



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JUNE 28, 2022
7:00 P.M. IN THE COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on June 14, 2022

B. Minutes of the City Council Work Session June 14, 2022

3. ADOPT THE AGENDA *(No item of business shall be considered unless it appears on the agenda for the meeting. The Mayor or Councilmembers may add items to the agenda prior to adoption of the agenda.)*

4. CONSENT AGENDA *(Those items listed under Consent Agenda are considered routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless the Mayor or a Councilmember so requests, in which event, the item will be removed from the consent agenda and considered under New Business.)*

A. Resolution renewing a Lease Addendum for the White Bear Lake Area School district at the Sports Center

B. Resolution extending a Lease Agreement for Northeast Youth & Family Services

C. Resolution increasing the 2022 travel reimbursement amount

D. Resolution approving a Massage Therapist License for Taylor Jean Heitkamp

5. VISITORS AND PRESENTATIONS

Nothing scheduled

6. PUBLIC HEARINGS

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. NEW BUSINESS

Nothing scheduled

9. DISCUSSION

Nothing schedule

10. COMMUNICATIONS FROM THE CITY MANAGER

11. CLOSED SESSION

12. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JUNE 14, 2022
7:00 P.M. IN THE COUNCIL CHAMBERS**

1. CALL TO ORDER AND ROLL CALL

Mayor Dan Louismet called the meeting to order at 7:00 p.m. The Assistant City Manager took attendance for Councilmembers Kevin Edberg, Steven Engstran, Heidi Hughes, Dan Jones and Bill Walsh. Staff in attendance were City Manager Crawford, Assistant City Manager Juba, Public Works Director / City Engineer Kauppi, Community Development Director Lindahl, and City Attorney Ketchum.

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on May 24, 2022

It was moved by Councilmember **Edberg** seconded by Councilmember **Engstran**, to approve the Minutes of the May 24, 2022 City Council meeting as presented.

Motion carried unanimously.

B. Minutes of the City Council work session on May 24, 2022

It was moved by Councilmember **Walsh** seconded by Councilmember **Jones**, to approve the Minutes of the May 24, 2022 City Council work session as presented.

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

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

Motion carried unanimously.

4. CONSENT AGENDA

- A. Acceptance of Minutes: April Park Advisory Commission, April White Bear Lake Conservation District, May Planning Commission
- B. Resolution accepting a donation from the White Bear Lions Club Foundation to the City of White Bear Lake for the All-Abilities Playground at Lakewood Hills Park
- C. Resolution of continued support for Beyond the Yellow Ribbon
- D. Resolution authorizing an appointment of a representative to the Ramsey/Washington Suburban Cable Commission

- E. Resolution authorizing the transfer of on-sale wine and 3.2 liquor licenses for Donatelli's
- F. Resolution approving a Food Truck at Podvin Park for the School District for Night to Unite
- G. Resolution approving a temporary on-sale liquor license for the Pine Tree Apple Classic Fund
- H. Resolution approving use of the Armory Parking lot on a Marketfest Night for a Hockey Days 2023 Fundraiser
- I. Resolution approving a request by Mike Fox for three variances at 4985 Johnson Avenue
- J. Resolution approving a request by Annie & Dustin Carlson for five variances and a conditional use permit at 2505 Lake Avenue
- K. Resolution approving a request by Rebecca Pacheco for a special home occupation permit at 3791 Prairie Road
- L. Resolution approving a request by Prelude Holdings for a minor subdivision and recombination subdivision at 4870 Otter Lake Road
- M. Resolution approving a request by Paula Lobinsky for a time extension to an approved variance at 4372 Cottage Park Road
- N. Resolution approving a Utility Occupancy License with Canadian Pacific
- O. Resolution approving on-sale intoxicating, Sunday and 3.2% On-Sale liquor licenses for K & T King City Restaurant Inc.

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

Motion carried unanimously.

