



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, NOVEMBER 23, 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 November 9, 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 resolution granting a one year time extension for a preliminary plat at 1800 County Road E (Bluestone Villas – Case No. 20-1-P).

B. Non-Consent

Nothing scheduled.

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

- A. Resolution requesting the Metropolitan Council to pause planning activity on the Purple Line
- B. Resolution accepting Housing Task Force Recommendations Report
- C. Resolution authorizing City Manager to execute contract with Kraus-Anderson for Construction Management Services for the Public Safety Building Project
- D. Resolution authorizing internal loan for energy performance project
- E. Resolution approving reimbursement resolution for energy performance project
- F. Resolution approving 2022 Union Contract with Law Enforcement Labor Services; Police Sergeants

10. CONSENT

- A. Resolution approving a lease agreement with Verizon at Centerville Road Water Tower Site
- B. Resolution approving a lease agreement with Verizon at Miller Avenue Monopole Site
- C. Resolution approving a lease agreement with Verizon at Century Avenue Water Storage Site
- D. Resolution approving a lease with White Bear Dance Center at 2446 County Rd F E
- E. Resolution approving a lease with the White Bear Lake Area School District at 2446 County Rd F E
- F. Resolution certifying private property assessment for recovery of city expenses
- G. Resolution correcting one year assessment payback to ten year payback period

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, NOVEMBER 9, 2021
7:00 P.M. IN THE COUNCIL CHAMBERS**

1. CALL TO ORDER AND ROLL CALL

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

PLEDGE OF ALLEGIENCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on October 26, 2021

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to approve the Minutes of the October 26, 2021 City Council meeting as presented.

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

City Manager Hiniker added 9F rescheduling the public hearing for the bond issue.

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

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

A. Climate Smart Municipalities

Sam Crosby and Tracy Shimek gave a presentation on takeaways from a recent Climate Smart exchange in Germany, made possible by a grant from the Federal Republic of Germany and through a partnership with the University of Minnesota. The City of White Bear Lake is fortunate to be one of six Minnesota cities participating in the Climate Smart Municipalities (CSM) international exchange program.

To date, the program has provided the opportunity to make connections, not only with our partner city Lüdenscheid, but with other participating municipalities, various regional and state agencies and even private companies. The goal of the program is the exchange of ideas and to partner on local actions in support of the global energy transition.

The informal theme of this year's exchange was not of the cost of action, rather it was the greater cost of inaction. Further shared by Ms. Shimek and Ms. Crosby, we all bear the cost of mitigating and recovering from natural disasters as evidenced in insurance rate hikes and rising energy costs. Analysis has shown that clean energy brings high paying jobs to Minnesota communities. Many major companies are already pivoting towards decarbonization, such as Ford Motor Co. making an \$11 billion dollar investment in electric vehicle production and refurbishment/recycling methods for the batteries in an effort to put itself at the center of the electric vehicle revolution. A decarbonized economy is recognized as the path forward by sizeable numbers of both consumers and leaders of industry.

The City has conducted an energy audit of all the municipal buildings and have entered into a contract to execute some improvements. The City has also begun to purchase hybrid vehicles in various departments such as building, fire and police. In conjunction with Ramsey County, a food scrap dumpster was installed at the Public Works facility. Our many outreach efforts include the solar power hour, the newsletter's sustainability features, and the Environmental Resource Expo during the last week of Marketfest. We have been participating in Arbor Day for over 30 years and are working to complete Green Step level 5.

Both Ms. Shimek and Ms. Crosby expressed gratitude for opportunity to participate in this year's CSM Exchange. They highlighted four ways for the City to create external change:

1. Regulation and Policy
2. Education (how to reduce impact, cost savings, impact of climate change, etc)
3. Incentivizing activities that reduce energy and carbon usage
4. Partner & Influence – working both cross sector with businesses, education institutions, non-profits and community members and working with other gov't bodies, from other localities to higher level of governments

In early 2020, the City Council approved a Level One Action Plan with broad objectives for sustainability. The CSM Steering Committee, which is comprised of representatives from local businesses, education and non-profit sectors, will soon be re-convening to continue drafting a more detailed climate action plan. Future potential actions could include:

- Continue working with the businesses we have forged relationships with on the CSM Steering Committee, and broadening those cross sector relationships through our involvement with the Chamber and other business organizations.
- Use energy reduction projects as examples for businesses, residents and other property owners in the community.
- Use the cost savings from energy efficiency projects to fund additional projects that reduce our climate impact and to create incentives for businesses and residents to invest in energy reduction technologies.
- Review land use and building codes to find opportunities to improve sustainability measures in local development and the built environment.
- Evaluate policies, programs and projects from the perspective of their impact on climate change and mitigate those impacts.

5. PUBLIC HEARINGS

A. Public Hearing in consideration of a proposed Right-of-Way Vacation

Community Development Director Kane reported that the current county records reflect a recording error as a result of two resolutions that were presented to the City Council in 1977. The first resolution, "Vacation A", was to vacate the 5th Avenue right-of-way between the south side of Highway 96 and the north side of Clarence. The second resolution, "Vacation B", was to vacate the 5th Avenue right-of-way between the north side of Clarence and the north side of Whitaker Street. Vacation A was approved by the City Council, but Vacation B was not approved by the City Council, however, both resolutions were filed with the County. Ms. Kane explained that the error was realized fairly quickly and an affidavit was recorded to nullify and revoke the misfiled resolution for Vacation B.

Ms. Kane relayed that city and county maps over the years reflected the 5th Avenue right-of-way up until at least 2014. Staff estimated that sometime between 2014 and 2017 the error was somehow "recreated" by the County and the County's data has been incorrect ever since.

Ms. Kane explained that City staff is proposing to help correct this issue by asking the City Council to re-affirm the denial of the 1977 Vacation B, but simultaneously approve a new three-part Vacation of 5th Avenue from the south of Clarence to the north of Park, from the south of Park to the north of Hinckley, and from the south of Hinckley to the north of Whitaker. She said, this would leave the directly adjacent neighbors the land that they have believed was theirs for the past 7 years or so, and would also provide the public road access to the Tice parcel that is desired for a logical layout and site development.

Mayor Emerson opened the public hearing at 7:33 p.m.

Nicole Samida covered the timeline of events in which on June 14, 1977 the request to vacate A and B were considered, A was passed, but B was not passed citing the abutting property owners had not signed the petition required by the ordinance. Ms. Samida presented a petition of all of the abutting owners and others in the neighborhood as of today, and asked what would have happened if this petition had been presented in 1977. She said the initial intent of vacation B was found to be in the public interest as it provided naturally occurring habitat.

Fast forward to June 14, 2021 in which Rose Tice passed away and now the Tice family desires to develop this land. Ms. Samida said the City appears to be pushing for this development, and she relayed comments in which the Planning Commission said the proposal is overbuilt and does not fit the neighborhood. She also expressed her concern that the City had a conflict of interest, referencing a conversation she overheard with Tice Construction making plans with a city official for coffee the next day and, meanwhile that same day, Tice Construction posting the City's signs for this meeting.

Patrick Kenny of 1800 Park Street held up his 1994 property title which clearly shows that the County recognizes a vacation of 5th Street.

Paul Rhode a 44-year resident of 1823 Park Street explained that they received a letter from the City that notified them of the vacation, which they filed with Ramsey County and paid the necessary fees and taxes. He explained that they have been paying property taxes on this land since 1977 and he asked how the City can just take something back that they sold. He explained

that this land is not land-locked as the Township's Dillon Street could be put through and provide access. He mentioned Ramsey County needs access to work on the holding pond, but said they have never been stopped from working on the pond. Mr. Rhode explained that once they dumped a pile of rocks, which the City plows hit, then never returned to plow the area the rest of that winter. Mr. Rhode said the County and the Town of White Bear could connect Dillon Street two blocks, which would provide more parking for the park, whose attendees are parking in their neighborhoods which makes it impossible for an emergency vehicle to access.

Karin Doyle of 1801 Clarence Street works as a St. Paul Firefighter who bought her home because it was advertised as at the end of a dead-end street and in a quiet area. She trusted the title, the land survey, the inspector, the lot lines and the purchase price and does not feel it is fair to take property that these residents believed to be their own. She built a shed at which time the City's inspector walked the property lines and was reported to have told her, make sure you know you own this section in case the City ever tries to come through here. Ms. Doyle said that same inspector printed materials from the City and County showing the property lines and dimensions.

Ms. Doyle did not believe it fair for the City to take back this land after a 44-year error and she was not kept in the loop by City staff throughout this process as she had been told. Now she has had to spend time and money for an attorney to deal with this issue. She pointed to what she believed to be as several inaccuracies in paperwork submitted by staff. She did not approve of the proposed development for a variety of reasons and reported being laughed at by City staff when relaying that one of the Tice brothers told her to sell now before her property value falls. She said the Planning Commission mentioned issues with an old dump underground as well as issues with water, and the development not fitting the neighborhood.

Melinda Monigold has lived 1819 Park Street for 32 years – a quiet, dead end street with abundant wildlife. She said there are issues with an underground dump and soggy land, which would make building a road difficult. She reported that the only entrance to this neighborhood is through Clarence Street as Ramsey County would not approve an entrance from Highway 96. She explained the roads are narrow, with many children in the area. She reported abysmal plowing in the area, if at all. She wanted to know what changed in 44 years that this land should be an issue today.

Nathan Friend of 1815 Clarence had a survey done in which the surveyor charged extra for the time it took to locate his property pins. He said the City's own surveyor with an apprentice reportedly said, "there's something weird down there", with regard to the property pins. Pointing to Ramsey County as the City's mother, he said they indicate the property was vacated, so the City should follow that lead. He added that the narrow streets cannot handle the extra homes and he questioned whether other utilities could support a new development.

There being no other public comment, Mayor Emerson closed the public hearing at 8:13 p.m.

Councilmember Walsh stated that in following the paperwork, as far as the City is concerned, we have treated this property as the City's all these years with utilities and a fire hydrant added. He asked if there has been any response from the County. Ms. Kane relayed they have been in conversation with the County surveyor who told the City it did not have to rely on this mapping error. Councilmember Walsh added that these property owners have been harmed as they have relied on that error for many years.

City Engineer Kauppi explained that from a practical matter a road cannot be placed in Dillon's Ditch. He explained that Dillon Ditch serves as a major drainage-way that runs throughout the City and this area holds a drainage facility in which the Township has right-of-way and the City holds an easement. Ms. Kane added that in 1978 the City obtained this 33-foot easement in order to install storm sewer from which to drain Dillon's Ditch through the Tice parcel, as well as sanitary sewer and water through the property in order to serve the Clarence Street neighborhood.

To answer why now, Councilmember Jones reminded folks that once a developer presents a proposal, the City has to react within a certain period of time and he explained that the City and its staff are not paid any commissions for developments. These properties were platted many years ago, which explains why the pins are difficult to find. He said, we need to fix this situation with the County, and that fix is not dependent on future development. From the point of view of representing other residents of the City, he explained his role is to fight for what is the City's property.

Councilmember Biehn listed a series of questions:

- Did these owners actually pay for the property?
- How was the error rediscovered?
- Is there a legal responsibility to not remove access (is there a penalty)?
- When were the utilities installed?
- Is the property zoned for this development?
- Does the County have any legal liability?

Councilmember Edberg inquired as to the City's timeline and he did not wish for this to be settled by inaction of the City. City Attorney Gilchrist covered two items occurring right now, the vacation and the development. There is a 60-day clock on the development piece which has been extended to January, however, since the vacation affects access and land, he urged the City to act on this piece within the same period of time. City Attorney Gilchrist said his office has researched each of the titles in this case and he hopes to summarize and provide additional information to Council in time for the December meeting. He asked Council to keep in mind that it is clear the City recorded the wrong information in 1977, which was quickly corrected. Noting that all of these titles revealed both the vacation and the affidavit, he relayed his position is that you cannot rely on one document and not the other.

Mayor Emerson thanked the property owners for their comments and explained that Council will need more time to review and consider the options, which will be discussed further at the December meeting.

6. LAND USE

A. Non-Consent

Nothing scheduled.

B. Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Brian Cox for a setback variance at 2323 Lakeridge Avenue (Case No. 21-19-V). **Resolution No. 12875**

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

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

A. First Reading of an Ordinance to amend the Sign Code to allow billboards. (Case No. 21-2-Z)

Ms. Kane said this request was initiated by an application from Division 25, LLC, the developer of the Lande property. She explained this application seeks to amend the sign code to re-establish the City's 2007 regulations for static and dynamic billboards. The Planning Commission studied this over the summer, identifying billboards in close proximity to the City, and forward their recommendation for a text amendment to allow Billboards, including Dynamic Billboards, in Commercial, Industrials and Public zoning districts.

Ms. Kane provided a chart comparing 2007 regulations to the applicant's proposed regulations and ultimately those of the Planning Commission. She highlighted staff's inclusion of Public zoning districts as a possibility for future consideration as a revenue generator. The original 20-minute message hold time was debated, but was ultimately found through other area studies that an 8-second message hold time was found not distracting to motorists.

Mayor Emerson mentioned second reading will occur on December 14, 2021.

B. First reading of an Ordinance setting the 2022 Fee Schedule

City Manager Hiniker presented the proposed 2022 Fee Schedule and highlighted the increases including a 3% increase in ambulance fees; 4% increase in rental fees at Pioneer Manor in order to cover operational and management fees; an increase in non-resident fees for outdoor recreation activities; a quarterly fee for commercial meter replacements; sewer rate increase of 3%; \$2.00 per quarter increase to stormwater management infrastructure fee.

Councilmember Walsh highlighted that some fees also went down.

Councilmember Edberg pointed out five things about how the City manages its finances:

- 1) Not all fees go up every year. Some have maintained over several years.
- 2) When fees are increased, it is based on a financial analysis. Sometimes fees go down when efficiencies are realized, or are eliminated altogether
- 3) When possible preferential treatment is provided to residents, over non-residents.
- 4) New fee categories are addressing needs, and our City is the last one to the table.

Councilmember Walsh added, if it seems like the Council is not engaged in much discussion, that's because much of the discussion occurs in Work Sessions. He pointed to the newer stormwater management infrastructure fee and referenced a lot of debate by Council and research by staff went into the creation of that fee.

As one example, Ms. Hiniker added, the City had to initiate a recycling fee surcharge when markets took a downturn. Now that the recycling market has rebounded, the City will be removing the recycling surcharge next year. She explained that as recycling becomes more

lucrative, that will allow the City to adjust down further its fees for refuse and recycling collection. She stated that the City looks at each and every fee as it impacts operations and adjusts up or down as needed.

Mayor Emerson mentioned second reading will occur on December 14, 2021.

9. NEW BUSINESS

A. Resolution canvassing municipal election results

City Manager Hiniker referenced the official abstract results provided by the County from the 2021 General Election in which Dan Louismet was elected as Mayor, Heidi Hughes was elected as Councilmember Ward 2 and Keven Edberg was elected as Councilmember Ward 4.

Councilmember Walsh noted 30% turnout of eligible voters for the Mayoral race as compared to 27% in 2005, 15% turnout in 2009, 18% in 2017.

It was moved by Councilmember **Walsh** seconded by Councilmember **Edberg**, to adopt **Resolution No. 12876** canvassing municipal election results.

Motion carried unanimously.

B. Resolution approving final design and authorizing the preparation of plans and specifications for the South Shore Boulevard Trail

City Engineer/Public Works Director Kauppi recalled that in February 2021, the City entered into a Memorandum of Understanding (MOU) with Ramsey County, for a preliminary design and layout for this project, which included the addition of a trail from White Bear Avenue to Bellaire Avenue with legislative funding through efforts by the Lake Links Trail Association. He outlined the terms of the MOU, which included a jurisdictional transfer of South Shore Boulevard from McKnight Road to Bellaire Avenue, roadway and trail design elements and cost participation elements.

He invited Greg Brown a Kimley Horn consultant, and Joey Lundquist a Project Manager with Ramsey County, who reviewed the preliminary design and timeline of the South Shore Boulevard Trail.

Mr. Brown explained that starting from west to east, the project starts on White Bear Avenue in which a trail and crosswalk connection across White Bear Avenue will be added to connect to an existing trail toward Goose Lake. The main trail tees in on Old White Bear and picks up the trail running along South Shore along the entire north side of the corridor and to County Road F. He noted curb and gutter will be installed along the northern side of the roadway with a grass boulevard to separate the trail and the roadway.

