



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, AUGUST 10, 2021
7:00 P.M. IN THE COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIENCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on July 27, 2021

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

A. Tara Jebens-Singh, Northeast Youth and Family Services

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

A. Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Paula Frost for a Special Home Occupation Permit extension at 1904 4th Street (Case No. 20-2-SHOPa)

B. Non-Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Tjernlund Products for a conditional use permit at 1601 9th Street. (Case No. 21-8-CUP)

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

1. Second Reading – A City-Initiated text amendment to Zoning Code Section 1303.160 to allow interim use permits in the B-5 zoning district
 - a. Resolution
 - b. Summary Resolution

2. First Reading – Rezoning of two parcels: 35XX Rolling View Drive (PID #363022110026) from B-2 to R-3, and 35XX Rolling View Drive (PID # 363022110025) from R-B to R-3. (Case No. 21-3-Z)

9. NEW BUSINESS

- A. Resolution authorizing advertisement for the City Manager position
- B. Resolution authorizing execution of a Memorandum of Understanding with IAFF
- C. Resolution authorizing the Mayor and City Manager to execute a lease agreement with the Hockey Association

10. CONSENT

- A. Acceptance of Minutes: June Environmental Advisory Commission; June Parks Advisory Commission; June White Bear Lake Conservation District; July Planning Commission
- B. Resolution approving an single event extension to an on-sale liquor license for Carbone’s Pizzeria & Pub
- C. Resolution accepting a donation from the Lions Club for an All Abilities Park
- D. Resolution approving a lease extension agreement with Comcast Cable
- E. Resolution approving acceptance of the American Rescue Plan Act funds
- F. Resolution accepting quotes and awarding a contract for the 2021 miscellaneous concrete (City Project 21-05)
- G. Resolution approving a grant award to Frassati Academy for purchase of playground equipment

11. DISCUSSION

- A. Ramsey Washington Suburban Cable Commission organizational update

12. COMMUNICATIONS FROM THE CITY MANAGER

- Erd-Giest Gazebo Ribbon Cutting, Saturday, August 14 at 10:00 a.m.
- Budget Work Session, August 17, 2021 at 6:00 p.m.

13. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JULY 27, 2021
7:00 P.M. IN THE COUNCIL CHAMBERS**

1. CALL TO ORDER AND ROLL CALL

Mayor Jo Emerson called the meeting to order at 7:00 p.m. The clerk took roll call attendance for Councilmembers Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh. Councilmember Doug Biehn was an excused. Staff in attendance were City Manager Ellen Hiniker, Public Works Director/City Engineer Paul Kauppi, Finance Director Kerri Kindsvater, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

PLEDGE OF ALLEGIENCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on July 13, 2021

Councilmember Walsh made a correction to page five, paragraph two in which the city attorney was referred to as a Councilmember.

It was moved by Councilmember **Walsh** seconded by Councilmember **Edberg**, to approve the Minutes of the July 13, 2021 City Council meeting as amended.

Motion carried. Councilmember Jones abstained.

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

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to approve the Minutes of the July 20, 2021 Council Work Session as presented.

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

City Manager Hiniker added 9B a resolution approving an on-sale liquor license for Stonehouse Custom Catering. Also, 10E was included in the packet but was not listed on the original agenda.

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

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

A. Police Officer Rob Flick Retirement

Police Chief Julie Swanson explained that Officer Rob Flick is celebrating retirement as the longest term employee with an impressive 37 year career in the White Bear Lake Police Department. As the top traffic enforcer, top DWI enforcer, top training officer and the primary communicator to the department's retirees, Officer Flick has shown dedication in building an admirable career with the department. She said, all of this experience brings us here today to recognize Officer Flick for an impressive career in a job that can be the most fun and also the most stressful.

Mayor Emerson thanked Office Flick and his family for so many years of dedicated service and presented him with a bear plaque.

B. Presentation of Lions Club donation for All Abilities Park

Paul Kowitz with the Lions Club showed a video mock-up the proposed All Abilities Playground, which will be installed next to the regular playground at Lakewood Hills Park. He presented the City with another donation of \$200,000 from the Lions Club for this project, bringing total Lions Club donations to the Park Improvement Fund for the All Abilities Park to \$300,000.

5. PUBLIC HEARINGS

A. Resolution authorizing conduit debt bond issuance to Level Up Academy

Finance Director Kindsvater reported that Spark Youth is an organization that works with Level Up Academy located on County Road E. Spark Youth leases facilities to Level Up Academy and is seeking \$14 million in conduit bonds to buy the building and the adjacent property in order to renovate and equip a new facility at that location. In consultation with Julie Eddington from Kennedy & Graven, it was decided the City of White Bear Lake not issue this conduit debt because it would push the City above its bank qualified amount and increase the City's interest rate. As such, the City of Bethel agreed to issue the conduit debt for Spark Youth, if the City of White Bear Lake would be the host city. She explained that as the host city for these bonds, a public hearing is required, but no other action would be required of the city for this issue.

In response to Councilmember Walsh, Ms. Kindsvater explained that the City of Bethel would receive a percentage of the conduit bonds in the form of a processing fee for their part in the issue.

Mayor Emerson opened the public hearing at 7:18 p.m. There being no comments by the public, Mayor closed the public hearing.

Councilmember Edberg was supportive of the concept. He asked whether all of the property had been purchased already or does Rockpoint Church still own a majority. In response, Justin Fincher VP of Development for JB Vang, explained that Level Up has a purchase agreement in place to acquire four parcels from Rockpoint Church. He said, once the financing is approved, the purchase agreement will be assigned to an entity associated with Spark Youth, then Level Up Academy would lease from that entity. He explained that the reason for this is that public charter schools are not permitted to own property or real estate.

Councilmember Edberg asked whether the city should make this approval contingent upon rezoning decisions for the parcels in question. Bond Council, Libby Kantner with Kennedy &

Graven, explained that approval of the host resolution will not have any impact on the zoning. She stated the bonds would not be issued until the zoning approvals are made next month. She did state there could be a zoning contingency statement added to the resolution of host approval and to the resolution being considered by Bethel next week.

In response to Councilmember Walsh, Ms. Kantner explained that Spark Youth and Level Up Academy are separate entities that do not share board members.

It was moved by Councilmember **Edberg** seconded by Councilmember **Walsh**, to adopt **Resolution No. 12815** authorizing conduit debt bond issuance to Level Up Academy with a zoning contingency added.

Motion carried unanimously.

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

A. Resolution authorizing a request for bids for auditor services

Finance Director Kindsvater explained that in 2019, the City Council voted to extend the auditor service agreement with Abdo, Eick & Meyers for two additional years in order to work through implementation of audit software and to provide consistency during internal staff changes due to the retirement of the previous Finance Director. As part of the approval, the City Council requested a RFP be issued for auditing services for the December 31, 2021 financial statements.

Ms. Kindsvater reported that since the City Charter directs the City Council to appoint the audit firm, staff is seeking assistance from a Councilmember to be included in the RFP review and possible interview of audit firms.

Councilmember Jones asked whether it would be worth extending the contract with Abdo, Eick & Meyers for one more year in light of additional federal relief funding that will be coming into the city. Ms. Kindsvater stated that she would be comfortable with Abdo, Eick & Meyers for another year as they have a good working relationship and they remain critical in their evaluation of the city.

In response to a question from Councilmember Jones, City Manager Hiniker referenced confidence in the service provided by Abdo, Eick & Meyers and mentioned that if another firm were selected through a RFP process, there would be an adjustment period for staff working through a different auditing processes. However, this would always be the case.

Offering an opposing view, Councilmember Walsh relayed that changing accounting and auditing firms is healthy as it switches things up and disrupt habits. Councilmember Edberg agreed there is a benefit to occasional disruption of auditor processes.

It was moved by Councilmember **Edberg** seconded by Councilmember **Walsh**, to adopt **Resolution No. 12816** authorizing a request for bids for auditor services.

Motion carried unanimously.

Mayor Emerson asked for a Councilmember representative and Councilmember Edberg agreed to serve in that role.

B. Resolution approving an on-sale liquor license for Stonehouse Custom Catering

City Manager Hiniker noted that Stonehouse Custom Catering had originally opened as a catering business in the earlier part of this year. She explained they are now looking to transition into restaurant service with a liquor license. Ms. Hiniker said the business has regular hours and seating for not less than 25 people at one time, which meets state statutes for liquor licenses. The White Bear Lake Police Department found nothing to preclude issuance of the liquor license.

It was moved by Councilmember **Engstran** seconded by Councilmember **Jones**, to adopt **Resolution No. 12817** approving an on-sale liquor license for Stonehouse Custom Catering.

Motion carried unanimously.

10. CONSENT

- A. Acceptance of May White Bear Lake Conservation District Minutes
- B. Resolution approving an amendment to a lease with T-Mobile for placement of communications equipment on the City's monopole. **Resolution No. 12818**
- C. Resolution authorizing use of Railroad Park by the Main Street Group for Fall Fest. **Resolution No. 12819**
- D. Resolution authorizing a temporary liquor license for Church of St. Pius X. **Resolution No. 12820**
- E. Resolution authorizing use of Railroad Park Gazebo for story time reading to kids. **Resolution No. 12821**

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

Motion carried unanimously.

11. DISCUSSION

Nothing scheduled

12. COMMUNICATIONS FROM THE CITY MANAGER

- The Department of Natural Resources issued a drought warning throughout the state of Minnesota. The City of White Bear Lake restricts watering from 10:00 a.m. – 5:00 p.m. every summer and strongly encourages residents to conserve water.
- Under advisement from Councilmembers Jones and Walsh and the Mayor, the Welcoming and Inclusive Community Initiative will be posting information about small group online conversations with community members in the next few weeks. Three questions were established by the task force, and participants will have an opportunity to spend one hour from the comfort of their own home to explore responses. There is an online survey open through August, which will be noticed in the paper and through postcards to multi-unit housing. In September, the task force will be reaching out to businesses around town. Ms. Hiniker stated that from this work, there will be emerging themes which will be summarized to Council at the end of this year.
- Night to Unite (formally National Night Out) is on Tuesday, August 3rd in which over 20 neighborhood parties have already been planned.
- City Engineer / Public Works Director Kauppi mentioned that beginning in August, MnDot will be micro-surfacing Highway 61 from White Bear Avenue South to the southern border into Maplewood. There will be nightly lane closures to complete one lane at a time for this work, which is expected to be done in September.
- East Goose Lake Adaptive Lake Management Input meeting on Tuesday, August 3, 2021. This meeting will occur at 6:30 p.m. in the Public Safety Training Room in which a summary of survey results will be presented to the public.
- Mayor Emerson added that next Monday night at 4:00 p.m. will be services for the former State Senator Bev Scalze.

13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Jones** to adjourn the regular meeting at 7:46 p.m.

Motion carried unanimously.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

Who we are



Northeast Youth
& Family Services
Transforming Lives

- Community-based, trauma-informed, nonprofit mental health and human services agency
- Partner with 15 municipalities and 3 school districts
- Support low-income, under and uninsured youth, families and adults
- 45 years serving the northern suburbs

**Transforming lives today, creating a better tomorrow
for youth, adults, families and our community**

What we do

Mental Health Counseling



- Clinics in Shoreview and White Bear Lake
- Telehealth services
- School-based mental health in three school districts
- NETS Day Treatment

What we do

Community-Based Human Services



- Diversion Program
- Senior Chore Program/Assurance Calls
- Community Advocate

City of White Bear Lake

Overview 2020



- City Contract for Services: \$43,451
- Cost of Services Provided: \$212,147

Service Stats

Report

Mental Health

Direct Service: 108

Community Impact: Improved functioning at home, school and in the workplace

Diversion

Direct Service: 36 Clients Plus Caregivers

Community Impact: 334 hours of community service, reduced likelihood of recidivism, mental health support

Senior Chore

Direct Service: 16 Seniors 3 Youth

Community Impact: Reduced isolation, increased ability to live independently

City of White Bear Lake

2021, first six months



- City Contract for Services: \$75,916
- \$50,916 (Mental Health, Senior Chore, Youth Diversion)
- \$25,000 (Community Advocate)

- Cost of Services Provided: \$86,013

Service Stats

Report

January-June 2021

Mental Health

Direct Service: 67 Participants

Diversion

Direct Service: 9 Youth Plus Caregivers

Community Impact: 66 hours of community service, reduced likelihood of recidivism, mental health support

Senior Chore

Direct Service: 10 Seniors

Community Advocate

Direct Services: 7 Participants

Additional Support

\$10,000
CARES Act Funds



- Therapist training and program modification to incorporate telehealth services at NYFS
- Time was spent learning about and planning for telehealth/remote working technology, mental health waiver/HIPAA compliance, ethics of telehealth, changes in billing, modifying individual and group session modalities and COVID safety training.
- Impact: Over 5,500 telehealth sessions in the last year

Additional Support

\$20,000
COVID Funds



- Partnership with ReGrow WBL to host community workshops and online resources
- Free Listening Sessions for individuals
- Technology investments including website redesign
- Outreach campaign to promote essential services provided by NYFS
- Staff training to meet evolving needs
- Education and referrals to other community services



**M A N Y
F A C E S**

MANY STORIES



**WHITE BEAR LAKE AREA COMMUNITY
CONVERSATIONS ON RACE**

Listen, Learn, Lead, Act

June 24, July 29, August 19 & September 23 from 6:30pm-8:30pm

Registration and more info at: [ManyFacesWBLArea.org/events](https://www.ManyFacesWBLArea.org/events)

Presented by:



Minnesota
Humanities
Center

In partnership with:



Better Days Ahead

Future plans



- Greater return to in-person Mental Health Counseling
- Telehealth to remain an option
- Grow Community Connections
- Explore expanded senior services
- Expanding our online presence
- Culturally Responsive Care

For more information

Tara Jebens-Singh, NYFS President and CEO
651-379-3404 / tara.jebens-singh@nyfs.org

www.nyfs.org

Facebook: @NYFSorg Twitter: @NYFS2

NYFS is here for you, because of you.

