



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JANUARY 12, 2021
7:00 P.M. IN VIA TELEPHONE OR ZOOM MEETING

Closed meeting at 5:30 p.m. to have an attorney-client privileged discussion with its attorneys pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) regarding the Lake Level Litigation, White Bear Lake Restoration Association, et al v. Minnesota Department of Natural Resources, et al.

Work Session at 6:00 p.m., or as soon as possible thereafter, to discuss the legislative agenda.

1. CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on December 8, 2020

B. Minutes of the Council Work Session on January 5, 2021

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

Nothing scheduled

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

A. Second reading of an Ordinance establishing the 2021 fee schedule

9. NEW BUSINESS

A. Resolution appointing City representatives to Ramsey County League of Local Governments, Ramsey County Dispatch Policy Committee, Vadnais Lake Area Water Management Organization, Rush Line Task Force and Northeast Youth and Family Services

B. Resolution naming the official newspaper to perform official publications

C. Resolution designating City Attorney, Counselor for 2021

- D. Resolution authorizing the City Manager and Mayor to execute an agreement for Social Services with Northeast Youth and Family Services
- E. Resolution accepting a donation from the Lions Club for the All Abilities Park
- F. Resolution approving the purchase of the capital equipment items per the City's 2021 Budget and Capital Improvement Plan
- G. Resolution waiving annual on-sale liquor license fees for bars and restaurants closed due to COVID-19 pandemic and transferring an amount equal to resulting loss in revenue from Economic Development Fund reserves set aside for COVID relief purposes to the General Fund

10. HOUSING AND REDEVELOPMENT AUTHORITY

- A. Call to Order / Roll Call
- B. Approval of the December 8, 2020 HRA Meeting Minutes
- C. Election of a Chair and Vice Chair of the HRA
- D. Adjournment

11. CONSENT

- A. Resolution authorizing City Manager to invest and transfer funds for the City, designation of bank depository and depositing for investments
- B. Resolution fixing surety bonds for various City Officials and providing for approval of the same
- C. Resolution authorizing the City Manager to pay claims made against the City
- D. Resolution appointing the Administrative Hearing Officer
- E. Resolution establishing regular meeting nights of the City Council of the City of White Bear Lake
- F. Resolution authorizing travel reimbursement amounts

12. DISCUSSION

- A. Additions and modifications of policies in the Council adopted Policy Manual
 - 3.01 Investment Policy
 - 3.08 Capital Asset Policy
 - 3.09 Electronic Funds Transfer (EFT) Policy
 - 3.10 Federal Grant Policy
- B. Consideration of additional COVID relief grants

13. COMMUNICATIONS FROM THE CITY MANAGER

14. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, DECEMBER 8, 2020
7:00 P.M. VIA ZOOM OR TELEPHONE**

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVAL OF MINUTES

A. Minutes of the Work Session Meeting on November 24, 2020

It was moved by Councilmember **Edberg** seconded by Councilmember **Biehn**, to approve the Minutes of the Work Session Meeting on November 24, 2020.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Abstained
Walsh Aye

Motion carried.

B. Minutes of the Regular City Council Meeting on November 24, 2020

It was moved by Councilmember **Jones** seconded by Councilmember **Edberg**, to approve the Minutes of the Regular City Council Meeting on November 24, 2020.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

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

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

Nothing scheduled

5. PUBLIC HEARINGS

A. Truth in Taxation Hearing

- Resolution adopting the 2020 Tax Levy, Collectible in 2021

City Manager Hiniker reviewed the annual budget process, summarized highlights of 2021 budget and described the impact of the corresponding tax levy on property owners.

Ms. Hiniker noted that General Fund 2020 year-end revenues are anticipated to be \$329,272 less than budgeted due to a variety of factors related to the COVID pandemic including, but not limited to, the refunding of business license revenues, reduction in non-taxable services and fines, and reduction in permitting and inspection fees. However, \$308,701 from the City's Coronavirus Relief Fund allocated to the General Fund for reimbursement of COVID-related expenditures is accounted for as intergovernmental revenue, which mitigates the impact on year-end revenue. The proposed 2020 revised budget reflects a \$470,978 reduction in budgeted expenditures, most of which are the result of personnel cost savings.

Ms. Hiniker explained that the proposed budget anticipates a \$172,179 reduction in 2021 non-tax revenues, \$112,000 of which is due to the expiration of a federal DUI grant. Corresponding expenditure cuts were made to minimize upward pressure on the City's tax levy. However, greater than anticipated 2019 revenues and significant expenditure reductions that year resulted in a healthy 2019 year-end fund balance. She further explained that after transferring \$300,000 into the Equipment Acquisition Fund, the General Fund balance remains at 41% of budgeted expenditures.

Ms. Hiniker noted the tax levy provides approximately 55% of total General Fund revenues. She presented the proposed 2020 tax levy, collectible in 2021 as follows:

	2020 Levy	2021 Levy	Increase
General Fund	6,450,000	6,653,00	203,000
Municipal Building Debt Service	0	0	0
2018A Debt Service	220,000	220,000	0
2018B Debt Service	132,000	132,000	0
2019A Debt Service	81,000	81,000	0
2020 Equipment Certificates		152,000	152,000
2020 Debt Service Streets		107,000	107,000
Interim Construction - EAB	25,000	25,000	0
Total Levy	6,908,000	7,370,000	462,000

Mayor Emerson opened the public hearing at 7:27 p.m. There being no one from the public wishing to speak, Mayor Emerson closed the public hearing.

It was moved by Councilmember **Biehn** seconded by Councilmember **Edberg**, to approve **Resolution No. 12685**, adopting the 2020 Tax Levy, Collectible in 2021.

It was then moved by Councilmember **Walsh** seconded by Councilmember **Engstran**, to amend the 2020 Tax Levy with a reduction of \$203,000 to be offset with Cares funding.

Councilmember Walsh proposed an alternate approach to mitigate the impact on the tax levy increase supporting the 2021 budget by utilizing \$203,000 of the \$397,000 in CARES funding set aside in the Economic Development Fund.

Councilmembers Biehn, Edberg and Jones each expressed their desire to keep the funding set aside for future COVID relief purposes. There was also discussion around the issue of not wanting to defer the levy increase needed to support the 2021 budget to the following year.

Roll Call vote on the amendment to the original motion

Biehn Nay
 Edberg Nay
 Engstran Aye
 Jones Nay
 Walsh Aye

Motion defeated 3:2.

Roll Call vote on the original motion adopting Resolution **No. 12685** as presented.

Biehn Aye
 Edberg Aye
 Engstran Aye
 Jones Aye
 Walsh Nay

Motion carried 4:1.

- Resolution adopting the Revised 2020 Budget and Proposed 2021 Budget

It was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to approve **Resolution No. 12684**, adopting the Revised 2020 Budget and Proposed 2021 Budget.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Nay

Motion carried 4:1.

- Resolution committing Fund Balances for Specific Purposes

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve **Resolution No. 12686**, committing Fund Balances for specific purposes.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

- Resolution authorizing City Contributions toward Employee and Volunteer Recognition Programs as Presented in the 2020 and 2021 Budgets

It was moved by Councilmember **Jones** seconded by Councilmember **Edberg**, to approve **Resolution No. 12687**, committing Fund Balances for specific purposes.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

- Resolution authorizing and acknowledging City involvement in Promoting Business and Cultural Activities in White Bear Lake as presented in the 2020 and 2021 Budgets

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve **Resolution No. 12688**, authorizing and acknowledging City involvement in Promoting Business and Cultural Activities in White Bear Lake as presented in the 2020 and 2021 Budgets.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

6. LAND USE

A. Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Alleycat’s for an amendment to an existing sign variance at 1971 Whitaker Street. (Case No. 20-19-V). **Resolution No. 12689**

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

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

B. Non-Consent

1. Consideration of a Planning Commission recommendation for approval of a request by 321 Group LLC for a Preliminary Plat at 1800 County Road E. (Case No. 20-1-P)

Community Development Director Kane provided the following report:

The subject site, 1800 County Road E, also known as Rooney’s Farm, is located on the south side of County Road E, between Linden Avenue and Auger Avenue. The 4.6 acre property contains a single-family residence with 3 accessory structures and an often humorous changeable copy message sign. After the owner’s passing, the family of the estate is working with a realtor to plat the property into nine (9) single family residential lots. The development is envisioned to be a senior friendly, but not senior exclusive community with a Homeowners Association proposed for lawn services and snow plowing.

The family desires to keep the original residence and associated structures, therefore, Lot 4 is about an acre in size. Lot 5 is the only lot that will access County Road E. All the other lots will be served by a new public cul-de-sac road,

constructed directly across from Rooney Place. The name of the plat will be Rooney Second Addition and the name of the new street will be Rooney Place, but the neighborhood will be marketed as Bluestone Villas.

Most all of the trees interior to the lot will be lost. Most all of the trees around the perimeter will be retained. Stormwater will be routed to a new pond to be created in the naturally low area in the southwest corner of the site. The City is asking that a stand of native trees be re-established along the banks of the pond. Because the pond will manage water from the future public road, the pond is in an out lot to be dedicated to and maintained by the City once established. The pond will overflow to the culvert in the very southwest corner of the property. The requirement is that the system be designed to control rate and volume at existing rates.

Ms. Kane forwarded a Planning Commission recommendation of approval with conditions outlined in the resolution, among them:

7. The developer must dedicate public rights-of-way and utility easements as illustrated on the preliminary plan or as approved by the City Planner and City Engineer. North-south utility easement between the end of the cul-de-sac and County Road E to include pedestrian access.

8. Pedestrian access to be constructed by the developer and maintained by the Homeowner's Association.

Mayor Emerson opened the public hearing at 8:03 p.m.

Mr. Ashby thanked the City and the City Council for their time. He noted having emailed the Mayor and City Council his opinion that the pedestrian walkway was not needed and preferred a more passive easement instead of a paved trail.

Mayor Emerson closed the public hearing at 8:09 p.m.

Councilmember Jones did not agree with the pedestrian trail requirement as it would connect to nowhere.

In response to Councilmember Edberg, City Engineer Kauppi affirmed the City is following current best practice with regard to the pond. He said these ponds are the most economic mechanism for sediment and rate control. He noted working with the project engineer to design a smaller pond with access for maintenance and to facilitate future dredging.

Councilmember Biehn explained that while he favors the easement, he does not support a condition that the applicants pave and the homeowner association maintain a trail.

Mayor Emerson agreed, adding she prefer grass over pavement.

Councilmember Engstran said the sidewalk was completely unnecessary. He pointed out that current access is close enough, and cited Dell Court N. as not having an easement or a

sidewalk.

It was moved by Councilmember **Engstran** seconded by Councilmember **Jones**, to approve **Resolution No. 12690** a request by 321 Group LLC for a Preliminary Plat at 1800 County Road E with “to include pedestrian access” stricken from condition seven (7) and condition eight (8) stricken in its entirety.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

- A. First reading of an Ordinance adoption of the 2021 annual fee and utility rate schedule

City Manager Hiniker mentioned the City is in the process of recodification. She explained that some fees are being recommended for removal as the underlying code is being considered for removal in this process. She said each change is described in the staff memorandum and second reading will be scheduled for January 12, 2021.

9. NEW BUSINESS

- A. Resolution authorizing staff to solicit proposals for ambulance billing and collection services

Assistant City Manager Juba reported that due to the complexities with insurance and HIPPA, the City currently contracts its ambulance billing and collection services. He noted staff intend to renew the current contact (with an option to cancel) while seeking proposals for ambulance billing and collection services.

It was moved by Councilmember **Jones** seconded by Councilmember **Edberg**, to approve **Resolution No. 12691**, authorizing staff to solicit proposals for ambulance billing and collection services.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

- B. Resolution authorizing the City Manager to enter into agreement with Trane U.S. to perform a detailed investment grade audit at the Sports Center

City Manager Hiniker reminded Council of a presentation made by Trane U.S. in February, 2020 to summarize its energy performance investigation of all municipal buildings. This project began in October 2019 after it was determined that the Sports Center's energy use was greater than anticipated following the 2018 renovation project. Ms. Hiniker indicated that typically, this preliminary investigative work would cost approximately \$10,000. However, as a partner in the City's Climate Smart initiative, Trane proposed conducting this initial audit at no cost. It then added to its scope at no cost, preliminary investigation of all municipal buildings.

Ms. Hiniker explained that staff is now recommending that the City move forward with the next step in this process by entering into an agreement with Trane to proceed with a detailed investment grade audit of the Sports Center. She explained there would be no upfront costs if the City moves forward with a contract for final work, otherwise the cost of the audit is \$11,246.

It was moved by Councilmember **Jones** seconded by Councilmember **Engstran**, to approve **Resolution No. 12692**, authorizing the City Manager to enter into agreement with Trane U.S. to perform a detailed investment grade audit at the Sports Center.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

Mayor Emerson recessed the City Council meeting at 8:44 p.m.

10. HOUSING AND REDEVELOPMENT AUTHORITY

Refer to the HRA Minutes for an account of the following:

- A. Roll Call
- B. Approval of the January 14, 2020 HRA Meeting Minutes
- C. Resolution not waiving the monetary limits on Municipal Tort Liability established by Minnesota Statutes 466.04 for Housing and Redevelopment Authority
- D. Adjournment

Mayor Emerson reconvened the City Council meeting at 8:48 p.m.

11. CONSENT

- A. Acceptance of minutes: October Park Advisory Commission, October Environmental Advisory Commission, October White Bear Lake Conservation District, November Planning Commission.
- B. Resolution not waiving the monetary limits on Municipal Tort Liability established by Minnesota Statutes 466.04. **Resolution No. 12693**
- C. Resolution accepting work and authorizing final payment to North Valley, Inc. for completion of the 2020 Mill and Overlay Project, City Project No.: 20-13. **Resolution No. 12694**
- D. Resolution accepting work and authorizing final payment to T.A. Schifsky & Sons for completion of the 2020 Street Reconstruction Project, City Project Nos.: 20-01 & 20-06. **Resolution No. 12695**

- E. Resolution authorizing conditional approval of an Off-Sale Liquor license for Cellars WHL Inc.
Resolution No. 12696

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

Biehn Aye
 Edberg Aye
 Engstran Aye
 Jones Aye
 Walsh Aye

Motion carried unanimously.

12. DISCUSSION

- A. Ramsey County turnback of portion of South Shore Blvd between McKnight and Bellaire – 2022 South Shore Trail project

Regarding the South Shore Trail project, City Engineer Kauppi reported that two studies have been performed with the challenge of fitting the trail within the right of way. He explained that both studies indicated an east bound movement would be the best option for maintenance. In order to keep this project on a 2022 construction schedule, Ramsey County must move ahead with release of an RFP for design services. Meanwhile, the County is drafting a Memorandum of Understanding with the City with terms summarized as follows:

- A 10-foot bike/pedestrian trail will be constructed along the length of So Shore, similar in design to the trail along Lake Avenue.
- The roadway will remain two-way up to McKnight, but then turn into an eastbound one-way from McKnight to the East County Line.
- The City and Township will accept jurisdiction of So Shore from McKnight to East County Line, (City's jurisdiction ends at Bellaire).
- County will maintain jurisdiction from White Bear Avenue to McKnight.
- The County will perform a pavement reclamation project, which adds approximately 15-20 years of life to the pavement. The County will then provide payment to the City in lieu of a mill and overlay, which will be needed in 15-20 years; effectively the turn-back provides a 30-year pavement.
- The County will apply funds dedicated by the legislature for the trail work against the City's cost share. Ultimately, the City will have little to no costs related to the trail and roadway project. However, additional light, bench and landscaping amenities will be the responsibility of the City.

Councilmember Jones acknowledged compromise by the parties to get to this point. He asked the City Council to consider this as a continuation of Sather Trail with amenities.

In response to Councilmember Jones, Ms. Hiniker added that the County still intends to construct a sidewalk on County Road F, perhaps in 2023 to alleviate an anticipated future increase in traffic.

Mayor Emerson inquired about the County's plans for stormwater in the design. Mr. Kauppi noted significant stormwater improvements. He mentioned periodic flooding of South Shore Blvd. and Old White Bear Ave. as well as the need to provide sanitary sewer to residents at the east end of the project. Mayor Emerson was pleased to see this underway and looked forward to the day the Sather Trail is completed around the Lake (Lake Links Trail).

B. Request for Qualifications Proposal (RFQ) for downtown parking and mobility study

City Engineer Kauppi explained that a Request for Qualifications involves reaching out to assess consultants' experience and solicit feedback on alternate approaches to the plan. He noted the need to consider not only pavement and utility work, but also parking, lighting, landscape and mobility (traffic & pedestrian) and other amenities. Through the RFQ process, he explained, a scope of service can begin to be formed using these responses, resulting in a more comprehensive Request for Proposals (RFP) for the project. He received general consensus to move forward with the RFQ.

Mayor Emerson announced her intention to gather a task force for the gazebo and a task force for the caboose asked to plan the cost and get the projects moving. She noted the Gazebo will be tackled first and asked for volunteers for the Council and the community.

13. COMMUNICATIONS FROM THE CITY MANAGER

- A portion of the sailboat sculpture on Highway 61 has been dismantled and is in the process of being repaired over the winter by Public Works. The sailboat was an award given to sailors in the 1970's and 80's and was donated by the Johnson's.
- Update on the Welcoming & Inclusive Community Initiative and the Housing Policy Task Forces. Community outreach will be used to find a diverse pool of task force candidates. The hope is to find candidates who do not normally serve on boards and commissions. Mayor Emerson agreed to do a 30 second public service announcement (PSA) in addition to advertising through the newspaper and social media outlets.
- The Housing Policy process was budgeted at \$20,000 over 2020-2021, however the contract came in at \$15,000. With this budget, staff intend to compile a short 2-3 minutes video, summary of the Maxfield Study, and LISC has identified someone who can assist with this project.
- Work Sessions (dates and topics may change prior to official notice)
 - School District Campus layout and related traffic study, January 5th Work Session at 6:00 p.m.
 - Legislative agenda discussion, Work Session prior to January 12th City Council meeting at 6:00 p.m.
 - Public Safety Building Project, January 19th Work Session at 6:00 p.m.
- Community Development Director Kane

- Upon Metropolitan Council’s formal adoption of the City 2040 Comprehensive Plan, the Planning Commission will hold a Public Hearing in January 2021 and the City Council will be voting on final adoption soon after.
 - The community-wide Housing Policy Committee and the Welcoming and Inclusive Committee are working in tandem with the same team of consultants. The proposed video will provide a way to get the Maxfield Study summarized and out in the community. The video would be followed first by a short, anonymous survey, and then link to an application for those interested in serving on the task force.
- Talks of repurposing the racquetball facility continue with the Hockey Association, with anticipation that the City would break even in revenue, at a minimum. Assistant City Manager Juba added that this arrangement would allow the facility to remain open twelve months per year.
- Mayor Emerson congratulated staff for their ability to keep City services going with City Hall closed during this challenging year and wished everyone Happy Holidays.

14. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Jones** seconded by Councilmember **Walsh** to adjourn the regular meeting at 9:28 p.m.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



**MINUTES
WORKSESSION OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JANUARY 5, 2021
6:00 P.M. VIA ZOOM OR TELEPHONE**

6:07 PM Meeting Opened

In Attendance: Mayor Jo Emerson, Councilmember Bill Walsh, Councilmember Doug Biehn, Councilmember Dan Jones, Councilmember Kevin Edberg, Councilmember Steven Engstran, City Manager Ellen Hiniker, Assistant City Manager Rick Juba, City Engineer/Public Works Director Paul Kauppi, Community Development Director Anne Kane.

Also in attendance were representatives from White Bear Lake Area Schools, Wold Architects, SEH, and White Bear Township.

Representatives from SEH, Wold Architects and the White Bear Lake Area Schools presented information and answered questions regarding the draft site plan for the north campus expansion project and adjacent impacts such as traffic and infrastructure.

7:35 PM Meeting Adjourned



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

From: Ellen Hiniker, City Manager
Rick Juba, Assistant City Manager

Date: January 6, 2021

Subject: **Second reading of an ordinance establishing the 2021 fee schedule**

BACKGROUND

At its December 8, 2020 meeting, the City Council held first reading of an ordinance establishing the 2021 fee schedule. Notice of a public hearing for second reading of this ordinance at the January 12, 2021 City Council meeting was published in the White Bear Press on Dec. 23, 2020. Below is a description of each proposed fee schedule change as recommended for adoption.

Amusement and Commercial Recreation

As the City moves through the recodification process, staff will be recommending that the City no longer license the amusement and commercial activities included on the fee schedule. These activities are either obsolete, or best managed through the Conditional Use Permitting (CUP) process, such as the operation of a shooting gallery. Meanwhile, removal of these activities from the fee schedule would be appropriate at this time while recodification is pending. There is no significant impact on revenues.

Business and Administration

Staff will also be recommending removal of some business licensing provisions through the recodification process, including the licensing of gas station pumps (regulated by the state), rubbish haulers and junk dealers, slaughter and packing houses, taxi cab drivers, traveling shows and circuses, arcade licenses and sale of Christmas trees. The sale of Christmas trees can be managed under the temporary merchant license, while the other licenses are either obsolete or managed through the City's Special Event application process. As with the amusement and commercial recreation licenses, removal of these activities from the fee schedule would be appropriate at this time while recodification is pending. There is no significant impact on revenues.

Public Safety

The City currently provides permits for the sale of fireworks, but has no mechanism in place to regulate pyrotechnical displays. Staff will outline an application process for pyrotechnical displays with an insurance requirement and an inspection component. The fee is proposed to be the same as for sale of fireworks, set at \$100 to cover the cost of inspection. Community Fireworks would be exempt from this permit fee as Fire Department staff are intricately involved in the planning and preparation for these displays.

Ambulance Fees

A 2018 comprehensive review of ambulance service delivery and operations resulted in the implementation of a combination Paramedic/Firefighter staffing model, which utilizes both full-time and on-call employees to provide a deliberate and consistent call response 24 hours a day, seven days a week.

As an Enterprise Fund in the City's financial structure, the Ambulance Fund operates similar to a private business with revenues from user charges funding the operating and capital costs of the department. The Ambulance Fund budget includes 80% of the Fire Department staffing costs, with the remaining costs assigned to the Fire Department budget in the General Fund. This 80/20 cost share will need to be re-evaluated in 2021.

One significant challenge the department faces in revenue collection relates to federal laws limiting the fees ambulance service providers may collect for Medicare patient transportations. All providers must accept the allowable reimbursement amount set by law as payment in full, without the ability to bill patients for the difference between that allowable amount and the actual cost of the service. This limits the department's ability to generate additional revenues through a fee increase because approximately 72% of the billable transports are for patients who fall under this revenue collection restriction. These accounts significantly reduce the ambulance billing revenues due to the federal law. In addition, Ambulance service providers continue to experience difficulties collecting fees from users with private insurance due to increasing deductibles for medical plans, third party denials for selected billings and client non-payments.

