



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, DECEMBER 13, 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 City Council Work Session on November 22, 2022
- B. Minutes of the Regular City Council Meeting on November 22, 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. Accept Minutes – October Park Advisory Commission, October Environmental Advisory Commission, October White Bear Lake Conservation District, November Planning Commission
- B. Resolution accepting work and authorizing final payment to Park Construction Company for the completion of the 2022 Pavement Rehabilitation Project, City Project No. 22-01
- C. Resolution requesting the SCORE Fund Allocation and authorizing submission of the grant application
- D. Resolution authorizing exclusive use of Podvin Park ice rink for hockey tournament
- E. Resolution authorizing issuance of massage therapist license for Cassandra Tracy at A Little TLC Massage
- F. Resolution not waiving the monetary limits on municipal tort liability
- G. Resolution granting a Conditional Use Permit amendment for 4455 White Bear Parkway
- H. Resolution granting two setback variances for 2289 Lilac Lane
- I. Resolution calling for a public hearing on the intention to issue General Obligation Capital Improvement Plan Bonds and the proposal to adopt a Capital Improvement Plan for 2023- 2027

5. VISITORS AND PRESENTATIONS

- A. Resolution accepting the County Road E Corridor Development Initiative, County Road E Coalition

6. PUBLIC HEARINGS

- A. 2023 Final Budget, Tax Levy and Truth-in-Taxation Hearing

7. UNFINISHED BUSINESS

- A. Second reading & public hearing of an ordinance adopting the 2023 fee schedule

8. NEW BUSINESS

- A. Resolution approving an amendment to the Revenue Note (Northeast Residence, Inc. Project), Series 2017, and a master amendment agreement

- B. Resolution ordering the abatement of hazardous property and public nuisance located at 2239 Carlyle Court
- C. Resolution approving the decertification of Tax Increment Financing District No. 25
- D. First Reading of a Zoning Ordinance Text Amendment: Development Review Process

9. DISCUSSION

Nothing scheduled

10. COMMUNICATIONS FROM THE CITY MANAGER

11. ADJOURNMENT



**MINUTES
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

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

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on November 9, 2022

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

3. APPROVAL OF THE AGENDA

Mayor Louismet noted the addition of a special event application submitted by Main Street, Inc. (consent agenda item 4K). He moved the Ramsey County Critical Corridor Grant Funding (consent agenda item 4H) to new business for discussion. It was moved by Councilmember **Edberg**, seconded by Councilmember **Engstran**, to approve the agenda as presented. Motion carried unanimously.

4. CONSENT AGENDA

- A. Resolution designating polling places for 2023 elections **Res. No. 13089**
- B. Resolution authorizing a contract renewal with the Woodbury Animal Humane Society **Res. No. 13090**
- 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 **Res. No. 13091 and Res. No. 13092**
- D. Resolution certifying miscellaneous private property assessment for recovery of city expenses **Res. No. 13093**
- E. Resolution authorizing renewal of Ramsey County Law Enforcement Consortium Mutual Aid Agreement **Res. No. 13094**
- F. Resolution designating board of director appointees for the Local Government Information Systems Association **Res. No. 13095**
- G. Resolution authorizing staff to solicit request for proposals for a downtown mobility and parking study **Res. No. 13096**
- H. ~~Resolution authorizing support for an application for Ramsey County Critical Corridor Grant Funding from WBL Lochner, LLC~~ **Moved to New Business**

- I. Resolution approving the Planned Unit Development agreement for Schafer Richardson Phase II **Res. No. 13097**
- J. Resolution approving the Willow Ridge 2nd addition final plat **Res. No. 13098**
- K. Resolution approving a special event application for White Bear Lake Main Street, Inc. **Res. No. 13099**

It was moved by Councilmember **Edberg**, seconded by Councilmember **Engstran**, to approve the consent agenda as presented. Motion carried unanimously.

5. VISITORS AND PRESENTATIONS

A. Swear-in Police Officers

Police Chief Swanson introduced Police Officers Phonvelai Sorensen and Will Fink. They were given the Oath of Service and sworn in.

B. Quarterly Sports Center Report

City Manager Crawford presented the third quarterly report for the Sports Center. She said the City and JLG Architects were awarded the 2022 AIA Minneapolis Merit Award for architectural design during the Sport Center's 2018 renovation. She said the solar panel installation was completed in September and will help offset the costs of electricity for the facility. She reported that ice time utilization hours were strong this past quarter, and that usage and revenue totals are on par with budget projections. She said the fall session for the City's Learn-to-Skate program started in September and the hockey training facility is staying busy with both youth and high school players. She said there has been a general increase in revenue for the aerobic room, birthday parties and concessions. Overall, revenue for the Sports Center was up by about \$39,000 compared to this time in 2021. She said an upcoming skate competition will bring in over 300 figure skaters to the White Bear Lake area, which help the local economy. She shared a photo of an advertising board that will be installed in the ice rink with the City's website link and social media information.

6. PUBLIC HEARINGS

Nothing scheduled.

7. UNFINISHED BUSINESS

Nothing scheduled.

8. NEW BUSINESS

A. Resolution awarding the sale of the 2022B General Obligation Bonds

Finance Director Kindsvater recalled for members of public that the City Council authorized the issuance of \$6,990,000 in General Obligation Capital Improvement Bonds to partially fund the city's public safety facility renovation project at its November 9 meeting. She said the City continued working with Ehlers and Associates to prepare for the bond sale. She restated that S&P Global Ratings affirmed the City's AA+ bond rating for the current issue and all outstanding bond issues. Kindsvater said there was a great turnout for the bid opening, with eight

investment firms submitting bids and the top five bidders being all within a tenth of a percent of true interest costs. The lowest bid came from Minneapolis-based Piper Sandler & Co. with a true interest cost of 3.7567%, which is 81 points less than the true interest cost the City used for planning at 4.565%. For comparison purposes, she said the true interest cost is a half-percent more than the issue earlier in the year, which is still relatively good considering the market, she explained. The bid included a premium of \$340,310, and staff chose to retain the bond sale issue amount of the \$6.99 million to eliminate the need for a contribution from the Community Reinvestment Fund. Director Kindsvater said it's possible there will be funds available to cover the costs of the delayed portions of the project. Director Kindsvater said the pre-sale report presented to the City Council at the November 9 meeting estimated the annual tax levy for the bond's life to range between \$372,000 and \$566,000. Using the actual true interest cost, the average annual tax levy needed is \$17,000 less, so the new range will be between \$358,000 and \$556,000. She recommended the City Council to approve the resolution awarding the sale of the General Obligation Bonds Series 2022B in the aggregate principal amount of \$6,990,000.

Councilmember Edberg asked about the City's financial advantage with having an AA+ bond rating compared to a lower credit rating. Senior Financial Specialist Dan Tienter of Ehlers said the difference in costs vary at any point in time in the market, but it can generally be quantified between 10-12 basis points between the ratings. Mr. Tienter confirmed that a higher credit rating secures lower interest rates, resulting in reduced borrowing and a lower property tax levy.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Jones**, to approve **Res. No. 13100** awarding the sale of the 2022B General Obligation Bonds. Motion carried unanimously.

B. First reading of an ordinance establishing the 2023 Fee Schedule

City Manager Lindy Crawford introduced the 2023 Fee Schedule Ordinance. She provided an overview for the following major changes:

- Ambulance rates increasing 5%;
- Pioneer Manor rent increasing 5% to support operations and capital expenditures (effective April 2023 for proper notice);
- Removing Armory facility rentals due to the City no longer owning the property;
- Increasing Sports Center ice rental rates increasing \$10 an hour to stay competitive;
- Skating School registration increasing \$2 per week;
- Sports Center ice rink contract and drop-in rates increasing;
- Figure skaters Skate Show participation fees increasing \$5;
- High school game fees, rink advertising and concession stand lease fees added to the list (previously charged, but not identified in the fee schedule);
- Differentiation of Marina slip rental rates between resident and non-residents;
- Water consumption rate and infrastructure fees increasing to fund operating and capital expenditures (residential median home value would see increase of \$15.29 per quarter);
- Surface water management fee increasing \$2 for resident and commercial, and

- multiplying rate based on the property's REUs;
- Refuse and recycling rates incorporating the 2023 vendor per unit collection and hauling contract fee and increasing tipping fee;
- Adding Community Development application escrow fees, and
- Commercial electric permit fees being calculated by valuation, plus a state surcharge.

A second reading and a public hearing is scheduled for the December 13 City Council meeting.

C. Resolution authorizing support for an application for Ramsey County Critical Corridor Grant Funding from WBL Lochner, LLC

Community Development Director Lindahl presented a resolution for authorizing support for a grant application for the Ramsey County Critical Corridor Grant Program. The applicant WBL Lochner, LLC is a subsidiary of Schafer Richardson, who is developing 3600 and 3646 Hoffman Road. The grant program offers assistance to qualifying organizations for place-based investments along major corridors. Lindahl said the goals of the program are to boost connectivity between housing, jobs, retail, services and transportation; create more compact, walkable environments; enhance pedestrian safety, and support vibrant business districts. The funds could be used to offset extraordinary costs of projects, such as demolition, site preparation, storm management, and public improvements. Lindahl explained that the applicant sought these grant funds outside of the application process with the City, but there was a step in the grant application requiring approval from local government. He noted that using the funds towards a full market-rate development is not an allowable use of funding source, so the applicant will be including affordable housing to make them eligible to receive the funds. Lindahl explained that the application is between the applicant and the County, so the applicant is welcome to share more information with the City Council. The resolution wouldn't tie the city to any other funding obligations nor would it change the land use approvals associated with the project.

Mayor Louismet asked what the benefit was for the applicant to seek this funding. Furthermore, he asked if it supports the costs of the brick-and-mortar site or if it offsets tenant rates. He called on Schafer Richardson Development Manager Peter Orth to provide more information in order to make a well-informed decision. Orth said the grant program came later in the project timeline than desired, but there was always a desire to incorporate some element of affordable housing in the development. He said of the 244 units, 10 units would be a part of the grant program. The units involved are two 1-bedroom units, five 2-bedroom units and three 3-bedrooms units. Orth acknowledged the need for affordable housing and the grant funding would help bridge the gap in total cost of the project and the loans received. He confirmed with Mayor Louismet that it does not benefit Schafer Richardson's bottom line.

Councilmember Edberg asked a series of questions about the grant totaling \$1 million and how it reflects in the rate of the affordable units. Orth said the average market rate unit is \$1,750 and the average affordable unit is \$1,311. The cost difference for the affordable units over the course of 30 years is more than the \$1 million received, so the renters will financially benefit more than the developer.

Lindahll answered Councilmember Jones' question about whether other counties were providing similar grant programs. Councilmember Jones understands Schafer Richardson was exploring options for affordable units, and recognized the need in the City.

It was moved by Councilmember **Jones**, seconded by Councilmember **Walsh**, to approve **Res. No. 13101** authorizing support for an application for Ramsey County Critical Corridor Grant Funding from WBL Lochner, LLC. Mayor Louismet asked about market interest rate and amortization schedule for this type of project. Mr. Orth said he would estimate 6% interest rate and a 30-year amortization schedule. Councilmember Edberg asked about the process for seeking and processing applications of tenants who qualify for the affordable units. Mr. Orth said it is similar screening process to the market rate applicant, ensuring they are within the income-rent ratio and that they will be able to make their monthly payments. Motion carried unanimously.

9. DISCUSSION

Nothing scheduled.

10. COMMUNICATIONS FROM THE CITY MANAGER

Crawford shared information about the food drive that is being organized by the White Bear Lake Community Emergency Response Team (CERT) in conjunction with the Police Department. She provided information for community members to sign up for Fire Safety with Santa and said there is a recycling drop-off for holiday lights at City Hall through January 13. Mayor Louismet shared about being voluntarily tasered while attending the Citizens Police Academy.

The City Manager and City Councilmembers scheduled a special Housing and Redevelopment Authority (HRA) meeting to convene immediately following the December 13 City Council meeting.

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 8:03 p.m. Motion carried unanimously.

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



**WORK SESSION MINUTES OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, NOVEMBER 22, 2022
6:00 PM, CITY HALL 2ND FLOOR BOARD ROOM**

Work Session Opened: 6:05 PM

In Attendance: Mayor Louismet, Councilmembers Walsh, Hughes, Jones, Edberg and Engstran. City Manager Crawford, Assistant City Manager Juba.

Staff explained that the White Bear Lake Area Hockey Association has approached staff with a concept to construct an outdoor ice rink on City property adjacent to the Sports Center. The Association would donate all funds necessary to complete the project. An agreement would be entered into for the Association to program, use and maintain the rink with some availability for public use during the winter months. The interior of the rink would be striped for pickleball court use during the spring and summer months. The consensus of the City Council was that staff should further pursue this concept with the understanding that the City remains the property owner of the underlying land and the improvements, the project is funded solely by the Association, and if the goal of the Association is to have a roof over the rink that it is constructed in phase one of the project as to avoid disruptions to public use in the future.

Staff requested feedback from the City Council regarding the potential to sell naming rights at the White Bear Lake Sports Center. A local example of this practice is the TCO Sports Garden in Vadnais Heights. Feedback from the City Council indicated that staff should continue to sell advertising in the traditional spaces at the Sports Center and revisit the option if an opportunity comes up to tactfully sell additional advertising. Renaming the building or the rink is not a priority of the City Council.

Staff explained the City's desire to once again offer passport services has opened discussion about utilizing space and staff at the Sports Center, which was supported on a 12-month trial basis by the City Council.

Work Session Adjourned: 6:56 PM



**MINUTES
PARK ADVISORY COMMISSION
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
THURSDAY, OCTOBER 20, 2022
6:30 P.M. AT CITY HALL CONFERENCE ROOM**

1. CALL TO ORDER AND ATTENDANCE

Chair Bill Ganzlin called the meeting to order at 6:28 p.m.

MEMBERS PRESENT: Bryan Belisle, Victoria Biehn, Mark Cermak, Ginny Davis, Bill Ganzlin, and Mike Shepard

MEMBERS ABSENT: Anastacia Davis

STAFF PRESENT: Andy Wietrecki, Parks Working Foreman

VISITORS PRESENT: Mike Enz

2. APPROVAL OF AGENDA

It was moved by member **Mark Cermak** seconded by member **Ginny Davis**, to approve the agenda with the addition of resident Mike Enz under New Business.

Motion carried 6:0.

3. APPROVAL OF THE MINUTES

Minutes of September 15, 2022

It was moved by member **Victoria Biehn** seconded by member **Mike Shepard**, to approve the minutes of the September 15, 2022 meeting as presented.

Motion carried, 6:0.

4. VISITORS AND PRESENTATIONS

Resident Mike Enz was present to discuss smoking at the Boatworks Commons and the skateboard park at Podvin Park.

5. UNFINISHED BUSINESS

Nothing Scheduled.

6. NEW BUSINESS

A. Marketfest Review

Andy Wietrecki shared a summary of comments received from the Marketfest booth feedback forms. One thing to note is how positivity of all the feedback. Most of the comments were focused on the exceptional quality of the City parks and the need for pickleball courts. Bryan Belisle seconded the need for more pickleball courts since the

City is losing the Armory which is used heavily for pickleball. The City has surveyed all the parks and found two good spots which would be able to support a pickleball court and the traffic it will bring. The City does not have anything in the Park's current CIP budget to construct that amenity but it can be added. The Parks Advisory Commission will need to discuss its importance to the community and when it fits into the long term plan. Andy reminded the Commission that there are many projects in the current budget for infrastructure that is aging, and in need of replacement with incorporated new upgrades.

The Commission asked about the potential pickleball locations and Bryan recommended Podvin Park by the lacrosse fields. Andy reported that the Lacrosse Association uses that area for staging, warm ups and practice. That locations close proximity to residential housing is also not the right fit for a designated pickleball location. The two locations with the best fit and usable, available space are McCarty Park and Bossard Park. Bossard Park, however, would need significant investment as Andy would recommend a parking lot off Bellaire Avenue.

B. Park Rental Rates and Utilization

Andy shared with the Park Advisory Commission the park reservation numbers and rental fees. The main goal is to look through the information over the next couple of meetings and decide if the rates make sense for the venue. The Commission agreed that they would like to see the BoatWorks Community Room utilized more by residents in White Bear Lake, expanded schedule times and possibly reduce the resident rates to increase usage.

The Commission requested a more in depth report for the BoatWorks Commons rentals. If possible, the new report should provide the hours and days of the week it is available to rent. Andy will gather that information for the Commission's next meeting. He requested they look over the materials provided today and make note of any questions or things that need to be changed.

C. Visitor Mike Enzo

Resident Mike Enz asked to be added to the Agenda this evening to discuss the smoking issue at BoatWorks Commons and the skate park at Podvin Park. Mike stated that his family, including 4 grandchildren, enjoy using the City's parks but that smoking or vaping in the parks is not appropriate. Ginny Davis and Bryan Belisle mentioned that Ramsey County recently passed no smoking, vaping or commercial tobacco use in any of their indoor or outdoor facilities and parks. Mike would like to see the White Bear Lake parks non-smoking or, at the very least, Boatworks Commons due to its proximity to the apartments. Mike Enz also told the Commission that he brings his grandson to Podvin Park to use the skate park but that the City needs to improve on the equipment that is currently there. He would like to see more emphasis on improving the skate park because it is an Olympic sport and it is great way for kids who do not partake in organized sports to stay active. Bryan Belisle mentioned the skate park that was installed at the YMCA and

the amount of money it took to build it. Bryan stated that the YMCA skate park was used for 5 to 10 years and then the number of users started going down and the equipment started to rot. For those reasons, the YMCA decided to shut down the skate park. Andy reported that the City has skate park equipment in the Parks Improvement Budget but it isn't budgeted until 2026. Bryan proposed and Mike agreed to have the kids raise money and donate it to the City for the purchase of a new piece or two of equipment for the skate park.

Andy asked Mike what he would like to see for amenities at the Boatworks Commons green space. The Park Advisory Commission has been looking for ways to enhance the area. The Commission mentioned they could do benches or picnic tables in that area. Mike stated that he likes how the space is currently being used as he plays catch with his grandchild in that area. He would never consider throwing down a blanket and having a picnic due to the amount of dogs that use that area as a bathroom. He does not think tables or benches are necessary due to the tables across the road that have a much better view of the lake. The tables that were placed in that area during COVID-19 created some issues with noise.

7. DISCUSSION

A. Staff updates

- Park CIP Projects – Andy shared pictures with the Park Advisory Commission of the new shelters currently being built at Lions Park. Andy recommended the Commission take a look at the new amenities in the next couple of weeks. Andy also reported to the Commission that the contract for the restroom remodel project at Lions Park was signed. The construction will begin shortly and will continue through the winter months with substantial completion by May 15, 2023.
- Seasonal Review – City parks are closed for the winter. The Parks Department is currently removing lake items and blowing out irrigation systems and bathrooms. Unfortunately, there have already been two water lines that froze before the parks were shut down for the year.

8. ADJOURNMENT

There being no further business before the Commission, it was moved by member **Mark Cermak** seconded by member **Mike Shepard** to adjourn the meeting.

Motion carried, 6:0



**MINUTES
ENVIRONMENTAL ADVISORY COMMISSION
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
WEDNESDAY, OCTOBER 19, 2022
6:30 P.M. IN THE CITY HALL CONFERENCE ROOM**

1. CALL TO ORDER AND ATTENDANCE

Chair Schroeher called the meeting to order at 6:42 p.m.

MEMBERS PRESENT: Sheryl Bolstad, Chris Frye, Chris Greene, Bonnie Greenleaf, Rick Johnston, Jeff Luxford, Gary Schroeher (Chair)

MEMBERS ABSENT: None

STAFF PRESENT: Connie Taillon, Environmental Specialist

VISITORS PRESENT: None

2. APPROVAL OF AGENDA

The commission members reviewed the agenda and had no changes.

It was moved by member **Greene** seconded by member **Johnston**, to approve the agenda as presented.

Motion carried 7:0.

3. APPROVAL OF THE MINUTES

A. Minutes of the Environmental Advisory Commission meeting on September 21, 2022

The commission members reviewed the September 21, 2022 meeting minutes and had no changes.

It was moved by member **Greenleaf** seconded by member **Bolstad**, to approve the minutes of the September 21, 2022 meeting as presented.

Motion carried, 7:0.

4. VISITORS AND PRESENTATIONS

None.

5. UNFINISHED BUSINESS

A. Joint work session presentation

The commission members discussed topics to include in the joint work session presentation. Member Luxford stated that it would be worthwhile to get feedback on Council's interests. Member Bolstad suggested a quick introduction of what the commission has completed, and then share future opportunities that the commission

has considered and ask for feedback. The commission members discussed topics for discussion including downtown trees and supporting a state initiative for a single use bag fee. Member Frye mentioned that in his experience once enough Cities initiate a change then the state and Federal follow suit. He said to consider letting the people vote on a bag fee. Member Bolstad will to put together a couple of slides regarding a downtown tree project. Taillon will update the presentation slide template and email to Chair Schroeder.

B. 2023 Work Plan

The commission members discussed the 2023 work plan priority goals. Member Greenleaf suggested that a consensus be reached on the priorities and to identify people to take the lead on each priority and report back each month. She said that in the past there were subcommittees to work on specific projects. The commission members discussed picking the top 5 priorities for the 2023 work plan. Taillon will email the priority spreadsheet to Member Frye for him to add his top 5 priority votes for discussion at the November meeting.

6. NEW BUSINESS

A. Environmental Resources Expo exhibitor request

Taillon stated that a representative from a local prairie restoration company contacted her with an interest in exhibiting at the 2023 Environmental Resources Expo. She told the representative that the commission generally invites non-profits and government agencies to exhibit at the Expo, but that she would bring the request to the next EAC meeting for input. The commission members discussed inviting for-profit businesses to the Expo and they want to continue to provide educational resources and not promote businesses. Member Luxford suggested that if a business expresses an interest in exhibiting at the Expo, that they could request a booth space at Marketfest. Taillon will contact the company to let them know of the commission member's decision.

B. Student members

Taillon stated that the advisor of the WBLAHS Environmental Club recently contacted the City because some of the student members expressed interest in the Environmental Advisory Commission. She is wondering if there is room on the commission for student members though the 2022/2023 school year. Member Greenleaf mentioned that several years ago they had a student member and it worked out well. Member Bolstad stated that there were two student members on the commission during the pandemic, but their attendance was sporadic. She suggested that if the commission decides to add a student member, expect there to be a commitment. Member Greene suggested that the commission members give the student an assignment and have them report back the next month. He also mentioned that two students could share the role. There was further discussion about the time commitment and whether the student member be a voting or non-voting member. Commissioner Bolstad suggested a commitment for the academic year. Member Luxford suggested extending the commitment beyond the academic year so the student can participate in the Environmental Resources Expo. All commission members agreed that the student member would be a non-voting member.

The commission members are supportive of having up to two non-voting student members with the expectation that there would be a commitment to attend the monthly meetings. Taillon stated that she will consult with the City Manager and Mayor about having student members be appointed to the Environmental Advisory Commission, and will contact the advisor of the WBLAHS Environmental Club with their decisions.

C. Officer Elections – Chair & Vice Chair

Commissioner Bolstad nominated Chair Schroeher for Chair and Member Johnston for Vice-Chair. It was moved by member **Greene** seconded by member **Bolstad**, to nominate Chair Schroeher to continue as the chair for 2023 and to nominate Member Johnston to continue as Vice-Chair for 2023.

Motion carried 7/0.

7. DISCUSSION

A. Staff updates

- Level 3 electric vehicle charging station

Taillon reported that a Level 3 charger was installed at one of the car dealers along Highway 61. She will email the name of the dealership to the commission members.

- Rotary Nature Preserve restoration project

Taillon provided an update on the restoration projects at Rotary Nature Preserve. Rotary Club members and Nick Voss from VLAWMO completed the phase 1 planting in September. Rotary Club recently submitted an application to the Greater WBL Community Foundation requesting a grant for the phase 2 wetland buffer planting.

B. Commission member updates

Commissioner Bolstad reported that she was in touch with Gary Johnson at the U of M who worked with students on the environmental reports that were presented to Council a few years ago. One group reported on stormwater management and tree canopy in downtown parking lots using Silva Cells or CU Structural Soil. Structural soil is less expensive than Silva Cells and consists of rock and soil. CU Structural Soil has been used at the Xcel Energy Center, Vikings Stadium, Nicollet Mall, and University Avenue.

Chair Schroeher reported that he and Taillon attended the VLAWMO raingarden tour with Nick Voss and toured some of the curb cut raingardens on Morehead Avenue, and helped to maintain one of the raingardens. Chair Schroeher also stated that he attended the County Road E meeting.

Chair Schroeher mentioned that someone came up to him and asked why the City has not reached Step 5 in the GreenStep Cities program. He also mentioned that he emailed a photo to Taillon that showed exposed florescent lights at the former Petrowash gas station on Bellaire and County Road E. Taillon stated that she will pass this concern on to the appropriate City staff.

C. Do-outs

New do-out items for October 19, 2022 include:

- Member Bolstad to create a couple of slides regarding downtown trees
- Taillon to update presentation template and email to Chair Schroeher
- Taillon to email member Frye the work plan list
- Member Frye to add top 5 work plan priorities to list and email to members
- Taillon to respond to exhibitor request
- Taillon to ask Mayor about adding student members
- Taillon to email name of business that installed the level 3 charger to members
- Taillon to forward fluorescent light concern to appropriate staff

D. November agenda

Chair Schroeher requested that the 2023 work plan be finalized and approved at the November meeting. Members will discuss the revised draft presentation at the November meeting. Member Greenleaf asked Taillon to include a discussion of the topics of interest from the 2022 Water Resources Conference on the November agenda.

8. ADJOURNMENT

There being no further business before the Commission, it was moved by member **Johnston** seconded by member **Greene** to adjourn the meeting at 8:54 p.m.

Motion carried, 7:0



White Bear Lake Conservation District

Regular Board Meeting – Approved Minutes

Oct. 18, 2022, 7:00 p.m., White Bear Lake City Hall Council Chambers
(6:00 pm LUC meeting)

1. **Roll Call/Quorum** Present: Chair Bryan DeSmet, Vice Chair Mark Ganz, Secretary/Treasurer Mike Parenteau, Diane Longville, Chris Churchill, Meredith Walburg, Scott Costello, Darren DeYoung, and Board Counsel Alan Kantrud. Absent: Susie Mahoney. One director position from Dellwood is vacant. A quorum was present.
2. **Call to Order** – The meeting was called to order at 7:00 pm by Bryan DeSmet.
3. **Approval of Agenda** – Add ‘Approve purchase of Adobe Acrobat license,’ after ‘Approve purchase of office laptop. Motion to approve the agenda as amended made by Mark Ganz, seconded, and passed.
4. **Approval of September Board Meetings minutes** – Motion to approve the September Board meeting minutes made by Mark Ganz, seconded, and passed.
5. **Public Comment’s** - none
6. **New Business** –
 - o Appointment of Vice-chair on the Lake Utilization Committee (LUC) – Chris Churchill was appointed as vice chair of the LUC at the last Exec Committee meeting.
 - o Summary of Eurasian Water Milfoil (EWM) survey and treatment – Dr. Steve McComas, Blue Water Science presented and PowerPoint and summarized 2022 survey and treatment of EMW:
 - Treated around 33 acres for EWM; growth was less than last year. Focused on heavy growth, not light patches
 - No Starry Stonewort found in the lake yet. Almost always enters lakes by boats using public access. It is found in about 21 lakes, and inspectors could give an extra inspection to a boat if it was last in a lake that had Starry Stonewort.
 - Other items discussed:
 - The increased growth of general lake vegetation this summer is due to lowered lake levels, and more sunlight penetration.
 - The lake is not prone to Spiny Water Flea or Asian Carp due to their habitat needs.
 - Microplastics are everywhere, and probably are in the lake, but not in a high concentration.
 - A decrease in the zebra mussle population this year is due to the relationship between algae and zebra mussels which causes an alternating cycle of more or less zebra mussel and algae growth.

7. Unfinished Business

- Lake Management Plan – Board counsel found that state law does not require the WBLCD to create a lake management plan. The Soil and Water Conservation District is the entity responsible, and they do not have one.
 - The WBLCD created a lake management plan in 2005(?). The Board could revisit the plan to see if any advice has changed, and/or update the plan, but it is not needed according to the state.
- Permanent Docks – The initial application fee for a permanent dock is \$5,000, and \$1,000 annually after that. As the WBLCD is responsible to issue the permit, the funds are used to hire a structural engineer to ensure the initial dock structure is qualified, and that the dock meets yearly safety inspections. In general, no private permanent docks are permitted, and as noted in previous board meetings, the dock at 4955 Lake Ave is not permitted as a permanent, and needs to be removed before ice-in.
- Approve purchase of office laptop – Motion to approve up to \$1,400 for the purchase of a laptop and wireless mouse was made by Bryan DeSmet, seconded and passed.
- Approve purchase of Adobe Acrobat license – Motion to approve the purchase of Adobe Acrobat license for the office computer was made by Bryan DeSmet, seconded and passed.

8. Reports/Action Items


- Executive Committee – The committee met regarding permanent docks, the LUC vice chair, the lake management plan, and the USGS funds which were discussed elsewhere in this meeting.
- Lake Quality Committee – Mike Parenteau
 - Lake level – current: 922.59 ft; last month: 923.01 ft; and since April ice out the lake is down 13.5”.
 - Lake temperature – current: 47°F; last month 70°F; and last year in October the temperature was 60°F.
 - Phragmites Treatment – On Sept. 28, 27,000 sq ft of the lake was treated with the herbicide Imazapyto control phragmites; results to be seen this spring.
- Lake Utilization Committee – The LUC reviewed the following applications, and recommends that the Board approve the following for 2023 permits. Motion to approve the following permits was made by Mark Ganz, with each voted on individually:
 - Derek Skeie multi-boat dock license renewal – approved.
 - Manitou Island Association swim area structures license renewal – approved conditionally based on receiving a copy of the HOA insurance.
 - Synder Bay Beach Club multi-boat dock license revised renewal – approved with Scott Costello abstaining.
 - Chateauguet Condo Association multi-dock license renewal – approved; there was an overpayment; Cheri will request a new check.
 - Redpath Wolgamot Waterski Course structures renewal – approved with stipulation that the courses will be moved every 3 weeks; if there any unexpected delays, the WBLCD office will be notified, and any complaints will be forwarded to John.
 - Alicia Heights Dock multi-boat dock license renewal – approved.
 - At the November 15 LUC and Board meetings, all commercial operator applications will be reviewed.


- o Lake Education Committee
 - Adopt-A-Drain – Scott Costello – challenge back in March to municipalities around the lake doubled 596, we're now at 512. City of WBL already doubled, WBT has 9 to go
 - Social media update – Meredith Wahlburg: planning on pot on Adopt a drain wrap up, weed question lots of; address SSW; anything else let Meredith know
- o Treasurer's report – Mike Parenteau
 - Motion to approve the October Treasurer's Report and payments for check numbers 4795-4803 was made by Mike Parenteau, seconded and passed.
 - All income for 2022 income has been received.
 - USGS Survey account status – The USGS called back and has assigned a person for us to work with. They suggested donating the money back, and stated that any information or documents from the study are freely available. By early next year, the USGS will put send us a packet and let us know where to get the information. Discussion on what to do with the USGS funds will be continued once the packet has been received and reviewed. We'll look at how to link the information on the WBLCD website as well.
- o Board Counsel Report
 - The process for getting an Originating Agency ID (ORI) number from the FBI is now complete with Attorney Alan Kantrud as our authorized representative. A case from several years ago has now been resolved.
 - Michael Tombago, Ramsey County Water Patrol, everything is going smoothly on the lake. A summary of their 2022 citations and warnings will be presented at the November board meeting.

9. Announcements – The last board meeting of 2022 will be held on Tues., Nov. 15, at 7 pm, with an LUC meeting at 6 pm to review permit applications from Commercial Bay operators.

10. Adjournment – At 8:07, motion to adjourn was made by Mark Ganz, seconded, and passed.

ATTEST:

Bryan DeSmet, Chair  Date: 11-15-2022

Cheri Howe, Administrator  Date: 11/15/2022



**MINUTES
PLANNING COMMISSION MEETING
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
MONDAY, NOVEMBER 28, 2022
7:00 P.M. IN THE COUNCIL CHAMBERS**

1. CALL TO ORDER AND ATTENDANCE

Chair Jim Berry called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Ken Baltzer, Jim Berry, Pamela Enz, Mark Lynch, Erich Reinhardt, and Andrea West.

MEMBERS ABSENT: Mike Amundsen.

STAFF PRESENT: Jason Lindahl, Community Development Director and Ashton Miller, City Planner.

OTHERS PRESENT: Ben Herkenhoff, Daron Close, Len Pratt, and Scott Wiestling.

2. APPROVAL OF AGENDA

It was moved by Member **Baltzer** seconded by Member **Enz**, to approve the agenda as presented.

Motion carried, 6:0

3. APPROVAL OF THE MINUTES

A. Minutes of October 24, 2022

It was moved by Member **Enz** seconded by Member **Baltzer**, to approve the minutes of the October 24, 2022 meeting as amended.

Motion carried, 6:0.

4. CASE ITEMS

A. **Case No. 93-3-Sa:** A request by **Smarte Carte** to amend a conditional use permit for site plan approval in the DBD zoning district, per code section 1303.225, Subd.4.i, in order to build a warehouse addition and expanded parking lot at the property located at 4455 White Bear Parkway.

City Planner Miller discussed the case. Staff recommended approval of the request as proposed.

Member Berry opened the public hearing.

Scott Wiestling, applicant, stated that he is the architect for the project. They are in concurrence with everything in the report and will work with staff to incorporate changes during the building permit phase.

Member Berry closed the public hearing.

It was moved by Member **Reinhardt** to recommend approval of Case No. 93-3-Sa, seconded by Member **Lynch**.

Motion carried, 6:0.

- B. **Case No. 22-19-V:** A request by **Ben Herkenhoff** for an 8.2 foot variance from the side yard setback, per code section 1303.050, Subd.5.c.2 and a 13.65 foot variance from the 28.75 foot lakeside average setback for a deck, per section 1302.040, Subd.4.a.3, in order to expand the existing deck at the property located at 2289 Lilac Lane

City Planner Miller discussed the case. Staff recommended approval of the request as proposed.

In response to a question from Member Lynch, Miller confirmed that the deck extension is continuing in a straight line, but the angle of the property line creates a lesser setback.

Member Berry opened the public hearing.

Ben Herkenhoff, applicant, 2289 Lilac Lane, provided a background on the construction of the deck extension. He explained that the old deck was in disrepair and needed to be replaced. He did not realize the property line did not follow the angle of the house and was surprised to find the deck sat that close to the lot line. He stated that they could not expand the deck to the west because it would block windows and create a fire hazard.

Member Berry commented that the slope in the back yard does impact the usable space.

Member Berry closed the public hearing.

It was moved by Member **Baltzer** to recommend approval of Case No. 22-19-V, seconded by Member **West**.

Motion carried, 6:0.

- C. **Case No. 22-20-V:** A request by **Joshua Winchell** for a 2 foot variance from the side yard setback, per code section 1302.030, Subd.4.e and a 30 square foot variance from the total accessory structure square footage allowed, per code section 1302.030, Subd.4.2.b, in order to construct a 140 square foot shed 3 feet from the side property

line at the property located at 2338 South Shore Boulevard. **(Continued at Applicant's Request)**

- D. **Case No. 22-4-PUD:** A request by **Acqua / Tside 1 LLC** for "General Concept" and "Development Plan" stage approval of a Planned Unit Development, per code section 1301.070 to allow an off-premise monument sign along Highway 61 for the properties located at 4441 Lake Avenue South and 4453 Lake Avenue South.

