



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, MAY 23, 2017**  
**7:00 P.M. IN THE COUNCIL CHAMBERS**

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

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

Minutes of the Regular City Council Meeting on May 9, 2017

**3. APPROVAL OF THE AGENDA**

**4. VISITORS AND PRESENTATIONS**

**5. PUBLIC HEARINGS**

Nothing scheduled

**6. LAND USE**

Nothing scheduled

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. ORDINANCES**

Nothing scheduled

**9. NEW BUSINESS**

- A. Resolution accepting bids and awarding contract for consulting services for design and construction management services for the White Bear Lake Sports Center Renovation (Project No. 18-09)
- B. Resolution approving ambulance rate adjustment

**10. HOUSING AND REDEVELOPMENT AUTHORITY**

- A. Roll Call
- B. Approval of the January 10, 2017 meeting minutes
- C. Resolution authorizing acquisition of 3695 St. Regis Drive for Habitat for Humanity
- D. Adjournment

**11. CONSENT**

- A. Resolution approving on-sale liquor licenses for Mizu Japanese Restaurant
- B. Resolution approving on-sale liquor licenses for Lakeshore Players

- C. Resolution approving dispatcher's health insurance benefits
- D. Resolution authorizing approval of gambling manager at American Legion
- E. Resolution approving Master Partnership Contract with the State of Minnesota
- F. Resolution approving massage therapist licenses

**12. DISCUSSION**

**13. COMMUNICATIONS FROM THE CITY MANAGER**

**14. ADJOURNMENT**

**15. CLOSED SESSION**



**MINUTES**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, MAY 9, 2017**  
**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. Councilmembers Doug Biehn, Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh were present. Staff members present were Assistant City Manager Rick Juba, City Engineer Mark Burch, Finance Director Don Rambow, Associate Planner Sam Crosby, City Clerk Kara Coustry and City Attorney Roger Jensen.

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

It was moved by Councilmember **Jones** seconded by Councilmember **Edberg**, to approve the Minutes of April 25, 2017, as presented.

The motion carried unanimously.

**3. APPROVAL OF THE AGENDA**

Mayor Emerson requested the following addition to the Meeting Agenda:  
-Item 9F. Resolution in Support of Manitou Days

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

The motion carried unanimously.

**4. VISITORS AND PRESENTATIONS**

A. Manitou Days: Carter Johnson, John Lupo

Mayor Emerson welcomed Carter Johnson and John Lupo and invited them to address the City Council. Mr. Lupo thanked the City Council for making last year's 49<sup>th</sup> Manitou Days a huge success. He added, on behalf of the Manitou Days Committee, the City Council's continued support for this year's 50<sup>th</sup> Anniversary Manitou Days is greatly appreciated.

Mr. Lupo stated the 50<sup>th</sup> Anniversary Manitou Days, "50 Years of Fun in the Sun", will begin Thursday June 15, 2017. He added a team of volunteers has been planning events and programs since July 2016, and City Staff has been helpful, guiding and supportive throughout the process.

Mr. Lupo reviewed highlights of this year's Manitou Days, including the 1<sup>st</sup> Annual Kids Parade and Medallion Hunt. He stated the grand re-opening of Ramsey County Beach will

be celebrated on Friday, June 16, along with a 5k race, Grand Parade and the Beach Dance. This year's Grand Marshalls will be the Johnstone family, owners of White Bear Lake's Cup 'n' Cone for three generations.

Mr. Lupo stated this year's Manitou Days will feature over 60 events, including a community garage sale, open air market, arts & crafts fair, and "Longest Day of Summer" sale, as well as Yoga on the Beach, and a yoga and beer fundraiser. He added the 12<sup>th</sup> Annual White Bear Lake Classic and Vintage Boat Show is one of the best boat shows in the upper Midwest. He noted there will be a golf tournament, Family Fun Night, and a visit by the F. Scott Fitzgerald Conference

Mr. Lupo stated Manitou Days will be capped off with a fireworks display at Memorial Beach, with free hot dogs, music, and a fly-over of T-6 airplanes. He added Manitou Days is a great way for the City's residents to get out with their family and friends and enjoy the community, and to showcase the White Bear Lake community to visitors from surrounding areas.

Mr. Lupo thanked the City Council for their support on behalf of the Manitou Days volunteers.

Mayor Emerson thanked Mr. Lupo, and the Manitou Days Committee for their hard work and dedication.

#### B. Proclamation for Bill Foussard

Mayor Emerson read a Proclamation establishing May 23, 2017, as Bill Foussard Day in White Bear Lake. The Jay Stanley and Doris Hill Legacy Award was established to honor their memory for their commitment to community service. The award is sponsored by the Century College Foundation, Mahtomedi Area Education Foundation, and the White Bear Lake Area Education Foundation.

Bill Foussard was selected as this year's Award recipient due to his extensive volunteer efforts within the community and beyond. He was a co-founder and coordinator of Thanksgiving Meals on Wheels in St. Paul, which after 48 years in operation, delivers 20,000 meals for 4,000 families in need each Thanksgiving.

Bill Foussard dedicated himself to the community by serving 9 years as the Chair of Manitou Days; Chair of the YMCA Capital Campaign for a community teen/senior center; Chair and Board Member of the Governor's Fishing Opener; Current Chair of Explore White Bear; fundraising coordinator for the Committee for the White Bear Lakes Fireworks Fund; Board Member and Past Treasurer of the Economic Development Corporation; Board Member of Serenity Health Care; Member of the White Bear Lake Rotary Club; Honorary Chair of the Capital Campaign for the Lakeshore Players Theater; Chair of Hospitality Minnesota Education Foundation; Board Chair of the Greater White Bear Lake Community Foundation; and many other community volunteer positions.

Mayor Emerson declared May 23, 2017, as Bill Foussard Day in White Bear Lake, and called upon residents of the community to extend their congratulations and honor Bill Foussard by volunteering or donating to a worthy cause.

## 5. PUBLIC HEARINGS

- A. Second reading of a request to rezone 1917 County Road E from R-3 to B-1, contingent upon approval of the Comprehensive Plan Amendment and upon the sale of property (17-2-Z)

Associate Planner Crosby reviewed a request to rezone 1917 County Road E from R-3 to B-1. The applicant, White Bear Animal Hospital, has negotiated with the neighbor to the east to purchase the property and is proposing to rezone that property. The rezoning is contingent upon the sale of the property and the Metropolitan Council's approval of the Comprehensive Plan amendment that is necessary to regulate the property. The site plan will have a larger building, a larger parking lot, better site design, and fewer variances.

The Comprehensive Plan amendment to rezone the property requires a 4/5 majority vote by the City Council. On a 5-0 vote, the Planning Commission recommended approval of the rezoning and proposed Comprehensive Plan amendment.

City Staff recommends City Council approval of the rezoning of the property at 1917 County Road E from R-3 to B-1.

Mayor Emerson opened the public hearing at 7:10 p.m.

There being no public comment, Mayor Emerson closed the public hearing at 7:10 p.m.

Councilmember Biehn stated he appreciates that this concept was brought forward and the applicant was able to make this project work.

Councilmember Engstran asked whether City Staff anticipates any problems or issues obtaining Comprehensive Plan amendment approval from the Metropolitan Council. Associate Planner Crosby stated she has been in contact with the Metropolitan Council, and they have indicated the possibility of a 15-day turnaround on approval of this request.

Councilmember **Biehn** made a motion to approve, seconded by Councilmember **Engstran** to adopt **Ordinance 17-05-17** rezoning 1917 County Road E from R-3, Single Family Residential to B-1, Neighborhood Business (Case No. 17-2-Z)

## 6. LAND USE

- A. Consent

1. Consideration of a Planning Commission recommendation for approval for a Comprehensive Plan Amendment, Conditional Use Permit Amendment and three variances to allow expansion and redevelopment of the existing animal clinic (17-1-CPA, 16-13-CUP & 16-22-V). **Resolution No. 12022, Resolution No. 12023, Resolution No. 12024**
2. Consideration of a Planning Commission recommendation for approval of a request by Inspiration, LLC for a setback variance to allow the unification of the two underlying lots of record to construct two new residences (No. 17-9-V). **Resolution No. 12025**

3. Consideration of a Planning Commission recommendation for approval of a request by Boatworks Commons, LLC Mizu Japanese Restaurant & S1 Yoga for a Planned Unit Development for a comprehensive sign package (17-1-PUD). **Resolution No. 12026**

Councilmember **Jones** made a motion to approve, seconded by Councilmember **Biehn**, to adopt the consent agenda as presented.

