



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, NOVEMBER 22, 2022
7 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 November 9, 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 designating polling places for 2023 elections
- B. Resolution authorizing a contract renewal with the Woodbury Animal Humane Society
- C. Resolution executing a Limited Use Permit with the State of Minnesota Department of Transportation for a monument sign at Trunk Highway 694 and White Bear Avenue
- D. Resolution certifying miscellaneous private property assessment for recovery of city expenses
- E. Resolution authorizing renewal of Ramsey County Law Enforcement Consortium Mutual Aid Agreement
- F. Resolution designating board of director appointees for the Local Government Information Systems Association
- G. Resolution authorizing staff to solicit request for proposals for a downtown mobility and parking study
- H. Resolution authorizing support for an application for Ramsey County Critical Corridor Grant Funding from WBL Lochner, LLC
- I. Resolution approving the Planned Unit Development agreement for Schafer Richardson Phase II
- J. Resolution approving the Willow Ridge 2nd addition final plat

5. VISITORS AND PRESENTATIONS

- A. Swear-in Police Officers
- B. Quarterly Sports Center Report

6. PUBLIC HEARINGS

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. NEW BUSINESS

- A. Resolution awarding the sale of the 2022B General Obligation Bonds
- B. First reading of an ordinance establishing the 2023 Fee Schedule

9. DISCUSSION

Nothing schedule

10. COMMUNICATIONS FROM THE CITY MANAGER

11. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
WEDNESDAY, NOVEMBER 9, 2022
7 P.M. IN THE COUNCIL CHAMBERS**

1. CALL TO ORDER AND ROLL CALL

Mayor Dan Louismet called the meeting to order at 7 p.m. The City Clerk took attendance for Councilmembers Steven Engstran, Heidi Hughes, Dan Jones and Bill Walsh. Councilmember Kevin Edberg was excused. Staff in attendance were City Manager Lindy Crawford, Community Development Director Jason Lindahl, Finance Director Kerri Kindsvater, Public Works Director and City Engineer Paul Kauppi, City Clerk Caley Longendyke and City Attorney Sam Ketchum.

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on October 25, 2022

It was moved by Councilmember **Hughes**, seconded by Councilmember **Jones**, to approve the minutes. Motion carried unanimously.

B. Minutes of the City Council Work Session on October 25, 2022

It was moved by Councilmember **Walsh**, seconded by Councilmember **Engstran**, to approve the minutes. Motion carried unanimously.

3. APPROVAL OF THE AGENDA

It was moved by Councilmember **Hughes**, seconded by Councilmember **Jones**, to approve the agenda as presented. Motion carried unanimously.

4. CONSENT AGENDA

- A. Acceptance of Minutes – September Environmental Advisory Commission, September Park Advisory Commission, September White Bear Lake Conservation District, October Planning Commission
- B. Resolution accepting the 2023 Enforcement Grant from the Department of Public Safety **Res. No. 13079**
- C. Resolution approving Criminal Justice Data Network (CJDN) Joint Powers Agreement and Court Services Amendment Renewal **Res. No. 13080**
- D. Resolution approving the Violent Crimes Enforcement Joint Powers Agreement **Res. No. 13081**
- E. Resolution approving Raingarden Construction Contract with Sandstrom Land Management **Res. No. 13082**
- F. Resolution authorizing a Grant Agreement with Ramsey-Washington Metro Watershed District and requesting grant allocation **Res. No. 13083**

- G. Resolution accepting work and authorizing final payment to Ferguson Water Works for the completion of the Water Meter Replacement Project, City Project No. 21-09 **Res. No. 13084**
- H. Resolution granting a Conditional Use Permit for 3881 Highland Avenue **Res. No. 13085**
- I. Resolution granting a Conditional Use Permit for 2300 Highway 96 **Res. No. 13086**

It was moved by Councilmember **Jones**, seconded by Councilmember **Engstran**, to approve the consent agenda as presented. Councilmember Hughes asked about the process for having discussion about specific topics referenced in the advisory commissions' minutes. Referencing specifically to the dog beach comments in the Park Advisory Commission minutes, Mayor Louismet said he plans to explore this topic this winter while the park is closed for the season. City Manager Crawford informed the City Council about the January work session when the commissions' staff liaisons will provide a report and be available for discussion. Motion carried unanimously.

5. VISITORS AND PRESENTATIONS

Nothing scheduled.

6. PUBLIC HEARINGS

Nothing scheduled.

7. UNFINISHED BUSINESS

Nothing scheduled.

8. NEW BUSINESS

- A. Resolution accepting bids and awarding construction contract for the Public Safety Renovation Project, City Project No. 22-09

Public Works Director and City Engineer Paul Kauppi provided an overview of the upcoming project to renovate the Public Safety Building. The project scope includes replacing the fire apparatus bay, construction of a police garage, interior remodeling to support operations, addition of secure staff parking and public display for the La France firetruck. Director Kauppi showed aerial images of the project, site elevations and 3D graphics, highlighting the exterior materials and positioning of the building. Director Kauppi said the proposed budget for the project was initially \$14.7 million, with the bid opening increasing the budget to \$17.8 million. Following the October 25 City Council work session, it was decided to delay portions of the project to help lower the expenditure costs to \$17,351,800. He reviewed the funding sources for the project, including 20-year 2022B CIP Bonds and 2023A CIP Bonds, earned interest on bond proceeds, sales tax rebate and the community reinvestment fund. He reviewed the project schedule with construction beginning in March 2023 and completion in June 2024. Director Kauppi said the prepared resolution was recently amended, due to a company originally wanting to withdraw their bid because of a perceived error, but did confirm they could do the work.

Mayor Louismet complimented the work of City Council members for having a lengthy, thoughtful conversation about the budget at the October 25 work session, keeping both residents and Public Safety operations in mind.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Jones**, to approve amended **Res. No. 13087** accepting bids and awarding the construction contract for the Public Safety Renovation Project. Motion carried unanimously.

B. Resolution providing for the sale of General Obligation Capital Improvement Plan Bonds, Series 2022B

Finance Director Kerri Kindsvater said the City will be issuing two bonds to fund the public safety project. She explained that if the City issues less than \$10 million in one year, the banks are qualified to bid on the City's bond issue, resulting in an increased number of potential bidders and lower interest rates. She said this bond sale is issued for \$6,990,000, the remaining balance of \$10 million once the bonds issued for the street improvement project was subtracted. Director Kindsvater said the preliminary debt service schedules prepared by Ehlers & Associates, Inc. were for planning purposes and they used the market rate at the time for issuers with a AA+ bond rating. They added an additional 75 basis points (or .75%) to prepare for potential changes in the interest rate between the report run date and the actual bond sale. She explained that the preliminary debt service schedule has a true interest cost of 4.565%, taking into account the coupon rates, underwriters discounts or premiums when the City issues the bonds. Based on those assumptions, she said the bond would have 20 years of principal payments and the annual tax levy will range between \$372,847 and \$566,186. Director Kindsvater said City staff has been working with S&P Global Ratings and Ehlers & Associates, Inc. for a ratings review and they have affirmed the City's AA+ bond rating for this issue and the debt previously issued. The report said the City has a very strong economy, strong budgetary performance and strong management with good financial policies, financial forecasting and capital planning.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Jones**, to approve **Res. No. 13088** authorizing Ehlers to assist in the bond sale, establishing November 22, 2022 as the meeting for considering the bond sale proposal, setting November 22, 2022 as the date for awarding the bond sale and authorizing Ehlers and City staff to participate in preparation of the official statement for the bond issue. Motion carried unanimously.

9. DISCUSSION

A. Land use and zoning application review process

Community Development Director Jason Lindahl explained that City staff are reviewing its land use and zoning application process. The desire to review and refine the process stemmed from direction from the City Council when they assigned one of four recommendations from the Housing Task Force to the Planning Commission. The assigned recommendation, labeled "Guiding Future Development", is comprised of two parts. The first part is a zoning and subdivision regulations update (starting mid-2023) and the second part is a development review process. The Planning Commission discussed the development review process in October and was supportive of adjusting the process so the City can be more proactive and collect valuable community input regarding potential development projects. Director Lindahl also explained that developers find value in the process of collecting community input, even if there are incurred costs and more time needed for the process.

In discussing the overall development review process, the Planning Commission had to review both the neighborhood meeting process and the concept plan review process. Director Lindahl said the purpose of the neighborhood meeting process is to expand and enhance the dissemination of information and to encourage greater involvement of the public in the planning process. He said the City has used an informal neighborhood meeting process for some projects, but would like a more formal process so the applicant and residents know what to expect. He said the applicant (i.e. developer) is responsible for hosting the neighborhood meeting, sharing the proposal and collecting feedback. He reviewed other proposed standards like notice, timeline and documents to provide the City following the neighborhood meeting.

For the concept plan review process, Director Lindahl said the purpose is to allow the applicant to gain feedback from the public, Planning Commission and City Councilmembers prior to preparing a full formal application. He described this process as advisory only and allows an opportunity for feedback before requiring the applicant to follow additional processes. This process also allows the public to be more well-informed and engaged early on. Director Lindahl said this process may be requested, but would be required for comprehensive plan amendments, rezoning, PUD projects and any projects requesting city financial assistance. He said the process starts with a neighborhood meeting, follow-up presentation at a Planning Commission meeting and a final presentation to the City Council. He said the developer may choose to use the gathered feedback to prepare a future formal application. Director Lindahl asked for feedback from City Council members on the two processes and said the next step would be for staff to draft a formal ordinance text amendment for the Planning Commission and City Council's review and consideration.

Mayor Louismet informed the public that the origin of this review process came from discussion in work sessions when City Councilmembers decided that the City can be more transparent and consistent in its processes and should involve the public more. He said the goal is to allow the public to provide their ideas and thoughts early in the process for significant planning projects. Councilmember Jones suggested there is a feedback submission process for those who don't want to speak in front of a group, but would like their voice heard. Director Lindahl said it is part of the process to require the developer to have a website with the information and an opportunity to submit feedback online. The website information would be included in the mailing to residents near the project site. Councilmember Walsh shared his concern that a process that could potentially invite heavy pushback from members of the public would prevent developers from wanting to pursue business in White Bear Lake. He wondered if this would replace the process of working with City staff. Director Lindahl said the increased neighborhood involvement is a component of the process that is combined with a required follow-up discussion with the Planning Commission. These steps provide opportunity for staff to review the public feedback and offer suggestions for the developer. Councilmember Walsh hopes there is not too much burden on the developers on the front end of the process, only for them to have to redo their plans. Director Lindahl said there is a good balance to require the developers to have a thorough plan enough to inform residents and staff, and the more extensive plans would come in the following steps of the process.

In response to the Mayor's questions about how developers have felt about this type of process, Director Lindahl confirmed that most developers welcome this process in order to make a more reasonable, cost-effective investment in a community. Councilmember Hughes and Councilmember Jones asked what are the parameters for determining what constitutes the need for a required neighborhood meeting. Mayor Louismet followed up with the councilmembers' question and recognized the applicability is outlined, but wanted the City to consider making it more detailed. Councilmember Hughes suggested removing any residential requirements for individual homes who want to make changes to their own property. City Manager Crawford agreed and said the intent of this process is for large projects. She said staff will amend the language to make that clearer. Councilmember Jones acknowledged there is a careful balance of too much information and not enough information. City Manager Crawford said the staff can offer guidance to applicants on the amount of information being shared with City's residents to honor that balance. Director Lindahl thanked councilmembers for the discussion and suggestions. He said he will bring the information to the Planning Commission.

10. COMMUNICATIONS FROM THE CITY MANAGER

Crawford said the City has been receiving positive feedback on the new shelters at Lions Park. She thanked Public Works and Engineering staff for their work. She thanked Ramsey County for continuing to provide the City's election services. She reported that City Hall had a steady flow of voters all day. In honor of Veteran's Day, she wanted to acknowledge that there are 11 city employees who have or are currently serving in the military. She thanked them for their service. Lastly, she informed the Mayor and City Councilmembers that they have been invited to consider using electronic devices in place of paper meeting packets to reduce staff time, paper and delivery fuel.

11. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Engstran**, seconded by Councilmember **Hughes**, to adjourn the regular meeting at 8:06 p.m. Motion carried unanimously.

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Caley Longendyke, City Clerk
Date: November 22, 2022
Subject: Designation of Polling Places for 2023 Elections

SUMMARY

The City Council will consider adopting a resolution designating polling places for 2023 elections.

BACKGROUND INFORMATION

In 2017, the legislature enacted a new provision, 204B.16 Polling Places; Designation, that requires all municipalities to designate their polling place locations for an upcoming election year by December 31 of the previous year. If the authorized polling place becomes unavailable for use, the new law does permit changing polling place locations in the year of the election.

The following polling places are recommended for 2023 elections:

Ward 1	White Bear Lake City Hall – Council Chambers 4701 Highway 61, White Bear Lake, MN 55110
Ward 2	White Bear Lake Library 2150 2nd Street, White Bear Lake, MN 55110
Ward 3	Sunrise Middle School Gym 2399 Cedar Avenue, White Bear Lake, MN 55110
Ward 4, Precinct 1	White Bear Lake Area Learning Center 2449 Orchard Lane, White Bear Lake, MN 55110
Ward 4, Precinct 2	White Bear Lake Area Learning Center 2449 Orchard Lane, White Bear Lake, MN 55110
Ward 5	St. Stephen Lutheran Church 1965 County Road E East, White Bear Lake, MN 55110

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution designating 2023 polling

locations.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION DESIGNATING POLLING PLACES FOR 2023 ELECTIONS
FOR THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, Minnesota Statutes 204B.16 requires the City Council to designate polling places for the upcoming year by resolution; and

WHEREAS, changes to polling place locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota hereby designates the following polling places for all elections conducted in the city in 2022:

Ward 1	White Bear Lake City Hall – Council Chambers 4701 Highway 61, White Bear Lake, MN 55110
Ward 2	White Bear Lake Library 2150 2nd Street, White Bear Lake, MN 55110
Ward 3	Sunrise Middle School Gym 2399 Cedar Avenue, White Bear Lake, MN 55110
Ward 4, Precinct 1	White Bear Lake Area Learning Center 2449 Orchard Lane, White Bear Lake, MN 55110
Ward 4, Precinct 2	White Bear Lake Area Learning Center 2449 Orchard Lane, White Bear Lake, MN 55110
Ward 5	St. Stephen Lutheran Church 1965 County Road E East, White Bear Lake, MN 55110

BE IT FURTHER RESOLVED that the city clerk is hereby authorized to designate a polling place replacement that meets the requirements of the Minnesota Election Law for any of the designated polling places in this resolution that becomes unavailable for use by the City; and

BE IT FURTHER RESOLVED that the city clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this resolution when necessary to ensure a safe and secure location for voting; and

RESOLUTION NO.

