



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, APRIL 27, 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 April 13, 2021

B. Minutes of the Council Work Session on April 20, 2021

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

A. Friends of Jack Yost Park – Adopt-a-Park

B. Auditor’s Report of 2020 – Brad Falteysek

C. SWPPP Presentation – Connie Taillon, P.E.

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

A. Consent

1. Consideration of a request by Celine Carlson for a 1 year time extension of approved Conditional Use Permit and Variances for 4312 Cottage Park Road (20-4-CUPe1 & 20-8-Ve1)

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

A. Second reading of the Critical Water Deficiency Ordinance

- Adoption of the Ordinance
- Adoption of the Resolution authorizing a summary publication

9. NEW BUSINESS

A. Resolution accepting bids and awarding contract for the 2021 Water Meter Replacement Project, City Project No. 21-09

- B. Resolution accepting bids and awarding contract for the 2021 Demolition of De-Liming Facility, City Project No. 21-16

10. CONSENT

- A. Resolution accepting the 2020 Comprehensive Annual Finance Report (CAFR)
- B. Resolution authorizing a tobacco license for Supervalu Inc. dba Cub Wine & Spirits
- C. Resolution authorizing liquor extensions for Lakeshore Players for outdoor events
- D. Resolution adopting the Water Supply Plan

11. DISCUSSION

- A. Options for transition to in-person City Council meetings

12. COMMUNICATIONS FROM THE CITY MANAGER

- Welcoming & Inclusive Community Initiative
- Housing Task Force
- AV Pilot Project

13. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, APRIL 13, 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, Assistant City Manager Rick Juba, Community Development Director Anne Kane, Public Works Director/City Engineer Paul Kauppi, Finance Director Kerri Kindsvater, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

Before beginning, Mayor Emerson acknowledged the pain and anger felt by the community related to the recent tragic officer shooting dead of Daunte Wright in Brooklyn Center, and recent racially charged social media posts.

2. APPROVAL OF MINUTES

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

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

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

Motion carried unanimously.

B. Minutes of the Council Work Session on March 30, 2021

It was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to approve the Minutes of the March 30, 2021 Council Work Session as presented.

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

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

Councilmember Biehn added a discussion item on the topic of moving back to in-person meetings.

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

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

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

A. Jeff Hafner with Rainbow Tree Care – Emerald Ash Borer

City Engineer/Public Works Director Kauppi recapped that since 2018, the City has been working with Rainbow Tree Care on an Ash Tree strategy for treating and removing those infected by the Emerald Ash Borer (EAB) beetle. He noted the City’s Dying and Dead Tree Ordinance was provided in Council’s packets for further discussion during the April 20, 2021, 6:00 p.m. Council Work Session.

Jeff Hafner with Rainbow Tree Care provided an update on Ash Tree care in White Bear Lake. In 2020, 695 Ash Trees were protected, amounting to an annual benefit of an avoidance of 769,310 pounds of atmospheric CO2 and an interception of 1.68 million gallons of stormwater. He provided three years of treated Ash Tree data as follows and explained that treatments are good for two years.

	2018	2019	2020
Public	316	326	298
Private	342	105	397
Annual Total	658	431	695

Mr. Hafner supported a continuation of this partnership to address EAB and mentioned that Ash Trees, which are not already protected, are running out of time for treatment to be effective. In 2021, Rainbow Tree Care will be expanding it EAB content library of articles, videos and social media posts, art, etc. online as a resource for residents.

In response to Councilmembers’ questions, Mr. Hafner confirmed that Rainbow Tree Care will continue to partner with the City and its residents for as long as the City is willing. He explained that unless a cold snap kills 90% or more larvae each year, the beetle is so prolific it will continue to spread and kills trees.

B. Arbor Day Proclamation

Mayor Emerson mentioned that White Bear Lake has been a Tree City for at least 25 years. She read the Arbor Day Proclamation declaring May 20, 2021 as Arbor Day in White Bear Lake. Mayor Emerson called upon all White Bear Lake residents to participate in the annual Arbor Day observance.

Parks and Facilities Foreman Andy Wieteki reported that the Park Advisory Commission plans to hold their Park Commission meeting on May 20, 2021 at Ebba Park where the group intends to plant a row of trees as a buffer to the water treatment plant. A pollinator garden is also being planted at Lakewood Hills Park, overlooking the softball field. Finally, a new row of arborvitae will be planted to replace the dead arborvitae that was removed between Railroad Park and U.S. bank.

Councilmember Edberg encouraged staff to address invasive buck thorn, which is growing all over within the City.

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

A. Consent

1. Consideration of a Planning Commission recommendation for approval of a request by the City of White Bear Lake for review and acceptance of the Findings of Fact and Conclusions of the Environmental Assessment Worksheet (EAW) for the proposed North Campus High School Expansion project located at 5045 Division Avenue. (Case No. 21-1-EAW). **Resolution No. 12748**
2. Consideration of a Planning Commission recommendation for approval of a request by Jack Tamble for a variance at 4860 Stewart Avenue. (Case No. 21-6-V). **Resolution No. 12749**

It was moved by Councilmember **Jones** 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 White Bear Lake ISD#624 for a Conditional Use Permit for the North Campus High School expansion located at 5045 Division Avenue. (Case No. 21-3-CUP)

Community Development Director Kane explained that the Planning Commission voted unanimously to forward a recommendation for approval of a Conditional Use Permit for the 398,000 square foot building addition and campus expansion for the White Bear Lake ISD #624 Senior High School. She reviewed the scope of the North Campus High School expansion project. She noted the conversion of the campus back to a full 9-12 grade high school represents a tremendous opportunity and a significant investment for the broader community, but is not without some challenges and potential impact on the surrounding neighborhoods. Throughout a collaborative process the Project Team sought to find the optimal balance between creating a high-quality school campus with modern amenities and first rate facilities, while configuring the campus to help distribute traffic on the surrounding roadway network, provide appropriate setbacks and buffers from the adjacent residences, and minimize the negative impacts on the surrounding neighborhood.

In addition to the campus design and layout, Ms. Kane stated a number of off-site improvements have been identified to help alleviate traffic congestion, The land use entitlements for the campus will serve as a catalyst to finalize plans for other regional investments envisioned for the community and will require additional public engagement as the off-site improvements are finalized and will be subject to a Development Agreement.

Ms. Kane highlighted the following other considerations related to this project:

- Neighbor comments and concern mostly related to traffic and parking
- Development Agreements for various off-site improvements
- Exterior Lighting
- 1,500 seat stadium not to be used for Varsity Games
- Relocation of the bus garage from Division Avenue into Hugo
- Final Platting

Mayor Emerson opened the public hearing at 7:56 p.m. There being no comments by public, Mayor closed the public hearing.

In response to Councilmember Biehn, Ms. Kane explained that the tennis courts (10) will be relocated along Bald Eagle Avenue and also striped for pickleball.

Councilmember Walsh explained this is a big project and but that if problems are identified after its establishment, modifications can always be made to make this work.

In response to Councilmember Jones on timing, Tim Wald stated they look forward to the South campus gymnasium completion this fall, then Sunrise Middle School will move into the South Campus, which will occur the same year the High School unites at the North Campus. Lastly, the Sunrise Park Middle School will be renovated during the 2024-25 school year to be the new District Center Offices, Senior Center and Early Childhood Learning Center.

It was moved by Councilmember **Jones** seconded by Councilmember **Engstran**, to approve **Resolution No. 12750** the Conditional Use Permit for the North Campus High School expansion located at 5045 Division Avenue.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

2. Consideration of a Planning Commission recommendation for approval of a request by Jacob & Chandler Ommen for a Conditional Use Permit and five variances at 4320 Cottage Park Road. (Case No. 21-4-CUP & 21-5-V)

Community Development Director Kane reported the applicants would like to demolish the existing two car detached garage and construct a new two car attached garage with an Accessory Dwelling Unit (ADU) above it. Consequently, they requested:

- A Conditional Use Permit (CUP) for a Home Accessory Apartment (ADU) above an attached garage, which otherwise meets all zoning requirements;
- A 13 foot variance from the 35 foot street side setback for the principal structure, in order to expand an existing line of non-conformity for a mudroom addition;
- A 2.7 foot variance from the 20 foot street side setback for an accessory structure;
- A one-story variance from the one-story maximum for an attached accessory structure;
- A 321 square foot variance from the 1,000 gross square foot maximum size for a first accessory structure; and
- A 71 square foot variance from the 1,250 square foot maximum for all accessory structures combined

Ms. Kane reported that one neighbor cited three concerns at the public hearing as follows:

- Over use of variances in the Cottage Park area
- ADU's allowed in existing structures only
- Impervious area/run-off area was understated

Ms. Kane forwarded staff's recommendation along with 5-1 support by the Planning Commission, noting one opposed to operation of ADU's within residential neighborhoods. Ms. Kane confirmed that cars are to fit on the driveway/garage of the residents.

Councilmember Jones pointed out that the City has the ability to enforce parking through this CUP, if it becomes an issue. Ms. Kane added, that the Council is granting this land use to the property owner is a privilege not a right.

Mayor Emerson opened the public hearing at 8:16 p.m.

The applicant Jacob Ommen expressed pride working to restore some of the original architectural elements in the 1886 Cass Gilbert designed home.

Mayor Emerson closed the public hearing at 8:19 p.m.

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to approve **Resolution No. 12751** the Conditional Use Permit and five variances at 4320 Cottage Park Road.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

- A. Resolution accepting quotes and awarding contract for the 2021 Gazebo Restoration Project, City Project No. 21-08

Public Works Director / City Engineer Kauppi reported that the Mayor appointed Gazebo Restoration Committee met to discuss the gazebo restoration and reconstruction project, with a goal to preserve of the as much of the original structure as reasonable. He explained that the upper roof structure and second story columns of the original gazebo will be saved, with replacements to deteriorated items put in place during the previous restoration project. Mr. Kauppi noted this renovation will consist of more durable materials that should be long lasting and low maintenance.

Mr. Kauppi forwarded a recommendation to accept the bid and award the Gazebo Restoration Project to Pelco Construction, LLC in the amount of \$167,414.00. He mentioned this quote exceeds the generous \$150,000 donation and proposed use of \$30,000 from the Park Improvement Fund to cover professional services and possible change orders to this project. Although there have been recent supply chain issues, he hoped this project to be completed in time for Manitou Days.

Councilmember Jones thanked the members of the Gazebo Committee, Bryan Belisle, Sara Hanson, Paul Kauppi, Andy Wietecki and gave special recognition to the diligent work of Brian Hanson and his knowledge of building materials.

It was moved by Councilmember **Engstran** seconded by Councilmember **Biehn**, to approve **Resolution No. 12752**, accepting quotes and awarding contract for the 2021 Gazebo Restoration Project, City Project No. 21-08.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

Mayor Emerson thanked the Committee and the generosity of the donor who made this project possible.