The City has made significant adjustments to the ambulance rates in recent years, bringing the City of White Bear Lake closer to the average for billable services. A more modest increase of 3% in 2021 rates is recommended at this time to support the 2021 budget. However, review of the cost split between Fire and Ambulance services is warranted in consideration of future budgeting. Staff will engage Council in these discussions first quarter of 2021.

<u>Call Type</u>	<u>2020 Rates</u>	<u>2021 Proposed</u>
Basic Life Support	\$1,460.00	\$1,505.00
Advanced Life Support – 1	\$1,920.00	\$1,980.00
Advanced Life Support – 2	\$2,095.00	\$2,160.00
Treatment No Transport	\$490.00	\$505.00
Mileage per mile	\$31.00	\$32.00

Police Administration

Periodically special events request Police on standby. Staff proposes a two-hour minimum charge of \$100/hr for these requests which will generally cover the cost of supporting these requests.

Administrative Offenses

There were several open fires throughout the City this past year. The fine for holding an open fire without a permit was only \$25.00, while the fee for a permit to do so lawfully is set at \$75.00. Staff proposes the fine be set at \$100.00, slightly more than the permit fee to conduct an open fire.

Pioneer Manor

Staff recommends an approximate 2.0% increase effective April 1, 2021 to maintain current operations and management contract. The following chart compares the 2020 and 2021 rates:

	2020 Rates	2021 Proposed
1 Bedroom	\$715.00	\$725.00
1 Bedroom/Den	\$765.00	\$775.00
2 Bedroom	\$840.00	\$850.00
2 Bedroom Deluxe	\$890.00	\$900.00
Garage	\$58.00	\$59.00

Sports Center

A market review of ice rental fees charged by other rinks in the area revealed proposed ice rental fee increases are still below what the market dictates for this activity. Revenues raised from ice rentals support Sports Center operations and improvements.

	2020	2021
March – August prime time – taxable	\$172/hr	\$182/hr
March – August prime time – non-taxable	\$160/hr	\$170/hr
September – February prime time - taxable	\$215/hr	\$220/hr
September – February prime time- non taxable	\$200/hr	\$205/hr
September – February non prime - taxable	\$145/hr	\$166/hr
September – February non time – non taxable	\$135/hr	\$155/hr

Armory Facility

A fee of \$70 for moving tables and chairs is being set to cover staff costs to do so. This will be charged in instances where the renter elects to have staff move the tables and chairs rather than themselves.

Planning and Zoning

Staff is proposing to increase the fee for creating an address list for notifications related to specific applications from \$30 to \$60 which more accurately accounts for staff time and postage required to mail notices, especially with larger projects.

Rental licenses in the City are two-year licenses, currently charged at \$50 (\$25/year). Staff proposes a two-year license fee of \$100 (\$50/year), as well as a re-inspection fee increase to \$50 for single and two-family and \$100 for 3+ units to more accurately account for staff's time, not only processing applications and inspections, but in attending to tenants in a variety of capacities.

Currently there is no deterrent for property owners who choose not to register their rental property with the City. Staff proposes a penalty amounting to 200% of the base fee to those found to be renting without being registered with the City.

Water Usage Rates and Infrastructure Fee

As reviewed by Council in work sessions held this fall, the usage rates charged to water customers currently cover the City's operating costs (treatment, distribution, administration), but do not provide additional revenues needed for more significant future infrastructure repairs and/or replacement.

To build on the Water Fund's capital reserves, and to pay for the debt service associated with the 2020 water tower painting project and 2021 residential meter replacement program, staff proposes introducing a quarterly water infrastructure fee.

By the end of 2020, past costs for the Lake Level Litigation lawsuit will have been recovered, so the corresponding fee is no longer needed, (\$4/residential, \$17.50/commercial). Staff recommends replacing that fee with an infrastructure fee, the revenues from which would be directed toward debt service and future system repairs/replacement. Staff further recommends increasing the residential fee to \$5.00/qtr (one dollar increase). This would generate approximately \$199,000 annually. The debt service for the water tower and new meters will be approximately \$255,000 annually. Savings from not paying for a meter reading service once meters have been replaced in 2021 are \$70,000 annually. There will also be \$20,000 savings from the budgeted 2021 meter replacement costs. In summary, this new infrastructure fee will generate enough to pay for the debt service and generate an additional \$25,000 annually for capital reserves.

In addition to instituting an infrastructure fee, Staff recommends a 4% increase in the usage rates to account for 2021 operational costs.

Residential Units Consumed	2019 Rate	2020 Rate	Proposed 2021 Rate
0-8	\$13.40 flat fee	\$13.80 flat fee	\$13.76 flat fee
Winter quarter >8	1.60 per unit	1.65 per unit	1.72 per unit
Non-winter quarter >8	1.95 per unit	2.00 per unit	2.08 per unit

Commercial Units Consumed	2019 Rate	2020 Rate	Proposed 2021 Rate
0-8	\$13.40 flat fee	\$13.80 flat fee	\$13.28 flat fee
8-27	1.55 per unit	1.60 per unit	1.66 per unit
27-75	1.60 per unit	1.65 per unit	1.72 per unit
>75	1.80 per unit	1.85 per unit	1.92 per unit
Non-winter quarter over base	1.95 per unit	2.00 per unit	2.08 per unit

Infrastructure Fee:

Residential \$5.00 per quarter

Commercial \$17.50 per quarter

Sewer Rates

After multiple years without a sewer rate increase, the City began adjusting rates in 2016 to avoid a fund deficit. Annual rate adjustments since that time have provided enough revenues to cover current operating expenditures and a significant portion of the required capital expenditures beginning in 2020. The 2021 Budget includes a 3% rate increase to sustain the Fund's financial stability.

	2020 Rates	2021 Proposed
0 – 8 units	\$34.45	\$35.50
Unit (750 gallons)	\$4.30	\$4.45

Refuse Rates

The City monitors the residential rates to ensure they provide sufficient revenue to offset contract costs and provide financial integrity to the fund. Outside of the administrative costs charged to

this fund for contract management and billing, hauler contract fees, Ramsey Washington County Recycling and Energy Center environmental fees, and recycling processing costs constitute the expenses.

To compensate for hauling and disposal contract increases, as well as recycling market challenges, staff recommends the following 2021 refuse/recycling rates:

<u>Service</u>	<u>2020 Rates</u>	<u>2021 Proposed</u>
30 gallon (Senior)	\$12.81	\$13.51
30 gallon	\$13.02	\$13.72
60 gallon	\$18.36	\$19.17
90 gallon	\$24.51	\$25.45
Recycling processing fee	\$ 0.75	\$ 1.00

Surface Water Management Infrastructure Fee

As discussed at Council work sessions this fall, the City's Surface Water Management Fund lost its sole revenue source with the reduction in Local Government Aid, which had provided \$90,000 annually. Additionally, increased costs related to surface water management activities require additional sources of revenue. White Bear Lake is the only metropolitan City that has not yet instituted a Surface Water Management Fee to help support related activities. Staff recommends starting with a \$5.00 quarterly fee for all utility customers.

RECOMMENDED COUNCIL ACTION

1. Consider public comments toward adoption of the 2021 Fee Scheduled Ordinance.
2. Adopt the Summary Resolution to facilitate publication.

ATTACHMENTS

Ordinance
Fee Schedule 2021
Summary Resolution

ORDINANCE NO. 21-1-2046

**AN ORDINANCE ESTABLISHING A FEE
SCHEDULE FOR SERVICES, PERMITS AND
LICENSES**

THE CITY COUNCIL OF THE CITY OF WHITE BEAR LAKE, MINNESOTA DOES ORDAIN THE FOLLOWING:

SECTION 1. All fees for services, permits and licenses set forth in the City Code, previous fee schedules or otherwise adopted and which are listed in Section 2 of this Ordinance are void, and in lieu thereof, fees for services, permits and licenses are set forth in Section 2 of this Ordinance.

SECTION 2. Annual Fee Schedule 2021 (attached)

SECTION 3. This ordinance becomes effective after approval shall take effect and be in force on January 1, 2021 following its passage and final publication on January 20, 2021.

First Reading: December 8, 2020

Initial Publication: December 23, 2020

Second Reading: January 12, 2020

Final Publication: January 20, 2020

Codified: _____

Posted on web: _____

City Clerk Initials

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

WHITE BEAR LAKE ANNUAL FEE SCHEDULE - 2021

I. <u>ALCOHOLIC BEVERAGES</u> (RESOLUTION NO. 9538)	<u>FEE</u>	<u>PROPOSED FEE</u>	<u>LAST ADJUSTED</u>
On and Off Sale Malt Liquor License Application & Investigation	100.00		January 13, 2004
On Sale Malt Liquor License	Class A: 175.00 Class B: 275.00		January 13, 2004 January 13, 2004
Off Sale Malt Liquor License	Class A: 75.00 Class B: 150.00		January 13, 2004 January 13, 2004
On Sale Wine License Application and Investigation Fee	250.00		January 13, 2004
On and Off Sale Liquor License Application and Investigation	500.00		January 13, 2004
On Sale Wine License	Class A: 250.00 Class B: 350.00		January 13, 2004 January 13, 2004
On Sale Liquor License	3200.00		January 13, 2004
Off Sale Liquor License	200.00		January 13, 2004
On Sale Sunday Liquor License	200.00		January 13, 2004
On Sale Temporary Liquor/Malt/Wine License	27.50		January 13, 2004
Club License	100.00		January 13, 2004
II. <u>AMUSEMENT & COMMERCIAL RECREATION</u>	<u>FEE</u>	<u>PROPOSED FEE</u>	<u>LAST ADJUSTED</u>
Bowling Alley License (Res. No. 9538)	\$25.00/alley		January 13, 2004
Shooting Gallery License (Res. No. 9538)	\$35.00		January 13, 2004
Pool Hall License (Res. No. 9538)	\$40.00/table		January 13, 2004
Roller Skating Rink License (Res. No. 9538)	\$100.00		January 13, 2004
Coin Operated Amusement Devices License (Ord. 1105)	\$25/location & \$15/machine		February 8, 2000
Motion Picture Theater License (Ord. 1107)	\$210.00		January 13, 1981
Public Dances and Dance Hall Permit (Ord. 1107)	\$30.00		January 13, 1981
III. <u>BUSINESS AND ADMINISTRATION</u>	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>LAST UPDATED</u>
Animals: Dog Kennel License (Ord. 701)	Annually \$ 50.00		January 2017
Animals: Dog License Male/Female (Ord. No. 701)	Every 2 years \$ 20.00		January 2017
Animals: Dog License Neutered/Spayed (Ord. No. 701)	Every 2 years \$ 15.00		January 2017
Animals: Dog License Late Fee (Ord. No. 701) / replacement license	\$ 5.00		January 2017
Animals: Potentially dangerous dogs	\$120.00		January 2018
Animals: Dangerous dogs	\$500.00		January 2018
Animals: Impounding dogs (Ord. No. 752)	Actual cost of contractor		January 2017
Animals: Impounding/disposal of misc. animals	Actual cost of contractor		January 2017
Cigarette / Tobacco Products License (Res. No. 9538)	Class A: \$ 150.00 Class B: \$ 200.00		January 2017 January 2017
Gas Station License	\$ 25.00 / nozzle		January 2017
Charitable Gambling Premises License (Res. No 9538)	\$225.00		January 2017
Charitable Gambling Regulatory Tax (Res. No. 12435)	0.2% of net profits		August 31, 2019
Public Bench License (Res. No. 9538)	\$ 25.00/application & \$20.00/bench		January 2017
Copies: 1 to 100 pages (MN Statute, section 13.03)	\$ 0.25 / page		Aug. 1, 2005
Copies: over 100 pages (MN Statute, section 13.03)	Actual cost of data collection and copies		Aug. 1, 2005
Copies: Public Records Audio / Visual	\$ 25.00		January 2017
Fax (Res. No. 9538)	\$ 0.50 / sheet		Jan. 13, 2004
Farmer's Market Annual reservation/application fee	\$120		
Farmer's Market Same day temporary permit	\$10		Feb. 23, 2010
Refuse / Recycling Hauler License (Res. No. 9538)	\$ 150.00		January 2017
Return Check Charge (Res. No. 9538)	\$ 30.00		Jan. 13, 2004
Rubbish Hauler and Junk Dealer License (Res. No. 9538)	\$50.00		Jan. 13, 2004
Slaughter and Packing House License (Ord. No. 116)	\$60.00		Jan. 13, 1981
Solicitor/Peddler/Transient Merchant License (Res. No. 7033)	\$50.00/up to 2 ppl, then \$10 ea		January 2019
Taxi Cab Driver License (Ord. No. 1119)	\$35.00		Jan. 13, 1981
Traveling Shows and Circuses License (Ord. No. 1120)	\$310.00		Jan. 13, 1981
Arcades Licenses (Ord. No. 1122)	\$100.00		Dec. 14, 1982
Massage Therapist License	\$25.00		Sept. 8, 2015
Massage Therapist background	\$75.00		January 2020
Adult Establishment License (Ord. 1124)	\$2,000.00		January 2017
Application and background check for adult establishment	\$500 unless out of state check, then actual costs not to exceed \$1500		
Pawnbroker and Precious Metal Dealer License (Ord. No. 1125)	\$12,000.00		January 2017

Sale of Fireworks License (Res. No. 9366)	\$100.00/location	January 2017
Christmas Tree Sales Lot License (Ord. 1103)	\$35.00	Jan. 13, 1981
Launch Tags	\$25.00/resident \$45.00/non-resident	January 2017 January 2017
Moorings	\$375.00/resident \$500.00/non-resident	January 2017 January 2017
Skids	\$55.00/resident \$80.00/non-resident	January 2017 January 2017
Kayak / Canoe Rack	\$45.00/resident \$60.00/non-resident	January 2017 January 2017
Duplicate copies of licenses and permits	\$1.00	January 2017
Passport photo	\$15.00	January 2017
Elections Filing	\$5.00	1966

IV. PUBLIC SAFETY

A. FIRE RELATED

	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>LAST UPDATED</u>
False Alarms (malfunctions/annum): third / fourth / fifth+	\$300/\$400/\$500		January 2020
Pumper Truck (Ord. No. 805)	Actual cost		January 2017
Ladder Truck (Ord. No. 805)	Actual cost		January 2017
Rescue Unit (Ord. No. 805)	Actual cost		January 2017
Chief/Command Unit (Ord. No. 805)	Actual cost		January 2017
Rescue Boat (Ord. No. 805)	Actual cost		January 2017
Hazardous Material Unit (Ord. No. 805)	Actual cost		January 2017
Certificate of Compliance Application	\$6.00/unit (min \$36, max \$250 per building)		January 2017
Fire/EMS Standby Crew	\$100/hr		January 2019

B. INSECTIONS / PERMITS

	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>LAST UPDATED</u>
Tent Permit Inspection (over 400 sq feet)	\$50/site location	\$75.00/location	January 2019
Vent Hood Inspection	\$90.00		January 2020
Re-inspection fee (assessed each inspection after 1 st re-inspection)	\$100.00		January 2020
Open Burning Permit (non-recreational fires)	\$75.00		January 2020
Fireworks/Pyrotechnical Displays (community festivals exempt)		\$100/location	January 2021
Sale of Fireworks License (Res. No. 9366)	\$100/location		January 2017

C. AMBULANCE FEES

	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>LAST UPDATED</u>
Basic Life Support (BLS)	\$1460.00	\$1,505.00	January 2019
Advanced Life Support (ALS1)	\$1920.00	\$1,980.00	January 2019
Major Advanced Life Support (ALS2)	\$2095.00	\$2,160.00	January 2019
Treatment – No transport	\$490.00	\$505.00	January 2019
Mileage	\$31.00/mile	\$32.00/mile	January 2019

D. POLICE RELATED & ADMINISTRATION

	<u>CURRENT FEES</u>	<u>PROPOSED FEE</u>	<u>LAST UPDATED</u>
Accident Photo	\$25.00/cd		January 2017
Accident Report: 1 to 100 pages (MN Statutes 13.03)	\$0.25/page		January 2017
Accident Report: more than 100 pages	Actual cost of data collection and copies		January 2017
Accident Data Review	\$10.00/month		January 2017
Transcripts	\$40.00/hr		January 2019
Finger Printing	Free for residents, \$20 for non-residents		January 2019
No parking signs	\$50.00		January 2019
Police Standby		\$100.00/hr (2 hr minimum)	January 2021

V. ADMINISTRATIVE OFFENSES

A. Penalties for Alcohol and Tobacco Sales:

	<u>CURRENT FEE</u>	<u>LAST UPDATED</u>
Purchase, possession	\$50.00	January 2013
Underage consumption	\$50.00	
Lending ID to underage person	\$100.00	
License holder, first offense	\$150.00	
License holder, second offense within 12 months	\$275.00	
License holder, third offense within 18 months	\$500.00	

Other alcohol and tobacco related offenses	\$100.00		
B. Animals:			January 2013
Vicious animal	\$50.00		
Other animal violation	\$25.00		
C. Parking:			
Handicap zone	\$50.00		January 2013
Fire lane	\$25.00		
Snowbird	\$25.00		
Blocking fire hydrant	\$25.00		
Other illegal parking	\$25.00		
D. Fires:			January 2013
Open fires	\$25.00	\$100.00	January 2021
Fire Code violations	\$100.00		
E. Noise complaints:			January 2013
Loud party	\$25.00		
Loud party second offense in 2 months	\$50.00		
Other complaints	\$30.00		
F. Administrative penalties not otherwise called out in the fee schedule	\$50.00		January 2019
Seat belts	\$25.00		January 2013
Expired license plates/tabs	\$20.00		January 2013
Subsequent administrative offenses within 12 months increased 25%			January 2013

VI. RENTALS

A. PIONEER MANOR (Apr 1, '20 – Mar 31, '21)	<u>CURRENT FEE</u>	<u>PROPOSED FEE</u>	<u>LAST UPDATED</u>
1 Bedroom	\$715.00	\$730.00	April 2020
1 Bedroom/Den	\$765.00	\$780.00	April 2020
2 Bedroom	\$840.00	\$855.00	April 2020
2 Bedroom Deluxe	\$890.00	\$905.00	April 2020
Garage	\$58.00	\$59.00	April 2020
B. BOATWORKS COMMONS			<u>LAST ADJUSTED</u>
City hosted and School District events – Gratis. Hosting agency responsible for set-up, clean-up and tear down			Dec. 12, 2017
	<u>Civil/Non-Profit</u>	<u>Proposed</u>	
Less than 20 attendees for 3 or less hours	Gratis (group sets & cleans)	Criteria change	
Cleaning fee when food is served	Actual cleaning costs	Criteria change	
Greater than 3 hours and/or 20+ attendees	\$50.00 flat fee + actual cleaning cost	Criteria change	January 2019
	<u>Private Parties</u>		
Private sector up to 4 hrs (incl set & clean)	\$500.00 minimum fee		
Private sector additional hours (max 2)	\$50/hour		
C. PARK FACILITIES			<u>LAST ADJUSTED</u>
	<u>Resident</u>	<u>Non-Resident</u>	<u>For Profit & Corporate</u>
			<u>PROPOSED FEE</u>
			<u>Resident / Non-Res / Profit</u>
			January 2019
Bossard, Ramaley, Rotary, Spruce and Jack Yost Parks	\$ 50.00	\$100.00	\$ 125.00
Podvin Park (pavilion only)	\$ 50.00	\$ 110.00	\$ 175.00
Podvin Park (kitchen & mtg rm)	\$ 100.00	\$ 150.00	\$ 250.00
Podvin Park (full facility)	\$ 125.00	\$ 225.00	\$ 325.00
Lakewood Hills (pavilion only)	\$ 50.00	\$ 110.00	\$ 175.00
Lakewood Hills (kitchen & pavilion)	\$ 100.00	\$ 150.00	\$ 250.00
Lakewood Hills (ballfields)	\$100.00	\$150.00	\$ 250.00
Matoska Park	\$50.00 for two hours maximum		
Stellmacher Park	\$ 50.00	\$ 110.00	\$ 175.00
West Park	\$ 50.00	\$ 110.00	\$ 175.00
			October 2010
Trash pick-up and disposal	<u>Community and Non-Profit</u>		<u>Profit/Co.</u>
Events over 100 people			\$ 50.00
Events over 250 – 500 ppl	\$ 50.00 flat fee		\$ 75.00
Every additional 250 ppl			+ \$ 25.00
Spray paint of any kind	\$ 250.00		

D. WHITE BEAR LAKE SPORTS CENTER	<u>TAX INCLUDED</u>	<u>NON-TAXABLE</u>	<u>PROPOSED FEE</u>	<u>LAST UPDATED</u>
ICE RENTAL MARCH – AUGUST				
Prime Time	\$172.00/hr	\$160.00/hr	\$182 / \$170	January 2020
Non-Prime	\$145.00/hr	\$135.00/hr		January 2020
ICE RENTAL SEPTEMBER – FEBRUARY				
Prime Time	\$215.00/hr	\$200.00/hr	\$220 / \$205	January 2020
Weekday, 8am – 3pm	\$161.00/hr	\$150.00/hr		January 2020
Non-Prime and after 9pm	\$145.00/hr	\$135.00/hr	\$166 / \$155	January 2017
SKATING SCHOOL				
Group Lessons				
Weekly (Tot-PreAlpha & Power)	\$11.00/wk + \$7 fee session			January 2019
Weekly (Alpha – Delta & Adults)	\$16.50/wk + \$7 fee session			January 2019
Freestyle Levels	\$21.00/wk + \$7 fee session			January 2019
Contract (Open & Intermediate)	\$12.00 per weeks in session			January 2019
Contract (High Level)	\$13.00 per weeks in session			January 2019
Drop In		\$15.00		January 2019
Morning		\$7.00 before school		January 2019
Open Skate		\$5.00		January 2020
Skate Rental		\$5.00		January 2019
Open Hockey		\$6.00 per session		January 2019
Dead Ice		\$7.00/hour		January 2019
SKATE SHOW				
Annual Skating Show		\$125.00		January 2019
Additional Show Packages		\$100.00		January 2019
Parent/Child Skate		\$75.00		January 2019
COURT FEES				
Monthly		\$50.00		January 2019
3 Month		\$115.00		January 2019
6 Month		\$205.00		January 2019
Wally Ball	\$30.00 per 1.5 hours, \$33 per 2hrs/court			January 2019
Racquetball	\$8.00 per person per hour			January 2019
Dodgeball	\$12.00 per court			January 2019
MISC. FEES AND CHARGES				
Meeting Room Rental		\$15.00/hr		January 2019
Aerobic Room Rental		\$20.00/hour		January 2019
Locker Room Rental		\$5.00/month		January 2019