Community Development Director Lindahl discussed the case. Staff recommended approval of the request as proposed.

Member Berry asked if the billboard is moving. Lindahl replied that the billboard is on the neighboring property, which is owned by someone else, and there has been no indication to staff that it will be removed.

Member Enz commented that the area is in need of work and she likes the idea of combining the two signs.

Member Lynch asked if both properties would have entitlement to the sign should one ever be sold. Lindahl stated that yes, as a shared sign in this location, both properties would have access to the sign.

In response to a question from Member West, Lindahl confirmed that the maximum permitted size is 35 square feet.

Member Berry opened the public hearing.

Daron Close, applicant, 1821 Orchard Lane, provided a history of the property, noting that it has changed ownership several times in the last few years. He stated that he is working to improve the aesthetics of the property and is excited to work with Tally's to provide visibility for both restaurants.

Member Berry closed the public hearing.

It was moved by Member **Lynch** to recommend approval of Case No. 22-6-CUP, seconded by Member **West**.

Motion carried, 6:0.

- E. **Case No. 22-1-Z:** A City-Initiated text amendment to Zoning Code Section 1301 concerning a concept plan review and neighborhood meeting process.

Community Development Director Lindahl discussed the case. Staff recommended approval.

Member Berry commented that the proposal may add more time to the Planning Commission meetings, but should alleviate some of the issues that are often raised during the public hearing. He thinks the feedback that the Commissioners gave to staff during the last meeting was incorporated into the text amendment and did not see anything contradictory.

Member Lynch asked how the Planning Commission meetings would be structured. Lindahl answered that concept plans would likely go under discussion items to keep them separate from the action items.

Member Baltzer asked if the Commissioners would be required to go to the neighborhood meeting. Lindahl explained they would not, only if they were interested.

Member Enz asked if the meetings would be posted in the newspaper. Lindahl replied they would not. The City is putting the process in place, but this is an opportunity for developers to discuss directly with residents.

Member Lynch asked why the term “developer” was used when a lot of applications are not brought by developers. Lindahl replied the word was chosen to help differentiate the application from a full land use request.

In response to a question from Member Baltzer, Lindahl explained that there will be a fee associated with the concept plan review to cover staff time.

Member Lynch expressed concern that the religious holidays listed in state statute did not encompass all religions. He wants to avoid having neighborhood meeting on holy days, but is unsure which days to include. Member West concurred. Lindahl replied that staff chose to follow the holidays listed in state statute because those are the days most often recognized by employers. He stated that staff can work with applicants to encourage them to avoid specific days when planning their neighborhood meetings.

Member West asked how applicants will know they need to go through the process. Lindahl stated that staff will work to educate potential applicants and that there will be a place on the website that provides information. Member West commented that she thinks the web page should emphasize that the process is to encourage public participation.

Member Enz stated that she believes this is the missing piece in the land use process. She noted that it is hard to see developers walk away and this will give them the opportunity to garner feedback directly from the community.

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

It was moved by Member **Baltzer** to recommend approval of Case No. 22-1-Z, seconded by Member **Lynch**.

Motion carried, 6:0.

5. DISCUSSION ITEMS

A. City Council Meeting Overview

Community Development Director Lindahl provided an overview of the City Council meeting, highlighting that they approved a resolution of support for Schafer Richardson to receive funding from Ramsey County for affordable housing units. Member West expressed her appreciation that the motion passed.

B. Bylaws, Annual Meeting and Meeting Times

Lindahl explained that meetings will continue to be held on Mondays for the next year, but that staff may explore changing the day in future years. He asked for feedback from the Commissioners regarding moving the meeting times up to 6:30 p.m.

There was a discussion among the members about the pros and cons of an earlier meeting time and the potential impact on community engagement. It was decided that for 2023, the meetings should continue to be held at 7 p.m., and that the Commission will look into whether an earlier meeting time will make it easier for residents to attend for 2024.

6. ADJOURNMENT

There being no further business before the Commission, it was moved by Member **Baltzer**, seconded by Member **Lynch** to adjourn the meeting at 8:17 p.m.

Motion carried, 6:0



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Paul Kauppi, Public Works Director/City Engineer
Date: December 13, 2022
Subject: **Final Payment to Park Construction Company for the 2022 Pavement Rehabilitation Project, City Project 22-01**

SUMMARY

The City Council will consider adopting a resolution authorizing final payment for completion of the 2022 Pavement Rehabilitation Project.

BACKGROUND INFORMATION

Park Construction Company has completed all work specified in their contract for the 2022 Pavement Rehabilitation Project. The 2022 Pavement Rehabilitation Project included Carolyn Lane, Eugene Street, First Avenue, Florence Street, Fourth Avenue, Karen Place, Peggy Lane, Second Avenue, Third Avenue, Webber Street, and Alley.

The original contract amount was \$2,527,954.31. The value of the work completed is \$2,462,236.80. This contract is based upon unit prices and the final contract amount is based on actual work performed.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution accepting the work and authorizing the final payment of \$131,208.98 for completion of the 2022 Pavement Rehabilitation Project.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION ACCEPTING WORK AND AUTHORIZING FINAL PAYMENT TO PARK
CONSTRUCTION COMPANY FOR THE COMPLETION OF THE 2022 PAVEMENT
REHABILITATION PROJECT, CITY PROJECT NO. 22-01**

WHEREAS, pursuant to Resolution 12972, a written contract signed with the City of White Bear Lake, Park Construction Company in the amount of \$2,527,954.31 has satisfactorily completed the work included in the 2022 Pavement Rehabilitation Project, in accordance with such contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the work completed under said contract is hereby accepted and approved; and

BE IT FURTHER RESOLVED that the City Clerk and Mayor are hereby directed to issue final payment in the amount of \$131,208.98 for a final contract amount of \$2,527,954.31 for the 2022 Pavement Rehabilitation Project.

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: Connie Taillon, Environmental Specialist/Water Resources Engineer
Date: December 13, 2022
Subject: Ramsey County SCORE Grant Application

SUMMARY

The City Council will consider adopting a resolution requesting the annual Ramsey County SCORE funding allocation, authorize the City Manager to submit the grant application to Ramsey County, and authorize the City Manager to participate in the optional incentive program and apply for the incentive program allocation(s).

BACKGROUND INFORMATION

Under Minnesota state law, proceeds from tax collected on solid waste hauling charges are, in part, made available to local units of government to conduct recycling and waste reduction programs. Each year the State makes a block grant available to Ramsey County, who in turn appropriates a portion to municipalities on a per-capita basis.

The expected 2023 funding allocation to the City is \$60,966. These monies are used to help offset the City's recycling program and collection costs.

In addition, municipalities are eligible to receive up to two optional incentive payments which are determined on a per capita basis. To receive one incentive payment, the City must implement one activity from a list of incentive options. To receive two incentive payments, the City must implement two incentive options from the list.

The maximum incentive payment in 2023 for a single project is \$5,806. Examples of activities on the approved incentive option list include recycling bulky waste, engaging small businesses in curbside recycling services, promoting BizRecycling, co-sponsoring an organics drop-off site, or other qualifying activity. Staff has not yet determined if resources will be available to pursue an incentive activity in 2023, but the City cannot participate if it does not include the option in this process. There is no penalty for including the incentive programs in this grant application but not pursuing them in 2023.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution that requests the Ramsey County 2023 SCORE funding allocation, authorizes the City Manager to submit the SCORE grant

application to Ramsey County, and authorizes the City Manager to participate in the optional incentive program and apply for the 2023 incentive program allocation(s).

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION REQUESTING THE SCORE FUNDING ALLOCATION AND AUTHORIZING THE CITY MANAGER TO SUBMIT THE GRANT APPLICATION

WHEREAS, the State of Minnesota collects a tax on the waste hauling charges from each resident in the State;

WHEREAS, the State of Minnesota has distributed said tax monies to each associated county;

WHEREAS, Ramsey County Board of Commissioners approved the distribution of SCORE funds to municipalities for use in residential recycling programs;

WHEREAS, the City of White Bear Lake's per capita share of the distribution is \$60,966; and

WHEREAS, the City of White Bear Lake has the option of participating in an incentive program for an additional allocation of up to two payments of \$5,806 each.

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

1. The City requests the SCORE funding allocation and authorizes the City Manager to submit the grant application to the Ramsey County Board of Commissioners for approval.

2. The City Manager is authorized to participate in the optional incentive program and apply for the incentive program allocation(s).

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: Lindy Crawford, City Manager
From: Caley Longendyke, City Clerk
Date: December 13, 2022
Subject: **Exclusive Use of Podvin Park for White Bear Lake Hockey Association's Three-Day Tournament**

SUMMARY

The City Council will consider approving a resolution allowing White Bear Lake Hockey Association to exclusively use Podvin Park ice rink for its annual Mite/8U Winter Blast hockey tournament scheduled over a three-day period.

BACKGROUND INFORMATION

The White Bear Lake Hockey Association submitted a request for exclusive use of Podvin Park pavilion and ice rink for three days in February 2023 for its annual Mite/8U Winter Blast hockey tournaments. The tournaments are scheduled for February 3 (3-9 p.m.) and February 4-5 (7 a.m.-9:15 p.m.). There is expected to be 500 attendees, which include staff and teammates of 19 White Bear Lake teams and an additional 25 teams participating throughout the weekend.

The Association will maintain the rink before, during and following the event. In the event of snow, the Association has requested city services to remove snow measuring to more than an inch. The Association will cover the costs of these services if needed. Excess refuse collection would be paid for by the group at event conclusion. To service attendees, food trucks will be arranged by the group to assume operations in the parking lot of Podvin Park. Association representatives will submit a burn permit to the Fire Department on use of fire pits in the park. This application is similar to that submitted and approved by Council in previous years.

Pursuant to City Ordinance §905.050, permits shall be required for the exclusive use of all or portions of City parks for special events. Furthermore, tournaments can only take place with permission from City administration, pursuant to City Ordinance §905.290.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution allowing exclusive use of Podvin Park for February 3-5, 2023 for Hockey Association tournaments.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION AUTHORIZING EXCLUSIVE USE OF PODVIN PARK ICE RINK FOR THREE-DAY OUTDOOR HOCKEY TOURNAMENT IN WHITE BEAR LAKE, MINNESOTA

WHEREAS, an application was submitted by the White Bear Lake Hockey Association to host hockey tournaments at Podvin Park ice rink over the weekend of February 3-5, 2023;

WHEREAS, there will be 500 attendees that will use the park's designated parking lot, pavilion, restrooms, and ice rink;

WHEREAS, the Hockey Association would assume full rink maintenance and pavilion clean-up for the requested weekend; and

WHEREAS, the Hockey Association has requested and will cover costs of snow removal services by the City following any weather events accumulating more than an inch of snow.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that exclusive use of Podvin Park restrooms and ice rink for outdoor hockey tournaments over one weekend in February 2023 is hereby authorized, subject to the following conditions:

1. The Hockey Association maintains Podvin Park ice rink, pavilion and restroom for the duration of the event, and will cover any additional incurred costs of trash collection by Republic Services upon event conclusion.
2. The Hockey Association has submitted a burn permit to the Fire Department for use of fire pits in Podvin Park.
3. General liability insurance covering the entire event is submitted.

BE IT FURTHER RESOLVED that food truck operations are authorized on the Podvin Park parking lot in order to service this event.

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: Lindy Crawford, City Manager
From: Caley Longendyke, City Clerk
Date: December 13, 2022
Subject: **Massage Therapist License for Cassandra Tracy at A Little TLC Massage**

SUMMARY

The City Council will consider a resolution approving a massage therapist license for Cassandra Tracy at A Little TLC Massage.

BACKGROUND INFORMATION

Cassandra Tracy is requesting approval of a massage therapist license to perform massage therapy at A Little TLC Massage, which is an existing licensed establishment.

Per City Code Section 1127, all persons performing massage therapy and related businesses require a license. The applicant is required to submit documentation which demonstrates they have received the appropriate training and insurance. A criminal history check and financial review are also conducted. The White Bear Lake Police department performed the required background check and found that the applicant meets all requirements of the City Code regarding massage therapy.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution approving a massage therapist license for Cassandra Tracy at A Little TLC Massage.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING ISSUANCE OF MASSAGE THERAPIST LICENSE TO
CASSANDRA TRACY AT A LITTLE TLC MASSAGE**

WHEREAS, the City received a complete application from Cassandra Tracy for a massage therapist license at A Little TLC Massage; and

WHEREAS, massage-related licenses for White Bear Lake are valid for the business cycle beginning April 1 and ending on March 31; and

WHEREAS, A Little TLC Massage is a licensed massage establishment in White Bear Lake; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota hereby approves a massage therapist license for Cassandra Tracy at A Little TLC Massage effective through March 31, 2023.

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
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater, Finance Director
Date: December 13, 2022
Subject: **Municipal Tort Liability Limits**

SUMMARY

The City Council will consider approving a resolution not to waive the statutory limits set by Minnesota Statutes.

BACKGROUND INFORMATION

Minnesota Statute Section 466.04 caps municipal tort liability at a maximum of \$500,000 for any individual and \$1.5 million per occurrence in which the statutory tort limits apply. These limits apply whether the claim is against the city, an individual officer or employee, or both.

Cities obtaining liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

The City's insurance coverage through the LMCIT provides a standard limit of \$2 million per occurrence with annual aggregate amounts that limit the total amount of coverage for the year regardless of the number of claims for certain specific risks. A \$3 million aggregate limit applies to claims involving failure to supply utility services, data security breaches, and limited contamination issues.

The coverage limits provided through the LMCIT policy are higher than the statutory limits to recognize that some types of liability claims are not subject to the statutory tort caps and that contracts typically require more coverage than the statutory limit, with \$2 million being the common figure.

If a City chooses not to waive the statutory limits, the statutes limit liability at the amounts listed above, no more than \$500,000 per claimant and \$1.5 million per occurrence. The higher coverage limit of \$2 million only applies to those types of claims not covered by the statutory limit. Exceptions to the statutory tort caps are situations such as claims under federal civil rights laws, claims of tort liability that the city assumed by contract, claims for actions in another state, claims based on liquor sales, and claims challenging land use regulations.

If the City chooses to waive the statutory limits, any claimant could recover up to the \$2 million insurance policy coverage amount, or higher if the city purchases excess liability coverage. Waiving the statutory liability limits does not give the city better insurance protection it only grants a better benefit to the party making the liability claim against the city. Because the waiver increases the exposure to higher claim costs, the premium is higher for coverage if the statutory limits are waived.

The LMCIT does offer excess liability insurance that provides umbrella coverage for instances where a City might need coverage greater than \$2 million. Example situations are: claims not limited by statutory tort caps, a loss or claim in one of the areas when there might not be enough aggregate limit to cover the city's full exposure if a second similar event occurs within the same year, contracts may require higher coverage limits, more than one political subdivision is covered by the one policy. The City has not purchased excess liability insurance coverage in previous years since there have not been situations where claims have exceeded the statutory limit during a year and the extra premium charge was not cost effective.

The City's Housing Redevelopment Authority (HRA) is a separate political subdivision. The HRA maintains its own general liability policy due, in part, to the independent nature of its activities, and the potential of a civil action against both the City and HRA. Therefore, the HRA will review this same matter at their upcoming meeting.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution not to waive the statutory limits set by the Minnesota Statutes.

This decision remains consistent with prior years' coverages and provides statutory tort liability payment limit of \$500,000 to individual claimants and \$1,500,000 to all claimants for a single occurrence claim against the City.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION NOT WAIVING THE MONETARY LIMITS ON MUNICIPAL TORT LIABILITY
ESTABLISHED BY MINNESOTA STATUTES 466.04**

WHEREAS, Minnesota Statutes 466.04 caps municipal tort liability to a maximum of \$500,000 per claimant on any claim to which the statutory tort limits apply; and

WHEREAS, Minnesota Statutes 466.04 caps the municipal tort liability to a maximum of \$1,500,000 for the total claimants for a single occurrence to which the statutory tort limits apply.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake that the City does not waive the statutory liability limits for the Fiscal Year January 1, 2023 – December 31, 2023:

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
Community Development Department

MEMORANDUM

TO: Lindy Crawford, City Manager
FROM: Jason Lindahl, AICP Community Development Director
DATE: December 13, 2022
SUBJECT: **Smarte Carte Conditional Use Permit Amendment / 4455 White Bear Parkway / Case No. 93-3-Sa**

SUMMARY

The applicant, Smarte Carte, is requesting a conditional use permit amendment for site plan approval in order to build a warehouse addition and expanded parking lot at the property located at 4455 White Bear Parkway. Based on the findings made in this report, both the Planning Commission and staff find that the standards for conditional use permits laid out in City Code Section 1301.050 have been satisfied and recommend approval of the request.

GENERAL INFORMATION

Applicant/Owner: Smarte Carte / Leonard Pratt

Existing Land Use / Zoning: Office/Warehouse; zoned DBD: Diversified Business District

Surrounding Land Use / Zoning: North: Office/Warehouse; zoned DBD: Diversified Business District & S: Shoreland Overlay

Use / Zoning: East: Townhomes; zoned R-5 Single Family – Two Family Medium Density Residential
 West: MNDOT Right-of-Way
 South: Office; zoned DBD: Diversified Business District

Comprehensive Plan: Business Park

Lot Size & Width: Code: 1 acre & 150 feet
 Site: 6.97 acres & 780 feet

BACKGROUND INFORMATION

The Planning Commission reviewed this item during their November 28, 2022 regular meeting. During the meeting, the commission heard a presentation from staff and held a public hearing that produced comments from the applicant, Scott Wiestling, who stated that they are in agreement with the conditions in the report. Staff did not receive any written comments regarding this request. After hearing staff's presentation and comments from the applicants,

the commission voted 6-0 to recommend the City Council approve this request.

Since the Planning Commission meeting, the applicants have submitted a proof of parking plan that provides the additional stalls needed. The proposal includes expanding and restriping the existing lot on the south side of the property. Should parking ever become problematic, the City will require the new stalls to be constructed. The applicants have also added sidewalks along the east side of the building as staff has requested.

Site Characteristics

The subject site is located on the west side of White Bear Parkway and is south of Highway 96 E. Interstate 35E abuts the property to the west. There is a wetland on the northeast corner of the property that is heavily wooded. The property was platted in 1986 as part of the White Bear Gateway Business Park and the building was constructed in 1993 after a conditional use permit was granted to Smarte Carte for a light manufacturing and office facility. The company has been looking to expand for a while to move much of the product from the Vadnais Heights warehouse to the White Bear Lake location and is proposing to add a 35,125 square foot warehouse addition on the north side of the lot. An amendment to the original CUP is needed since the DBD zoning district requires site plan approval prior to the issuance of construction/land alteration permits.

ANALYSIS

City review authority for conditional use permits are considered a Quasi-Judicial action. This means the city acts like a judge in evaluating the facts against the applicable review standards. The city's role is limited to applying the review standards to the facts presented by the application. Generally, if the application meets the review standards, it should be approved. The standards for reviewing conditional use permits are detailed in City Code Section 1301.050.

According to City Code Section 1301.050, the City shall consider possible adverse effects of a proposed conditional use. This review shall be based upon (but not limited to) the factors listed below. Based on the findings made in this review, staff recommends approval of the requested conditional use permit amendment.

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Land Use Plan and all other plans and controls.

Finding: The 2040 Comprehensive Plan Future Land Use Map guides the subject property "Business Park", which "allows a mix of light industrial, warehouse, office, and limited retail uses. Uses should primarily be contained within primary structures with outdoor processing and storage generally prohibited." The building will continue to be a mix of office space, light industrial, and warehousing, with no outside storage, therefore, the proposed warehouse expansion is consistent with the 2040 Comprehensive Land Use Plan.

2. The proposed use is or will be compatible with present and future land uses of the area.

Finding: The purpose of the Diversified Business District is “to provide for a limited mixture of land uses... to facilitate moderate intensity development in environmentally sensitive areas and to encourage economic development which will enhance employment opportunities within the City. This district shall allow opportunities to integrate high quality office structures, hotels, restaurants, and selected office, office/warehouse, office/showroom, quality light manufacturing uses, and limited medium density housing, in areas with convenient access to the metropolitan market area and excellent visibility from major thoroughfares.” The property to the north is an office/warehouse, the property to the south is office space, and the properties to the east are medium density residential, which are reflective of the mix of uses desired in the DBD zoning district.

Staff has been working with the applicant to integrate sidewalks throughout the site to provide access from parking stalls to building entrances, as well as a sidewalk leading to White Bear Parkway to facilitate access to the Birch Lake Regional Trail – a trail that provides connection to multiple neighborhoods throughout the City. One of the guiding principles in the Comprehensive Plan is to “support a seamless transportation network that evokes a sense of place and provides a broad range of options, providing alternative to automobiles and encouraging an increase in non-motorized transportation for people of all ages and abilities, while fostering public safety.” Staff finds that providing access from the site to the paved trail across the street will create more opportunity for employees to use alternative forms of transportation when traveling to work. However, upon further consultation with the Engineering Department, they recommend removing the condition for a sidewalk connecting the site to White Bear Parkway as it would lead to an uncontrolled intersection. Based on this recommendation, Planning staff has removed this condition.

3. The proposed use conforms with all performance standards contained herein.

Finding: The DBD zoning district lists office/warehouse as a permitted use as long as the building is at least 10,000 square feet in area and that at least 25% is office related. The addition will bring the total building square footage to 86,863 square feet and the total office space will be unchanged at 27,132 square feet. Just over 31% of the building will be office, so the proposal will still meet code. The proposed use further conforms with the applicable performance standards in the zoning code as described below.

Setbacks

The required setbacks in the DBD zoning district are 20 feet for the north and south sides as well as the side abutting Interstate 35E and 50 feet from the east side adjacent to residential. Hard surface setback requirements are 20 from the eastern right-of-way (ROW), 10 feet from the Interstate 35E ROW, and 10 feet from the side yard. The proposed addition and parking lot both meet the required setbacks.

Parking

The original site plan was approved with 93 parking stalls and a proof of parking of 75 stalls, since the parking demands of the Smarte Carte business were determined to be less than the 167 stalls required by code. Currently, there are 114 parking stalls on site and 147 are

proposed. Overall, a minimum of 176 stalls are required for the site. The addition itself requires 32 new parking stalls (the code requires a minimum of 1 stall per 1000 square feet of gross warehouse space) which are being provided. However, the new parking stalls are being constructed in the location of the proof of parking area, so the applicants have provided a new proof of parking plan. The property has operated with a deficient number of stalls for years without complaint, so staff acknowledges that parking may be sufficient for the proposed use, but will work with the applicant to ensure future parking does not spill into the surrounding neighborhood.

Landscaping

The applicants are proposing to retain the tree stand on the northern portion of the property to provide screening from the loading dock. The code does require screening of plantings that are a minimum of six feet in height and of sufficient width and density to provide an effective visual screen when residential zoning is across the street. The plans do not identify the size or type of trees in this area, so staff will work with the applicant during building permit review to ensure the screening is sufficient. The proposal otherwise provides the required trees and shrubs around the new parking lot addition. Staff is asking that a native seed mix be used around the bioinfiltration basin.

Stormwater

The amount of land disturbed exceeds 10,000 square feet, so the City's stormwater management regulations are triggered for the project. The Engineering Department is working with the applicant on an approved design that will meet both rate and volume control of stormwater runoff.

Elevations

The proposed exterior material of precast wall panels with exposed aggregate finish will match the existing portion of the warehouse, which meets the code requirement that all additions "be constructed of materials comparable to those used in the original construction and shall be designed in a manner conforming to the original architectural design and general appearance."

Lighting

The lighting plan proposes light levels consistent with what is permitted by code and the lights are arranged to deflect light away from the residential properties across the street. The original conditional use permit limited the height of the light poles to 18 feet. The proposed poles will need to be reduced in height to meet this condition.

4. The proposed use will not tend to or actually depreciate the area in which it is proposed.

Finding: The general use of the property is not changing and operations will continue to be during regular business hours, so the impact on the surrounding neighborhood is not anticipated to be greater than what occurs currently. The investment that the business is putting into the property in terms of the building, parking lot, landscaping, and increased stormwater treatment is beneficial to the community, so the proposed use will not depreciate the area.

5. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

Finding: The property is served by city water and sewer and the utilities have the capacity to serve the proposed addition. One note, the Engineering Department has included a comment in the review memo that the existing water stub be used rather than creating a new connection to the City's water main.

6. Traffic generation by the proposed use is within capabilities of streets serving the property.

Finding: The traffic generated from the proposed addition is not anticipated to increase greatly. The applicant estimates that currently six trucks visit the site daily and that number will not be increased. The applicant has stated that because a lot of the product that is currently at the Vadnais Heights location will now be at White Bear Lake, there will be a reduction in the amount of shuttle service between the two properties, so delivery trips may actually decrease.

RECOMMENDATION

The standards outlined in the zoning ordinances have been met, therefore, staff and the Planning Commission recommend approval of the applicant's request, subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.
2. Per Section 1301.050, Subd.4, if within one (1) year after approving the Conditional Use Permit, the use as allowed by the permit shall not have been completed or utilized, the CUP shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. The Conditional Use Permit shall become effective upon the applicant tendering proof (ie: a receipt) to the City of having filed a certified copy of the signed resolution of approval with the County Recorder pursuant to Minnesota State, Statute 462.3595 to ensure the compliance of the herein-stated conditions.
4. All conditions imposed by the original approval shall continue to apply.
5. A building permit shall be obtained before any work begins.
Prior to the issuance of a building permit, the applicant shall:
6. Revise all plans to comply with applicable building and zoning code requirements and shall comply with Fire Department Memo, dated November 1, 2022 and Engineering Department Memo, dated November 10, 2022.
7. The plans shall be amended to incorporate a sidewalk along the newly constructed parking lot.
8. Extend a letter of credit consisting of 125% of the exterior improvements, which renews automatically every six months. The amount of the letter shall be based on a cost estimate of the exterior improvements, to be approved by the City prior to the issuance of the letter of credit.

9. Provide a SAC (Sewer Availability Charge) determination letter from the Metropolitan Council.
10. Obtain permits as necessary from relevant agencies (such as MNDOT, VLAWMO) and provide a copy of each to the City.
11. Enter into a Stormwater Operation and Maintenance Agreement for the new on-site stormwater features.
Prior to the release of the letter of credit:
12. The applicant shall provide an as-built plan that complies with the City's Record Drawing Requirements.
13. All exterior improvements must be installed.
14. All landscaping must have survived at least one full growing season.
15. The applicant shall provide proof of having recorded the Resolution of Approval and the Stormwater Operation and Maintenance Agreement with the County Recorder's Office.

Attachments:

Resolution

Zoning/Location Map

Applicant Narrative & Updated Plans

RESOLUTION NO.

**RESOLUTION GRANTING A CONDITIONAL USE PERMIT AMENDMENT
FOR 4455 WHITE BEAR PARKWAY WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, Smarte Carte (Case No. 93-3-Sa) has requested a conditional use permit amendment for site plan approval in the DBD zoning district, per code section 1303.225, Subd.4.i, in order to construct a warehouse addition and parking lot at the following location:

LOCATION: 4455 White Bear Parkway

LEGAL DESCRIPTION: Lots 5, 6, and 7, Block 1 of White Bear Gateway Business Park, Ramsey County, MN. (PID #: 213022130031)

WHEREAS, the Planning Commission held a public hearing as required by the Zoning Code on November 28, 2022; and

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

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

1. The proposal is consistent with the city's Comprehensive Plan.
2. The proposal is consistent with existing and future land uses in the area.
3. The proposal conforms to the Zoning Code requirements.
4. The proposal will not depreciate values in the area.
5. The proposal will not overburden the existing public services nor the capacity of the City to service the area.
6. The traffic generation will be within the capabilities of the streets serving the site.

BE IT FURTHER RESOLVED, that the City Council of the City of White Bear Lake hereby approves the request, subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.
2. Per Section 1301.050, Subd.4, if within one (1) year after approving the Conditional Use Permit, the use as allowed by the permit shall not have been completed or utilized, the CUP shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. The Conditional Use Permit shall become effective upon the applicant tendering proof (ie: a receipt) to the City of having filed a certified copy of the signed resolution of approval with the County Recorder pursuant to Minnesota State, Statute 462.3595 to

RESOLUTION NO.

ensure the compliance of the herein-stated conditions.

4. All conditions imposed by the original approval shall continue to apply.
5. A building permit shall be obtained before any work begins.
Prior to the issuance of a building permit, the applicant shall:
6. Revise all plans to comply with applicable building and zoning code requirements and shall comply with Fire Department Memo, dated November 1, 2022 and Engineering Department Memo, dated November 10, 2022.
7. The plans shall be amended to incorporate a sidewalk along the newly constructed parking lot and provide connection to the northern corner of the White Bear Parkway and Birch Lake Boulevard South intersection.
8. Extend a letter of credit consisting of 125% of the exterior improvements, which renews automatically every six months. The amount of the letter shall be based on a cost estimate of the exterior improvements, to be approved by the City prior to the issuance of the letter of credit.
9. Provide a SAC (Sewer Availability Charge) determination letter from the Metropolitan Council.
10. Obtain permits as necessary from relevant agencies (such as MNDOT, VLAWMO) and provide a copy of each to the City.
11. Enter into a Stormwater Operation and Maintenance Agreement for the new on-site stormwater features.
Prior to the release of the letter of credit:
12. The applicant shall provide an as-built plan that complies with the City's Record Drawing Requirements.
13. All exterior improvements must be installed.
14. All landscaping must have survived at least one full growing season.
15. The applicant shall provide proof of having recorded the Resolution of Approval and the Stormwater Operation and Maintenance Agreement with the County Recorder's Office.

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

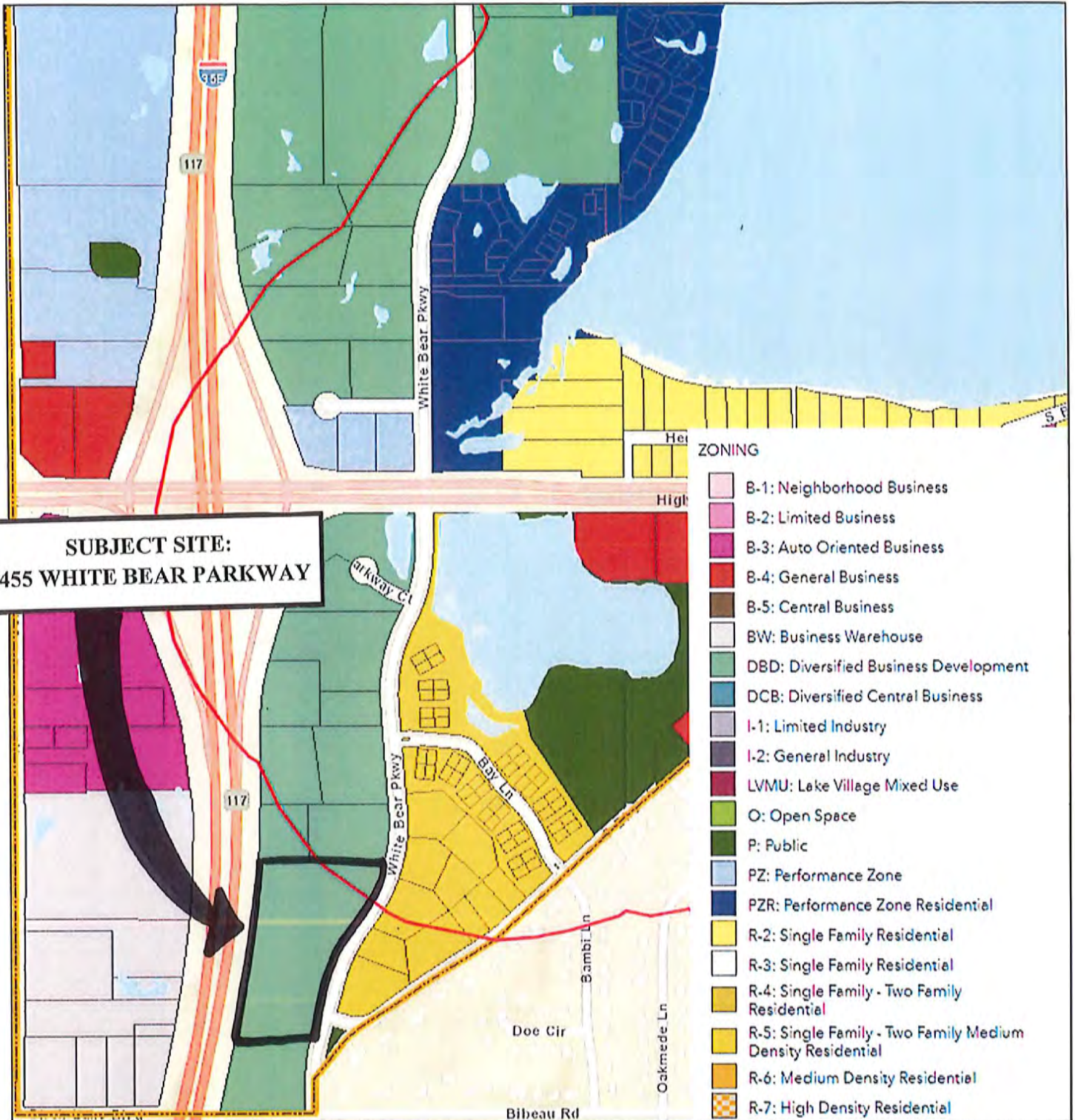
Caley Longendyke, City Clerk

RESOLUTION NO.