B. Resolution accepting bids and awarding contract for the 2021 Pavement Rehabilitation Project, City Project Nos.: 21-01, 21-04, 21-06 & 21-13

Public Works Director / City Engineer Kauppi reported that eight (8) bids were received and opened on March 25, 2021, for the 2021 Pavement Rehabilitation Project. T.A. Schifsky & Sons, Inc. of North Saint Paul, Minnesota submitted the lowest base bid of \$837,659.74. Bid alternates 1 (private driveways) 2 and 3 to repave Lakewood Hills Park and Matoska Park parking lots amounted to \$415,359.22. Mr. Kauppi forwarded a recommendation that Council award the contract with the parking lot alternates included at \$415,359.22 for a total contract amount of \$1,270,019.00. He added that road load restrictions were lifted yesterday, and this work can begin as soon as contracts are signed.

It was moved by Councilmember **Biehn** seconded by Councilmember **Engstran**, to approve **Resolution No. 12753**, accepting bids and awarding contract for the 2021 Pavement Rehabilitation Project, City Project Nos.: 21-01, 21-04, 21-06 & 21-13.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

C. Resolution to approve the sale of General Obligation Bonds

Finance Director Kindsvater stated the 2021 Budget incorporates financing for the street improvement projects, water revenue bonds for the residential water meter replacement program, and equipment certificates to purchase three large vehicles at Public Works (multi-use dump truck, tandem axel dump truck, and a loader). Ms. Kindsvater relayed Ehlers Inc.'s recommendation that the City roll all three issues into one General Obligation bond in the amount of \$4,495,000. Doing so reduces administration fees, debt maintenance costs and disclosure requirements from three separate issues.

Ms. Kindsvater said, an annual tax levy will provide payment for the equipment certificates and a portion of the street improvement bonds. In addition to the tax levy, the City will collected special assessments from the benefiting property owners of street improvement projects to pay that debt. Ms. Kindsvater explained that the water revenue bonds will be paid with the water infrastructure fees and utility rates from customers.

Ms. Kindsvater recommended the Council adopt the resolution authorizing Ehlers to assist in the bond sale, establishing May 11, 2021 as the meeting for considering the bond sale proposal, setting May 11, 2021 as the date for awarding the bond sale, and authorizing Ehlers and City staff to participate in preparation of an official statement for the bonds.

Councilmember Edberg inquired and Stacie Kvilvang with Ehlers Inc. confirmed a 1.5 % interest rate, slightly higher than a month ago, yet but to borrow under 2% results in significant savings. Councilmember Edberg had no issue with the low rate, especially given the long period of time for which it was set.

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to approve **Resolution No. 12754**, approve the sale of General Obligation Bonds.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

10. CONSENT

- A. Acceptance of Minutes: January Park Advisory Commission, February Environmental Advisory Commission, February White Bear Lake Conservation District, March Planning Advisory Commission
- B. Resolution ordering project, approving specifications and authorizing advertisement for bids for the 2021 Bituminous Seal Coating Project, City Project No: 21-02. **Resolution No. 12755**
- C. Resolution ordering project, approving specifications and authorizing advertisement for bids for the 2021 Crack Sealing Project, City Project No: 12-03. **Resolution No. 12756**
- D. Resolution ordering project, approving plans and authorizing advertisement for bids for the 2021 Sanitary Sewer Lining Program, City Project 21-07. **Resolution No. 12757**
- E. Resolution authorizing use of Railroad Park for Sunrise Park Middle School on April 24, 2021. **Resolution No. 12758**
- F. Resolution of support for Accessible Space, Inc.'s application for Ramsey County Community Development Block Grant (CDBG) program funds. **Resolution No. 12759**
- G. Resolution authorizing City's participation in Manitou Days and Marketfest community events. **Resolution No. 12760**
- H. Resolution authorizing food truck operations on public property for St. Mary's 140th Anniversary. **Resolution No. 12761**

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

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

11. DISCUSSION

A. Proposed modifications to Article II Administration of the Municipal Code

City Manager Hiniker explained that the City has undertaken re-codification, through which each Article of the City's Code will have been reviewed by the Municode Code Attorney, staff, and the City Attorney prior to reaching Council's consideration. Ms. Hiniker reminded the Council that a full code adoption of all 14 Articles will occur at the end of this review period, but as each Article is completed, it will be placed on the Council's agenda for review and comment at a more digestible pace. She explained this allows for the Council review and discussion along the way, and at the conclusion, staff will provide a summary of any significant policy changes prior to final adoption of a Code.

Ms. Hiniker explained that Article II has one notable change to the Administrative Offense Ordinance (Section 205), as a result of a 2019 City Charter Amendment establishing the ability to assess unpaid administrative fines. She explained that the edits define new procedures including appeal of administrative tickets and assessment of unpaid fines. Ms. Hiniker stated this Article will not actively be brought back to the Council unless requested, however, the Administrative Offense Ordinance will be called out among others when the revised municipal code is ready for final adoption to provide the public an opportunity for review and comment.

B. Return to in-person meetings in the Council Chambers

Councilmember Biehn expressed desire to return to in-person City Council meetings, with the ability for in-person and zoom meetings combined so that others have the flexibility to attend. He relayed hearing positive feedback that remote participants feel more at ease speaking from home.

Council directed staff to review mixed media capability and mask protocols in preparation for a transition to in-person meetings.

12. COMMUNICATIONS FROM THE CITY MANAGER

- Work Session, Tuesday, April 20, 2021 at 6:00 p.m. regarding work of the Department of Natural Resources and also on the topic of Emerald Ash Borer and Boulevard Trees.
- Cerenity Senior Care has again requested permission for outdoor music as a result of the pandemic and staff intend to support that request unless they hear otherwise from the Council.
- Public Works Director / City Engineer Kauppi reported on the water meter bid opening next Tuesday and hopeful award of this project on an upcoming Council meeting.

13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Biehn** to adjourn the regular meeting at 8:55 p.m.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



**MINUTES
WORK SESSION OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, APRIL 20, 2021
6:00 P.M. VIA ZOOM OR TELEPHONE**

6:02 PM Meeting Opened

In Attendance: Mayor Jo Emerson, Councilmember Bill Walsh, Councilmember Doug Biehn, Councilmember Dan Jones, Councilmember Kevin Edberg, Steven Engstran City Manager Ellen Hiniker, City Engineer/Public Works Director Paul Kauppi and City Attorney Troy Gilchrist

Guests in attendance: Jason Moeckell, DNR, Jess Richards, DNR, Daryl Taavola, AV Pilot Project

Absent: n/a

Jason Moeckal gave a presentation on the White Bear Lake Level.

Daryl Taavola gave a presentation on the AV Pilot Project.

7:55 PM Meeting Adjourned

CITY OF WHITE BEAR LAKE

MS4 GENERAL PERMIT & STORM WATER POLLUTION PREVENTION PROGRAM



**APRIL 27, 2021
ANNUAL MEETING
REPORTING ON 2020 ACTIVITIES**

*County Road F Raingarden Retrofit
Partially funded through a VLAWMO cost share grant*

MS4 General Permit

Municipal Separate Storm Sewer System (MS4):

- System of stormwater conveyance (streets, curb & gutter, ditches, storm sewer)
- Owned or operated by a state, city, town, county, district, association, or other public entity.

MS4s in Minnesota must satisfy the requirements of the MS4 General Permit, issued by the Minnesota Pollution Control Agency (MPCA).



Purpose of the MS4 General Permit:

“reduce the amount of pollution that enters surface and ground water from storm water conveyance systems”.

Accomplished through development and implementation of a stormwater pollution prevention program (SWPPP), which has six components (called Minimum Control Measures, or MCM's):

1. Public education and outreach
2. Public participation and involvement
3. Illicit discharge detection and elimination
4. Construction site stormwater runoff control
5. Post construction stormwater management
6. Pollution prevention/good housekeeping

Plus: impaired waters requirements



1. Public Education and Outreach

Summary of Program

- **Distribute educational materials that informs the public of the impacts of stormwater discharges**
 - Website
 - City newsletter
 - White Bear Press
 - Facebook
- **Participate in outreach activities**
 - Host water related events
 - Conduct workshops
- **Partner with watershed management organizations & others**

The screenshot displays the website for White Bear Lake, a City of Lakes & Legends. The page features a navigation menu under the heading 'ENVIRONMENT' with categories: Trash and Recycling, Water Resources, Natural Resources, Sustainability, Yard & Garden, Adopt a Stormdrain, Composting, Water Conservation, Rain Barrels, and Environmental Advisory Commission. The 'Yard & Garden' section is expanded, showing articles for 'Adopt a Stormdrain', 'Rain Barrels', 'Water Conservation', and 'Yard Waste & Composting'. The 'Contact Information' section provides details for White Bear Lake City Hall, including address, phone, fax, and hours. The 'Upcoming Events' section lists 'Trash to Treasure Day' on 04/28/2018 and 'Cleanup Days' on 05/05/2018.

WHITE BEAR LAKE
a City of Lakes & Legends

ENVIRONMENT

- + Trash and Recycling
- + Water Resources
- + Natural Resources
- + Sustainability
- Yard & Garden
- Adopt a Stormdrain
- Composting
- Water Conservation
- Rain Barrels
- + Environmental Advisory Commission

Contact Information

White Bear Lake City Hall
4701 Highway 61
White Bear Lake, MN 55110
Phone: (651) 429-8564
Fax: (651) 429-8500

Monday - Friday
8:00 a.m. - 4:30 p.m.

[VIEW FULL CONTACT DETAILS](#) →

Upcoming Events

Trash to Treasure Day
04/28/2018 (All day)

Cleanup Days
05/05/2018 - 7:00am

Yard & Garden

Adopt a Stormdrain
The Vadnais Lake Area Water Management Organization (VLAWMO) st...
White Bear Lake and neighboring communities that live within their jur...
wetlands.

Rain Barrels
Using rainwater instead of the municipal water supply to water plants is...
barrels are used to collect and store rainwater from a building's roof fo...
water flower gardens and trees during dry periods.

Water Conservation
The City of White Bear Lake and many other communities depend on gr...
demands on the water supply makes groundwater conservation and ma...
protecting the sustainability of the groundwater supply in the future.

Read on to learn about some of the City's water conservation initiatives...
water use.

Yard Waste & Composting
Yard waste includes leaves, brush, grass clippings, and other plant mat...
as leaves, branches, weeds, and grass clippings in the trash.

