Councilmember Dan Jones, Councilmember Kevin Edberg, Councilmember Steven Engstran, City Manager Ellen Hiniker, Assistant City Manager Rick Juba, City Engineer/Public Works Director Paul Kauppi, City Clerk Kara Coustry, City Attorney Troy Gilchrist and Attorney Diana Gjonaj of Weitz & Luxenberg, P.C.

Mayor Emerson asked for a motion to go into closed session pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) to have an attorney-client privileged discussion with its pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) regarding Coal Tar Sealants, City of White Bear Lake v. Koppers, Inc., et al.

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to move into closed session.

Biehn Absent
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried 4-0.

The closed session began at 6:06 p.m.

Attorney Diana Gjonaj of Weitz & Luxenberg, P.C. provided an update on the status of the coal tar sealants case.

Councilmember **Edberg**, seconded by Councilmember **Jones**, to reopen the closed meeting at 6:27 p.m.

Biehn Aye
Edberg Aye
Engstran Aye
Jones (not present)
Walsh Aye

Motion carried 4-0.

Councilmember **Edberg** moved, seconded by Councilmember **Jones**, to adjourn the meeting at 6:28 p.m. to enter into a work session of the City Council.

Biehn Aye
Edberg Aye
Engstran Aye
Jones (not present)
Walsh Aye

Motion carried 4-0.

Adjourned the Closed Meeting 6:28 PM



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, FEBRUARY 9, 2021
7:00 P.M. VIA ZOOM OR TELEPHONE**

1. CALL TO ORDER AND ROLL CALL

Mayor Jo Emerson called the meeting to order at 7:00 p.m. under MN Statute Section 13D.021, in which the City Council will be conducting its meetings during this emergency by electronic means until further notice. The clerk took roll call attendance for Councilmembers: Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh. Councilmember Doug Biehn was excused (later arriving at 7:20 p.m.). Staff in attendance were City Manager Ellen Hiniker, Assistant City Manager Rick Juba, Community Development Director Anne Kane, Public Works Director/City Engineer Paul Kauppi, Environmental Specialist Connie Taillon, Finance Director Kerri Kindsvater, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on January 26, 2021

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to approve the Minutes of the Regular City Council Meeting on January 26, 2021.

Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried 4-0.

3. APPROVAL OF THE AGENDA

City Manager Hiniker moved 10B to 9C.

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

Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried 4-0.

4. VISITORS AND PRESENTATIONS

- A. Presentation of 2021 Council legislative priorities to State legislators representing White Bear Lake

Mayor Emerson greeted Senator Chamberlain who made himself available to answer any questions of the White Bear Lake City Council related to the issues the City is experiencing. Senator Chuck Wiger, Representative Peter Fischer and Representative Ami Wazlawik followed by highlighting their committee roles. Mayor Emerson described the City's legislative priorities for 2021 as adopted by the White Bear Lake City Council at its January 26, 2021 regular City Council meeting and answered clarifying questions from Legislators.

Councilmember Jones especially emphasized the need to address License Bureau transaction fees, stating that the city is not providing this service to subsidize the state. As a board member on the Vadnais Lakes Area Water Management Organization (VLAWMO), he listed off numerous agencies that oversee water management in Minnesota, making the point there are too many for effective and affordable management of clean water.

Mayor Emerson thanked all four City of White Bear Lake Legislators for attending and listening to the City's 2021 Legislative priorities.

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

- A. Consent

- 1. Consideration of a Planning Commission recommendation for approval of a request by Dan Guidinger for a variance at 4955 Johnson Avenue. **Resolution No. 12727**

It was moved by Councilmember **Jones** seconded by Councilmember **Engstran**, to approve **Resolution No. 12727** the Land Use Consent Agenda

Biehn Aye (arrived 7:20 p.m.)
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

- B. Non-Consent

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

A. Resolution establishing a Zero Waste Events Policy

City Manager Hiniker introduced an Environmental Advisory Commission (EAC) recommendation for a Zero Waste Events Policy, noting the impact on the Volunteer Recognition Dinner, the Employee Recognition Luncheon and other City sponsored events is minimal but sets an important example. She noted that this policy does not require community events to be zero waste, but does articulate the City's commitment to work with event organizers toward developing zero waste events. From the EAC, she invited Gary Schroeder and staff liaison Connie Taillon, Environmental Specialist, to speak about the recommended policy.

Mr. Schroeder thanked the Council for consideration of the EAC's proposed Zero Waste Events Policy. He said the purpose of this policy is to reduce waste by utilizing reusable, recyclable and compostable products for City sponsored events and noted the policy aligns with the City's identified waste reduction and recycling goals. He mentioned Ramsey County's free organics recycling program and the local availability of a compostable dumpster at the Public Works site, means that with little planning the City can host zero waste events.

It was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to approve **Resolution No. 12722**, establishing a Zero Waste Events Policy.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

B. Resolution approving Memorandum of Understanding between Ramsey County and the City of White Bear Lake for the South Shore Boulevard project - 2022

Public Works Director/City Engineer Paul Kauppi reported the next step in the South Shore Blvd, Lakes Links Trail project is to enter into a Memorandum of Understanding (MOU) for the jurisdictional turn back of a portion of South Shore Blvd from McKnight Road to Bellaire from Ramsey County. He said the MOU spells out funding mechanisms and responsibilities in accordance with Ramsey County's cost participation policy, in addition to the County's commitment to fund a future mill and overlay of the segment, which would extend the pavement life cycle to 25-30 years.

Mr. Kauppi relayed steps upon execution of this MOU in which the County may then proceed with the final design phase of the project, anticipated to be completed in 2021 and construction in 2022. Mr. Kauppi reported, the final costs and cost splits will be reviewed throughout the design process and brought forward to council as they are developed prior to moving forward with bids.

Mr. Kauppi added, that the County hopes to proceed with the County Road F sidewalk between Gisella and McKnight Road in 2021 street reconstruction projects, depending on bids received by Ramsey County.

Councilmember Jones received confirmation from Mr. Kauppi that input related to trail design comes at a later date.

It was moved by Councilmember **Jones** seconded by Councilmember **Walsh**, to approve **Resolution No. 12723**, approving Memorandum of Understanding between Ramsey County and the City of White Bear Lake for the So Shore Boulevard project - 2022

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

C. Resolution authorizing food trucks at Podvin Park

City Manager Hiniker noted this item was pulled from the Consent Agenda simply to correct the date. Explaining that, due to extreme cold temperatures, the Hockey Association is pushing their Hockey Tournament scheduled at Podvin Park from February 13-14, back to February 20-21 for a bit more favorable weather.

It was moved by Councilmember **Engstran** seconded by Councilmember **Edberg**, to approve **Resolution No. 12724**, authorizing food trucks at Podvin Park.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

10. CONSENT

- A. Acceptance of Minutes: November Park Advisory Commission, December Environmental Advisory Commission, January Planning Advisory Commission Meeting
- B. Resolution approving the 2021 Pay Equity Compliance Report. **Resolution No. 12725**
- C. Resolution authorizing the use of Railroad Park by Explore White Bear Lake for an ice sculpture event. **Resolution No. 12726**

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

Biehn Aye
 Edberg Aye
 Engstran Aye
 Jones Aye
 Walsh Aye

Motion carried unanimously.

11. DISCUSSION

A. Sidewalk snow removal policy

Public Works Director/City Engineer Kauppi stated that every year the City receives calls, both complementary and critical of the City's sidewalk policy, which is why this has been placed under discussion tonight. Mr. Kauppi reviewed the City's snow removal policy, which states that the City is responsible for snow removal from sidewalks and trails. Because of joints and cracks in city sidewalks, plow blades must be slightly lifted, which leaves behind a layer of snow. Melting and freezing cycles can make this problematic at times. This winter has been particularly challenging. Trails, on the other hand, can be plowed to grade as they are typically bituminous.

Councilmember Edberg agreed that the sidewalks are an issue in the City, however, he did not have a solution to convey. He observed the sidewalks are not walkable for 3-4 months of the year and mentioned he walks residential streets as result.

Councilmember Jones agreed, however, he opposed adopting an ordinance requiring residents to shovel, which he believes punishes 20% of the residents who have a sidewalk component to take care of while 80% of the residents do not have this responsibility. He suggested forming a sub-committee to discuss way to improve the walkability of the City's sidewalks and trails and noted that this activity is here to stay.

City Manager Hiniker asked residents, to the extent possible, to shovel their sidewalks when taking care of the driveways, when possible; the City prioritizes streets over sidewalks and cannot clear them to the pavement with the equipment and staff time available.

Councilmember Edberg wanted the cost of alternatives for consideration. He felt it would be useful in providing more solid justification to residents moving forward.

12. COMMUNICATIONS FROM THE CITY MANAGER

- Environmental updates include information about a Goose Lake survey from VLAWMO, which the City Manager will email to Council, in addition to posting on Facebook and the website.
- Welcoming and Inclusive Community Task Force applications are being reviewed by the Mayor. The first meeting will begin in March, rather than February.
- Public Works Director Kauppi reiterated the Mayor's call for keeping cars off the roads during snow events and welcomed any assistance residents can provide related to clearing snow from sidewalks.

➤ Updates from Community Development Director, Anne Kane

- Kane provided an update on a proposal being made by a developer, T.E. Miller, for a development at the corner of 3rd and Cook. This 40-unit apartment development would require acquisition of the city’s municipal parking lot, along with the purchase of the house at the corner. The developer will introduce this concept at a neighborhood meeting scheduled next Tuesday evening. They are sending out a notice of this meeting to all property owners within 500 feet of the site. Staff has met with the Main Street board to let them know that there is a developer interested in that site, and that a neighborhood meeting was forthcoming. Staff plans to hold a similar meeting with downtown property owners on Thursday and will request that the developer present to downtown property owners in advance of submitting an application for formal review.

If the developer chooses to move forward, staff would expect to receive a detailed application late spring/early summer for formal review by staff and consideration by the Planning Commission and Council. To be financially feasible, the project would require tax increment financing to recover the cost of structured public parking to replace the loss of parking from use of the lot, along with successful application for funding through a competitive Metropolitan Council grant.

- The Housing Task Force application is now available. A short video was created to summarize findings from the Maxfield Housing Study and invite community members to get involved in planning for future housing opportunities in White Bear Lake. A housing survey has also been launched, which is referenced at the end of the video and included on the website. The hope is for the Task Force to formulate recommended policy and goals for the City Council to consider related to housing and development proposals in the City of White Bear Lake.

13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Engstran** seconded by Councilmember **Biehn** to adjourn the regular meeting at 8:09 p.m.

Biehn Aye
 Edberg Aye
 Engstran Aye
 Jones Aye
 Walsh Aye

Motion carried unanimously.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Connie Taillon, P.E., Environmental Specialist/Water Resources Engineer

Date: February 17, 2021

Subject: **Surface Water Management Plan (SWMP)**

BACKGROUND

The Surface Water Management Plan (SWMP) will be formally incorporated into City's 2040 Comprehensive Plan upon its adoption by Council anticipated this spring. Minnesota Statutes requires that a draft of the SWMP be distributed for agency review and approval by respective watershed management organizations, Ramsey County, Washington County, and Metropolitan Council prior to final City Council approval and incorporation into the 2040 Comprehensive Plan.