On the western end, Mr. Brown said, there will also be curb and gutter along the south side of South Shore Blvd. which will continue a bit east of Hazel and transition to a shoulder east of Lakeview Avenue on the south side. There will be parking along the southern edge of Lakeview Avenue to McKnight with a 2-lane roadway until reaching McKnight when it will be turn into a one-way, east-bound roadway. He said, once reaching Snyder's Bay, there will be a small parking area on the north side of the road.

Mr. Brown explained that further east in the project, the City's sanitary sewer and water main work will be incorporated into these improvements. He mentioned that any unresolved easements will be resolved through Eminent Domain by February 7, 2022, although residents have generally been supportive of this project and have provided good feedback. Mr. Brown explained that plans will wrap up this fall, right-of-way secured by February 7, then a bid process with construction beginning in early April.

Mr. Kauppi added the Council will be considering a Cooperative Agreement with the County once final costs of the project are known. Ms. Hiniker relayed that the estimates for the City's share in project costs are approximately \$350,000 - \$400,000. Ms. Lundquist added there will be some cost share with the City for right-of-way.

Councilmember Edberg asked about water quality related to this project. Related to stormwater, Mr. Brown explained that the curb and drainage infrastructure will better manage the water and in working with residents and staff, strategic locations for water filtration have been identified to allow for water collection and treatment. He added, the City requires more stringent water quality than the watershed districts.

City Manager Hiniker forwarded staff's recommendation to maintain its precedent not to bury electrical lines.

Scott Costello gave a presentation in support of undergrounding the electrical along Schneider's Bay. He provided an argument for the long term public benefit of buried lines in this location, citing that improved property values will eventually pay for the cost to the City to bury the electrical lines, approximately \$400,000.

There was discussion by Council noting continued concern for established precedent. Councilmember Jones and Biehn expressed interest in more closely examining the costs for future Council discussion, but it was ultimately determined there was insufficient time to coordinate this project with Xcel, even if the funding could be identified, if they wanted to keep the project on its current timeline.

It was moved by Councilmember **Walsh** seconded by Councilmember **Jones**, to adopt **Resolution No. 12877** approving final design and authorizing the preparation of plans and specifications for the South Shore Boulevard Trail.

Motion carried unanimously.

C. Resolution authorizing the City Manager to enter into a Joint Powers Agreement with the Town of White Bear

City Manager Hiniker noted this agreement is related to the Highway 96 Trail covered in the next item. She recalled, the Lake Links Trail folks were successful in getting \$500,000 in legislative funding for both the City and the Town of White Bear upon completion of a final design concept. In following prescriptive right-of-way as defined by MnDOT, it may be possible to shift the roadway north so the trail could remain along the lakeside without significant impacts to private property.

To further explore this alternative preliminary design option, Ms. Hiniker explained, Short Elliot Hendrickson, Inc. (SEH) prepared a scope of services amounting to \$25,274 which would be split equally between the City and the Township. The City would serve as the principal agent of

this joint powers agreement with the Town of White Bear for preliminary trail design work on state Truck Highway 96.

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to adopt **Resolution No. 12878** authorizing the City Manager to enter into a Joint Powers Agreement with the Town of White Bear.

In deference to Councilmember Edberg, Ms. Hiniker explained that staff has concerns that the funding provided by the legislature is not sufficient to cover the cost of this project. She mentioned the first step is to work with neighbors to acquire cost estimates and Council will need to make a decision by the end of 2024 about whether to participate in the cost, ask for more money, or abandon the project altogether.

Motion carried unanimously.

- D. Resolution authorizing an agreement with Short Elliot Hendrickson, Inc. (SEH) for the completion of a Preliminary Design for the Highway 96 Trail from Ramsey Beach to the East County Line

Ms. Hiniker forwarded staff's recommendation that the City enter into a contract with SEH under the authority of the Joint Powers Agreement with White Bear Township approved in the previous item. The fee of \$25,274 would be split equally between the City of White Bear Lake and White Bear Township, each contributing \$12,637 toward preliminary design and construction cost estimates for the segment of the Lake Links Trail between Highway 61 and Truck Highway 244.

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to adopt **Resolution No. 12879** authorizing an agreement with Short Elliot Hendrickson, Inc. (SEH) for the completion of a Preliminary Design for the Highway 96 Trail from Ramsey Beach to the East County Line

Motion carried unanimously.

- E. Resolution approving 2022 Union Contract with Local 49 – Public Works

City Manager Hiniker forwarded the Local 49 contract with a 3% adjustment at the beginning of the year, and 1% mid-year, with similar health benefits identified in the other approved union contracts and non-bargaining employees. She mentioned a restructuring of FTE in the department has allowed for the two mechanics, one being established in the contract as the Lead.

It was moved by Councilmember **Biehn** seconded by Councilmember **Edberg**, to adopt **Resolution No. 12880** approving 2022 Union Contract with Local 49 – Public Works.

Motion carried unanimously.

- F. Resolution rescheduling the public hearing on issuance of bonds to finance renovation of the Public Safety Facility and the related Capital Improvement Plan.

Finance Director Kindsvater explained that the previously approved timeline for publication of the public hearing for issuance of bonds was not sufficient to provide state required 14-day

notice for the public hearing. To ensure proper notice, she forwarded staff's recommendation to push the Public Hearing to the December 14, 2021.

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to adopt **Resolution No. 12881** rescheduling the public hearing on issuance of bonds to finance renovation of the Public Safety Facility and the related Capital Improvement Plan.

Motion carried unanimously.

10. CONSENT

- A. Acceptance of Minutes: August Park Advisory Commission, August White Bear Lake Conservation District, September Environmental Advisory Commission, October Planning Commission
- B. Resolution approving use of Podvin Park by the Hockey Association for one weekend in January. **Resolution No. 12882**
- C. Resolution authorizing SCORE Grant funding allocation and application. **Resolution No. 12883**
- D. Resolution designating polling places for all 2022 Elections. **Resolution No. 12884**

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

Motion carried unanimously.

11. DISCUSSION

Nothing scheduled

12. COMMUNICATIONS FROM THE CITY MANAGER

- The Work Session for Tuesday, November 16, 2021 has been canceled.
- Staff have been preparing for transition of the Mayor, Council and new City Manager.

13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Edberg** seconded by Councilmember **Engstran** to adjourn the regular meeting at **9:53** p.m.

Motion carried unanimously.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Richter, City Manager

From: Samantha Crosby, Planning & Zoning Coordinator

Date: November 17, 2021 for the November 23, 2021 City Council Meeting

Subject: **BLUSTONE VILLAS – 1800 County Road E, Case No. 20-1-Pe1 – One Year Time Extension**

REQUEST

A one year time extension to a preliminary plat approval to subdivide one lot into 9 with an outlot for stormwater. See applicant's letter of request.

SUMMARY

The original approval had the support of staff. At the Planning Commission meeting, three neighbors expressed concerns regarding drainage. The Planning Commission and the City Council both unanimously approved the original request.

Staff reviewed the 350-foot property owner notification area and 12 properties have changed ownership over the past year. Staff provided notice to these new owners to advise of the extension request and no concerns regarding the future development were expressed. In addition, staff is not aware of any recent changes that would warrant re-examination of the project. Staff recommends approval of the extension as requested.

Of note is that the ownership of the property is changing hands. Green Halo Builds is under contract to purchase the parcel and envisions net-zero ready house designs. Also, they plan to change the name of the development to Eco Woods.

RECOMMENDED COUNCIL ACTION

Approval of the attached resolution of approval.

ATTACHMENTS

Draft Resolution
Request Email dated October 21, 2021
Preliminary Plat Graphic

RESOLUTION NO.

**RESOLUTION APPROVING A TIME EXTENSION FOR
A PRELIMINARY PLAT OF
1800 COUNTY ROAD E
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (20-1-Pe1) has been submitted 321 Group, LLC to the City Council requesting a time extension of a previously approved Preliminary Plat from the City of White Bear Lake at the following site:

ADDRESS: 1800 County Road E (a.k.a. Rooney Farm).

EXISTING LEGAL DESCRIPTION: Lot 14 and 15 Elmwood Garden Farms, Lying South of the South line of Parcel 16, MnDOT ROW Plat No. 62-3, and lying North of the following described line: beginning at a point on the West line of said lot 15 distant 675.30 feet Northerly of the Southwest corner of said lot 15, thence on a straight line to a point on the East line of said lot 14 distant 675.33 feet Northerly of the Southeast corner of said lot 14 and there terminating, all in Elmwood Garden Farms. (PID #:353022220090)

PROPOSED LEGAL DESCRIPTION: Lots 1 through 9, Block 1, Blustone Villas

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING: A 12-month extension of an approved Preliminary Plat (until December 8, 2022)

Reso # 12690, passed December 8, 2020: A Preliminary Plat, per Chapter 1400, in order to subdivide one lot into 9 single-family residential lots and one outlot; and

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

WHEREAS, the original approvals expire on December 8, 2020; and

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

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

1. Because the project provides infill development that fits with the character of the surrounding neighborhood and the density is well below 4.2 units per acre, the proposal is consistent with the City's Comprehensive Plan and with existing and future land uses in the area.
2. The proposal conforms to the Zoning Code requirements.
3. The proposal will not depreciate values in the area.

4. The proposal will not overburden the existing public services nor the capacity of the City to service the area.
5. 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 preliminary plat subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted by the applicant shall become part of the subdivision.
2. The hardshell or other recordable plat, acceptable by the Ramsey County Recorder is required. The applicant shall also provide the City Planner with two final approved reproducible mylar copies of the plat.
3. Per Section 1402.020, Subd.6.c if within one (2) years after approving the Preliminary Plat, the applicant has not submitted a final plat, (consistent with the approved preliminary plan) the preliminary plat shall become null and void unless a petition for an extension of time 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.
4. The applicant shall execute a City approved development agreement covering the construction of all public improvements and will also supply the City Planner with an irrevocable certified letter of credit. The development agreement shall be finalized prior to Council consideration of the final plat and executed prior to issuance of any permit for construction.
5. All public utility, electrical, cable and telephone lines shall be constructed underground within easements as per Section 1405.050.
6. The applicants shall agree to re-apportion any pending or actual assessments on the original parcel or lot of record in accordance with the original assessment formula on the newly approved parcels as per the City of White Bear Lake's Finance Office Schedule for Assessment.
7. The developer must dedicate public rights-of-way and utility easements as illustrated on the preliminary plan or as approved by the City Planner and City Engineer. North-south utility easement between the end of the cul-de-sac and County Road E to include pedestrian access.
8. No construction permits may be issued to the applicants for improvements on this subdivision site prior to approval and recording of the subdivision's Final Plat.
9. No new construction may adversely impact the adjacent parcels with respect to drainage.
10. The project shall comply with the Fire Memo dated August 20 and the Engineering Memo dated November 6, 2020.

11. A native restoration contractor shall design the restoration plan for the stormwater pond to include an appropriate density and mix of tree species, and seed type subject to review and approval by the city.
12. The plat shall be named Rooney Second Addition.
13. A stop sign shall be provided at the intersection.
14. At least one tree per lot shall be planted within the right-of-way, in addition to the tree replacement requirement of the zoning code.

Prior to City Council approval of the final plat:

15. An escrow of \$2,500 shall be established to cover outside legal costs of drafting a plat opinion and development agreement.
16. A development agreement shall be entered into.
17. Homeowner Association Documents shall be approved by staff. Covenants in the association documents shall reference replaced and preserved trees, to be maintained by future owners, with an exhibit illustrating said trees.

Prior to the issuance of a building permit for ANY work on site, the applicant shall:

18. Provide proof of having recorded both the Homeowner Association Documents and the final plat.
19. Submit a final grading and drainage plan to be approved prior to the issuance of a building permit.
20. Extend a letter of credit consisting of 125% of the exterior improvements, which renews automatically every year until released in writing by the City. The amount of the letter shall be based on a cost estimate of the outside and public improvements, to be approved by the City prior to the issuance of the letter of credit. The applicant shall also provide a timetable in which such improvements will be completed.

Prior to the issuance of a building permit for EACH lot:

21. A final tree replacement calculation subject to review and approval by staff. No trees shall be removed until the tree protection fencing is installed and inspected. A more accurate tree preservation plan (showing fencing at the dripline) shall be submitted for review and approval and installation shall be inspected prior to any grading.
22. A final grading and drainage plan shall be submitted for the lot. Frost footings shall be constructed 42 inches below existing grade unless otherwise approved by the Building Official.

23. Watershed District approval shall be obtained prior to issuance of a grading permit for any of the proposed lots within the subdivision.
24. The Metropolitan Council's SAC (Sewer Availability Charge) and City SAC and WAC (Water Availability Charge) for the lot must be paid.
25. If park dedication is not satisfied by land dedication, it shall be collected at the time of building permit for each lot.
26. Water and sewer hook-up fees shall be collected for each new lot within the subdivision at the time that the building permit is issued for that lot.

Prior to the release of the letter of credit:

27. Any relevant terms entered into by the development agreement shall be satisfied.
28. The applicant shall provide written certification from a Minnesota registered civil engineer stating that all utilities including stormwater and landscaping installed by the developer meet or exceed City of White Bear Lake standards and have been built in accordance with the drawings approved by the city.
29. The replacement trees must be planted on all lots.
30. The street trees, and any other required plantings, have been installed and have survived one full growing season.
31. The freestanding sign shall be relocated to meet current setback requirements or removed entirely.
32. The septic system on Lot 4 shall be removed and the sewer connected to municipal services.
33. The applicants shall provide the City with the required the two reproducible mylar copies of the final plat.
34. Durable iron monuments shall be set at all angle and curve points on the outside boundary lines of the plat and also at all block and lot corners and at all intermediate points on the block and lot lines indicating changes of direction in the lines and witness corners.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

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.

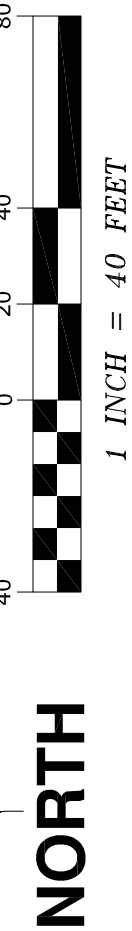
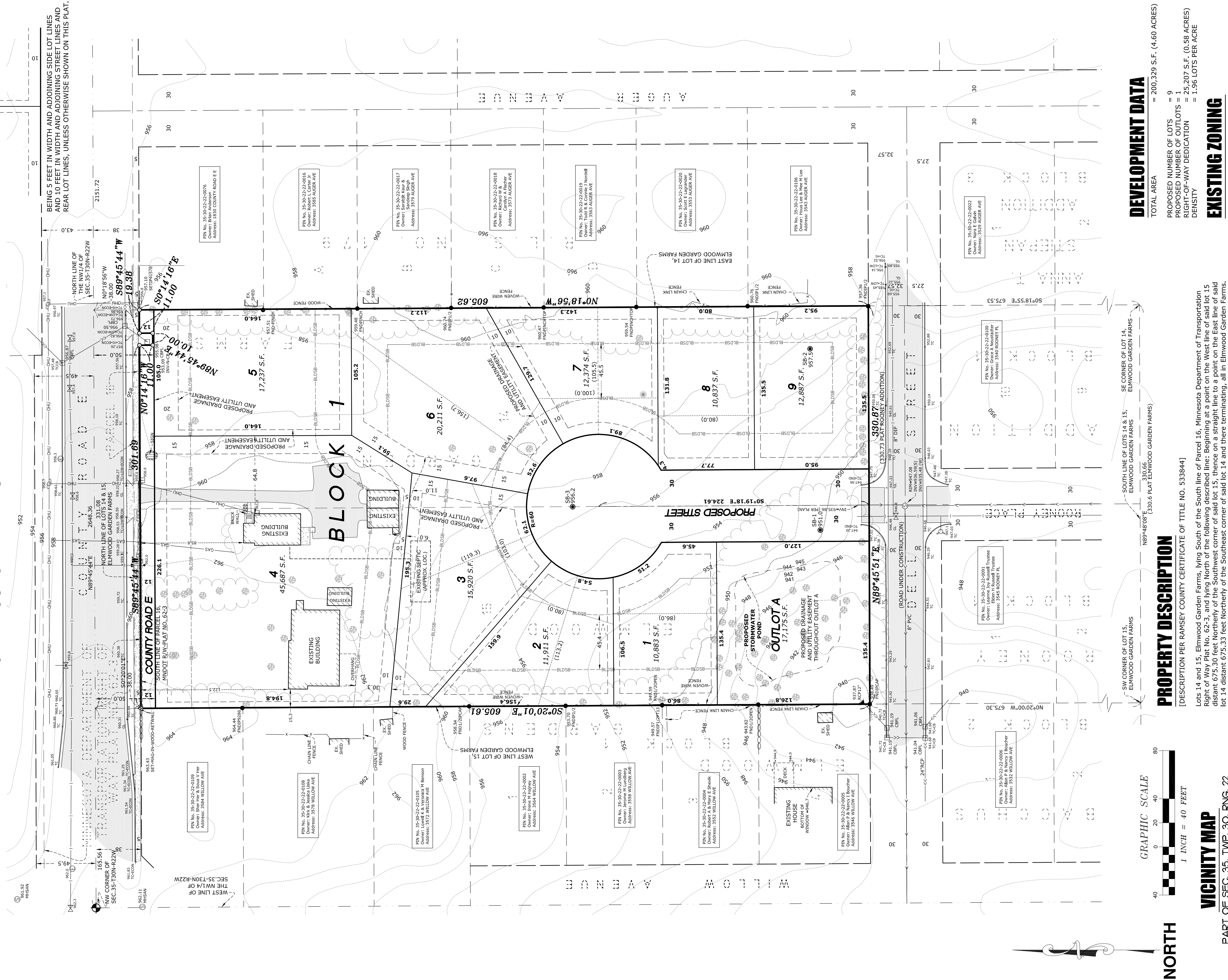
Mark Ashby, 321 Group LLC.

