



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, MARCH 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 Regular City Council Meeting on March 9, 2021

**3. APPROVAL OF THE AGENDA**

**4. VISITORS AND PRESENTATIONS**

A. Marketfest and Manitou Days Presentations

**5. PUBLIC HEARINGS**

Nothing scheduled

**6. LAND USE**

Nothing scheduled

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. ORDINANCES**

A. Second reading of an ordinance adopting a Cable Franchise Agreement with Comcast

- Approval of Franchise Ordinance
- Adoption of Summary Resolution

B. First reading of an ordinance adopting Critical Water Deficiency provisions

**9. NEW BUSINESS**

A. Resolution establishing members of a Housing Task Force Committee

B. Resolution authorizing extension of Emergency Relief Fund Program; to include update on relief programs

C. Resolution authorizing regulatory flexibility and use of City property by local businesses

D. Receiving Proposals and Authorizing Contract for Consultant Services for amending Part I of the City's Wellhead Protection Plan

## **10. CONSENT**

- A. Resolution ordering a public hearing for the SWPPP
- B. Resolution correcting the schedule within the adopted revised 2020 budget
- C. Resolution authorizing the City Manager to execute the Washington County Recycling Grant Agreement
- D. Resolution authorizing the Mayor and City Manager to execute an ambulance billing contract

## **11. DISCUSSION**

Nothing Scheduled

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

- Environmental Updates
- Welcoming & Inclusive Community Task Force

## **13. ADJOURNMENT**



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, MARCH 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: Doug Biehn, Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh. Staff in attendance were City Manager Ellen Hiniker, Planning and Zoning Coordinator Sam Crosby, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on February 23, 2021

It was moved by Councilmember **Biehn** seconded by Councilmember **Engstran**, to approve the Minutes of the February 23, 2021 as presented.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

**3. APPROVAL OF THE AGENDA**

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

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

**4. VISITORS AND PRESENTATIONS**

A. White Bear Lake Police Chief Julie Swanson – Police Department Update

Police Chief Swanson described a challenging year due to COVID and relayed the

department’s disappointment in an inability to participate in community events. She provided statistics from 2020 as follows:

- 24,000 calls for service – down from the previous year
- 4,600 traffic stops resulting in 2,800 warnings and 1,800 citations
- 175 domestic calls – down by ten from the previous year
- 400 disturbance/disorderly – consistent from previous years
- 200 theft from auto (164 calls in 2019), with 23 being catalytic convertors
- Increase in overdoses, with 11 overdose deaths and 36 incidents where Narcan was administered

Chief Swanson noted that there were 23 catalytic convertors stolen in 2020, up from 5 in 2019; there have already been 29 stolen in 2021. A group of three were recently caught in the act. She expressed support of legislation making it illegal to provide money for catalytic convertors to thwart this activity.

With regard to calls related to mental health crisis or concerns, there were roughly 150 incidents, similar to the past two years. Chief Swanson expressed appreciation for a mental health case worker provided through a partnership with Northeast Youth and Family Services.

Chief Swanson thanked the Council for their support of the department and expressed pride in continuous training of White Bear Lake Police Officers. She added that all training emphasizes de-escalation strategies and mental health awareness. Chief Swanson reported that policing policies are being reviewed internally in preparation for a review by a Community Policy Committee.

Mayor Emerson and Councilmembers expressed gratitude for the work of the White Bear Lake Police Department.

## 5. PUBLIC HEARINGS

Nothing scheduled

## 6. LAND USE

### A. Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Brent & Melissa Peacock for a Conditional Use Permit at 2532 Manitou Island. (Case No. 21-1-CUP). **Resolution No. 12731**
2. Consideration of a Planning Commission recommendation for approval of a request by Dave & Stephanie Herington for a variance at 2216 2nd Street. (Case No. 21-2-V). **Resolution No. 12732**

It was moved by Councilmember **Edberg** seconded by Councilmember **Biehn**, to approve the land use consent agenda as presented.

Biehn Aye  
Edberg Aye

Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

B. Non-Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Heartland TC Gun Club for a Conditional Use Permit and variance at 4350 Centerville Road. (Case No. 21-2-CUP & 21-4-V)

Planning and Zoning Coordinator Sam Crosby explained that Heartland TC Gun Club has applied for a Conditional Use Permit (CUP) to allow enclosed retail sales in the BW zoning district for the ability to sell sporting goods, including firearms, out of the permitted indoor commercial recreation facility located at 4350 Centerville Road. Ms. Crosby reported, of lesser significance (because of a grading differential adjacent I-35), is a 10 foot variance from the 15 foot setback in order to locate parking five feet from the east property line.

Mayor Emerson opened the public hearing at 7:42 p.m.

Mark Smith, property owner of 4444 Centerville Road, expressed concern with Gun Club customers parking in his neighboring business lot. He stated that customers will be loading and unloading guns from vehicles, which could be unsettling to his business tenants. He added that a six-foot drop between property lines is unsafe to those traveling between properties with a gun and suggested a fence as a solution to this issue.

Mayor Emerson closed the public hearing at 7:49 p.m.

Councilmember **Walsh** moved the **Resolution No. 12733**, seconded by Councilmember **Jones** for purposes of discussion. The City Council discussed Mr. Smith's concern related to parking, and options available should this prove to be an issue with the new neighbor's customers.

Councilmember **Biehn** amended the motion, seconded by Councilmember **Edberg**, to add a condition to **Resolution No. 12733**, crafted by the city attorney that the applicant be responsible to ensure parking remains on the premises, otherwise the addition of signage and/or a fence may be required.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

The City Clerk took a roll call vote on amended **Resolution No. 12733** as follows:

Biehn Aye  
Edberg Aye

Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

## 7. UNFINISHED BUSINESS

Nothing scheduled

## 8. ORDINANCES

### A. First reading of an Ordinance adopting a ten year cable franchise agreement with Comcast

City Manager Hiniker introduced this item and noted this agreement does not relate to the City's Joint Powers Agreement with Ramsey/Washington Counties Suburban Cable Communications Commission II (RWSCC), which will continue to be assessed.

Tim Finnerty, RWSCC Director introduced League of Minnesota Cities enlisted Green-Espel Attorney John Baker, who provided a presentation covering the topic of a non-exclusive, ten-year cable franchise agreement between White Bear Lake and Comcast. Mr. Baker highlighted the following key points reached through mediation:

- Cities are required by law to have franchise agreements for the use of public right of way
- 2019 FCC Order 621 meant fewer discounted or free services for cities (under appeal)
- Franchised fees are capped at 5% of gross revenues
- Gross revenues are better defined with regards to bundled services
- Upgrades to SCC cable systems are consistent with other area systems in our counties
- PEG Channels will be in HD and simulcast in HD
- Phased decline of PEG funding, but still higher than other entities
- Customers will pay 57% less in PEG funding than in previous years
- I-Net will be free for the next two years, then it will be charged at \$330 per site/mth
- If FCC law becomes more favorable, SCC has the ability to renegotiation terms
- SCC will no longer be housed under Comcast's rental agreement with White Bear Lake

Councilmember Edberg noted favorable franchise terms compared to those obtained by other cable commissions and other communities, including former RWSCC member cities. With FCC Order 621 currently under appeal, he inquired regarding a change to the laws. Mr. Baker explained that contract language was written to adjust terms up and down accordingly as laws might become more/less favorable under a new FCC Chair and appointees over the next ten years.

Mayor Emerson thanked Mr. Baker and RWSCC for their work and mentioned this item will be brought for vote at the March 23, 2021 City Council meeting.

## 9. NEW BUSINESS

### A. Resolution approving annual business license renewals

City Manager Hiniker stated this is the time of year to renew annual business licenses. She stated that the White Bear Lake Police Department conduct tobacco compliance checks twice per year, noting there were two failures in spring but no failures in the fall after corrective measures.

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to approve **Resolution No. 12734**, approving annual business license renewals.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

B. Resolution approving annual liquor license renewals

City Manager Hiniker explained there were very few calls for service this past year due to COVID. She highlighted a good working relationship between the Police Department and bars/restaurants with training opportunities provided to help minimize incidents.

It was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to approve **Resolution No. 12735**, approving annual liquor license renewals.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

C. Resolution authorizing a road closure and approving a community event at Railroad Park

City Manager Hiniker reported that an event endorsed by the Main Street Board is being planned in Railroad Park for Saturday, April 3, 2021. The applicants propose to close off Washington Square and bring in a large screen to watch the MN State High School Hockey tournaments. Similar to last year's Picnic in the Park concept, people would be permitted to bring their own alcohol into the controlled area for consumption. She added that there were no issues with this use last year, no store owners have raised concerns, and the group will have volunteers monitoring movement in and out of the venue.

It was moved by Councilmember **Biehn** seconded by Councilmember **Engstran**, to approve **Resolution No. 12736**, authorizing a road closure and approving a community event at Railroad Park.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

D. Resolution accepting a donation for renovation of Geist Gazebo

City Manager Hiniker reported that an anonymous donation of \$150,000 was given through a donor-advised fund administered by the Greater White Bear Lake Community Foundation (The Foundation) to be used toward the rehabilitation of the Geist Gazebo located in Matoska Park. She explained that as the City is handling this project, the City should pass a resolution accepting this donation. With preservation of the Gazebo as a goal, quotes are anticipated to come in around \$150,000, but Ms. Hiniker explained any shortfall is expected to be covered in through the City’s Park Fund.

Councilmember Edberg asked for and received clarification that The Foundation is forwarding the full amount of the money to be controlled on the City’s books as a reserved donation for the express purposes of rehabilitating the Gazebo. City Attorney Gilchrist stated that was his understanding of the arrangement.

It was moved by Councilmember **Jones** seconded by Councilmember **Engstran**, to approve **Resolution No. 12737**, accepting a donation for renovation of Geist Gazebo and seeking quotes for this project.

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

Motion carried unanimously.

Mayor Emerson thanked the donors for this wonderful gift to restore the Gazebo which is near and dear to White Bear Lake, and thanked Councilmember Jones for serving on the committee.

**10. CONSENT**

- A. Acceptance of Minutes: February Planning Advisory Commission; January Environmental Advisory Commission; January White Bear Lake Conservation District
- B. Resolution authorizing food truck operations on public property at the Sports Center. **Resolution No. 12738**

It was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to approve the consent agenda as presented.

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

Motion carried unanimously.



## 11. DISCUSSION

- A. Housing Policy Initiative, expand scope to capture community discussion around more recent housing development proposals

City Manager Hiniker reported on the status of the Housing Policy Initiative, the application period having recently concluded and a roster to be approved at the March 23, 2021 City Council meeting. Ms. Hiniker sought and received approval to pursue options with consultants on an expansion of the scope to include review of more recent development proposals and related engagement processes. The hope is to gather additional insight to inform future processes.

## 12. COMMUNICATIONS FROM THE CITY MANAGER

- Plans for reopening

Walk-in service has resumed at City Hall. Many of the staff will continue to alternate work from home to minimize numbers of employees in building at one time. All but Driver's License services are available in the License Bureau for walk-in service. Driver's License appointments must still be scheduled. Simple renewals that do not require change of name or address can be accomplished online.

Councilmember Biehn received confirmation that Dropbox Services will remain available 24-7, even beyond COVID.

- Main Street businesses are still struggling with COVID restrictions and staff intends to request the flexibility from Council at the next meeting to provide administrative approval for flexible outdoor use of public right-of-way and a continuation of Picnic in the Park.
- Automated Vehicle (AV) Pilot Project final contract will be between MN DOT and AECOM as project manager, which removes the City from administration. AE COM will be invited back to provide an overview of the AV Pilot Project
- The annual Deer Survey is conducted by Ramsey County Parks and Recreation and is a program the City continues to participate in to assess deer counts in White Bear Lake. As indicated on the overall map, White Bear Lake has very low numbers of deer again this year.

## 13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Jones** to adjourn the regular meeting at 9:17 p.m.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

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Jo Emerson, Mayor

**ATTEST:**

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Kara Coustry, City Clerk



**City of White Bear Lake**  
City Manager's Office

## *MEMORANDUM*

**To:** Mayor and Council

**From:** Ellen Hiniker, City Manager

**Date:** March 17, 2021

**Subject:** **Second reading of an ordinance repealing and replacing the cable franchise with Comcast**

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### **BACKGROUND**

Ramsey/Washington Counties Suburban Cable Communications Commission II (SCC) is a Joint Powers Cooperative organized pursuant to Minnesota Statutes §§ 238.08 and 471.59, as amended, and includes the following nine (9) municipalities: Birchwood Village, Dellwood, Grant, Lake Elmo, Mahtomedi, Oakdale, White Bear Lake, White Bear Lake Township, and Willernie. In 1999, the member cities enacted separate ordinances and entered into individual franchise agreements authorizing MediaOne of St. Paul, Inc. to provide cable service.

In the early 2000's the existing franchise was transferred to Comcast of Minnesota, Inc. (Comcast). The initial term of the franchise has been extended multiple times by agreement of Comcast, SCC and member cities. As franchise administrator on behalf of member cities, SCC has undertaken the following process in order to renew the cable franchise with Comcast:

- 2017 – 2019, Community Cable Needs Assessment (identify future needs/interests)
- 2019, SCC issued Request for Renewal Proposal (RFRP) and Comcast responded
- After informal negotiations, formal renewal proceedings began in late 2019
- June – August 2020, exchange of three rounds of pre-filed testimony regarding the issues between SCC and Comcast
- October – December 2020, mediation occurred
- January 2021, negotiations on major issues were captured on a term sheet
- January – February 2021, both SSC and Comcast come to agreement on this proposed franchise document

First reading of the proposed ordinance and Council discussion occurred at the March 9, 2021 City Council meeting. MN League assigned attorney, John Baker provided a presentation outlining key points of the franchise agreement.

### **SUMMARY**

All cable companies are required to hold a franchise in order to operate cable television systems. In Minnesota, the authority to grant cable franchises are vested with city government. To date, Comcast has been operating under the previous franchise negotiation by RWSCC, which was adopted by the City of White Bear Lake in 1999.

The City, along with eight area municipalities, are members of a Joint Powers agreement with Ramsey Washington Suburban Cable Communications (RWSCC) as a means for management of the cable franchise. Both RWSCC and Comcast have been working on the terms throughout 2020, and have reached agreement on a proposed Cable Franchise. This proposed ten-year, non-exclusive franchise sets forth the conditions for the operation of cable in White Bear Lake, and was mutually negotiated between the RWSCC and Comcast. RWSCC board members, including White Bear Lake's representative Les Dahm, voted unanimously to recommend member cities of RSWCC adopt the proposed franchise document.

Key points of the agreement are highlighted below:

- Cities are required by law to have franchise agreements for the use of public right of way
- 2019 FCC Order 621 meant fewer discounted or free services for cities (under appeal)
- Franchised fees are capped at 5% of gross revenues
- Gross revenues are better defined with regards to bundled services
- Upgrades to SCC cable systems are consistent with other area systems in our counties
- PEG Channels will be in HD and simulcast in HD
- Phased decline of PEG funding, but still higher than other entities
- Customers will pay 57% less in PEG funding than in previous years
- I-Net will be free for the next two years, then it will be charged at \$330 per site/mth
- If FCC law becomes more favorable, SCC has the ability to renegotiation terms
- SCC will no longer be housed under Comcast's rental agreement with White Bear Lake

The Proposed Cable Franchise in its entirety (70 pages) is posted on the City's website with copies available upon request: <https://www.whitebearlake.org/bc-rwsc>

### **RECOMMENDED COUNCIL ACTION**

Hold second reading at the March 23 City Council meeting and conduct a public hearing prior to taking the following suggested actions:

- 1) Adopt the Franchise Ordinance negotiated by the parties.
- 2) Adopt the Summary Resolution to facilitate publication of the 70 page Franchise Ordinance document.

Per the City's Charter, both the Franchise Ordinance and the Summary Resolution require 4/5 vote of the City Council.

### **ATTACHMENT**

Summary Resolution

## **RESOLUTION NO.**

### **A RESOLUTION ESTABLISHING THE TITLE AND SUMMARY APPROVAL OF ORDINANCE NO. 21-3-2047**

**SUMMARY OF AN ORDINANCE GRANTING A FRANCHISE TO COMCAST OF MINNESOTA, INC. (“COMCAST”) TO CONSTRUCT, OPERATE, AND MAINTAIN A CABLE SYSTEM IN THE CITY OF WHITE BEAR LAKE, MINNESOTA SETTING FORTH CONDITIONS ACCOMPANYING THE GRANT OF THE FRANCHISE; PROVIDING FOR REGULATION AND USE OF THE SYSTEM AND THE PUBLIC RIGHTS- OF-WAY; AND PRESCRIBING PENALTIES FOR THE VIOLATION OF THE PROVISIONS HEREIN.**

On March 23, 2021, the City of White Bear Lake, Minnesota (“City”) adopted an Ordinance granting a Cable Television Franchise to Comcast. The Ordinance serves two purposes. First, it grants a nonexclusive cable franchise to Comcast to operate and maintain a cable system within the City. Second, it provides requirements for the provision of cable television services including technical standards, customer service obligations, and related matters.

The Ordinance includes the following key terms:

- 1) Establishes a franchise term of ten (10) years;
- 2) Imposes on Comcast a franchise fee of five percent (5%) of Comcast’s annual gross revenues;
- 3) Incorporates the City Code regarding right-of-way protections;
- 4) Requires Comcast to dedicate channel capacity for public, education, and government (“PEG”) programming;
- 5) Establishes a PEG Fee between three-and-one-quarter percent (3.25%) and two-and-three-quarters percent (2.75%) of Comcast’s annual gross revenues;
- 6) Imposes strong customer-service standards regarding Comcast’s provision of cable services; and
- 7) Requires a performance bond and letter of credit to enforce Comcast’s compliance with the Ordinance.

It is hereby determined that publication of this title and summary will clearly inform the public of the intent and effect of the Ordinance. A copy of the entire Ordinance shall be posted at the White Bear Lake City Hall.

It is hereby directed that only the above title and summary of the Ordinance be published, conforming to Minn. Stat. § 331A.01, with the following:

### **NOTICE**

Persons interested in reviewing a complete copy of the Ordinance may do so at the City Hall at 4701 Highway 61 N, by scheduled appointment due to COVID. The full Ordinance is also available on the City’s website at, <https://www.whitebearlake.org/bc-rwscc>

Passed by the White Bear Lake City Council this 23 day of March, 2021.

