



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, JUNE 8, 2021**  
**7:00 P.M. IN THE COUNCIL CHAMBERS**

**1. CALL TO ORDER AND ROLL CALL**

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on May 25, 2021

**3. APPROVAL OF THE AGENDA**

**4. VISITORS AND PRESENTATIONS**

A. Wold Architects - status on design phase for Police Squad Garage and Fire Apparatus Bay project

**5. PUBLIC HEARINGS**

Nothing scheduled

**6. LAND USE**

A. Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Therese Faison for a Special Home Occupation Permit extension at 4445 Lincoln Avenue (Case No. 20-1-SHOPa)
2. Consideration of a Planning Commission recommendation for approval of a request by Beckmann Custom Homes, LLC for a minor subdivision and two variances at 4783 Otter Lake Road. (Case No. 21-2-LS & 21-10-V)
3. Consideration of a Planning Commission recommendation for approval of a request by Len Schreier for two variances at 4775 Brooke Court. (Case No. 21-12-V)
4. Consideration of a Planning Commission recommendation for approval of a request by Susan Welles on behalf of Molly Theno for three variances at 4870 Johnson Avenue. (Case No. 21-13-V)
5. Consideration of a Planning Commission recommendation to adopt the 2040 Comprehensive Plan

B. Non-Consent

Nothing scheduled

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. ORDINANCES**

Nothing scheduled

**9. NEW BUSINESS**

- A. Resolution accepting bids and awarding contract for Sewer Lining Projects (21-07)
- B. Resolution approving the issuance of a massage therapist license

**10. CONSENT**

- A. Acceptance of Minutes: April Environmental Advisory Commission, April Park Advisory Commission, April White Bear Lake Conservation District, May Planning Commission
- B. Acceptance of proposed revisions to Article III of the Municipal Code

**11. DISCUSSION**

Nothing Scheduled

**12. COMMUNICATIONS FROM THE CITY MANAGER**

- In-person City Council meetings; public participation options
- June 15, 2021 Work Session to discuss the East Goose Adaptive Lake Management Program
- Schedule July Work Session to review License Bureau operations

**13. ADJOURNMENT**



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, MAY 25, 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 (7:01 p.m.). Staff in attendance were Assistant City Manager Rick Juba, Public Works Director/City Engineer Paul Kauppi, Finance Director Kerri Kindsvater, Environmental Specialist Connie Taillon, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on May 11, 2021

It was moved by Councilmember **Biehn** seconded by Councilmember **Edberg**, to approve the Minutes of the May 11, 2021 City Council meeting as presented.

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

Motion carried unanimously.

B. Minutes of the Council Work Session on May 18, 2021

It was moved by Councilmember **Jones** seconded by Councilmember **Edberg**, to approve the Minutes of the May 11, 2021 Work Session as presented.

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

Motion carried unanimously.

**3. APPROVAL OF THE AGENDA**

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

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

#### 4. VISITORS AND PRESENTATIONS

##### A. Plants and expectations following an alum treatment - Joe Bischoff and Greg Wilson, Barr Engineering

Phil Belfiori, Administrator of Vadnais Lake Area Watershed Management Organization (VLAWMO), pointed to the East Goose Adaptive Lake Management (ALM) Web Hub as a source for ongoing information and community engagement related to East Goose Lake: <https://www.vlawmo.org/projects/east-goose-lake-adaptive-management1/>.

Joe Bischoff, Senior Aquatic Ecologist with Barr Engineering, gave a technical presentation on shallow lake aquatic vegetation management. He explained that alum treatment is expected to increase plant life, providing an ecosystem for fish, waterfowl and biodiversity. He said that while plants make recreation challenging, they are critical for maintaining a clear water state because they stabilize sediments and provide refuge for small invertebrates that eat algae.

Mr. Bischoff stated that after an alum treatment, clear water is expected in a few days with the hopes that sunlight will reach the sediments and reinvigorate aquatic plant growth. He noted that once plant growth takes hold, aquatic vegetation will require an ongoing process of adaptive management with adjustments along the way designed to balance recreational uses and ecological health. Active plant management described by Mr. Bischoff involved harvesting, herbicide and planting and may require more drastic measures such as drawdown or dredging.

In response to Councilmember Edberg about desired habitat and boat restrictions, Mr. Bischoff stated that bass and pan fish are desired, and in his professional opinion lake use restrictions are not required as an alum dosing plan and re-application can manage any re-suspended phosphorus contaminated sediments.

Noting just last year scientists said no wake in the lake after an alum treatment, Councilmember Walsh relayed skepticism about the changing science. Mr. Bischoff pointed to differing approaches by different scientists and emerging science related to shallow lakes and improved alum dosing techniques in recent years. Mr. Bischoff also addressed DNR limits on plant removal in which nearly 50% of a lake can be harvested, but herbicide treatment is more limited due to a broader drift of the herbicide. Mr. Bischoff explained that dredging is costly and can re-suspend phosphorus rich sediments which can settle on dredged areas and continue internal P loading.

Mr. Bischoff confirmed for Councilmember Jones that an overgrowth of weeds will not add more phosphorus to the lake. In regard to other cost effective treatments, Mr. Bischoff stated that iron filings are being explored, but the chemistry is not yet understood. And spent lime (a water treatment byproduct) is cheap and has promise, but can be difficult to manage and is still experimental. Councilmember Jones got clarification that alum is a chemical which can be toxic

if pH is not managed during dosing, however, Mr. Bischoff said pH is easily controlled during the application process and once alum binds to the phosphorus, pH variations in the lake become insignificant. Finally, Mr. Bischoff addressed comments that alum is not an effective treatment in shallow lakes, noting this is a common misconception in which there are no scientific studies to back that claim.

Mayor Emerson relayed appreciation for the information and explained that a decision about the treatment of East Goose Lake will come later after additional community engagement.

**5. PUBLIC HEARINGS**

Nothing scheduled

**6. LAND USE**

Nothing scheduled

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. ORDINANCES**

Nothing scheduled

**9. NEW BUSINESS**

A. Resolution ordering a public hearing to vacate Miller Avenue

City Engineer / Public Works Director Kauppi stated that vacation of the right of way on Miller Avenue between 2nd Street and 3rd Street is necessary to facilitate expansion of the Police garage portion of an upcoming Public Safety building renovation project. Mr. Kauppi stated that notification to surrounding properties and a public hearing is the first step to vacating the right of way and forwarded staff's recommendation to schedule the public hearing for June 22, 2021.

Assistant City Manager Juba added that regardless of the upcoming project, vacation of this right of way would most likely be sought to address safety concerns from the police and fire departments along this stretch of road.

It was moved by Councilmember **Engstran** seconded by Councilmember **Biehn**, to adopt **Resolution No. 12784** ordering a public hearing to vacate Miller Avenue.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

B. Resolution awarding the bond sale

Finance Director Kindsvater gave the following report:

This spring, the City Council approved the sale of bonds to finance the 2021 Street Improvement Projects, the water meter replacement project, and purchase of a multi-use garbage truck, a tandem axle dump truck and a loader for the Public Works Department.

Staff has been working through the bond sale process with Ehlers and Associates. During this process, S&P Global Ratings affirmed the City's bond rating at AA+ for the current issue and all outstanding bond issues based on their review of the budget, annual financial report, long range planning document and the capital improvement plan.

S&P also stated they believe the city's residential and commercial development despite the recent economic volatility due to the pandemic and the consecutive years of surplus operating results have sustained very strong reserves and liquidity. They view the reserves and liquidity as a credit strength when considering the bond issues. They anticipate the city will maintain generally strong credit characteristics for the foreseeable future.

The AA+ rating is one-step below the highest bond rating of AAA. S&P has indicated that the City would need to add tax capacity and increase fund reserve balances to step up to the AAA rating.

Four investment firms bid on the City's bond sale today. There was a variance of 11 basis points between true interest costs of the lowest and highest bids. The lowest bid came from Piper Sandler & Co from Minneapolis with a true interest cost of 1.2849%. This rate is 21 basis points lower than original financial projections created by Ehlers and Associates, which will reduce the interest paid on the bond issue.

The bid included a premium component in which the City could choose to retain the original \$4.495 million sale, or reduce the bond issue by the premium amount to keep the true interest cost closer to the bid amount. Staff chose to reduce the bond sale issue by the premium to make the new issue \$4,280 million. This practice is consistent with how the bond issues have been handled in recent years. The reduction decreased the total principal and interest amount due over the life of the bond by \$77,258. This savings will help reduce the average annual levy requirement.

The average annual tax levy for the Equipment Certificates will be approximately \$62,000 and the average annual tax levy for the street improvements is \$98,000. Staff forwarded a recommendation to adopt the attached resolution approving the bond sale. Stacie Kvilvang with Ehlers Inc. was available to answer questions.

It was moved by Councilmember **Edberg** seconded by Councilmember **Biehn**, to adopt **Resolution No. 12785** awarding the bond sale.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

## 10. CONSENT

- A. Resolution authorizing a temporary liquor license for Pine Tree Apple Classic Fund. **Resolution No. 12786**
- B. Resolution authorizing issuance of a massage therapist establishment license to Points of Serenity. **Resolution No. 12787**
- C. Resolution approving lease amendments with T-Mobile for equipment modifications at Century Avenue Monopole site. **Resolution No. 12789**
- D. Resolution accepting bids and awarding contract for the 2021 Crack Sealing Program, City Project No. 21-03. **Resolution No. 12790**
- E. Resolution adopting the City's Surface Water Management Plan. **Resolution No. 12791**
- F. Resolution authorizing a road closure and approving a liquor extension for Manitou Grill. **Resolution No. 12792**

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

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

## 11. DISCUSSION

Nothing scheduled

## 12. COMMUNICATIONS FROM THE CITY MANAGER

- Community Housing Forum, Thursday, June 10<sup>th</sup> at 7:00 p.m.
- Community events of Marketfest and Manitou Days, although delayed and slightly paired down, are expected to occur as planned beginning July 1<sup>st</sup>. A normal parade (non-drive by) will happen on July 2<sup>nd</sup> followed by July 4<sup>th</sup> Fireworks.
- City Engineer / Public Works Director Paul Kauppi
  - The Gazebo project is moving along. The other lower floor columns will be ordered depending on the sample lower floor column expected this week. It is hoped that supply chain issues do not affect an anticipated project completion in time for Manitou Days.
- The June 8, 2021 City Council meeting marks a return to in-person City Council meetings in the Council Chambers.

**13. ADJOURNMENT**

There being no further business before the Council, it was moved by Councilmember **Edberg** seconded by Councilmember **Walsh** to adjourn the regular meeting at 8:01 p.m.

Biehn Aye  
Edberg Aye  
Engstran Aye  
Jones Aye  
Walsh Aye

Motion carried unanimously.

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Jo Emerson, Mayor

**ATTEST:**

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Kara Coustry, City Clerk





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

***MEMORANDUM***

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Ashton Miller, Planning Technician

**Date:** June 2, 2021 for the June 8, 2021 City Council Meeting

**Subject:** **Faison Special Home Occupation Permit – 4445 Lincoln Avenue – Case No. 20-1-SHOPa**

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**REQUEST**

A three-year extension to a Special Home Occupation Permit to allow a massage therapy business out of a triplex.

**SUMMARY**

No one from the public spoke. On a 6-0 vote, the Planning Commission recommended approval as presented by staff.

**RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution.

**ATTACHMENT**

Resolution of Approval

**RESOLUTION NO.**

**RESOLUTION APPROVING  
A SPECIAL HOME OCCUPATION PERMIT FOR THERESE FAISON  
AT 4445 LINCOLN AVENUE  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (20-1-SHOPa) has been submitted by Therese Faison to the City Council requesting a Special Home Occupation Permit of the City of White Bear Lake for the following location:

**LOCATION:** 4445 Lincoln Avenue

**LEGAL DESCRIPTION:** Lot 3, Block 23, Ramaley Park, Ramsey Co. Minn.  
(PID # 233022210057)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A three year Special Home Occupation Permit extension to allow a massage therapy business out of a triplex, per Code Section 1302.120, Subd.4; and

**WHEREAS**, the Planning Commission has held a public hearing as required by the city Zoning Code on May 24, 2021; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed variance 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. 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.
7. That the special conditions attached in the form of a conditional use permit are hereby approved.

**FUTHER, BE IT RESOLVED**, that the City Council of the City of White Bear Lake hereby approved the request, subject to the following conditions.

1. All application materials, maps, drawings, and descriptive information submitted with this application shall become part of the permit.
2. This permit is issued for a one-year period with the expiration date being **June 8, 2024**, before which the permit may be renewed, in accordance with the procedural requirement of the initial home occupation.
3. The applicant shall not have the vested right to a permit by reason of having obtained a previous permit. In applying for and accepting a permit, the permit holder agrees that her monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment. Each application for the renewal of a permit will be considered *de novo* without taking into consideration that a previous permit has been granted. The previous granting of renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.
4. Permits shall not run with the land and shall not be transferable.
5. The business shall comply with all provisions of the Home Occupation Section of the Zoning Code (Section 1302.125).
6. The applicant shall comply with applicable building, fire and health department codes and regulations.

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.

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Therese Faison

Date



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

***MEMORANDUM***

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Ashton Miller, Planning Technician

**Date:** June 2, 2021 for the June 8, 2021 City Council Meeting

**Subject:** **Beckmann Custom Homes, LLC – 4783 Otter Lake Road –  
Case No. 21-2-LS & 21-10-V**

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**REQUEST**

A minor subdivision and two 20-foot variances from the 100 foot minimum lot width in order to split one lot into two lots with 80 foot widths.

**SUMMARY**

No one from the public spoke. On a 7-0 vote, the Planning Commission recommended approval as presented by staff.

**RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution.

**ATTACHMENT**

Resolution of Approval

**RESOLUTION NO.**

**RESOLUTION GRANTING  
A MINOR SUBDIVISION AND TWO VARIANCES  
FOR 4783 OTTER LAKE ROAD  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (21-2-LS & 21-10-V) has been submitted by Beckmann Custom Homes, LLC to the City Council requesting approval of a Minor Subdivision and two Variances from the City of White Bear Lake Zoning Code for the following location:

**LOCATION:** 4783 Otter Lake Road

**LEGAL DESCRIPTION:** Attached as Exhibit A (PID # 153022310001)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A Minor Subdivision to split one lot into two, per Code Section 1407.030; and

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING RELIEF:** Two 20 foot variances from the 100 foot minimum lot width, per Code Section 1303.040, Subd.5.b; and

**WHEREAS**, the Planning Commission has held a public hearing as required by the city Zoning Code on May 24, 2021; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed requests 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. 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.

**FUTHER, BE IT RESOLVED**, by the City Council of the City of White Bear Lake that, in relation to the Variances, the City Council adopts the following findings of the Planning Commission:

1. 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 non-conforming uses of neighboring lands, structures, or buildings in the same district are not the sole grounds for issuance of the variances.

**FUTHER, 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 with this application shall become part of the permit.
2. Within 6 months after the approval of the survey by the City, the applicant shall record the survey along with the instruments of conveyance with the County Land Records Office or the subdivision shall become null and void.
3. The resolution of approval shall be recorded against both properties and notice of these conditions shall be provided as condition of the sale of either lot.
4. The applicants shall provide the City with proof of recording (receipt) as evidence of compliance with conditions #2 and #3. Within 120 days after the date of recording, the applicant shall provide the City Planner with two final, recorded copies of the Certificate of Survey.
5. The applicants shall agree to reapportion any pending or actual assessments on the original parcel or lot of recoding in accordance with the original assessment formula on the newly approved parcels, as per the City of White Bear Lake finance office schedules.
6. Durable iron monuments shall be set at the intersection points of the new lot line with the existing lot lines. The applicant shall have one year from the date of Council approval in which to set the monuments.

7. No construction permits may be issued for improvements prior to approval and recording of the survey and approving resolution.
8. The park dedication fee shall be collected for one parcel at the time when a building permit is issued for each.
9. Metropolitan Council SAC (Sewer Availability Charge) and WAC (Water Availability Charge) and City SAC and WAC shall be due at the time of building permit for one parcel.
10. Water and sewer hook-up fees shall be collected at the time when a building permit is issued.
11. A tree preservation plan shall be submitted for review and approval prior to the issuance of a building permit.

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.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



Exhibit A  
Legal Description

Existing Legal Description: Tract C, REGISTERED LAND SURVEY NO. 293, Ramsey County, Minnesota

Proposed Legal Descriptions:

Parcel A

The North 80 Feet of TRACT C REGISTERED LAND SURVEY NO. 293 Files of the Registrar of Titles, Ramsey County, Minnesota.

Parcel B

That part of TRACT C REGISTERED LAND SURVEY NO. 293 Files of the Registrar of Titles, Ramsey County, Minnesota which lies South of the North 80 feet thereof.



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

***MEMORANDUM***

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Samantha Crosby, Planning & Zoning Coordinator

**Date:** June 2, 2021 for the June 8, 2021 City Council Meeting

**Subject:** **Schreier Variances – 4775 Brooke Court, Case No. 21-12-V**

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**REQUEST**

A 2 foot variance from the 20 foot side yard setback for a pool in order to install a 544 square foot in-ground pool 18 feet from the west property line, and a 10 foot variance from the 30 foot front yard setback for a fence, in order to install a 6-foot fence 20 feet from the front property line

**SUMMARY**

No one from the public spoke. On a 7-0 vote, the Planning Commission recommended approval as recommended by staff.

**RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution.

**ATTACHMENT**

Resolution of Approval

**RESOLUTION NO.**

**RESOLUTION GRANTING TWO VARIANCES FOR  
4775 BROOKE COURT  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (21-12-V) has been submitted by Len Schreier to the City Council requesting approval of two setback variances from the Zoning Code of the City of White Bear Lake for the following location:

**LOCATION:** 4775 Brooke Court

**LEGAL DESCRIPTION:** Lot 4, Block 1, Timberwood Addition, Ramsey County, MN. (PID # 153022420108)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING RELIEF:** 2 foot variance from the 20 foot side yard setback, per Code Section 1302.030, Subd.20.b.2.b.1, in order to install a 544 square foot pool 18 feet from the west property line; and a 10 foot variance from the 30 foot front yard setback for a fence, per Code Section 1302.030, Subd.6,h.4, in order to install a 6-foot fence 20 feet from the front property line; and

**WHEREAS**, the Planning Commission has held a public hearing as required by the city Zoning Code on May 24, 2021; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed variances 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. 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 should not be injurious to the neighborhood or otherwise detrimental to the public welfare.

- 4. The special conditions and circumstances are not the result of actions of the owner or a predecessor in title.
- 5. The non-conforming uses of neighboring lands, structures, or buildings in the same district are not the sole grounds for issuance of the variances.

**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. The variance shall become null and void if the project has not been completed within one (1) calendar year 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. The fence shall be a neutral color, such as beige, tan, brown or grey.
- 4. A building permit shall be obtained prior to the installation of the pool.
- 5. The applicant shall verify the property lines and have the property pins exposed at the time of inspection.
- 6. The applicant shall mitigate impervious area according to code. Prior to the issuance of a building permit, the applicant shall provide a stormwater mitigation plan, subject to approval by the Stormwater Engineer.
- 7. The rain gardens (or other mitigation features) shall be maintained by the homeowner to function to design specifications.

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

Ayes:  
Nays:  
Passed:

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

**ATTEST:**

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





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

**MEMORANDUM**

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Samantha Crosby, Planning & Zoning Coordinator

**Date:** June 2, 2021 for the June 8, 2021 City Council Meeting

**Subject:** **Theno Garage Variances – 4870 Johnson Avenue, Case No. 21-13-V**

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**REQUEST**

Three setback variances in order to construct a new two-car attached garage:

- A 9 foot variance from the 30 foot setback required along a side abutting a public right-of-way,
- A 7.1 foot variance from the 10 foot side yard setback, and
- A 17.5 foot variance from the 30 foot rear yard setback.

**SUMMARY**

No one from the public spoke. On a 7-0 vote, the Planning Commission recommended approval as recommended by staff.

**RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution.

**ATTACHMENT**

Resolution of Approval

**RESOLUTION NO.**

**RESOLUTION GRANTING THREE SETBACK VARIANCES  
FOR 4870 JOHNSON AVENUE  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (21-13-V) has been submitted by Molly Theno to the City Council requesting approval of three setback variances from the Zoning Code of the City of White Bear Lake for the following location:

**LOCATION:** 4870 Johnson Avenue

**LEGAL DESCRIPTION:** The South 100 feet of Lot 12, Block 32, Auerbach's Rearrangement of Part of White Bear, Ramsey County, Minnesota. (PID: 133022230049)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A 9 foot variance from the 30 foot setback required along a side abutting a public right-of-way, per Code Section 1303.230, Subd.5.a.4; a 7.1 foot variance from the 10 foot side yard setback required per Code Section 1030.060, Subd.5.c.2; and a 17.5 foot variance from the 30 foot rear yard setback required per Code Section 1302.030, Subd.4.e; in order to construct a new two car attached garage; and

**WHEREAS**, the Planning Commission held a public hearing as required by the Zoning Code on May 24, 2021; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed variances 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. 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 and the variance is the minimum required to accomplish this purpose.
3. The variances will be in harmony with the general purpose and intent of the City Code.
4. The variances will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

- 5. The non-conforming uses of neighboring lands, structures, or buildings in the same district are not the sole grounds for issuance of the variance.

**FURTHER, BE IT RESOLVED**, that the City Council of the City of White Bear Lake hereby approves the requested variances, 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 (1) calendar year 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. The applicant shall verify the property lines and have the property pins exposed at the time of inspection.
- 4. The addition shall be guttered to direct run-off away from the adjacent property to the east.
- 5. The garage may not be expanded in the future by an administrative variance to extend an existing line of nonconformity as the proximity of the garage to the west and north property lines is considered conforming by the granting of these variances.
- 6. A building permit shall be obtained before any work begins.
- 7. The applicant shall mitigate impervious area above 30% according to code. Prior to the issuance of a building permit, the applicant shall provide a stormwater mitigation plan, subject to approval by the Stormwater Engineer.
- 8. Both the porous pavers and the rain garden (and/or any other mitigation feature) shall be maintained by the homeowner so that it functions to design specifications.