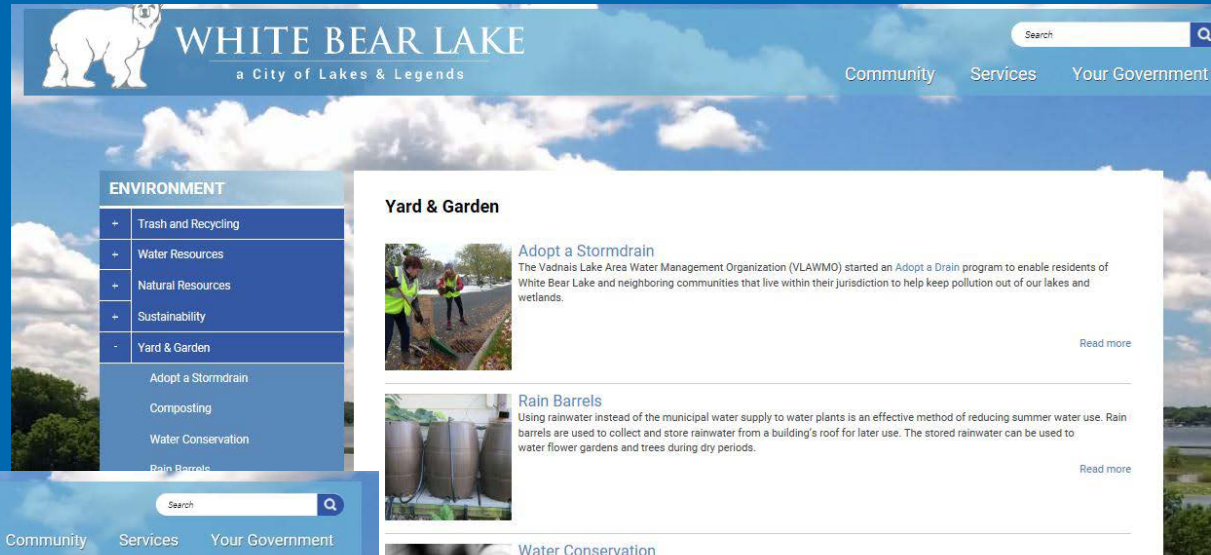
Organic waste includes biodegradable items like food scraps and non-r...
composted.

1. Public Education and Outreach

2020 Activities

City Website

- Stormwater management
- Yard and garden



WHITE BEAR LAKE
a City of Lakes & Legends

Community Services Your Government

ENGINEERING

Stormwater Management

- Surface Water Management Plan
- Stormwater Program
- Design Standards
- Illicit Discharge
- Watersheds

- Street Improvement Program
- LED Street Lighting Project

Contact Information

White Bear Lake City Hall
4701 Highway 61
White Bear Lake, MN 55110
(651) 429-8531

Monday - Friday
8:00 a.m. - 4:30 p.m.

[VIEW FULL CONTACT DETAILS](#) →

Stormwater Management

The City of White Bear Lake is fortunate to have an abundance of surface water resources. In addition to our namesake lake, the City is dotted with many smaller lakes and wetlands. The City has adopted a number of policies and ordinances to protect the water quality of these water resources from polluted stormwater runoff and to prevent property damage due to flooding.



Ordinance

The City of White Bear Lake regulates stormwater runoff and non-stormwater discharges within its jurisdiction under Section 406 of the Municipal Code. This ordinance was established to prevent property damage due to stormwater flooding and to protect the quality of the surface water resources that receive stormwater runoff. The ordinance is consistent with the requirements of State statutes, State rules, and local watershed organization regulations.

Surface Water Management Plan

The City's Surface Water Management Plan (SWMP) identifies goals and policies concerning the implementation of water resource activities within the City. The plan fulfills the requirements of the Minnesota Pollution Control Agency, Met Council, and local watershed organizations.

Stormwater Program

The City's Storm Water Pollution Prevention Program (SWPPP) identifies goals and best management practices to reduce the discharge of pollutants into surface water resources from its storm sewer system.

Design Standards

The City of White Bear Lake developed Engineering Design Standards for Stormwater Management to provide specific guidelines to design professionals preparing construction documents for private land development projects and/or City capital improvement projects. The standards were written to meet the City's goals to preserve, protect, and manage its water resources as well as to meet federal, state, and watershed organization stormwater regulations.

Other Resources

- MN Stormwater Manual - Stormwater design and construction guidance
- MPCA Construction Stormwater Permit - Construction permit information
- Erosion Prevention & Sediment Control - Homeowner fact sheet
- MN Water - Let's Keep it Clean - Water friendly practices for residents

Yard & Garden



Adopt a Stormdrain

The Vadnais Lake Area Water Management Organization (VLAWMO) started an Adopt a Drain program to enable residents of White Bear Lake and neighboring communities that live within their jurisdiction to help keep pollution out of our lakes and wetlands.

[Read more](#)



Rain Barrels

Using rainwater instead of the municipal water supply to water plants is an effective method of reducing summer water use. Rain barrels are used to collect and store rainwater from a building's roof for later use. The stored rainwater can be used to water flower gardens and trees during dry periods.

[Read more](#)



Water Conservation

The City of White Bear Lake and many other communities depend on groundwater for their drinking water supply. Increasing demands on the water supply makes groundwater conservation and management a top priority. Reducing water use is critical for protecting the sustainability of the groundwater supply in the future.

[Read on to learn about some of the City's water conservation initiatives and what residents and businesses can do to reduce water use.](#)

[Read more](#)



Yard Waste & Composting

Yard waste includes leaves, brush, grass clippings, and other plant material. State law prohibits the disposal of yard waste such as leaves, branches, weeds, and grass clippings in the trash.

Organic waste includes biodegradable items like food scraps and non-recyclable paper (tissues, paper towels, etc.) and can be composted.

[Read more](#)

1. Public Education and Outreach

2020 Activities



Adopt a Storm Drain to Help Protect Lakes, Streams, and Wetlands

Adopt-a-Drain is a program that asks residents to protect nearby lakes, streams, and wetlands by "adopting" a storm drain near their home. Volunteers sweep leaves, trash, and other debris off their adopted drain and nearby paved surfaces to keep this material from washing down storm drains and into nearby waterbodies.

Sign up today to adopt a storm drain:

- 1** Sign up online at adopt-a-drain.org. Choose a storm drain near your home, work, or organization.
- 2** Keep your storm drain clear. Rain washes anything that's on streets and other paved surfaces down the storm drains and into lakes, streams, and wetlands. So sweep leaves, grass clippings and trash away from the drain surface year-round.
- 3** Report your work. Keep track of how much stuff you remove from around the storm drain and report online at adopt-a-drain.org. It takes less than five minutes, and helps us monitor the impact we're having!

Trash and Recycling Holiday Schedule

Trash and recycling will not be picked up on the following days:

New Year's Day	Labor Day
Memorial Day	Thanksgiving
Independence Day	Christmas Day

Pick up service will resume the day following a holiday and continue one day off the regular schedule through the end of the week. For example, Memorial Day falls on a Monday. Monday's pick up will move to Tuesday, Tuesday's pick up will move to Wednesday, etc.

10 | White Bear Lake Spring & Summer 2020



Ramsey County to provide free household hazardous waste collection in the City of White Bear Lake

Open to residents of Ramsey County, as well as residents of Anoka, Carver, Dakota, Hennepin, Scott and Washington counties.

Where: White Bear Lake Area High School - North Campus
(Bald Eagle Ave. and 12th St., White Bear Lake)

When: Friday, July 10 10am - 6pm Saturday, July 11 9am - 4pm
Friday, July 17 10am - 6pm Saturday, July 18 9am - 4pm
Friday, July 24 10am - 6pm Saturday, July 25 9am - 4pm
Friday, July 31 10am - 6pm

Bring items in your vehicle to the mobile collection site at the dates and times listed above. To practice safe social distancing, load items into your trunk or cargo bed. At the site, please stay in your vehicle while staff unloads the items for you.

Ramsey County offers a year-round collection site and several mobile sites in various locations throughout the season. For information on Ramsey County Household Hazardous Waste (HHW) collection sites and a detailed list of acceptable items, please visit RamseyRecycles.com/HHW or call 651-633 EASY (3279), answered 24/7.



- Automotive products, such as antifreeze, batteries, brake and transmission fluid, degreasers, fuel, motor oil, and used oil filters.
- Household products, including adhesives, aerosols, cleaners, fire extinguishers, fluorescent bulbs, rechargeable batteries, paint, pool chemicals, propane tanks, mercury thermometers, paint and paint thinners.
- Lawn care products, such as fertilizers, pesticides, poisons.
- Needles, lancets and empty syringes. Transport these items in a hard-sided plastic container with a screw on cap, labeled "sharps." You will be asked to place the container in the collection bin yourself.



Photo: Harvey and Janet Bartz

Spotlight on Sustainability

Seven years ago homeowners and nature lovers Harvey and Janet Bartz decided to install a buffer strip of native vegetation along their Heiner's Pond shoreline, which soon turned into a back yard full of native grasses and flowering plants. Beyond its visually stunning array of colors, the native prairie provides a multitude of benefits that promote the health of the planet. The deep-rooted plants help prevent erosion, reduce the runoff of harmful chemicals into waterways, and require little to no watering. The prairie also provides habitat for bees, birds, butterflies and other wildlife and the Bartz garden is no exception as hummingbirds, Swallowtail butterflies, and bumblebees all continue to frequent the late summer blooms.

The Bartz's were able to start their backyard transformation with a shoreline restoration grant from the watershed district in which they reside. There are four watershed districts in White Bear Lake and each provides a variety of resources, from reading material to cost-sharing grant opportunities, for those interested in starting their own native garden. Other resources the Bartz family has used and recommends to interested residents include Ramsey County and native plant supply companies, who can help with installation and maintenance. Inspiration can also be drawn from local prairies like that found at Tamarack Nature Center.

The Bartz family recommends that those looking to install a native prairie commit to the project to ensure its success. They used a portion of their grant funds to hire Prairie Restoration Inc. to install the vegetation along the shoreline and residents looking for lower maintenance can do the same. They expanded and have maintained the rest of the native prairie themselves and advise those looking to plant on their own to expect the work to include learning plant identification, weed control, seeding and transplanting of native species as needed, and an occasional mowing or controlled burn (if allowed) in early spring. The result of the work is more than a uniquely beautiful yard. It is as described by Harvey and Janet Bartz, "an opportunity to practice living regeneratively, in harmony with the natural world. Our grandchildren and all future generations will benefit from a healthier world in which to live."

Resources

For information on cost share grants, native plant nurseries, and ecological restoration installation and maintenance companies, visit whitebearlake.org and search "pollinators."



Submit your Sustainable Project

With each newsletter, the City spotlights a different business or residential sustainability project, which could include projects that conserve energy, use renewable energy, provide alternative transportation, treat stormwater, conserve drinking water, increase pollinator and wildlife habitat, or reduce waste. If you would like to see your project featured in an upcoming newsletter, please contact Ashton Miller, Planning Technician, at amiller@whitebearlake.org or 651-429-8561.