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



SUBJECT SITE:
4455 WHITE BEAR PARKWAY



City of
 White Bear Lake
 Planning & Zoning
 651-429-8561

CASE NO. : 93-3-Sa

CASE NAME : Smarte Carte

DATE : November 28, 2022



2145 Ford Parkway, Suite 301
Saint Paul, Minnesota 55116
651.690.5525
www.finn-daniels.com

October 17, 2022

City of White Bear Lake
4701 Highway 61
White Bear Lake, MN 55110

Re: CUP Amendment for Smarte Carte
4455 White Bear Parkway
White Bear Lake, MN 55110

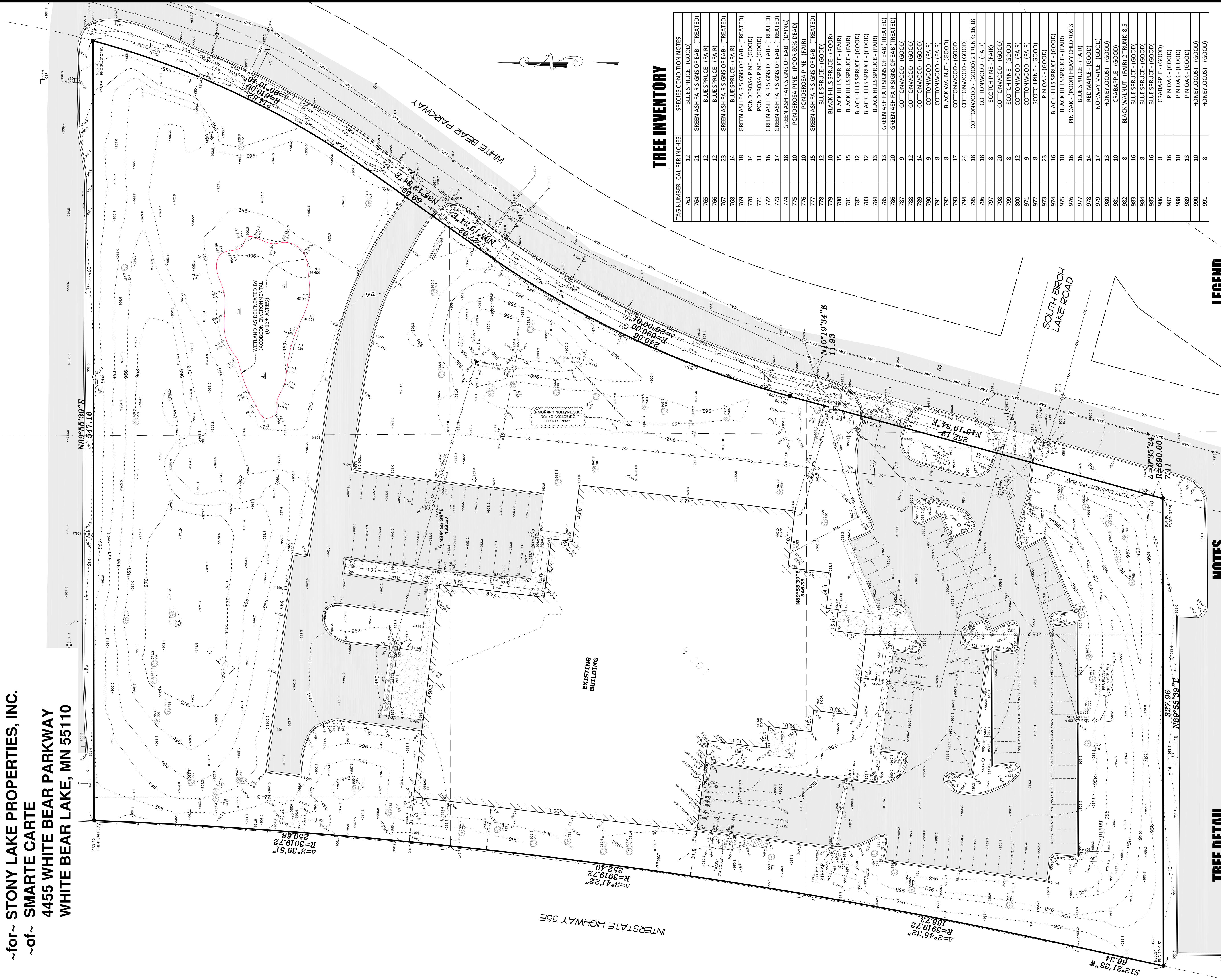
We hereby request a CUP Amendment to allow construction of a building expansion to the existing Smarte Carte building/facility. The project entails construction of an approximately 35,125 square foot addition to the existing building that was previously approved for a Conditional Use Permit in 1993. The use of the new addition shall be primarily warehouse functions. The building addition will match the existing building, using the same type of architectural exposed aggregate concrete wall panels, and clerestory windows. The new loading dock area is positioned away from facing the residential use across White Bear Parkway and screened by the existing dense wooded area at the northeast corner of the site.

The proposed building expansion conforms to the existing zoning code and requires no variances.

CERTIFICATE OF SURVEY

for STONY LAKE PROPERTIES, INC.
of SMARTER CARTE

4455 WHITE BEAR PARKWAY
WHITE BEAR LAKE, MN 55110



TREE INVENTORY

TAG NUMBER	CALIPER INCHES	SPECIES	CONDITION NOTES
763	12	BLUE SPRUCE - (GOOD)	
764	21	GREEN ASH FAIR SIGNS OF EAB - (TREATED)	
765	12	BLUE SPRUCE - (FAIR)	
766	12	BLUE SPRUCE - (FAIR)	
767	23	GREEN ASH FAIR SIGNS OF EAB - (TREATED)	
768	14	BLUE SPRUCE - (FAIR)	
769	18	GREEN ASH FAIR SIGNS OF EAB - (TREATED)	
770	14	PONDEROSA PINE - (GOOD)	
771	11	GREEN ASH FAIR SIGNS OF EAB - (TREATED)	
772	16	GREEN ASH FAIR SIGNS OF EAB - (TREATED)	
773	17	GREEN ASH FAIR SIGNS OF EAB - (TREATED)	
774	18	GREEN ASH FAIR SIGNS OF EAB - (DYING)	
775	10	PONDEROSA PINE - (POOR 80% DEAD)	
776	10	PONDEROSA PINE - (FAIR)	
777	15	GREEN ASH FAIR SIGNS OF EAB - (TREATED)	
778	12	BLUE SPRUCE - (GOOD)	
779	10	BLACK HILLS SPRUCE - (POOR)	
780	15	BLACK HILLS SPRUCE - (FAIR)	
781	15	BLACK HILLS SPRUCE - (FAIR)	
782	12	BLACK HILLS SPRUCE - (GOOD)	
783	12	BLACK HILLS SPRUCE - (FAIR)	
784	13	BLACK HILLS SPRUCE - (FAIR)	
785	13	GREEN ASH FAIR SIGNS OF EAB (TREATED)	
786	20	GREEN ASH FAIR SIGNS OF EAB (TREATED)	
787	9	COTTONWOOD - (GOOD)	
788	12	COTTONWOOD - (GOOD)	
789	14	COTTONWOOD - (GOOD)	
790	9	COTTONWOOD - (FAIR)	
791	8	COTTONWOOD - (FAIR)	
792	8	BLACK WALNUT - (GOOD)	
793	17	COTTONWOOD - (GOOD)	
794	24	COTTONWOOD - (GOOD)	
795	18	COTTONWOOD - (GOOD) 2 TRUNKS .16, .18	
796	18	COTTONWOOD - (FAIR)	
797	8	SCOTCH PINE - (FAIR)	
798	20	COTTONWOOD - (GOOD)	
799	8	SCOTCH PINE - (GOOD)	
800	12	COTTONWOOD - (FAIR)	
801	12	COTTONWOOD - (FAIR)	
802	12	COTTONWOOD - (FAIR)	
803	9	COTTONWOOD - (GOOD)	
804	8	SCOTCH PINE - (GOOD)	
805	23	PIN OAK - (GOOD)	
806	16	BLACK HILLS SPRUCE - (GOOD)	
807	10	BLACK HILLS SPRUCE - (FAIR)	
808	16	PIN OAK - (POOR) HEAVY CHLOROSIS	
809	16	BLUE SPRUCE - (FAIR)	
810	17	RED MAPLE - (GOOD)	
811	14	NORWAY MAPLE - (GOOD)	
812	13	HONEYLOCUST - (GOOD)	
813	10	CRABAPPLE - (GOOD)	
814	8	BLACK WALNUT - (FAIR) 2 TRUNKS .8, 5	
815	16	BLUE SPRUCE - (GOOD)	
816	8	BLUE SPRUCE - (GOOD)	
817	16	BLUE SPRUCE - (GOOD)	
818	8	CRABAPPLE - (GOOD)	
819	16	PIN OAK - (GOOD)	
820	10	PIN OAK - (GOOD)	
821	13	HONEYLOCUST - (GOOD)	
822	10	HONEYLOCUST - (GOOD)	
823	8	HONEYLOCUST - (GOOD)	

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES CATCH BASIN
- DENOTES ELECTRICAL BOX
- DENOTES EXISTING SPOT ELEVATION
- DENOTES FIBER OPTIC BOX
- DENOTES HYDRANT
- DENOTES LIGHT POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES SIGN
- DENOTES STORM SEWER APRON
- DENOTES STORM SEWER MANHOLE
- DENOTES WATER VALVE
- DENOTES FENCE
- DENOTES EXISTING CONTOURS
- DENOTES EDGE OF ROCK
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES UNDERGROUND ELECTRIC LINE
- DENOTES UNDERGROUND GAS LINE
- DENOTES UNDERGROUND FIBER OPTIC LINE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 07/18/22.
- Bearings shown are on Ramsey County datum.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Wetland shown from flagging set by Jacobson Environmental in April 2020. (Telephone number: 612-802-6619).
- Parcel ID #: 21-30-22-13-0031.
- Tree tagging and inventory completed by Galyx Design Group.
- Total parcel area: 303,494 S.F.

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TAG NUMBER

BENCHMARK

MNDOT BENCHMARK: SUNSTEN MNDT
WAY 98
ELEVATION: 973.426



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

MASON E. RUD
Date: 08/11/2022 License No. 41578

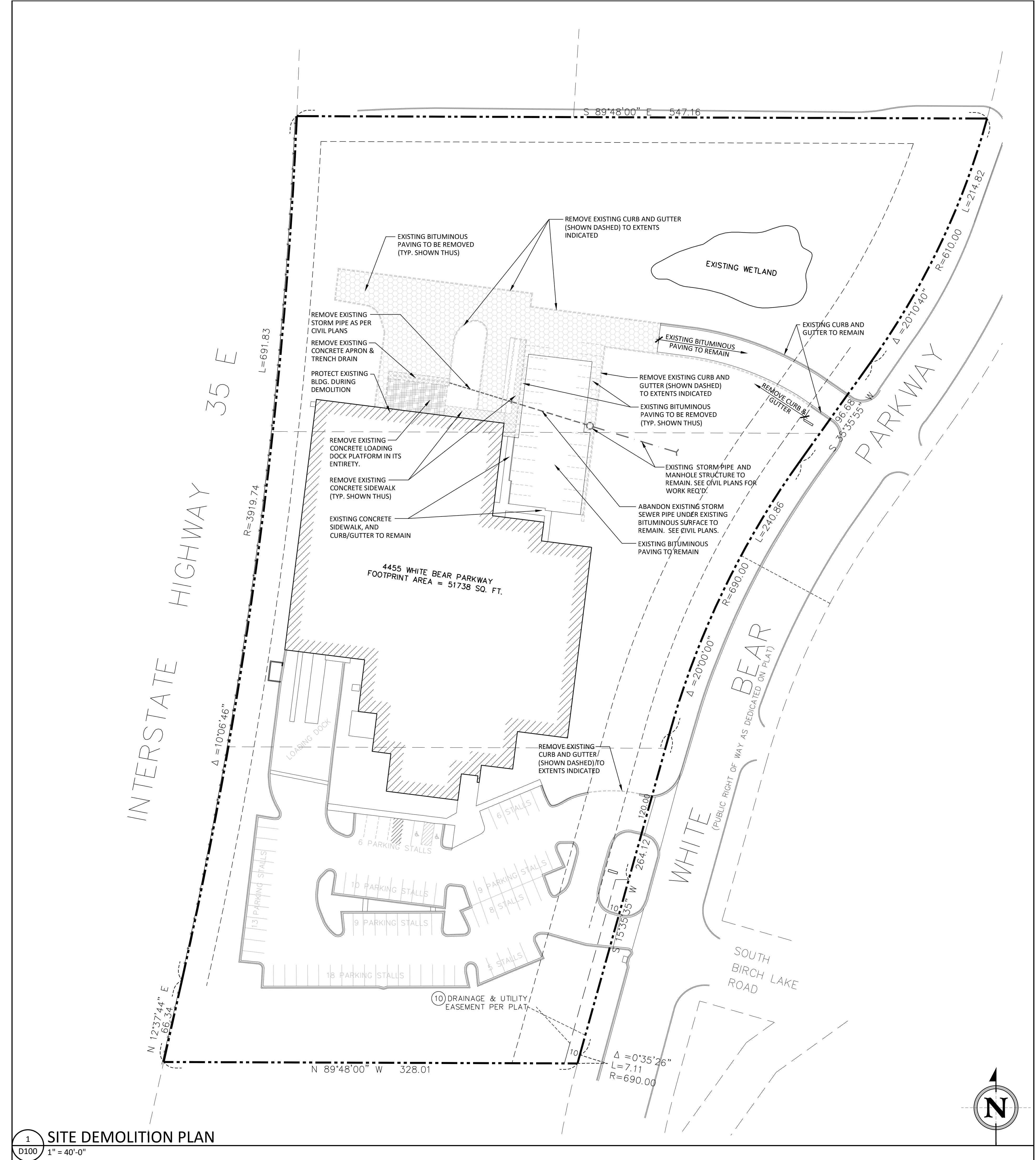
E.G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

Lots 5, 6, and 7, Block 1, WHITE BEAR GATEWAY
BUSINESS PARK, Ramsey County, Minnesota.

DRAWN BY: BCD	JOB NO.: 220809BT	DATE: 07/29/22
CHECK BY: JER	FIELD CREW: CB	
1 08/08/22	CLIENT COMMENTS	BCD
2 08/11/22	ADDED ADDITIONAL UTILITY INFO	BCD
3		
NO.	DATE	DESCRIPTION
		BY

GENERAL SITE DEMOLITION NOTES

- INFORMATION FOR THIS PLAN HAS BEEN DERIVED FROM AN CERTIFICATE OF SURVEY DEVELOPED BY EG RUD & SONS, INC. FOR PROFESSIONAL SERVICES FOR STONY LAKE PROPERTIES, DATED 8/11/2022.
- DEMOLITION NOTES ARE NOT COMPREHENSIVE. CONTRACTOR SHALL VISIT THE SITE PRIOR TO CONSTRUCTION TO OBTAIN A CLEAR UNDERSTANDING OF THE INTENDED SCOPE OF WORK.
- THE CONTRACTOR IS RESPONSIBLE FOR DEMOLITION, REMOVAL, AND DISPOSING IN A LOCATION APPROVED BY ALL GOVERNING AUTHORITIES, AND IN ACCORDANCE WITH APPLICABLE CODES, OF ALL STRUCTURES, PADS, WALLS, FLUMES, FOUNDATIONS, PARKING, DRIVES, DRAINAGE STRUCTURES, UTILITIES, ETC., SUCH THAT THE IMPROVEMENTS SHOWN ON THE PLANS CAN BE CONSTRUCTED. ALL FACILITIES TO BE REMOVED SHALL BE UNDERCUT TO SUITABLE MATERIAL AND BROUGHT TO GRADE WITH SUITABLE MATERIAL PER THE GEOTECHNICAL REPORT AN/OR GEOTECHNICAL ENGINEER.
- CLEARING AN GRUBBING: CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL DEBRIS FROM THE SITE AND DISPOSING THE DEBRIS IN A LAWFUL MANNER. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED FOR DEMOLITION AND DISPOSAL.
- CONTRACTOR RESPONSIBLE FOR DISCONNECTION OF UTILITY SERVICES AS REQUIRED PRIOR TO DEMOLITION ACTIVITIES.
- CONTRACTOR SHALL COORDINATE WITH RESPECTIVE UTILITY COMPANIES PRIOR TO REMOVAL AND/OR RELOCATION OF UTILITIES. CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES CONCERNING PORTIONS OF THE WORK WHICH MAY BE PERFORMED BY THE UTILITY COMPANIES' FORCES AND ANY FEES WHICH ARE TO BE PAID TO UTILITY COMPANIES FOR SERVICES. CONTRACTOR IS RESPONSIBLE FOR PAYING ALL FEES AND CHARGES.
- CONTRACTOR IS SPECIFICALLY CAUTIONED THAT LOCATIONS OF EXISTING UTILITIES SHOWN ON THIS PLAN HAVE BEEN DETERMINED FROM INFORMATION AVAILABLE. THE ARCHITECT/ENGINEER ASSUMES NO RESPONSIBILITY FOR THE UTILITY MAPPING ACCURACY. PRIOR TO START OF ANY DEMOLITION ACTIVITY, THE CONTRACTOR SHALL NOTIFY UTILITY COMPANIES A MINIMUM 48 HOURS PRIOR TO ANY EXCAVATION FOR ON-SITE LOCATIONS OF THE EXISTING UTILITIES. THE LOCATIONS OF UTILITIES SHALL BE OBTAINED BY THE CONTRACTOR BY CALLING MINNESOTA GOPHER STATE ONE CALL AT 800-252-1166 OR 651-454-0002.
- GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR DOCUMENTATION OF EXISTING GRADE ELEVATIONS PRIOR TO CONSTRUCTION AT NEW CONSTRUCTION AREAS. ANY GRADES THAT PREVENT ADEQUATE DRAINAGE AWAY FROM BUILDING AND ADJACENT PROPERTIES SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER AND ARCHITECT PRIOR TO CONSTRUCTION AND ORDERING OF ANY MATERIALS.
- THE MAPPING LOCATION OF ALL EXISTING SEWERS, PIPING AND UTILITIES SHOWN ARE NOT TO BE INTERPRETED AS THE EXACT LOCATION, OR AS THE ONLY OBSTACLES THAT MAY OCCUR ON THE SITE. VERIFY EXISTING CONDITIONS AND PROCEED WITH CAUTION AROUND ANY ANTICIPATED FEATURES. GIVE NOTICE TO ALL UTILITY COMPANIES REGARDING DESTRUCTION AND REMOVAL OF ALL SERVICE LINES AND CAP ALL LINES BEFORE PROCEEDING WITH THE WORK. UTILITIES DETERMINED TO BE ABANDONED SHALL BE REMOVED IF UNDER THE BUILDING INCLUDING 10' BEYOND THE FOUNDATION.
- ELECTRICAL, TELEPHONE, CABLE, WATER, FIBER OPTIC CABLE, AND/OR GAS LINES NEEDING TO BE REMOVED OR RELOCATED SHALL BE COORDINATED WITH THE AFFECTED UTILITY COMPANY. ADEQUATE TIME SHALL BE PROVIDED FOR RELOCATION AND CLOSE COORDINATION WITH THE UTILITY COMPANY IS NECESSARY TO PROVIDE A SMOOTH TRANSITION IN UTILITY SERVICES. CONTRACTOR SHALL PAY CLOSE ATTENTION TO EXISTING UTILITIES WITHIN ROAD RIGHT OF WAY DURING CONSTRUCTION.
- CONTRACTOR MUST PROTECT THE PUBLIC AT ALL TIMES WITH FENCING, BARRICADES, ENCLOSURES, ETC., TO THE BEST PRACTICES.
- CONTINUOUS ACCESS SHALL BE MAINTAINED FOR THE SURROUNDING PROPERTIES AT ALL TIMES DURING DEMOLITION ACTIVITIES.
- CONTRACTOR SHALL LIMIT SAW-CUT & PAVEMENT REMOVAL ONLY TO THOSE AREAS WHERE IT IS REQUIRED AS SHOWN ON THESE CONSTRUCTION PLANS, BUT IF ANY DAMAGE IS INCURRED ON ANY SURROUNDING PAVEMENT, ETC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ITS REMOVAL AND REPAIR.
- CONTRACTOR TO PROTECT EXISTING FEATURES WHICH ARE TO REMAIN, DAMAGE TO ANY EXISTING CONDITION SHALL BE REPLACED AT CONTRACTORS EXPENSE.
- ABANDON OR REMOVE ALL SANITARY, WATER, AND STORM SEWER SERVICES PER APPLICABLE AGENCY STANDARDS. COORDINATE ALL WORK WITH THE APPLICABLE AGENCY. ALL STREET RESTORATION SHALL BE COMPLETED IN COMPLIANCE WITH LOCAL STANDARDS.
- PATCH AND REPAIR ALL EXISTING SIDEWALK AS REQUIRED WHERE DAMAGED BY DEMOLITION AND CONSTRUCTION.
- PROVIDE TEMPORARY STREET SIGNS, LIGHTING, AND ADDRESS DURING CONSTRUCTION AS REQUIRED.
- ENSURE ALL REQUIRED EXITS FROM THE BUILDING ARE KEPT OPEN AND CLEAR AT ALL TIMES DURING DEMOLITION AND CONSTRUCTION.
- SEE LANDSCAPE PLANS FOR TREE/LANDSCAPE REMOVALS REQUIRED.



1 SITE DEMOLITION PLAN
D100 1" = 40'-0"

finn daniels
ARCHITECTS
2145 Ford Parkway, Suite 301
Saint Paul, Minnesota 55116
651.690.5525
www.finn-daniels.com

CONSULTANT:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect in the State of Minnesota.

Typed Name _____
Date _____
License Number _____

PROJECT:

SMARTE CARTE
BUILDING EXPANSION
4455 WHITE BEAR PKWY.
WHITE BEAR LAKE, MN
55110

PROJECT NO.: 20010

DRAWN BY: SAW

CHECKED BY: SAW

ISSUES AND REVISIONS:

CUP AMENDMENT 10.17.2022

CITY COMMENTS 12.02.2022

SHEET TITLE:
SITE
DEMOLITION PLAN

D100

GENERAL NOTES

- INFORMATION FOR THIS PLAN HAS BEEN DERIVED FROM AN CERTIFICATE OF SURVEY DEVELOPED BY EG RUD & SONS, INC. FOR PROFESSIONAL SERVICES FOR STONY LAKE PROPERTIES, DATED 8/11/2022.
- PROTECT ADJACENT PROPERTIES DURING CONSTRUCTION. ANY DAMAGE TO BE REPAIRED AT CONTRACTOR'S EXPENSE.
- GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR DOCUMENTATION OF EXISTING GRADE ELEVATIONS PRIOR TO CONSTRUCTION AT NEW CONSTRUCTION AREAS. ANY GRADES THAT PREVENT ADEQUATE DRAINAGE AWAY FROM BUILDING AND ADJACENT PROPERTIES SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER AND ARCHITECT PRIOR TO CONSTRUCTION AND ORDERING OF ANY MATERIALS.
- SLOPE ALL SURFACES AWAY FROM BUILDING AT LEAST 1/4" PER FOOT FOR SLABS AND 5/8" PER FOOT FOR PLANTING AREAS.
- MAXIMUM SLOPE OF SIDEWALKS AND PARKING AREAS NOT TO EXCEED 1:20 FOR HANDICAP STALL AND DROP OFF ACCESS TO BUILDING PER A.D.A. COMPLIANCE.
- PATCH AND REPAIR ALL EXISTING SIDEWALK AS REQUIRED WHERE DAMAGED BY CONSTRUCTION.
- PROVIDE TEMPORARY STREET SIGNS, LIGHTING, AND ADDRESS DURING CONSTRUCTION AS REQUIRED.
- ALL NEW CONCRETE SIDEWALKS, PATIOS, ETC. SHALL BE 4" THICK CONCRETE. SEE 5/A100.
- ALL NEW PARKING & DRIVE AREAS SHALL HAVE BITUMINOUS SURFACE. SEE CIVIL PLANS.

SITE DATA

APPLICABLE ZONING CODE: WHITE BEAR LAKE CITY CODE, ARTICLE XIII - ZONING CODE

CURRENT ZONING: DBD (DIVERSIFIED BUSINESS DEVELOPMENT DISTRICT)

TOTAL SITE AREA: 303,494 S.F. (6.96 ACRES)
PARCEL ID#: 21-30-22-13-0031

EXISTING BUILDING FOOTPRINT: 51,738 S.F. (17% OF SITE)
EXISTING PARKING/IMPERVIOUS AREA: 72,301 S.F. (23.8% OF SITE)
EXISTING GREEN/LANDSCAPE AREA: 179,455 S.F. (59.2% OF SITE)

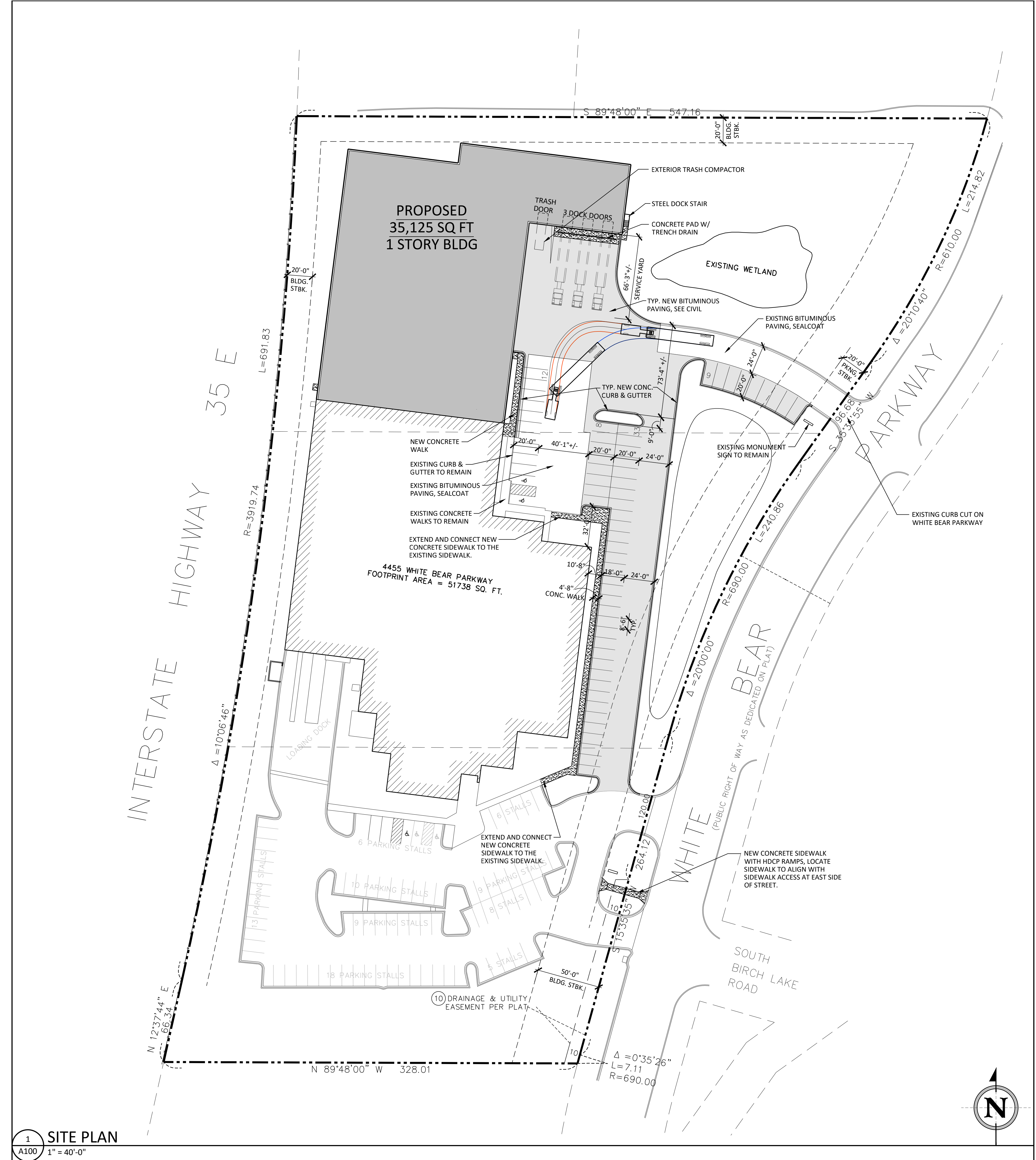
PROPOSED BUILDING FOOTPRINT: 86,863 S.F. (28.6% OF SITE)
PROPOSED PARKING/IMPERVIOUS AREA: 83,702 S.F. (27.6% OF SITE)
PROPOSED GREEN/LANDSCAPE AREA: 132,929 S.F. (43.8% OF SITE)

PARKING CALCULATIONS PER SECTION 1302.050:

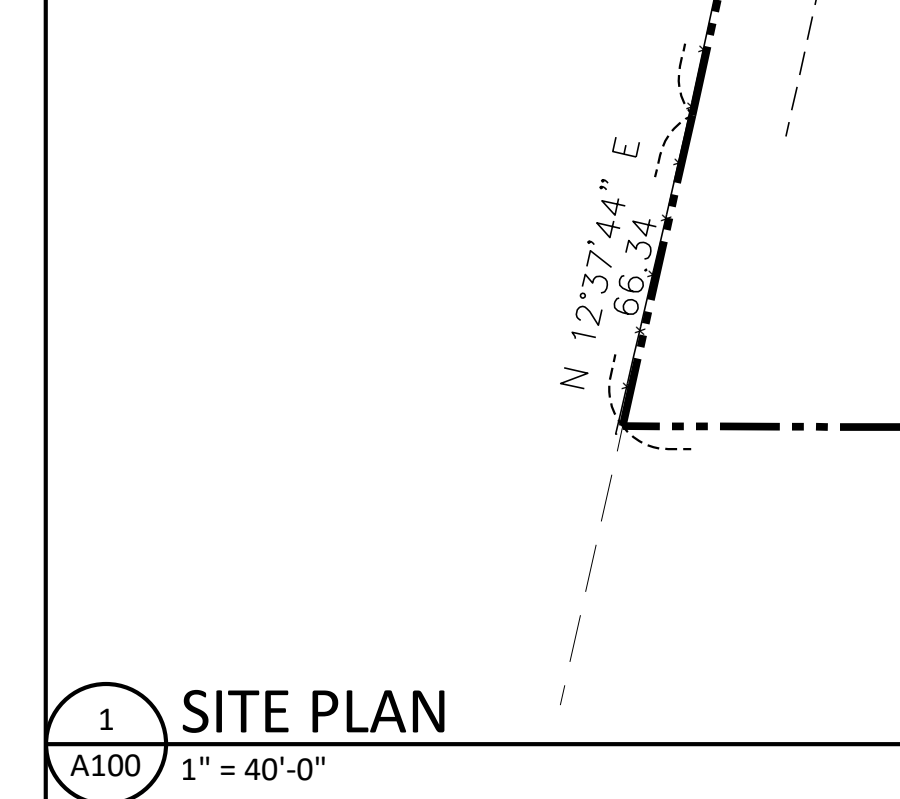
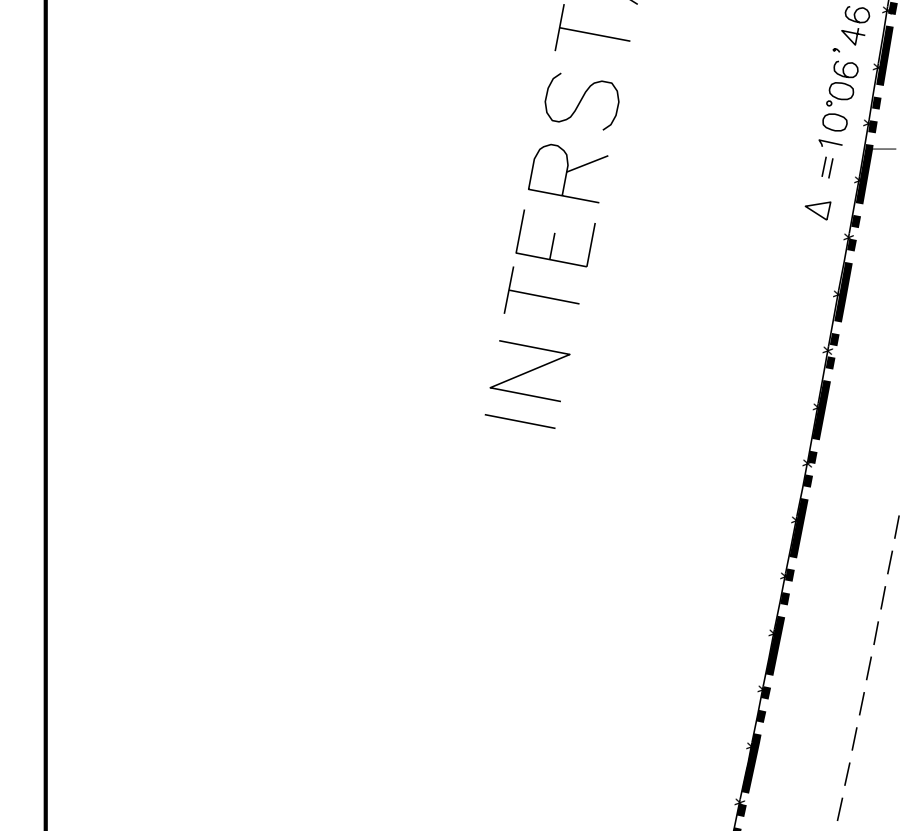
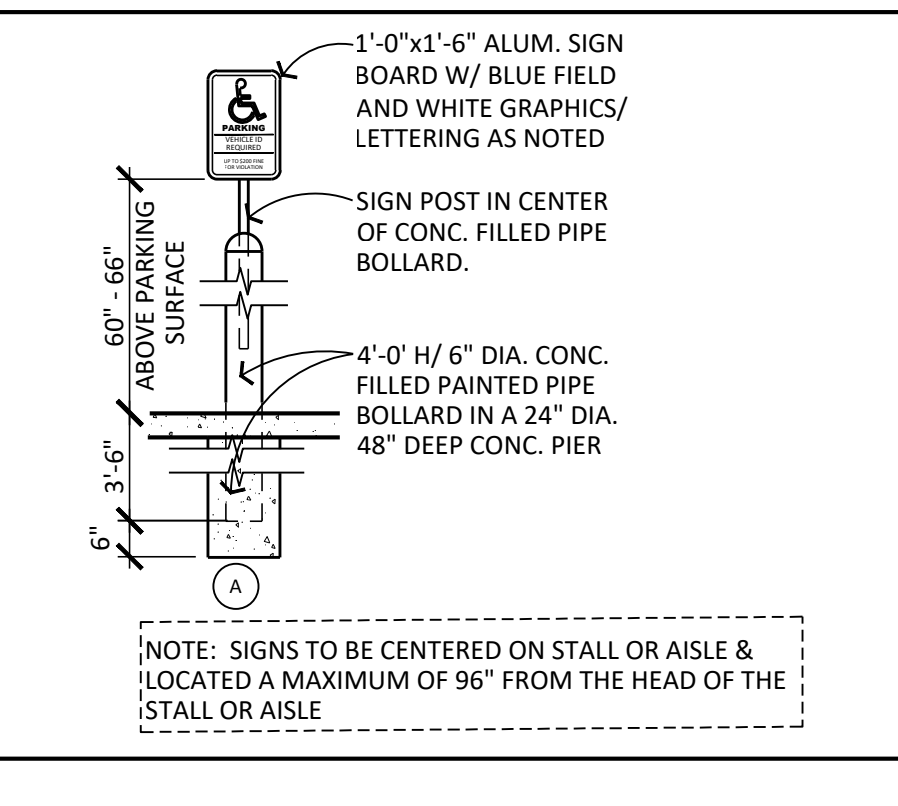
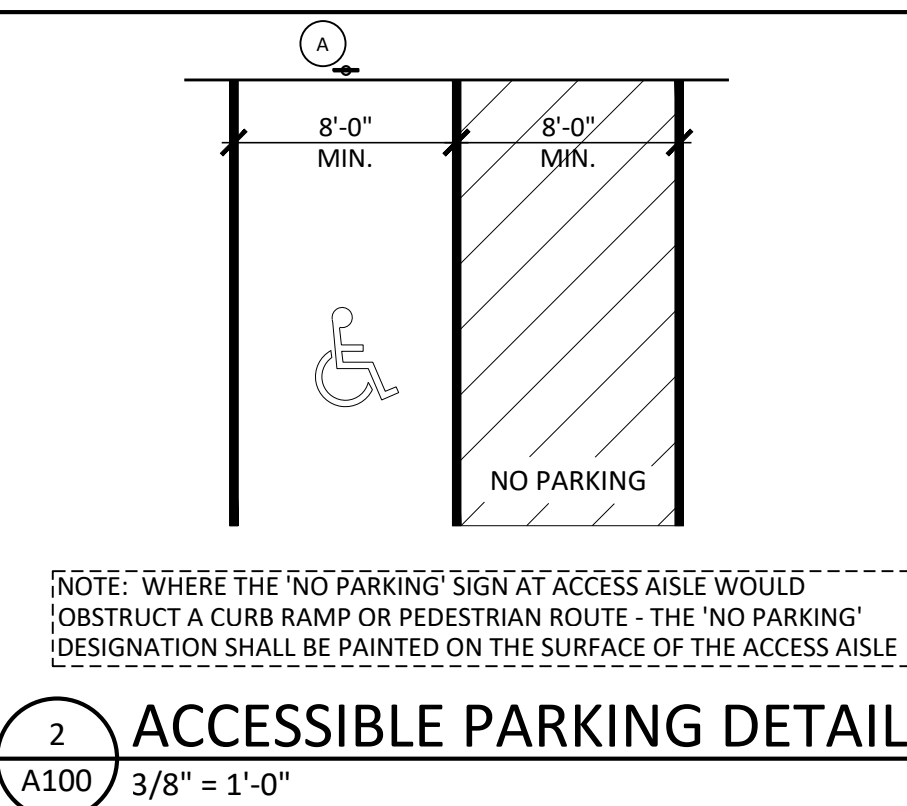
EXISTING PARKING SPACES:	114 STALLS
DISPLACED PARKING SPACES:	29 STALLS
NEW PARKING SPACES PROVIDED:	62 STALLS
TOTAL PARKING SPACES:	147 STALLS

NEW WAREHOUSE AREA: 35,125(-10%) = 31,613 S.F.
1/1000 S.F. = 32 STALLS REQ'D.
TOTAL STALLS REQUIRED: 32 STALLS
DISPLACED PARKING REQUIRED: 29 STALLS
TOTAL NEW STALLS REQUIRED: 61 STALLS

ACCESSIBLE STALLS: 5 STALLS REQ'D. / 5 STALLS PROVIDED
NEW STALL SIZE: 8'-6" x 20'-0" AISLE SIZE: 24'-0" MIN.
STRIPING: 4" YELLOW STRIPES



1 SITE PLAN
A100 1" = 40'-0"



CONSULTANT:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect in the State of Minnesota.