5. VISITORS AND PRESENTATIONS

Nothing scheduled

6. PUBLIC HEARINGS

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. NEW BUSINESS

- A. Resolution approving a request by Schafer Richardson for concept stage approval of a planned unit development at 3600 and 3646 Hoffman Road

Community Development Director Lindahl summarized the concept plan submitted by Schafer Richardson for the subject properties east of the Highway 61 and County Road E intersection. The site is guided Transit-Oriented Development in the 2040 Comprehensive Plan, but is zoned B-4 – General Business in the Zoning Code. This distinction is why staff is processing the request as a planned unit development (PUD). This is the first of three stages, so the item would come before the City Council at least one more time during the development stage. The proposal consisted of two apartment buildings with 243 units, connected by a common area. Part of the discussion around this project has been the inclusion of up to 20% affordable units. The applicant is looking for feedback from the Council on whether there is interest in affordable units and if there is support for using Tax Increment Financing (TIF) to support those units. Lindahl described various aspects of the proposal, including the height of the buildings,

setbacks, exterior building materials, amenities, traffic and circulation, parking, open space, and park dedication. The Planning Commission and staff recommended approval of the request with a number of conditions listed in the staff report.

Mayor Louismet is supportive of the project in the proposed location, recognizing that higher density housing is something that is needed. He did not support the 5th story of the building, stating that it deviates too much from what is typically approved in the City. He believed that four stories is more appropriate. He continued that he is also not supportive of using TIF to support the affordable housing component of the project. He referenced the Barnum complex next door, which is completely market-rate and nearly at full capacity. He prefers the dedication of land versus receiving cash in lieu of land for park dedication. Creating recreational space in an area close to the Bruce Vento Trail is beneficial.

At the request of Councilmember Edberg, Lindahl clarified the calculation for the park dedication fee.

Councilmember Jones voiced a concern regarding the use of “millennial/gen-z” architecture. Those types of buildings are everywhere and he does not want White Bear Lake to look like everyone else. He recommended the City pursue the triangle shaped piece of land on the west side of Hoffman Road as park dedication. The opportunity for affordable housing is there. He wondered if the requested TIF amount could be cut in half.

Councilmember Edberg does not support the use of TIF for this particular project. He commented that he believes the City needs to be thinking differently about the long-term sustainability of the affordability plan. He agreed with Councilmember Jones on the park dedication strategy. He does not support a five-story building.

In response to a question from Councilmember Hughes, Lindahl clarified Ramsey County’s request for additional right-of-way and the impact on the building setback. Lindahl explained that in working with the applicant, staff attempted to create a design that was felt to be a minimum appropriate setback based on the height of the building and the road. The concept is an acceptable reduction based on the architectural features and design that breaks up the appearance of a long wall of a building.

Councilmember Walsh noted that he does not like the long wall along County Road E, stating that one thing he liked about the Barnum is that it is set back from the road. He understands the other Councilmembers’ concerns with a five-story building, but it is not a sticking point for him. He stated that if the applicants pay the park dedication fee and retain the triangle piece of land, they could potentially develop it in a way that brings in tax revenue. He also does not support the use of TIF on this project.

Mayor Louismet sought more information on the PUD process. He wanted to ensure that there would be more discussion about the project before the City gave its “stamp of approval”. Lindahl responded that there will be more opportunity for discussion. Based on the feedback from the City Council, staff will go back to the applicant and work on implementing those recommendations.

Mayor Louismet asked if this resolution would be the appropriate mechanism to convey to the applicant that four stories is the maximum height desired, if it was the will of the Council. Lindahl replied that the resolution could be amended to reflect the height restriction.

Councilmember Edberg asked if there were any other drivers or concerns that should be brought to the Council's attention. He wondered how staff would convey the Council's feedback to the applicants. Lindahl stated that the staff report and resolution includes the important aspects needed to move the concept plan forward. He believed the Councilmembers provided enough consensus for staff to return to the applicants with a clear direction.

Councilmember Jones stated that each project should be evaluated on their own. He is not opposed to a five-story building. TIF may not be appropriate for this project, but the City needs to start thinking about how it is going to meet the housing needs of its residents.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Hughes**, to adopt the resolution as presented approving the concept stage approval of a planned unit development at 3600 and 3646 Hoffman Road. Councilmember **Edberg** moved to amend the motion by adding section 2.F to the resolution limiting the apartment to four stories, seconded by Councilmember **Hughes**. The amendment was approved 4-1 with Councilmember Jones dissenting.

The amended motion carried unanimously.