Shoreview: (651) 486-3808 | White Bear Area: (651) 429-8544



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: The Planning Commission

Through: Ashton Miller, Planning Technician

Date: August 3, 2021 for the August 10, 2021 City Council Meeting

Subject: **Frost Special Home Occupation Permit – 1904 4th Street –
Case No. 20-2-SHOPa**

REQUEST

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

SUMMARY

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

RECOMMENDED COUNCIL ACTION

Approval of the attached resolution.

ATTACHMENT

Resolution of Approval

RESOLUTION NO.

**RESOLUTION APPROVING
A SPECIAL HOME OCCUPATION PERMIT FOR PAULA FROST
AT 1904 4th STREET
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (20-2-SHOPa) has been submitted by Paula Frost to the City Council requesting a Special Home Occupation Permit of the City of White Bear Lake for the following location:

LOCATION: 1904 4th Street

LEGAL DESCRIPTION: The north 139 feet of Lot 50 except the east 90 feet thereof and except the west 30 feet thereof for Wood Avenue, Oakhurst Acres. (PID # 143022310030)

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

WHEREAS, the Planning Commission has held a public hearing as required by the city Zoning Code on July 26, 2021; and

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

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

1. The proposal is consistent with the city's Comprehensive Plan.
2. The proposal is consistent with existing and future land uses in the area.
3. The proposal conforms to the Zoning Code requirements.
4. The proposal will not depreciate values in the area.
5. The proposal will not overburden the existing public services nor the capacity of the City to service the area.
6. Traffic generation will be within the capabilities of the streets serving the site.
7. That the special conditions attached in the form of a conditional use permit are hereby approved.

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

1. All application materials, maps, drawings, and descriptive information submitted with this application shall become part of the permit.
2. This permit is issued for a three-year period with the expiration date being **August 10, 2024**, before which the permit may be renewed, in accordance with the procedural requirement of the initial home occupation.
3. The applicant shall not have the vested right to a permit by reason of having obtained a previous permit. In applying for and accepting a permit, the permit holder agrees that her monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment. Each application for the renewal of a permit will be considered *de novo* without taking into consideration that a previous permit has been granted. The previous granting of renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.
4. Permits shall not run with the land and shall not be transferable.
5. The business shall comply with all provisions of the Home Occupation Section of the Zoning Code (Section 1302.125).
6. The applicant shall comply with applicable building, fire and health department codes and regulations.
7. The applicant shall maintain a Massage Therapist License and Massage Therapy Establishment License with the City for the duration of the home occupation.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

Approval is contingent upon execution and return of this document to the City Planning Office.

I have read and agree to the conditions of this resolution as outlined above.

Paula Frost

Date



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: The Planning Commission

Through: Anne Kane, Community Development Director

Date: August 5, 2021 for the August 10, 2021 City Council Meeting

Subject: **Tjernlund Products – CUP for Accessory Outdoor Truck Rental /Case. No 21-8-CUP**

REQUEST

A Conditional Use Permit for outdoor service and rental in order to allow establishment and operation of a U-Haul truck rental facility in conjunction with the existing office, manufacturing and warehouse operations at Tjernlund Products' corporate headquarters located at 1601 9th Street.

SUMMARY

Two neighboring property owners, and representatives of the adjacent 9th Street Townhome Association, asked questions and expressed concerns regarding the negative impacts of the proposed operations on their residential properties. The applicant was able to confirm that the truck rental operations will be nominal and the primary purpose for the U-Haul partnership is to enable on-site, interior storage of U-Boxes – a new business venture similar to PODs off-site storage. On a 6-0 vote, the Planning Commission recommended approval of the conditional use permit.

RECOMMENDED COUNCIL ACTION

Approval of the attached resolution.

ATTACHMENTS

1. Draft Resolution of Approval
2. E-Mail Correspondence with Dean Elwell, President - 9th Street HOA

RESOLUTION NO.

**RESOLUTION APPROVING
A CONDITIONAL USE PERMIT FOR
OUTSIDE RENTAL AND STORAGE
FOR U-HAUL TRUCK RENTAL FACILITY AT 1601 9TH STREET
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (21-8-cup) has been submitted by Tjernlund Products requesting approval of a Conditional Use Permit from the City of White Bear Lake at the following site:

ADDRESS: 1601 9th Street

LEGAL DESCRIPTION: Lot 3 of Auditor's Subdivision 83. (PID # 153022120031)

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING: A Conditional Use Permit for outdoor storage and rental area, per Code Section 1303.180, Subd.4.b, in order to allow establishment and operation of a U-Haul Truck Rental facility and the use of up to 12 parking spaces;

WHEREAS, the Planning Commission has held a public hearing as required by the City Zoning Code on July 26, 2021; and

WHEREAS, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed conditional use permit amendment upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, that the City Council accepts and adopts the following findings of the Planning Commission in relation to the conditional use permit amendment:

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

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

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.

2. Per Section 1301.050, Subd.4, if within one (1) year after granting the Conditional Use Permit, the use as allowed by the permit shall not have been completed or utilized, the permit shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council.
3. This Conditional Use Permit shall become effective upon the applicant rendering proof to the City of filing a certified copy of this Conditional Use Permit with the County Recorder pursuant to Minn. Stat. § 462.3595.
4. The existing parking lot shall provide a total of four on-site handicap accessible parking spaces.
5. A sign permit will be required for any additional exterior signage associated with the proposed U-Haul truck rental facility.

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

Ayes:
 Nays:
 Passed:

 Jo Emerson, Mayor

ATTEST:

 Kara Coustry, City Clerk

Approval is contingent upon execution and return of this document to the City Planning Office.

I have read and agree to the conditions of this resolution as outlined above.

 Andrew Tjernlund

 Date



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: The Planning Commission

Through: Anne Kane, Community Development Director

Date: August 5, 2021 for the August 10, 2021 City Council Meeting

Subject: **SECOND READING – Zoning Code Amendment to allow Interim Use Permits in the B-5 Central Business District**

REQUEST

A text amendment to the City's Zoning Code to allow Interim Use Permits to allow "professional uses" to exceed the 30% rule for linear and percent of first floor square footage in the B-5 district on a temporary basis with a specified end date of termination.

At the first reading, concern was expressed over the lack a defined time limitation in the text amendment. The City Attorney has revised the amendment to include language limiting the term of any interim use permit to a maximum of two years (see Subd. 6 Paragraph a in that attached ordinance).

SUMMARY

Written comments were received from Dale Grambush in advance of the June 28th Public Hearing. On a 5-1 vote, the Planning Commission recommended approval of the text amendment.

RECOMMENDED COUNCIL ACTION

Approval of the attached ordinance.

ATTACHMENTS

1. Draft Ordinance
2. Summary Resolution

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

**AN ORDINANCE AMENDING THE MUNICIPAL CODE
OF THE CITY OF WHITE BEAR LAKE TO ALLOW INTERIM
USE PERMITS IN THE B-5 CENTRAL BUSINESS DISTRICT**

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

ARTICLE I. Central Business District Interim Use Permits. Section 1303.160 of the Municipal Code of the City of White Bear Lake is hereby amended by adding a new subdivision 6 regarding interim use permits and renumbering the remaining subdivisions as follows:

Subd. 6. Interim Use. The City Council may issue an interim use permit to temporarily allow a professional use to exceed the percentage of floor area and linear street frontage on a parcel in the B-5 Central Business district. A request for an interim use permit shall be submitted and processed in accordance with Section 1301.050 of this Code and the following.

- a) The interim use permit must identify the specific date or event that can be identified with certainty on which the interim use permit will terminate. The term of an interim use permit, including any extensions, issued for a particular property shall not exceed a total of two years.
- b) The City Council may impose any conditions on an interim use permit which it deems necessary or expedient to protect the public health, safety or welfare or to assure that permission for the interim use will not impose additional costs on the public if it is necessary or expedient to take the property in the future.
- c) The interim use permit is not valid unless the applicant agrees to the conditions imposed on the permit by the City Council. The applicant shall either expressly agree in writing to the conditions imposed on the interim use permit or shall be deemed to have agreed to all such conditions without exception or reservation if the applicant undertakes the use allowed by the permit.
- d) The issuance of an interim use permit does not entitle the applicant or any subsequent owner to the issuance of any additional interim use permits for the use or property. Upon the termination of an interim use permit, the use must be brought into full compliance with this Code.
- e) The use must otherwise comply with the requirements of this Code.

ARTICLE II. Incorporation. The City Clerk shall renumber the remaining subdivisions in the amended section, and make such other non-substantive edits, as may be needed to incorporate the new subdivision 6 into the section.

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

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

Adopted by the City Council of the City of White Bear Lake, Minnesota on the ___ day of _____ 2021.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

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

First Reading: _____

Initial Publication: _____

Second Reading: _____

Final Publication: _____

Codified: _____

Posted on web: _____

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING THE TITLE AND
SUMMARY APPROVAL OF ORDINANCE NO. _____**

CASE NO. 21-1-Z: AN ORDINANCE AMENDING THE CITY OF WHITE BEAR LAKE
MUNICIPAL CODE AT SECTION 130.160
AS IT RELATES TO THE ESTABLISHMENT OF INTERIM USE PERMITS IN THE
B-5 CENTRAL BUSINESS ZONING DISTRICT

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. _____ as listed below:

CASE NO. 21-1-Z: AN ORDINANCE AMENDING THE CITY OF WHITE BEAR LAKE
MUNICIPAL CODE AT SECTION 1303.160
AS IT RELATES TO THE ESTABLISHMENT OF
INTERIM USE PERMITS IN THE
B-5 CENTRAL BUSINESS ZONING DISTRICT

The text amendment creates a provision to establish Interim Use Permits to allow “professional uses” to exceed the 30% rule for linear and present of first floor square footage in the B-5 District on a temporary basis, but in no case shall extend for a maximum of two years.

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.

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING THE TITLE AND
SUMMARY APPROVAL OF ORDINANCE NO. _____**

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: The Planning Commission

Through: Samantha Crosby, Planning & Zoning Coordinator

Date: August 5, 2021 for the August 10, 2021 City Council Meeting

Subject: **FIRST READING – Level Up Academy Rezoning, Case No. 21-3-Z
35XX & 35XX Rolling View Drive**

REQUEST

To change the zoning district classification of PID# 363022110026 from “B-2” – Limited Business to “R-3” – Single Family Residential, and of PID #363022110025 from “R-B” – Residential Business Transition to “R-3” – Single Family Residential.

COMPREHENSIVE PLAN DESIGNATION

Because the proposed rezonings comply with the property’s future land use designations for 2040, a Comprehensive Plan Amendment with Metropolitan Council approval is not required.

SUMMARY

One neighbor spoke to the matter in support. On a 6-0 vote, the Planning Commission recommended approval.

RECOMMENDED COUNCIL ACTION

No formal action is required for the first reading; the second reading is scheduled for September 14.

ATTACHMENTS

Draft Ordinance

ORDINANCE NO.

**REZONING 35XX ROLLING VIEW DRIVE (PID # 363022110026)
FROM B-2, LIMITED BUSINESS
TO R-3, SINGLE FAMILY RESIDENTIAL
AND 35XX ROLLING VIEW DRIVE (PID # 363022110025)
FROM RB, RESIDENTIAL BUSINESS TRANSITION
TO R-3, SINGLE FAMILY RESIDENTIAL
(CASE NO. 21-3-Z)**

**THE CITY OF WHITE BEAR LAKE CITY COUNCIL DOES HEREBY
ORDAIN:**

SECTION I. The White Bear Lake Zoning Map is hereby amended as follows:

By changing the zoning district classification from B-2 – Limited Business to R-3 - Single Family Residential, with respect to the 0.25 acre parcel known as 35XX Rolling View Drive, legally described as follows:

Lot 1, Block 1, Bruggeman Addition, according to the recorded plat thereof, Ramsey County, MN except the south 111.88 feet

AND

By changing the zoning district classification from R-B – Residential Business Transition to R-3 - Single Family Residential, with respect to the 0.34 acre parcel known as 35XX Rolling View Drive, legally described as follows:

The South 111.88 feet of Lot 1, Block 1, Bruggeman Addition, according to the recorded plat thereof, Ramsey County, MN

SECTION II. This Ordinance shall become effective upon its passage, after second reading and publication.

First Reading: August 10, 2021
Second Reading: September 14, 2021
Final Publication: September __, 2021

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: August 4, 2021
Subject: **Recruitment and advertising of the City Manager position**

BACKGROUND

On June 22, 2021, the City Council authorized execution of a contract with David Drown Associates (DDA) for consulting services to facilitate the recruitment and hiring of a new City Manager for the City of White Bear Lake.

On July 19, 2021, Liza Donabauer a Management Consultant with David Drone Associates, met with the Mayor, Council and staff to gather input toward the production of a Position Profile to facilitate recruitment of a City Manager.

SUMMARY

Mark Casey and Liza Donabauer from David Drown and Associates will be present during the August 10, 2021 City Council meeting to review and fine-tune the proposed position profile document that will be used to advertise the position of City Manager.

The interview process scheduled for October 20 will follow a similar format to that which was used in 2015, more about which will be discussed at a future Council meeting.

RECOMMENDED COUNCIL ACTION

Review the recruitment document, make changes as appropriate, and authorize advertisement of the City Manager position.

ATTACHMENTS

Resolution
Position Profile



WHITE BEAR LAKE

a City of Lakes & Legends



City Manager Position

Salary Range: \$120,804 to \$163,440





Welcome to White Bear Lake!



