



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, SEPTEMBER 14, 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 August 24, 2021

**3. APPROVAL OF THE AGENDA**

**4. VISITORS AND PRESENTATIONS**

Nothing scheduled

**5. PUBLIC HEARINGS**

Nothing scheduled

**6. LAND USE**

A. Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Level Up Academy for a Conditional Use Permit at 2600 County Road E (Case No. 21-7-CUP).
2. Consideration of a Planning Commission recommendation for approval of a request by Barbara McIntyre for a Special Home Occupation Permit at 3696 Glen Oaks Avenue (Case No. 21-1-SHOP).
3. Consideration of a Planning Commission recommendation for approval of a request by Dan Louismet for a variance at 1980 3rd Street (Case No. 21-17-V).

B. Non-Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Dang Properties for a conditional use permit at 921 Wildwood Road. (Case No. 21-9-CUP).

**7. UNFINISHED BUSINESS**

Nothing scheduled

## **8. ORDINANCES**

- A. Second 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)
- B. First Reading – A City-Initiated text amendment to Zoning Code Section 1302.120, Subd.3.e, to allow special home occupations to be renewed through the administrative variance process. (Case No. 21-4-Z).

## **9. NEW BUSINESS**

- A. Resolution approving an amendment to Addendum #1 of the Marina Management Contract
- B. Resolution approving Raingarden Construction Contract with Sandstrom Land Management, LLC
- C. Resolution reinstating utility bill late fees

## **10. CONSENT**

- A. Acceptance of Minutes: July Park Advisory Commission, July White Bear Lake Conservation District, August Planning Commission
- B. Termination of a lease with Garden of Hope Montessori
- C. Resolution approving budgeted distribution to the White Bear Area Historical Society
- D. Resolution authorizing food truck for profit on public property in the Armory parking lot
- E. Resolution authorizing live music on the outside patio of Beartown Bar & Grill

## **11. DISCUSSION**

Nothing Scheduled

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

## **13. ADJOURNMENT**



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, AUGUST 24, 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 7:02 p.m. The clerk took attendance for Councilmembers Doug Biehn, Steven Engstran, and Bill Walsh. Councilmembers Dan Jones and Kevin Edberg were excused. Staff in attendance were City Manager Ellen Hiniker, Community Development Director Anne Kane, Public Works Director/City Engineer Paul Kauppi, Finance Director Kerri Kindsvater and City Clerk Kara Coustry. City Attorney Troy Gilchrist attended via electronic format.

PLEDGE OF ALLEGIENCE

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on August 10, 2021

It was moved by Councilmember **Engstran** seconded by Councilmember **Walsh**, to approve the Minutes of the August 10, 2021 City Council meeting as presented.

Motion carried unanimously.

B. Minutes of the Budget Work Session on August 17, 2021

It was moved by Councilmember **Biehn** seconded by Councilmember **Engstran**, to approve the Minutes of the August 17, 2021 City Council meeting as presented

Motion carried unanimously.

**3. APPROVAL OF THE AGENDA**

City Manager Hiniker replaced 4B with a presentation from the Rotary Club.

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

Motion carried unanimously.

**4. VISITORS AND PRESENTATIONS**

A. Rotary Club of White Bear Lake

John Channon with the White Bear Lake Rotary Club described a peace pole project proposed by the Rotary Club's Community Service Committee. He explained that the Rotary Club would

like to sponsor the purchase of two peace poles with hopes of placing one near the new Saputo Shelter at Bellaire Beach in White Bear Township, and the other in a park within the City of White Bear Lake. He described the pole as eight feet tall and containing the words, "May Peace Prevail On Earth", written in eight different languages. He stated that the Rotary has selected the languages of English, Spanish, Hmong, Russian, Mandarin Chinese, Korean, Ojibway and Oromo and indicated that Rotary Clubs around the world have already sponsored over 200,000 peace poles, the first being erected in Japan many years ago.

Mayor Emerson stated that Ramsey County is on Dakota land and thought the Dakota language would be important to include.

Public Works Director / City Engineer Kauppi stated that in consultation with the Park Foreman, Railroad Park contains locations suitable for placement of a peace pole that is away from underground utilities and could still easily be maintained.

Mr. Channon thanked Council for their consideration of this request. Mayor Emerson expressed gratitude for the work of the Rotary group.

B. Kyle Axtell, Rice Creek Watershed District Project Manager - Priebe Lake Outlet Structure Replacement Project Update

Environmental Specialist Connie Taillon introduced Kyle Axtell with the Rice Creek Watershed District, who gave a presentation on the Priebe Lake Outlet Structure Replacement Project. She expressed appreciation for the City's partnership with the Rice Creek Watershed District and for the work that Mr. Axtell has done on this project and many others.

Kyle Axtell provided a history of the outlet structure located at the northeast end of Priebe Lake, which was constructed to address routine flooding of homes around the lake as a result of a single-family development built on farmland in 1960. The outlet structure collects run-off from Priebe Lake, directs it through Mahtomedi, Hall's Marsh and Birchwood Village where it ultimately discharges into White Bear Lake.

Mr. Axtell reported that the Rice Creek Watershed District (RCWD) was established in 1972. In 1976 White Bear Lake and Birchwood Village petitioned the RCWD to design and construct an outlet for Priebe Lake. The outlet was constructed in 1979-80 costing \$600,000 (\$2 million in today's dollars) and was assessed to benefitting properties: \$400 - \$600 (lakefront \$1,200 - \$1,500). The pipe runs through three cities, two counties and parts are 40 feet below ground. He explained that except for some occasional maintenance done by the City of White Bear Lake, little has been done to maintain this structure to date but recent failures have led RCWD to complete a full-system condition assessment in 2020.

Mr. Axtell stated that RCWD has added the Priebe Lake Outlet structure to its watershed management plan as its own facility. He explained that the pipes are in good shape for their age, but the outlet structure needs to be replaced. With a relatively low cost of repair anticipated at \$80,000, the RCWD has decided to fund this repair without initiating a special assessment in this case. Mr. Axtell reported that active construction requires hard frozen conditions, expected to occur over two weeks in January or February 2022, with restoration of disturbed land in the spring. The site will be accessed between the homes at 2710 and 2716 Riviera N., and Mr. Axtell said the homeowners are agreeable to the work.

RCWD held a public meeting on July 14, 2021, for the purpose of funding repair of an

established capital project via a different statute than its original construction (103D vs. 103B). Public comments related mostly to water quality issues of Priebe Lake. Mr. Axtell described project benefits including reduction in structure failure, reduction in debris leaving Priebe Lake and a new ability to actively manage lake levels. This will allow for winter draw down of Priebe Lake, which will in turn kill off rough fish that contribute to poor water quality as well as provide access to consolidate organic sediments, improve the native plant community and disrupt the internal nutrient cycle in hopes of reducing algae blooms and improving water quality.

Mr. Axtell reported that a coffer dam will be constructed with a routine DNR public waters work permit. This will allow for dewatering in the immediate area of the construction without draining the entire lake.

## 5. PUBLIC HEARINGS

Nothing scheduled

## 6. LAND USE

### A. Consent

Nothing scheduled

### B. Non-Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Bree, LLC for an Interim Use Permit for first floor office space at 4701 Banning Avenue (Case No. 21-1-IUP).

Community Development Director Kane explained that now with the ordinance in place creating the ability for interim uses, the owners of 4701 Banning Avenue are requesting an Interim Use Permit (IUP) to allow first floor office space in the downtown business district location of 4701 Banning Avenue. Ms. Kane explained that the tenant had moved in on June 2021 and the City Council, through creation of this interim permit process, found a solution to allow a non-retail business to remain in this location temporarily.

Ms. Kane explained this was a 5:1 vote of the Planning Commission with dissention expressed from a downtown business owner regarding the widespread application of an IUP. Ms. Kane stated there have been no additional inquiries into the IUP and condition #2 of this particular permit satisfies Councilmember Edberg's intent that this arrangement be temporary as the IUP expires on June 1, 2023.

For the comfort of colleague Councilmember Edberg, and for his own comfort, Councilmember Walsh restated that this is a unique situation and intended to be strictly temporary in nature.

It was moved by Councilmember **Biehn** seconded by Councilmember **Engstran**, to adopt **Resolution No. 12834** approving an Interim Use Permit for first floor office space at 4701 Banning Avenue.

Motion carried unanimously.

## 7. UNFINISHED BUSINESS

Nothing scheduled

## 8. ORDINANCES

Nothing scheduled

## 9. NEW BUSINESS

- A. Resolution declaring cost to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2021 Pavement Rehabilitation Project, City Project Nos. 21-01, 21-06 & 21-13

Public Works Director / City Engineer Kauppi stated that the next step in the public improvement process for the 2021 Pavement Rehabilitation Project is to order a public hearing for Council to consider the assessment rolls and to allow homeowners an opportunity to appeal their assessments. Mr. Kauppi stated that the residential pavement rehabilitation portion of this project is complete, with the next areas of the project being the Matoska boat launch parking lot and the Lakewood Hills Park parking lot – both of which are funded by the City.

It was moved by Councilmember **Engstran** seconded by Councilmember **Walsh**, to adopt **Resolution No. 12835** declaring cost to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2021 Pavement Rehabilitation Project, City Project Nos. 21-01, 21-06 & 21-13.

Motion carried unanimously.

## 10. CONSENT

- A. Resolution approving Change Order No. 1 to the Sanitary Sewer Lining Project to revise the scope of the project, City Project No. 21-07. **Resolution No. 12836**
- B. Resolution certifying private property assessment for recovery of city expenses. **Resolution No. 12837**

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

Motion carried unanimously.

## 11. DISCUSSION

- A. Reinstatement of utility bill late payments

City Manager Hiniker reported that as part of Covid-19 relief efforts, the City suspended late fees for utility bill late payments in 2020. She explained this was meant to be a temporary arrangement and asked for Council's appetite to reinstate late fees on utility bills. Ms. Hiniker noted that there were fewer late paying accounts in 2021 than had existed in 2018.

Councilmember Walsh inquired as to the status of City's CARES funding. Ms. Hiniker stated that there are still some CARES funding reserves remaining in the Economic Development Fund dollars which could be used for designated for relief efforts if the Council chooses.

In response to Councilmember Walsh, Ms. Hiniker stated that staff recommends reinstating utility bill late fees. She noted resident needing assistance with utility bills would still be referred to assistance programs available through the County.

There being general consensus from the Council, Ms. Hiniker indicated that formal approval to reinstate utility bill late fees will be brought forward at the next Council meeting.

B. Vacation of 5<sup>th</sup> Avenue between north side of Clarence Street south to north side of Whitaker Street

Community Development Director Kane explained that the heirs of Rose Tice are interested in developing the Tice property located at 1788 Highway 96, directly adjacent to Columbia Park in the Township and east of previously vacated 5<sup>th</sup> Avenue (a north/south right-of-way). While investigating this, staff discovered an error 44 years in the making in County recorded data.

Ms. Kane explained that in 1977 the residents abutting the 5<sup>th</sup> Avenue right-of-way petitioned the City Council to vacate the eastern part of that right-of-way. The Council at that time approved vacation of the northern portion of 5<sup>th</sup> Avenue between Highway 96 to the north side of Clarence Street, but not the southern portion of 5<sup>th</sup> Avenue between the north line of Clarence Street to the north line of Whitaker Street. Ms. Kane said the County recorded both vacations in error, but the southern vacation was quickly nullified on August 31, 1977, once the mistake was discovered. She explained that County and City maps from late 1990's and early 2000's showed the correct configuration, but at some point in the past 10-15 years, this recording error was somehow recreated and the full length of 5<sup>th</sup> Avenue was shown to have been vacated.