9. DISCUSSION

Nothing

10. COMMUNICATIONS FROM THE CITY MANAGER

A. Energy Improvement Project Update

City Manager Crawford summarized several energy improvement projects including building automation, mechanical upgrades and a solar array at the Sports Center. There were also LED lighting upgrades taking place throughout the City. City Engineer/Public Works Director Kauppi responded to a question from Councilmember Hughes regarding light rating of the outdoor lighting used throughout the City.

B. Fire Ops 101 Participation

City Manager Crawford informed the City Council that she, Councilmember Hughes, and Mayor Louismet recently attended Fire Operations 101, which was an event hosted by IAFF Union members from several Fire Departments. Both City Manager Crawford and Mayor Louismet expressed their appreciation for the invite and urged other Councilmembers and staff to attend a future event to gain insight into the physical demands and equipment used during firefighting and first responding operations.

11. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Edberg** to adjourn the regular meeting at 8:05 p.m.

Motion carried unanimously.

Dan Louismet, Mayor

ATTEST:

Lindy Crawford, City Manager



**MINUTES
WORK SESSION OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JUNE 14, 2022
6:30 PM IN THE 2ND FLOOR BOARD ROOM
CITY HALL**

Work Session Opened: 6:37 PM

In Attendance: Mayor Louismet, Councilmembers Walsh, Hughes, Jones, Edberg, and Engstran. City Manager, Crawford, Assistant City Manager Juba and Public Works Director/ City Engineer Kauppi.

The Council discussed the Public Safety building project and the failure from the Legislature to pass a bonding bill. The consensus of the group was that there would not be a special session in the near future for a bonding bill. Due to the importance of the project, the Council generally agreed to move forward with the original plan without cutting any square footage. Staff was directed to begin working on a final design of the project and to begin moving through the City's bonding process.

Work Session Adjourned: 6:52 PM



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Rick Juba, Assistant City Manager
Date: June 15, 2022
Subject: Lease Addendum Renewal at the Sports Center

SUMMARY

The City Council will consider adopting a resolution renewing Lease Addendum A for dedicated locker room and storage space at the Sports Center for the White Bear Lake Area School District.

BACKGROUND INFORMATION

In 2018, the City and School District entered into an agreement to host White Bear Lake Varsity Girls Hockey games and practices. As an addendum to that agreement, the School District pays a monthly rate for dedicated locker room and storage space. The agreement itself runs until either the City or the School District give notice of cancellation. Addendum A expires to allow for discussion on the rental rates for locker room and storage space.

The current monthly rental rate is \$1,000, staff has discussed with the School District an increase to \$1,100 month, to which the School District is agreeable. Both staff and the School District also agree to a three-year term.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution approving the renewal of Addendum A for dedicated locker room and storage space at the Sports Center at a rate of \$1,100 per month for three years for the School District.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION RENEWING ADDENDUM A OF A LEASE
AGREEMENT BETWEEN THE CITY AND WHITE BEAR LAKE AREA SCHOOLS**

WHEREAS, the White Bear Lake Sports Center is home to the White Bear Lake Area Varsity Girls Hockey Team; and

WHEREAS, as part of a lease agreement between the City and the School District to host games and rent ice for practices Addendum A of the lease agreement dedicates locker room space to the Girls Hockey program; and

WHEREAS, Addendum A expires on June 30, 2022; and

WHEREAS, White Bear Lake Area Schools wishes to renew Addendum A.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota hereby approves renewal of Addendum A at a rate of \$1,100 per month with an expiration date of June 30, 2025.

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Lindy Crawford, City Manager



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Rick Juba, Assistant City Manager
Date: June 28, 2022
Subject: Lease Extension for Northeast Youth and Family Services

SUMMARY

The City Council will consider approving a five-year lease extension for Northeast Youth and Family Services (NYFS).

BACKGROUND INFORMATION

NYFS is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within the community through collaboration and coordination with existing community resources.

In mid-2012, the City Council authorized a 'transfer of service' agreement between the City and NYFS to continue most services previously provided by the Community Counseling Center at the White Bear Lake location. The transfer of those services began July 1, 2012 and NYFS continues to lease the City's former Community Counseling Center site. The initial agreement was for a term of five years, expiring on June 30, 2017, which was extended for another five-year term expiring on June 30, 2022.