8 | White Bear Lake Fall & Winter 2020

2. Public Participation and Involvement

Summary of Program

- Provide at least one opportunity annually for the public to provide input on the SWPPP.
 - SWPPP public meeting
 - Website

Summary of Program

- Provide other opportunities for public participation and involvement
 - Surveys
 - Volunteer opportunities



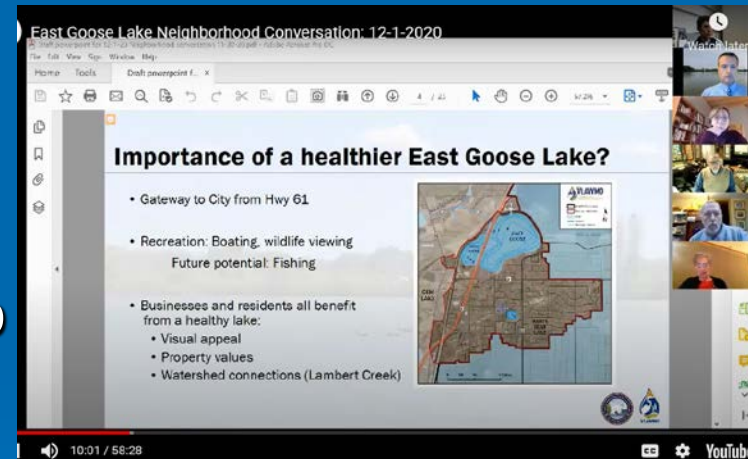
adopt-a-drain.org

2. Public Participation and Involvement

East Goose Lake Adaptive Lake Management

Community Engagement

- Neighborhood conversation: December 1, 2020
- Community Survey: February - March 31, 2021
 - Notice to WB Press
 - VLAWMO and City Social Media
 - 101 responses
- Adaptive Lake Management Web Hub
 - VLAWMO.org/eastgooseALM



EAST GOOSE ADAPTIVE LAKE MANAGEMENT

2. Public Participation and Involvement

2020 Activities



*2021
Continue program as part of
street renovation projects*

Street Renovation Raingarden Program

- Voluntary cost share program through local Watershed Management Organizations
- City provided a curb cut at no cost to residents
- Three raingardens will be constructed this spring from the 2020 program

3. Illicit Discharge Detection and Elimination

Summary of Program

- Develop, implement, and enforce a program to detect and eliminate illicit discharges.

- Illicit discharge ordinance
- Train staff to identify and report illicit discharges
- Encourage residents to report suspicious activities
- Identify priority areas
- Procedure for locating and eliminating sources
- Procedures for responding to spills

Illicit Discharge = any discharge (accidental or on purpose) into a storm sewer system, river, stream, wetland, or lake, that is not composed entirely of stormwater



Dumping gas, oil, paints, cleaners

3. Illicit Discharge Detection and Elimination

Examples of illicit discharges



Concrete wash water



Sediment from construction sites



oil and fuel

3. Illicit Discharge Detection and Elimination

Examples of illicit discharges



**PET
GOTTA GO?**
If it's in our streets,
it's in our streams.

CleanWaterMN.org

 MINNESOTA WATER
LET'S KEEP IT CLEAN

Washington State Department of Ecology; King County, Washington; and the cities of Seattle, Tacoma and Bellevue.

Pet Waste



Grass Clippings



**USING
FERTILIZER?**
If it's in our streets,
it's in our streams.

CleanWaterMN.org

 MINNESOTA WATER
LET'S KEEP IT CLEAN

Washington State Department of Ecology; King County, Washington; and the cities of Seattle, Tacoma and Bellevue.

Fertilizers, pesticides



Leaves

3. Illicit Discharge Detection and Elimination

2020 Activities

To report an illicit discharge:

- Emergency: 911

- Non-emergency:
651-429-8531
(Engineering Dept.)
or on-line form

Website

- Illicit discharge page

The screenshot shows the White Bear Lake City website. At the top, the logo features a white bear silhouette and the text 'WHITE BEAR LAKE a City of Lakes & Legends'. Navigation links for 'Community', 'Services', and 'Your Government' are visible. A search bar is in the top right. The main content area is titled 'ENGINEERING' and includes a sidebar menu with options like 'Stormwater Management', 'Surface Water Management Plan', 'Stormwater Program', 'Design Standards', 'Illicit Discharge', 'Watersheds', 'Street Improvement Program', and 'LED Street Lighting Project'. Below the menu is 'Contact Information' for White Bear Lake City Hall, including the address, phone number, and hours. A 'VIEW FULL CONTACT DETAILS' link is provided. The main article is titled 'Illicit Discharge Detection and Elimination' and defines what an illicit discharge is, lists common types (fertilizer, grass, leaves, pesticides, pet waste, gas, oil, paints, concrete wastewater, sediment, restaurant cooking oil, commercial carwash wastewater, and pipe installations), and provides instructions on how to report one. A 'Report an Illicit Discharge' button is at the bottom of the article, with a 'Read more' link. A small image shows a storm drain with a log and a white bag nearby.

WHITE BEAR LAKE
a City of Lakes & Legends

Community Services Your Government

ENGINEERING

- Stormwater Management
 - Surface Water Management Plan
 - Stormwater Program
 - Design Standards
 - Illicit Discharge
 - Watersheds
- + Street Improvement Program
 - LED Street Lighting Project

Contact Information

White Bear Lake City Hall
4701 Highway 61
White Bear Lake, MN 55110
(651) 429-8531

Monday - Friday
8:00 a.m. - 4:30 p.m.

[VIEW FULL CONTACT DETAILS](#) →

Illicit Discharge Detection and Elimination

What is an illicit discharge?
The City's storm sewer system is designed to transport stormwater (rain and melting snow) to the nearest lake, stream, or wetland. Any waste or pollution that enters the storm sewer system will flow directly to the nearest waterbody without treatment and may cause serious environmental damage. Any discharge into a storm sewer system, ditch, river, stream, or waterbody that is not composed entirely of stormwater is called an illicit discharge.

Common Illicit Discharges
Fertilizer, grass, leaves, pesticides or pet waste
Gas, oil, paints and cleaners
Concrete wastewater and sediment from construction sites
Restaurant cooking oil
Commercial carwash wastewater
Installation of pipes that bypass sanitary connections or septic drain fields that produce a direct discharge to a waterbody

Illicit discharges may be the result of:

- Dumping gas, oil, paints, cleaners, concrete wastewater, sediment from construction sites, restaurant cooking oil and commercial carwash wastewater into the storm sewer system.
- Allowing fertilizer, grass, leaves, pesticides, or pet waste to wash into storm drains.
- Installing pipes that bypass sanitary connections or septic drain fields that produce a direct discharge to a waterbody.

How to Help

- Be alert! Report any suspicious discharges using the [online webform](#), or call the City's Engineering Department at (651) 429-8531. Anonymity will be respected.
- Clean up hazardous spills immediately.
- Pick up litter and trash near storm drains.
- Clean up pet waste and dispose in trash.
- Vegetate bare areas to reduce soil erosion.
- Do not blow leaves, grass clippings and mulch into the street. Sweep them up if they do land there.
- Recycle oil, antifreeze and batteries.*
- Bring household products, including paint, paint thinners, and solvents to a hazardous waste dump site.*

*For disposal options visit [RamseyRecycles.com](#) or call (651) 633-EASY (3279), answered 24/7.

City's role
Through its Stormwater Ordinance the City is authorized to regulate illicit discharge entering the City's storm drainage system by any user. City Public Works crews annually inspect the stormwater systems to check for illicit discharges or other problems. The ordinance contains enforcement provisions the City can take in the event an illicit discharge occurs.

Report an Illicit Discharge
Report an illicit discharge here. An illicit discharge is anything other than stormwater (rain and melting snow) that enters a storm sewer system, ditch, river, stream or other body of water. Any waste or pollution that enters a storm sewer system will flow directly to the nearest waterbody without treatment and may cause serious environmental damage. Read more to access an [online webform](#) for reporting issues.

[Read more](#)

4. Construction Site Runoff Control

Summary of Program

- Implement and enforce a construction site stormwater runoff control program that reduces pollutants in stormwater from construction activity.

- Erosion and sediment control ordinance
- Site plan review
- Procedures for reports of non-compliance
- Site inspections



4. Construction Site Runoff Control

2020 Activities



Improper sediment control



Proper sediment control

Inspections

- Building Department inspects commercial and residential construction sites
- Building inspectors are certified for erosion and sediment control inspections.

5. Post Construction Runoff Management

Summary of Program

Require permanent stormwater treatment facilities for new construction and reconstruction projects

- Stormwater management ordinance and engineering standards
- Site plan review
- Long-term maintenance agreement



Infiltration pipe – Birch Lake Blvd S.

5. Post Construction Runoff Management

2020 Activities

Polar Chevrolet iron-enhanced sand filter

Development Reviews

- Engineering Department reviews private development projects for compliance with the City's stormwater standards

6. Pollution Prevention/Good Housekeeping

Summary of Program

Implement an operations and maintenance program that prevents or reduces the discharge of pollutants from City facilities.

- City facilities (waste disposal, fleet maintenance, stockpiles)
- Landscape maintenance
- Street sweeping
- Winter street maintenance
- Stormwater treatment facilities inspection and maintenance
- Employee training



6. Pollution Prevention/Good Housekeeping

2020 Activities

The City's vacuum sweeper removes fine particles as well as leaves and larger debris to protect water resources.



Street sweeping

- Street Department swept all streets at least twice in the spring and fall
- Weekly sweeping in the Downtown area and around lake

6. Pollution Prevention/Good Housekeeping

2020 Activities



Calibrating spreaders

Winter street maintenance

- Spreaders are calibrated annually
- Public Works staff attends annual smart salt training

6. Pollution Prevention/Good Housekeeping

2020 Activities

Storm system maintenance (Sewer Department)

- Inspect all pond inlets and outlets before and after major rain events.
- Inspect swirl separators (13 total) once per year and clean as needed. Remove sediment as needed.
- Inspected underground infiltration systems and clean as needed.



6. Pollution Prevention/Good Housekeeping

2020 Activities

Storm system maintenance

- Contract for raingarden maintenance (6 total): weeding, mulching, inlet cleaning

4th and Johnson raingarden



6. Pollution Prevention/Good Housekeeping

2020 Activities – Cty Rd F Raingarden Retrofit



New curb cuts

*Cty Road F Raingarden Retrofit
Partially funded through a
VLAWMO cost share grant*



Old inlet



Old inlet - plugged

Storm system maintenance

- Operations and maintenance agreement with Ramsey County for six raingardens built in 2003.
- 2020 maintenance project retrofitted non-functioning inlets with curb cuts and pretreatment structures

Impaired Waters

Purpose: restore lakes that are impaired for specific pollutants (nutrients, sediment, chloride, bacteria, mercury, etc.)

- MPCA creates a list of impaired waters that do not meet water quality standards (303d list).
- Each impaired water requires an assessment to determine the sources of the impairment. This process is known as a total maximum daily load (TMDL) analysis.



Goose Lake: nutrient impairment

Impaired Waters

- A TMDL identifies the sources of a pollutant and establishes a maximum amount of a pollutant that a waterbody can receive and still meet water quality standards for that pollutant.
- Through the TMDL process, a waste load allocation (WLA) is developed that assigns allowable pollutant loadings from each contributor



nutrient impairment

not impaired

Impaired Waters

- WLAs are assigned to the City for the following waterbodies

Nutrient (phosphorus) impairment

- Bald Eagle Lake
- Goose Lake (East and West)
- Kohlman Lake
- Peltier/Centerville Lake
- Wilkinson Lake

East Goose Lake Example

(watershed load only, does not include internal load)

City WLA: 64.7 lb/yr of phosphorus

Current loading: ~102.7 lb/yr

Percent reduction: 63%

Bacteria Impairment

- Rice Creek
- Lambert Creek

Chloride Impairment

- Kohlman Lake
- South Long Lake

Impaired Waters

- MS4s that are assigned a WLA for nutrients or total suspended solids must submit a compliance schedule for the MS4 General Permit 5-year cycle, and report pollutant reduction progress in the MS4 annual report to the MPCA.