**RESOLUTION NO.**

CITY COUNCIL OF WHITE BEAR LAKE

s/ Jo Emerson, Mayor

Attest: Kara Coustry, City Clerk

Published one time in the White Bear Press on March 31, 2021



**City of White Bear Lake**  
City Engineer's Office

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Paul Kauppi, Public Works Director/City Engineer

**Date:** March 23, 2021

**Subject:** **First reading of an ordinance amending Chapter 401 of the Municipal Code pertaining to water usage during times of critical water deficiency**

### **BACKGROUND / SUMMARY**

Water suppliers that serve over 1,000 people are required to complete a Water Supply Plan every 10 years. The goal of the Water Supply Plan is to implement long term water sustainability and conservation measures as well as develop critical emergency preparedness measures.

The City's previous Water Supply Plan was approved in 2007. On October 1, 2015, the City received notification from the Minnesota Department of Natural Resources (DNR) that the City must submit a new Water Supply Plan. Since 2015, The Engineering and Water Departments worked with the DNR to complete this plan.

The revised plan includes updated emergency contacts, water conservation measures and emergency procedures. It also requires adoption of a critical water deficiency ordinance and verification that the City has a tiered water rate structure.

On November 5, 2020, the Minnesota Department of Natural Resources approved the City's Water Supply Plan. As required by state statute, (103G.291), adoption of a Critical Water Deficiency Ordinance is a condition of DNR approval. If the governor were to determine there to be a critical water deficiency, public water supply authorities appropriating water would enforce water conservation restrictions, as outlined below:

- Outdoor irrigation of yards, gardens, golf courses, parklands, and other non-agricultural land, except for those areas irrigated with reclaimed water would be prohibited.
- Washing or spraying of sidewalks, driveways, parking areas, tennis courts, patios, or other paved areas with water from any pressurized source, including garden hoses, except to alleviate immediate health or safety hazards would be prohibited.
- The outdoor use of any water-based play apparatus connected to a pressurized source would be prohibited.
- Restaurants and other food service establishments would be prohibited from serving water to their customers, unless water is specifically requested by the customer.
- Operation of outdoor misting systems used to cool public areas is prohibited.
- Filling of swimming pools, fountains, or other exterior water features would be prohibited.

- Washing of automobiles, trucks, trailers, and other types of mobile equipment would be prohibited, except for City emergency vehicles and other vehicles requiring frequent washing to protect public health, safety, and welfare, and except for facilities equipped with wash water recirculation systems.

Once adopted, this ordinance will be included in the new Water Supply Plan, which will then be forwarded to CC for approval.

**RECOMMENDED COUNCIL ACTION**

First reading of the proposed ordinance and Council discussion.

**ATTACHMENT**

DNR background information

MN State Statute 103G.291

Proposed Ordinance Amending Municipal Code 401



**CITY OF WHITE BEAR LAKE  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE  
CITY OF WHITE BEAR LAKE REGARDING WATER USAGE  
DURING TIMES OF CRITICAL WATER DEFICIENCY**

The Council of the City of White Bear Lake does ordain as follows:

**ARTICLE I. Critical Water Deficiency.** The Municipal Code of the City of White Bear Lake is hereby amended by adding a new §401.130 as follows:

**§401.130 CRITICAL WATER DEFICIENCY**

Subd. 1. Purpose. The purpose of this section is to satisfy the requirement imposed on the City under Minnesota Statutes, section 103G.291 to adopt and enforce water conservation restrictions that apply when the Governor declares by executive order that there is a critical water deficiency.

Subd. 2. Scope. This section applies to the use of water supplied by the City's municipal water system during the period of a critical water deficiency. Nothing in this section limits the City's authority to implement any emergency response plans or procedures it may adopt, even if those plans impose additional or more restrictive limitations on the use of water. This section is in addition to the water conservation restrictions established in Section 401.120.

Subd. 3. Definitions. For the purposes of this section, the following terms shall have the meaning given them in this subdivision.

- (a) Critical Water Deficiency. "Critical water deficiency" means the period during which the Governor has determined and declared by executive order that a critical water deficiency exists within the City.
- (b) Customer. "Customer" means an owner or lessee of property lawfully connected to the City's municipal water system within the City.
- (c) Irrigation. "Irrigation" means the watering of shrubs, trees, sod, seeded areas, gardens, lawns, or any other outdoor vegetation, except outdoor vegetation utilized for agricultural purposes.
- (d) Reclaimed Water. "Reclaimed water" means water collected from rooftops, paved surfaces, or other collection devices and all water utilized more than once before re-entering the natural water cycle.
- (e) Water Recirculation System. "Water recirculation system" means any system which enables a user to reuse water at least once prior to returning the water to the natural water cycle.

Subd. 4. Public Notice. If the Governor declares a critical water deficiency, the City shall post notice of the declaration at City Hall and on the City's website, and shall utilize the

City's other methods of electronic communications to notify residents of the critical water deficiency and that additional water conservation measures are in effect.

Subd. 5. Water Conservation Measures. The following restrictions on the use of water from the City's municipal water system shall apply during the period of a critical water deficiency:

- (a) Outdoor irrigation of yards, gardens, golf courses, parklands, and other non-agricultural land, except for those areas irrigated with reclaimed water, is prohibited;
- (b) Washing or spraying of sidewalks, driveways, parking areas, tennis courts, patios, or other paved areas with water from any pressurized source, including garden hoses, except to alleviate immediate health or safety hazards, is prohibited;
- (c) The outdoor use of any water-based play apparatus connected to a pressurized source is prohibited;
- (d) Restaurants and other food service establishments are prohibited from serving water to their customers, unless water is specifically requested by the customer;
- (e) Operation of outdoor misting systems used to cool public areas is prohibited;
- (f) The filling of swimming pools, fountains, spas, or other exterior water features is prohibited; and
- (g) The washing of automobiles, trucks, trailers, and other types of mobile equipment is prohibited, except for City emergency vehicles and other vehicles requiring frequent washing to protect public health, safety, and welfare, and except for facilities equipped with wash water recirculation systems.

Subd. 6. Variances. The City Manager, or designee, is authorized to grant a variance to this section where strict application of its provisions would result in a serious health or safety hardship to a customer. A customer must submit a written request for a variance that explains the basis for the claimed serious hardship. A variance may only be granted for reasons involving health or safety as determined by the City Manager or designee. The City Manager or designee shall provide the customer its decision in writing. If granted, the customer is exempt from the restrictions imposed under this section, but only to the extent specifically provided for in the written variance. A customer may appeal the denial of a variance request by submitting a written appeal to the City Clerk within five days of the denial. The City Council shall hear and act on the appeal at the next City Council meeting. The decision of the City Council on the appeal is final.

Subd. 7. Violations. A violation of this section is punishable as a petty misdemeanor or as an administrative offense under Section 205 of the Municipal Code. A person who violates any provision of this section shall be subject to criminal or administrative penalties as provided in this subdivision.

(a) First Violation. The City shall issue the owner or occupant of a property a written warning for a first violation of this section.

(b) Subsequent Violations. Any subsequent violations of this section occurring on the same property during the same critical water deficiency declaration shall be issued a petty misdemeanor citation or an administrative citation for the violation.

**ARTICLE II. Effective Date.** This ordinance shall become effective on the first day of publication after adoption.

Adopted by the City Council of the City of White Bear Lake, Minnesota on the \_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk

(~~Strike out~~ indicates matter to be deleted, double underline indicates new matter.)

First Reading: \_\_\_\_\_

Initial Publication: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Final Publication: \_\_\_\_\_

Codified: \_\_\_\_\_

Posted on web: \_\_\_\_\_



**DNR RESPONSE TO COVID-19:** For details on adjustments to DNR services, [visit this webpage \(https://www.dnr.state.mn.us/covid-19.html\)](https://www.dnr.state.mn.us/covid-19.html). For information on the state's response, visit the [Minnesota COVID response webpage \(https://mn.gov/covid19/\)](https://mn.gov/covid19/).

## Public water supply conservation

### Water Conservation Reporting System

#### Water Suppliers Serving Over 1,000 People

Beginning January 1, 2018, there will be a new supplement to the annual water use report in Minnesota Permitting and Reporting System (MPARS) called the [Water Conservation Reporting System \(http://www.espwater.org/\)](http://www.espwater.org/).

The new system will provide:

- robust dashboards for analyzing key water conservation measures
- data year after year for trend analysis, and
- methods to measure and record if the state is achieving water conservation goals

Water Suppliers serving over 1,000 people should have received notification and a password to log into the new system. If you believe your system was overlooked, please contact [Carmelita Nelson \(mailto:carmelita.nelson@state.mn.us\)](mailto:carmelita.nelson@state.mn.us), with the DNR Water Conservation Program (651-259-5034) or [Lori Bovitz \(mailto:lbovitz@energyplatforms.com\)](mailto:lbovitz@energyplatforms.com), with ESPWater Customer Service (866-258-6913).

#### Training Video


A training video on how to fill in and complete the Water Conservation Reporting System is available. The video is approximately 45 minutes. Alternative formats are available on request for any needed accommodations. Contact [Carmelita Nelson \(mailto:carmelita.nelson@state.mn.us\)](mailto:carmelita.nelson@state.mn.us) (651-259-5034).

- [Water Conservation Reporting System Training Video \(https://espwaterstorage.blob.core.windows.net/publiccontent/2017-12-11%2012.57%20MN%20Water%20Conservation%20Reporting%20Training.mp4\)](https://espwaterstorage.blob.core.windows.net/publiccontent/2017-12-11%2012.57%20MN%20Water%20Conservation%20Reporting%20Training.mp4)

#### Water Suppliers Serving Under 1,000 People

Water Suppliers serving under 1,000 people will report 2017 water use through the Minnesota Permitting and Reporting System (MPARS), as usual. Suppliers have the option to complete the Water Supply Inventory form for city use. The DNR will not be collecting this

data. This is the same form that was previously found in MPARS. In 2019, smaller water suppliers will receive training on the new Water Conservation Reporting System.

- [Water Supply Inventory Form](https://files.dnr.state.mn.us/waters/watermgmt_section/appropriations/pws-inventory-form.pdf)  
([https://files.dnr.state.mn.us/waters/watermgmt\\_section/appropriations/pws-inventory-form.pdf](https://files.dnr.state.mn.us/waters/watermgmt_section/appropriations/pws-inventory-form.pdf))  PDF

## Conservation Measures for Water Supply Systems

### Education

The water, wastewater, and energy saving benefits from conservation measures should be provided to customers along with information on how to improve water use efficiencies. Information should be provided several times each year and especially during high-use periods.

The [American Water Works Association](http://www.awwa.org/) (<http://www.awwa.org/>) (AWWA) has materials on water conservation available in numerous formats. Contact the AWWA Bookstore at 1-800-926-7337 for information. Educational information is also available from the [Minnesota Rural Water Association](http://WWW.MRWA.COM/) (<http://WWW.MRWA.COM/>) (MRWA) at 218-685-5197 or the DNR at 651-259-5034.

### Metering

The AWWA recommends that every water utility should meter all water taken into its system and water distributed from the system to its users. Meters should be tested periodically to ensure that meters are functioning properly; a meter testing program may help reduce unaccounted-for water volumes.

### Water Audits, Leak Detection, and Repair

Cities should establish a goal for unaccounted-for water (the AWWA recommends less than 10 percent) and monitor unaccounted-for water volumes each month or billing period. Water audit, leak detection, and repair programs should be implemented when unaccounted-for water is higher than the goal.

### Regulation

Please be aware that [Minnesota Statutes 103G.291](http://www.revisor.leg.state.mn.us/stats/103G/291.html) (<http://www.revisor.leg.state.mn.us/stats/103G/291.html>) require public water suppliers to adopt and enforce water use restrictions when the governor declares a critical water deficiency. The restrictions must limit sprinkling lawns, washing vehicles, irrigating golf courses and parks, and other nonessential uses and have appropriate penalties for failure to comply with restrictions.

Regulations and ordinances can be used to encourage the use of best management practices for improving water use efficiencies. Limits on time of day lawn watering, installation of rain detection devices on automatic sprinkler systems, and enactment of water wasting


ordinances are a few examples of ways to encourage improvements in water use efficiencies. Please contact the DNR if you have questions regarding examples of ordinances that could be used to address a specific situation.

## Retrofitting

Data from the AWWA indicate that water use could be reduced as much as 33.5 gallons per capita per day (GPCD) by using water-efficient toilets, showerheads, and faucets that meet federal manufacturing standards. The water, wastewater, and energy benefits from replacing inefficient water fixtures should be part of a public education program. It is recommended that communities develop a long-term plan to retrofit public buildings. Retrofitting of public buildings will help promote educational efforts as well as demonstrate fiscal and environmental responsibility.

Certain electric and gas providers are required by law ([Minnesota Statutes 216B.241](#) (<http://www.revisor.leg.state.mn.us/stats/216B/241.html>)) to fund programs that will conserve energy resources. Electric and gas utilities have distributed new water-efficient showerheads to customers to help reduce energy demands required to supply hot water. You may want to contact local electric or gas suppliers to see if they are interested in developing a showerhead distribution program for customers in your service area.

## Questions

- [Carmelita Nelson](mailto:carmelita.nelson@state.mn.us), (<mailto:carmelita.nelson@state.mn.us>) Water Supply Plans and Conservation, 651-259-5034
- [Area Hydrologist](https://files.dnr.state.mn.us/waters/area_hydros.pdf) ([https://files.dnr.state.mn.us/waters/area\\_hydros.pdf](https://files.dnr.state.mn.us/waters/area_hydros.pdf))  PDF

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### Questions?

Call 651-296-6157 or 888-MINNDNR (646-6367)

Email us: [info.dnr@state.mn.us](mailto:info.dnr@state.mn.us)

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**103G.291 PUBLIC WATER SUPPLY PLANS; APPROPRIATION DURING DEFICIENCY.**

Subdivision 1. **Declaration and conservation.** (a) If the governor determines and declares by executive order that there is a critical water deficiency, public water supply authorities appropriating water must adopt and enforce water conservation restrictions within their jurisdiction that are consistent with rules adopted by the commissioner.

(b) The restrictions must limit lawn sprinkling, vehicle washing, golf course and park irrigation, and other nonessential uses, and have appropriate penalties for failure to comply with the restrictions.

Subd. 2. **Modifying permit for noncompliance.** Disregard of critical water deficiency orders, even though total appropriation remains less than that permitted, is adequate grounds for immediate modification of a public water supply authority's water-use permit.

Subd. 3. **Water supply plans; demand reduction.** (a) Every public water supplier serving more than 1,000 people must submit a water supply plan to the commissioner for approval by January 1, 1996. In accordance with guidelines developed by the commissioner, the plan must address projected demands, adequacy of the water supply system and planned improvements, existing and future water sources, natural resource impacts or limitations, emergency preparedness, water conservation, supply and demand reduction measures, and allocation priorities that are consistent with section 103G.261. Public water suppliers must update their plan and, upon notification, submit it to the commissioner for approval every ten years.

(b) The water supply plan in paragraph (a) is required for all communities in the metropolitan area, as defined in section 473.121, with a municipal water supply system and is a required element of the local comprehensive plan required under section 473.859.

(c) Public water suppliers serving more than 1,000 people must encourage water conservation by employing water use demand reduction measures, as defined in subdivision 4, paragraph (a), before requesting approval from the commissioner of health under section 144.383, paragraph (a), to construct a public water supply well or requesting an increase in the authorized volume of appropriation. The commissioner of natural resources and the water supplier shall use a collaborative process to achieve demand reduction measures as a part of a water supply plan review process.

(d) Public water suppliers serving more than 1,000 people must submit records that indicate the number of connections and amount of use by customer category and volume of water unaccounted for with the annual report of water use required under section 103G.281, subdivision 3.

(e) For the purposes of this section, "public water supplier" means an entity that owns, manages, or operates a public water supply, as defined in section 144.382, subdivision 4.

Subd. 4. **Demand reduction measures.** (a) For the purposes of this section, "demand reduction measures" means measures that reduce water demand, water losses, peak water demands, and nonessential water uses. Demand reduction measures must include a conservation rate structure, or a uniform rate structure with a conservation program that achieves demand reduction. A "conservation rate structure" means a rate structure that encourages conservation and may include increasing block rates, seasonal rates, time of use rates, individualized goal rates, or excess use rates. If a conservation rate is applied to multifamily dwellings, the rate structure must consider each residential unit as an individual user.



(b) To encourage conservation, a public water supplier serving more than 1,000 people must implement demand reduction measures by January 1, 2015.

**History:** *1990 c 391 art 7 s 31; 1993 c 186 s 6; 2007 c 131 art 1 s 57; 2008 c 363 art 5 s 20,21; 2012 c 150 art 1 s 2,3; 1Sp2015 c 4 art 4 s 97*



**City of White Bear Lake**  
Community Development Department

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

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

**Date:** March 18, 2021 for the March 23, 2021 City Council Meeting

**Subject:** **Resolution establishing members of a Housing Task Force Committee**

---

### **SUMMARY**

Staff requests confirmation of the 20 members recommended to serve on the Housing Task Force to study, inform and provide recommendations to the City Council/HRA on the formulation of Housing Policy priorities.

### **BACKGROUND**

In October of 2020 Council approved the establishment of a housing engagement process that would include the establishment of a Housing Task Force comprised of community stakeholders to review data and develop policy recommendations for consideration by the City Council/HRA. In February the city asked for applicants to a housing task force to create a committee of 15-20 stakeholders. After careful review of the 44 applications received, the consulting team and city staff forward the attached list of applicants for Council's consideration.

The consulting team and staff were pleased with the number and quality of applications received as they represent diversity in experiences and perspectives; narrowing the list to 20 members was challenging. The consulting team and staff are hopeful that the applicants not selected will continue to participate in the process through the two community conversations and potentially targeted focus groups.

### **RECOMMENDED COUNCIL ACTION**

Please forward the list of recommend task force members, which, if approved authorizes the City Manager to invite the recommended applicants to participate in the White Bear Lake Housing Task Force

### **ATTACHMENTS**

1. Resolution of Approval

**RESOLUTION NO.**

**RESOLUTION APPROVING RECOMMENDATIONS FOR HOUSING TASK FORCE APPOINTMENTS**

**WHEREAS**, the City of White Bear Lake recently completed its 2040 Comprehensive Plan; and

**WHEREAS**, the 2040 Comprehensive Plan includes an element focused on the City of White Bear Lake’s housing needs; and

**WHEREAS**, it is in the best interest of the City of White Bear Lake to ensure a implementation of sound housing related policies and programs; and

**WHEREAS**, the City Council has previously approved working with LISC to lead a comprehensive community engagement process will inform future housing policy for the City of White Bear Lake; and

**WHEREAS**, the City Council had given preliminary approval to establish a housing task force comprised of 15-20 interested community stakeholders; and

**WHEREAS**, the City sought applications for a housing task force from interested community stakeholders; and

**WHEREAS**, the city received 44 applications from interested community members; and

**WHEREAS**, after careful review of the applicants the consulting team and staff has put forth a recommended slate of 20 community stakeholders that represents a diverse balance of perspectives and experiences; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, that the Council supports the recommended appointments to serve on a Housing Task Force to provide recommendations to the City Council/HRA related to the City’s Housing Policy priorities.