No substantive changes to the lease are being proposed. It provides for another five-year term, with the same \$500.00 monthly rent, with an option for the landlord and tenant to revisit rent annually, giving due consideration of the volume of usage, non-profit rental rates and other income derived by the tenant at this site.

This arrangement has been successful, NYFS takes great care of the facility and is a valuable resource for mental health in our community.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution extending the NYFS lease for another five-year term.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING A LEASE AGREEMENT BETWEEN THE
CITY OF WHITE BEAR LAKE AND NORTHEAST YOUTH AND FAMILY SERVICES**

WHEREAS, the City holds title to the property located at 1280 North Birch Lake Boulevard; and

WHEREAS, Northeast Youth and Family Services (NYFS) has been leasing the property from the City since 2012, when it assumed counseling services previously provided by the White Bear Lake Community Council Center; and

WHEREAS, in recognition of an acknowledged public purpose, the City wishes to lease the property to NYFS for an additional five-year term.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of White Bear Lake, Minnesota, that it hereby authorizes the extension of the lease agreement with Northeast Youth and Family Services.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Lindy Crawford, City Manager



City of White Bear Lake
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater, Finance Director
Date: June 24, 2022
Subject: **Proposed Increase in Travel Reimbursement – July 1, 2022 through December 31, 2022**

SUMMARY

The City Council will consider adopting a resolution increasing the 2022 travel reimbursement amount for approved and eligible out-of-pocket travel expenses incurred in the conduct of City business or authorized training to be consistent with the mid-year mileage rate adjustment recently approved by the Internal Revenue Service (IRS).

BACKGROUND INFORMATION

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

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

Consistent with past practice, staff proposes to set the City's mileage reimbursement rate to the standard rate set by the IRS. At the January 11, 2022 meeting, the City Council adopted the IRS 2022 rate of \$.585 via Resolution 12921. The IRS recently announced their standard mileage rate will increase to \$.625 for the period from July 1 through December 31, 2022. This rate is 4 cents per mile higher than the original 2022 rate.

2020	2021	2022	2022 adj. 7/1
57.5 cents	56 cents	58.5 cents	62.5 cents

RECOMMENDEATIONS

Staff recommends that the City Council adopt the attached resolution adjusting current travel expense reimbursement rates to be consistent with the adjusted IRS rate.

ATTACHMENTS

Resolution

RESOLUTION NO.

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

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

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

WHEREAS, the City Council originally adopted the 2022 standard mileage rate of \$.585 set by the Internal Revenue Service (IRS) for the business use of employee personal vehicles via Resolution 12921 on January 11, 2022; and

WHEREAS, the IRS recently increased the standard mileage reimbursement rate to \$.625 for July 1, 2022 through December 31, 2022.

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

Mileage Reimbursement: \$.625

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Lindy Crawford, City Manager



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Rick Juba, Assistant City Manager
Date: June 28, 2022
Subject: **Massage Therapist License for Taylor Jean Heitkamp at Sunbear Salon and Medical Spa**

SUMMARY

The City Council will consider a resolution approving a massage therapist license for Taylor Jean Heitkamp at Sunbear Salon and Medical Spa.

BACKGROUND INFORMATION

Taylor Jean Heitkamp requests approval of a massage therapist license to perform massage therapy at Sunbear Salon and Medical Spa, which is an existing licensed establishment.

Per City Code Section 1127, all persons performing massage therapy and related businesses require a license. The applicant 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. The Police Department performed the required background check and found that the applicant meets all requirements of the City Code regarding massage therapy.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution approving a massage therapist license for Taylor Jean Heitkamp at Sunbear Salon and Medical Spa.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING ISSUANCE OF MASSAGE THERAPIST LICENSE
TO TAYLOR JEAN HEITKAMP AT SUNBEAR SALON AND MEDICAL SPA**

WHEREAS, the City received a complete application from Taylor Jean Heitkamp (the applicant) for a massage therapist license at Sunbear Salon and Medical Spa; and

WHEREAS, Sunbear Salon and Medical Spa is a licensed massage establishment in White Bear Lake; and

WHEREAS, the White Bear Lake Police Department performed a background check and found that the applicant meets all requirements of City Code Section 1127 for a massage therapist license.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota hereby approves a massage therapist license for Taylor Jean Heitkamp at Sunbear Salon and Medical Spa.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Lindy Crawford, City Manager