## 7. UNFINISHED BUSINESS

Nothing scheduled

## 8. ORDINANCES

Nothing scheduled

## 9. NEW BUSINESS

### A. Resolution approving an agreement with Ramsey County for 2017 Election Services

Assistant City Manager Juba explained, at its last meeting, the City Council reviewed potential changes in election services and challenges related to early voting. He added the 2017 Municipal Election coincides with the School District Election, and a Ramsey County proposal for provision of election services for both elections would provide efficiencies and streamline the election process. He noted Ramsey County also proposes a pilot program for early voting at centralized locations, as this election turnout will be lower than the next general election.

Assistant City Manager Juba stated Ramsey County proposes to provide 2017 election services at a cost of \$11,000, and an estimated additional \$7,000 if a primary election is necessary. He added these totals are still significantly less than what the City has budgeted for 2017 elections. He noted City Staff recommends City Council approval of the contract with Ramsey County for 2017 Election Services.

Councilmember Edberg stated the School District has chosen to retain the option of having a primary election. He asked whether there will be any financial implications if the City does not have a primary election. Assistant City Manager Juba stated there would be no additional cost to the City.

Councilmember **Edberg** made a motion to approve, seconded by Councilmember **Jones**, to adopt **Resolution No. 12027** approving an agreement with Ramsey County for 2017 Election Services.

### B. Resolution approving Change Order No. 1 to the 2017 Sanitary Sewer Lining Program to revise the scope of the project

City Engineer Burch explained City Staff recommends that the 2017 Sanitary Sewer Lining Program be amended to include pipe repairs on County Road E which is currently a priority project. He added the Bloom Avenue portion of the project can be delayed until 2018. He

noted City Staff recommends City Council approval of the Resolution approving Change Order 1 to the 2017 Sanitary Sewer Lining Program.

Councilmember **Biehn** made a motion to approve, seconded by Councilmember **Walsh**, to adopt **Resolution No. 12028** approving Change Order No. 1 to the 2017 Sanitary Sewer Lining Program to revise the scope of the project.

C. Resolution approving an amendment to the Water Efficiency Grant Agreement with Metropolitan Council

City Manager Juba stated the Metropolitan Council has indicated that there are additional funds available through its Water Efficiency Grant Program. He added the City is eligible for an additional \$10,000 for water efficiency grants.

Councilmember Edberg asked whether this program is related to a larger Metropolitan Council grant program that supports efforts to integrate waste water and stormwater solutions, and conservation of drinking water.

City Engineer Burch stated the Metropolitan Council has additional funding to allocate related to the current Water Efficiency Grant. He added the program to which Councilmember Edberg is referring is a different program.

Councilmember **Jones** made a motion to approve, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12029** authorizing an amendment to the Water Efficiency Grant Agreement with Metropolitan Council.

Mayor Emerson urged residents to take advantage of this grant program. City Clerk Coustry stated the program is in effect until June 30, 2017.

D. Resolution establishing employee insurance benefits for health, life, dental and disability for the period 7/1/17 – 12/31/18

Finance Director Rambow stated the City has successfully negotiated an 18-month insurance contract for employees, locking in a rate until January 1, 2019 which coincides with contract negotiations. He added this is a benefit for our employees. He noted the City will have to go out for bid in 2019 and an RFP completed for employee benefits for January 1, 2019, renewal.

Councilmember Biehn asked whether represented employees are automatically covered. Finance Director Rambow confirmed the coverage is for all employees, and any increase would be split evenly between the employee and the City.

Councilmember **Jones** made a motion to approve, seconded by Councilmember **Walsh**, to adopt **Resolution No. 12030** establishing employee insurance benefits for health, life, dental and disability for the period 7/1/17 – 12/31/18

Motion carried 4:1. Councilmember Biehn abstained.

E. Resolution providing benefits for employees of the City of White Bear Lake who are not covered by employment agreements

Finance Director Rambow explained the City negotiated contracts for its Union employees, and this proposed Resolution would carry that through for non-bargaining employees. He noted there will be no changes for employees who opt out of the plan to contribute to insurance.

Going back to 2011, employees will be paying slightly less because of negotiations

Councilmember **Biehn** made a motion to approve, seconded by Councilmember **Walsh**, to adopt **Resolution No. 12031** providing benefits for employees of the City of White Bear Lake who are not covered by employment agreements.

The motion carried unanimously.

F. Resolution authorizing use of public space and services to support Manitou Days – 2017

Assistant City Manager Juba explained the City Council has typically approved a Resolution of support, authorizing use of public spaces and services for Manitou Days. He added City Staff recommends approval of this Resolution.

Councilmember **Engstran** made a motion to approve, seconded by Councilmember **Walsh**, to adopt **Resolution No. 12032** providing benefits for employees of the City of White Bear Lake who are not covered by employment agreements

The motion carried unanimously.

## 10. CONSENT

A. Acceptance of March White Bear Lake Conservation District Minutes, March Environmental Advisory Commission Minutes, March Park Advisory Commission Minutes, April Planning Commission Minutes

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

The motion carried unanimously.

## 11. DISCUSSION

Nothing scheduled

## 12. COMMUNICATIONS FROM THE CITY MANAGER

City Engineer Burch explained the Lake Links Association has provided an informational sheet for the City Council's review regarding increased efforts to continue the trail around the lake.

Assistant City Manager Juba stated the City Council is invited to attend a Water Symposium on June 3, 2017, from 9:00 a.m. – 12:00 p.m. at the White Bear Lake High School's South Campus.



Assistant City Manager Juba expressed congratulations to Ryan Kuntz, who took his oath as Assistant District Fire Chief earlier this evening. He added the interview process took place 2 weeks ago, and 5 candidates were interviewed. There are great up-and-coming leaders in the Fire Department

City Engineer Burch stated “thank you” cards were printed and distributed by City Staff to everyone who participated in the marina dock replacement, including the City Council, and over 100 Minncor employees. He attributed photo credits to Paul Dohs, White Bear Press.

City Engineer Burch stated the 2017 Street Project is under way, with concrete to be poured this week. He added the contractor is mobilized and the project will be completed as quickly as possible.

City Engineer Burch stated a new roof is being installed on the Depot, which will be a big improvement.

City Engineer Burch stated one of two docks is set up at the Matoska Launch, and the other dock should be set up this week, as well as boat skids, in time for this weekend’s Fishing Opener. He added the Y dock will be set up this year for sailors. He noted new signs for the dog exercise area will be installed soon.

City Engineer Burch stated a new stairwell to the 7<sup>th</sup> Street Beach was reconstructed last week. He added a new swimming dock will be installed soon.

City Engineer Burch stated Sports Center design proposals are due on Friday May 12, 2017, and Staff recommendations will be presented to the City Council at their May 23, 2017, Regular Meeting.

City Engineer Burch stated current improvements at City Hall include internal renovation and repair of external planters.

Finance Director Rambow reported that the State Legislature is considering an omnibus pension bill amendment that will re-allocate State Fire Aid to the General Fund. He added State Fire Aid is a supplemental tax that is used to fund Fire Department employee pensions throughout the State.

### 13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Biehn** to adjourn the regular meeting at 7:43 p.m.

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Jo Emerson, Mayor

ATTEST:

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Kara Coustry, City Clerk



City of White Bear Lake  
Engineering Department

## MEMORANDUM

**To:** Ellen Richter, City Manager

**From:** Mark Burch, Public Works Director/City Engineer

**Date:** May 18, 2017

**Subject:** **Consultant Selection for the Sports Center Renovation Project,  
City Project No. 18-09**

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### BACKGROUND

The City Council in cooperation with the White Bear Lake skating community (represented by the White Bear Lake Hockey Association) has been considering renovations to White Bear Lake Sports Center. The proposed renovations would include a new refrigeration system and building upgrades. At its April 25, 2017 meeting, the City Council authorized the Engineering Department to solicit proposals from consulting firms for design and construction management services for a Sports Center Renovation Project.

The Sports Center Renovation Project is proposed to replace the existing refrigeration system which is nearing the end of its useful life and to make additional upgrades to the building, lighting and HVAC systems. There has also been discussion of a larger project which would add a second sheet of ice. That project is not being undertaken at this time, although logical accommodations for a second sheet facility will be included in this project.

As the City Council is aware, the White Bear Lake Hockey Association is representing the entire White Bear Lake skating community in this project and, as a partner, has pledged a 50% financial commitment to a maximum of \$2 million. We estimate that the total project will cost between \$4 million to \$4.5 million to complete including engineering services. Representatives of the Hockey Association and skating community will be present at the May 23<sup>rd</sup> City Council meeting to provide additional information on their fund raising efforts.