E. ARMORY FACILITY (Resolution No. 11844)	<u>Current Resident</u>	<u>Proposed Resident</u>	<u>Current Non-resident</u>	<u>Proposed Non-resident</u>	<u>LAST ADJUSTED</u>
Private Party					
Full Day with kitchen (including set up)	\$650.00		\$900.00		July 12, 2016
Kitchen	\$100.00		\$150.00		July 12, 2016
Hourly rate (1-7 hours) Mon. – Thurs.	\$80.00		\$90.00		January 2019
Fri. – Sun.	\$100.00		\$120.00		July 12, 2016
City staff is available for set-up per hour rate	Contract Rate		Contract Rate		July 12, 2016
Security Contract Rate (refunded if re-rented)	Contract Rate		Contract Rate		January 2020
Cleaning for 100+ and food/beverages	\$175.00		\$175.00		January 2020
Moving tables and chairs		\$70.00		\$70.00	January 2021
Down payment	\$300.00		\$400.00		January 2020
Damage deposit	\$350.00		\$500.00		July 12, 2016
Hourly Activities					
Athletics/Special Events/Meeting Room	\$25.00/hr		\$25.00/hr		July 12, 2016

Daily Activities	White Bear		White Bear		Non-Resident		<u>LAST ADJUSTED</u>
	Non-Profit	Proposed	Groups/Clubs	Proposed	Non-Profit	Proposed	
1 day	\$0.00		\$90.00		\$135.00		July 12, 2016
2 days	\$50.00		\$160.00		\$245.00		
3 days	\$75.00		\$260.00		\$390.00		
4 days	\$100.00		\$355.00		\$510.00		

VII. PLANNING AND ZONING

	<u>FEE</u>	<u>PROPOSED FEE</u>	<u>LAST ADJUSTED</u>
Address List	\$30.00	\$60.00	January 13, 2004
Comprehensive Plan Amendment (Ord. No. 1301.010)	\$500.00		January 13, 2004
Conditional Use Permit: Fee (Ord. No. 1301.050)	\$400.00		January 13, 2004
Conditional Use Permit Amendment	\$200.00		January 13, 2004
Grading Plan Review (over .5 acre in size)	\$250.00		2010
Grading Plan Review (less than .5 acre in size)	\$75.00		2010
Home Occupation: Permit Fee (Ord. No. 1303)	\$50.00/permitted, \$100.00 special		April 12, 1994
Excavation/Obstruction Fee/ROW Permit Fee (Ord. 18-2-3031)	\$200.00		January 2019
Small Cell Wireless Facility Permit Fee	\$500.00 up to 5 sites, \$100 for each additional		January 2019
Rental Dwelling License (Ord. No. 508.020)	\$50.00 plus \$7.00/unit over 3 units		March 19, 2010
One and Two Family \$100/2 year license	50% plus original fee/8 or more days past due	plus \$15.00/each unit over 3	
3+ Units \$200/2 year license + \$15 each unit over 3	Legal procedures begin/30 days past due		
Re-inspection Fee	25% of license fee or \$50.00 whichever is greater	\$50 single/two-family & \$100 for 3+ units	
Renting without a license		200% base fee charge	
License Transfer (Ord. No. 508-090)	\$50.00		January 2017
Planned Unit Development (Ord. No. 1301.070)	\$750.00		January 2017
Rezoning: Application Fee (Ord. No. 1301.040)	\$750.00		January 2017
Subdivision: Preliminary Plat (Ord. No. 1407)	\$500.00		January 2017
Final Plat	\$100.00		January 2017
Subdivision: Minor Subdivision/Lot Split (Ord. No. 1407)	\$250.00		January 2017
Vacation (City Charter, Section 8.02)	\$250.00		January 2017
Variance Permit (Ord. No. 1407)	\$250.00/residential \$500.00/commercial & industrial		January 2017
Administrative Variance (Ord. No. 1408)	\$25.00		January 13, 2004
Zoning Letter (Res. No. 9538)	\$75.00		January 2017
Sign Permit: Permanent (Ord. No. 1115)	\$50.00/wall \$30.00/temporary banner, sign, or reface \$150.00/free standing and dynamic display \$300.00/billboard \$200.00/administrative fee for erecting a sign before the permit is issued		September 8, 1987 September 8, 1987 January 2017 September 8, 1987 September 8, 1987
Park Dedication: Single Family Dwelling (Res. No. 9538A)	\$1,200.00/unit		January 2017
Park Dedication: Townhome, Condominium, Duplex, Dwelling (Res. 9538A)	\$1,000/unit		January 2017
Park Dedication: Apartment Dwelling (Res. No. 9538A)	\$500/1 bdrm, 100/each add bdrm	\$750/\$150	January 2017
Park Dedication: Commercial & Industrial (Res. No. 9538A)	\$3,500.00/acre		January 13, 2004
Zoning Permit: Shed, Driveway, Fence, Detached Deck under 30", Hot Tub, Pigeons, Hens, Bees	\$50.00/each		January 2017
Time Extension for CUP	\$50.00		January 2017

VIII. UTILITIES

1. CONSUMPTION RATES:

A. WATER RATES:

				<u>LAST ADJUSTED</u>
<u>Residential Water Customers</u>		<u>Commercial / Institutional Water Customers</u>		
0 - 8 units	\$13.80 \$13.76 /quarter	0- 8 Units	\$-13.80 \$13.28/quarter	January 2020
Winter quarter rate*	\$1.65 \$ 1.72 per unit	8 – 27 units*	\$-1.60 \$1.66 per unit	January 2020
Non-winter quarter rate**	\$2.00 \$2.08 per unit	27 – 75 units*	\$-1.65 \$ 1.72 per unit	January 2020
		Over 75 units*	\$-1.85 \$ 1.92 per unit	January 2020
		Non-winter quarter rate**	\$-2.00 \$2.08 per unit	January 2020

* Rate for consumption over 8 units in the winter quarter & "base" for the other three (3) quarterly billing cycles

**Rate for consumption above the winter quarter rate for the other three (3) quarterly billing cycles

WATER INFRASTRUCTURE FEE:

	<u>CURRENT FEES</u>	<u>NEW FEE</u>	
Residential	n/a	\$5.00 / quarter	January 2021
Commercial	n/a	\$17.50 / quarter	January 2021

LAKE LEVEL LITIGATION FEE*:

	<u>CURRENT RATES</u>	<u>PROPOSED RATES</u>	<u>LAST ADJUSTED</u>
Residential	\$4.00 quarterly		February 2017

Commercial	\$17.50 quarterly	February 2017
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*Imposed until legal fees are recovered and includes communities that purchase municipal water from the City

B. SEWER RATES:	CURRENT FEES	PROPOSED RATES	LAST ADJUSTED
0 – 8 units	\$34.45 flat fee	\$35.50 Flat	January 2020
Unit (750 gallons)	\$4.30 per unit	\$4.45 / unit	January 2020

C. SURFACE WATER MANAGEMENT FEE:	CURRENT FEES	NEW FEE	
Residential	n/a	\$5.00 / quarter	January 2021
Commercial	n/a	\$5.00 / quarter	January 2021

D REFUSE / RECYCLING RATES	CURRENT FEES	PROPOSED RATES	LAST ADJUSTED
30 Gallon Senior – monthly	\$12.81/month (\$38.43/quarter)	\$13.51/month (\$40.53/quarter)	January 2020
30 Gallon Service – monthly	\$13.02/month (\$39.06/quarter)	\$13.72/month (\$41.16/quarter)	January 2020
60 Gallon Service – monthly	\$18.36/month (\$55.08/quarter)	\$19.17/month (\$57.51/quarter)	January 2020
90 Gallon Service – monthly	\$24.51/month (\$73.53/quarter)	\$25.45/month (\$76.35/quarter)	January 2020
Recycling processing fee	\$0.75/month (\$2.25/quarter)	\$1.00 /month (\$3.00/quarter)	January 2020

2. MISCELLANEOUS

A.	CURRENT FEES	PROPOSED RATES	LAST ADJUSTED
Sewer Line Televising	\$155.00		January 2019
Sewer Line Televising for Street Reconstruction	\$77.00		January 2019
Temporary Shut Off / Turn On of Water for Non-Maintenance (snow birds, realtors, foreclosures):			
November 1 st – March 31 st	\$130.00/event		January 2019
April 1 st – October 31 st	\$80.00/event		January 2019

B. HYDRANT METER RENTAL:	CURRENT FEES	PROPOSED FEES	
Cost of inspection, use and administration (not prorated)	\$52.00/month		January 2019
Charge for water used based on either metered amount or 6 billing units per month, whichever is greater. Charges assessed at maximum summer consumption rate in effect on the date the hydrant meter is returned.			January 2017
Dec 1 – Apr 1, additional rental charge for extraordinary inspection (not prorated)	\$32.00/month		January 2019
Applicants will be responsible for breakage or damage to hydrant, meter or other works at actual repair or replacement costs.			January 2017

IX. BUILDING DEPARTMENT LICENSES AND PERMITS

- BUILDING PERMIT FEES:** Building permit fees are either flat fee or based on current state valuation costs, plus Minnesota state surcharge. Permit fees not listed in the flat fee chart are based on valuation. See fee charts below.

A. RESIDENTIAL FLAT FEE BUILDING PERMITS

	Current Fees – Plus \$1.00 State Surcharge	Proposed Fees	Last Adjusted
Building Moving (House)	\$150.00		January 2017
Building Moving (Garage)	\$60.00		January 2017
Demolition	Interior Only \$60.00 / Accessory Structure \$85.00 / Residential Structure \$200.00		January 2017
Doors	1 Door \$80.00 / 2 or More Doors \$110.00		January 2020
Egress Windows	1 Egress Window \$80.00 / 2 or More Egress Windows \$135.00		January 2020
Garage Siding Only	\$80.00		January 2017
Garage Roofing Only	\$80.00		January 2017
Grading / Excavation	\$90.00		January 2017
Roof Solar Panels	\$175.00		January 2017
Roofing	Full Replacement \$160.00 / Repair Only \$80.00 /		January 2020
Siding	Full Replacement \$160.00/ Repair Only \$80.00 /		January 2020
Swimming Pools	Above Ground \$75.00 / In Ground \$125.00		January 2017
Windows	1 Window \$80.00 / 2 or More Windows \$135.00		January 2020

B. COMMERCIAL FLAT FEE BUILDING PERMITS

	Current Fees – Plus \$1.00 State Surcharge	Proposed Fees	Last Adjusted
--	--	---------------	---------------

Demolition	Interior Only \$60.00 / Commercial Structure \$350.00		January 2017
Grading	Site Under 2 Acres \$350.00 / Site Over 2 Acres \$450.00		January 2017
Parking Lot Replacement	\$150.00		January 2017
Roof Solar Panels	\$275.00		January 2017
Swimming Pools	Above Ground \$75.00 / In Ground \$125.00		January 2017

C. BUILDING PERMIT FEES BASED ON VALUATION (RESIDENTIAL OR COMMERCIAL WHERE FLAT FEE DOES NOT APPLY)

Total Valuation			Fees – Plus State Surcharge Based on Valuation (see chart below)	Proposed Fees	Last Adjusted
\$1.00	to	\$500	\$30.00		January 2017
\$501	to	\$2,000	\$30.00 for the first \$500.00 plus \$3.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00		January 2017
\$2,001	to	\$25,000	\$82.50 for the first \$2,000.00 plus \$16.10 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00		January 2017
\$25,001	to	\$50,000	\$452.80 for the first \$25,000.00 plus \$11.65 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00		January 2017
\$50,001	to	\$100,000	\$744.05 for the first \$50,000.00 plus \$8.15 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00		January 2017
\$100,001	to	\$500,000	\$1,151.55 for the first \$100,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00		January 2017
\$500,001	to	\$1,000,000	\$3,751.55 for the first \$500,000.00 plus \$5.60 for each addition \$1,000.00 or fraction thereof, to and including \$1,000,000.00		January 2017
\$1,000,001	to	and up	\$5,991.55 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof		January 2017

D. STATE SURCHARGE FEES FOR BUILDING PERMITS BASED ON VALUATION

Valuation of Structure, Addition or Alteration			State Surcharge Computation	Proposed Fees	Last Adjusted
\$ 0	to	\$ 1,000,000	.0005 x valuation (minimum \$0.50)		State Fee
\$ 1,000,001	to	\$ 2,000,000	\$ 500 + .0004 x (value - \$1,000,000)		State Fee
\$ 2,000,001	to	\$ 3,000,000	\$ 900 + .0003 x (value - \$2,000,000)		State Fee
\$ 3,000,001	to	\$ 4,000,000	\$ 1,200 + .0002 x (value - \$3,000,000)		State Fee
\$ 4,000,001	to	\$ 5,000,000	\$ 1,400 + .0001 x (value - \$4,000,000)		State Fee
\$ 5,000,001		or greater	\$ 1,500 + .0005 x (value - \$5,000,000)		State Fee

E. OTHER BUILDING FEES

	Current Fees	Proposed Fees	Last Adjusted
Appeal Fee	\$150.00 (refunded if appeal granted)		January 2017
Certificate of Occupancy	\$20.00		January 2017
License Fee – Commercial General Contractor	\$120.00 / Prorated to \$75.00 after 7/1		January 2017
License Fee – Mechanical/Tree Trimmer	\$45.00 / Prorated to \$35.00 after 7/1		January 2017
Other Inspections & Fees: <ul style="list-style-type: none"> • Inspections outside business hours • Re-inspection fees • Inspection which no fee is specifically indicated (30 minute min) • Additional plan review: changes, additions or revisions to plans (30 minute min) 	\$62.00 per hour or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages & fringe benefits of employees involved.		January 2017
Outside Consultants for Plan Checking & Inspections or Both	Actual costs including administrative & overhead costs		January 2017
Plan Review Fee (Residential)	50% of Permit Fee		Pre 2017
Plan Review Fee (Commercial)	65% of Permit Fee		Pre 2017

2. SEWER AND WATER PERMIT FEES: Sewer & Water permits are based on fees below, plus \$1.00 state surcharge.

A. SEWER & WATER PERMIT FEES

	Current Fees – Plus \$1.00 State Surcharge	Proposed Fees	Last Adjusted
Water Line Install or Repair	\$ 57.00		January 2020
Sewer Line Install or Repair	\$ 57.00		January 2020
Water Disconnect	\$42.00		January 2019
Sewer Disconnect	\$42.00		January 2019

Water Tap (Each)	\$27.00		January 2019
Sewer Tap (Each)	\$27.00		January 2019
Storm Sewer	\$42.00		January 2019
Hydrostatic and Conductivity Test (Each)	\$57.00		January 2019
Street Excavation & Street Deposit	\$32.00 / \$1550.00		January 2019
Individual Sewage Treatment System – New Installation or Replacement of existing system	\$ 206.00		January 2019
Individual Sewage Treatment System - Repair or Alteration of existing system	\$103.00		January 2019
Individual Sewage Treatment System Abandonment	\$ 52.00		January 2019

3. **SEWER AND WATER CONNECTION FEES:** Buildings or dwellings existing or constructed in the City of White Bear Lake must connect to the municipal water and sanitary sewer system so long as it is reasonably available. Metropolitan Council Sewer Access Charge (SAC) units and fees are established by the Metropolitan Council per state statute MN 473.517. Prior to connecting to public utilities, the owner or representative must pay the following fees:

A. SEWER CONNECTION FEES

	Current Fees	Proposed Fees	Last Adjusted
Single Family Dwellings	\$670.00 per Dwelling		January 2019
Two Family Dwellings	\$1,340.00 per Dwelling		January 2019
Multiple Dwellings	\$\$670.00/unit		January 2020
Commercial and Industrial	\$670.00 /unit		January 2020

B. WATER CONNECTION FEES

	Current Fees	Proposed Fees	Last Adjusted
Single Family Dwellings	\$670.00 per Dwelling		January 2019
Two Family Dwellings	\$1,340.00 per Dwelling		January 2019
Multiple Dwellings	\$670.00/unit		January 2020
Commercial and Industrial	\$670.00/unit		January 2020

4. **PLUMBING PERMIT FEES:** Plumbing Permits are based on fees listed below, plus \$1.00 state surcharge.

A. PLUMBING PERMIT FEES

	Current Fees – Plus \$1.00 State Surcharge	Proposed Fees	Last Adjusted
Plumbing Minimum Fee	\$50.00		January 2020
For Each Fixture or Fixture Opening	\$ 15.00/per fixture		January 2017
Water Heater - New Install or Replace	\$ 50.00		January 2017
Water Softener – New Install or Replace	\$ 25.00		January 2017
Gas Piping	\$ 30.00		January 2017
Water Piping / Drain / Waste / Vent Alteration or Repair	\$ 50.00		January 2017
Plumbing General Repair	\$ 50.00		January 2017
New backflow Prevention Device (Permit Required)	\$ 25.00		January 2017
Backflow Prevention Annual Testing Per Device	\$ 20.00		January 2017

5. **MECHANICAL PERMIT FEES:** Mechanical permit fees are based on 1% of job valuation or the minimum fee, whichever is greater, plus the state surcharge of .0005% of job valuation. For review of mechanical plans and other data, the fee is equal to 25% of the permit fee or the minimum, whichever is greater.

A. MECHANICAL PERMIT FEES

	Minimum Fees (or 1% of job valuation, whichever is greater, plus state surcharge of .0005% of job valuation)	Proposed Fees	Last Adjusted
Heating System	\$70.00		January 2017
Air Conditioning	\$40.00		January 2017
Heating & Air Conditioning	\$100.00		January 2017
HVAC for new residential construction	\$175.00		January 2017
Ductwork	\$30.00		January 2017
Fireplace	\$50.00		January 2017

Process piping	\$40.00		January 2017
Miscellaneous appliance or equipment regulated by code	\$40.00		January 2017
Repair - Heating and/or AC	\$30.00		January 2017

6. **FIRE SUPPRESSION / STORAGE TANK PERMIT FEES:** Fire Suppression/Storage Tank Permits are based on fees listed below, plus \$1.00 state surcharge. For review of Fire Suppression plans and other data, the fee is equal to 25% of the permit fee.

A. FIRE SUPPRESSION / STORAGE TANK PERMIT FEES

	Current Fees – Plus \$1.00 State Surcharge	Proposed Fees	Last Adjusted
Automatic Fire Suppression System 1-10 Heads/Risers	\$75.00		January 2019
Each Additional 10 Heads or Fraction Thereof	\$5.00		January 2017
Each Fire Alarm (New, Addition, Upgrade)	\$75.00		January 2019
Each Miscellaneous Fire Related Permit	\$75.00		January 2019
Each Chemical/Ansul Hood Extinguisher System	\$75.00		January 2019
Each Fuel Storage Tank Installed or Removed - Under 1000 gallons	\$75.00 per tank		January 2019
Each Fuel Storage Tank Installed or Removed – Over 1000 gallons	\$225.00 per tank		January 2019
Miscellaneous Fire Suppression Permit	\$ 75.00		January 2019
Fire Permit Plan Review	50% of the Permit Fee		January 2019

7. **ELECTRICAL PERMIT FEES:** Electrical fees are based on fees listed below, plus \$1.00 state surcharge. Fees are set by Togle Inspections. The City of White Bear Lake contracts with Togle Inspections, electrical contractor for the State of Minnesota Department of Labor and Industry. Website: www.togleinspections.com

A. ELECTRICAL PERMIT FEES

	Current Fees – Plus \$1.00 State Surcharge		Last Adjusted
Residential Panel Replacement	\$110.00		January 2020
Residential Sub Panel Replacement	\$45.00		January 2020
New Service or Power Supply:			
0-300 Amp	\$55.00		January 2020
400 Amp	\$71.00		January 2020
500 Amp	\$87.00		January 2020
600 Amp	\$103.00		January 2020
800 Amp	\$135.00		January 2020
1000 Amp	\$167.00		January 2020
Each Additional 100 Amps	\$16.00/each		January 2020
Circuits and Feeders:			
0-100 Amp	\$9.00		January 2020
101-200 Amp	\$15.00		January 2020
201-300 Amp	\$21.00		January 2020
301-400 Amp	\$27.00		January 2020
401-500 Amp	\$33.00		January 2020
501-600 Amp	\$39.00		January 2020
Each additional 100 Amps	\$6.00/each		January 2020
Minimum fee for 1 inspection only	\$45.00		January 2020
Minimum fee for 2 inspections (rough in & final)	\$90.00		January 2020
Maximum fee for single-family dwelling or townhouse not over 200 Amps (No max if service is over 200 Amps). Max of 2 rough-ins and 1 final inspection	\$190.00		January 2020
Failed inspections per visit	\$45.00		January 2020
Apartment Buildings – Fee per unit of an apartment or condominium complex. This does not cover service, unit feeders or house panels	\$80.00/unit		January 2020
Swimming pools & hot tubs (includes 2 inspections).	\$90.00 plus ckts @ \$9/each		January 2020
Additions, remodels or basement finishes (includes 2 inspections)	\$90.00 (includes up to 10 ckts)		January 2020
Residential accessory structures	The greater of \$55.00 for panel + \$9.00 per ckt OR \$90.00 for 2 inspections		January 2020
Traffic signals	\$8.00 per each standard		January 2020
Street & parking lot lights	\$5.00 per each standard		January 2020

Transformers & generators	\$5.00 – 0 to 10kva \$40.00 – 11kva to 74kva \$60.00 – 75kva to 299kva \$165.00 - over 299kva		January 2020
Retrofit lightening	\$0.85 cents per fixture		January 2020
Sign transformer or driver	\$9.00 per transformer		January 2020
Low voltage fire alarm, low voltage heating & air conditioning control wiring	\$0.85 cents per device		January 2020
Re-inspection fee in addition to all other fees	\$45.00		January 2020
Hourly rate for carnivals	\$90.00		January 2020
Solar fees:			
0kw – 5kw	\$90.00		January 2020
5.1kw – 10kw	\$150.00		January 2020
10.1kw – 20kw	\$225.00		January 2020
20.1 to 30kw	\$300.00		January 2020
30.1kw – 40kw	\$375.00		January 2020
40.1 kw and larger	\$375.00 + \$25 each additional 10kw		January 2020
Electronic inspection fee for these items only: furnace, air conditioning, bath fan, fireplace or receptacle for water heater vent ** Must be pre-approved by Electrical Inspector **	\$40.00		January 2020
*Permit fee is doubled if work starts before permit issued			
*Refunds must be requested in writing. No refunds on minimum fee permits, expired permits or state surcharge fee. Refunds are minus a city handling fee of 20%.			

RESOLUTION NO.