The City of White Bear Lake, Minnesota, is one of the oldest and most quaint suburbs in the Minneapolis/St. Paul Metropolitan Area. Located in Ramsey County, the City of White Bear Lake is home to 25,752 residents who call this award-winning community home. White Bear Lake is a family-oriented community with a dynamic business district, bustling downtown, and beautiful residential areas. Its rich history, strong spirit of volunteerism, and progressive approach to opportunities and challenges make White Bear Lake a great place to live and work.

Permanent settlement of White Bear Lake began in the 1840s, and the City was incorporated in 1881. White Bear Lake was a freestanding, self-contained city long before it became a suburb, and it retains its unique appearance and sense of community today. The City proudly embraces the tradition of offering residents and visitors a full range of municipal services, educational and employment opportunities, and a host of recreational amenities.

In surveys, residents have given “excellent” ratings to public services, expressed tremendous satisfaction concerning the quality of life in the community and have come to expect continued high levels of customer service. Awarded an “All American City,” in 1965, White Bear Lake was also named a Minnesota “Star City”, in 1986, and has received seven distinguished awards for innovation and quality service. Most recently, the City was awarded as the 2018 Best Minnesota Town by Minnesota Monthly Magazine.

The City’s aggressive economic development program led to extensive growth in its tax base and employment levels. Several nationally known companies have moved into the area, while downtown redevelopment efforts continue to make great strides in expanding. Over the years, the White Bear Lake area has continued to grow and prosper. Today, the City’s residents enjoy the advantages of being part of a major metropolitan area while residing in a community that has maintained its small hometown appeal.

Some of the large employers within the City include White Bear Lake Area Schools, Century College, Trane Corporation, Cerenity Care Center of White Bear Lake, and Life Time Fitness.



Recreational Activities and Community Events

The community of White Bear Lake provides many venues for enjoying outdoor and indoor activities. There are 24 parks located in the City that provide numerous amenities including public docks, an 18-hole disc golf course, play structures, ball fields and courts, shelters, ice rinks, and much more. The 2,500-acre White Bear Lake, which is the center of the community, is enjoyed by residents and visitors who come to the City year-round. The lake offers excellent opportunities for fishing, boating, skiing, skating, swimming, and much more.



The White Bear Lake Sports Center is a multi-sports complex operated by the City of White Bear Lake that offers activities including hockey, ice skating, racquetball, and wallyball. The Sports Center is open to the public and does not charge membership fees. The facility received a facelift in 2018.



A number of fun community events are also held throughout the year in White Bear Lake. MarketFest is a popular summer festival held downtown on Thursday evenings. Each week, two stages offer live concerts, a classic car show, and local vendors.



A White Bear Lake tradition since 1967, the Manitou Days Festival is an annual event held in July that features a Grande Parade, a Beach Dance, 4th of July Fireworks, a Medallion Hunt, a Children's Fishing Contest, and much more.

Bear'ly Open is an exciting winter event that features golfing on ice! This fun event is a cooperative effort between the White Bear Area Emergency Food Shelf and the White Bear Lake Rotary Club to help raise money for the White Bear Area Food Shelf.



Other popular events held throughout the year include the Farmer's Market, the Taste of White Bear Lake, and Oktoberfest.



Educational Opportunities



The White Bear Lake Area School District serves nearly 9,000 students PreK-12 and is comprised of nine elementary schools, two middle schools, a two-campus high school, and four additional sites. The District also offers adult basic education, community education classes, recreation offerings, and a senior program. Back in 2019, District voters showed their support for the school system by approving a \$326 million building bond request to address building needs across the District.

Based in White Bear Lake, the Northeast Metro Intermediate School District is one of four intermediate school districts in Minnesota which offers specialized and shared programming that includes career and technical education, special education services, area learning centers, and care and treatment.



The City is also home to a number of high quality private educational options. Liberty Classical Academy is a private, independent, multi-denominational Christian school that enrolls over 250 students in PreK-12th grade. With an average class size of 13 students, the school is able to keep a low student-teacher ratio. Frassati Catholic Academy is a MNSAA accredited school that serves students in PreK-8th grade. The school utilizes the STREAM (Science, Technology, Religion, Engineering, Art, and Mathematics) method to encourage a growth mindset through quality curriculum and the Catholic faith. Magnuson Christian School is a Christ-centered educational option that enjoys a relationship with Community of Grace Lutheran Church. The school serves over 130 students in grades K-8. Founded in 1970, White Bear Montessori School serves children from birth through 6th grade. The Montessori education method focuses on the uniqueness of each child and tailors the educational experience to the needs and progress of each child's developmental level.



For those looking for higher educational opportunities, Century College in White Bear Lake is a two-year community and technical college that serves nearly 20,000 credit and non-credit students each year. It is one of the largest, most diverse, and affordable colleges in Minnesota. Century College has afforded great partnership programs for student curriculum and various projects undertaken in the City such as an automated vehicle pilot project, coming soon.





Healthcare

HealthPartners Clinic White Bear Lake makes it easy to keep your health a priority. With convenient services such as evening and weekend appointments and online scheduling, the Clinic provides comprehensive care. HealthPartners Clinic White Bear Lake includes an on-site laboratory, radiography services, transgender general care, E-visits, a Consulting Nurse Line, and much more.

AALFA Family Clinic is an independent clinic that belongs to the Minnesota Healthcare Network, the largest organization of independent clinics in the five-state area. AALFA Family Clinic is a growing practice served by five Physicians, two Physician Assistants, and one Family Nurse Practitioner. The Clinic's mission is to provide pro-life, Christian healthcare. In addition to Family Practice and Internal Medicine, the Clinic

provides a full range of gynecologic and obstetrical services.

Entira Family Clinics White Bear Lake offers a wide variety of health services to ensure the highest level of care to its patients. The Clinic is physician owned and operated and provides family medicine services, diabetes education, laboratory testing, mammography and other radiography services, minor surgical procedures, and much more.





The Organization

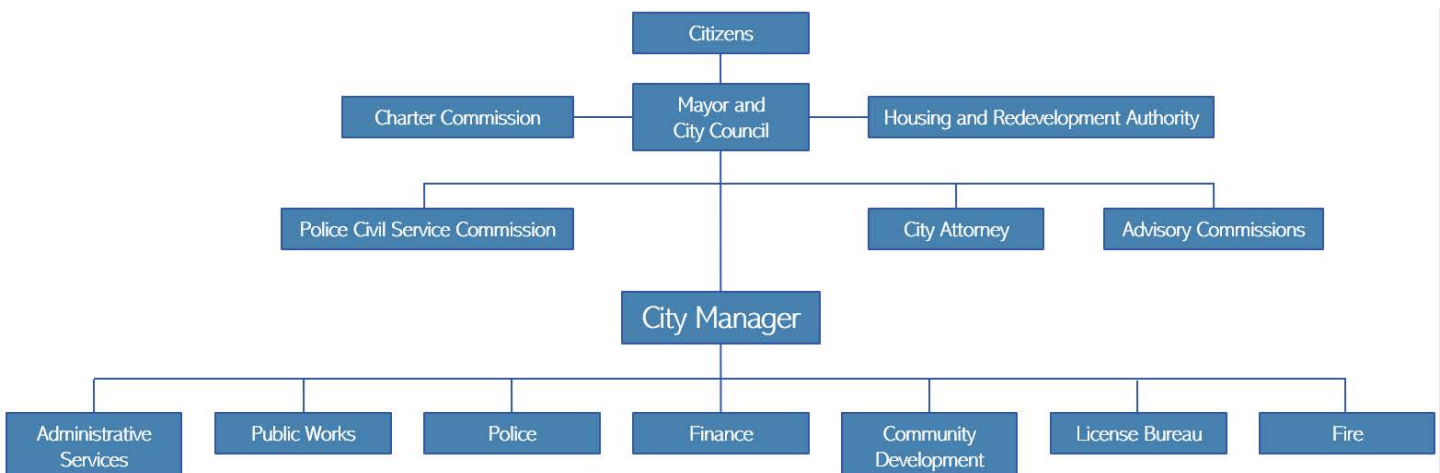


The City of White Bear Lake operates under a Council-Manager form of government through its home rule charter. Policy-making and legislative authority are vested in the governing Council which consists of a Mayor and five Council members. The Mayor is the chief executive officer of the City and is charged with enforcing the provisions of the charter and ordinances. The Mayor is elected, at large, to serve a four-year term. The five Council members are elected by wards and serve four-year staggered terms. The Council is responsible for establishing policy, passing ordinances, adopting the budget, appointing committees, and hiring the City Manager and City Attorney.

White Bear Lake boasts a fairly stable and high-functioning Council. Council meetings are well run with an average meeting time of 1.25 hours. The Council does not micromanage and demonstrates respect for each other and City staff. The City Manager is responsible for carrying out the policies of the Council, overseeing the day-to-day operations of the government, appointing department heads, recommending and enforcing the budget and ordinances, and keeping the Mayor and Council advised as to the financial needs and condition of the City. The staff and Council look forward to welcoming a City Manager who melds into the organization's culture and supports the senior staff.

The organization is staffed with 110 full-time employees, 90 part-time employees, and seasonal staff. The City has made great hires over the years. Staff are very collegial and consensus oriented. The department heads are strong leaders, enjoy working together, and are experts in their fields. The City of White Bear Lake enjoys a solid reputation which makes it easy to attract and retain talented staff.

In addition to a full range of municipal services, the City operates a sports center that houses indoor ice, a full-service License Bureau/Deputy Registrar, 42 units of senior housing, a historic armory, two municipal marinas, and several public meeting rooms throughout the community. Through private contract, the City collects refuse and recyclables from residential properties. Its water and sanitary sewer utilities are complete, and ongoing infrastructure investments have kept pace with maintenance and replacement needs. Through cost containment, long-range financial planning and non-tax revenues, White Bear Lake property taxes are among the lowest in the metropolitan area with a net property tax levy of less than \$338 per capita in 2021.





Budget Summary

	2020	2021
Revenues		
General property taxes	6,784,825	7,386,500
Tax increment	561,210	475,745
Special assessments	952,407	918,132
Licenses and permits	585,765	763,850
Franchise fees & fines	348,564	363,000
Intergovernmental	6,127,081	2,930,154
Charges for services	9,924,829	10,795,454
Interest on investments	326,470	317,081
Rental income	1,632,113	1,682,900
Loan repayments	60,500	72,500
Bond sale	4,842,713	5,395,000
Reimbursements	3,364,081	3,475,945
Miscellaneous	1,351,773	699,140
Total operating revenues	36,862,331	35,275,401
Transfers in	5,694,896	2,583,400
Total Revenues	42,557,227	37,858,801
Expenditures		
Personnel services	15,960,294	16,704,354
Materials and supplies	2,006,117	1,250,396
Other services and charges	9,034,095	8,987,524
Capital outlay	7,028,713	10,160,980
Debt service	1,221,055	1,370,027
Total expenditures	35,250,275	38,473,281
Transfers out	5,711,365	2,491,900
Total expenditures and transfers out	40,961,640	40,965,181
Revenues over (under) expenditures	1,595,587	(3,106,379)
Reserve adjustment (to) from	(884,175)	317,500
Fund balance, January 1	27,830,492	28,541,904
Fund balance, December 31	28,541,904	25,753,025
Reserves	5,263,717	4,946,217
Total fund balance and reserves, December 31	33,805,621	30,699,242



Essential Duties of the Position

- Supervises the provision of municipal services through effective leadership and delegation of work to key department personnel to assure the highest level of service to the community.
- Continually evaluates City services and program results to ensure they meet City Council objectives; makes recommendations to the City Council regarding service levels, fiscal needs, bonding requirements, etc.; establishes organizational goals with the City Council and manages the processes to achieve these goals.
- Represents the City in contacts with residents, agencies, news media, and businesses relative to various City matters including development and provision of services, handling of resident concerns, etc.; delegates liaison responsibility for such matters to key personnel as appropriate; maintains good public relations with the citizens of the community; works collaboratively with other public agencies, cities, counties, etc. and participates in community events.
- Acts as a liaison and City representative with private sector groups, the school district, professional organizations, adjacent communities, and metropolitan, state, and national organizations where City interests are involved.
- Effectively manages City funds, infrastructure, and assets; collaborates with department heads to develop budget requests; oversees and administers the annual budget and capital improvement plan; ensures sound financial and accounting policies, practices, and controls are in place.
- Counsels and guides key management personnel in establishing short- and long-range goals and objectives to ensure quality service delivery while maintaining fiscal responsibility; assigns, directs, and evaluates the work of department heads.
- Approves all hirings, promotions, salary adjustments, organizational structure changes, dismissals, demotions, performance evaluations, and suspensions; serves as the final internal decision-maker on employee grievances.
- Oversees or directs personnel matters for the City; creates and maintains positive labor relations; negotiates or delegates the negotiation of terms and conditions of employee labor contracts and submits for City Council approval.
- Approves administrative, personnel, and safety policies to ensure effective management of the City and compliance with relevant laws and regulations.
- Establishes and maintains methods of communication to ensure personnel receive reliable, timely information required to effectively perform assigned duties and responsibilities.
- Fosters an organizational climate in which department heads and supervisors can make the most productive use of all available resources in a respectful, positive, and safe work environment for all staff.
- Attends meetings of the City Council and fully informs and advises them on all significant matters and important activities and developments that they will need to know to perform effectively as City Council members including but not limited to informing and advising on policies, government affairs, financial conditions, and the changing needs of the City.
- Oversees or delegates oversight of consultant and contract work performed for the City; coordinates the activities of the City Attorney.
- Stays informed and active in redevelopment proposals and projects within the City.
- Executes contracts, official documents, and agreements, as needed.
- Maintains personal integrity and ethical work practices that will set and maintain the standard of conduct for all City personnel.
- Performs other duties as needed or directed by the City Council.