### SUMMARY

The Engineering Department has solicited proposals for engineering and architectural services for the renovation of the existing facilities at the White Bear Lake Sports Center. Proposals were requested from six consulting firms with experience in the ice arena design and construction business and four proposals were received. The proposals included each firms experience in ice arena design and construction, a detailed work plan for the project which is broken down into three

(3) phases (preliminary design, final plans and specifications including bid process and construction management), the proposed architectural, engineering and construction management teams and the cost for each phase of the work. The proposals were evaluated based upon past ice arena projects completed, the strength of the design professionals included in the teams, the detail of the work plan, the experience of the construction management team and the cost. The proposals are separated into three phases with a cost for each phase so the City and its Hockey Association partner (which includes the entire skating community) can step through each phase of the project without committing to progressive phases if a decision is reached to discontinue the project prior to starting the next phase.

Proposals were received from Short-Elliott Hendrickson (SEH), RJM Construction/292 Design Group, McKinstry/HDR and Kraus-Anderson (K/A / JLG Architects). The proposals were evaluated based upon experience of the firm, design (architectural and engineering) professionals, work plan, construction management experience and cost. Each evaluation criteria were assigned a weighted fact in order properly reflect the importance of various content within each proposal. The refrigeration system's design is a critical component to the operation of the Sports Center and the design and construction of this equipment was emphasized in the evaluation. Construction management and proposed work scope were also "weighted" factors in the evaluation. The total cost for the entire project was included in the evaluation. Also rated were the firm's qualifications, its understanding of the project and its stated work plan.

After carefully evaluating the 4 proposals received, the Engineering Department is recommending that the City award a contract to Kraus-Anderson/JLG Architects for design and construction management services for the WBL Sports Center Renovation project for a total contract amount of \$444,868 (based upon a \$4.0 million construction cost). The other proposals included fees of \$476,000, \$510,000 and \$510,876. The contract will be structured so that the cost for Phase I (preliminary design and 60% plan preparation) is \$69,388, the cost for Phase II (final plan and specification preparation and bidding process) is \$80,680 and the cost for Phase III (construction management services) is \$294,800 based upon a 7.37% fee for an estimated \$4.0 million construction cost. In addition to the construction costs, the cost of the consulting services will be shared 50% with the WBL Hockey Association who is representing the entire White Bear Lake skating community in this effort.

The White Bear Lake Sports Center Renovation Project is scheduled to begin construction on April 1, 2018 to accommodate the fall 2018 skating schedule; the project schedule outlined in the consultant proposal will meet that schedule.

#### **CONTRACTUAL PARTNERSHIP WITH HOCKEY ASSOCIATION**

The City's attorney, Roger Jensen, researched options the City has to contractually obligate the hockey association to fulfill its \$2 million commitment to this project. As described in the attached opinion, a letter of credit is one method of insuring payment. The hockey association is working with a local bank that has indicated its willingness to provide that credit based on its historical receipt of gambling proceeds. Meanwhile, the association is providing a check for 50% of the costs associated with Phase I to demonstrate its commitment to this project.

**RECOMMENDED COUNCIL ACTION**

The Engineering Department is recommending that the City Council award a contract to Kraus-Anderson/JLG Architects for design and construction management services for the White Bear Lake Sports Center Renovation project and authorize the project to proceed to the preliminary design phase for a cost of \$69,388. If the Council approves this Phase I work the preliminary plans will be completed and presented to the Council at its July 25, 2017 meeting with a request at that time to proceed with Phase II, which is final plan preparation and advertisement for bids for a fee of \$80,680. Bids would be received and presented to the Council for consideration of award of a contract at the December 12, 2017 meeting. Construction would take place beginning on April 1, 2018 with completion anticipated by September 1, 2018.

**ATTACHMENTS**

Resolution

Jensen Memo

**RESOLUTION NO.:**

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT  
FOR CONSULTING SERVICES FOR DESIGN AND CONSTRUCTION MANAGEMENT  
SERVICES FOR THE WHITE BEAR LAKE SPORTS CENTER RENOVATION  
CITY PROJECT #18-09**

WHEREAS, pursuant to resolutions of the City Council, requests for proposals were distributed for design and construction management services for the White Bear Lake Sports Center Renovation Project; and

WHEREAS, four proposals were received, opened, and evaluated; and

WHEREAS, proposals were evaluated based upon past ice area projects completed, strength of the design professionals included in the teams, the detail of the work plan, experience of the construction management team and cost; and

WHEREAS, the Engineering Department recommends a contract be awarded to Kraus-Anderson/JLG Architects for design and construction management services for the White Bear Lake Sports Center Renovation Project.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into contract with Kraus-Anderson/JLG Architects, in the amount of \$444,868 as approved by the City Council and on file in the office of the City Engineer.
2. Kraus-Anderson is authorized to proceed with Phase I – Preliminary Design and 60% plan preparation in the amount of \$69,388.
3. Kraus-Anderson will present the preliminary plans to the City Council at its July 25, 2017 meeting for review and consideration of proceeding to the Phase II effort which will be final plan preparation and bid solicitation.

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

## MEMORANDUM

**TO:** Mayor and City Council – c/o City Manager

**FROM:** Roger A. Jensen, City Attorney



**CC:** Ellen Richter, Mark Burch and Don Rambow

**DATE:** May 3, 2017

**SUBJECT:** Ice Arena Completion Guarantee

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Councilmember Egberg asked that I advise the Council on a method that will assure that the planned improvements to the City's ice arena will be accomplished as planned. Accomplishing the improvements as planned can be broken down into two areas: design/construction and funding. The following are what I believe are the best methods to assure each.

### Design/Construction

This is an area we have much experience in. Here are the safeguard measures we can take to assure proper design and construction:

- 1) Hire only engineers, architects and contractors which are responsible based on their training, reputation and experience.
- 2) Require performance bonds in our contracts. Such bonds authorize the City to collect if performance fails, allowing the City to retain a substitute to correct or complete the work.
- 3) Require a warranty in our contract whereby the contracting party can be sued for damages if the project fails.

### Funding

Guarantying funding promises made by user organizations is more problematic. I suspect Mr. Egberg's question was focused more on this element. Here are our options:

- 1) Rely on the good faith of the organizations which promised financial support, based upon our trust of the organizations and their leaders.
- 2) A personal guarantee from one or more principals or supporters of the organizations. Such a guarantee should be a legal document signed by those who promise to pay the City any shortfalls in the organizations' payments.

The guarantee may or may not be secured by a mortgage or a security interest on assets owned by the guarantors.

- 3) A Letter of Credit from a bank or other lending institution. The Letter of Credit sets forth an amount up to which the issuer will pay the City if the organizations fail to pay the specified amount by a specific date. Generally, the issuer of the Letter of Credit will require some kind of security from the organizations or principals and will charge the organizations a percentage of the amount of the Letter of Credit. In my opinion a Letter of Credit is the most secure method of assuring payments.

Let me know if you have any further questions regarding this matter.

RAJ





**City of White Bear Lake**  
Finance Department

# MEMORANDUM

**To:** Ellen Richter, City Manager

**From:** Don Rambow, Finance Director

**Date:** May 17, 2017

**Subject:** **Ambulance Rate Adjustment**

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## **BACKGROUND**

The City's ambulance service is a self-supporting municipal enterprise operation. As an enterprise operation, it is anticipated that service fees charged to patients (transports) will cover operational and capital equipment. In addition to the City of White Bear Lake, the ambulance service area encompasses White Bear Township, Birchwood, Dellwood and a small portion of Lino Lakes.

The department has evolved, modified and changed its delivery and staffing model in recent years as calls for service have continued to increase.

## **SERVICE DEMANDS / STAFFING**

In 2016, the department responded to 2,640 emergency medical calls, or an average of eight (8) calls per day, which represents a 50% increase since 2000. A typical ambulance transport requires two to three crew members. Depending upon the situation, some specialized transports could require up to four members. The department is utilizing between 24-30 members daily to fulfill its daily transport calls.

The department's full-time personnel allocation is currently as follows:

<u>Personnel</u>	<u>Staffing</u>
Fire Chief	0.50
Secretary	0.75
Quality Technician	2.00
Paramedic	2.00
<u>EMT's</u>	<u>2.00</u>
Total	<u>7.25</u>

These positions supplement the paid-on-call staff which represent the vast majority of responders. Paid-on-call staff receive a per run compensation as follows, (ALS transports require a minimum of one paramedic):

<u>Responder</u>	<u>Payment Per Run</u>
Paramedic	\$40.00
EMT – 1	35.00
EMT	32.50
Non-EMT	25.00
Patient Non-Transport	17.50

To encourage responses, the City established incentive compensation which recognizes both quarterly and annual participation. Based upon levels of participation, responders are eligible for of a portion of the \$125,000 incentive pay set aside each year. Furthermore, emergency response personnel who are not certified firefighters and do not qualify for the fire relief pension receive a monthly contribution towards a PERA retirement program.