At its November 10, 2020 regular meeting, the City Council accepted the draft Surface Water Management Plan and authorized its distribution for agency review.

SUMMARY

To date, comments arising from the agency review by the watershed management organizations, Metropolitan Council, and Washington County, and peer review by the Environmental Advisory Commission and City staff have been incorporated into the draft SWMP. Both redline and clean versions of the draft revised SWMP may be found on the City's website, under the Engineering Department, Stormwater menu:

<https://www.whitebearlake.org/engineering/page/surface-water-management-plan>

Paper copies of this draft plan are available upon request.

A brief presentation of the draft SWMP will be provided and staff will be available to answer any questions of the Council. Council will then have an opportunity to review the draft revised SWMP in more detail over the next month. The next step toward adoption of this plan will be to order a public hearing in early spring, and with consideration of those comments, formally adopt the City's Surface Water Management Plan.



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: February 23, 2021

Subject: **Public Hearing for the 2021 Pavement Rehabilitation Project, City Project Nos.: 21-01, 21-04, 21-06 and 21-13**

BACKGROUND

The City Council has ordered a public hearing to be held at its February 23rd meeting to consider the improvements proposed under the 2021 Pavement Rehabilitation Project. Staff has prepared plans, a cost estimate, assessment rolls, a feasibility report (which was presented to the Council at its January 26, 2021 meeting) and gathered additional information to assist the Council with decisions regarding the proposed improvements.

The City Council has selected the following areas for inclusion in the City's 2020 Pavement Rehabilitation Project.

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)
 Birch Lake Avenue (Otter Lake Road to Fourth Avenue)
 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)
 Savannah Avenue (Elm Street to End Cul-De-Sac)
 Lakehill Circle (County Road F to End Cul-De-Sac)
 Fifth Street (Cook Avenue to Stewart Avenue)
 Sixth Street (Banning Avenue to Stewart Avenue)
 Alley (between Cook Avenue and Stewart Avenue from Sixth Street to Seventh Street)

Also being considered for pavement rehabilitation are the parking lots at Matoska Park and Lakewood Hills Park. Costs to complete these parking lots will be evaluated upon receiving bids and evaluating overall project funding.

SUMMARY

Staff has followed the required public hearing notification procedures for informing property owners affected by the proposed improvements and who are included in the proposed assessments.

This memo is intended to provide information regarding the proposed 2021 improvements and will be supplemented with a presentation at the public hearing on February 23rd. During this portion of the meeting, the City Council will receive comments from property owners regarding the proposed improvements. After hearing from property owners and further discussion, the City Council will make a determination on whether or not to proceed with the proposed project.

DESIGN CONSIDERATIONS

The streets proposed for the improvement project will consist of two methods of pavement rehabilitation, a mill and overlay or total pavement replacement. Streets proposed for mill and overlay will have the upper layer of bituminous pavement milled off and replaced. Streets proposed for total pavement replacement will have the deteriorated bituminous pavement removed, regrade the existing aggregate base, and constructing a new bituminous section.

The alley proposed for the improvement project will consist of removing the existing deteriorated pavement and construction of new aggregate base and bituminous pavement section. Storm sewer will also be constructed to improve drainage in the alley.

PUBLIC IMPROVEMENT PROCESS

At its January 26, 2021 meeting, the City Council ordered a public hearing to be held on February 23, 2021 to consider ordering the improvements proposed in the 2021 Pavement Rehabilitation Project. Property owners affected by the proposed improvements have been notified of the public hearing and have been provided with an estimated assessment. Due to the relatively non-intrusive nature and short duration of the proposed improvements, the Engineering Department did not host an informational meeting. Instead, letters were sent to affected property owners to explain the improvements, financing methods, and the City's assessment policy.

The preparation of the Feasibility Report were the initial steps. The public hearing on February 23, 2021 is the next step in the improvement process. If City Council desires to proceed with the project, the process will continue with final plan preparation, bidding, Council award of a contract, construction and a final public hearing to consider adoption of the assessment roll in September 2021.

PROJECT COST

The estimated total cost of the proposed improvements for the 2021 Pavement Rehabilitation Project, as presented in the Feasibility Report is \$2,240,000.

FUNDING

The improvements are proposed to be funded with a variety of City funds and special assessments to property owners. The Feasibility Report details the City funding contributions, special assessment rates and the proposed assessment rolls. The 2021 Pavement Rehabilitation project is proposed to be funded by special assessments to

property owners in the amount of \$480,000 with the balance of \$1,760,000 funded by City funds.

SPECIAL ASSESSMENTS

The portion of the improvements proposed to be assessed to property owners has been determined using the City's Assessment Policy and reviewed by the City's appraisal consultant. The assessment amounts provided to property owners with the notice of the public hearing were calculated using the formulas in the assessment policy, which have been used by the City for many years.

Assessment rates for mill and overlay are proposed to be set at \$14.78 per assessable foot for residential properties, \$19.33 per assessable foot for apartment and townhomes properties, and \$23.53 per assessable foot for commercial properties.

Assessment rates for total pavement replacement are proposed to be set at \$29.55 per assessable foot for residential properties, \$38.42 per assessable foot for apartment and townhomes properties, and \$47.29 per assessable foot for commercial properties.

Assessment rates for alley reconstruction are proposed to be set at \$2,266 for each property abutting the alley.

Included with this memo is a copy of the assessment roll for City Council use at the public hearing on February 23rd. We will be prepared to present an overview of the project and answer questions at the public hearing.

RECOMMENDED COUNCIL ACTION

Staff recommends that the City Council conduct a public hearing on the proposed improvements and consider adopting the attached resolutions ordering the 2021 Pavement Rehabilitation Project and authorizing advertisement for public bids.

If the Council desires to proceed with this project, Staff anticipates a bid date of March 25th, with presentation of bids for Council consideration at its April 13th meeting.

ATTACHMENTS

Resolutions Ordering Project
Project Area Maps
Proposed Assessment Roll

RESOLUTION NO.

**RESOLUTION ORDERING IMPROVEMENTS,
APPROVING PLANS AND SPECIFICATIONS
AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR
THE 2021 PAVEMENT REHABILITATION PROJECT**

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

WHEREAS, a resolution of the City Council, adopted on the 26th day of January, 2021, fixed a date for a Council hearing on the proposed improvements of the 2021 Pavement Rehabilitation Project; and

WHEREAS, ten days mailed notice and published notice of the hearing was given, and the hearing was held thereon on the 23rd day of February, 2021, and all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, the Engineering Department has prepared plans and specifications for improvements for **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), **Birch Lake Avenue** (Otter Lake Road to Fourth Avenue), **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), **Savannah Avenue** (Elm Street to End Cul-de-sac), **Lakehill Circle** (County Road F to End Cul-De-Sac), **Fifth Street** (Cook Avenue to Stewart Avenue), **Sixth Street** (Banning Avenue to Stewart Avenue), and **Alley** (between Cook Avenue and Stewart Avenue from Sixth Street to Seventh Street).

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

1. Said improvements are hereby ordered as proposed.
2. The City Engineer is hereby designated as the Engineer for these improvements. He has prepared plans and specifications for the making of such improvements.
3. Such plans and specifications are hereby approved.
4. The Public Works Director/City Engineer shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Public Works Director/City Engineer until 1:00 P.M. on Thursday, March 25, 2021, at which time they will be publicly opened in the City Hall by the City Engineer and City Clerk, will then be tabulated and will be considered by the City Council at 7:00 P.M. on Tuesday, April 13, 2021.

RESOLUTION NO.

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: February 16, 2021
Subject: **Bellaire Center – Comcast Rental Agreement**

BACKGROUND

The Comcast lease in the City's Bellaire Center was last renewed February 28, 2020 for a term that would expire February 28, 2021 or upon the approval of a new franchise agreement.

SUMMARY

The terms of the lease are intended to coincide with the cable franchise renewal process. Comcast is interested in renegotiating certain terms of the lease, which staff believes would be more appropriately negotiated following finalization of a new franchise. Mediation efforts on a new franchise agreement appear to be wrapping up. As such, staff recommends that the current lease be extended for six months. This should allow time for a new franchise agreement to be finalized and a new lease to be negotiated prior to expiration. The lease maintains the existing base rent of \$10.17 per square foot, with all operating costs paid by the leaseholder.

Staff will provide a verbal update on the status of the franchise negotiations at the Council meeting.

RECOMMENDATION

Staff recommends the City Council approve a lease extension with Comcast under its existing terms through September 1, 2021.

ATTACHMENTS

Resolution

RESOLUTION NO. _____

RESOLUTION ESTABLISHING RENTAL RATES FOR COMCAST CABLE

WHEREAS, the City has rented space at 2446 County Road F to Comcast Cable; and

WHEREAS, Comcast Cable and the City have determined it is mutually beneficial to extend the lease.

NOW, THEREFORE, BE IT RESOLVED, be it resolved, that the City Council of the City of White Bear Lake, that a lease between Comcast Cable and the City of White Bear Lake shall be extended with the following changes made to the present lease:

Term: March 1, 2021 – September 1, 2021.

Effective Date: March 1, 2021

Base Rent: \$10.17 per square foot.

Operating Rent Operating rent established at \$3.45 per square foot.

BE IT FURTHER RESOLVED that the City recognizes that a upon completion of a franchise agreement between Comcast Cable and Ramsey Washington Suburban Cable Commission, on behalf of the City of White Bear Lake, that it is Comcast Cable’s desire to enter into a long-term lease for the facility; and

BE IT FURTHER RESOLVED, that the Mayor and City Manager are authorized and hereby directed to execute said lease 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:

Mayor Jo Emerson

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake

MEMORANDUM

To: Mayor and City Councilmembers

From: Kerri Kindsvater, Finance Director

Date: February 18, 2021

Subject: Carryover of Expenditures from the 2020 Budget to the 2021 Budget

BACKGROUND

The 2021 Revised Budget included funding for purchases not completed before December 31, 2020. Staff is seeking approval to carry forward the budget allocations for these items to the 2021 budget to complete the budgeted expenditures/projects as planned. The fund balance finances these carryover expenditures since the budgeted appropriations not spent in 2020 increased the fund balance at year-end. Funding for the 2020 carryovers will appear again in the 2021 revised budget next fall.

SUMMARY

The 2020 Revised Budget for the General Fund, Economic Development Fund, Equipment Acquisition Fund, Municipal Building Fund and the Pioneer Manor Fund included appropriations for the following projects or purchases that were either not completed or not received due to vendor delays by the end of 2020.