Desired Manager Attributes

- Demonstrates high integrity, professionalism, a collaborative attitude, and a sense of humor.
- Creative, self-motivated, and has a high emotional quotient.
- Facilitates conversations; is an intentional listener and is not afraid of supporting or making a decision.
- Broad competence and excellent follow-through.
- Has experience working with Fire, Ambulance, and Police Departments.
- Has experience working with redevelopment initiatives.
- Comfortable in the public eye and being accessible to the community.
- Has the ability to balance the “no’s” with the necessity of supporting a community of change, growth, and a welcoming environment. Refuses to accept stagnation.
- Proactive, resourceful, asks good questions, and communicates with the Council to ensure they are well-informed and never surprised.
- Serves as a contributor not a director. Demonstrates confidence in the leaders of the departments. Takes a mentor role with staff. Nurtures staff and acknowledges and builds talent and teamwork.
- Supports and attends professional development opportunities.
- Takes an active role at the legislative level and solicits support for City projects.
- Brings knowledge to the position but is open to others and is willing to try new ideas. Works together in finding a solution.





New Manager Projects/Priorities/Goals

- Continue to support the long history of volunteerism in the community. Ensure the City does not become a roadblock to enticing community-initiated projects and future philanthropy.
- Educate self on the Rush Line Bus Rapid Transit (BRT) Project and related community dialogue.
- Actively provide City support for the five-year \$326 million School District multi-building project.
- Follow through on findings and conclusions of two special 2021 Task Forces: “Housing Task Force” and “Welcoming & Inclusive Community Task Force”
- Educate self on history and outcomes of Lake Level Litigation and work with other Northeast Metro communities on regional water resource management issues.
- Engage in continued dialogue around changing needs of community and impacts of redevelopment projects.
- Work with consultants on community engagement process in planning for a downtown reconstruction project, which will include a comprehensive downtown mobility study. Target construction date: 2023
- Take an active role in building and maintaining relationships with the White Bear Lake Economic Development Corporation (EDC), Chamber, Rotary, Century College, Lake Conservation District, neighboring communities, School District, and other area leaders.
- Conduct a staffing and space study to plan for future growth.
- Conduct a salary and benefits study to ensure the City continues to attract and retain talented staff.
- Familiarize self on operational and policy trends in fire and police service delivery models.
- Engage the organization in succession planning and professional growth.
- Engage in continuous efforts to update the City’s Capital Improvement Plan and corresponding long-range financial management plan.
- Ensure all areas of the community feel equally represented. Promote improvement and development efforts in the south and north areas of town.





Position Announcement



City: White Bear Lake, Minnesota

Position: City Manager

Salary Range: \$120,804 to \$163,440

Application Deadline: 09/10/2021

Job Summary: Works with the City Council to develop and accomplish the goals and objectives of the City and provides leadership to all City staff and supervision of the department heads. As the Chief Operating Officer of the City Manager is responsible for the delivery of quality service to the residents, businesses, and visitors of the City of White Bear Lake.

Minimum Qualifications: Bachelor's degree in Public Administration, Business Administration, Management, or related field, and eight years of progressive local government leadership experience, including five years at management level. Desired qualifications include a master's degree in one of the stated fields, ten years of previous municipal government management experience, and multilingualism.

Apply: Visit <https://daviddrown.hiringplatform.com/69709-white-bear-lake-city-manager/224699-application-form/en>, and complete the process by September 10, 2021. Finalists will be selected on September 27, 2021, and final interviews will be held on October 20, 2021.

Please direct questions to Mark Casey at mark@daviddrown.com or 612-920-3320 x113.



DDA

Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.

New Brighton Office

2241 17th Street NW

New Brighton, MN 55112

Phone: 612-920-3320 x113

Fax: 612-605-2375

mark@daviddrown.com

www.ddahumanresources.com

RESOLUTION NO.

**A RESOLUTION APPROVING RECRUITMENT AND ADVERTISEMENT OF
THE CITY MANAGER POSITION**

WHEREAS, on June 22, 2021, the City Council authorized execution of a contract with David Drown and Associates for consulting services to facilitate the recruitment and hiring of a City Manager; and

WHEREAS, the City Council has been provided an opportunity to review and revise the proposed City Manager Position Profile that will be used to facilitate the recruitment process for this position; and

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves advertisement of the City Manager position for the City of White Bear Lake.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Rick Juba, Assistant City Manager
Greg Peterson, Fire Chief

Date: July 28, 2021

Subject: Memorandum of Understanding with IAFF for assignment of shift leads

BACKGROUND

In 2019, the White Bear Lake Fire Department implemented a combination staffing model to provide 24/7 station staffing using full-time and part-time responders. During a typical shift, there are four full-time Firefighter/Paramedics and two part-time Firefighters, Paramedics or EMT's. Currently, all full-time and part-staff are supervised by the Chief and Assistant Chief's. The current structure leaves gaps in the on-site supervision of staff. Much like the Police Department has Sergeant's and Public Works has Working Foreman to supervise crews, it has been proposed to incorporate shift lead positions into Fire Department crew structure. Typically, these shift lead positions in Fire Departments are provided the title of Captain.

These assignments will not add to the existing FTE, but rather, will delineate leadership roles within the existing crews to allow 24/7 on-site supervision of shift duties and call response. The positions will be promotions of three (3) current full-time staff and will not replace the part-time officers.

Staff and the Union have met and negotiated a Memorandum of Understanding to incorporate the pay structure for these positions into the existing IAFF Union contract. The negotiated pay for the can be absorbed by the 2021 Fire Department budget due to savings in the Temporary Positions budget line item. The following proposed pay structure has been approved by the Union and is recommended for approval by staff:

	2021	<u>2021</u>
	Firefighter/Paramedic	<u>Captain</u>
Start	\$68,174	<u>\$73,287</u>
After Year 1	\$70,901	<u>\$76,219</u>
After 2 Years	\$73,738	<u>\$79,268</u>
After 3 Years	\$76,688	<u>\$82,440</u>
After 4 Years	\$79,755	<u>\$85,737</u>

RECOMMENDED COUNCIL ACTION

Consider adopting the attached Resolutions approving a Memorandum of Understanding with the IAFF Union

ATTACHMENTS

Resolution

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE
A MEMORANDUM OF UNDERSTANDING
WITH IAFF LOCAL NO. 5202**

WHEREAS, In 2019, the White Bear Lake Fire Department transitioned to a combination staffing model with twelve full-time Firefighter/Paramedics; and

WHEREAS, City Administration and the Union agree that assignment of shift leads, or Captains, supervising the crews will be beneficial to the Fire Department; and

WHEREAS, City staff and the Union have met and negotiated in good faith a Memorandum of Understanding establishing wages for full-time Captain positions; and

WHEREAS, the Captains will be promoted from the existing staff; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the Mayor and City Manager are hereby authorized to execute a Memorandum of Understanding establishing wages for the full-time Captain positions.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Rick Juba, Assistant City Manager
Date: July 30, 2021
Subject: Hockey Association Lease

BACKGROUND/SUMMARY

Several months ago the White Bear Area Hockey Association approached city staff with a concept to repurpose the area of the Sports Center that is currently set up for racquetball. The Association has finalized plans to do some remodeling and utilize the separate courts for dryland shooting and strength training. The planned remodeling project will improve access to that portion of the building.

While this area of the Sports Center will no longer be available for racquetball and wallyball, it will be better utilized. The White Bear Area Hockey Association was the City's partner in the 2018 remodel project at the Sports Center and rents more ice than any other group. Converting the racquetball courts to their dedicated dryland training facility will further their existing partnership with the City and consequently lead to more ice rental in the future.

The proposed term of the lease is ten years. Rent for the first year is \$2,000/month then increases 3% each year. The monthly rent well exceeds the current monthly revenue received from court rental.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the attached resolution authorizing the Mayor and City Manager to execute a lease with the White Bear Area Hockey Association

ATTACHMENTS

Resolution

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING LEASE
WITH WHITE BEAR AREA HOCKEY ASSOCIATION**

WHEREAS, the White Bear Area Hockey Association and the City of White Bear Lake partnered in the renovation of the White Bear Lake Sports Center in 2018; and

WHEREAS, the White Bear Area Hockey Association has interest in utilizing additional space at the White Bear Lake Sports Center for dryland training; and

WHEREAS, the racquetball courts at the White Bear Lake Sports Center are underutilized and require investment to remain useable for racquetball; and

WHEREAS, the White Bear Lake Area Hockey Association proposes to remodel, repurpose and lease the space currently utilized for racquetball courts; and

WHEREAS, the City wishes to continue the partnership with White Bear Area Hockey Association and increase revenues at the White Bear Lake Sports Center.

NOW, THEREFORE, BE IT RESOLVED, be it resolved, that the City Council of the City of White Bear Lake, that a lease between the City of White Bear Lake and the White Bear Area Hockey Association is approved:

Term: August 11, 2021
Effective Date: August 11, 2031
Base Rent: \$2,000 per month
Annual Adjustment: 3%

BE IT FURTHER RESOLVED, that the Mayor and City Manager are authorized and hereby directed to execute said lease on behalf of the City.

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

Ayes:
Nays:
Passed:

Mayor Jo Emerson

ATTEST:

Kara Coustry, City Clerk

City of White Bear Lake Environmental Advisory Commission

MINUTES

Date: June 16, 2021	Time: 6:30pm	Location: WBL City Hall
COMMISSION MEMBERS PRESENT	Sheryl Bolstad, Chris Greene, Bonnie Greenleaf, Gary Schroeber (Chair); Robert Winkler	
COMMISSION MEMBERS ABSENT	Chris Greene, Rick Johnston, Valeria Diaz, Sage Durdle	
STAFF PRESENT	Connie Taillon, Environmental Specialist	
VISITORS	None	
NOTETAKER	Connie Taillon	

1. CALL TO ORDER

The meeting was called to order at 6:44pm.

2. APPROVAL OF AGENDA

The commission members reviewed the agenda and added token giveaways to item 7b. Commission member updates. Commissioner Greenleaf moved, seconded by Commissioner Winkler, to approve the agenda as amended.

Roll call vote:

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

Motion carried.

3. APPROVAL OF MINUTES

a) May 19, 2021 regular meeting

The commission members reviewed the May 19, 2021 draft minutes and no changes. Commissioner Bolstad moved, seconded by Commissioner Winkler, to approve the minutes of the May 19, 2021 meeting as presented.

Roll call vote:

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

Motion carried.

4. VISITORS & PRESENTATIONS

None

5. UNFINISHED BUSINESS

a) 2021 budget

Taillon stated that she ordered two more feather flags for the Environmental Resources Expo, which leaves \$168.98 remaining in the budget for 2021. Commission members discussed other potential purchases for 2021 including a rain barrel to give away at the Expo and additional Expo tents. Taillon will purchase a rain barrel, and then purchase an additional tent if the budget allows.

b) 2021 Work Plan

- Plastic bag ban

Commissioner members reviewed the draft statement of need and concluded that there should be additional information as to why the bag ban is needed. Taillon noted that the Ramsey County solid waste master plan may provide information that can be included in the statement of need. She will email a link of the County's plan to Commissioner Greenleaf. Commissioner Bolstad mentioned that take-out food bags should be added to the list of exceptions. Commission members also discussed possible alternative names to a bag ban, such as a 'Bring Your Own Bag' initiative. Commissioner Greenleaf stated that she will incorporate the commissioner's comments and bring back the revised draft statement of need for review at the July meeting.

- Downtown area recycling

Taillon stated that there is nothing new to report this month. She is waiting for Ramsey County to contact her regarding a grant application.

c) 2021 Expo

Commission members discussed which exhibitors have responded to their invitation. So far, there are seven exhibitors who stated that they plan to attend, including 3 vehicles from the electric vehicle owners club. Commission members discussed ideas on how to give away the seed packets, including games or punch cards showing that participants visited a certain number of other exhibit tables. Chair Schroeher volunteered to create a 'guess the number of plastic bags a family of 4 uses peryear' game. Taillon offered to bring plant signs that describe each species of plant seeds being given away. Chair Schroeher and Commissioner Bolstad offered to bring an electric mower and weed whip to display at the Expo.

6. NEW BUSINESS

None

7. DISCUSSION

a) Staff updates

- East Goose ALM community survey results

Taillon announced that a report on the East Goose Lake community survey results is posted on the East Goose Adaptive Lake Management web hub. The results will also be presented at an upcoming community meeting.

- East Goose ALM community meeting – August 3, 2021

Taillon noted that the East Goose ALM team scheduled a community meeting on August 3rd at 6:30pm in the Public Safety Training Room. There will be a presentation about shallow lake management and the results of the public community engagement, followed by a community input session. The EAC is invited to attend.

b) Commission member updates

Commissioner Greenleaf reported that she gave a neighbor two tokens for cleaning their lawn clippings off the street. She will update the token spreadsheet.

Commissioner Bolstad reported that there are discussions about the Matoska Park riprap project on a Matoska dog beach Facebook page.

Chair Schroeher noted Polar Chev did a nice job with their stormwater treatment project, and also mentioned that he observed Public Works trucks left running while unattended on a Lake Ave resurfacing project. He stated that Ramsey Washington Metro Watershed District is holding their annual Waterfest event at Lake Phalen over multiple days this year, from June 19 through June 27. He will be volunteering at the event on Saturday and Sunday.

c) Do-outs

New do-out items for June 16, 2021 include:

- Commission members to review the draft bag ban Statement of Need and provide comments
- Staff to forward the Ramsey County solid waste plan to Commissioner Greenleaf
- Commissioner Greenleaf to update token spreadsheet
- Chair Schroeher to create a plastic bag display for the Environmental Expo
- Chair Schroeher and Commissioner Bolstad to bring electric lawn equipment to Expo
- Staff to bring native plant signs to Expo

d) July agenda

Include the Bring Your Own Bag initiative and Environmental Resource Expo on the July agenda.