Draft Compliance Schedule for East Goose Lake, Nov. 2020 – Nov. 2025

Compliance schedule Best Management Practices (BMPs) for Wasteload Allocations not being met (permit item 12.8)

Best Management Practice/Activity	BMP description (Select all that apply)	Anticipated number of practices (if applicable)	Expected Implementation Year(s)	Vadnais Lake Area WMO-Goose-(62-0034-00)-TP
BMP_improvement_enhancement_retrofitting	BMP improvement, Cty F raingarden curb cut retrofits	6	2020	X
Infiltrator	Private landowner curb-cut raingardens as part of street renovation projects	unknown - based on landowner interest	2021, 2022, 2024	X
	East Goose Lake Adaptive Lake Management Process - phase 1 Community Engagement	NA	2020, 2021	X
	East Goose Lake Adaptive Lake Management (ALM) process - ALM implementation plan	unknown until plan is complete (if approved by City Council & VLAWMO Board)	2022, 2023, 2024, 2025	X
Supplemental_employee_education_training	Staff training	NA	entire permit cycle	X
Supplemental_public_education_outreach	Presentations, Publications, Workshops/Clinics	NA	entire permit cycle	X
Supplemental_public_education_outreach	Adopt-a-Drain Program	unknown - based on public interest	entire permit cycle	X
	VLAWMO water quality BMP and native planting cost share grant projects	Unknown	entire permit cycle	X

Impaired Waters

MS4 General Permit Annual Report – Pollutant load reductions

Category 1: Summary of quantitative reductions (Annual Pollutant Load Reduction).

TMDL project	Units	2015	2016	2017	2018	2019	Optional	
							Calculation method	Notes
Bald Eagle Lake - Phosphorus	pounds reduced				9.5 lbs	11.1 lbs (cumulative)	RG's: RCWD estimate. Infiltration pipes: MIDS calculator	2018: Approximately 1.6 lbs from 5 RG's and 7.9 lbs from underground infiltration. 2019: Assume an additional 1.6 lbs from the 5 raingardens constructed in 2019.
Kohlman Lake - Phosphorus	pounds reduced	29.1 lbs (cumulative, per growing season)	29.8 lbs (cumulative, per growing season)	28.8 lbs (cumulative, per growing season)	28.8 lbs (cumulative, per growing season)	31.4 lbs (cumulative, per growing season)	MIDS calculator	Provided by Heather Hlavaty, 4/13/2020. three new BMPs.

Example:

East Goose Lake Example
(watershed load only, does not include internal load)

City WLA: 64.7 lb/yr of phosphorus

Current loading: ~102.7 lb/yr

Percent reduction: 63%



Ex: Curb cut raingarden – 0.4 lb/yr reduction

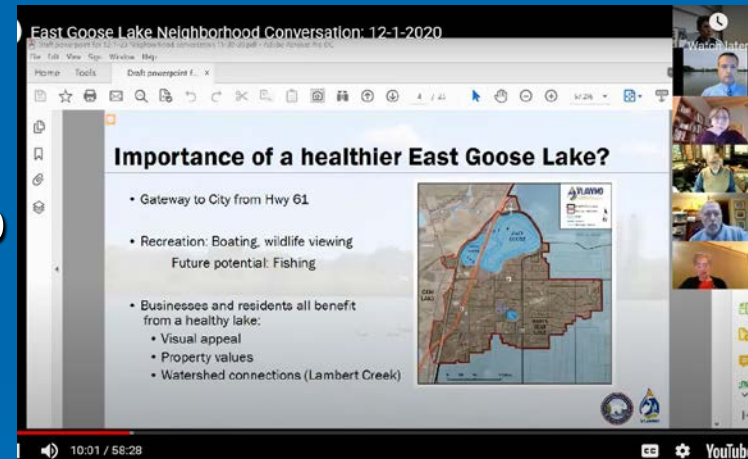
Impaired Waters

- MS4s that are assigned a WLA for bacteria or chloride impairments have new MS4 General Permit requirements:
 - Ordinance requiring pet owners to remove and properly dispose of pet waste on City owned land.
 - Ordinance requiring proper salt storage at commercial, institutional, and industrial facilities.
 - Distribute educational materials on pet waste and salt use at least once per year.
 - Maintain a written or mapped inventory of potential areas and sources of bacteria and a plan to prioritize reduction activities.
 - Document the amount of deicer applied.
 - Conduct an annual assessment of winter maintenance operations and determine opportunities to reduce the amount of deicing salt.

East Goose Lake Adaptive Lake Mgmt

Community Engagement

- Neighborhood conversation: December 1, 2020
- Community Survey: February - March 31, 2021
 - Notice to WB Press
 - VLAWMO and City Social Media
 - 101 responses
- Adaptive Lake Management Web Hub
 - VLAWMO.org/eastgooseALM



EAST GOOSE ADAPTIVE LAKE MANAGEMENT

CITY OF WHITE BEAR LAKE

MS4 GENERAL PERMIT & STORM WATER POLLUTION PREVENTION PROGRAM



Questions or comments?

website: [whitebearlake.org/contact us](http://whitebearlake.org/contact-us)

Connie Taillon

Email: ctailon@whitebearlake.org

Phone: 651-429-8587



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Samantha Crosby, Planning & Zoning Coordinator

Date: April 21, 2021 for the April 27, 2021 City Council Meeting

Subject: Carlson Residence - Time Extension, Case No. 20-4-CUPe1 & 20-8-Ve1

REQUEST

A 12 month time extension of previously approved Conditional Use Permit for a second curb cut and four variances for the construction of a new two-story residence with a 995 square foot attached garage at 4312 Cottage Park Road. The reason for the delay is the Covid-19 pandemic; see attached request letter.

SUMMARY

The request was heard by the Planning Commission on April 27, 2020. No one from the public spoke to the matter. The project was recommended by the Planning Commission 4-1 (Lynch opposed and Reinhardt abstained). On May 12, 2020, the request was approved by the City Council (5-0).

Staff has reviewed the surrounding area property owners and two properties have changed hands since the original approval. Mail notices regarding this extension were sent to those two owners, and no calls or concerns have been received. To the best of staff's knowledge, no other significant changes have transpired since the original approval that would provide cause to re-analyze the request.

RECOMMENDED COUNCIL ACTION

Approval of the attached resolution granting a 12 month time extension.

ATTACHMENTS

Resolution of Approval
Request letter dated March 29, 2021
Site Diagram

RESOLUTION NO.

**RESOLUTION APPROVING A TIME EXTENSION FOR
FOUR VARIANCES AND A CONDITIONAL USE PERMIT
FOR 4312 COTTAGE PARK ROAD
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (20-4-CUPe1 & 20-8-Ve1) has been submitted by Celine Carlson to the City Council requesting a one year time extension of a previous land use approval from the Zoning Code of the City of White Bear Lake for the following location:

LOCATION: 4312 Cottage Park Road

LEGAL DESCRIPTION: Lot 18 and those parts of Lots 16 and 17, lying Southwesterly of a line running from a point on the Westerly line of and 5.5 feet Northerly from the Southwesterly corner of Lot 16, through a point on the Southerly line of and 69.2 feet from the Southwesterly corner of Lot 16, extended to the lakeshore of White Bear Lake, all in Block 2, Cottage Park, Ramsey County, Minnesota, subject to transportation, drainage and utility easement (PID #233022420031);

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING: A 12-month extension of the approved Conditional Use Permit and Variances (until May 12, 2022)

Reso # 12582, passed May 12, 2020: Four variances and a conditional use permit:

- A 14 foot variance from the 20 foot street side setback for the garage, per Code Section
- A 3 foot variance from the 77.7 foot average lakeside setback for the home, per Code Section 1303.040, Subd.4.c;
- A 6.5 foot variance from the 69.7 foot lakeside setback for the unenclosed porch, per Code Section 1302.040, Subd.4.a.3;
- A 6.5 foot variance from the 72.7 foot lakeside setback for the second floor balcony, per Code Section 1302.040,Subd.4.a.5; and
- A conditional use permit for a second curb cut, per Code Section 1302.050, Subd.4.h.9;

in order to construct a new 5 bedroom, two-story single family residence with a 995 square foot attached garage; and

WHEREAS, no significant changes have transpired since the original approval; and

WHEREAS, the original approval expires on May 12, 2021; and

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

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

that the City Council accepts and adopts the following findings of the Planning Commission:

1. Because the variances are in keeping with the surrounding residential development pattern, the requested variances will not:
 - a. Impair an adequate supply of light and air to adjacent property.
 - b. Unreasonably increase the congestion in the public street.
 - c. Increase the danger of fire or endanger the public safety.
 - d. Unreasonably diminish or impair established property values within the neighborhood or in any way be contrary to the intent of this Code.
2. The variances are a reasonable use of the land or building.
3. The variances will be in harmony with the general purpose and intent of the City Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
4. The special conditions or circumstances are not the result of actions of the applicant or previous owners.
5. Although the proposal is consistent with the development pattern of the immediate neighborhood, the non-conforming uses of neighboring lands, structures, and buildings in the same district are not the sole grounds for issuance of the variances.

FURTHER, BE IT RESOLVED by the City Council of the City of White Bear Lake that the City Council accepts and adopts the following findings of the Planning Commission:

1. The proposal is consistent with the city's Comprehensive Plan.
2. The proposal is consistent with existing and future land uses in the area.
3. The proposal conforms to the Zoning Code requirements.
4. The proposal will not depreciate values in the area.
5. The proposal will not overburden the existing public services nor the capacity of the City to service the area.
6. Traffic generation will be within the capabilities of the streets serving the site.

FURTHER, BE IT RESOLVED that the City Council of the City of White Bear Lake hereby approves the request subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.
2. Per Section 1301.060, Subd.3, the variances shall become null and void if the project has not been completed or utilized within ~~one~~ **two (± 2)** calendar years after the approval date, subject to petition for renewal. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. A building permit shall be obtained before any work begins.

4. Prior to the issuance of a building permit, the applicant shall provide proof (ie: a receipt) to the City of having filed a certified copy of this resolution of approval with the County Recorder to ensure continued compliance of the herein-stated conditions.
5. All impervious area above 30% shall be mitigated according to the zoning code; design and infiltration calculations shall be approved prior to the issuance of a building permit.
6. Porous pavers, rain gardens or other mitigative features used to off-set impervious area shall be maintained by the homeowner according to manufacturer’s specifications or to preserve design function and capacity.
7. Tree Preservation calculations to be provided prior to the issuance of a building permit. Replacement trees to be provided prior to certificate of occupancy.
8. The architectural features of the new house, including exterior materials, shall be consistent with elevations provided to the City with the land use application.
9. If grading extends closer than 50 feet to the OHWL, a grading plan must be submitted to the Rice Creek Watershed District for review and approval.
10. The applicant shall verify their property lines and have the property pins exposed at the time of inspection.