PRELIMINARY (NOT FOR CONSTRUCTION)
Typed Name _____ Date _____
License Number _____

PROJECT:

SMARTE CARTE
BUILDING EXPANSION
4455 WHITE BEAR PKWY.
WHITE BEAR LAKE, MN
55110

PRELIMINARY (NOT FOR CONSTRUCTION)

PROJECT NO.: 20010

DRAWN BY: SAW

CHECKED BY: SAW

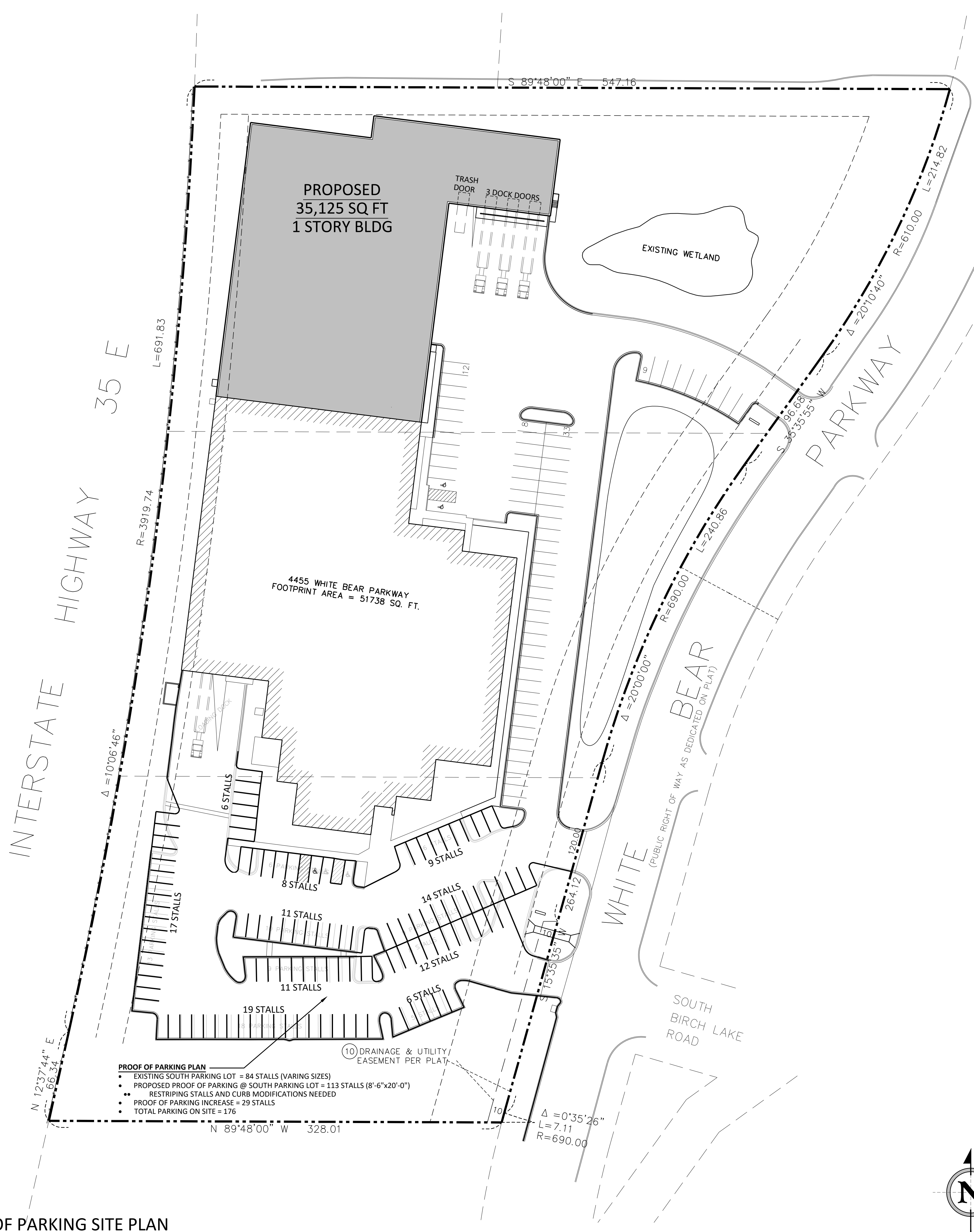
ISSUES AND REVISIONS:

CUP AMENDMENT 10.17.2022

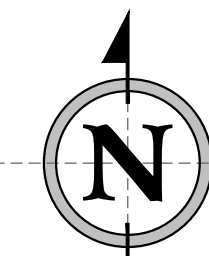
CITY COMMENTS 12.02.2022

SHEET TITLE:
SITE PLAN

A100



1 PROOF OF PARKING SITE PLAN
A101 1" = 40'-0"



CONSULTANT:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect in the State of Minnesota.

Typed Name _____
License Number _____ Date _____

PROJECT:

SMARTE CARTE
BUILDING EXPANSION
4455 WHITE BEAR PKWY.
WHITE BEAR LAKE, MN
55110

PROJECT NO.: _____ 20010

DRAWN BY: _____ SAW

CHECKED BY: _____ SAW

ISSUES AND REVISIONS:

CUP AMENDMENT 10.17.2022

CITY COMMENTS 12.02.2022

SHEET TITLE:
PROOF OF PARKING
SITE PLAN

A101

CONSULTANT:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect in the State of Minnesota.

Typed Name _____
License Number _____ Date _____

PROJECT:

SMARTE CARTE
BUILDING EXPANSION

4455 WHITE BEAR PKWY.
WHITE BEAR LAKE, MN
55110

PROJECT NO.: 20010

DRAWN BY: SAW

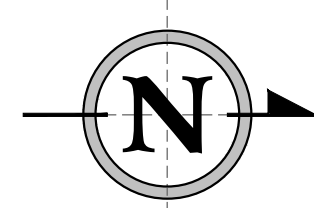
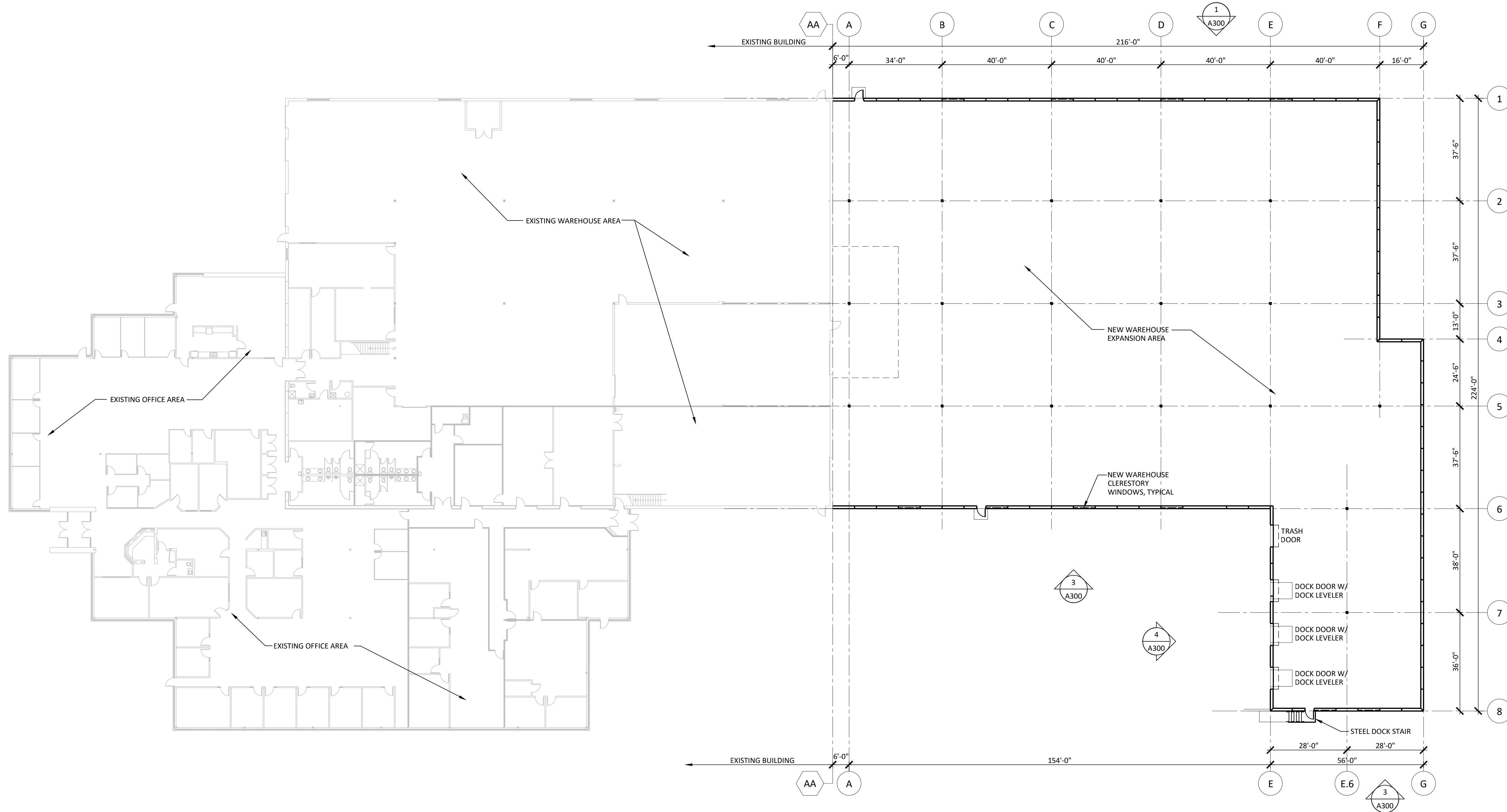
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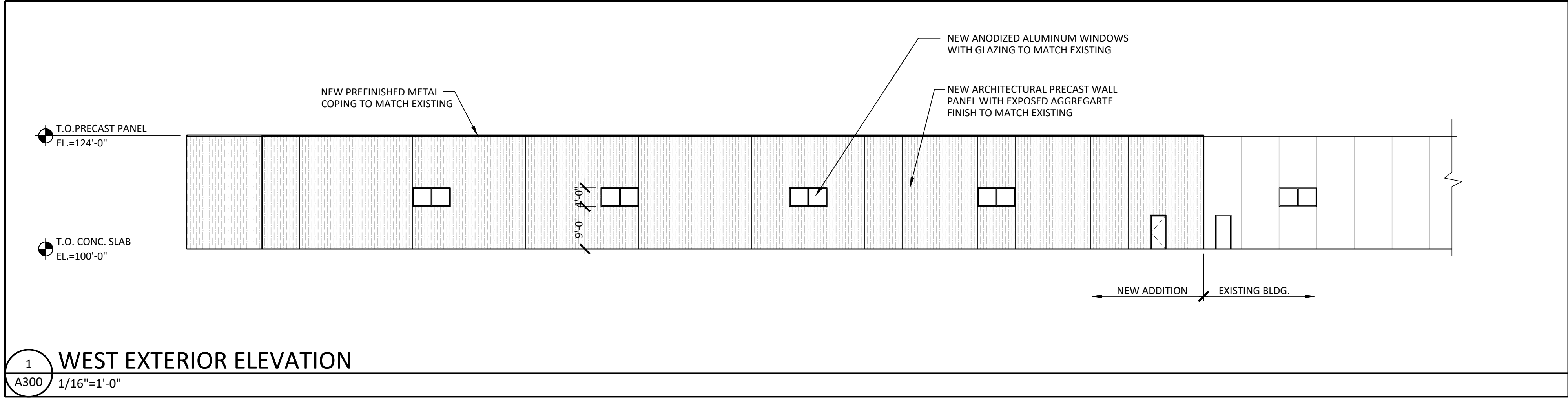
ISSUES AND REVISIONS:

CUP AMENDMENT 10.17.2022

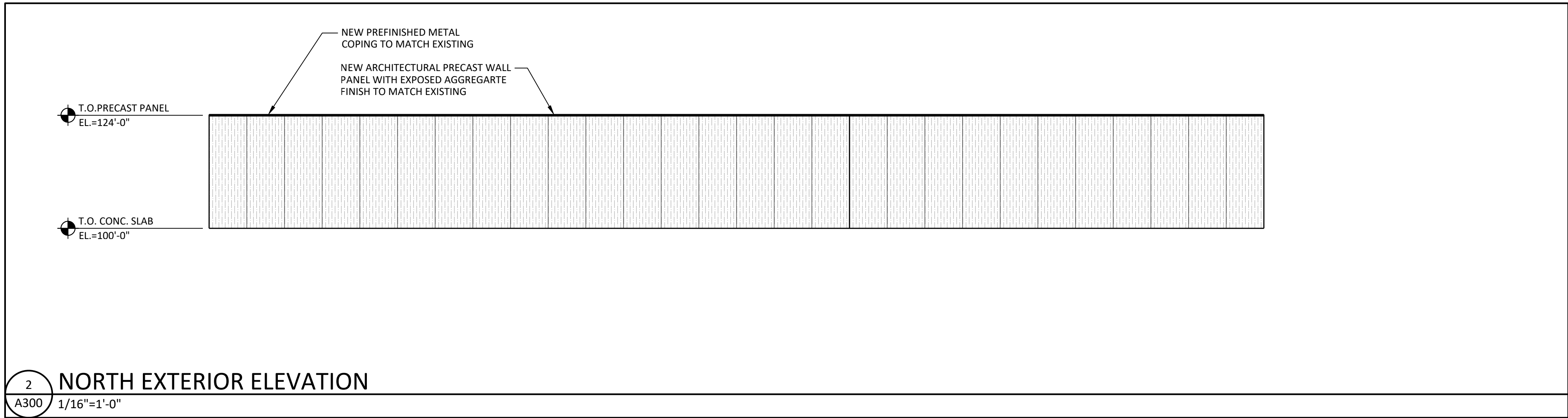
SHEET TITLE:
OVERALL FLOOR PLAN

A200

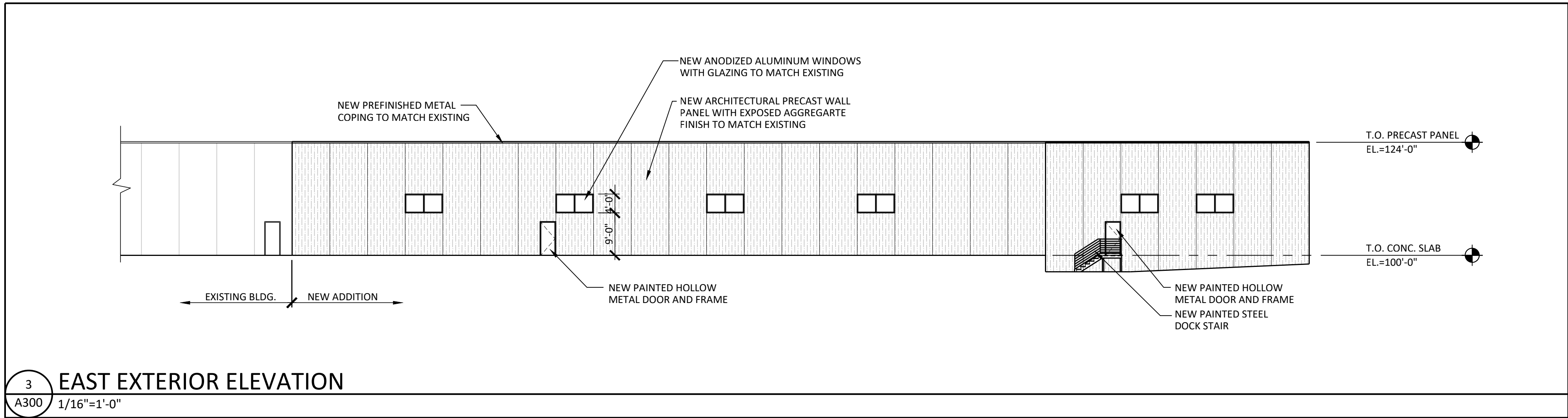




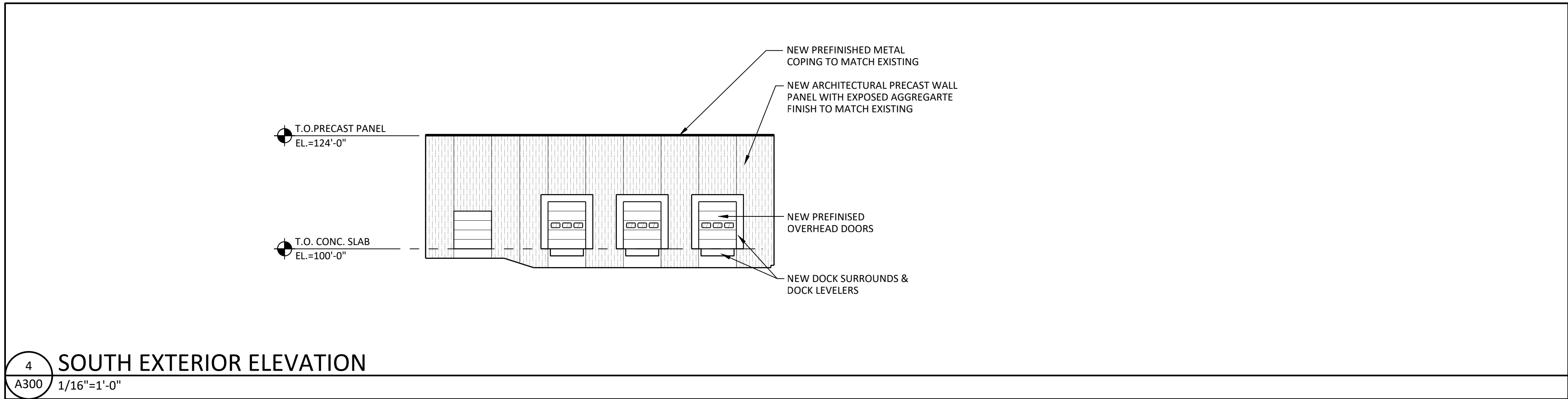
1 WEST EXTERIOR ELEVATION
A300 1/16"=1'-0"



2 NORTH EXTERIOR ELEVATION
A300 1/16"=1'-0"



3 EAST EXTERIOR ELEVATION
A300 1/16"=1'-0"



4 SOUTH EXTERIOR ELEVATION
A300 1/16"=1'-0"

CONSULTANT:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect in the State of Minnesota.

Typed Name _____
License Number _____ Date _____

PROJECT:

SMARTE CARTE
BUILDING EXPANSION

4455 WHITE BEAR PKWY.
WHITE BEAR LAKE, MN
55110

PROJECT NO.: 20010

DRAWN BY: SAW

CHECKED BY: SAW

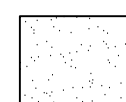

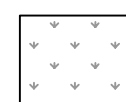

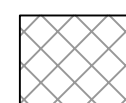
ISSUES AND REVISIONS:

CUP AMENDMENT 10.17.2022

SHEET TITLE:
EXTERIOR ELEVATIONS

A300

Landscape Symbols Legend:

-  New Kentucky Bluegrass Sod
-  Existing Overstory Tree
-  New Shade Tolerant Fescue Sod Per Landscape Note #33
-  New Rock Mulch
-  Basin Seed & Erosion Control Per Civil Plans

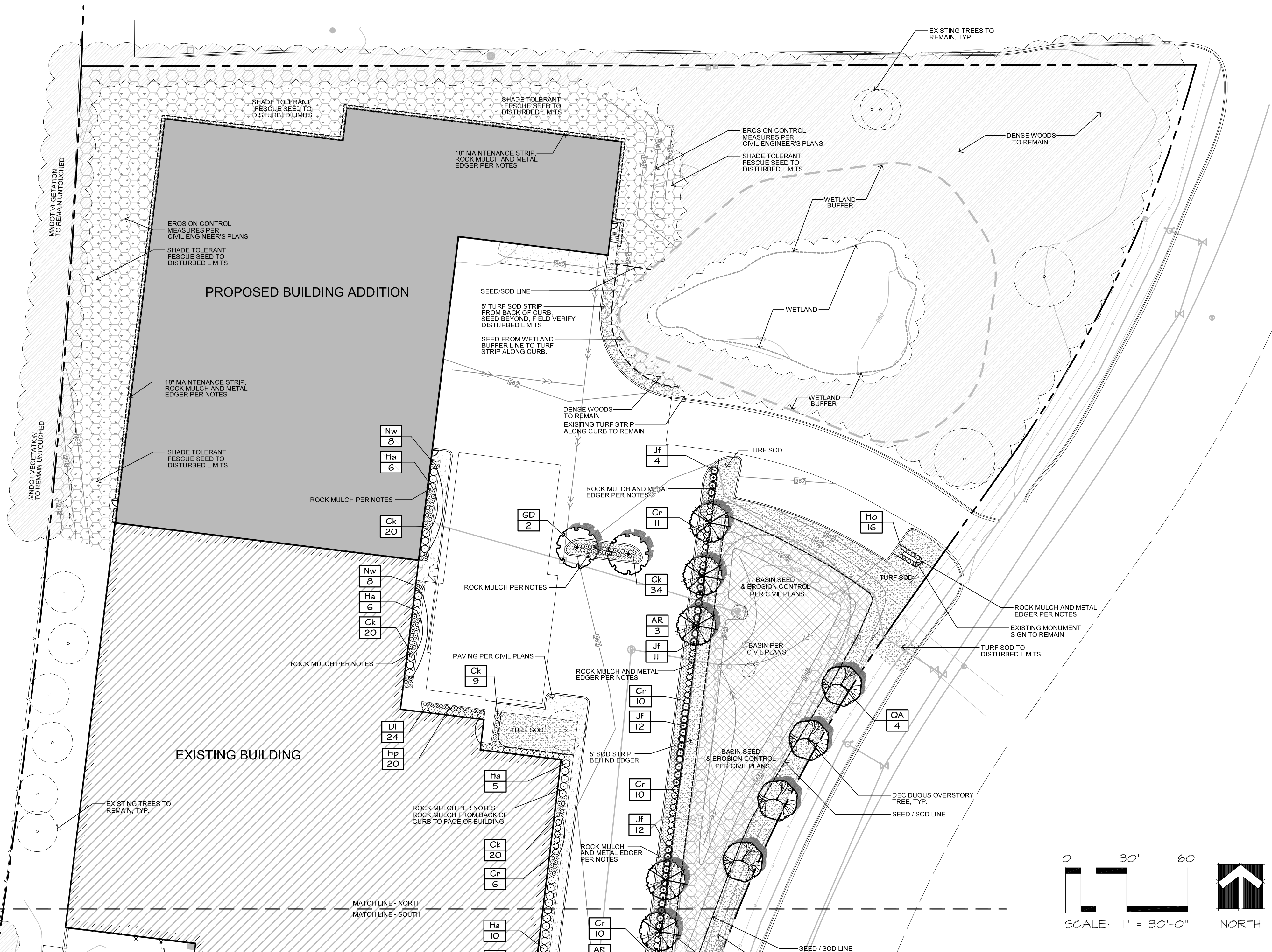
General Notes:

1. See Civil Engineer's plans for grading layout and requirements
2. Contractor to coordinate all work in the city right-of-way with City of White Bear Lake Public Works Department.
3. Sod all disturbed areas except plant beds and maintenance strips.
4. Install tree mulch ring on new trees planted in turf areas.
5. Protect existing trees noted to remain.
6. All existing utilities must be verified.
7. Refer to Sheet L5 for Landscape Details & Notes.

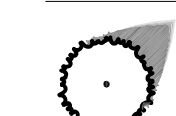



Landscape & Screening Requirements:

Parking Lot Islands:	
(1) deciduous overstory tree per 144 sq ft.	
New Parking Lot Islands:	(1 island) at 261.45 sq ft
Deciduous Overstory Trees Required:	2 deciduous overstory trees
Parking Lot Screening from Public ROW:	
(1) 2.5" caliper tree per 25 linear ft. of frontage	
(1) 18"-60" tall shrub per 3 linear ft. of frontage	
New Parking Lot Frontage along Public ROW:	315 linear ft
2.5" cal. Trees Required:	13 trees
Shrubs Required:	105 shrubs

PROTECT EXISTING TREES TO REMAIN



PLANT SCHEDULE

CONIFERS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	PD	<i>Picea glauca</i> 'Densata'	Black Hills Spruce	8' Ht.	B&B	3
OVERSTORY TREE	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	AR	<i>Acer rubrum</i>	Red Maple	2.5" Cal.	B&B	6
	GD	<i>Gleditsia triacanthos inermis</i> 'Draves' TM	Street Keeper Honey Locust	2.5" Cal.	B&B	2
	QA	<i>Quercus alba</i>	White Oak	2.5" Cal.	B&B	4
SHRUBS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	Cr	<i>Cornus alba</i> 'Regnzam'	Red Gnome Dogwood	5 gal.	Pot	67
	DI	<i>Diervilla lonicera</i>	Dwarf Bush Honeysuckle	3 gal.	Pot	24
	Ha	<i>Hydrangea arborescens</i> 'Annabelle'	Annabelle Hydrangea	5 gal.	Pot	32
	Jf	<i>Juniperus chinensis</i> 'Sea Green'	Sea Green Juniper	5 gal.	Pot	50
ANNUALS/PERENNIALS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	Ho	<i>Hemerocallis</i> x 'Stella de Oro'	Stella de Oro Daylily	1 gal.	Pot	16
	Hp	<i>Heuchera micrantha</i> 'Palace Purple'	Palace Purple Coral Bells	1 gal.	Pot	20
	Nw	<i>Nepeta x faassenii</i> 'Walkers Low'	Walkers Low Catmint	1 gal.	Pot	16
GRASSES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
	Ck	<i>Calamagrostis x acutiflora</i> 'Karl Foerster'	Feather Reed Grass	1 gal.	Pot	123

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect in the state of MINNESOTA

Benjamin D. Hartberg
Benjamin D. Hartberg, PLA
48084 Registration Number 12/02/2022 Date

PROJECT:



4455 White Bear Parkway
WHITE BEAR LAKE,
MINNESOTA 55110

SMARTE CARTE
FACILITY EXPANSION

PROJECT NO.: 22145

DRAWN BY: HL

CHECKED BY: BH

ISSUES AND REVISIONS:

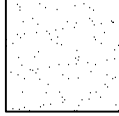
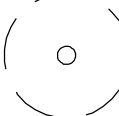

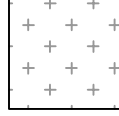
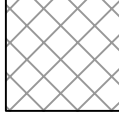
CUP AMENDMENT 10.17.2022

CITY COMMENTS 12.02.2022

SHEET TITLE:
Landscape Plan
North

L3

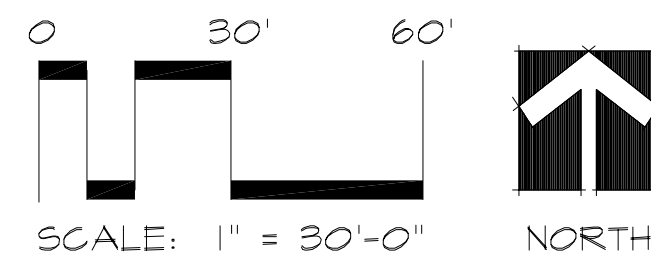
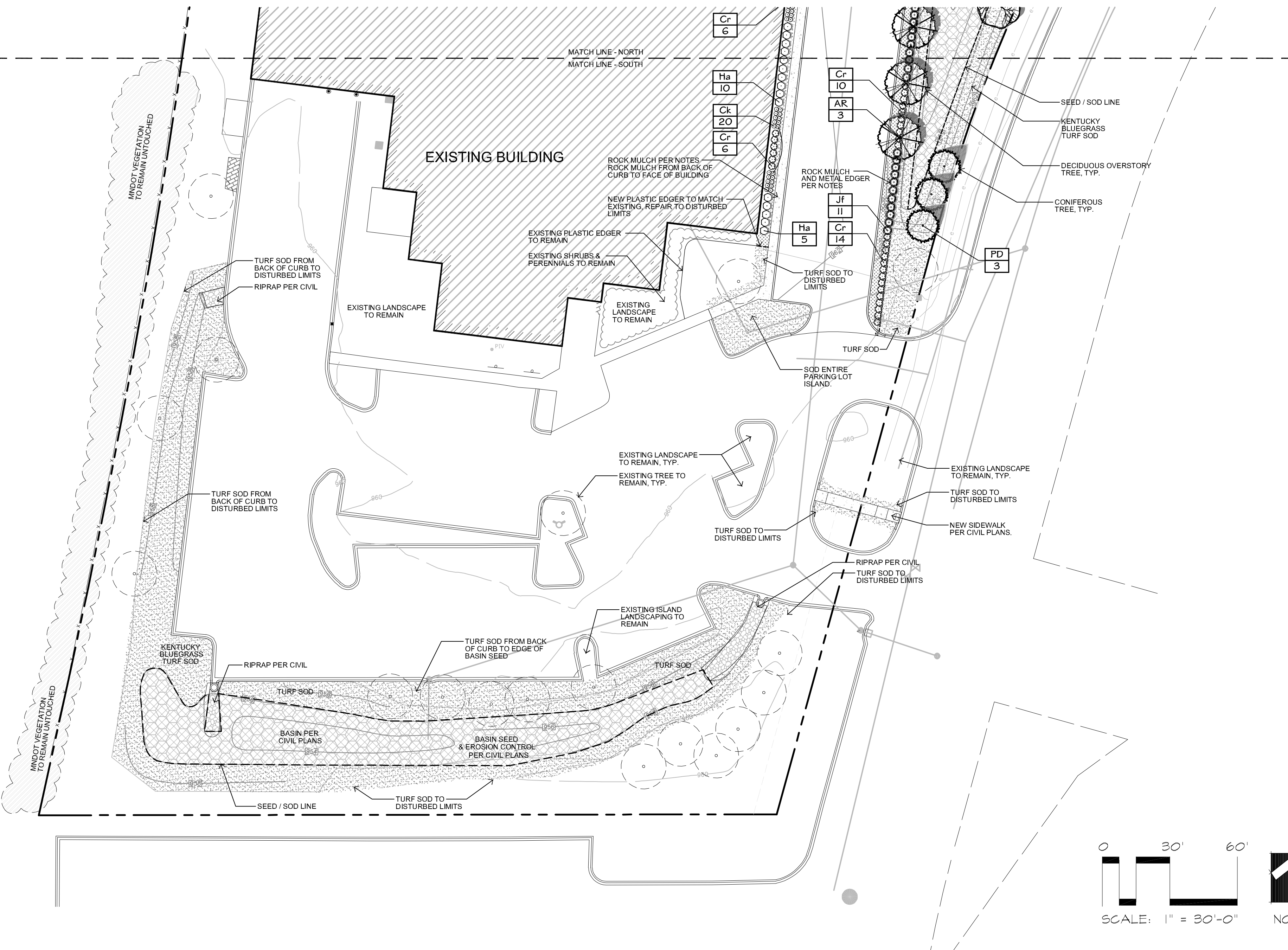
Landscape Symbols Legend:

-  New Kentucky Bluegrass Sod
-  Existing Overstory Tree
-  New Shade Tolerant Fescue Sod Per Landscape Note #33
-  New Rock Mulch
-  Basin Seed & Erosion Control Per Civil Plans

General Notes:

1. See Civil Engineer's plans for grading layout and requirements
2. Contractor to coordinate all work in the city right-of-way with City of White Bear Lake Public Works Department.
3. Sod all disturbed areas except plant beds and maintenance strips.
4. Install tree mulch ring on new trees planted in turf areas.
5. Protect existing trees noted to remain.
6. All existing utilities must be verified.
7. Refer to Sheet L5 for Landscape Details & Notes.

PROTECT EXISTING TREES TO REMAIN



LANDSCAPE PLAN SOUTH:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect in the state of MINNESOTA

Benjamin D. Hartberg
Benjamin D. Hartberg, PLA
48084 12/02/2022
Registration Number Date

PROJECT:

smartecarte

4455 White Bear Parkway
WHITE BEAR LAKE,
MINNESOTA 55110

SMARTE CARTE
FACILITY EXPANSION

PROJECT NO.: 22145

DRAWN BY: HL

CHECKED BY: BH

ISSUES AND REVISIONS:

CUP AMENDMENT 10.17.2022

CITY COMMENTS 12.02.2022

SHEET TITLE:
Landscape Plan
South

L4



City of White Bear Lake
Community Development Department

MEMORANDUM

TO: Lindy Crawford, City Manager
FROM: Jason Lindahl, AICP Community Development Director
DATE: December 13, 2022
SUBJECT: Herkenhoff Variance / 2289 Lilac Lane / Case No. 22-19-V

SUMMARY

The applicant, Ben Herkenhoff, is requesting a side yard setback variance and a variance from the average lakeside setback for a deck in order to retain the deck extension constructed last year that sits 1.8 feet from the side and 15.1 feet from the north property line. Based on the findings made in this report, both the Planning Commission and staff find that the applicant has demonstrated a practical difficulty with meeting the City's zoning regulations as required by Minnesota Statute 462.357, Subd.6 and recommends approval of this request.

GENERAL INFORMATION

Applicant/Owner: Ben Herkenhoff

Existing Land Use / Zoning: Single Family; zoned R-3: Single Family Residential & S – Shoreland Overlay District

Surrounding Land Use / Zoning: East, West, and South: Single Family; zoned R-3 Single Family Residential & S – Shoreland Overlay District
 North: White Bear Lake

Comprehensive Plan: Low Density Residential

Lot Size & Width: Code: 10,500 sq. ft.; 80 feet
 Site: 14,217 sq. ft.; 80 feet

BACKGROUND INFORMATION

The Planning Commission reviewed this item during their November 28, 2022 regular meeting. During the meeting, the commission heard a presentation from staff and held a public hearing where only the applicant spoke. Mr. Herkenhoff stated that he was unaware that the property line did not run parallel to the house and that due to the location of the windows on the home, there was no other option for expansion. Staff did not receive any written comments regarding the request. After hearing staff's presentation and comments from the public, there was no further discussion amongst the commissioners. The commission voted 6-0 to recommend the City Council approve this request.