8. ADJOURNMENT

Commissioner Greenleaf moved, seconded by Commissioner Winkler to adjourn the meeting at 8:29 pm.

Roll call vote:

Bolstad: Aye

Greene: Absent

Greenleaf: Aye

Johnston: Absent

Schroeher: Aye

Winkler: Aye

Diaz: Absent

Durdle: Absent

Motion carried.

Park Advisory Commission Meeting Minutes

JUNE 17, 2021

6:30 P.M.

JACK YOST PARK

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

1. CALL TO ORDER

The meeting was called to order at 6:28 pm.

2. APPROVAL OF MINUTES

Approval of the minutes from May 20, 2021 was moved by Mark Cermak and seconded by Mike Shepard.

3. APPROVAL OF AGENDA

Approval of the June 17, 2021 agenda was moved by Bryan Belisle and seconded by Victoria Biehn with the addition of Boatworks Green Space.

4. UNFINISHED BUSINESS

None.

5. NEW BUSINESS

a) Review of Parks Capital Improvement Budget/Project

The reason to review the Parks Capital Improvement Budget is to revisit future plans for our parks to ensure that the Commission is focusing on the projects that need to be improved upon. Andy Wietecki reviewed the entire Parks Capital Improvement Budget with the Commission and highlighted all of the projects coming up over the next 8-10 years. Andy explained the projects in depth and the reasoning behind the projects. After reviewing the entire budget, the Commission moved a few projects forward and removed a few that are scheduled to be done. Andy requested the members review the budget over the next month and make notes on their thoughts on proposed projects and list any projects they feel are important but weren't included in the budget.

b) Review of Park Advisory Commission Bi-Laws

Andy briefly reviewed the Bi-Laws with the Park Advisory Commission and requested help to make changes that are appropriate for today. Andy has a Parks Department intern this summer that is revising the Park's Advisory Commission manual and would like to update the Bi-Laws as well. Bill Ganzlin requested that the members send the revisions to Andy and copy the group so that everyone can see and discuss the proposed revisions. The hope is to have a new draft by July's

meeting where the Park Advisory Commission will vote to adopt the new Bi-Laws. Andy hopes to have the Intern present the new parks manual to the Commission at our August meeting.

c) Memorial Beach Retaining Wall Project Costs

Andy Wieteki updated the Commission with the final pricing of \$127,000 for the retaining wall project at Memorial Beach. The project cost is under what they initially budgeted which allows the City to move money around for other projects in the parks. The project will start after Labor Day to allow for maximum use of the beach all summer. Bryan Belisle asked about the benches that the City is installing and if they will interfere in beach dance activities. The benches are being incorporated into the beach wall on the back side of the current curb. The benches won't interfere with the street sweeper, vehicles, or trail users in any way. All are excited for the project and excited that the project came in under budget.

d) BoatWorks Green Space

Bryan Belisle would like to continue the discussion on the BoatWorks Green Space. Bryan was talking with a resident that lives at the BoatWorks Apartment. They were discussing the green space and the need for an area that is defined for the dogs to use to relieve themselves. The Commission discussed a mulched area that doesn't have to be very big. The complex, however, would have to enforce that the dog owners use this area instead of the grassy area. Bryan also talked about the turf and how bad it looks (turning brown) but out that the irrigation system broke. The complex also doesn't start caring for the turf until later in the season and by that time it is already too far gone. The last item Bryan wanted to discuss again was what can be added to the area for park users. Bryan suggested badminton or picnic tables. Andy updated the Commission on his meeting with the Fire Chief and Fire Marshall about that area. The Fire Department informed Andy that they will never go in this area to fight a fire. They would attack a fire from different angles and putting a truck in that area is not safe as it would be the collapse zone. Andy also spoke with the manager of the apartments since our last Commission meeting to go over some of the Commission's ideas to improve the common space for the public to use. Derrick from At Home Apartments was looking into some ideas used in the industry that would benefit both the tenants and park users. Bryan Belisle and Mike Shepard both expressed interest in a park sign for this location that identifies it as a public park.

e) Park Tour at Jack Yost Park

Andy Wieteki took the Park Advisory Commission members on a tour showing some of the recent improvements that have been done over the past 5 to 6 years. One of the most noticeable improvements was the removal of about 90 trees this winter on the east side of the park. The absence of the trees enhances that area of the park. Prior to the removal of the trees, some of the Commission members stated that they didn't even realize it was a part of the park. The dying trees were at the end of their life and it was time to start revitalizing that area and make it more appealing to use.

6. OTHER STAFF REPORTS

a) ERD-Geist Gazebo Update

Andy reported to the Commission that the posts and stairs have all been treated with Zinc paint to stop the rust that was forming, the stairs have been fixed, the railings and all the components except for the columns are in the Contractor's possession. The columns are expected on Friday, July 18th. Once the columns are set in place, the contractor will set the second floor and roof and then install the panels and paint. Pelco Construction is hoping to have this project complete by the middle of July.

7. COMMISSION REPORTS

None.

8. OTHER BUSINESS

None.

9. ADJOURNMENT

The next meeting will be held on July 15, 2021 at 6:30 p.m.

There being no further business to come before the Park Commission, the meeting was adjourned. Moved by Mark Cermak and seconded by Ginny Davis.

REGULAR MEETING OF THE WHITE BEAR LAKE CONSERVATION DISTRICT
7:00 pm White Bear Lake City Hall
Minutes of June 15, 2021

APPROVAL DATE: Not yet approved

1. **CALL TO ORDER** the June 15, 2021 meeting of the White Bear Lake Conservation District was called to order by Chair Bryan DeSmet at 7:00 pm
2. **ROLL CALL** Present were: Chair Bryan DeSmet, Vice Chair Mark Ganz, Sec/Tres Diane Longville, Directors: Scott Costello, Mike Parenteau, Meredith Walburg, and Scott O'Connor. Missing was Director Susie Mahoney. A quorum was present.
3. **AGENDA** – Chair DeSmet asked for any changes to the agenda. Yes remove line item Audit Services approval. Remaining agenda approved vote all aye passed
4. **APPROVAL OF MINUTES OF** – May 2021 board meeting with changes. Motion (DeSmet/Second) Moved to approve vote all aye passed.
5. **PUBLIC COMMENT TIME** – None
6. **NEW BUSINESS** – Sgt. Bolen from Ramsey County Water Patrol attended to answer any questions in regards to the request to revise the 2021 contract hours from 120 hours to 240 hours. He stated that the traffic on the lake has severely increased, many more boats and jet skis etc. They would like to have more hours the officers can be on the lake. Currently have 5 full time water patrol officers for Ramsey County and 4 part time officers. Their boat is kept at the VFW for easy quick access. Motion (O'Connor/second) to revise current 2021 contract to increase maximum hours to 240 hours. Vote all aye passed
7. **UNFINISHED BUSINESS** – None
8. **REPORTS/ACTION ITEMS**
 - Executive Committee** – No meeting
 - Lake Quality Committee** – Mike Parenteau
 - Lake level as of today is 924.34
 - Current temperature is 76 degrees

Swimmers itch has been reported in the shallow waters.
Quote from Lake Management, survey has not been completed as of yet so total acres to treat is not available. Motion (Parenteau/second) to accept bid based on survey results not to exceed \$32,000. Vote all aye Passed
9. **Lake Utilization Committee** – Meeting cancelled
10. **Lake Education – Scott Costello**

Social media update – Meredith Walburg, going well continuing to add new followers
Signs – all orders are in 6 small 1 large also ordered 3 extra. Received bid for \$514. Motion (Costello/second) to approve sign bid to pay no more than \$600. Vote all aye Passed
11. **Treasurer's Report – Diane Longville**

Motion (Longville/Second) approval of June 2021 Treasurer's report and payment of check numbers 4700-4704 Move to approve all aye passed.
Budget – 2022 will amend to show increase in water patrol contract and re calculate budget and assessment amounts to reflect. Vote all aye passed

12. Board Counsel Report – Alan Kantrud

Nothing in courts to report

13. Announcements – None

14. Adjournment – Motion (Ganz/Second) Move to adjourn all aye Passed.

Meeting adjourned

ATTEST:

Kim M Johnson

Kim Johnson

Executive Administrative Secretary

Date: June 15, 2021

ATTEST:

Bryan DeSmet

Bryan DeSmet

Board chair

Date: June 15, 2021

**MINUTES
PLANNING COMMISSION MEETING
CITY OF WHITE BEAR LAKE
JULY 26, 2021**

The regular monthly meeting of the White Bear Lake Planning Commission was called to order on Monday, July 26, 2021, beginning at 7:00 p.m. in the White Bear Lake City Hall Council Chambers, 4701 Highway 61, White Bear Lake, Minnesota by Chair Ken Baltzer.

1. CALL TO ORDER/ROLL CALL:

MEMBERS PRESENT: Michael Amundsen, Ken Baltzer, Jim Berry, Pamela Enz, Mark Lynch, and Erich Reinhardt.

MEMBERS EXCUSED: None.

MEMBERS UNEXCUSED: None.

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

OTHERS PRESENT: Dean Elwell, Mike Arland, Josh Schlichting, Mary and Scott Kuukari, Roxanne McGurk, Beverly and Kevin Farraher, Tim Sweet, Paula Frost, Justin Fincher, Raphael Lister, and Eric Meyer.

2. APPROVAL OF THE JULY 26, 2021 AGENDA:

Member Lynch proposed to flip the order of items C and D. Member Lynch moved for approval of the agenda as amended. Member Amundsen seconded the motion, and the agenda was approved (6-0).

3. APPROVAL OF THE JUNE 28, 2021 PLANNING COMMISSION MEETING MINUTES:

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

4. CASE ITEMS:

A. **Case No. 21-2-Z & 21-5-CUP:** A request by **Division 25, LLC** for a text amendment to the Sign Code Section 1202.040, Subd.2, to allow billboards; and a Conditional Use Permit, per the amended code, to allow installation of a two-sided V-shaped dynamic billboard at the property located at 4650 Centerville Road. **(Continued)**.

Member Lynch moved to continue Case No. 21-2-Z & 21-5-CUP. Member Amundsen seconded the motion. The motion passed by a vote of 6-0.

B. **Case No. 20-2-SHOPa:** A request by **Paula Frost** for a three-year extension to an existing Special Home Occupation Permit, per Code Section 1302.120, in order to operate a massage therapy business out of her residence located at 1904 4th Street.

Miller discussed the case. Staff recommended approval.

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

Member Enz moved to recommend approval of Case No. 20-2-SHOPa. Member Amundsen seconded the motion. The motion passed by a vote of 6-0.

- C. **Case No. 21-8-CUP:** A request by **Tjernlund Products** for a Conditional Use Permit for vehicle rental, per Code Section 1303.180, Subd.4.b, in order to operate a U-Haul Dealership on the property located at 1601 9th Street.

Kane discussed the case. Staff recommended approval of the request with the conditions listed in staff's report.

Member Lynch asked if the U-boxes would be allowed by right if the truck component was not included in the proposal.

Kane confirmed that the City does not regulate what exactly is being warehoused and that it is the outside storage of vehicles that U-Haul is requiring of Tjernlund that needs a conditional use permit.

Member Lynch asked if there is a procedure for when a U-Haul vehicle is dropped off overnight in the wrong spot. He wants to protect the residents across the street, so he suggested adding a condition requiring any misplaced U-Hauls to be moved in a timely matter. Member Lynch also asked how many U-Hauls would be on site at any given time.

Kane deferred to the applicant to respond to Member Lynch's inquiries.

Member Enz asked if signage was being proposed. Kane explained that any additional signage will require a permit. The building is allowed up to 200 square feet of signage on the property. If the applicants choose to use some of that square footage for U-Haul, staff would work with the applicant to ensure that the signage remains ancillary to the principal use of the building.

Member Baltzer opened the public hearing.

Andrew Tjernlund, 12867 Greystone Ct, Hugo, Applicant, explained that the main purpose for the partnership with U-Haul is the U-boxes, which he described as little pods used for storage. Most U-Haul dealers are small locations like hardware stores and gas stations where there is no place to store the boxes, meaning this is a service that is in demand. As part of the U-box storage, the property is required to be able to have trucks dropped off and picked up.

Mr. Tjernlund explained that there will be no business after 4 pm and no business on the weekend. It is not a retail location. He commented that the company's interests are in line with their neighbors. They are trying to keep the number of vehicles to a minimum. At the Hugo location, they generally have one truck or trailer at a time. He does not believe they will be moving multiple vehicles a day. If there were multiple vehicles picked up and dropped off in a single day, Mr. Tjernlund opined that it is a sign that there is a need for U-Hauls in the area. He wants to meet the needs of the neighbors, but also the needs of the community as a whole.

Member Lynch sought more information on how the business will operate, specifically on whether multiple trucks will be on site at all times. Mr. Tjernlund replied that they do not control the in or out flow of vehicles. If they do not have the type of vehicle the person is looking for, they do not book the appointment.

Member Lynch asked what would happen if a thirteenth truck showed up on site and what the procedure will be for vehicles dropped off at night. Mr. Tjernlund stated that if the number of vehicles exceeded the number of dedicated parking stalls for U-Hauls, he could move the truck to the Hugo location or call the regional U-Haul manager to have it transferred elsewhere. He continued that he can inform the workers at the warehouse to move any vehicle that gets dropped off in the wrong spot. He confirmed that he would be okay with the addition of a condition requiring vehicles to be moved in the morning.