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



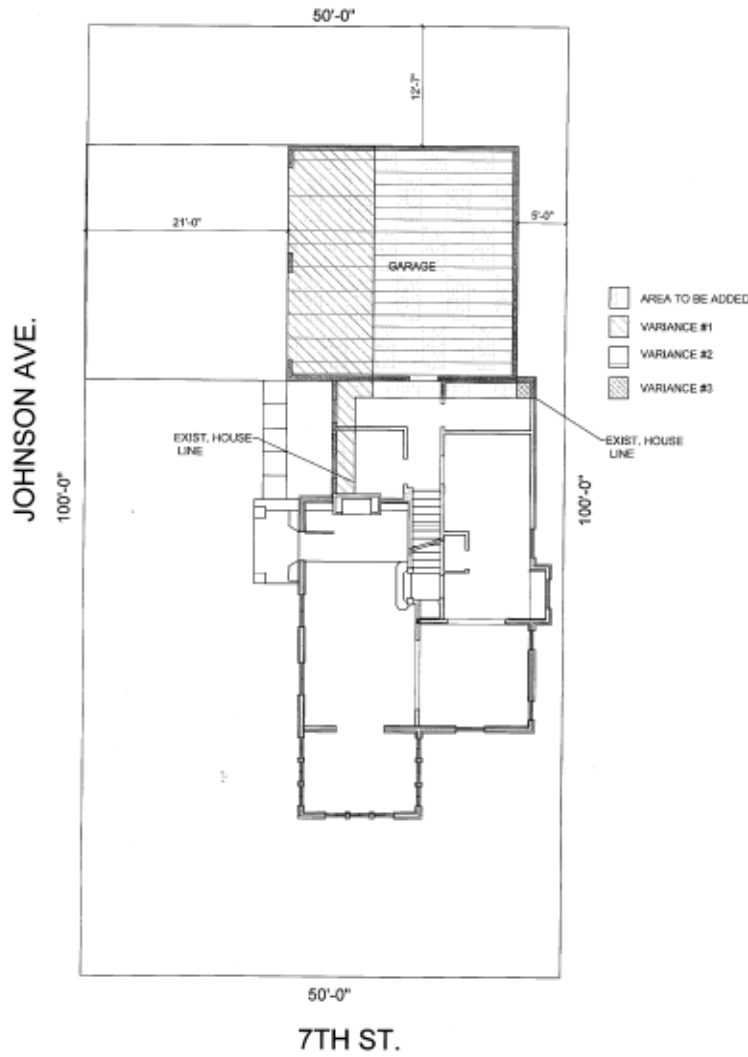
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Approval is contingent upon execution and return of this document to the City Planning Office.  
I have read and agree to the conditions of this resolution as outlined above.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

SITE PLAN:





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

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Anne Kane, Community Development Director

**Date:** June 3, 2021 for the June 8, 2021 City Council Meeting

**Subject:** **2040 COMPREHENSIVE PLAN - Case No. 17-1-CP  
Metropolitan Council Authorization to Implement Plan**

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## **REQUEST**

On December 23, 2020 the Metropolitan Council reviewed the City's 2040 Comprehensive Plan and authorized its implementation. The City of White Bear Lake is required to formally adopt the Comprehensive Plan within nine months after the Council's final action or no later than September 24, 2021.

## **SUMMARY**

Last summer, the City Council authorized submittal of the draft 2040 Comprehensive Plan to Metropolitan Council for review. Following the initial submission, City and Council staff worked collaboratively to ensure the draft Plan was complete, satisfied the requirements of the Metropolitan Land Planning Act, conforms with metropolitan system plans for transportation, water resources, and parks, and is compatible with the plans of adjacent jurisdictions. The Planning Commission reviewed the final revisions to the draft plan at its meeting on May 24, 2020 and forwarded a unanimous recommendation of approval to the City Council for its consideration.

## **RECOMMENDED COUNCIL ACTION**

Accept the Planning Commission's recommendation for final approval and formally adopt and implement the 2040 Comprehensive Plan Update.

## **ATTACHMENT**

Resolution of Approval

## **RESOLUTION NO.**

### **A RESOLUTION ADOPTING THE 2040 WHITE BEAR LAKE COMPREHENSIVE PLAN UPDATE**

**WHEREAS**, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, amend its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans, and

**WHEREAS**, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to completed their decennial reviews by December 31, 2018; and

**WHEREAS**, the City Council of the City of White Bear Lake authorized the review and update of the Comprehensive Plan, including the Comprehensive Sewer Plan; and

**WHEREAS**, the proposed 2040 Comprehensive Plan is a planning tool intended to guide the future growth and development of the City of White Bear Lake in a manner that conforms with metropolitan system plans and complies with the Metropolitan Land Planning Act and other applicable planning statutes; and

**WHEREAS**, the proposed 2040 Comprehensive Plan reflects a community planning process conducted in 2017 through 2019 involving elected officials, the Planning Commission, Park Advisory Board, Environmental Advisory Board, the White Bear Lake Economic Development Corporation, city staff, community organizations, the general public, and other community stakeholders; and

**WHEREAS**, pursuant to Minnesota Statutes sections 473.858, the proposed 2040 Comprehensive Plan was submitted to adjacent governmental units and affected special district and school districts for review and comment on August 30, 2019 and the statutory six-month review and comments period has elapsed on March 3, 2020; and

**WHEREAS**, the Planning Commission has considered the proposed 2040 Comprehensive Plan and all public comments, and thereafter submitted its recommendations to the City Council; and

**WHEREAS**, on July 27, 2020 the Planning Commission conducted a Public Hearing on the proposed 2040 Comprehensive Plan; and

**WHEREAS**, the City Council approved Resolution No. 12616 on August 12, 2020 authorizing the proposed 2040 Comprehensive Plan, including the Comprehensive Sewer Plan, to be submitted to the Metropolitan Council for review; and

**WHEREAS**, at its regular meeting December 23, 2020, the Metropolitan Council completed its review of the proposed 2040 Comprehensive Plan and the Comprehensive Sewer Plan and found the Plan meets the requirements of the Metropolitan Land Planning Act; confirms

to the metropolitan system plans for transportation (including aviation), water resources, and parks; is consistent with *Thrive MSP 2040*; and is compatible with the plans of adjacent jurisdictions and affected special districts and schools districts; and

**WHEREAS**, the 2040 proposed Comprehensive Plan includes all revisions made during the review process and responds to additional advisory comments that are part of the Metropolitan Council's actions authorizing the City of White Bear Lake to place its proposed 2040 Comprehensive Plan into effect; and

**WHEREAS**, the Metropolitan Council approves the City of White Bear Lake's Comprehensive Sewer Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that the 2040 Comprehensive Plan, including the Comprehensive Plan, is adopted and is effective as of the date of this resolution.

**BE IT FURTHER RESOLVED** that, pursuant to sections 473.864 and 473.865 of the Metropolitan Land Planning Act, the City of White Bear Lake will:

1. Review its fiscal devices and official controls;
2. If necessary, amend its fiscal devices and official controls to ensure they do not conflict with 2040 Comprehensive Plan or permit activity in conflict with metropolitan system plans; and
3. Submit amendments to fiscal devices or official controls to the Metropolitan Council for "information purposes."

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

Ayes:

Nays:

Passed:

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

**ATTEST:**

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



**City of White Bear Lake**  
Engineering Department

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager  
**From:** Paul Kauppi, P.E., Public Works Director/City Engineer  
**Date:** June 8, 2021  
**Subject:** **2021 Sanitary Sewer Lining Program**

---

## **BACKGROUND**

The Engineering Department prepared specifications for the 2021 Sanitary Sewer Lining Program (City Project No. 21-07). The Program will include the lining of sewer mains on Ebba Street, Jansen Avenue, Oak Street, and Roth Place.

This work consists of installing liners inside sanitary sewer mains which have been identified by the Public Works Department as high risks for backups due to misaligned joints, root problems, pipe deterioration or inaccessible locations. The City has been undertaking these types of lining projects since 1994 and has found this a very cost effective way to improve flow in sanitary sewer mains, reduce maintenance problem areas and eliminate infiltration of ground water into the sanitary sewer system.

## **SUMMARY**

Bids were received at 11:00 am on June 2, 2021 for the 2021 Sanitary Sewer Main Lining Project. Five (5) bids were received with Hydro-Klean, LLC submitting the lowest bid of \$97,222.00.

## **RECOMMENDED COUNCIL ACTION**

Staff recommendation is that the Council receive the bids and award a contract to Hydro-Klean, LLC for \$97,222.00 for construction of the 2021 Sanitary Sewer Main Lining Project.

## **ATTACHMENTS**

Resolution  
Sanitary Sewer Lining Program 2021 map

**RESOLUTION NO.**

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT  
FOR THE 2021 SANITARY SEWER LINING PROGRAM  
CITY PROJECT NO. 21-07**

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

WHEREAS, the following sealed bids complying with the advertisement and specifications were received, opened, and tabulated according to law at 11:00am on June 2, 2021; and

<b>Contractor</b>	<b>Total Base Bid</b>
Hydro-Klean, Inc.	\$97,222.00
Visu-Sewer	\$99,735.45
S.J. Louis Companies	\$112,904.50
Granite Inliner, LLC	\$123,181.50
Insituform Technologies USA, LLC	\$124,182.50

WHEREAS, it appears that Hydro-Klean, LLC is this 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 City Clerk are hereby authorized and directed to enter into contract with Hydro-Klean, LLC in the amount of \$97,222.00 as approved by the City Council and on file in the office of the City Engineer.
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:

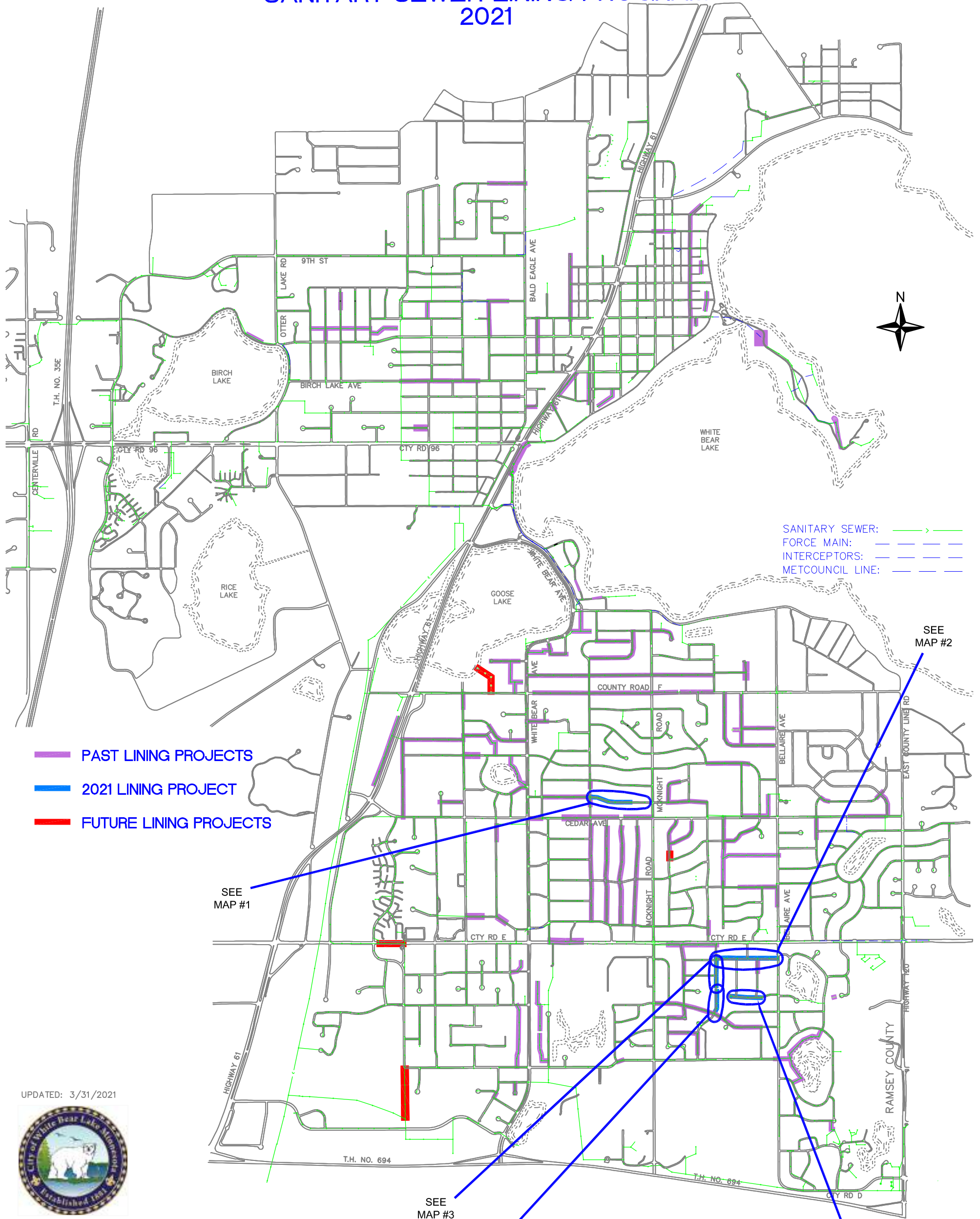
Ayes:  
Nays:  
Passed:

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

ATTEST:

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

# CITY OF WHITE BEAR LAKE SANITARY SEWER LINING PROGRAM 2021



- █ PAST LINING PROJECTS
- █ 2021 LINING PROJECT
- █ FUTURE LINING PROJECTS

- SANITARY SEWER: —
- FORCE MAIN: ---
- INTERCEPTORS: ---
- METCOUNCIL LINE: ---

UPDATED: 3/31/2021



SEE MAP #1

SEE MAP #3

SEE MAP #4

SEE MAP #2

SEE MAP #5



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

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Kara Coustry, City Clerk

**Date:** June 3, 2021

**Subject:** **Massage Therapist license consideration**

---

### **BACKGROUND**

With the 2015 adoption of City Ordinance 1127, all persons performing massage therapy and related businesses require a license. The licensee is required to submit documentation which demonstrates they have received the appropriate training and insurance. A criminal history check and financial review are also conducted.