Ms. Kane stated that what staff and the Tice family are seeking today is to retain public right-of-way at the end of Clarence Street and the end of Park Street along 5<sup>th</sup> Avenue, but to go ahead and vacate the remaining southern portion of 5<sup>th</sup> Avenue. Ms. Kane explained this would allow for public access to the Tice parcel as well as to City owned property further south. This action, she explained, would trigger a public hearing and for that reason staff seeks Council's direction. She said many of the neighbors along Clarence have called the City with questions and concerns for a change in what they perceive to be open space, which has been owned and paid for in taxes by the Tice family through the years.

Councilmember Walsh received clarification that those property owners east of 5<sup>th</sup> Avenue have believed that land to be their land and if the City were to go ahead and vacate the southern portion, those property owners would indeed assume that land. At the same time, Ms. Kane explained, that the property owners at the intersections of Clarence and Park will likely be opposed to this action as they would not be retaining land they had thought was theirs all these years.

Councilmember Engstran asked why the City wouldn't take the same action at the most southern intersection at Hinckley Street, providing humor in an example that Councilmember Walsh might decide to sell the City owned property someday. Ms. Kane mentioned this land is swamp land and currently unbuildable, but with declining water tables in the region that could change in the future. She agreed to further consider the merits of this action.

There was general consensus by the Council for staff to schedule the public hearing on this matter.

## 12. COMMUNICATIONS FROM THE CITY MANAGER

- Metropolitan Council provided a summary of Census data on White Bear Lake population statistics in which the number of households and population has increased, however the persons per household has dropped. A more detailed presentation will be provided to Council at a later date.
- The ClimateSmart Municipalities delegation, including representatives from the School District and Councilmembers Biehn and Edberg, will be traveling to Lüdenscheid, Germany on September 11, 2021, to represent the City of White Bear Lake in its role as a partner in the ClimateSmart Municipalities program coordinated by the University of Minnesota and funded through a grant provided by the Federal Republic of Germany.
- Whitaker Street End —MnDOT completed the layout and design work for the pedestrian improvements and signalized intersection at Whitaker Street. Because this work will involve permanent closure of driveway access that comes off of Highway 61 north of the intersection into Alleycat's, state statute requires the presiding municipality to hold a public hearing for this improvement on MnDOT right-of-way. This will occur on September 28<sup>th</sup> due to statutory timing requirements, so prepare for a long meeting as this will also be the evening for the Truth in Taxation Hearing.
- Updates by Community Development Director Anne Kane
  - As a result of eight meetings with the Housing Task Force, staff will be distributing a packet with draft recommendations to the Task Force and City Council by the end of this week.
  - The Housing Task Force will meet next week to review those recommendations prior to the next Community Forum on Housing, Part 2 (in-person) on September 9<sup>th</sup> and at the White Bear Lake Area School District Center, and September 20<sup>th</sup> (online).
  - Community-wide surveys will follow in order to gain feedback from the broader sector of the community.
  - A review of those recommendations will be presented to the Council in October and a final report is expected in November, which will be the springboard for development of programs, policies and additional efforts.
  - Efforts will then be focused on initiating planning efforts for the County Road E Corridor with neighboring jurisdictions, in which Ramsey County provided a \$25,000 grant to study.
  - ACE Study – Arts, Culture and Education Study findings will also be brought to the Council this fall.
- Updates by Public Works Director / City Engineer Paul Kauppi
  - Drought conditions are still in place and the DNR has asked the City to continue to educate residents to refrain from outdoor use of water for pools and sprinkling. He referenced the City's website which contains links to the DNR for water conservation information.
- Mayor Emerson referenced the recent ribbon cutting ceremony and thanked Mr. Kauppi for the work done by the committee on the Erd-Geist Gazebo.

## 13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Engstran** to adjourn the regular meeting at 7:57 p.m.



Motion carried unanimously.

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Jo Emerson, Mayor

**ATTEST:**

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Kara Coustry, City Clerk



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

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

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

**Date:** September 2, 2021 for the September 14, 2021 City Council Meeting

**Subject:** **Level Up Academy, Case No. 21-7-CUP – 2600 County Road E**

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## **REQUEST**

A Conditional Use Permit for two building additions totaling 15,470 square feet – a classroom/entry addition and a gymnasium addition.

## **SUMMARY**

The public hearing was opened at the July 26<sup>th</sup> Planning Commission meeting. One neighbor spoke to the matter in support. On staff's recommendation, the Commission continued the item to allow additional time for minor modifications to the exterior materials and the parking lot design. At the August 30<sup>th</sup> Planning Commission meeting, On a 5-0 vote, the Planning Commission recommended approval.

## **RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution.

## **ATTACHMENTS**

Resolution of Approval

**RESOLUTION NO.**

**RESOLUTION GRANTING A  
CONDITIONAL USE PERMIT  
FOR 2600 COUNTY ROAD E  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (21-7-CUP) has been submitted by Level Up Academy, on behalf of Rockpoint Church, to the City Council requesting approval of a conditional use permit from the Zoning Code of the City of White Bear Lake for the following location:

**LOCATION:** 2600 County Road E

**LEGAL DESCRIPTION:** Attached as Exhibit A (PID # 363022120001, 363022110026, 363022110025, and 363022120012);

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A Conditional Use Permit, per Code Section 1301.050, to allow two building additions totaling 15,470 square feet – a classroom addition and a gymnasium addition; and

Reso # 11594 – May 12, 2015 (15-3-S): A conditional use permit amendment to allow the operation of a public charter school (grades K-8) per Code Section 1303.030, Subd.4.a.

Reso. # 8298 – July 14, 1998 (98-9-S): An amendment to the conditional use permit to allow construction of a building addition per Code Section 1303.050.

SUP #72-22-S – August, 1972: A special use permit for the construction of a church.

**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.

**FURTHER, BE IT RESOLVED**, that the City Council of the City of White Bear Lake hereby approves the requested conditional use permit, subject to following conditions:

1. All application materials, maps, drawings, and descriptive information submitted with this application shall become part of the permit.
2. Per Section 1301.050, Subd.4, if within one (1) year after approving the Conditional Use Permit, the use as allowed by the permit shall not have been completed or utilized, the CUP 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. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. This Conditional Use Permit shall become effective upon the applicant tendering proof (ie: a receipt) to the City of having filed a certified copy of the signed resolution of approval with the County Recorder pursuant to Minnesota State Statute 462.3595 to ensure the compliance of the herein-stated conditions.
4. Separate sign permit required, no signage approved herein.
5. The applicant shall combine all 4 parcels into one.
6. The openings in the perimeter fence shall be preserved in roughly the same locations.
7. The applicant understands that the proposed parking lot encroaches into the southern 111.88 feet of Lot 1, Block 1 Bruggeman Addition. Should the applicant ever wish to sell this lot for development of a single-family residence, a re-plat (to shift the northern lot line southward), and a planting screen to comply with Zoning Code Section 1303.130, Subd.4.e.3 (business abutting residential) along the south side of the parking lot, would both be required to bring the parking setback into conformance with code. The lot may not be separated and sold as is. This resolution of approval must be filed against this parcel as notice to future buyers of this requirement.
8. The applicant shall obtain a building permit prior to beginning any work.

Prior to the issuance of a building permit:

9. Tree protection fencing shall pass inspection – to be installed around the dripline of all existing trees to remain.
10. Any rooftop mechanical equipment must be positioned far enough away from the edge of the building so that it is not visible from the public right-of-ways or adjacent residential, or it shall be screened from view.
11. Building material samples to be approved by staff.
12. Submit lighting details and a photometric plan for staff review and approval. All new or relocated lights shall be shielded from the back and sides so that the light source is not visible from surrounding residences or public right-of-way. Lighting shall comply with the “Business Abutting Residential” requirements of Section 1303.130, Subd.4.e and the “Glare” limitations of Section 1302.030, Subd.9. Kelvins shall not exceed 3,500 and foot candles shall not exceed 10. Plan and details subject to staff approval.

- 13. Provide a bike rack detail (or photo of existing to be reused) as required by code.
- 14. Submit a final landscaping plan, including:
  - a. a tree survey listing the size, type and location of existing trees to remain and existing trees to be removed with totals for each column and the tree replacement calculation;
  - b. foundation plantings to enhance the base of the building;
  - c. internal parking lot landscaping as required by code, with a data chart;
  - d. perimeter parking lot landscaping as required by code, with a data chart;
  - e. a few additional evergreen trees west of the gymnasium addition;
  - f. some additional trees along the south side of the property – overstory or evergreen trees where possible;
 Final landscaping plan subject to review and approval.
- 15. Provide a SAC (Sewer Availability Charge) determination letter from the Metropolitan Council.
- 16. Obtain permits as necessary from relevant agencies (such as Ramsey County and Ramsey-Washington Metro Watershed District) and provide a copy of each to the City.
- 17. Enter into a Stormwater Operation and Maintenance Agreement for the new on-site stormwater features.

Prior to the issuance of a certificate of occupancy, the applicant shall:

- 18. Provide an as-built plan that complies with the City’s Record Drawing Requirements.
- 19. All exterior improvements must be installed.
- 20. All landscaping must have survived at least one full growing season.
- 21. The applicant shall provide proof of having recorded the Resolution of Approval and the Stormwater Operation and Maintenance Agreement with the County Recorder’s Office.

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

Ayes:  
 Absent:  
 Nays:  
 Passed:

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

**ATTEST:**

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

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

\_\_\_\_\_  
Property Owner / Applicant

\_\_\_\_\_  
Date

**EXHIBIT A  
LEGAL DESCRIPTION**

Parcel 1:

The Northwest Quarter of the Northeast Quarter of Section 36, Township 30, Range 22, Ramsey County, Minnesota, beginning at the Northeast corner of said property thence West along the Northerly line to a point at the middle line of a Southerly extension of Glen Oaks Avenue, (approximately 310 feet), thence South on a line parallel to the East line of said section 702 feet, thence East on a line parallel to the North line of said section to the East line of said section (approximately 310 feet), thence North 702 feet to the point of beginning.

Except that part thereof shown as Parcel 80 on Minnesota Department of Transportation Right of Way Plat Numbered 62-9 as the same is on file and of record in the office of the County Recorder in and for Ramsey County, Minnesota.

(Abstract Property)

Parcel 2:

Lot 1, Block 1, Bruggeman Addition, according to the recorded plat thereof, Ramsey County, Minnesota.

(Abstract Property)

Parcel 3

Outlot B, Lakewood North Third Addition, according to the recorded plat thereof, Ramsey County, Minnesota.

(Abstract Property)



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

**MEMORANDUM**

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Ashton Miller, Planning Technician

**Date:** September 9, 2021 for the September 14, 2021 City Council Meeting

**Subject:** **McIntyre Special Home Occupation Permit – 3696 Glen Oaks Avenue  
Case No. 21-1-SHOP**

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**REQUEST**

A Special Home Occupation Permit to allow a dog grooming business to operate out of a single family home.