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**  
Community Development Department

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

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

**Date:** March 18, 2021 for the March 23, 2021 City Council Meeting

**Subject:** **CARES Fund Update & Resolution approving an extension of the Emergency Assistance Grant Program**

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### **BACKGROUND**

At its August 25<sup>th</sup> meeting, the City Council approved a local CARES relief program that included funds designated for both resident and business financial support. The initial allocation for both funds included allocations of \$250,000 plus administrative fees. Upon completion of the application period for the business relief grant program, Council allocated an additional \$90,570.00 to the program at its October 13<sup>th</sup> meeting to bring the total allocation to \$340,570.00 for local business relief grants. At its November 10<sup>th</sup> meeting, Council authorized the extension of the resident relief program through the first quarter of 2021 and adjusted the allocation to \$125,000 due to a lower than anticipated demand for the program.

### **SUMMARY**

**Business Relief and Economic Recovery:** In partnership with the White Bear Lake Economic Development Corporation (“WBL EDC”) and White Bear Area Chamber of Commerce (“WBACC”), and with the support from the Main Street organization, an online survey of area businesses was recently conducted to assess the ongoing impact of the COVID-19 pandemic on the local economy. Based on the results of the survey and dialogue with the local business leaders, as represented by members of the WBL EDC, it appears that while many small businesses continue to face considerable challenges, most have access to federal relief programs. However, it is clear that the need to monitor the local business climate will continue as businesses navigate uncertainly due to the pandemic.

As Council is aware, staff anticipates receipt of additional local government aid through the American Rescue Plan Act of 2021. At this time, details and guidelines regarding use of these funds are limited; although, local economic support has been identified as an acceptable use. Fortunately, the 2024 expenditure deadline allows for a less reactive approach than the earlier CARES fund allocations demanded. For this reason, staff is not recommending that an additional business relief grant program be created at this time. Rather, staff proposes developing a more comprehensive, multi-pronged economic recovery approach once Treasury guidelines for use of the American Rescue Plan funding are available.

**Emergency Assistance Program:** As of the latest update from Community Action Partnership of Ramsey and Washington Counties (“CAP RW”) on March 9th, \$88,013 of the emergency relief grant program funds had been approved and paid. Up to an additional \$19,560 in requests in under review. In summary, of the \$125,000 allocated by Council, \$107,573 in relief grants have either already been distributed or are under review.

Staff anticipates additional rental relief will be available through the State at the end of March. Additionally, the recently enacted American Rescue Plan includes provisions for financial relief for homeowners who have fallen behind on their mortgage payments; however, it is not clear when that relief will be made available or to what extent it will reach White Bear Lake homeowners.

To ensure residents are able to remain stably housed through the local resident relief program in the interim time until federal funds are available, staff proposes that 1<sup>st</sup> quarter deadline for the current program be extended indefinitely until such time that the full \$125,000 currently allocated to the program has been expended. At this time staff anticipates that the funds would be fully expended in April or May.

#### **RECOMMENDED COUNCIL ACTION**

At this time staff is not recommending any additional allocations of funding for either business or resident assistance. Staff is recommending eliminating the deadline to apply for residence assistance and instead continuing to offer the financial support until the full \$125,000 in assistance funds have been expended.

#### **ATTACHMENTS**

1. Resolution authorizing the extension of the resident relief program until such time the fund has been fully expended
2. Results of Winter 2021 COVID Business Impact Survey
3. Update on Resident Assistance Fund Usage
4. LMC materials outlining general guidelines for use of American Rescue Plan funds

**RESOLUTION NO.:**

**RESOLUTION AUTHORIZING AN EXTENSION OF THE  
EMERGENCY ASSISTANCE GRANT FUND PROGRAM**

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

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

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

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

**WHEREAS**, in August, the City Council approved \$250,000 for an Emergency Assistance Program for residents in need of direct assistance for qualified expenses; and

**WHEREAS**, on November 10, 2020 the City Council adjusted the allocation to \$125,000; and

**WHEREAS**, on November 10, 2020 authorized the extension of emergency assistance grant fund program through the first quarter 2021; and

**WHEREAS**, to date, approximately \$88,000 has been distributed on behalf of White Bear Lake residents to their landlords and other utility providers; additionally, applications are currently in process representing up to approximately \$20,000 in qualified expenditures of the account; and

**WHEREAS**, the Community Action Partnership (CAP) of Ramsey and Washington Counties has relayed applications for assistance from White Bear Lake residents continue to be received; and

**WHEREAS**, it remains unclear when federal housing assistance will be readily available to residents; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that the City Manager is hereby authorized to extend the emergency assistance grant fund program until such time that the full \$125,000 allocation has been expended.

**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

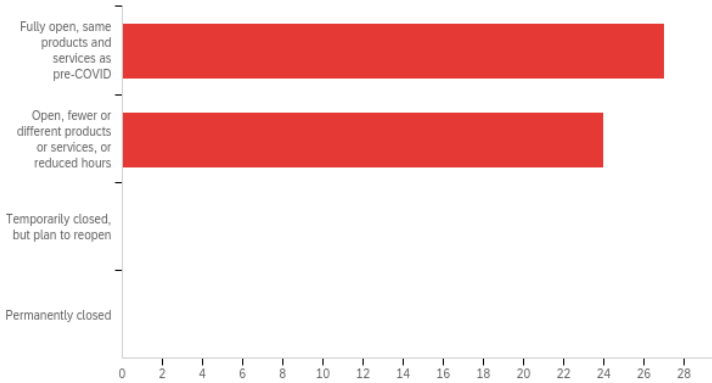
ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk

## Winter 2021 COVID Business Impact Survey

52 respondents that indicated their business is located in the City of White Bear Lake

Q1 - What is the current status of your business?



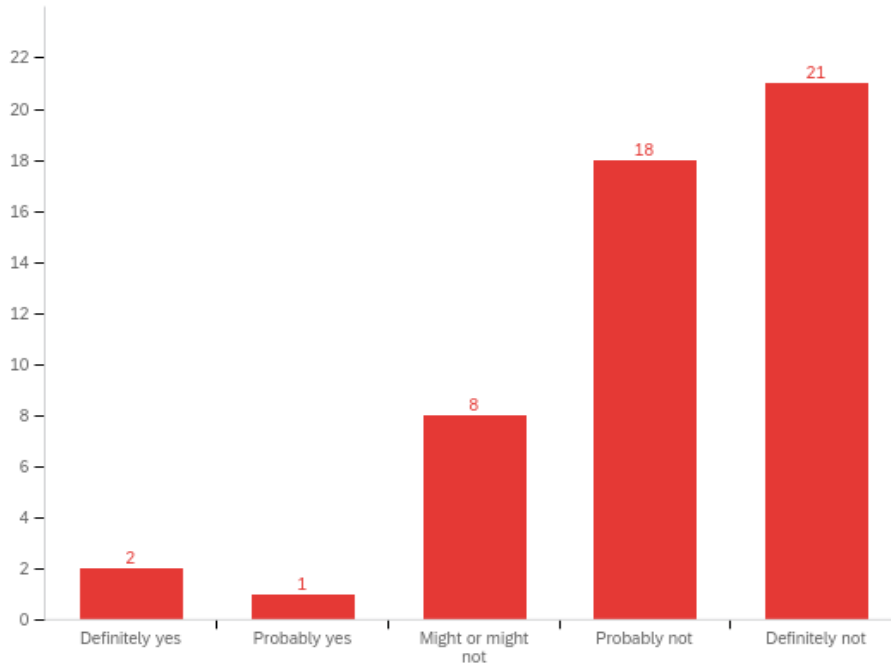
27 indicated fully open; 24 partially

Q2 - How has the COVID-19 pandemic impacted the continuity/stability of your operations? Please answer if an action occurred during either or both of the time periods March 13-October 31 and November 1-Present. If you did not take an action described below, leave the response blank.

#	Field	March 17, 2020 to October 31, 2020	November 1, 2020 to Present	Total
1	Remained Fully Open	34.09% 15	65.91% 29	44
2	Reduced Days/Hours	65.91% 29	34.09% 15	44
3	Closed to public	76.92% 10	23.08% 3	13
4	Beyond accommodations for social distancing (virtual meetings, greater space between workspaces, etc.), there has been minimal impact to my business	33.33% 5	66.67% 10	15
5	Decreased customer demand	60.38% 32	39.62% 21	53
6	Increased customer demand	33.33% 6	66.67% 12	18
7	All staff working from home	80.00% 4	20.00% 1	5
8	Some staff working from or working from home some of the time	52.17% 12	47.83% 11	23
9	Services added	50.00% 12	50.00% 12	24
10	Increased e-commerce or online ordering	56.00% 14	44.00% 11	25
11	Modified product or service offerings	51.35% 19	48.65% 18	37
12	Supply chain disruption	57.14% 16	42.86% 12	28
13	Increased employee illness/absenteeism	57.14% 8	42.86% 6	14
14	Difficulty recruiting new employees	50.00% 10	50.00% 10	20
15	Cancelled events	55.17% 32	44.83% 26	58
16	Increased expenses for sanitation/COVID safety	55.17% 32	44.83% 26	58
17	Increased revenue	37.50% 6	62.50% 10	16
18	Decreased revenue	58.62% 34	41.38% 24	58
19	Relocated business for cost savings	0.00% 0	0.00% 0	0



Q3 - Are you concerned your business may be forced to close permanently within the next few months?

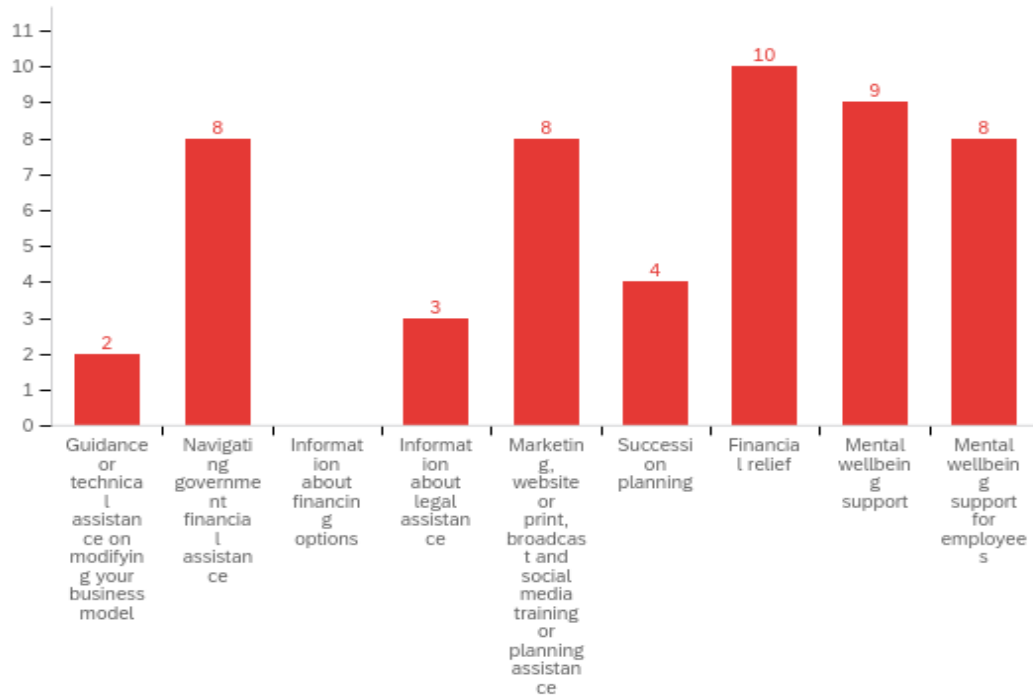


Q7 - Since the start of the COVID-19 pandemic (March 2020) has your business received any of the following financial assistance during the following time periods? (please check all that apply)

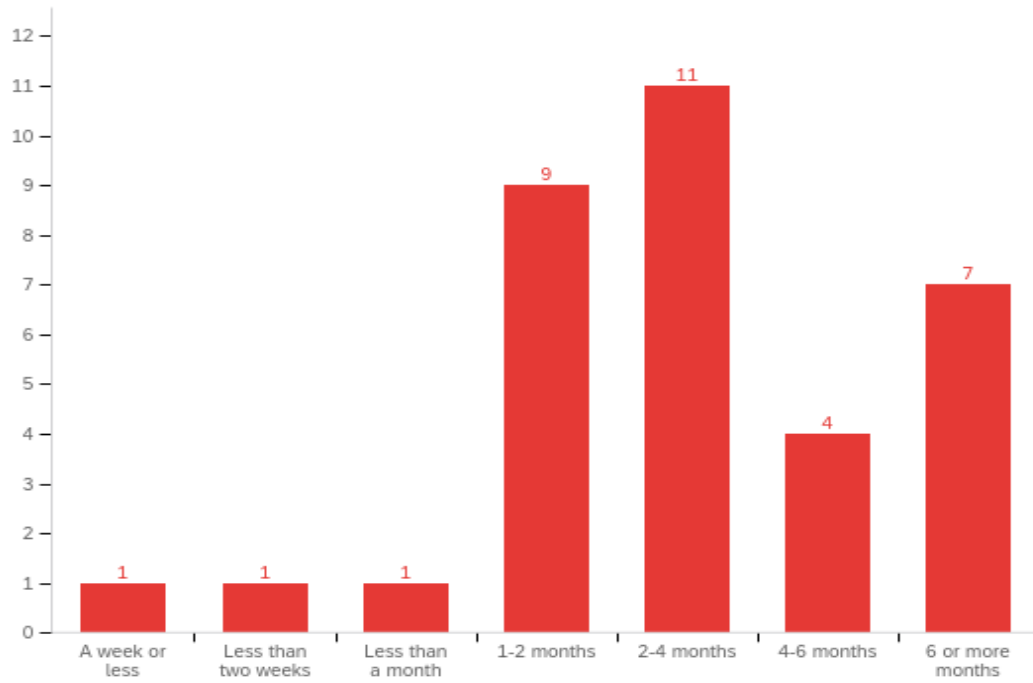
#	Field	March 2020 to October 31, 2020		November 1, 2020 to Present		Total
1	Federal (EIDL, PPP, 504 loan relief etc.)	69.57%	32	30.43%	14	46
2	State loan	0.00%	0	0.00%	0	0
3	State grant or relief payment	50.00%	5	50.00%	5	10
4	County relief grant	69.23%	9	30.77%	4	13
5	City relief grant	66.67%	4	33.33%	2	6
6	Bank	66.67%	4	33.33%	2	6
7	Postponement/forbearance in payments (rent, utilities, etc.)	66.67%	6	33.33%	3	9
8	Family, friends or crowd-funding	57.14%	4	42.86%	3	7
9	Business has not sought financial assistance	47.06%	8	52.94%	9	17
10	Unsure	100.00%	1	0.00%	0	1

Showing rows 1 - 10 of 10

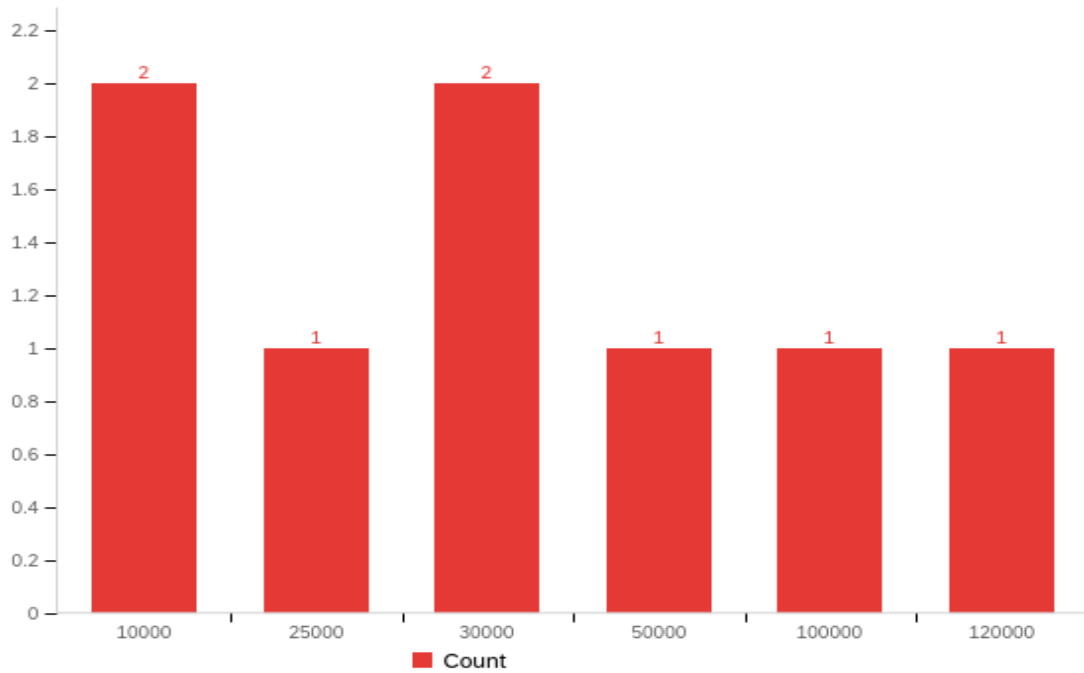
Q8 - Would any of the following resources or services be helpful for your business at the present time or in the near future (next 6 months)?