Date

PRELIMINARY PLAT

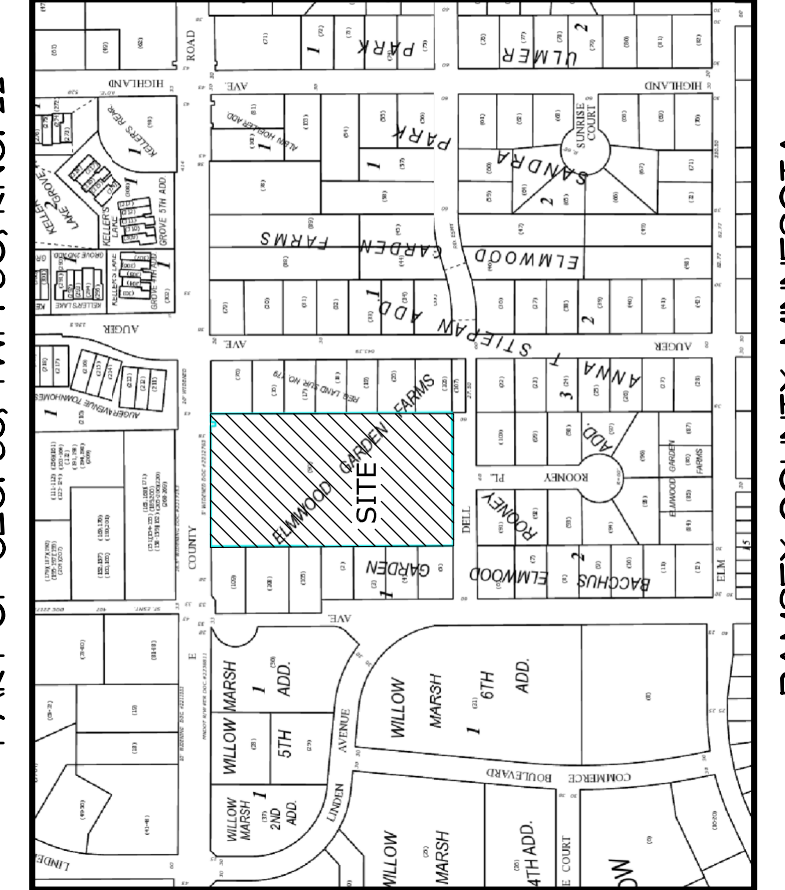
~for~ 321 GROUP, LLC
~of~ BLUSTONE VILLAS

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



VICINITY MAP

PART OF SEC. 35, TWP. 30, RANG. 22



PROPERTY DESCRIPTION

[DESCRIPTION PER RAMSEY COUNTY CERTIFICATE OF TITLE NO. 533844]

Lots 14 and 15, Elmwood Garden Farms, lying South of the South line of Parcel 16, Minnesota Department of Transportation Right of Way Plat No. 62-3, and lying North of the following described line: Beginning at a point on the West line of said lot 15 distant 675.30 feet Northerly of the Southwest corner of said lot 15, thence on a straight line to a point on the East line of said lot 14 distant 675.33 feet Northerly of the Southeast corner of said lot 14 and there terminating, all in Elmwood Garden Farms.

NOTES

- Field work completed by E.G. Rud and Sons, Inc. on 7-08-2020. Property corners set and small utilities located on 8-04-2020. Soil Boring locations staked on 8-11-2020.
- Boring locations shown are on Ramsey County Coordinate System.
- Address: 1800 County Road E, White Bear Lake, MN 55110. Parcel ID Number: 35-30-022-22-0090.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Location of utilities existing on or serving the surveyed property determined by:
 - Observed evidence collected pursuant to Section 5.E.1.v.
 - Markings requested by E.G. Rud and Sons, Inc. per Gopher State One Call Ticket No. 202111686.
 - Record drawings were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.

DEVELOPMENT DATA

TOTAL AREA = 200,329 S.F. (4.60 ACRES)
PROPOSED NUMBER OF LOTS = 9
PROPOSED NUMBER OF OUTLOTS = 1
RIGHT-OF-WAY DEDICATION = 25,207 S.F. (0.58 ACRES)
DENSITY = 1.96 LOTS PER ACRE

EXISTING ZONING

R-3 - SINGLE FAMILY RESIDENTIAL

ZONING INFORMATION

R-3 - SINGLE FAMILY RESIDENTIAL

MINIMUM LOT AREA = 10,500 S.F.
MINIMUM LOT WIDTH AT FRONT SETBACK = 80 FEET

SETBACKS

FRONT YARD = 30 FEET
SIDE YARD = 10 FEET
REAR YARD = 30 FEET

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES SET PKNAIL
- DENOTES RAMSEY COUNTY CAST IRON MONUMENT
- DENOTES CATCH BASIN
- DENOTES CURB STOP
- DENOTES ELECTRICAL BOX
- DENOTES ELECTRICAL MANHOLE
- DENOTES EXISTING SPOT ELEVATION
- DENOTES HYDRANT
- DENOTES MAILBOX
- DENOTES POWER POLE
- DENOTES STORM SEWER MANHOLE
- DENOTES STORM SEWER APRON
- DENOTES TELEPHONE PEDESTAL
- DENOTES STAKED GEO-TECHNICAL BORING LOCATION
- DENOTES WATER VALVE
- DENOTES FENCE
- DENOTES RETAINING WALL
- DENOTES EXISTING CONTOURS
- DENOTES LIDAR CONTOURS
- DENOTES TREE LINE
- DENOTES UNDERGROUND GAS LINE
- DENOTES UNDERGROUND FIBER OPTIC LINE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES OVERHEAD UTILITY
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD

Date: 10-26-2020 License No. 41578

NO.	DATE	DESCRIPTION	BY
1	10-08-2020	Revised layout	JEN
2	10-20-2020	Revised layout	JEN
3	10-26-2020	City Submittal	JEN
4			



6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

From: Ashby, Mark <MarkAshby@edinarealty.com>
Sent: Thursday, October 21, 2021 4:41 PM
To: Samantha Crosby <scrosby@whitebearlake.org>
Subject: Preliminary Plat - Rooney/Blustone Villas

RE: Rooney/Blustone Villas - 1800 E Co. Rd. E, White Bear Lake, MN 55110

To the City of White Bear Lake,

We are respectfully requesting a 12-month extension on our preliminary plat approval. We are currently working with a developer who has been in contact with the city's planning department. They are working to satisfy the conditions requested by the city to continue to final plat approval. The current plan is to have everything in place to start development in the spring when the weather allows.

Thank you for your consideration,
-321 Group



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

From: Ellen Hiniker, City Manager

Date: November 19, 2021

Subject: **Resolution related to the Purple Line as proposed by Councilmember Walsh**

As anticipated by the Mayor and Council, Councilmember Walsh has drafted a resolution related to the Purple Line project for the Council's consideration.

In his resolution, Councilmember Walsh is proposing that the City Council forward a request to the Metropolitan Council to pause all planning activity for the Purple Line until completion of a University of Minnesota study related to the impact of the pandemic on public transportation. Staff would remind the City Council that the Metropolitan Council is already obligated under the rules of the Federal Transit Authority to again assess ridership prior to submitting final application for funding, which under the current project timeline, would not occur until after the projected completion of the University of Minnesota's study.

RESOLUTION NO. _____

**RESOLUTION REQUESTING THE METROPOLITAN COUNCIL TO PAUSE
PLANNING ACTIVITY ON THE PURPLE LINE (FKA RUSH LINE)**

WHEREAS, the Metropolitan Council is seeking funding through the Federal Transit Administration’s Capital Investment Grants program for the Purple Line bus rapid transit line (formerly known as Rush Line); and

WHEREAS, the proposed line includes a 15-mile transit route with stations between Union Depot in Saint Paul and downtown White Bear Lake, with 89 busses running every day at 10 to 15-minute intervals; and

WHEREAS, the Federal Transit Administration requires detailed ridership forecasts as part of their Capital Investment grant application process; and

WHEREAS, ridership on Metro Transit routes in the Twin Cities fell dramatically during 2020 and has not yet rebounded to pre-pandemic levels; and

WHEREAS, the 2021 Minnesota Legislature directed the Minnesota Department of Transportation to arrange for a study by the Center for Transportation Studies at the University of Minnesota of public transportation and commuter impacts following substantial resolution of the COVID-19 pandemic; and

WHEREAS, the study is due to the legislature by February 1, 2023; and

WHEREAS, the University of Minnesota study will provide analysis and projections on anticipated changes in ridership, demand for different modes and forms of active and public transportation, transit service levels and features, revenue and expenditures and long-term impacts;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the Metropolitan Council should pause activity on the Purple Line bus rapid transit project until the results of the legislatively mandated study are complete and the resulting data is used to create updated ridership forecasts.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Anne Kane, Community Development Director
Tracy Shimek, Housing & Economic Development Coordinator

Date: November 18, 2021 for the November 23, 2021 City Council Meeting

Subject: **Resolution Accepting the Housing Task Force Recommendations Report**

SUMMARY

In April 2021 The City of White Bear Lake Housing Task Force began convening to draft a set of recommendations regarding housing related policies, programs, and priorities for the City Council and Housing & Redevelopment Authority (“HRA”) to consider. Having finalized a report with their recommendations, members representing the Housing Task Force will present their final report to Council at the November 23rd meeting for formal acceptance by City Council.

BACKGROUND

In October 2020 Council approved the establishment of a housing engagement process that included the creation of a Housing Task Force comprised of community stakeholders to review data and develop policy recommendations for consideration by the City Council/HRA. In winter of 2021 staff began a concerted outreach effort to solicit applications from community stakeholders to serve on the Housing Task Force.

Following the application period, in March 2021 City Council authorized staff to invite a roster of community stakeholders representing a variety of backgrounds and experiences to participate on the Task Force. The group has been meeting monthly since April 2021 to consider a variety of sources to inform the recommendations put forth to City Council.

The Housing Task Force has identified four central goals to meet the community’s short and long term housing needs:

- Create an Affordable Housing Trust Fund to provide needed resources to meet the community’s housing goals.
- Address the growing need for affordable housing options.
- Support a range of housing options so that residents can transition between different life stages.
- Improve the development pre-application review processes so that the community and council is better able to inform and guide future investments.

In the report the Task Force puts forth a variety policies, programs and priorities for City Council to consider in order to achieve those goals.

Additionally the Task Force has identified the following action items from the report for the City Council to consider implementing in the near term:

- Implement revised pre-application review process, specifically creating a Housing and Redevelopment Authority Advisory Commission
- Update the zoning code
- Actively recruit/target developers to meet housing needs of city

At this time staff anticipates further discussion regarding the Task Force's recommendations with Council Members at a to-be-determined work session in the first quarter of 2022. At present, staff is requesting further comments, direction and authorization from Council to draft recommendations regarding the creation of a Housing and Redevelopment Authority Advisory Commission modeled after existing City advisory bodies such as the Planning Commission and Environmental Advisory Commission.

RECOMMENDED COUNCIL ACTION

Staff requests Council to approve a resolution accepting the report documenting Housing Task Force's Recommendations for consideration to review and adopt specific recommendations at a later date. Additionally staff requests Council's comments, direction and authorization to draft recommendations for the creation of a Housing and Redevelopment Authority Advisory Commission modeled after existing City advisory bodies for future consideration.

ATTACHMENTS

1. Draft resolution
2. City of White Bear Lake Housing Task Force Recommendations report

RESOLUTION NO.

**RESOLUTION ACCEPTING THE REPORT ON THE HOUSING TASK FORCE
RECOMMENDATIONS AND AUTHORIZING STAFF TO DRAFT
RECOMMENDATIONS TO CREATE A HOUSING AND REDEVELOPMENT
AUTHORITY ADVISORY COMMISSION**

WHEREAS, the City of White Bear Lake recently completed its 2040 Comprehensive Plan; and

WHEREAS, the 2040 Comprehensive Plan includes an element focused on the City of White Bear Lake's housing needs; and

WHEREAS, it is in the best interest of the City of White Bear Lake to ensure a implementation of sound housing related policies and programs; and

WHEREAS, the City Council has previously approved working with LISC to lead a comprehensive community engagement process to inform future housing policy for the City of White Bear Lake; and

WHEREAS, the City Council had previously approved the recommended appointment of a housing task force comprised community stakeholders; and

WHEREAS, The City of White Bear Lake Housing Task Force has convened monthly since April 2021; and

WHEREAS, the Housing Task Force has carefully reviewed City of White Bear Lake housing data, information from experts in housing, and community input; and

WHEREAS, the Housing Task Force has created a report of recommendations for the City Council's consideration; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the Council formally acknowledges receipt of the Housing Task Force Recommendations for future consideration of implementation.

FURTHERMORE the City Council of the City of White Bear Lake directs staff to draft recommendations for the creation of a Housing and Redevelopment Authority Advisory Commission modeled after existing City advisory bodies for its future consideration.

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
HOUSING TASK FORCE
RECOMMENDATIONS

POLICIES, PROGRAMS & DEVELOPMENT PRIORITIES
NOVEMBER 2021



ACKNOWLEDGEMENTS

**In gratitude to the White Bear Lake Housing Task Force Members*
for their time, efforts and dedication to the creation of this report:**

Emily Cox	Michele Jersak	Scott Randall
Mary Davis	Cindy Jones	Briana Santoscoy
Olivia (Vicki) Ford	Colleen Ketcham	John Sargent-Clark
Chris Frye	Ted Leroux	Joe Sheeran
Christine Ganzlin	Annette Marier	Andrea West
Bill Gerst	Anita Olson	Marie Van Buskirck
Dale Grambush		

Consultants:

Gretchen Nicholls, Local Initiatives Support Corporation (LISC
Twin Cities)

Barbara Raye, Center for Policy Planning and Performance

Contributing City Staff:

Ellen Hiniker, City Manager

Anne Kane, Community Development Director

Tracy Shimek, Housing & Economic Development Coordinator

City Council:

Jo Emerson, Mayor

Douglas Biehn

Kevin Edberg

Steven Engstran

Dan Jones

Bill Walsh

Thank you to the many other community members who participated in this process by providing feedback, participating in surveys, attending meetings and contributing by other means.

*20 Members were originally appointed to the task force, however one member formally resigned their position during the process.

CONTENTS

2

EXECUTIVE SUMMARY

4

OVERVIEW

6

COMMUNITY ENGAGEMENT & OUTREACH

9

HOUSING NEEDS & OPPORTUNITIES

11

DEMOGRAPHIC UPDATE: WHO IS WHAT BEAR LAKE
TODAY?