BE IT FURTHER RESOLVED that the city clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Ramsey County Elections Office.

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Police Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Julie Swanson, Chief of Police
Date: November 22, 2022
Subject: **Woodbury Animal Humane Society Contract**

SUMMARY

The City Council will consider approving a resolution authorizing the Mayor and City Manager to execute an agreement with the Woodbury Animal Humane Society to provide support and services to the White Bear Lake Police Department.

BACKGROUND INFORMATION

The City of White Bear Lake entered into an agreement with the Woodbury Animal Humane Society in the spring of 2022 to provide support to the White Bear Lake Animal Control Services.

The Humane Society partners with local municipalities to improve the lives and welfare of animals, as well as the impact they have on people in our community. They provide professional care and services to animals that are recovered by police staff. White Bear Lake Community Service Officers handle the initial animal control calls. When feasible, staff first post information about the dog on the City's Facebook page and Lost Dogs MN in an effort to get the dog home. This process is successful most of the time. The longest period of time a dog is kept at the police station is 24 hours. If the animal is sick, injured or in stress, they are transported to the Humane Society immediately for care.

The proposed contract for 2023 includes a 3% increase for services and fees. The fees reflected in the contract are paid by the animal owner upon pickup. When an animal is not claimed by their owner, the City of White Bear Lake is responsible for these fees.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing the Mayor and City Manager to execute an agreement with the Woodbury Animal Humane Society to provide support and services to the White Bear Lake Police Department.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING RENEWAL OF THE WOODBURY ANIMAL HUMANE SOCIETY
CONTRACT FOR SERVICES WITH THE WHITE BEAR LAKE POLICE DEPARTMENT**

WHEREAS, since 2022 the White Bear Lake Police Department has worked with the Woodbury Animal Humane Society to provide services and support to the City of White Bear Lake Animal Control:

WHEREAS, the Animal Humane Society partners with local municipalities to improve the lives and welfare of animals, as well as the impact they have on people in our community;

WHEREAS, the contract for 2023 reflects a 3% increase and is renewed annually on the first of January;

WHEREAS, White Bear Lake Community Service Officers handle the initial animal control calls;

WHEREAS, the fees for services with the Woodbury Animal Humane Society are passed on to animal owners when feasible;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the Mayor and City Manager are hereby authorized to renew the contract with the Woodbury Animal Humane Society.

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Paul Kauppi, Public Works Director/ City Engineer
Date: November 22, 2022
Subject: **Limited Use Permits with MnDOT for Monument Sign(s) at Trunk Highway 694 and White Bear Avenue, and Trunk Highway 120 and County Road E**

SUMMARY

The City Council will consider adopting two resolutions authorizing the City to execute two (2) limited use permits with the State of Minnesota Department of Transportation (MnDOT) for replacing City monument signs at the following locations:

1. Trunk Highway 694 and White Bear Avenue
2. Trunk Highway 120 and County Road E

BACKGROUND INFORMATION

The City owns multiple monument signs at various locations throughout the City. These monument signs were installed many years ago and are now in need of replacement. Earlier this year, the City entered into a contract with Spectrum Sign Systems, Inc. to replace two of the above monument signs, which are located in the MnDOT right-of-way. MnDOT requires that the City execute Limited Use Permits to replace these monument signs.

RECOMMENDATION

Staff recommends the City Council adopt the two (2) attached resolutions authorizing the City to enter into a Limited Use Permits with the State of Minnesota Department of Transportation to replace the monument signs at Trunk Highway 694 and White Bear Avenue, and Trunk Highway 120 and County Road E.

ATTACHMENTS

Resolutions

RESOLUTION NO.

**CITY OF WHITE BEAR LAKE LIMITED USE PERMIT WITH
THE STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION FOR A
MONUMENT SIGN AT TRUNK HIGHWAY 694 AND WHITE BEAR AVENUE**

WHEREAS, the City of White Bear Lake is a political subdivision, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City of White Bear Lake has approved a plan to replace a City monument sign in the State of Minnesota Department of Transportation right-of-way of TH 694 on White Bear Avenue; and

WHEREAS, the State of Minnesota, Department of Transportation requires a Limited Use Permit for the construction and utilization of said monument sign.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the City enter into Limited Use Permit No. 6286-0239 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for maintenance and use by the City of White Bear Lake upon, along and adjacent to Trunk Highway No. 694 and the limits of which are defined in said Limited Use Permit.

BE IT FURTHER RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the Mayor and City Manager are authorized to execute the Limited Use Permit.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk

RESOLUTION NO. 13092

**CITY OF WHITE BEAR LAKE LIMITED USE PERMIT WITH
THE STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION FOR A
MONUMENT SIGN AT TRUNK HIGHWAY 120 AND COUNTY ROAD E**

WHEREAS, the City of White Bear Lake is a political subdivision, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City of White Bear Lake has approved a plan to replace a City monument sign in the State of Minnesota Department of Transportation right-of-way of TH 120 on County Road E; and

WHEREAS, the State of Minnesota, Department of Transportation requires a Limited Use Permit for the construction and utilization of said monument sign.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the City enter into Limited Use Permit No. 6227-0240 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for maintenance and use by the City of White Bear Lake upon, along and adjacent to Trunk Highway No. 120 and the limits of which are defined in said Limited Use Permit.

BE IT FURTHER RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the Mayor and City Manager are authorized to execute the Limited Use Permit.

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

Ayes: Edberg, Engstran, Hughes, Jones, Walsh

Nays: None

Passed: November 22, 2022

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater, Finance Director
Date: November 22, 2022
Subject: **Certification of Private Property Assessment for Recovery of City Expenses**

SUMMARY

The City Council will consider approving a resolution to certify a voluntary private property assessment to cover expenses incurred by the City for the property located at 2153 7th Street.

BACKGROUND INFORMATION

The property owner at 2153 7th Street has two hazardous trees needing removal to prevent damage to their home and the neighboring home. Per the City's ordinances, the property owner must pay the fees to remove both trees. The resident asked to have the total repair costs assessed to their property taxes due to a financial hardship in paying the entire amount due at this time. The total project costs are \$2,904.88.

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

1. Resident agreed to a 5-year assessment.
2. Resident agreed to pay interest at 2% above the City's true interest rate set at the latest bond issue, which is 3.22%. Therefore, the interest rate will be 5.22%
3. Resident waves all rights to a public hearing regarding the final assessment.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing the assessment to cover expenses incurred by the City for the property located at 2153 7th Street.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION CERTIFYING MISCELLANEOUS PRIVATE PROPERTY ASSESSMENT FOR RECOVERY OF CITY OF WHITE BEAR LAKE EXPENSES

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

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

Property Owner 2153 7 th Street White Bear Lake, MN 55110	Removal of two hazardous trees on the property. Total Assessment:	\$2,904.88
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NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota, that charges associated with maintaining private property within the City are certified to the County Auditor for collection as special assessments.

BE IT FURTHER RESOLVED, by the City Council of the City of White Bear Lake that assessment total listed above shall be payable over ten years at an annual interest rate of 5.22%.

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

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

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Police Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Julie Swanson, Chief of Police
Date: November 22, 2022
Subject: Ramsey County Law Enforcement Consortium Mutual Aid Agreement

SUMMARY

The City Council will consider adopting a resolution authorizing the Mayor and City Manager to renew the Joint Powers Agreement for the Ramsey County Law Enforcement Consortium Mutual Aid Agreement.

BACKGROUND INFORMATION

The White Bear Lake Police Department desires to be prepared to adequately address fire, flood, natural disaster, civil disturbance, or any other emergency that may occur within the jurisdictions of Ramsey County. At times, resources are needed from other agencies to provide assistance to protect the public peace and safety, and to preserve the lives and property of people in each jurisdiction. Therefore, the City has previously entered into the Ramsey County Law Enforcement Consortium Mutual Aid Agreement (the Agreement).

The Agreement includes the cities of Saint Paul, St. Anthony Village, North Saint Paul, Mounds View, Roseville, Maplewood, New Brighton, and White Bear Lake, all cities located in Ramsey County, and is set to expire December 31, 2022.

The Agreement states that all agencies agree to furnish assistance to one another in the event of an emergency upon the terms and conditions set forth in this agreement. Any police department may withhold resources to the extent necessary to provide reasonable protection and services within its own jurisdiction, and may recall assistance at any time in the best interest of the city.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing the Mayor and City Manager to renew the Joint Powers Agreement for the Ramsey County Law Enforcement Consortium Mutual Aid Agreement.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION AUTHORIZING RENEWAL OF PARTICIPATION IN THE RAMSEY COUNTY LAW ENFORCEMENT CONSORTIUM MUTUAL AID AGREEMENT

WHEREAS, the City of White Bear Lake desires to be prepared to adequately address fire, flood, natural disaster, civil disturbance, or any other emergency that may occur within the jurisdictions of Ramsey County;

WHEREAS, at times, resources are needed from other agencies to provide assistance to protect the public peace and safety, and to preserve the lives and property of people in each jurisdiction;

WHEREAS, the City of White Bear Lake has previously entered into the Ramsey County Law Enforcement Consortium Mutual Aid Agreement which includes the cities of Saint Paul, St. Anthony Village, North Saint Paul, Mounds View, Roseville, Maplewood, New Brighton, and White Bear Lake, all cities located in Ramsey County; and

WHEREAS, the City of White Bear Lake wishes to renew its participation in the Ramsey County Law Enforcement Consortium Mutual Aid Agreement.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of White Bear Lake that the Mayor and City Manager are authorized to renew the City's participation in the Ramsey County Law Enforcement Consortium Mutual Aid Agreement.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Lindy Crawford, City Manager
Date: November 22, 2022
Subject: **LOGIS Board of Directors Appointments**

SUMMARY

The City Council will consider adopting a resolution appointing the City Manager and Assistant City Manager as Director and Alternate Director to the LOGIS Board of Directors.

BACKGROUND INFORMATION

Through a Joint Powers Agreement (JPA) the City belongs to the Local Government Information Systems (LOGIS) Association, which is a 57-member group of government agencies in Minnesota who share common IT software, hardware and security resources. As part of the JPA, the City Council may appoint a Director and an Alternate Director to the organization's Board of Directors. The LOGIS Board of Directors sets the organization's budget, reviews service levels and software implementations which effect member groups.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution appointing the City Manager and Assistant City Manager as Director and Alternate Director to the LOGIS Board of Directors.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION DESIGNATING BOARD OF DIRECTOR APPOINTEES FOR THE LOCAL GOVERNMENT
INFORMATION SYSTEMS ASSOCIATION**

WHEREAS, the City of White Bear Lake, has identified specific technology needs necessary to carry out various functions and services;

WHEREAS, it has determined that it can best meet those needs by remaining as a member of the Local Government Information Systems Association and utilizing their software applications and support services; and

WHEREAS, it desires to designate the City Manager and Assistant City Manager as the Director and Alternate Director of the Local Government Information Systems Association Board of Directors respectively.

NOW THEREFORE BE IT RESOLVED, that the City of White Bear Lake, hereby designates these appointees to the Local Government Information Systems Association Board of Directors as stated above.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Paul Kauppi, Public Works Director/City Engineer
Date: November 22, 2022
Subject: **Downtown Mobility and Parking Study Request for Proposal Solicitation**

SUMMARY

The City Council will consider adopting a resolution authorizing staff to solicit request for proposals (RFP) for a mobility and parking study for the City's downtown area.

BACKGROUND INFORMATION

The City has had the remaining downtown area streets south of 4th Street and parking lots in its Capital Improvement Plan for a number of years for pavement rehabilitation and reconstruction. There have been several prior projects in the downtown area, including a 2005 project that reconstructed the area north of 4th Street and Banning Avenue from 2nd Street to 4th Street in the mid 1990's. The original wood street light poles and colored sidewalks were installed in the 1980's.

This next phase of downtown was anticipated to begin in 2024, however this may move as the 2023 pavement rehabilitation project was delayed and Council may consider delaying this project until 2025. This would facilitate completing the delayed project in 2024. Also, depending on the final scope of this proposed study, additional time may be needed to develop a final plan for the downtown area in which meets the needs of the area.

Staff continues to hear from the downtown area businesses that parking and traffic flow is an issue for them. In addition, a desire to enhance the area through key design elements such as landscaping, public spaces, lighting, and wayfinding has also been heard. Based on this, it is felt that buy-in from the downtown business community is paramount before the City moves forward with the design and construction of a project.

The scope of the study will consider such items as the following:

- Traffic flow into and through the downtown area
- Land use-based parking needs
- Available parking, both on street and parking lots
- Best use of right-of-way for parking and traffic movements
- Condition of underground utilities including water, sanitary sewer and storm sewer

- Consideration of driving and alternate mobility trends
- Consideration of potential redevelopment areas
- Other considerations also include lighting, landscaping and way finding
- Public engagement

The current proposed project area, as well as the downtown special service district, are shown on the attached map. The study will refine the project area based on the study elements and input from the special service district and City Council. It is anticipated that some design elements could extend beyond the current proposed project limits to other areas of the district.

The first step in this process is to solicit RFPs from qualified engineering and planning consulting firms who specialize in this type of analysis. The request for proposals would include the elements listed above resulting in a proposed design that could be implemented.

Proposals would be reviewed and selected consultants interviewed to determine the best firm to complete the study. Based on the proposal elements, a final scope of services would be developed and the City would enter into a contract for professional services. The final scope of services and contract will be presented to council for final approval. This approval is anticipated in the first quarter of 2023. If Council approves a contract, work on the study would begin in the spring of 2023 and is anticipated to take 12-18 months to complete.