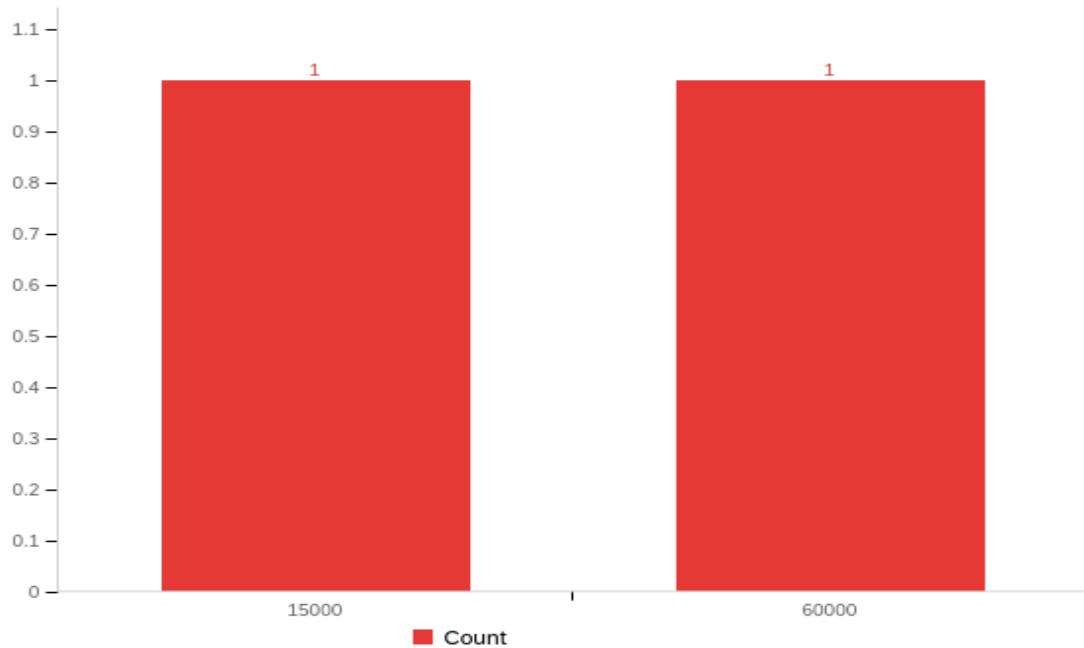
Q9 - If your business experienced disruption that dramatically reduced or completely eliminated your revenue stream, how long do you anticipate you would be able to sustain that disruption and not permanently close your business?



Q10 - Approximately dollar what amount of financial support (e.g. relief grant), would be required to help you sustain a business disruption of 2 or fewer months? (Conditional question asked to those who indicated they could sustain a business interruption of 1-2 months or less, 8 responses total)



Q11 - Approximately what dollar amount of financial support (e.g. relief grant), would be required to help you sustain a business disruption of 1 or fewer months? (Conditional question asked to those who indicated they could sustain a business interruption of 1-2 months or less, 2 responses total)



## Q12 - What is your industry?

#	Field	Choice Count
1	Childcare/Education	4.08% 2
2	Construction	2.04% 1
3	Restaurant/Accommodations/Hospitality	12.24% 6
4	Entertainment	0.00% 0
5	Transportation	2.04% 1
6	Manufacturing	2.04% 1
7	Distribution/Logistics/Warehouse	0.00% 0
8	Personal Services	10.20% 5
9	Professional Services	18.37% 9
10	Retail	20.41% 10
11	Healthcare	10.20% 5
12	Non-profit	4.08% 2
13	Other (please describe)	14.29% 7
		49

Showing rows 1 - 14 of 14

Other (please describe):

event support/musician

Wholesale

Hairstylist

real estate

Fitness and wellness

salon and spa

Bank

## **CARES Resident Emergency Assistance program**

### **Total Applications Received - 89 applications (70 unduplicated households)**

- Total Grant Funds Approved and Paid - \$88,012.67
- Current Grant Funds in Progress - \$19,559.78 (*if all in progress applications are approved at maximum amount of request allowable*)

### **Approved - 53 applications (37 unduplicated households)**

#### Funds Approved:

- Rent - 42 approvals / \$60,164.98 approved
- Mortgage - 5 approvals / \$16,757.15 approved
- Utilities - 24 approvals / \$11,090.54 approved

### **In Progress - 11 applications (10 unduplicated households)**

#### Fund Requests in Progress:

- Rent - 8 requests / \$23,075.14
- Mortgage - 0 requests / \$0.00
- Utilities - 7 requests / \$8,881.34

### **Total Applications Denied – 25 applications (23 unduplicated households)**

#### Reasons for Denial:

- Need not Covered – 1
- No Income Loss – 2
- Not COVID Related – 5
- Outside Service Area – 1
- Over Income Limit – 2
- Voluntarily Withdrew (did not submit required documentation) – 14

### **Total Funds Requested (all applications received) - \$180,986.13**

- Rent - 68 applications / \$112,322.32 requested
- Mortgage - 10 applications / \$73,899.88 requested
- Utilities - 45 applications / \$25,748.68 requested



# Coronavirus Local Fiscal Recovery Fund Introduction

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Road to Recovery Series

**If you experience technical difficulties, please contact GoToWebinar support at 1 (833) 851-8340**



# Today's Presenters



**Amber Eisenschenk**  
*Research Manager*



**Lisa Sova**  
*Asst. Finance Director, Outreach*



**Gary Carlson**  
*IGR Director*



**Daniel Lightfoot**  
*IGR Representative*

# Coronavirus Local Fiscal Recovery Fund

- \$130 billion for local governments split evenly between municipalities and counties.
- \$65 billion allocated to cities through a modified Community Development Block Grant formula as follows:
  - \$45.9 billion for cities over 50,000 in population (CDBG “entitlement communities”).
  - \$19.5 billion for cities under 50,000 in population (CDBG “non-entitlement communities”).



# Allocation Method

- Population over 50,000 utilizing a modified Community Development Block Grant (CDBG) formula
- Population under 50,000 allocated according to population share but will not exceed 75% of their most recent budget as of January 27, 2020

# Allocation Method for Cities <50,000

- Approximate Amounts for MN local units of Government

Population of City/Population of State=Appropriation to City/Appropriation State received for all cities <50,000

~\$100/per capita for cities under 50,000

Link to estimates:

<https://oversight.house.gov/sites/democrats.oversight.house.gov/files/State%20and%20Local%20Allocation%20Output%2003.08.21.xlsx>

# Two Distributions

- 1<sup>st</sup> half 60 days after enactment
  - The State shall distribute payments no later than 30 days after a State received a payment.
  - An extension may be granted to the State due to an extensive administrative burden.
- 2<sup>nd</sup> half not earlier than 12 months after first distribution

# Eligible Uses

- Assistance to households, small businesses, and nonprofits to aid in the response to the public health emergency or to aid hard-hit industries such as tourism, travel and hospitality
- Premium pay for essential workers
  - An amount up to \$13 per hour that is paid to an eligible worker in addition to wages the worker otherwise received.
  - For all work performed by the eligible worker during the COVID-19 public health emergency.
  - May not exceed \$25,000 per eligible worker.

# Eligible Uses

- Revenue replacement for the provision of government services to the extent the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency (FY 2019)
- Investments in water, sewer or broadband infrastructure

# Eligible Transfers

- Nonprofit organizations
- Public benefit corporation involved in transporting passengers or cargo
- Special purpose unit of government
- State
- Tribal organizations

# Not-Eligible Uses

- Funds cannot be used to directly or indirectly offset tax reductions or delay a tax/tax increase
- Funds cannot be deposited into any pension fund

# Timeline

## 2021

March 3: Covered period for eligible expenses begins

March 11: Enactment of law

About May 10: 60 days after enactment (likely first distributions)

About June 9: Distributions by state (unless MN files an extension)

## 2022

About May 10: Second distribution

**Reports due  
periodically!**

## 2024

December 31: Spending deadline

**Federal Single  
Audit may apply**



Questions?

# Contact Information

## **Research Department**

League of Minnesota Cities

<https://www.lmc.org/contact/submit-a-question/>

651-281-1200

[research@lmc.org](mailto:research@lmc.org)



LEAGUE of  
MINNESOTA  
CITIES



**City of White Bear Lake**  
City Manager's Office

# *MEMORANDUM*

**To:** Mayor and City Councilmembers

**From:** Ellen Hiniker, City Manager

**Date:** March 17, 2021

**Subject:** **Resolution regulatory flexibility for use of City property**

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## **SUMMARY**

As discussed at the last regular meeting, staff is requesting administrative flexibility to temporarily relax regulatory restrictions and extend use of public right of way to businesses as they navigate social distancing and other requirements related to the Governor's COVID-19 response plan.

The attached resolution grants staff the flexibility to administratively approve use of public right of way, temporary liquor license extensions, temporary signage variances and related requests to accommodate businesses in their attempts to conduct business within the parameters of the Governor's Stay Safe Order and through the summer.

Staff also seeks approval to re-establish "Picnic in the Park" with the exception that Washington Square would remain open to parking. The plan is to place picnic tables in Railroad Park to allow an outdoor space in downtown White Bear Lake for restaurant customers to sit while eating and drinking food obtained from local restaurants.

## **RECOMMENDED COUNCIL ACTION**

Staff recommends adoption of the attached resolution authorizing regulatory flexibility for use of City property by local businesses in White Bear Lake

## **ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING REGULATORY FLEXIBILITY  
FOR USE OF CITY PROPERTY BY LOCAL BUSINESSES**

**WHEREAS**, the President of the United States and the Governor of the State of Minnesota have declared states of emergency as a result of the spread of COVID-19;

**WHEREAS**, the City Council recognizes this emergency has had a devastating effect on local businesses required to close or reduce capacity pursuant to the Governor's orders;

**WHEREAS**, businesses are required to have a plan in place to safely reopen to the public that reflects social distancing requirements and complies with limits imposed on the number of customers that may be served at one time;

**WHEREAS**, the Governor's office has encouraged local governments to be creative in working with businesses as they reopen, particularly restaurants who are initially limited to outdoor service only;

**WHEREAS**, in order to support the continued viability of local business, maximize the number of customers allowed to access businesses in light of the state's operating restrictions, and to exercise the creativity encouraged by the Governor's office, the City Council determines it is in the best interests of the City to allow the granting of regulatory flexibility as part of an approved plan submitted by each business seeking such flexibility;

**WHEREAS**, delegating authority to the City Manager to grant flexibility to local regulations as part of a plan a business submits to the City Manager for approval is the only workable solution for expeditiously providing the assistance local businesses need as they start to reopen and put their employees back to work.

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

1. The City Manager is hereby delegated the authority to grant, on behalf of the City, flexibility in City regulations determined appropriate to support the operations of local businesses as they reopen to the customers and resume operations under the limitations imposed by the Governor's emergency orders. Regulatory flexibility may only be granted as part of a written plan the City Manager approves for a particular business entity.
2. For the purposes of this Resolution, the "regulatory flexibility" the City Manager is authorized to grant includes, but is not limited to, the following:
  - (a) Allow the expansion of the licensed "premises" of a business holding an on-sale liquor license to allow the service and consumption of alcohol in an expanded area identified in the approved plan;

- (b) Allow the expansion of existing business operations without requiring amendments to existing zoning approvals or new zoning approvals;
  - (c) Allow a business to use adjacent City property for customer seating, the display of its products for sale, or for other similar uses upon entering into a license agreement with the City; and
  - (d) Such other flexibility in the City's regulations and the enforcement of those regulations as the City Manager determines is appropriate under the particular circumstances of the business to reasonably allow it to conduct its business in a manner that maximizes its operations while complying with its plan, the Governor's emergency orders, and applicable guidelines.
3. The City Manager has the discretion to deny any request for regulatory flexibility. If approved, the City Manager shall place such conditions on the approval as the City Manager determines are reasonable under the circumstances. The City Manager is authorized to issue written approvals of regulatory flexibility to execute license agreements on the City's behalf. The City Manager may immediately repeal any approved regulatory flexibility if the City Manager determines the business violated the scope of the regulatory flexibility, any conditions placed on the granted flexibility, or the expanded business operations interfere with public safety or unreasonably obstructs the use of public property.
4. The regulatory flexibility allowed under this Resolution is intended to temporarily allow a business to overcome local regulatory hurdles that interfere with its efforts to implement its plans to reopen and operate in accordance with social distancing and other federal and state safety requirements. This Resolution, and regulatory flexibility granted hereunder, does not exempt a business from:
- (a) Complying with all applicable federal and state laws, rules, regulations, and emergency orders;
  - (b) Fully implementing its COVID-19 Preparedness Plan;
  - (c) Complying with local regulations not directly related to the regulatory flexibility granted in the plan approved by the City Manager; or
  - (d) Immediately returning to full compliance with all applicable local regulations upon the expiration or termination of the regulatory flexibility.
5. The authority delegated herein to the City Manager shall take effect immediately and shall continue through October 31, 2021, or until COVID restrictions have been lifted in full.
6. The City Manager shall submit one or more reports to the City Council identifying the businesses granted regulatory flexibility and the types of flexibility granted, including whether the business entered into a license agreement with the City to utilize City property.

7. The regulatory flexibility granted, and license agreements entered into, by the City Manager with local businesses prior to the date of this Resolution are hereby approved and ratified.

The foregoing resolution offered by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_ was declared carried by the following vote:

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk



**City of White Bear Lake**  
City Engineer's Office

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Paul Kauppi, Public Works Director/City Engineer

**Date:** March 23, 2021

**Subject:** **Receiving Proposals and Authorizing Contract for Consultant Services for amending Part I of the City's Wellhead Protection Plan**

## **BACKGROUND / SUMMARY**

On June 4, 2020 the City of White Bear Lake was notified by the Minnesota Department of Health (MDH) that its current Wellhead Protection (WHP) Plan was due for review and amendment. A Wellhead Protection Plan is required by State Statute and is an important document that will aid in protecting our drinking water supply. The City's current WHP plan was approved in December 2012, and is in effect until December 2022. The WHP rule requires a public water supplier to begin the process of reviewing and amending a WHP plan eight years after the date of the last approval of a plan. Amending a WHP plan is done in two phases.

Engineering staff met with MDH staff at a scoping meeting on January 6, 2021 to discuss the first phase of the WHP plan amendment.

The Engineering Department has prepared and published a Request for Proposals (RFP) for consulting services for the first phase of amending the City's Wellhead Protection Plan.

Preparation of Part I of the WHP plan amendment requires the services of a consultant familiar with groundwater hydrology and geology.

We received two (2) proposals from highly qualified consulting firms with WSP USA Inc. of Minneapolis submitting the lowest proposal of \$15,237. WSP has completed over forty (40) Part I Wellhead Protection Plans and Amendments. If City Council approves this recommendation, the Engineering Department will authorize WSP to proceed immediately.

The first phase of amending the Wellhead Protection plan will be completed by August 20, 2021. Upon approval from the Minnesota Department of Health, the second phase of amending the City's Wellhead Protection plan will begin.

\$25,000 was included in the 2021 budget within the Water Distribution Fund for this work. Funds will continue to be budgeted through the 2022 completion date for the second phase of the plan amendment.



**RECOMMENDED COUNCIL ACTION**

Staff recommends the City Council receive proposals and award a contract to WSP USA Inc. for the amount of \$15,237.

**ATTACHMENT**

Resolution

**Part I Wellhead Protection Plan Proposals**

---

1.	WSP USA Inc.	\$15,237
2.	LRE Water	\$21,900

**RESOLUTION NO.**

**A RESOLUTION RECEIVING PROPOSALS AND  
AWARDING A CONTRACT FOR CONSULTING SERVICES  
FOR PART I OF THE CITY'S WELLHEAD PROTECTION PLAN**

**WHEREAS**, the City of White Bear Lake is committed to maintaining and protecting the public water supply; and

**WHEREAS**, the City plans to amend its current Wellhead Protection Plan, required by State Statute, to aid in protecting our drinking water supply; and

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

1. Receive the following proposals for Part I of the City's Wellhead Protection Plan:

WSP USA Inc.	\$15,237
LRE Water	\$21,900

2. Award a contract to WSP USA Inc. for consulting services for preparation of Part I of amending the City's Wellhead Protection Plan in the amount of \$15,237.

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

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk



City of White Bear Lake  
City Engineer's Office

## MEMORANDUM

**To:** Ellen Hiniker, City Manager

**From:** Connie Taillon, Environmental Specialist/Water Resources Engineer

**Date:** March 17, 2021

**Subject:** **Ordering 2020 Annual Public Meeting and Annual Report on the City's Storm Water Pollution Prevention Program (SWPPP)**

---

### **BACKGROUND / SUMMARY**

The City of White Bear Lake maintains a Storm Water Pollution Prevention Program (SWPPP) which is required by the Minnesota Pollution Control Agency (MPCA) for its General Storm Water Permit for Municipal Separate Storm Sewer Systems (MS4). The goal of the City of White Bear Lake's SWPPP is to improve the quality of the storm water runoff discharged from the City's storm sewer system. The City's SWPPP describes how the City proposes to accomplish improved storm water quality through implementation of six Minimum Control Measures (MCM) that are required by the MPCA.

The six MCM's included in the City's program are:

1. Public education and outreach
2. Public participation and involvement
3. Illicit discharge detection and elimination
4. Construction site storm water runoff controls
5. Post construction storm water management
6. Pollution prevention/good housekeeping for municipal operations

The City is implementing Best Management Practices (BMPs) to support each of the MCM's and annually reviews the plan and the BMPs employed to ensure they are meeting the goals set forth in the SWPPP.

The Engineering Department is preparing the City's 2020 Annual Report on our SWPPP and the City Council is being requested to schedule a public meeting to be held on April 27, 2021. Although the public meeting is no longer a specific requirement of the MS4 Permit, we feel it is still a valuable forum for staff to educate the City Council and the public about our SWPPP and allow feedback on it. At the public meeting we will present an overview of the City's SWPPP and activities that were accomplished in 2020 which support the six MCM's. After the public meeting, the Engineering Department will prepare the final annual report and submit it to the MPCA.

**RECOMMENDED COUNCIL ACTION**

Staff recommends the City Council order a public meeting on the City's SWPPP to be held at the regular City Council meeting on April 27, 2021. If the Council adopts the resolution, the Engineering Department will prepare the required advertisements and prepare a draft 2020 Annual Report for discussion at the April 27<sup>th</sup> public meeting.

**ATTACHMENTS**

Resolution

**RESOLUTION NO.:**

**RESOLUTION ORDERING A PUBLIC MEETING TO BE HELD ON  
APRIL 27, 2021 TO DISCUSS THE CITY OF WHITE BEAR LAKE'S  
STORM WATER POLLUTION PREVENTION PROGRAM (SWPPP)**

WHEREAS, the City of White Bear Lake adopted a Storm Water Pollution Prevention Program (SWPPP) in March, 2003 to comply with the Minnesota Pollution Control Agency requirements for obtaining a General Storm Water Permit for Municipal Separate Storm Sewer Systems; and

WHEREAS, the permit was updated and renewed on October 22, 2008; and

WHEREAS, the permit was updated and renewed on April 3, 2014; and

WHEREAS, the City of White Bear Lake desires to comply with the Minnesota Pollution Control Agency requirements to hold an annual public meeting to review the Storm Water Pollution Prevention Program, the status of compliance with permit conditions, the appropriateness of the Best Management Practices listed in the Storm Water Pollution Prevention Program and the City's progress towards achieving the measurable goals included in the program.