13

CHARACTER: MAINTAINING WHITE BEAR LAKE'S CHARM
AND CHARACTER WHILE MEETING FUTURE NEEDS

15

RECOMMENDATIONS

16 INVESTING IN HOUSING

18 POLICIES & PROGRAMS

A. ESTABLISH AFFORDABLE HOUSING GOALS AND
PRIORITIES

B. PRODUCTION OF NEW AFFORDABLE HOUSING OPTIONS:
RENTAL AND OWNERSHIP

C. PRESERVATION OF EXISTING AFFORDABLE HOUSING
(NOAH) AND PUBLICLY SUBSIDIZED: RENTAL AND
OWNERSHIP

D. RENTER PROTECTIONS

E. HOUSING PRESERVATION

F. MARKET-RATE HOUSING PRODUCTION

G. SUSTAINABILITY AND WALKABILITY

29 GUIDING FUTURE DEVELOPMENT

32 DEVELOPMENT PRIORITIES

33

CONCLUSION

35

APPENDIX

36 A. PLANNING REVIEW PROCESS FLOW CHART

38 B. GLOSSARY OF TERMS

EXECUTIVE SUMMARY

In April 2021, the White Bear Lake City Council and Mayor appointed a Housing Task Force of nineteen White Bear Lake community members selected through a competitive process to represent a diverse set of housing experiences, backgrounds, and perspectives to provide recommendations on housing policies and programs to meet the City's short and long-term housing needs.

In addition to the monthly task force meetings, a range of community outreach occurred to gather input from community members, including an on-line housing survey and two Community Housing Forums. Engagement was limited to virtual formats due to COVID-19 pandemic restrictions in 2021.

Housing task force members believe that the following housing recommendations will help to ensure White Bear Lake remains an economically and socially vibrant community where all people have the opportunity to thrive.

Four central goals emerge from the Housing Task Force Recommendations:

- ▶ Create an Affordable Housing Trust Fund to provide needed resources to meet the community's housing goals
- ▶ Address the growing need for affordable housing options
- ▶ Support a range of housing options so that residents can transition between different life stages
- ▶ Improve the development pre-application review processes so that the community and council is better able to inform and guide future investments.



The Housing Task Force members voiced concern that affordable and lower income housing in White Bear Lake is becoming more and more difficult to come by. People that work in the city should be able to live here. Here's why more needs to be done:

- Affordable housing is important to the **economic vitality** of communities.
 - Affordable homes can attract and retain employees such as teachers, police officers, nurses, firefighters and other key service providers to the White Bear Lake community- which is a selling point and a competitive advantage for area employers.
 - The lack of affordable housing creates an economic burden on businesses that are not able to attract workers from other parts of the region.
 - A healthy mix of housing options, from market rate and affordable rental housing, single family homes, duplexes, as well as developments for seniors, ensures opportunities for all individuals to improve their economic situation and contribute to their communities.
 - School enrollment declines when young families can't afford to live in White Bear Lake, and decreased funding from lower enrollment creates an economic disadvantage for the school district (which can also negatively impact property values)

- Affordable housing improves the **quality of life** of residents by leading to better health, adequate jobs, financial stability, and security.
 - Incomes are not keeping pace with rising home values resulting in households spending more on housing and less on other basic needs such as food, transportation, and health.
 - The need for affordable housing is immense, and the lasting impact it can have on families is undeniable.
 - When affordable housing is located near jobs, the shorter commutes allow workers to spend more time with their families while the community benefits from reduction in traffic congestion, air pollution, and expenditures on road construction.

The White Bear Lake Housing Task Force submits the following recommendations to the White Bear Lake City Council and Mayor for your consideration.

OVERVIEW

The City of White Bear Lake is committed to establishing housing policy priorities and processes to address the challenges and opportunities that guide the future of our city. Access to new housing options for all life-cycle needs, and the sustainability of existing housing stock, are central to White Bear Lake's economic strength. Housing is integral to a family's health and safety, and essential for employment and educational stability. It supports the educational achievement of our youth and future leaders and the overall well-being of the community at all stages of life. When we have stable housing for all our residents, they thrive and so does our city.

In April 2021, a Housing Task Force of nineteen White Bear Lake community members selected through a competitive process with input from elected officials to represent a diverse set of housing experiences, backgrounds, and perspectives was established to provide recommendations on housing policies and programs for the City of White Bear Lake to meet its short and long-term housing needs.

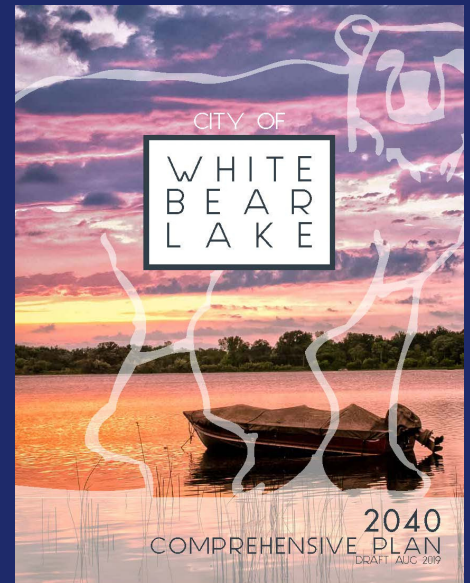


*Top: City of White Bear Lake's oldest housing
Middle and bottom: City of White Bear Lake's newest housing*

All members expressed a common interest in housing and recognition of its importance to the community's vitality, while bringing a diverse set of housing experiences and perspectives. Some members of the group have professional experience in various aspects of housing, while others do not. The committee seeks to balance a variety of voices and viewpoints, each being equally important to the process, reflecting our community as a whole. The health and vitality of our community are dependent upon representing the needs of all its residents and in recognizing the existence of structural disparities.

To inform their work the Housing task force reviewed:

- the City's 2040 comprehensive plan
- a comprehensive housing market study by Maxfield Research & Consulting
- the findings from the on-line community housing survey
- shared our own personal stories about our housing experiences
- Information from the panel of housing experts who presented at the Community Housing Forum Part 1



Community Housing Forum PART 1

Thursday, June 10th
7pm-8:30pm



Comprehensive Housing Market Study
for the City of White Bear Lake, Minnesota



COMMUNITY ENGAGEMENT AND OUTREACH

BACKGROUND

In accordance with objectives in the City's 2040 Comprehensive Plan, Mayor Emerson and City Council directed staff to engage community members in an effort to create recommendations to address the City's housing needs.

Consultants were hired to design a community process that would incorporate best practices from other sources to provide White Bear Lake with community-supported and effective options for addressing a range of housing needs. The 2040 Comprehensive Plan and a housing study conducted by Maxfield Research & Consulting in 2019 served as base documents for the work.

TASK FORCE

Mayor Jo Emerson appointed a Housing Task Force of nineteen members selected from an open application call of interest. Members represented homeowners and renters, new and long-term residents, and a wide range of experience including planners, realtors, educators, former elected officials from other municipalities with housing experience, housing advocates, and leaders in various community organizations. An effort was also made to include people with diverse cultural heritage and economic backgrounds.

The group met as a group eight (8) times April through November using Zoom technology for online meetings. It used Basecamp, an online project management platform as a communication tool.

Members shared their personal housing experiences, reviewed the source documents, did outreach into the community to encourage participation in both a city-wide survey, a forum with housing experts, two engagement conversations (one in person and one virtual) with open invitation to community members to comment on a draft set of recommendations, and careful review of the draft report.

INPUT

Experts that served on the public forum panel included:

- Stacie Kvilvang, Senior Municipal Advisor, Ehlers, Inc.
- Jeanne Kelsey, Housing & Economic Development Program Manager, City of Roseville
- Stephanie Hawkinson, Affordable Housing Development Manager, City of Edina
- Andrew Dresdner, Architect, Cuningham Group
- John Belisle, Belisle Development LLC
- Sarah Harris, Executive Vice President, Strategy, Partnerships & Production, Aeon

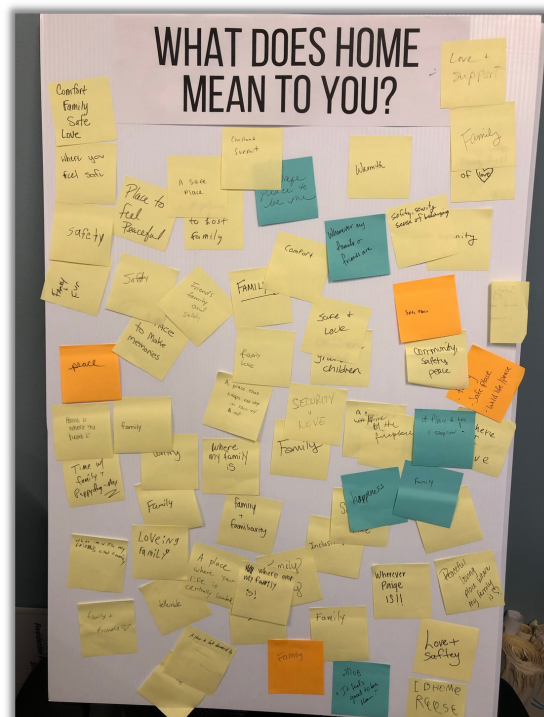
A community survey received nearly 400 responses, and while a wide variety of opinions were reflected in the results, there were a large number of responses expressing the need for additional housing options including a need for more affordable housing.

OUTREACH

Both staff and Task Force members were committed to providing access throughout the process to the entire community. Below is a list of the outreach efforts.

Engagement opportunities included:

- Community Survey (383 responses)
- Housing Task Force (46 applicants)
- Housing Forums
- Marketfest Booth



City staff and Housing Task Force members participated in a Marketfest booth to communicate about the housing initiative and gather additional input.

Outreach efforts to recruit for the taskforce, solicit responses to the community survey, promote the housing forums and generally update the community on the initiative included:

- Video promoting the effort (posted to social media channels, YouTube channel and on City website)
- Social Media Posts
- Updates in City Newsletter
- Press Releases to White Bear Press
- Advertisements in White Bear Press
- Direct outreach to community leaders (White Bear Lake Economic Development Corporation, Rotary, Leadership Tomorrow, Many Faces, Religious Organizations, Non-Profit organizations)
- Direct outreach to local institutions/organizations (Century College, White Bear Lake Area Schools, Solid Ground, Food Shelf, Metropolitan Interfaith Council on Affordable Housing, White Bear Area Chamber of Commerce)
- Direct outreach to property managers of multifamily to share with their tenants
- Direct outreach to City Commissions & Council
- Marketfest Booth (5 of 6 weeks)
- White Bear Area Chamber of Commerce newsletter



YOU ARE INVITED TO THE
Community Housing Forum
PART 2: HOUSING TASK FORCE RECOMMENDATIONS & COMMUNITY FEEDBACK

<p>In person: Thursday, September 9th 7pm-8:30pm</p> <p><small>White Bear Lake Area Schools District Center Board Room, 4855 Bloom Ave RSVP at whitebearlake.org/housing under the Community Housing Forums Tab</small></p>	<p>Online: Monday, September 20th 7pm-8:30pm</p> <p><small>Register at whitebearlake.org/housing under the Community Housing Forums Tab</small></p>
---	---

For more information and to register for the events visit
whitebearlake.org/housing

CITY OF WHITE BEAR LAKE
Housing Task Force

HELP PLAN FOR THE FUTURE OF HOUSING IN WHITE BEAR LAKE!

CITY OF WHITE BEAR LAKE
Housing Task Force & Survey

As city officials plan for the future of housing in White Bear Lake, they are seeking a diverse group of local stakeholders to participate in a housing task force that will create a set of recommendations about housing policy, programs and priorities for the city council to consider. Additionally, as a part of the process, community members are being asked to share their perspectives in a community housing survey.

Visit whitebearlake.org/housing to watch the housing video, take the survey and apply for the task force. **The deadline to apply to is noon on March 1, 2021.**

LEARN MORE AT WHITEBEARLAKE.ORG/HOUSING

<p style="text-align: center;">TAKE THE SURVEY</p> <p style="font-size: x-small;"><i>If you live in White Bear Lake, we want to hear from you! Responses to the survey will help inform future housing policies, programs and priorities</i></p> <p style="text-align: center;"></p>	<p style="text-align: center;">APPLY TO THE TASK FORCE</p> <p style="font-size: x-small;"><i>Be on a team with other area stakeholders to hear from housing experts and examine local data to create a set of recommendations toward meeting the city's short and long-term housing needs. The deadline to apply is noon on March 1, 2021.</i></p>
---	---

HOUSING NEEDS AND OPPORTUNITIES

HOUSING FOR ALL STAGES OF LIFE

Current residents want to stay in White Bear Lake, and need housing options to transition between life stages. Examples include:

- Affordable entry level housing for young adults
- Affordable options for growing families
- Supportive housing for special needs
- Family members returning to take care of aging parents
- Downsize options such as townhomes, row houses, villa units, tiny homes, etc.
- Single level housing for seniors

For new households wishing to buy or rent housing in White Bear Lake, today's housing market has become intensely competitive and difficult to afford. The median home value in White Bear Lake as of July 2021 is \$300,000 and as of 2019, the median rents are \$1,134 per month. The Twin Cities Metro average home value is \$337,000, which is 10.5% higher than it was one year ago. Housing values today are vastly different than they were ten years ago. Some benefited from the dip in property values caused by the Great Recession, but prices today are out of reach for many.

Having attractive options for empty nesters that no longer need their large homes would allow new families to come, replenishing the student population for the school district.



AFFORDABLE HOUSING

The Housing Task Force members voiced concern that affordable and lower income housing in White Bear Lake is hard to come by. According to MN Compass (using 2019 American Community Survey data):

- Median household income in White Bear Lake is \$71,709 (slightly over 70% Area Median Income for the Twin Cities region in 2019)
- 18.7% of WBL households have less than a \$35,000 annual income
- 33.2% of WBL households have less than a \$50,000 annual income
- Median 12 month rolling average home sales price in WBL as of July 2021 is \$300,000 (was \$273,000 in July 2020)
- 6.6% of children under age 17 live in households with incomes below poverty level
- 5.5% of 65+ live in households with income below poverty level
- 26.1% of WBL households are cost burdened (15.6% of owner households, 49% of renter households)

PEOPLE WHO WORK IN THE CITY SHOULD BE ABLE TO LIVE HERE

The lack of affordable housing creates any number of financial, social, and health costs to families. Young people that want to return to White Bear Lake find few options that are affordable. These housing pressures also impact students at Century College, who grapple with housing insecurity and are sometimes homeless. In addition to a range of life-stage housing options, a range of affordable housing options also need to be considered. Housing is the foundation that provides stability for education, jobs, and health. All people need safe, stable, affordable housing.

As the Twin Cities region grows, new investments and opportunities emerge. Transit options provide access to over 106,000 area jobs, fueling a strong local economy. Linking housing to transit offers residents alternative ways to reach their destinations. The City will be called to manage growth in ways that will call for creative solutions (e.g. incentives, regulations, policies, etc.), and ways to engage community to define shared goals that guide future development. How can the City best prepare for the future? Incorporate principles of sustainability to help our planet, affordability to allow all to prosper, and provide places to build community to strengthen our social connections.

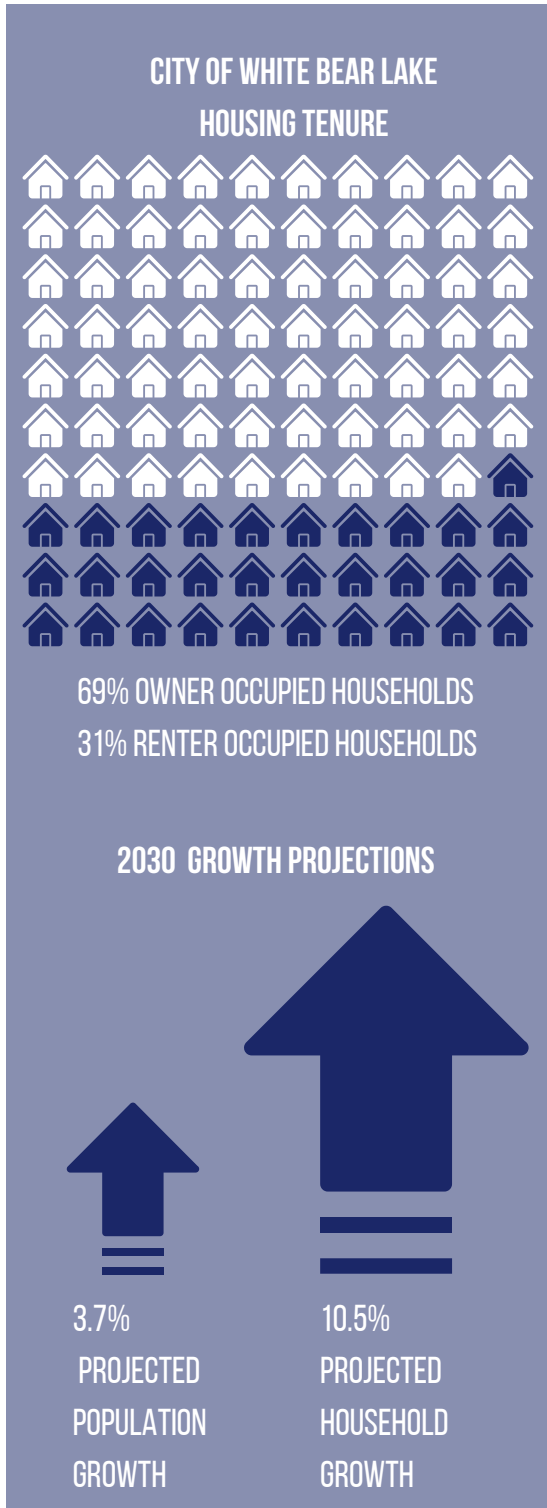
DEMOGRAPHIC UPDATE

WHO IS WHITE BEAR LAKE TODAY?