Site Characteristics

The subject site is located north of Lilac Lane and east of McKnight Road. The property has access to White Bear Lake along the north side of the property, which is divided by South Shore Boulevard. The property contains a single family home with attached garage that accesses Lilac Lane. In 1988, a previous owner of the home was granted two variances to allow a deck in the rear yard to be 3.2 feet from the east side property line and 26.2 feet from the north property line. The approved deck was 18 feet by 16.6 feet, or roughly 300 square feet.

In 2021, the applicant constructed a seven foot extension with a four foot wide staircase on the north end of the deck without obtaining a building permit. A stop work order was written by the Building Department and the homeowner was directed to submit a permit application for review. The permit review process revealed that the extension did not meet code for setbacks, and the homeowner was advised to submit for a variance or remove the deck extension. As stated in the applicant's narrative, the location of existing windows on both the main and lower floor meant the preferred location for the expansion is on the north side rather than to the west.

ANALYSIS

City review authority for variance applications is considered a Quasi-Judicial action. This means the city acts like a judge in evaluating the facts against the legal standard. The city's role is limited to applying the legal standard of practical difficulties to the facts presented by the application. Generally, if the application meets the review standards, the variance should be approved.

The standards for reviewing variances are detailed in Minnesota State Statute 462.357, Subdivision 6. In Summary, variances may be granted when the applicant establishes there are "practical difficulties" in complying with the zoning regulations. A practical difficulty is defined by the five questions listed below. Economic considerations alone do not constitute a practical difficulty. In addition, under the statute the City may choose to add conditions of approval that are directly related to and bear a rough proportionality on the impact created by the variance.

Staff has reviewed the variance request against the standards detailed in Minnesota State Statute 462.357, Subdivision 6 and finds the applicant has demonstrated a practical difficulty. The standards for reviewing a variance application and staff's findings for each are provided below.

1. Is the variance in harmony with the purposes and intent of the ordinance?

Finding: The purpose of the R-3 zoning district is "to provide for single family detached residential dwelling units... along with directly related and complementary uses". A deck is a common accessory and complementary use to a single family home, so the proposal appears to be in harmony with the purpose of the zoning district. The intent of the setback requirement is to provide adequate space between residential properties for both privacy and fire protection. The existing home east of the subject site is approximately 15 feet from the shared lot line at

the point where the deck begins. Since the neighbor's house angles away from the property line, even with a 1.8 foot setback, the deck does not get closer to the neighboring structure than what already exists. In terms of both the rear and side yard setback, there are numerous trees and shrubs that screen the deck from the neighbor and street side, providing adequate coverage for privacy.

2. Is the variance consistent with the comprehensive plan?

Finding: The proposed variances are not inconsistent with the 2040 Comprehensive Plan. The property is guided for "low density residential", which has a density range of 3 to 9 units per acre. Typical housing includes single family detached. The property is currently right at the low end of the range at 3.1 units per acre. The deck expansion will not impact the density and the property will continue to be residential in character.

3. Does the proposal put the property to use in a reasonable manner?

Finding: The deck expansion puts the subject property to use in a reasonable manner. The deck is not an increase in living space, but does provide an area for the homeowners to recreate outside. For comparison, the code allows detached decks and accessory structures such as gazebos to sit five feet from the rear property line, while patios have no setback at all, so it is reasonable for an attached, unenclosed deck to have a lesser setback than enclosed living space.

4. Are there unique circumstances to the property not created by the landowner?

Finding: The lot has a change in grade, sloping downward from the edge of the home toward South Shore Boulevard, somewhat limiting the usable back yard space. Further, the north side of the property abuts White Bear Lake, so there is open space rather than a neighboring property.

5. Will the variance, if granted, alter the essential character of the locality?

Finding: Granting the requested variance will not alter the essential character of the surrounding neighborhood. The deck has encroached into both the side and rear setback since it was constructed over 30 years ago with no known adverse effects to the surrounding properties. Additionally, given that the R-3 zoning district is the most prolific residential zoning district in the City and the varying ages of the homes, there are setback encroachments of a historic nature throughout.

RECOMMENDATION

The Planning Commission and staff recommend approval of the request, subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.

2. Per Section 1301.060, Subd.3, the variance shall become null and void if the project has not been completed or utilized within one (1) calendar year after the approval date, subject to petition for renewal. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. A building permit shall be obtained for the deck.
4. The applicant shall verify the property line and have the property pins exposed at the time of the inspection.

Attachments:

Resolution

Zoning/Location Map

Applicant's Narrative & Plans

RESOLUTION NO.

**RESOLUTION GRANTING TWO SETBACK VARIANCES
FOR 2289 LILAC LANE WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, Ben Herkenhoff has requested a variance from the side yard setback, per code section 1303.050, Subd.5.c.2 and a variance from the lakeside average setback for a deck, per section 1302.040, Subd.4.a.3, in order to expand the existing deck to be 1.8 feet from the east side and 15.1 feet from the lakeside property line at the following location:

LEGAL DESCRIPTION: Lot 6, Block 1, Thomas Lakeridge, Ramsey County, MN. (PID # 243022320021)

WHEREAS, the Planning Commission held a public hearing as required by the Zoning Code on November 28, 2022; and

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

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

1. The requested variances are in harmony with purposes and intent of the ordinance.
2. The requested variances are consistent with the 2040 Comprehensive Plan.
3. Granting the requested variances will allow the property to be used in a reasonable manner.
4. There are unique circumstances to the property not created by the landowner.
5. Granting the requested variances alone will not alter the essential character of the neighborhood.

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

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.
2. Per Section 1301.060, Subd.3, the variance shall become null and void if the project has not been completed or utilized within one (1) calendar year after the approval date, subject to petition for renewal. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. A building permit shall be obtained for the deck.

RESOLUTION NO.

4. The applicant shall verify the property line and have the property pins exposed at the time of the inspection.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

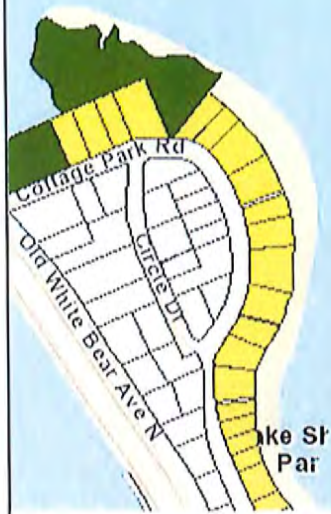
ATTEST:

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

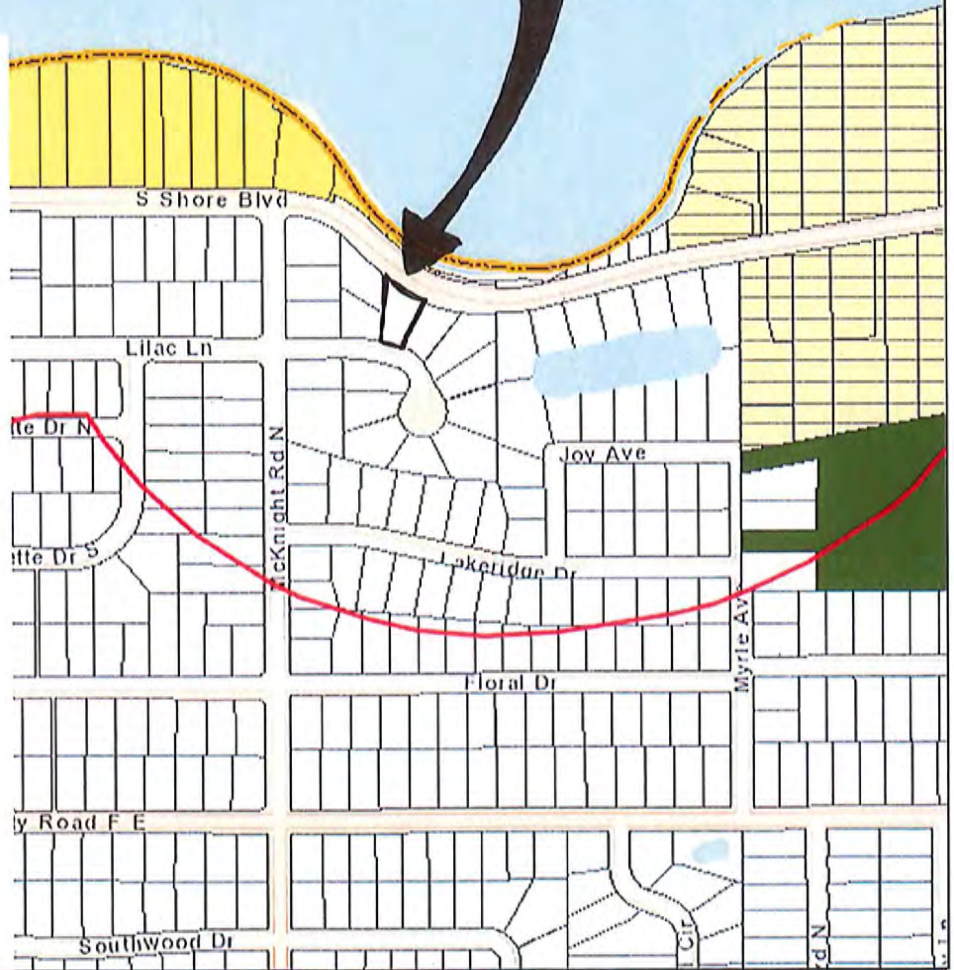
Date



**SUBJECT SITE:
2289 LILAC LANE**

ZONING

- B-1: Neighborhood Business
- B-2: Limited Business
- B-3: Auto Oriented Business
- B-4: General Business
- B-5: Central Business
- BW: Business Warehouse
- DBD: Diversified Business Development
- DCB: Diversified Central Business
- I-1: Limited Industry
- I-2: General Industry
- LVMU: Lake Village Mixed Use
- O: Open Space
- P: Public
- PZ: Performance Zone
- PZR: Performance Zone Residential
- R-2: Single Family Residential
- R-3: Single Family Residential
- R-4: Single Family - Two Family Residential
- R-5: Single Family - Two Family Medium Density Residential
- R-6: Medium Density Residential
- R-7: High Density Residential



City of
White Bear Lake
Planning & Zoning
651-429-8561

CASE NO. : 22-19-V

CASE NAME : Herkenhoff

DATE : November 28, 2022

To whom it may concern,

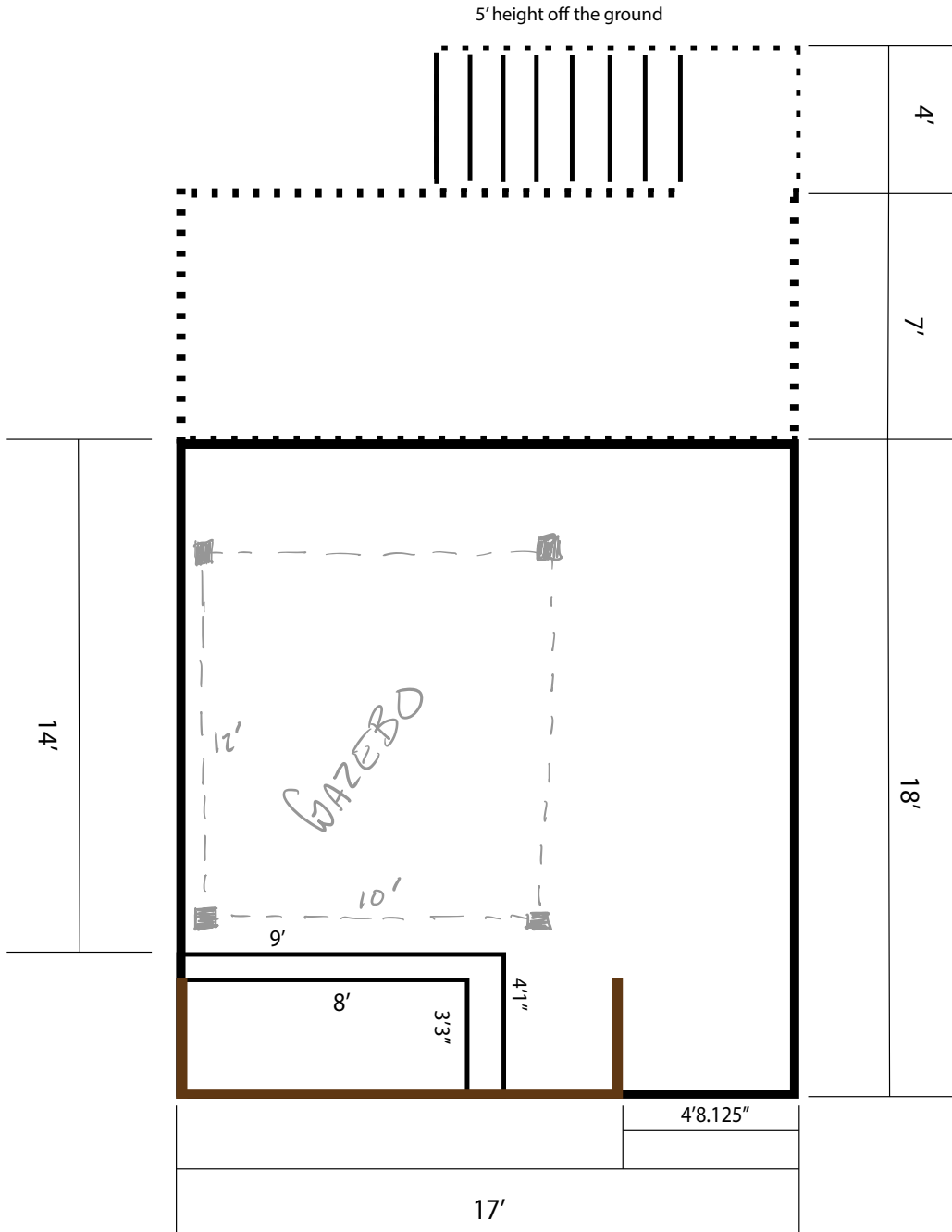
I am requesting a variance on the extension of our original deck attached to the back of our home. The surface of the old deck was rotting and at the end of its' life. We greatly value utilizing an outdoor and wanted to build something that would fit with the house's character, be of high quality and low maintenance, and allow us to enjoy the space for as much of the year as possible.

There are a few reasons why our only viable option was to extend toward the back of the property versus either side:

1. On the east side of the house, the previous deck was already out of variance, so that direction was not an option.
2. Extending the deck to the west would significantly block windows on the upper and lower floors.
3. Additionally, extending to the west would result in a safety issue for the bedroom on the lower floor because it would make an escape in case of fire difficult.

I greatly appreciate your consideration!

Best,
Ben Herkenhoff



5' height off the ground

4'

7'

14'

18'

17'

4'8.125"

4'1"

3'3"

8'

9'

10'

12'

GAZEBO

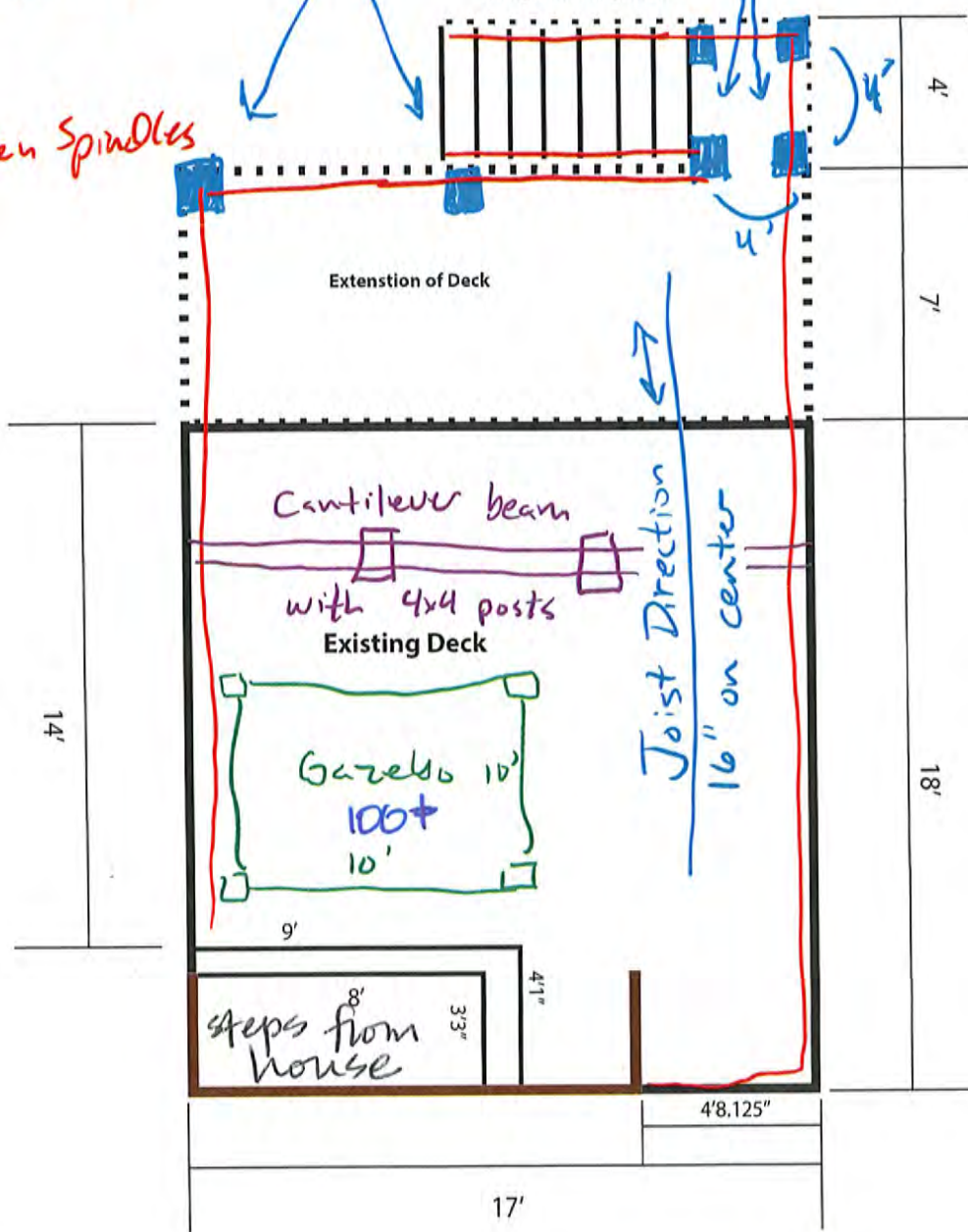
Handrail around entire deck and stairs.

36" high

3.75" between Spindles

6-Diamond Pier Footings w/ 6x6 posts
48" depth
5' height off the ground

Stairs have
12" run
6" rise

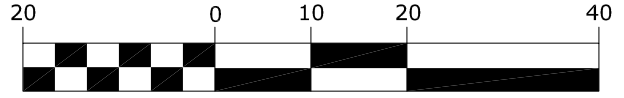


5' off ground

CERTIFICATE OF SURVEY

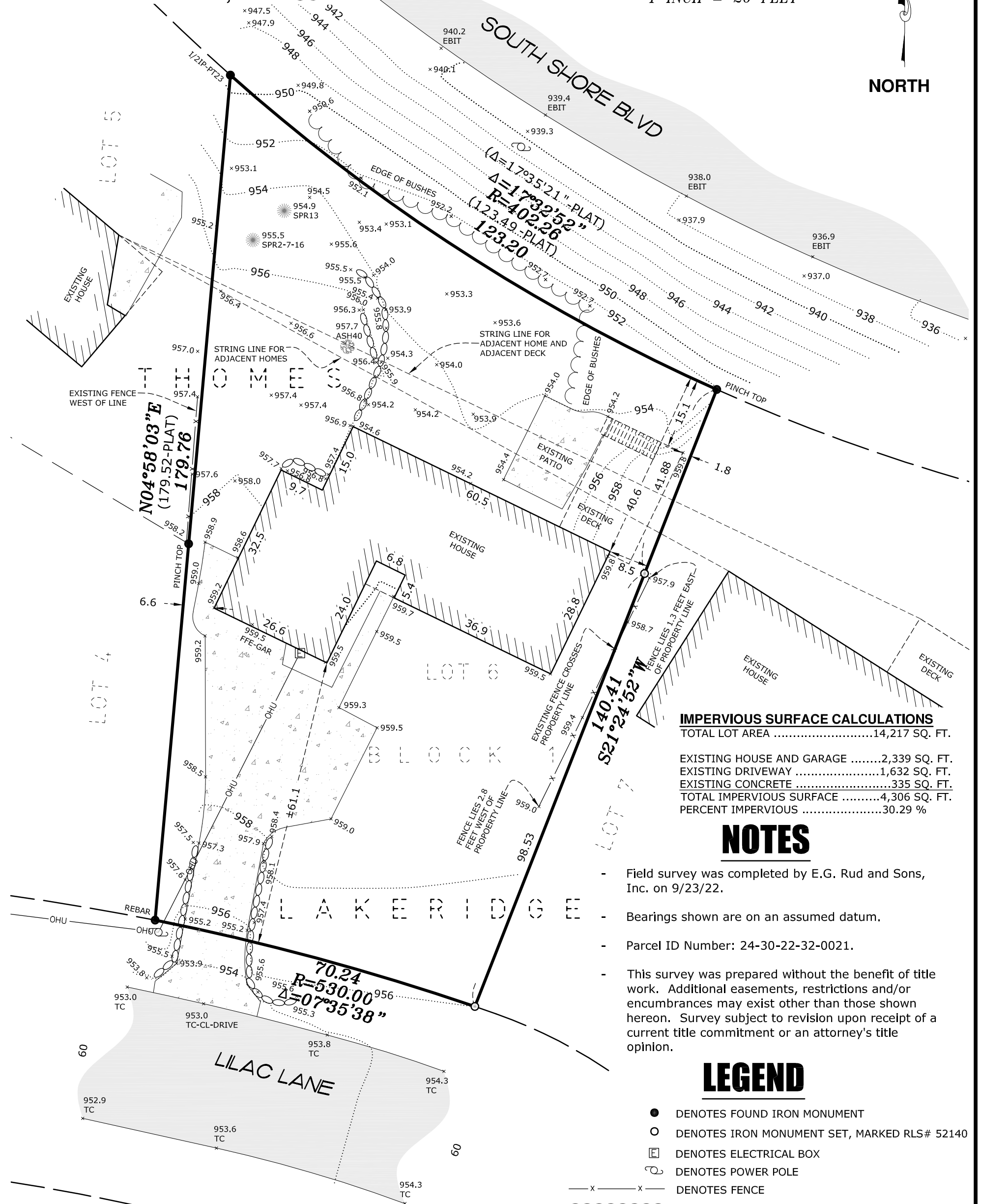
~for~ BEN HERKENHOFF
 ~of~ 2289 LILAC LANE,
 WHITE BEAR LAKE, MINNESOTA

GRAPHIC SCALE



1 INCH = 20 FEET

NORTH



IMPERVIOUS SURFACE CALCULATIONS

TOTAL LOT AREA	14,217 SQ. FT.
EXISTING HOUSE AND GARAGE	2,339 SQ. FT.
EXISTING DRIVEWAY	1,632 SQ. FT.
EXISTING CONCRETE	335 SQ. FT.
TOTAL IMPERVIOUS SURFACE	4,306 SQ. FT.
PERCENT IMPERVIOUS	30.29 %

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 9/23/22.
- Bearings shown are on an assumed datum.
- Parcel ID Number: 24-30-22-32-0021.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

LEGEND

- DENOTES FOUND IRON MONUMENT
- DENOTES IRON MONUMENT SET, MARKED RLS# 52140
- DENOTES ELECTRICAL BOX
- ⊗ DENOTES POWER POLE
- x-x- DENOTES FENCE
- ⊖⊖⊖⊖ DENOTES RETAINING WALL
- ⋯ DENOTES EXISTING CONTOURS
- OHU— DENOTES OVERHEAD UTILITY
- ▨ DENOTES BITUMINOUS SURFACE
- ▩ DENOTES CONCRETE SURFACE

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

Lot 6, Block 1, THOMES LAKERIDGE, RAMSEY County, Minnesota.

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

By: *D. S. K.*
 Minnesota License No. 52140

Dated 17th day of October 2022.

DATUM: Assumed		JOB NO. 220437LS	
REVISIONS			
1	10/17/22	ADJ HOUSES & IMPERVIOUS	DSH
2			
3			
NO.	DATE	DESCRIPTION	BY

SCALE: 1" = 20'

DATE: 5/24/22

DRAWN BY: KCM

CREW: JH/CB



E. G. RUD & SONS, INC.
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701
 www.egrud.com



City of White Bear Lake
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater, Finance Director
Date: December 13, 2022
Subject: **Call for a public hearing on the Issuance of General Obligation Capital Improvement Bonds and Adoption of a Capital Improvement Plan**

SUMMARY

The City Council will consider adopting a resolution scheduling a public hearing on January 10, 2023 for the issuance of General Obligation Capital Improvement Plan Bonds and adoption of the Capital Improvement Plan for the second bond issue to complete financing plans for the renovation and expansion of the City's Public Safety Facility.

BACKGROUND INFORMATION

The City's CIP and Financial Management Plan anticipate issuing bonds to finance the renovation and expansion project for the City's Public Safety Facility. Given the total cost of the project, the City Council chose to divide the bond financing activities between two years to hold the annual issuance amount below the \$10 million bank qualification limit for each year.

Minnesota Statutes Chapter 475 authorizes cities to issue bonds and gives guidance on the rules for the types of bonds available for issuance and the purposes that may be funded with each type. The following two bullet points summarize the process the City must use to finance a project of this nature through a bond issue:

- The City must utilize General Obligation Capital Improvement Bonds, which is the vehicle used to finance acquisitions and betterments to public lands, buildings or other improvements such as a city hall, public safety or public works facilities, cities have the authority to issue bonds without a city-wide election. The following conditions must be met to issue debt under this authority:
 - Issuance is approved by a 3/5th vote of the membership of the governing board
 - Project is part of a CIP created for the issuance process
 - Public notice is provided
 - Issuance is subject to a reverse referendum
- Following the public hearing and approval by Council, there is a 30-period during which a petition signed by at least 5% of the voters from the most recent municipal general election can be submitted to the City Clerk. If no petition is received, the City may proceed with a bond issuance up to the amount stated in the approved CIP, (amount

can be less, but must not exceed). If the City receives a signed petition with the qualified number of signatures and the City Council does not want to hold an election on the project, then the Council must to decide to either seek an alternative financing method or abandon the project.

In preparation for the project and initial bonding activities in 2022, the City Council held a public hearing for the CIP related to the issuance of General Obligation Capital Improvement Plan Bonds at the December 10, 2021 meeting.

The City is now beginning the bonding activities for the 2023 issue to finalize the project funding needs and is required to hold a public hearing regarding the CIP associated with the bonds per Minnesota Statutes.

RECOMMENDEATION

Staff recommends the City Council adopt the attached resolution scheduling a public hearing on January 10, 2022 for consideration of the issuance the 2023A General Obligation CIP Bonds to finance completion of the Public Safety Building project.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION CALLING A PUBLIC HEARING ON THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND ADOPTING A CAPITAL IMPROVEMENT PLAN FOR 2023- 2027 UNDER MINNESOTA STATUTES, SECTION 475.521

WHEREAS, pursuant to Minnesota Statutes, Section 475.521 the City of White Bear Lake, Minnesota (the "City") may issue bonds to finance capital expenditures under its capital improvement plan (the "Plan") without an election provided that, among other things, prior to issuing the bonds the City adopts the Plan after a public hearing thereon and publishes a notice of its intention to issue the bonds and the date and time of a hearing to obtain public comment on the matter; and

WHEREAS, the City Council will hold a public hearing on its intention to issue general obligation capital improvement plan bonds (the "Bonds") and to adopt the Plan therefor pursuant thereto on January 10, 2023.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, that the City Council hereby calls for a public hearing on its intent to issue the Bonds and to adopt the Plan therefor, such hearing will be held on Tuesday, January 10, 2023, at or after 7:00 p.m., at the City Hall, located at 4701 Highway 61 North in the City. The City Manager, or their designee, is hereby directed to cause the notice to be published at least 14 but not more than 28 days before the hearing in the official newspaper of the City or a newspaper of general circulation in the City.

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
Community Development Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Tracy Shimek, Housing & Economic Development Coordinator
Jason Lindahl, Community Development Director
Date: December 13, 2022
Subject: **County Road E Corridor Development Initiative Recommendations**

SUMMARY

The City Council will receive a presentation about the County Road E Corridor Development Initiative recommendations and consider adopting a resolution accepting the report and authorizing staff to engage with project partners to explore the formation of a coalition to advance recommendations.

BACKGROUND INFORMATION

Public engagement for the County Road E Corridor Development Initiative has concluded resulting in the creation of recommendations to inform future development and improvements in the County Road E Corridor.

The action plan is the result of the input and reflections of community members from White Bear Lake, Gem Lake and Vadnais Heights who met for a series of community workshops held in September and October. The workshops included six meetings in a four part process with a block exercise that considered different potential development scenarios for each city.

The recommendations are intended to be a tool to assist in planning for the future of the corridor and attracting investment to increase its vitality through near, medium and long term improvements and activities. One of the primary near term recommendations is to engage with project partners to explore the formation of a coalition similar to the Rice and Larpenteur Alliance between Saint Paul, Maplewood and Roseville. The intent of a coalition would be to ensure ongoing consideration and implementation of recommendations as is prudent and to maintain the collaborative momentum of the cross-jurisdictional partnership generated through this process. Additionally, the coalition would play a role in amending and updating the action plan as necessary to reflect both changing trends and completion of specific goals to ensure it remains relevant. Should the partnering communities develop a basis and framework for such a coalition, staff would bring this item back to the City Council for further consideration and action.

RECOMMENDATIONS

Staff recommends the City Council adopt the attached resolution accepting the report and authorizing staff to engage with project partners to explore the formation of a coalition to advance recommendations.

ATTACHMENTS

County Road E Corridor Action Plan: Summary Report and Final Recommendations
Resolution

RESOLUTION NO.

**RESOLUTION ACCEPTING THE COUNTY ROAD E CORRIDOR ACTION PLAN SUMMARY REPORT
AND AUTHORIZING STAFF TO EXPLORE THE FORMATION OF A COUNTY ROAD E COALITION
WITH THE COUNTY ROAD E CORRIDOR ACTION PLAN PARTNERS**

WHEREAS, County Road E is a commercial and residential corridor that has significant impact on the vitality of the community;

WHEREAS, the City of White Bear Lake has invested significant resources into the corridor by securing a development site, creating the County Road E Revolving Loan and Grant program, engaging the community about future investment and development along the corridor, and time spent responding to potential development proposals;

WHEREAS, in 2020 the City was awarded a Ramsey County Corridor Revitalization Program matching grant in the amount of \$25,000 to engage in a cross-jurisdictional planning process for County Road E;

WHEREAS, the city contracted with Local Initiatives Support Corporation (“LISC”) to utilize their Corridor Development Initiative Process in partnership with the Cities of Gem Lake and Vadnais Heights and Ramsey County; and

WHEREAS, the public engagement process to inform the County Road E Corridor Action Plan has concluded and a final report has been drafted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that they accept the final report from the project; and

BE IT FURTHER RESOLVED That the City Council hereby authorizes the staff to further engage with the project partners to explore the formation of a coalition to advance the action plan recommendations as is feasible and prudent.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Kara Coustry, City Clerk



COUNTY ROAD E CORRIDOR ACTION PLAN

Summary Report and Final Recommendations

December 2022

Sponsored by:
Ramsey County
City of White Bear Lake
City of Gem Lake
City of Vadnais Heights



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





Above: Businesses near County Rd E and I-35E

INTRODUCTION

The cities of White Bear Lake, Gem Lake, and Vadnais Heights, with funding support from Ramsey County, enlisted LISC Twin Cities’ Corridor Development Initiative (CDI) to facilitate a series of six community workshops from September to October 2022 to identify recommendations for a County Road E Corridor Action Plan. The recommendations included near, medium and long-term goals and action steps, and is intended to serve as a tool to attract private investment through development and infrastructure improvements. While originally planned to occur in 2020, the community process was delayed until social distancing restrictions were lifted to enable a richer opportunity to engage the community through interactive exercises and discussions. Approximately 100 community members representing all three cities participated in the workshops, with over half of them attending two or more workshops. Action Plan recommendations will be presented to the participating jurisdictions for their consideration in December 2022 and January 2023.

The Corridor Development Initiative offers a way for the community to inform and guide future development in a proactive way. The collaboration among the cities along County Road E, along with the partnership with Ramsey County, provides a unique and powerful opportunity to coordinate strategies and resources for greater impact and success in reaching shared goals.



Above: Key sites that were explored along County Rd E; Vadnais Heights (A & B), Gem Lake (C & D) and White Bear Lake (E).

BACKGROUND

The Co

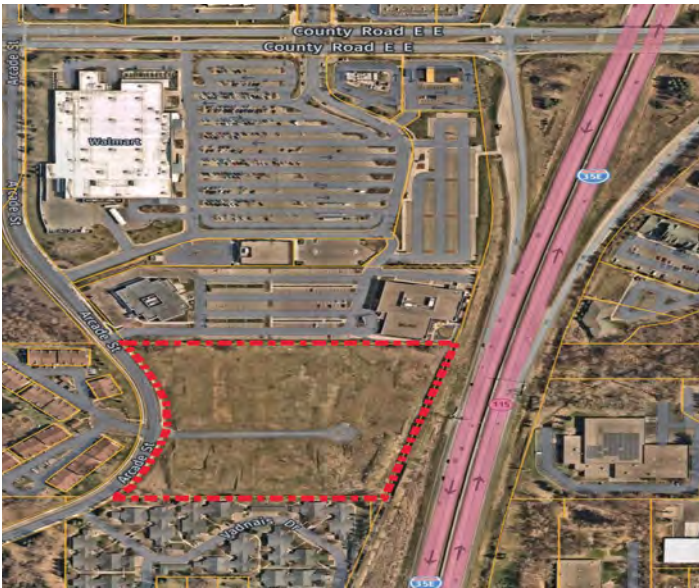
revitalization, place-making and serves as a catalyst for future development in the area. In partnership and with a grant from Ramsey County, the cities of Vadnais Heights, Gem Lake and White Bear Lake are working collaboratively to identify ways to create a more cohesive and connected corridor along County Road E and to guide future development of key opportunity sites located in each city. The geographic of the corridor includes a half-mile radius to the north and south of County Road E.

County Road E currently offers a mix of uses including multi-family residential, single family detached and attached residential, retail, industrial, service, public and agricultural. The corridor serves as a direct access Avenue North (MN State Highway 120), and provides access nearby Interstate 694. According to 2020 Decennial Census, approximately 26,100 people reside in the census tracts abutting County Road E.

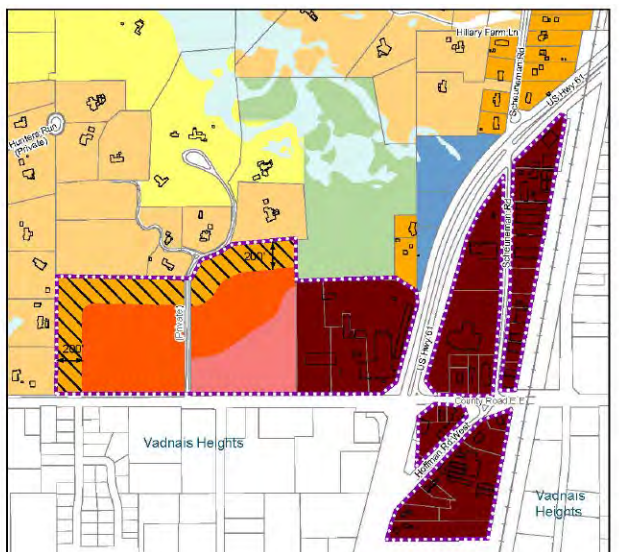
To invite community input and build consensus around key strategies the cities hosted a series of six community engagement workshops to inform a County Road E Corridor Action Plan designed to include near, medium- and long-term strategies. The partnering cities and Ramsey County will consider the action plan recommendations and determine what can be advanced for implementation, some of which will be executed by individual communities and others in partnership. The action plan will be a living document to help activate

trends and technologies. The plan will be used as a tool to attract private investment through development and revitalization of existing properties and businesses as well as seek regional, state and federal funding for infrastructure improvements which increase the vitality of the corridor.