Fund	Budget Item	Account	Amount
General Fund			
Legislative	Wecoming and Inclusive Community	1010.6248	\$ 9,000
Economic Development Fund			
Economic Development	Housing Discussion Facilitation (LISC)	4242.6401	10,000
Equipment Acquisition Fund			
City Hall	Codification project	4102.6401	19,200
City Hall	Computer equipment	4102.6295	5,000
Police	Equipment replacement	4108.6295	4,000
Sports Center	Ice Resurfacer down payment	4119.7150	23,000

Fund	Budget Item	Account	Amount
Municipal Building Fund			
Sports Center	Building Commission	4320.6401	15,000
Pioneer Manor			
Pioneer Manor	Replacement of two boilers	5302.7120	30,000

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution allowing carryover of the budgeted expenditures to the 2021 Budget year based upon prior approval of the above expenditures in the 2020 Revised Budget.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION APPROVING THE CARRYOVER OF EXPENDITURES FROM THE
2020 BUDGET TO THE 2021 BUDGET**

WHEREAS, the 2020 Revised Budget for the General Fund, Economic Development Fund, Equipment Acquisition Fund, Municipal Building Fund and Pioneer Manor Fund included appropriations to either complete projects or purchase equipment that were not delivered or completed by the end of 2020;

NOW, THEREFORE, BE IT RESOLVED that the White Bear Lake City Council hereby authorizes the carryforward of the 2020 Revised Budget amount to 2021 to apply staff to complete the projects or purchases per original approvals in the Revised Budget in 2020.

Fund	Budget Item	Account	Amount
General Fund			
Legislative	Wecoming and Inclusive Community	1010.6248	\$ 9,000
Economic Development Fund			
Economic Development	Housing Discussion Facilitation (LISC)	4242.6401	10,000
Equipment Acquisition Fund			
City Hall	Codification project	4102.6401	19,200
City Hall	Computer equipment	4102.6295	5,000
Police	Equipment replacement	4108.6295	4,000
Sports Center	Ice Resurfacer down payment	4119.7150	23,000
Municipal Building Fund			
Sports Center	Building Commission	4320.6401	15,000
Pioneer Manor			
Pioneer Manor	Replacement of two boilers	5302.7120	30,000

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 Country, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kara Coustry, City Clerk

Date: February 3, 2021

Subject: **Review of proposed revisions to Article I of the Municipal Code**

BACKGROUND & SUMMARY

The City has undertaken a full review and update of its Municipal Code. The code attorney for Municode provided a first draft mark-up of the City's Municipal Code at the end of 2020 and staff have begun notating suggested content changes and in some cases, writing missing portions of code altogether for consistency. For example, both the Park and Planning Advisory Commission are designated, but there is no mention of an Environmental Advisory Commission.

For a clear and transparent process, staff plan to bring forward each portion of revised code through the City Council. This will allow for public access throughout the process, as well as provide an opportunity for Council to weigh in on policy along the way if a change is desired.

Attached please find three Chapters of Code, which comprise Article I. General Provisions, of the City's Municipal Code. Changes in red represent modifications by the codification attorney, changes in blue represent changes requested by staff and the City Attorney, either to the original code, or the Municode attorney's suggested modifications.

NOTE: Review at this time is for content only. Municode will fix all numbering / lettering, punctuation and standardize capitalization of certain terms throughout the document.

RECOMMENDATION

Staff recommends the Council accept draft changes to these Chapters, which will be formally adopted through the final recodification.

ATTACHMENTS

Article I. General Provisions

- Chapter 101. Adopting Ordinance
- Chapter 102. Rules of Construction
- Chapter 103. Definitions

~~TITLE~~ ARTICLE I. ~~GENERAL~~

I. GENERAL PROVISIONS

§101. Adopting Ordinance CODIFICATION

~~ORDINANCE NO. 677~~

~~AN ORDINANCE CODIFYING THE GENERAL ORDINANCES OF THE CITY OF WHITE BEAR LAKE, MINNESOTA, ADOPTING THE MUNICIPAL CODE OF WHITE BEAR LAKE, MINNESOTA AND REPEALING CERTAIN ORDINANCES IN ACCORDANCE WITH SECTION 4.17 OF THE WHITE BEAR LAKE CITY CHARTER.~~

~~Be it ordained by the Mayor and city council of the City of White Bear Lake, Minnesota:~~

~~§101.010 CODIFICATION:~~

The ordinances of a general and permanent nature of the City of White Bear Lake, Minnesota are hereby codified into ~~fourteen (14) articles and the chapters and sections thereunder~~ this Municipal Code of White Bear Lake, Minnesota, which are adopted and declared to be ordinances of this City.

(Code 1984, § 101.010)

§101.020 SHORT TITLE.

For brevity herein, the Municipal Code of White Bear Lake, Minnesota, will sometimes be referred to as "the Code" or "this Code", and any use of "the Code" or "this Code" shall be construed to mean the Municipal Code of White Bear Lake, Minnesota, unless the context clearly requires some other meaning. ¹This code may also be referred to by as the shortened title "White Bear Lake Code" or "City Code".

(Code 1984, § 101.020)

§101.030 REPEAL OF PRIOR ORDINANCES.

All ordinances and parts of ordinances of a general or permanent nature passed and approved prior to the passage and approval of this codification ordinance and in conflict with this ordinance or with any of the provisions of this ordinance, are hereby repealed; provided, that in construing the provisions of this ordinance the following ordinances shall not be considered or held to be ordinances of a general or permanent nature, to wit:

1. Ordinances vacating streets and alleys.
2. Ordinances authorizing or directing public improvements to be made.
3. Ordinances levying taxes or special assessments.
4. Ordinances granting a franchise or special license to persons, firms or corporations.

¹ The abbreviated title will be used as the running head for any print copies of the new code.

5. Ordinances providing for the issuance of bonds or other instruments of indebtedness.
6. Ordinances establishing grades.
7. Real estate transactions.
8. Ordinances amending the Zoning Map.

~~9. Ordinances specifically mentioned in Appendix B-1, infra.~~ [Ordinances granting a franchise.](#)

10. Any other ordinance which by nature would be considered special.
(Code 1984, § 101.030)

§101.040 REPEAL, EXCEPTIONS.

The repeal of ordinances as provided in section 101.030 above, shall not ~~effect~~ [affect](#) any rights acquired, fines, penalties, forfeitures or liabilities incurred thereunder, or actions involving any of the provisions of such ordinances and parts thereof prior to repeal. Such ordinances above repealed are hereby continued in force and effect after the passage, approval and publication of this general codification ordinance for the purpose of all rights, fines, penalties, forfeitures, liabilities and actions therefor.
(Code 1984, § 101.040)

§101.050 SUBSEQUENT ORDINANCES.

Ordinances passed after the effective date of this Code shall be passed as amendments or additions to this Code unless they are of limited or special application, or are otherwise deemed to be not a part of this Code. Such ordinances shall be incorporated into this Code and its annual revisions as hereinafter provided, and as directed by the city council.
(Code 1984, § 101.050)

§101.060 ANNUAL REVISIONS.

This Code is printed in loose-leaf form so that it may be kept up-to-date regularly by the insertion of revised or additional pages. The city council, with the advice of the city attorney, shall make arrangements annually for the editorial work and printing necessary to prepare revised and additional pages so as to keep the volume up-to-date at all times.
(Code 1984, § 101.060)

§101.070 CONSECUTIVE NUMBERING.

Regardless of inclusion of some but not all subsequent ordinances in this Code, the consecutive chronological numbering of all ordinances as passed shall continue.
(Code 1984, § 101.070)

§101.080 SEVERABILITY.

~~²We did not receive an appendix B-1.~~

If any article, chapter, section, paragraph, sentence, clause, phrase, term or provision of this Code should be declared invalid by any court of competent jurisdiction for any reason whatsoever, such decision shall not effect the remaining portions of this Code, which will remain in full force and effect, and the provisions of this Code are hereby declared to be severable.

(Code 1984, § 101.080)

§101.090 BLANKET PENAL PROVISION.

Violations of this code shall be a misdemeanor punishable by imprisonment of up to 90 days or to a fine not to exceed the maximum amount for misdemeanor violations then provided for in ~~MCL ch.~~ [Minnesota Statutes, Chapter 609](#), or both.

(Code 1984, § 101.090; Ref. Ord. No. 468, 9/9/69)

§101.100 PUBLICATION AND DISTRIBUTION.

This Code is printed in book form under the direction of the city council and shall be distributed as the city council may see fit.

(Code 1984, § 101.100)

~~**§101.110 EFFECTIVE DATE.**~~

~~This ordinance shall be in full force and shall take effect from and after its passage, approval and publication according to law.~~

~~(Code 1984, § 101.110)~~

⁴102. RULES OF CONSTRUCTION

§102.010 GENERALLY.

Words and phrases shall be construed in their plain, ordinary and usual sense, except that technical words and phrases having a peculiar and appropriate meaning in law shall be understood according to their technical import.

(Ref. §102.010, Code 1966; Code 1984, § 102.010)

§102.020 GENDER.

Unless the context clearly requires otherwise, the use of either masculine, feminine or neuter gender shall include the other genders.

(Ref. §102.020, Code 1966; Code 1984, § 102.020)

§102.030 NUMBER.

Unless the context clearly requires otherwise, the use of either singular or plural number shall include the other number.

(Ref. §102.030, Code 1966; Code 1984, § 102.030)

³ No longer necessary.

⁴ ~~Editing note: Combine the sections in this division 102 into a single section.~~

§102.040 TENSE.

Unless the context clearly requires otherwise, the use of either past, present or future tense shall include the other tenses.

(Ref. §102.040, Code 1966; Code 1984, § 102.040)

§102.050 JOINT AUTHORITY.

Words importing joint authority to three or more persons shall be construed as authority to a majority of such persons.

(Ref. §102.050, Code 1966; Code 1984, § 102.050)

§102.060 TIME.

When words fixing or importing time or the hour of the day are used in this Code, they shall be construed to mean Central Standard Time or Central Daylight Savings Time whichever is applicable. The time within which an act shall be done shall be computed by excluding the first (1st) and including the last day. If the last day is a Sunday or a legal holiday, such day shall be excluded.

(Ref. §102.060, Code 1966; Code 1984, § 102.060)

§102.070 DEPUTIES.

When this Code requires an act to be done, which act may legally be done by an agent or employee as well as by the principal, such requirements shall be satisfied by the performance of such act by an authorized agent or employee.

(Ref. §102.070, Code 1966; Code 1984, § 102.070)

§102.080 FILING AT CITY OFFICES.

When this Code requires filing with, payment to or notification of any certain city official or department, the requirement shall be satisfied by filing, payment or notification at the regular office of such city official or department during business hours on any business day

(Ref. §102.080, Code 1966; Code 1984, § 102.080)

§102.090 REPEALS.

The repeal of a provision which repeals a prior provision does not revise the prior provision, unless the intent to do so is clearly stated. The repeal of any provision shall not be construed to abate, annul or otherwise affect any provision had or commenced under or by virtue of the repealed provision, and the same shall be as effectual as if the said provision had not been repealed, unless a contrary intent is clearly stated. Any article, chapter or section duly enacted by the city council and included in this Code, and any other independent ordinance, chapter, section or subdivision of an ordinance duly enacted shall be altered, amended or revised only by the complete nullification and repeal of such ordinance, article, chapter, section or subdivision and by the substitution of a new ordinance, part, chapter, section or subdivision as amended, altered or revised.