NOW, THEREFORE, BE IT RESOLVED, that

1. The City Council of White Bear Lake hereby orders a public meeting be held at the regular City Council meeting on April 27, 2021 to review the City's Storm Water Pollution Prevention Program and receive public comments on the program.
2. The comments received at the public meeting will be recorded and considered as the City prepares its 2020 annual report to the Minnesota Pollution Control Agency on its Storm Water Pollution Prevention Program.

The foregoing resolution offered by Council Member \_\_\_\_\_, and supported by

Council Member \_\_\_\_\_, was declared carried on the following vote:

Ayes:  
Nays:  
Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk



## City of White Bear Lake

# MEMORANDUM

**To:** Mayor and City Councilmembers

**From:** Kerri Kindsvater, Finance Director

**Date:** March 18, 2021

**Subject:** **Correction of the revenue and expenditure amounts in the schedule for the 2021 Budget and 2020 Revised Budget resolution**

---

### BACKGROUND

The City Council adopted the 2021 Budget and the Revised 2020 Budget in Resolution No. 12684 on December 8, 2020. This resolution summarizes the revenue and expenditure amounts listed in the detail pages for each fund into one schedule. Preparation of this schedule begins during the budget process. Though most of the numbers stay consistent as the budget process winds down, there are instances when budget estimates in an individual fund change that require an update to the summary data in the resolution before approval by the City Council.

### SUMMARY

Through the Finance Department's work to prepare for the City's 2020 annual audit, it has come to our attention that a few of the summary numbers included in the resolution's schedule were incorrect because of either an estimate change made during the final states of budget preparation or the wrong number was taken from the individual fund budget pages.

I am asking the City Council to approve a new budget resolution to correct the revenues and expenditures shown in the schedule to the actual amounts on the individual fund budget pages. This new resolution does not change the budget amounts for any fund previously presented, discussed or approved by the City Council. As stated before, this new resolution is only to correct the amounts from each individual fund for the summary schedule approved by the City Council. The numbers reflected in the corrected resolution are reflective of budget discussion with Council and actuals as included in the adopted budget.

The summary line items changed in the corrected resolution are as follows:

2020 Revised Budget Revenues  
General Fund Transfers In

2021 Budget Revenues  
Water Utility Fund

2020 Revised Budget Expenditures

General Fund Transfers Out  
Sports Center Fund  
Equipment Acquisition Fund  
Water Improvement Fund  
Sewer Improvement Fund  
Water Utility Fund

2021 Budget Expenditures

Equipment Acquisition Fund  
Water Utility Fund

**RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution correcting the previously approved budget resolution so that it reflects the actual revenue and expenditure totals shown in each fund's detailed budget pages.

**ATTACHMENTS**

Resolution

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION CORRECTING THE REVENUE AND EXPENDITURE AMOUNTS IN  
THE SCHEDULE FOR THE RESOLUTION ADOPTING THE 2021 BUDGET AND  
REVISING THE 2020 BUDGET AS ADOPTED BY RESOLUTION NO. 12494**

WHEREAS, the City Charter provides for the adoption of an annual operating budget and that such adoption shall precede the tax levy resolution; and

WHEREAS, State law provides that such tax levy resolution shall be submitted to the County Auditor prior to December 28th of the year preceding collection; and

WHEREAS, the Mayor and City Council had been presented with budget recommendations for expenditures and revenues, such that revenues fully fund expenditures and provide a safe margin of undesignated fund balances; and

WHEREAS, Resolution No.12494 adopted the 2020 operating budget; and

WHEREAS, the City Charter authorizes the transfer of sums to other purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, that the 2021 operating budget shall be adopted and the 2020 operating budget shall be revised as follows:

<b>Revenue:</b>	<u>2020 Revised</u>	<u>2021 Budget</u>
<u>General Fund</u>		
General Property Tax	\$ 6,325,685	\$ 6,669,500
Franchise Fees and Fines	348,564	363,000
Licenses and Permits	585,765	763,850
Intergovernmental	3,879,617	2,114,297
Charges for Services	700,305	714,671
Miscellaneous	147,540	157,150
Transfers In	1,353,117	1,360,000
Total General Fund	<u>13,340,593</u>	<u>12,142,468</u>
 <u>Special Revenue Funds</u>		
Armory	51,945	57,750
Surface Water Pollution Prevention	97,525	169,040
Marina Operations	406,188	384,000
Sport Center	412,982	515,015
Forfeiture	50,297	40,000
Economic Development	2,474,637	558,400
Total Special Revenue Funds	<u>3,493,574</u>	<u>1,724,205</u>



**RESOLUTION NO. \_\_\_\_\_**

Debt Service Funds

Non-Bonded Special Assessment	698,228	744,310
2012 Special Assessment	205,000	200,000
2012 Refunding Tax Increment (PM)	160,000	160,000
2016 Tax Increment (BWC)	140,000	140,000
2018A G.O. Improvement and Equip. Cert.	288,060	418,945
2018B G.O. Tax Abatement Bonds	245,522	299,915
2019A G.O. Improvement Bonds	136,644	133,890
2020A G.O. Improvement and Equip. Cert.	143,495	364,797
Total Debt Service Funds	<u>2,016,949</u>	<u>2,461,857</u>

Capital Project Funds

Equipment Acquisition	2,504,739	1,162,700
Municipal Building	270,698	209,318
Park Improvement	143,195	125,400
Construction	4,052,343	3,255,000
HRA Tax Increment	564,700	480,745
Total Capital Project Funds	<u>7,535,675</u>	<u>5,233,163</u>

Enterprise Funds

Water Utility	2,912,216	4,349,130
Sewer Utility	3,736,399	3,332,300
Environmental Recycling & Disposal Waste	1,667,059	1,758,167
Ambulance	2,349,587	1,947,000
Pioneer Manor	789,835	414,500
License Bureau	639,670	656,600
Total Enterprise Funds	<u>12,094,766</u>	<u>12,457,697</u>

Internal Service Funds

Insurance	794,282	485,533
Employee Expense	3,166,564	3,272,842
Total Internal Service Funds	<u>3,960,846</u>	<u>3,758,375</u>

Revenue Subtotal	<u>42,442,403</u>	<u>37,777,765</u>
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Community Reinvestment	<u>114,825</u>	<u>113,666</u>
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<b>Total Revenue</b>	<b><u>\$ 42,557,228</u></b>	<b><u>\$ 37,891,431</u></b>
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**RESOLUTION NO. \_\_\_\_\_**

<b>Appropriations/Reserves:</b>	<u>2020 Revised</u>	<u>2021 Budget</u>
<u>General Fund</u>		
Legislative	\$ 154,947	\$ 156,491
Administration	392,158	402,573
Finance	631,950	627,854
Legal	83,469	65,569
City Hall	327,040	331,535
Elections	59,936	84,461
Planning	348,337	380,869
Public Safety		
Police	4,697,817	5,002,617
Fire	984,035	986,352
Dispatch	213,000	218,000
Legal Prosecution	153,956	158,591
Animal Control	22,260	24,024
Emergency Preparedness	12,599	16,414
Building and Code Enforcement	627,277	653,990
<b>Appropriations/Reserves continued:</b>		
Public Works		
Facility	194,758	193,932
Engineering	660,121	726,320
Garage	147,417	151,770
Streets	584,114	587,948
Snow and Ice Removal	253,714	272,964
Street Lighting	190,603	203,669
Parks	633,180	728,068
Non-Departmental		
General Services	-	-
Senior Bus	5,000	7,500
Lake Conservation District	33,954	42,660
Northeast Youth and Family Services	43,451	50,920
Contingency	-	15,500
Transfers	1,814,375	25,000
Total General Fund	<u>13,269,468</u>	<u>12,115,591</u>
<u>Special Revenue Funds</u>		
Armory	65,882	77,855
Surface Water Pollution Prevention	236,962	282,877
Marina Operations	376,476	368,263
Sport Center	555,468	626,702
Forfeiture	24,925	27,450
Economic Development	2,002,413	741,467
Total Special Revenue Funds	<u>3,262,126</u>	<u>2,124,614</u>

**RESOLUTION NO. \_\_\_\_\_**

Debt Service Funds

Non-Bonded Special Assessment	697,000	534,000
2012 Special Assessment	205,937	198,820
2012 Refunding Tax Increment (PM)	172,935	179,660
2016 Tax Increment (BWC)	138,248	139,598
2018A G.O. Improvement and Equip. Cert.	417,018	417,341
2018B G.O. Tax Abatement Bonds	231,760	225,535
2019A G.O. Improvement Bonds	71,319	169,410
2020A G.O. Improvement and Equip. Cert.	91,522	53,133
Total Debt Service Funds	<u>2,025,739</u>	<u>1,917,497</u>

Capital Project Funds

Equipment Acquisition	766,490	2,558,930
Municipal Building	314,400	403,650
Park Improvement	284,600	324,500
Water Improvement	370,689	-
Sewer Improvement	488,383	-
Construction	4,188,112	3,946,200
HRA Tax Increment	240,058	244,460
Total Capital Project Funds	<u>6,652,732</u>	<u>7,477,740</u>

Enterprise Funds

Water Utility	2,551,985	4,572,635
Sewer Utility	3,604,690	3,450,185
Environmental Recycling & Disposal Waste	1,743,071	1,710,957
Ambulance	2,183,883	2,169,048
Pioneer Manor	834,465	468,450
License Bureau	826,751	780,138
Total Enterprise Funds	<u>11,744,845</u>	<u>13,151,413</u>

Internal Service Funds

Insurance	435,759	429,250
Employee Expense	<u>3,332,070</u>	<u>3,510,175</u>
Total Internal Service Funds	<u>3,767,829</u>	<u>3,939,425</u>

Appropriations/Reserves Subtotal

<u>40,722,739</u>	<u>40,726,280</u>
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Community Reinvestment

<u>238,900</u>	<u>238,900</u>
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**Total Appropriations/Reserves**

<b><u>\$ 40,961,639</u></b>	<b><u>\$ 40,965,180</u></b>
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**RESOLUTION NO. \_\_\_\_\_**

The foregoing resolution, offered by Councilmember \_\_\_\_\_, and seconded 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:** Connie Taillon, Environmental Specialist

**Date:** March 17, 2021

**Subject:** **Washington County Recycling Grant Application**

---

## **SUMMARY**

Under state law, proceeds from tax on solid waste are in part made available to local units of government to conduct recycling and waste reduction programs. A block grant is made available to Washington County from the State, which in turn appropriates a portion to municipalities on a per-capita basis. The expected 2021 funding allocation to White Bear Lake is \$1,894. These monies are used to help offset the City's recycling program and collection costs.

## **RECOMMENDED COUNCIL ACTION**

Staff recommends the City Council adopt the attached resolution that requests the 2021 grant funding allocation and authorizes the City Manager to submit the grant application to Washington County.

## **ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING A MUNICIPAL RECYCLING GRANT AGREEMENT  
BETWEEN THE CITY OF WHITE BEAR LAKE AND WASHINGTON COUNTY AND  
REQUESTING THE MUNICIPAL RECYCLING GRANT FUNDING ALLOCATION**

WHEREAS, the State of Minnesota collects a tax on the waste hauling charges from each resident in the State; and

WHEREAS, the State of Minnesota has distributed said tax monies to each associated county; and

WHEREAS, Washington County Board of Commissioners approved the distribution of recycling funds to municipalities for use in residential recycling programs; and

WHEREAS, the City of White Bear Lake's 2021 per-capita share of the distribution is \$1,894.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of White Bear Lake that the City authorizes the Recycling Grant Agreement with Washington County Board of Commissioners and requests the grant funding allocation.

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:** Kerri Kindsvater, Finance Director  
Rick Juba, Assistant City Manager

**Date:** March 18, 2021

**Subject:** **Resolution authorizing the Mayor and City Manager to execute a contract for ambulance billing and collections**

---

### BACKGROUND & SUMMARY

The City currently contracts with Expert T Billing for billing and collections associated with the City's ambulance service. Expert T Billing has provided this service to the City for more than twenty years. Third party billing and collection is common in the ambulance industry because of the complexities involved with the billing itself and HIPPA regulations. At the December 8, 2020, City Council meeting the Council authorized staff to seek proposals for ambulance billing and collection services.

City Staff reviewed the proposals and hosted interviews with all four responding providers. Based on the review and interview process, City Staff is recommending that the City enter into a five-year agreement with Digitech for ambulance billing and collection services. Digitech's internally developed software and substantial employee base allows for quick processing of data related to claims. In the ambulance billing business, it is advantageous to get invoices out quickly and accurately to maximize payments from the insurance agencies.

Patient data collection and pre-hospital patient care documentation are essential to preparing ambulance billings and maximize revenue collections. The Digitech system includes an online Learning Center for paramedics and EMTs, which provides extensive document compliance training to help staff prepare billing compliant patient care reports. The billing software has the capability to track documentation compliance for the City's employees and recommends training modules to individual employees in the Learning Center to improve their skills.

Staff felt that Digitech's software and resources stood above the other vendors when it came to maximizing revenues. Digitech has provided this service to the City of Burnsville for 15 years. Burnsville's Fire Department and Finance Department both gave positive reviews of their working relationship and performance.

Digitech's fee's are based on collections at 3.85% of total collected fee's. This is comparable to the other fee's that were submitted by the other vendors and is in line with what was budgeted for 2021. This fee remains consistent through the five year life of the contract.

**RECOMMENDATION**

Staff recommends approval of the attached resolution authorizing the Mayor and City Manager to execute a contract with Digitech for ambulance billing and collection services.

**ATTACHMENTS**

Resolution



**RESOLUTION NO.**

**RESOLUTION AUTHORIZING AMBULANCE  
BILLING AND COLLECTION CONTRACT**

**WHEREAS**, the City of White Bear Lake contracts the ambulance billing and collection services; and

**WHEREAS**, the City Council authorized staff to seek proposals for this ambulance billing and collection services on December 8, 2020; and

**WHEREAS**, staff has completed reviewing the proposals and recommends the City Council authorize the Mayor and City Manager to execute a contract with Digitech for ambulance billing and collection services; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of White Bear Lake, that the Mayor and City Manager are authorized to execute a contract with Digitech for ambulance billing and collection services for a fee of 3.85% of the received revenue.

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

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk



City of White Bear Lake  
City Engineer's Office

## MEMORANDUM

**To:** Ellen Hiniker, City Manager

**From:** Connie Taillon, Environmental Specialist/Water Resources Engineer

**Date:** March 18, 2021

**Subject:** **Environmental Updates**

---

### **COMMUNITY ENGAGEMENT SURVEY FOR EAST GOOSE LAKE – OPEN THROUGH MARCH 31, 2021**

Vadnais Lake Area Water Management Organization (VLAWMO) staff and City staff are collaborating to develop an East Goose Lake Adaptive Lake Management (ALM) approach for a healthier East Goose Lake that was introduced at the October 13, 2020 City Council meeting. The first step in the ALM process is to seek input from the community. Staff received input from lakeshore owners through a neighborhood meeting and mailed input form in December, and is currently seeking input from the broader community through an online survey that was announced last month. Over 80 survey responses have been received to date.

As a friendly reminder for those who have not yet taken the survey, the Environmental Advisory Commission invites the Mayor and City Council to take the online survey at [vlawmo.org/news](http://vlawmo.org/news). The survey is open through March 31, 2021.

### **EAST GOOSE LAKE WEB HUB**

As part of the development of the East Goose Lake Adaptive Lake Management approach for a healthier East Goose Lake, VLAWMO and City staff collaborated to develop an East Goose Lake web hub, which can be found at <http://vlawmo.org/eastgooselakeAM>. The web hub includes information on the challenges of managing urban shallow lakes such as East Goose Lake, potential solutions to improve the lake, information on Adaptive Lake Management, summaries of projects completed within the East Goose Lake watershed, resources from past community meetings, and frequently asked questions. The web hub will be regularly updated throughout the Adaptive Lake Management process.



March 5, 2021

Mayor Emerson and Councilmembers  
4707 Highway 61  
White Bear Lake, MN 55110

Dear Mayor Emerson and Councilmembers,

COVID-19 hit us and hit us hard. The impacts were felt by cities in the way they do their work and it hit our young people, resulting in higher levels of isolation and anxiety and, unfortunately, increased use of vapor products. In spite of it all, we made important progress in advancing policies to reduce the harms caused by tobacco.

Lauderdale and Roseville updated their tobacco ordinances to ensure menthol, mint, wintergreen, and other flavored products will no longer be sold in their communities. These ordinances limit the availability and appeal of these products with the goal of young people never starting or trying tobacco products.

The State adopted Tobacco 21, coming into compliance with the federal law restricting the sale of tobacco to those 21 and older.

Some Ramsey County cities completed tobacco compliance checks even though there were challenges. Those who were able to do their checks found that violations were much more frequent, suggesting easier access to tobacco by persons under 21.

Ramsey County high school youth created and conducted a survey to try to learn more about how their peers were coping with the pandemic and what impact school closures and the loss of regular activities had on them. The results were remarkably similar to the results of the 2020 Minnesota Youth Tobacco Survey: youth are stressed and sometimes turn to nicotine to cope. Flavored products are used frequently and high numbers of youth are reporting signs of nicotine addiction.

Attached are summaries of the youth-led convenience survey and 2020 tobacco prevention policy work. The 2020 Minnesota Department of Health Youth Tobacco Survey can be found at:  
<https://www.health.state.mn.us/communities/tobacco/data/docs/2020mytshighlights.pdf>

We continue to serve as a resource for public health best practices and policy options that address youth and health equity issues facing our neighbors in Ramsey County.

Thank you for all you do!

Katie H. Engman, MCHES  
Program Director- Policy & Compliance

Enclosure: Summer Youth Survey Vaping Results, 2020 ANSR Highlights  
CC: City Staff

# Summer Youth Vaping Survey Results

Vaping among high school students exploded in recent years, wiping out a decade of progress and reversing declining tobacco use rates among youth. COVID-19 abruptly altered teen's lives often leaving them isolated, frustrated and without the traditional structures of school, church, and organized sports. Did that impact youth vaping rates? A group of Ramsey County students wanted to know. They developed a confidential online survey and promoted it through their friends, youth groups and adult leaders. 620 responses were collected during two survey runs with students from 13 counties. The majority of surveys were from Ramsey County. 369 responded to the spring survey and 281 responded in the summer survey.

The convenience survey found that students reported vaping more following the start of COVID-19 and fewer of them wanted to quit. They perceived that their peers were vaping more than they had previously. Most youth get their vape products from other youth but many reported purchasing their vape products from retail outlets. Youth felt that stress was a major reason for vaping. Many youth who vape nicotine also vape marijuana.