### **STAFFING ASSIGNMENT / DUTY SHIFT**

Historically, the ambulance service has relied primarily on its paid-on-call personnel. Over time, this staffing model has proven extremely challenging as service demands have expanded and family/work commitments of department members have evolved.

In 2014, the Fire Department established two full-time ambulance crews consisting of one paramedic and one EMT. The south crew typically works 5 a.m.– 3 p.m., Monday through Thursday and the north crew 8 a.m. - 6 p.m., Tuesday through Friday. These shift times were established based on call volume averages and availability of paid on-call staff. Response times during the full-time staffing hours have improved dramatically since this program was established. This has given some relief to the paid on-call staff who attempt to balance their full time jobs, family and fire department duties. Paid on-call staff are also given the opportunity to fill these shifts when a full-time staff member is on vacation, out sick, etc.

Staff continues to seek ways to improve service, support our paid on-call staff and expand the availability of paramedics and EMTs. Trying to do this and maintain a financially viable operation is a challenge for most paid-on-call ambulance services. Some departments have had success utilizing duty shifts. If utilized by the City's ambulance service, these shifts would allow Paramedics/EMTs to sign up for one or two 12-hour shifts per month, whereby they would be compensated at an hourly rate to be at the station and available to respond. Currently, the paid on call paramedics are compensated at \$40 per transport and the EMTs receive \$32.50 per transport. Staff proposes to compensate the duty staff at a fair market hourly rate (\$23/hr. & \$18/hr., respectively), and require the Paramedic and EMT stay at the station during their paid shift. The duty staff would cover the times the current full time crews are not working. This includes overnights, seven days a week, and weekend days. The duty staff would not be additionally compensated for transports during their paid shift, which helps to mitigate the cost of adding hourly staff at the station. The annual net cost increase to provide the duty shifts is approximately \$95,000 and reflected in the proposed rate adjustment.

In 2016, 43.5% of the calls for EMS services took place during the full time shifts leaving 56.5% of the calls outside of those hours. The current average response time of the full-time crew is 5:52, while the paid on-call response time is 8:32. The fractile response (percentage of calls reached in less than 10:59) for the full-time staff is 88.1% versus 62.2% for the paid on-call staff. The addition of the duty shifts is anticipated to have a positive impact on response times and the fractile response percentage.

Providing some staff during the hours when our full-time staff is not on duty would significantly improve response times while still allowing paid on-call staff the ability to respond to calls. Because those who staff the Duty Shifts would stay at the station during their shift, the department would also have the ability to utilize Paramedics/EMTs who live outside the response area, if necessary, (priority shifts would be given to members of the department).

### **AMBULANCE FEE REIMBURSEMENT**

The ambulance operations revenue is derived from direct charges for service. Service call revenue is categorized into two groups. The first group represents discounted calls whereby the reimbursement is capped by federal regulation. This group is composed mainly of Medicare/Medicaid customers. This group represented nearly 70% of all 2016 transports.

Medicare/Medicaid reimbursements have remained relatively flat, as the following chart illustrates.

#### Federal Allowable Reimbursement

<u>Service Type</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
BLS	360.34	366.76	365.29	366.84
ALS – 1	427.90	435.53	433.78	435.62
ALS – 2	619.33	630.38	627.84	630.51
Mileage	7.16	7.27	7.24	7.29

The federal payment restriction results in the City writing-off the following amount for each transport as follows:

<u>Service Type</u>	<u>Current Ambulance Rate</u>	<u>Federal Reimbursement Rate</u>	<u>Required Per Transport Write-Off</u>
BLS	850.00	366.84	483.16
ALS-1	1,120.00	435.62	684.38
ALS-2	1,180.00	630.51	549.49
Mileage	19.80	7.29	12.51

The second group is classified as regular of “full paying” customers. These transports are reimbursed typically by insurance providers and occasionally by partial patient payments. The second group which does not include any billing restrictions becomes the group that must incur cost increases to maintain the ambulance operations financial integrity by default.

A summary of the City’s 2016 billing activity by group is as follows:

<u>Billing Type</u>	<u>Number of Transport</u>	<u>Percent</u>	<u>Total Billings</u>	<u>Required Write-Off</u>	<u>Collectible Billings</u>	<u>Percent</u>
Restricted	1,529	69%	1,774,415	1,072,376	702,039	47%
Non-Restricted	<u>682</u>	<u>31%</u>	<u>792,945</u>		<u>792,945</u>	<u>53%</u>
Total	<u>2,211</u>	<u>100%</u>	<u>2,567,360</u>	<u>1,072,376</u>	<u>1,494,984</u>	<u>100%</u>

It should be noted that 42% of all billings are required to be written-off. As the chart above indicates, 31% of the ambulance service provides 53% of the ambulance operational revenue.

### **RATE CHANGE JUSTIFICATION**

In order to provide sufficient revenues to meet current operational requirements and to provide resources for duty shift assignments, transport fees need to be adjusted. The adjustment will effectively impact 31% of the City's transports, due to the cap on Medicare/Medicaid transports. In order to generate sufficient revenue from the non-restricted transports, it is proposed that fees be adjusted as follows:

<u>Type</u>	<u>Current</u>	<u>Proposed</u>
BLS	850.00	1,195.00
ALS-1	1,120.00	1,575.00
ALS-2	1,180.00	1,720.00
Treatment	265.00	400.00
Mileage	19.80	24.75

*Attached is a sheet comparing the City's current and proposed rates with other ambulance services.*

The ambulance fund balance is presented in a modified accrual format (operating cash less accounts payable). The fund reported a net fund balance decrease totaling \$196,928 in 2016. Following is a summary of the fund's financial activity since 2012 and adjusted 2017 figures which incorporate the new rate.

	2012	2013	2014	2015	2016	*New rates 2017
Revenue	1,287,213	1,328,179	1,343,264	1,508,273	1,381,517	1,605,000
Expense	1,151,024	1,220,845	1,299,029	1,520,729	1,519,988	1,560,000
Capital	237,640	40,847	164,070	190,972	58,457	25,000
Total	1,388,664	1,261,692	1,463,099	1,711,701	1,578,445	1,585,000

Net Change	<101,451>	66,487	<119,835>	<203,428>	<196,928>	20,000
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Fund Balance	436,828	503,315	383,480	180,052	<16,876>	3,124
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### **RECOMMENDED COUNCIL ACTION**

Staff recommends the City Council adopt the attached resolution authorizing an increase in ambulance transport fees effective June 1, 2017.

### **ATTACHMENTS**

Resolution

Ambulance Billing Detail

Ambulance Rate Survey

Ambulance Fund Summary

Ambulance Summary of Expenditures

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AMENDING AMBULANCE SERVICE RATES  
ESTABLISHED BY RESOLUTION NO. 11787**

**WHEREAS**, the City of White Bear Lake operates an ambulance service under rates established by City Council Resolution No. 11787; and

**WHEREAS**, adequate revenues are necessary to fund the continuing operations of the ambulance service in subsequent years.

**NOW, THEREFORE, BE IT RESOLVED**, that the following rates are established effective May 1, 2017.

<u>Service Type</u>	<u>Fee</u>
Basic Life Support (BLS)	\$1,195
Advanced Life Support (ALS1)	1,575
Major Advanced Life Support (ALS2)	1,720
Treatment – No transport	400
Mileage	24.75 / mile

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  
 Ambulance Billing Detail  
 For Fiscal 2016