(Ref. §102.110, Code 1966; Code 1984, § 102.090)

§102.100 LIBERAL CONSTRUCTION.

All general provisions, terms, phrases and expressions contained in the Municipal Code of White Bear Lake, Minnesota, shall be liberally construed in order that the true intent and meaning of such provisions may be fully carried out.

(Ref. §102.120, Code 1966; Code 1984, § 102.100)

§102.110 STATUTORY RULES OF CONSTRUCTION.

Unless clearly in conflict with provisions of this Code, or otherwise clearly inapplicable, rules of construction established for the State of Minnesota by statutes or case law shall apply in the construction of this Code.

(Ref. §102.140, Code 1966; Code 1984, § 102.110)

§102.120 ADOPTION BY REFERENCE.

Statutes or administrative rules or regulations of the state of Minnesota, codes and ordinances adopted by reference in this Code are adopted pursuant to authority granted by Minnesota Statutes, Section 471.62. Unless expressly indicated otherwise, the provisions adopted by reference shall automatically include any subsequent amendments made to those provisions and any successor provisions.

§102.130 MOST CURRENT VERSIONS REFERENCED.

References in this Code to Minnesota Statutes or Minnesota Rules are to the most current enactment of the Minnesota Statutes or Minnesota Rules and include any amendments made thereto and any successor provisions, unless otherwise provided in this Code. References in this Code to rules and regulations of state agencies, codes, and ordinances of other municipalities are to the most current enactment of those documents, unless otherwise provided.

§102.140 RELATION TO OTHER LAWS.

It is the intent of the City Council that the provisions of this Code are the fullest exercise of the regulatory and other powers granted to it by state law and the White Bear Lake City Charter. Where this Code imposes a more stringent rule or standard of conduct than contained in similar provisions of state law, rule or regulation, it is the intent of the City Council that the provisions of this Code shall prevail over that state law, rule or regulation to the extent permitted by law. However, the provisions of this Code do not necessarily preclude the application of other federal, state, and local laws, rules, regulations, and ordinances. Compliance in a given situation may require acting in accordance with regulations enacted by different regulatory bodies and obtaining permits and licenses required by those regulations.

§102.140 DELEGATION OF AUTHORITY.

The delegation of specific duties to the City Manager, the City Clerk, the Police Chief, the Fire Chief, a City director, or any other city employee under this Code includes authorization for the person holding the identified position to designate another city employee to carry out the particular delegated duty or set of duties on their behalf. The

person assigning the duties shall be responsible for providing oversight of the person or persons performing those duties. Nothing in this section authorizes the delegation of authority that, under law, may not be delegated to another.

⁵103. DEFINITIONS

§103.010 CERTAIN TERMS DEFINED.

As used in this Code, unless the particular context shall clearly require some other meaning, the following words shall mean:

Subd. 1. City. The city of White Bear Lake, Minnesota.

Subd. 2. City council. The city council of the City of White Bear Lake, Minnesota.

Subd. 1. City. The city of White Bear Lake, Minnesota.

Subd. 2. City council. The city council of the City of White Bear Lake, Minnesota.

City charter. The latest edition of the White Bear Lake City Charter.

City clerk. The City Clerk of the City of White Bear Lake.

City manager. The City of White Bear Lake City Manager, and including any persons designated by the City Manager to carry out one or more particular duties on behalf of the City Manager under this Code.

⁶Subd. 3. Code. The Municipal Code of the City of White Bear Lake, Minnesota.

~~⁷Subd. 4. Code 1966. The Municipal Code of the City of White Bear Lake, Minnesota, has adopted by ordinance number 431, and effective as of March 1, 1966.~~

~~County. Ramsey County, Minnesota.~~

~~⁸Fee schedule. The term "fee schedule" means the official consolidated list of city fees and other charges that lists rates for utility or other public enterprises, fees of any nature, deposit amounts and various charges as determined from time to time by the board of aldermen. City Council.~~

Subd. 5. May. "May" is permissive.

Subd. 6. Mayor. The Mayor of the City of White Bear Lake, Minnesota.

⁵ **Editing note:** Combine the sections of this division "103" into a single section (a, b, c). Move up and position appropriately.

⁶ Duplicative of short title provision above.

⁷ Stricken as no longer necessary.

⁸ See general note regarding use of fee schedule.

~~⁹Subd. 7. Municipality. The City of White Bear Lake, Minnesota.~~

~~M.S.A. Minn. Stat. The latest edition or supplement of Minnesota Statutes Annotated as amended.~~

~~Minn. Rules. The latest edition or supplement of the Minnesota Regulations-Administrative Rules as amended.~~

~~Ordinance. An ordinance duly adopted by the city council that is a legislative act of a general and permanent nature.~~

Misdemeanor. A crime for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed. If the Minnesota Legislature amends the definition of misdemeanor in Minnesota Statutes, Section 609.02, subdivision 3, the revised penalties in such amendment shall be deemed adopted by reference into this Code and shall apply to any violation declared a misdemeanor under this Code

Petty Misdemeanor. A petty offense which is prohibited by statute or this Code, does not constitute a crime, and for which a sentence of a fine of not more than \$300 may be imposed. If the Minnesota Legislature amends the definition of petty misdemeanor in Minnesota Statutes, Section 609.02, subdivision 4a, the revised penalty in such amendment shall be deemed adopted by reference into this Code and shall apply to any violation declared a petty misdemeanor under this Code.

~~Resolution. A legislative act of the city council of a special or temporary character.~~

Subd. 8. Person. Any individual, corporation, firm, partnership, association, organization or other group acting as a unit. It also includes any executor, administrator, trustee, receiver or other representative appointed by law. When the word "person" is used in any section prescribing a penalty or fine, it shall include the partners, or members of any partnership or corporation, and, as to corporations, the officers, agents or members thereof who are responsible for the violation.

Subd. 9. Property. Tangible or intangible, real, personal or mixed property.

Subd. 10. Shall. "Shall" is mandatory.

Subd. 11. Sidewalk. That portion of the street between the curb line and the adjacent property line, intended for the use of pedestrians.

Subd. 12. State. The State of Minnesota.

Subd. 13. Street. Any public way, highway, street, avenue, boulevard, alley or other public thoroughfare. Each of said words shall include the others, and, if the context permits, shall also include "sidewalks."

(Ref. §§103.010 to 103.090, Code 1966; Code 1984, § 103.010)

⁹ "Municipality" when used to refer to the city, will be changed during editing to "city".

§103.020 OTHER DEFINITIONS.

Certain chapters of this Code contain other definitions applicable particularly to such chapters. In case of any conflict between the definitions in section 103.010 and such other definitions, the other definitions shall prevail in the chapters where applicable.
(Ref. §103.100, Code 1966; Code 1984, § 103.020)

§103.030 MINNESOTA DEFINITIONS.

Unless clearly in conflict with definitions or other provisions of this Code, or otherwise clearly inapplicable, definitions established for the State of Minnesota by statutes or case law shall apply to this Code. [The terms defined in Minnesota Statutes, Sections 645.44 and 645.45 have the meanings given them in those sections.](#)
(Ref. §103.110, Code 1966; Code 1984, § 103.030)

City of White Bear Lake
Report Period: January 1, 2020 to December 31, 2020

The following is a brief report on Northeast Youth & Family Services' programs that directly affect the residents of your community. If you have any questions about this report, please call Tara Jebens-Singh, President & CEO, at (651) 379-3404.

Annual City Contract for Service 2020	\$43,451
Total cost of all services through December 31	\$212,147

(Please note that these numbers represent the actual cost of services provided, not what NYFS charges clients for these services. Because of your collaboration with NYFS, many of these services are offered free of charge or on a sliding-fee scale based on income.)

Services Provided	City Totals		
	# of Clients	Hours	Service Cost
Contracted Services			
Mental Health	108	1413	\$ 176,671.25
Diversion Services	36	131	\$ 5,243.20
Senior Chore			
Youth	3	235	\$ 5,862.50
Seniors	16	258	\$ 6,450.00
Total for Contracted Services	163	2037	\$ 194,226.95

Non Contracted Services			
Northeast Educational & Therapeutic Services	1	276	\$ 17,920.50
Totals for Non-contracted Services	1	276	\$ 17,920.50

Totals for all Individual Services	164	2313	\$ 212,147.45
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*In addition to services provided by NYFS Staff, as part of the Diversion Program, 36 youth provided 334 hours of community service valued at \$3340.

CITY GARAGE 2020 ANNUAL REPORT

Accomplishments

- ◆ Chris Weddell – Sewer Department Foreman performed all D.O.T. safety inspections on all required vehicles – 16 total.
- ◆ Public works vehicles were repaired and serviced by mechanic until his leave from service in October. The Sewer Department then took over all scheduled maintenance, repairs and inspections until the new mechanic started in January of 2021.
- ◆ Fire Department preventative maintenance schedule is more stringent; those vehicle services included regular oil changes, and transmission flushing, along with good record keeping for state inspections.
- ◆ Police Department vehicles were serviced on a regular preventative maintenance schedule. This included tire rotations and topping off fluids.
- ◆ Parks Department personnel worked on various small equipment as needed for repair.
- ◆ The following is a recap of the work orders completed in the city garage.

PUBLIC WORKS

- 147 repairs on vehicles and equipment, 110 work orders performed by the mechanic, and 41 work orders performed by Public Works Department personnel. Mechanic sent out 6 repairs off site at various heavy equipment garages for completion.
- 63 oil changes where completed on vehicles and equipment, 36 by the mechanic and 27 by Public Works personnel.
- 19 preventative maintenance jobs where done on vehicles and equipment. 9 mechanic, 10 other personnel.
- 5 trailer needed repair/modification work.
- Modifications, service calls and/or installation work orders for various vehicles and equipment. 11 performed by the mechanic, 5 by other personnel.
- The Street Department employees overhauled the sweeper to get it ready for the spring sweeping schedule.

POLICE DEPARTMENT

- 57 oil changes or preventative maintenance where completed on squad cars. 46 by the mechanic, 11 by public works employees.
- 20 repairs on squad cars, 18 performed by the mechanic, 2 by sewer department employees. Mechanic sent out 17 additional repairs or PM's to Autonation for completion.

FIRE DEPARTMENT

- 24 oil changes where completed on squads and trucks. 20 by the mechanic and 4 by sewer department employees.
- 32 repairs, installs or service calls on their squads and trucks. 25 by the mechanic and 7 by the sewer department personnel. Mechanic sent out additional repairs to be completed.

MISCELLANOUS WORK ORDERS

- 19 work orders were for all of City Hall and Sport Center vehicles, which included preventative maintenance and repairs. 14 performed by the mechanic and 5 performed by public works employees. Mechanic sent 1 repair off site.