**A RESOLUTION ESTABLISHING THE TITLE AND
SUMMARY APPROVAL OF ORDINANCE NO. 21-2-2046**

**AN ORDINANCE ESTABLISHING A FEE SCHEDULE
FOR SERVICES, PERMITS AND LICENSES**

FOR PUBLISHED NOTICE.

WHEREAS, the City of White Bear Lake City Council may, pursuant to Ordinance No. 83-6-666, adopt a title and summary of a proposed ordinance to be published in lieu of lengthy entire ordinances, and

WHEREAS, in addition to adopting a title and ordinance summary, the Council shall direct the City Clerk to:

1. Have available for inspection during regular office hours a copy of the entire ordinance.
2. Post a copy of the entire ordinance at the White Bear Lake Branch of the Ramsey County Public Library.
3. Receive an affidavit of publication of the title and summary from the official newspaper.

NOW, THEREFORE, BE IT RESOLVED, that the City of White Bear Lake City Council hereby adopts the aforementioned title and summary for approved Ordinance No. 21-2-2046 as listed below:

**AN ORDINANCE ESTABLISHING A FEE SCHEDULE
FOR SERVICES, PERMITS AND LICENSES**

The ordinance consolidates the City's fee schedule for services, permits and licenses for efficient administration and to facilitate annual review as an integral part of the budget process.

FURTHER, BE IT RESOLVED, that the City of White Bear Lake City Council hereby directs the City Clerk to provide the inspection and publication requirements as listed above.

The foregoing resolution offered by Councilmember X and supported by Councilmember X carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

From: Ellen Hiniker, City Manager

Date: January 6, 2021

Subject: **Appointment of City Council representatives to various organizations**

BACKGROUND

Annually, the City Council designates representatives to various organizations of which the City is a member.

SUMMARY

City Council representation in 2020 consisted of the following:

<u>Organization</u>	<u>Representative</u>	<u>Alternate</u>
Rush Line	Jo Emerson	Kevin Edberg
Ramsey County League of Local Governments	Doug Biehn	Steven Engstran
Vadnais Lake Area Water Management Organization	Dan Jones	Bill Walsh
Ramsey County Dispatch Policy Committee	Doug Biehn	Dan Jones
Northwest Youth and Family Services	Bill Walsh	n/a

Rush Line – The purpose of the Rush Line BRT Project is to provide transit service that satisfies the long-term regional mobility and accessibility needs for businesses and the traveling public and supports sustainable development within the study area between Saint Paul and White Bear Lake. The Policy Advisory Committee advises the Ramsey County Regional Railroad Authority on key elements of the project. The committee, which meets approximately every two months, uses technical and community input to address issues relating to the environmental review, preliminary engineering and station area planning for the Rush Line BRT Project. It consists of elected officials and representatives from higher education, the nonprofit sector and the business community.

<http://www.rushline.org/#!/task-force/c1enr>

Ramsey County League of Local Governments – The mission of the RCLLG is to foster cooperation among Ramsey County units of government thereby increasing the effectiveness and efficiency of public service delivery. Typically meetings occur Thursday evenings.

<http://www.mngts.org/rcllg/index.html>

Vadnais Lake Area Water Management Organization – VLAWMO was formed in 1983 to protect the Vadnais Lake watershed area in northern Ramsey County and a small portion of Anoka County, Minnesota. VLAWMO covers approximately 25 square miles in the northeast metropolitan area. The watershed encompasses the City of North Oaks, and portions of the Cities of White Bear Lake, Gem Lake, Vadnais Heights, Lino Lakes, and White Bear Township. The VLAWMO Board of Directors consists of one elected official from each of the six cities within the watershed.” The VLAWMO Board meets on the 4th Wednesday of every other month at 7:00 p.m.

<http://www.vlawmo.org/about>

Ramsey County Dispatch Policy Committee – The Mayor or one member of the City Council may represent the City on the Dispatch Policy Committee. This committee shall assist the County in reviewing, evaluating and making recommendations regarding performance of the Dispatch Center - ensuring that the service meets the needs and expectations of the communities and public safety user agencies. Meetings are scheduled approximately two months in advance based on availability of the group.

Northeast Youth and Family Services – The mission of NYFS is to empower people “to make lasting changes that will benefit them and our community for years to come. We work with youth and family of all ages and abilities but our primary focus is on youth ages 5-21 because we know that early intervention and a family-based approach to problems can transform lives.” Board Meetings are typically held at 7:30 p.m. on the fourth Thursday of every month except November and December.

RECOMMENDED COUNCIL ACTION

Staff recommends Council appoint members and alternates, and adopt the resolution appointing City Council representatives to various committees in 2021.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION APPOINTING CITY COUNCIL REPRESENTATIVES TO VARIOUS ORGANIZATIONS FOR THE YEAR 2021

WHEREAS, the City Council provides representation on various organizations on behalf of the City of White Bear Lake; and

WHEREAS, 2021 organizations consist of Rush Line, Ramsey County League of Local Governments, Vadnais Lake Area Water Management, Ramsey County Dispatch Policy Committee and Northeast Youth and Family Services; and

WHEREAS, the City Council designates a representative and an alternate every year.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, that the following City Council representatives and alternates be in effect for 2020:

<u>Organization</u>	<u>Representative</u>	<u>Alternate</u>
Rush Line		
Ramsey County League of Local Governments		
Vadnais Lake Area Water Management Organization		
Ramsey County Dispatch Policy Committee		
Northeast Youth and Family Services		

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kara Coustry, City Clerk

Date: December 9, 2020

Subject: **Designation of Official Newspaper**

BACKGROUND

Section 4.25 of the White Bear Lake City Charter states that the City Council shall, at its first regular meeting in January, or as soon thereafter as practical, designate the official paper of the city for the publication of all notices required by the City's Charter.

The matter of designating the official newspaper is also addressed in Chapter 331 of Minnesota Statutes, which establishes specific requisites for qualifying as an official newspaper. MN Statutes §331A.04 states that the governing body shall designate a qualified newspaper in a specified sequence of priorities. Of first priority is criteria that, "If there are one or more qualified newspapers, the known office of issue of which are located within the political subdivision, one of them shall be designated." (Subd. 2.)

SUMMARY

The White Bear Press meets all of the legal requirements for legal publications and is the only one which has a known office of issue within White Bear Lake. Therefore, according to State Statutes, The White Bear Press is the newspaper which takes first priority to be designated as the official newspaper of the City of White Bear Lake.

In the attached letter, the White Bear Press has expressed interest continuing to serve as the official newspaper of the city. They propose an increase in the cost of legal publications of \$1.03 per column inch over 2020. Below is a summary of the rates for the past five years.

2016	2017	2018	2019	2020	2021 - proposed
\$15.68 (2.5%)	\$16.07 (2.4%)	\$16.55 (3%)	\$17.37 (5%)	\$18.76 (8%)	\$19.79 (5.5%)

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution designating the City's Official Newspaper.

ATTACHMENTS

Resolution
Letter from Press Publications

RESOLUTION NO. 12511

**RESOLUTION NAMING THE OFFICIAL NEWSPAPER IN 2020
TO PERFORM OFFICIAL PUBLICATIONS FOR THE
CITY OF WHITE BEAR LAKE, MN**

BE IT RESOLVED by the City Council of the City of White Bear Lake that the White Bear Press be named the official newspaper of the City of White Bear Lake for publications set forth in the City's Charter from January 14, 2020 through January 12, 2021.

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

Ayes: Biehn, Edberg, Engstran, Jones, Walsh
Nays: None
Passed: January 14, 2020

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

December 3, 2020

Kara Coustry, City Clerk
City of White Bear Lake
4701 Highway 61
White Bear Lake, MN 55110

Dear Kara:

The *White Bear Press* wishes to be considered as your official newspaper for 2021.

We meet all the legal publication requirements under state statutes. Our circulation is audited by Verified Audit Circulation, an independent firm.

We offer submittal of legal notices by mail, fax at (651) 429-1242 or e-mail to legals@presspubs.com - clearly labeling them as Public Notices.

There will be a slight increase in the rate for your legal notices this year due to enormous pressure with COVID-19. We are asking for \$19.79 per column inch, in 7 point type at 9 lines per inch.

Our deadline for legal notices is Thursday by 5:00 p.m. for the following Wednesday's publication.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,



Lisa Graber
Legal Notice Coordinator

LG:mp

Misc: White Bear Lake 2021.doc

Your Best Source For Community Information

www.presspubs.com

White Bear Press • Vadnais Heights Press • Quad Community Press • Shoreview Press • The Citizen • The Lowdown • North Oaks News
ppinfo@presspubs.com news@presspubs.com circ@presspubs.com marketing@presspubs.com artmanager@presspubs.com



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

From: Ellen Hiniker, City Manager

Date: January 6, 2021

Subject: **Renewal of Legal Retainers and Rates**

BACKGROUND

The City Charter assigns to the City Council the responsibility for annual appointment of the City Attorneys. The Charter also defines the duties and responsibilities of the City Attorney. Specifically, the City Charter provides:

Section 4.20. City Attorney.

“The City Council shall have the power to appoint a City Attorney or Attorneys and fix the compensation to be paid to said City Attorney or Attorneys, who shall be a member or members of the bar of the State of Minnesota. Such attorney or attorneys may be appointed for one year, but shall be removable at the pleasure of the Council.”

Section 4.21. City Attorney -- Duties.

“The duties of such City Attorney or Attorneys shall include:

To act as the legal advisor, attorney and counsel for the City and for all officers, departments, and agencies thereof, on City business;

To prosecute all suits, actions and proceedings for and on behalf of the City, and defend all suits, actions and proceedings against the City;

To prepare all contracts, bonds, and other legal instruments, in writing, in which the City is interested or concerned, and endorse upon each an approval form; however, an approval of bonds to be issued by the City may be covered by separate certificate which is to be filed with the records of the City Council;

To be the prosecuting attorney for the prosecution of violations of City ordinances and franchises;

To perform such other duties as may be required by ordinance or resolution.”

SUMMARY

In 2020, the Prosecuting Attorney Robb Olson was appointed for three years through January as followings:

<i>City Attorney – Prosecutor</i>	Yearly Contract	Hourly rate for vehicle forfeitures
2017 contract costs	\$148,000	\$110/hr.
2018 contract costs	\$148,000	Same
2019 contract costs	\$148,000	Same
2020 contract costs	\$150,000	\$113.50/hr.
2021 contract costs	\$152,000	Same
2022 contract costs	\$154,000	Same

Staff recommends the municipal law firm Kennedy & Graven be appointed for another year as the City’s Attorney - Counselor, with Troy Gilchrist serving as Lead Attorney. Mr. Gilchrist and his colleagues at Kennedy & Graven continue to be very responsive, and their work consistently demonstrates quality and professionalism. Given difficult times as a result of COVID, the firm has proposed no rate increase for 2021. However, staff believes an increase in compensation reflective of 2021 employee wage adjustments is appropriate, which would result in a \$65/mo. increase in the monthly retainer and a hourly 2% hourly rate increase.

<i>City Attorney – Counselor</i>	Monthly retainer	Hourly rate	Developer-reimbursed rate
2019 contract costs	\$3,000/mo.	\$160/hr.	\$200/hr.
2020 contract costs	\$3,200/mo.	\$165/hr.	\$205/hr.
2021 contract costs	\$3,265/mo.	\$168/hr.	\$210/hr.

The annual costs for legal services for the past five years are represented below:

	2016	2017	2018	2019	2020
Prosecution	\$138,710	\$156,133	\$154,584	149,692**	\$151,832
Counselor	\$92,810	\$95,935	\$63,744	\$47,472**	\$79,037
TOTALS	\$231,520	\$245,400	\$219,252	\$197,164**	\$230,869

** projected

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution appointing the City Attorney, Counselor for 2021.

ATTACHMENTS

Resolution appointing City Attorney – Counselor

RESOLUTION NO.

RESOLUTION DESIGNATING CITY ATTORNEY -- COUNSELOR --

WHEREAS, the City seeks legal advice and services related to municipal civil matters; and

WHEREAS, after careful review and consideration of the City's legal needs and the qualifications of eleven law firms responding to the City's request for proposals, the City Council has chosen to appoint Troy Gilchrist from the firm Kennedy & Graven as City Attorney with occasional adjunct assistance from other associates he may assign; and

WHEREAS, the City Council desires to establish the terms and conditions of the City Attorney appointment,

BE IT RESOLVED by the City Council of the City of White Bear Lake that pursuant to §4.20 of the White Bear Lake Home Rule Charter, Tony Gilchrist and the firm Kennedy & Graven are hereby appointed City Attorney-Counselor, for a term expiring January 31, 2022, according to the terms, conditions and responsibilities set forth below.

- 1. City Attorney - Duties.** The duties of the City Attorney shall be to act as the legal adviser, attorney and counsel for the City and for all officers, departments, and agencies thereof, on City business; defend all suits, actions and proceedings against the City unless a special attorney is assigned.

To prepare or review as determined as appropriate and necessary all contracts, bonds, and other legal instruments, in writing, in which the City is interested or concerned, and endorse upon each an approval form; however, an approval of bonds to be issued by the City may be covered by separate certificate which is to be filed with the records of the City Council;

To perform such other duties as may be required by ordinance or resolution and to maintain a legal library and support services necessary to fulfill these functions.

Keep the City Council and the City Manager apprised of legal issues and responsibilities through issuance of written opinions and advisory memoranda.

- 2. Compensation.** The City Attorney shall be compensated through a monthly retainer and hourly rate as follows:
 - A.** A monthly retainer of \$3,265 shall be paid for the following services:
 1. Attend all City Council meetings
 2. Review all City contracts/agreements
 3. Answer all routine inquiries from City Staff and the City Council
 4. Non-litigation employment law inquiries (excludes union negotiations)
 5. Statutory interpretation
 6. Review of established contracts for annual services, joint powers agreements and vendor services.

RESOLUTION NO.

B. An hourly rate shall be paid for the following services:

1. Circuit court and appellate litigation
2. Complex real estate work (condemnation/land acquisition/easement/ROW)
3. Labor negotiations
4. Administrative hearings
5. Developer project-based services or disputes

Hourly rates for work performed outside of the retainer are as follows:

Attorney:	\$168
Litigation, administrative & condemnation	\$195
Developer Reimbursed Work:	\$210

Support staff hourly rates: paralegals / law clerks \$118 / 97

C. Payment of the retainer and hourly fee shall be made by the City to the Attorney following receipt of a monthly invoice or statement which itemizes each project or suit for which the hourly fee is to be applied providing the date, activity and length of time applied.

The City Attorney will advise the City Manager's Office each time a new account is established for which the hourly fee will be claimed.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

From: Ellen Hiniker, City Manager

Date: December 9, 2020

Subject: **Northeast Youth and Family Services Agreement**

BACKGROUND

Northeast Youth and Family Services (NYFS) is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within the community through collaboration and coordination with existing community resources. Prior to a transfer of service to NYFS in 2012, these services were provided by the White Bear Lake Community Counseling Center, which was a department of the City.

In mid-2012 the City Council authorized a 'transfer of service' agreement between the City and NYFS to continue most services previously provided by the Community Counseling Center at the White Bear Lake location. The original agreement between the City and NYFS provided that the City's 2012 funding level of approximately \$90,000 be reduced over five years to a level proportionate (according to population) to other participating cities. The City's contribution in 2016 was \$49,293, which marked the last year of declining funding levels.

Since 2017, White Bear Lake had been funding NYFS proportionate to other participating cities at \$1.75 per capita with no increase. NYFS has requested a \$.25 per capita increase for 2021. While this represents a 14% increase over last year's \$43,451 funding level, it is only a 3.3% increase over the 2016 base funding level established in the original agreement.

Also included in our annual agreement for services with NYFS is the shared position of a social worker who works on behalf of the cities of Roseville, Mounds View and White Bear Lake to assist the police department in their work with residents. The cost of this position is divided among the three communities at \$25,000 each. Funding for our partnerships with NYFS was anticipated in the 2021 budget, as adopted by Council.

Tara Jebens-Singh, the new Executive Director, will be at the February 23 City Council meeting to provide an update on the organization and its services.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council authorize execution of the attached agreement with Northeast Youth and Family Services.

ATTACHMENTS

Resolution

RESOLUTION NO.

AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF WHITE BEAR LAKE AND NORTHEAST YOUTH AND FAMILY SERVICES

WHEREAS, Northeast Youth and Family Services (NYFS) is a non-profit social service whose mission is to meet the unmet developmental needs of at-risk youth and families with our community through collaboration and coordination with existing community resources; and

WHEREAS, the City of White Bear Lake has been contracting with NYFS to provide youth and family services and wishes to continue to partnering with NYFS in 2021; and

WHEREAS, Participation figures for the City of White Bear Lake are:

2016	2017	2018	2019	2020	2021
49,293	39,029	39,575	40,684	43,451	50,590

WHEREAS, the City of White Bear Lake also participates in program with the cities of Roseville and Mounds View to share in the cost of a social worker position at \$25,000 per city to assist the police departments in their work with residents.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of White Bear Lake that the Mayor and City Manager are authorized and hereby directed to execute an agreement with Northeast Youth and Family Services for general community mental health services and a shared mental health caseworker position for a term through December 31, 2021.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and Council

From: Ellen Hiniker, City Manager

Date: June 10, 2020

Subject: **Donation from the White Bear Lions Club – All Abilities Park**

BACKGROUND / SUMMARY

The White Bear Lake Lion's Club, through its gambling proceeds, has been issuing \$25,000 donations to the City of White Bear Lake's Park Improvement Fund, which are designated for the establishment of an All Abilities Park. The City accepted each donation on the following dates:

5/28/19
6/23/20
7/23/20

In December 2020, the Lions Club donated another \$25,000 toward this project, amounting to a total of \$100,000 donated to the Park Improvement Fund for the All Abilities Park.

Parks Department staff has been meeting with a representative from the Lions Club to develop an equipment and trail layout, which will be located near the existing playground at Lakewood Hills. This project is estimated cost of \$200,000.

RECOMMENDED COUNCIL ACTION

Staff recommends the Council adopt the attached resolution to formally recognize the White Bear Lake Lions Club donation of funds to the Park Improvement Fund for the construction of an All Abilities Park.

ATTACHMENTS

Resolution

RESOLUTION NO.

A RESOLUTION ACCEPTING A DONATION FROM THE WHITE BEAR LAKE LION'S CLUB TO THE CITY OF WHITE BEAR LAKE

WHEREAS, the City of White Bear Lake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

WHEREAS, the White Bear Lions Club desires to fund an All Abilities Park in the City of White Bear Lake and has been issuing \$25,000 donations since 2019 toward that effort; and

WHEREAS, to date City's Park Improvement Fund has accepted \$25,000 incremental donations from the White Bear Lions Club each on 5/28/19, 6/23/20, 7/23/20 for the All Abilities Park construction project; and

WHEREAS, in December 2020, the White Bear Lions Club contributed another \$25,000 to the City of White Bear Lake Park Improvement Fund to go toward the construction of an All Abilities Park; and

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the \$25,000 donation is accepted and shall be allocated to the All Abilities Park Project.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Finance Department

MEMORANDUM

To: Mayor and City Council
From: Kerri Kindsvater, Finance Director
Paul Kauppi, Public Works Director
Ellen Hiniker, City Manager
Date: January 7, 2021
Subject: 2021 Capital Equipment Purchases

BACKGROUND / SUMMARY

The City maintains a five-year Capital Improvement Plan (CIP) as a tool to support financial planning, budgeting and prioritization of large projects and purchases based on goals and resources. Each year staff updates the projects and their associated costs in the CIP to form the basis in creating the City’s Financial Management Plan. Staff presents the CIP and Financial Management Plan to the City Council for discussion and approval each spring. After receiving support for both, the two plans become the starting point for the annual budget process.

The following items with an individual value of greater than \$100,000 were included in the 2021 Budget based on the 2020 Capital Improvement Plan and 2020 Financial Management Plan. Given the extended build time for these large equipment items, staff is seeking City Council approval to proceed with these purchases in the next few months to ensure timely delivery of the equipment by year-end. Staff will work to negotiate costs less than the CIP amount. However, if actual costs for any of the items exceed the amounts listed below, staff will bring the request back to the City Council for approval before making the purchase.

Equipment:

Department: _____ CIP Cost: _____

Parks:

Watering tanker truck created by retrofitting old
Sewer jet truck \$105,000

- Replacement of existing unit
- Spray streets ahead of sweeper
- Flood park ice rinks
- Water new trees in parks
- Clean park pavilions

Multi-use truck with garbage capabilities	\$165,000
<ul style="list-style-type: none"> • Park landscaping projects • Trash Compactor allows for dumping of garbage at waist-height instead of current overhead height • Cart tipper to lift trash carts used for special events, eliminates the need to contract for collection • Chipper box for tree trimming in parks • Could potentially add a plow if needed for snow operations 	

Streets:

Tandem axle dump truck	\$230,000
<ul style="list-style-type: none"> • Replacement of existing unit 	

John Deere loader	\$150,000
<ul style="list-style-type: none"> • Replacement of existing unit • Grapple bucket to remove storm debris and tree removal • Light material snow bucket • Stucchi connectors for implements with hydraulics 	

Sports Center:

2021 Olympia Ice Resurfacers	\$115,000
<ul style="list-style-type: none"> • Replacement of 2002 unit • Hydrostatic brakes eliminate brake pad and maintenance • Stainless steel hydraulic lines • Stainless steel water tanks, water piping and conditioner • Advertising racks to sell advertising space on the unit • Plastic bin liner • Amber flashing warning backup light and sound • 2002 unit will be kept as backup for emergency use 	

Water Department:

Water tanker truck	<u>\$235,000</u>
<ul style="list-style-type: none"> • Replacement of existing unit • Rear tank access to eliminate confined space issues during routine tank cleaning 	

Total Equipment Purchases for all Departments	<u>\$1,000,000</u>
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Funding Sources:

Per the Financial Management Plan, the City will utilize a combination of existing funds and Equipment Certificates to purchase these units. The following table summarizes the funding sources:

Equipment Acquisition Fund:

Watering tanker truck retrofit of Sewer jet truck	\$105,000
2021 Olympia Ice Resurfacer	<u>115,000</u>
	\$220,000

Water Fund:

Water tanker truck	<u>\$235,000</u>
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Equipment Certificates:

Multi-use truck with garbage capabilities	\$165,000
Tandem axle dump truck	230,000
John Deere loader	<u>150,000</u>
	\$545,000

The Financial Management Plan estimates an annual debt service payment of approximately \$72,000 when applying a 2.50% interest rate to the \$545,000.

RECOMMENDED COUNCIL ACTION

Staff recommends adoption of the attached the resolution approving the purchase of the capital equipment items per the City’s 2021 Budget and Capital Improvement Plan.