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

Approval is contingent upon execution and return of this document to the City Planning Office. I have read and agree to the conditions of this resolution as outlined above.

 Celine Carlson Date

March 29, 2021

City Council
White Bear Lake City Hall
4701 Highway 61
White Bear Lake, MN 55110

RE: Extending CUP & Variance Expiration for 4312 Cottage Park – Resolution 12582 12May2020

Dear City Council:

Thank you again for approving on May 12, 2020 the variances and conditional use permit for building my new home at 4312 Cottage Park Road.

I respectfully request a year extension on this resolution to expire on May 12, 2022. Last year was a difficult year due to the Covid crisis requiring me to focus on business survival. I am proud to say that Keys Café & Bakery will survive! I am also very appreciative of the support the City and community continues to give to our local restaurants and businesses.

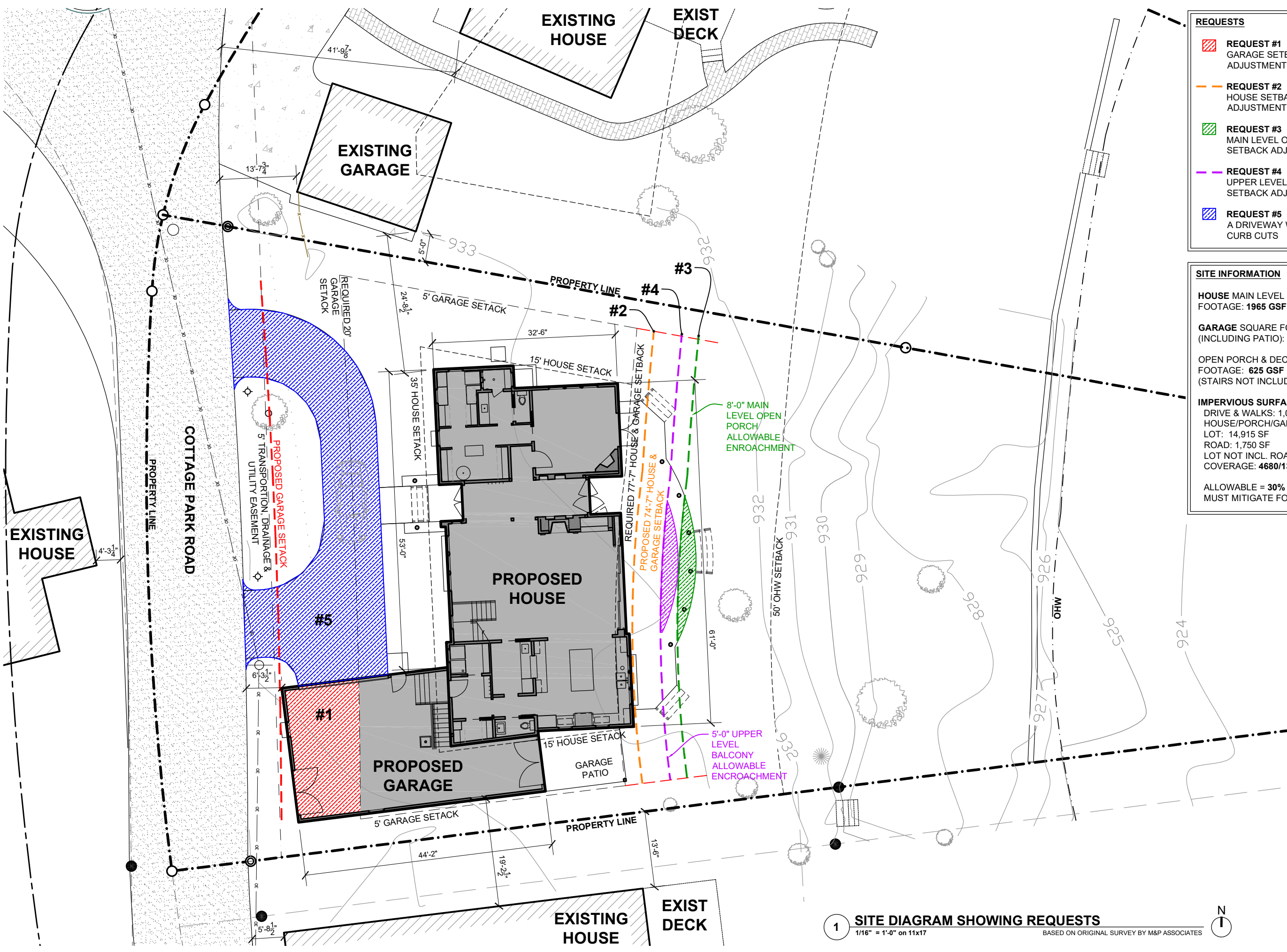
As far as building my home, I intend to finish the building plans over the summer and then break ground in the fall of this year. There will be no changes required of the approved variances and conditional use permit.

Thank you in advance for considering my request. Please contact me if you have any questions.

Sincerely,

Celine Carlson
celine@keyscafe.com
651-329-3915

A handwritten signature in black ink that reads "Celine Carlson". The signature is written in a cursive, flowing style.



- REQUESTS**
- ▨ **REQUEST #1**
GARAGE SETBACK ADJUSTMENT
 - ▨ **REQUEST #2**
HOUSE SETBACK ADJUSTMENT
 - ▨ **REQUEST #3**
MAIN LEVEL OPEN PORCH SETBACK ADJUSTMENT
 - ▨ **REQUEST #4**
UPPER LEVEL BALCONY SETBACK ADJUSTMENT
 - ▨ **REQUEST #5**
A DRIVEWAY WITH TWO CURB CUTS

SITE INFORMATION

HOUSE MAIN LEVEL SQUARE FOOTAGE: 1965 GSF

GARAGE SQUARE FOOTAGE (INCLUDING PATIO): 995 GSF

OPEN PORCH & DECK SQUARE FOOTAGE: 625 GSF (STAIRS NOT INCLUDED)

IMPERVIOUS SURFACE:
 DRIVE & WALKS: 1,095 SF
 HOUSE/PORCH/GAR: 3,585 SF
 LOT: 14,915 SF
 ROAD: 1,750 SF
 LOT NOT INCL. ROAD: 13,165 SF
 COVERAGE: 4680/13165 = 35.5%

**ALLOWABLE = 30% (3950 SF)
MUST MITIGATE FOR 730 SF**

REHKAMP LARSON ARCHITECTS INC.
 2732 West 43rd Street, Mpls, MN 55410
 Tel. 612-285-7275 Fax. 612-285-7274

CARLSON RESIDENCE
 4312 Cottage Park Rd.
 White Bear Lake, MN 55110

PROJECT PHASE:
VARIANCE DRAWINGS

PROJECT NUMBER:
19-039

ISSUE DATE:
MARCH 16, 2020

DRAWN BY:

1 SITE DIAGRAM SHOWING REQUESTS
 1/16" = 1'-0" on 11x17
 BASED ON ORIGINAL SURVEY BY M&P ASSOCIATES

4/7/2020 - VARIANCE REQUEST DRAWINGS REFINE

0.1
 SITE DIAGRAM



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: April 27, 2021

Subject: **Second 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 shows updated emergency contacts, water conservation measures, emergency procedures, adopting a critical water deficiency ordinance, and verifying 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 determines and declares by executive order that there is a critical water deficiency, public water supply authorities appropriating water would enforce water conservation restrictions included in the ordinance outlined below.

- Outdoor irrigate of yards, gardens, golf courses, parklands, and other non-agricultural land, except for those areas irrigated with reclaimed water, is 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, is prohibited.
- The outdoor use of any water-based play apparatus connected to a pressurized source is prohibited.
- Restaurants and other food service establishments are 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.

- The filling of swimming pools, fountains, spas, or other exterior water features is prohibited.
- 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.

After adoption of this ordinance, the next step will be approving the new Water Supply Plan. The first reading of the proposed ordinance and Council discussion occurred at the March 23rd City Council Meeting.

RECOMMENDED COUNCIL ACTION

Hold second reading at the April 27 City Council meeting and conduct a public hearing prior to taking the following suggested actions:

- 1) Adopt the proposed ordinance.
- 2) Adopt the Summary Resolution.

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

ATTACHMENT

Ordinance Amending Municipal Code 401
Summary Resolution

**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 27th day of April, 2021.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

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

First Reading: March 23, 2021

Initial Publication: March 10, 2021

Second Reading: April 27, 2021

Final Publication: May 5, 2021

Codified: _____

Posted on web: _____

RESOLUTION NO.

A RESOLUTION ESTABLISHING THE TITLE AND SUMMARY APPROVAL OF ORDINANCE NO. 21-4-2048

CRITICAL WATER DEFICIENCY ORDINANCE

On April 27, 2021, the City of White Bear Lake, Minnesota (“City”) adopted a Critical Water Deficiency Ordinance. The Ordinance authorized the City to enforce water conservation restrictions if the governor declares by executive order, that there is a critical water deficiency.

The Critical Water Deficiency Ordinance includes the following key restrictions:

- 1) Outdoor irrigate of yards, gardens, golf courses, parklands, and other non-agricultural land, except for those areas irrigated with reclaimed water, is prohibited.
- 2) 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.
- 3) The outdoor use of any water-based play apparatus connected to a pressurized source is prohibited.
- 4) Restaurants and other food service establishments are prohibited from serving water to their customers, unless water is specifically requested by the customer.
- 5) Operation of outdoor misting systems used to cool public areas is prohibited.
- 6) The filling of swimming pools, fountains, spas, or other exterior water features is prohibited.
- 7) 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.

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 whitebearlake.org, search “Critical Water”.

Passed by the White Bear Lake City Council this 27th day of April, 2021.

CITY COUNCIL OF WHITE BEAR LAKE

s/ Jo Emerson, Mayor

Attest: Kara Coustry, City Clerk

Published one time in the White Bear Press on May 5, 2021

RESOLUTION NO.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: April 22, 2021

Subject: **Award of Contract for the 2021 Water Meter Replacement Project**
City Project No.: 21-09

SUMMARY

At the bid opening on April 20, 2021, one (1) bid was received for the 2021 Water Meter Replacement Project from Ferguson Water Works of Blaine, Minnesota for \$1,741,211. This bid came in significantly lower than the \$2,500,000 estimated cost.

Staff is preparing for the 2021 bond issuance, which currently reflects the original \$2,500,000 project estimate. The City can reduce the bond amount to correlate with the residential meter replacement costs, but must do so by Friday, April 30 to meet the current project schedule. However, staff is recommending that in consideration of historically low interest rates, the City maintain the \$2,500,000 bond issuance and use the savings from the residential meter costs toward purchase of the remaining commercial meters needed.