Communities are constantly evolving, and that is no different for White Bear Lake. Conscientious planning for the future requires looking at changing demographic trends to ensure housing infrastructure meets the needs and preferences of a changing population. Housing task force members believe that the following housing recommendations will help to ensure White Bear Lake remains an economically and socially vibrant community where all people have the opportunity to thrive.

As we look at how our community has changed in the past 30 years we see changes in composition of households, with the average household size decreasing and the most dramatic change occurring in the number and proportion of single person households.

Looking ahead at population projections for White Bear Lake, the City is expected to experience population and household growth, but with a decreasing average household size household growth is expected to be exponentially higher. As residents age and family structures change, it is anticipated that the downward trend in average household size will continue.



HOUSING STOCK

White Bear Lake has a diverse but aging housing stock. Recent years have seen significant increases in the median sales price of owner occupied housing in the community and low vacancy rates in renter occupied housing contribution leading to a lack of affordable housing for people who earn low to middle incomes. This lack of supply and robust demand for housing in White Bear Lake and the region in general is leading to housing cost increases that outpace wage growth. It is generally agreed among planning and economic development experts that the lack of affordable housing in the region is a threat to continued economic growth, in addition to creating quality of life challenges for community members.

It's essential to provide a range of housing options that includes your first home to your last home, and everything in between. Without a range of housing it can be hard to attract residents, and even harder to retain them. School districts rely on young families locating in White Bear Lake to maintain their quality services. More housing options are needed to offer ways for people to join the community, and to stay as they move through different life stages.

1969 MEDIAN YEAR
WHITE BEAR LAKE
HOMES WERE BUILT

1.9% RENTAL VACANCY
RATE IN THIRD
QUARTER OF 2020
5% CONSIDERED EQUILIBRIUM



CHARACTER

MAINTAINING WHITE BEAR LAKE'S CHARM & CHARACTER WHILE MEETING FUTURE NEEDS

When considering housing options, utilize the following guiding principles to measure success:

HEALTHY COMMUNITIES

Safe, stable housing has positive impacts to physical and mental wellbeing as well as educational and employment outcomes, and is improved by access to recreational opportunities, walkability, located close to health services, non-toxic materials, access to healthy or home grown foods, etc.

PROSPEROUS

What does that mean for you? Upward mobility? Social networks? Access to education or jobs? Entrepreneurial support network? It can start simply with the discussion of affordability and the ability to live simply, thereby giving a household or individual the ability to allocate resources to things other than rent or mortgage. Ways to promote individual or household prosperity.

AUTHENTICITY

Adheres to values of a place and people, history and culture of the community, reflects the geography through local materials and craftsmanship, reflects environmental conditions, and a sense of belonging.

SOCIABLE

Minnesota is known throughout the country as a place with high social capital, a place where invisible bonds keep society moving forward. Spaces that support sociability between people who know each other as well as strangers. Housing with stoops and porches, front patios that put eyes on the street and that allow both neighbors and strangers to simply wave to each other.

For White Bear Lake to continue to provide a range of housing so that people can remain in the community through all phases of life it's important to have these discussions with developers about housing projects that focus on these four items.

This page left intentionally blank.

RECOMMENDATIONS



INVESTMENT IN HOUSING

HOW SHOULD THE CITY OF WHITE BEAR LAKE LOOK AT HOUSING FINANCING?

Investing in housing will deliver strong returns for the city. Housing is the strongest economic base that we have. The ability to meet current and evolving housing needs with a variety of housing options and maintain existing housing stock is critical.

The City should consider creating an *Affordable Housing Trust Fund* (utilizing different sources) that would strengthen the City's ability to:

- Acquire priority sites to guide redevelopment in response to housing needs
- Leverage private and public equity (e.g. philanthropy, social impact investors, Greater MN Housing Fund's Naturally Occurring Affordable Housing Impact Fund, etc.)
- Provide gap financing for new or preserved affordable housing
- Provide a guarantee for a portion of the debt (lowers the risk for the lender to provide more favorable terms to the developer)
- Utilize publicly owned sites for housing (assets to help achieve goals through reduced land sale)
- Matching funds for affordable housing trust funds through the State
- Leverage other public sources (county, region, state/infrastructure bonds, or federal resources)
- Attract grant resources to advance City goals for affordable housing
- Create recoverable loan programs to circulate investment within the community to improve existing housing stock (ongoing source)



AFFORDABLE HOUSING TRUST FUND & OTHER FINANCIAL RESOURCES FOR HOUSING

To better address the growing housing needs in the community and to meet its housing goals, the City should consider a variety of financial sources, such as (listed in order of preference):

A. Reduce land value for resale of city owned property (additional subsidy option)

B. Grants offered by the Metropolitan Council, Minnesota Housing, and Department of Employment & Economic Development – grants are accessed by a public partner (City) to provide additional equity for housing projects.

C. Tax Increment Financing (TIF) – primarily used for affordable rental apartments, senior projects and services, and occasionally market-rate housing.

D. Housing & Redevelopment Authority ("HRA") levy (tax) – raise a pool of funds specifically for housing programs. The tax impact of a \$265,000 HRA on the median value home in White Bear Lake (per Ramsey County that amount is \$260,300), would be an increase of \$20.39 for the year, or \$1.70 per month. This amount may not be much initially, but could build over multiple years.

E. Tax abatement – ability to abate 100% of property taxes for a specific project.

F. General tax levy – creates additional resources within the general fund budget to address significant issues that need attention.

POLICIES & PROGRAMS

A. ESTABLISH AFFORDABLE HOUSING GOALS AND PRIORITIES

Create an Affordable Housing policy that requires a percentage of all new housing to be affordable if financial assistance or regulatory concessions are requested for the project. Over time, the City should adjust the goals as the housing market and demographic needs evolve. The option for developers to direct resources into an affordable housing fund in lieu of creating units in their projects should also be considered.

One example is inclusionary zoning, which is a policy requiring that for all new multifamily housing a percentage of the total units must be provided to households of lower income (typically targeting 60% or 50% area median income). Affordable housing may not make sense for all places, or maybe the owner and the management company is ill-equipped to manage affordable housing, so the City may offer the option for developers to allocate money into a fund in lieu of including affordable units in their property. This allows the City to redirect those funds to invest in affordable housing in other areas of the city.



LEGEND

\$\$: REQUIRES FINANCIAL RESOURCES

LU/Z: LAND USE AND ZONING STRATEGY

STUDY: A STUDY IS RECOMMENDED

PARTNER: PARTNER ORGANIZATION(S) NEEDED TO IMPLEMENT

<i>Polices & Programs to consider listed in order of preference</i>	\$\$	LU/Z	Study	Partners
1. Create an Affordable Housing Trust Fund to implement affordable housing goals and priorities	X			
2. Inclusionary housing policy – percentage of new units are required to be affordable (if request any financial assistance or regulatory concessions for the project) a. Other cities with Inclusionary Housing Policies include: Minnetonka, Eden Prairie, St. Louis Park, Minneapolis, Golden Valley, Bloomington, Brooklyn Park, Edina, Richfield, Chaska, and Shoreview. Also, the Metropolitan Council has a Twin Cities Housing Calculator (inclusionaryhousing.org) to assist cities with assessing opportunity sites. b. The City will need to assess the percentage (10%? 20%? of units) and depth of affordability required.			X	
3. Update the current zoning code to align with city priorities to achieve housing goals identified in the 2040 Comprehensive Plan		X		
4. No-net-loss of affordable housing policy (e.g. reviewing inventory yearly, adapt plans to identify ways to maintain and potentially increase affordable housing) a. Create threshold of property type/# of units b. Potential to work with school district as a case study to replace lost housing	X		X	

B. PRODUCTION OF NEW AFFORDABLE HOUSING OPTIONS: RENTAL AND OWNERSHIP

There was unanimous consent by Housing Task Force Members that housing values are escalating so quickly in today's market that it is getting more and more difficult for new and existing residents to find an affordable home in White Bear Lake. The shortage of housing is especially significant for low- and very-low income households with incomes of \$62,940 per year or lower for a family of four (reflects 60% area median income in 2021). To increase the availability of affordable rental and ownership options for low and very-low households the City must work to incorporate financing and regulatory tools to support or incentivize the production of affordable units.

For example, new construction projects that utilize low income housing tax credits (LIHTC) offer rental housing options that serve households at 60% area median income (AMI) or less. Nonprofit developers are able to produce units that serve households at 30% AMI or an annual income of \$31,450 or less for a family of four. (Note: Minimum wage in Minnesota in 2021 is \$10.08 per hour, which is equivalent to an annual salary of \$20,160 per year).

In addition, providing access to home ownership offers stability for families. Yet for more and more families, home ownership is out of reach due to rising home values and stagnant wages. Consider supports for ownership options such as tiny homes, community land trusts, housing cooperatives, or manufactured homes that offer access to ownership at more affordable levels.



LEGEND

\$\$: REQUIRES FINANCIAL RESOURCES

STUDY: A STUDY IS RECOMMENDED

LU/Z: LAND USE AND ZONING STRATEGY

PARTNER: PARTNER ORGANIZATION(S) NEEDED TO IMPLEMENT

<i>Polices & Programs to consider listed in order of preference</i>	\$\$	LU/Z	Study	Partners
1. Provide city owned property at reduced cost	X			
2. Guided land use for affordable density <ul style="list-style-type: none"> a. Create land use designations that enable smaller units (e.g. tiny homes, prefab or manufactured housing, shipping containers, etc.) to provide more affordable options b. Density bonuses for new development that includes affordable units 		X		
3. Utilize Tax Increment Financing to fill financial gaps for affordable housing projects	X			
4. Rent to own programs (RTO) <ul style="list-style-type: none"> a. Rent to own is a purchase arrangement made between home buyer and home seller under which the home buyer leases the property for the first few years with an option to buy the property at the end of the lease term for a pre-determined price b. An approach used for artist housing or other small business/remote working options 				X
5. Collaborate with Community Land Trust to provide a line of credit so that a community land trust can purchase properties to convert to a land trust. Part of the line of credit turns into a grant once the home is sold to the new buyer (the land is held by the CLT as a 99 year lease).	X			X
6. Study ways to reduce barriers to the creation of accessory dwelling units ("ADUs")			X	

<i>Polices & Programs to consider listed in order of preference</i>	\$\$	LU/Z	Study	Partners
7. Homeownership education, counseling, and down payment assistance program (partner with other housing agencies like MN Housing or US Dept. of Housing and Urban Development)				X
8. Housing cooperatives, townhomes or condominiums (may require gap financing)				X
9. Partner with Twin Cities Habitat for Humanity or other nonprofits to create a pathway for new homeowners (new construction, rehabilitation, or financing)				X
10. Enable live/work housing options		X		
11. Develop a program to assist seniors with bringing in boarders to support their ability to stay in their homes (providing affordable housing for boarders)				X



C. PRESERVATION OF EXISTING AFFORDABLE HOUSING (NATURALLY OCCURRING AFFORDABLE HOUSING AND PUBLICLY SUBSIDIZED): RENTAL AND OWNERSHIP

Older rental properties and single family homes that may suffer from deferred maintenance offer some of the most affordable housing in our community. Current housing market trends make these properties attractive for investors interested in purchasing them and making improvements that significantly increase rents, or to tear down for new construction. Losing these homes can lead to the displacement of families, occasionally putting them on the brink of homelessness. Affordable housing is needed for many people in the community at various life stages (e.g. college students, low wage workers, seniors on fixed incomes, families suffering from financial hardships, etc). Saving the existing affordable housing stock is the cheapest and fastest way to respond to the housing crisis. The City can dedicate resources to help preserve these properties and maintain their affordability long- term.

LEGEND				
	\$\$: REQUIRES FINANCIAL RESOURCES		STUDY: A STUDY IS RECOMMENDED	
	LU/Z: LAND USE AND ZONING STRATEGY		PARTNER: PARTNER ORGANIZATION(S) NEEDED TO IMPLEMENT	
<i>Polices & Programs to consider listed in order of preference</i>	\$\$	LU/Z	Study	Partners
1. Fix-up programs (e.g. Habitat for Humanity’s Brush with Kindness – volunteers help others in need)	X			X
2. Provide resources for NOAH acquisition fund (Greater MN Housing Fund’s NOAH Impact Fund)	X			
3. Home improvement loans (income qualified, ten year restriction)	X			
4. 4D – property tax reduction for landlords willing to maintain affordable rents			X	

D. RENTER PROTECTIONS

Renter protection policies are becoming important tools for addressing housing displacement for renters and guarding against unforeseen expenses for new home buyers.

LEGEND				
\$\$: REQUIRES FINANCIAL RESOURCES			STUDY: A STUDY IS RECOMMENDED	
LU/Z: LAND USE AND ZONING STRATEGY			PARTNER: PARTNER ORGANIZATION(S) NEEDED TO IMPLEMENT	
<i>Policies & Programs to consider listed in order of preference</i>	\$\$	LU/Z	Study	Partners
1. Fair Housing Policy – enforces the non- discrimination of Housing Choice Voucher holders (also known as Section 8 Vouchers), and the Fair Housing Marketing plan (* see <i>Housing Discrimination guidance below from the MN Department of Human Rights</i>)			X	
2. 60 day notice of sale – a landlord must notify tenants 60 days before the property is listed for sale.			X	
3. Just Cause Eviction Policy			X	
4. Advance written notice of intent to file for eviction due to missed payment			X	

HOUSING DISCRIMINATION GUIDANCE FROM MINNESOTA DEPARTMENT OF HUMAN RIGHTS

Property owners cannot discriminate against renters because of their race, color, creed, religion, national origin, sex, marital status, disability, public assistance, sexual orientation, gender identity, or familial status.

Property owners, managing agents, financial institutions with real property interest, and real estate brokers cannot deny loans or offer less favorable terms and conditions to applicants, refuse to rent an apartment, refuse to make necessary repairs to a rental unit, refuse to reasonably accommodate an individual with a disability, or evict a tenant because of a protected class.

From the FAQ: *Can a landlord refuse to rent to me because I receive public assistance?*

It's illegal to refuse to rent to someone because they receive public assistance. A landlord may, however, set income requirements that would tend to rule out public assistance recipients-provided that the requirements apply equally to every applicant regardless of the source of their income. The landlord would also need to show that the requirements are motivated by legitimate business reasons, and not by a desire to discriminate. The provision against discrimination based on public assistance does not apply to Housing Choice Vouchers (also known as Section 8 vouchers).

E. HOUSING PRESERVATION

With rising land values and the cost of new construction, the least expensive housing investment is preserving the existing housing stock. Preservation also helps to maintain the character and historic aesthetic of the community. Task Force members expressed strong concerns about the trend of buying older homes and tearing them down to build larger and more expensive homes, which counteracts the ability to maintain affordable homes for ownership.

LEGEND				
	\$\$: REQUIRES FINANCIAL RESOURCES		STUDY: A STUDY IS RECOMMENDED	
	LU/Z: LAND USE AND ZONING STRATEGY		PARTNER: PARTNER ORGANIZATION(S) NEEDED TO IMPLEMENT	
<i>Policies & Programs to consider listed in order of preference</i>	\$\$	LU/Z	Study	Partners
1. Home improvement revolving loan fund (term requirement to discourage people from making improvements and selling to benefit from increased value) – conditions such as replacement needs, disability, energy savings, etc.	X			X
2. Housing Preservation Program – based on program in Edina, houses that meet the given criteria - single family homes with an assessed value of up to \$425,000* - can be purchased by the City under existing Housing and Redevelopment Authority programs, including the HRA's partnership with the Homes Within Reach program (a community land trust).	X			X
* \$425,000 was based on average value of Edina home razed for new housing, if implemented an appropriate value for White Bear Lake would need to be determined based on local market conditions				



F. MARKET-RATE HOUSING PRODUCTION

Providing a range of housing options is the best way to attract new residents and hold onto existing residents. Options for both housing size and cost should be considered. To enable households to transition to accommodate their current life cycle, the City should work to attract a variety of housing types and values. For growing families, sufficient space and affordability may be key factors. For empty nesters or seniors, the convenience of walkability and transit friendly locations may be a priority. Incentives can be offered for empty nesters to sell their homes to the next generation of households with children, or to help young families with down payment assistance. Finding appealing housing options that motivate people to move into a next home is critical.