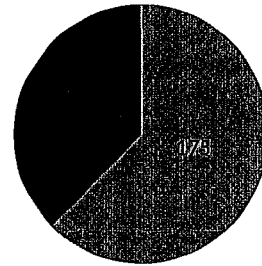
## About the Survey

Seven high school students from Mounds View High School in Ramsey County worked with adult leaders to create the survey and develop a dissemination plan. They promoted the survey through their own social media accounts and through a diverse group of organizations working on tobacco use prevention. As a convenience sample it is a snapshot that can provide insight into the feelings and behaviors of the youth who participated in this survey.

**Did youth perceive peers to be vaping more?**

More than half of respondents perceived that peers were vaping **more** during the summer than in the spring, compared to those who perceived peers were vaping less.

Youth Vaping Perceptions

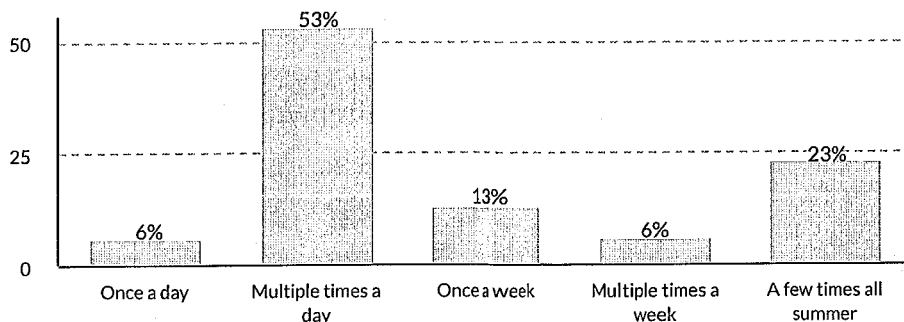


- Perceived peers were vaping more during the summer (62.5%)
- Perceived peers were vaping less during the summer (15.71%)
- No Opinion (21.79%)

**How often were youth vaping?**

Of those who reported vaping over the summer, 52.8% reported vaping multiple times a day during the summer.

Usage During the Summer



# 20 20

## TOBACCO PREVENTION SUCCESSES

The Association for Nonsmokers – MN (ANSR) worked with city, county, and state decision makers to reduce the harms caused by tobacco. Sixteen communities and the state of Minnesota passed tobacco prevention measures to protect residents in 2020.

### Flavored Tobacco

Clearing the market of menthol, candy and fruit flavored tobacco products reduces the appeal and access of flavored tobacco. This is especially important to those targeted by the tobacco industry such as youth, Black, Indigenous, People of Color (BIPOC), and LGBTQ communities. Four cities in Minnesota passed ordinances to regulate the sales of flavored tobacco products:

- **New Hope** restricted the sales of flavored tobacco products to adult-only tobacco shops;
- **Fridley** restricted the sales of menthol and flavored tobacco products to adult-only tobacco shops;
- **Lauderdale** strengthened its menthol and flavored tobacco ordinance; and
- **Edina** prohibited the sales of menthol and flavored tobacco.



Mayor Mary Gaasch of Lauderdale supports ending the sales of flavored tobacco products. (Photo submitted to ANSR)

### E-Cigarettes and Vape Products

The Saint Louis Park City Council eliminated the sales of all e-cigarettes and vape products in **Saint Louis Park**. They passed this ordinance in response to the youth vaping epidemic.



Sarah Sanchez gave her testimony at the Saint Louis Park public hearing.



Advocates gathered after the Saint Louis Park City Council passed the ordinance to prohibit all e-cigarettes and vape products.

**City of White Bear Lake  
Summary of Revenues  
As of January 31, 2021**

Items	Adopted Budget	Current	YTD 2021	Percent 2021	YTD 2020	Percent 2020
<b>General Fund</b>						
01000 - Property Taxes	\$ 6,669,500				\$ -	0.00%
01000 - Licenses/Permits	763,850	52,026	52,026	6.81%	106,238	18.14%
01000 - Fines	60,000	-	-	0.00%	-	0.00%
01000 - Administrative Citations	9,000	1,020	1,020	11.33%	540	12.04%
01000 - Intergovernmental Revenue	2,114,297	-	-	0.00%	600	0.02%
01000 - Charges for Service	714,671	12,214	12,214	1.71%	32,103	4.58%
01000 - Franchise Fees	294,000	-	-	0.00%	-	0.00%
01000 - Interest	115,000	-	-	0.00%	-	0.00%
01000 - Miscellaneous	42,150	3,191	3,191	7.57%	6,374	19.59%
01000 - Transfers	1,360,000	200,433	200,433	14.74%	110,417	8.16%
Total General Fund	<u>12,142,468</u>	<u>268,884</u>	<u>268,884</u>	<u>2.21%</u>	<u>256,272</u>	<u>1.92%</u>
<b>Special Revenue</b>						
02030 - Armory	57,750	2,584	2,584	4.47%	11,024	21.22%
02040 - Surface Water Pollution	169,040	12,615	12,615	7.46%	-	0.00%
02050 - Marina	384,000	898	898	0.23%	449	0.11%
05200 - Sports Center	515,015	48,529	48,529	9.42%	37,402	9.06%
02060 - Forfeiture	40,000	4,231	4,231	10.58%	3,054	6.07%
04240 - Economic Development	558,400	22,792	22,792	4.08%	70,876	2.86%
Total Special Revenue Funds	<u>1,724,205</u>	<u>91,649</u>	<u>91,649</u>	<u>5.32%</u>	<u>122,805</u>	<u>3.52%</u>
<b>Enterprise Funds</b>						
05010 - Water	4,349,130	53,627	53,627	1.23%	169,672	5.83%
05050 - Sewer	3,332,300	248,097	248,097	7.45%	248,704	6.66%
05100 - Refuse	1,758,167	130,040	130,040	7.40%	124,019	7.44%
05250 - Ambulance	1,947,000	156,181	156,181	8.02%	123,515	5.26%
05300 - Pioneer Manor	414,500	33,292	33,292	8.03%	33,887	4.29%
05350 - License Bureau	656,600	39,259	39,259	5.98%	87,999	13.76%
Total Enterprise Funds	<u>12,457,697</u>	<u>660,496</u>	<u>660,496</u>	<u>5.30%</u>	<u>787,796</u>	<u>6.51%</u>
<b>Internal Service Funds</b>						
06000 - Insurance	485,533	21,397	21,397	4.41%	37,288	4.69%
06200 - Employment Expense	3,272,842	254,392	254,392	7.77%	246,517	7.79%
Total Internal Service Funds	<u>3,758,375</u>	<u>275,789</u>	<u>275,789</u>	<u>7.34%</u>	<u>283,805</u>	<u>7.17%</u>
Total Revenues	<u>30,082,745</u>	<u>1,296,818</u>	<u>1,296,818</u>	<u>4.31%</u>	<u>1,450,678</u>	<u>4.41%</u>

**Percent of Year Complete      8.33%**

General Fund licenses/permits are down from this time last year due to a decrease in building permit/plan review activity.

**City of White Bear Lake, MN**  
**Summary of Expenditures**  
**As of January 31, 2021**

Items	Revised Budget	Current	YTD 2021	Percent 2021	YTD 2020	Percent 2020
<b>General Fund</b>						
01000 - Legislative	\$ 156,491	\$ 14,905	\$ 14,905	9.52%	\$ 17,414	11.24%
01000 - Administration	402,573	18,141	18,141	4.51%	19,580	4.99%
01000 - Finance	627,854	38,189	38,189	6.08%	43,729	6.92%
01000 - Legal Counselor	65,569	139	139	0.21%	139	0.17%
01000 - City Hall	331,535	17,840	17,840	5.38%	15,985	4.89%
01000 - Elections	84,461	17,711	17,711	20.97%	12,661	21.12%
01000 - Police	5,002,617	241,364	241,364	4.82%	278,813	5.93%
01000 - Dispatch	218,000	240	240	0.11%	480	0.23%
01000 - Animal Control	24,024	1,124	1,124	4.68%	1,026	4.61%
01000 - Prosecution	158,591	12,667	12,667	7.99%	12,333	8.01%
01000 - Emergency Preparedness	16,414	25	25	0.15%	25	0.20%
01000 - Fire	986,352	49,153	49,153	4.98%	50,238	5.11%
01000 - Engineering	726,320	35,174	35,174	4.84%	35,112	5.32%
01000 - Public Works Facility	193,932	11,408	11,408	5.88%	8,171	4.20%
01000 - Garage	151,771	6,140	6,140	4.05%	8,262	5.60%
01000 - Streets	587,948	24,282	24,282	4.13%	23,244	3.98%
01000 - Snow/Ice Removal	272,964	21,889	21,889	8.02%	50,732	20.00%
01000 - Street Lighting	203,669	966	966	0.47%	1,425	0.75%
01000 - Parks	728,068	26,257	26,257	3.61%	32,371	5.11%
01000 - Planning	380,869	16,806	16,806	4.41%	18,905	5.43%
01000 - Building & Code Enforcement	653,990	28,766	28,766	4.40%	33,420	5.33%
01000 - General Services/Contingency*	141,580	52,999	52,999	37.43%	49,284	35.15%
Total General Fund	<u>12,115,592</u>	<u>636,185</u>	<u>636,185</u>	<u>5.25%</u>	<u>713,349</u>	<u>5.38%</u>
<b>Special Revenue</b>						
02030 - Armory	77,855	4,300	4,300	5.52%	3,546	5.38%
02040 - Surface Water Pollution	282,877	6,127	6,127	2.17%	5,755	2.43%
02050 - Marina	368,263	7,101	7,101	1.93%	8,353	2.22%
05200 - Sports Center	626,702	26,697	26,697	4.26%	31,980	5.76%
02060 - Forfeiture	27,450	2,890	2,890	10.53%	1,999	8.02%
04240 - Economic Development	741,467	109,608	109,608	14.78%	228,417	11.41%
Total Special Revenue Funds	<u>2,124,614</u>	<u>156,723</u>	<u>156,723</u>	<u>7.38%</u>	<u>280,050</u>	<u>8.58%</u>
<b>Enterprise Funds</b>						
05010 - Water Distribution	3,627,473	53,014	53,014	1.46%	59,867	3.03%
05010 - Water Treatment	945,162	32,128	32,128	3.40%	31,698	5.49%
Total Water	<u>4,572,635</u>	<u>85,142</u>	<u>85,142</u>	<u>1.86%</u>	<u>91,565</u>	<u>3.59%</u>
05050 - Sewer	3,450,185	446,292	446,292	12.94%	612,385	16.99%
05100 - Refuse	1,710,957	10,963	10,963	0.64%	22,976	1.32%
05250 - Ambulance	2,169,048	129,846	129,846	5.99%	168,193	7.70%
05300 - Pioneer Manor	468,450	20,768	20,768	4.43%	9,012	1.08%
05350 - License Bureau	780,139	36,446	36,446	4.67%	57,643	6.97%
Total Enterprise Funds	<u>8,578,779</u>	<u>729,457</u>	<u>729,457</u>	<u>8.50%</u>	<u>870,209</u>	<u>8.19%</u>
<b>Internal Service Funds</b>						
06000 - Insurance	429,250	13,632	13,632	3.18%	8,676	1.99%
06200 - Employment Expense	3,510,175	466,451	466,451	13.29%	471,837	14.16%
Total Internal Service Funds	<u>3,939,425</u>	<u>480,083</u>	<u>480,083</u>	<u>12.19%</u>	<u>480,513</u>	<u>12.75%</u>
Total Expenditures	<u>31,331,045</u>	<u>2,002,448</u>	<u>2,002,448</u>	<u>6.39%</u>	<u>2,435,686</u>	<u>7.60%</u>

**Percent of Year Complete 8.33%**

Snow/Ice Removal decreased from last year due to a large salt purchase made in January 2020.

\*General Services/Contingency YTD in 2021 includes \$50,916 of Northeast Youth & Family Services payments and \$2,083 in transfers out to the Armory Fund.





**CITY OF WHITE BEAR LAKE  
MONTHLY DISBURSEMENTS REGISTER  
As of January 31, 2021**

VENDOR CLAIMS PAID:

<u>Date</u>	<u>City Amount</u>	<u>Deputy Registrar</u>	<u>Total</u>
January 8	\$ 369,180.97	\$ 748,913.57	\$ 1,118,094.54
January 15	1,444,385.18	862,247.32	2,306,632.50
January 22	314,577.10	722,712.46	1,037,289.56
January 29	224,640.29	619,276.52	843,916.81
Total Vendor Claims	<u>\$ 2,352,783.54</u>	<u>\$ 2,953,149.87</u>	<u>\$ 5,305,933.41</u>

PAYROLL CLAIMS PAID:

January 8	Regular	\$ 449,959.99	\$ -	\$ 449,959.99
January 22	Regular	435,032.53	-	435,032.53
Total Payroll Claims		<u>\$ 884,992.52</u>	<u>\$ -</u>	<u>\$ 884,992.52</u>

TOTAL DISBURSEMENTS	<u>\$ 3,237,776.06</u>	<u>\$ 2,953,149.87</u>	<u>\$ 6,190,925.93</u>
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City of White Bear Lake  
Cash and Investment Analysis  
January 31, 2021

	<u>Adjusted Book Balance</u>
Balance per Books	36,619,780.52
	<u>36,619,780.52</u>

	<u>Adjusted Bank Balance</u>
Payroll	
Balance	3,025.92
Outstanding checks	(1,025.92)
	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
	\$2,000.00

General	
Bank Balance	952,125.11
Outstanding checks	(269,432.10)
1/15 Amex payment outstanding	320.71
1/16 Amex payment outstanding	176.59
1/18 Amex payment outstanding	187.96
1/22 Amex payment outstanding	51.00
1/26 Amex payment outstanding	30.36
1/26 Scales Properties deposit in transit	370.11
1/27 invoice cloud in transit	1,795.50
1/27 EP deposit in transit	578.50
1/27 Vantive deposit in transit	175.00
1/27 Burn Permit deposit in transit	75.00
1/27 Police weekly deposit in transit cash	81.00
1/27 Police weekly deposit in transit check	535.00
1/28 Invoice cloud deposit in transit	1,075.43
1/28 Vantiv deposit in transit	305.00
1/28 CC deposit in transit	187.42
1/29 Invoice cloud deposit in transit	1,241.13
1/29 EP deposit in transit	450.00
1/29 Vanco deposit in transit	2,369.67
1/29 SC CC deposit in transit	50.00
1/30 Invoice cloud deposit in transit	1,170.77
1/30 Vantive deposit in transit	50.00
1/31 Invoice cloud deposit in transit	587.29
1/31 Vantiv deposit in transit	80.00
	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
	694,636.45

LB	
Bank Balance	699,566.90
1/28 LB Transfer to state in transit	(118,094.05)
1/28 CC deposit in transit	3,229.50
1/28 ACH in transit	2,768.49
1/28 ACH in transit	2,692.36
1/29 LB Transfer to state in transit	(110,203.80)
1/29 LB Deposit in transit	14,031.51
1/29 CC Deposit in transi	1,069.35
1/29 ACH in transit	99,105.35
1/26 MN Game Fish	(42.00)
1/26 MN DNR	(5,486.00)
	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
	588,637.61

Adjusted Balance	<u>1,283,274.06</u>
Subtotal Balance per Bank	1,285,274.06
Investments per Subledger	<u>35,334,506.46</u>
	<u>36,619,780.52</u>