The following key sites were used to explore opportunities for future development within the three cities:



Above: Vadnais Heights Site 1 (Left) and Site 2 (Right)



Above: Gem Lake Sites (Left) and White Bear Sites (Right)

Vadnais Heights

Site 1: Vacant site in the southwest quadrant at 35E and County Road E (12-acre parcel)

Site 2: Vacant site in the northeast quadrant at 35E and County Road E (44-acre parcel)

Gem Lake

Site 1: Parcel east of Daniels Farm Road and north of County Road E (18-acres)

Site 2: South of County Road E and west of Highway 61 along Hoffman Road (12-acres)

White Bear Lake

Four corners at the intersection of Bellaire and County Road E (the northeast corner site is owned by the City of White Bear Lake)

A-2511 County Road E E - .52 Acres

B-2502 County Road E E - .67 Acres

C- 3577 Bellaire Ave - .41 Acres

D- 2490 County Road E E - .33 Acres

E-2491 County Road E E - .48 Acres



Above: County Rd E near the intersection of Hwy 61

Some of the key themes that emerged through the community engagement process include:

1. Explore ways to create an overall identity and sense of place throughout the corridor to encourage travelers to frequent local shops and businesses
2. Strong desire for more comfortable, safer crossings of County Road E along the corridor at both signalized crossings and unsignalized crossings to serve people of all ages and abilities
 - Concern about pedestrian, bicycle, and automobile safety at the County Road E crossing of Highway 61 and the barrier this highway poses to travelers along the corridor, and in general to the community (especially in regard to crossings near schools)
3. Improve
 - Improve safety
 -
 - Reduce the perception of the corridor as a drive-through area
 -
 - Acknowledge the lack of lane continuity issues east and west of Highway 61
4. Support for continuous connections and enhancements to the active transportation network along the corridor that promote walkability, safety, livability, and pedestrian and bicycle access
 - Build public/private partnerships to enhance walkability, both within larger parcels or districts, and to connect with other areas nearby (especially when new development occurs)
 - Improve lighting
5. Residential development
 - A mix of housing formats that meets the needs of the community including affordability, ADA accessible housing, housing for seniors, people who work in the area, and younger households



Above: Gem Lake site near County Rd E & Hwy 61

- On large sites, a mix of housing types is preferred on the same site

6. Commercial development

- Where feasible, retail businesses are desired to support community needs for goods and services, as well as “experience retail” destinations such as restaurants, bars and cafes
- Additional restaurant options are a particular interest
- Although it is understood that local businesses can’t always afford new construction rents, there is support for providing retail space for unique local businesses
- On compatible larger sites, there would be support for a pedestrian-oriented, storefront-style retail element

7. Mixed use development

- On larger sites a mix of land uses would be supported or preferred if feasible—such as a mix of residential and retail, or of residential and industrial
- Horizontal mixed-use (adjacent uses) verses vertical mixed-use (stacked) development is

8. Site anchors

- On well-located larger sites, there is support for anchoring the new development with a placemaking element (i.e., an outdoor plaza or park which might include walkable amenity retail and some activated outdoor space that could include patio seating for restaurants other engaging features, and programmed activities or events, or a community center)
- Consider ways to create community within a larger site, enhancing the area as a destination and/or improved walkability
- In locations with wetlands, respect those as site constraints by not encroaching on them and leverage them as natural assets that can be enhanced for neighboring development

9. Compatibility

- In locations with neighboring single dwelling homes, site development closest to those homes should be at a compatible scale and provide high quality landscaping or other buffering

10. Family friendly gathering places that help to foster a sense of community

- Create destinations that preserve the small town feel and connectedness within the community
- More green space and connections with planned amenities such as the Bruce Vento Trail

11. A mix of residential and commercial uses that enhance the vitality and market strength of the area

- Incorporate design features to buffer smaller scale uses from larger scale uses (e.g., open space, setbacks, tiered buildings, etc.)

12. Industrial buildings that serve businesses that want to be closer to the metro

- Potential for additional well-paying jobs in the area

13. The partner cities and county to coordinate efforts to attract private and public investments that will



Above: Participants at a block exercise workshop

- Offer public resources to achieve community goals (e.g., revolving loan funds, tax increment

Exploring development scenarios

Community members participated in three different interactive block exercise to explore different development options for sites in each of the three cities.

. Through the exercise participants gained a greater understanding about the tradeoffs that developer faces to get to a viable project. They also heard from a panel of developers and specialists in “place making”. They received feedback on their initial development thoughts, recommendation for consideration going forward, and strong support for continuing the process.

Panel Discussion

The process was also informed by a panel of development and placemaking experts that offered input on what uses the sites would attract, and insights on the challenges and opportunities of the corridor. The panel applauded the cities and county for being proactive by establishing goals and guidelines for developers to

They offered the following

recommendations:

- Send a signal to developers about what you want. Developers want to deal with a city that knows what they want and understands the market realities.
- Request that cities align land use codes with their comprehensive plan to help the community understand what’s allowed.
- Use programmed activities or events to create themes or an identity for the area. Do something tangible and small to get the ball rolling.
- Find ways to make housing and commercial uses compatible
- Build greater market demand for commercial/retail uses by creating more housing (disposable income for the area)



Above: Panelists at the Developer Panel discussion on October 12, 2022.

COUNTY ROAD E CORRIDOR ACTION PLAN RECOMMENDATIONS

Based on the input from the community workshops, the following recommendations are proposed for the County Road E Corridor Action Plan:

Objective: Create a cohesive theme and overall sense of place for the corridor

1. Pursue co supporting bike and pedestrian movement, building a cohesive and attractive corridor identity, and improving the area to attract high quality housing and business development
2. Att providing additional housing and local business options, and special places and amenities
3. Add Highway 61 transforming the barrier into an asset and community gateway that enhances safety, connectivity and placemaking at the County Road E node

These goals will be pursued through the following strategies:

NEAR TERM STRATEGIES

Fostering a sense of place and purpose

1. Form a coalition among the three cities (similar to the Rice Larpentour Alliance) to pursue these recommendations
2. Initiate a working group to build out programmed events and activities that give character or personality to the County Road E corridor
3. Work with developers to incorporate privately owned public spaces into larger project sites
4. Coordina to signify connectivity and individuality among the cities



Above: County Road E at Highway 61 is not comfortable for people walking, rolling and biking.

5. Create family friendly programming and events in each of the three cities along County Road E corridor
6. Align zoning regulations in each community to match their comprehensive plans and accomplish these recommendations
7. Continue to engage community members to inform and strengthen the County Road E Corridor action plan (especially those who were not able to participate in this series of workshops)

Safety – Coordination with Ramsey County and/or MnDOT to study and address potential safety issues along the corridor and consider the traffic calming tool kit

1. Participate in the new planning process for the Ramsey County Multimodal Transportation Plan which is linked [here](#), to communicate the goals set forward in these recommendations and inform decisions surrounding the future of transportation in Ramsey County
2. Compare County Road E safety history with similar roads and gather information on actions cities have taken to address safety issues
3. Complete a speed study at select locations along County Road E to learn the current speeds, trends, and
4. Identify, study and implement temporary or demonstration projects at select locations along County Road E for crossing improvements to provide pedestrian refuges, two stage crossings, and reduce exposure of
5. Co
6. Begin discussions with MnDOT to address safety concerns and potential improvements at the intersection

signal operation
7. Consider the implementation of Flashing Yellow Arrow Left-turn Arrows at signalized intersections where appropriate

8. Add pedestrian countdown timers to the signalized intersections of County Road E at Highway 61, Linden Avenue and Century Avenue/120
9. Stripe all crosswalks at signalized intersections and midblock crossings with international markings (zebra markings)
10. Conduct an ADA walk audit to identify opportunities to improve accessibility along and crossing of County Road E
11. Review existing photometrics and recommend lighting improvements where necessary to improve safety and comfort for all travelers

Connectivity – Strengthen and promote convenient, comfortable and safe walking, rolling and biking along, across and near the corridor

1. Consider setbacks)
2. Add projects to capital planning to address gaps in the existing sidewalk and trail network to facilitate movement along the corridor and to desired destinations within the corridor
3. Apply for grants such as Regional Solicitation, Highway Safety Improvement Project, Safe Routes to School, Safe Streets 4 All and RAISE Grants
4. Find opportunities
5. Work with existing property owners to add on-site pedestrian facilities to connect within the site and to the public sidewalks and trails through striping or small sidewalk projects to encourage park once opportunities

Development Sites

1. Market the development opportunities
 - a. Create a marketing plan for the County Road E corridor that showcases local amenities and
 - b. Create site-s with neighboring land uses and known site constraints, and development objectives
 - c. Pursue a range of approaches to making developers aware of the development opportunities along the County Road E corridor
2. Create each site and are informed by the community and developer input from this process and urban planning best practices
 - a. Promote site designs that support active transportation goals of the community
 - b. At each site, review opportunities to transform barriers – such as Highway 61, Transit, Regional Trails, Wetlands – into assets for the site, including enhanced greenspace, water features, and improved connectivity opportunities for roadways, transit and trails
 - c. Encourage and promote shared parking practices between adjacent developments. Balance parking requirements and development demands to avoid building excessive amounts of surface parking
 - d. Include on-site bike racks for customers and secure (indoor/locked) bike parking for employees and renters/owners



Electric vehicle charging stations provide customers with more sustainable options to access local businesses.

- e. Consider future on-site shared and regulated mobility options such as bike share, scooter share and car share
 - f. Consider
 - g. Integrate electric vehicle charging stations into sites
 - h. Integrate sidewalks and bicycle paths throughout new developments and connections to public trails and sidewalks
 - i. Include lighting, art and landscaping elements that support unique programming and placemaking to enhance the viability of long-term neighborhood destinations for the surrounding community
 - j. Promote on-site landscaping that utilizes Best Management Practices (BMPs) and Green Stormwater Infrastructure (GSI) treatments to effectively integrate water quality improvements while aesthetically connecting the natural environment with its community
 - k. Consider options such as community land trusts for long term affordability for commercial or homeownership
 - l. “Swapping uses”: Work with businesses to right-size their locations (e.g., relocate businesses from low- occupancy strip malls to other sites, repurpose strip malls)
 - m. Explore mixed-use options that include industrial uses that help to locate services closer to the metro (job opportunities)
 - n. Promote the Schafer Richardson Development Phase 2 out-lot as a space to support access to the Vento trail and biking
3. For sites with special redevelopment challenges related to site conditions, size constraints, etc, consider additional implementation related research that explores additional public sector actions that can position sites for high quality redevelopment



Median treatment to facilitate two-stage crossing and provide pedestrian refuge on a four-to-three lane conversion of Maryland Avenue at Greenbriar Street in Saint Paul, MN.

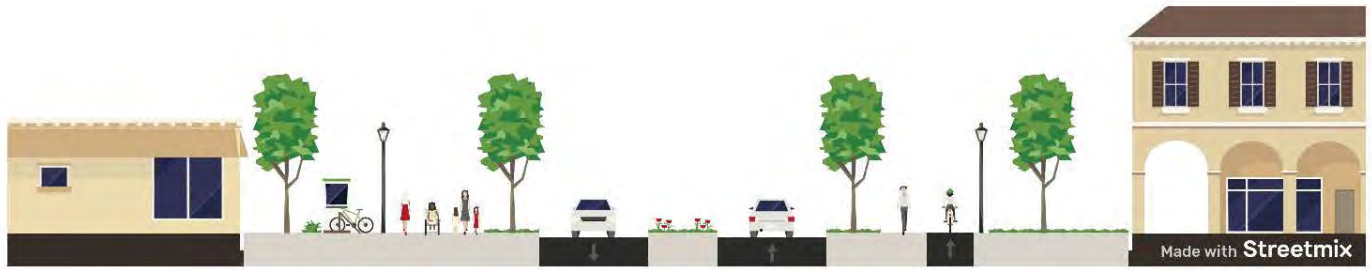
MEDIUM TERM STRATEGIES

Fostering a sense of place and purpose

1. Sustain placemaking activities and events through local organizations and business associations
2. Strengthen landscaping efforts through small grant programs or collaborations with local nurseries
3. Partner with local schools to engage youth with community-service projects
4. Consider conducting a market study for residential and commercial needs

Safety – Coordination with Ramsey County and/or MnDOT to address more permanently the areas of the greatest safety need along the corridor as an interim measure prior to reconstruction

1. Build on the Ramsey County Multimodal Transportation Plan study to understand existing and future conditions to identify feasible improvement opportunities for all modes of travel
 - a. Study to include safety, future growth, active transportation facilities, lane and corridor geometry, signal timings, public engagement and corridor visioning
2. Provide
 - Ramsey County Crossing Policy, [Minnesota’s Best Practices for Pedestrian and Bicycle Safety](#) and [FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations](#) such as but not limited to:
 - i. Rectangular Rapid Flashing Beacons
 - ii. High Visibility Marked Crosswalks – International Markings
 - iii. Medians
 - iv. Curb Extensions
 - v. Street lighting
3. Consider the
 - (transition from traffic striping to physical treatments such as medians and curb extensions)
4. Implement multimodal safety improvements at the intersection of County Road E and Highway 61 and address lane needs based on review of current signal operations



Complete street concept for County Road E – three lane cross section with center left-turn lane and medians between intersections east of Highway 61.

LONG TERM STRATEGIES

Fostering a sense of place and purpose

1. Engage the businesses to identify opportunities for joint marketing and promotions
2. Assess the impact of programming activities and events and make adjustments as needed

Safety – Coordination with Ramsey County and/or MnDOT to plan for major improvements as part of their capital planning processes

1. Based on results of the corridor study completed during the medium term, transform County Road E into an All-Abilities Street that includes:
 - a. The appropriate number and width of motor vehicle travel lanes based on anticipated growth – initial review suggests this results in similar lane arrangement to existing
 - b. Continuous shared-use paths along both sides to provide low-stress mobility along the corridor for people of all ages and abilities to comfortably walk, roll and bicycle
 - c. Pedestrian scale lighting for personal safety and comfort along shared-use path
 - d. Tree-lined boulevards between the path and street utilizing Green Stormwater Infrastructure (GSI) treatments to provide shade for shared use path, stormwater treatment and reduce heat island effect
 - e. Medians at locations where possible to provide opportunities for people to cross one direction of travel at a time with space for refuge, additional areas for landscaping and GSI treatments and
 - f. Enhanced streetscaping to create corridor identity with unique and cohesive gateway elements for partner communities along County Road E
 - g. Enhance
 - by Ramsey County Crossing Policy, [Minnesota’s Best Practices for Pedestrian and Bicycle Safety](#) and [FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations](#), including but not limited to consideration of:
 - i. Rectangular Rapid Flashing Beacons
 - ii. High Visibility Marked Crosswalks – International Markings
 - iii. Medians
 - iv. Curb Extensions
 - v. Street lighting

ure the intersection of County Road E and Highway 61 transforming the barrier into an asset and community gateway that enhances safety, connectivity and placemaking at the County Road E node



Above: Residents at a community meeting.

OVERVIEW OF THE CORRIDOR DEVELOPMENT INITIATIVE PROCESS:

The Corridor Development Initiative consisted of six community workshops held at four different locations along the County Road E corridor (Century College, Redeemer Lutheran Church, Heritage Hall, and the Vadnais Heights Fire Station).

This community process could not have happened without the critical support of staff three partner cities. With a deep appreciation to:

Tracy Shimek, White Bear Lake Housing and Economic Development Coordinator
Nolan Wall, Vadnais Heights Planning and Community Development Director
Ben Johnson, Gem Lake City Council Member

PROJECT TEAM

A Project Team composed of jurisdictional and community representatives was established support the County Road E Corridor Action Plan community process. The role of the Project Team was to:

- Identify the goals and objectives of the community engagement process
- Assist with the creation of an outreach and communication strategy to recruit community participation, and
-

The Project Team members include:

City of White Bear Lake representatives

Kevin Edberg, WBL City Council Member
Dan Jones, WBL City Council Member
Mike Amundsen, WBL Planning Commissioner
Jason Lindahl, WBL Community Development Director (staff)
Tracy Shimek, WBL Housing and Economic Development Coordinator (staff)

City of Gem Lake representatives

Ben Johnson, GL City Council Member
Laurel Hynes-Amlee, GL City Council Member
Don Cummings, GL Planning Commissioner

City of Vadnais Heights representatives

Steve Rogers, VH City Council Member
Katherine Doll-Kanne, VH Planning Commissioner
Liz Moscatelli, VHEDC Board of Directors
Nolan Walls, Planning and Community Development Director (staff)
Kevin Watson, VH City Administrator (staff)

Ramsey County representatives

Victoria Reinhardt, Ramsey County Commissioner
Kari Collins, Ramsey County Community and Economic Development
Mario Montanari, Ramsey County Parks
Scott Mareck, Ramsey County Public Works
Martha Faust, Ramsey County Redevelopment Manager
Ella Mitchell, Ramsey County Economic Development Specialist

Metropolitan Council representatives

Sue Vento, Metropolitan Council Member
Patrick Boylan, Met Council Planning Analyst
Terri Dresen, Met Council Director of Communications (also VH Planning Commissioner)

Community representatives

Jan Johnson, WBL EDC, State Farm
Michael Wilhelmi, Xcel Energy
Tim Wald, White Bear Lake Area School District
Mike Greenbaum, Newtrax

COMMUNITY ADVISORY GROUP

In addition, a Community Advisory Committee was established to identify and support outreach strategies to recruit diverse representation from a range of community interests and backgrounds. The Community Advisory Committee met twice to inform and advise outreach efforts and to provide feedback and review of the draft recommendations and action plan.

MARK YOUR CALENDARS

We encourage participants to attend the full series of workshops

The cities of White Bear Lake, Vadnais Heights, and Gem Lake invite you to inform and guide future development along the corridor through a series of community workshops and discussions. The process will produce an action plan to include near, medium, and long-term goals and action steps, and serve as a tool to attract private investment through development and infrastructure improvements.

Workshop I: Gather Information

Wednesday, September 14, 2022; 6:30 – 8:30pm

Century College, 3300 Century Ave, White Bear Lake

East Campus – Lincoln Mall, park in lot F, G or H, enter through main entrance E1

Workshop II A - C: Exploring Development Options

A. Vadnais Heights sites

Wednesday, September 28, 2022; 6:30 – 8:30pm

Vadnais Heights Fire Station, 3595 Arcade St N

B. White Bear Lake sites

Thursday, September 29, 2022; 6:30 – 8:30pm

Redeemer Lutheran Church, 3770 Bellaire Ave, White Bear Lake

C. Gem Lake sites

Wednesday, October 5, 2022; 6:30 – 8:30pm

Heritage Hall, 4200 Otter Lake Road, Gem Lake

Workshop III: Developer Panel Discussion

Wednesday, October 12, 2022; 6:30 – 8:30pm

Vadnais Heights Fire Station, 3595 Arcade St N

Workshop IV: Framing Recommendations

Wednesday, October 26, 2022; 6:30 – 8:30pm

Vadnais Heights Fire Station, 3595 Arcade St N

For more information, contact:

Tracy Shimek, City of White Bear Lake, at 651-762-4838 or tshimek@whitebearlake.org

Or use your phone's camera on this QR Code to go directly to the website.



ALL EVENTS ARE FREE AND OPEN TO THE PUBLIC

<https://www.whitebearlake.org/e>

Above: Postcard that was mailed to residents

Community Advisory Committee members include:

- Trisha Kauffman, Solid Ground
- Katie West, Gunderson Construction
- Jeffry Borglum, Techie Dudes
- Catherine Gnali, Century College student
- Joy Erickson, White Bear Lake Chamber of Commerce
- Charles Cook, Jimmy's Food and Drink
- Kevin Kelly, Frandsen Bank
- Lauren Lofrumento, Children's Discovery
- Richard Bosak, Gem Lake resident and past city council member

COMMUNITY OUTREACH

A variety of methods were used to notify the community about the County Road E Corridor community workshops. Information was distributed through:

- Postcard mailings
- Flyers distributed door to door to residential areas and businesses along the County Road E corridor

-
- Facebook and other social media outlets
- City web sites
- Individual outreach/word of mouth

CORRIDOR DEVELOPMENT INITIATIVE (CDI) TECHNICAL TEAM THE LISC CDI TECHNICAL TEAM INCLUDED:

Barbara Raye, Center for Policy Planning and Performance (Facilitator and evaluator)
 Tom Leighton, Stantec (Land use and planning consultant)
 Heather Kienitz, Short Elliott Hendrickson, Inc. (Transportation consultant)
 Julia Paulsen Mullin, (Block exercise coordinator)
 Miranda Walker, U.S. Bank (Financial analysis for the block exercise)
 Dan Marckel, (Block exercise facilitator)
 Gretchen Nicholls, LISC Twin Cities (Project coordinator)

COMMUNITY WORKSHOPS

The series of six community workshops were held during September and October 2022. They included:

Workshop I: Gather information

Wednesday, September 14, 2022; 6:30 – 8:30pm | Century College, 3300 Century Ave, White Bear Lake

Presentations were provided by (see addendums B and C):

Tracy Shimek (City of White Bear Lake), **Ben Johnson** (City of Gem Lake), and **Nolan Wall** (City of Vadnais Heights) – an overview of the objectives and purpose of the process, highlights from the comprehensive plans, population growth projections and future land use opportunity sites.

Tom Sohrwiede (Short Elliott Hendrickson) – highlights of County Road E segments and key intersections, transportation considerations and safety review.

Tom Leighton (Stantec) – an orientation on current housing and commercial real estate market trends, and elements of the surrounding area that informs options for potential redevelopment sites.

Participants were asked to respond to four questions:

1. What's valuable, interesting or unique about this area?
2. What could be accomplished through development that would improve/enhance the area? And are there
3. What concerns for the area do you have as future development occurs?
4. How could the corridor be more connected?
5. What concerns for the area do you have as future development occurs?



Above: Photos from community meetings.

Workshop II A - C: Exploring Development Options – The Block Exercise

Community members participated in a series of interactive workshops to create development scenarios for key sites along the County Road E Corridor. Land use and design experts were on hand to share ideas and insights. Sites were divided among three workshops by city. (For block exercise summaries see addendum D.)

A. Vadnais Heights sites

Wednesday, September 28, 2022; 6:30 – 8:30pm

Vadnais Heights Fire Station, 3595 Arcade St N, Vadnais Heights

B. White Bear Lake sites

Thursday, September 29, 2022; 6:30 – 8:30pm

Redeemer Lutheran Church, 3770 Bellaire Ave, White Bear Lake

C. Gem Lake sites

Wednesday, October 5, 2022; 6:30 – 8:30pm

Heritage Hall, 4200 Otter Lake Road, Gem Lake



Above: Participants at the Developer Panel Discussion.

Workshop III: Developer Panel Discussion

Wednesday, October 12, 2022; 6:30 – 8:30pm | Vadnais Heights Fire Station, 3595 Arcade St N, Vadnais Heights

Participants explored the opportunities and challenges of potential development options and corridor revitalization strategies with panelists that bring a range of real estate and place-making expertise.

Panelists included (For discussion notes and bios see addendum E):

- Jeff Salzbrun**, Commercial Equities Group
- Todd Stutz**, Robert Thomas Homes/RT Urban Homes
- Leanna M. Stefaniak**, Esq, At Home Apartments, LLC
- Max Musicant**, The Musicant Group
- Mikeya Griffin**, Rondo Community Land Trust
- Marty O’Connell**, MWF Properties

Workshop IV: Framing the Recommendations

Wednesday, October 26, 2022; 6:30 – 8:30pm | Vadnais Heights Fire Station, 3595 Arcade St N, Vadnais Heights

Participants contributed to the creation of the County Road E Corridor action plan recommendations, which were submitted to the Project Team of local government and private partners for consideration.

EVALUATION SUMMARY OF THE CDI PROCESS

Participants were asked at the end of each session to provide feedback on the effectiveness of the session in meeting its goals, what participants gained during the session, if they would recommend the session to others, satisfaction level, and any additional information they would like to have at the next session. The feedback was optional as was each question on the evaluation form. Not all participants provided feedback and not everyone that did responded to each question. Overall, there were 70 forms submitted.

They also said that the overall project gave them insight into future design of the corridor, strengthened their relationships with each other and community leaders, provided perspective and information about development, and built a sense of community and collaboration.

variety of participants ranging from less than 3 years residence to over 20 years of residence and being a young adult or non-senior/retired adult. Almost all respondents (one respondent wasn't sure about one of the sessions.) would recommend the session (and series) to other cities or communities. , almost everyone expressed satisfaction to high satisfaction with each session and the overall project. (Three expressed being

CONCLUSION

The Corridor Development Initiative submits the attached County Road E Corridor Action Plan recommendations to the cities of White Bear Lake, Gem Lake, Vadnais Heights, and Ramsey County for their consideration.

ATTACHMENTS

- A. County Road E Corridor Action Plan recommendations
- B. T Toolkit
- C. Workshop I presentations
- D. Workshop I Summary and Themes
- E. Workshop II Development Scenario Summaries for Vadnais Heights, Gem Lake, and White Bear Lake
- F. Workshop III Developer Panel Discussion Notes and Bios
- G. Attendance list for the County Road E Corridor Action Plan CDI workshops
- H. County Road E Community Advisor Group Members
- I. County Road E Corridor Project Team Members
- J. Action Plan CDI workshops

ATTACHMENT A. COUNTY ROAD E CORRIDOR ACTION PLAN RECOMMENDATIONS



COUNTY ROAD E CORRIDOR ACTION PLAN

Between Centerville Road and Highway 120

November 2022

What is this document? These recommendations serve as a summary of the input and reflections shared by community members from the cities of Vadnais Heights, Gem Lake, and White Bear Lake through a four-part workshop series convened by LISC Twin Cities to inform future development and improvements through a County Road E Corridor action plan. The action plan will be a living document to help activate deeper collaboration among jurisdiction partners and allow for greater flexibility to accommodate changing trends and technologies. The plan will be used as a tool to attract private investment through development as well as seek regional, state and federal funding for infrastructure improvements which increase the vitality of the corridor. The action plan findings will be submitted to the cities of White Bear Lake, Gem Lake, Vadnais Heights, and Ramsey County for their consideration.





Shopping center at County Rd E and I-35E

INTRODUCTION

The County Road E Corridor between Centerville Road and Highway 120 has significant potential for revitalization, place-making¹ and serves as a catalyst for future development in the area. In partnership and with a grant from Ramsey County, the cities of Vadnais Heights, Gem Lake and White Bear Lake are working collaboratively to identify ways to create a more cohesive and connected corridor along County Road E and to guide future development of key opportunity sites located in each city. The geographic definition of the corridor includes a half-mile radius to the north and south of County Road E.

County Road E currently offers a mix of uses including multi-family residential, single family detached and attached residential, retail, industrial, educational, service, public and agricultural. The corridor serves as a direct access point to major traffic arteries including Interstate 35E, U.S. Highway 61 and Century Avenue North (MN State Highway 120), and provides access nearby Interstate 694. According to 2020 Decennial Census, approximately 26,100 people reside in the census tracts abutting County Road E.

To invite community input and build consensus around key strategies the cities hosted a series of six community engagement workshops to inform a County Road E Corridor Action Plan designed to include near, medium- and long-term strategies. The partnering cities and Ramsey County will consider the action plan recommendations and determine what can be advanced for implementation, some of which will be executed by individual communities and others in partnership. The action plan will be a living document to help activate deeper collaboration among jurisdiction partners and allow for greater flexibility to accommodate changing trends and technologies. The plan will be used as a tool to attract private investment through development and revitalization of existing properties and businesses as well as seek regional, state and federal funding for infrastructure improvements which increase the vitality of the corridor.

¹ Place-making options include an outdoor plaza or park which might include walkable amenity retail and some activated outdoor space that could include patio seating for restaurants other engaging features, and programmed activities or events, or a community center.



Gem Lake opportunity site south of County Rd E

KEY SITES

The following key sites were used to explore opportunities for future development within the three cities (highlight parcels):

Vadnais Heights

Site A: Vacant site in the southwest quadrant at 35E and County Road E (12-acre parcel)

Site B: Vacant site in the northeast quadrant at 35E and County Road E (44-acre parcel)

Gem Lake

Site C: Parcel east of Daniels Farm Road and north of County Road E (18-acres)

Site D: South of County Road E and west of Highway 61 along Hoffman Road (12-acres)

White Bear Lake

Site E: Four corners at the intersection of Bellaire and County Road E (the northeast corner site is owned by the City of White Bear Lake)





Vadnais Heights opportunity site in the southwest quadrant at 35E and County Road E

Some of the key themes that emerged through the community engagement process include:

1. Explore ways to create an overall identity and sense of place throughout the corridor to encourage travelers to frequent local shops and businesses
2. Strong desire for more comfortable, safer crossings of County Road E along the corridor at both signalized crossings and unsignalized crossings to serve people of all ages and abilities
 - concern about pedestrian, bicycle, and automobile safety at the County Road E crossing of Highway 61 and the barrier this highway poses to travelers along the corridor, and in general to the community (especially in regard to crossings near schools)
3. Implement traffic calming measures to:
 - Improve safety
 - Reduce the speed of traffic that is in excess of the speed limit
 - Reduce the perception of the corridor as a drive-through area
 - Guard against shifting traffic to adjoining neighborhood streets
 - Acknowledge the lack of lane continuity issues east and west of Highway 61
4. Support for continuous connections and enhancements to the active transportation network along the corridor that promote walkability, safety, livability, and pedestrian and bicycle access
 - Build public/private partnerships to enhance walkability, both within larger parcels or districts, and to connect with other areas nearby (especially when new development occurs)
 - Improve lighting
5. Residential development
 - A mix of housing formats that meets the needs of the community including affordability, ADA accessible housing, housing for seniors, people who work in the area, and younger households
 - On large sites, a mix of housing types is preferred on the same site



Coffee/ice cream shop in White Bear Lake at County Rd E and Bellaire Ave

6. Commercial development

- Where feasible, retail businesses are desired to support community needs for goods and services, as well as “experience retail” destinations such as restaurants, bars and cafes
- Additional restaurant options are a particular interest
- Although it is understood that local businesses can’t always afford new construction rents, there is support for providing retail space for unique local businesses
- On compatible larger sites, there would be support for a pedestrian-oriented, storefront-style retail element

7. Mixed use development

- On larger sites a mix of land uses would be supported or preferred if feasible—such as a mix of residential and retail, or of residential and industrial
- Horizontal mixed-use (adjacent uses) verses vertical mixed-use (stacked) development is preferred by developers due to financing and property management challenges

8. Site anchors

- On well-located larger sites, there is support for anchoring the new development with a placemaking element (i.e., an outdoor plaza or park which might include walkable amenity retail and some activated outdoor space that could include patio seating for restaurants other engaging features, and programmed activities or events, or a community center)
- Consider ways to create community within a larger site, enhancing the area as a destination and/or improved walkability
- In locations with wetlands, respect those as site constraints by not encroaching on them and leverage them as natural assets that can be enhanced for neighboring development

9. Compatibility

- In locations with neighboring single dwelling homes, site development closest to those homes should be at a compatible scale and provide high quality landscaping or other buffering



Retail destination center at County Rd E & Hwy 120

- 10 Family friendly gathering places that help to foster a sense of community
 - Create destinations that preserve the small town feel and connectedness within the community
 - More green space and connections with planned amenities such as the Bruce Vento Trail
11. A mix of residential and commercial uses that enhance the vitality and market strength of the area
 - Incorporate design features to buffer smaller scale uses from larger scale uses (e.g., open space, setbacks, tiered buildings, etc.)
12. Industrial buildings that serve businesses that want to be closer to the metro
 - Potential for additional well-paying jobs in the area
13. The partner cities and county to coordinate efforts to attract private and public investments that will benefit the broader community
 - Offer public resources to achieve community goals (e.g., revolving loan funds, tax increment financing, down-payment assistance, environmental clean-up, etc.)



White Bear Lake High School located just south of County Rd E (transitioning to middle school, fall 2024)

EXPLORING DEVELOPMENT SCENARIOS

Community members participated in three different interactive block exercise to explore different development options for sites in each of the three cities. The scenarios were run through a financial tool to assess their financial viability. Through the exercise participants gained a greater understanding about the tradeoffs that developers face to create a viable project. They also heard from a panel of developers and specialists in placemaking. They received feedback on their initial development thoughts, recommendation for consideration going forward, and strong support for continuing the process.

Based on the input from the community workshops, the following recommendations are proposed for the County Road E Corridor Action Plan:

OBJECTIVE: CREATE A COHESIVE THEME AND OVERALL SENSE OF PLACE FOR THE CORRIDOR

- 1. Pursue corridor improvements** that meet multiple objectives, including slowing traffic, improving safety, supporting bike and pedestrian movement, building a cohesive and attractive corridor identity, and improving the area to attract high quality housing and business development
- 2. Attract high quality development** to the identified opportunity sites, which enhance the community by providing additional housing and local business options, and special places and amenities
- 3. Address the east/west divide of Highway 61** by reconfiguring the intersection of County Road E and Highway 61 transforming the barrier into an asset and community gateway that enhances safety, connectivity and placemaking at the County Road E node

These goals will be pursued through the following strategies:



TCO Sports Garden located in Vadnais Heights

Near Term Strategies

Fostering a sense of place and purpose

1. Form a coalition among the three cities (similar to the Rice Larpenteur Alliance) to pursue these recommendations
2. Initiate a working group to build out programmed events and activities that give character or personality to the County Road E corridor
3. Work with developers to incorporate privately owned public spaces into larger project sites
4. Coordinate streetscape elements (e.g., trees, banners, street light designs, flower planters or baskets, etc.) to signify connectivity and individuality among the cities
5. Create family friendly programming and events in each of the three cities along County Road E corridor
6. Align zoning regulations in each community to match their comprehensive plans and accomplish these recommendations
7. Continue to engage community members to inform and strengthen the County Road E Corridor action plan (especially those who were not able to participate in this series of workshops)

Safety – Coordination with Ramsey County and/or MnDOT to study and address potential safety issues along the corridor and consider the traffic calming tool kit

1. Participate in the new planning process for the Ramsey County Multimodal Transportation Plan which should soon be linked [here](#), to communicate the goals set forward in these recommendations and inform decisions surrounding the future of transportation in Ramsey County
2. Compare County Road E safety history with similar roads and gather information on actions cities have taken to address safety issues



County Road E at Highway 61 is not comfortable for people walking, rolling and biking.