LEGEND \$\$: REQUIRES FINANCIAL RESOURCES STUDY: A STUDY IS RECOMMENDED LU/Z: LAND USE AND ZONING STRATEGY PARTNER: PARTNER ORGANIZATION(S) NEEDED TO IMPLEMENT				
<i>Policies & Programs to consider listed in order of preference</i>	\$\$	LU/Z	Study	Partners
1. Consider density bonuses for projects that respond to city housing goals		X		
2. HRA to oversee site acquisition and site assembly to gain public control, and utilize a community engagement process to guide future development that best responds to community needs, shared values, and market realities.	X			
3. Create an incentive program to encourage empty nesters to transition into smaller homes so that larger homes can be made available for new families.			X	
4. Reduce regulatory barriers to the creation of Accessory Dwelling Units ("ADUs") that respond to city housing goals a. Identify where ADUs would be most appropriate b. Keep the current Conditional Use Permit process for ADUs		X	X	

<i>Polices & Programs to consider listed in order of preference</i>	\$\$	LU /Z	Stu dy	Part ners
5. Design competition hosted by the City – invite designers to compete using city owned or opportunity sites to showcase ideas for smaller housing options that appeal to empty nesters (focus on desirable locations for senior lifestyles).			X	
6. Tax Increment Financing	X			



G. SUSTAINABILITY AND WALKABILITY

In response to the threat of climate change, the City should be utilizing any means necessary to reduce our carbon footprint. Energy efficiency programs must be promoted for all residential properties. And reducing our reliance on fossil fuels is made possible by encouraging public transit and multimodal options (e.g. walking, biking, scooters, etc.). The City of White Bear Lake maintains its resort town charm by providing walkable areas with access to housing, jobs, services, natural spaces, and other amenities.

The Task Force encourages the City Council and Planning Commission to work together to review opportunity sites and consider the transition of uses.

LEGEND				
	\$\$: REQUIRES FINANCIAL RESOURCES		STUDY: A STUDY IS RECOMMENDED	
	LU/Z: LAND USE AND ZONING STRATEGY		PARTNER: PARTNER ORGANIZATION(S) NEEDED TO IMPLEMENT	
<i>Polices & Programs to consider listed in order of preference</i>	\$\$	LU /Z	Study	Partners
1. Strengthen the interconnection between transit and housing to increase sustainability and walkability		X		
2. Focus on opportunity sites within one-mile of transit stops or stations, locate housing near transit and job centers				X
3. Energy efficiency program – work with utilities or MN Housing to provide grants or incentives for homeowners and landlords to incorporate energy efficiency measures into their properties (e.g. grants for solar panels)	X			X
4. Adjust zoning requirements to allow compact development (mixed uses, higher densities, multi-modal options, etc.)		X	X	
5. Increase vertical density to provide greater green space		X	X	
6. Advocate for and encourage "last mile" connector transit service options				X

GUIDING FUTURE DEVELOPMENT

Change and growth are difficult propositions for any community. Publicly owned sites offer the greatest opportunity to respond to community needs, and should be held to a higher standard for engaging community members to inform and shape their outcomes. Privately owned opportunity sites also benefit from community review and process, and must comply with existing city land use and zoning regulations.

Recommendations:

1. **Development Review Process:** In an effort to ensure development proposals are considered from a holistic perspective of whether they are in line with the City's housing goals and needs, the Housing Task Force has made recommendations to enhance the public review process. This process is offered to give additional opportunities for review from elected and appointed officials as well as making the community aware of the proposals earlier in the development review process.

The following description is for proposals that depart from land use regulations which require a rezoning or are requesting public financial assistance. To ensure a clear and transparent process a visualization for this for this and other development reviews are detailed in the flow chart shown in Appendix A.

**Denotes additions to the current review process*

- Step 1) **Pre-application site plan review:** Present conceptual site plan to Community Development Staff for initial feedback and zoning analysis. If a larger or more complex land use proposal, a subsequent conceptual review may be scheduled at which several City staff members from various departments will offer comments on the development proposal.

Step 2) Referral Process: A four part process involving initial City Council input, neighborhood input, a commission level review and additional opportunity for City Council feedback. This step is applicable to Redevelopment/Infill proposals which depart from the Comprehensive Plan – Future Land Use Designation, require a Rezoning, or will request public finance assistance from the City/Housing & Redevelopment Authority ("HRA").

2A) City Council Review*: Prior to preparation of detailed plans and documents, the preliminary concept is presented at a City Council meeting for initial feedback and direction to the applicant and staff on areas of concern of additional analysis required. Applicants can choose to modify their plans once they are aware of Council concerns and explore viable alternatives.

2B) Neighborhood Meeting: A Neighborhood Meeting may be required prior to formal submittal. Coordinate with Community Development staff to ensure adequate notice to surrounding neighborhood and to coordinate the meeting time, location and mailing. Neighborhood meetings allow the applicant to communicate the proposal to citizens in any impacted or adjacent neighborhoods early in the design process. Residents and neighbors can communicate their questions and opinions about the proposal. The neighborhood meeting is for the applicant to present their proposal and answer questions, with City staff available to address policy and process questions. Neighborhood meetings are a platform to get concern out in the open and to keep open communication channels. Applicants can choose to modify their proposal to address questions and concerns identified by neighbors.

2C) HRAAC Review*: Preliminary concept is presented to the Housing & Redevelopment Authority Advisory Commission ("HRAAC") comprised of community representatives appointed by the mayor for initial feedback and direction to the applicant and staff on whether the proposal is seen to advance policy goals of the city as identified in the Comprehensive Plan, Housing Task Force Report and other relevant City goals and policies. HRAAC sends review comments to City Council.

2D) City Council Review*: Any revised plans presented for Council review and for Council to direct staff and applicant on remaining areas of concern or what may require additional analysis prior to a formal application.

Step 3) Submittal of Completed Land Use Application: Submit completed Land Use Application along with project narrative, site plan, building elevations and floor plans, preliminary site data: lot area, setbacks, existing/proposed building area, density/FAR, and parking analysis, site lighting, traffic impact study (if applicable)& preliminary engineering, including grading, utilities and stormwater management.

Step 4) Public Hearing before the Planning Commission : Community Development staff prepares a comprehensive analysis of the development proposal summarized in a report to the Planning Commission with a recommendation for approval or denial of the requested, with any suggested conditions of approval. Planning Commission conducts a Public Hearing and makes a recommendation to the City Council.

Step 5) City Council Meeting: Community Development staff presents their analysis of the development proposal along with summarized in a the Planning Commission's recommendations for approval to the City Council. City Council will then consider the application and recommendations and vote to approve, approve with conditions or deny.

2. Zoning Code: Zoning codes and land use regulations must be updated to align with the City's 2040 Comprehensive Plan and priorities. Adopt rules/codes to ensure the realization of the Guiding Principle of Compatible Design (page 3-40 of 2040 Comprehensive Plan - Encourage housing development design that reflects the character of the community while still increasing the quantity and variety of housing options.)

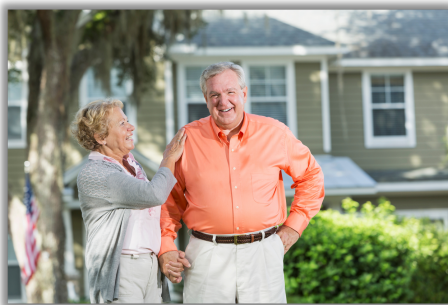
DEVELOPMENT PRIORITIES

While there are many opportunity sites identified in the 2040 Comprehensive Plan, the city should prioritize or focus city resources and staff time on the two city owned sites for housing:

- Former Public Works site
- 4th Street & Bloom Avenue

Housing task force members consistently highlighted the need for three product type development priorities:

- Affordable housing suitable for a range of housing needs (e.g. senior, students, smaller households/tiny homes, families with lower incomes, long-term affordability such as land trust or mission-based developer like Habitat for Humanity, starter homes for home ownership, etc.)
- Senior friendly one level living that allows seniors to downsize from current homes (not multifamily)
- More housing options to fill housing gaps (e.g. student housing, smaller options etc.)



CONCLUSION

The Housing Task Force members thank the White Bear Lake City Council and Mayor for the opportunity to deliberate and provide recommendations on housing policies and programs for the City of White Bear Lake to meet its short and long-term housing needs. We submit these recommendations for your consideration on November 23, 2021.



*Top: Johnson Boatworks in Commercial Bay (Courtesy of White Bear Lake Area Historical Society)
Bottom: Boatworks Commons a mixed use development on the former site of Johnson Boatworks*

This page left intentionally blank.

APPENDIX



APPENDIX A: PLANNING REVIEW PROCESS FLOW CHART

The following page shows a flow chart depicting the application process for the development of new buildings. Below are **hypothetical situations**, which illustrate the "path" the examples would follow through the review and approval process:

Example 1: Orange Company has secured land in the City with the intent of building a multifamily residential building. After an initial review by staff Orange Company submits a formal application and plans to the City. The staff review determines the plans have met all zoning regulations including property line setbacks, density provisions and building height, the development in an area that has been designated in the 2040 Comprehensive for high density residential use and the land is in a R-7 High Density Residential zoning district. For these reasons, Orange Company's application will follow *Path A*.

Example 2: Ms. Green purchased a parcel of land on which she intends to build a single family home. After an initial review by staff Ms. Green submits a formal application and plans to the City. The land is in an area guided for low density residential use and in a R-3 Single Family Residential zoning district, however the plans deviate from the zoning code because they do not meet regulations regarding property line setbacks. For these reasons Mr. Green's application will follow *Path B*.

Example 3: Blue Organization has entered into a purchase agreement for land in the City with the intent of building affordable multifamily housing. The area is not currently guided for use that includes high density residential and a request for financial assistance from the city to help offset the gap between existing funding for the project and the cost to construct the project. For these reasons, Blue Company's proposal will follow *Path C*.

Pre-Application Site Plan Review

Potential applicant presents conceptual site plan to Community Development Staff for initial feedback and zoning analysis.

Path A



Meets current land use and zoning regulations, not asking for public financial assistance



Application routed through relevant departments for review & comments



Applicant applies for zoning, building & fire permits



Administrative approval if determined application meets regulatory requirements

Path B



Plan meets current land use and zoning use regulations, not asking for public finance or subsidy however departs from building or site regulations of zoning code requiring a variance or requires a conditional use permit (CUP) or meets land use guiding, but requires a rezoning



Formal Application Process

Land Use Application Submitted



Staff Review

Application routed through departments for review & comments; staff drafts a report for Planning Commission with their recommendations



Planning Commission & Public Hearing

Public has opportunity to comment on plans. Planning Commission will vote to recommend approval, denial or approval with conditions for Council's consideration



City Council Considers Application

Council will consider application and recommendations and vote to approve, approve with conditions or deny.

Per State Statute Process Must be 60 days or less

Path C



Redevelopment/Infill proposal that departs from land use regulations, requires a rezoning or requesting public financial assistance



Conceptual plan routed through relevant departments for review & comments



Applicant may revise plans to incorporate staff feedback



Proposed Referral Process

City Council Review

Preliminary concept is presented at a City Council meeting for initial feedback and direction to the applicant and staff on areas of concern of additional analysis required.



Neighborhood Meeting

A Neighborhood Meeting may be required prior to formal submittal. Coordinate with Community Development staff to ensure adequate notice to surrounding neighborhood and to coordinate the meeting time, location and mailing. Neighborhood meetings allow the applicant to communicate the proposal to citizens in any impacted or adjacent neighborhoods early in the design process. Residents and neighbors can communicate their questions and opinions about the proposal. The neighborhood meeting is for the applicant to present their proposal and answer questions, with City staff available to address policy and process questions. Neighborhood meetings are a platform to get concern out in the open and to keep open communication channels. Applicants can choose to modify their proposal to address questions and concerns identified by neighbors.



HRAAC Review

Preliminary concept is presented at to a Housing & Redevelopment Authority Advisory Commission (HRAAC) comprised of community representatives appointed by the mayor for initial feedback and direction to the applicant and staff on whether the proposal is seen to advance policy goals of the city as identified in the Comprehensive Plan, Housing Task Force Report and other relevant City goals and policies. HRAAC sends review comments to Council



City Council Review

Any revised plans presented for Council review and for council to direct staff and applicant on remaining areas of concern or what may require additional analysis prior to a formal application

Applicant may revise plans throughout process to incorporate adjustments in response to feedback

Denotes addition to current process

APPENDIX B: GLOSSARY

Definitions are from a variety of sources including the Maxfield Comprehensive Housing Analysis and Metropolitan Council.

4D: A property tax classification that has a reduced tax rate for affordable housing that meets certain requirements as laid out by Minnesota state statute.

Accessory Dwelling Unit ("ADU"): A living unit that is accessory to a primary single family structure. Typically referred to as in-law apartment or carriage home.

Affordable Housing: According to HUD, housing costs less than 30% of a households income are considered affordable. Households paying more than 30% of their income on housing are considered cost burdened and households paying more than 50% of their income on housing are considered extremely cost burdened. Some definitions of affordable housing consider only housing affordable to those earning a certain percentage of AMI, typically less than 100% AMI, but sometimes ranging to 120% AMI.

Area Median Income("AMI"): The income at which half of households earn more than that amount and half earn less; 80% of AMI is considered Low-Income; Very Low-Income is 50% of AMI; Extremely Low Income is 30% of AMI. In 2021 in the Twin Cities Metro Area AMI for a family of four is \$104,900.

Community Land Trust ("CLT"): Community Land Trusts help low- and moderate-income families benefit from the equity built through home ownership and at the same time preserve the affordability of these homes so future residents will have the same affordable homeownership opportunities. A Community Land Trust (CLT) creates affordable housing by taking the cost of land out of the purchase price of a home and maintains affordability by controlling the resale price of houses on CLT land through a ground lease and resale formula.

Comprehensive Plan: Plans prepared and updated by cities, townships and, in some cases, counties, for local land use and infrastructure. Comprehensive plans provide guidelines for the timing and sequence of the adoption of official controls to ensure planned, orderly, and staged development and redevelopment. In the seven county Twin Cities area the Metropolitan Council requires each city to update their plan every 10 years. Land use is currently guided by the 2040 Comprehensive Plan in White Bear Lake.

Conditional Use Permit: A permit for a use that is not granted by right, but rather must meet a set of conditions to be allowed in a certain zone.

Cost-burdened households: households that pay 30% or more of their income on housing related costs (including mortgage or rent and housing-related utilities);

Extremely cost-burdened households: pay 50% or more of their income on housing related costs

Household: All persons who occupy a housing unit, including occupants of a single-family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Housing and Redevelopment Authority ("HRA"): Bodies that are typically responsible for issues regarding housing, redevelopment and economic development within a given jurisdiction. Sometimes officials are a separate governing authority, sometimes they are the same as the City Council. In the City of White Bear Lake, the HRA is comprised of the five elected city council members.

Housing Choice Voucher Program: Also known as Section 8 vouchers. The federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. Housing choice vouchers are administered locally by public housing agencies. They receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program. A housing subsidy is paid to the landlord directly by the public housing agency on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

Inclusionary Zoning: Zoning code requirements that originated in the early 1970s aiming to stimulate the production of affordable housing. Generally, these ordinances require that a minimum percentage of new housing units be set aside for low-income households. Inclusionary zoning can be mandatory or voluntary.

Lifecycle housing: Ensuring there is a full range of housing options for all stages of life, from starter homes through continuum of care, so people can live their whole lives in a given community

Local/Land Use Controls/Regulations: Ordinances and policies of local governments, including requirement of permits and codes created to ensure private use of land resources are aligned with public objectives and standards. Some forms of land use regulations include housing codes, regulations for subdivisions, zoning ordinances, and building codes.

Naturally Occurring Affordable Housing ("NOAH"): Housing that is affordable without subsidy. The rent prices that the housing can demand in the unsubsidized private market given the properties' quality, size, or amenities is low enough such that the tenants of these properties, whose income might otherwise qualify them to be a participant in publicly funded housing programs, can reasonably afford them.