ATTACHMENT

Resolution

RESOLUTION NO. _____

RESOLUTION AUTHORIZING PURCHASE OF LARGE CAPITAL EQUIPMENT IN THE 2021 BUDGET AND CAPITAL IMPROVEMENT PLAN

WHEREAS, the City has established a Capital Improvement Plan and long-range Financial Management Plan to plan for equipment replacement in City Departments; and

WHEREAS, the 2021 Budget includes funding for equipment listed in the 2020 Capital Improvement Plan for 2021 and the 2021 Financial Management Plan; and

WHEREAS, equipment with a value greater than \$100,000 in the Capital Improvement Plan include a watering tanker truck at \$105,000, a multi-use truck with garbage capabilities at \$165,000, a tandem axle dump truck at \$230,000, a John Deere loader at \$150,000, an Olympia Ice Resurfacer at \$115,000, and a water tanker truck at \$235,000.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the Council hereby approves purchase of the water tanker truck, multi-use truck with garbage capabilities, tandem axle dump truck, John Deere loader, Olympia Ice Resurfacer and water tanker truck at prices at or below the amount listed above.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and Council

From: Ellen Hiniker, City Manager

Date: January 7, 2021

Subject: **Resolution waiving annual liquor license fees to on-sale bars and restaurants closed due to COVID-19 pandemic and transferring an amount equal to resulting loss in revenue from Economic Development Fund reserves set aside for COVID relief purposes to the General Fund**

SUMMARY/RECOMMENDATION

Staff is entering its 2021 business license renewal process. Due to the tremendous financial impact of the COVID-19 pandemic on the bar and restaurant industry, staff recommends that the City Council waive the 2021 on-sale liquor license fees. Staff further recommends that Council transfer \$87,100 from the Economic Development Fund to the General Fund to account for the loss in revenue resulting from these waivers. The Economic Development Fund has \$397,000 remaining in reserve for COVID relief purposes.

ATTACHMENT

Resolution

RESOLUTION NO.

**RESOLUTION PROVIDING RELIEF TO ON-SALE RESTAURANTS AND BAR BUSINESSES
IN RESPONSE TO COVID-19 AND TRANSFERRING FUNDS FROM THE
ECONOMIC DEVELOPMENT FUND TO THE GENERAL FUND
TO ACCOUNT FOR RESULTING LOSS IN REVENUE**

WHEREAS, the Governor of the State of Minnesota declared a state of emergency on March 13, 2020 in response to the COVID-19 pandemic, and;

WHEREAS, since then, through Executive Orders issued by Governor Walz, bars and restaurants have either been required to operate under reduced capacity or close for an extended period of time, resulting in significant revenues losses, and;

WHEREAS, the City of White Bear Lake issues annual on-sale liquor licenses to all establishments where liquor is served and assigns the following fees, and:

Types of On-Sale Liquor Related Licenses	Fee	Total Impact by License
Liquor On-sale (full liquor)	\$ 3,200	\$76,800
Sunday On-sale	\$ 200	\$ 6,600
Wine On-sale (wine and beer)	\$ 250	\$ 2,000
3.2 liquor On-sale	\$ 175	\$ 1,400
Club On-Sale	\$ 100	\$ 100
Brewer On-Sale	\$ 200	\$ 200
Total Impact		\$ 87,100

WHEREAS, the total impact of waiving on-sale liquor related license fees amounts to \$87,100, and:

NOW, THEREFORE, BE IT RESOLVED, by the White Bear Lake City Council that the City of White Bear Lake waives 2021 on-sale liquor license fees to ease the financial burden on bars and restaurants.

BE IT FURTHER RESOLVED, by the White Bear Lake City Council that the Finance Director is authorized to transfer \$87,100, an amount equal to the resulting loss in revenue, from the Economic Development Fund to the General Fund, using reserves set aside for COVID relief purposes.

The foregoing resolution offered by Council Member **X** and supported by Council Member **X** was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



**MINUTES OF THE MEETING OF THE
HOUSING AND REDEVELOPMENT AUTHORITY
OF WHITE BEAR LAKE, MINNESOTA
HELD ON TUESDAY, DECEMBER 8, 2020**

A. Roll Call

HRA Chairman Doug Biehn called the meeting to order at 8:45 p.m. The clerk took roll call attendance for HRA Members: Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh.

B. Approval of the January 14, 2020 HRA Meeting Minutes

It was moved by Councilmember **Engstran** seconded by Councilmember **Jones**, to approve the January 14, 2020 HRA Meeting Minutes as presented.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

C. Resolution not waiving the monetary limits on Municipal Tort Liability established by Minnesota Statutes 466.04 for Housing and Redevelopment Authority

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to approve the **Resolution No. 20-01** not waiving monetary limits on Municipal Tort Liability.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

D. Adjournment

There being no further business before the HRA, Councilmember **Engstran** seconded by Councilmember **Jones**, made a motion to adjourn.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

Doug Biehn HRA Chair

Ellen Hiniker, Executive Director



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Housing and Redevelopment Authority Members

From: Ellen Hiniker, Executive Director

Date: December 9, 2020

Subject: Election of HRA Chair and Vice Chair - 2021

BACKGROUND

In November 1985, the City Council adopted Resolution No. 5038 establishing a Housing and Redevelopment Authority (HRA) for White Bear Lake and designated members of the City Council as commissioners of the Authority. The Authority subsequently elected its officers.

Under Minnesota Statutes Chapter 469, the HRA is authorized to undertake certain public housing and redevelopment activities using authority not granted to the City Council. The HRA currently meets only as the need arises. Most HRA meetings are held in conjunction with City Council meetings as the City Council has, to this date, chosen to appoint itself as the HRA rather than appointing an independent entity. The term of HRA commissioners coincides with the term of City Councilmembers.

SUMMARY

Doug Biehn currently serves as the Chair for the Housing and Redevelopment Authority and Dan Jones as Vice Chair. The City Manager has been appointed to serve as secretary and executive director.

RECOMMENDED COUNCIL ACTION

Staff recommends the Members appoint a Chair and Vice Chair of the Housing and Redevelopment Authority for 2021.



City of White Bear Lake
Finance Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kerri Kindsvater, Finance Director

Date: January 4, 2021

Subject: **Designation of bank depository and authorization for fund transfers and deposits**

BACKGROUND

Section 5.11 of the City Charter requires the City Council to designate a bank depository for the City of White Bear Lake and sets forth the procedures for depositing receipts of money belonging to the City.

Currently, the positions of City Manager, Finance Director and Assistant Finance Director have authority to deposit, transfer, invest, and disburse City funds in accordance with law, established regulations, and policies. The City's Human Resources/Payroll Specialist has authority to transfer cash related to the biweekly payroll activities and wire the required daily deposit to the State of Minnesota for the License Bureau transaction activity.

The City Council has appointed North Star Bank as the City's depository bank for over twenty-six (26) years.

SUMMARY

The City continues its longstanding banking relationship with North Star Bank because of good customer service, favorable terms and conditions for the banking activities and service at a minimal cost. The bank continues to upgrade services and products to offer high security and maintenance of the funds deposited in their institution.

North Star Bank has worked exceptionally well with the handling of insufficient fund checks of City customers returned to them by other financial institutions. North Star Bank deposits all non-sufficient fund checks twice before returning the check to the City at no charge.

The City seeks competitive bids for investments from six designated investment firms. The city awards the investment purchases to the vendor who provides the issue that fits into the investment maturity structure with the highest rate of return while protecting the City's principal amount.

The six designated investment vendors authorized to receive and secure investments for the City are as follows:

1. Dain Rauscher
2. Wells Fargo
3. Piper Sandler Companies (previously Piper Jaffray)
4. UBS Financial Services
5. Oppenheimer & Co., Inc.
6. 4M Fund – PMA Financial

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the resolution authorizing the City Manager, Finance Director, Assistant Finance Director and Human Resources/Payroll Specialist positions to deposit and transfer funds, designating North Star Bank as the City's bank depository and designating the authorized investment firms.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION AUTHORIZING CITY STAFF MEMBERS TO INVEST AND TRANSFER FUNDS, DESIGNATE BANK DEPOSITORY, AND DESIGNATION OF BROKERS FOR HANDLING CITY INVESTMENTS FOR FISCAL YEAR 2021

WHEREAS, the City Council has determined it to be financially prudent to delegate fiscal management to appropriate City staff; and

WHEREAS, the City periodically designates depository of funds for daily transactions; and

WHEREAS, Minnesota Statutes Section 118A sets forth procedures for the investment of public funds and requires financial institutions utilized as investment brokers to be designated as depository of funds.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, that the following officers and personnel are designated as “Authorized Officials” with full powers and authority to effectuate the investment and transfers of monies of the City of White Bear Lake from time to time to complete appropriate investments and to ensure adequate funds are available to meet the City’s financial obligations:

City Manager
Finance Director
Assistant Finance Director

BE IT FURTHER RESOLVED that the following personnel be authorized to complete cash transfers related to biweekly patrol activities and wire required daily deposit to the State of Minnesota for the License Bureau transaction activity:

Human Resources Specialist (Payroll Specialist)

BE IT FURTHER RESOLVED by the City Council of the City of White Bear Lake that North Star Bank act as depository for the City of White Bear Lake.

BE IT FURTHER RESOLVED, that North Star Bank be designated as the City’s bank depository for deposits and expenditures and be required to furnish approved collateral securities in such amount as required by law so as to properly indemnify and secure the City against probably losses and which securities are to be deposited under escrow agreement.

BE IT FURTHER RESOLVED, that the following vendors be designated as depositories of City funds for investment purposes.

1. Dain Rauscher
2. Wells Fargo
3. Piper Sandler Companies
4. UBS Financial Services
5. Oppenheimer & Co., Inc.
6. 4M Fund – PMA financial

RESOLUTION NO.

RESOLUTION AUTHORIZING CITY STAFF MEMBERS TO INVEST AND TRANSFER FUNDS, DESIGNATE BANK DEPOSITORY, AND DESIGNATION OF BROKERS FOR HANDLING CITY INVESTMENTS FOR FISCAL YEAR 2021

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Finance Department

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kerri Kindsvater, Finance Director
Date: January 4, 2021
Subject: Surety bonds for City employees in 2021

BACKGROUND

Pursuant to Section 4.22 of the City Charter, the City purchases surety bonds through the League of Minnesota Insurance Trust (LMCIT) on all employees to ensure faithful performance of their duties. LMCIT coordinates the bond coverage with the City's other coverages to avoid gaps, overlaps, and inconsistencies and is written to cover both fidelity and faithful performance risks.

The LMCIT references a formula developed by the Minnesota Clerks & Finance Officers Association (MCFOA) that suggests an appropriate bond amount is generally 10% of the City's annual revenues plus the market value of negotiable securities.

SUMMARY

The City has carried \$600,000 in surety bond coverage with a \$25,000 deductible through the League of Minnesota Cities Insurance Trust for many years. Based upon the City's 2021 Budget estimates and the market value of its negotiable securities, the previous year's coverage level continues to be sufficient for operations.

The City has not been required to utilize any surety bonds in the past years.

RECOMMENDED COUNCIL ACTION

Staff recommends the Council adopt the resolution establishing surety bonds for City employees for 2021.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION FIXING AMOUNT OF SURETY BONDS FOR
CITY EMPLOYEES AND PROVIDING FOR APPROVAL OF SAME
FOR FISCAL YEAR 2021**

BE IT RESOLVED by the City Council of the City of White Bear Lake that the City furnish surety bonds for all employees to ensure faithful performance of their duties. The surety bond coverage is \$600,000, and said bonds shall be reviewed and approved by the City Attorney and Council of the City and maintained in accordance with Section 4.22 of the City Charter.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Finance Department

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kerri Kindsvater, Finance Director
Date: January 4, 2021
Subject: Payment of claims against the City - 2021

BACKGROUND

State Statutes 412.271, subdivision. 8 allows the City Council to delegate authority to pay claims to administrative personnel. The authority requires that unless otherwise directed, a listing of all claims be presented to the City Council for informational purposes at its regularly scheduled meeting. However, it has been the City's practice that these claims lists be maintained and available in the Finance/Administrative departments for review by elected officials and the public.

SUMMARY

The City's practice is to pay vendor claims on a weekly basis. This provides City vendors with reasonable assurance that they will be promptly compensated for goods and services provided to the City and in some cases results in early payment discounts. The practice requires approval of invoices by the Department Supervisor and Finance Director or City Manager before the vendor claim is paid.

Staff will continue to maintain claims lists in the Finance/Administrative departments for review by elected officials and the public until otherwise directed. A copy of a recent weekly claims list is attached as an example. A bi-weekly list would, on average, be more than twice this length.

RECOMMENDED COUNCIL ACTION

It is recommended the City Council adopt the resolution establishing vendor payment approval procedure by staff members.

ATTACHMENTS

Resolution
Recent vendor claims list

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE CITY MANAGER
TO PAY CLAIMS MADE AGAINST THE CITY
FOR FISCAL YEAR 2021**

WHEREAS, Sections 5.08 and 5.10 of the White Bear Lake City Charter and Minnesota Statutes section 412.271, Subd. 8 set forth procedures for disbursement of municipal funds; and

WHEREAS, the City Council intends to ensure proper safeguard of public funds while providing for reasonable efficiencies and cost containment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, that the City Manager is hereby authorized to pay claims against the City pursuant to the City Charter and applicable state laws.

BE IT FURTHER RESOLVED, that any claims shall be paid only after approved by the following personnel:

1. Department Head (or designee) from purchasing department.
2. Finance Director and/or
3. City Manager

BE IT FURTHER RESOLVED, that the Finance Director, or the Finance Director's designee shall prepare a vendor listing of all disbursements made and maintain the listing in the Finance/Administration department for review by the Mayor, City Council, and public and upon the request of the City Council unless otherwise directed.

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

Council Check Register by GL
Council Check Register by Invoice & Summary

12/22/2020-- 12/31/2020

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
138322	12/31/2020		127268 ROSEVILLE MIDWAY FORD							
		386.33	#89-11 - MIRROR		136844	440000	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		<u>386.33</u>								
138323	12/31/2020		107030 AIM ELECTRONICS INC							
		155.00	SCOREBOARD ANTENNA		136824	42689	5205.6295		SMALL TOOLS	SPORTS CENTER GENERAL
		<u>155.00</u>								
138324	12/31/2020		127250 ALL AMERICAN TITLE CO							
		74.55	UB REFUND-3780 KENNY LN		136837	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		<u>74.55</u>								
138325	12/31/2020		126495 AMAZON CAPITAL SERVICES							
		178.53	SHIMEK WIRELESS HEADSET		136792	17RQ-6XQ1-DQJR	4102.6295	00126458	SMALL TOOLS	EQ. ACQ. CITY HALL
		189.99	MONITOR-SOFT INTERVIEW ROOM		136811	1Y4T-4WT3-6WJF	4102.6295		SMALL TOOLS	EQ. ACQ. CITY HALL
		29.81	JUMP DRIVES -INVESTIGATIONS		136775	1YF9-NGR4-1NTN	1110.6210		OFFICE SUPPLIES	POLICE
		<u>398.33</u>								
138326	12/31/2020		126127 AMES, AMY							
		55.00	PRORATED - ARENA CLOSED COVID		136714	REFUND120420	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>55.00</u>								
138327	12/31/2020		127273 ANDERSON, SCOTT							
		23.71	UB REFUND-4958 STEWARD AVE		136831	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		<u>23.71</u>								
138328	12/31/2020		119786 ARBOR DAY FOUNDATION							
		15.00	2021 ARBOR DAY MEMBERSHIP FEE		136706	2021	1000.1505		PREPAID EXPENSES	GENERAL FUND BALANCE SHEET
		<u>15.00</u>								
138329	12/31/2020		101443 AUTONATION FORD							
		128.87	SQD#198-RECLINE LVR/COOLANT DR		136773	552828	1110.6510		VEHICLE REPAIR SERVICE	POLICE
		<u>128.87</u>								
138330	12/31/2020		125060 BARRAGAN, ERIKA							
		12.00	PRORATED - ARENA CLOSED COVID		136726	REFUND120420	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>12.00</u>								
138331	12/31/2020		127206 BAYE, MESERET							
		42.00	PRORATED - ARENA CLOSED COVID		136713	REFUND12/04/202	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES

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138331	12/31/2020	42.00	127206 BAYE, MESERET						Continued...	
138332	12/31/2020	55.00	118125 BEECROFT, LISA		136727	REFUND120420	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		55.00	PRORATED - ARENA CLOSED COVID							
138333	12/31/2020	24.00	127207 BERMAN, CASICA		136728	REFUND120420	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		24.00	PRORATED - ARENA CLOSED COVID							
138334	12/31/2020	946.00	100990 BERWALD ROOFING		136807	15495	1300.6515		BUILDING REPAIR SERVICE	PUBLIC WORKS FACILITY / SHOP
		946.00	REPAIR LEAKING ROOF							
138335	12/31/2020	48.00	126523 CALDER, MISTY		136709	REQUEST120420	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		48.00	PRORATED - ARENA CLOSED COVID							
138336	12/31/2020	1,400.00	126619 CENTRAL PENSION FUND SOURCE A		136788	DEC2020	6200.2113		CENTRAL PENSION FUND PAYABLE	EMPLOYMENT EXP. BALANCE SHEET
		1,400.00	DEC 2020 CONTRIBUTIONS							
138337	12/31/2020	48.00	126524 CEPRESS, KAREN		136711	REQUEST120420	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		48.00	PRORATED - ARENA CLOSED COVID							
138338	12/31/2020	142.90	114299 COMCAST		136779	877210541038153 3DEC20	5205.6411		TELEPHONE	SPORTS CENTER GENERAL
		142.90	STATIC IP ADDRESS/PHONES-DEC							
138339	12/31/2020	24.00	126525 CONRAD, HEATHER		136710	REQUEST120420	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		24.00	PRORATED - ARENA CLOSED COVID							
138340	12/31/2020	36.50	127199 DARBY, JORDAN		136707	REQUEST120820	5350.2455		DUE TO OTHER FUNDS	LICENSE BUREAU BALANCE SHEET
		36.50	BRU777 OVRPY XFER & REG DRPBOX							
138341	12/31/2020		116904 DAVIS EQUIPMENT CO/TURFWERKS							

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138351	12/31/2020		127269 FISCHER, MICHAEL						Continued...	
		1,066.97	UB REFUND-2586 ORCHARD LN		136827	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		<u>1,066.97</u>								
138352	12/31/2020		117933 FLATER, PHIL							
		15.00	PRORATED - ARENA CLOSED COVID		136725	REFUND120820	5201.4892		OPEN SKATE	SPORTS CENTER FUND REVENUES
		<u>15.00</u>								
138353	12/31/2020		127275 FOSSEN, AJ							
		470.14	UB REFUND-4945 LEMIRE LN		136835	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		<u>470.14</u>								
138354	12/31/2020		124972 GALLS, LLC							
		49.99	HONOR GUARD SHIRT-SHEAK		136777	017066305	1110.6290		UNIFORMS & CLOTHING	POLICE
		<u>49.99</u>								
138355	12/31/2020		126537 GALONSKA, JULIET							
		24.00	PRORATED - ARENA CLOSED COVID		136722	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>24.00</u>								
138356	12/31/2020		126538 GIBBS, PATTY							
		63.00	PRORATED - ARENA CLOSED COVID		136720	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>63.00</u>								
138357	12/31/2020		127212 GILL, LISA							
		7.00	PRORATED - ARENA CLOSED COVID		136737	REFUND12072020	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>7.00</u>								
138358	12/31/2020		126539 GIMBLE, JENNIFER							
		24.00	PRORATED - ARENA CLOSED COVID		136721	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>24.00</u>								
138359	12/31/2020		127277 GRAMBUSH, DALE							
		95.60	UB REFUND-1872 CTY RD F E		136839	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		<u>95.60</u>								
138360	12/31/2020		127193 GRANEC, TERRY & JESSICA							
		200.00	WATER EFFICIENCY REBATE		136842	REBATE122720	5012.6487		SPECIAL PROGRAMS	WATER DISTRIBUTION
		<u>200.00</u>								
138361	12/31/2020		125673 GUARDIAN SUPPLY							

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138361	12/31/2020		125673 GUARDIAN SUPPLY						Continued...	
		1,155.00	BODY ARMOR VEST-LINK		136823	7921	1110.6290		UNIFORMS & CLOTHING	POLICE
		<u>1,155.00</u>								
138362	12/31/2020		127213 HAGEMAN, CARRIE							
		128.00	CLASS CANCELLED - COVID		136738	REFUND120820	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>128.00</u>								
138363	12/31/2020		117963 HEISE, MOLLY							
		24.00	PRORATED - ARENA CLOSED COVID		136723	REQUEST120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>24.00</u>								
138364	12/31/2020		126434 HIRT, RENEE							
		24.00	PRORATED - ARENA CLOSED COVID		136716	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>24.00</u>								
138365	12/31/2020		114318 HOLIDAY FLEET							
		180.77-	DISCOUNT - NOVEMBER FUEL		136847	STMT112820	1110.6272		FUELS	POLICE
		99.18	CAR WASHES - NOVEMBER		136847	STMT112820	1110.6510		VEHICLE REPAIR SERVICE	POLICE
		108.82	NOVEMBER FUEL CHARGES		136847	STMT112820	1510.6272		FUELS	PARKS
		183.72	NOVEMBER FUEL CHARGES		136847	STMT112820	1080.6272		FUELS	BUILDING CODES & ENFORCEMENT
		238.87	NOVEMBER FUEL CHARGES		136847	STMT112820	1210.6272		FUELS	FIRE
		4,623.85	NOVEMBER FUEL CHARGES		136847	STMT112820	1110.6272		FUELS	POLICE
		155.74	NOVEMBER FUEL CHARGES		136847	STMT112820	5012.6272		FUELS	WATER DISTRIBUTION
		82.83	NOVEMBER FUEL CHARGES		136847	STMT112820	5052.6272		FUELS	SEWER
		1,559.05	NOVEMBER FUEL CHARGES		136847	STMT112820	5252.6272		FUELS	AMBULANCE
		<u>6,871.29</u>								
138366	12/31/2020		127271 HOLMLUND, MELANIE							
		23.32	UB REFUND-2347 JANSEN AVE		136829	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		<u>23.32</u>								
138367	12/31/2020		125640 INDUSTRIAL AND RESIDENTIAL LIGHTING, INC							
		941.20	LIGHT FIXTURES FOR APT TURNS		136815	32670701	5302.6517		APARTMENT TURNOVER MAINTENANCE	PIONEER MANOR SENIOR HOUSING
		<u>941.20</u>								
138368	12/31/2020		100024 IUOE LOCAL 49							
		612.50	DEC 2020 DUES		136786	DEC2020DUES	6200.2116		PUBLIC WORKS UNION DUES	EMPLOYMENT EXP. BALANCE SHEET
		<u>612.50</u>								
138369	12/31/2020		126607 JANZ, REBECCA							