### **SUMMARY**

While the city's ordinance was revised to allow for more timely staff determination of massage therapist licenses, Farrah Fisher's massage therapist license approval would require a variance to the education portion of current code 1127, and ultimately an ordinance revision which would take effect through recodification.

Specifically, Farrah's school is registered with the State of New Mexico Board of Massage Therapy. City code has no provision for acceptance of another state's endorsement board as meeting the educational component. The education requirements are pasted below with a proposed modification (underlined) to letter C adding state recognized accrediting agencies to the criteria.

Must meet at least one of the following:

- A. Certification from National Certification Board for Therapeutic Massage and Bodywork;
- B. Membership with the one of the following accredited professional associations:
  - a. American Massage Therapy Association;
  - b. Associated Bodywork and Massage Professionals;
- C. A certificate of graduation from an educational institution which is either registered with the MN Higher Education Office or accredited by a state or federally recognized accrediting agency. (Ref. Ord. No. 2033, 2/26/19).

The White Bear Lake Police Department found nothing else to preclude issuance of a massage therapist license to Ms. Fisher.



**RECOMMENDATION**

Staff is recommending issuance of a massage therapist license for Farrah Fisher at Sunbear Salon and Medspa. Staff has added this proposed code revision to Ordinance 1127, which will be included in the recodification.

**RECOMMENDATION**

Resolution of approval

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING ISSUANCE  
OF MASSAGE THERAPIST LICENSES WHEN APPLICANTS' EDUCATIONAL  
INSTITUTION IS REGISTERED WITH A STATE ACCREDITING AGENCY**

**WHEREAS**, the City received a complete application from Farrah Fisher (applicant) for a massage therapist license at Sunbear Salon and Medspa; and

**WHEREAS**, the applicant's school is registered with the State of New Mexico Board of Massage Therapy, which does not meet the current city code for a massage therapist license; and

**WHEREAS**, the current massage therapist code section 1127 states that a certificate of graduation from an educational institution which is either registered with the MN Higher Education Office or accredited by a federally recognized accrediting agency for a massage therapist license to be issued; and

**WHEREAS**, staff find it prudent to allow for a school's registration with a state's accreditation board and plan to add this provision during recodification.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota hereby supports the future recodification of Ordinance 1127 by adding a school's registration with a state accrediting agency as a valid license criteria.

**BE IT FURTHER RESOLVED** by the City Council of the City of White Bear Lake that until recodification has been completed and a new code adopted, staff is hereby directed to accept a massage therapist school as valid when registered with a state accrediting agency.

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

Ayes:

Nays:

Passed:

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Jo Emerson, Mayor

**ATTEST:**

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Kara Coustry, City Clerk

# City of White Bear Lake Environmental Advisory Commission

## MINUTES

Date: April 21, 2021	Time: 6:30pm	Location: WBL City Hall
COMMISSION MEMBERS PRESENT	Sheryl Bolstad, Chris Greene, Bonnie Greenleaf, Rick Johnston, Gary Schroeher (Chair); Robert Winkler	
COMMISSION MEMBERS ABSENT	Valeria Diaz, Sage Durdle	
STAFF PRESENT	Connie Taillon, Environmental Specialist	
VISITORS	None	
NOTETAKER	Connie Taillon	

### 1. CALL TO ORDER

The meeting was called to order at 6:36pm.

### 2. APPROVAL OF AGENDA

The commission members reviewed the agenda and had no changes. Staff added SWPPP Annual Public Meeting to item 7a, staff updates. Commissioner Bolstad moved, seconded by Commissioner Johnston, to approve the agenda as amended.

#### Roll call vote:

Bolstad: Aye  
Greene: Aye  
Greenleaf: Aye  
Johnston: Aye  
Schroeher: Aye  
Winkler: Aye  
Diaz: Absent  
Durdle: Absent

Motion carried.

### 3. APPROVAL OF MINUTES

#### a) March 17, 2021 regular meeting

The commission members reviewed the March 17, 2021 draft minutes and had the following changes: Item 5b bag ban: ninth sentence, change 'stateed' to 'stated', and delete the 8<sup>th</sup> line 'Commissioner Bolstad noted that the statement of need should include information about cost savings for businesses.' Commissioner Greenleaf moved, seconded by Commissioner Greene, to approve the minutes of the March 17, 2021 meeting as amended.

#### Roll call vote:

Bolstad: Aye  
Greene: Aye  
Greenleaf: Aye  
Johnston: Aye  
Schroeher: Aye  
Winkler: Aye  
Diaz: Absent  
Durdle: Absent

Motion carried.

**4. VISITORS & PRESENTATIONS**

None

**5. UNFINISHED BUSINESS**

a) 2021 budget

Taillon stated that she will order the two feather flags and a rain barrel for the Expo.

b) 2021 Work Plan

- Plastic bag ban

Commission members reviewed the draft statement of need and provided comments. Commissioner Johnston suggested adding more language regarding the need to ban or charge for single use bags. Commissioner Greenleaf will revise the statement of need and bring to the May meeting for further discussion. Commission members discussed next steps in the process, such as presenting information to City Council. Commissioner Johnston suggested creating a presentation, then have staff review and provide feedback. Commission members also discussed renaming this initiative because the goal is to implement a fee for single-use bags, not a ban.

- Downtown area recycling

Taillon reported that she emailed the County again and is waiting to hear back from them regarding a grant application.

c) 2021 Expo exhibitors

Commission members discussed sending invites to Expo exhibitors this month, and prioritized those organizations to contact first. Due to a shortage of tents, the lower priority, newer exhibitors on the list will only be contacted if there are still tents available or will be asked to bring their own tent if they want to attend. Commissioner Bolstad will email standard invitation language to the commission members for their use.

**6. NEW BUSINESS**

None

**7. DISCUSSION**

a) Staff updates

- Spring stormwater projects

Taillon summarized the stormwater projects that will be completed this year, including shoreline riprap at Matoska Park, pretreatment structures at the Matoska Parking lot, raingardens at the Lakewood Hills parking lot, and the continuation of the homeowner curb cut raingarden program as part of the City's street renovation projects.

- East Goose Lake Community Engagement

Taillon stated that the East Goose Lake web hub is live and will be updated with additional FAQ responses and meeting notifications. Barr Engineering will be presenting information on shallow lakes at the May City Council meetings. Taillon also mentioned that Trane will be presenting to Council on energy efficiency at a future Council meeting. She will send email reminders to the commission members when the meeting dates are scheduled.

- MS4 Permit Application

Taillon mentioned that the MS4 permit application was submitted to the MPCA on April 15th. Once the MPCA deems the application complete, it will be posted on the MPCA website for a 30-day public review period. After the public review period, the City will revise the application based on any public comments. The MPCA will then reissue the City's permit for the next 5-year permit cycle. The City will have 12 months after the permit is reissued to be in compliance with new permit requirements.

- Mayor's water conservation challenge  
Taillon announced that the Mayor's national water conservation challenge is the entire month of April. Commission members can go on line to take the water conservation pledge.
- SWPPP Annual Public Meeting  
Taillon noted that she will be presenting on 2020 SWPPP activities at the April 27, 2021 Council meeting and invited commission members to attend. She will send a remainder email to Commission Members prior to the meeting.

b) Commission member updates

Chair Schroeher reported on Ramsey Washington Metro Watershed District (RWMWD) projects through his role on the Citizens Advisory Committee. Many of the District's projects deal with flooding issues. RWMWD has an alum treatment at the creek along Highway 61, and redeveloped a creek that flows to Phalen and Snail Lake. Chair Schroeher also noted that Buckthorn is being removed at the corner of Orchard and White Bear Avenue.

c) Do-outs

New do-out items for April 21, 2021 include:

- Commissioner's Greenleaf to edit statement of need based on comments provided
- All to email an Expo invite to exhibitors
- Staff to send Council dates for SWPPP Public Meeting to EAC
- Staff to email Council dates for Trane Council presentation to EAC

d) May agenda

Include bag ban statement of need, Environmental Resource Expo on the May agenda.

**8. ADJOURNMENT**

Commissioner Johnston moved, seconded by Commissioner Greenleaf to adjourn the meeting at 8:20 pm.

Roll call vote:

Bolstad: Aye  
Greene: Aye  
Greenleaf: Aye  
Johnston: Aye  
Schroeher: Aye  
Winkler: Aye  
Diaz: Absent  
Durdle: Absent  
Motion carried.

# Park Advisory Commission Meeting Minutes

APRIL 15, 2021

6:30 P.M.

WEBEX MEETING

MEMBERS PRESENT	Bill Ganzlin, Bryan Belisle, Victoria Biehn, Mark Cermak, Mike Shepard
MEMBERS ABSENT	Anastacia Davis, Ginny Davis
STAFF PRESENT	Andy Wietecki, Paul Kauppi
VISITORS	
NOTE TAKER	Andy Wietecki

## 1. CALL TO ORDER

The meeting was called to order at 6:33 pm.

## 2. APPROVAL OF MINUTES

Approval of the minutes from March 18, 2021 was moved by Mark Cermak and seconded by Victoria Biehn.

## 3. APPROVAL OF AGENDA

Approval of the April 15, 2021 agenda was moved by Bryan Belisle and seconded by Mark Cermak.

## 4. UNFINISHED BUSINESS

### a) Update on Matoska Gazebo

Andy Wietecki reported to the Park Advisory Commission members that the City Council awarded the contract for the Geist Gazebo restoration to Pelco Construction on Tuesday, April 13<sup>th</sup>. The contract was signed Wednesday afternoon with a short meeting on site to go over some basic information with the contractor before the start of the project. Pelco is a local contractor with deep roots in the community. Pelco Construction has completed many projects for the City of White Bear Lake in the past with the most recent being the flag pole restoration project at 3<sup>rd</sup> Street and Hwy 61. Paul Kauppi mentioned that the request for proposals was sent to three contractors. The unique way the City is constructing the Gazebo limits the number of contractors able to handle such a diverse project.

The contract gives a July 1<sup>st</sup> due date but with the building materials supply chain issues it might not be completed on schedule. The City is working aggressively to unveil the updated Gazebo during Manitou Days this summer.

**b) Update on the Memorial Beach Wall**

Andy Wietecki updated the Commission on the retaining wall project that is anticipated to be built this year. The landscape contractor provided us with dollar amounts to determine if the project will fit our budget. The option with larger boulders to match the rest of the walls at the beach with wall, steps, railings, plants and mulch for roughly \$100,000 or less with the City staff planting and mulching. The second option with the large style blocks would cost roughly \$150,000 to complete the project.