To date, 170 of the 570 commercial meters have been replaced. As with residential meters, the 400 remaining commercial meters are still hand read and beyond the recommended age for replacement. Currently, businesses/property owners pay directly for the meters and in full at time of installation. Depending upon the size of their meter, the cost ranges \$500 - \$8,000 per meter, which is a burden for many. It has been staff's plan to work with the commercial property owners/businesses over the next 12 months to replace all commercial meters. If the City were to purchase the commercial meters directly, businesses would have the option to pay over time.

Staff estimates the cost to purchase the remaining commercial meters to be approximately \$500,000, and would like to have some discussion around this topic at the April 27 City Council meeting before finalizing the 2021 bond amount.

FINANCING

The total contract amount of \$1,741,211 and the related legal and administrative costs will be financed through bond issue proceeds. Water infrastructure fees will be used to pay the annual debt service payment for the bonds.

RECOMMENDED COUNCIL ACTION

Staff recommends that the Council receive the bid and award a contract to Ferguson Water Works for the amount of \$1,741,211 for replacement of approximately 6,100 residential meters.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT
FOR THE 2021 WATER METER REPLACEMENT PROJECT
CITY PROJECT NO. 21-09**

WHEREAS, pursuant to resolutions of the City Council, specifications were drawn and advertisement for bids were made; and

WHEREAS, the following bids complying with the advertisement and specifications were received, opened, and tabulated according to law:

CONTRACTOR	TOTAL BASE BID
Ferguson Water Works	\$1,741,211

WHEREAS, it appears that Ferguson Water Works is the lowest responsible bidder:

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

1. The Mayor and Manager are hereby authorized and directed to enter into a contract with Ferguson Water Works in the amount of \$1,741,211 for said 2021 Water Meter Replacement Project.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: April 27, 2021

Subject: **Awarding Contract for the Lime Dewatering Lagoon Building Demolition City Project 21-16**

BACKGROUND / SUMMARY

The lime dewatering lagoon has not been in use for many years since the City was required to stop discharging this material into the sanitary sewer. The lime sludge from the water treatment process is currently trucked to St. Paul Regional Water's facility for dewatering and disposal.

The building that covers the abandoned lagoon is no longer useful and is an eyesore for the neighboring residents. There was consideration given to renovate the structure for vehicle and equipment storage, (cold storage). However, upon further evaluation, it became apparent that it would be very costly to renovate for these uses due to its very low roof height and otherwise large size. Once the existing structure is removed, the site will be restored and prepared for a future facility to serve the Water Department. It is anticipated that a new building would be constructed in the next 5 years.

Three quotes from qualified contractors for demolition of the lagoon building were received. CMBR submitted the lowest quote for \$33,800.00, which is less than the \$50,000 allocated for this work in the 2021 Water Fund budget.

RECOMMENDED COUNCIL ACTION

Staff recommends that Council adopt the attached resolution awarding a contract to CMBR of Hugo, MN in the amount of \$33,800.00 for the Lime Dewatering Lagoon Building Demolition.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION ACCEPTING QUOTES AND AWARDING A CONTRACT
FOR THE LIME DEWATERING LAGOON BUILDING DEMOLITION
CITY PROJECT NO. 21-16**

WHEREAS, the following quotes complying with the demolition requirements were received, opened, and tabulated according to law:

CONTRACTOR	QUOTE
CMBR	\$33,800.00
Jacon, Inc.	\$35,850.00
Emergency Contractors Services, Inc.	\$74,700.00

WHEREAS, it appears that CMBR is the lowest responsible respondent.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into contract with CMBR of Hugo, MN in the amount of \$33,800.00 as approved by the City Council and on file in the office of the City Engineer.

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
FINANCE DEPARTMENT
MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kerri Kindsvater, Finance Director
Date: April 22, 2021
Subject: **2020 Comprehensive Annual Financial Report**

BACKGROUND/SUMMARY

In March 2021, staff prepared all appropriate work papers and documents needed for the 2020 Comprehensive Annual Financial Statements and the annual audit process. The CPA firm of Abdo, Eick and Meyers completed their contract audit procedures by issuing their independent audit report on April 21, 2021. The City Council received a copy of the financial report, the Management Communication and the Other Required Reports as part of the presentation by audit partner Brad Falteysek describing his team's work and an overview of the financial statements.

The auditors review of the City's financial statements and documents covered the following disclosure:

- A. Unmodified opinion – the financial statements present fairly, in all material respects, the respective financial position of the City in accordance with accounting principles generally accepted in the United States of America.

Each year the City Council accepts the financial statements by resolution at the meeting following the auditor's presentation. Due to the bond sale scheduled for the May 11, 2021 meeting, our financial advisor with Ehler's Inc. is requesting the City Council modify the approval schedule this year and accept the financial statements at the same meeting as the audit presentation. This allows the City to utilize the 2020 financial statement information as the most recent audited financial data in the Preliminary Official Statement for the bond issue.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution formally accepting the City of White Bear Lake's 2020 Comprehensive Annual Financial Report.

ATTACHMENTS

Resolution

RESOLUTION NO. _____

RESOLUTION ACCEPTING THE CITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT DATED DECEMBER 31, 2020

WHEREAS, the City's financial records are required to be reviewed annually according to City Charter Section 4.11 and State Statute 47.647; and

WHEREAS, the City Council authorized the audit firm of Abdo, Eick and Meyers to conduct an audit of the City's 2020 financial reports; and

WHEREAS, the completed audit resulted in the following disclosure:

- A. Unmodified opinion – the financial statements present fairly, in all material respects, the respective financial position of the City in accordance with accounting principles generally accepted in the United States of America.

WHEREAS, the City's 2020 Comprehensive Annual Finance Report was submitted for City Council review and an audit presentation provided by Abdo, Eick and Meyers during the April 27, 2021 City Council meeting.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that the 2020 Comprehensive Annual Report is formally accepted and posted on the website for public review.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kara Coustry, City Clerk
Date: April 16, 2021
Subject: **Cub Wines & Spirits – Tobacco License**

BACKGROUND / SUMMARY

An off-sale licensed establishment owned by SuperValu, dba Cub Wine & Spirits location of 1910 Buerkle Road, had previously acquired a tobacco license, but had decided not to renew it a couple of years ago. The City received a new application from SuperValu to reinstate its tobacco license at the Cub wine & Spirits location.

The White Bear Lake Police Department conducts background investigations on Liquor/Tobacco License applicants to provide the City Council with objective data regarding any concerns with the applicant. These elements have been shown to contribute significantly to the successful and legal operation of our community business establishments. This existing business has already gone through the background check and continues to operate legally in the City of White Bear Lake.

Staff have no concerns with the re-issuance of a tobacco retail sales license for Cub Wine & Spirits.

RECOMMENDED COUNCIL ACTION

Staff recommends approval of the tobacco licenses for the applicant.

ATTACHMENTS

Resolution

RESOLUTION NO.

A RESOLUTION APPROVING ISSUANCE OF A TOBACCO RETAIL SALES LICENSE TO SUPERVALU DBA CUB WINES & SPIRITS

WHEREAS the SuperValu dba Cub Wines & Spirits submitted an application for a tobacco retail sales license at 1910 Buerkle Road; and

WHEREAS the City had previously approved this same license for this existing business; and

WHEREAS the applicant at this location has successfully held its off-sale liquor license for years and continues to operate legally in White Bear Lake; and

WHEREAS the applicant has paid the appropriate licensing fees and utility accounts.

NOW, THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves the following for a Tobacco License:

SuperValu dba Cub Wines & Spirits
1910 Buerkle Road
White Bear Lake, Minnesota 55110

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kara Coustry, City Clerk
Date: August 5, 2020
Subject: Lakeshore Player's Liquor Extension License

BACKGROUND / SUMMARY

The City received a request from Kerri Lesch on behalf of Lakeshore Player's, Inc., seeking authorization for a liquor license extension into the West Parking Lot of the facility in order to host an outdoor block party with amplified sound on Saturday, June 5, 2021; Movie in the Parking Lot on June 23, July 21 and 8/18; and a festival being planned on Sunday, September 12, 2021

Each event will be planned in compliance with Governor's guidelines for outdoor events in effect at the time of the event. The full plan to secure the area will be detailed in the COVID Preparedness Plan, which shall be on file in the manager's office prior to each event.

Alcohol extension license service outside of the designated licensed area requires Council's approval. Lakeshore Player's Inc. is seeking approval for event extensions to their on-sale liquor license as follows:

Lakeshore Player's Inc.
 West Parking lot, inside the confines of a controlled area
 4941 Long Avenue
 White Bear Lake, MN 55110
 Block Party: 6/5/21
 Movie in the Parking Lot: 6/23/21, 7/21/21, 8/18/21
 Festival: 9/12/21

Approval is contingent upon receipt of valid liquor liability insurance that extends coverage to the west parking lot and COVID Preparedness Plan filed with the City. Overflow parking with driver shuttle service provided by White Bear Lake Area Schools and NewTrax.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution as presented.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING EVENT EXTENSIONS
TO AN ON-SALE STRONG BEER AND WINE LICENSE FOR LAKESHORE
PLAYER'S INC., FOR OUTDOOR EVENTS IN 2021**

WHEREAS, Lakeshore Player's, Inc. has applied for an extension to their strong beer and wine liquor license in order to host several outdoor events in the west parking lot of the licensed facility, and;

WHEREAS, Lakeshore Player's shall provide a full and detailed plan for securing the area of consumption, which shall be approved by the Police Department and shall be contained within the Covid Preparedness Plan on file in the City Manager's Office prior to each event, and;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of White Bear Lake approves the requested event extensions to an on-sale strong beer and wine license as follows:

Lakeshore Player's Inc.
West Parking lot, inside the confines of a controlled area
4941 Long Avenue
White Bear Lake, MN 55110
Block Party: 6/5/21
Movie in the Parking Lot: 6/23/21, 7/21/21, 8/18/21
Festival: 9/12/21

BE IT FURTHER RESOLVED the extension is subject to the following conditions:

1. Music performances conclude by 10:00 p.m. for compliance with the noise ordinance and a contact number shall be on file with the Police Department in the event noise is an issue.
2. Conformance to the COVID Preparedness Plan, containing the liquor control plan and on file in the City Manager's Office prior to each event.
3. Proof of general and liquor liability insurance naming the City as an additional insured up to municipal liability limits;

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: April 27, 2021

Subject: **Water Supply Plan Adoption**

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 shows updated emergency contacts, water conservation measures, emergency procedures, adopting a critical water deficiency ordinance, and verifying that the City has a tiered water rate structure. A summary of each part is outlined below.

Part I – Water Supply System Description & Evaluation

This part assesses the current status of water demand and availability. It identifies the previous 10 years of water pumped and delivered as well as the top 10 water users in the City. Part I also outlines water treatment and storage facilities, water sources, as well as estimated future water demands. Potential water supply issues and natural resource impacts are identified here. This part helps incorporate the Capital Improvement Plan.