**SUMMARY**

No one from the public spoke. On a 5-0 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 BARBARA MCINTYRE  
AT 3696 GLEN OAKS AVENUE  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (21-1-SHOP) has been submitted by Barbara McIntyre to the City Council requesting a Special Home Occupation Permit of the City of White Bear Lake for the following location:

**LOCATION:** 3696 Glen Oaks Avenue

**LEGAL DESCRIPTION:** Lot 29 Block 10, Bacchus White Bear Hills, Ramsey County, Minnesota. (PID # 253022440052)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING RELIEF:** A Special Home Occupation Permit to allow a dog grooming 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 August 30, 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. Per Section 1302.120, Subd.3, if within one (1) year after granting the Home Occupation Permit, the use as allowed by the permit is not established, the permit shall become null and void unless a petition for an extension for time in which to complete or utilize the use has been granted by the City Council. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. This permit is issued for a one-year period with the expiration date being **September 14, 2022**, before which the permit may be renewed, in accordance with the procedural requirement of the initial home occupation.
4. 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.
5. Permits shall not run with the land and shall not be transferable.
6. The business shall comply with all provisions of the Home Occupation Section of the Zoning Code (Section 1302.125).
7. The applicant shall comply with applicable building, fire and health department codes and regulations.
8. A sign permit is required prior to the installation of any signs.
9. Boarding of dogs is not permitted.

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

- Ayes:
- Absent:
- Nays:
- Passed:

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Jo Emerson, Mayor





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

**MEMORANDUM**

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Ashton Miller, Planning Technician

**Date:** September 9, 2021 for the September 14, 2021 City Council Meeting

**Subject:** **Louismet Variance – 1980 3<sup>rd</sup> Street - Case No. 21-17-V**

---

**REQUEST**

A 72 square foot variance from the 120 square foot maximum allowed for a second accessory structure in order to keep a 192 square foot shed in the rear yard.

**SUMMARY**

No one from the public other than the applicant spoke. On a 5-0 vote, the Planning Commission recommended approval as presented by staff.

**RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution.

**ATTACHMENT**

Resolution of Approval

**RESOLUTION NO.**  
**RESOLUTION GRANTING A VARIANCE**  
**FOR 1980 3<sup>rd</sup> STREET**  
**WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (21-17-V) has been submitted by Dan Louismet to the City Council requesting approval of a variance from the Zoning Code of the City of White Bear Lake for the following location:

**LOCATION:** 1980 3<sup>rd</sup> Street

**LEGAL DESCRIPTION:** Lot 7, Block 2 of Campbell Place, Ramsey County, MN (PID: 143022310075)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A 72 square foot variance from the 120 square foot maximum allowed for a second accessory structure, per Code Section 1302.030, Subd.4.i.2.c; and

**WHEREAS**, the Planning Commission held a public hearing as required by the Zoning Code on August 30, 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 requested variance will not:
  - a. Impair an adequate supply of light and air to adjacent property.
  - b. Unreasonably increase the congestion in the public street.
  - c. Increase the danger of fire or endanger the public safety.
  - d. Unreasonably diminish or impair established property values within the neighborhood or in any way be contrary to the intent of this Code.
2. The variance is a reasonable use of the land or building and the variance is the minimum required to accomplish this purpose.
3. The variance will be in harmony with the general purpose and intent of the City Code.
4. The variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.





**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:** September 2, 2021 for the September 14, 2021 City Council Meeting

**Subject:** **Wildwood Shopping Center Outdoor Storage – 921 Wildwood Road  
Case No. 21-9-CUP**

---

## **REQUEST**

A Conditional Use Permit for an outdoor enclosure for storage.

## **SUMMARY**

No one from the public spoke. The applicant presented a compromise design which reduced the size of the area by a smaller amount than what staff was recommending. The Commission decided, on a 4-1 vote, to recommended approval of the compromise design with a 7 foot tall composite or PVC fence along the north side of the enclosure and an “FDC” sign, with down-cast light fixture to illuminate the sign, located on the wall above the Fire Department Connection.

After the Planning Commission meeting the applicant asked if the fence could be 8 feet in height, as that is a more standard height than 7 feet. Staff finds the additional height acceptable and revised condition #6 accordingly.

## **RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution, as revised by the Planning Commission.

## **ATTACHMENT**

Resolution of Approval

**RESOLUTION NO.**

**RESOLUTION APPROVING  
A CONDITIONAL USE PERMIT FOR OUTSIDE STORAGE  
FOR 921 WILDWOOD ROAD  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (21-9-CUP) has been submitted by Chung Dang, requesting approval of a Conditional Use Permit from the City of White Bear Lake at the following site:

**ADDRESS:** 921 Wildwood Road

**LEGAL DESCRIPTION:** Attached as Exhibit A (PID #3003021330073)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A Conditional Use Permit for outdoor storage, per Code Section 1303.140, Subd.4, in order to allow an enclosed storage area;

**WHEREAS**, the Planning Commission has held a public hearing as required by the City Zoning Code on August 30, 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 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:

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 with this application shall become part of the permit.
2. Per Section 1301.050, Subd.4, if within one (1) year after approving the Conditional Use Permit, the use as allowed by the permit shall not have been completed or utilized, the CUP 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. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.

- 3. This Conditional Use Permit shall become effective upon the applicant tendering proof (ie: a receipt) to the City of having filed a certified copy of the signed resolution of approval with the County Recorder pursuant to Minnesota State Statute 462.3595 to ensure the compliance of the herein-stated conditions.
- 4. The size of the enclosure area shall not exceed 1,650 square feet and shall not exceed the dimensions called out in the site plan attached hereto. The fence shall extend off the corner of the building and shall not extend any farther north than the adjacent building wall.
- 5. A FDC sign, with a down-cast light fixture to illuminate the sign, shall be located on the wall above the Fire Department Connection. Fixture type to be approved by staff.
- 6. The neighbor-facing portions of the enclosure (ie: the north side) shall be constructed of a wood composite material or a neutral colored PVC material and shall be at least 7 feet in height.
- 7. The applicant shall obtain a permit prior to making any corrections to the enclosure.
- 8. All required inspections must be passed prior to using the area for storage.
- 9. Prior to the issuance of a permit, the applicant shall provide a copy of the signed resolution of approval and proof of filing, per condition #3 to the Planning Department.
- 10. All required inspections must be passed prior to using the area for storage.
- 11. No storage outside of the fenced area. Any storage inside the fenced area other than the bob cats and buckets to be stacked in a neat and orderly fashion, not to exceed 6 feet in height. The storage area shall not generate any odors.

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

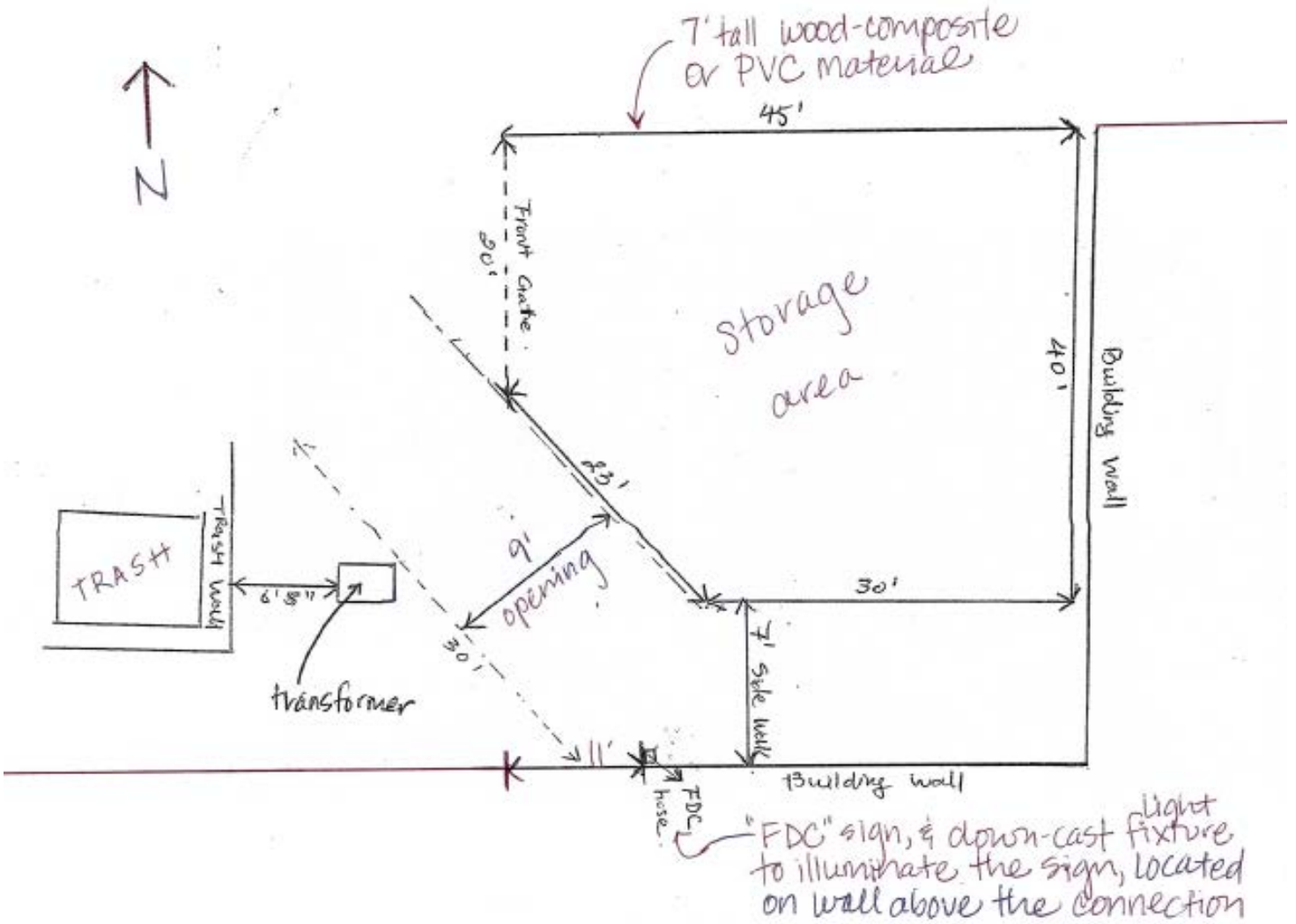


Approval is contingent upon execution and return of this document to the City Planning Office. I have read and agree to the conditions of this resolution as outlined above.

Chung Dang

Date

SITE PLAN



**EXHIBIT A  
LEGAL DESCRIPTION**

Parcel A:

Parcel I: (Abstract)

Lot 5, Block 1, Alla-Bar City Second Addition, Washington County, Minnesota.

Parcel II: (Torrens)

Lot 4, Block 1, Alla-Bar City Second Addition, according to the recorded plat thereof on file and of record in the office of the Registrar of Titles, Washington County, Minnesota, except that part described as follows:

Beginning at the Southeast corner of said Lot 4, thence South 90 degrees 00 minutes 00 seconds West, assumed bearing, along the South line of said Lot 4, a distance of 254.50 feet; thence North 00 degrees 04 minutes 40 seconds East, a distance of 37.57 feet; thence South 89 degrees 55 minutes 20 seconds East, a distance of 22.50 feet; thence North 00 degrees 04 minutes 40 seconds East, a distance of 47.50 feet; thence South 89 degrees 55 minutes 20 seconds East, a distance of 30.50 feet; thence North 00 degrees 04 minutes 40 seconds East, a distance of 219.00 feet to the North line of said Lot 4; thence South 90 degrees 00 minutes 00 seconds East along the North line of said Lot 4, a distance of 201.50 feet to the East line of said Lot 4; thence South 00 degrees 04 minutes 40 seconds West, along the East line of said Lot 4; a distance of 304.00 feet to the point of beginning.