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138369	12/31/2020		126607 JANZ, REBECCA						Continued...	
		12.00	PRORATED - ARENA CLOSED COVID		136724	REQUEST120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		12.00								
138370	12/31/2020		101074 JEFFERSON FIRE AND SAFETY							
		4,403.00	PARTICULATE HOODS		136809	IN124148	1210.6290		UNIFORMS & CLOTHING	FIRE
		4,403.00								
138371	12/31/2020		126565 JOHNSON, JOY							
		24.00	PRORATED - ARENA CLOSED COVID		136734	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		24.00								
138372	12/31/2020		126566 JOHNSON, NISHA							
		24.00	PRORATED - ARENA CLOSED COVID		136733	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		24.00								
138373	12/31/2020		124390 JOHNSON, TORRIE							
		48.00	PRORATED - ARENA CLOSED COVID		136730	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		48.00								
138374	12/31/2020		118477 JOYCE, MELISSA							
		14.00	PRORATED - ARENA CLOSED COVID		136732	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		14.00								
138375	12/31/2020		127214 JUNGSMANN, ANGIE							
		52.00	PRORATED - ARENA CLOSED COVID		136731	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		52.00								
138376	12/31/2020		100377 KATH FUEL OIL SERVICE CO							
		240.00	DEF FLUID - DIESEL EQUIPMENT		136805	703054	1320.6274		LUBRICANTS & ADDITIVES	GARAGE
		240.00								
138377	12/31/2020		126403 KEENAN, STEVE OR LISA							
		48.00	PRORATED - ARENA CLOSED COVID		136715	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		48.00								
138378	12/31/2020		127215 KENDIG, AUDREY							
		35.00	PRORATED - ARENA CLOSED COVID		136729	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		35.00								
138379	12/31/2020		127278 KLAWITTER, MARTHA							

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138379	12/31/2020		127278 KLAWITTER, MARTHA						Continued...	
		38.55	UB REFUND-1905 CLARENCE ST		136840	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		38.55								
138380	12/31/2020		126570 LASKA, CHRISTINE							
		60.00	PRORATED - ARENA CLOSED COVID		136736	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		60.00								
138381	12/31/2020		100092 LAW ENFORCEMENT LABOR SERVICES							
		248.00	DEC 2020 DUES		136783	DEC2020	6200.2117		LAW ENFORCEMENT UNION DUES	EMPLOYMENT EXP. BALANCE SHEET
		248.00								
138382	12/31/2020		126571 LI, LIHUA							
		24.00	PRORATED - ARENA CLOSED COVID		136735	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		24.00								
138383	12/31/2020		126558 LIVINGSTON, SHARI							
		48.00	PRORATED - ARENA CLOSED COVID		136718	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		48.00								
138384	12/31/2020		126559 LOPEZ, SHELLY							
		319.00	PRORATED - ARENA CLOSED COVID		136758	REQUEST120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		319.00								
138385	12/31/2020		127217 LUHMAN, ANDREA							
		24.00	PRORATED - ARENA CLOSED COVID		136752	REQUEST120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		24.00								
138386	12/31/2020		125765 LVC COMPANIES INC.							
		100.00	FIRE EXTINGUISHER ANNUAL INSP.		136717	48543	1531.6505		EQUIPMENT REPAIR SERVICE	LAKWOOD HILLS
		100.00	FIRE EXTINGUISHER ANNUAL INSP.		136717	48543	1546.6505		EQUIPMENT REPAIR SERVICE	PODVIN PARK
		544.00	FIRE EXTINGUISHER ANNUAL INSP.		136717	48543	1300.6505		EQUIPMENT REPAIR SERVICE	PUBLIC WORKS FACILITY / SHOP
		100.00	FIRE EXTINGUISHER ANNUAL INSP.		136717	48543	4248.6505		EQUIPMENT REPAIR SERVICE	ECON. DEV. MARINA TRIANGLE
		100.00	FIRE EXTINGUISHER ANNUAL INSP.		136717	48543	4251.6505		EQUIPMENT REPAIR SERVICE	ECON. DEV. 4200 HOFFMAN RENTAL
		129.80	920 FIRE EXTINGUISHER MAINT.		136739	48545	1210.6505		EQUIPMENT REPAIR SERVICE	FIRE
		533.00	FIRE EXTING MAINTENANCE		136774	48546	1110.6505		EQUIPMENT REPAIR SERVICE	POLICE
		641.80	FIRE EXTING MAINTENANCE		136791	48548	1210.6505		EQUIPMENT REPAIR SERVICE	FIRE
		126.75	FIRE EXTINGUISHER ANNUAL INSP.		136806	48764	4248.6560		CONTRACTUAL SERVICES	ECON. DEV. MARINA TRIANGLE
		2,375.35								
138387	12/31/2020		124554 MARS SUPPLY							

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138387	12/31/2020		124554 MARS SUPPLY						Continued...	
		67.05	GRALP313-GRN SPRAY TIP		136825	30219765	5205.6295	00126458	SMALL TOOLS	SPORTS CENTER GENERAL
		67.05								
138388	12/31/2020		123225 MARTIN DECORATING & REMODELING INC.							
		16,635.00	HR OFFICE REBUILD		136803	12202020	4304.7120		BUILDING	MUNICIPAL BLDG CITY HALL
		16,635.00								
138389	12/31/2020		127216 MCGORRY, JEAN							
		14.00	PRORATED - ARENA CLOSED COVID		136751	REQUEST120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		14.00								
138390	12/31/2020		127200 MCMANAMON, JANET & STEVEN							
		35.00	051XPD OVRPY REG RENEWAL		136708	REQUEST120820	5350.2455		DUE TO OTHER FUNDS	LICENSE BUREAU BALANCE SHEET
		35.00								
138391	12/31/2020		111919 MENARDS-OAKDALE							
		28.80	REPLACEMENT BULBS		136845	13792	1300.6240		BUILDING SUPPLIES & PARTS	PUBLIC WORKS FACILITY / SHOP
		28.80								
138392	12/31/2020		119708 METRO PRODUCTS INC							
		80.57	SHOP TOOLS - STOCK		136793	156133	1320.6220		EQUIPMENT SUPPLIES & PARTS	GARAGE
		80.57								
138393	12/31/2020		126439 MEYER, GINA							
		21.00	PRORATED - ARENA CLOSED COVID		136750	REQUEST120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		21.00								
138394	12/31/2020		122832 MID CITY SERVICES, INC.							
		30.40	MAT RENTAL - 12/16		136796	138241	5013.6555		RENTAL OF EQUIPMENT	WATER TREATMENT
		158.20	MAT RENTAL - 12/16		136778	138243	1050.6555		RENTAL OF EQUIPMENT	CITY HALL
		105.00	RUG RENTAL FOR THE PUBLIC SAFE		136794	138244	1110.6555		RENTAL OF EQUIPMENT	POLICE
		57.60	MAT/MOP HEAD RENTAL-12/16		136804	138245	1300.6555		RENTAL OF EQUIPMENT	PUBLIC WORKS FACILITY / SHOP
		351.20								
138395	12/31/2020		100067 MINNESOTA BENEFIT ASSOCIATION							
		267.66	DEC 2020		136784	DEC2020	6200.2125		MBA PAYABLE	EMPLOYMENT EXP. BALANCE SHEET
		267.66								
138396	12/31/2020		121360 MINNESOTA PUBLIC EMPLOYEES ASSOCIATION							
		897.00	DEC 2020 DUES		136785	DEC2020DUES	6200.2117		LAW ENFORCEMENT UNION DUES	EMPLOYMENT EXP. BALANCE SHEET

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138404	12/31/2020		126217 OSWALD, HEATHER						Continued...	
		48.00	PRORATED - ARENA CLOSED COVID		136753	REQUEST120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>48.00</u>								
138405	12/31/2020		127218 PACKER, NANCY							
		14.00	PRORATED - ARENA CLOSED COVID		136754	REQUIREST120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>14.00</u>								
138406	12/31/2020		123329 PARENTEAU, BILL AND RITA							
		200.00	WATER EFFICIENCY REBATE		136841	REBATE121420	5012.6487		SPECIAL PROGRAMS	WATER DISTRIBUTION
		<u>200.00</u>								
138407	12/31/2020		126449 POHLMAN, DEVON							
		45.00	PRORATED - ARENA CLOSED COVID		136744	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>45.00</u>								
138408	12/31/2020		110413 PUMP AND METER SERVICE INC							
		659.00	DIESEL FUEL PUMP YEAR INSPECT.		136800	507003	1300.6560		CONTRACTUAL SERVICES	PUBLIC WORKS FACILITY / SHOP
		<u>659.00</u>								
138409	12/31/2020		126549 RABINE, ERIKA							
		79.00	PRORATED - ARENA CLOSED COVID		136745	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>79.00</u>								
138410	12/31/2020		109337 RAMSEY COUNTY							
		6,147.50	2020 SPECIAL ASSESSMENTS		136780	PRRRV-001482	3070.6401		PROFESSIONAL SERVICES	NONBONDED DEBT SERVICE
		<u>6,147.50</u>								
138411	12/31/2020		126550 RAUENHORST, KATHLEEN							
		195.50	PRORATED - ARENA CLOSED COVID		136771	REFUND120420	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>195.50</u>								
138412	12/31/2020		126551 REESER, CHELSEA							
		24.00	PRORATED - ARENA CLOSED COVID		136759	REFUND12072020	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>24.00</u>								
138413	12/31/2020		127221 REISSNER, KRISTIN							
		7.00	PRORATED - ARENA CLOSED COVID		136760	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>7.00</u>								
138414	12/31/2020		100451 RETROFIT COMPANIES INC, THE							

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138414	12/31/2020		100451 RETROFIT COMPANIES INC, THE						Continued...	
		44.35	#920 FLUORESCENT BULB RECYCLIN		136808	0110399-IN	1210.6560		CONTRACTUAL SERVICES	FIRE
		<u>44.35</u>								
138415	12/31/2020		126573 RICHNOFSKY, REBECCA							
		79.00	PRORATED REFUND-CANCELLED		136748	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>79.00</u>								
138416	12/31/2020		126436 ROONEY, JENNIFER							
		24.00	PRORATED - ARENA CLOSED COVID		136746	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>24.00</u>								
138417	12/31/2020		126574 RUELAS, SILVANA OR RAMON							
		24.00	PRORATED - ARENA CLOSED COVID		136747	REQUEST120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>24.00</u>								
138418	12/31/2020		126443 RUOTSINOJA, NICKY							
		108.00	PRORATED - ARENA CLOSED COVID		136749	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>108.00</u>								
138419	12/31/2020		124688 SATHER, JOELLE							
		76.00	PRORATED - ARENA CLOSED COVID		136762	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>76.00</u>								
138420	12/31/2020		126576 SCHERTZ, THERESA							
		24.00	PRORATED - ARENA CLOSED COVID		136764	REFUND120420	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>24.00</u>								
138421	12/31/2020		127241 SCHMIDT, ERIKA							
		117.98	UB REFUND-1937 CTY RD E E		136836	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		<u>117.98</u>								
138422	12/31/2020		127223 SCHREIFELS, DAVID							
		48.00	PRORATED - ARENA CLOSED COVID		136765	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>48.00</u>								
138423	12/31/2020		126577 SCHRUPP, RYAN							
		24.00	PRORATED - ARENA CLOSED COVID		136761	REQUEST120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>24.00</u>								
138424	12/31/2020		127222 SEMIER, DANIELLE							

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138424	12/31/2020		127222 SEMIER, DANIELLE						Continued...	
		28.00	PRORATED - ARENA CLOSED COVID		136763	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		28.00								
138425	12/31/2020		126221 SERNA, AMY							
		24.00	PRORATED - ARENA CLOSED COVID		136766	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		24.00								
138426	12/31/2020		101175 SHORT ELLIOTT HENDRICKSON INC-SEH							
		1,156.71	WATER TOWER REHAB-NOV		136819	398084	5012.7120		BUILDING	WATER DISTRIBUTION
		300.00	CELL TOWER MGMT-NOV		136818	398085	4117.6560		CONTRACTUAL SERVICES	EQ. ACQ. COMMUNICATION TOWERS
		1,198.89	VERIZON LTE ADD PCS-CNTRVL WT		136822	398086	4117.6560		CONTRACTUAL SERVICES	EQ. ACQ. COMMUNICATION TOWERS
		2,655.60								
138427	12/31/2020		127274 SLAUGHTER, ZACH							
		79.39	UB REFUND-2453 LAKE AVE		136832	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		79.39								
138428	12/31/2020		127272 SODERBERG, KYLE							
		232.63	UB REFUND-2632 ASPEN CT		136830	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		232.63								
138429	12/31/2020		118386 ST PAUL, CITY OF							
		5,590.00	LIME DISPOSAL - NOVEMBER		136795	W11409	5013.6565		DISPOSAL FEES	WATER TREATMENT
		5,590.00								
138430	12/31/2020		127224 STAHLER, KIMBERLY							
		14.00	PRORATED - ARENA CLOSED COVID		136768	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		14.00								
138431	12/31/2020		126441 STEELE, SHANNON							
		35.00	PRORATED - ARENA CLOSED COVID		136767	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		35.00								
138432	12/31/2020		126448 STEFFES, THERESA							
		24.00	PRORATED - ARENA CLOSED COVID		136769	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		24.00								
138433	12/31/2020		103069 STRYKER SALES CORPORATION							
		610.22	STRETCHER TRFR LOCK PLATE KIT		136817	3208795M	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		1,104.27	STRETCHER SMRT POWER KIT		136816	3220439M	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE

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138433	12/31/2020		103069 STRYKER SALES CORPORATION						Continued...	
		1,714.49								
138434	12/31/2020		101269 TA SCHIFSKY							
		67.00	ASPHALT FOR POTHOLE PATCHING		136810	66849	1410.6253		STREET MATERIALS	STREETS
		234.47	WATER MAIN BREAK MATERIALS		136810	66849	5012.6535		OTHER REPAIR	WATER DISTRIBUTION
		301.47								
138435	12/31/2020		126579 TANG, JING							
		212.50	PRORATED - ARENA CLOSED COVID		136782	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		212.50								
138436	12/31/2020		127225 THAYER, WENDY							
		7.00	PRORATED - ARENA CLOSED COVID		136770	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		7.00								
138437	12/31/2020		124736 TITLE SMART, INC.							
		155.11	UB REFUND-4705 STEWART AVE		136833	REFUND122120	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		155.11								
138438	12/31/2020		122397 T-MOBILE							
		4.94	OCTOBER SERVICE		136855	957579660OCT/NO V	1050.6412		CELLULAR PHONE	CITY HALL
		4.94	NOVEMBER SERVICE		136855	957579660OCT/NO V	1050.6412		CELLULAR PHONE	CITY HALL
		13.35	NOVEMBER SERVICE		136855	957579660OCT/NO V	1510.6412		CELLULAR PHONE	PARKS
		13.35	OCTOBER SERVICE		136855	957579660OCT/NO V	1510.6412		CELLULAR PHONE	PARKS
		54.89	OCTOBER SERVICE		136855	957579660OCT/NO V	1310.6412		CELLULAR PHONE	ENGINEERING
		54.89	NOVEMBER SERVICE		136855	957579660OCT/NO V	1310.6412		CELLULAR PHONE	ENGINEERING
		99.24	NOVEMBER SERVICE		136855	957579660OCT/NO V	1080.6412		CELLULAR PHONE	BUILDING CODES & ENFORCEMENT
		99.24	OCTOBER SERVICE		136855	957579660OCT/NO V	1080.6412		CELLULAR PHONE	BUILDING CODES & ENFORCEMENT
		423.14	NOVEMBER SERVICE		136855	957579660OCT/NO V	1210.6412		CELLULAR PHONE	FIRE
		423.14	OCTOBER SERVICE		136855	957579660OCT/NO V	1210.6412		CELLULAR PHONE	FIRE

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138438	12/31/2020		122397 T-MOBILE						Continued...	
		700.90	NOVEMBER SERVICE		136855	957579660OCT/NO V	1110.6412		CELLULAR PHONE	POLICE
		700.90	OCTOBER SERVICE		136855	957579660OCT/NO V	1110.6412		CELLULAR PHONE	POLICE
		75.70	OCTOBER SERVICE		136855	957579660OCT/NO V	5052.6412		CELLULAR PHONE	SEWER
		75.70	NOVEMBER SERVICE		136855	957579660OCT/NO V	5052.6412		CELLULAR PHONE	SEWER
		137.16	OCTOBER SERVICE		136855	957579660OCT/NO V	5252.6412		CELLULAR PHONE	AMBULANCE
		137.16	NOVEMBER SERVICE		136855	957579660OCT/NO V	5252.6412		CELLULAR PHONE	AMBULANCE
		<u>3,018.64</u>								
138439	12/31/2020		123843 TOSHIBA FINANCIAL SERVICES							
		12.39	COLOR OVERAGE-10/20-11/20		136740	5012752045	1210.6505		EQUIPMENT REPAIR SERVICE	FIRE
		25.30	COLOR OVERAGE-10/20-11/20		136740	5012752045	1050.6505		EQUIPMENT REPAIR SERVICE	CITY HALL
		34.86	PRINTING/COPY CHARGES-DEC		136740	5012752045	1050.6505		EQUIPMENT REPAIR SERVICE	CITY HALL
		41.82	PRINTING/COPY CHARGES-DEC		136740	5012752045	1210.6505		EQUIPMENT REPAIR SERVICE	FIRE
		56.05	COLOR OVERAGE-10/20-11/20		136740	5012752045	1110.6505		EQUIPMENT REPAIR SERVICE	POLICE
		116.64	COLOR OVERAGE-10/20-11/20		136740	5012752045	1070.6505		EQUIPMENT REPAIR SERVICE	PLANNING
		125.65	PRINTING/COPY CHARGES-DEC		136740	5012752045	1030.6505		EQUIPMENT REPAIR SERVICE	FINANCE
		132.44	PRINTING/COPY CHARGES-DEC		136740	5012752045	1070.6505		EQUIPMENT REPAIR SERVICE	PLANNING
		209.11	PRINTING/COPY CHARGES-DEC		136740	5012752045	1110.6505		EQUIPMENT REPAIR SERVICE	POLICE
		252.03	PRINTING/COPY CHARGES-DEC		136740	5012752045	1050.6505		EQUIPMENT REPAIR SERVICE	CITY HALL
		15.10	COLOR OVERAGE-10/20-11/20		136740	5012752045	5205.6505		EQUIPMENT REPAIR SERVICE	SPORTS CENTER GENERAL
		69.71	PRINTING/COPY CHARGES-DEC		136740	5012752045	5205.6505		EQUIPMENT REPAIR SERVICE	SPORTS CENTER GENERAL
		38.35	COLOR OVERAGE-10/20-11/20		136740	5012752045	5352.6505		EQUIPMENT REPAIR SERVICE	LICENSE BUREAU
		209.12	PRINTING/COPY CHARGES-DEC		136740	5012752045	5352.6505		EQUIPMENT REPAIR SERVICE	LICENSE BUREAU
		<u>1,338.57</u>								
138440	12/31/2020		120025 TOWMASTER							
		647.05	SALT VIBRATOR FOR #12-09		136826	434198	1420.6220		EQUIPMENT SUPPLIES & PARTS	SNOW REMOVAL
		<u>647.05</u>								
138441	12/31/2020		102830 USA BLUEBOOK							
		292.35	REPAIR PARTS FOR EQUIPMENT		136799	438615	5013.6220		EQUIPMENT SUPPLIES & PARTS	WATER TREATMENT
		<u>292.35</u>								
138442	12/31/2020		101461 VIKING INDUSTRIAL CENTER							

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138442	12/31/2020		101461 VIKING INDUSTRIAL CENTER						Continued...	
		83.93	SAFETY HANNIG HELMET/VISORS		136781	3207000	1510.6290		UNIFORMS & CLOTHING	PARKS
		139.77	BUCKET TRUCK LANYARDS		136781	3207000	1410.6230		VEHICLE SUPPLIES & PARTS	STREETS
		41.95	SAFETY GLOVES - PARKS		136821	3207410	1510.6290		UNIFORMS & CLOTHING	PARKS
		135.81	HWY SAFETY TRIANGLE-NEW TRUCKS		136821	3207410	1410.6230		VEHICLE SUPPLIES & PARTS	STREETS
		<u>401.46</u>								
138443	12/31/2020		126582 WAHREN, CHARLIE							
		12.00	PRORATED - ARENA CLOSED COVID		136790	REFUND120720	5201.4890		SKATE SCHOOL	SPORTS CENTER FUND REVENUES
		<u>12.00</u>								
138444	12/31/2020		118099 WATER CONSERVATION SERVICES, INC							
		467.98	LEAK DETECT BIRCH / VANDYKE		136813	10906	5012.6535		OTHER REPAIR	WATER DISTRIBUTION
		<u>467.98</u>								
138445	12/31/2020		101473 WHITE BEAR FIRE RELIEF ASSN							
		230.00	DEC 2020 DUES		136787	DEC2020DUES	6200.2118		FIRE UNION DUES	EMPLOYMENT EXP. BALANCE SHEET
		<u>230.00</u>								
138446	12/31/2020		101479 WHITE BEAR LOCKSMITH INC							
		200.00	REKEY AND STORAGE LOCK REPAIR		136789	32591	5302.6515		BUILDING REPAIR SERVICE	PIONEER MANOR SENIOR HOUSING
		<u>200.00</u>								
138447	12/31/2020		101481 WHITE BEAR TIRE AND AUTO							
		34.50	SQD#201-RPR FR RIGHT TIRE		136776	208969	1110.6510		VEHICLE REPAIR SERVICE	POLICE
		662.00	NEW TIRES -SQUAD 170.		136820	209021	1110.6230		VEHICLE SUPPLIES & PARTS	POLICE
		662.00	NEW TIRES-SQUAD 185.		136812	209025	1110.6230		VEHICLE SUPPLIES & PARTS	POLICE
		<u>1,358.50</u>								
138448	12/31/2020		110046 XCEL ENERGY-GROUP BILLING							
		18.22	2517 MANITOU-LIFT #18-NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER
		20.29	26 MANITOU-LIFT #16-NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER
		31.34	2535 MANITOU-LIFT #17-NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER
		32.87	2300 S SHORE-LIFT #7-NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER
		34.48	1834 WHITAKER-LIFT #14-NOV		136850	5142977202NOV20	5053.6423		NATURAL GAS	SEWER - WHITAKER LIFT STATION
		37.37	4960 BALD EAGLE-LIFT#13-NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER
		44.37	2505 MANITOU-LIFT #15-NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER
		47.41	1551 4TH-LIFT#3-NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER
		47.90	2471 BIRCH-LIFT #1-NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER
		61.90	3623 WB-LIFT #8- NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER
		69.24	5145 PACIFIC-LIFT #20-NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER

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		104.19	2293 9TH-LIFT #2-NOV		136850	5142977202NOV20	5052.6422		ELECTRIC	SEWER
		282.78	1834 WHITAKER-LIFT #14-NOV		136850	5142977202NOV20	5053.6422		ELECTRIC	SEWER - WHITAKER LIFT STATION
		37.31	3120 GENEVA AVE-NOV		136849	5142977224NOV20	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		38.52	2130 4TH ST - NOV		136849	5142977224NOV20	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		39.16	3600 LINDEN AVE-NOV		136849	5142977224NOV20	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		39.47	3849 WB AVE- NOV		136849	5142977224NOV20	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		39.62	3380 WB AVE-NOV		136849	5142977224NOV20	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		43.88	4690 HWY 61-NOV		136849	5142977224NOV20	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		43.96	1990 HWY 96-NOV		136849	5142977224NOV20	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		46.69	2492 CTY RD E - NOV		136849	5142977224NOV20	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		48.26	1290 HWY 96 - NOV		136849	5142977224NOV20	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		50.41	3235 WB AVE- NOV		136849	5142977224NOV20	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		9.74	110 11TH ST E-LIGHTS-NOV		136851	5142977235NOV20	1567.6422		ELECTRIC	WEST PARK
		11.49	1883 PARK-RMLY RST-NOV		136851	5142977235NOV20	1552.6422		ELECTRIC	RAMALY PARK
		11.49	4840 WB PK RTRY RST- NOV		136851	5142977235NOV20	1555.6422		ELECTRIC	ROTARY PARK
		11.49	1883 PARK ST-RSTRM-NOV		136851	5142977235NOV20	1552.6422		ELECTRIC	RAMALY PARK
		11.84	2350 11TH-W PRK RST-NOV		136851	5142977235NOV20	1567.6422		ELECTRIC	WEST PARK
		12.69	1856 FLORENCE-LIGHTS-NOV		136851	5142977235NOV20	1576.6422		ELECTRIC	YOST PARK
		15.38	1888 EUGENE-LIGHTS-NOV		136851	5142977235NOV20	1576.6422		ELECTRIC	YOST PARK
		32.48	2120 ORCHARD-LK PV-NOV		136851	5142977235NOV20	1531.6422		ELECTRIC	LAKEWOOD HILLS
		46.29	1700 9TH ST-PODVIN-NOV		136851	5142977235NOV20	1546.6422		ELECTRIC	PODVIN PARK
		49.37	4500 LAKE-VETERANS-NOV		136851	5142977235NOV20	1564.6422		ELECTRIC	VETERANS MEMORIAL PLAZA
		57.91	4980 LAKE-OPTIMISTIC-NOV		136851	5142977235NOV20	1543.6422		ELECTRIC	OPTIMISTS PARK
		63.55	2110 ORCHARD-LKWD FLD-NOV		136851	5142977235NOV20	1531.6422		ELECTRIC	LAKEWOOD HILLS
		80.90	1701 9TH-WEYERHSR-NOV		136851	5142977235NOV20	1570.6422		ELECTRIC	WEYERHAUSER PARK
		102.81	4752 HWY 61-RR PARK-NOV		136851	5142977235NOV20	1549.6422		ELECTRIC	RAILROAD PARK
		196.64	1700 9TH ST-PODVIN-NOV		136851	5142977235NOV20	1546.6423		NATURAL GAS	PODVIN PARK
		198.22	4752 HWY 61-RR PARK-NOV		136851	5142977235NOV20	1549.6422		ELECTRIC	RAILROAD PARK
		347.48	1700 9TH-POD FLD/PAV-NOV		136851	5142977235NOV20	1546.6422		ELECTRIC	PODVIN PARK
		461.55	3675 MCKNIGHT-SPRUCE-NOV		136851	5142977235NOV20	1558.6422		ELECTRIC	SPRUCE PARK
		169.63	2240 CTY RD E-STAT #2-NOV		136852	5142977246NOV20	1220.6423		NATURAL GAS	EMERGENCY PREPAREDNESS
		261.15	2240 CTY E-STA# 2-NOV		136852	5142977246NOV20	1220.6422		ELECTRIC	EMERGENCY PREPAREDNESS
		282.17	4700 MILLER AVE - NOV		136852	5142977246NOV20	1210.6423		NATURAL GAS	FIRE
		315.04	2240 CTY RD E-STAT #2-NOV		136852	5142977246NOV20	1210.6423		NATURAL GAS	FIRE
		318.45	4701 HWY 61-NOV		136852	5142977246NOV20	1050.6423		NATURAL GAS	CITY HALL
		484.99	2240 CTY E-STA# 2-NOV		136852	5142977246NOV20	1210.6422		ELECTRIC	FIRE
		524.00	4700 MILLER AVE - NOV		136852	5142977246NOV20	1110.6423		NATURAL GAS	POLICE
		799.81	4701 HWY 61-NOV		136852	5142977246NOV20	1050.6422		ELECTRIC	CITY HALL
		915.59	4701 HWY 61-NOV		136852	5142977246NOV20	1210.6422		ELECTRIC	FIRE

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138448	12/31/2020		110046 XCEL ENERGY-GROUP BILLING						Continued...	
		1,700.38	4701 HWY 61-NOV		136852	5142977246NOV20	1110.6422		ELECTRIC	POLICE
		408.28	2228 4TH ST- NOV		136852	5142977246NOV20	2032.6422		ELECTRIC	ARMORY OPERATIONS
		599.13	2228 4TH ST-NOV		136852	5142977246NOV20	2032.6423		NATURAL GAS	ARMORY OPERATIONS
		7.89	2135 4TH ST - NOV		136852	5142977246NOV20	4249.6422		ELECTRIC	ECON. DEV. 4TH ST DEV W OF 61
		12.52	2385 CTY F-WTR LVL- NOV		136852	5142977246NOV20	4247.6422		ELECTRIC	ECON. DEV. BELLAIRE CENTER
		50.11	4200 HOFFMAN-SHOP/FOOD-NOV		136852	5142977246NOV20	4251.6423		NATURAL GAS	ECON. DEV. 4200 HOFFMAN RENTAL
		102.36	2446 CTY RD F- NOV		136852	5142977246NOV20	4247.6423		NATURAL GAS	ECON. DEV. BELLAIRE CENTER
		137.70	2446 CTY RD F- NOV		136852	5142977246NOV20	4247.6422		ELECTRIC	ECON. DEV. BELLAIRE CENTER
		327.33	4200 HOFFMAN-SHOP/FOOD-NOV		136852	5142977246NOV20	4251.6422		ELECTRIC	ECON. DEV. 4200 HOFFMAN RENTAL
		388.52	4200 HOFFMAN-APT REAR-NOV		136852	5142977246NOV20	4251.6423		NATURAL GAS	ECON. DEV. 4200 HOFFMAN RENTAL
		431.45	4200 HOFFMAN-GAR-NOV		136852	5142977246NOV20	4251.6422		ELECTRIC	ECON. DEV. 4200 HOFFMAN RENTAL
		1,022.78	2401 ORCHARD-WTR TRMT NOV		136852	5142977246NOV20	5012.6423		NATURAL GAS	WATER DISTRIBUTION
		6,710.02	2401 ORCHARD LN PUMP-NOV		136852	5142977246NOV20	5012.6422		ELECTRIC	WATER DISTRIBUTION
		35.25	1328 HWY 96 - NOV		136852	5142977246NOV20	5205.6422		ELECTRIC	SPORTS CENTER GENERAL
		2,447.39	1328 HWY 96-NOV		136852	5142977246NOV20	5205.6423		NATURAL GAS	SPORTS CENTER GENERAL
		8,086.40	1328 HWY 96- NOV		136852	5142977246NOV20	5205.6422		ELECTRIC	SPORTS CENTER GENERAL
		758.10	2225 6TH ST - NOV		136852	5142977246NOV20	5302.6423		NATURAL GAS	PIONEER MANOR SENIOR HOUSING
		814.21	2225 6TH ST- NOV		136852	5142977246NOV20	5302.6422		ELECTRIC	PIONEER MANOR SENIOR HOUSING
		35.39	4701 HWY 61-NOV		136852	5142977246NOV20	5352.6423		NATURAL GAS	LICENSE BUREAU
		88.87	4701 HWY 61-NOV		136852	5142977246NOV20	5352.6422		ELECTRIC	LICENSE BUREAU
		7.62	4091 HIGHLAND AVE - NOV		136853	5142977257NOV20	1220.6422		ELECTRIC	EMERGENCY PREPAREDNESS
		10,120.17	4701 HWY 61 - NOV		136854	5142977268NOV20	1430.6560		CONTRACTUAL SERVICES	STREET LIGHTING / SIGNALS
		41,343.66								
		<u>115,229.90</u>	Grand Total							
									<u>Payment Instrument Totals</u>	
									Checks	<u>115,229.90</u>
									Total Payments	115,229.90



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

From: Ellen Hiniker, City Manager

Date: January 6, 2021

Subject: **Appointment of Administrative Hearing Officer for 2021**

BACKGROUND / SUMMARY

In 1996, the City Council adopted Ordinance 96-2-929 establishing a procedure for issuance of citations for violation of City ordinances. This procedure allows patrol officers or other qualified enforcement personnel to issue administrative citations for what are generally considered minor violations rather than a citation through district court. Conditions or actions generally falling in this category are barking dogs, excessive noise, trash in yards, junk cars, juvenile smoking, first-time unsafe driving (including minor speeding) and many parking offenses.

An essential component of this procedure is “due process” which is accomplished through the right to appeal to a City Council appointed administrative hearing officer. An individual receiving an administrative citation may appeal her/his case to the hearing officer who is empowered to uphold, dismiss or adjust the citation and financial penalty.

In May 2019, Jim Rathburn, a long-term White Bear Lake resident with a law degree and related work experience was appointed to serve as the City's Hearing Officer. Last year, in acknowledgment of Mr. Rathburn's legal experience, which translates into less time needed for preparation, Council approved an increase in his hourly rate from \$30 to \$35/hour. He provided 40 hours of service in 2020.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution appointing Jim Rathburn as the City's 2021 Administrative Hearing Officer at an hourly rate of \$35/hour.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION APPOINTING THE ADMINISTRATIVE HEARING OFFICER

WHEREAS, Section 205 of the City's Ordinance Code provides for an Administrative Enforcement procedure, the establishment of a schedule of offenses and related administrative penalties, and for the appointment of a Hearing Officer by the City Council; and

WHEREAS, Jim Rathburn, White Bear Lake, has been determined interested and qualified in serving in this capacity; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, that Jim Rathburn is hereby appointed Administrative Hearing Officer at a rate of \$35/hour for a term which will expire January 31, 2022; and

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: City Clerk, Kara Coustry

Date: December 9, 2020

Subject: **Proposed 2021 City Council regular meeting dates**

BACKGROUND

In accord with the City Charter for the City of White Bear Lake, the Council, at its first regular meeting in January, shall set the day of its regular monthly meetings for the year. Special meetings may be called by the Mayor or by the Chair of the Council at any time, but reasonable public notice shall be given for all special Council meetings.

SUMMARY

Listed below are the proposed 2021 City Council meeting dates. The meetings are the second and fourth Tuesday of each month except for those months where the second Tuesday is required for Election purposes in which case the regular meeting will be held the following day.

In following with past practice, there is only one meeting scheduled in December.

January 12	May 11	September 14
January 26	May 25	September 28
February 9	June 8	October 12
February 23	June 22	October 26
March 9	July 13	November 9
March 23	July 27	November 23
April 13	Aug 10 or Wed., Aug 11	December 14
April 27	August 24	No meeting

Meetings begin at 7:00 p.m. and adjourn by 10:30 p.m. unless authorized by a majority of the City Council.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution approving the 2021 regular City Council meeting dates.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION ESTABLISHING THE 2021 REGULAR MEETING DATES AND TIMES
OF THE CITY COUNCIL OF THE CITY OF WHITE BEAR LAKE**

BE IT RESOLVED by the City Council of the City of White Bear Lake that the second (2nd) and fourth (4th) Tuesday of each month shall be the regular meeting nights of the City Council except for those months where the second Tuesday is required for election purposes, in which case the regular meeting shall be held the following day. Further, the only regularly scheduled meeting in December shall be December 14, 2021.

BE IT FURTHER RESOLVED by the City Council of the City of White Bear Lake that City Council meetings shall begin at 7:00 p.m. and shall not extend beyond 10:30 p.m. unless authorized by a majority of the City Council.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Finance Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kerri Kindsvater, Finance Director

Date: January 4, 2021

Subject: **Travel and Expense Reimbursement 2021**

BACKGROUND

The City reimburses employees for approved and eligible out-of-pocket travel and business expenses incurred in the conduct of City business or authorized training.

SUMMARY

Mileage

City policy allows employees to utilize their personal vehicle to conduct City business. In return for the use of the personal vehicle, the City reimburses the employee a mileage rate to compensate the employee for the estimated cost of operating their vehicle for the miles driven for City business. This mileage reimbursement policy does not intend to reimburse the employee for the cost of their automobile ownership, as the City does not require employees to purchase or own a vehicle as a condition of employment, it is only intended to cover the incremental cost of the trip.

This practice benefits the City by reducing the number of fleet vehicles to the actual vehicles needed for operations does not provide additional vehicles to be available for occasional employee transportation needs.

The Internal Revenue Service's federal mileage reimbursement rate for 2021 changes to 56 cents per mile, which is down from the 57.5 cents per mile reimbursement rate in 2020. Consistent with past practice, staff proposes to set the City's mileage reimbursement rate to the standard rate set by the Internal Revenue Service.

Meals

The City's meal reimbursement policy provides employees with adequate compensation to purchase their meals each day while conducting City business away from the community. Staff does not recommend an increase in the 2020 daily reimbursement limits of \$38, or \$46 if in a major metropolitan area.

Meal reimbursements for employees attending training sessions are only available when the training sessions do not include meals as part of the registration fee to prevent employees from profiting through reimbursement when meal costs are already paid.

RECOMMENDED COUNCIL ACTION

Staff recommends that the City Council adjust the current travel expense reimbursement and update the Travel and Training Policy to reflect these changes.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION AUTHORIZING EMPLOYEE REIMBURSEMENT OF APPROVED AND ELIGIBLE OUT-OF-POCKET TRAVEL AND BUSINESS EXPENSES WHILE CONDUCTING CITY BUSINESS

WHEREAS, City of White Bear Lake employees occasionally conduct City business away from the community; and

WHEREAS, on occasion, City employees utilize personal vehicles for transportation to conduct City business; and

WHEREAS, the City's meal reimbursement policy provides employees with adequate compensation to purchase meals each day while conducting business away from the community.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, that the City Council authorizes employee reimbursement rates for personal vehicle usage and meal purchases while conducting City business away from the community established below:

Mileage Reimbursement: \$.56

Standard Metropolitan Area:

Meals reimbursed at a reasonable amount per meal, with a daily limit of \$38 and restriction that no meal, non-alcoholic drink and tip will exceed \$25.

Major Metropolitan Area:

Meals reimbursed at a reasonable amount per meal, with a daily limit of \$46 and restriction that no meal, non-alcoholic drink and tip will exceed \$25.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of White Bear Lake, that the City Council authorizes the City Manager to modify the meal reimbursement amounts based upon unique circumstances:

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and Council

From: Kerri Kindsvater, Finance Director
Ellen Hiniker, City Manager

Date: January 7, 2021

Subject: **Financial Policies**

BACKGROUND & SUMMARY

The Government Finance Officers Association (GFOA) recommends government entities formally adopt financial policies because they are essential to a strategic and long-term approach to financial management. They promote approving policies as a “best practice” for the following reasons:

- Promote stability and continuity in operations
- Define how the organization will manage its resources to provide for the community
- Provide a framework of financial management guidelines for City staff
- Support good bond ratings
- Identify and manage important risks to financial condition

After a recent review of current City Council approved policies for Finance operations, staff felt the Investment Policy needed updating and created six additional policies for implementation in 2021. Staff will be requesting formal City Council approval of these policies at the January 24, 2020 meeting, but is providing drafts at this time for review.

ATTACHMENTS

- 3.01 Investment Policy
- 3.08 Capital Asset Policy
- 3.09 Electronic Funds Transfer (EFT) Policy
- 3.10 Purchasing Policy
- 3.11 Federal Grant Policy
- 3.12 Credit Card Policy
- 3.13 Fund Balance Policy



3.01 Investment Policy

Purpose

The City of White Bear Lake established this investment policy to protect the capital in the overall portfolio. Liquidity and yield are also important considerations but secondary to capital preservation. Funds will be invested to gain the highest investment return from investment vehicles, which have the lowest risk of principal loss, while meeting the daily cash flow demands of the City and conforming to all federal, state, and local statutes governing the investment of public funds.

Scope

This policy applies to all financial assets of the City of White Bear Lake. These funds are accounted for in the City's Comprehensive Annual Financial Report and include the General Fund, Special Revenue funds, Debt Service funds, Capital Project funds, Enterprise funds, Internal Service funds, and any new funds created by the City.

Objectives

At all times, investments of the City shall be in accordance with Minnesota Statutes Chapter 118A and amendments thereto. The primary objectives of the City's investment activities shall be in the following order of priority:

Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, interest rate risk, and custodial risk.

- *Credit Risk:* Credit risk is the risk of loss due to failure of the security issuer or backer. Thus, designated depositories shall have insurance through the FDIC (Federal Deposit Insurance Corporation) or the SIPC (Securities Investor Protection Corporation). To ensure safety, when evaluating an investment for purchase, it is the City's policy to crosscheck all depositories under consideration against existing investments to make certain that funds in excess of insurance limits are not invested in the same institution unless collateralized as outlined below.

- *Interest Rate Risk:* Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The City will minimize interest rate risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- *Custodial Risk:* The City will minimize deposit custodial risk, which is the risk of loss due to failure of the depository bank (or credit union), by obtaining collateral or a bond for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance with state law and perfected security interest under federal law.

Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Generally, investments shall have "laddered" maturities so that money becomes available on a regular schedule. Liquid funds will allow the City to meet possible cash emergencies without being penalized on investments.

Return on Investments: The City's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority

The City Council delegates the management of the City's investment portfolio to the City Manager, Finance Director and the Assistant Finance Director with the direction of strict compliance with this policy.

Prudence

Investments shall be made with judgment and care under prevailing circumstances, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from investing the City's overall portfolio.

Investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Internal Controls

The Finance Director and Assistant Finance Director are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuses. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Director and Assistant Finance Director shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record-keeping
- Safekeeping account
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investment and wire transfers

Authorized Financial Dealers and Institutions

The City Council approves a resolution that includes a list of financial institutions authorized to provide investment services to the City each year. Prior to any investment transactions with the City, all brokers/dealers who desire to become qualified bidders for investment transactions must supply audited financial statements, proof of National Association of Security Dealers certification, proof of Minnesota registration, a certificate of insurance for excess SIPC coverage, and completion of the broker notification and certification form required by Minnesota Statutes 118A.

Safekeeping

The City will minimize deposit custodial credit risk, which is the risk of loss due to failure of the depository bank, by holding all securities in segregated accounts for the City's benefit at a third-party trustee as a safekeeping agent. The investment dealer or bank in which the security is purchased shall deliver all securities on the delivery versus payment method to the designated third party. Delivery versus payment is a way of controlling risk to which securities market participants are exposed. Delivery of securities (i.e. the change in their ownership) is done simultaneously with payment. This means that neither the buyer nor the seller is exposed to the risk that the other will default.

Suitable and Authorized Investments

Consistent with Minnesota Statute 118A, the following investments will be permitted by this policy:

1. U.S. Treasury Obligations (bills, notes, bonds)
2. U.S. Government Agency and Federally Sponsored Agency Securities, excluding mortgage backed securities that fail the FFEIC test
3. General Obligation of the State of Minnesota or any of its subsidiaries that is rated by at least one national rating agency with a rating level of at least the following rating:
 - general obligation rated “A” or better
 - revenue obligation rated “AA” or better
 - general obligations of the Minnesota Housing Finance Agency rated “A” or better
4. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the amount provided by the Federal Deposit Insurance Corporation coverage limit
5. Commercial paper issued by the U.S. Corporations or their Canadian subsidiaries that is of the highest quality (A1, P1) and matures in 270 days or less
6. Bankers Acceptances shall be restricted to those of U.S. banks eligible for purchases by the Federal Reserve System.
7. Repurchase agreements - must be from a national or state bank in the U.S. that is a member of the Federal Reserve system and whose capital and surplus is at least \$10,000,000 or is primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York.
8. Mutual Funds - The City may purchase shares in mutual fund holdings pursuant to M.S. 118A.04. The City will monitor the market value of the fund(s) to ensure against potential losses. The City will not invest in the following instruments:
 - Reverse Repurchase agreements
 - Mortgage-Back securities
 - Future Contracts
 - Options
 - Guaranteed investment contracts

Diversification

The City will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields. No more than 30% of the portfolio should have maturities exceeding 5 years. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the City’s total investment portfolio will be invested in a single security type.

Reporting and Review

The City will provide the City Council with a monthly investment report, which includes the current status of its investment portfolio. This investment report will include at a minimum the following information on each investment:

- Type of investment
- Financial institution involved in the transaction
- Actual yield on the instrument
- Purchase date
- Maturity date
- Amount invested

The City's investment policy shall be adopted by resolution by the City Council and will be reviewed on an annual basis.

Statutory Authority

Specific investment parameters for the investment of public funds by the City are found in Minnesota Statutes Chapter 118A.

History

Adopted by the City Council on December 9, 1997 by Resolution No. 8164

Revised by the City Council on January XX, 2021 by Resolution No. XXXXX

City Manager



3.08 Capital Asset Policy

Introduction

The City of White Bear Lake is required to follow Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. GASB 34 establishes financial reporting requirements for state and local governments throughout the United States and is intended to make annual reports more comprehensive and easier to understand.

GASB 34 requires governments to report general infrastructure assets and depreciate general governmental capital assets over their estimated useful lives.

While the City’s capital asset policy is not all encompassing, it provides general guidance on complying with capital asset reporting requirements for financial reporting purposes only. The primary objectives of financial reporting generally pertain to valuation, allocation, presentation, and disclosure. This policy is not intended to be used for property control purposes.