CITY GARAGE 2020 ANNUAL REPORT

- ◆ All department assigned city vehicles are on a preventative maintenance schedule and will be routinely serviced in house to help identify future repairs and minimize costly ones.
- ◆ Parts and fluids were ordered as needed for stock for all vehicles and equipment.
- ◆ Electrical maintenance of all public works vehicles, and equipment which included changing bulbs, fuses and wiring.
- ◆ Reported new inventory to the Administrative Assistant, so it could be put into the maintenance system; in an effort to stay current with list parts, pricing and tool inventory.
- ◆ Kept daily logs for all vehicle, and equipment repairs, turned in work orders daily for processing.
- ◆ Weekly routine of sales calls into the shop to order supplies.
- ◆ Prepped public works vehicles and equipment for disposal. Example: Removing all strobe lights, and city markings from equipment, etc...
- ◆ Kept up on spare tires and truck parts that have been identified as a wear item – in stock. Examples are brakes, large plow and small plow parts, plow blades, nuts and bolts etc...
- ◆ Discard all pollutants with clean up materials and dispose of in proper containers; monitor oil levels in tanks for refill and recycle dumping.
- ◆ Administrative Assistant monitored diesel fuel tank for reordering to keep the supply within the Minnesota Pollution Control Agency underground tank guidelines.
- ◆ Mary Helmerick (Class A Operator), Chris Weddell (Class B Operator) and Nick McVenes (Class C Operator), are certified diesel fuel tank operators for Public Works. This required an 8 hour test with passing grade for the A and B operators. Once certified the operators are required to constantly monitor the diesel tank operations in accordance with the Minnesota Pollution Control Agency requirements; which includes yearly record keeping to be presented at time of inspection.
- ◆ Personnel recycled and sorted various plastic, cardboard and scrap metal items and contained them for removal and recycling.
- ◆ Personnel assisted delivery drivers with off-loading equipment and supplies as needed, ex. Hydrants, street lights, etc.
- ◆ Mechanic assisted with plow operations, removing snow from cul-de-sacs as needed.
- ◆ Safety inspection identified a few areas that needed to be corrected, those areas have been address.
- ◆ Contractor welded, sandblasted and repainting ramps for the red hoist.
- ◆ Upgraded fueling software to Fuel Master Plus, to streamline and remove unsupported system.
- ◆ Manager Plus software upgraded to new Manager Plus Lightning, should be fully up and connected in 2021. Manager Plus is no longer supported.

CITY GARAGE **2020 ANNUAL REPORT**

Goals

- Incorporate use of the vehicle maintenance record system to provide historical data for equipment evaluations.
- Support all City vehicle maintenance requests.
- Maintain all City equipment to insure peak operating ability.
- Continue working with all departments regarding preventative maintenance of their vehicles and equipment.
- Continue education regarding auto, truck, and construction equipment diagnostic and repair. Also keep current on new technology for repairs to vehicles and equipment.
- Effective interpretation of the facility's operation into daily departmental operations.
- Determine cost effectiveness of the facility's operation.
- Work to provide information on new computer software and upgrades to continue to work with a higher level of efficiency. Programs currently in use Motor All Data for online manuals, Napa ProLink and O'Reilly parts ordering software.
- Upgrade computer to interconnect with public works Administrative Assistant "Management Plus" maintenance program. This will provide all previous work orders on system for reference.
- Keep computer scan tool system up to date with newer vehicle information as it becomes available. This is required to access online computer in most vehicles.
- Continue to monitor the diesel fuel tank according to the Minnesota Pollution Control Agencies guidelines. Keep up with inspections and documentation to pass their spot inspections of our site.
- Stay on top of all garage functions that require inspections, to continue to receive a passing grade. Ex. OSHA safety, boiler inspections, diesel fuel tank, HHW generator, equipment lift etc...

LICENSE BUREAU PERFORMANCE INDICATORS

January 31, 2021

FEES AND TRANSACTION COUNTS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
FEES	\$40,915	\$78,575	-47.9%		\$40,915	\$78,575	-47.9%
TAB RENEWALS	1,343	4,311	-68.8%		1,343	4,311	-68.8%
TITLE TRANSACTIONS	1,919	2,475	-22.5%		1,919	2,475	-22.5%
DEALERS	1,887	1,919	-1.7%		1,887	1,919	-1.7%
TOTAL MV	3,262	6,786	-51.9%		3,262	6,786	-51.9%
D.L.	157	2,116	-92.6%		157	2,116	-92.6%
DNR	261	783	-66.7%		261	783	-66.7%
GAME & FISH	2	9	-77.8%		2	9	-77.8%
GRAND TOTAL	3,682	9,694	-62.0%		3,682	9,694	-62.0%

PERFORMANCE BY HOURS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
TOTAL EMPLOYEE HRS	1,061.85	1,507.50	-29.6%		1,061.85	1,507.50	-29.6%
OVERTIME HOURS	9.50	1.25	660.0%		9.50	1.25	660.0%
TRANS PER HOUR*	3.47	6.43	-46.1%		3.47	6.43	-46.1%

PASSPORTS PERFORMANCE INDICATORS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
APPLICATION #	0	224	-100.0%		0	224	-100.0%
APPLICATION \$	\$0	\$7,840	-100.0%		\$0	\$7,840	-100.0%
PHOTO #	0	173	-100.0%		0	173	-100.0%
PHOTO \$	\$0	\$2,595	-100.0%		\$0	\$2,595	-100.0%

PARKS DEPARTMENT **2020 ANNUAL REPORT**

WINTER SEASON – from 1/1/20 through 3/31/20

- ◆ Park Reservation – 0 total.
- ◆ Special Events – 4 total
- ◆ Maintained all sidewalks downtown after each snowfall and/or rainfall.
- ◆ Maintained all outlying sidewalks after each 1-3 inch snowfall.
- ◆ Snow removal uptown after each accumulative snowfall.
- ◆ Plow all municipal streets, cul-de-sacs, lots, trails and alleys after each measurable snowfall.
- ◆ Maintain ice rinks
 - Flooding – 169,000 gallons of water were put down for the season.
 - Sweeping
 - Snow removal
- ◆ Installed seasonal banners in downtown area and Highway 61.
- ◆ Perform maintenance electrical work on streets, municipal properties and parks.
- ◆ Develop schedules for the following:
 - Sidewalk maintenance
 - Snow removal
 - Ice rink flooding
- ◆ Weekly garbage detail in parks, Boatwork Commons and downtown areas.
- ◆ Miscellaneous tree trimming and chipping.
- ◆ Established equipment, carpenters, park maintenance and electrical shops.
- ◆ Performed equipment maintenance as scheduled.
- ◆ Meet with various vendors regarding Public Works/Parks equipment purchases.
- ◆ Ordered park service equipment.
- ◆ Re-certify pesticide applicators licenses.
- ◆ Re-certify tree inspector licenses.
- ◆ Re-certify playground inspector certificate.
- ◆ Purchased supplies and site amenities for the season.
- ◆ Worked on trail system.
- ◆ Begin uptown flower program, start prepping for upcoming season.
- ◆ Building maintenance.
- ◆ Prepare and coordinate winter special events.
 - Polar Plunge – Special Olympics
 - Winter marathon events on Lake Avenue
 - Bearly Open Golf on the Lake - WBL Food Shelf
- ◆ Worked on the parks department “Capitol Improvement Plan”.
- ◆ Aerators brought out for install and to prepare for ice out.
- ◆ Refurbished benches, trash receptacles, and other amenities, including restoring all deck furniture for the Lake Avenue boardwalk from weather damage.
- ◆ Attend Right to Know class.
- ◆ Worked with Costa’s Greenhouse to grow hanging baskets for spring.
- ◆ Kept boardwalk cleaned off and open during the winter months for walkers.

SPRING SEASON – from 4/1/20 through 6/31/20

- ◆ Park reservations – 22 total.
- ◆ Special Events – 11 total

PARKS DEPARTMENT

2020 ANNUAL REPORT

- ◆ Open parks for the season by April 15th, weather permitting. Most reservations were cancelled at the beginning of the season due to the Governors stay at home orders.
- ◆ The park reservation online calendar continues to have a positive impact on our reservation system; residents can check availability and then reserve their event via the cities website. The calendar is updated immediately after reservation is scheduled and paid for; they are then sent an email confirmation. This system is also use for scheduling crews for maintenance after the rentals.
- ◆ Plumbing work completed as needed, some can be damaged over the winter months.
 - Restrooms
 - Drinking fountains
 - Shelters
 - Irrigation systems
- ◆ Clean, start up, and maintain fountain in Railroad Park.
- ◆ Trash containers delivered to all parks.
- ◆ Repair and install boat skids, moorings, buoys, and municipal docks.
- ◆ Install nets volley ball and basketball in select parks.
- ◆ Maintained rain gardens throughout all municipal properties. We utilized an outside vendor for the maintenance, spraying, weeding and disposal at West Park, Matoska Park, 4th Street and South Lake Avenue gardens.
- ◆ Clean up of beach area at Memorial Park.
- ◆ Repair various park benches, trash cans, shelters and tables.
- ◆ Remove holiday lights and cords from municipal properties.
- ◆ Prepare swim areas for seasonal use with rope buoys and swim area markers at:
 - Memorial Beach
 - 7th Street dock
 - Dog beach
 - “No Wake” signs were added at Matoska Park boat launch area
- ◆ Work on turf maintenance for parks, and city owned properties.
 - Weed spraying
 - Fertilizing – pre-emergent
 - Irrigation
 - Aeration
 - Drainage
 - Mowing
 - Over – seeding
- ◆ Organize and schedule watering program for downtown plantings.
- ◆ Coordinate work schedule for weekday and weekend park restroom and shelter cleaning.
- ◆ Irrigation startup in parks and municipal areas.
- ◆ Sweep parking lots in parks.
- ◆ Work with vendors to order park products for the season.
- ◆ Spring yard clean up at City Hall grounds, the South Fire Station and Vets Park.
- ◆ Tree inspections.
- ◆ Vandalism repairs on public properties and graffiti removal. Also worked with police department park patrol. It continues to be a huge deterrent in cutting down on vandalism.
- ◆ ~~Coordinate work schedule for special events (Marketfest, Manitou Days, 4th of July & Arbor Day)~~ ALL EVENTS WERE CANCELLED THIS YEAR DUE TO COVID-19 REQUIREMENTS.