Parcel B: (Abstract)

Outlot B, Alla-Bar City Second Addition, Washington County, Minnesota.

EXCEPT that part of Outlot B, Alla-Bar City Second Addition, Washington County, Minnesota described as follows: Commencing at the northwest corner of said Outlot B; thence on an assumed bearing of South 00 degrees 16 minutes 21 seconds West along the west line of said Outlot B a distance of 0.74 feet to the Point of Beginning; thence South 89 degrees 43 minutes 39 seconds East a distance of 3.85 feet; thence South 00 degrees 16 minutes 21 seconds West a distance of 12.20 feet; thence South 89 degrees 43 minutes 39 seconds East a distance of 1.51 feet; thence South 00 degrees 16 minutes 21 seconds West a distance of 1.52 feet; thence South 89 degrees 43 minutes 39 seconds East a distance of 3.99 feet; thence South 00 degrees 16 minutes 21 seconds West a distance of 15.11 feet; thence North 89 degrees 43 minutes 39 seconds West a distance of 9.35 feet to the said west line of Outlot B; thence North 00 degrees 16 minutes 21 seconds East a distance of 28.83 feet to the point of beginning.

Parcel C: (Abstract)

Outlot A, Alla-Bar City Second Addition, Washington County, Minnesota.



**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:** September 2, 2021 for the September 14, 2021 City Council Meeting

**Subject:** **SECOND 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

Approval of the attached ordinance.

## ATTACHMENTS

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  
Codified:

\_\_\_\_\_  
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:** September 2, 2021 for the September 14, 2021 City Council Meeting

**Subject:** **FIRST READING – SHOP Renewal Zoning Code Amendment**

---

### REQUEST

A text amendment to the City's Zoning Code to simplify, shorten and reduce the cost of the renewal process for a Special Home Occupation Permit (SHOP). The first reading is not a public hearing.

### SUMMARY

No one from the public spoke to the matter. On a 5-0 vote, the Planning Commission recommended approval of the text amendment.

### RECOMMENDED COUNCIL ACTION

No formal action is required for the first reading; the second reading is scheduled for October 12<sup>th</sup> City Council meeting.

### ATTACHMENTS

1. Draft Ordinance

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

**AN ORDINANCE AMENDING THE ZONING CODE  
OF THE CITY OF WHITE BEAR LAKE TO ALLOW SPECIAL HOME  
OCCUPATION PERMITS TO BE RENEWED THROUGH ADMINISTRATIVE  
PROCEDURES (CASE NO. 21-4-Z)**

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

**ARTICLE I. Home Occupations.** Section 1302.120 of the Municipal Code of the City of White Bear Lake is hereby amended at Subdivision 3.e as follows:

- e) Effect of Permit. A "special home occupation permit" may be issued for a period of one (1) year after which the permit may be reissued for periods of up to three (3) years each. **After a decade of continuous operation, the permit may be reissued for periods of up to six (6) years each. The first renewal shall be processed in accordance with the procedural requirement of the initial "special home occupation permit".** ~~After the one year renewal, Each~~ application for permit renewal shall ~~however~~ be **subject to the procedures of Section 1301.060, Subd.7, (Administrative Variances)** and shall be contingent upon the results of a mail notice to all owners within 350 feet of the subject property calling for any concerns or objections to be voiced within 10 business days. **If concerns or objections are received, the renewal may be processed in accordance with the procedural requirements of the initial "special home occupation permit".**

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

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

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

ATTEST:

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

(~~Strikeout~~ indicates text to be deleted, **bold** indicates new text.)

First Reading: September 14, 2021

Initial Publication: September 29, 2021

Second Reading: October 12, 2021

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



City of White Bear Lake  
City Manager's Office

## MEMORANDUM

**To:** Ellen Hiniker, City Manager

**From:** Rick Juba, Assistant City Manager

**Date:** September 7, 2021

**Subject:** Amendment to Addendum for Storage Space at Former Public Works Site

---

### BACKGROUND

The City's contract with White Bear Boat Works for management of the municipal marina includes an addendum which allows them to store boat trailers and boats in assigned areas at the former public works site. Recently, WB Boat Works requested to expand their storage capacity at the site. Due to the additional storage space now available for Public Works operations at the current Public Works site made possible through the City's purchase of adjacent property in 2019, White Bear Boat Works' request to expand their boat storage operations at the former site can be accommodated. Owners of the WB Boat Works understand that the former Public Works site is slated for redevelopment which will eventually require them to find a different location for their storage operations. Meanwhile, this compatible commercial use of the available space at the former site provides rental revenues for the City. The rental fee has been adjusted proportionately to reflect the expanded space at a new annual rate of \$18,800.

### RECOMMENDED COUNCIL ACTION

Consider adopting the attached Resolution approving an amendment to Addendum Number One of the Marina Management Agreement.

### ATTACHMENTS

Resolution

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING AN AMENDMENT TO THE EXISTING AGREEMENT WITH WHITE BEAR BOAT WORKS FOR LEASE OF STORAGE SPACE AT 1890 WHITAKER STREET**

WHEREAS, the City has space available until the redevelopment of the old Public Works site at 1890 Whitaker Street occurs sometime in the future; and

WHEREAS, the City desires to cooperate with White Bear Boat Works as the City's contract operator of the municipal marina to facilitate storage of boats and boat trailers; and

WHEREAS, White Bear Boat Works has expressed a desire to expand their storage capacity at the former public works site; and

WHEREAS, with added capacity at the current public works facility, the City can accommodate the request for expanded storage at the former public works facility.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota approves an amendment of Addendum Number 1 of the lease agreement with White Bear Boat Works for the storage of boats, boat trailers and snowmobiles on space designated on the map, which will be attached to the agreement; and

BE IT FURTHER RESOLOVED the annual lease rate will be \$18,300; and

BE IT FURTHER RESOLOVED the addendum will be annually renewed with approval of both parties.

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



**Addendum Number One**

**ADDENDUM TO  
MANAGEMENT AGREEMENT  
(Revised September 13, 2016)**

**WHITE BEAR LAKE MUNICIPAL MARINA**

This agreement is entered as an addendum and addition to the Management Agreement for the White Bear Lake Municipal Marina between the City of White Bear Lake (City) and Jason Brown d/b/a White Bear Boat Works (contractor), providing for storage of boats and trailers.

**WITNESSETH:**

WHEREAS, the City has entered an agreement with the contractor for the purpose of performing certain functions necessary for the proper operation of the City's Municipal Marina; and

WHEREAS, the City sold for redevelopment purposes certain portions of the marina site formerly used for storage of boats and summer storage of boat trailers; and

WHEREAS, the City desires that boat and trailer storage services continue to be provided to marina customers; and

WHEREAS, the City has alternate storage space in close proximity to the marina waterfront which may serve as an extension of the marina for storage purposes; and

WHEREAS, the contractor desires to provide boat and trailer storage as a direct and optional service to marina customers.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, it is agreed as follows:

**SECTION I.**

The term of this agreement shall be for one year beginning October 1, 2021 and shall extend for one year terms until either party provides notice to the other prior to April 1<sup>st</sup> of any year of its intent to terminate the agreement effective September 30 of that year.

**SECTION II. Storage Area Defined.**

The storage area is a portion of City owned property located at 1890 Whitaker including an unheated enclosed area of approximately 5,500 square feet and outdoor storage area as illustrated in Exhibit A. The combined indoor and outdoor area is intended for storage of boats, boat trailers and snowmobiles unless otherwise agreed to by the City.

SECTION III. The City agrees to:

Allow the contractor to store boats, boat trailers and snowmobiles for a one-year term, subject to automatic extensions of one year unless notice of termination is provided as set forth in Section II.

SECTION IV. The Contractor agrees to:

- A. Pay the City the amount of \$18,300 per year according to a payment schedule agreed to by the City.
- B. Abide by all conditions of the Marina Management Contract referenced above including but not limited to Section VII, Hold Harmless; Section VIII, Independent Contractor; Section IX, Non-conforming Services; Section X, Insurance; Section XII, Termination; Section XIII, Non-Assignability and Section XV, Entire Agreement.
- C. Confine all stored boats and trailers within the area illustrated in exhibit A.
- D. Keep site neat and clean.

For the City:

For the Contractor:

White Bear Boat Works, Inc.

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

\_\_\_\_\_  
Jason Brown, President

\_\_\_\_\_  
Ellen Hiniker, City Manager

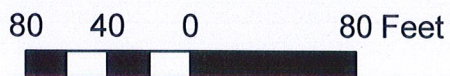




# Exhibit A



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## Legend

 Proposed\_Areas





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

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

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

**Date:** September 9, 2021

**Subject:** **Resolution Approving Raingarden Construction Contract with Sandstrom Land Management LLC**

---

### **BACKGROUND / SUMMARY**

The City is collaborating with the Vadnais Lake Area Water Management Organization (VLAWMO) and Ramsey County Soil & Water Conservation Division (SWCD) to construct one landowner curb cut raingarden as part of the City's 2021 street rehabilitation project. The City provided a curb cut and the SWCD designed the raingarden. VLAWMO will provide a cost share grant to cover 90% of the cost of construction, with the landowner covering the other 10% of this cost.

Through a competitive bid process, VLAWMO selected Sandstrom Land Management, LLC for a total of \$7,899.75 to construct the curb cut raingarden in the amount of \$6,808.50. The additional \$1,091.25 is for the repair of an existing raingarden that was constructed as part of the 2019 street renovation project within the Rice Creek Watershed District (RCWD). RCWD and the City will each pay 50% of the cost for the repair work.

The City of White Bear Lake has agreed to pay the lump sum amount of \$7,899.75 to Sandstrom Land Management, LLC upon successful completion of the raingarden and raingarden repair. VLAWMO, RCWD, and the landowner have agreed to reimburse the City for their share of the cost:

- For the raingarden construction, VLAWMO has agreed to reimburse the City for 90% of the cost in the amount of \$6,127.65. The landowner has agreed to pay the City for 10% of the cost prior to construction in the amount of \$680.85.
- For the raingarden repair work, RCWD has agreed to reimburse the City for 50% of the cost in the amount of \$545.62. The City's half of the repair cost will come from the SWPP budget.

### **RECOMMENDED COUNCIL ACTION**

Staff recommends that the City Council adopt the attached resolution approving the raingarden construction contract with Sandstrom Land Management, LLC.

### **ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**RESOLUTION APPROVING RAINGARDEN CONSTRUCTION CONTRACT  
WITH SANDSTROM LAND MANAGEMENT, LLC**

WHEREAS, The Vadnais Lake Area Water Management Organization (VLAWMO) has undertaken a grant program to provide landowners with financial assistance to have a curb cut raingarden constructed on their property; and

WHEREAS, The City of White Bear Lake has agreed to provide a curb cut free of charge to the participating landowner as part of the City's street renovation project; and

WHEREAS, The City of White Bear Lake and Rice Creek Watershed District (RCWD) have agreed to partner on the repair of an existing raingarden that was constructed as part of the 2019 street renovation project; and

WHEREAS, Through a competitive bid process, VLAWMO selected Sandstrom Land Management, LLC for construction related to the installation of the curb cut raingarden and raingarden repair in the amount of \$7,899.75; and

WHEREAS, The City of White Bear Lake has agreed to pay the lump sum amount of \$7,899.75 to Sandstrom Land Management, LLC upon successful completion of the curb cut raingarden and raingarden repair; and

WHEREAS, VLAWMO has agreed to reimburse the City of White Bear Lake for 90% of the curb cut raingarden construction costs in the amount of \$6,127.65; and

WHEREAS, the landowner has agreed to pay the City of White Bear Lake for 10% of the curb cut raingarden construction costs prior to the start of construction in the amount of \$680.85; and

WHEREAS, RCWD has agreed to reimburse the City of White Bear Lake for 50% of the raingarden repair cost in the amount of \$545.62; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that the Council hereby authorizes the Mayor and City Manager to execute the Construction Services Agreement with Sandstrom Land Management in the amount of \$7,899.75.