Part II – Emergency Preparedness Procedures

This part outlines emergency preparedness procedures that are intended to comply with the contingency plan provisions required by the Minnesota Department of Health.

Part III – Water Conservation Plan

This part assists in setting achievable goals for reducing water use and summarizes conservation actions taken since the adoption of the previous water supply plan.

Part IV – Items for Metro Area Communities

This part provides additional information to address water demand through 2040. This information

was also included in the City's 2040 Comprehensive Plan update.

On November 5, 2020, the Minnesota Department of Natural Resources approved the City's Water Supply Plan.

RECOMMENDED COUNCIL ACTION

Staff recommends that Council approve the attached resolution adopting the Third Generation Local Water Supply Plan.

ATTACHMENT

Resolution

Water Supply Plan

Hard copies of the Water Supply Plan are available upon request to the City Clerk, and is otherwise posted on the City's Website under Environment\Water Resources or accessible:

(https://www.whitebearlake.org/sites/default/files/fileattachments/environment/page/7309/water_supply_plan.pdf)

RESOLUTION NO.

**RESOLUTION ADOPTING THE THIRD
GENERATION LOCAL WATER SUPPLY PLAN**

WHEREAS, the City of White Bear Lake (“City”) is required by Minnesota Statutes, section 103G.291 to adopt a public water supply plan to establish water conservation measures and to address critical water deficiency emergencies;

WHEREAS, the water supply plan is also part of the City’s public facilities plan, which Minnesota Statutes, section 473.859, subdivision 3 requires to be included in the City’s Comprehensive Plan;

WHEREAS, the City has developed the Third Generation Local Water Supply Plan (the “Water Supply Plan”);

WHEREAS, the Minnesota Department of Natural Resources (“DNR”) has reviewed and approved the Water Supply Plan; and

WHEREAS, the City Council desires to adopt the Water Supply Plan to satisfy its statutory obligation and accomplish the goals set out in the plan.

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

1. The Water Supply Plan, as presented, is hereby adopted for the City.
2. The City Manager, or designee, is hereby authorized and directed to complete and submit a Certification of Adoption form to the DNR indicating the City’s adoption of the Water Supply Plan, and is further authorized to take all other actions as may be needed to implement the plan.

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



Notice of Pay Equity Compliance

Presented to

White Bear Lake

For successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review of your 2021 pay equity report by Minnesota Management & Budget.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

April 13, 2021

Date

Jim Schowalter, Commissioner

April 13, 2021

Local Government Official
White Bear Lake
4701 Highway 61

White Bear Lake, MN 55110

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: pay.equity@state.mn.us

Again, congratulations on your achievement!

Sincerely,
Dominique Murray
Pay Equity Coordinator



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Connie Taillon, Environmental Specialist/Water Resources Engineer
Date: April 21, 2021
Subject: Environmental Updates

MATOSKA PARK RIPRAP PROJECT

Riprap will be installed along 180 feet of eroded shoreline at the Matoska Park dog beach this spring. Numerous factors are thought to have contributed to the shoreline erosion including high lake levels, wave action, heavy foot traffic, and lack of deep-rooted vegetation. A shoreline restoration company was first consulted to determine the feasibility of restoring the shoreline with native plants; however, plants were not recommended due to the difficulty of establishment under heavy foot traffic. Depending on weather conditions, the project is anticipated to start the week of April 26, 2021 and take approximately two weeks to complete. This project was awarded a Rice Creek Watershed District cost share grant for 25% of the eligible project costs.

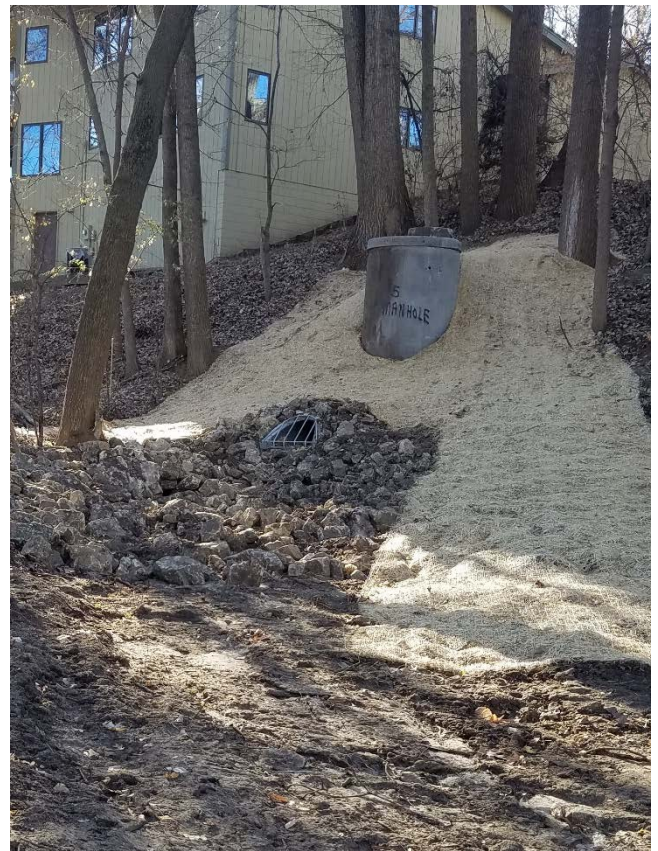


MYRLE AVENUE POND MAINTENANCE

In the winter of 2020-2021, a drop manhole structure was installed at the Lakehill Circle outfall to fix severe soil erosion that was occurring downstream of the existing outfall. This outfall is one of three that conveys stormwater from City and County contributing drainage areas into an existing stormwater pond located at County Road F and Myrtle Avenue. The City and County are partnering to establish cost participation and responsibilities for operation and maintenance activities of the pond and associated elements.



Before



After

WHITE BEAR LAKE PD

March 2021 Crimes

Crime Types	Total Actual Offenses
Murder & Nonnegligent Manslaughter	Totals 0
Manslaughter by Negligence	Totals 0
Rape	Totals 0
Robbery	Totals 0
Assault	
Knife or Cutting Instrument	1
Totals	1
Burglary	
Forcible Entry	1
Unlawful Entry (no force)	4
Attempted Forcible Entry	1
Totals	6
Theft - all other	Totals 30
Motor Vehicle Theft	
Autos	5
Trucks & Buses	1
Other Vehicles	2
Totals	8
Arson	Totals 0
Part 1 Crime Totals	45
Part 2 Crime Types	
Other Assaults (simple, not aggravated)	4
Forgery & Counterfeiting	0
Fraud	3
Embezzlement	0
Stolen Property (buy, receive, possess)	1
Vandalism	10
Weapons (carry, possess, etc.)	0
Prostitution & Commercialized Vice	0
Sex Offenses (except Rape & Prostitution)	1
Drug Abuse Violations	5
Gambling	0
Family & Children	0
Driving Under the Influence	7
Liquor Laws	0
Drunkenness - MN statute repealed 1971	0
Disorderly Conduct	2
Vagrancy	0
All Other Offenses (except traffic)	5
Suspicion - not a crime in MN	0
Part 2 Crime Totals	38
Grand Totals	83

The badge is a gold-colored, shield-shaped emblem with a laurel wreath border. At the top is an eagle with spread wings. A central circular seal features a landscape with a sun, mountains, and a person, with the text 'STATE OF MINNESOTA' and 'L'ETOILE DU NORD'. Two banners are draped across the badge: the top one says 'OFFICER' and the bottom one says 'POLICE'.

WHITE BEAR LAKE POLICE DEPARTMENT

CITATIONS: March 2021

COUNTY CITATIONS: 128

STATE ADMINISTRATIVE: 243

WARNINGS: 193

TOTAL ISSUED CITATIONS: 564

LICENSE BUREAU PERFORMANCE INDICATORS

March 31, 2021

FEES AND TRANSACTION COUNTS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
FEES	\$57,734	\$46,929	23.0%		\$139,765	\$200,922	-30.4%
TAB RENEWALS	2,005	2,310	-13.2%		4,738	11,736	-59.6%
TITLE TRANSACTIONS	2,310	2,126	8.7%		6,076	6,582	-7.7%
DEALERS	2,060	1,591	29.5%		5,741	4,993	15.0%
TOTAL MV	4,315	4,436	-2.7%		10,814	18,318	-41.0%
D.L.	264	1,007	-73.8%		611	5,185	-88.2%
DNR	376	164	129.3%		803	1,306	-38.5%
GAME & FISH	25	9	177.8%		31	22	40.9%
GRAND TOTAL	4,980	5,616	-11.3%		12,259	24,831	-50.6%

PERFORMANCE BY HOURS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
TOTAL EMPLOYEE HRS	1,150.13	1,594.24	-27.9%		3,416.31	4,704.07	-27.4%
OVERTIME HOURS	0.00	26.75	-100.0%		9.50	70.00	-86.4%
TRANS PER HOUR*	4.33	3.52	23.0%		3.59	5.28	-32.0%

PASSPORTS PERFORMANCE INDICATORS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
APPLICATION #	0	50	-100.0%		0	420	-100.0%
APPLICATION \$	\$0	\$1,750	-100.0%		\$0	\$14,700	-100.0%
PHOTO #	0	60	-100.0%		0	429	-100.0%
PHOTO \$	\$0	\$900	-100.0%		\$0	\$6,435	-100.0%

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										0
# of hrs spent on sweeping operations per season(snow)	26	51	18										95
Number of acres mowed	0	0	0										0
#mi.of sidewalks cleared(snow)	96	96	0										192
# of Special Events - set up	1	5	1										7
# of park reservations/events	0	2	0										2
# of tree inspections performed.	0	1	1										2
# of man hours spent tree trimming.	90	38	35										163
Number of employee days lost to accidents	0	0	0										0

Performance Indicator Narrative:

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

Goal Narrative (Explain process of achievement):

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	2.5										14.5
# of snow plowing sessions initiated outside of reg. working hrs.	4	1	0										5
Road salt de-icing/anti caking useage (per ton)***	79	116.5	9.515										205.015
Salt cost for month	\$0.00	\$13,251.22	\$12,650.51										\$25,901.73
# of snow plowing sessions that included Cul-De-Sac plowing.	2	1	0										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	14										17
# of burned out lights at lower traffic volume locations replaced w/in 72 hours of notification	0	0	0										0
Number of repair calls for downtown street lights	1	1	0										2
# of light poles painted - preventative maintenance	0	0	0										0
# of light poles or fixtures replaced.	0	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										0
# feet of sewer lines jetted	0	0	15,516										15,516
Stormwtr Maint/repair man hrs.	0	10	8										18
# feet Televising - main line	0	0	10,894										10,894
# of Sewer Backups - City line	0	0	0										0
# of Sewer Backups - Private	2	3	3										8
# of feet of sewer lines cleaned and televised simultaneously	0	0	0										0

Performance Indicator Narrative:

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

Goal Narrative (Explain process of achievement):

MONTHLY REPORT - SEWER - 2021