The study is estimated to cost \$150,000 and has been included in the proposed 2023 budget. The proposed funding includes \$100,000 from the Construction Fund and \$50,000 from the Economic Development Fund.

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing staff to solicit request for proposals for the Downtown Mobility and Parking Study.

ATTACHMENTS

Resolution

Map

RESOLUTION NO.

**RESOLUTION AUTHORIZING STAFF TO SOLICIT REQUEST FOR PROPOSALS FOR A
DOWNTOWN MOBILITY AND PARKING STUDY**

WHEREAS, an area south of 4th Street along with all city parking lots in the downtown area of White Bear Lake have been in the City's Capital Improvement Plan for a number of years and are in need of being reconstructed; and

WHEREAS, the City of White Bear Lake understands the need to explore all options for parking, traffic circulation, pedestrian facilities and amenities in the Downtown area; and

WHEREAS, reconstruction projects are long-term investments and the needs of the area should be comprehensively evaluated at this time; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, authorize staff to solicit request for proposals for the Downtown Mobility and Parking Study.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

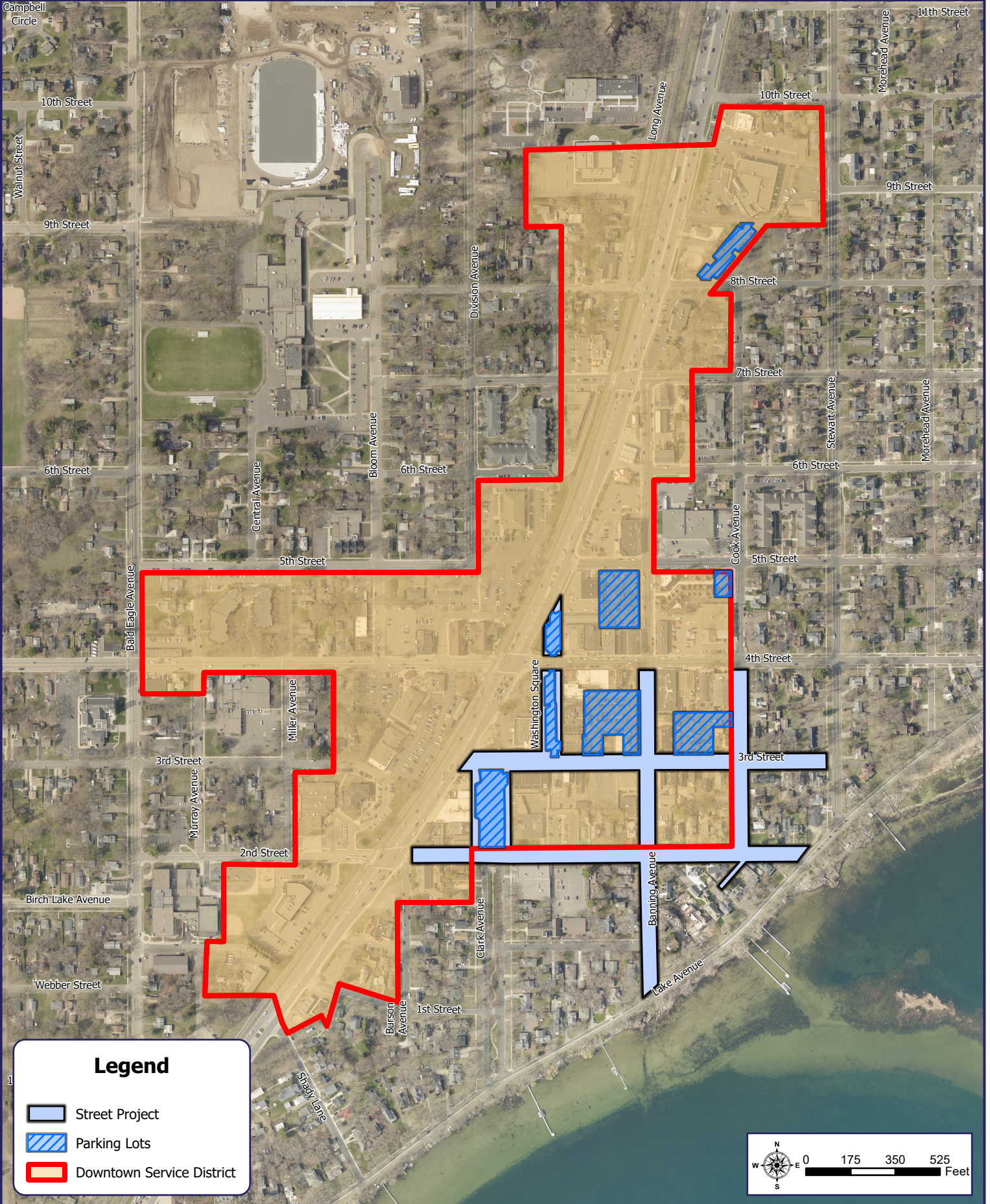
ATTEST:

Caley Longendyke, City Clerk






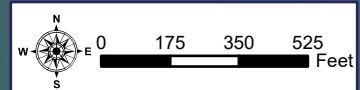
Downtown Service District

City of White Bear Lake



Legend

-  Street Project
-  Parking Lots
-  Downtown Service District





City of White Bear Lake
Community Development Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Jason Lindahl, Community Development Director
 Tracy Shimek, Housing & Economic Development Coordinator
Date: November 22, 2022
Subject: **Support for Application to Ramsey County Critical Corridor Grant program for Schafer Richardson Phase II Development**

SUMMARY

The City Council will consider adopting a resolution supporting the application for a Critical Corridor Grant for the Schafer Richardson Phase II development at 3600 and 3646 Hoffman Road.

BACKGROUND INFORMATION

This fall, Ramsey County opened its application for funding from the newly established Critical Corridor Grant program. The goals of the program include the following:

- Boost connectivity between housing, jobs, retail, services and transportation.
- Create more compact, walkable environments.
- Enhance pedestrian access and safety.
- Support vibrant business districts.

The funding can be used to offset the extraordinary costs of housing, commercial or mixed-use projects, including activities such as demolition, site preparation, stormwater management, utilities and public improvements, such as sidewalks.

Fully market-rate housing projects are not eligible for HRA funding. Receipt of these funds would allow the project to include a limited number (less than 5%) of housing units in the Phase II development affordable to tenants earning at or below 50% of Area Median Income (“AMI”). Receipt of the funding would not alter the already-approved development plans, but would merely provide a source of financing that makes it possible for a small number of the previously-approved units to be rented to income-qualified tenants at affordable rates.

RECOMMENDATIONS

Staff recommends the City Council adopt the attached resolution supporting the Critical Corridors Grant application for Schafer Richardson’s Phase II project.

ATTACHMENTS

Resolution of Support

RESOLUTION NO.

RESOLUTION SUPPORTING AN APPLICATION FOR RAMSEY COUNTY CRITICAL CORRIDOR GRANT FUNDING FROM WBL LOCHNER, LLC FOR THE SCHAFER RICHARDSON PROJECT LOCATED AT 3600 & 3646 HOFFMAN ROAD

WHEREAS, Ramsey County has recently created a new Critical Corridor Grant program to offer assistance to qualifying public, private and non-profit organizations for place-based investments along major transportation, commercial and cultural corridors;

WHEREAS, the County Road E corridor has been identified as an area where projects are eligible for funding through the newly established Ramsey County Critical Corridor Grant Program;

WHEREAS, WBL Lochner, LLC, a subsidiary of Schafer Richardson, has submitted an application for funding from Ramsey County's Critical Corridor Grant funding program;

WHEREAS, the funding can be used to offset the extraordinary costs of housing, commercial or mixed-use projects, including activities such as demolition, site preparation, stormwater management, utilities, and public improvements such as sidewalks;

WHEREAS, funding for fully market rate development is not an allowable use of the funding source;

WHEREAS, receipt of Critical Corridor Grant funds would create a limited number of units affordable to tenants earning at or below 50% of Area Median Income in the development project;

WHEREAS, the White Bear Lake City Council has previously approved plans for the development of a 244 unit multifamily residential development by Schafer Richardson at 3600 & 3646 Hoffman Road in the County Road E corridor; and

WHEREAS, receipt of Critical Corridor Grant funds would not alter the previously approved development plans.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that it supports WBL Lochner, LLC's application to Ramsey County's Critical Corridor Grant Program.

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

Ayes:
Nays:
Passed:

RESOLUTION NO.

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Jason Lindahl, AICP Community Development Director
Date: November 22, 2022
Subject: **Planned Unit Development Agreement for the Schafer Richardson Phase II Development at 3600 and 3646 Hoffman Road**

SUMMARY

The City Council will consider adopting a resolution approving the planned unit development (PUD) agreement for the Schafer Richardson Phase II development located at 3600 and 3646 Hoffman Road.

GENERAL INFORMATION

Applicant/Owner: WBL Lochner, LLC, an affiliate of Schafer Richardson

Existing Land Use / Zoning: Stadium Bar & Grill and a single-family residence;
B-4 – General Business

Surrounding Land Use / Zoning: North: Hoffman Place Apts; zoned R-6 – Medium Density Residential
West: Burlington Northern RR & City of Gem Lake
South: Xcel Energy; zoned I-1 Limited Industry
East: The Barnum Apts; zoned R-7 – High Density Residential

Comprehensive Plan: TOD – Transit Oriented Mixed Use

Lot Size & Width: Code: None
Site: 5.7 acres; 440 feet

BACKGROUND INFORMATION

The applicant, WBL Lochner, LLC, an affiliate of Schafer Richardson requests approval of the attached PUD agreement for the Schafer Richardson Phase II development. This project would construct a 244-unit apartment complex in two 4-story buildings on the properties located at 3600 and 3646 Hoffman Road.

This agreement is required under Section 1301.070, Subdivision 4.d.4. and stipulates the specific terms and conditions of the PUD approved by the City Council, including the associated zoning deviation necessary for the project. The City Council reviewed and approved the overall site design and associated zoning deviation as part of the Development Stage PUD on

September 12, 2022. This agreement was prepared by the City Attorney and reviewed and accepted by the applicant.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution approving the Planned Unit Development Agreement for Schafer Richardson Phase II, and authorize the Mayor and City Manager to enter into this agreement.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION APPROVING THE PLANNED UNIT DEVELOPMENT AGREEMENT
FOR SCHAFER RICHARDSON PHASE II**

WHEREAS, the applicant, WBL Lochner, LLC, an affiliate of Schafer Richardson, requests approval of the Planned Unit Development (PUD) Agreement for Schafer Richardson Phase II; and

WHEREAS, the subject property is located at 3600 and 3646 Hoffman Road with a legal description attached as Exhibit A. (PID: 273022440210 & 273022440198); and

WHEREAS, the City of White Bear Lake Planning Commission reviewed and recommended the City Council approve the Concept Stage PUD for Schafer Richardson Phase II on May 23, 2022; and

WHEREAS, the City of White Bear Lake City Council reviewed the recommendation from the Planning Commission on June 14, 2022 and voted to adopt resolution 13007 to approve the Concept Stage PUD for Schafer Richardson Phase II; and

WHEREAS, the City of White Bear Lake Planning Commission reviewed and recommended the City Council approve the Development Stage PUD for Schafer Richardson Phase II on August 29, 2022; and

WHEREAS, the City of White Bear Lake City Council reviewed the recommendation from the Planning Commission on September 13, 2022 and voted to adopt resolution 13053 to approve the Development Stage PUD for Schafer Richardson Phase II; and

WHEREAS, the City of White Bear Lake City Code Section 1301.070, Subdivision 4.d.4. require such applications to enter into a PUD agreement that stipulates the specific terms and conditions of the PUD approved by the City Council, including the associated zoning deviation necessary for the project; and

WHEREAS, the City of White Bear Lake City Attorney has drafted the necessary PUD agreement and the applicant has reviewed and accept such agreement; and

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

NOW, THEREFORE, BE IT RESOLVED that the City of White Bear Lake City Council hereby approves the Planned Unit Development (PUD) Agreement for Schafer Richardson Phase 11 and authorize the Mayor and City Manager to enter into this agreement, subject to any modification

RESOLUTION NO.

approved by the City Attorney.

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk

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

Applicant's Signature

Date

RESOLUTION NO.

EXHIBIT A

LEGAL DESCRIPTION

The Land is described as follows:

Parcel 1: (Commonly known as 3646 Hoffman Rd.)

That part of Lot 22, "Strawberry Acres", according to the plat thereof, lying Westerly of a line drawn from a point on the North line of said Lot 22, distant 490 feet Easterly of the Northwest corner thereof to a point on the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line.

Ramsey County, Minnesota

Abstract Property

Parcel 2: (Commonly known as 3600 Hoffman Rd.)

The following described property in Ramsey County, Minnesota.

Parcel 2(a)

Lot 26, except the East 330 feet thereof, "Strawberry Acres", according to the plat thereof.

AND

Parcel 2(b)

That part of the East 330 feet of Lot 26, "Strawberry Acres", lying Westerly of a line drawn from a point on the North line of said Lot 22, distant 490 feet Easterly of the Northwest corner thereof to a point of the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measure along said North right of way line, EXCEPT that portion of said Lot 26 lying Southerly of the Northerly right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2.

AND

Parcel 2(c)

Lot 24, "Strawberry Acres", according to the plat thereof.

AND

Parcel 2(d)

That part of Lot 25, "Strawberry Acres", according to the plat thereof, lying Northeasterly of the following described line: Beginning at a point on the West line of said Lot 25, distant 50 feet North of the Southwest corner thereof; thence run Southeasterly to a point on the South line of said Lot 25, distant 50 feet from said Southwest corner.

Abstract Property



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Jason Lindahl, Community Development Director
Date: November 22, 2022
Subject: **Willow Ridge 2nd Addition Final Plat - Schafer Richardson / 3600 & 3646 Hoffman Road**

SUMMARY

The City Council will consider adopting a resolution approving the Willow Ridge 2nd Addition final plat.