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

Ayes:  
Absent:  
Nays:  
Passed:

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

ATTEST:

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



City of White Bear Lake  
*MEMORANDUM*

**To:** Mayor and City Council  
**From:** Ellen Hiniker, City Manager  
**Date:** September 9, 2021  
**Subject:** Reinstatement of late fees for utility bill account payments

---

At its regular meeting on August 24, 2021, the City Council had a brief discussion related to the reinstatement of 10% late fees on utility bill account payments in response to a memorandum prepared by Finance Director Kerri Kindsvater, (attached).

Following this discussion, there was general consensus among the Council that it was reasonable to consider reinstatement of these late fees as the economy continues to re-open and grow.

**RECOMMENDATION**

Staff recommends approval of the attached resolution re-instating the 10% late fees to the original terms on utility bills mailed after October 1, 2021.

**ATTACHMENT**

Resolution  
Memo from Finance Director Kindsvater



**City of White Bear Lake**  
Finance Department  
**MEMORANDUM**

**To:** Mayor and City Councilmembers  
**From:** Kerri Kindsvater, Finance Director  
**Date:** August 5, 2021  
**Subject:** **Reinstatement of late fees for utility bill account payments**

---

**BACKGROUND / SUMMARY**

Properties in the City's utility billing system are divided into three groups, each billed quarterly. Customers have one month between receiving the bill and its due date to pay the current bill amount. A 10% late fee is added to the account if the payment for these services is not received within two weeks of the due date.

Following the declaration of a state of emergency in early 2020 due to COVID-19 and in anticipation of financial hardship for many residents, the City Council approved a resolution suspending all late fees related to utility payments effective for services rendered back to January 1, 2020 and not to be reinstated until passage of another resolution.

During this fee suspension period, the utility system continued calculating late fees on qualifying accounts each billing cycle without applying the fees to the account balances. The following chart compares the monthly number of delinquent bills qualifying for late fees and the corresponding 10% charge for 2018 through July 2021.

In reviewing the data below, it is evident that Council action last year did offer financial assistance to customers who were not able to pay the amount on their bill each quarter. With the exception of a few months, the number of accounts and the respective late fee charges remained relatively consistent with pre-pandemic data during the suspension time. It appears that the number of accounts qualifying for late fees is decreasing as we move through 2021, though the delinquent accounts receiving fees have higher quarterly bills as the calculated fees remain just under last year's totals at the same point in the year.

As the economy continues to re-open and grow, staff is bringing this information to the City Council for discussion in consideration of re-instating the 10% late fee to the original terms on utility bills.

[Click here to enter text.](#)

	2018		2019		2020		2021	
	Accts	10% Fees	Accts	10% Fees	Accts	10% Fees	Accts	10% Fees
Jan	549	\$9,464.62	523	\$8,556.29	558	\$8,895.97	467	\$8,835.38
Feb	415	5,648.29	427	6,710.67	413	6,222.08	348	5,933.40
Mar	498	8,128.73	515	9,290.55	519	7,788.78	454	8,816.72
Apr	522	8,955.89	516	8,558.92	578	10,433.72	478	9,641.56
May	418	6,385.81	454	7,887.50	439	7,480.75	398	8,650.93
Jun	487	8,037.92	523	8,960.58	444	8,058.59	453	9,295.42
Jul	549	8,248.27	549	8,064.33	589	13,550.57	460	8,919.20
Subtotal	3,438	54,869.53	3,507	58,028.84	3,540	62,430.46	3,058	60,092.61
Aug	400	5,847.16	451	6,873.77	380	7,018.18		
Sep	492	7,972.15	479	8,527.15	444	7,946.13		
Oct	486	8,666.96	537	9,851.95	473	9,102.93		
Nov	432	8,378.99	410	6,733.60	381	6,815.81		
Dec	479	7,957.43	491	8,709.17	521	9,495.23		
Total	9,165	\$93,692.22	9,382	\$98,724.48	9,279	\$102,808.74	6,116	\$60,092.61

Uncollected utility bill late fees during the suspension	79,901.91	60,092.61
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**RECOMMENDED COUNCIL ACTION – DISCUSSION ITEM**

No Council action requested.



**RESOLUTION NO.**

**RESOLUTION REINSTATING LATE FEES FOR UTILITY PAYMENTS**

**WHEREAS**, the President of the United States and the Governor of the State of Minnesota have declared states of emergency as a result of the spread of COVID-19 in early 2020;

**WHEREAS**, the Mayor of the City of White Bear Lake declared a local state of emergency in response to the potential local impact of this pandemic in early 2020;

**WHEREAS**, the City recognized that many residents and businesses would experience financial hardship due to the economic implications of this pandemic;

**WHEREAS**, the City Council approved Resolution 12558 on March 24, 2020, to suspend all late fees related to utility payments effective for services rendered from January 1, 2020, until the City Council reinstated the late fees through the passage of a Council Resolution;

**WHEREAS**, during the year 2021 the economy continues to re-open from pandemic shutdowns;

**NOW, THEREFORE, BE IT RESOLVED**, by the White Bear Lake City Council that the City will reinstate all late fees related to utility payments effective immediately for all utility services mailed after October 1, 2021.

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

Ayes:  
Absent:  
Nays:  
Passed:

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

ATTEST:

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

# Park Advisory Commission Meeting Minutes

JULY 15, 2021

6:30 P.M.

MATOSKA PARK

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

## 1. CALL TO ORDER

The meeting was called to order by Mike Shepard at 6:30 pm.

## 2. APPROVAL OF MINUTES

Approval of the minutes from June 17, 2021 was moved by Bryan Belisle and second by Victoria Biehn.

## 3. APPROVAL OF AGENDA

Approval of the July 15, 2021 agenda was moved by Mark Cermak and seconded by Ginny Davis.

## 4. UNFINISHED BUSINESS

### a) Continued Review of Park Advisory Commission Bi-Laws

Park Advisory Commission Bi-Laws need to be re-typed as there is not an electronic copy available. Redline proposed changes will be added and presented at a future meeting.

## 5. NEW BUSINESS

### a) Erd-Geist Gazebo Update

Paul Kauppi explained the gazebo restoration project and that the ribbon cutting would be held on August 14, 2021 at 10 am. Installation of a security camera in the future was recommended by Bryan Belisle.

### b) Parking Lot Reconstruction Update

Paul Kauppi explained the Memorial Beach parking lot mill and overlay project would begin after Labor Day. The lot would be milled and the corner nearest the island bridge would be raised to prevent flooding and improve lot drainage. Two rain guardians will be installed to catch sediment and trash from entering the lake from the lot drainage.

**c) Approval of Playground Contribution Grant for Frassati Catholic Academy**

Motion by Ginny Davis, seconded by Victoria Biehn. Vote was unanimous.

**d) Park Tour – Matoska Park**

The Park Advisory Commission members toured Matoska Park. Paul Kauppi and the Commission discussed the parking lot improvements and rain guardian locations. At the dog beach shoreline, the Commission inspected the completed improvements, including the waling steps down to the water through the stones. That area will be monitored to determine if a stairway is needed in the future. Paul also pointed out the location of the fence that will be installed between the dog beach and the swim beach to prevent dogs from crossing. There will also be improvements completed on the sailboat loop. The Commission noted that the Spiess Landing sign is in poor condition and it will be added to future improvements in the Capital Improvement Plan.

**6. OTHER STAFF REPORTS**

None.

**7. COMMISSION REPORTS**

None.

**8. OTHER BUSINESS**

None.

**9. ADJOURNMENT**

The next meeting will be held on August 19, 2021 at 6:30 p.m.

There being no further business to come before the Park Commission, the meeting was Adjourned at 7:15pm. Moved by Victoria Biehn and Ginny Davis.

REGULAR MEETING OF THE WHITE BEAR LAKE CONSERVATION DISTRICT

7:00 pm

Minutes of July 20, 2021

APPROVAL DATE: ~~Not yet approved~~ **APPROVED 8/17/21**

1. **CALL TO ORDER** the July 20, 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, Directors: Scott Costello, Mike Parenteau, Susie Mahoney, Meredith Walburg, Chris Churchill, and Darren DeYoung. Absent were Vice Chair Mark Ganz, Sec/Trea Diane Longville, and Director Scott O'Connor A quorum was present.
3. **AGENDA** – Chair DeSmet asked for any changes. Motion DeSmet/second to remove two items under Treasurer's report the Approval of Audit and Bylaws change to be added to August agenda when Sec/Treas Diane Longville is back to discuss vote all aye Passed
4. **APPROVAL OF MINUTES OF** – June, 2021 board meeting. Motion (Parenteau/second) to approve all aye passed.
5. **PUBLIC COMMENT TIME** – None
6. **NEW BUSINESS** – Welcomed two new board members Chris Churchill representing Mahtomedi and Darren DeYoung representing Birchwood
7. **UNFINISHED BUSINESS** – None
8. **REPORTS/ACTION ITEMS**
  - Executive Committee** – Executive Board met discussed Treasurer items for August agenda, St. Germain Bay sign project getting finished
9. **Lake Quality Committee – Mike Parenteau**
  - 924.05 Lake Level 3 ½ inches lower than last month, foot lower than last year
  - 84 Degrees last year 77 degrees
  - Treatment was July 15<sup>th</sup> last year treated 12 acres this year 50.53 acres. Yellow Tail Iris treated last year and all is gone none to treat this year. Phragmites will be treated in August.  
Discussion in regards to treatment and timing, treat in July after survey done in June need to be able to see and find the milfoil after August 5<sup>th</sup> too late to treat. Why seeing more milfoil this year it has to do with the weather, lake levels it is cyclical. Takes about 2 weeks to see the effects of treatments. Mr. McComas will give us a full report in October.
10. **Lake Utilization Committee** – LUC meeting cancelled
11. **Lake Education – Scott Costello**
  - Social Media update – Meredith Walburg
  - Signs – several our out some remaining to be picked up. Was featured on Channel 5 news
  - Clean up day – Aug 14<sup>th</sup> send to White Bear Press, Social Media, contact Boy Scout leader that That helps with Spring clean up, Susie Mahoney will contact High School looking for volunteers
  - Motion (Costello/second) to approve August 14<sup>th</sup> clean up day as described on Flyer vote all Aye Passed
  - Treasurer's Report** – Motion (DeSmet/Second) approval July 20, 2021 Treasurer's report and payment of check numbers 4705-4710 vote All Aye passed.

**12. Board Counsel – Alan Kantrud**

All good on the lake. Bond Coverage with League MN

**13. Announcements –** Reminder to move waterski course sent, received a few complaints regarding jet skis and their speed

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

**Meeting adjourned**

ATTEST:

Kim Johnson: *Kim Johnson*  
Executive Administrative Secretary  
Date: 7/20/21

Bryan: DeSmet: *Bryan DeSmet*  
Board Chair  
Date: 7/20/21

**MINUTES  
PLANNING COMMISSION MEETING  
CITY OF WHITE BEAR LAKE  
AUGUST 30, 2021**

The regular monthly meeting of the White Bear Lake Planning Commission was called to order on Monday, August 30, 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 (7:02 PM), Pamela Enz, and Erich Reinhardt.