Member Berry clarified that the main revenue generator is the warehousing, not the truck and trailer renting. Mr. Tjernlund confirmed that was true. He explained that biggest impact on the property is the dropping-off of vehicles. They could limit the amount of pick-ups, but drop-off will always show up as an option.

Member Enz asked what happens if someone drops off a vehicle after hours on a Friday. Mr. Tjernlund replied that it would sit in that location until Monday. The building is not staffed during the weekend, so there is no option to move it.

Member Reinhardt requested further explanation of the U-boxes. Mr. Tjernlund stated that the warehouse will store both empty and full boxes. The boxes make moving easier and can be delivered to the driveway of the customer. They are small and easy to transport. It allows people to move at their own pace. The boxes will be stored inside the building.

Mary Kuukari, 1596 9th Street. She asked if the the storage containers will be transported by a flatbed truck, if the truck be stored on site, and whether there is a projected busy season. She also asked if the signage will be on the building or free-standing. Member Baltzer explained that any signage will need to be approved by the City before it is installed and that the applicant can respond to Ms. Kuukari's other questions.

Dean Elwell, 1592 9th Street, Homeowner Association president. He stated that the HOA is concerned with a retail business. He wonders how this will affect traffic and home values. He agrees that Tjernlund has been a good neighbor, but is concerned with the proposal. He thinks the process is moving too quickly.

Andrew Tjernlund, applicant, responded to the neighbors' questions. The U-boxes will be dropped off in a normal 53-foot long semi-trailer truck, which can fit ten boxes. The delivery trucks will be indistinguishable from the trucks that deliver other goods to the warehouse. He explained that the sign will be a small one foot by one foot in the window. It is not meant for advertising, just to indicate that a person is in the right place. They are looking for minimum signage.

They are not leaving the White Bear Lake area. They have grown over the years, so they have expanded to Hugo. The White Bear Lake location will be less active in terms of traffic over last year because of some movement to Hugo. He stated they are trying to limit the effect on home values, but they are an I-2 zoned business across the street from residential. They are trying to

mitigate the impact on surrounding properties by having the drop-off location in a discrete place. Mr. Tjernlund explained that the peak season is the weekend and they are closed over the weekend. He did not know whether there was a specific time of year that is busier than any other.

Member Amundsen asked what percentage of the warehouse will be used for storing the U-boxes. Mr. Tjernlund stated it has not been fully determined and it is hard to give a precise number because of upward space, but thought it will be roughly 10%.

Member Baltzer closed the public hearing.

Member Enz asked if the applicant would need to come before the Planning Commission if the business was ever expanded. Kane explained that if it was within the CUP as it is presented this evening, it would be okay, but something like extended weekend hours would need a CUP amendment, which requires Planning Commission approval.

Kane noted that staff shares the concerns of the neighbors of losing the manufacturing business and that this allows the company to maximize the use of their facility to continue to be a profitable business. This is a way to keep the business in the City.

Member Lynch moved to recommend approval of Case No. 21-8-CUP with the addition of a condition that the trucks be moved by 9 a.m. the next business day. Member Amundsen seconded the motion. The motion passed by a vote of 6-0.

- D. **Case No. 21-7-CUP & 21-3-Z:** A request by **Level Up Academy** for a Conditional Use Permit, per Code Section 1301.050, to allow two building additions totaling 15,450 square feet, and a rezoning of two parcels, per Code Section 1301.040, to facilitate the combination of these parcels with the “parent parcel” of 2600 County Road E: 35XX Rolling View Drive (PID # 363022110026) from B-2 – Limited Business, to R-3 – Single Family Residential, and 35XX Rolling View Drive (PID # 363022110025) from RB – Residential Business Transition, to R-3 Single Family Residential at the property at 2600 County Road E.

Crosby discussed the case. Staff recommended approval of the rezoning and continuation of the conditional use permit to allow the applicant and staff time to arrive at a mutually agreed upon design for the exterior of the gymnasium.

Member Lynch asked if there will be a stacking issue along Rolling View Drive with parents going north and turning left onto County Road E. He speculated whether it would be helpful to limit the intersection to a right turn only during pick-up and drop-off times.

Crosby stated that the current issue is parents stacking along County Road E while trying to turn into the school. She noted that a condition could be included to address traffic related issues if something becomes problematic.

Member Lynch recommended that the City look at the bike rack regulations in the Zoning Code to increase the number of racks required for new projects.

Member Berry commented that it is currently difficult to turn left onto County Road E because the stack up of vehicles is impossible to see over. As a substitute bus driver, he has experienced the back up. To avoid the traffic, busses have been turning right, and traveling towards Bellaire

Avenue. He thinks the separation between the buses and the parent lot is a good idea to alleviate traffic and it keeps children safer.

Kane pointed out that the parent pick-up and drop-off will be further south, which will provide more stacking space along Rolling View Drive. She stated that a right turn only regulation would need to be worked out with the City Engineer and Ramsey County.

Member Baltzer opened the public hearing.

Beverly Farragher, 3470 Rolling View Drive, supports the proposal over all and asked why one of the parcels (PID # 363022110025) will not be used to build a single-family residence.

Justin Fincher, JB Vang Partners, applicant, stated that they have talked with Level Up Academy about the possibility of the lot remaining single family. With the extra month, they may be able to work with the school and the City to develop a new plan. He believes that the school may be open to it, but at the time, it made sense to combine all the parcels and rezone as one.

In response to Member Lynch's inquiry, Crosby confirmed that rezoning the parcels to R-3 leaves single family as an option. If the parking lot is reconfigured, a single family home could be built on the property. She explained that City approval is not required for lot combinations; rather Ramsey County is in charge of the process.

Kane agreed that the City does not want to lose vital housing opportunities. The parking currently exceeds what the code requires, so there is potential to re-design the parking lot to preserve the parcel.

Member Enz suggested that the school could afford to lose a few parking stalls.

Member Baltzer closed the public hearing.

Member Reinhardt moved to recommend approval of Case No. 21-3-Z and continuation of the 21-7-CUP. Member Lynch seconded the motion. The motion passed by a vote of 6-0.

5. DISCUSSION ITEMS:

- A.** Renewal of Special Home Occupations by Administrative Variance (neighbor consent) process.

Crosby explained that renewals would require neighbors to sign off on the request. If approvals were not obtained, it would be brought to the Planning Commission and City Council.

Member Baltzer asked how the fee of an administrative variance compares to a special home occupation permit. Crosby replied \$25 as opposed to \$160 to come before the Planning Commission.

Member Amundsen asked which neighbors would need to sign off. Crosby replied that it would be abutting properties. The Commissioners discussed at length how many neighbor signatures should be required. Crosby offered a suggestion that neighbors within 350 feet are notified by mail and there is a set amount of time to respond with any concerns.

Kane added that we do not want to make it too complicated when we are streamlining the process. With the cost of postage, the fee should be higher than current administrative variances if notifications are to be sent out.

- B.** 10% Deviation by Administrative Variance – not for height limitations and not on top of other A/V's already provided for.

Member Lynch sought clarification on what it means that other administrative variances would not be stackable. Crosby provided an example, stating that through an A/V, residents can deviate from the front setback by up to ten feet, but would not then be able to further deviate by ten percent with another A/V.

Member Amundsen asked if the prohibition on height limitations applied to fences. Crosby answered that yes, the A/V could not be used for fence height deviations.

Member Reinhardt asked whether 10% is the greatest deviation staff is willing to consider or if it is possible to increase to 15%. Kane noted that 10% feels de minimis.

Member Lynch expressed concern that this may be a slippery slope for those looking to expand just because they can. It puts neighbors in a sometimes awkward position approving or denying deviations from code. He wondered how we format the regulation in a way that is incidental and reflects unique circumstances.

Crosby explained that the default would always be coming to the Planning Commission for a full variance.

Member Lynch recommended that maybe the A/V apply only to existing structures and not new construction.

- C.** City Council Meeting Summary of July 13 2021.

Member Lynch asked about the City Council motions for denial on the non-consent agenda. He was confused on the wording. Kane replied that they will work with the City Clerk on clarifying the language. She provided an explanation on how items are determined to be consent or non-consent.

Member Enz commented that it is great that no restaurants closed because of the Covid-19 pandemic. Kane stated it was due to the great efforts of the City's Economic Development and Housing Coordinator in working with entities such as ReGrow White Bear and the Chamber of Commerce to bring this information to the restaurants.

Member Amundsen noted the signs for a reduced speed limit went up today along the proposed route for the automated vehicle pilot project.

Member Enz observed that the speed along Lake Avenue in front of Boatworks is problematic. Kane replied that they will work with the City Engineer to work on a speed study of the area.

- D.** Park Advisory Commission Meeting Minutes of May 20, 2021.

Member Enz asked about the Boatworks green space and its use as a place to smoke. It is a City Park, so the building staff cannot prohibit it. Kane stated there has not been interest by the City Council to prohibit smoking in City parks and it would be a hard rule to enforce. When Boatworks was constructed, there was a great effort to bring in a public component. The City will work with Boatworks staff to come up with a solution.

6. ADJOURNMENT:

Member Enz moved to adjourn, seconded by Member Berry. The motion passed unanimously (6-0), and the June 28, 2021 Planning Commission meeting was adjourned at 8:49 p.m.

DRAFT



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kara Coustry, City Clerk

Date: July 26, 2021

Subject: **Fifth Annual Carbone's Pizzeria & Pub – Single Event Extension License**

BACKGROUND / SUMMARY

The owners of Carbone's, Liz and Steve Boleen, are planning a 5th Annual Tent Party celebration on Saturday, September 11, 2021. They have permission from the owner of the parking lot, Hempel Companies, to place multiple small tents for additional external seating and for a band. The Boleens' have also talked to their neighbors in the complex. Most are closed in the evening, but those that will remain open are agreeable to the event.

Carbone's has asked permission for the band to continue playing outdoors until 11:00 p.m., which extends one hour beyond the City's noise ordinance. Given the restaurant's location and the fact that there were no calls of concerns related to this event in prior years, staff is willing to consider this special request with the caveat that if a complaint call is received after 10:00 p.m. the band will be asked to conclude its performance.

Alcohol extension license service outside of the designated restaurant area requires Council's approval. Carbone's is seeking approval for a single event extension to their on-sale liquor license as follows:

Boleen Enterprises
Parking lot, inside the confines of fenced area
1350 Highway 96, Suite 7
White Bear Lake, MN 55110
3:00 p.m. – midnight
Saturday, September 11, 2021

Rather than one large tent, as in the past, smaller tents will be erected in the parking lot within fencing. Tents 400 square feet or less do not require a tent permit and fire inspection.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution as presented.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING A SINGLE EVENT EXTENSION
TO AN ON-SALE LIQUOR LICENSE AND OUTDOOR MUSIC UNTIL 11:00 P.M.
FOR CARBONE'S PIZZERIA & PUB**

WHEREAS, an application for a Single Event Extension to an On-Sale Liquor License to the premises but outside the building has been made by Carbone's Pizzeria & Pub (Carbone's); and

WHEREAS, Carbone's is hosting a 5th Annual Tent Party on Saturday, September 11, 2021 on the parking lot at the premises of 1350 Highway 96, Suite 7.

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves a Single Event Extension to an On-Sale Liquor License to the premises but outside the building of Carbone's on 1350 Highway 96, Suite 7, on Saturday, September 11, 2021, subject to the following conditions:

1. Written approval from the owner of the parking lot.
2. Music performance concludes at 11:00 p.m. but any calls of concern after 10:00 p.m. will result in immediate commencement of outdoor music.
3. Erection of approved fencing in a location approved by City staff, said fence must restrict the space in which liquor may be consumed.
4. Security will be assigned to entrance and wristbands provided to those of legal age to consume alcohol.
5. Proof of general and liquor liability insurance naming the City as an additional insured up to municipal liability limits;

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and Council

From: Ellen Hiniker, City Manager

Date: July 28, 2021

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 donations to the City of White Bear Lake's Park Improvement Fund since 2019, which are designated for the establishment of an All Abilities Park. The City accepted each donation on the following dates:

\$25,000	5/28/19
\$25,000	6/23/20
\$25,000	7/23/20
\$25,000	1/12/21

On the evening of July 27, Paul Kowitz with the Lions Club provided a video mock-up of the proposed All Abilities Playground and presented the City of White Bear Lake with another donation of \$200,000 for this project.

To date the Lions Club has donated \$300,000 to the Park Improvement Fund in order to construct this project in Lakewood Hills Park. Parks Department staff has been meeting with a Lions Club representative to develop an equipment and trail layout, which will be located near the existing playground at Lakewood Hills. This project was estimated to cost \$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. 12701

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 and 1/12/21 for the All Abilities Park construction project; and

WHEREAS, at the July 27, 2021, City Council meeting, the White Bear Lions Club contributed \$200,000 to the City of White Bear Lake Park Improvement Fund to go toward the construction of the 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 \$200,000 donation is accepted and shall be allocated to the All Abilities Park Project.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Rick Juba, Assistant City Manager
Date: July 29, 2021
Subject: **Bellaire Center – Comcast Rental Agreement**

BACKGROUND

The Comcast lease in the City's Bellaire Center was last renewed February 23, 2021 for a term that will expire September 1, 2021.

SUMMARY

The terms of the lease were intended to coincide with the cable franchise renewal process. As a condition of the franchise renewal, Comcast remains responsible for both their space and that of their tenant, Ramsey Washington Suburban Cable Commission's (SCC's) space at the Bellaire Center through the end of 2021. Staff is recommending renewal of the current lease, as-is, through the end of 2021. The lease maintains the existing base rent of \$10.17 per square foot, with all operating costs paid by the leaseholder.