PARKS DEPARTMENT **2020 ANNUAL REPORT**

- ◆ Equipment maintenance as scheduled.
- ◆ Planted and cared for flowers in 330 municipal gardens throughout the city (planted 2600 annual flowers & 100 yards of mulch total).
 - 118 Perennial Gardens
 - 65 Hanging Baskets
 - 70 Streetscape gardens
 - 70 Flower Pots
 - 7 Rain Gardens
- ◆ Plant trees in municipal sites and park system.
 - Tree spade larger stock
 - Bare root stock
- ◆ Hung baskets for the downtown flower program.
- ◆ Performed maintenance electrical work on city sites and street lighting.
- ◆ Weekly garbage pickup in parks, the boardwalk and the downtown area.
- ◆ Performed monthly playground inspections.
- ◆ ~~Prepared/coordinate Arbor Day events, ordered trees etc. Included in Arbor Day event was the planting shade and evergreen trees.~~ ARBOR DAY WAS CANCELLED DUE TO COVID REQUIREMENTS.
- ◆ Maintained dog waste dispensers in park system.
- ◆ Installed seasonal banners downtown
- ◆ Staged the furniture for the Boardwalk and Boatworks Commons areas.
- ◆ Highway 61 turf maintenance, mowing, weeding, broadleaf control, and trash pickup.
- ◆ Install seasonal banners downtown, along with decorative benches.
- ◆ Dragged Memorial Beach weekly to keep clean and debris free.
- ◆ Purchased turf maintenance equipment.
 - Back pack blowers and weed whips.
 - Trailer
- ◆ Repaired turf damage from winter salt usage at municipal buildings.
- ◆ Coordinated with Tree Trust to plant trees along our city boulevards and on city property where we have a high concentrated number of Ash trees. This will help reforest these areas once the Ash trees are removed due to the Emerald Ash Borer. The trees were acquired as part of the Water Gremlin lawsuit with the MPCA. 138 trees were planted in the spring of 2020 with more to follow in the upcoming years.
- ◆ The Boatworks Marina received extensive damage from the crushing ice moment this past spring. The repair alone took 198 man hours to complete. The structure has been welded together to help secure it during high winds in the future.
- ◆ COVID quarantine ramped up park visits by the general public, causing a surge in garbage production. Our once a week schedule had to be increased to 3-5 times a week to keep up with removal. This was carried out until the parks closed in October.

SUMMER SEASON – from 7/1/20 through 9/30/20

- ◆ Park reservations – 132 total.
- ◆ Special Events – 39 total.
- ◆ Mowing and trimming.
 - City park properties and fence lines
 - City right of ways and easements that need access
- ◆ Repair and maintain irrigation sprinkler systems.

PARKS DEPARTMENT **2020 ANNUAL REPORT**

- ◆ Railroad Park fountain.
 - Maintenance schedule - daily
 - Repair (contractor replaced manifold and valves and installed new pool filter)
 - Operate
 - Maintained new filtration system
- ◆ Monitored rainfall and adjusted irrigation accordingly for water conservation. Also made any repairs or maintenance at that time.
- ◆ Work with White Bear Lake Recreation Department to provide maintenance for scheduled programs.
- ◆ Removed various trees in the park systems that were beyond their life span or hazardous.
- ◆ Scheduled weekend workers for summer season.
- ◆ Tree trimming at City Hall and various municipal sites.
- ◆ Fertilize and aerate parks and areas around municipal buildings.
- ◆ Selective weed spraying in various parks.
- ◆ Restroom maintenance on a daily basis in the parks.
- ◆ Work with various City related groups on special events.
- ◆ Clean park shelters as necessary.
- ◆ Paint restrooms as needed to give them a fresh and new appearance.
- ◆ Install new trash receptacles for recycling collection program.
- ◆ Set up, break down, and cleanup for the following events: ALL CANCELLED DUE TO COVID-19 WITH THE EXCEPTION OF THE FARMERS MARKET.
 - ~~Manitou Days Parade and many other events, June - July~~
 - ~~Marketfest weekly, June - July~~
 - ~~July 4th celebration at West Park~~
 - Farmer's Market weekly on Fridays, June - October
- ◆ Maintenance on municipal gardens and planters.
- ◆ Operate watering program, for plants, flowers and tree's.
- ◆ Miscellaneous weed spraying on city property and easements.
- ◆ Vandalism repairs and graffiti removal.
 - Lakewood Hills newly renovated ball field facility was hit especially hard this year. Contactor called in to perform clean up; nothing was missed by the vandals.
- ◆ Dock maintenance.
- ◆ Disc golf maintenance at Lakewood Hills.
 - Park benches and pads
 - Trash receptacles
 - Tee boxes
 - Trimmed trees
- ◆ Install park memorial benches and trees as requested by donor.
- ◆ Perform monthly playground inspections and repairs.
- ◆ Continued maintenance for Highway 61 median, banners, weeding, and landscaping as needed.
- ◆ Re-painted park entrance signs.
- ◆ Cleaned all of the street lights along the Lake Avenue trail.
- ◆ Mower and equipment maintenance, cleaned grass from mowers, greased chassis and replaced blades.
- ◆ Overseen decorative street lighting, making necessary repairs or calling in an electrician if needed.
- ◆ City wide Emerald Ash Borer program intensifies, calling for more tree inspections.
- ◆

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- ◆ To help struggling businesses during the COVID quarantine, Washington Avenue was shut down between 3rd Street and 4th Street. Our crews set up picnic tables, and coordinated garbage collection to create a pleasant park like atmosphere for visiting patrons to enjoy their take-out meals from local restaurants.
- ◆ Budgeted, gathered bids and implemented CIP project to reconstruct pavilion at West Park.

FALL SEASON – from 10/01/20 through 12/31/20

- ◆ Park reservations – 21 total.
- ◆ Special events – 12 total.
- ◆ Maintain turf and flower beds, with aeration, fertilization, mulching, cut back, and leaf clean up in all park, municipal properties and downtown beds and pots.
- ◆ Winterize all park buildings.
- ◆ Winterize all municipal irrigation systems and Railroad Park fountain.
- ◆ Remove, store, and make any necessary repairs to decorative benches for the downtown area.
- ◆ Remove docks, skids, and mooring buoys.
- ◆ Winterize summer equipment and put into cold storage.
- ◆ Prepare equipment for winter season.
- ◆ Assess and make any needed repairs to the hockey rinks and flood lighting.
- ◆ Ice maintenance with regards to flooding and forming pleasure rinks.
- ◆ Converted Podvin Park meeting room into a warming house for the skating season. **CLOSED DUE TO COVID STAY AT HOME REQUIREMENTS.**
- ◆ Vandalism repairs as needed.
- ◆ Update inventory of City's lights, ballasts, and fixtures. Order new stock, if necessary to expedite maintenance.
- ◆ Snow removal.
 - Clean out snow build up downtown.
 - Clean and salt downtown sidewalks, and provide salt bins for immediate use.
 - Snow removal in cul-de-sacs, alleys, trails and outlying sidewalks.
 - Parking lots that are not contracted out, ex: Parks, City Hall, Police and Fire.
- ◆ Continue to maintain downtown business holiday lighting.
- ◆ Decorated municipal areas, Boatworks Commons, Highway 96 median, Highway 61 median, Lake Avenue and Downtown streets for holiday season with Xmas trees and lights. Expanded that to Street lights and downtown structures this year.
- ◆ Install seasonal fall banners and maintained Highway 61 banners.
- ◆ Maintain city banners to properly fit light poles in downtown area, and Highway 61.
 - Improve banner material/reinforcement points.
 - Improve ease of installation.
- ◆ Lake Avenue streetscape maintenance.
- ◆ Maintain flags at various sites in the downtown area and city locations according to replacement schedule.
- ◆ Restroom and shelter maintenance in the parks and at the Boatworks Commons.
- ◆ Public Works Department building maintenance.
- ◆ Equipment maintenance as scheduled or repairs as they arise.
- ◆ Continuous repair of electrical, globes and poles for street lighting as needed.
- ◆ Tree inspections as requested.
- ◆ ~~Support Homecoming Parade downtown with barricades along parade route.~~ **CANCELLED**
- ◆ Prepared Railroad Park for Winterfest Celebration, but unfortunately it was cancelled.

PARKS DEPARTMENT **2020 ANNUAL REPORT**

- ◆ Bid park improvements for next year's budget which included pricing for CIP budget.
- ◆ Trained and refreshed personnel for the upcoming plow season and downtown snow removal.
- ◆ Christmas decoration were added to the downtown area to beautify and support the local businesses during this very unusual shopping season.

PARK IMPROVEMENTS FOR 2020 WERE AS FOLLOWS:

- Bossard Park
 - Closed indefinitely due to extensive vandalism. Budget is on hold for this location.
- Hidden Hollow Park
 - Nothing budgeted for 2020.
- Jack Yost Park
 - Nothing budgeted for 2020.
- Lakeview Park
 - During street reconstruction in front of park, a new storm sewer berm was landscaped in.
- Lakewood Hills Park
 - Painted interior walls in the restrooms and the serving room.
 - New toilets, urinals and water pipes were plumbed into the facility from the utility room by a contractor.
 - The asphalt around the ball field complex was completely removed and replaced along with the addition of 3 new French drains to handle run off from the facility. This job was contracted out.
- Lions Park
 - Aquatic vegetation near fishing pier and canoe/kayak rack entry to lake was professionally removed for better access.
 - Installed new split rail fence, money for project was donated by the Lions Club.
- Matoska Park
 - Nothing budgeted for 2020
- McCarty Park
 - Nothing budgeted for 2020
- Memorial Beach
 - Approximately 160 tons of sand was brought into the beach to take care of years of erosion.
- Podvin Park
 - A new dumpster enclosure was placed in the park to deter illegal dumping and to add an esthetically pleasing view of the entrance to the park.

PARKS DEPARTMENT

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- Railroad Park
 - Fountain work continues...
 - Decorated the park and gazebo for winter activities.

- Ramaley Park
 - Nothing budgeted for 2020

- Rotary Park
 - Nothing budgeted for 2020

- Spruce Park
 - Removed a dead pine tree from an area near the playground.

- Stellmacher Park
 - Nothing budgeted for 2020

- Veterans Memorial Park
 - All lighting in the park was converted to LED for cost savings and to minimize repair.

- West Park
 - Coordinated with all contractors to erect a new pavilion at the park as part of the CIP project to reconstruct the pavilion area.
 - Restored turf, graded area, and hauled in landscaping materials, this was done as a fall project after completion of the structure.
 - A power box was added to the facility to provide power to the location for events like the 4th of July and potentially park reservations as needed.
 - Brand new picnic tables were put together and placed under the shelter. These tables were also used for park reservations under a rented tent while facility was under construction.
 - A trail was put in to gain accessibility from Johnson Avenue to the playground and the restrooms.

- Weyerhaeuser Park
 - Removed a very large tree bordering a residential neighbor to the north east portion of the park.

- Miscellaneous Work
 - MARINA – Spent two months repairing docks due to ice damage.
 - WHITAKER EASEMENT – Enhanced the landscaping at this site.
 - BOATWORKS – Had parking ramp surface re-coated and sealed to prevent leaking and increase durability.
 - 4660 BALD EAGLE (CITY RENTAL PROPERTY) – Rebuilt railings on stairs, installed a new gutter outlet to help move water away from the house. Filled gap between sidewalk and house.