Description	Number of		Billings	Required Write-offs	Net		Projected 2017 Billings
	Transports	Percentage			Billings	Percentage	
<b>Restricted Billing Accounts</b>							
MEDICARE	673	30.44%	786,028.38	475,039.94	310,988.44	20.80%	312,320.00
HEALTH PARTNERS - Medicare Replacement	341	15.42%	400,951.80	242,317.10	158,634.70	10.61%	159,315.00
UCARE	235	10.63%	267,343.82	161,570.49	105,773.33	7.08%	106,225.00
MEDICA - Medicare Replacement	112	5.07%	129,280.45	78,131.25	51,149.20	3.42%	51,365.00
MEDICAID ELECTRONIC	131	5.92%	147,507.48	89,146.84	58,360.64	3.90%	58,610.00
VETERANS ADMIN.	18	0.81%	22,500.70	13,598.40	8,902.30	0.60%	8,940.00
RAILROAD MEDICARE	16	0.72%	17,127.76	10,351.24	6,776.52	0.45%	6,805.00
TRICARE-SECONDARY TO MEDICARE	2	0.09%	2,512.96	1,518.72	994.24	0.07%	1,000.00
CHAMPVA	1	0.05%	1,161.58	702.01	459.57	0.03%	465.00
<b>Total Restricted Billing</b>	<b>1,529</b>	<b>69.15%</b>	<b>1,774,414.93</b>	<b>1,072,376.00</b>	<b>702,038.93</b>	<b>46.96%</b>	<b>705,045.00</b>
<b>Non- Restricted Billing</b>							
BC/BS	292	13.21%	340,928.12		340,928.12	22.80%	414,880.00
HEALTH PARTNERS	92	4.16%	108,174.68		108,174.68	7.24%	131,640.00
PRIVATE (SELF PAY)	71	3.21%	79,877.70		79,877.70	5.34%	97,205.00
AUTO INSURANCE	55	2.49%	61,498.14		61,498.14	4.11%	74,840.00
HUMANA	51	2.31%	58,323.96		58,323.96	3.90%	70,975.00
MEDICA	30	1.36%	34,628.69		34,628.69	2.32%	42,140.00
UNITED HEALTH CARE	23	1.04%	26,341.36		26,341.36	1.76%	32,055.00
CIGNA	13	0.59%	16,796.94		16,796.94	1.12%	20,440.00
PREFERRED ONE	13	0.59%	16,486.06		16,486.06	1.10%	20,065.00
MISC. INSURANCE	12	0.54%	15,354.10		15,354.10	1.03%	18,685.00
TRIWEST (NON MEDICARE PT	10	0.45%	11,971.30		11,971.30	0.80%	14,570.00
AETNA	8	0.36%	8,533.16		8,533.16	0.57%	10,385.00
GEHA	3	0.14%	3,749.40		3,749.40	0.25%	4,565.00
SELECTCARE	3	0.14%	3,543.42		3,543.42	0.24%	4,310.00
LABOR CARE	3	0.14%	3,335.58		3,335.58	0.22%	4,060.00
MEDICA GROUP IFB	2	0.09%	2,316.50		2,316.50	0.15%	2,820.00
USAA	1	0.05%	1,085.62		1,085.62	0.07%	1,320.00
<b>Total Non- Restricted Billing</b>	<b>682</b>	<b>30.85%</b>	<b>792,944.73</b>		<b>792,944.73</b>	<b>53.04%</b>	<b>964,955.00</b>
<b>Total Billings</b>	<b>2,211</b>	<b>100.00%</b>	<b>2,567,359.66</b>	<b>1,072,376.00</b>	<b>1,494,983.66</b>	<b>100.00%</b>	<b>1,670,000.00</b>

City of White Bear Lake, MN

Ambulance Rate Survey

May 1, 2017

Type of Service		Current White Bear Lake	Proposed 6/1/2017 White Bear Lake	Maplewood Residents	Maplewood Non-Residents	Oakdale	Woodbury
1. Basic Life Support	(BLS)	850	1,195	1,733	1,993	1,300	1,643
2. Advance Life Support	(ALS 1)	1,120	1,625	2,278	2,620	1,500	1,643
3. Major Advance Life Support	(ALS 2)	1,180	1,900	2,513	2,890	1,750	1,962
4. Treatment - No Transport		265	435	656	754	450	418
5. Mileage		19.80	24.75	22.50	25.88	25.00	21.00

Type of Service		Cottage Grove	Mahtomedi	Burnsville	Edina	(Private) Allina	2016 Data (Private) North
1. Basic Life Support	(BLS)	1,690	1,200	1,764	1,627	1,700	1,981
2. Advance Life Support	(ALS 1)	2,080	1,650	1,764	1,627	2,000	2,050
3. Major Advance Life Support	(ALS 2)	2,390	2,000	2,056	2,070	2,200	2,084
4. Treatment - No Transport		440	575	508	474	800	637
5. Mileage		31.00	22.50	25.00	25.00	34.00	27.65

CITY OF WHITE BEAR LAKE, MN

AMBULANCE FUND  
FUND SUMMARY  
( MODIFIED ACCRUAL )

CODE NO.	ITEM	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL
			\$	\$	\$
4882	Revenues:				
	Charges for Services				
	Ambulance Charges	1,321,479	1,343,264	1,503,323	1,370,947
	Total Charges for Service	1,321,479	1,343,264	1,503,323	1,370,947
	Other Revenue				
4605	Grant - EMT Training	5,500		4,950	3,699
5010	Sale of property				2,071
5360	Refunds / Reimbursements	900			4,800
	Total other revenue	6,700		4,950	10,570
	Total Revenues	1,328,179	1,343,264	1,508,273	1,381,517
	Expenditures:				
	Operations	1,220,845	1,299,029	1,520,729	1,519,988
	Capital	26,553	24,839	101,037	58,457
	Total expenditures	1,247,398	1,323,868	1,621,766	1,578,445
	Reserve	129,294	14,231		(135,065)
	Total expenditures & reserves	1,376,692	1,338,099	1,621,766	1,443,380
	Revenues Over (Under) Expenditures	(48,513)	5,165	(113,493)	(61,863)
	Fund Balance January 1	201,828	153,315	158,480	44,987
	Fund Balance December 31	153,315	158,480	44,987	(16,876)
	Reserves:				
	Balance Jan. 1	235,000	350,000	225,000	
	Additions	129,294	14,231		
	Usage - Equipment	(14,294)	(96,913)		
	Usage - Ambulance/Rescue		(42,318)	(89,935)	
	Balance Dec. 31	350,000	225,000	135,065	



CITY OF WHITE BEAR LAKE, MN

FUNCTION:		FUND:			
Enterprise		Ambulance			
SUMMARY OF EXPENDITURES					
CODE NO	ITEMS	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL
	<b>PERSONAL SERVICES</b>	\$	\$	\$	\$
6105	Salaries-reg. employees	191,318	220,131	341,153	363,410
6117	Overtime-reg. employees			5,425	596
6119	Salaries-temp. employees	400,143	411,158	394,296	357,837
6122	PERA Define Benefit	17,420	20,098	30,749	32,185
6123	PERA Define Contribution		9,306	21,384	20,889
6124	FICA/Medicare	41,741	43,352	51,840	50,082
6128	Insurance contrib.	17,030	22,185	37,845	39,759
6138	Worker's compensation	37,708	42,626	38,992	81,000
	<b>Total Personal Services</b>	<b>705,360</b>	<b>768,856</b>	<b>921,684</b>	<b>945,758</b>
	<b>SUPPLIES</b>				
6210	Office supplies	493	268		246
6220	Equipment supplies	5,288	1,128	2,374	2,507
6230	Vehicle supplies	3,172	2,463	2,709	1,804
6240	Building supplies	65	520	75	18
6250	Other supplies	67,786	71,537	59,703	63,884
6272	Motor fuels	27,562	26,898	21,042	17,380
6280	Books & periodicals		462		
6290	Uniforms	5,437	5,783	6,133	3,259
6295	Small tools	321	439		390
	<b>Total Supplies</b>	<b>110,124</b>	<b>109,498</b>	<b>92,036</b>	<b>89,488</b>
	<b>OTHER SERVICES &amp; CHARGES</b>				
6401	Professional services	137,671	141,948	133,477	109,483
6402	Data processing	5,469	4,339	5,122	6,527
6405	Minnesota Care 2% tax	15,136	15,340	17,920	15,555
6412	Cellular	5,814	6,597	8,282	6,474
6434	General Liab. insurance	6,531	6,531	6,634	6,634
6436	Vehicle Liab. insurance	7,843	7,843	7,967	7,967
6445	Postage				117
6450	Outside printing	483	599	699	474
6460	Subscription/memberships	75	75	75	
6470	Training	40,299	31,232	50,432	30,182
6486	Travel				
6492	Advertising				
6505	Equipment maint. service	5,519	5,029	3,382	5,863
6508	Shop maint. service	8,758	5,568	11,984	4,263
6510	Vehicle maint. service	14,744	33,862	37,207	25,393
6545	Credit Card Services				20
6560	Other contractual service	19	1,712	678	2,065
	<b>Total Other Services and Charges</b>	<b>248,361</b>	<b>260,675</b>	<b>283,859</b>	<b>221,017</b>
	<b>CAPITAL OUTLAY</b>				
7120	Building		5,897		
7140	Equipment	26,553	18,942	101,037	13,457
	<b>Total Capital Outlay</b>	<b>26,553</b>	<b>24,839</b>	<b>101,037</b>	<b>13,457</b>
	<b>TRANSFER</b>				
7605	Equipment Acquisition				45,000
7605	General Fund	157,000	160,000	223,150	263,725
	<b>Total</b>	<b>1,247,398</b>	<b>1,323,868</b>	<b>1,621,766</b>	<b>1,578,445</b>



**MINUTES OF THE MEETING OF THE  
HOUSING AND REDEVELOPMENT AUTHORITY  
OF WHITE BEAR LAKE, MINNESOTA  
HELD ON TUESDAY, JANUARY 10, 2017**

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

HRA Chair Biehn convened the meeting of the Housing and Redevelopment Authority at 8:55 p.m.