Staff is currently negotiating a new lease with Comcast. There are separate discussions taking place with SCC as they consider their future needs.

RECOMMENDATION

Staff recommends the City Council approve a lease extension with Comcast under its existing terms through December 31, 2021.

ATTACHMENTS

Resolution

RESOLUTION NO. _____

RESOLUTION ESTABLISHING RENTAL RATES FOR COMCAST CABLE

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

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

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

- Term: September 1, 2021 – December 31, 2021
- Effective Date: September 1, 2021
- Base Rent: \$10.17 per square foot.
- Operating Rent Operating rent established at \$3.45 per square foot.

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

BE IT FURTHER RESOLVED, that the Mayor and City Manager are authorized and hereby directed to execute said lease on behalf of the City.

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

- Ayes:
- Nays:
- Passed:

Mayor Jo Emerson

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Finance Department
MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kerri Kindsvater, Finance Director
Date: August 3, 2021
Subject: **Acceptance of the American Rescue Plan Act Fund**

BACKGROUND

The arrival of the coronavirus disease 2019 (COVID-19) in the United States in 2020 impacted every part of daily life for Americans as millions were infected, thousands died, businesses closed and people tried to establish a sense of normalcy through social distancing and remote interactions. Cities responded to the needs of their communities while facing economic impacts due to the pandemic.

Congress recognized the economic challenges cities, businesses and nonprofit organizations endured while assisting their communities through the pandemic by adopting the American Rescue Plan Act (ARPA) in March 2021, which offers \$65 billion in recovery funds for cities across the county. At its June 22, 2021 meeting, the City Council adopted a resolution authorizing the City to apply for its share of Coronavirus local fiscal recovery funds established under the ARPA.

The United States Department of Treasury adopted guidance regarding the use of the ARPA funds. Receiving organizations may expend the funds within the following categories of eligible uses to meet the needs of their communities:

- Support public health expenditures
- Address negative economic impacts caused by the public health emergency
- Replace lost public sector revenue
- Provide premium pay for essential works
- Invest in water, sewer and broadband infrastructure

The City of White Bear Lake, with a population of under >50,000, is considered a non-entitlement city for fund distribution purposes and therefore receives the allocated funds from the State of Minnesota. Based on Congress' distribution criteria, the State will pay the City its total allocation of \$2,738,015.44 in two equal installments over a two-year period. The City received the first installment of \$1,369,007.72 on July 26, 2021. The timeline for spending the aid is March 3, 2021 through December 31, 2024; however, if a signed contract obligates funds by December 31, 2024, the deadline to expend the money extends to December 31, 2026.

The Federal Single Audit criteria apply to amounts spent in a year, not the amounts received. Cities spending more than \$750,000 of federal funds within one fiscal year are required to have a single audit, in addition to their annual audit.

SUMMARY

The City of White Bear Lake received a funding allocation through the American Recovery Plan Act approved by Congress in March 2021 and has qualifying uses that meet pandemic response needs, fill revenue shortfalls within the city budget and assist the community in economic recovery.

City staff will work with the Mayor and City Attorney to make recommendations to the City Council for future expenditures that qualify for use of the ARPA funds.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the resolution to accept \$2,738,015.44 of American Rescue Plan Act funding from the United States Treasury, distributed by the State of Minnesota.

ATTACHMENT

Resolution

RESOLUTION NO.

A RESOLUTION TO ACCEPT THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT

WHEREAS, since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans (“Pandemic”). The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs; and

WHEREAS, as a result of the Pandemic cities have been called on to respond to the needs of their communities through the prevention, treatment, and vaccination of COVID-19; and

WHEREAS, city revenues, businesses and nonprofits in the city have faced economic impacts due to the Pandemic; and

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country; and

WHEREAS, at its June 22, 2021 meeting, the City Council adopted a resolution authorizing the City of White Bear Lake to apply for its share of ARPA funds; and

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses; and

WHEREAS, \$2,738,015.44 has been allocated to the City of White Bear Lake (“City”) pursuant to the ARPA (“Allocation”), with the first half payment of \$1,369,007.72 deposited to the City’s bank account on July 26, 2021; and

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds; and

WHEREAS, the City, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance; and

WHEREAS, the State of Minnesota will distribute ARPA funds to the City because its population is less than 50,000.

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

1. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.
2. City staff, together with the Mayor and the City Attorney are hereby authorized to take any actions necessary to receive the City’s share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.

RESOLUTION NO.

3. City staff, together with the Mayor and the City Attorney are hereby authorized to make recommendations to the City Council for future expenditures that may be reimbursed with ARPA funds.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: August 10, 2021

Subject: **Awarding Contract for the 2021 Miscellaneous Concrete Project
City Project 21-05**

BACKGROUND / SUMMARY

Quotes were received on August 4, 2021 for the 2021 Miscellaneous Concrete Project. The miscellaneous concrete contract includes removing and repairing existing sections of concrete throughout the City. The City undertakes miscellaneous concrete projects on a regular basis to improve the overall appearance and safety of the concrete sidewalks, curbs and other concrete surfaces throughout the City.

Four quotes were received with Ron Kassa Construction Inc. of Elko, MN submitting the lowest quote of \$26,082.25. This contract amount is well within the 2021 Miscellaneous Concrete budget of \$65,000.

RECOMMENDED COUNCIL ACTION

Our recommendation is that the City Council receive the bids and award a contract to Ron Kassa Construction Inc. for \$26,082.25 for the 2021 Miscellaneous Concrete Project.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION ACCEPTING QUOTES AND AWARDING CONTRACT
FOR THE 2021 MISCELLANEOUS CONCRETE PROJECT
CITY PROJECT NO. 21-05**

WHEREAS, the Engineering Department prepared specifications for construction of the 2021 Miscellaneous Concrete Project; and

WHEREAS, the following quotes complying with the request for proposals and specifications were received, opened, and tabulated according to law:

CONTRACTOR	QUOTE
Ron Kassa Construction Inc.	\$26,082.25
Band H Concrete	\$33,325.00
L'Allier Concrete Inc.	\$46,962.50
Pember Companies Inc.	\$53,480.70

WHEREAS, it appears that Ron Kassa Construction Inc. is the lowest responsible respondent.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into contract with Ron Kassa Construction Inc. in the amount of \$26,082.25 as approved by the City Council and on file in the office of the City Engineer.
2. The City Clerk is hereby authorized and directed to return forthwith to all respondents the deposits made with their quotes, except that the deposits of the successful respondent and the next lowest respondent shall be retained until a contract has been signed.

The foregoing resolution offered by Council Member _____ and supported by Council

Member _____ was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and Council

From: Ellen Hiniker, City Manager

Date: August 10, 2021

Subject: **Awarding a Grant for Purchase of Playground Equipment to Frassati Academy**

BACKGROUND / SUMMARY

The City policy regarding City contribution for the purchase of school playground equipment allows for up to \$8,000 per year to be granted to schools seeking assistance. Grants are awarded in an amount of up to 25% of the project cost, not to exceed \$8,000. Frassati Academy is the only school seeking assistance in 2021. Their current estimated project cost is \$22,202, which calculates to be a \$5,550.50 grant for these improvements, which would be available for public use outside of school hours.

Per the policy, the Parks Commission approved this grant unanimously at its July 15th, 2021 meeting and is recommending approval by the Council. The grant would be paid following completion of the project.

RECOMMENDED COUNCIL ACTION

Staff recommends the Council adopt the attached resolution awarding a grant for the purchase of playground equipment to Frassati Academy for up to 25% of the project cost up to \$8,000.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION AWARDED A GRANT TO FRASSATI ACADEMY
FOR THE PURCHASE OF PLAYGROUND EQUIPMENT**

WHEREAS, the City of White Bear Lake has a policy that provides grants to schools for the purchase of playground equipment in the amount of up to 25% of the project cost, not to exceed \$8,000; and

WHEREAS, Frassati Academy has requested a grant for the purchase of playground equipment that will be available for public use outside of school hours; and

WHEREAS, the Parks Commission has approved the request by the Frassati Academy for a grant to purchase playground equipment at its July 15, 2021 meeting; and

WHEREAS, the City Council finds that these improvement will provide a public benefit.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that a grant of 25% of the project cost, up to \$8,000 will be awarded to Frassati Academy for the purchase of playground equipment.

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: August 5, 2021

Subject: **Ramsey Washington Suburban Cable Commission update**

BACKGROUND / SUMMARY

Ramsey/Washington Counties Suburban Cable Communications Commission II (SCC) is a Joint Powers Cooperative organized pursuant to Minnesota Statutes §§ 238.08 and 471.59, as amended, and today includes the following nine (9) municipalities: Birchwood Village, Dellwood, Grant, Lake Elmo, Mahtomedi, Oakdale, White Bear Lake, White Bear Lake Township, and Willernie. In 1999, the member cities enacted separate ordinances and entered into individual franchise agreements authorizing MediaOne of St. Paul, Inc. to provide cable service. In the early 2000's the existing franchise was transferred to Comcast of Minnesota, Inc. (Comcast).

The City, along with eight area municipalities, are members of a Joint Powers agreement with Ramsey Washington Suburban Cable Communications (RWSCC) as a means for management of cable franchises. All cable companies are required to hold a franchise in order to operate cable television systems. In Minnesota, the authority to grant cable franchises are vested with city government.

On March 23, 2021, the City Council passed an Ordinance granting a non-exclusive, 10-year cable renewed franchise to Comcast of Minnesota, Inc. (Comcast) in order to construct, operate and maintain a cable system in the City of White Bear Lake. While the terms of the franchise agreement that RWSCC negotiated with Comcast are more favorable than those recently obtained by other twin cities municipalities, contract terms do include reductions in PEG funding from Comcast as compared to the previous agreement.

As a result, the Commission has made cuts to its current 2021 budget, including the elimination of five full-time PEG programming positions.

The Joint Powers Agreement (JPA) requires RWSCC to provide its budget to cities by August. 1st of each year, however the Commission Board has been unable to reach an agreement. The Commission has scheduled a meeting on Thursday, August 12 to revisit the 2022 budget.

More details will be provided during the City Council meeting.

CITY OF WHITE BEAR LAKE SUMMARY OF ZONING ACTIVITY

JULY 2021

SIGN PERMITS	02
ZONING PERMITS	30
OTHER PERMITS	14
ZONING LETTERS ¹	01
ZONING CALLS ²	02
ADMINISTRATIVE VARIANCES	02
LAND USE CASES*	03
MISCELLANEOUS INQUIRIES	48
MEETINGS	14
SITE INSPECTIONS	02
ENFORCEMENT LETTERS	00
OTHER / MISC [^]	00
TOTAL	118

TOTAL YEAR TO DATE 2021

SIGN PERMITS	17
ZONING PERMITS	159
OTHER PERMITS	88
ZONING LETTERS ¹	09
ZONING CALLS ²	05
ADMINISTRATIVE VARIANCES	14
LAND USE CASES	27
MISCELLANEOUS INQUIRIES	442
MEETINGS	105
SITE INSPECTIONS	17
ENFORCEMENT LETTERS	00
OTHER / MISC	02
TOTAL	885

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

* Frost SHOP Ext, Level Up CUP & Rezoning, U-Haul CUP.

^ --

SUMMARY OF PERMITS	MONTHLY			YEARLY		
JULY 2021 MAHTOMEDI	THIS MONTH	LAST YEAR THIS MONTH	CHANGE IN NUMBERS	THIS YEAR TO DATE	LAST YEAR TO DATE	CHANGE IN NUMBERS

PERMIT TOTALS:

Comm./Ind. (New)	0	0	0	0	0	0
Comm./Ind. (Alt)	2	1	1	3	6	-3
S.F. Dwelling (New)	0	0	0	2	3	-1
S.F. Dwelling (Alt)	18	46	-28	145	169	-24
Garage Only	1	0	1	6	8	-2
Other Building Permits	1	3	-2	9	9	0
Demolition	0	0	0	1	0	1
Electrical (Quarterly)	0	0	0	100	109	-9
All Other Permit Types	41	40	1	239	226	13
ALL PERMIT TYPE TOTALS:	63	90	-27	505	530	-25

PERMIT VALUATION:

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$0	\$0
Comm./Ind. (Alt)	\$189,000	\$150,000	\$39,000	\$3,976,070	\$5,539,072	-\$1,563,002
S.F. Dwelling (New)	\$0	\$0	\$0	\$1,300,000	\$2,360,000	-\$1,060,000
S.F. Dwelling (Alt)	\$467,484	\$490,760	-\$23,276	\$2,770,513	\$3,418,783	-\$648,270
Garage Only	\$6,000	\$0	\$6,000	\$85,920	\$238,600	-\$152,680
Fire Suppression	\$440	\$0	\$440	\$25,440	\$128,626	-\$103,186
Heating (HVAC)	\$212,116	\$106,955	\$105,161	\$777,854	\$1,413,762	-\$635,908
Other Building Permits:	\$5,000	\$500	\$4,500	\$170,660	\$92,558	\$78,102
VALUATION TOTALS:	\$880,040	\$748,215	\$131,825	\$9,106,457	\$13,191,401	-\$4,084,944

PERMIT FEES:

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$0	\$0
Comm./Ind. (Alt)	\$1,790	\$1,477	\$313	\$18,934	\$28,112	-\$9,178
S.F. Dwelling(New)	\$0	\$0	\$0	\$9,183	\$16,019	-\$6,836
S.F. Dwelling (Alt)	\$4,347	\$7,940	-\$3,593	\$35,781	\$42,044	-\$6,263
Garage Only	\$147	\$0	\$147	\$1,611	\$3,549	-\$1,938
Other Building Permits	\$131	\$245	-\$114	\$1,625	\$1,941	-\$316
Demolition	\$0	\$0	\$0	\$200	\$0	\$200
Electrical (Quarterly)	\$0	\$0	\$0	\$9,821	\$11,102	-\$1,281
All Other Permit Types	\$3,678	\$5,560	-\$1,882	\$24,303	\$35,772	-\$11,469
PERMIT FEE TOTALS:	\$10,093	\$15,222	-\$5,129	\$101,458	\$138,539	-\$37,081
PLAN FEES:	\$2,017	\$2,417	-\$400	\$24,626	\$37,910	-\$13,284
TOTAL PERMIT & PLAN FEES:	\$12,111	\$17,639	-\$5,528	\$126,084	\$176,449	-\$50,365

Park Fees	\$0	\$0	\$0	\$0	\$0	\$0
SAC Fees	\$0	\$2,485	-\$2,485	\$39,760	\$12,425	\$27,335

WHITE BEAR LAKE & MAHTOMEDI COMPARISON OF PERMITS FOR

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

PERMIT TOTALS:

Comm./Ind. (New)	0	0	0	1	0	1	-1	-100%	-1	-100%	#DIV/0!
Comm./Ind. (Alt)	37	3	40	25	6	31	12	48%	9	29%	8%
S.F. Dwelling (New)	4	2	6	3	3	6	1	33%	0	0%	33%
S.F. Dwelling (Alt)	520	145	665	477	169	646	43	9%	19	3%	22%
Garage Only	8	6	14	8	8	16	0	0%	-2	-13%	43%
Other Building Permits	12	9	21	17	9	26	-5	-29%	-5	-19%	43%
Demolition	9	1	10	5	0	5	4	80%	5	100%	10%
Electrical	312	100	412	246	109	355	66	27%	57	16%	24%
All Other Permit Types	701	239	940	617	226	843	84	14%	97	12%	25%
ALL PERMIT TYPE TOTALS:	1603	505	2108	1399	530	1929	204	15%	179	9%	24%

PERMIT VALUATION:

Comm./Ind. (New)	\$0	\$0	\$0	\$8,600,000	\$0	\$8,600,000	-\$8,600,000	-100%	-\$8,600,000	-100%	#DIV/0!
Comm./Ind. (Alt)	\$12,136,058	\$3,976,070	\$16,112,128	\$5,569,010	\$5,539,072	\$11,108,082	\$6,567,048	118%	\$5,004,046	45%	25%
S.F. Dwelling (New)	\$2,817,960	\$1,300,000	\$4,117,960	\$2,000,000	\$2,360,000	\$4,360,000	\$817,960	41%	-\$242,040	-6%	32%
S.F. Dwelling (Alt)	\$8,833,693	\$2,770,513	\$11,604,206	\$9,635,492	\$3,418,783	\$13,054,275	-\$801,799	-8%	-\$1,450,069	-11%	24%
Garage Only	\$111,980	\$85,920	\$197,900	\$189,976	\$238,600	\$428,576	-\$77,996	-41%	-\$230,676	-54%	43%
Fire Suppression	\$296,809	\$25,440	\$322,249	\$629,165	\$128,626	\$757,791	-\$332,356	-53%	-\$435,542	-57%	8%
Heating (HVAC)	\$4,167,995	\$777,854	\$4,945,849	\$2,580,366	\$1,413,762	\$3,994,128	\$1,587,629	62%	\$951,721	24%	16%
Other Building Permits	\$382,800	\$170,660	\$553,460	\$274,227	\$92,558	\$366,785	\$108,573	40%	\$186,675	51%	31%
VALUATION TOTALS:	\$28,747,295	\$9,106,457	\$37,853,752	\$29,478,236	\$13,191,401	\$42,669,637	-\$730,941	-2%	-\$4,815,885	-11%	24%

PERMIT FEES:

Comm./Ind. (New)	\$0	\$0	\$0	\$46,312	\$0	\$46,312	-\$46,312	-100%	-\$46,312	-100%	#DIV/0!
Comm./Ind. (Alt)	\$67,152	\$18,934	\$86,086	\$40,378	\$28,111	\$68,489	\$26,774	66%	\$17,597	26%	22%
S.F. Dwelling (New)	\$19,769	\$9,183	\$28,952	\$15,645	\$16,019	\$31,664	\$4,124	26%	-\$2,712	-9%	32%
S.F. Dwelling (Alt)	\$116,956	\$35,781	\$152,737	\$113,252	\$42,044	\$155,296	\$3,704	3%	-\$2,559	-2%	23%
Garage Only	\$2,193	\$1,611	\$3,804	\$3,256	\$3,549	\$6,805	-\$1,063	-33%	-\$3,001	-44%	42%
Other Building Permits	\$3,537	\$1,625	\$5,162	\$4,524	\$1,941	\$6,465	-\$987	-22%	-\$1,303	-20%	31%
Demolition	\$16,220	\$200	\$16,420	\$1,035	\$0	\$1,035	\$15,185	1467%	\$15,385	1486%	1%
Electrical	\$35,915	\$9,821	\$45,736	\$21,787	\$11,102	\$32,889	\$14,128	65%	\$12,847	39%	21%
All Other Permit Types	\$86,845	\$24,303	\$111,148	\$67,638	\$35,773	\$103,411	\$19,207	28%	\$7,737	7%	22%
PERMIT FEE TOTALS:	\$348,587	\$101,458	\$450,045	\$313,827	\$138,539	\$452,366	\$34,760	11%	-\$2,321	-1%	23%
PLAN FEES:	\$65,235	\$24,626	\$89,861	\$71,700	\$37,909	\$109,609	-\$6,465	-9%	-\$19,748	-18%	27%
TOTAL PERMIT & PLAN FEES:	\$413,822	\$126,084	\$539,906	\$385,527	\$176,448	\$561,975	\$28,295	7%	-\$22,069	-4%	23%

Park Fees	\$1,000	\$0	\$1,000	\$1,200	\$0	\$1,200	-\$200	-17%	-\$200	-17%	0%
SAC Fees	\$693,315	\$39,760	\$733,075	\$42,245	\$12,425	\$54,670	\$651,070	1541%	\$678,405	1241%	5%

SUMMARY OF PERMITS	MONTHLY			YEARLY		
JULY 21 WHITE BEAR LAKE	THIS MONTH	LAST YEAR THIS MONTH	CHANGE IN NUMBERS	THIS YEAR TO DATE	LAST YEAR TO DATE	CHANGE IN NUMBERS

PERMIT TOTALS:

Comm./Ind. (New)	0	0	0	0	1	-1
Comm./Ind. (Alt)	4	2	2	37	25	12
S.F. Dwelling (New)	0	0	0	4	3	1
S.F. Dwelling (Alt)	85	105	-20	520	477	43
Garage Only	1	4	-3	8	8	0
Other Building Permits	0	3	-3	12	17	-5
Demolition	1	1	0	9	5	4
Electrical (Quarterly)	42	39	3	312	246	66
All Other Permit Types	109	96	13	701	617	84
ALL PERMIT TYPE TOTALS:	242	250	-8	1603	1399	204

PERMIT VALUATION:

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$8,600,000	-\$8,600,000
Comm./Ind. (Alt)	\$6,420,348	\$545,000	\$5,875,348	\$12,136,058	\$5,569,010	\$6,567,048
S.F. Dwelling (New)	\$0	\$0	\$0	\$2,817,960	\$2,000,000	\$817,960
S.F. Dwelling (Alt)	\$2,120,258	\$1,662,054	\$458,204	\$8,833,693	\$9,635,492	-\$801,799
Garage Only	\$8,000	\$121,500	-\$113,500	\$111,980	\$189,976	-\$77,996
Fire Suppression	\$12,550	\$23,480	-\$10,930	\$296,809	\$629,165	-\$332,356
Heating (HVAC)	\$375,382	\$488,038	-\$112,656	\$4,167,995	\$2,580,366	\$1,587,629
Other Building Permits:	\$0	\$91,074	-\$91,074	\$382,800	\$274,227	\$108,573
VALUATION TOTALS:	\$8,936,538	\$2,931,146	\$6,005,392	\$28,747,295	\$29,478,236	-\$730,941

PERMIT FEES:

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$46,312	-\$46,312
Comm./Ind. (Alt)	\$28,980	\$4,064	\$24,916	\$67,152	\$40,379	\$26,773
S.F. Dwelling(New)	\$0	\$0	\$0	\$19,769	\$15,646	\$4,123
S.F. Dwelling (Alt)	\$23,100	\$19,385	\$3,715	\$116,956	\$113,253	\$3,703
Garage Only	\$179	\$1,953	-\$1,774	\$2,193	\$3,255	-\$1,062
Other Building Permits	\$0	\$1,279	-\$1,279	\$3,537	\$4,524	-\$987
Demolition	\$200	\$350	-\$150	\$16,220	\$1,035	\$15,185
Electrical (Quarterly)	\$3,211	\$2,874	\$337	\$35,915	\$21,787	\$14,128
All Other Permit Types	\$10,309	\$11,745	-\$1,436	\$86,845	\$67,638	\$19,207
PERMIT FEE TOTALS:	\$65,979	\$41,650	\$24,329	\$348,588	\$313,829	\$34,759
PLAN FEES:	\$22,122	\$6,729	\$15,393	\$65,235	\$71,701	-\$6,466
TOTAL PERMIT & PLAN FEES:	\$88,101	\$48,379	\$39,722	\$413,823	\$385,530	\$28,293

Park Fees	\$0	\$0	\$0	\$1,000	\$1,200	-\$200
SAC Fees	\$653,555	\$0	\$653,555	\$693,315	\$42,245	\$651,070

MONTHLY REPORT - PARKS - 2021

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
# of hours spent on mowing operations per season.	0	0	0	77	147	54							278
# of hrs spent on sweeping operations per season(snow)	26	51	18	0	0	0							95
Number of acres mowed	0	0	0	308	588	216							1112
#mi.of sidewalks cleared(snow)	96	96	0	0	0	0							192
# of Special Events - set up	1	5	1	8	5	28							48
# of park reservations/events	0	2	0	14	49	89							154
# of tree inspections performed.	0	1	1	1	14	28							45
# of man hours spent tree trimming.	90	38	35	0	0	49							212
Number of employee days lost to accidents	0	0	0	0	0	0							0
Performance Indicator Narrative:													
Goals													
1. Preserve parks, beaches, & boat launches by mowing, trash collections & maintenance of restrooms & playground equipt.													
2. Improve methods of caring for turf, trees, and shrubs on all public property.													
3. Assemble and maintain outdoor ice rinks at local parks and lakes for citizen enjoyment.													
4. Provide special maintenance to high profile areas such as: Veteran's Park, Railroad Park and Matoska Park.													
5. Focus on maintenance program for trees in nursery, & pruning, trimming & replacement of trees on City property.													
Goal Narrative (Explain process of achievement):													

MONTHLY REPORT - STREET LIGHTING - 2021

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
# of burned out lights at high traffic volume locations, in hazardous areas replaced.	0	3	14	0	0	0							17
# of burned out lights at lower traffic volume locations replaced w/in 72 hours of notification	0	0	0	0	0	0							0
Number of repair calls for downtown street lights	1	1	0	0	0	0							2
# of light poles painted - preventative maintenance	0	0	0	0	0	0							0
# of light poles or fixtures replaced.	0	0	0	0	0	0							0

Performance Indicator Narrative:

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

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

Goals

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

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

3. Began a program for changing to LED Upgrade.

Goal Narrative (Explain process of achievement):

Will be replacing ballard's in the downtown lighting.

MONTHLY REPORT - STREETS - 2021

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
Debris swept Cubic Yds	0	0	77	260	40	12							389
Miles of streets swept	0	0	40	144.5	41	8							233.5
% potholes service completed w/in 2 working	100%	100%	100%	100%	100%	100%							100%
Tons of asphalt overlay	0	2	17	28	70	111.5							228.5
# of man hours spent tree trimming.	56	12	49	0	59	41							217
# of employee days lost to accidents	0	0	0	0	0	0							0

Performance Indicator Narrative:

- Goals**
1. Provide high level of maintenance to ensure safe, clean, well maintained streets for citizens at all times.
 2. Conduct tree trimming on city streets, sidewalks, and bikeways.
 3. Maintain sidewalks and bikeways through patching, paving, and snow/ice removal.
 4. Continue city streets sweeping program to reduce pollutants from entering city's surface water bodies.

Goal Narrative (Explain process of achievement):

MONTHLY REPORT - WATER - 2021

Performance Ind	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
Number of gallons pumped/treated	49,054,971	44,208,090	44,480,934	40,468,425	70,474,892	111,946,074							360633387
# of water meters installed, replacing old.	1	0	2	2	1	1							7
# of total old water meters in city remaining to be replaced.	1487	1487	1485	1483	1482	1481							1481
# of meter replacements performed.	4	6	13	4	8	4							39
# of water on/off - courtesy calls	6	4	10	10	16	12							58

Performance Indicator Narrative:

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

Goal Narrative (Explain process of achievement):

MONTHLY REPORT - SEWER - 2021

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
# feet of sewer lines root sawed	0	0	0	0	0	0							0
# feet of sewer lines jetted	0	0	15,516	5,277	9,352	22,815							52,960
Stormwtr Maint/repair man hrs.	0	10	8	4	12	10							44
# feet Televising - main line	0	0	10,894	19,250	25,411	34,134							89,689
# of Sewer Backups - City line	0	0	0	1	1	1							3
# of Sewer Backups - Private	2	3	3	5	4	5							22
# of feet of sewer lines cleaned and televised simultaneously	0	0	0	0	0	0							0

Performance Indicator Narrative:

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

Goal Narrative (Explain process of achievement):