Paul Kauppi did mention that the City Council would like the Parks Advisory Commission to start looking at projects on the south side of town since it seems a lot of effort has been put into parks on the North side of town. Andy mentioned that the wall is last piece that needs to be addressed in this area. This project will be a dramatic improvement in a heavily used park in the City's park system.

**5. NEW BUSINESS****a) Park Inspection Findings**

The Park Advisory Commission members were tasked with performing an inspection of a few parks each and then report back with what was found during their adventure.

The members were asked to look for:

- How the park is being used?
- The number of park users
- Condition of infrastructure: buildings, playgrounds, picnic tables, benches, garbage cans, grills, fences, basketball nets/poles, bike racks, drinking fountains, yard lights, boardwalks, signature, etc.
- Park hazards
- Overall condition and appearance
- Improvements both long and short term
- Challenges with the park

Findings will be attached to the end of the minutes for each park.

**b) Summer Park Tours**

Now that summer is upon us, the Park Advisory Commission is moving their meetings to a different park every month. Andy Wietecki has come up a list of parks that haven't been visited in recent years. Andy suggested that since we are celebrating Arbor Day at Ebba Park planting trees along the Water Treatment Facility that is only fitting to start our tour there.

The Summer Park Tour list is as follows:

- May – Ebba Park
- June – Jack Yost Park
- July – Matoksa Park
- August – Lions Park
- September – Memorial Beach

Andy and Bryan suggested that the July and August tours may be reversed so the Commission can visit Matoska once the Gazebo is finished.

## **6. OTHER STAFF REPORTS**

### **a) Early Spring – Parks are Open**

Andy reported to the Park Advisory Commission that the City parks were opened earlier than normal this year due to an early spring. The launch docks are already in at Matoska as well as the sail boat mooring buoys. The City did not have any ice damage to the Boatworks Marina this year and it was opened a month earlier than scheduled. Andy Wietecki is very hopeful that all park restrooms will be open by the first weekend in May. Andy also mentioned that both West Park and Lakewood Hills Parks have park reservations this coming weekend – April 24<sup>th</sup> and 25<sup>th</sup>. He projects that this year will be another busy year for park rentals.

## **7. COMMISSION REPORTS**

None.

## **8. OTHER BUSINESS**

None.

## **9. ADJOURNMENT**

The next meeting will be held on May 20, 2021 at 6:30 p.m.

There being no further business to come before the Park Commission, the meeting was adjourned. Moved by Mark Shepard and seconded by Victoria Biehn.



## Park Inspection Reports

### **Anastacia Davis**

#### **Podvin Park:**

Podvin is a wonderful example of a multi-use park. I visited the park at 4pm on a weekday. I observed folks in fields, on the basketball courts, on the skate park ramp, using the covered picnic area for a birthday party. All picnic tables were being used for family picnics- it was a warm day. I wonder if there is some other use for the hockey rink during the off season. I think we talked about this in the last meeting - drawing court lines or something.

#### **Weyerhaeuser Park:**

We arrived as baseball practice was starting. Teams in all fields. It did seem like there could be a couple more benches/tables, as teams were setting up on the ground for what looked like a team picnic or giveaways for other teams. Is there a sign designating this as a White Bear park? I see Babe Ruth signs, but not White Bear Lake.

### **Bill Ganzlin**

#### **Matoska Park:**

There is significant erosion of the shoreline by dog park. I understand that you have already identified a contractor to install a retaining wall. What is the status of this project? Old White Bear Facebook Group commented on the erosion problem and were concerned that nothing was happening to stop the erosion. There are many panels kicked out on Gazebo (this is not anything new). The rain garden in good shape! City staff did a good job removing trees and saplings. The bathrooms are locked; and porta-potty is in use.

#### **West Park:**

The bathrooms are locked and there is no porta-potty. The picnic tables and benches are in good shape except for one bench on the NE corner (needs to have board replaced on seat). The picnic shelter is beautiful. The seeded grass area is beginning to sprout. I would recommend planting 2 trees in far north parcel (across road from play equipment) where large tree was removed.

#### **Memorial Beach:**

The bathrooms are locked. The volleyball net is in good condition as well as the benches.

### **Bryan Belisle:**

Inspected both Stellmacher and Ramaley Parks on April 11th at 11:30 am. The temperature was about 50 degrees and cloudy. The conditions have been rainy and cool the last week, with the next few days about the same. So, I only saw a couple of park users. Just a thought, maybe next year we should inspect the parks in May.

**Stelmacher Park:**

I observed one adult and child walking. The playground equipment was in very good condition. Shelter, tables, benches, basketball court/hoops, trails, baseball field all were in very good condition. The restroom was closed. On the South side of the park there was a newly planted tree line which will add future benefits. This park is adjacent to many apartments. It probably has more residents living within a few blocks, then any other park White Bear Lake park. I didn't see any park hazards and cannot think of any improvements needed at this time.

**Ramaley Park:**

I observed one adult walking a dog. The playground equipment was in very good condition. The shelter, tables, benches, basketball court/hoops, baseball field all are in very good condition. The restroom was closed. I didn't see any park hazards. I can't think of any improvements needed at this time. This park has great pine trees. One of the trees looks in perfect condition and has to be one of the largest and oldest in the city.

**Mark Cermak****Lakeview Park:** (inspected on 4/15/21 at 9:30 am)

This is a very nice small park in the heart of Cottage Park. It was trash free, nice and clean. The park looked very nice along the shores of White Bear Lake. I really didn't know there was a park located in that area.

**Lakewood Hills Park:** (inspected on 4/15/21 at 10:00 am)

The playground was very nice and clean. There were kids playing on the equipment having a great time. I walked the grounds and found them to be very nice and clean. I didn't observe any trash. I checked out all the shelters and they were debris free and looked great. I walked the ballfields and found them to be groomed. The walking paths were very clean and neat. The parking lot in the Southeast corner had a lot of dirt piles, not sure if that's part of the Parks Dept. clean up. Overall the park looked very nice and clean and I did not see and problems or concerns that need to be addressed.

**Mike Shepard****Railroad Park:**

There was a bunch of wood piled up by the pavilion. Will something be planted along the driveway of the bank?

**Yost Park:**

The stumps should be grounded or removed.

**Victoria Biehn****Spruce Park:**

1. How being used: Play area equipment only

2. # of users: 7 (2 adults, 3 small children, 2 middle schooler's) – Saturday afternoon, cloudy & cool
3. Conditions: Good condition.
  - a. 1 of the basketball hoops rope was torn/gone. Other metal hoop in good shape.
  - b. One picnic table by restroom has some white paint on the top of it.
4. Park Hazards: Some broken glass around garbage by play area (I picked up larger pieces)
5. Overall Conditions: Good
6. Improvements: None
7. Any Challenges: Play area is very close to McKnight which is a pretty busy road for little kids to run into. Not sure if there is any consideration of a fence on that side of the park?

**Rotary Park:**

1. How being used: Walking, biking, running
2. # of users: 7 – around 5 p.m. on Sunday
3. Conditions: Great condition
4. Park Hazards:
  - a. Part of the path starting to buckle (1 down by Birch Street (caused by tree roots); other by the start of the decking going across wetland, path side of park)
  - b. A few of the boards on the decking across wetland starting to rot
5. Overall Conditions: Very good
6. Improvements:
  - a. Decking across wetland; when you reach “dirt path” side, some of the brush is growing over the decking.
  - b. Wondering if there could be any benches placed by wetland area for people to sit and view (for example, when you reach end of decking by dirt path side).
  - c. Some of the signage is starting to look weathered.
7. Any Challenges: Not really a challenge, but if you go across the decking to the other side and follow the wooded path, you end up on WB Parkway and there is no longer a path. Not sure it is an option to pave the WB Parkway side to make a “full loop” walking path from parking lot.

**Veterans Park:**

1. How being used: Monday morning, cloudy & cool; no visitors
2. # of users: 0
3. Conditions: Great
4. Park Hazards: 5 of the electrical outlets on the light posts on dock do not have plastic covering. Not sure that is a hazard?
5. Overall Conditions: Great
6. Improvements: None
7. Any Challenges: No

**Ginny Davis:**

I went early this evening to visit my assigned parks. All of the parks are in good condition. Nothing of big concern stood out to me. All 3 parks were in use on some level which was nice to see as well. Below, I will list each park individually...

**Bossard Park:**

One young boy was on the playground equipment. Everything looked in order. No one else was in the park at the time.

**Ebba Park:**

A family with 2 small children were just leaving as I arrived. No one else was present. This small park seems like a nice location for the neighboring houses. One of the picnic tables looked like the plastic coating had melted off in the center of the table (perhaps someone set something hot on the table). Otherwise, everything looks good.

**McCarty Park:**

A group of 4 young men were playing basketball. The playground equipment and climbing web all seem in good condition. I noticed the free little library on the corner of the park which is nice to see as well.

REGULAR MEETING OF THE WHITE BEAR LAKE CONSERVATION DISTRICT

7:00 pm Zoom meeting

Minutes of April 20, 2021

APPROVAL DATE: Approved

1. **CALL TO ORDER** the April 20, 2021 meeting of the White Bear Lake Conservation District was called to order by Chair Bryan DeSmet at 7:00 pm by Zoom meeting.
2. **ROLL CALL** Present were: Chair Bryan DeSmet, Vice Chair Mark Ganz, Sec/Tres Diane Longville, Directors: Scott Costello, Mike Parenteau, Cameron Sigecan, Susie Mahoney, Scott O'Connor and Meredith Walburg. A quorum was present.
3. **AGENDA** – Chair DeSmet asked for any changes. None
4. **APPROVAL OF MINUTES OF** – March, 2021 board meeting. Motion (DeSmet/Second) to approve all aye passed.
5. **PUBLIC COMMENT TIME** – None
6. **NEW BUSINESS**
  - Tally's DNR Request – Comments to the DNR to include with the review. Tallys is combining the two properties Tallys and Lake Ave which was purchased. They are asking for extension on feet out past the ord of 300ft and addition of more boats. All agreed to have attorney Alan Kantrud submit a letter as our representative that Tallys will be violating our Ordinance if any part of the dock is out past 300 ft and that we are not in favor of adding additional boats as referenced in prior studies.
7. **UNFINISHED BUSINESS** – None
8. **REPORTS/ACTION ITEMS**

**Executive Committee** – No Meeting

  - In prior month we voted to ask McComas to include historical data on water quality. Motion DeSmet/second to remove this line item request from the McComas bid. Since request have found that Rice Creek Water Shed has a lot of this information on their website as well as they work with organizations like ours to put together projects collecting data. Mike Parenteau will ask Rice Creek for assistance in collecting this data. Roll Call vote all aye Passed
9. **Lake Quality Committee – Mike Parenteau**
  - 3/29/21 was Ice Out Day
  - 924.61 Lake Level down 4 inches from Last Year
  - 46 Degrees
  - Bid out for Survey for treatment milfoil, Starry Wart, Zebra mussels, Phragmites any invasive species

Spoke with Julie Bowen at U of M regarding survey of phragmites they would like to work with Us and train us how to find phragmites. We will need volunteers to train and small boats in late July early August. Then treatment is early October.  
Have Meredith put on social media to help get volunteers.  
Time to send out swimmers itch letters
10. **Lake Utilization Committee – LUC reviewed the following and submitted to the board for approval.** Roll call per item

- Russ Becker– Approved (with contingent platforms are marked with reflective tape so edges can be seen)
- ESDA – Approved vote 1 abstain 8 aye
- Chateauquet – Approved
- McCartney Estate – Approved
- D Skeie – Approved
- S Bohnen – Approved
- City of Birchwood – Approved
- Cottage Park - Approved
- Fireworks Event– Approved
- Black Bear Sailing Team – Approved
- Tallys – Tabled
- Docks of White Bear – Tabled
- City of White Bear Lake - Tabled