GENERAL INFORMATION

Applicant/Owner: SRD 2.0, LLC, an affiliate of Schafer Richardson

Existing Land Use / Zoning: Stadium Bar & Grill and a single-family residence;
B-4 – General Business

Surrounding Land Use / Zoning: North: Hoffman Place Apts; zoned R-6 – Medium Density Residential
West: Burlington Northern RR & City of Gem Lake
South: Xcel Energy; zoned I-1 Limited Industry
East: The Barnum Apts; zoned R-7 – High Density Residential

Comprehensive Plan: TOD – Transit Oriented Mixed Use

Lot Size & Width: Code: None
Site: 5.7 acres; 440 feet

BACKGROUND INFORMATION

The applicant, SRD 2.0, LLC, an affiliate of Schafer Richardson, requests final plat approval for Willow Ridge 2nd Addition. This approval is necessary for the applicant to combine their properties into one parcel on which they plan to construct a 244-unit apartment complex in two 4-story buildings on the properties located at 3600 and 3646 Hoffman Road.

Action on the final plat represents the last item in the 2-step subdivision process. The City Council took action on the first step when it approved the preliminary plat during the October 11, 2022 meeting. A review of the final plat finds it consistent with the preliminary plat and associated planned unit development (PUD) application.

With any subdivision, the city has the ability to collect park dedication in the form of land and/or a fee-in-lieu. Based on the 244-unit development proposal and the current park dedication fees, the applicant has agreed to pay a combination of land and cash amounting to 5,107 square feet of land and \$118,856.19. The land to be deeded to the city as park dedication is directly adjacent to the property deeded to the City for park dedication for the Barnum development.

To convey this property to the city, the applicant must first split it from the neighboring Willow Ridge Addition associated with the Barnum project. According to the applicant Lot 2, Block 2, Willow Ridge, currently consists of surface parking across the street from the proposed redevelopment site. This property represents the remainder of what was platted and deeded to the city as park dedication in association with the Barnum project.

The portion of this subdivision request for Willow Ridge Addition entails separation of Lot 2 Block 2, Willow Ridge and including it in Willow Ridge 2nd Addition. Lot 2, Block 2 Willow Ridge will become Lots 1 and 2, Block 2, Willow Ridge 2nd Addition. Lot 1, Block 2, Willow Ridge 2nd Addition is the 5,107 square foot parcel to be deeded to the city as park dedication. Lot 2, Block 2 Willow Ridge 2nd Addition will be retained by the applicant.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution approving the final plat for Willow Ridge 2nd Addition, subject to conditions.

ATTACHMENTS

Resolution

Willow Ridge 2nd Addition Final Plat

RESOLUTION NO.

**RESOLUTION APPROVING THE WILLOW RIDGE 2ND ADDITION
FINAL PLAT WITHIN THE CITY OF WHITE BEAR LAKE**

WHEREAS, a proposal has been submitted by SRD 2.0, LLC, an affiliate of Schafer Richardson, to the City Council requesting final plat approval in accordance with the Subdivision Code at the following site:

EXISTING LEGAL DESCRIPTION: See Exhibit A

PROPOSED LEGAL DESCRIPTION: Willow Ridge 2nd Addition, Ramsey County, Minnesota

WHEREAS, the applicant seeks final plat approval under the Exception process per Section 1401.01, Subdivision 8 to combine the properties in Exhibit A into Willow Ridge Second Addition for the purpose of constructing a 244-unit apartment complex in two 4-story buildings;

WHEREAS, the City of White Bear Lake City Council reviewed the Willow Ridge Addition Preliminary Plat on October 11, 2022 and adopted Resolution 13063 approving the Willow Ridge 2nd Addition Preliminary Plat within the City of White Bear Lake; and

WHEREAS, the City of White Bear Lake City Council finds the final plat is consistent with the approved preliminary plat and associated planned unit development application.

NOW, THEREFORE, BE IT RESOLVED by the City of White Bear Lake City Council that final plat abides by the intent of the city's ordinances, codes, and the Comprehensive Plan, and that the developer has petitioned for or will construct all necessary improvements required by the Code.

FURTHER, BE IT RESOLVED that the City of White Bear Lake City Council accepts and approves the final plat subject to the following conditions:

1. Conformance with all conditions of Resolution 13063 approving the Willow Ridge 2nd Addition Preliminary Plat with the City of White Bear Lake

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk

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

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

Bradley J. Schafer, President
WBL Land, LLC

Date

EXHIBIT A

EXISTING LEGAL DESCRIPTION

Parcel 1: (Commonly known as 3646 Hoffman Rd.)

That part of Lot 22, "Strawberry Acres", according to the plat thereof, lying Westerly of a line drawn from a point on the North line of said Lot 22, distant 490 feet Easterly of the Northwest corner thereof to a point on the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line.

Ramsey County, Minnesota
Abstract Property

Parcel 2: (Commonly known as 3600 Hoffman Rd.)

The following described property in Ramsey County, Minnesota.

Parcel 2(a)

Lot 26, except the East 330 feet thereof, "Strawberry Acres", according to the plat thereof.

AND

Parcel 2(b)

That part of the East 330 feet of Lot 26, "Strawberry Acres", lying Westerly of a line drawn from a point on the North line of said Lot 22, distant 490 feet Easterly of the Northwest corner thereof to a point of the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measure along said North right of way line, EXCEPT that portion of said Lot 26 lying Southerly of the Northerly right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2.

AND

Parcel 2(c)

Lot 24, "Strawberry Acres", according to the plat thereof.

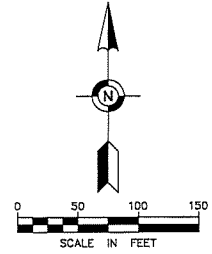
AND

Parcel 2(d)

That part of Lot 25, "Strawberry Acres", according to the plat thereof, lying Northeasterly of the following described line: Beginning at a point on the West line of said Lot 25, distant 50 feet North of the Southwest corner thereof; thence run Southeasterly to a point on the South line of said Lot 25, distant 50 feet from said Southwest corner.

Abstract Property

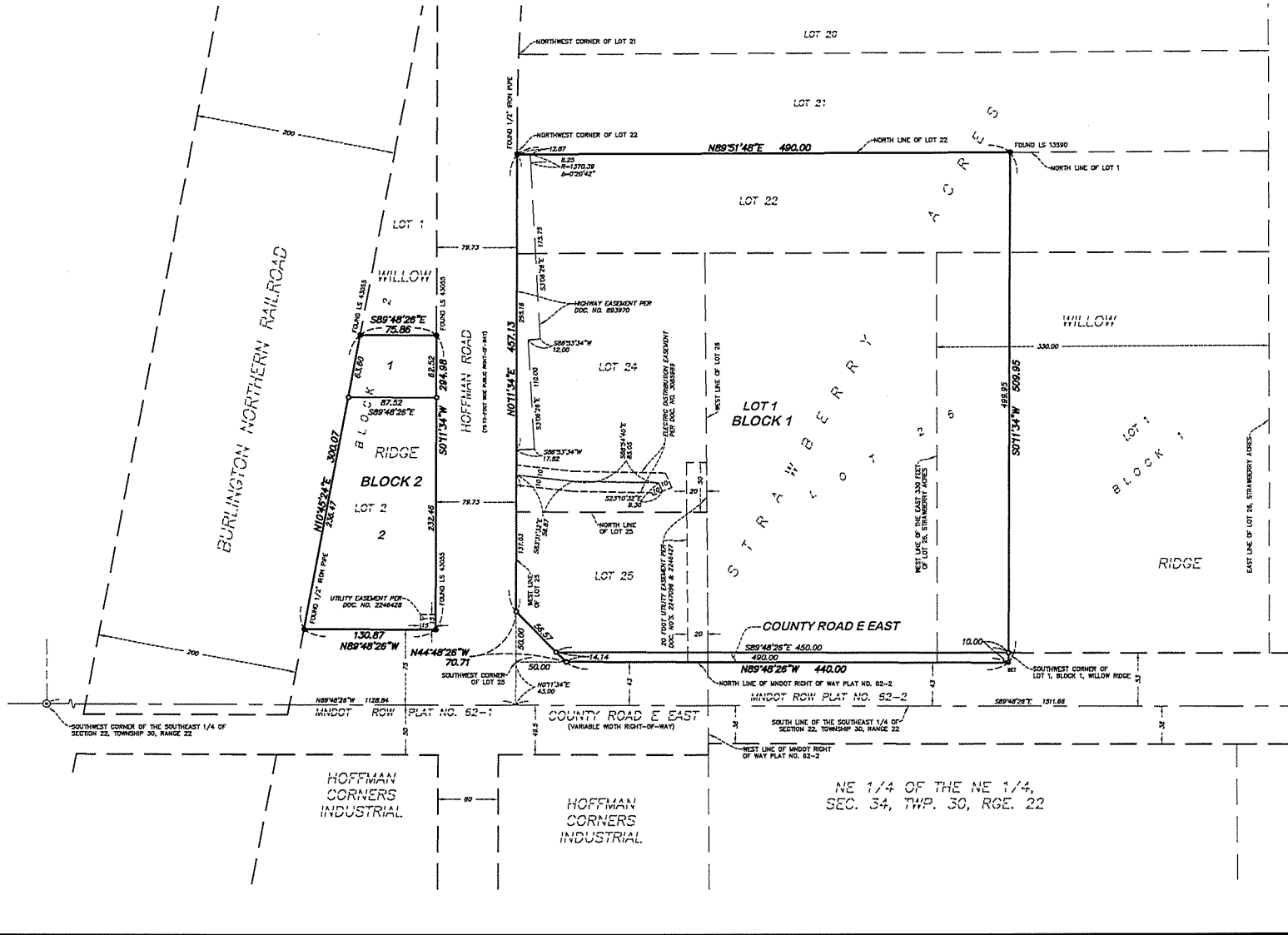
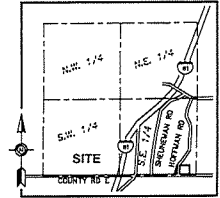
WILLOW RIDGE 2ND ADDITION



The orientation of this bearing system is based on the south line of the Southwest Quarter of Section 27, Township 30, Range 22, which is assumed to bear South 89 degrees 48 minutes 28 seconds East.

- ⊙ DENOTES FOUND RAMSEY COUNTY CAST IRON MONUMENT
- DENOTES FOUND IRON MONUMENT AS SHOWN
- DENOTES SET IRON MONUMENT MARKED WITH LICENSE NUMBER 22033
- ✱ DENOTES SET PK NAIL

SECTION 27, T 30 N, R 22 W



WILLOW RIDGE 2ND ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That WBL Land LLC, a Minnesota limited liability company, owner of the following described property situated in the City of White Bear Lake, County of Ramsey, State of Minnesota:

That part of Lot 22, "Strawberry Acres", according to the plat thereof, lying Westerly of a line drawn from a point on the North line of said Lot 22, distant 490 feet Easterly of the Northwest corner thereof to a point on the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 22 of said "Strawberry Acres", as measured along said North right of way line.

TOGETHER WITH

The following described property in Ramsey County, Minnesota.

Lot 25, except the East 330 feet thereof, "Strawberry Acres", according to the plat thereof.

AND

That part of the East 330 feet of Lot 25, "Strawberry Acres", lying Westerly of a line drawn from a point on the North line of said Lot 22, distant 490 feet Easterly of the Northwest corner thereof to a point on the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line, EXCEPT that portion of said Lot 25 lying Southerly of the Northern right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2.

AND

Lot 24, "Strawberry Acres", according to the plat thereof.

AND

That part of Lot 25, "Strawberry Acres", according to the plat thereof, lying Northeasterly of the following described line:

Beginning at a point on the West line of said Lot 25, distant 50 feet North of the Southwest corner thereof; thence run Southeasterly to a point on the South line of said Lot 25, distant 50 feet from said Southwest corner.

TOGETHER WITH

Lot 2, Block 2, Willow Ridge, Ramsey County, Minnesota.

Has caused the same to be surveyed and platted as WILLOW RIDGE 2ND ADDITION and does hereby dedicate to the public for public use forever the public way as shown on this plat.

In witness whereof said WBL Land LLC, a Minnesota limited liability company, has caused these presents to be signed this ____ day of _____, 20____.

Signed: WBL Land, LLC

_____, President

Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by _____, President, WBL Land, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public _____ County, _____

My commission expires _____

I, Lee J. Nord, Professional Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; that all water boundaries and wet lands, as defined in Minnesota Statutes 505.01 Subd. J, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Lee J. Nord, Land Surveyor
Minnesota License No. 22033

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 20____ by Lee J. Nord.

Notary Public _____ County, _____

My commission expires _____

CITY OF WHITE BEAR LAKE, MINNESOTA

We do hereby certify that on the ____ day of _____, 20____, the City Council of the City of White Bear Lake, Minnesota approved this plat. Also, the conditions of Minnesota Statutes Section 505.03, Subd. 2, have been fulfilled.

_____, Mayor

_____, Clerk

PROPERTY TAX, RECORDS AND ELECTION SERVICES DEPARTMENT

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year _____ on the land heretofore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 20____.

Christopher A. Somval, Ramsey County Auditor/Treasurer

By: _____ Deputy

COUNTY SURVEYOR

Pursuant to Minnesota Statutes Section 383A.42, this plat has been approved this ____ day of _____, 20____.

Daniel D. Bear,
Ramsey County Surveyor

COUNTY RECORDER, COUNTY OF RAMSEY, STATE OF MINNESOTA

I hereby certify that this plat of WILLOW RIDGE 2ND ADDITION was filed in the office of the County Recorder for public record on this ____ day of _____, 20____, at _____ o'clock ____ M., and was duly filed in Book _____ of Plats, Page ____ and ____ as Document Number _____.

_____,
Deputy County Recorder



Egan, Field & Nowak, Inc.
land surveyors since 1872



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Caley Longendyke, City Clerk
Date: November 22, 2022
Subject: **Special Event Application for Main Street, Inc.**

SUMMARY

The City Council will consider approving the special event application for Main Street, Inc. to use Railroad Park on multiple dates for their Winterfest event.

BACKGROUND INFORMATION

On behalf of Main Street Inc., Dale Grambush submitted a special event application to host an event at Railroad Park as part of their Winterfest event. Winterfest includes photos with Santa at Railroad Park and horse-drawn trolley rides on Cook Street.