Members Doug Biehn, Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh were present.

**2. APPROVAL OF THE AGENDA**

It was moved by Member **Edberg** seconded by Member **Engstran**, to approve the agenda as presented.

The motion carried unanimously.

**3. APPROVAL OF THE MINUTES**

It was moved by Member **Jones** seconded by Member **Biehn**, to approve the Minutes of January 12, 2016.

The motion carried unanimously.

**4. RESOLUTION APPROVING CHAIR AND VICE CHAIR OF THE HRA**

Member **Walsh** nominated Member Biehn as HRA Chair and Member Jones as Vice Chair, seconded by Member **Edberg** who moved that nominations be closed and a unanimous ballot be cast.

The motion carried unanimously. **Resolution No. 17-01**

**5. RESOLUTION APPROVING REVOLVING LOAN APPLICATION FOR ABBOTT PAINT**

Community Development Director Kane explained that the White Bear Lake Economic Development Corporation began a program of downtown revitalization through the implementation of a Revolving Loan and Grant Program (RLGP) aimed at improving the utility and appearance of downtown businesses while encouraging the leveraging of private investment.

Ms. Kane reported that earlier this year, Abbott Paint sought to utilize RLGP funds to facilitate construction of a new parking lot and lighting at their downtown location at 2223 4th Street. Estimates for the work anticipated a total project cost of \$60,000. Given that the lot is used for public parking under an informal arrangement, Abbott requested the City's HRA finance the maximum loan amount of \$40,000 at 2% interest with the remainder to be financed by Premier Bank at current market interest rates.

Ms. Kane explained that the resulting RLGP share for this particular loan would be \$40,000 from the City's HRA and \$22,000 from a local financial institution or a 65/35 loan ratio which exceed the typical 50/50 share. Given that the public uses the Abbott Paint parking lot when visiting other businesses downtown, staff recommends the HRA approve the higher loan ratio.

It was moved by Member **Edberg** seconded by Member **Walsh**, to approve the revolving loan and grant program loan for Abbott Paint at 2223 4<sup>th</sup> Street.

The motion carried unanimously.



*MINUTES OF THE MEETING OF THE  
HOUSING AND REDEVELOPMENT AUTHORITY  
OF WHITE BEAR LAKE, MINNESOTA  
HELD ON TUESDAY, JANUARY 10, 2017*

**6. RESOLUTION APPROVING PURCHASE OF TAX FORFEIT PROPERTY AT 3695 ST. REGIS FOR AFFORDABLE HOUSING HOMEOWNERSHIP OPPORTUNITY**

Community Development Director Kane reported that, although the owner was able to re-purchase the tax forfeit property at of 3695 St. Regis, she was unable to meet a number of deadlines required to bring the home into compliance with Minimum Housing Code standards. Consequently, Ramsey County initiated cancellation of the repurchase contract and City staff is now interested in pursuing the purchase of this property for rehabilitation as an affordable housing opportunity.

Ms. Kane explained that the County determined a fair market value for the St. Regis Drive property at \$100,000, in which the County will allow the City to acquire the property for \$25,000 below market value for the purpose of developing the property into affordable housing. Twin Cities Habitat for Humanity ("TCHFH") has indicated an interest in the property, noting that it corresponds with their recent refocus on rehabilitation of existing housing stock rather than all new construction.

It was moved by Member **Walsh** seconded by Member **Jones**, to approve the purchase of tax forfeit property at 3695 St. Regis for an affordable housing homeownership opportunity.

The motion carried unanimously.

**7. ADJOURNMENT**

It was moved by Member Edberg, seconded by Member Engstran to adjourn the HRA. There being no further business before the HRA, Chair Biehn adjourned the meeting at 9:05 p.m.

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Doug Biehn, Chair of HRA

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Ellen Richter, Executive Director



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

## *MEMORANDUM*

**To:** Ellen Richter, City Manager

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

**Date:** May 18, 2017 for the May 23<sup>rd</sup> City Council Meeting

**Subject:** **Affordable Housing Opportunity – 3695 St. Regis Drive**

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### **BACKGROUND**

In January, the Housing and Redevelopment Authority adopted Resolution No. 17-03 in support of acquiring the property at 3695 St. Regis Drive to partner with Twin Cities Habitat for Humanity (“TCHFH”) to provide an affordable homeownership opportunity. As previously noted, the County allows local municipalities the opportunity to acquire tax-forfeited property at below fair market value (at 50% for for-profit or 25% for non-profit entities) to create affordable housing. Ramsey County has determined a fair market value for the property at 3765 St. Regis Drive to be \$100,000. Since TCHFH is a non-profit developer of affordable housing, the City is able to purchase the property for \$25,000 plus maintenance and recording costs.

### **SUMMARY**

Last week, the County Board approved the City’s grant request for \$26,000 in CDBG/HOME funds and the previously adopted Resolution was forward to the County’s Property Record and Revenue Department in anticipation of preparing the transfer of the property. A copy of the HRA’s Resolution was provided and it was notes that some key language required by the County Board was missing from the Resolution. Therefore, Staff has revised the Resolution to include the required language (specifically stating that the City will partner with a non-profit developer (TCHFH) to create an affordable housing unit on the property.

The County has also provided a copy of the Memorandum of Understanding which outlines the City’s obligation to ensure the property is developed into affordable housing and ensures any future homeowner over the next seven years is a “qualified homebuyer” (based on 115% of area median income as adjusted for family size).

### **RECOMMENDED COUNCIL ACTION**

Please forward the attached resolution to the HRA for consideration at its May 23<sup>rd</sup> meeting, which, if approved, clarifies and affirms the City’s commitment to acquire the property for less than market value and intent to partner with a non-profit affordable housing develop to create affordable

housing unit. The Resolution has also been revised to authorize the Chair and Executive Director to execute the Memorandum of Understanding and CDBG Agreement with Ramsey County to use the grant funds for the acquisition of the tax-forfeited property at 3695 St. Regis Drive. Staff recommends the Authority adopt the resolution as presented.

**ATTACHMENTS**

Resolution

Memorandum of Understanding

**HRA RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION IN SUPPORT OF ACQUIRING A TAX-FORFEITED PROPERTY  
LOCATED AT 3695 ST. REGIS DRIVE FOR THE PURPOSE OF DEVELOPMENT AN  
AFFORDABLE HOUSING OPPORTUNITY IN PARTNERSHIP WITH  
TWIN CITIES HABITAT FOR HUMANITY**

**WHEREAS**, in 2014 the Ramsey County Office of Property Records and Revenue notified the City of White Bear Lake that the property at 3695 St. Regis Drive had been forfeited on August 1, 2014; and,

**WHEREAS**, the existing residence has remained unoccupied since 2005; and,

**WHEREAS**, the Housing and Redevelopment Authority of the City is provided the first opportunity to acquire such properties for specific uses, including the provision of affordable housing; and

**WHEREAS**, it is the policy of the Ramsey County Board of Commissioner's to offer the property at 25% market value if the Housing and Redevelopment Authority intends to provide an affordable housing opportunity and the property is being developed by Twin Cities Habitat for Humanity, a non-profit developer; and,

**WHEREAS**, Ramsey County Community Development staff has confirmed the availability of CDBG/HOME program funds to facilitate the City's acquisition and conveyance of the property to Twin Cities Habitat for Humanity; and,

**WHEREAS**, the City has previously partnered with Twin Cities Habitat for Humanity on the creation of several affordable housing units throughout the City; and,

**WHEREAS**, Twin Cities Habitat for Humanity has indicated an interest in a comprehensive rehabilitation of the existing residence at 3695 St. Regis Drive; and

**WHEREAS**, Twin Cities Habitat for Humanity has submitted a detailed Statement of Work identifying the components of the interior and exterior improvements planned to bring the property into compliance with all applicable building, zoning and minimum housing standard code requirements; and,

**WHEREAS**, Ramsey County manages the Community Development Block Grant (CDBG) and HOME programs to ensure housing opportunities are provided to people of low and moderate income; and

**NOW, THEREFORE, BE IT RESOLVED** by the Housing and Redevelopment Authority of the City of White Bear Lake, that the Authority fully supports the acquisition of the property located at 3695 St. Regis Drive for less than market value for the purpose of developing an affordable housing opportunity in partnership with Habitat for Humanity.

**FURTHER, BE IT RESOLVED**, that the Housing and Redevelopment Authority of the City of White Bear Lake finds the proposed Statement of Work for the interior and exterior rehabilitation of the existing residence by Twin Cities Habitat for Humanity acceptable to bring the bring the property into compliance with all applicable building, zoning and minimum housing standard code requirements.