MEMBERS EXCUSED: Mark Lynch.

MEMBERS UNEXCUSED: None.

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

OTHERS PRESENT: Raphael Lister, Barb McIntyre, Eric Meyer, Justin Fincher, Chung Dang, and Dan Louismet,

**2. APPROVAL OF THE AUGUST 30, 2021 AGENDA:**

Kane requested to move item 4.A to the end of the case items. Member Enz moved for approval of the agenda as amended. Member Reinhardt seconded the motion, and the amended agenda was approved (5-0).

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

Member Enz moved for approval of the minutes. Member Amundsen seconded the motion, and the minutes were approved (5-0).

**4. CASE ITEMS:**

A. **Case No. 21-7-CUP:** 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, at the property at 2600 County Road E.

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

Member Baltzer opened the public hearing.

Justin Fincher, Level Up Academy, applicant, clarified that there are no immediate plans to sell the smaller lot for single-family development.

Member Baltzer closed the public hearing.

Member Amundsen moved to recommend approval of Case No. 21-7-CUP. Member Berry seconded the motion. The motion passed by a vote of 5-0.

- B. **Case No. 21-1-SHOP:** A request by **Barbara McIntyre** for a Special Home Occupation Permit, per Code Section 1302.120, in order to operate a dog grooming business out of the home at the property located at 3696 Glen Oaks Avenue.

Miller discussed the case. Staff recommended approval of the request.

Member Baltzer opened the public hearing. There being no comments from the public, Member Baltzer closed the public hearing.

Member Berry moved to recommend approval of Case No. 21-1-SHOP. Member Enz seconded the motion. The motion passed by a vote of 5-0.

- C. **Case No. 21-17-V:** A request by **Dan Louismet** for a 72 square foot variance from the 120 square foot maximum allowed for a second accessory structure, per Code Section 1302.030, Subd.4.i.2.c, in order to keep a 192 square foot shed at the property located at 1980 3<sup>rd</sup> Street.

Miller discussed the case. Staff recommended approval.

Member Baltzer opened the public hearing.

Dan Louismet, 1980 3<sup>rd</sup> Street, applicant, gave a brief overview of the circumstances surrounding the construction of the shed without the proper permit in place. He explained that the neighbor who did not sign the administrative variance acknowledgement stated, "I'm unwilling to get involved".

Member Baltzer asked if the applicant was willing to remove the existing shed and Mr. Louismet confirmed he was.

Member Enz asked if there has been any further discussions with the neighbor regarding the shed. Mr. Louismet stated there has not. He noted that there are similarly sized sheds in several of his neighbors' yards, so it is not out of place.

Member Baltzer closed the public hearing.

Member Enz moved to recommend approval of Case No. 21-17-V. Member Amundsen seconded the motion. The motion passed by a vote of 5-0.

- D. **Case No. 21-9-CUP:** A request by **Dang Properties** for a conditional use permit, per Code Section 1303.140, Subd.4.e, for open and outdoor storage as an accessory use in order to keep a 40 by 45 foot fence enclosure at the property located at 921 Wildwood Road.

Crosby discussed the case. Staff recommended approval of a reduced size enclosure to provide the Fire Department access to the equipment along the building.

In response to a question from Member Amundsen, Crosby confirmed that the condition in staff's report requires the fence to be pulled back in a straight line away from the building, not diagonally, as the applicant is requesting.

Member Baltzer opened the public hearing.

Chung Dang, 921 Wildwood Road, applicant, stated that it costs a lot of money to maintain the property. They have used a company in the past, but that has become too expensive, so they must remove the snow and cut the grass themselves. He is unsure if the two bobcats will be enough to remove all the snow from the 200 stall parking lot, so they need the room to potentially store a third.

Member Baltzer expressed an openness to the diagonal fence. He asked for more insight from staff. Crosby stated that fire department does not prefer this layout, but there are worse scenarios.

Kane added that this is a newer shopping center that was developed under more modern standards, so it would seem in terms of life safety, not ideal to compromise the Fire Department's access to the connections. The burden should be put more on the property owner to maneuver equipment than on the first responders.

Member Berry asked what the lawnmowers are for, why so much space is needed, and if the applicant would be okay with increasing the height of the fence to seven feet in order to keep the equipment screened from the residents behind the building. Mr. Dang confirmed he was okay with a seven foot fence, and that more space is needed for additional equipment. They currently do not have the lawnmowers on site.

Member Amundsen asked if there was an alley behind the enclosure. Crosby replied that it is more like a driveway that is part of the parking lot.

Member Reinhardt asked if a landscaping business is permitted in this district. Crosby noted that because this proposal just came in the morning of the meeting, she has not had time to look at the code, but she thought it required a conditional use permit.

Kane added that she believes there are other requirements for landscaping businesses that the site may not be able to meet. Further, such use may not be compatible with a successful shopping center. Staff would need to look at the specific language of the code. She acknowledged the desire to plan for the future, but thought it may be best to prove oneself with the smaller storage container first.

In response to Member Baltzer, Crosby confirmed that the Commissioners could continue the case if they wanted.

Member Berry thought they were close to an agreement and did not want to continue the case. He stated that with a seven foot tall fence with a solid portion facing the residents, he would support the angle cut of the enclosure.

Member Enz stated that she believes life safety is more important than storage. She supports the Fire Department's preference.



Member Reinhardt asked if the equipment will be used at other properties, and if so, will they be trailered often. Mr. Dang replied no, the equipment will stay on site.

Member Baltzer closed the public hearing.

Member Berry moved to recommend approval of Case No. 21-9-CUP permitting the storage area to be angled, with the added conditions that a seven foot tall fence be installed, the portion of the fence along the residential side be wood or composite, and a Fire Department connection sign be added.

Kane clarified that what was being recommended for approval was not what staff recommended, nor was it the preferred configuration by the Fire Department; it is what the applicant proposed as a compromise.

Member Enz thought a light in the area was important. Member Berry added the light to his motion as a condition.

Member Amundsen seconded the motion. The motion passed by a vote of 4-1. Member Enz opposed.

- E. **Case No. 21-4-Z: A City-Initiated** text amendment to Zoning Code Section 1302.120, Subd.3.e to allow special home occupations to be renewed through the administrative variance process.

Crosby discussed the case. Staff recommended approval.

Member Reinhardt asked how hard it would be to revoke a SHOP if the City started receiving complaints about the business. Crosby replied that a public hearing would be required and neighbors would be notified.

Kane confirmed that the code requires a public hearing before the City Council. In her time with the City, only one case has elevated to that level, due to parking concerns and being un-neighborly. The SHOP was ultimately amended to ensure it was being respectful of the neighbors. It is possible to revoke the permit, but there are regulations and a legal process that must be adhered to.

Member Amundsen asked about the number of home occupations in White Bear Lake. Crosby stated it is a hard number to come by since some businesses do not get the permit, and some get it, but do not come back for renewals.

Kane noted the City is aware of some home occupations where approvals have never been granted, but neighbors have never complained. She agreed that the City should work to reach out to these people to inform them of the code requirements, acknowledging that some neighbors are afraid to speak up.

Member Enz asked if there has been an uptick in home occupation permits because of the Covid-19 pandemic. Crosby thought so, noting the three renewals that have recently been on the Planning Commission agendas.

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

Member Amundsen moved to recommend approval of Case No. 21-4-Z. Member Reinhardt seconded the motion. The motion passed by a vote of 5-0.

- F. **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).**

Kane acknowledged that staff has not had enough time to research the matter fully. She attended the meeting between the applicants and the residents of The Pillars. They were able to document the view and the impact on some of the units first hand. The residents expressed concern that the sign would block their view of the scenery, one specific tree in particular.

She continued that the applicants have not been able to provide more specifics on the proposed sign itself, in terms of height and location. The 120 days will be up soon, so the City will most likely ask the applicant to withdraw the conditional use permit until staff is given the time to work on the text amendment. She asked the Commissioners if they had more feedback on the ordinance language.

Member Reinhardt asked about billboards in the area. Kane stated that the City has six billboards in its limits. There are two additional signs that are right on the border, but not within the City. Vadnais Heights has one along 694 and White Bear Township has one along Interstate 35.

Member Enz commented that the study is quite old. Traffic patterns and technology have changed quite a bit. Kane added that management of the technology has changed as well. There were originally fears of dynamic display signs being hacked and confusing motorists. Now, there are override shut offs and greater control over the technology that prevent such scenarios.

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

## **5. DISCUSSION ITEMS:**

- A. City Council Meeting Summary of August 10, 2021.

No Discussion

- B. Park Advisory Commission Meeting Minutes of June 17, 2021.

Member Berry pointed out that there is erosion at McCarty Park.

Member Amundsen asked if the wall at Memorial Beach will be a big change. Kane replied that she has not seen the specifications. She thinks there will be some areas created for plantings. Member Berry added that the benches will be built into the wall. Member Baltzer thought that it would be nice to have a stage there instead.

**6. ADJOURNMENT:**

Member Reinhardt moved to adjourn, seconded by Member Enz. The motion passed unanimously (5-0), and the August 30, 2021 Planning Commission meeting was adjourned at 8:06 p.m.

DRAFT



City of White Bear Lake  
City Manager's Office

## MEMORANDUM

**To:** Ellen Hiniker, City Manager

**From:** Rick Juba, Assistant City Manager

**Date:** September 9, 2021

**Subject:** **Termination of Lease with Garden of Hope Montessori**

---

### **BACKGROUND / SUMMARY**

Since 2008, Garden of Hope Montessori School has leased space from the City at 2446 County Road F East. Recently, Garden of Hope has expressed interest in terminating their lease as they are ending operations. Concurrently, a local charter school has expressed interest in leasing the space occupied by Garden of Hope and space next to it which has been vacant for about a year. Staff has drafted a lease termination document stipulating the final rent due through December 31, 2021. Staff has also begun lease negotiations with the newly interested party.

### **RECOMMENDATION**

Staff recommend Council adopt the resolution terminating the lease with Garden of Hope Montessori.

### **ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**RESOLUTION TERMINATING THE LEASE WITH  
GARDEN OF HOPE MONTESSORI**

**WHEREAS**, Garden of Hope Montessori School has leased space from the City at 2446 County Road F East since 2008; and

**WHEREAS**, Garden of Hope Montessori School has given the City notice that their operations will cease at the end of 2021; and

**WHEREAS**, another potential tenant has entered negotiations with the City to lease the space currently occupied by Garden of Hope Montessori School as well as a vacant adjacent space owned by the City; and

**WHEREAS**, Garden of Hope Montessori School has been an upstanding tenant and has provided ample notice of their intention to vacate the space at 2446 County Road F East.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that the Mayor and City Manager are authorized to execute a Lease Termination Agreement with Garden of Hope Montessori School.

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

Ayes:

Nays:

Passed:

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

**ATTEST:**

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



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

# *MEMORANDUM*

**To:** Mayor and City Council

**From:** Ellen Hiniker, City Manager

**Date:** September 7, 2021

**Subject:** **White Bear Lake Area Historical Society Funding Request**

---

## **BACKGROUND**

Since 2006, the City of White Bear Lake has allocated funding to the White Bear Lake Area Historical Society (WBLAHS) to help support its on-going research and programming efforts.