Activities at Railroad Park require City Council approval. The festivities will take place on three Saturdays (December 3, 10 and 17) from 10 a.m.-3 p.m. Mr. Grambush is working with the police and fire departments on logistics for signs and a small tent for their activities on Cook Ave., which will occur only on December 3 and 10.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing the use of Railroad Park by Main Street, Inc. on the designated dates.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE USE OF RAILROAD PARK BY
MAIN STREET, INC. FOR WINTERFEST EVENT**

WHEREAS, a special event request was submitted by Main Street, Inc. for Winterfest activities at the Railroad Park Gazebo on December 3, 10 and 17 from 10 a.m.-3 p.m.; and

WHEREAS, use of the Railroad Park Gazebo would include the use of electricity at the facility; and

WHEREAS, the City Council desires to promote free, family-friendly community events in downtown White Bear Lake; and

WHEREAS, the police and fire departments are working with Main Street, Inc. for other logistics needed for Winterfest.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota hereby approves the use of Railroad Park as follows:

White Bear Lake Main Street, Inc.
Winterfest
Saturdays, December 3, 10 and 17
10 a.m.-3 p.m.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Lindy Crawford, City Manager
Date: November 22, 2022
Subject: **Swear-In of Police Officers**

SUMMARY

The City Clerk will administer the oath of office to our newest police officers – Sorenson and Fink. A pinning ceremony will conclude the presentation.



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Bruce Bates, Sports Center Manager
Date: November 22, 2022
Subject: Quarterly Sports Center Report

SUMMARY

The City Council will receive the third quarter report for the Sports Center.

BACKGROUND INFORMATION

In July, the Sports Center was awarded the 2022 Merit Award by AIA Minneapolis for architectural design of the 2018 remodeling of the Sports Center. JLG Architects led the remodeling project for White Bear Lake Sports Center. The renovation of the facility capped a 50-year-long journey including being relocated, reassembled, and repurposed into a center primed for sustainable, economical, and environmentally responsible operations, that also reconnects the community and empowers its youth to lead healthy, active lives.

All Energy Concepts completed the installation of the solar panels on the roof of the Sports Center in September. Trane Corporation is also completing building automation of the HVAC systems.

Ice Time Utilization (in hours)

	July 2022	Aug 2022	Sept 2022
Ice Rental/Hockey	159.25	260.00	119.5
Skate School	75.5	80.25	94.00
Public Skating	9	0	113.5
Total	243.75	340.25	327.00

Year to Date Analysis

Demand for ice was strong during this quarter with White Bear Lake Hockey Association purchasing weekend ice in addition to weekdays. The Association formally began its 2022-2023 season in September. The fall session for City's Learn to Skate program started in September as well. The hockey training facility continued to be busy with both youth and high school players utilizing the space.

Ice rental and skate school registrations are on par and continue to produce projected revenue. Comparisons to 2021 for skate school and skate camp are still skewed due to registrations that were delayed from 2020 being pushed into 2021.

ATTACHMENTS

Third Quarter Report

SPORTS CENTER THIRD QUARTER REPORT	2022 YEAR-TO-DATE REVENUE	2021 YEAR-TO-DATE REVENUE	YEAR-TO-DATE COMPARISON
<u>Ice Rental Usage</u>			
Ice Rental Non-Tax	\$103,322.75	\$67,885.05	\$35,437.70
Ice Rental Tax	\$81,000.40	\$108,549.14	-\$27,548.74
Subtotal Ice Rental	\$184,323.15	\$176,434.19	\$7,888.96
<u>Skate School</u>			
Skate School	\$59,999.60	\$78,256.50	-\$18,256.90
Skate School Drop In	\$0.00	\$0.00	\$0.00
Early Morning Ice	\$0.00	\$7.00	-\$7.00
Early Morning Ice Pass	\$23.00	\$0.00	\$23.00
Freestyle	\$63,704.81	\$46,936.50	\$16,768.31
Power	\$0.00	\$0.00	\$0.00
Team Compulsory	\$0.00	\$0.00	\$0.00
Student Teaching	\$0.00	\$0.00	\$0.00
Sleep Over	\$0.00	\$0.00	\$0.00
Subtotal Skate School	\$123,727.41	\$125,200.00	-\$1,472.59
<u>Skate Camp</u>			
Show Registration	\$4,957.08	\$13,180.50	-\$8,223.42
Show	\$9,430.00	\$4,104.00	\$5,326.00
Competition Ad	\$0.00	\$105.00	-\$105.00
Competition Vending	\$0.00	\$0.00	\$0.00
Competition Registration	\$3,711.50	\$10,898.15	-\$7,186.65
Subtotal Skate Camp	\$18,098.58	\$28,287.65	-\$10,189.07
<u>Open Skate</u>			
Open Skate Pass	\$3,393.00	\$915.00	\$2,478.00
Open Skate	\$3,242.00	\$7,949.00	-\$4,707.00
Open Hockey	\$5,351.98	\$4,116.00	\$1,235.98
Open Hockey Pass	\$2,097.00	\$1,617.00	\$480.00
Dead Ice One Hour	\$210.00	\$399.00	-\$189.00
Dead Ice Pass	\$0.00	\$0.00	\$0.00
Broomball	\$0.00	\$0.00	\$0.00
Special Events	\$0.00	\$0.00	\$0.00
Sub Total Open Skate	\$14,293.98	\$14,996.00	-\$702.02
Hockey Game Receipts	\$5,740.01	\$10,800.00	-\$5,059.99
<u>Rental Income</u>			
Skate Rental	\$136.00	\$116.00	\$20.00
Locker Rental	\$0.00	\$60.00	-\$60.00
Shower/Sauna	\$0.00	\$0.00	\$0.00

Meeting Room Rental	\$0.00	\$73.75	-\$73.75
Aerobic Room Rental	\$1,640.00	\$30.00	\$1,610.00
Birthday Party-Ice	\$1,468.00	\$225.00	\$1,243.00
Girls HS Lease Agreement 5201.4975	\$12,600.00	\$8,000.00	\$4,600.00
Court Rental (Hockey Training)	\$24,720.00	\$25,234.00	-\$514.00
Subtotal Rental Income	\$40,564.00	\$33,738.75	\$6,825.25

Donations	\$275.03	\$1,475.03	-\$1,200.00
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Vending Machine Sales

Vending Canteen	\$0.00	\$0.00	\$0.00
Vending Grand Prix	\$304.19	\$168.38	\$135.81
Vending Jubilee	\$0.00	\$0.00	\$0.00
Vending Machine Subtotal	\$304.19	\$168.38	\$135.81

Concessions

Concession Stand Profits	\$719.74	\$0.00	\$719.74
Hockey Tape	\$22.40	\$14.00	\$8.40
Mouthguards	\$5.60	\$0.00	\$5.60
Skate Laces	\$27.98	\$0.00	\$27.98
Skate Guards	\$14.90	\$14.90	\$0.00
Gloves	\$28.00	\$8.40	\$19.60
Fuzzy Gloves	\$0.00	\$0.00	\$0.00
Pins	\$11.20	\$170.80	-\$159.60
Gel Pads	\$0.00	\$0.00	\$0.00
Tights Adult	\$160.00	\$284.00	-\$124.00
Tights Child	\$154.00	\$182.00	-\$28.00
Soaker	\$33.54	\$16.77	\$16.77
Show Video	\$0.00	\$0.00	\$0.00
Subtotal Concessions	\$1,177.36	\$690.87	\$486.49

Miscellaneous Revenue

Reimb	\$0.00	\$0.00	\$0.00
ISI	\$0.00	\$0.00	\$0.00
courts	\$0.00	\$0.00	\$0.00
Bear Store Lease	\$0.00	\$0.00	\$0.00
NSF Fee	\$0.00	\$0.00	\$0.00
Rink Advertising	\$7,225.00	\$6,400.00	\$825.00
Miscellaneous	\$42,264.52	\$573.69	\$41,690.83
CARES FUNDS EXP REIMB 8/31/20	\$0.00	\$0.00	\$0.00
R/C CARES FUNDS-SC UNEMP COSTS	\$0.00	\$0.00	\$0.00
Subtotal Miscellaneous	\$49,489.52	\$6,973.69	\$42,515.83
Over/Short	\$0.03	\$0.05	-\$0.02

TOTAL SPORTS CENTER REVENUE	\$437,993.26	\$398,764.61	\$39,228.65
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Armory

Damage Deposit Res	\$3,070.00	\$2,825.00	\$245.00
Damage Deposit Non Res	\$1,000.00	\$2,200.00	-\$1,200.00
Armory Res	\$8,311.00	\$10,188.50	-\$1,877.50
Armory Non Res	\$3,515.00	\$2,707.50	\$807.50
Armory Police	\$1,392.00	\$1,628.00	-\$236.00
Armory Clean	\$2,265.00	\$1,224.50	\$1,040.50
Total Revenue Armory	\$19,553.00	\$20,773.50	-\$1,220.50
<hr/>			
Boatworks Commons	\$3,105.00	\$2,180.00	\$925.00
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City of White Bear Lake
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater
Date: November 22, 2022
Subject: Resolution awarding the sale of the 2022B General Obligation Bonds

SUMMARY

The City Council authorized the issuance of \$6,990,000 General Obligation Capital Improvement Bonds, Series 2022B on November 9, 2022 to partially fund the City's Public Safety Facility renovation and expansion project costs. The City, through its municipal adviser, Ehlers and Associates, will receive bids on the bond issue at 10:00am on November 22, 2022. The City Council will receive a bond sale summary report and resolution to consider approving at their regularly scheduled meeting that evening.



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Lindy Crawford, City Manager
Date: November 22, 2022
Subject: First reading of an ordinance establishing the 2023 Fee Schedule

SUMMARY

The City Council will review the proposed changes to the fee schedule for 2023. The second reading and a public hearing will be conducted at the December 13, 2022 City Council meeting prior to ordinance adoption.

BACKGROUND INFORMATION

The City reviews its Fee Schedule every year and makes adjustments as needed. The Fee Schedule is presented to the City Council for approval at the end of each year. Attached are all of the proposed changes; major adjustments are highlighted below.

Ambulance Rates

The 2023 fee schedule recommends a 5% rate increase to support operations and capital expenditures

Call Type	Rates 1/1/2021	Rates 1/1/2022	Rates 1/1/2023
Basic Life Support	\$ 1,505.00	\$ 1,550.00	\$ 1,628.00
Advanced Life Support-1	1,980.00	2,040.00	2,143.00
Advanced Life Support-2	2,160.00	2,225.00	2,336.00
Treatment No Transport	505.00	520.00	546.00
Mileage per mile	32.00	33.00	35.00

Pioneer Manor

The fee schedule recommends a 5% rent increase as of April 2023, the later start date is due to required renter notification rules. The increase provides additional means to sustain the fund in anticipation of higher natural gas prices in the near future and unforeseen building maintenance issues.

Type of Unit	Rates Effective 4/1/2021	Rates Effective 4/1/2022	Rates Effective 4/1/2023
1 bedroom	\$ 730.00	\$ 760.00	\$ 798.00
1 bedroom + den	780.00	810.00	850.00
2 bedroom	855.00	890.00	935.00
2 bedroom deluxe	905.00	940.00	987.00
Garage	59.00	62.00	65.00

Armory Facility Rentals

On September 13, 2022, the City Council adopted a resolution authorizing the Mayor and City Manager to execute a purchase agreement selling the Armory building to the White Bear Lake Area Historical Society. The Historical Society closed on the Armory on November 4, 2022. Therefore, these fees are no longer necessary.

Sports Center

- Ice rental rates increase \$10.00 per hour to be competitive with area rinks.
- Skating School registrations increase \$2.00 per week to help cover personnel costs for instruction staff. These rates did not increase during the pandemic.
- An increase in the Contract and Drop-in rates for figure skaters.
- Skate Show participation fees increase \$5.00.
- The fee schedule now includes High School game fees, rink advertising and concession stand lease fees. All fees that have been charged in the past, but not identified in the fee schedule previously.

Marina

The fee schedule recommends a broken out slip rental rate for 2023. City of White Bear Lake residents will be charged \$2,500 for the season, no increase from 2022. Non-residents will be charged \$2,800 for the season.

Water Rates and Infrastructure Fees

The 2023 fee schedule recommends an increase to both the water consumption rate and the infrastructure fee to fund operating and capital expenditures in the Water department. Below is are examples with comparisons for 2021, 2022 and 2023 for residential and commercial customers.

Residential Units Consumed	(in Units) 2021 Rates	(in Gallons) 2022 Rates	(in Gallons) 2023 Rates
0-6,000 gallons (0-8 units)	\$13.76 flat fee	\$14.16 flat fee	\$14.56 flat fee
Winter qtr >6,000 gallons (> 8 units)	1.72 per unit	1.77 per 750 gal	1.82 per 750 gal
Non-winter qtr >6,000 gallons (>8 units)	2.08 per unit	2.14 per 750 gal	2.20 per 750 gal

Commercial Units Consumed	(in Units) 2021 Rates	(in Gallons) 2022 Rates	(in Gallons) 2023 Rates
0-6,000 gallons (0-8 units)	\$13.28 flat fee	\$13.67 flat fee	\$14.08 flat fee
6,001-20,250 gallons (8-27 units)	1.66 per unit	1.71 per 750 gal	1.76 per 750 gal
20,251-56,250 gallons (27-75 units)	1.72 per unit	1.77 per 750 gal	1.82 per 750 gal
>56,250 gallons (>75 units)	1.92 per unit	1.98 per 750 gal	2.04 per 750 gal
Non-winter quarter over base	2.08 per unit	2.14 per 750 gal	2.20 per 750 gal

Infrastructure Fee

Infrastructure Fee	2021 Rates	2022 Rates	2023 Rates
Residential	\$5.00 per qtr	\$6.00 per qtr	\$11.00 per qtr
Commercial	17.50 per qtr	21.00 per qtr	30.00 per qtr

Residential Median Value Home

	4/12/22 to 7/13/22 Billing Period	Proposed Rates	Difference
State Water Testing Fee	2.43	2.43	-
Surface Water Management Fee	7.00	7.00	-
Water Infrastructure Fee	6.00	11.00	5.00
Water Above Base (5 units)	10.70	11.00	0.30
Water Base (22 units)	38.94	40.04	1.10
Sewer (22 units)	101.20	101.20	-
Ramsey County Env Charge	16.34	18.52	2.18
Recycling - Non- Taxable	16.92	17.25	0.33
Refuse - Taxable (90 Gallon)	58.35	66.15	7.80
State Refuse Tax - 9.75%	5.69	6.45	0.76
Total	263.57	281.04	17.47

Commercial

	4/11/22 to 7/14/22 Billing Period	Proposed Rates	Difference
6" Meter Replacement Fee	110.00	110.00	-
State Water Testing Fee	2.43	2.43	-
Surface Water Management Fee	7.00	21.00	14.00
Water Infrastructure Fee	21.00	30.00	9.00
Water Base Tier 1 (27 units)	46.17	47.52	1.35
Water Base Tier 2 (48 units)	84.96	87.36	2.40
Water Base Tier 3 (1,395 units)	2,762.10	2,845.80	83.70
1" Meter Replacement Fee	8.00	8.00	-
Sewer (1,448 units)	6,660.80	6,660.80	-
Sales Tax	11.85	12.23	0.38
Ramsey Cty Transit Tax	0.86	0.89	0.03
Total	9,715.17	9,826.03	110.86

Surface Water Management Fee

Residential and commercial customers began paying a \$5.00 quarterly fee in 2021. The fee increased to \$7.00 in 2022 for both residential and commercial customers. The rate structure created in 2021 treated residential and commercial properties equally and did not acknowledge the impact a commercial property’s impervious surface has on the storm water system.