Tax Abatement: Reduction of or exemption from tax that is granted by government for a specified period, usually to encourage investment activities.

Tax Increment Financing: A financing tool available to local governments for redevelopment and improvement projects. TIF uses the projected increase in property taxes that a redevelopment will generate to finance the costs of the development.

Variance: A numerical deviation from the requirements set out by the zoning code.

Zoning: Classification and regulation of land use by local governments according to use categories (zones); often also includes density designations and limitations.



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

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

Date: November 16, 2021

Subject: **Resolution authorizing City Manager to execute contract with Kraus-Anderson for Construction Management Services for the Public Safety Building Project**

SUMMARY

At its 2017 goal setting session, the City Council identified as a priority, replacement of North Station's fire apparatus bay and construction of a garage for indoor storage of patrol squads and administrative fire and police vehicles. In July, 2019 the Council authorized issuance of an RFP for consultant services to perform a related space needs study and site master plan, which was ultimately awarded to Wold Architects in October of that year.

Wold presented its findings from the space needs study, along with a site master plan, at the Council's February 11, 2020 work session. Due to the pandemic, further discussion on this project was postponed until the November 23, 2020 work session, at which Council reviewed related funding options and subsequent tax impacts. On January 26, 2021 the City Council approved a contract with Wold Architects to enter the design development phase of the project. The resulting plans were presented to the City Council at a work session on September 21, 2021 and again at the City Council meeting on October 12, 2021.

At the City Council meeting on October 12, 2021, the City Council approved a contract with Wold Architects for completion of the Construction Documents. The City Council also authorized staff to seek proposals for construction management services. After review of the proposals received and follow up interviews, staff is recommending that Kraus-Anderson (KA) be selected as Construction Management Advisor. In this role, KA acts as the City's advocate on the construction site, manages the contractors, manages the daily construction activity, reviews bids/budget and works with the architect to find creative solutions to issues that may arise.

Staff is familiar with the team that KA has assigned to this project; the Project Superintendent worked on the City's 2018 Sports Center renovation. KA shared some phasing ideas that may shorten the duration of this construction project, and they have extensive experience navigating the challenges of a reconstruction/remodeling project around and operational Police/Fire facility.

KA's pre-construction services are proposed at \$22,000. Overall construction management fees are estimated to be \$800,000, depending upon final project costs presented in the construction bids next spring; these costs have been factored into the estimates previously provided by Wold.

With the selection of a Construction Manager complete, staff will now seek proposals for third-party commissioning services for Council's consideration.

PROJECT BACKGROUND

The Public Safety Building project includes the replacement of the existing fire apparatus bay at the north station, construction of a police squad garage, and interior modifications to better accommodate current fire and police operations.

Fire Apparatus Bay

The existing apparatus bay at the north station was constructed in 1961. There have been significant changes in the industry over the past several decades including, but not limited to, health and safety standards that prescribe separate zones for contaminated gear and areas where personnel train, rest and do reports. Proper air exchange and handling within the station is an industry standard, which did not exist when the building was constructed. The equipment used today has also changed and is, in most cases, much larger. As one example, the type of ladder truck that the City ordered was limited due to the height of the doors on the station. The collective impact of the overall size of the equipment and the need to add equipment in order to continue to provide adequate service over the last 60 years has created space issues. The Fire Department itself has changed significantly since this building was constructed; most notably call volumes have grown from a few hundred each year in the 1960's to approximately 4,400 annually. In 2019, the City hired 12 full-time Firefighter/Paramedics transitioning from a mostly paid-on-call model to a combination-staffing model. The full-time and part time staff now work shifts. The crews working at the station, rather than people responding from home now, handle almost all of the calls.

Replacement of the existing fire apparatus bay would also include added dorm room capacity to accommodate the City's combination response model and account for further growth. The renovation of the apparatus bay area will include a kitchen/dining area that will be used by both Police and Fire.

Police Squad Garage

The construction of a police garage was initially contemplated as a second phase to the public safety building expansion in 1993. The City purchased the homes across from the station for this purpose. Currently, the Police Department has four indoor parking spots and 19 total vehicles in their fleet. Two of those four spots are the secured sally port which are reserved for suspect booking. Today's police squads are equipped with technology and tools that need to stay warm in the winter and cool in the summer. With no indoor parking, squads are left idling and rotated through the current available indoor parking spots to keep them from getting too warm or too cold. In addition to indoor parking of squad vehicles, the Police Department has a general need for secure, indoor storage for evidence and equipment.

In recent years, officer safety has become a concern as police departments and police vehicles have become the target of vandalism and violence. In addition to exposure of police squads, the parking area lacks basic security and leaves officers, firefighters, other staff members exposed to an easily accessible public street as they enter and exit the facility.

Through the space needs study, it was determined that 34 indoor parking spots would be needed to house police squads, fire administration vehicles; this also takes into consideration potential for future expansion. A restroom, gear storage lockers for the officers and space for secure storage of large evidence would also be included. An outdoor parking area for City staff is also proposed to relieve parking congestion for customers around the City campus.

Preliminary cost estimates

Refined cost estimates that were derived from the design development phase show a total project cost of \$12,500,000. The cost estimate includes:

- Demolition and site work
- Construction of new Fire Apparatus Bay
- Squad Garage Addition
- Deferred maintenance on the existing facility
 - HVAC
 - Roof replacement
- Interior improvements and furnishings

Financing

If the project were to proceed in 2022, the City would rely primarily on the sale of General Obligation Capital Improvement Bonds for financing. Conservatively, staff is projecting a \$13,000,000 bond with a tax levy impact of this debt issuance at approximately \$887,000 annually over the term of the bonds. This estimate assumes all costs would be fully supported by bonds, but Staff remains engaged with local Legislators regarding potential contributions from the State.

Decision Timeline

The City Council has approved Wold to move into construction document design, which is anticipated to be completed in January/February of 2022. Following authorization to advertise for bids, the City Council would receive bids in March/April of 2022 for consideration. If the bids are accepted, the project would commence with construction anticipated to take 12 to 16 months. KA is anticipating this project to take closer to 12 months.

Recommendation

Staff recommends the City Council approve the attached resolution authorizing the City Manager to enter into contract with Kraus-Anderson for Construction Management Advisor services for the public safety building project. Staff will begin seeking proposals from a 3rd party commissioning agent for consideration by Council at a future meeting.

Attachments

Resolution

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE CITY MANAGER TO
EXECUTE A CONTRACT WITH KRAUS-ANDERSON FOR
CONSTRUCTION MANAGEMENT ADVISOR SERVICES FOR THE PUBLIC
SAFETY BUILDING**

WHEREAS, on October 12, 2021 the City Council authorized Wold Architects to complete construction design documents for the public safety building project; and

WHEREAS, also on October 12, 2021 the City Council authorized staff to seek proposals for construction management services for the public safety building project; and

WHEREAS, staff received two proposals and conducted interviews to review said proposals; and

WHEREAS, City staff recommends the City Council authorize the Mayor and City Manager to execute a contract with Kraus-Anderson for Construction Management Advisor services.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of White Bear Lake that the City Manager is hereby authorized to execute all necessary documents to enter into a contract with Kraus-Anderson for Construction Management Advisor services.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

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

Date: November 16, 2021

Subject: **Resolution Approving Internal Loan to assist in financing the cost of the City's Energy Performance Contract with Trane Technologies**

BACKGROUND

At its regular meeting on October 12, 2021 the City Council approved a resolution authorizing the City to enter into a Guaranteed Energy Performance Contract with Trane Technologies to execute project recommendations identified through the energy performance audit conducted at the Sports Center, as well as a citywide lighting analysis. The project includes but is not limited to installation of an automated controls system at the Sports Center, replacement of lighting with LED fixtures throughout city parks and facilities where not already done, and installation of a solar array at the Sports Center.

Total cost of the guaranteed energy performance contract is \$1,556,344, a \$9,512 reduction from what was originally approved by Council. As described in the October 7, 2021 memorandum to Council, \$372,000 of the proposed costs had already been accounted for in the City's Capital Improvement Plan/Long-range financial plan reviewed by Council each year. Council had also previously discussed use of \$360,000 in ARPA funding toward this project, which is reflected in the City's proposed 2022 budget. Also in the October 7, 2021 memorandum, staff cited use of bond proceeds to finance the remaining project costs to be paid back with a portion of the energy savings guaranteed through the contract. At a minimum, savings are guaranteed to be \$105,121 annually when applying the current cost of energy. However, Trane incorporates a safety factor into its contracts, which means there is the potential for up to an additional \$25,000 in annual savings.

Upon further review of the option to bond, staff proposes that the City instead finance the remaining costs of the energy performance contract through an internal loan from the Economic Development and Non-Bonded Funds over a 15-yr period at a 1.5% interest rate, (\$641,250 & \$213,750, respectively). The internal loan would be paid back through a portion of the guaranteed energy savings realized from the improvements, which had already been contemplated as the source of revenue for any debt service related to a bond issuance. For the first 15 years while the

internal loans are being paid back \$57,855 annually from a portion of the energy savings, the city will still be realizing between \$47,000 - \$72,000 in annual savings in today's dollar and cost of energy. The \$47,000 represents that which is guaranteed through the performance contract; \$72,000 represents the potential after removing the contract safety factor. After the loans have been paid back, all energy savings will be directly captured.

Staff further recommends that the Council adopt a reimbursement resolution to maintain the option to bond for these costs for up to three years in the event the City Council determines liquidity of these funds is a more immediate priority. Council will have an opportunity to again review and discuss these and other non-operating funds at its annual long-range financial planning work session next spring. Adoption of a reimbursement resolution would allow the City flexibility to bond for expenses related to the Energy Performance Contract for up to three years.

RECOMMENDATION

There are two resolutions attached for the City Council's consideration:

- 9.D** Resolution authorizing the establishment of internal loans from the Economic Development and Non-Bonded Funds to finance \$855,000 of the Energy Performance Project at a 1.5% rate of interest over a 15-year period, (\$641,250 & \$213,750, respectively). A portion of the savings from the energy improvements would be used to pay back these loans.

- 9.E** Reimbursement resolution providing the City an option to bond for expenses incurred by the energy improvements if so decided by the City Council within three (3) years of first payment.

ATTACHMENTS

Resolutions
Schedule of Payments for Internal Loan

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

RESOLUTION NO.**DECLARING THE OFFICIAL INTENT OF THE
CITY OF WHITE BEAR LAKE TO BE REIMBURSED FOR
CERTAIN EXPENDITURES FROM THE PROCEEDS
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of White Bear Lake expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of tax-exempt bonds;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITE BEAR LAKE AS FOLLOWS:

1. The City proposes to undertake certain capital improvement projects related to energy efficiency improvements related to lighting, facility mechanical equipment, solar power, and facility weatherization.
2. The City reasonably expects to reimburse the expenditures made for certain costs of the Projects from the proceeds of bonds in an estimated maximum principal amount of \$855,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d) (3) of the Reimbursement Regulations.
3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.
4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for Projects and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No

RESOLUTION NO.

sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Rick Juba, Assistant City Manager

Date: November 16, 2021

Subject: **Proposed Amendment with Law Enforcement Labor Services (LELS) – Police Sergeants Contract**

BACKGROUND

The current LELS – White Bear Lake Police Sergeants Union contract is set to expire on December 31, 2021. The City and the Union have met and the Union has voted to accept the following amendments to the contract.

Article 28 - Duration

One-year Labor Agreement (2022)

Article 16 – Insurance

In line with what has been approved by the City Council for all other bargaining and non-bargaining groups, the City has proposed to split the health insurance premium increase with the City paying 75% and the Employee's paying 25%. Overall, the City's premiums went up 9%. Health Savings Account contributions will remain at \$700 for those employees with single coverage and \$1,400 for those employees with dependent coverage.

Appendix 19/Appendix A - Wages

- 2022 3% increase on 1/1 and 1% increase on 6/17
- Eliminate "Start" step. This is a housekeeping item that resulted from the elimination of performance pay in the 2020 contract.

The 3% general increase is consistent with what staff has been seeing in the market for 2022. The additional 1% increase will continue to move wages forward to begin bringing the City's wages towards market averages.

Article 20 – Holidays

- Add Martin Luther King Jr. Day to list of paid Holidays
- Note – Juneteenth will be added as a paid Holiday following the State's adoption as a State Holiday

RECOMMENDED COUNCIL ACTION

Both the City and the Union have reached the proposed amendment to the contract through good faith negotiations and its approval as outlined in the attached resolution is recommended.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF THE 2022
CONTRACT WITH
LAW ENFORCEMENT LABOR SERVICES; POLICE SERGEANTS**

WHEREAS the proposed contract with Law Enforcement Labor Services (LELS), for the City of White Bear Lake Police Sergeants covers the period from January 1, 2022 through December 31, 2022; and

WHEREAS the City has met and negotiated in good faith a proposed contract with MNPEA, Patrol Officers, agreeing on the following changes to the contract:

Article 28 - Duration

One-year Labor Agreement (2022)

Article 16 – Insurance

In line with what has been approved by the City Council for all other bargaining and non-bargaining groups, the City has proposed to split the health insurance premium increase with the City paying 75% and the Employee’s paying 25%. Overall, the City’s premiums went up 9%. Health Savings Account contributions will remain at \$700 for those employees with single coverage and \$1,400 for those employees with dependent coverage.

Passport Network	CMM 1000	CMM 2000	CMM 2800	Non-tobacco incentive
Single	598.00	589.00	612.00	10.00
Employee + 1	1,121.00	1,104.00	1,152.00	10.00
Multiple Dependents	1,401.00	1,380.00	1,441.00	10.00

VantagePlus Network	CMM 1000	CMM 2000	CMM 2800	Non-tobacco incentive
Single	591.00	583.00	574.00	10.00
Employee + 1	1,107.00	1,091.00	1,139.00	10.00
Multiple Dependents	1,383.00	1,363.00	1,424.00	10.00

Appendix 19/Appendix A - Wages

- 2022 3% increase on 1/1 and 1% increase on 6/17
- Eliminate “Start” step. This is a housekeeping item that resulted from the elimination of performance pay in the 2020 contract.

The 3% general increase is consistent with what staff has been seeing in the market for 2022. The additional 1% increase will continue to move wages forward to begin bringing the City’s wages towards market averages.

Article 20 – Holidays

- Add Martin Luther King Jr. Day to list of paid Holidays
- Note – Juneteenth will be added as a paid Holiday following the State’s adoption as a State Holiday

WHEREAS upon review of its terms and conditions the proposed contract has been found acceptable by the City Council.

RESOLUTION NO.

THEREFORE BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that the 2022 LELS, Police Sergeants contract is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and City Manager are authorized and hereby directed to execute said amendment to the 2022 contract with LELS, Police Sergeants.

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

- Ayes:
- Nays:
- Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: November 23, 2021

Subject: Lease Amendment No. 3 for Verizon at Centerville Road Water Tower Site

BACKGROUND / SUMMARY

Verizon has requested permission to modify the cellular equipment installed at the Centerville Road Water Tower site. This will be the third amendment to this lease agreement. This amendment will allow for a modification to equipment installed at the site.

The Engineering department has reviewed the proposed equipment modifications by Verizon and has approved the plans.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution approving amendments to the Verizon at the Centerville Road Water Tower site.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION APPROVING LEASE AMENDMENT WITH VERIZON
FOR MODIFICATION OF COMMUNICATIONS EQUIPMENT
ON THE CITY'S CENTERVILLE ROAD WATER TOWER SITE**

WHEREAS, Verizon has been operating telecommunications equipment from the City's Centerville Road Water Tower site, and

WHEREAS, Verizon desires to amend its lease with the City to accommodate equipment modifications which are necessary to be competitive in the current mobile communication business, and

WHEREAS, the City desires to work with Verizon to accommodate their needs, and

WHEREAS, the existing lease agreement needs to be amended to accommodate the proposed equipment modifications.

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

- 1) The proposed third amendment to the lease agreement with Verizon for equipment installed at the Centerville Road Water Tower site is hereby approved which details the equipment modifications.

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

vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: November 23, 2021

Subject: **Lease Amendment No. 3 for Verizon at Miller Avenue Monopole Site**

BACKGROUND / SUMMARY

Verizon has requested permission to modify the cellular equipment installed at the Miller Avenue Monopole site. This will be the third amendment to this lease agreement. This amendment will allow for a modification to equipment installed at the site.