Capital Assets and Capitalization Thresholds

A capital asset is real or personal property that has an estimated useful life greater than two years and a value equal to or greater than the corresponding capitalization threshold. The City reports capital assets in the following categories:

- Land and Land improvements
- Other Improvements
- Buildings & building improvements
- Machinery, equipment and vehicles
- Infrastructure
- Work in progress
- Other assets

For financial statement purposes, a capitalization threshold is established for each capital asset category as follows:

Capital Asset Category	Capitalization Threshold
Land	\$10,000
Land improvements	10,000
Infrastructure	100,000
Building and building improvements	25,000
Machinery, equipment and vehicles	5,000
Work in progress	Accumulate all costs and capitalize if over \$100,000 when complete
Other assets	5,000

Reporting Capital Assets

A capital asset should be recorded and reported at its historical cost, which includes the vendor's invoice plus the value of any trade-in or allowance. The historical cost also includes freight, sales tax, installation, modifications, accessories, and professional fees.

When the historical cost of a capital asset is not practicably determinable, the estimated historical cost of the asset should be determined. The basis of valuation for capital assets constructed by personnel is the cost of material, direct labor and overhead identifiable to the project.

A donated capital asset should be reported at fair value at the time of acquisition plus ancillary charges; if any. Fair value is the amount at which an asset could be exchanged in a current transaction between willing parties.

Depreciating Capital Assets

Depreciation is the process of allocating the cost of an asset over the period of time the asset is used for its intended purpose. Capital assets should be depreciated over their estimated useful lives unless they are inexhaustible (i.e. land, certain works of art and historical treasures).

For financial statement purposes, the straight-line method will be used to calculate depreciation for each capital asset recorded. Under the straight-line depreciation method, the cost of the asset less the salvage value is written off evenly over the useful life of the asset. The same amount of depreciation is taken each year. At the end of the asset's estimated life, the salvage value will remain.

Improvements vs. Repairs/Maintenance

Capital asset improvement costs should be capitalized if:

1. The costs exceed the capitalization thresholds, and
2. One of the following criteria is met:
 - a) The value of the asset is increased by at least 25% of the original cost,
 - b) The life of the asset is increased by at least 25% of the original life,

- c) The efficiency of the asset is increased by at least 25% or
- d) The capacity of the asset is increased by at least 25%.

Otherwise, the cost should be recorded as a repair and maintenance expense within the appropriate expense function.

Capital Asset Definitions and Categories

1. Land

Land is the surface of the earth, which can be used to support structures and grow plants. Land is characterized as having an unlimited life.

Examples of items to be capitalized as land are:

- Purchase price or fair market value at time of gift
- Commissions
- Professional fees
- Accrued and unpaid taxes at date of purchase
- Other costs incurred in acquiring the land

2. Land Improvements

Land improvements consist of site improvements and assets built, installed or established to facilitate the use of land for a particular purpose.

Examples of items to be capitalized as land improvements are:

- Fencing and gates
- Landscaping
- Parking lots, driveways and parking barriers
- Outside sprinkler systems
- Recreation areas and athletic fields
- Paths and trails
- Softball fields, soccer fields, basketball courts and skateboard parks
- Fountains
- Pavilions
- Retaining walls

3. Infrastructure

Infrastructure assets are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets.

Examples of expenditures to be capitalized as infrastructure:

- Highways
- Roads, streets, curbs, gutter, alleyways and sidewalks
- Dams and storm sewer (drainage) systems
- Water and wastewater systems
- Electric lines-overhead and underground
- Fire hydrants
- Signage

4. Building and building improvements

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls and is not intended to be transportable or moveable. A building is generally used to house persons, property and fixtures attached to and forming a permanent part of such a structure. Certain buildings or structures that are an ancillary part of infrastructure networks, such as a pumping station, should be reported as infrastructure rather than as buildings.

Building improvements are capital events that materially extend the useful life of a building or increase the value of a building beyond one year.

Examples of items to be capitalized as buildings and building improvements are:

Purchased Buildings

- Original purchase price
- Expenses for remodeling a building to make it ready for use
- Environmental compliance (i.e. asbestos abatement)
- Professional fees
- Payment of unpaid or accrued taxes on the building to date of purchase
- Cancellation or buyout of existing leases
- Other costs required to place or render the asset into operation

Constructed Buildings

- Completed project costs
- Cost of excavation or grading or filling of land for a specific building
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Cost of building permits
- Professional fees
- Costs of temporary buildings used during construction
- Unanticipated costs such as rock blasting or relocation of an underground stream
- Permanently attached fixtures that cannot be removed without impairing the use of the building
- Additions to buildings

Building Improvements

- Conversions of attics, basements, etc. to usable office space

- Structures attached to the building such as garages, enclosed stairwells, etc.
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids or other interior framing
- Exterior renovation such as installation or replacement of siding, roofing, masonry, etc.
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable or wiring required in the installation of equipment that will remain in the building
- Other costs associated with the above improvements

5. Machinery, equipment, and vehicles

Machinery, equipment and vehicles described as fixed or movable tangible assets include those items to be used for operations; the benefits of which extend beyond one year from date of receipt and placed into service. Personal property paid jointly by the city and other governmental entities should be capitalized by the entity responsible for future maintenance.

Examples of expenditures to be capitalized as equipment and vehicles:

- Original contract or invoice price
- Freight charges
- Handling and storage charges
- In-transit insurance charges
- Sales, use and other taxes imposed on the acquisition
- Installation charges
- Charges for testing and preparation for use
- Cost of reconditioning used items when purchased
- Parts and labor associated with the construction of equipment

Cost of extended warranties or maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.

Leased Equipment

Equipment should be capitalized if the lease agreement transfers ownership of the property to the lessee by the end of the lease term.

Capital Assets Estimated Useful Lives

Land improvements

Fencing, gates	10 years
Landscaping	10 years
Outside sprinkler systems	20 years
Ball fields and soccer fields	20 years
Retaining walls	20 years

Infrastructure

Roads and highways (including curb & gutter)	20 years
Parking lots – public	20 years
Pathways and trails	20 years
Sidewalks	20 years
Bridges	30 years
Wastewater treatment plant	25 years
Water and wastewater mains	25 years
Storm sewer system	25 years
Street lighting	25 years
Wells	20 years

Buildings and building improvements

Buildings – excavation, foundation, frame/structure	50 years
Temporary/portable buildings	20 years
Roof	20 years
HVAC – heating, ventilation, air conditioning	20 years
Electrical	20 years
Plumbing	20 years
Sprinkler system	20 years
Security/fire alarm system	10 years
Cabling	10 years
Floor covering (other than carpet)	20 years
Carpeting	10 years
Rubber floor covering (arena)	10 years
Interior construction	10 years
Interior renovation	10 years
Elevators	20 years
Generators	20 years

Machinery, equipment, and vehicles

Athletic equipment	10 years
Business machines/office equipment	5 years

Radio/communications equipment	10 years
Computer equipment/software	5 years
Fire department equipment - ladders, hoses, gear, etc	10 years
Office furniture	15 years
Grounds equipment – mowers, tractors, etc.	10 years
Kitchen equipment – appliances	10 years
Law enforcement equipment - light bars, radar, etc	10 years
Tools and other equipment	5 years
Outdoor equipment – playgrounds and scoreboards	10 years
Ice resurfacing equipment (Zamboni)	10 years
Custodial equipment	10 years
Ambulance defibrillators	10 years
Photocopiers	5 years
Motor vehicles:	
Cars, light trucks	5 years
Heavy trucks (13,000 lbs and greater)	7 years
Fire Department vehicles	15 years
Ambulances	10 years
Generators	20 years
Heavy equipment: front loaders, graders, etc.	10 years

Approval of Capital Asset Policy

The useful lives are intended to be guidance, not absolutes. The useful life of a capital asset may be adjusted based on the professional judgment of a qualified individual. Determinations must be made on a case-by-case basis.

History

Adopted by the City Council on January XX, 2021 by Resolution No. XXXXX

City Manager



3.09 EFT Policy

Purpose

The purpose of this policy is to set forth the circumstances in which the City of White Bear Lake may make electronic funds transfers.

Policy

It is the policy of the City to abide by Minnesota Statute § 471.38 when making an electronic funds transfer.

A. Transfers Allowed for Certain Purposes

The City may make an electronic funds transfer for the following:

1. For a claim for a payment from an imprest payroll bank account or investment of excess money;
2. For a payment of tax or aid anticipation certificates;
3. For a payment of contributions to pension or retirement funds;
4. For vendor payments; and
5. For payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

B. Policy Controls

The City will only make payments via electronic funds if the following policy controls are met:

1. The City Council must annually delegate the authority to make electronic fund transfers to the City Manager, Finance Director and the Assistant Finance Director;
2. The disbursing bank must keep on file a certified copy of the delegation of authority;
3. The initiator of the electronic transfer must be identified;
4. A written confirmation of the transaction within one business day;
5. The Finance Department will maintain a list of all transactions made by electronic funds transfer for review by elected officials at any time.

Legal References: Minnesota Statute § 124E.16, subd. 1
Minnesota Statute § 471.38, subds. 3 and 3a

History

Adopted by the City Council on January XX, 2021 by Resolution No. XXXXX

City Manager



3.10 Federal Grant Policy

Purpose

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the City.

Definitions

A. Grants

1. “State-administered grants” are those grants that pass through a state agency.
2. “Direct grants” are those grants that do not pass through another agency and are awarded directly by the federal awarding agency to the grantee organization.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1.
 - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor operated facilities.

- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.

- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the City.

Conflict of Interest

A. Employee Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the City may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the City.

B. Organizational Conflicts of Interest

The City is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest

The City must disclose in writing any potential conflict of interest in accordance with applicable federal awarding agency policy.

Acceptable Methods of Procurement

A. General Procurement Standards

The City must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

- B. The City must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The City's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The City must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The City must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The City alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts.
- G. Methods of Procurement

The City must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the City must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the City considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources.
 - c. The City must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

- e. The City may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. After solicitation of a number of sources, competition is determined inadequate.

H. Competition

The City must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- I. The City must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the City must not preclude potential bidders from qualifying during the solicitation period.
 - J. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

- K. All non-procurement transactions entered into by a recipient (i.e., subawards to sub-recipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

Managing Equipment and Safeguarding Assets

A. Property Standards

The City must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the nonfederal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The City must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the City is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Financial Management Requirements

A. Financial Management

The City's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment

The City must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the City and the financial management systems that meet the standards for fund control. Advance payments to a City must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the City in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The City must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls

The City must establish and maintain effective internal control over the federal award that provides reasonable assurance that the City is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). The City must comply with federal statutes, regulations, and the terms and conditions of the federal award. The City must also evaluate and monitor the City’s compliance with statutes, regulations, and the terms and conditions of the federal award. The City must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings. The City must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

Allowable Use of Funds and Cost Principles

A. Allowable Use of Funds. The City administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

3. “Advance payment” means a payment that a federal awarding agency or pass through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs

All grant expenditures will be in compliance with OMB Uniform Guidance, State law, city policy, and the provisions of the grant award agreement, which will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program. Any indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement. When allowable, indirect costs will be charged based on the City’s budget allocation.

D. Costs Forbidden by Federal Law

2 CFR Part 200s identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and

E. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

F. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the City's grants.

G. Training

1. The City will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The City will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

H. Employee Sanctions

Any City employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

Compensation – Personal Services Expenses and Reporting

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the City consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a City's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a City must follow its written non-federal, entity wide policies and practices concerning the permissible extent of professional services that can be provided outside the City for nonorganizational compensation.

B. Compensation – Fringe Benefits

1. During Leave

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the City.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the City's accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the City follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the City.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the City.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the City's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the City's policy and sound business practice.
- D. Relocation Costs of Employees
Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the City's reimbursement policy.
- E. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the City's non-federally funded activities and in accordance with the City's reimbursement policies. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the City in its regular operations according to the City's written reimbursement and/or travel policies. In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the City's established travel policy.

Legal References:

- 2 C.F.R. § 200.12 (Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.212 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Real Property)
- 2 C.F.R. § 200.313(d) (Equipment)

- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
- 2 C.F.R. § 200.338 (Remedies for Noncompliance)
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)
- 2 C.F.R. § 200.473 (Transportation Costs)
- 2 C.F.R. § 200.474 (Travel Costs)

History

Adopted by the City Council on January XX, 2021 by Resolution No. XXXXX

City Manager



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Ellen Hiniker, City Manager
Date: January 6, 2021
Subject: **Consideration of additional COVID relief grants**

If Council approves staff's recommendation to waive on-sale liquor license fees and transfer an amount equal to the loss revenue from the Economic Development Fund to the General Fund, there will be \$309,889 remaining in the reserve set aside for COVID relief and/or related expenses.

Following conversation with the Mayor, staff would like to bring forward a recommendation to provide \$10,000 in grant funds to Cerenity Care Center. Cerenity did not participate in the first round of \$10,000 grants, as they had qualified to receive other monies targeted for hospitals. However, they have since experienced significant revenue loss due to their need to convert an entire floor to COVID patient care after the second wave hit in November.

Additionally, there has been interest expressed among a few Councilmembers for the City to consider another round of grants, specifically targeting bars and restaurants. In 2020, thirty-five (35) establishments were issued an on-sale liquor license, and there are several restaurants/eating establishments that do not serve alcohol. The cost of a grant program providing up to \$2,500 - \$5,000 per establishment could cost up to \$200,000.

Staff will provide an update on the use of the City's Emergency Assistance grant at the City Council meeting, along with information on new State and County grant programs available, as Council considers use of additional reserve funds.

Commission Highlights 2020

FYI

Park Advisory Commission

- **Lakewood Hills Pavilion and Park**
 - new water service and bathroom portions
 - installation of new automatic toilet flushers, toilets and urinals
 - replaced all of the doors in the building
 - painted using a more contemporary neutral color
 - replacement of the detreating Asphalt surface at the restrooms at the ball fields
 - improved the slope for drainage and installed new drains to collect pooling water
- **Lions Park** - Generous Lions Club donation to replace the split rail fence at Lions Park.
- **Podvin Park** - Constructed a dumpster enclosure for aesthetics and to thwart illegal dumping.
- **Railroad Park** - The fountain manifold was detreating from the inside out causing issues with rust flakes/deposits getting caught in other components of the system. It was rebuilt with a PVC manifold and the filtering system was upgrade for improved future maintenance.
- **West Park**
 - The commission provided a lot of great insight and worked really hard on the design options to include in a new picnic shelter with 50% improved seating capacity
 - Added a lot of outlets and power up at the shelter to help accommodate the Special Events, 4th of July band, and running races that are held from this park.
 - Two new grills were added to the pavilion
 - Added a new paved trail for park users to access the playground and restrooms from Johnson Ave. This trail was a big addition to the park making it easier for our park users to navigate to the playground when pushing or riding anything with wheels.
- **Veterans Memorial Park Upgrades**
 - Revamped the street lighting to LED
 - Upgraded the flag light to LED fixtures



Charter Commission

- Held its annual meeting in September and is currently reviewing Charter Section 4.13 pertaining to election of the Council Chair. It was suggested this appointment occur in odd years to ensure an experiences Council makes this biennial appointment.

Ramsey Washington Suburban Cable Commission

- Continues to work with Comcast to negotiate a new Franchise Agreement for all member cities.

Police Civil Service Commission

- Meeting only as needed, the Civil Service Commission met once in December to recertify the Police Officer Eligibility list, which was approved.

Commission Highlights 2020

Environmental Advisory Commission

- Advocated for a Ramsey County food scraps recycling enclosure in the City. The enclosure was completed early this year at the Public Works building on Hoffman Road.
- Provided feedback to Ramsey County in early 2020 which helped to shape the Ramsey County Recycling Ambassador Program that was offered for the first time in the fall of 2020. One commission member completed the Ramsey County Recycling Ambassador Program and became a Recycling Ambassador at the end of this year.
- Created an interactive pollinator pathways map to identify pollinator gardens in the City. The map can be found on the City's website: <https://www.whitebearlake.org/ee/page/pollinators>
- Advised staff on environmental topics for the City newsletters, including the interactive pollinator map, ongoing Spotlight on Sustainability article, and adopt-a-drain program. A commission member also wrote an article about the interactive pollinator map that was published in the spring newsletter.
- Reviewed the draft energy action plan matrix, draft Surface Water Management Plan, interactive pollinator map, and draft East Gosse Lake public survey and provided comments.
- Drafted a zero-waste policy for City events that will be brought to City Council for their consideration in early 2021.
- Attended numerous environmental related workshops and meetings, including:
 - Environmental Commission gathering hosted by Alliance for Sustainability
 - 2020 Environmental Commission Conference
 - Climate Smart Steering Committee hosted by the City
 - Taking Action for water Quality and Conservation hosted by Conservation Minnesota
- Added two student members from the WBL high school environmental club to the commission.
- Currently planning for next year. Top 2021 priorities identified so far are: downtown area recycling, plastic bag ordinances, zero waste events, and pollinator plantings.



White Bear Lake Planning Commission

Aside from pivoting all meeting to virtual format, including the City's first Public Hearing in April with more than 10 participants (in addition to Commissioners and Staff), the Planning Commission also reviewed these cases:

- **White Bear Center for the Arts** – Planned Unit Development Amendment for a 14,500 SF expansion
- **ISD 624 South Campus** – Conditional Use Permit for a 19,200 SF gymnasium addition
- **ISD 624 Matoska Elementary** – Conditional Use Permit Amendment for a 3,000 SF classroom addition
- **ISD 624 Lincoln Elementary** – Conditional Use Permit Amendment for a 12,000 SF gymnasium and loading dock addition.

Commission Highlights 2020

White Bear Lake Planning Commission (continued)

- **Bluestone Villas Preliminary Plat** – Subdivision of the Rooney Farm at 1800 County Road E into 9 single-family lots to be served by a new public cul-de-sac off of Dell Street, mirroring Rooney Place to the south.
- **2040 Comprehensive Plan Update** – reviewed final revisions and recommended approval to the City Council for submittal to the Metropolitan Council for determination of compliance with Thrive 2040 – the Twin Cities Metropolitan Area planning document.
- **New Planning Commission** – Appointed by the Mayor to fill a vacancy on the Commission.

White Bear Lake Conservation District



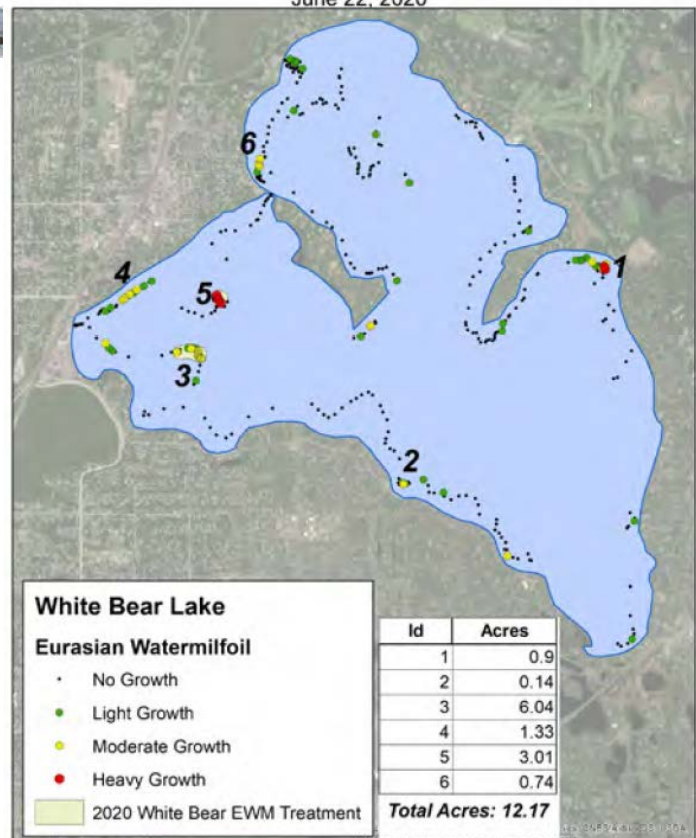
Highlights in 2020

- Sponsored the Scout's lake cleanup on March 7 with 147 volunteers -- the most ever. They collected 247 pounds of trash.
- Supported the University of Minnesota wake impact study: Donated \$2,000 to help this project exceed its crowdsourcing goal ([University of Minnesota Foundation \(communityfunded.net\)](https://www.communityfunded.net))
- Conducted control efforts for Eurasian Water Milfoil, phragmites, and invasive yellow iris. 390 sites were surveyed and about 12 total acres were treated for EWM. (More information on each of these is at [Invasive Species \(wblcd.org\)](https://www.wblcd.org).)

Standard Activities

- Permitting commercial docks and special events
- Variances to private docks
- Hiring water patrol
- Funding extra Sheriff water patrols
- Being a source for lake information
- Solving neighbors disputes
- Weed and water surveys

White Bear Lake Eurasian Watermilfoil Treatment Areas
June 22, 2020



City of White Bear Lake
Report Period: January 1, 2020 to September 30, 2020

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

Annual City Contract for Service 2020	\$43,451
Total cost of all services through September 30	\$173,775

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

Services Provided	City Totals		
	# of Clients	Hours	Service Cost
Contracted Services			
Mental Health	102	1142	\$ 142,750.00
Diversion Services	34	116	\$ 4,640.00
Senior Chore			
Youth	2	221	\$ 5,512.50
Seniors	14	175	\$ 4,362.50
Total for Contracted Services	152	1653	\$ 157,265.00

Non Contracted Services			
Northeast Educational & Therapeutic Services	1	254	\$ 16,510.00
Totals for Non-contracted Services	1	254	\$ 16,510.00

Totals for all Individual Services	153	1907	\$ 173,775.00
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*In addition to services provided by NYFS Staff, as part of the Diversion Program, 20 youth provided 282 hours of community service valued at \$2820.

12/10/2020

Greetings,

I hope this letter finds you well and healthy. I wanted to take a moment to send my sincere Thank You for hosting your facility as a polling location for the Presidential Primary, the State Primary and or General Election under these difficult COVID circumstances we have all endured this year in 2020.

Your willingness to work with us to ensure all Elections ran as safely and smoothly as possibly is very much appreciated. It is because of your willingness to host a polling location that the voting public in Ramsey County had an opportunity to exercise their right to vote.

I would like to share with you some statistics.... 297,466 voters voted in the November 3rd Presidential Election in Ramsey County. Total voters casting an AB ballot were 194,869 and total voters voting in the polling place were 102,597. These are historic numbers for absentee voting in any election for Ramsey County. Due to the high volume of AB's it allowed precincts to social distance more safely at the polling locations on Election Day given the lower volume of voters voting in person.

On behalf of all staff here at Ramsey County Elections, Thank You again for being a polling location in this unprecedented year in Election history.

Best Regards,

-Brenda Leifeld

Ramsey County Elections