To fairly share the surface water fees between different types of properties, City staff analyzed all non-residential properties and assigned them a Residential Equivalent Unit (REU) based on the property’s square footage of impervious surface to use as a multiplier for the quarterly rate.

Though immediate implementation of the new REU fee calculation would assist in funding department projects, the immediate transition is unrealistic for entities with large areas of impervious surfaces. Therefore, a phased in transition to the new REU calculation is being recommended.

The 2023 fee schedule recommends holding the REU at \$7.00 per quarter.

- Residential Units will pay \$7.00 per quarter as in 2022.
- Commercial entities with an actual REU of 1-3 will pay the \$7.00 rate multiplied by their actual REU each quarter.
- Commercial entities with an actual REU of greater than 3 will pay the \$7.00 rate multiplied by 3. Staff recommends increasing the REU limit number each year to allow entities with higher REU to gradually get to their actual quarterly charge and to be more aligned with other municipalities’ rates.

Refuse/ Recycling

The 2023 fee schedule recommends a rate that incorporates the 2023 vendor per unit collection/ hauling contract fee and an 18% increase to the tipping fee portion to cover the expenditure increase from contractors.

Monthly Fee	2021 Rate	2022 Rate	2023 Rate
30 gallon senior	\$ 13.51	\$ 12.78	\$ 13.28
30 gallon	13.72	13.00	13.54
60 gallon	19.17	18.61	20.16
90 gallon	25.45	25.08	27.79
Recycling processing fee	1.00	-----	-----

Community Development

Applicants for larger projects requiring additional staff time and review have traditionally not been charged an escrow. The City Manager recommends implementing escrows so the burden of these applications is not placed on the taxpayers as a whole, but the individual applicant. This is common among cities, and applicants should not be surprised with the new fees.

Therefore, staff recommends adding the following fees in 2023: concept plan review, conditional use permit escrow, Comprehensive Plan amendment escrow, environmental review

+ escrow, planned unit development escrow, rezoning escrow, subdivision escrow, traffic/travel demand study + escrow.

Staff also recommends that commercial electrical permit fees be calculated by valuation + a state surcharge. Again, this is common among cities.

RECOMMENDATION

Staff recommends the City Council conduct the first reading of the 2023 proposed fee schedule. The second reading and a public hearing will be conducted at the December 13, 2022 City Council meeting prior to ordinance adoption.

ATTACHMENTS

2023 Proposed Fee Schedule

2023 DRAFT FEE SCHEDULE

ORDINANCE NO. 22-

I	ALCOHOL LICENSES (RESOLUTION NO. 9538)	FEE	LAST ADJUSTED
	On and Off Sale Malt Liquor Application & Investigation	\$100.00	January 2004
	On Sale Malt Liquor License	\$175.00	January 2004
	Off Sale Malt Liquor License	\$75.00	January 2004
	On Sale Wine License Application and Investigation Fee	\$250.00	January 2004
	On and Off Sale Liquor License Application and Investigation	\$500.00	January 2004
	On Sale Wine License	\$250.00	January 2004
	On Sale Liquor License	\$3,200.00	January 2004
	Off Sale Liquor License	\$200.00	January 2004
	On Sale Sunday Liquor License	\$200.00	January 2004
	On Sale Temporary Liquor/Malt/Wine License	\$27.50	January 2004
	Club License	\$100.00	January 2004
	Brewer Off Sale	\$200.00	January 2014
	Brewer Taproom On Sale	\$200.00	January 2014

II	BUSINESS LICENSES	FEE	LAST ADJUSTED
	Adult Establishment License (Ord. 1124)	\$2,000.00	January 2017
	Adult Establishment Application and Background	\$500 unless out of state, then actual costs not to exceed \$1,500	January 2017
	Cigarette / Tobacco Products License (Res. No. 9538) CLASS A	\$150.00	January 2017
	3 compliance issues / business cycle CLASS B	\$200.00	January 2017
	Charitable Gambling Premises License (Res. No 9538)	\$225.00	January 2017
	Charitable Gambling Regulatory Tax (Res. No. 12435)	0.2% of net profits	August 2019
	Dog Kennel License (Ord. 701)	\$50.00	January 2017
	Massage Therapist Background	\$75.00	January 2020
	Massage Therapist License	\$25.00	September 2015
	Pawnbroker and Precious Metal Dealer License (Ord. No. 1125)	\$12,000.00	January 2017
	Public Bench License (Res. No. 9538)	\$25.00/application & \$20.00/bench	January 2017
	Refuse / Recycling Hauler License (Res. No. 9538)	\$150.00	January 2017
	Rubbish Haulers and Junk Dealers	\$50.00	January 2004
	Solicitor/Peddler/Transient Merchant License (Res. No. 7033)	\$50.00/up to 2 ppl, then \$10 ea/mo	January 2019

III	ADMINISTRATION	FEE	LAST ADJUSTED
	Copies: 1 to 100 pages (MN Statute, section 13.03)	\$0.25 / page	August 2005
	Copies: over 100 pages (MN Statute, section 13.03)	Actual cost of data collection & copies	August 2005
	Duplicate copies of licenses and permits	\$1.00	January 2017
	Elections Filing	\$5.00	1966
	Fax (Res. No. 9538)	\$0.50 / sheet	January 2004
	Passport photo	\$15.00	January 2017
	Return Check Charge (Res. No. 9538)	\$30.00	January 2004

2023 DRAFT FEE SCHEDULE

ORDINANCE NO. 22-

IV	POLICE ADMINISTRATION	FEE	LAST ADJUSTED
	Accident Photo	\$25.00/cd	January 2017
	Accident Data Review	\$10.00/mo	January 2017
	Finger Printing	Residents free, \$20 non-residents	January 2019
	No Parking Signs	\$50.00	January 2019
	Transcripts	\$40.00/hr	January 2019
	Police Standby	\$100.00/hr, two hour minimum	January 2021

V	ANIMALS	FEE	LAST ADJUSTED
	Dog License Male / Female (Ord. No. 701)	\$20.00/every two years	January 2017
	Dog License Neutered / Spayed (Ord. No. 701)	\$15.00/every two years	January 2017
	Dog License Late Fee (Ord. No. 701) / replacement license	\$5.00	January 2017
	Potentially dangerous dogs	\$120.00	January 2019
	Dangerous dogs	\$500.00	January 2019
	Impound of dogs (Ord. No. 752)	Actual cost of contractor	January 2017
	Impound / disposal of miscellaneous animals	Actual cost of contractor	January 2017

VI	ADMINISTRATIVE OFFENSES	FEE	LAST ADJUSTED
	A. Penalties for Alcohol and Tobacco Sales:		
	Purchase, possession	\$50.00	January 2013
	Underage consumption	\$50.00	January 2013
	Lending ID to underage person	\$100.00	January 2013
	License holder, first offense	\$150.00	January 2013
	License holder, second offense within 12 months	\$275.00	January 2013
	License holder, third offense within 18 months	\$500.00	January 2013
	Other alcohol and tobacco related offenses	\$100.00	January 2013
	B. Animals:		
	Vicious animal	-\$ 50.00	January 2013
	Other animal violation	\$25.00	January 2013
	C. Parking:		
	Handicap zone	\$50.00	January 2013
	Fire lane	\$25.00	January 2013
	Snowbird	\$25.00	January 2013
	Blocking fire hydrant	\$25.00	January 2013
	Other illegal parking	\$25.00	January 2013
	D. Fires:		
	Open fires	\$100.00	January 2021
	Fire Code violations	\$100.00	January 2013
	E. Noise complaints:		
	Loud party	\$25.00	January 2013
	Loud party second offense in two months	\$50.00	January 2013
	Other complaints	\$30.00	January 2013
	F. Administrative penalties not listed in the fee schedule	\$50.00	January 2019
	Seat belts	\$25.00	January 2013
	Expired license plates / tabs	\$20.00	January 2013

2023 DRAFT FEE SCHEDULE

ORDINANCE NO. 22-

	Subsequent admin offenses within 12 months	Increased 25%	January 2013
	G. Unauthorized recyclable collections (pulled from 505.050)	\$200.00	

VI	FIRE DEPARTMENT	FEE	LAST ADJUSTED
	A. Fire Response		
	Pumper Truck (Ord. 805)	Actual costs	January 2017
	Ladder Truck (Ord. 805)	Actual costs	January 2017
	Rescue Unity (Ord. 805)	Actual costs	January 2017
	Chief / Command Unity (Ord. 805)	Actual costs	January 2017
	Rescue Boat (Ord. 805)	Actual costs	January 2017
	Hazardous Material Unit (Ord. 805)	Actual costs	January 2017
	B. Ambulance Fees		
	Basic Life Support (BLS)	\$1,550.00 <u>\$1,628.00</u>	January 2023
	Advanced Life Support (ALS1)	\$2,040.00 <u>\$2,143.00</u>	January 2023
	Major Advanced Life Support (ALS2)	\$2,225.00 <u>\$2,336.00</u>	January 2023
	Treatment – no transport	\$520.00 <u>\$546.00</u>	January 2023
	Mileage	\$33.00/mile <u>\$35.00/mile</u>	January 2023
	C. Permits and Inspections		
	Open Burning Permit (non-recreational fires)	\$75.00	January 2020
	Sale of Fireworks Permit (Res. 9366)	\$100.00/location	January 2017
	Tent Permit Inspection / Permit (over 400 sq feet)	\$75.00/location	January 2019
	Fireworks / Pyrotechnical Displays (community festivals exempt)	\$100.00/location	January 2021
	Vent Hood Inspections	\$90.00	January 2020
	Fire / EMS Standby	\$100.00/hr	January 2019
	Re-inspection fee	\$100.00 after 1 st re-inspection	January 2020

VII	RENTALS	FEE	LAST ADJUSTED
	A. Pioneer Manor (April 1 current yr - March 31 following yr)		
	1 Bedroom	\$760.00 <u>\$798.00</u>	January 2023
	1 Bedroom/Den	\$810.00 <u>\$850.00</u>	January 2023
	2 Bedroom	\$890.00 <u>\$935.00</u>	January 2023
	2 Bedroom Deluxe	\$940.00 <u>\$987.00</u>	January 2023
	Garage	\$62.00 <u>\$65.00</u>	January 2023

VII	RENTALS (continued)	Resident/Non-Resident/Corporate or For Profit	LAST ADJUSTED
	B. Park Facility Rentals		
	Bossard, Ramaley, Rotary, Spruce and Jack Yost	\$50.00/\$100.00/\$125.00	January 2019
	<u>Podvin Park (pavilion only)</u>	<u>-\$50.00/\$110.00/\$175.00</u>	<u>January 2019</u>
	<u>Podvin Park (kitchen and meeting room)</u>	<u>-\$100.00 /\$150.00/\$250.00</u>	<u>January 2019</u>
	Podvin Park (full facility)	\$125.00/\$225.00/\$325.00	January 2019
	<u>Lakewood Hills (pavilion only)</u>	<u>-\$50.00/\$110.00/\$175.00</u>	<u>January 2019</u>

2023 DRAFT FEE SCHEDULE

ORDINANCE NO. 22-

	Lakewood Hills (pavilion & kitchen)	\$100.00/\$150.00/\$250.00	January 2019
	Lakewood Hills (ballfields)	\$100.00/\$150.00/\$250.00	January 2019
	Stellmacher Park	\$50.00/\$110.00/\$175.00	January 2019
	West Park	\$50.00/\$110.00/\$175.00	January 2019
	Matoska Park	\$50.00 for two hours maximum	January 2019
	Spray Paint of any kind	\$250.00	October 2010
	Trash pick-up and disposal	Community & Non-Profit/Corporate or For Profit	October 2010
	Events over 100 people	No fee/\$50.00	
	Events over 250 – 500 people	\$50.00/\$75.00	
	Every additional 250 people	Additional \$25.00	
	C. Outdoor Activity Rentals		
	Farmers' Market reservation / application	\$120.00/yr <u>\$150.00/year</u>	January 2023
	Farmers' Market same day temporary permit	\$10.00 <u>\$20.00</u>	January 2023
	Launch Tags	\$25.00/residents, \$75.00/non-residents	January 2017
	Moorings	\$375.00/residents, \$500.00/non-residents	January 2017
	Skids	\$55.00/residents, \$85.00/ non-residents	January 2017
	Kayak / Canoe Rack	\$45.00/residents, \$75.00/non-residents	January 2017
	D. Boatworks Commons Community Room Rentals		
	City Hosted and School District events	Gratis - Host sets-up, cleans-up and tears down	December 2017
	Civic / Non Profit up to 20 attendees, max 3 hrs	Gratis – Host sets-up, cleans-up and tears down	January 2019
	Cleaning fee when food is served	Actual cleaning costs	January 2019
	Greater than 3 hrs and/or 20+ attendees	\$50.00 rental fee + actual cleaning costs	January 2019
	Private sector up to 4 hrs (includes set & clean)	\$500.00	January 2019
	Additional hours (max of 2 hrs)	\$50.00/hr	January 2019
	E. Armory Facility Rentals (Resolution No. 11844)	Residential/Non-Residential	
	Full day without kitchen	-\$650.00/\$900.00	July 2016
	+ Kitchen	-\$100.00 /-\$150.00	July 2016
	Down payment	-\$300.00/\$400.00	January 2020
	Damage deposit	-\$350.00/500.00	July 2016
	Hourly rate, Monday – Thursday (1 – 7 hours)	-\$80.00/\$90.00	January 2019
	Hourly rate, Friday – Sunday (1 – 7 hours)	-\$100.00/\$120.00	July 2016
	Staff set up (hourly)	-Contract rate	July 2016
	Security (refunded if re-rented)	-Contract rate	January 2020
	Cleaning for 100+ and food / beverage	-\$175.00/\$175.00	January 2020
	Moving tables and chairs	-\$70.00/\$70.00	January 2021
	Hourly Activities (athletics / meeting room)	-\$25.00/hr, \$25.00/hr	July 2016
	Daily Activities	WBL Non-profit/WBL Group or Club/Non-Resident	