PARKS DEPARTMENT

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Goals

- ❖ Improve methods of turf management on all public property by utilizing plants and materials requiring less maintenance.
- ❖ Continue to improve public awareness of park availability.
- ❖ Provide special maintenance to high profile areas such as: Veteran's Park, Railroad Park, Matoska Park, City Hall, Clark Avenue and the uptown district.
- ❖ Focus on a maintenance program for trees in nursery, pruning, trimming, and replacement of trees on city property.
- ❖ Monitor and replace street lighting on a timely basis.
- ❖ Investigate a cost effective replacement of downtown street light poles.
- ❖ Improve quality of existing parks and recreational resources to meet community needs.
- ❖ Beautify parks and other public spaces by means of planting and flower programs throughout the city.
- ❖ Flower program maintenance.
- ❖ Meet the public demands of increasing park users and park reservations within our park system.
- ❖ Re-evaluate park reservation fee schedule to be cohesive with other cities.
- ❖ Implement new ideas to control vandalism to public property.
- ❖ Plan and schedule maintenance for special events. Ex: Manitou days, Marketfest, 4th of July, Farmers Market, etc...

MONTHLY REPORT - PARKS - 2020

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
# of hours spent on mowing operations per season.	0	0	0	8	180	140	209	83	69	67	0	0	756
# of hrs spent on sweeping operations per season(snow)	48	12	0	3	0	0	0	0	0	6	10	24	103
Number of acres mowed	0	0	0	6	1045	812	1129	448.2	276	268	0	0	3984
#mi.of sidewalks cleared(snow)	144	48	0	0	0	0	0	0	0	0	48	48	288
# of Special Events - set up	2	2	0	0	0	11	16	18	5	9	3	0	66
# of park reservations/events	0	0	0	0	0	22	45	55	32	20	0	1	175
# of tree inspections performed.	0	0	0	3	6	19	16	11	9	0	1	1	66
# of man hours spent tree trimming.	0	0	6	0	0	0	60	12	5	0	0	75	158
Number of employee days lost to accidents	0	0	0	0	0	0	0	0	0	0	0	0	0

Performance Indicator Narrative:

- Goals**
1. Preserve parks, beaches, & boat launches by mowing, trash collections & maintenance of restrooms & playground equipt.
 2. Improve methods of caring for turf, trees, and shrubs on all public property.
 3. Assemble and maintain outdoor ice rinks at local parks and lakes for citizen enjoyment.
 4. Provide special maintenance to high profile areas such as: Veteran's Park, Railroad Park and Matoska Park.
 5. Focus on maintenance program for trees in nursery, & pruning, trimming & replacement of trees on City property.

Goal Narrative (Explain process of achievement):

SEWER DEPARTMENT **2020 ANNUAL REPORT**

ACCOMPLISHMENTS

- 100,836 feet of line jetted throughout the city.
- 91,055 feet of main sewer line was televised.
- There was only 1 sewer main break that was repaired, it was identified with use of the main line sewer televising equipment.
- Responded to 33 call outs for sewer back ups.
 - 3 were in the city line
 - 0 were frozen
 - 0 lift station related
 - 30 were in private lines
- 100 % chemically treated all grease lines on a bi-monthly basis.
- Checked all lift stations as directed.
- Weekly check of the H2O sensor at Mryle and County Road F.
- Cleaned wet wells twice a year.
- Jetted and root sawed sanitary sewer as instructed.
- Sprayed weeds and mowed around lift stations.
- Televised private sanitary sewer lines for residents as requested.
 - Recon area residents were offered televising at a reduced rate and those were performed as time allowed before the reconstruction.
- Cleaned sump pits and catch basins around the lakes and ponds.
- Continued with new storm water maintenance program and made adjustments as needed.
- Performed 37 man hours of maintenance and repair to the storm water infrastructure.
- Performed preventative and light maintenance on all sewer department vehicles and equipment, along with all the D.O.T. Inspections for the entire Public Works fleet.
- Painted various lift stations as needed and time would allow.
- Attended required seminars and schooling to keep certifications current.
- Maintained all the Gorman Rupp pumps at the lift stations.
- Televised sewer main lines for the 2021 reconstruction project.
- Cleaned the check valves at all lifts twice a year.
- Whitaker lift maintenance program followed.
- Staked sanitary sewer manholes in fields and yards for winter season.
- Cleaned and thawed catch basins and ditches for snow melt run off.

SEWER DEPARTMENT

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- Worked with Water Department on water main breaks, excavated sites with Vaccon equipment to assist with the repair.
- Worked under the direction of the Street Department with snow plowing and salting.
- Provided assistance in the summer with road repairs.
- Worked the Manitou Days clean up for the Parks Department.
- Helped residents at Fall Clean Up events unloading their refuse for disposal. Spring Clean Up event was cancelled due to COVID restrictions.
- All four of our department personnel volunteer for the “On Call” schedule, which insures residents have access to help 24 hours a day 7 days a week.
- Cleaned the lines and the sump pit at the Police Department, Fire Departments and Public Works shop when needed. Greased pump at the Police Department.
- Assisted Streets crew in opening of storm drains as requested.
- Assisted the Water Department with routine hydrant flushing, gate valve adjustments, plant shut down and cleaning of filter room.
- Assisted the water department on water shut off by cleaning out curb stop shut offs for property owners; that way their water could be shut off to make repairs etc.
- Distributed U.S. flags and poles for the primaries and election.
- Helped other departments of Public Works when needed with miscellaneous projects throughout the year.
- Clean and televise sewer lines for lining projects, which includes assistance to the contractor for any help that may be needed.
- Made improvements to the city storm water system.
- Once again there were no employee related injuries during their job performance for 2020.
- Installed new gate valves at lift station #15 and #16.
- Hauled in fill to raise up around lift station #15 to prevent flooding in the future. Worked with residents to create an esthetically pleasing view.
- Granite software was updated to go online, so it could be accessed and used in the trucks, camera trailer and the office.
- With the departure of the mechanic, our department filled in and made all necessary repairs and inspections to all city use vehicles and equipment for Police, Fire, Public Works, Sport Center and Building Department.

SEWER DEPARTMENT **2020 ANNUAL REPORT**

GOALS

- ❖ Maintain a reliable collection system for city sanitary sewer flow by performing routine maintenance and extraordinary work as determined by monitoring and routine maintenance work.
- ❖ Improve city storm sewer sump, catch basins and storm water treatment facilities to improve quality of surface water entering area lakes.
- ❖ Improve public awareness of city's technology to investigate potential sewer problems through brochures, cable access, utility bill notification, and newspaper articles.
- ❖ Maintain storm sewer collection and treatment facilities to ensure compliance with the City's NPDES (National Pollution Discharge Elimination System) Phase II Storm Water Plan.
- ❖ Continue to educate residents on the City's availability to investigate potential sewer problems.
- ❖ Restructure sanitary sewer maintenance inspections to take full advantage of the new remote telemetry alarm systems.
- ❖ Jet or root saw all main sanitary sewer collection lines of 9 inches in diameter or less.
- ❖ Televiser sewer main lines after sewer backups for further investigative information.
- ❖ To have a full city sewer line database of televised lines.

MONTHLY REPORT - SEWER - 2020

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
# feet of sewer lines root sawed	0	0	0	0	0	0	0	0	0	0	0	0	0
# feet of sewer lines jetted	0	0	0	10,923	7,718	47,967	4,561	10626	8373	1281	1,130	8,257	100,836
Stormwtr Maint/repair man hrs.	0	0	0	0	4	6	10	3	6	8	0	0	37
# feet Televising - main line	0	0	0	0	5,640	26,127	24767	18463	11137	1338	3,583	0	91,055
# of Sewer Backups - City line	0	0	0	0	0	1	0	1	1	0	0	0	3
# of Sewer Backups - Private	4	1	3	3	4	4	2	1	3	1	2	2	30
# of feet of sewer lines cleaned and televised simultaneously	0	0	0	0	0	0	0	0	0	0	0	0	0

Performance Indicator Narrative:

- Goals**
1. Maintain a reliable collecton system for city sanitary sewer flow by performing routine maintenance and work as determined by monitoring.
 2. High pressure jet sewer cleaning and root sawing as needed.
 3. Reconstruct and replace existing emergency lift station/high water level alarms.
 4. Improve city storm sewer pump catch basins and storm water treatment facilities to improve quality of surface water entering area lakes.
 5. Improve public awareness of City's availability to investigate potential sewer problems.

Goal Narrative (Explain process of achievement):

MONTHLY REPORT SNOW/ICE CONTROL - 2020

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Y.T.D.
Seasonal snowfall (inches)	8.5	6.5	0	0	0	0	0	0	0	5	3	11.5	34.5
# of snow plowing sessions initiated outside of reg.working hrs.	3	1	0	0	0	0	0	0	0	0	1	2	7
Road salt de-icing/anti caking useage (per ton)***	120.8	41.08	0	0	0	0	0	0	0	11.526	32.804	119.345	325.555
Salt cost for month	\$23,564.68	\$13,298.65	\$24,988.39	\$9,445.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,297.28
# of snow plowing sessions that included Cul-De-Sac plowing.	3	3	0	0	0	0	0	0	0	1	1	3	11

Performance Indicator Narrative:

Provide safe, efficient travel on both sidewalks and roadways to the traveling public.

Goals

1. Educate and train employees in safety procedures, new methods and technologies.
2. Reduce snow plow related accidents.
3. Clear roads of snow and ice efficiently and effectively for citizens.
4. Review winter operations for improvements.

Goal Narrative (Explain process of achievement):

Efficiently removed snow during snow event, plowed streets curb to curb as traffic allowed. Cleared sidewalks and skating rinks. The Police Department issued snow bird tickets as needed for snow event that were within ordinance guidelines.

*** Salt useage is base on an approximate figure; the figures are adjusted periodically at determined break points to get a more accurate account of salt that was used.

MONTHLY REPORT - STREET LIGHTING - 2020

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
# of burned out lights at high traffic volume locations, in hazardous areas replaced.	2	3	2	0	0	1	3	0	0	19	6	3	39
# of burned out lights at lower traffic volume locations replaced w/in 72 hours of notification	2	0	13	0	0	1	2	0	2	19	6	8	53
Number of repair calls for downtown street lights	0	1	1	0	0	1	3	0	0	2	2	1	11
# of light poles painted - preventative maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
# of light poles or fixtures replaced.	0	0	1	0	0	0	1	0	0	0	0	1	3

Performance Indicator Narrative:

The old wooden light polls in our uptown district need to be replaced - sooner than later.

Had street lights along Stewart Avenue and Vet's Park converted to LED bulbs. Total of 38 street lights converted.

Goals

1. Monitor and replace street lighting on a timely basis.

2. To provide safe travel and security to city residents.

3. Began a program for changing to LED Upgrade.

Goal Narrative (Explain process of achievement):

Will be replacing ballard's in the downtown lighting.