## **SUMMARY**

Attached is a letter from the White Bear Lake Area Historical Society (WBLAHS) requesting payment of \$14,773 as allocated in the City's 2021 adopted budget. The funding is drawn from the City's Economic Development Fund, revenues for which do not rely on property taxes.

## **RECOMMENDED COUNCIL ACTION**

Staff recommends adoption of the attached resolution approving the funding request from the White Bear Lake Area Historical Society.

## **ATTACHMENTS**

Resolution  
Letter from WBLAHS

# WHITE BEAR LAKE AREA



# HISTORICAL SOCIETY

August 27, 2021

Mayor Jo Emerson and City Council Members  
City of White Bear Lake  
4701 Highway 61  
White Bear Lake, MN 55110

Dear Mayor Emerson and Council Members,

Throughout the past year and a half the White Bear Lake Area Historical Society (WBLAHS) has experienced some of the most challenging times in its more than 50 years of collecting, preserving and sharing the stories of our community all while continuing to do that important work and commemorating our 50<sup>th</sup> anniversary milestone. The WBLAHS continues to be honored to represent the community of White Bear Lake and fortunate to have a collective history that is unparalleled by any community of our size. Thank you for your support of this important work. It is greatly appreciated.

During the past year the WBLAHS has accomplished much to gather, preserve and share the stories of our community.

Highlights include:

- Researching and developing more than 50 segments on local history to commemorate the 50 years of the WBLAHS and delivering those segments as virtual presentations due to the COVID-19 pandemic;
- Improving our collections storage area to better care for, inventory, catalog and access the archives and artifacts entrusted to our care;
- Researching and developing the stories for an article in *Ramsey County History Magazine* as well as exhibit panels and presentations for the White Bear Town Hall highlighting the history of Historic White Bear Township and the communities that were born from it including White Bear Lake through its incorporation and precedent setting annexations in the 1950s and 1960s;
- Developing partnerships with the White Bear Lake Area School District to expand offerings available to educators in our area to make personal and local connections between students and our community;
- Supporting and providing programming content to the Many Faces initiative.

During all of this the WBLAHS remains committed to connecting our community to its past and cultivating an understanding of and appreciation for our history. We do so through the ongoing preservation efforts to properly house and store the records, stories, images and objects of the organizations, businesses and families of our area and share those stories through our many resources and outreach programs.

At this time we respectfully request the distribution of the \$14,773 approved by the City Council in December of 2020 for allocation in 2021. Please do not hesitate to contact me with any questions or comments you may have.

Sincerely,

A handwritten signature in black ink that reads "Sara Markoe Hanson". The signature is fluid and cursive.

Sara Markoe Hanson  
Executive Director

651-407-5327 | [office@whitebearhistory.org](mailto:office@whitebearhistory.org) | [whitebearhistory.org](http://whitebearhistory.org) | [facebook.com/whitebearhistory](https://facebook.com/whitebearhistory)

Armory Office & Resource Library: 2228 Fourth St. | Fillebrown House: 4735 Lake Avenue  
White Bear Town Hall: 1280 Hammond Road | Mailing Address: PO Box 10543, White Bear Lake, MN 55110



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

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Kara Coustry, City Clerk / Administrative Assistant

**Date:** September 8, 2021

**Subject:** **Food truck operations on public property – Armory parking lot**

---

## **BACKGROUND / SUMMARY**

Catalyst Covenant Church White Bear Lake will be holding a benefit concert at the Armory and desire to invite a food truck in the parking lot to service attendees for one hour in duration (6:00 p.m. – 7:00 p.m.) on the evening of Saturday, October 9, 2021.

The Main Street Group provided no opposition to this request given the short duration of this one-time event.

## **RECOMMENDATION**

Staff recommend approval of food truck operations in the Armory parking lot to service attendees of a one-time event.

## **ATTACHMENT**

Resolution



**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING FOOD TRUCK OPERATIONS ON PUBLIC PROPERTY IN THE ARMORY PARKING LOT**

**WHEREAS**, Catalyst Covenant Church White Bear Lake will be holding a benefit concert at the Armory on Saturday, October 9, 2021; and

**WHEREAS**, they requested the ability to invite a food truck to service the event in the Armory Parking Lot, limiting the hours of service from 6:00 p.m. – 7:00 p.m.; and

**WHEREAS**, the Main Street Group provided no opposition to this request given the short duration of this one-time event; and

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake that food truck operations will be permitted on public property as follows:

White Bear Lake Armory  
2228 4<sup>th</sup> Street  
White Bear Lake, MN 55110  
Saturday, October 9, 2021  
6:00 p.m. – 7:00 p.m.

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

Ayes:

Nays:

Passed:

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

ATTEST:

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



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

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Kara Coustry, City Clerk / Administrative Assistant

**Date:** September 8, 2021

**Subject:** **Live music on the outside patio of Beartown Bar & Grill**

---

## **BACKGROUND / SUMMARY**

Beartown Bar & Grill has completed their patio expansion and would like to provide live music outdoors for patrons on a regular basis next year. To understand possible noise complaints from neighbors, staff have suggested a trial of the live music outdoor this fall.

Beartown Bar & Grill has indicated they would like to try live music on Saturday, September 18<sup>th</sup> from 6:00 p.m. – 9:00 p.m. They have been advised that if neighbors call to complain about the noise that the business will be required to reduce the volume.

## **RECOMMENDATION**

Staff recommend approval of outside music on the patio of Beartown Bar & Grill.

## **ATTACHMENT**

Resolution

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING OUTDOOR MUSIC ON THE PATIO OF  
BEARTOWN BAR & GRILL**

**WHEREAS**, Beartown Bar & Grill has recently completed a patio expansion; and

**WHEREAS**, the restaurant desires to provide live outdoor music to patrons dining on the patio; and

**WHEREAS**, restaurant owners have been advised that if complaints are received about the noise, they would be required to tamp down on the volume for compliance within the noise ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that outdoor music be approved on the patio of Beartown Bar & Grill as follows:

Beartown Bar & Grill patio  
4875 Highway 61 N  
White Bear Lake, MN 55110  
Saturday, September 18, 2021  
6:00 p.m. – 9:00 p.m.

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 SUMMARY OF ZONING ACTIVITY

### AUGUST 2021

SIGN PERMITS	00
ZONING PERMITS	21
OTHER PERMITS	17
ZONING LETTERS <sup>1</sup>	02
ZONING CALLS <sup>2</sup>	02
ADMINISTRATIVE VARIANCES	03
LAND USE CASES*	04
MISCELLANEOUS INQUIRIES	69
MEETINGS	13
SITE INSPECTIONS	05
ENFORCEMENT LETTERS	01
OTHER / MISC <sup>^</sup>	00
<b>TOTAL</b>	<b>137</b>

### TOTAL YEAR TO DATE 2021

SIGN PERMITS	17
ZONING PERMITS	180
OTHER PERMITS	105
ZONING LETTERS <sup>1</sup>	11
ZONING CALLS <sup>2</sup>	07
ADMINISTRATIVE VARIANCES	17
LAND USE CASES	31
MISCELLANEOUS INQUIRIES	511
MEETINGS	118
SITE INSPECTIONS	22
ENFORCEMENT LETTERS	01
OTHER / MISC	02
<b>TOTAL</b>	<b>1,022</b>

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

\* Wildwood Shopping Center CUP, SHOP Text Amendment, Louismet Variance, McIntyre SHOP (dog groomer).

<sup>^</sup> - -

**AUGUST 2021****CODE ENFORCEMENT**

<b>Ward</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
Refuse / Exterior Storage	4	2	4	3	3	16
Inoperable Vehicle(s)	2	1	0	0	1	4
Parking (including on grass)	1	2	0	2	1	6
Weeds	0	0	0	1	2	3
Miscellaneous	7	6	3	8	7	31
Structure Maintenance	0	0	0	0	0	0
Complaints	6	5	6	7	12	36
Proactive / City Initiated	8	6	1	7	2	24

<b>Ward</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
# of Cases Open	4	0	0	7	6	17
# of Cases Closed	10	11	7	7	8	43

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

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

**PERMIT TOTALS:**

Comm./Ind. (New)	0	0	0	0	0	0
Comm./Ind. (Alt)	0	0	0	3	6	-3
S.F. Dwelling (New)	2	0	2	4	3	1
S.F. Dwelling (Alt)	24	53	-29	169	222	-53
Garage Only	2	0	2	8	8	0
Other Building Permits	0	2	-2	9	11	-2
Demolition	0	2	-2	1	2	-1
Electrical (Quarterly)	0	0	0	100	109	-9
All Other Permit Types	37	32	5	276	258	18
<b>ALL PERMIT TYPE TOTALS:</b>	<b>65</b>	<b>89</b>	<b>-24</b>	<b>570</b>	<b>619</b>	<b>-49</b>

**PERMIT VALUATION:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$0	\$0
Comm./Ind. (Alt)	\$0	\$0	\$0	\$3,976,070	\$5,539,072	-\$1,563,002
S.F. Dwelling (New)	\$1,150,000	\$0	\$1,150,000	\$2,450,000	\$2,360,000	\$90,000
S.F. Dwelling (Alt)	\$327,849	\$768,536	-\$440,687	\$3,098,362	\$4,187,319	-\$1,088,957
Garage Only	\$14,000	\$0	\$14,000	\$99,920	\$238,600	-\$138,680
Fire Suppression	\$12,000	\$24,538	-\$12,538	\$37,440	\$153,164	-\$115,724
Heating (HVAC)	\$47,929	\$73,191	-\$25,262	\$825,783	\$1,486,953	-\$661,170
Other Building Permits:	\$0	\$61,000	-\$61,000	\$170,660	\$153,558	\$17,102
<b>VALUATION TOTALS:</b>	<b>\$1,551,778</b>	<b>\$927,265</b>	<b>\$624,513</b>	<b>\$10,658,235</b>	<b>\$14,118,666</b>	<b>-\$3,460,431</b>

**PERMIT FEES:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$0	\$0
Comm./Ind. (Alt)	\$0	\$0	\$0	\$18,934	\$28,112	-\$9,178
S.F. Dwelling(New)	\$8,298	\$0	\$8,298	\$17,481	\$16,019	\$1,462
S.F. Dwelling (Alt)	\$4,991	\$11,314	-\$6,323	\$40,772	\$53,358	-\$12,586
Garage Only	\$452	\$0	\$452	\$2,063	\$3,549	-\$1,486
Other Building Permits	\$0	\$300	-\$300	\$1,625	\$2,241	-\$616
Demolition	\$0	\$400	-\$400	\$200	\$400	-\$200
Electrical (Quarterly)	\$0	\$0	\$0	\$9,821	\$11,102	-\$1,281
All Other Permit Types	\$2,197	\$2,101	\$96	\$26,500	\$37,873	-\$11,373
<b>PERMIT FEE TOTALS:</b>	<b>\$15,938</b>	<b>\$14,115</b>	<b>\$1,823</b>	<b>\$117,396</b>	<b>\$152,654</b>	<b>-\$35,258</b>
<b>PLAN FEES:</b>	<b>\$4,751</b>	<b>\$1,142</b>	<b>\$3,609</b>	<b>\$29,376</b>	<b>\$39,052</b>	<b>-\$9,676</b>
<b>TOTAL PERMIT &amp; PLAN FEES:</b>	<b>\$20,689</b>	<b>\$15,257</b>	<b>\$5,432</b>	<b>\$146,773</b>	<b>\$191,706</b>	<b>-\$44,933</b>