**11. Lake Education – Scott Costello**

Social Media update – Meredith Walburg

Facebook and Instagram have been updated. Updates to website removing twitter icon. Have sent out lake levels, ice out day and information on Earth Day clean up. Followers is increasing. Lake Ed committee had a meeting to discuss boat launch signage. Presented sample of sign drafted. Scott and Kim will contact boat launch owners and marinas to see if they are interested WBLCD will cover the cost of making the signs the owners will have to cover installation. Motion to contact launch owners and marinas to see interest in signs, roll call all aye passed

**12. Treasurer’s Report – Motion (DeSmet/Second) approval April 20, 2021 Treasurer’s report and payment of check numbers 4690-4695 Roll call All Aye passed.**

Budget worksheet – Before May meeting all members please fill in their budget numbers and forward to Kim or Diane, Mark G will estimate LUC fees and send to Kim. Final Budget is complete in June and sent to Cities July 1<sup>st</sup>

Every 5 years we are required to have an audit by an outside CPA, Motion to send out request letters for bids Longville/second roll call all aye passed

**13. Board Counsel – Alan Kantrud**

Talking with DNR regarding wake boats

**14. Announcements – Ramsey County Water Patrol has asked for an increase in allowed hours this summer as they anticipate it to be very busy. I asked they send an amount they are thinking to be able to present to the board for vote.**

**15. Adjournment – Motion (DeSmet/Second) Move to adjourn. All aye Passed.**

**Meeting adjourned**

ATTEST:

Kim Johnson: *Kim Johnson*  
 Executive Administrative Secretary  
 Date: 4/20/21

Bryan: DeSmet: *Bryan DeSmet*  
Board Chair  
Date: 4/20/21

**MINUTES  
PLANNING COMMISSION MEETING  
CITY OF WHITE BEAR LAKE  
MAY 24, 2021**

The regular monthly meeting of the White Bear Lake Planning Commission was called to order on Monday, May 24, 2021, beginning at 7:00 p.m. via WebEx, pursuant to a statement issued by the Mayor under Minnesota Statutes, section 13D.021 as a result of the COVID-19 pandemic, by Chair Ken Baltzer.

**1. CALL TO ORDER/ROLL CALL:**

MEMBERS PRESENT: Michael Amundsen, Ken Baltzer, Jim Berry, Pamela Enz (7:07 p.m.), Mark Lynch, Erich Reinhardt, and Peter Reis.

MEMBERS EXCUSED: None.

MEMBERS UNEXCUSED: None.

STAFF PRESENT: Anne Kane, Community Development Director, Samantha Crosby, Planning & Zoning Coordinator, and Ashton Miller, Planning Technician.

OTHERS PRESENT: Charles Beckmann, Len Schreier, Susan Welles, and Molly Theno.

**2. APPROVAL OF THE MAY 24, 2021 AGENDA:**

Member Lynch moved for approval of the agenda. Member Reis seconded the motion, and the agenda was approved (6-0).

**3. APPROVAL OF THE APRIL 26, 2021 PLANNING COMMISSION MEETING MINUTES:**

Member Berry moved for approval of the minutes. Member Reis seconded the motion, and the minutes were approved (6-0).

**4. CASE ITEMS:**

A. **Case No. 20-1-SHOPa:** A request by Teri Faison for a three year extension to an existing Special Home Occupation Permit, per Code Section 1302.120, in order to operate a massage therapy business out of the front/main level unit of a triplex at the property located at 4445 Lincoln Avenue.

Miller discussed the case. Staff recommended approval.

Member Baltzer opened the public hearing. As no one spoke to the matter, Member Baltzer closed the public hearing.

Member Reis moved to recommend approval of Case No. 20-1-SHOPa. Member Berry seconded the motion. The motion passed by a vote of 6-0. Member Enz abstained due to connectivity difficulties during the presentation.



- B. **Case No. 21-7-V:** A request by **Beckmann Custom Homes, LLC** for a minor subdivision to split one lot into two, per Code Section 1407.030, and two 20 foot variances from the 100 foot minimum lot width, per Code Section 1303.040, Subd.5.b, in order to create two 80 foot wide lots at the property located at 4783 Otter Lake Road.

Miller discussed the case. Staff recommended approval subject to the conditions listed in the report.

Member Amundsen pointed out that at least one of the concept plans exhibited a house that is 54 feet wide, larger than the buildable space presented by staff. He wondered if that would cause the applicants to seek variances in the future. Miller explained that attached garages with no livable space have lesser setbacks, so would be able to encroach into the buildable space demonstrated on the graphic.

Member Baltzer opened the public hearing. As no one spoke to the matter, Member Baltzer closed the public hearing.

Member Reinhardt moved to recommend approval of Case No. 21-2-LS & 21-10-V. Member Reis seconded the motion. The motion passed by a vote of 7-0.

- C. **Case No. 21-12-V:** A request by **Len Schreier** for a two foot variance from the 20 foot setback from a side yard for a pool, per Code Section 1302.030, Subd.20.b.2.b.1, and a ten foot variance from the 30 foot front yard setback for a fence, per Code Section 1302.030, Subd.6.h.4, in order to install an in-ground pool 18 feet from the west property line and a six foot fence 20 feet from the front property line at the property located at 4775 Brooke Court.

Crosby discussed the case. Staff recommended approval subject to the conditions listed in the report.

Member Reis questioned where the water would go when the pool is drained since runoff is a concern in the area. Crosby replied that residents are allowed to drain pool water into the street, so it would most likely go down the storm drain. She did not think it wise to drain the water into the rain gardens due to the chemicals and inability of the rain garden to soak up that much water in a timely manner.

Member Enz explained that the pool is not fully drained at the end of the season. Some of the water is retained over the winter.

Member Baltzer opened the public hearing.

Len Schreier, 4775 Brooke Court, applicant, confirmed that the pool will not be fully drained every year. He stated that they are considering a salt-water pool to reduce the amount of chemicals used.

Member Baltzer closed the public hearing.

Member Enz moved to recommend approval of Case No. 21-12-V. Member Reis seconded the motion. The motion passed by a vote of 7-0.

D. **Case No. 21-13-V:** A request by **Susan Welles on behalf of Molly Theno** for a nine foot variance from the 30 foot setback required along a side abutting a public right-of-way, per Code Section 1303.230, Subd.5.a.4; a 7.1 foot variance from the 10 foot side yard setback required, per Code Section 1303.060, Subd.5.c.2; and a 17.5 foot variance from the 30 foot rear yard setback required, per Code Section 1302.030, Subd.4.e, in order to construct a new two car attached garage at the property located at 4870 Johnson Avenue.

Crosby discussed the case. Staff recommended approval as requested.

Member Reis commented that when he visited the site, he noticed some mold or mildew on the stucco along the north side of the home. He wondered if this was a concern throughout the rest of the house.

Member Baltzer opened the public hearing.

Susan Welles, Husnik Homes, applicant, explained that the north end has experienced water damage. The flat roof is essentially caving in, which is why they will be replacing it in conjunction with the addition of the two-car garage. They are unaware of further issues, but there are plans for major renovations to the home, so any damage that is uncovered will be addressed.

Member Baltzer closed the public hearing.

Member Berry expressed appreciation that the homeowner is opting to remodel the existing framework rather than tear down and rebuild the home. The eclectic group of housing styles in downtown adds to the uniqueness of the area.

Member Berry moved to recommend approval of Case No. 21-13-V. Member Enz seconded the motion. The motion passed by a vote of 7-0.

E. **Case No. 17-1-CP:** Final review and adoption of the 2040 Comprehensive Plan

Kane provided an update on the revisions made to the 2040 Comprehensive Plan based on the collaborative efforts between the City and the Met Council. Staff recommended approval of the adoption of the 2040 Comprehensive Plan.

Member Reis asked about the status of the Rush Line Bus Rapid Transit project and whether the Met Council would have the final sign-off once all the details are determined.

Kane explained that the project is primarily led by Ramsey County. The project relies heavily on federal grants, which are competitive, so it is not necessarily a done deal, however the County has identified a local funding source to match should federal funds be secured. She acknowledged that a lot can change in the five years before the projected opening in 2026.

Kane noted that the Rush Line has been included in the City's Comprehensive Plan since at least 2000. Over time, it has become a lot more defined in terms of mode of transport and route. The environmental analysis just wrapped up last week and is now open for public comment. She does not believe there will be significant changes to the configuration going forward. It is up to Ramsey County to choose to proceed and secure funding.

Member Baltzer praised staff for all the work done on the Comp Plan.

Member Lynch moved to recommend approval of Case No. 17-1-CP. Member Reis seconded the motion. The motion passed by a vote of 7-0.

**5. DISCUSSION ITEMS:**

**A. City Council Meeting Summary of May 11, 2021.**

Crosby provided an update on the variance request for an increased amount of office space in the B-5 zoning district (Case Number 21-7-V). She explained that the City Council directed staff to amend the zoning code to allow for Interim Use Permits for properties zoned B-5. This would allow the current tenants of the building two years to find a new location.

Member Berry asked if the change in code has the possibility of changing the landscape of the downtown area. Crosby replied that as an interim use, a sunset date is required. She reiterated that the fire suppression requirements would make the change from retail to office cost prohibitive for some. Kane added that similar concerns were raised at the City Council meeting. The tenant can ask for an extension, but the Council has made it clear they want the clock started, so May 1<sup>st</sup> in two year time has been indicated as the tenant's completion date. She hoped that by then the City will be in a more knowledgeable post-covid retail environment.

In response to a question from Member Lynch, staff confirmed that either the tenant moves or they obtain the Interim Use Permit for two years.

Member Amundsen asked if there was any discussion on re-evaluating the retail to office ratios. Kane answered that while there was no discussion at the City Council meeting, the interim would be a good time to complete such an assessment.

Member Enz questioned if that sort of analysis would come from a Planning Commission recommendation. Kane confirmed that it could.

**B. Park Advisory Commission Meeting Minutes of March 18, 2021.**

Member Enz shared excitement about the work being done on the gazebo to bring it into working order.

Member Berry wondered if the whole Parks budget was being used on the retaining wall at Memorial Beach. Member Reis stated that during his time on the Parks Commission, they were given a certain amount from the City for park improvements, but still had other funds available.

**6. ADJOURNMENT:**

Member Berry moved to adjourn, seconded by Member Enz. The motion passed unanimously (7-0), and the May 24, 2021 Planning Commission meeting was adjourned at 8:04 p.m.



City of White Bear Lake  
City Manager's Office

## MEMORANDUM

**To:** Ellen Hiniker, City Manager  
**From:** Kara Coustry, City Clerk  
**Date:** May 27, 2021  
**Subject:** **Proposed revisions to Article III of the Municipal Code**

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### BACKGROUND

The City has undertaken a full review and update of its Municipal Code. The code attorney for Municode provided a first draft mark-up of the City's Municipal Code at the end of 2020 and staff has begun notating suggested content changes and in some cases, writing missing portions of code altogether for consistency.

Staff will continue to bring forward revisions to the code in sections for review. This will allow for public access throughout the process, as well as provide an opportunity for Council to weigh in along the way, rather than consider all revisions in their entirety at the end of this process. Acceptance of these revisions does not finalize review of this Article. Rather, formal adoption will be part of a public review and hearing process once all proposed revisions have been completed.

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

### SUMMARY

Generally the descriptions of each commission have been modified the same for consistency. The Environmental Advisory Commission was added to the code as it has been in existence since the early 1990's and expected to continue. A provision for removal of appointed members was added to the code, should this action be required.