3. Complete a speed study at select locations along County Road E to learn the current speeds, trends, and other strategies from the traffic calming tool kit based on study results
4. Identify, study and implement temporary or demonstration projects at select locations along County Road E for crossing improvements to provide pedestrian refuges, two stage crossings, and reduce exposure of pedestrians to motor vehicle traffic when crossing the street
5. Consider implementing flexible delineators to tighten curb radius to slow turning motorists and reduce exposure of pedestrians to motor vehicle traffic when crossing the street
6. Begin discussions with MnDOT to address safety concerns and potential improvements at the intersection at County Road E and Highway 61 – specifically addressing the potential to modify or remove the channelized right turn lanes, long pedestrian crossings, intersection pedestrian connections and traffic signal operation
7. Consider the implementation of Flashing Yellow Arrow Left-turn Arrows at signalized intersections where appropriate
8. Add pedestrian countdown timers to the signalized intersections of County Road E at Highway 61, Linden Avenue and Century Avenue/120
9. Stripe all crosswalks at signalized intersections and mid-block crossings with international markings (zebra markings)
10. Conduct an ADA walk audit to identify opportunities to improve accessibility along and crossing of County Road E
11. Review existing photometrics and recommend lighting improvements where necessary to improve safety and comfort for all travelers

Connectivity – Strengthen and promote convenient, comfortable and safe walking, rolling and biking along, across and near the corridor

1. Consider ways that development guidelines can include traffic calming measures (e.g., reducing setbacks)
2. Add projects to capital planning to address gaps in the existing sidewalk and trail network to facilitate



The Barnum located on County Rd E in White Bear Lake

- movement along the corridor and to desired destinations within the corridor
- 3. Apply for grants such as Regional Solicitation, Highway Safety Improvement Project, Safe Routes to School, Safe Streets 4 All and RAISE Grants
- 4. Find opportunities to pair trail gap projects with current projects to begin filling existing gaps
- 5. Work with existing property owners to add on-site pedestrian facilities to connect within the site and to the public sidewalks and trails through striping or small sidewalk projects to encourage park once opportunities

Development Sites

1. Market the development opportunities
 - a. Create a marketing plan for the County Road E corridor that showcases local amenities and market features, and identifies key opportunity sites for investment
 - b. Create site-specific informational materials for each site that include an area map, a site map with neighboring land uses and known site constraints, and development objectives
 - c. Pursue a range of approaches to making developers aware of the development opportunities along the County Road E corridor, as well as the specific development opportunity sites
2. Create site-specific development objectives for each site which respond to the unique characteristics of each site and are informed by the community and developer input from this process and community planning best practices
 - a. Promote site designs that support active transportation goals of the community
 - b. At each site, review opportunities to transform barriers – such as Highway 61, Transit, Regional Trails, Wetlands – into assets for the site, including enhanced greenspace, water features, and improved connectivity opportunities for roadways, transit and trails
 - c. Encourage and promote shared parking practices between adjacent developments. Balance parking requirements and development demands to avoid building excessive amounts of surface parking



Electric vehicle charging stations provide customers with more sustainable options to access local businesses.

- d. Include on-site bike racks for customers and secure (indoor/locked) bike parking for employees and renters/owners
 - e. Consider future on-site shared and regulated mobility options such as bike share, scooter share and car share
 - f. Consider mini-roundabouts that facilitate traffic interior to development sites
 - g. Integrate electric vehicle charging stations into sites
 - h. Integrate sidewalks and bicycle paths throughout new developments and connections to public trails and sidewalks
 - i. Include lighting, art and landscaping elements that support unique programming and placemaking to enhance the viability of long-term neighborhood destinations for the surrounding community
 - j. Promote on-site landscaping that utilizes Best Management Practices (BMPs) and Green Stormwater Infrastructure (GSI) treatments to effectively integrate water quality improvements while aesthetically connecting the natural environment with its community
 - k. Consider options such as community land trusts for long term affordability for commercial or homeownership
 - l. “Swapping uses”: Work with businesses to right-size their locations (e.g., relocate businesses from low- occupancy strip malls to other sites, repurpose strip malls)
 - m. Explore mixed-use options that include industrial uses that help to locate services closer to the metro (job opportunities)
 - n. Promote the Shafer Richardson Phase 2 out-lot as a space to support access to the Vento trail and biking
3. For sites with special redevelopment challenges related to site conditions, size constraints, etc, consider additional implementation related research that explores additional public sector actions which can position sites for high quality redevelopment



Median treatment to facilitate two-stage crossing and provide pedestrian refuge on a four-to-three lane conversion of Maryland Avenue at Greenbriar Street in Saint Paul, MN.

Medium Term Strategies

Fostering a sense of place and purpose

1. Sustain placemaking activities and events through local organizations and business associations
2. Strengthen landscaping efforts through small grant programs or collaborations with local nurseries
3. Partner with local schools to engage youth with community-service projects
4. Consider conducting market studies for residential and commercial needs

Safety – Coordination with Ramsey County and/or MnDOT to address more permanently the areas of the greatest safety need along the corridor as an interim measure prior to reconstruction

1. Build on the Ramsey County Multimodal Transportation Plan study to understand existing and future conditions to identify feasible improvement opportunities for all modes of travel
 - a. Study to include safety, future growth, active transportation facilities, lane and corridor geometry, signal timings, public engagement and corridor visioning
2. Provide enhanced crossings of County Road E at key locations based on best practices as defined by Ramsey County Crossing Policy, [Minnesota’s Best Practices for Pedestrian and Bicycle Safety](#) and [FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations](#) such as but not limited to:
 - a. Rectangular Rapid Flashing Beacons
 - b. High Visibility Marked Crosswalks – International Markings
 - c. Medians
 - d. Curb Extensions
 - e. Street lighting

3. Consider the full range of traffic calming techniques along the corridor (e.g., roadway narrowing with striping to physical treatments such as medians and curb extensions)
4. Implement multimodal safety improvements at the intersection of County Road E and Highway 61 and address lane needs based on review of current signal operations

Long Term Strategies

Fostering a sense of place and purpose

1. Engage the businesses to identify opportunities for joint marketing and promotions
2. Assess the impact of programming activities and events and make adjustments as needed

Safety – Coordination with Ramsey County and/or MnDOT to plan for major improvements as part of their capital planning processes

1. Based on results of the corridor study completed during the medium term, transform County Road E into an All-Abilities Street that includes:
 - a. The appropriate number and width of motor vehicle travel lanes based on anticipated growth – initial review suggests this results in similar lane arrangement to existing
 - b. Continuous shared-use paths along both sides to provide low-stress mobility along the corridor for people of all ages and abilities to comfortably walk, roll and bicycle
 - c. Pedestrian scale lighting for personal safety and comfort along shared-use path
 - d. Tree-lined boulevards between the path and street utilizing Green Stormwater Infrastructure (GSI) treatments to provide shade for shared use path, stormwater treatment and reduce heat island effect
 - e. Medians at locations where possible to provide opportunities for people to cross one direction of travel at a time with space for refuge, additional areas for landscaping and GSI treatments and traffic calming
 - f. Enhanced streetscaping to create corridor identity with unique and cohesive gateway elements for partner communities along County Road E



Complete street concept for County Road E – three lane cross section with center left-turn lane and medians between intersections east of Highway 61.

g. Enhanced crossing treatments at key unsignalized crossings based on best practices as defined by Ramsey County Crossing Policy, Minnesota's Best Practices for Pedestrian and Bicycle Safety and FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations, including but not limited to consideration of (as identified in medium term strategies - Safety #2):

- a. Rectangular Rapid Flashing Beacons
- b. High Visibility Marked Crosswalks – International Markings
- c. Medians
- d. Curb Extensions
- e. Street lighting

2. Reconfigure the intersection of County Road E and Highway 61 transforming the barrier into an asset and community gateway that enhances safety, connectivity and placemaking at the County Road E node

ATTACHMENT B. TRAFFIC CALMING TOOLKIT

County Road E Corridor Action Plan Traffic Calming Toolkit


What is Traffic Calming?

The Federal Highway Administration (FHWA) defines traffic calming as a way to “support the livability and vitality of residential and commercial areas through improvements in non-motorist safety, mobility, and comfort.” On roadways where the speed, traffic, and/or safety are a concern, traffic calming measures can help change driver behavior through education measures or by implementing visual or physical changes to the road environment. These measures can include education campaigns, changes to the pavement marking and signing, horizontal and vertical deflections, lane narrowing, and other features.


Traffic Calming Toolkit

This toolbox is provided as a quick reference guide to traffic calming device options feasible for some segments or intersections along County Road E. Information was obtained primarily from the FHWA ePrimer online resource: <https://highways.dot.gov/safety/speed-management/traffic-calming-eprimer>

Category 1 – Base Measures

Measure	Description	
Education	Education campaigns can help remind speeding drivers or non-local traffic the effects of their actions. The education elements may include reminders of speeding fines, school zones, nearby pedestrian/bicycle generators, and safety tips.	
Dynamic Speed Display Sign	A speed display sign provides the same information but is mounted permanently to a regulator speed limit sign and requires a solar or hard-wire power source. Effective at temporarily reducing speeds but may not receive long-term compliance unless paired with period enforcement.	 <p><i>Photo source: FHWA Speed Management</i></p>
On-Street Parking	A variety of on-street parking options can be used to narrow the travel lane width. This strategy is most effective when on-street parking activity is relatively high and consistent.	
Transverse Pavement Markings	Adding or revising pavement markings such as edge lines and centerlines may add clarity to the roadway conditions, such as defining the lane widths.	
Traffic Signage	Installing traffic signs may improve driver awareness of specific conditions such as sharp curves, turn restrictions, school zones, and turn restrictions. Restricting turns with signage may mitigate cut-through traffic or redirect traffic to other streets.	

Category 2 – Physical Measures

Measure	Description	Photo Example
Mini-Roundabout	Using modern roundabout design principles, a mini-roundabout is a raised, traversable island placed at an unsignalized intersection to encourage slower speeds entering the intersection and looks to reduce the number of angle or turning collision crashes. Designs include splitter islands to direct traffic from all directions.	 <p><i>Photo source: SEH Inc.</i></p>

County Road E Corridor Development Initiative
Traffic Calming Toolkit

Measure	Description	Photo Example
Raised Crosswalk	A raised crosswalk is a variant of a speed table when signed and striped as a pedestrian crossing and could be implemented at trail crossings of cross streets.	 <p style="text-align: center;"><small>Photo source: SEH Inc.</small></p>
Corner Extension	Also known as curb extensions, bulbouts or bump-outs, a corner extension is a horizontal extension of the sidewalk at an intersection into the street to narrow the roadway width.	 <p style="text-align: center;"><small>Photo source: SEH Inc.</small></p>
Median Island	A raised island located along the centerline of the roadway to specifically narrow the travel lanes at that location.	 <p style="text-align: center;"><small>Photo source: SEH Inc.</small></p>
Road Diet	A conversion of a 4-lane undivided roadway to include fewer or narrower lanes for vehicular traffic. Typically, a road diet converts a four-lane roadway to a three-lane section that includes two through lanes and one center two-way left-turn lane. The additional width can be used for a variety of features such as bike lanes, sidewalks, or on-street parking.	 <p style="text-align: center;"><small>Photo source: SEH Inc.</small></p>
Rectangular Rapid Flashing Beacon (RRFB)	An RRFB consists of two, rectangular-shaped yellow signs with LED lights that emit alternating flashes when activated. An RRFB may be applicable to improve the safety and visibility of pedestrian crossings at key locations.	 <p style="text-align: center;"><small>Photo source: SEH Inc.</small></p>

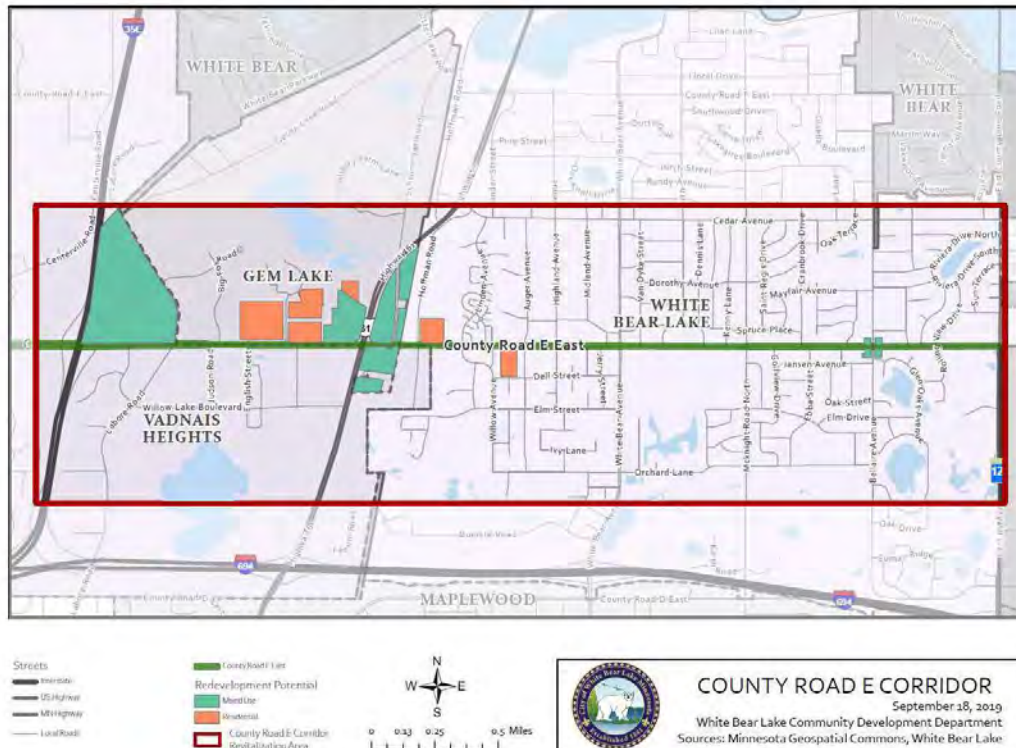


County Road E Corridor Action Plan Corridor Development Initiative

Workshop 1: September 14, 2022
 Workshop 2: Sept 28 (VH), Sept 29 (WBL), Oct 5 (GL)
 Workshop 3: October 12, 2022
 Workshop 4: October 26, 2022



County Road E Corridor



Project Team

- **Kevin Edberg**, WBL City Council
- **Dan Jones**, WBL City Council
- **Mike Amundsen**, WBL Planning Commission
- **Steve Rogers**, VH City Council
- **Terri Dresen**, VH Planning Commission
- **Katherine Doll-Kanne**, VH Planning Commission
- **Ben Johnson**, GL City Council
- **Laurel Hynes-Amlee**, GL City Council
- **Don Cummings**, GL Planning Commission
- **Victoria Reinhardt**, Ramsey County Commissioner
- **Kari Collins**, Ramsey County CED
- **Mario Montanari**, Ramsey County Parks
- **Scott Mareck**, Ramsey County Public Works
- **Martha Faust**, Ramsey County
- **Ella Mitchell**, Ramsey County
- **Sue Vento**, Metropolitan Council Member
- **Patrick Boylan**, Met Council
- **Terri Dresen**, Met Council
- **Jan Johnson**, WBL EDC/ State Farm
- **Michael Wilhelmi**, Xcel Energy
- **Tim Wald**, WBL Area Schools
- **Mike Greenbaum**, Newtrax

Citizen Advisory Group

- **Trisha Kauffman**, Solid Ground
- **Katie West**, Gunderson Construction
- **Jeff Borglum**, Techie Dudes
- **Catherine Gnali**, Center College student
- **Joy Erickson**, WBL Chamber
- **Charles Cook**, Jimmy's
- **Kevin Kelly**, Frandsen Bank
- **Lauren Welch Lofrumento**, Children's Discovery
- **Donna and Curt Anderson**, residents
- **Rick Bosak**, Past GL City Council member

CDI Technical Team Members

- **Barbara Raye**, facilitator, Center for Policy Planning and Performance
- **Tom Leighton**, Stantec
- **Heidi Kientiz**, SEH
- **Julia Paulsen Mullin**, Block Exercise Coordinator
- **Miranda Walker**, financial analysis
- **Gretchen Nicholls**, CDI coordinator, LISC Twin Cities

City Staff

- **Tracy Shimek**, City of White Bear Lake
- **Nolan Wall**, City of Vadnais Heights

Workshop I: Gathering Information

Presenters:

- **White Bear Lake, Gem Lake, Vadnais Heights Collaboration**

- Tracy Shimek, City of White Bear Lake
- Nolan Wall, City of Vadnais Heights
- Ben Johnson, City of Gem Lake

- **Getting the Conversation Started**

- Tom Leighton, Stantec

- **Access and Complete Street Design**

- Tom Sohrweide, Short Elliott Hendrickson, Inc. (SEH)

Facilitation:

- **Barbara Raye**, Center for Policy Planning and Performance

Upcoming Workshops

Workshop II: Development Scenarios – The Block Exercise

Vadnais Heights – Wednesday, Sept 28, Vadnais Heights Fire Station

White Bear Lake – Thursday, Sept 29, Redemer Lutheran Church

Gem Lake – Wednesday, October 5, Heritage Hall

Workshop III: Developer Panel

Wednesday, October 12, Vadnais Heights Fire Station

Workshop IV: Framing the Recommendations

Wednesday, October 26, Vadnais Heights Fire Station

All workshops will be 6:30 – 8:30 pm

COUNTY ROAD E CORRIDOR ACTION PLAN WORKSHOP SERIES



September 14 - October 26, 2022

WHAT?



- 2019 Ramsey County Launches Critical Corridor pilot project
- White Bear Lake & Vadnais Heights with support from Gem Lake apply for grant
- Goal: community driven vision that transforms corridor into a place fosters a sense of community & connects people to economic opportunities

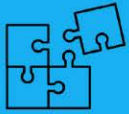
WHY?



- Gain perspectives on community needs and wants along the corridor



- Improve understanding of what is viable and realistic



- Attract investment to the corridor to maintain and improve vitality



- Improve quality life for County Road E Residents & Stakeholders

COMPREHENSIVE PLANNING



- Each city in metro area required to update every 10 years (current cycle is 2040 Comprehensive Plan)



- Defines the vision, goals and aspirations for the long term development and redevelopment of the community



- Intended to shape land use & transportation patterns, conserve natural resources, & identify needs for utilities, housing and parks and open space



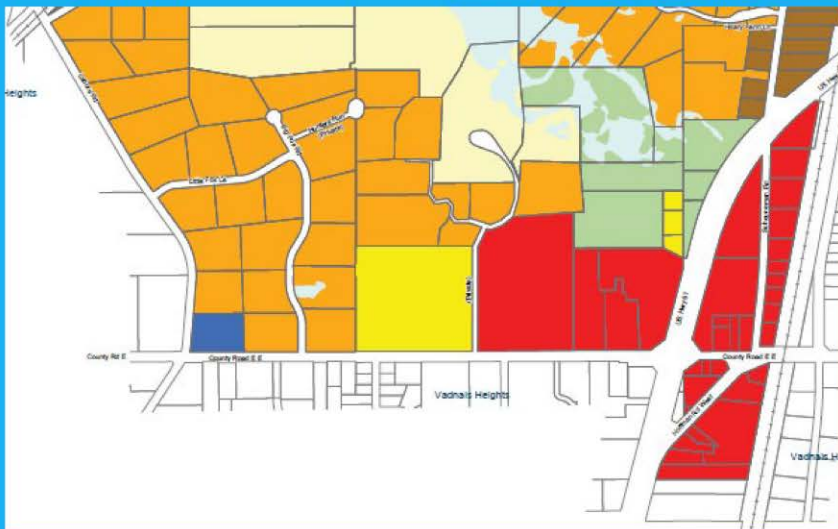
- Guides decisions on both public and private investments in infrastructure and facilities

PROJECTED GROWTH BY 2040

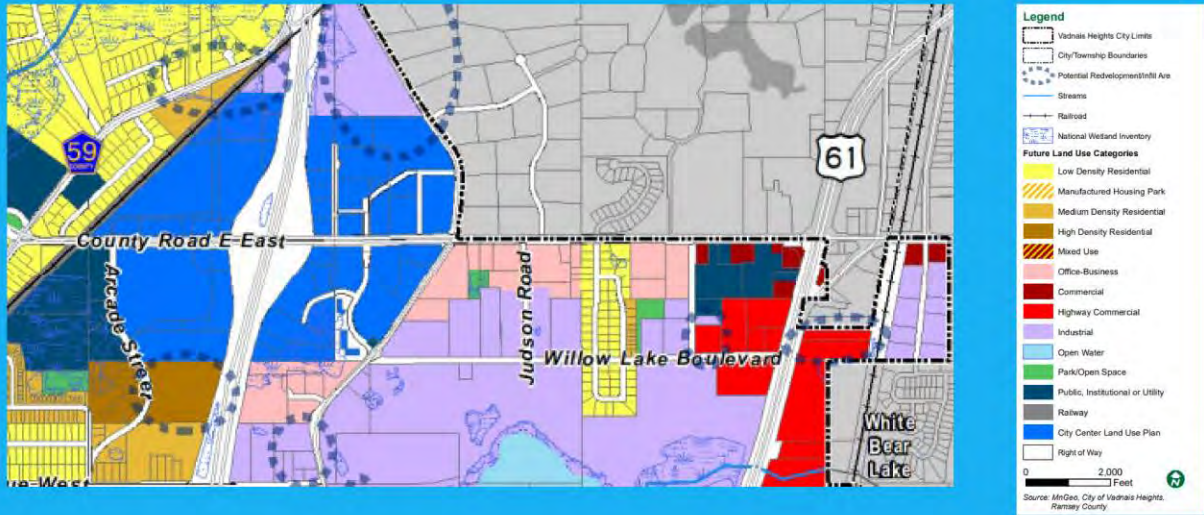
City	Population (change from 2021 population estimates)	Households (change from 2021 population estimates)
Gem Lake	530 (-4)	250 (+48)
Vadnais Heights	14,100 (+1020)	6,300 (+786)
White Bear Lake	25,800 (+733)	11,200 (+1104)

Source: Metropolitan Council Community Profiles

FUTURE LAND USE: GEM LAKE



FUTURE LAND USE: VADNAIS HEIGHTS



FUTURE LAND USE: WHITE BEAR LAKE



Corridor Development Initiative – County Road E Vadnais Heights, Gem Lake, White Bear Lake

Presentation by Tom Leighton, Stantec
September 14, 2022

DEVELOPER, COMMUNITY PERSPECTIVES

Developer Requirements

- In tune to demand trends
- Cost sensitive
- Finds efficiencies in density, scale
- Reduces risk by:
 - Following the pack
 - Specializing on one development type
- Community impact

Community Values

- Serves needs of existing community
- Provides homes for employees of local businesses, seniors, families
- Provides jobs, places to shop & eat
- Compatible with character of area
- Visually appeal

DEVELOPER, COMMUNITY PERSPECTIVES

Developer Requirements

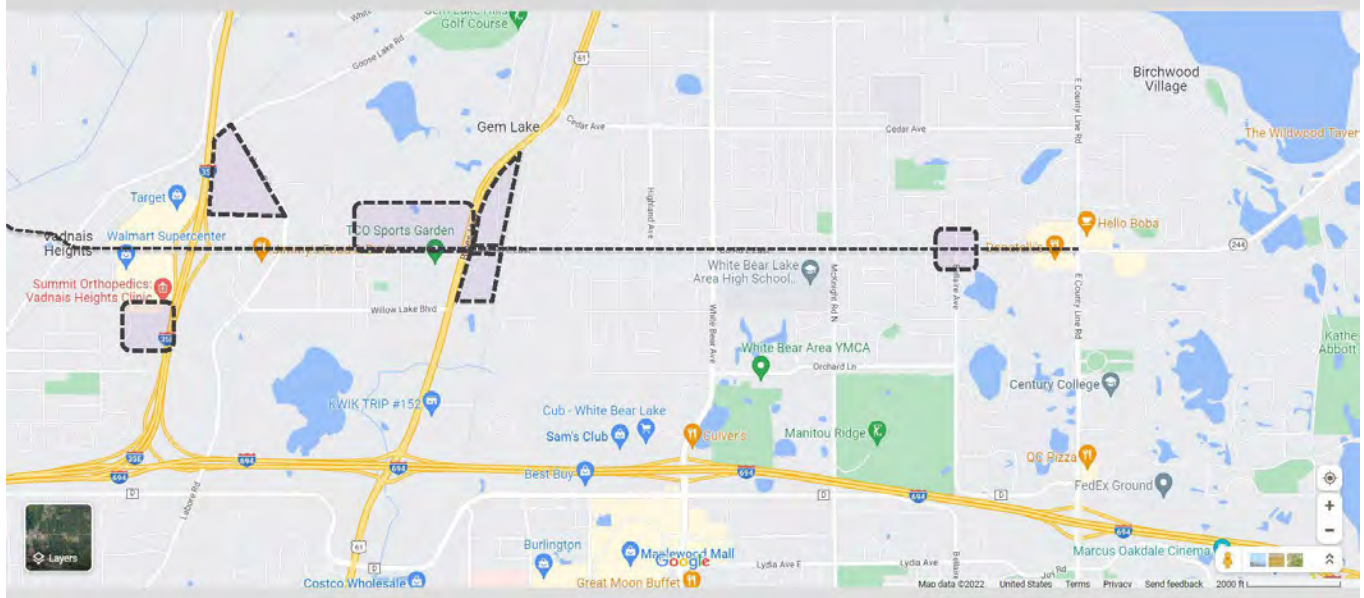
- In tune to demand trends
- Cost sensitive
- Finds efficiencies in density, scale
- Reduces risk by:
 - Following the pack
 - Specializing on one development type
- Community impact

Whose Community Values?

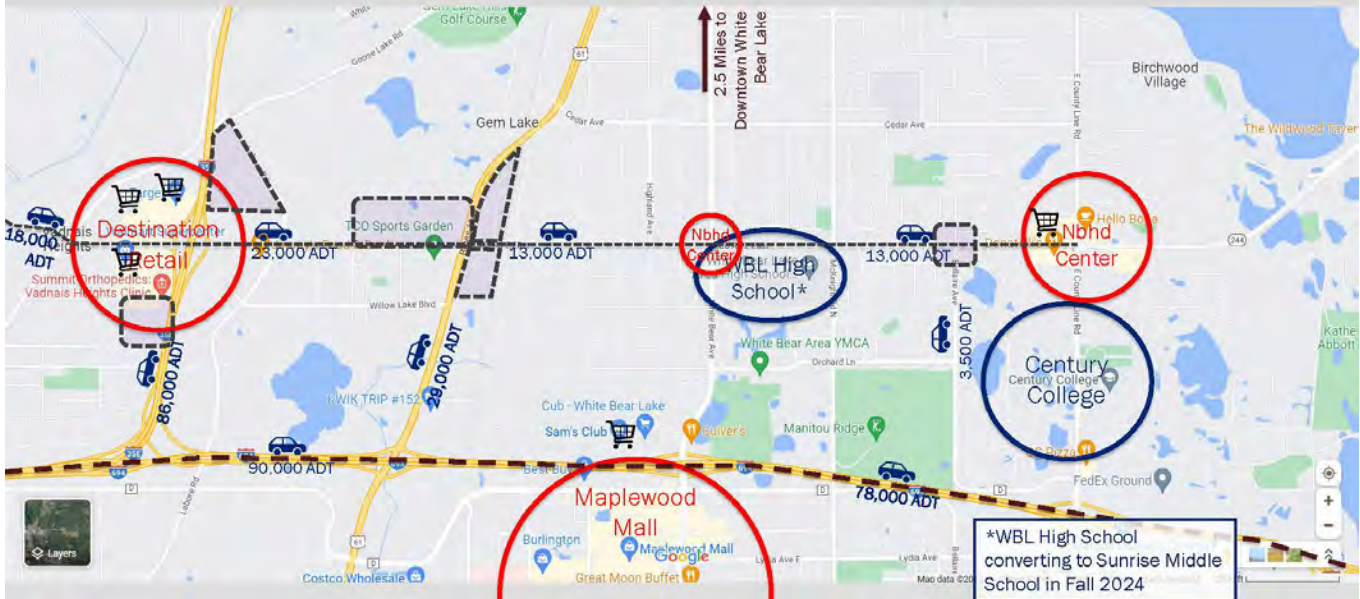
Yours and Others

- Yours
- Nearby residents
- Households across your community
- Future residents or business owners

FOCUS AREAS

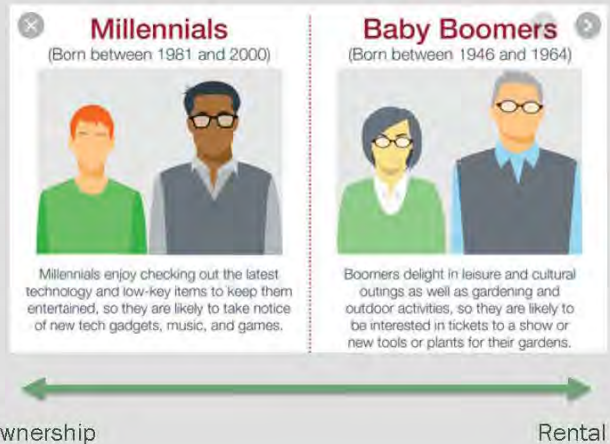


MARKET CONTEXT

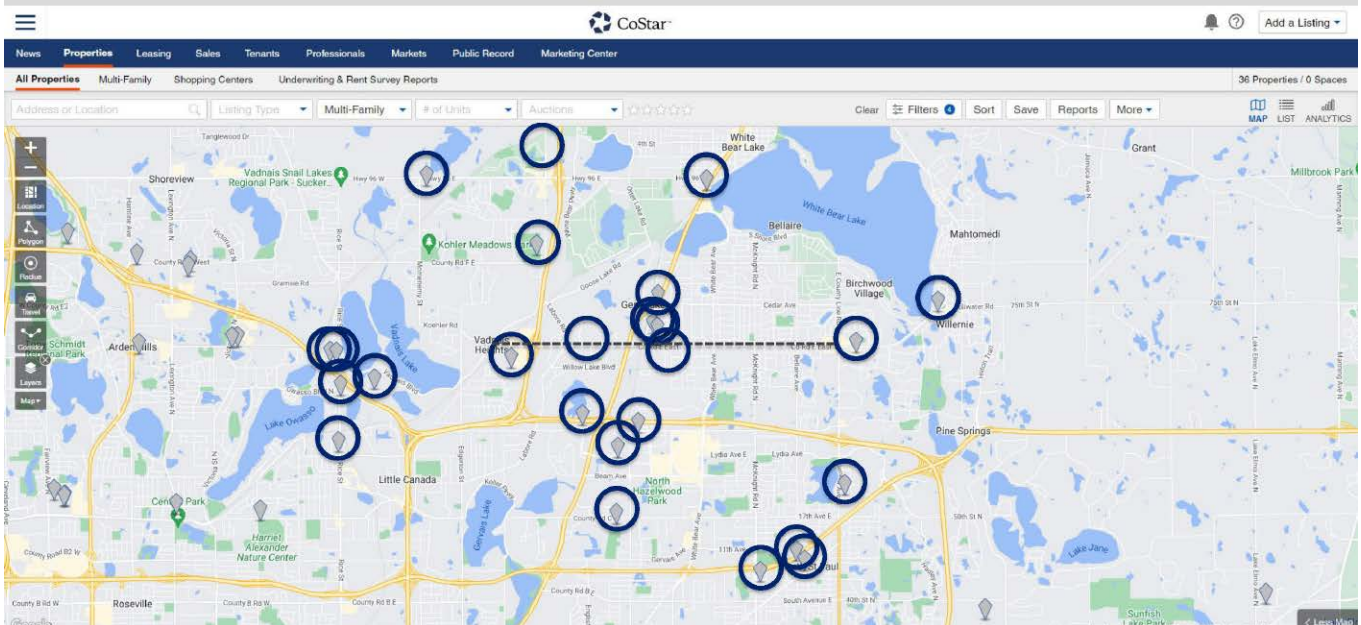


HOUSING MARKET TRENDS

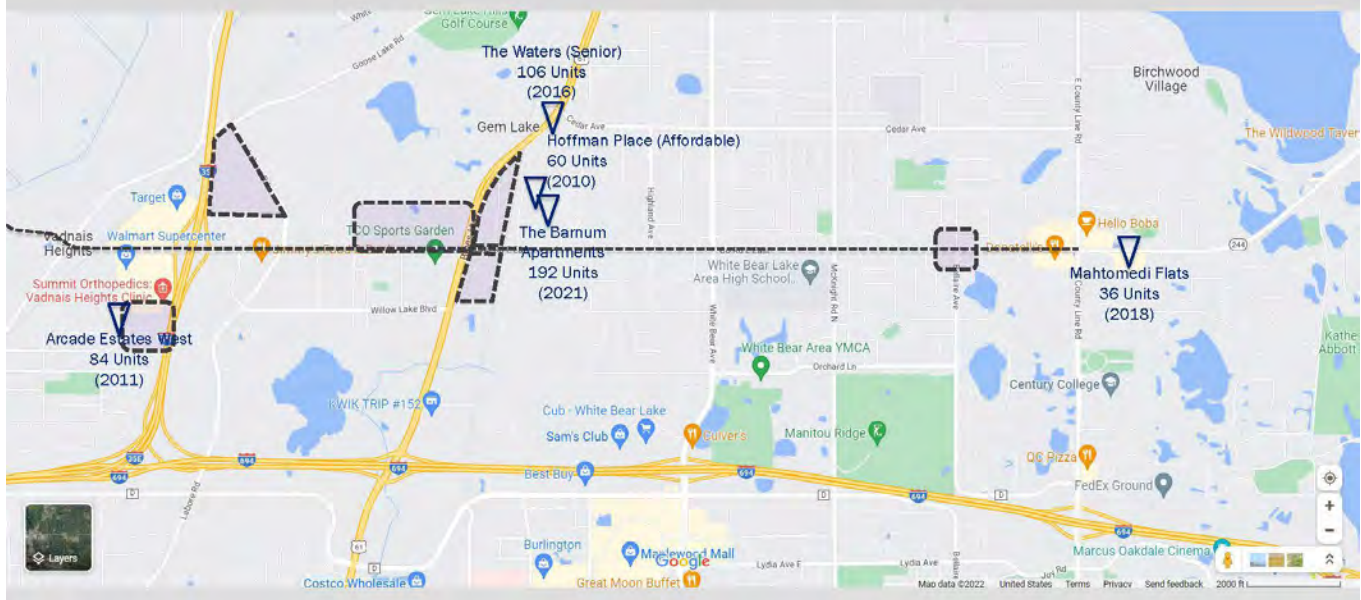
- Seniors, Retirees & Millennials are driving the market
- Shifting preferences toward Rental Housing
- Senior housing tries to meet a mix of needs (mini-continuum means independent living, assisted living and memory care)
- There is strong demand for new multifamily housing development – including in the VH/GL/WBL area – rents have increased and vacancies have remained very low



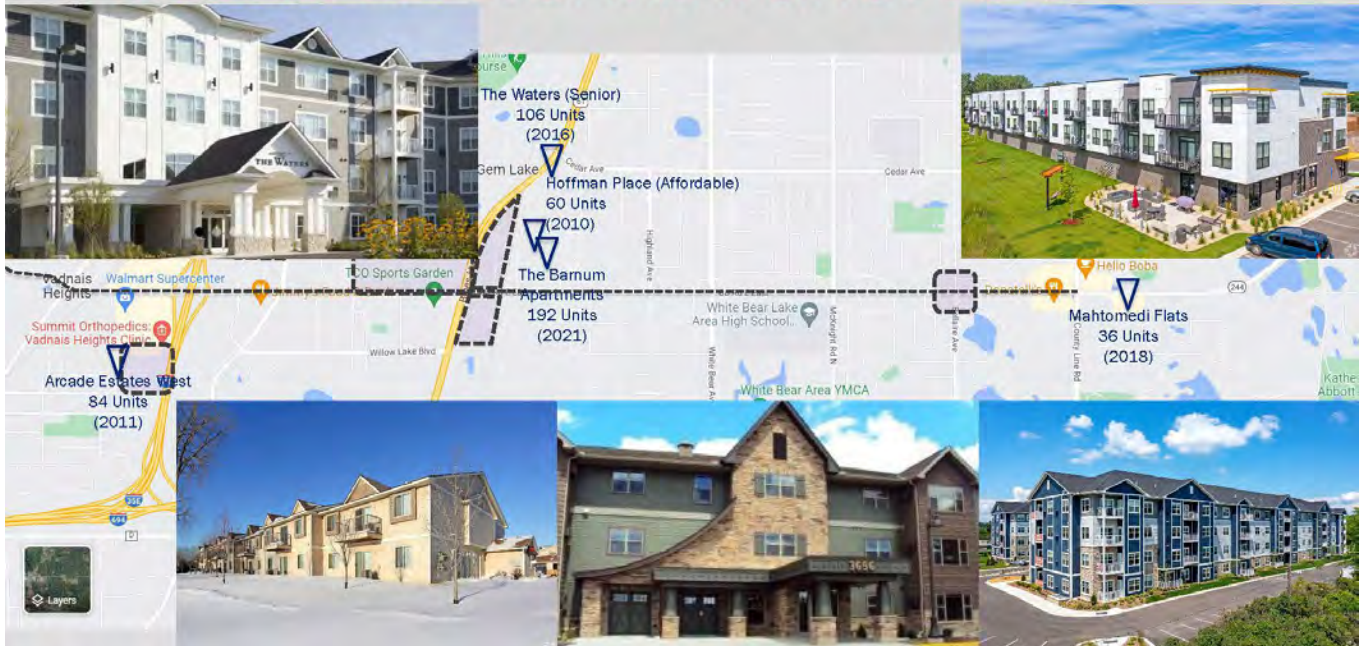
HOUSING DEVELOPMENT SINCE 2010



HOUSING DEVELOPMENT SINCE 2010



HOUSING DEVELOPMENT SINCE 2010



MULTIFAMILY HOUSING DEVELOPMENT

Design matters



AFFORDABLE HOUSING

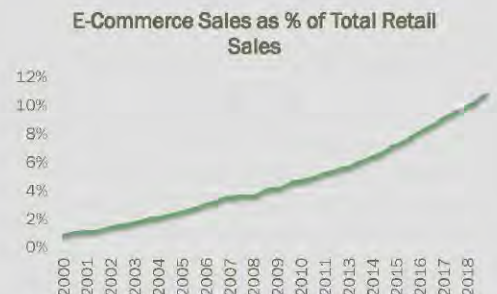
What are we talking about?