Park Fees	\$0	\$0	\$0	\$0	\$0	\$0
SAC Fees	\$4,970	\$0	\$4,970	\$44,730	\$12,425	\$32,305

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

**PERMIT TOTALS:**

Comm./Ind. (New)	0	0	0	0	1	-1
Comm./Ind. (Alt)	2	3	-1	39	28	11
S.F. Dwelling (New)	1	0	1	5	3	2
S.F. Dwelling (Alt)	84	122	-38	604	599	5
Garage Only	3	5	-2	11	13	-2
Other Building Permits	6	5	1	18	22	-4
Demolition	5	2	3	14	7	7
Electrical (Quarterly)	62	66	-4	374	312	62
All Other Permit Types	97	92	5	798	709	89
<b>ALL PERMIT TYPE TOTALS:</b>	260	295	-35	1863	1694	169

**PERMIT VALUATION:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$8,600,000	-\$8,600,000
Comm./Ind. (Alt)	\$152,300	\$275,000	-\$122,700	\$12,288,358	\$5,844,010	\$6,444,348
S.F. Dwelling (New)	\$450,000	\$0	\$450,000	\$3,267,960	\$2,000,000	\$1,267,960
S.F. Dwelling (Alt)	\$1,137,063	\$1,516,433	-\$379,370	\$9,970,756	\$11,151,925	-\$1,181,169
Garage Only	\$72,400	\$90,800	-\$18,400	\$184,380	\$280,776	-\$96,396
Fire Suppression	\$0	\$2,000	-\$2,000	\$296,809	\$631,165	-\$334,356
Heating (HVAC)	\$313,605	\$387,270	-\$73,665	\$4,481,600	\$2,967,636	\$1,513,964
Other Building Permits:	\$57,300	\$37,250	\$20,050	\$440,100	\$311,477	\$128,623
<b>VALUATION TOTALS:</b>	\$2,182,668	\$2,308,753	-\$126,085	\$30,929,963	\$31,786,989	-\$857,026

**PERMIT FEES:**

Comm./Ind. (New)	\$0	\$0	\$0	\$0	\$46,312	-\$46,312
Comm./Ind. (Alt)	\$1,877	\$2,739	-\$862	\$69,029	\$43,118	\$25,911
S.F. Dwelling(New)	\$3,427	\$0	\$3,427	\$23,196	\$15,646	\$7,550
S.F. Dwelling (Alt)	\$16,958	\$21,008	-\$4,050	\$133,914	\$134,261	-\$347
Garage Only	\$1,342	\$1,670	-\$328	\$3,535	\$4,925	-\$1,390
Other Building Permits	\$607	\$610	-\$3	\$4,144	\$5,134	-\$990
Demolition	\$885	\$400	\$485	\$17,105	\$1,435	\$15,670
Electrical (Quarterly)	\$9,315	\$5,019	\$4,296	\$45,230	\$26,806	\$18,424
All Other Permit Types	\$8,607	\$7,844	\$763	\$95,452	\$75,482	\$19,970
<b>PERMIT FEE TOTALS:</b>	\$43,018	\$39,290	\$3,728	\$391,606	\$353,119	\$38,487
<b>PLAN FEES:</b>	\$5,979	\$3,166	\$2,813	\$71,214	\$74,867	-\$3,653
<b>TOTAL PERMIT &amp; PLAN FEES:</b>	\$48,997	\$42,456	\$6,541	\$462,820	\$427,986	\$34,834

Park Fees	\$0	\$0	\$0	\$1,000	\$1,200	-\$200
SAC Fees	\$0	\$4,970	-\$4,970	\$693,315	\$47,215	\$646,100

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

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

**PERMIT TOTALS:**

Comm./Ind. (New)	0	0	0	1	0	1	-1	-100%	-1	-100%	#DIV/0!
Comm./Ind. (Alt)	39	3	42	28	6	34	11	39%	8	24%	7%
S.F. Dwelling (New)	5	4	9	3	3	6	2	67%	3	50%	44%
S.F. Dwelling (Alt)	604	169	773	599	222	821	5	1%	-48	-6%	22%
Garage Only	11	8	19	13	8	21	-2	-15%	-2	-10%	42%
Other Building Permits	18	9	27	22	11	33	-4	-18%	-6	-18%	33%
Demolition	14	1	15	7	2	9	7	100%	6	67%	7%
Electrical	374	100	474	312	109	421	62	20%	53	13%	21%
All Other Permit Types	798	276	1074	709	258	967	89	13%	107	11%	26%
<b>ALL PERMIT TYPE TOTALS:</b>	<b>1863</b>	<b>570</b>	<b>2433</b>	<b>1694</b>	<b>619</b>	<b>2313</b>	<b>169</b>	<b>10%</b>	<b>120</b>	<b>5%</b>	<b>23%</b>

**PERMIT VALUATION:**

Comm./Ind. (New)	\$0	\$0	\$0	\$8,600,000	\$0	\$8,600,000	-\$8,600,000	-100%	-\$8,600,000	-100%	#DIV/0!
Comm./Ind. (Alt)	\$12,288,358	\$3,976,070	\$16,264,428	\$5,844,010	\$5,539,072	\$11,383,082	\$6,444,348	110%	\$4,881,346	43%	24%
S.F. Dwelling (New)	\$3,267,960	\$2,450,000	\$5,717,960	\$2,000,000	\$2,360,000	\$4,360,000	\$1,267,960	63%	\$1,357,960	31%	43%
S.F. Dwelling (Alt)	\$9,970,756	\$3,098,362	\$13,069,118	\$11,151,925	\$4,187,319	\$15,339,244	-\$1,181,169	-11%	-\$2,270,126	-15%	24%
Garage Only	\$184,380	\$99,920	\$284,300	\$280,776	\$238,600	\$519,376	-\$96,396	-34%	-\$235,076	-45%	35%
Fire Suppression	\$296,809	\$37,440	\$334,249	\$631,165	\$153,164	\$784,329	-\$334,356	-53%	-\$450,080	-57%	11%
Heating (HVAC)	\$4,481,600	\$825,783	\$5,307,383	\$2,967,636	\$1,486,953	\$4,454,589	\$1,513,964	51%	\$852,794	19%	16%
Other Building Permits	\$440,100	\$170,660	\$610,760	\$311,477	\$153,558	\$465,035	\$128,623	41%	\$145,725	31%	28%
<b>VALUATION TOTALS:</b>	<b>\$30,929,963</b>	<b>\$10,658,235</b>	<b>\$41,588,198</b>	<b>\$31,786,989</b>	<b>\$14,118,666</b>	<b>\$45,905,655</b>	<b>-\$857,026</b>	<b>-3%</b>	<b>-\$4,317,457</b>	<b>-9%</b>	<b>26%</b>

**PERMIT FEES:**

Comm./Ind. (New)	\$0	\$0	\$0	\$46,312	\$0	\$46,312	-\$46,312	-100%	-\$46,312	-100%	#DIV/0!
Comm./Ind. (Alt)	\$69,029	\$18,934	\$87,963	\$43,117	\$28,111	\$71,228	\$25,912	60%	\$16,735	23%	22%
S.F. Dwelling (New)	\$23,196	\$17,481	\$40,677	\$15,645	\$16,019	\$31,664	\$7,551	48%	\$9,013	28%	43%
S.F. Dwelling (Alt)	\$133,914	\$40,772	\$174,686	\$134,260	\$53,358	\$187,618	-\$346	0%	-\$12,932	-7%	23%
Garage Only	\$3,535	\$2,063	\$5,598	\$4,926	\$3,549	\$8,475	-\$1,391	-28%	-\$2,877	-34%	37%
Other Building Permits	\$4,144	\$1,625	\$5,769	\$5,134	\$2,241	\$7,375	-\$990	-19%	-\$1,606	-22%	28%
Demolition	\$17,105	\$200	\$17,305	\$1,435	\$400	\$1,835	\$15,670	1092%	\$15,470	843%	1%
Electrical	\$45,230	\$9,821	\$55,051	\$26,805	\$11,102	\$37,907	\$18,425	69%	\$17,144	45%	18%
All Other Permit Types	\$95,452	\$26,500	\$121,952	\$75,481	\$37,874	\$113,355	\$19,971	26%	\$8,597	8%	22%
<b>PERMIT FEE TOTALS:</b>	<b>\$391,605</b>	<b>\$117,396</b>	<b>\$509,001</b>	<b>\$353,115</b>	<b>\$152,654</b>	<b>\$505,769</b>	<b>\$38,490</b>	<b>11%</b>	<b>\$3,232</b>	<b>1%</b>	<b>23%</b>
<b>PLAN FEES:</b>	<b>\$71,214</b>	<b>\$29,376</b>	<b>\$100,590</b>	<b>\$74,886</b>	<b>\$39,051</b>	<b>\$113,937</b>	<b>-\$3,672</b>	<b>-5%</b>	<b>-\$13,347</b>	<b>-12%</b>	<b>29%</b>
<b>TOTAL PERMIT &amp; PLAN FEES:</b>	<b>\$462,819</b>	<b>\$146,772</b>	<b>\$609,591</b>	<b>\$428,001</b>	<b>\$191,705</b>	<b>\$619,706</b>	<b>\$34,818</b>	<b>8%</b>	<b>-\$10,115</b>	<b>-2%</b>	<b>24%</b>

Park Fees	\$1,000	\$0	\$1,000	\$1,200	\$0	\$1,200	-\$200	-17%	-\$200	-17%	0%
SAC Fees	\$693,315	\$44,730	\$738,045	\$47,215	\$12,425	\$59,640	\$646,100	1368%	\$678,405	1138%	6%



## 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	102						380
# of hrs spent on sweeping operations per season(snow)	26	51	18	0	0	0	0						95
Number of acres mowed	0	0	0	308	588	216	408						1520
#mi.of sidewalks cleared(snow)	96	96	0	0	0	0	0						192
# of Special Events - set up	1	5	1	8	5	28	50						98
# of park reservations/events	0	2	0	14	49	89	71						225
# of tree inspections performed.	0	1	1	1	14	28	4						49
# of man hours spent tree trimming.	90	38	35	0	0	49	74						286
Number of employee days lost to accidents	0	0	0	0	0	0	0						0
<b>Performance Indicator Narrative:</b>													
<b>Goals</b>													
1. Preserve parks, beaches, & boat launches by mowing, trash collections & maintenance of restrooms & playground equipt.													
2. Improve methods of caring for turf, trees, and shrubs on all public property.													
3. Assemble and maintain outdoor ice rinks at local parks and lakes for citizen enjoyment.													
4. Provide special maintenance to high profile areas such as: Veteran's Park, Railroad Park and Matoska Park.													
5. Focus on maintenance program for trees in nursery, & pruning, trimming & replacement of trees on City property.													
<b>Goal Narrative (Explain process of achievement):</b>													

## MONTHLY REPORT - 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	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						0
Number of repair calls for downtown street lights	1	1	0	0	0	0	0						2
# of light poles painted - preventative maintenance	0	0	0	0	0	0	9						9
# of light poles or fixtures replaced.	0	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 - 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						0
# feet of sewer lines jetted	0	0	15,516	5,277	9,352	22,815	12,117						65,077
Stormwtr Maint/repair man hrs.	0	10	8	4	12	10	8						52
# feet Televising - main line	0	0	10,894	19,250	25,411	34,134	22986						112,675
# of Sewer Backups - City line	0	0	0	1	1	1	0						3
# of Sewer Backups - Private	2	3	3	5	4	5	3						25
# of feet of sewer lines cleaned and televised simultaneously	0	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):**