**City of White Bear Lake  
Schedule of Investments  
February 28, 2021**

Institution	Type	Face Amount (Par)	Coupon Rate	Yield Rate	Buy Price	Purchase	Maturity	Balance
RBC	CD	CD Encore Bk Little Rock Ark	249,000.00	1.600%	1.600%	100.000	12/02/19 03/02/21	249,000.00
RBC	HL	HL Bullet	500,000.00	3.625%	2.570%	102.174	01/22/19 03/12/21	500,000.00
RBC	CD	CD Cathay Bk Los Angeles Calif	247,000.00	1.750%	1.750%	100.000	09/18/19 03/18/21	247,000.00
Wells	FHLB	FHLB	300,000.00	1.290%	1.550%	99.650	12/05/19 04/12/21	299,528.00
RBC	FNMA	FNMA	500,000.00	2.500%	2.830%	99.197	09/17/18 04/13/21	500,000.00
Wells	FFCB	FFCB	300,000.00	1.560%	1.500%	100.070	01/24/20 04/26/21	300,000.00
Wells	FNMA	FNMA	500,000.00	1.250%	1.745%	99.208	09/20/19 05/06/21	498,368.72
RBC	CD	CD Pinnacle Bk Nashville Tenn	249,000.00	1.600%	1.600%	100.000	02/14/20 05/14/21	249,000.00
Wells	FFCB	FFCB	400,000.00	2.875%	0.510%	102.793	03/19/20 05/26/21	403,280.55
RBC	CD	CD Great Southern Bk	249,000.00	1.100%	1.100%	100.000	03/27/20 05/27/21	249,000.00
Wells	FHLB	FHLB	500,000.00	2.250%	1.500%	101.340	08/16/19 06/11/21	500,000.00
RBC	CD	CD Bank Baroda New York NY	245,000.00	0.200%	0.200%	100.000	06/02/20 06/11/21	245,013.42
RBC	CD	CD Providence Bk Rocky Mt North	249,000.00	1.050%	1.050%	100.000	03/25/20 06/25/21	249,000.00
RBC	CD	CD Customers BK Phoenixville PA	247,000.00	1.650%	1.650%	100.000	12/27/19 06/28/21	247,000.00
RBC	CD	CD Preferred Bk Los Angeles CA	249,000.00	1.700%	1.700%	100.000	12/31/19 06/30/21	249,000.00
RBC	CD	CD Synovus Bk Columbus GA	247,000.00	1.650%	1.650%	100.000	12/19/19 07/19/21	247,000.00
RBC	CD	CD Morgan Stanley Pvt Bk	247,000.00	1.700%	1.700%	100.000	02/06/20 08/06/21	247,000.00
RBC	CD	CD Pioneer Bk SSB Austin Tx	248,000.00	1.600%	1.600%	100.000	02/14/20 08/16/21	248,000.00
RBC	CD	CD John Marshall BK VA	249,000.00	0.300%	0.003%	100.000	05/22/20 08/23/21	249,000.00
RBC	CD	CD ICBC Ltd New York Branch	249,000.00	0.100%	0.100%	100.000	10/22/20 08/23/21	249,000.00
RBC	CD	CD Southeast Bank Athens Tenn	249,000.00	0.100%	0.100%	100.000	08/28/20 08/27/21	249,000.00
RBC	CD	CD Beal Bk USA Las Vegas Nev	249,000.00	0.150%	0.150%	100.000	09/02/20 09/01/21	249,000.00
RBC	CD	CD First Natl Bk of Albany Tex	249,000.00	0.100%	0.100%	100.000	09/09/20 09/09/21	249,000.00
Wells	FHLB	FHLB	300,000.00	2.375%	1.604%	101.370	11/20/19 09/10/21	300,000.00
RBC	CD	CD United Cmnty Bk W Kentucky	249,000.00	0.750%	0.750%	100.000	03/18/20 09/17/21	249,000.00
RBC	CD	CD New York Cmnty Bk Westbury New York	247,000.00	1.850%	1.850%	100.000	09/27/19 09/27/21	247,000.00
RBC	CD	CD Lakeland Bk NFLD N J	248,000.00	1.100%	1.100%	100.000	03/30/20 09/30/21	248,000.00
RBC	CD	CD Texas Cap Bk NA Dallas Tex	249,000.00	0.150%	0.150%	100.000	09/03/20 10/04/21	249,000.00
RBC	CD	CD First Premier Bk Sioux Falls	248,000.00	1.150%	1.150%	100.000	04/15/20 10/15/21	248,000.00
RBC	CD	CD Provident Bank Amesbury Mass	249,000.00	0.100%	0.100%	100.000	10/19/20 10/19/21	249,000.00
RBC	CD	CD Parkway Bk & Tr Harwood Heights Ill	249,000.00	0.100%	0.100%	100.000	10/29/20 10/29/21	249,000.00
RBC	CD	CD Farmers St Bk Waterloo Iowa	249,000.00	1.600%	1.600%	100.000	11/06/19 11/05/21	249,000.00
RBC	CD	CD International Bk Chicago Ill	249,000.00	0.300%	0.300%	100.000	05/15/20 11/15/21	249,000.00
RBC	CD	CD Live Oak Bkg Co NC	249,000.00	1.850%	1.850%	100.000	08/21/19 11/22/21	249,000.00
RBC	CD	CD Berkshire Bk Pittsfield MA	248,000.00	1.150%	1.150%	100.000	04/15/20 12/09/21	248,000.00
Wells	FFCB	FFCB	500,000.00	1.580%	1.630%	99.900	12/19/19 12/13/21	499,645.20
Wells	FNMA	Fannie Mae	500,000.00	2.000%	1.532%	99.821	01/07/20 01/05/22	500,000.00
RBC	CD	CD Bank Ozark	249,000.00	0.350%	0.350%	100.000	05/08/20 01/10/22	249,000.00
RBC	CD	CD Raymond James	246,000.00	2.950%	2.950%	100.000	01/25/19 01/25/22	246,000.00
RBC	CD	CD Morgan Stanley Bk	247,000.00	1.700%	1.750%	100.000	01/30/20 02/07/22	247,000.00
RBC	CD	CD Comenity Capital Bank, Utah	249,000.00	2.850%	2.850%	100.000	02/15/19 02/15/22	249,000.00
RBC	CD	CD Hanmi Bank Los Angeles	249,000.00	1.900%	1.900%	100.000	08/16/19 02/16/22	249,000.00
RBC	CD	CD Landmark Cmnty Bk TN	249,000.00	1.900%	1.900%	100.000	08/23/19 02/23/22	249,000.00
RBC	CD	CD Synchrony Bank	246,000.00	2.700%	2.700%	100.000	03/08/19 03/08/22	246,000.00
RBC	CD	CD Enerbank USA UT	249,000.00	0.950%	0.950%	100.000	03/13/20 03/14/22	249,000.00
RBC	CD	CD Axos Bk San Diego Calif	249,000.00	1.550%	1.550%	100.000	03/26/20 03/28/22	249,000.00
RBC	CD	CD Goldman Sachs Bank	246,000.00	2.600%	2.600%	100.000	04/03/19 04/04/22	246,000.00
RBC	CD	CD First Internet Bk Ind Indianapolis	249,000.00	0.600%	0.600%	100.000	05/11/20 05/11/22	249,000.00
RBC	CD	CD Capital One BK USA	246,000.00	2.450%	2.450%	100.000	05/22/19 05/23/22	246,000.00
RBC	CD	CD Lakeside Bk Chicago	249,000.00	1.650%	1.650%	100.000	12/20/19 06/20/22	249,000.00
RBC	CD	CD Capital One NA	246,000.00	2.200%	2.200%	100.000	06/26/19 06/27/22	246,000.00
RBC	Treas	US Treasury Note	400,000.00	1.750%	0.080%	102.480	01/20/21 07/15/22	410,018.57
RBC	CD	CD Merrick Bk South Jordan Utah	249,000.00	2.050%	2.050%	100.000	08/09/19 08/09/22	249,000.00
RBC	CD	CD CIT Bk Natl Assn Pasadena CA	247,000.00	1.950%	1.950%	100.000	08/23/19 08/23/22	247,000.00
RBC	CD	CD Bank Hapoalim BM New York	249,000.00	0.250%	0.250%	100.000	08/26/20 08/26/22	249,000.00
RBC	CD	CD Meridian Corp	249,000.00	0.100%	0.100%	100.000	02/26/21 08/26/22	249,000.00
RBC	FFCB	FFCB	500,000.00	0.180%	0.180%	100.000	09/08/20 09/08/22	500,000.00
RBC	CD	CD BMW Bank NA, Salt Lake City	248,000.00	0.800%	0.800%	100.000	03/13/20 09/13/22	248,000.00
RBC	FHLB	FHLB	300,000.00	0.190%	0.190%	100.000	09/21/20 09/21/22	300,000.00
RBC	FFCB	FFCB	300,000.00	0.120%	0.120%	100.000	12/22/20 09/22/22	300,000.00
RBC	Treas	US Treasury Note	400,000.00	1.375%	0.089%	102.227	01/20/21 10/15/22	410,371.91

RBC	Freddie	Freddie Mac	300,000.00	0.200%	0.200%	100.000	11/30/20	11/23/22	300,000.00
RBC	CD	CD First Fed Svgs & LN Assn OCD	249,000.00	0.150%	0.150%	100.000	11/25/20	11/25/22	249,000.00
RBC	CD	CD Medallion Bk Salt Lake City	249,000.00	1.700%	1.700%	100.000	11/29/19	11/29/22	249,000.00
RBC	CD	CD Winter Hill Bank FSB	249,000.00	0.150%	0.150%	100.000	12/10/20	12/09/22	249,000.00
RBC	Freddie	Freddie Mac	300,000.00	0.200%	0.200%	100.000	12/16/20	12/16/22	300,000.00
RBC	CD	CD Amerant Bk Natl	249,000.00	1.850%	1.850%	100.000	12/20/19	12/20/22	249,000.00
RBC	CD	CD Wells Fargo Natl Bank Las Vegas Nev	249,000.00	1.850%	1.850%	100.000	12/30/19	12/30/22	249,000.00
RBC	CD	CD Bankunited A Svgs Bk Miami	249,000.00	0.100%	0.100%	100.000	01/22/21	01/23/23	249,000.00
RBC	Treas	US Treasury Note	500,000.00	2.375%	0.100%	104.648	01/14/21	01/31/23	528,631.12
RBC	Treas	US Treasury Note	400,000.00	1.375%	0.100%	102.637	01/20/21	02/15/23	412,908.29
RBC	CD	CD Homestreet Bk Washington	249,000.00	0.100%	0.100%	100.000	02/22/21	02/22/23	249,000.00
RBC	Treas	US Treasury Note	400,000.00	0.500%	0.100%	100.859	01/20/21	03/15/23	404,139.16
RBC	Treas	US Treasury Note	400,000.00	0.250%	0.110%	100.313	01/20/21	04/15/23	401,516.48
Wells	FFCB	FFCB Bullet	1,000,000.00	2.125%	2.250%	99.030	02/11/15	05/15/23	995,376.39
RBC	Treas	US Treasury Note	400,000.00	0.250%	0.115%	100.324	01/20/21	06/15/23	401,395.78
RBC	Treas	US Treasury Note	300,000.00	0.125%	0.133%	99.980	01/20/21	07/15/23	299,945.18
RBC	CD	CD Community West Bk Goleta Calif	249,000.00	0.150%	0.150%	100.000	01/29/21	07/28/23	249,000.00
RBC	CD	United Fid Bk FSB Evansvile	249,000.00	0.150%	0.150%	100.000	02/05/21	08/04/23	249,000.00
RBC	Treas	US Treasury Note	400,000.00	0.125%	0.125%	100.000	01/20/21	08/15/23	400,214.67
RBC	Treas	US Treasury Note	400,000.00	0.125%	0.138%	99.965	01/20/21	09/15/23	400,034.79
RBC	Treas	US Treasury Note	400,000.00	0.125%	0.139%	99.961	01/20/21	10/15/23	399,976.99
RBC	FFCB	FFCB	300,000.00	0.290%	0.290%	100.000	11/02/20	11/02/23	300,000.00
UBS	CD	CD Northpointe Bk Grand Rapids MI	245,000.00	0.250%	0.250%	100.000	11/13/20	11/13/23	245,000.00
RBC	Freddie	Freddie Mac	300,000.00	0.300%	0.300%	100.000	12/01/20	12/01/23	300,000.00
RBC	FFCB	FFCB	300,000.00	0.280%	0.280%	100.000	12/08/20	12/08/23	300,000.00
RBC	CD	CD Florida Cap Bk Natl Assn Tarpon Springs	249,000.00	0.250%	0.250%	100.000	12/17/20	12/18/23	249,000.00
RBC	Freddie	Freddie Mac	300,000.00	0.300%	0.300%	100.000	10/08/20	12/29/23	300,000.00
Wells	FHLB	FHLB	400,000.00	0.190%	0.199%	99.973	01/11/21	12/22/23	399,934.36
RBC	FFCB	FFCB	500,000.00	0.400%	0.420%	100.000	09/09/20	09/09/24	500,000.00
RBC	FNMA	Fannie Mae	300,000.00	0.400%	0.400%	100.000	12/17/20	12/17/24	300,000.00
RBC	CD	CD Texas Exchange Bk Crowley	249,000.00	0.500%	0.500%	100.000	12/18/20	12/18/24	249,000.00
RBC	FFCB	FFCB	300,000.00	0.390%	0.390%	100.000	01/14/21	07/14/25	300,000.00
RBC	CD	CD State Bk India Chicago Ill	249,000.00	0.500%	0.498%	100.000	01/22/21	01/22/26	249,000.00
RBC	CD	BMO Harris Bk Natl Assn	249,000.00	0.550%	0.550%	100.000	02/18/21	02/18/26	249,000.00
RBC	FFCB	FFCB	300,000.00	0.640%	0.606%	100.200	01/12/21	01/05/27	300,637.33
RBC	FFCB	FFCB	300,000.00	0.700%	0.700%	100.000	01/27/21	01/27/27	300,000.00
RBC	CD	CD JP Morgan Chase CO	246,000.00	0.750%	1.009%	100.000	11/30/20	05/30/28	246,000.00

.75 through 5/30/25, 1.00 through 5/30/27, 2.25 through 5/30/28

4M Fund	Open	Open	Open	100.000	Open	Open	1,091,736.06
RBC Insured Cash Sweep	Open	Open	Open	100.000	Open	Open	3,044,839.23
RBC Insured Cash Sweep Deposit in Transit to 4m Fund							
UBS Money Market Fund	Open	Open	Open	100.000	Open	Open	1,001,239.11

Market Value Adjustment 263,102.46

**35,310,853.77**

Legend:

Account	Account Description	Company	Amount
1010	CASH	00999 CASH COMPANY	135,457.93
1010	CASH	01000 GENERAL FUND	5,775,063.14
1010	CASH	02030 ARMORY FUND	39,304.41
1010	CASH	02040 SURFACE WATER POLLUTION PREV	845,518.04
1010	CASH	02050 MARINA FUND	266,105.37
1010	CASH	02060 FORFEITURE FUND	100,587.11
1010	CASH	03020 1986 MUNICIPAL BLDG BOND FUND	.17-
1010	CASH	03040 1993 TAX INCREMENT BOND FUND	72,793.17
1010	CASH	03070 NONBONDED DEBT SERVICE FUND	633,512.88
1010	CASH	03071 2002 SPECIAL ASSESSMENT BONDS	29,220.01
1010	CASH	03081 BOATWORKS TIF DEBT SERVICE	31,181.38
1010	CASH	03082 G.O. STREET SC EQUIP 2018A	380,921.41
1010	CASH	03083 G.O. TAX ABATEMENT SC 2018B	151,272.50
1010	CASH	03084 G.O. IMPROVEMENT BONDS 2019A	443,957.84
1010	CASH	03085 G.O. STREET/EQUIP BONDS 2020A	52,443.73
1010	CASH	04010 PARK IMPROVEMENT FUND	1,707,388.35
1010	CASH	04100 EQUIPMENT ACQUISITION FUND	2,002,677.05
1010	CASH	04200 SEWER IMPROVEMENT FUND	74,179.29-
1010	CASH	04220 WATER IMPROVEMENT FUND	3,924.82
1010	CASH	04240 ECONOMIC DEVELOPMENT FUND	2,947,061.83
1010	CASH	04300 MUNICIPAL BUILDING FUND	943,630.95
1010	CASH	04400 INTERIM CONSTRUCTION FUND	4,395,854.33
1010	CASH	04600 HRA FUND	1,058,143.66
1010	CASH	04770 COMMUNITY REINVESTMENT FUND	7,644,795.95
1010	CASH	05010 WATER FUND	993,610.17
1010	CASH	05050 SEWER FUND	1,042,260.06
1010	CASH	05100 REFUSE FUND	138,523.64
1010	CASH	05200 SPORTS CENTER FUND	93,222.95
1010	CASH	05250 AMBULANCE FUND	213,629.61
1010	CASH	05300 PIONEER MANOR FUND	286,396.03
1010	CASH	05350 LICENSE BUREAU FUND	200,481.11
1010	CASH	06000 GENERAL INSURNANCE FUND	2,856,203.72
1010	CASH	06200 EMPLOYMENT EXPENSE FUND	2,722,557.33
1010	CASH	07000 DEPUTY REGISTRAR FUND	10,977.36-
1010	CASH	07030 EMPLOYEE FLEX SPENDING FUND	1,982.89
1010	CASH	07040 ESCROW FUND	373,988.36
1010	CASH	1010 CASH	38,498,514.91

Report Totals 38,498,514.91

Account	Account Description	Company	Amount
1010	CASH	00999 CASH COMPANY	585,959.61
1010	CASH	01000 GENERAL FUND	383,391.45-
1010	CASH	02030 ARMORY FUND	3,998.10-
1010	CASH	02040 SURFACE WATER POLLUTION PREV	7,205.34
1010	CASH	02050 MARINA FUND	369.35-
1010	CASH	02060 FORFEITURE FUND	901.45
1010	CASH	03040 1993 TAX INCREMENT BOND FUND	175,100.00-
1010	CASH	03070 NONBONDED DEBT SERVICE FUND	43,443.50
1010	CASH	03071 2002 SPECIAL ASSESSMENT BONDS	189,892.50-
1010	CASH	03081 BOATWORKS TIF DEBT SERVICE	111,106.25-
1010	CASH	03082 G.O. STREET SC EQUIP 2018A	315,520.86-
1010	CASH	03083 G.O. TAX ABATEMENT SC 2018B	173,530.64-
1010	CASH	03084 G.O. IMPROVEMENT BONDS 2019A	114,660.47-
1010	CASH	03085 G.O. STREET/EQUIP BONDS 2020A	63,579.17-
1010	CASH	04010 PARK IMPROVEMENT FUND	17,251.64
1010	CASH	04100 EQUIPMENT ACQUISITION FUND	1,344.70-
1010	CASH	04240 ECONOMIC DEVELOPMENT FUND	55,936.36-
1010	CASH	04300 MUNICIPAL BUILDING FUND	3,093.00-
1010	CASH	04400 INTERIM CONSTRUCTION FUND	18,701.72-
1010	CASH	04600 HRA FUND	2,222.27-
1010	CASH	05010 WATER FUND	44,479.75-
1010	CASH	05050 SEWER FUND	269,043.24-
1010	CASH	05100 REFUSE FUND	60,126.81
1010	CASH	05200 SPORTS CENTER FUND	3,987.96
1010	CASH	05250 AMBULANCE FUND	38,076.75
1010	CASH	05300 PIONEER MANOR FUND	13,354.02-
1010	CASH	05350 LICENSE BUREAU FUND	14,083.64
1010	CASH	06000 GENERAL INSURNANCE FUND	14,050.57-
1010	CASH	06200 EMPLOYMENT EXPENSE FUND	726,986.12-
1010	CASH	07000 DEPUTY REGISTRAR FUND	2,794.38
1010	CASH	07020 INVESTMENT FUND	21,447.46
1010	CASH	07030 EMPLOYEE FLEX SPENDING FUND	641.93
1010	CASH	07040 ESCROW FUND	5,705.68
		<u>1010 CASH</u>	<u>1,878,734.39-</u>

Report Totals 1,878,734.39-

**February 2020**

**CODE VIOLATIONS**

<b>Ward</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
Refuse / Exterior Storage	2	7	3	1	0	13
Inoperable Vehicle(s)	0	1	1	0	0	2
Parking (including on grass)	0	1	0	0	1	2
Weeds	0	0	0	0	0	0
Miscellaneous	2	7	2	1	1	13
Structure Maintenance	1	1	0	0	0	2
Complaints	0	1	1	1	1	4
Proactive / City Initiated	5	16	5	1	1	28

<b>Ward</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
# of Cases Open	3	13	3	2	0	21
# of Cases Closed	2	4	3	0	2	11

<b>Ward</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
County Citations						0

# CITY OF WHITE BEAR LAKE SUMMARY OF ZONING ACTIVITY

## FEBRUARY 2021

SIGN PERMITS	00
ZONING PERMITS	01
OTHER PERMITS	07
ZONING LETTERS <sup>1</sup>	01
ZONING CALLS <sup>2</sup>	00
ADMINISTRATIVE VARIANCES	00
LAND USE CASES	03
COUNTER INQUIRIES	57
MEETINGS	14
SITE INSPECTIONS	00
ENFORCEMENT LETTERS	00
OTHER / MISC	01
<b>TOTAL</b>	<b>84</b>

## TOTAL YEAR TO DATE 2021

SIGN PERMITS	02
ZONING PERMITS	01
OTHER PERMITS	10
ZONING LETTERS <sup>1</sup>	02
ZONING CALLS <sup>2</sup>	00
ADMINISTRATIVE VARIANCES	01
LAND USE CASES*	04
COUNTER INQUIRIES	91
MEETINGS	29
SITE INSPECTIONS	03
ENFORCEMENT LETTERS	00
OTHER / MISC <sup>^</sup>	02
<b>TOTAL</b>	<b>145</b>

1. A zoning letter indicates that a commercial property is being sold or refinanced.
2. A zoning call indicates that a residential property is being sold or refinanced.