### ATTACHMENTS

Article III proposed revisions

# ~~TITLE~~ ARTICLE III.

## COMMISSIONS, BOARDS AND SIMILAR BODIES

### III. COMMISSIONS, BOARDS AND SIMILAR BODIES

#### 301. Planning Commission

##### §301.010 PLANNING COMMISSION.

(a) There is hereby created a planning commission consisting of seven members. Members of the planning commission shall be appointed by the mayor for the term of three years, and until their successors are appointed and qualify ~~qualified, except that of members initially appointed, three shall be appointed for one year terms, two for two year terms and two for three year terms.~~ The planning commission now in existence shall continue as presently constituted.

(b) The planning commission shall be an advisory body of the council and it shall make recommendations to the council in areas including but not limited to the following: the adoption and amendment of the comprehensive plan, amendments to the city zoning regulations, rezoning, special use permits, certain variances to the city zoning regulations, the initial zonings of annexed land, certain exceptions to minimum requirements of the city zoning regulations, permitted uses in the various zoning districts, the review of preliminary plans of subdivisions and variances of subdivision regulations.

(Ref. §409.010, Code 1966; Code 1984, § 301.010; Ref. Ord. Nos. 456, 4/9/68; 480, 1/13/70; 568, 11/12/74)

#### ~~302. Board of Appeals and Adjustments~~

##### ~~§302.010 BOARD OF APPEALS AND ADJUSTMENTS, VARIANCE BOARD.~~

*Repealed*

~~(Code 1984, § 302.010; Reference Ordinance No. 14-08-1096 -- 8/26/14)~~

#### 303. Park Advisory Commission

##### <sup>1</sup>§303.010 PARK ADVISORY COMMISSION.

(a) There is hereby created a park advisory commission consisting of seven members. ~~The m~~ Members of the park advisory commission shall be appointed by the mayor for a term of three years, and until their successors are appointed and qualify. ~~provided three members of said commission shall be appointed every third year, such term beginning in 1986, and two members shall be appointed in 1987 and 1988. Existing members of the commission, on the effective date of this ordinance, shall be considered appointed to fill unexpired terms until formal appointment occurs as per the schedule listed above.~~ The park advisory commission now in existence shall continue as presently constituted.

<sup>1</sup> Obsolete text is stricken.

(b) The park advisory commission shall advise the city council on matters relating to planning, development, design, use and maintenance of parks, open space and natural areas in the city. The park advisory commission shall submit to the council, on or before July 15 of each year, a proposed budget for park development, planning and improvement. Annual report of the park advisory commission activities shall also be submitted to the council at this time. This proposed budget and annual report shall be used by the city staff and city council in the preparation of the final budget. The city manager shall appoint persons from the city staff to the park advisory commission to assist it in carrying out its functions.

(Code 1984, § 303.010; Ord. 708, 1/14/86)

### 304. Environmental Advisory Commission

#### §304.010 ENVIRONMENTAL ADVISORY COMMISSION.

(a) There is hereby created an environmental advisory commission consisting of seven members. Members of the environmental advisory commission shall be appointed by the mayor for the term of three years, and until their successors are appointed and qualify. The environmental advisory commission now in existence shall continue as presently constituted.

(b) The environmental advisory commission shall advise the city council on policies and actions related to the protection and best management of the natural environment in the city. The city manager shall appoint persons from the city staff to the environmental advisory commission to assist it in carrying out its functions.

### 304305. Boards and Commissions in General

#### §304305.010 TERM OF APPOINTMENT; VACANCIES.

The length of term for an individual appointed to a city advisory board or commission shall be established by the ordinance or resolution creating the board or commission. The mayor appoints individuals to boards and commissions in writing. If an individual is appointed to an unexpired term with less than one-half of the required term remaining, such period shall not be included in the calculation of maximum time of service. Upon completion of a term on a board or commission, a member may continue to serve until reappointed or until a successor is appointed and qualifies.

(Code 1984, § 304.010; Ref. Ord. No. 849, 07/09/91)

#### §304305.020 REAPPOINTMENT.

Upon completion of a term of service on an advisory board or commission, an individual may request reappointment for a second term by submitting a resume or written request to the mayor. The mayor shall take into consideration the individual's willingness to serve and past attendance when considering a request for reappointment.

(Code 1984, § 304.020)

#### §305.030 REMOVAL

Members of commissions and boards serve at the will of the mayor and may be removed from office at any time, with or without cause, by the mayor.

**~~§304.030~~ 305.040      COMPENSATION.**

Members of city boards and commissions shall serve without compensation. The expense of enrollment, local transportation and related out-of-pocket costs incurred in attending training programs germane to the respective advisory boards or commissions may be reimbursed to the extent provided by city policy and the current budget appropriation. (Code 1984, § 304.030)

**~~§304.040~~ 305.050      MEETING TIME AND LOCATION.**

Meetings of commissions and boards established by this chapter are open to the public and shall be held in accordance with applicable open meeting laws. Each such advisory board or commission established by this chapter shall hold its regular meetings ~~in the city council chambers at 7:00 or 7:30 p.m.~~ on a fixed time and day to be established at the first City Council meeting of the year. Special meetings may be scheduled by the board or commission at alternate times and locations ~~provided they are held in accessible public places at times convenient to the purpose.~~ Notice of all meetings shall be posted at city hall not less than three days prior to any meeting and ~~said notice shall be provided to the city's official paper~~ the city may provide such additional notice as it determines is appropriate.

(Code 1984, § 304.040; Ref. Ord. No. 697, 8/13/85)

**~~§304.050~~ 305.060      OFFICERS.**

Each advisory board and commission shall elect its own chairperson who must be a member of the board or commission. ~~s~~Such person shall be elected for a one-year term and shall not serve as chair for more than two consecutive terms. Each advisory board or commission shall also appoint a recording secretary or have a designated person to prepare a journal of committee proceedings.

(Code 1984, § 304.050; Ref. Ord. 891, 5/25/93)

SUMMARY OF PERMITS	MONTHLY			YEARLY		
<b>MAY 2021 MAHTOMEDI</b>	THIS MONTH	LAST YEAR THIS MONTH	CHANGE IN NUMBERS	THIS YEAR TO DATE	LAST YEAR TO DATE	CHANGE IN NUMBERS

**PERMIT TOTALS:**

Comm./Ind. (New)	0	0	0	0	0	0
Comm./Ind. (Alt)	0	1	-1	0	5	-5
S.F. Dwelling (New)	0	0	0	2	3	-1
S.F. Dwelling (Alt)	27	25	2	106	90	16
Garage Only	1	2	-1	3	6	-3
Other Building Permits	2	1	1	6	3	3
Demolition	1	0	1	1	0	1
Electrical (Quarterly)	0	0	0	41	60	-19
All Other Permit Types	33	37	-4	149	151	-2
<b>ALL PERMIT TYPE TOTALS:</b>	<b>64</b>	<b>66</b>	<b>-2</b>	<b>308</b>	<b>318</b>	<b>-10</b>

**PERMIT VALUATION:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$0	\$0
Comm./Ind. (Alt)	\$0	\$48,000	-\$48,000	\$0	\$5,389,072	-\$5,389,072
S.F. Dwelling (New)	\$0	\$0	\$0	\$1,300,000	\$2,360,000	-\$1,060,000
S.F. Dwelling (Alt)	\$639,971	\$582,807	\$57,164	\$1,934,403	\$2,313,538	-\$379,135
Garage Only	\$27,000	\$154,000	-\$127,000	\$45,620	\$206,200	-\$160,580
Fire Suppression	\$0	\$0	\$0	\$0	\$71,650	-\$71,650
Heating (HVAC)	\$43,449	\$411,580	-\$368,131	\$451,429	\$1,182,978	-\$731,549
Other Building Permits:	\$3,500	\$5,000	-\$1,500	\$135,660	\$28,458	\$107,202
<b>VALUATION TOTALS:</b>	<b>\$713,920</b>	<b>\$1,201,387</b>	<b>-\$487,467</b>	<b>\$3,867,112</b>	<b>\$11,551,896</b>	<b>-\$7,684,784</b>

**PERMIT FEES:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$0	\$0
Comm./Ind. (Alt)	\$0	\$721	-\$721	\$0	\$26,635	-\$26,635
S.F. Dwelling(New)	\$0	\$0	\$0	\$9,183	\$16,019	-\$6,836
S.F. Dwelling (Alt)	\$8,118	\$6,796	\$1,322	\$27,744	\$26,963	\$781
Garage Only	\$476	\$1,928	-\$1,452	\$896	\$2,917	-\$2,021
Other Building Permits	\$129	\$85	\$44	\$894	\$552	\$342
Demolition	\$200	\$0	\$200	\$200	\$0	\$200
Electrical (Quarterly)	\$0	\$0	\$0	\$5,541	\$5,690	-\$149
All Other Permit Types	\$1,984	\$8,785	-\$6,801	\$15,725	\$26,732	-\$11,007
<b>PERMIT FEE TOTALS:</b>	<b>\$10,907</b>	<b>\$18,315</b>	<b>-\$7,408</b>	<b>\$60,182</b>	<b>\$105,508</b>	<b>-\$45,326</b>
<b>PLAN FEES:</b>	<b>\$2,296</b>	<b>\$2,431</b>	<b>-\$135</b>	<b>\$10,694</b>	<b>\$33,266</b>	<b>-\$22,572</b>
<b>TOTAL PERMIT &amp; PLAN FEES:</b>	<b>\$13,203</b>	<b>\$20,746</b>	<b>-\$7,543</b>	<b>\$70,876</b>	<b>\$138,774</b>	<b>-\$67,898</b>

Park Fees	\$0	\$0	\$0	\$0	\$0	\$0
SAC Fees	\$0	\$0	\$0	\$9,940	\$9,940	\$0



**WHITE BEAR LAKE & MAHTOMEDI COMPARISON OF PERMITS FOR**

<b>MONTHLY COMPARISONS</b> <i>APRIL 2021</i>	<b>2021</b> <b>WBL</b> <b>YTD</b>	<b>2021</b> <b>MA</b> <b>YTD</b>	<b>2021</b> <b>WBL &amp; MA</b> <b>YTD</b>	<b>2020</b> <b>WBL</b> <b>YTD</b>	<b>2020</b> <b>MA</b> <b>YTD</b>	<b>2020</b> <b>WBL &amp; MA</b> <b>YTD</b>	<b>WBL</b> <b>CHANGE IN</b> <b>NUMBERS</b>	<b>WBL</b> <b>% CHANGE</b>	<b>WBL &amp; MA</b> <b>CHANGE IN</b> <b>NUMBERS</b>	<b>WBL &amp; MA</b> <b>% CHANGE</b>	<b>MA</b> <b>% OF TOTAL</b> <b>ACTIVITY</b>
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**PERMIT TOTALS:**

Comm./Ind. (New)	0	0	0	1	0	1	-1	-100%	-1	-100%	#DIV/0!
Comm./Ind. (Alt)	28	0	28	20	4	24	8	40%	4	17%	0%
S.F. Dwelling (New)	3	2	5	1	3	4	2	200%	1	25%	40%
S.F. Dwelling (Alt)	246	79	325	107	65	172	139	130%	153	89%	24%
Garage Only	4	2	6	2	4	6	2	100%	0	0%	33%
Other Building Permits	8	4	12	83	2	85	-75	-90%	-73	-86%	33%
Demolition	3	0	3	3	0	3	0	0%	0	0%	0%
Electrical	176	41	217	130	60	190	46	35%	27	14%	19%
All Other Permit Types	353	116	469	277	114	391	76	27%	78	20%	25%
<b>ALL PERMIT TYPE TOTALS:</b>	<b>821</b>	<b>244</b>	<b>1065</b>	<b>624</b>	<b>252</b>	<b>876</b>	<b>197</b>	<b>32%</b>	<b>189</b>	<b>22%</b>	<b>23%</b>