**FURTHERMORE, the Chair and Executive Director are hereby authorized to execute the Memorandum of Understanding and CDBG Agreement with Ramsey County to use the grant funds for the acquisition of the tax-forfeited property at 3695 St. Regis Drive.**

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

Ayes:  
Nays:  
Passed:

\_\_\_\_\_  
Doug Biehn, Chair

ATTEST:

\_\_\_\_\_  
Ellen Richter, Executive Director

## Memorandum of Understanding

This Memorandum of Understanding (“Memorandum”) is made and entered by and between the City of White Bear Lake, Minnesota (“City”) and the County of Ramsey (“County or Ramsey County”).

### Recitals

**WHEREAS**, the City wishes to purchase the tax-forfeited property located at 3695 St. Regis Drive, PIN: 25-30-22-33-0069, for less than its market value for the purpose of developing affordable housing in partnership with Twin Cities Habitat for Humanity, Inc.; and

**WHEREAS**, the City can purchase the property for less than market value only if the property will be used for the development of affordable housing; and

**WHEREAS**, the County is willing to accommodate the City’s request to purchase the property on the terms and conditions contained in this Memorandum.

**NOW THEREFORE**, in consideration of the recitals, and other good and valuable consideration, and intending to be legally bound, the City and County agree as follows:

1. The City will provide its specific plans for developing affordable housing on this site and the specific law or laws that empower it to acquire real property in furtherance of the plans.
2. The County Assessor has determined that the property has a current market value of \$100,000. In consideration of the property’s use for affordable housing and the fact that a non-profit will facilitate the development, the County will sell the property to the City for 25% of its market or \$25,000, plus maintenance costs and recording fees.
3. The City agrees to sell the property for affordable housing to only a “qualified homebuyer”, which is defined as a buyer agreeing to homestead the property and whose household income does not exceed 115% of area median income as adjusted for family size. Income qualification must only be satisfied at time of the closing. If the City will first convey the property to Twin Cities Habitat for Humanity, Inc., before construction can commence, this requirement will not apply to the initial sale of the property to Twin Cities Habitat for Humanity, Inc.
4. Any resale of the property during the first seven (7) years must be to a qualified homebuyer.



5. The City will place a Declaration of Conditions and Restrictions of record to assure compliance with item 4. The City will enforce the Declaration. Ramsey County has no obligation to enforce the Declaration.

**IN WITNESS WHEREOF**, the City and County have executed this Memorandum by its authorized representatives as of the last date written below (“Effective Date”).

**CITY OF WHITE BEAR LAKE,  
MINNESOTA**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

**COUNTY OF RAMSEY**

By: \_\_\_\_\_  
Victoria Reinhardt, Chair  
Board of County Commissioners

By: \_\_\_\_\_  
Janet M. Guthrie, Chief Clerk  
Board of County Commissioners

Date: \_\_\_\_\_

This instrument was drafted by:  
Ramsey County  
Property Records and Revenue  
Property Tax Services  
90 Plato Blvd. W.  
St. Paul, MN 55107

Approval recommended:

By: \_\_\_\_\_  
Christopher A. Samuel  
Ramsey County Auditor/Treasurer

Approved as to form:

\_\_\_\_\_  
Assistant Ramsey County Attorney



City of White Bear Lake  
City Manager's Office

## MEMORANDUM

**To:** Ellen Richter, City Manager  
**From:** Kara Coustry, City Clerk  
**Date:** April 15, 2017  
**Subject:** Resolution approving issuance of an on-sale intoxicating liquor license - Mizu

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### BACKGROUND

Daron Close is the owner of two other restaurants in White Bear Lake which have successfully held liquor licenses including Acqua Restaurant and The Meet Market. Mr. Close is looking to open Mizu Japanese in the Boatworks Commons building at the marina.

### SUMMARY

Daron Close submitted the required paperwork and insurance for a full intoxicating liquor license at Mizu Japanese, located at 4475 Lake Avenue S. The application for liquor licenses was submitted to the City on May 4th. The Police Department is in the process of completing the background check required for all liquor license applicants.

Mr. Close hopes to open his restaurant on June 1, 2017, however, the Police Department did not have sufficient time to complete the applicant's background check prior to the deadline for City Council packet materials. In order to keep the process moving forward, staff prepared the attached resolution to reflect that issuance of liquor licenses is contingent upon receipt of a satisfactory background investigation result by the City's Police Department.

### RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the attached resolution to conditionally approve the on-sale intoxicating and Sunday liquor licenses for Mizu Japanese.

### ATTACHMENTS

Resolution

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING AN ON-SALE INTOXICATING AND SUNDAY LIQUOR LICENSES AT LAKESIDE EATS, LLC DBA MIZU JAPANESE**

WHEREAS, the City of White Bear Lake City received an application from Mr. Daron Close on behalf of Lakeside Eats, LLC dba Mizu Japanese for an on-sale intoxicating and Sunday liquor licenses at 4475 Lake Avenue S., White Bear Lake, MN; and

WHEREAS, the White Bear Lake Police Department has begun conducting a background check on the applicant but has not yet made its final report; and

WHEREAS, the City Clerk has reviewed all submittals and found the application to be in conformance with the criteria for issuing an on-sale intoxicating and Sunday liquor licenses; and

WHEREAS, approval of an on-sale intoxicating liquor license would be contingent on receipt of a final satisfactory background check report by the Police Department; and

WHEREAS, approved licenses would be valid through the end of the business cycle on March 31, 2018.

NOW, THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves the issuance a full on-sale intoxicating and Sunday liquor licenses for the following:

Lakeside Eats, LLC dba Mizu Japanese  
4475 Lake Avenue South  
White Bear Lake, MN 55110

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 Richter, City Manager

**From:** Kara Coustry, City Clerk

**Date:** April 15, 2017

**Subject:** **Resolution approving issuance of wine and strong beer liquor licenses – Lakeshore Players**

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### **BACKGROUND**

Robert West Thomas III, the Managing Director of Lakeshore Players Inc., submitted an application for wine, strong beer and Sunday liquor licenses on May 5, 2017. Per MN Statute 340A.404 Subd. 1. Cities (b) a city may issue an on-sale intoxicating liquor license, an on-sale wine license, or an on-sale malt liquor license to a theater within the city, notwithstanding any law, local ordinance, or charter provision. A license issued under this paragraph authorizes sales on all days of the week to persons attending events at the theater.

### **SUMMARY**

Robert West Thomas III submitted the required paperwork for a wine, strong beer and Sunday liquor licenses at Lakeshore Players Inc., located at 4820 Stewart Avenue, White Bear Lake. The application for liquor licenses was submitted to the City on May 5th. The Police Department is in the process of completing the background check required for all liquor license applicants.

Lakeshore Players Inc. hopes to begin liquor service in June, 2017, however, the Police Department did not have sufficient time to complete the applicant's background check prior to the deadline for City Council packet materials. In order to keep the process moving forward, staff prepared the attached resolution to reflect that issuance of liquor licenses is contingent upon receipt of a satisfactory background investigation result by the City's Police Department.

### **RECOMMENDED COUNCIL ACTION**

Staff recommends the City Council adopt the attached resolution to conditionally approve the wine, strong beer and Sunday liquor licenses for Lakeshore Players.

### **ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING AN WINE, STRONG BEER AND SUNDAY LIQUOR  
LICENSES AT LAKESHORE PLAYERS INC.**

WHEREAS, the City of White Bear Lake City received an application from Mr. Robert West Thomas III, the managing director of Lakeshore Players, Inc. for a wine, strong beer and Sunday liquor licenses at 4820 Stewart Avenue, White Bear Lake, MN; and

WHEREAS, the White Bear Lake Police Department has begun conducting a background check on the applicant but has not yet made its final report; and

WHEREAS, the City Clerk has reviewed all submittals and found the application to be in conformance with the criteria for issuing a wine, strong beer and Sunday liquor licenses; and

WHEREAS, approval of wine, strong beer and Sunday liquor licenses would be contingent on a final satisfactory background check report by the Police Department; and

WHEREAS, approved licenses would be valid through the end of the business cycle on March 31, 2018.

NOW, THEREFORE, BE IT RESOLVED that the White Bear Lake City Council conditionally approves the issuance a wine, strong beer and Sunday liquor licenses contingent upon receipt of a final satisfactory background check report by the Police Department for the following:

Lakeshore Players, Inc.  
4820 Stewart Avenue  
White Bear Lake, MN 55110

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

Ayes:  
Nays:  
Passed:

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

ATTEST:

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



**City of White Bear Lake**  
Finance Department

## M E M O R A N D U M

**To:** Ellen Richter, City Manager

**From:** Don Rambow, Finance Director

**Date:** May 15, 2017

**Subject:** Dispatchers Insurance

### BACKGROUND

The Public Safety Dispatchers contract agreement covers a two-year period ending December 31, 2017. The contract provides for a health insurance “re-opener” once annual premiums are determined.