\* Tamble Variance, Ommen CUP & Var, and North Campus CUP

^ Zoning Code Update continued



# LICENSE BUREAU PERFORMANCE INDICATORS

February 28, 2021

## FEES AND TRANSACTION COUNTS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
<b>FEES</b>	\$41,116	\$75,418	-45.5%		\$82,031	\$153,993	-46.7%
<b>TAB RENEWALS</b>	1,390	5,115	-72.8%		2,733	9,426	-71.0%
<b>TITLE TRANSACTIONS</b>	1,847	1,981	-6.8%		3,766	4,456	-15.5%
<b>DEALERS</b>	1,794	1,483	21.0%		3,681	3,402	8.2%
<b>TOTAL MV</b>	<b>3,237</b>	<b>7,096</b>	<b>-54.4%</b>		<b>6,499</b>	<b>13,882</b>	<b>-53.2%</b>
<b>D.L.</b>	190	2,062	-90.8%		347	4,178	-91.7%
<b>DNR</b>	166	359	-53.8%		427	1,142	-62.6%
<b>GAME &amp; FISH</b>	4	4	0.0%		6	13	-53.8%
<b>GRAND TOTAL</b>	<b>3,597</b>	<b>9,521</b>	<b>-62.2%</b>		<b>7,279</b>	<b>19,215</b>	<b>-62.1%</b>

## PERFORMANCE BY HOURS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
<b>TOTAL EMPLOYEE HRS</b>	1,204.33	1,602.33	-24.8%		2,266.18	3,109.83	-27.1%
<b>OVERTIME HOURS</b>	0.00	42.00	-100.0%		9.50	43.25	-78.0%
<b>TRANS PER HOUR*</b>	<b>2.99</b>	<b>5.94</b>	<b>-49.7%</b>		<b>3.21</b>	<b>6.18</b>	<b>-48.0%</b>

## PASSPORTS PERFORMANCE INDICATORS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
<b>APPLICATION #</b>	0	146	-100.0%		0	224	-100.0%
<b>APPLICATION \$</b>	\$0	\$5,110	-100.0%		\$0	\$7,840	-100.0%
<b>PHOTO #</b>	0	196	-100.0%		0	173	-100.0%
<b>PHOTO \$</b>	\$0	\$2,940	-100.0%		\$0	\$2,595	-100.0%

SUMMARY OF PERMITS	MONTHLY			YEARLY		
<b>FEBRUARY 21 MAHTOMEDI</b>	THIS MONTH	LAST YEAR THIS MONTH	CHANGE IN NUMBERS	THIS YEAR TO DATE	LAST YEAR TO DATE	CHANGE IN NUMBERS

**PERMIT TOTALS:**

Comm./Ind. (New)	0	0	0	0	0	0
Comm./Ind. (Alt)	0	2	-2	0	3	-3
S.F. Dwelling (New)	0	2	-2	0	3	-3
S.F. Dwelling (Alt)	19	11	8	31	21	10
Garage Only	0	0	0	1	1	0
Other Building Permits	1	1	0	1	1	0
Demolition	0	0	0	0	0	0
Electrical (Quarterly)	0	0	0	0	0	0
All Other Permit Types	27	31	-4	51	61	-10
<b>ALL PERMIT TYPE TOTALS:</b>	<b>47</b>	<b>47</b>	<b>0</b>	<b>84</b>	<b>90</b>	<b>-6</b>

**PERMIT VALUATION:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$0	\$0
Comm./Ind. (Alt)	\$0	\$755,000	-\$755,000	\$0	\$775,000	-\$775,000
S.F. Dwelling (New)	\$0	\$1,371,000	-\$1,371,000	\$0	\$2,360,000	-\$2,360,000
S.F. Dwelling (Alt)	\$412,614	\$764,732	-\$352,118	\$553,384	\$910,025	-\$356,641
Garage Only	\$0	\$0	\$0	\$1,340	\$1,200	\$140
Fire Suppression	\$0	\$70,350	-\$70,350	\$0	\$70,350	-\$70,350
Heating (HVAC)	\$79,001	\$118,641	-\$39,640	\$232,465	\$555,148	-\$322,683
Other Building Permits:	\$17,660	\$8,458	\$9,202	\$24,160	\$8,458	\$15,702
<b>VALUATION TOTALS:</b>	<b>\$509,275</b>	<b>\$3,088,181</b>	<b>-\$2,578,906</b>	<b>\$811,349</b>	<b>\$4,680,181</b>	<b>-\$3,868,832</b>

**PERMIT FEES:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$0	\$0
Comm./Ind. (Alt)	\$0	\$5,282	-\$5,282	\$0	\$5,654	-\$5,654
S.F. Dwelling(New)	\$0	\$9,529	-\$9,529	\$0	\$16,019	-\$16,019
S.F. Dwelling (Alt)	\$6,201	\$7,114	-\$913	\$8,286	\$9,561	-\$1,275
Garage Only	\$0	\$0	\$0	\$80	\$80	\$0
Other Building Permits	\$340	\$175	\$165	\$340	\$175	\$165
Demolition	\$0	\$0	\$0	\$0	\$0	\$0
Electrical (Quarterly)	\$0	\$0	\$0	\$0	\$0	\$0
All Other Permit Types	\$2,313	\$5,901	-\$3,588	\$5,224	\$12,733	-\$7,509
<b>PERMIT FEE TOTALS:</b>	<b>\$8,854</b>	<b>\$28,001</b>	<b>-\$19,147</b>	<b>\$13,930</b>	<b>\$44,222</b>	<b>-\$30,292</b>
<b>PLAN FEES:</b>	<b>\$1,605</b>	<b>\$11,159</b>	<b>-\$9,554</b>	<b>\$1,670</b>	<b>\$14,836</b>	<b>-\$13,166</b>
<b>TOTAL PERMIT &amp; PLAN FEES:</b>	<b>\$10,459</b>	<b>\$39,160</b>	<b>-\$28,701</b>	<b>\$15,601</b>	<b>\$59,058</b>	<b>-\$43,457</b>

Park Fees	\$0	\$0	\$0	\$0	\$0	\$0
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SAC Fees	\$0	\$4,970	-\$4,970	\$0	\$7,455	-\$7,455
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**WHITE BEAR LAKE & MAHTOMEDI COMPARISON OF PERMITS FOR**

MONTHLY COMPARISONS <i>FEBRUARY 2021</i>	2021	2021	2021	2020	2020	2020	WBL	WBL	WBL & MA	WBL & MA	MA
	WBL	MA	WBL & MA	WBL	MA	WBL & MA	CHANGE IN	% CHANGE	CHANGE IN	% CHANGE	MA
	YTD	YTD	YTD	YTD	YTD	YTD	NUMBERS		NUMBERS		% OF TOTAL

**PERMIT TOTALS:**

Comm./Ind. (New)	0	0	0	1	0	1	-1	-100%	-1	-100%	#DIV/0!
Comm./Ind. (Alt)	11	0	11	10	3	13	1	10%	-2	-15%	0%
S.F. Dwelling (New)	1	0	1	1	3	4	0	0%	-3	-75%	0%
S.F. Dwelling (Alt)	76	31	107	51	21	72	25	49%	35	49%	29%
Garage Only	0	1	1	1	1	2	-1	-100%	-1	-50%	100%
Other Building Permits	4	1	5	5	1	6	-1	-20%	-1	-17%	20%
Demolition	1	0	1	2	0	2	-1	-50%	-1	-50%	0%
Electrical	70	0	70	69	0	69	1	1%	1	1%	0%
All Other Permit Types	132	51	183	146	61	207	-14	-10%	-24	-12%	28%
<b>ALL PERMIT TYPE TOTALS:</b>	<b>295</b>	<b>84</b>	<b>379</b>	<b>286</b>	<b>90</b>	<b>376</b>	<b>9</b>	<b>3%</b>	<b>3</b>	<b>1%</b>	<b>22%</b>

**PERMIT VALUATION:**

Comm./Ind. (New)	\$0	\$0	\$0	\$8,600,000	\$0	\$8,600,000	-\$8,600,000	-100%	-\$8,600,000	-100%	#DIV/0!
Comm./Ind. (Alt)	\$4,188,860	\$0	\$4,188,860	\$2,723,348	\$775,000	\$3,498,348	\$1,465,512	54%	\$690,512	20%	0%
S.F. Dwelling (New)	\$1,500,000	\$0	\$1,500,000	\$2,673,363	\$2,360,000	\$5,033,363	-\$1,173,363	-44%	-\$3,533,363	-70%	0%
S.F. Dwelling (Alt)	\$1,150,172	\$553,384	\$1,703,556	\$391,742	\$910,025	\$1,301,767	\$758,430	194%	\$401,789	31%	32%
Garage Only	\$0	\$1,340	\$1,340	\$18,500	\$1,200	\$19,700	-\$18,500	-100%	-\$18,360	-93%	100%
Fire Suppression	\$144,528	\$0	\$144,528	\$417,527	\$70,350	\$487,877	-\$272,999	-65%	-\$343,349	-70%	0%
Heating (HVAC)	\$2,241,895	\$232,465	\$2,474,360	\$475,470	\$555,148	\$1,030,618	\$1,766,425	372%	\$1,443,742	140%	9%
Other Building Permits	\$43,550	\$24,160	\$67,710	\$49,137	\$8,458	\$57,595	-\$5,587	-11%	\$10,115	18%	36%
<b>VALUATION TOTALS:</b>	<b>\$9,269,005</b>	<b>\$811,349</b>	<b>\$10,080,354</b>	<b>\$15,349,087</b>	<b>\$4,680,181</b>	<b>\$20,029,268</b>	<b>-\$6,080,082</b>	<b>-40%</b>	<b>-\$9,948,914</b>	<b>-50%</b>	<b>8%</b>

**PERMIT FEES:**

Comm./Ind. (New)	\$0	\$0	\$0	\$46,312	\$0	\$46,312	-\$46,312	-100%	-\$46,312	-100%	#DIV/0!
Comm./Ind. (Alt)	\$22,252	\$0	\$22,252	\$19,098	\$5,654	\$24,752	\$3,154	17%	-\$2,500	-10%	0%
S.F. Dwelling(New)	\$8,672	\$0	\$8,672	\$6,412	\$16,019	\$22,431	\$2,260	35%	-\$13,759	-61%	0%
S.F. Dwelling (Alt)	\$17,515	\$8,286	\$25,801	\$21,579	\$9,561	\$31,140	-\$4,064	-19%	-\$5,339	-17%	32%
Garage Only	\$0	\$80	\$80	\$356	\$80	\$436	-\$356	-100%	-\$356	-82%	100%
Other Building Permits	\$1,019	\$340	\$1,359	\$1,153	\$175	\$1,328	-\$134	-12%	\$31	2%	25%
Demolition	\$13,400	\$0	\$13,400	\$285	\$0	\$285	\$13,115	4602%	\$13,115	4602%	0%
Electrical	\$2,875	\$0	\$2,875	\$5,814	\$0	\$5,814	-\$2,939	-51%	-\$2,939	-51%	0%
All Other Permit Types	\$34,090	\$5,224	\$39,314	\$16,494	\$12,733	\$29,227	\$17,596	107%	\$10,087	35%	13%
<b>PERMIT FEE TOTALS:</b>	<b>\$99,823</b>	<b>\$13,930</b>	<b>\$113,753</b>	<b>\$117,503</b>	<b>\$44,222</b>	<b>\$161,725</b>	<b>-\$17,680</b>	<b>-15%</b>	<b>-\$47,972</b>	<b>-30%</b>	<b>12%</b>
<b>PLAN FEES:</b>	<b>\$20,545</b>	<b>\$1,670</b>	<b>\$22,215</b>	<b>\$41,175</b>	<b>\$14,836</b>	<b>\$56,011</b>	<b>-\$20,630</b>	<b>-50%</b>	<b>-\$33,796</b>	<b>-60%</b>	<b>8%</b>
<b>TOTAL PERMIT &amp; PLAN FEES:</b>	<b>\$120,368</b>	<b>\$15,600</b>	<b>\$135,968</b>	<b>\$158,678</b>	<b>\$59,058</b>	<b>\$217,736</b>	<b>-\$38,310</b>	<b>-24%</b>	<b>-\$81,768</b>	<b>-38%</b>	<b>11%</b>
Park Fees	\$0	\$0	\$0	\$1,200	\$0	\$1,200	-\$1,200	-100%	-\$1,200	-100%	#DIV/0!
SAC Fees	\$19,880	\$0	\$19,880	\$42,245	\$4,970	\$47,215	-\$22,365	-53%	-\$27,335	-58%	0%

SUMMARY OF PERMITS	MONTHLY			YEARLY		
<b>FEBRUARY 21 WHITE BEAR LAKE</b>	THIS MONTH	LAST YEAR THIS MONTH	CHANGE IN NUMBERS	THIS YEAR TO DATE	LAST YEAR TO DATE	CHANGE IN NUMBERS

**PERMIT TOTALS:**

Comm./Ind. (New)	0	0	0	0	1	-1
Comm./Ind. (Alt)	5	6	-1	11	10	1
S.F. Dwelling (New)	0	0	0	1	1	0
S.F. Dwelling (Alt)	41	26	15	76	51	25
Garage Only	0	1	-1	0	1	-1
Other Building Permits	4	4	0	4	5	-1
Demolition	1	1	0	1	2	-1
Electrical (Quarterly)	37	38	-1	70	69	1
All Other Permit Types	52	80	-28	132	146	-14
<b>ALL PERMIT TYPE TOTALS:</b>	<b>140</b>	<b>156</b>	<b>-16</b>	<b>295</b>	<b>286</b>	<b>9</b>

**PERMIT VALUATION:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$8,600,000	-\$8,600,000
Comm./Ind. (Alt)	\$3,877,200	\$726,800	\$3,150,400	\$4,188,860	\$2,723,348	\$1,465,512
S.F. Dwelling (New)	\$0	\$0	\$0	\$1,500,000	\$700,000	\$800,000
S.F. Dwelling (Alt)	\$655,992	\$1,973,363	-\$1,317,371	\$1,150,172	\$2,365,106	-\$1,214,934
Garage Only	\$0	\$18,500	-\$18,500	\$0	\$18,500	-\$18,500
Fire Suppression	\$115,028	\$25,950	\$89,078	\$144,528	\$417,527	-\$272,999
Heating (HVAC)	\$1,674,023	\$248,342	\$1,425,681	\$2,241,895	\$475,470	\$1,766,425
Other Building Permits:	\$43,550	\$24,137	\$19,413	\$43,550	\$49,137	-\$5,587
<b>VALUATION TOTALS:</b>	<b>\$6,365,793</b>	<b>\$3,017,092</b>	<b>\$3,348,701</b>	<b>\$9,269,005</b>	<b>\$15,349,088</b>	<b>-\$6,080,083</b>

**PERMIT FEES:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$46,312	-\$46,312
Comm./Ind. (Alt)	\$18,640	\$6,353	\$12,287	\$22,252	\$19,098	\$3,154
S.F. Dwelling(New)	\$0	\$0	\$0	\$8,672	\$6,412	\$2,260
S.F. Dwelling (Alt)	\$10,155	\$15,467	-\$5,312	\$17,515	\$21,579	-\$4,064
Garage Only	\$0	\$356	-\$356	\$0	\$356	-\$356
Other Building Permits	\$1,019	\$700	\$319	\$1,019	\$1,153	-\$134
Demolition	\$13,400	\$200	\$13,200	\$13,400	\$285	\$13,115
Electrical (Quarterly)	\$0	\$3,169	-\$3,169	\$2,875	\$5,814	-\$2,939
All Other Permit Types	\$20,561	\$8,173	\$12,388	\$34,090	\$16,494	\$17,596
<b>PERMIT FEE TOTALS:</b>	<b>\$63,775</b>	<b>\$34,418</b>	<b>\$29,357</b>	<b>\$99,823</b>	<b>\$117,503</b>	<b>-\$17,680</b>
<b>PLAN FEES:</b>	<b>\$13,935</b>	<b>\$4,676</b>	<b>\$9,259</b>	<b>\$20,545</b>	<b>\$41,175</b>	<b>-\$20,630</b>
<b>TOTAL PERMIT &amp; PLAN FEES:</b>	<b>\$77,710</b>	<b>\$39,094</b>	<b>\$38,616</b>	<b>\$120,368</b>	<b>\$158,678</b>	<b>-\$38,310</b>

Park Fees	\$0	\$0	\$0	\$0	\$1,200	-\$1,200
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SAC Fees	\$4,970	\$2,485	\$2,485	\$19,880	\$42,245	-\$22,365
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## MONTHLY REPORT - PARKS - 2021

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
# of hrs spent on sweeping operations per season(snow)	26	51											77
Number of acres mowed	0	0											0
#mi.of sidewalks cleared(snow)	96	96											192
# of Special Events - set up	1	5											6
# of park reservations/events	0	2											2
# of tree inspections performed.	0	1											1
# of man hours spent tree trimming.	90	38											128
Number of employee days lost to accidents	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):**

## MONTHLY REPORT - PARKS - 2021

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## MONTHLY REPORT SNOW/ICE CONTROL - 2021

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Y.T.D.
Seasonal snowfall (inches)	6.5	5.5											12
# of snow plowing sessions initiated outside of reg. working hrs.	4	1											5
Road salt de-icing/anti caking useage (per ton)***	79	116.5											195.5
Salt cost for month	\$0.00	\$13,251.22											\$13,251.22
# of snow plowing sessions that included Cul-De-Sac plowing.	2	1											3

**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 SNOW/ICE CONTROL - 2021**

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## MONTHLY REPORT - STREET LIGHTING - 2021

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.	0	3											3
# of burned out lights at lower traffic volume locations replaced w/in 72 hours of notification	0	0											0
Number of repair calls for downtown street lights	1	1											2
# of light poles painted - preventative maintenance	0	0											0
# of light poles or fixtures replaced.	0	0											0

**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.

# MONTHLY REPORT - STREET LIGHTING - 2021





## MONTHLY REPORT - STREETS - 2021

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## MONTHLY REPORT - SEWER - 2021

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
# feet of sewer lines jetted	0	0											0
Stormwtr Maint/repair man hrs.	0	10											10
# feet Televising - main line	0	0											0
# of Sewer Backups - City line	0	0											0
# of Sewer Backups - Private	2	3											5
# of feet of sewer lines cleaned and televised simultaneously	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 - SEWER - 2021