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	<u>1 day</u>	\$0.00/\$90.00/\$135.00	July 2016
	<u>2 days</u>	\$50.00/\$160.00/\$245.00	July 2016
	<u>3 days</u>	\$75.00/\$260.00/\$390.00	July 2016
	<u>4 days</u>	\$100.00/\$355.00/\$510.00	July 2016
	F. Sports Center		
	Miscellaneous Rental		
	Meeting Room Rental	\$15.00/hr	January 2019
	Aerobic Room Rental	\$20.00/hr	January 2019
	Locker Room Rental	\$5.00/mo	January 2019
	Ice Rental March – August	Non-taxable/Tax Included	
	Prime Time	\$170.00/\$182.00 <u>\$180.00/\$193.27</u>	January 2023
	Non-Prime	\$135.00/\$145.00 <u>\$145.00/155.69</u>	January 2023
	Ice Rental September – February	Non-taxable/Tax Included	
	Prime Time	\$205.00/\$220.00 <u>\$215.00/\$230.85</u>	January 2023
	Weekday, 8am – 3pm	\$150.00/\$161.00	January 2020
	Non-Prime and after 9pm	\$155.00/\$166.00 <u>\$165.00/\$177.16</u>	January 2023
	Skating School		
	Group Lessons – (Tot – PreAlpha & Power)	\$11.00/wk+\$7 fee-session <u>\$13.00/wk+\$7 session fee</u>	January 2023
	Group Lessons – (Alpha – Delta & Adults)	\$16.50/wk+\$7 fee-session <u>\$18.00/wk+\$7 session fee</u>	January 2023
	Freestyle Levels	\$21.00/wk+\$7 fee-session <u>\$23.00/wk+\$7 session fee</u>	January 2023
	Contract (Open and Intermediate)	\$12.00/wk in session <u>\$14.00/wk in session</u>	January 2023
	Contract (High Level)	\$13.00/wk in session <u>\$14.00/wk in session</u>	January 2023
	<u>Contract (Early Morning)</u>	<u>\$7.00/session</u>	January 2023
	<u>Drop in Morning</u>	<u>\$12.00/session</u>	January 2023
	<u>Drop in Afternoon</u>	<u>\$16.00/session</u>	January 2023
	Skate Show		
	Annual Skating Show	\$125.00 <u>\$130.00</u>	January 2023
	Additional Show Packages	\$100.00 <u>\$105.00</u>	January 2023
	Parent / Child Skate	\$75.00 <u>\$80.00</u>	January 2023
	Ice Time		
	<u>Drop-In</u>	<u>\$15.00</u>	January 2019
	<u>Morning</u>	<u>\$12.00 before school</u>	January 2022
	Open Skate	\$5.00 <u>\$7.00</u>	January 2023
	Skate Rental	\$5.00	January 2019
	Open Hockey	\$6.00/session <u>\$7.00/session</u>	January 2023
	Dead Ice	\$8.00/hr <u>\$10.00/hr</u>	January 2023
	<u>Miscellaneous</u>		
	<u>High School Game Fees</u>	<u>\$1,200/game</u>	January 2023
	<u>Rink Advertising Small Sign on wall</u>	<u>\$450.00/yr</u>	January 2023
	<u>Rink Advertising Hockey Boards</u>	<u>\$700.00/yr</u>	January 2023
	<u>Rink Advertising Ice Resurfacer (2 sides)</u>	<u>\$1,600/yr</u>	January 2023
	<u>Concession Stand Lease</u>	<u>\$1,200/yr</u>	January 2023
	<u>Skate Sharpening</u>	<u>\$9.00</u>	January 2023

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	G. Marina		
	<u>Slip rental</u>	<u>\$2,500.00/season/resident</u> <u>\$2,800.00/season/non-resident</u>	January 2023

VIII	UTILITIES	FEE	LAST ADJUSTED
	A. Water Rates		
	Residential Water Customers		
	0 – 6,000 gallons	<u>\$14.16/qtr</u> <u>\$14.56/qtr</u>	January 2023
	Winter quarter rate*	<u>\$1.77/750 gallons</u> <u>\$1.82/750 gallons</u>	January 2023
	Non-winter quarter rate**	<u>\$2.14/750 gallons</u> <u>\$2.20/750 gallons</u>	January 2023
	Commercial Water Customers		
	0 – 6,000 gallons	<u>\$13.68/qtr</u> <u>\$14.08/qtr</u>	January 2023
	6,001 – 20,250 gallons*	<u>\$1.71/750 gallons</u> <u>\$1.76/750 gallons</u>	January 2023
	20,251 – 56,250 gallons*	<u>\$1.77/750 gallons</u> <u>\$1.82/750 gallons</u>	January 2023
	Over 56,250 gallons*	<u>\$1.98/750 gallons</u> <u>\$2.04/750 gallons</u>	January 2023
	Non-winter quarter rate**	<u>\$2.14/750 gallons</u> <u>\$2.20/750 gallons</u>	January 2023

* Rate for consumption over 6,000 gallons in 750 gallon increments in the winter quarter & “base” for the other three (3) quarterly billing cycles

** Rate for consumption above the winter quarter rate for the other three (3) quarterly billing cycles

	B. Water Infrastructure Fees		
	Residential Water Customers	<u>\$6.00/qtr</u> <u>\$11.00/qtr</u>	January 2023
	Commercial Water Customers	<u>\$21.00/qtr</u> <u>\$30.00/qtr</u>	January 2023
	C. Water Meter Replacement Fees		
	Commercial Water Customers		
	1” Meter	\$8.00/qtr	January 2022
	1.5” Meter	\$18.00/qtr	January 2022
	2” Meter	\$21.00/qtr	January 2022
	3” Meter	\$55.00/qtr	January 2022
	4” Meter	\$67.00/qtr	January 2022
	6” Meter	\$110.00/qtr	January 2022
	D. Surface Water Management Fee		
	Residential Water Customers	<u>\$7.00/qtr/per REU</u>	January 2022
	Commercial Water Customers	<u>\$7.00/qtr/per REU</u>	
	E. Sewer Rates		
	0 – 6,000 gallons	\$36.80/qtr	January 2022
	Consumption Above 6,000 gallons	\$4.60/750 gallons	January 2022
	F. Refuse / Recycling Rates	TAXABLE NONTAXABLE	
	30 Gallon Senior	<u>\$38.37/qtr</u> <u>\$39.83/qtr</u>	January 2023
	30 Gallon Service	<u>\$39.03/qtr</u> <u>\$40.61/qtr</u>	January 2023
	60 Gallon Service	<u>\$55.86/qtr</u> <u>\$60.47/qtr</u>	January 2023
	90 Gallon Service	<u>\$75.27/qtr</u> <u>\$83.37/qtr</u>	January 2023
	Recycling processing fee	Fee eliminated	
	G. Hydrant Meter Rental		January 2019
	Cost of inspection, use and administration	\$52.00/mo (non-prorated)	
	Dec. 1 – Apr 1, charge for extraordinary inspection	\$32.00 additional/mo (non-prorated)	

Water usage charged based on metered amount or 6 billing units per month, whichever is greater. Charges assessed at maximum summer consumption rate in effect on the date the hydrant meter is returned. Applicants will be responsible for breakage or damage to hydrant, meter or other works at actual repair or replacement costs.

	H. Temporary Water Shut Off / On for non-maintenance (snow birds, realtors, foreclosures)		
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November 1 – March 31	\$130.00/event <u>\$150.00/event</u>	January 2019
April 1 – October 31	\$80.00/event <u>\$100.00/event for non-maintenance items</u>	January 2023
<u>April 1 – October 31</u>	<u>\$40.00/event for maintenance items</u>	January 2023
I. Water Meter Data Log	\$25.00/report	January 2022
J. Final Meter Reads	\$50.00/special read	January 2022
K. Manual Quarterly Reading	\$50.00/quarterly bill	January 2022
L. Non-compliance fee (old meters not switched out)	\$100.00/quarterly bill	January 2022
<u>M. Water Main Shut Down Fee</u>	<u>\$100.00</u>	January 2023
N. Sewer Line Issues		
Televising	\$155.00 <u>\$165.00</u>	January 2019
Televising for Street Reconstruction	\$77.00 <u>\$90.00</u>	January 2019

IX	PLANNING AND ZONING	FEE	LAST ADJUSTED
	<u>Concept Plan Review</u>	<u>\$200.00</u>	January 2023
	Administrative Variance (Ord. No. 1408)	\$25.00- <u>\$100.00</u>	January 2023
	Comprehensive Plan Amendment (Ord. No. 1301.010)	\$500.00/\$560.00 if change in Land Use Designation, <u>\$3,000.00 Escrow</u>	January 2023
	Conditional Use Permits (CUP)	<u>\$1,000.00 Escrow</u>	January 2023
	CUP Fee	\$460.00	January 2004
	Amendments	\$260.00	January 2004
	Time Extension	\$50.00	January 2017
	Grading Plan Review (over .5 acre in size)	\$250.00	January 2010
	Grading Plan Review (less than .5 acre in size)	\$75.00	January 2010
	Home Occupation Permit Fee (Ord. No. 1303)	\$50.00/permitted, \$160.00 special	April 1994
	<u>Environmental Review</u>	<u>\$1,000.00, \$10,000.00 Escrow</u>	January 2023
	Excavation/Obstruction/ROW Permit (Ord. 18-2-3031)	\$200.00	January 2019
	Park Dedication (Res. No. 9538A)		
	Apartment Dwelling	\$750.00/\$150.00	January 2017
	Townhome, Condominium, Duplex Dwelling	\$1,000.00/unit	January 2017
	Single Family Dwelling	\$1,200.00/unit	January 2017
	Commercial & Industrial	\$3,500.00/acre	January 2017
	Planned Unit Development (Ord. No. 1301.070)	\$810.00, <u>\$5,000.00 Escrow</u>	January 2023
	Rental Dwelling Licenses (Ord. No. 508.020)		March 2010
	Single Family	\$100.00/2 year license	January 2021
	Two Family	\$150.00/2 year license	January 2022
	3+ Units	\$200.00/2 year license+\$15.00 each unit over 1	January 2021
	Re-inspection Fee	\$50.00 single/two-family & \$100 3+ units	January 2021
	Renting without a license	200% base fee charge	January 2021
	License Transfer (Ord. No. 508-090)	\$50.00	January 2017
	Rezoning: Application Fee (Ord. No. 1301.040)	\$810.00, <u>\$1,000.00 Escrow</u>	January 2023
	Sign Permits (Ord. No. 1115)		
	Permanent	\$50.00/wall	September 1987
	Temporary banner, sign, or reface	\$30.00/each	September 1987
	Free standing and dynamic display	\$150.00/each	January 2017
	Billboard	\$300.00/each	September 1987

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	Erecting a sign before the permit is issued	\$200.00 administrative fee	September 1987
	Small Cell Wireless Facility Permit	\$500.00 up to 5 sites, \$100.00 for each additional	January 2019
	Subdivisions (Ord. No. 1407)		
	Preliminary Plat	\$560.00, <u>\$1,500.00 Escrow</u>	January 2023
	Final Plat	\$100.00	January 2017
	Minor Subdivision/Lot Split	\$250.00	January 2017
	Text Amendment	\$750.00, <u>\$1,500.00 Escrow</u>	January 2023
	<u>Traffic/Travel Demand Management Study</u>	<u>\$500.00, \$5,000.00 Escrow</u>	January 2023
	Vacation (City Charter, Section 8.02)	\$310.00	January 2017
	Variance Permit (Ord. No. 1407)	\$250.00/residential, \$500.00/comm & industrial \$310.00/residential, \$560.00/comm & industrial	January 2017
	Zoning Letter (Res. No. 9538)	\$75.00	January 2017
	Zoning Permits: Shed, Driveway, Fence, Detached Deck under 30", Hot Tub, Pigeons, Hens, Bees, site alteration	\$50.00/each	January 2017

X. BUILDING DEPARTMENT LICENSES AND PERMITS

- 1. BUILDING PERMIT FEES:** Building permit fees are either flat fee or based on current state valuation costs, plus Minnesota state surcharge. Permit fees not listed in the flat fee chart are based on valuation. See fee charts below.