### SUMMARY

The Dispatcher’s health insurance package was aligned with Patrol contract effective July 1, 2016. The resolution did not address City contributions effective July 1, 2017. It was mutually agreed that future Dispatch insurance contributions would be consistent with those provided to Patrol.

The new health insurance contribution amounts effective July 1, 2017 – December 31, 2018 will be as follows:

City Monthly Insurance Contribution (Effective July 1, 2017)

Insurance	Current	Proposed	Current	Proposed	Current	Proposed
	Basic		N/S* or FA**		N/S & F/A***	
Deferred Insurance	\$243	\$243	\$248	\$248	\$263	\$263
Single	416	443	426	453	436	463
Employee + 1	735	794	745	804	755	814
Multiple Dependents	912	987	922	997	932	1,007

\* Non-Smoker

\*\* Fitness Achievement

\*\*\* Non-Smoker and Fitness Achievement

Health Savings Account (HAS Contributions)

Insurance	Annual Contribution	Per Pay Period Contribution
Single	\$400.08	\$16.67
Employee + 1	800.16	33.34
Multiple Dependents	800.16	33.34

**RECOMMENDED COUNCIL ACTION**

Both the City and the Union 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 AN  
AMENDMENT TO CONTRACT WITH LAW ENFORCEMENT LABOR SERVICES;  
DISPATCH**

WHEREAS, the current contract with Law Enforcement Labor Services (LELS), Dispatch covers the period from January 1, 2016 through December 31, 2017; and

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that the 2016-2017 LELS, Dispatch contract providing an amendment to the following terms is hereby approved:

**City Monthly Insurance Contribution (Effective July 1, 2017)**

Insurance	Basic	N/S* or FA**	N/S & FA***
Deferred Insurance	\$243	248	263
Single	443	453	463
Employee + 1	794	804	814
Multiple Dependents	987	997	1,007

\* Non-Smoker

\*\* Fitness Achievement

\*\*\* Non-Smoker and Fitness Achievement

**Health Savings Account (HAS Contributions)**

Insurance	Annual Contribution	Per Pay Period Contribution
Single	\$400.08	\$16.67
Employee + 1	800.16	33.34
Multiple Dependents	800.16	33.34

BE IT FURTHER RESOLVED, that the Mayor and City Manager are authorized and hereby directed to execute said amendment to the 2016-2017 contract with the Law Enforcement Labor Services, Dispatch.

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 Richter, City Manager

**From:** Kara Coustry, City Clerk

**Date:** April 15, 2017

**Subject:** **Resolution approving new gambling manager at American Legion**

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### **BACKGROUND**

Michael Martens is taking over as the gambling manager at the American Legion located at 2210 3<sup>rd</sup> Street in White Bear Lake effective July 1, 2017. Pursuant to Municipal Code 1002.200, Subd. 3, Section i:

The charitable organization allowed to conduct lawful gambling under this section shall, with its submission of an application, state the names and addresses of all persons and firms allowed or responsible to maintain records or financial statements and prepare financial reports on behalf of, or submitted to, the charitable organization, the City or the State of Minnesota. The past and present practices of these individuals or firms shall be subject to investigation by the City and may be considered by the City Council when it acts according to this section. Changes in the designation of said individuals or firms must be reported to the City by charitable organization.

### **SUMMARY**

Michael Martens submitted his application for gambling background check to the City of White Bear Lake. The current gambling manager at the American Legion is ending that assignment on June 30, 2017 and Mr. Martens expects to assume this position effective July 1, 2017. The American Legion Post #168 is located at 2210 3<sup>rd</sup> Street in White Bear Lake. The applicant's background ground check was satisfactory and meets the State's requirements for gambling manager.

### **RECOMMENDED COUNCIL ACTION**

Staff recommends the City Council adopt the attached resolution to approve the change in gambling managers at the American Legion Post #168.

### **ATTACHMENTS**

Resolution



**RESOLUTION NO.**

**RESOLUTION APPROVING A NEW GAMBLING MANAGER AT  
THE AMERICAN LEGION POST #168**

WHEREAS, the City of White Bear Lake City received an application from Michael Martens to be the gambling manager at the American Legion Post #168 located at 2210 3<sup>rd</sup> St., White Bear Lake, MN; and

WHEREAS, the current gambling manager at the American Legion Post #168 intends to work through June 30, 2017 and the new gambling manager would take effect beginning July 1, 2017; and

WHEREAS, the applicant's background check was satisfactory and meets the State's requirements for gambling manager; and

WHEREAS, the City Clerk has reviewed all submittals and found the application to be in conformance with the City's requirement for notification of change to individuals responsible for gambling activities; and

NOW, THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves Michael Martens as the new gambling manager at the American Legion Post #168 located at 2210 3<sup>rd</sup> St., effective July 1, 2017.

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

Ayes:  
Nays:  
Passed:

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

ATTEST:

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



**City of White Bear Lake**  
Engineering Department

# *MEMORANDUM*

**To:** Ellen Richter, City Manager

**From:** Mark Burch, Public Works Director/City Engineer

**Date:** May 15, 2017

**Subject:** **Master Partnership Contract with MnDOT**

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## **SUMMARY**

The State of Minnesota through the Department of Transportation has prepared a Master Partnership Contract which cities and counties can enter into with the State to facilitate payment for miscellaneous services either agency provides to the other. The City may occasionally request from MnDOT testing of materials at the MnDOT laboratory or replacement of light bulbs in traffic control signals. The agreement will be in place and only used if work is requested by either party. The proposed agreement would be effective for 5 years and may be renewed in the future if agreed to by both parties.

## **RECOMMENDED COUNCIL ACTION**

Staff recommends the City Council adopt the resolution approving a Master Partnership Contract with the State of Minnesota through June 30, 2022.

## **ATTACHMENTS**

Resolution

**RESOLUTION NO.:**

**RESOLUTION APPROVING A MASTER PARTNERSHIP CONTRACT  
WITH THE STATE OF MINNESOTA**

WHEREAS, the Minnesota Department of Transportation (MnDOT) wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

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

1. That the City Council of the City of White Bear Lake enter into a Master Partnership Contract with the Minnesota Department of Transportation.
2. That the Mayor and City Manager are authorized to execute such contract, and any amendments thereto.
3. That the City Manager is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Manager may execute such work order contracts on behalf of the City of White Bear Lake as allowed by Statute.

The foregoing resolution offered by Councilmember \_\_\_\_\_, 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 Richter, City Manager  
**From:** Kara Coustry, City Clerk  
**Date:** May 18, 2017  
**Subject:** **Massage Therapist Licenses**

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### **BACKGROUND**

On January 1, 2016, City Ordinance 1127 went into effect which requires all persons performing massage therapy and related businesses to be licensed. The licensee is required to submit documentation which demonstrates they have received the appropriate training and insurance. A criminal history check and financial review are also conducted.

### **SUMMARY**

The City received two massage therapist license applications.

Stephanie Tennessen is applying for a massage therapist license to work at The Center for Therapeutic Massage located at 4860 Banning Avenue. The White Bear Lake Police Department verified the applicant's training credentials, insurance coverage, finances and criminal history reports. Ms. Tennessen satisfies the City's license requirements for massage therapists.

Xiaoxin Qu is applying for a massage therapist license to work at Yili Massage located at 4711 Clark Avenue, Suite G. The White Bear Lake Police Department is currently in the process of verifying the applicant's training credentials, insurance coverage, finances and criminal history reports. Because there is an additional week between this City Council meeting and the next, a contingent approval is being requested for this application.

### **RECOMMENDED COUNCIL ACTION**

Staff recommends approval of Ms. Tennessen's massage therapist license.  
Staff recommends approval of Ms. Qu's massage therapist license contingent on a satisfactory background investigation.

### **ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**RESOLUTION APPROVING MASSAGE THERAPIST LICENSES  
FOR THE BUSINESS CYCLE ENDING MARCH 31, 2018**

**BE IT RESOLVED** by the City Council of the City of White Bear Lake that the following massage therapist license be approved for the business cycle ending March 31, 2018.

**Massage Therapist**

Stephanie Tennesen	Center for Therapeutic Massage 4800 Banning Avenue
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**BE IT FURTHER RESOLVED** by the City Council of the City of White Bear Lake that the following massage therapist license be approved contingent upon a satisfactory background investigation by the City of White Bear Lake's Police Department for the business cycle ending March 31, 2018.

Xiaoxin Qu	Yili Massage 4711 Clark Avenue, Suite G
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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