**PERMIT VALUATION:**

Comm./Ind. (New)	\$0	\$0	\$0	\$8,600,000	\$0	\$8,600,000	-\$8,600,000	-100%	-\$8,600,000	-100%	#DIV/0!
Comm./Ind. (Alt)	\$5,207,190	\$0	\$5,207,190	\$3,780,098	\$5,341,072	\$9,121,170	\$1,427,092	38%	-\$3,913,980	-43%	0%
S.F. Dwelling (New)	\$2,317,960	\$1,300,000	\$3,617,960	\$2,673,363	\$2,360,000	\$5,033,363	-\$355,403	-13%	-\$1,415,403	-28%	36%
S.F. Dwelling (Alt)	\$4,155,397	\$1,294,432	\$5,449,829	\$2,312,750	\$1,730,731	\$4,043,481	\$1,842,647	80%	\$1,406,348	35%	24%
Garage Only	\$73,680	\$18,620	\$92,300	\$33,500	\$52,200	\$85,700	\$40,180	120%	\$6,600	8%	20%
Fire Suppression	\$219,209	\$0	\$219,209	\$423,777	\$71,650	\$495,427	-\$204,568	-48%	-\$276,218	-56%	0%
Heating (HVAC)	\$2,556,393	\$407,980	\$2,964,373	\$960,488	\$771,398	\$1,731,886	\$1,595,905	166%	\$1,232,487	71%	14%
Other Building Permits	\$137,800	\$132,160	\$269,960	\$76,637	\$23,458	\$100,095	\$61,163	80%	\$169,865	170%	49%
<b>VALUATION TOTALS:</b>	<b>\$14,667,629</b>	<b>\$3,153,192</b>	<b>\$17,820,821</b>	<b>\$18,860,613</b>	<b>\$10,350,509</b>	<b>\$29,211,122</b>	<b>-\$4,192,984</b>	<b>-22%</b>	<b>-\$11,390,301</b>	<b>-39%</b>	<b>18%</b>

**PERMIT FEES:**

Comm./Ind. (New)	\$0	\$0	\$0	\$46,312	\$0	\$46,312	-\$46,312	-100%	-\$46,312	-100%	#DIV/0!
Comm./Ind. (Alt)	\$33,868	\$0	\$33,868	\$28,560	\$25,914	\$54,474	\$5,308	19%	-\$20,606	-38%	0%
S.F. Dwelling (New)	\$16,017	\$9,183	\$25,200	\$6,412	\$16,019	\$22,431	\$9,605	150%	\$2,769	12%	36%
S.F. Dwelling (Alt)	\$56,564	\$19,625	\$76,189	\$48,778	\$20,168	\$68,946	\$7,786	16%	\$7,243	11%	26%
Garage Only	\$1,364	\$420	\$1,784	\$648	\$989	\$1,637	\$716	110%	\$147	9%	24%
Other Building Permits	\$1,626	\$765	\$2,391	\$1,641	\$467	\$2,108	-\$15	-1%	\$283	13%	32%
Demolition	\$13,800	\$0	\$13,800	\$485	\$0	\$485	\$13,315	2745%	\$13,315	2745%	0%
Electrical	\$16,275	\$5,541	\$21,816	\$13,083	\$5,690	\$18,773	\$3,192	24%	\$3,043	16%	25%
All Other Permit Types	\$49,226	\$13,741	\$62,967	\$29,561	\$17,947	\$47,508	\$19,665	67%	\$15,459	33%	22%
<b>PERMIT FEE TOTALS:</b>	<b>\$188,740</b>	<b>\$49,275</b>	<b>\$238,015</b>	<b>\$175,480</b>	<b>\$87,194</b>	<b>\$262,674</b>	<b>\$13,260</b>	<b>8%</b>	<b>-\$24,659</b>	<b>-9%</b>	<b>21%</b>
<b>PLAN FEES:</b>	<b>\$34,519</b>	<b>\$8,398</b>	<b>\$42,917</b>	<b>\$50,976</b>	<b>\$30,835</b>	<b>\$81,811</b>	<b>-\$16,457</b>	<b>-32%</b>	<b>-\$38,894</b>	<b>-48%</b>	<b>20%</b>
<b>TOTAL PERMIT &amp; PLAN FEES:</b>	<b>\$223,259</b>	<b>\$57,673</b>	<b>\$280,932</b>	<b>\$226,456</b>	<b>\$118,029</b>	<b>\$344,485</b>	<b>-\$3,197</b>	<b>-1%</b>	<b>-\$63,553</b>	<b>-18%</b>	<b>21%</b>

Park Fees	\$1,000	\$0	\$1,000	\$1,200	\$0	\$1,200	-\$200	-17%	-\$200	-17%	0%
SAC Fees	\$34,790	\$9,940	\$44,730	\$42,245	\$9,940	\$52,185	-\$7,455	-18%	-\$7,455	-14%	22%

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

**PERMIT TOTALS:**

Comm./Ind. (New)	0	0	0	0	1	-1
Comm./Ind. (Alt)	2	2	0	30	22	8
S.F. Dwelling (New)	0	1	-1	3	2	1
S.F. Dwelling (Alt)	80	98	-18	326	282	44
Garage Only	1	1	0	5	3	2
Other Building Permits	1	4	-3	9	10	-1
Demolition	0	1	-1	3	4	-1
Electrical (Quarterly)	48	38	10	224	168	56
All Other Permit Types	126	132	-6	479	409	70
<b>ALL PERMIT TYPE TOTALS:</b>	<b>258</b>	<b>277</b>	<b>-19</b>	<b>1079</b>	<b>901</b>	<b>178</b>

**PERMIT VALUATION:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$8,600,000	-\$8,600,000
Comm./Ind. (Alt)	\$79,720	\$51,850	\$27,870	\$5,286,910	\$3,831,948	\$1,454,962
S.F. Dwelling (New)	\$0	\$500,000	-\$500,000	\$2,317,960	\$1,200,000	\$1,117,960
S.F. Dwelling (Alt)	\$1,379,265	\$2,774,538	-\$1,395,273	\$5,534,662	\$7,060,651	-\$1,525,989
Garage Only	\$9,500	\$34,976	-\$25,476	\$83,180	\$68,476	\$14,704
Fire Suppression	\$1,230	\$14,200	-\$12,970	\$220,439	\$437,977	-\$217,538
Heating (HVAC)	\$938,867	\$784,986	\$153,881	\$3,495,260	\$1,745,474	\$1,749,786
Other Building Permits:	\$2,000	\$91,916	-\$89,916	\$139,800	\$168,553	-\$28,753
<b>VALUATION TOTALS:</b>	<b>\$2,410,582</b>	<b>\$4,252,466</b>	<b>-\$1,841,884</b>	<b>\$17,078,211</b>	<b>\$23,113,079</b>	<b>-\$6,034,868</b>

**PERMIT FEES:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$46,312	-\$46,312
Comm./Ind. (Alt)	\$1,118	\$991	\$127	\$34,986	\$29,551	\$5,435
S.F. Dwelling(New)	\$0	\$3,752	-\$3,752	\$16,017	\$10,164	\$5,853
S.F. Dwelling (Alt)	\$18,465	\$29,239	-\$10,774	\$75,029	\$78,017	-\$2,988
Garage Only	\$211	\$569	-\$358	\$1,575	\$1,217	\$358
Other Building Permits	\$74	\$1,284	-\$1,210	\$1,700	\$2,925	-\$1,225
Demolition	\$0	\$200	-\$200	\$13,800	\$685	\$13,115
Electrical (Quarterly)	\$3,733	\$2,728	\$1,005	\$20,008	\$15,811	\$4,197
All Other Permit Types	\$16,632	\$17,477	-\$845	\$65,858	\$47,038	\$18,820
<b>PERMIT FEE TOTALS:</b>	<b>\$40,233</b>	<b>\$56,240</b>	<b>-\$16,007</b>	<b>\$228,973</b>	<b>\$231,720</b>	<b>-\$2,747</b>
<b>PLAN FEES:</b>	<b>\$4,468</b>	<b>\$3,912</b>	<b>\$556</b>	<b>\$38,987</b>	<b>\$54,889</b>	<b>-\$15,902</b>
<b>TOTAL PERMIT &amp; PLAN FEES:</b>	<b>\$44,701</b>	<b>\$60,152</b>	<b>-\$15,451</b>	<b>\$267,960</b>	<b>\$286,609</b>	<b>-\$18,649</b>

Park Fees	\$0	\$0	\$0	\$1,000	\$1,200	-\$200
SAC Fees	\$0	\$0	\$0	\$34,790	\$42,245	-\$7,455

# CITY OF WHITE BEAR LAKE SUMMARY OF ZONING ACTIVITY

## MAY 2021

SIGN PERMITS	02
ZONING PERMITS	41
OTHER PERMITS	13
ZONING LETTERS <sup>1</sup>	00
ZONING CALLS <sup>2</sup>	01
ADMINISTRATIVE VARIANCES	01
LAND USE CASES*	04
MISCELLANEOUS INQUIRIES	69
MEETINGS	12
SITE INSPECTIONS	02
ENFORCEMENT LETTERS	00
OTHER / MISC <sup>^</sup>	00
<b>TOTAL</b>	<b>145</b>

## TOTAL YEAR TO DATE 2021

SIGN PERMITS	14
ZONING PERMITS	108
OTHER PERMITS	56
ZONING LETTERS <sup>1</sup>	05
ZONING CALLS <sup>2</sup>	02
ADMINISTRATIVE VARIANCES	12
LAND USE CASES	16
MISCELLANEOUS INQUIRIES	337
MEETINGS	76
SITE INSPECTIONS	10
ENFORCEMENT LETTERS	00
OTHER / MISC	02
<b>TOTAL</b>	<b>638</b>

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

\* Fraison SHOP, Beckmann Lot Split, Schreier Pool Variance, Theno Garage Variances.

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## MONTHLY REPORT - PARKS - 2021

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
# of hours spent on mowing operations per season.	0	0	0	77									77
# of hrs spent on sweeping operations per season(snow)	26	51	18	0									95
Number of acres mowed	0	0	0	308									308
#mi.of sidewalks cleared(snow)	96	96	0	0									192
# of Special Events - set up	1	5	1	8									15
# of park reservations/events	0	2	0	14									16
# of tree inspections performed.	0	1	1	1									3
# of man hours spent tree trimming.	90	38	35	0									163
Number of employee days lost to accidents	0	0	0	0									0
<b>Performance Indicator Narrative:</b>													
<b>Goals</b>													
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.													
<b>Goal Narrative (Explain process of achievement):</b>													

## 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	0									14.5
# of snow plowing sessions initiated outside of reg.working hrs.	4	1	0	0									5
Road salt de-icing/anti caking useage (per ton)***	79	116.5	9.515	0									205.015
Salt cost for month	\$0.00	\$13,251.22	\$12,650.51	\$12,406.80									\$38,308.53
# of snow plowing sessions that included Cul-De-Sac plowing.	2	1	0	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 - 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	0									17
# of burned out lights at lower traffic volume locations replaced w/in 72 hours of notification	0	0	0	0									0
Number of repair calls for downtown street lights	1	1	0	0									2
# of light poles painted - preventative maintenance	0	0	0	0									0
# of light poles or fixtures replaced.	0	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 - 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									0
# feet of sewer lines jetted	0	0	15,516	5,277									20,793
Stormwtr Maint/repair man hrs.	0	10	8	4									22
# feet Televising - main line	0	0	10,894	19,250									30,144
# of Sewer Backups - City line	0	0	0	1									1
# of Sewer Backups - Private	2	3	3	5									13
# of feet of sewer lines cleaned and televised simultaneously	0	0	0	0									0

**Performance Indicator Narrative:**

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

**Goal Narrative (Explain process of achievement):**