STREETS DEPARTMENT

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Accomplishments

- ◆ Put down 322 tons of asphalt for potholes and misc. street repairs.
- ◆ Put down 0 tons of winter mix (UPM) for water main break street repairs.
- ◆ Swept all city streets in the spring and in the fall swept leaves until weather permitted. 1952 cubic yards of debris was hauled away total for the year.
- ◆ Swept 652 miles of city streets and parking lots.
- ◆ Hauled leaves and wood chips to the Ramsey County compost sight for disposal.
- ◆ Cleaned catch basin grates within the city, also cleaned out ditches and aprons.
- ◆ Patched sewer and water main breaks as needed.
- ◆ Patched and repaired around water gate valves, sanitary manholes and storm sewer catch basins.
- ◆ Dug out, cleaned up, cemented and/or asphalted catch basins, sidewalks and various misc. projects.
- ◆ There were 9 main breaks in the year 2020. None of these breaks were on county roads; they require a temporary concrete patch in the winter that has to be dug up, and replaced with a more permanent patch in the spring.
- ◆ Assisted water plant employees with main breaks by hauling material, and traffic control.
- ◆ Sub-cut around fire hydrant repairs and filled with black dirt also replaced sod where needed and replaced the asphalt curbing.
- ◆ Streets were evaluated for maintenance for 2021 for the following:
 - ◆ Overlaying and patching
 - ◆ Milling
 - ◆ Crack filling
- ◆ Performed various cement patching jobs, which included digging out roots, filling with gravel, and bringing surface up to grade, repairing black top or cut outs so concrete could be poured by contractor. We then finished the project with turf restoration of black dirt and seed or sod.
- ◆ Researched new equipment for street department, and acquired quotes for upcoming purchases.
- ◆ Maintained street snow plowing during winter months.
- ◆ Performed ice scraping and salting, also hauled snow as needed.
- ◆ Plowed, salted and removed snow piles from various locations within the city.
- ◆ Filled potholes during the winter season with Ultimate Paving Material (UPM); this cold mix is used as a temporary patch until hot mix is available again in the spring.
- ◆ Trimmed boulevard trees over streets and sidewalks according to city codes which included inspection of trees and notification of residents prior to work. This also entailed cleaning up brush and chipping the branches.
- ◆ Assisted residents with storm damaged trees as needed within the boulevard, chipped and cut up.
- ◆ In charge of keeping the Old and New Public Works yards, clear of debris and a workable facility.
- ◆ Hauled away sweepings and miscellaneous dirt about 800 yards of clean up at old shop.

STREETS DEPARTMENT

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- ◆ Streets department crew worked Fall clean up, beginning with set up and staging the week before. Then assisting residents with disposal of household refuse. They unloaded vehicles and ran heavy equipment in conjunction with the garbage haulers and recyclers. Closed up yard in the days that followed by hauling batteries to a recycler, along with Republic crews to get yard back to a working facility versus dumping area. The Spring Cleanup event was cancelled due to COVID19.
- ◆ Prepared equipment for spring and winter season.
- ◆ Performed truck and equipment maintenance as scheduled.
- ◆ Cleaned out overgrown ditches with heavy equipment and hauled away the debris.
- ◆ Finishing work on reconstructed curbing through out the city, cut asphalt near new curbing and filled with new material, also filled with black dirt and seed.
- ◆ Most water main repairs mentioned above created un-useable rubble that was separated and hauled away for disposal by the Streets Department.
- ◆ Assisted Water Department in hydrant flushing program.
- ◆ Maintained the Bellaire Center by pruning trees, cleaning, potholing and sweeping parking lot.
- ◆ All street department personnel attended Right to Know and AWAIR training.
- ◆ Maintained alleys with recycle mix and black top.
- ◆ Milled, inspected and patched low and high spots on the concrete sidewalks for winter snow removal operations.
- ◆ Snow fall totals for the season of 2020 was 34.5 inches.
- ◆ Street signs were replaced as needed due to vandalism, traffic accidents, and a total makeover of the reconstruction area was completed by year end.
- ◆ Loaded and hauled all the Christmas trees from the lake for the Bearly Open, trees were brought to the Ramsey County Compost Site for recycling.
- ◆ Picked up discarded trash on city roadways, ditches and in the road right of way.
- ◆ Paved a lot of areas prior to sealcoating to insure a good surface after application. Also assisted seal coat contractor with traffic control during their operations.
- ◆ Most of 2020 weather was very pleasant and no snow, so our tree boulevard trimming operations gain a lot of momentum and we got a lot done.
- ◆ Paving in the downtown was increased because the reconstruction has been moved out further. With downtown closed up for COVID19, made for easier completion.
- ◆ Kevin – Foreman was out on medical for two months, Chad Jacoboski took over the department in his absence and he handled it seamlessly, he did a great job.
- ◆ COVID brought a different schedule to us, we had 2 man shifts alternating weeks with the other members of the department on standby if needed.
We went back to our usual schedule after a month, and have been working it ever since. Didn't have enough people on staff to get anything done, so that schedule was discontinued, all employees agreed to it.
- ◆ Sign shop installs increased, due to COVID, bear signs were put up all over downtown and walking trails to advise distancing. A lot were taken and had to be replaced, so the Sport Center started selling them.
- ◆ Tried a new liquid material treatment for salt “Ice Be Gone” works great. Looking into making this part of our snow removal routine.

STREETS DEPARTMENT **2020 ANNUAL REPORT**

- ◆ Performed various Sewer/Storm Sewer projects as follows:
 - Assisted the Sewer Department crew with sewer main breaks, hauling.
 - Asphalt work performed as the final step in main line repair projects.
- ◆ Performed maintenance on City owned properties as follows:
 - South Fire Station underwent a water holding tank removal, our department hauled away debris (concrete barrier box), filled in the hole and paved over the area.
 - Worked on newly acquired lot next to Public Works Building, removing debris, trees, fencing and stumps.
 - Repaired asphalt drive for the White Bear Lake Food Shelf, it was dug and paved for better access.
- ◆ Performed the following fixes in conjunction with the Water Department:
 - Worked for two weeks on Highway 120, to restore access to the gate valves and manholes after the county repaving project.
- ◆ Performed tasks for the Parks Department as needed:
 - Assisted with moving the boardwalk furniture in front of the Boatworks Commons area.
 - Seasonal employees helps keep up with cutting grass and weed whipping due to limited staff because of COVID19.
 - Removed roots for new sidewalk panels, 6-8 total.

STREET SIGNS

- ◆ Orders for new street signs due to repair, or accident are as follows with a cost of \$2,340.62.
 - ◆ Street ID signs – 6 total
 - ◆ Stop signs – 4 total
 - ◆ Misc. signs – 27 total
 - ◆ 10' posts – 28 total
 - ◆ 12' posts – 7 total
 - ◆ 7' posts – 0 total
 - ◆ 6' posts - 0 total
- ◆ Signs replaced due to vandalism with a cost of \$258.90
 - ◆ Street ID signs – 0 total
 - ◆ Stop signs – 5 total
 - ◆ Misc. signs – 2 total
 - ◆ 10' posts – 0 total
 - ◆ 12' posts – 0 total
- ◆ Missing or faded signs replaced due to wear at a cost of \$1,197.64
 - ◆ Misc. signs – 8 total
 - ◆ Street ID signs – 10 total
 - ◆ Stop signs – 7 total
 - ◆ 10' posts – 15 total
 - ◆ 12' posts – 4 total

STREETS DEPARTMENT

2020 ANNUAL REPORT

- ◆ The following signs were ordered and installed for various engineering projects and misc. contractors through out the city. At a cost of \$4,420.00.
 - ◆ Street ID signs – 23 total
 - ◆ Stop signs – 11 total
 - ◆ Misc. signs – 47 total
 - ◆ 10' posts – 44 total
 - ◆ 12' posts – 10 total

STRIPING PROJECTS

- ◆ Paint used for the striping projects through out the city were as follows:
 - 50 gallons of white paint
 - 6 gallons of yellow paint
 - 2 gallons of blue paint
 - 3600 lbs. of glass beads

- ◆ The locations and painted areas are indicated below.
 - Downtown street parking & handicap stalls
 - 6 Downtown parking lots & handicap stalls
 - 28 School crosswalks
 - Miscellaneous crosswalks
 - Lake Avenue walking path
 - Lakewood Hills Park parking lot and handicap stalls
 - Podvin Park parking lot and handicap stalls
 - Matoska Park parking lot and handicap stalls
 - Sport Center parking lot and handicap stalls
 - Weyerhauser Park parking lot and handicap stalls
 - North and South Fire Station parking lot and handicap stalls
 - City Hall and Police Department parking lot and handicap stalls

STREETS DEPARTMENT

2020 ANNUAL REPORT

Goals

- ❖ Reduce potential for employment – related injuries by improved safety awareness through on-going employee training.
- ❖ Sustain city street sweeping program to effectively reduce pollutants from entering the city’s surface water bodies and support the City’s NPDES Phase II Storm Water Plan.
- ❖ Allocate personnel resources to repair potholes or street cuts within twenty-four hours of notification.
- ❖ Reduce snow plow related accidents by maintaining a trained workforce and complete snow removal activities before heavy traffic flow begins.
- ❖ Efficiently and effectively clear public roadways for safe travel.
- ❖ Reduce damage to private and public property.
- ❖ Provide snow plowing services to allow safe, predictable travel conditions year round.
- ❖ Continue to apply appropriate salt mixtures at application rates for safe vehicle operation during snow events.
- ❖ Place higher emphasis on maintenance of public right-of-ways.
- ❖ Provide the appropriate maintenance techniques to the City’s street pavements to ensure continued improvement of the overall system.
- ❖ Keep up on the program to replace faded and damaged signs; these changes are necessary for replacement and are mandated for safety with the new sign regulations.

MONTHLY REPORT - WATER - 2020

Performance Ind	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
Number of gallons pumped/treated	50,880,406	46,184,912	48,110,225	46,893,630	63,061,242	76,454,290	80,161,630	81,100,453	69,918,834	53,817,408	55,182,330	55,290,497	727055858
# of water meters installed, replacing old.	11	14	1	0	0	2	1	2	2	0	2	1	36
# of total old water meters in city remaining to be replaced.	1519	1499	1498	1498	1498	1496	1495	1493	1491	1491	1489	1488	1488
# of meter replacements performed.	12	20	7	2	4	7	5	3	6	3	2	6	77
# of water on/off - courtesy calls	8	5	3	6	16	10	5	3	7	17	7	6	93

Performance Indicator Narrative:

- Goals**
1. Ensure a continued high quality, reliable water supply is readily available to residents of White Bear Lake.
 2. Continue to upgrade water plant operations and controls.
 3. Flush water mains and exercise gate valves and hydrants to ensure reliable operations.
 4. Continue to install touch pad read metering equipment to improve meter reading efficiency.

Goal Narrative (Explain process of achievement):

JANUARY 2021**Code Enforcement**

Ward	1	2	3	4	5	Total
Refuse / Exterior Storage	0	1	0	0	0	1
Inoperable Vehicle(s)	0	1	0	0	0	1
Parking (including on grass)	0	0	0	1	0	1
Weeds	0	0	0	0	0	0
Miscellaneous	2	3	1	1	2	9
Structure Maintenance	0	2	0	0	0	2
Complaints	1	4	1	0	2	8
Proactive / City Initiated	1	3	0	2	0	6

Ward	1	2	3	4	5	Total
# of Cases Open	0	4	0	0	0	4
# of Cases Closed	2	3	1	2	2	10

Ward	1	2	3	4	5	Total
County Citations						0