	FEE – Plus \$1.00 State Surcharge	LAST ADJUSTED
Building Moving (House)	\$150.00	January 2017
Building Moving (Garage)	\$60.00	January 2017
Demolition	Interior Only \$60.00 / Accessory Structure \$85.00 / Residential Structure \$200.00	January 2017
Doors	1 Door \$80.00 / 2 or More Doors \$110.00	January 2020
Egress Windows	1 Egress Window \$80.00 / 2 or More Egress Windows \$135.00	January 2020
Garage Siding Only	\$80.00	January 2017
Garage Roofing Only	\$80.00	January 2017
Grading / Excavation	\$90.00	January 2017
Roof Solar Panels	\$175.00	January 2017
Roofing	Full Replacement \$160.00 / Repair Only \$80.00 /	January 2020
Siding	Full Replacement \$160.00/ Repair Only \$80.00 /	January 2020
Swimming Pools	Above Ground \$75.00 / In Ground \$125.00	January 2017
Windows	1 Window \$80.00 / 2 or More Windows \$135.00	January 2020
Demolition	Interior Only \$60.00 / Commercial Structure \$350.00	January 2017
Grading	Site Under 2 Acres \$350.00 / Site Over 2 Acres \$450.00	January 2017
Parking Lot Replacement	\$150.00	January 2017
Roof Solar Panels	\$275.00	January 2017
Swimming Pools	Above Ground \$75.00 / In Ground \$125.00	January 2017

TOTAL VALUATION			FEE – Plus State Surcharge Based on Valuation (see chart below)	LAST ADJUSTED
\$1.00	to	\$500	\$30.00	January 2017
\$501	to	\$2,000	\$30.00 for the first \$500.00 plus \$3.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00	January 2017

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\$2,001	to	\$25,000	\$82.50 for the first \$2,000.00 plus \$16.10 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00	January 2017
\$25,001	to	\$50,000	\$452.80 for the first \$25,000.00 plus \$11.65 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	January 2017
\$50,001	to	\$100,000	\$744.05 for the first \$50,000.00 plus \$8.15 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	January 2017
\$100,001	to	\$500,000	\$1,151.55 for the first \$100,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	January 2017
\$500,001	to	\$1,000,000	\$3,751.55 for the first \$500,000.00 plus \$5.60 for each addition \$1,000.00 or fraction thereof, to and including \$1,000,000.00	January 2017
\$1,000,001	to	and up	\$5,991.55 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof	January 2017

Valuation of Structure, Addition or Alteration			State Surcharge Computation	LAST ADJUSTED
\$ 0	to	\$1,000,000	.0005 x valuation (minimum \$0.50)	State Fee
\$1,000,001	to	\$2,000,000	\$ 500 + .0004 x (value - \$1,000,000)	State Fee
\$2,000,001	to	\$3,000,000	\$ 900 + .0003 x (value - \$2,000,000)	State Fee
\$3,000,001	to	\$4,000,000	\$ 1,200 + .0002 x (value - \$3,000,000)	State Fee
\$4,000,001	to	\$5,000,000	\$ 1,400 + .0001 x (value - \$4,000,000)	State Fee
\$5,000,001		or greater	\$ 1,500 + .0005 x (value - \$5,000,000)	State Fee

E. OTHER BUILDING FEES

	FEE	LAST ADJUSTED
Appeal Fee	\$150.00 (refunded if appeal granted)	January 2017
Certificate of Occupancy	\$20.00	January 2017
License Fee – Commercial General Contractor	\$120.00/Prorated to \$75.00 after 7/1	January 2017
License Fee – Mechanical/Tree Trimmer	\$45.00/Prorated to \$35.00 after 7/1	January 2017
Other Inspections & Fees: <ul style="list-style-type: none"> • Inspections outside business hours • Re-inspection fees • Inspection which no fee is specifically indicated (30 minute min) • Additional plan review: changes, additions or revisions to plans (30 minute min) 	\$62.00 per hour or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages & fringe benefits of employees involved.	January 2017
Outside Consultants for Plan Checking & Inspections or Both	Actual costs including administrative & overhead costs	January 2017
Plan Review Fee (Residential)	50% of Permit Fee	Pre 2017
Plan Review Fee (Commercial)	65% of Permit Fee	Pre 2017

2. SEWER AND WATER PERMIT FEES: Sewer & Water permits are based on fees below, plus \$1.00 state surcharge.

A. SEWER & WATER PERMIT FEES

	FEES – Plus \$1.00 State Surcharge	LAST ADJUSTED
Water Line Install or Repair	\$57.00	January 2020
Sewer Line Install or Repair	\$57.00	January 2020

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Water Disconnect	\$42.00	January 2019
Sewer Disconnect	\$42.00	January 2019
Water Tap (Each)	\$27.00	January 2019
Sewer Tap (Each)	\$27.00	January 2019
Storm Sewer	\$42.00	January 2019
Hydrostatic and Conductivity Test (Each)	\$57.00	January 2019
Street Excavation & Street Deposit	\$32.00/\$1550.00	January 2019
Individual Sewage Treatment System – New Installation or Replacement of existing system	\$206.00	January 2019
Individual Sewage Treatment System - Repair or Alteration of existing system	\$103.00	January 2019
Individual Sewage Treatment System Abandonment	\$52.00	January 2019

3. SEWER AND WATER CONNECTION FEES: Buildings or dwellings existing or constructed in the City of White Bear Lake must connect to the municipal water and sanitary sewer system so long as it is reasonably available. Metropolitan Council Sewer Access Charge (SAC) units and fees are established by the Metropolitan Council per state statute MN 473.517. Prior to connecting to public utilities, the owner or representative must pay the following fees:

A. SEWER CONNECTION FEES

	FEES	LAST ADJUSTED
Single Family Dwellings	\$670.00/Dwelling	January 2019
Two Family Dwellings	\$1,340.00/Dwelling	January 2019
Multiple Dwellings	\$670.00/unit	January 2020
Commercial and Industrial	\$670.00 /unit	January 2020

B. WATER CONNECTION FEES

	FEES	LAST ADJUSTED
Single Family Dwellings	\$670.00/Dwelling	January 2019
Two Family Dwellings	\$1,340.00/Dwelling	January 2019
Multiple Dwellings	\$670.00/unit	January 2020
Commercial and Industrial	\$670.00/unit	January 2020

4. PLUMBING PERMIT FEES: Plumbing Permits are based on fees listed below, plus \$1.00 state surcharge.

A. PLUMBING PERMIT FEES

	FEES – Plus \$1.00 State Surcharge	LAST ADJUSTED
Plumbing Minimum Fee	\$50.00	January 2020
For Each Fixture or Fixture Opening	\$15.00/fixture	January 2017
Water Heater - New Install or Replace	\$50.00	January 2017
Water Softener – New Install or Replace	\$25.00	January 2017
Gas Piping	\$30.00	January 2017
Water Piping / Drain / Waste / Vent Alteration or Repair	\$50.00	January 2017
Plumbing General Repair	\$50.00	January 2017
New backflow Prevention Device (Permit Required)	\$25.00	January 2017
Backflow Prevention Annual Testing Per Device	\$20.00	January 2017

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- 5. MECHANICAL PERMIT FEES:** Mechanical permit fees are based on 1% of job valuation or the minimum fee, whichever is greater, plus the state surcharge of .0005% of job valuation. For review of mechanical plans and other data, the fee is equal to 25% of the permit fee or the minimum, whichever is greater.

A. MECHANICAL PERMIT FEES

	MINIMUM FEES (or 1% of job valuation, whichever is greater, plus state surcharge of .0005% of job valuation)	LAST ADJUSTED
Heating System	\$70.00	January 2017
Air Conditioning	\$40.00	January 2017
Heating & Air Conditioning	\$100.00	January 2017
HVAC for new residential construction	\$175.00	January 2017
Ductwork	\$30.00	January 2017
Fireplace	\$50.00	January 2017
Process piping	\$40.00	January 2017
Miscellaneous appliance or equipment regulated by code	\$40.00	January 2017
Repair - Heating and/or AC	\$30.00	January 2017

- 6. FIRE SUPPRESSION / STORAGE TANK PERMIT FEES:** Fire Suppression/Storage Tank Permits are based on fees listed below, plus \$1.00 state surcharge. For review of Fire Suppression plans and other data, the fee is equal to 25% of the permit fee.

A. FIRE SUPPRESSION / STORAGE TANK PERMIT FEES

	FEES – Plus \$1.00 State Surcharge	LAST ADJUSTED
Automatic Fire Suppression System 1-10 Heads/Risers	\$75.00	January 2019
Each Additional 10 Heads or Fraction Thereof	\$5.00	January 2017
Each Fire Alarm (New, Addition, Upgrade)	\$75.00	January 2019
Each Miscellaneous Fire Related Permit	\$75.00	January 2019
Each Chemical/Ansul Hood Extinguisher System	\$75.00	January 2019
Each Fuel Storage Tank Installed or Removed - Under 1000 gallons	\$75.00/tank	January 2019
Each Fuel Storage Tank Installed or Removed – Over 1000 gallons	\$225.00/tank	January 2019
Miscellaneous Fire Suppression Permit	\$75.00	January 2019
Fire Permit Plan Review	50% of the Permit Fee	January 2019

- 7. ELECTRICAL PERMIT FEES:** Electrical fees are based on fees listed below, plus \$1.00 state surcharge. Fees are set by Togle Inspections. The City of White Bear Lake contracts with Togle Inspections, electrical contractor for the State of Minnesota Department of Labor and Industry. Website: www.togleinspections.com

A. ELECTRICAL PERMIT FEES

	FEES – Plus \$1.00 State Surcharge	LAST ADJUSTED
Residential Panel Replacement	\$110.00	January 2020
Residential Sub Panel Replacement	\$45.00	January 2020
New Service or Power Supply:		
0-300 Amp	\$55.00	January 2020
400 Amp	\$71.00	January 2020
500 Amp	\$87.00	January 2020
600 Amp	\$103.00	January 2020

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800 Amp	\$135.00	January 2020
1000 Amp	\$167.00	January 2020
Each Additional 100 Amps	\$16.00/each	January 2020
Circuits and Feeders:		
0-100 Amp	\$9.00	January 2020
101-200 Amp	\$15.00	January 2020
201-300 Amp	\$21.00	January 2020
301-400 Amp	\$27.00	January 2020
401-500 Amp	\$33.00	January 2020
501-600 Amp	\$39.00	January 2020
Each additional 100 Amps	\$6.00/each	January 2020
Minimum fee for 1 inspection only	\$45.00 <u>\$50.00</u>	January 2023
Minimum fee for 2 inspections (rough in & final)	\$90.00 <u>\$100.00</u>	January 2023
Maximum fee for single-family dwelling or townhouse not over 200 Amps (No max if service is over 200 Amps). Max of 2 rough-ins and 1 final inspection	\$190.00 <u>\$200.00</u>	January 2023
Failed inspections per visit	\$45.00 <u>\$50.00</u>	January 2023
Apartment Buildings – Fee per unit of an apartment or condominium complex. This does not cover service, unit feeders or house panels	\$80.00 <u>\$90.00</u> /unit	January 2023
Swimming pools & hot tubs (includes 2 inspections).	\$90.00 <u>\$100.00</u> plus ckts @ \$9/each	January 2023
Additions, remodels or basement finishes (includes 2 inspections)	\$90.00 <u>\$100.00</u> (includes up to 10 ckts)	January 2023
Residential accessory structures	The greater of \$55.00 for panel + \$9.00 per ckt OR \$90.00 <u>\$100.00</u> for 2 inspections	January 2023
<u>Residential fee for siding electrical work</u>	<u>\$35.00</u>	January 2023
Traffic signals	\$8.00 per each standard	January 2020
Street & parking lot lights	\$5.00 per each standard	January 2020
Transformers & generators	\$5.00 – 0 to 10kva \$40.00 – 11kva to 74kva \$60.00 – 75kva to 299kva \$165.00 - over 299kva	January 2020
Retrofit lightening	\$0.85 cents per fixture	January 2020
Sign transformer or driver	\$9.00 per transformer	January 2020
Low voltage fire alarm, low voltage heating & air conditioning control wiring	\$0.85 cents per device	January 2020
Re-inspection fee in addition to all other fees	\$45.00 <u>\$50.00</u>	January 2023
Hourly rate for carnivals	\$90.00	January 2020
Solar fees:		
0kw – 5kw	\$90.00	January 2020
5.1kw – 10kw	\$150.00	January 2020
10.1kw – 20kw	\$225.00	January 2020
20.1 to 30kw	\$300.00	January 2020
301.1kw – 40kw	\$375.00	January 2020
401 kw and larger	\$375.00 + \$25 each additional 10kw	January 2020

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Electronic inspection fee for these items only: furnace, air conditioning, bath fan, fireplace or receptacle for water heater vent ** Must be pre-approved by Electrical Inspector **	\$40.00	January 2020
*Permit fee is doubled if work starts before permit issued		
*Refunds must be requested in writing. No refunds on minimum fee permits, expired permits or state surcharge fee. Refunds are minus a city handling fee of 20%.		

8. ELECTRICAL COMMERCIAL FEES: Based on valuation of the electrical work. \$50.00 per trip or the fees below, whichever is greater. Refunds issued only for permits over \$100.00.

A. ELECTRICAL COMMERCIAL FEES

TOTAL VALUATION			FEE – Plus State Surcharge Based on Valuation (see chart below)	LAST ADJUSTED
\$1.00	to	\$1,000	\$50.00 per trip	January 2023
\$1,001	to	\$2,000	\$50.00 for the first \$1,000 plus \$3.25 for each additional \$100 or fraction thereof, to and including \$2,000	January 2023
\$2,001	to	\$25,000	\$82.00 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000	January 2023
\$25,001	to	\$50,000	\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000	January 2023
\$50,001	to	\$100,000	\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to and including \$100,000	January 2023
\$100,001	to	\$500,000	\$1,063.55 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$500,000	January 2023
\$500,001	to	\$1,000,000	\$3,463.55 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	January 2023
\$1,000,001	to	and up	\$6,013.55 for the first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof	January 2023
Reinspection fee (in addition to all other fees)			\$50.00	January 2023
Investigative fee (working without permit)			Fee(s) are doubled	January 2023

Valuation of Structure, Addition or Alteration			State Surcharge Computation	LAST ADJUSTED
\$ 0	to	\$1,000,000	.0005 x valuation (minimum \$0.50)	State Fee
\$1,000,001	to	\$2,000,000	\$ 500 + .0004 x (value - \$1,000,000)	State Fee
\$2,000,001	to	\$3,000,000	\$ 900 + .0003 x (value - \$2,000,000)	State Fee
\$3,000,001	to	\$4,000,000	\$ 1,200 + .0002 x (value - \$3,000,000)	State Fee
\$4,000,001	to	\$5,000,000	\$ 1,400 + .0001 x (value - \$4,000,000)	State Fee
\$5,000,001		or greater	\$ 1,500 + .0005 x (value - \$5,000,000)	State Fee