The Engineering department has reviewed the proposed equipment modifications by Verizon and has approved the plans.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution approving amendments to the Verizon at the Miller Avenue Monopole site.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION APPROVING LEASE AMENDMENT WITH VERIZON
FOR MODIFICATION OF COMMUNICATIONS EQUIPMENT
ON THE CITY'S MILLER AVENUE MONOPOLE SITE**

WHEREAS, Verizon has been operating telecommunications equipment from the City's Miller Avenue Monopole site, and

WHEREAS, Verizon desires to amend its lease with the City to accommodate equipment modifications which are necessary to be competitive in the current mobile communication business, and

WHEREAS, the City desires to work with Verizon to accommodate their needs, and

WHEREAS, the existing lease agreement needs to be amended to accommodate the proposed equipment modifications.

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

- 1) The proposed third amendment to the lease agreement with Verizon for equipment installed at the Miller Avenue Monopole site is hereby approved which details the equipment modifications.

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

vote:

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: November 23, 2021

Subject: **Lease Amendment No. 4 for Verizon at Century Avenue Water Storage Site**

BACKGROUND / SUMMARY

Verizon has requested permission to modify the cellular equipment installed at the Century Avenue Water Storage site. This will be the fourth amendment to this lease agreement. This amendment will allow for a modification to equipment installed at the site.

The Engineering department has reviewed the proposed equipment modifications by Verizon and has approved the plans.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution approving amendments to the Verizon at the Century Avenue Water Storage site.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION APPROVING LEASE AMENDMENT WITH VERIZON
FOR MODIFICATION OF COMMUNICATIONS EQUIPMENT
ON THE CITY'S CENTURY AVENUE WATER STORAGE SITE**

WHEREAS, Verizon has been operating telecommunications equipment from the City's Century Avenue Water Storage site, and

WHEREAS, Verizon desires to amend its lease with the City to accommodate equipment modifications which are necessary to be competitive in the current mobile communication business, and

WHEREAS, the City desires to work with Verizon to accommodate their needs, and

WHEREAS, the existing lease agreement needs to be amended to accommodate the proposed equipment modifications.

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

- 1) The proposed fourth amendment to the lease agreement with Verizon for equipment installed at the Century Avenue Water Storage site is hereby approved which details the equipment modifications.

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

vote:

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Rick Juba, Assistant City Manager
Date: November 18, 2021
Subject: White Bear Dance Center Lease

BACKGROUND/SUMMARY

White Bear Dance Center has been leasing space from the City at the Bellaire Center for several years. The lease is typically renewed in 2 year increments. Staff and the owners of the White Bear Dance Center have negotiated a new two year lease at \$10.15/square foot. This equated to about a 3% increase from their previous rate.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the attached resolution authorizing the Mayor and City Manager to execute a lease with the White Bear Dance Center.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING A LEASE
WITH WHITE BEAR DANCE CENTER**

WHEREAS, the White Bear Dance Center has leased City owned property at 2446 County Road F East for over ten years; and

WHEREAS, the owner/operators of the White Bear Dance Center wish to renew their lease for a two year term; and

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

Term:	December 1, 2021
Effective Date:	December 1, 2023
Base Rent:	\$10.15/per square foot/annually
Utilities:	Tenant is responsible for utilities

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

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

Ayes:
Nays:
Passed:

Mayor Jo Emerson

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Rick Juba, Assistant City Manager
Date: November 18, 2021
Subject: **ISD 624 Lease**

BACKGROUND/SUMMARY

The White Bear Area School District has expressed an interest in temporarily leasing space at the Bellaire Center to conduct COVID-19 testing for their students and faculty. There are currently two spaces available and Staff and the School District are working out details on which space best suits their needs. In either case, the annual per square foot price would be \$10.15, which the School District Officials have agreed to at a Staff level. The lease would commence on December 1, 2021 and expire on July 1, 2021.

RECOMMENDED COUNCIL ACTION

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

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING A LEASE
WITH THE WHITE BEAR AREA SCHOOL DISTRICT**

WHEREAS, the White Bear Area School District is need of temporary space to conduct COVID-19 testing; and

WHEREAS, the City of White Bear Lake has vacant space for lease at the Bellaire Center; and

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

Term: December 1, 2021
Effective Date: June 30, 2021
Base Rent: \$10.15/per square foot/annually
Utilities: Tenant is responsible for utilities

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

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

Ayes:
Nays:
Passed:

Mayor Jo Emerson

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Finance Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kerri Kindsvater, Finance Director

Date: November 18, 2021

Subject: **Resolution certifying private property assessment for recovery of city expenses**

BACKGROUND

The City helps property owners pay for unexpected water, sewer and property maintenance costs by assessing the project costs to their property taxes when there is a financial hardship.

Special Assessment for 2241 South Shore Blvd:

The property owner at 2241 South Shore Blvd experienced a private water line issue between the building connection for their home and the main in the street. Per the City's Ordinances, the property owner must pay the fees to repair the issue. The resident asked to have the total repair costs assessed to their property taxes due to a financial hardship in paying the entire amount due at this time. The total project costs are not to exceed \$15,000.00.

The City has previously allowed similar assessments to property owners for improvements and approved this assessment based on the following information:

1. Resident agreed to a 10-year assessment.
2. Resident agreed to pay interest at 2% above the City's true interest rate set at the latest bond issue, which is 1.29%. Therefore, the interest rate will be 3.29%
3. Resident waves all rights to a public hearing regarding the final assessment.

RECOMMENDED COUNCIL ACTION

Staff recommends Council approve the attached resolution authorizing the assessment.

ATTACHMENTS

Resolution

RESOLUTION NO. _____

**RESOLUTION CERTIFYING MISCELLANEOUS PRIVATE PROPERTY
ASSESSMENT FOR RECOVERY OF CITY EXPENSES**

WHEREAS, Minnesota Statutes §429.101 allows the City to certify special charges associated with servicing property as special assessments with the County Auditor; and

WHEREAS, the following White Bear Lake, MN private property owner, signed an assessment agreement waiving all rights to a public hearing regarding the following assessment:

Property Owner 2241 South Shore Blvd White Bear Lake, MN	Water service line repair between the building connection for the home and the main in the street. Total Assessment:	Not to exceed \$15,000.00
--	--	-------------------------------------

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota, that charges associated with maintaining private property within the City are certified to the County Auditor for collection as special assessments.

BE IT FURTHER RESOLVED, by the City Council of the City of White Bear Lake that assessment total listed above shall be payable over ten years at an annual interest rate of 3.29%

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
Finance Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kerri Kindsvater, Finance Director

Date: November 19, 2021

Subject: **Resolution correcting Resolution 12837 which certified a private property assessment for recovery of city expenses for 2184 8th Street**

BACKGROUND

The City helps property owners pay for unexpected water, sewer and property maintenance costs by assessing the project costs to their property taxes when there is a financial hardship.

The property owner at 2184 8th Street experienced a private water line issue between the building connection for their home and the main in the street.

The City Council approved the request from the resident to assess the total repair costs to their property taxes due to a financial hardship in Resolution 12837 at the August 24, 2021 meeting.

In review of documents as the City prepares to submit assessment information to Ramsey County, staff discovered an error in the repayment terms listed in the original resolution. The approved resolution listed a one year time frame; however the resident actually requested a ten year time frame due to the significant value of the assessment.

RECOMMENDED COUNCIL ACTION

Staff recommends Council approve the attached resolution correcting the payment terms for the voluntary special assessment previously approved in Resolution 12837.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION CORRECTING RESOLUTION 12837 CERTIFYING
MISCELLANEOUS PRIVATE PROPERTY ASSESSMENT
FOR RECOVERY OF CITY EXPENSES**

WHEREAS, Minnesota Statutes §429.101 allows the City to certify special charges associated with servicing property as special assessments with the County Auditor; and

WHEREAS, the following White Bear Lake, MN private property owner, signed an assessment agreement waiving all rights to a public hearing regarding the following assessment:

Property Owner 2184 8 th Street White Bear Lake, MN	Water service line repair between the building connection for the home and the main in the street. Total Assessment:	<u>\$11,378.57</u> \$11,378.57
--	--	--

WHEREAS, Resolution 1212837 had established a one-year pay back in error.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota, that charges associated with maintaining private property within the City are certified to the County Auditor for collection as special assessments.

BE IT FURTHER RESOLVED, by the City Council of the City of White Bear Lake that assessment total listed above shall be payable over ten years at an annual interest rate of 3.29%

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

LICENSE BUREAU PERFORMANCE INDICATORS

October 31, 2021

FYI

FEES AND TRANSACTION COUNTS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
FEES	\$56,534	\$37,694	50.0%		\$578,052	\$455,035	27.0%
TAB RENEWALS	1,702	1,347	26.4%		18,460	21,829	-15.4%
TITLE TRANSACTIONS	1,322	2,357	-43.9%		20,046	21,402	-6.3%
EVTR TRANSACTIONS	986	0	#DIV/0!		7,624	0	#DIV/0!
DEALERS	1,709	1,619	5.6%		20,854	15,430	35.2%
TOTAL MV	4,010	3,704	8.3%		43,374	43,231	0.3%
D.L.	1,430	245	483.7%		6,251	6,324	-1.2%
DNR	201	245	-18.0%		4,138	3,847	7.6%
GAME & FISH	14	2	600.0%		223	53	320.8%
GRAND TOTAL	5,655	4,196	34.8%		53,986	53,455	1.0%

*ADDED EVTR TRANSACTION TYPE - THESE WERE NOT INCLUDED IN OUR TITLE COUNTS
SAME FILING FEES AS OTHER TITLE TRANSACTIONS. BEGAN DECEMBER 2020

PERFORMANCE BY HOURS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
TOTAL EMPLOYEE HRS	1,921.75	1,745.39	10.1%		13,887.35	14,121.09	-1.7%
OVERTIME HOURS	0.50	0.00	#DIV/0!		15.77	70.00	-77.5%
TRANS PER HOUR*	2.94	2.40	22.6%		3.89	3.79	2.6%

PASSPORTS PERFORMANCE INDICATORS

	MONTHLY				CUMULATIVE		
	2021	2020	%		2021	2020	%
APPLICATION #	0	0	#DIV/0!		0	420	-100.0%
APPLICATION \$	\$0	\$0	#DIV/0!		\$0	\$14,700	-100.0%
PHOTO #	0	0	#DIV/0!		0	429	-100.0%
PHOTO \$	\$0	\$0	#DIV/0!		\$0	\$6,435	-100.0%

OCTOBER 2021

Ward	1	2	3	4	5	Total
Refuse / Exterior Storage	2	1	1	2	0	6
Inoperable Vehicle(s)	1	2	0	0	0	3
Parking (including on grass)	1	1	4	1	2	9
Weeds	0	0	0	2	0	2
Miscellaneous	12	8	2	3	4	29
Structure Maintenance	0	0	0	1	0	1
Complaints	8	8	4	3	4	27
Proactive / City Initiated	8	4	3	6	2	23

Ward	1	2	3	4	5	Total
# of Cases Open	0	5	0	4	2	11
# of Cases Closed	16	7	7	5	4	39

Ward	1	2	3	4	5	Total
County Citations						0

MONTHLY REPORT - PARKS - 2021

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
# of hours spent on mowing operations per season.	0	0	0	77	147	54	102	100	136	25			641
# of hrs spent on sweeping operations per season(snow)	26	51	18	0	0	0	0	0	0	0			95
Number of acres mowed	0	0	0	308	588	216	408	400	544	100			2564
#mi.of sidewalks cleared(snow)	96	96	0	0	0	0	0	0	0	0			192
# of Special Events - set up	1	5	1	8	5	28	50	38	25	7			168
# of park reservations/events	0	2	0	14	49	89	71	83	82	19			409
# of tree inspections performed.	0	1	1	1	14	28	4	10	15	0			74
# of man hours spent tree trimming.	90	38	35	0	0	49	74	0	0	16			302
Number of employee days lost to accidents	0	0	0	0	0	0	0	0	0	0			0
Performance Indicator Narrative:													
Goals													
1. Preserve parks, beaches, & boat launches by mowing, trash collections & maintenance of restrooms & playground equipt.													
2. Improve methods of caring for turf, trees, and shrubs on all public property.													
3. Assemble and maintain outdoor ice rinks at local parks and lakes for citizen enjoyment.													
4. Provide special maintenance to high profile areas such as: Veteran's Park, Railroad Park and Matoska Park.													
5. Focus on maintenance program for trees in nursery, & pruning, trimming & replacement of trees on City property.													
Goal Narrative (Explain process of achievement):													

MONTHLY REPORT - STREET LIGHTING - 2021

Performance Indicator	Jan	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Y.T.D.
# of burned out lights at high traffic volume locations, in hazardous areas replaced.	0	3	14	0	0	0	0	2	0	3			22
# of burned out lights at lower traffic volume locations replaced w/in 72 hours of notification	0	0	0	0	0	0	0	0	0	0			0
Number of repair calls for downtown street lights	1	1	0	0	0	0	0	3	1	0			6
# of light poles painted - preventative maintenance	0	0	0	0	0	0	9	0	0	0			9
# of light poles or fixtures replaced.	0	0	0	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	0	0			0
# feet of sewer lines jetted	0	0	15,516	5,277	9,352	22,815	12,117	18805	19688	13123			116,693
Stormwtr Maint/repair man hrs.	0	10	8	4	12	10	8	4	12	7			75
# feet Televising - main line	0	0	10,894	19,250	25,411	34,134	22986	28949	15674	23225			180,523
# of Sewer Backups - City line	0	0	0	1	1	1	0	0	0	0			3
# of Sewer Backups - Private	2	3	3	5	4	5	3	1	4	1			31
# of feet of sewer lines cleaned and televised simultaneously	0	0	0	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):

PURPLE»LINE

PARTNERS

November 18, 2021

Via email

Dear Mayor Emerson, Councilmember Walsh, Councilmember Biehn, Councilmember Jones, Councilmember Edberg, & Councilmember Engstran:

We write to share information about a group of East Metro area businesses, health care organizations, non-profits, and residents that have come together to form Purple Line Partners.

This coalition aims to advocate and inform about the benefits of fast, frequent, and reliable all-day bus rapid transit service along the 15-mile METRO Purple Line corridor, which connects St. Paul, Maplewood, Vadnais Heights, Gem Lake, White Bear Township and White Bear Lake.

The organizations involved in Purple Line Partners want to ensure that this project is as successful as it can be. Members of Purple Line Partners will work together to share information in their communities and networks and build a solid foundation to help housing, businesses, retailers, and others prosper along the corridor.

We believe that the connections Purple Line will make, including key destinations such as Union Depot and downtown Saint Paul, Regions Hospital, Hmong Village, Phalen Regional Park, St. John's Hospital, Maplewood Mall, and downtown White Bear Lake, will strengthen the East Metro and our entire region. Purple Line will provide access to 100,000 jobs within a 10-minute walk. In order to maintain and grow our economy, we need transportation options like Purple Line.

Organizations involved with Purple Line Partners include:

- White Bear Lake Area Chamber
- Saint Paul Area Chamber
- HealthPartners
- St. John's Hospital/M Health Fairview
- Vadnais Heights Economic Development Corporation
- Gillette Children's Specialty Healthcare
- Minnesota Hmong Chamber of Commerce
- All Parks Alliance for Change
- Greater Saint Paul BOMA
- Hmong American Partnership
- Move Minnesota
- Maplewood Mall

Additional organizations and individuals are expected to join the effort as well. Purple Line Partners can be found on Twitter at [@PurpleLinePrtnr](https://twitter.com/PurpleLinePrtnr).

As you may know, over the past three years, the Purple Line received thousands of comments, and connected with more than 3,400 people. In 2020, the cities of St. Paul, White Bear Lake, Vadnais Heights, and Maplewood [approved resolutions of support](#) for the preliminary plans for the project. Construction is scheduled to begin in 2024 with service projected to begin in 2026.

During the COVID-19 pandemic, transit played a critical role in getting essential workers to their jobs, including in healthcare and at grocery stores. As we emerge from the pandemic, well-planned transit will play an important role as we continue to strengthen our economy and provide opportunities for a wide variety of Minnesotans to get to work.

Please consider Purple Line Partners as a resource for questions you may have about the dedicated support of the business community for this project. We believe that this type of modern transit service will be an amenity that employees, commuters, and residents will utilize for many decades. We ask that the City of White Bear Lake continue to be a partner in this important work.

Sincerely,

Shannon Watson
St. Paul Area Chamber

Brian McClung
Park Street Public