- Housing is considered affordable to a family or household if it costs 30% or less of the total household income
- Households making 60% of the Area Median Income are still earning around \$50,000 per year
- New affordable housing usually looks just the same as market rate housing

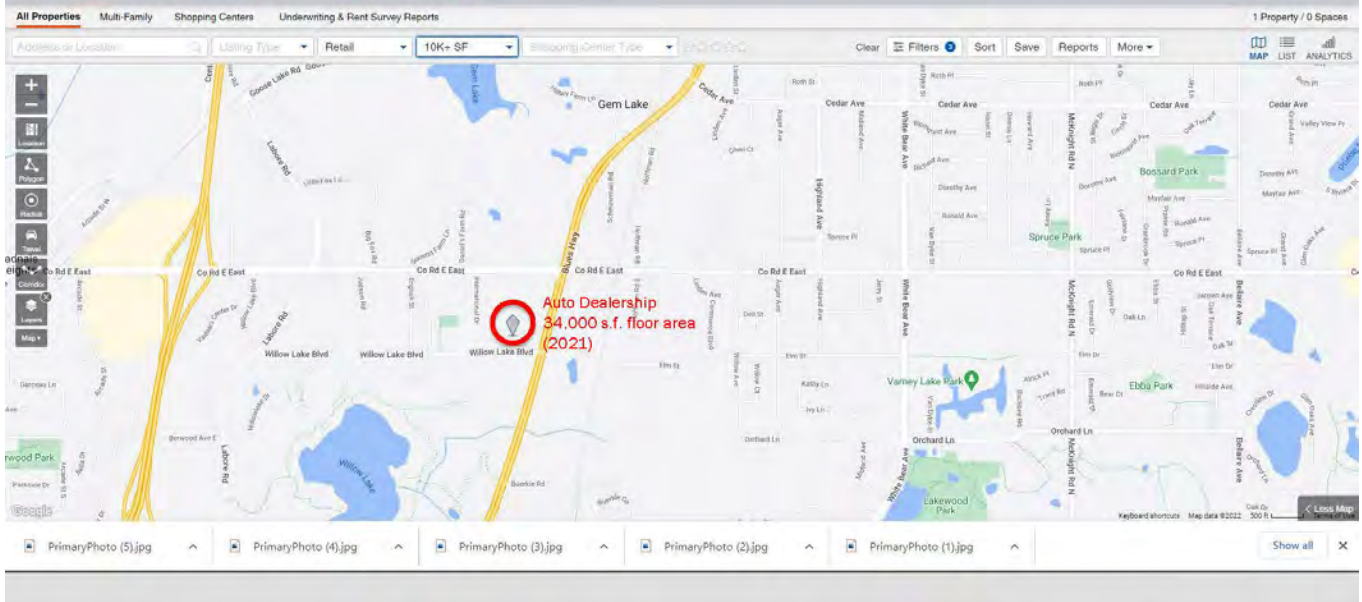


RETAIL MARKET TRENDS

- Retail is rebounding from the pandemic, but the long-term trend for retail stores is flat to downward, as internet shopping displaces store-based retail
- Weaker shopping centers are declining and closing, while stronger centers are holding their own
- One of the stronger retail types right now is “*experience retail*”
 - Using events, store-based experiences
 - Food/Bev. Businesses are inherently experience-based
- Retail development needs ample traffic volumes, visibility
- Retail developers will be overall cautious about new retail development



RETAIL DEVELOPMENT SINCE 2010 (over 10,000 s.f.)



OFFICE MARKET TRENDS

- Office use has been upended by the COVID pandemic
 - There is lots of vacant office space in the metro area
 - Adjustments will have to happen before office demand recovers
- New office development is unlikely in the short to medium term
- Medical office has not been impacted by the pandemic



Kennard Professional Building
(for sale)

INDUSTRIAL MARKET TRENDS

- The industrial market is strong at the moment
 - There is strong demand for warehousing and distribution
 - Demand for manufacturing as well
- Industrial facilities appreciate good access to the regional transportation networks
- Large sites are desirable because they provide flexibility

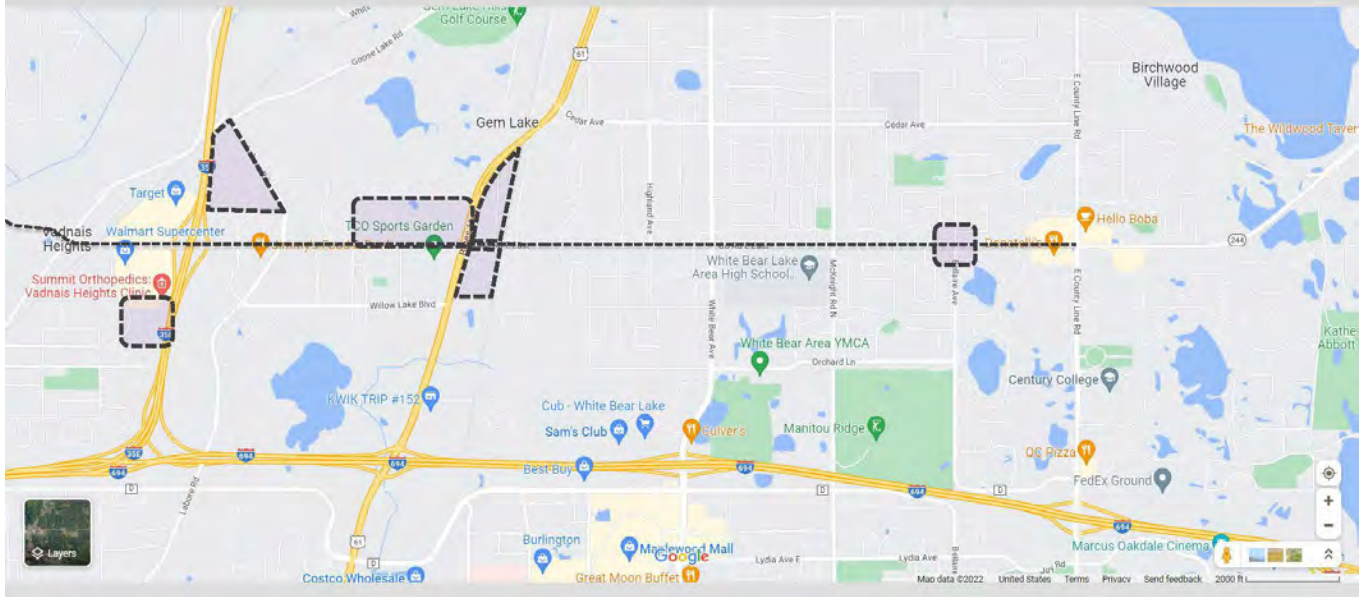


Warehouse, 3235 Labore Road
(17,000 s.f., built 2021)

INDUSTRIAL DEVELOPMENT SINCE 2010

The screenshot shows the CoStar website interface. At the top, there are navigation tabs for News, Properties, Leasing, Sales, Tenants, Professionals, Markets, Public Record, and Marketing Center. Below this, there are filters for 'All Properties', 'Multi-Family', 'Shopping Centers', and 'Underwriting & Rent Survey Reports'. The main area is a map showing industrial development since 2010, with several red circles highlighting specific sites. The map includes labels for various locations like Vadnais Heights, Gem Lake, Birchwood Village, Willernie, and Pine Springs. At the bottom, there is a gallery of primary photos for the highlighted sites, with options to view more photos and a 'Show all' button.

FOCUS AREAS





COUNTY ROAD E CORRIDOR ACTION PLAN TRANSPORTATION CONSIDERATIONS

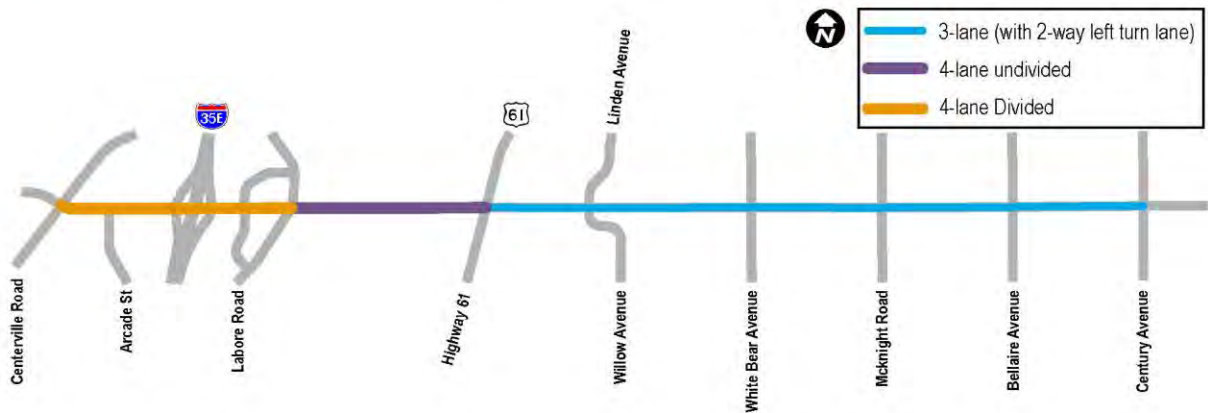
COMMUNITY WORKSHOP #1 – September 14, 2022
Vadnais Heights, Gem Lake, White Bear Lake

Tom Sohnrweide, PE



Building a Better World for All of Us®

County Road E – 3 Segments



Building a Better World for All of Us®

County Road E – Centerville Road to Labore Road



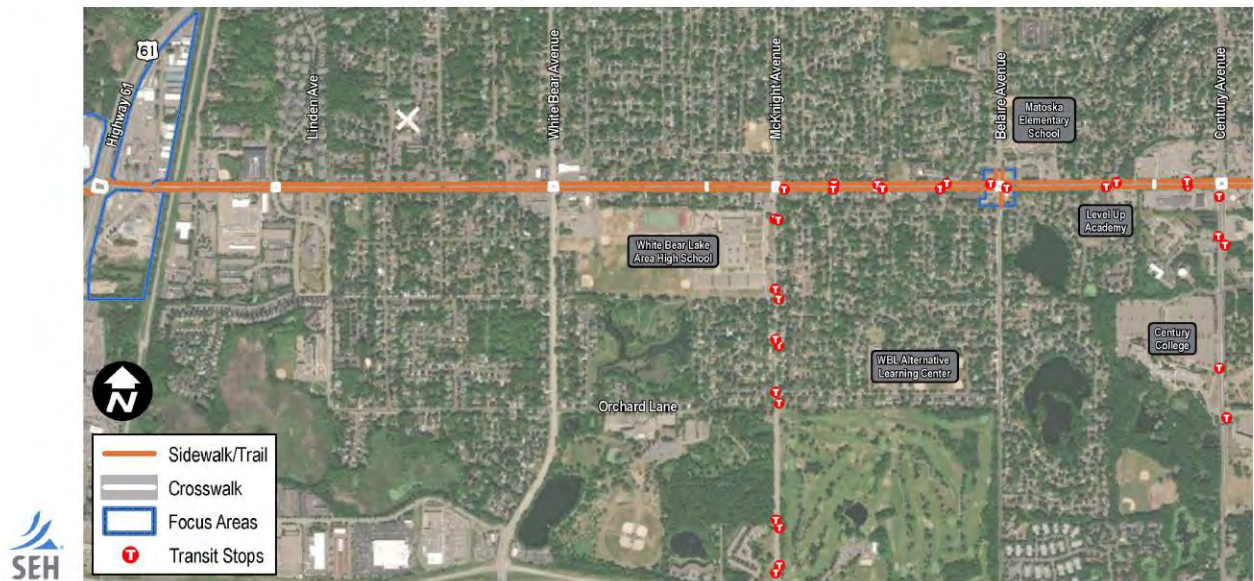
County Road E – Labore Road to Highway 61



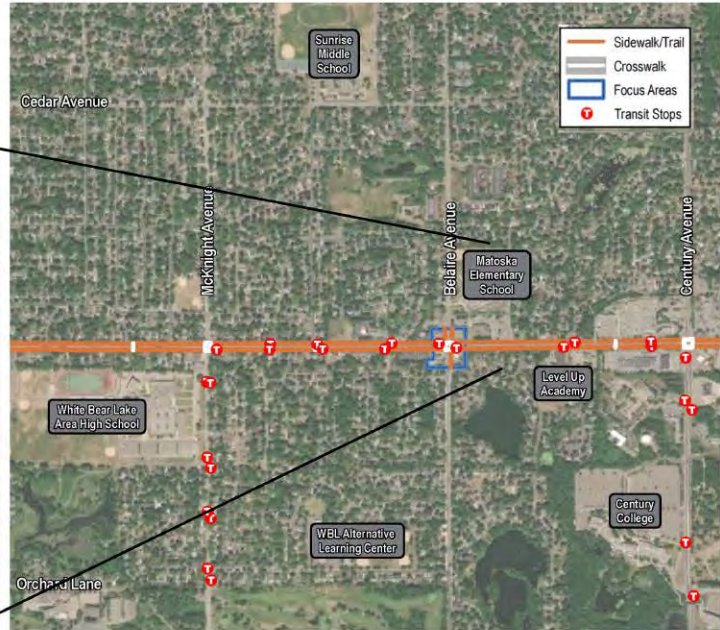
Intersection of County Road E and Highway 61



County Road E – Highway 61 to Century



County Road E at Bellaire



Building a Better World for All of Us®

High-Level Safety Review: 2017 – 2021

- 428 Total Crashes
- 9 Serious Injury Crashes
 - 2 involving pedestrians or bicyclists
- 3 Bicycle Crashes
 - 1 serious injury
- 9 Pedestrian Crashes
 - 1 serious injury



Thank you



Building a Better World for All of Us®

County Road E Corridor Action Plan

September 14, 2022

Century College

Small Group Discussion Notes

1. What's valuable, interesting or unique about this area?

Corridor wide:

<p>Businesses/commercial</p> <ul style="list-style-type: none"> • Locally owned businesses • Access to many business types – cool downtown, small town • Shopping isn't far • Sport complexes <p>Streets/access/parking</p> <ul style="list-style-type: none"> • Plowed first in the winter because it's a County Road. • Parking is a challenge • Can bike throughout area • Car access • Easy access 	<p>Housing</p> <ul style="list-style-type: none"> • Homes are set back from County Rd E <p>Characteristics of the area</p> <ul style="list-style-type: none"> • Great schools/place to raise a family • Three communities collaboration, coordination • Great city staff • Feel close to metro area • Blend of suburban/urban living • Small city atmosphere • Churches in all • Homes are set back from County Rd E • Variety of uses • Can we maintain/create green space?
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White Bear Lake:

<p>Businesses/commercial</p> <ul style="list-style-type: none"> • Grocery on east end • Good commercial at White Bear Ave • Shopping/restaurants <p>Housing</p> <ul style="list-style-type: none"> • Single family homes <p>Streets/Access/parking</p> <ul style="list-style-type: none"> • Easy to access amenities • Walkability • More pedestrian friendly 	<p>Characteristics of the area</p> <ul style="list-style-type: none"> • Mixture of residential and commercial • Some sizeable parcels for development • Parks close by • Bellaire and E is a mess • Great downtown • Fire/Safety in middle • Safe • School/playground • Access to stores, freeways • Quiet residential areas • Worse visibility by high school • Building set back from streets
---	--

Gem Lake:

<p>Business/commercial</p> <ul style="list-style-type: none"> • New Trax <p>Streets/access</p> <ul style="list-style-type: none"> • Access to 694 	<p>Characteristics of the area</p> <ul style="list-style-type: none"> • Green open space • Cleared southeast corner of Hwy 61/CR • Hidden gem • Golf course • Safe
--	--

Vadnais Heights:

<p>Business/commercial</p> <ul style="list-style-type: none"> • Shopping • Major retail there • Medical clinics • Retail • Food options <p>Streets/access</p> <ul style="list-style-type: none"> • Easy to access amenities 	<p>Characteristics of the area</p> <ul style="list-style-type: none"> • One-stop shopping experience • Safe
--	--

2. What could be accomplished through development that would improve/enhance the area? And are there specific uses you would suggest for any of the opportunity sites?

Corridor Wide:

<p>Mobility/traffic/safety</p> <ul style="list-style-type: none"> • Alternative to increase in traffic is public transit • Safe walkability • Mid-block crosswalks • Flashing lights at crosswalks • Make walking more appealing (gardens, sitting areas) • Bike lane • Lower speed limits • Similar road structure to connect the communities • Enhance green space in the median areas 	<p>Commercial</p> <ul style="list-style-type: none"> • More food establishments – west side of White Bear Lake portion (lost Stadium, Mad Jacks, and Black Sea) • Capture tourism – drive by traffic • Attractions at key sites • Sports complex • Multi-use – retail/residential (e.g. nails, fitness, casual take-out food) <p>Housing</p> <ul style="list-style-type: none"> • Smaller multifamily/condos • More one-level, handicap accessible homes <p>Open/green space</p> <ul style="list-style-type: none"> • New buildings set back from streets • Garden at southeast corner of Hwy 61/E
--	--

White Bear Lake:

<p>Mobility/traffic/safety</p> <ul style="list-style-type: none"> • Lower speed limit on County Road E if we want it walkable or to bike • Electric Vehicle station • Bellaire/McKnight – think about walkers crossing for school • Better pedestrian crossings <p>Open/green space/recreation</p> <ul style="list-style-type: none"> • Pickle ball courts • Have park at city-owned site • “Community” center/ sports center 	<p>Commercial</p> <ul style="list-style-type: none"> • Bellaire – professional office (dental, etc.) • Positive use of real estate at Bellaire (e.g. yoga/workout site) <p>Housing</p> <ul style="list-style-type: none"> • Housing • Corner of E & Bellaire – vet and handicapped access (one-level small homes) • Sound barrier wall for residents
--	---

Gem Lake:

<p>Mobility/traffic/safety</p> <ul style="list-style-type: none"> • Foot bridge over Hwy 61 • Bridge at Hwy 61/CR E • Trouble with connection from County Road E from/to over 61 for cars changing from 4 to 3 lanes 	<p>Commercial</p> <ul style="list-style-type: none"> • Music venue, amphitheater • Corner of Hwy 61 and CR E is key location for key attraction
--	--

Vadnais Heights:

<p>Mobility/traffic/safety</p> <ul style="list-style-type: none"> • Better walking/biking <p>Commercial</p> <ul style="list-style-type: none"> • Address crime at Walmart 	<p>Open/green space</p> <ul style="list-style-type: none"> • A true city center/gathering place • Maybe community park with Vadnais Commons (vs. Stadium). Place to have drink and meal and watch games.
---	---

3. What concerns for the area do you have as future development occurs?

Corridor wide:

<p>Traffic/speed</p> <ul style="list-style-type: none"> • Speed of car traffic (traffic calming through better design) • Traffic • Speed control • Purple Line traffic • Additional traffic • No roundabouts • More traffic (left turns) • Fast traffic • Increased traffic <p>Housing</p> <ul style="list-style-type: none"> • ? Do we need more apartments? 	<p>Community character</p> <ul style="list-style-type: none"> • Loss of “small town” feel, “Missing middle” • Setbacks and loosing character of area • Loss of green and pleasant environment • On street parking (less is more) Loss of small town feeling <p>Safety</p> <ul style="list-style-type: none"> • No globe lights shine down, only power lines in the way of trees/lights, etc. • Wider pedestrian crosswalks
---	--

White Bear Lake:

<p>Traffic/speed</p> <ul style="list-style-type: none"> • Prioritize Bike/pedestrian: Convert unused parking lanes to off-street bike/walk path to separate car traffic from people. • Provide alternative sides street parking where possible to compensate • Traffic • Increased traffic • Increased traffic • Speed of traffic • Limit bus traffic 	<p>Community character</p> <ul style="list-style-type: none"> • Size of building • Taking away “community” (i.e. the Stadium) <p>Potential options</p> <ul style="list-style-type: none"> • Develop E & Bellaire • Bring stable businesses to northeast corner of E & 120. • 2360 County Road E is boarded up <p>Safety</p> <ul style="list-style-type: none"> • County Road E & Bellaire – ice on the road (uphill) • Safety for pedestrians/students
---	--

Gem Lake:

<p>Mobility/access</p> <ul style="list-style-type: none"> • No platform for Purple Line • Make 61 & CR E easier – better for cars and pedestrians 	
--	--

Vadnais Heights:

<p>Mobility/access</p> <ul style="list-style-type: none"> • Bike traffic and pedestrian by Walmart 	<p>Community character</p> <ul style="list-style-type: none"> • Loss of Stadium – took away long-time community location • No center or heart of town
--	--

4. How could the corridor be more connected?

<p>Street design/signage</p> <ul style="list-style-type: none"> • A lot more crosswalks and sidewalks on both sides of County Road E (specifically between Fox and Daniels), like by the school for safety with a safety island in the middle. Preferably with a “stop traffic” or “warning” button • Street scape continuity • Location direction • More bike/ped access and connect ability • Provide boulevards with crosswalks that are safe – may need bridge over roadway • Roundabouts • Connect with a wide walking/biking path from Century to Target 	<p>Branding</p> <ul style="list-style-type: none"> • Give it a nifty name like “Miracle Mile” to emphasize the union of communities <p>Elements</p> <ul style="list-style-type: none"> • Public art • Bus/tram with a route just on County Road E • Unified lighting, decorative elements like plantings and banners. • Not broken – just needs some development at few sites • Reduce business to control traffic • Electric recharge stations at 61/E plus E & Bellaire
--	--

5. What additional information would you like to have in order to assess the redevelopment opportunities for the County Road E corridor?

- Electric charging stations?
- Avoid city-owned residential property (no tax revenue)
- Add higher-end multifamily housing, also assisted living – turnkey
- Lots of empty space available for rent just east of 120
- Competition for businesses at east end of corridor
- What is the budget for this?
- How many high density units built since 2010?
- What other cities have done about a project like this
- “Net-Net” – This table thinks that creating “community” for this development is to reduce/eliminate development.
- Statistics, statistics, statistics – traffic/accidents/crime
- Symbiotic businesses – survey businesses
- Think about community character and interactions with zoning
- Transparency from city staff
- Rezone?

ATTACHMENT E. WORKSHOP II DEVELOPMENT SCENARIO SUMMARIES FOR VADNAIS HEIGHTS, GEM LAKE, AND WHITE BEAR LAKE

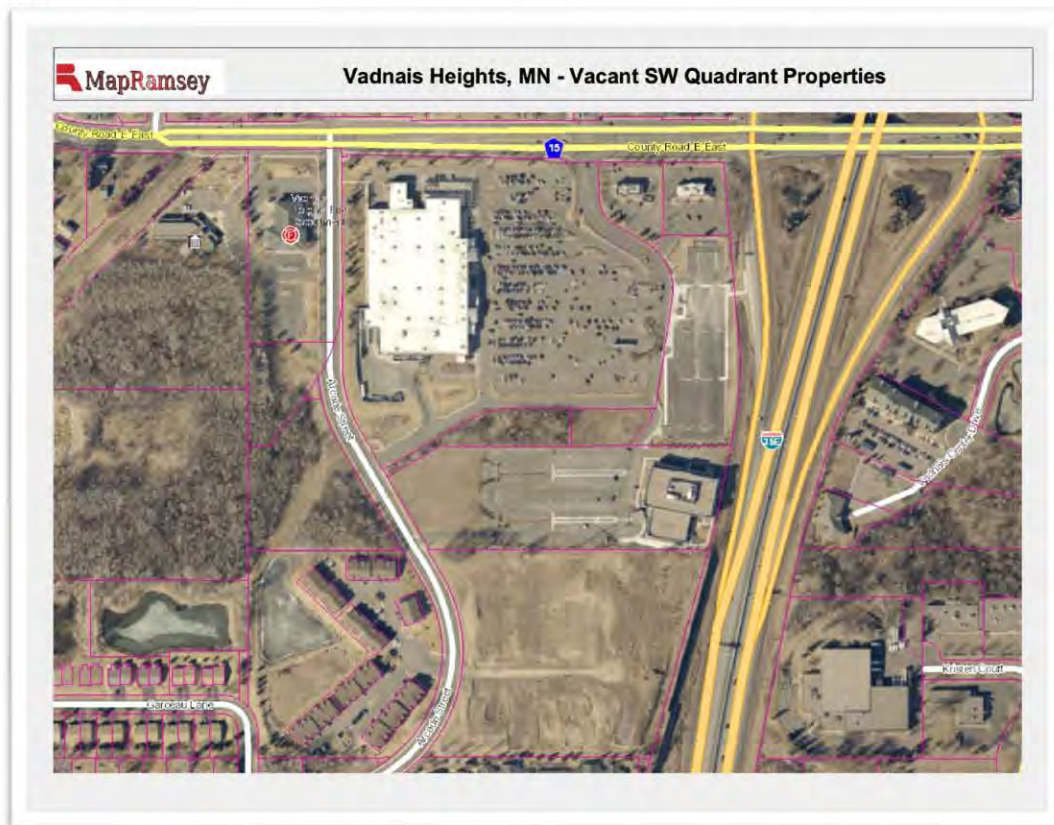
COUNTY ROAD E VADNAIS HEIGHTS Corridor Development Initiative (CDI) Workshop

September 28, 2022
6:30 - 8:30 pm
Vadnais Heights Fire Station

Community members gathered for a hands-on workshop to create potential redevelopment scenarios for two sites at the intersection of Highway 35E and County Road E. Participants spent time, in groups, considering each area and planning for its redevelopment - new housing, commercial space, light industrial space and community amenities. Groups created and named development scenarios and our housing finance expert provided feedback on the proposed development's financial feasibility, offering strategies a developer might pursue to create a successful development.

This report summarizes the ideas, questions, and concerns of participants and is intended to inform city officials as they engage in future planning for these sites.

Table 1: Southwest Quadrant Sites - 12 acres



Scenarios

	Scenario 1: Vahnais Lights District	Scenario 2: Arcade Plaza/Medical Mecca
Housing Units	500 apartment units Surface parking	120 units 48 apartments 48 assisted living 20 townhomes
Housing Unit Mix	3 stories of apartments above 1 story of retail 50% rental 50% owned 50% market rate 50% affordable	Rental 50% market rate 50% affordable
Commercial Space	100,000 sf Retail, restaurant, office	10,000 sf Bakery, coffee, restaurant (for medical offices, patients, and neighbors)
Details	<ul style="list-style-type: none"> • Create least amount of parking possible; Summit Ortho has a lot • Want less parking overall • Create shared arrangements • Create full pedestrian orientation • Model on Gas Lamp District in San Diego 	<ul style="list-style-type: none"> • Create housing transition to the south • On the north side a "medical Mecca" • Retail along Arcade • Easy drop-off for medical patients • Small Fresh Thyme, Hyvee

Discussion Themes

- Want less parking in this area overall.
- Get creative with parking: add the least amount necessary; Summit Orthopedics has a lot of parking); share parking.
- Make connections to transit and park and ride.
- Develop with full pedestrian orientation - a pleasant walking district; pedestrians are the priority, tables, outdoor dining.
- Serve users of medical uses too.
- Considered the Gas Lamp District in San Diego and Woodbury outdoor site (lifestyle center) as models.
- Develop bike infrastructure.
- County Road E is dangerous for bikes and pedestrians: some use Edgerton instead; create grade separation and a path for pedestrians and bikes; see Wheelock Parkway.

- View the site as two parts: a medical use focus on the north and residential that transitions into surrounding neighborhoods on the south.
- Do a mix of residential types.

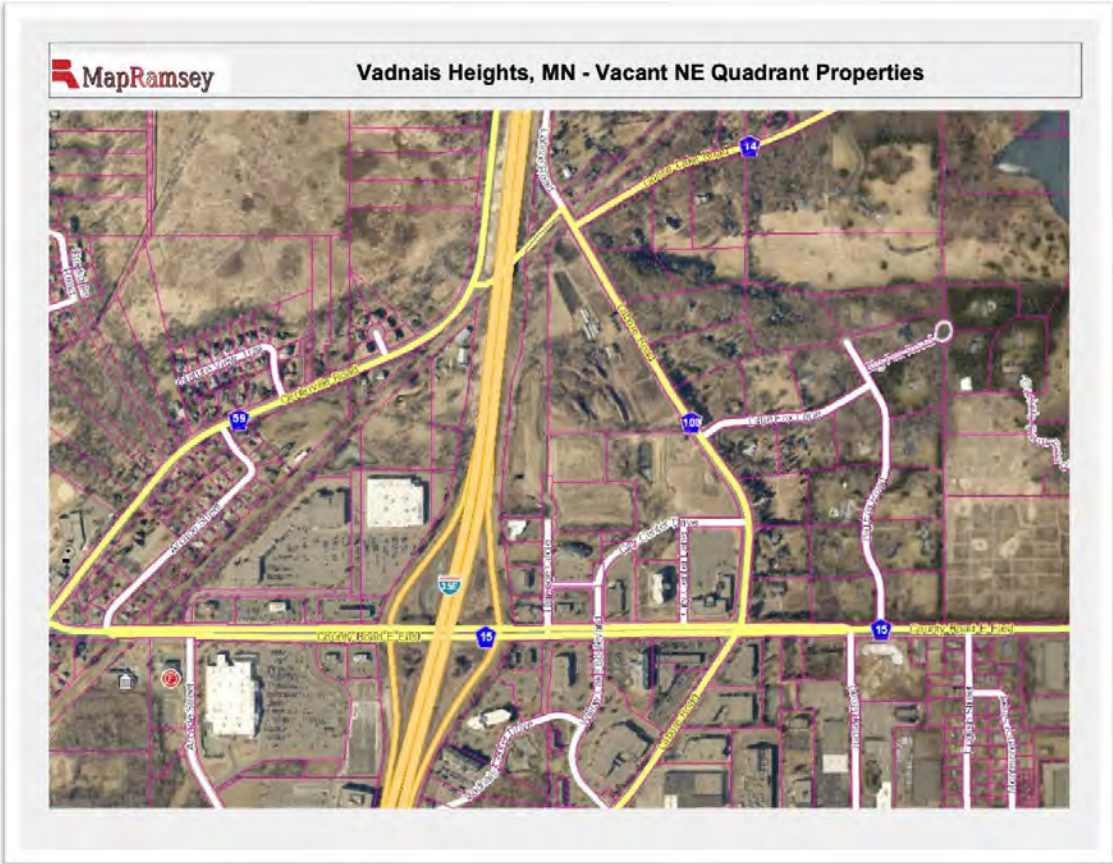
Financial Feasibility

Scenario 1: Feasible. There is less than a 10% gap between developer costs and income. Caveat: this is true if the retail spaces are contracted with well-known A+ credit tenants (usually national businesses).

Scenario 2: There is a significant gap. Housing units would need to sell for \$450,000. The gap could possibly be addressed by long-term, well-paying tenants and possible Tax Increment Financing (TIF) from the City.



Table 2: Northeast Quadrant Sites - 44 acres



Scenarios

	Scenario 1: Willow Center Neighborhood	Scenario 2: Downtown Vadnais Heights
Housing Units	282 units	111 units 76 apartments 35 townhomes

	Scenario 1: Willow Center Neighborhood	Scenario 2: Downtown Vadnais Heights
Housing Unit Mix	250 apartment units 32 townhomes 80% rental 20% owned 80% market rate 20% workforce housing	100% market rate Apartments rental Townhomes owned 3-4 story apartments with parking underneath Townhomes behind, wetlands/water is amenity
Commercial Space	60,000 sf Three pockets of retail (SW, SE, and NE corners of site) Restaurant, grocery store	26,000 sf Retail along the street
Light Industrial Space	21,200 sf Storage along 35E; visibility	125,000 sf "Amazon" warehouse
Details	<ul style="list-style-type: none"> • 150,000 sf of park and open space • A destination park and community center with athletic fields • Place housing around wetlands and green space 	<ul style="list-style-type: none"> • Place industrial on land that is contaminated • Create Downtown Vadnais Heights at City Center Drive and CR 108 with mix of retail and apartments

Discussion Themes:

- Add a bike lane along CR 108.
- Purple Line/transit along County Road E would make the parcel more attractive to a developer and would support multifamily housing.
- Make area at City Center Drive and CR 108 walkable, with retail at the street, parking behind, and housing behind.
- Create park/open space on the contaminated land with trails that connect to new housing and existing neighborhoods.
- Keep the housing and retail concentrated.
- Multifamily housing is needed in the area and it supports retail.
- Housing should be a mix of senior and work force.
- Start with features such as open space, water, grocery store and build off of them.
- Create a sense of place.

Financial Feasibility:

Scenario 1: There is lots of greenspace and low housing density. Feasibility would be difficult because the cost of the greenspace is carried by too few homes and too little commercial space. Need more revenue-producing sources.

Scenario 2: Not feasible. The housing would need to sell for approximately \$900,000 per unit. These are “luxury unit” rents that are not supported by the market. The green space and cost of acquiring the site must be balanced with revenue from the development.



COUNTY ROAD E WHITE BEAR LAKE Corridor Development Initiative (CDI) Workshop

September 29, 2022
6:30 - 8:30 pm
Redeemer Lutheran Church

Community members gathered for a hands-on workshop to create potential redevelopment scenarios for parcels at the intersection of Bellaire Avenue and County Road E. Participants spent time, in groups, considering each area and planning for its redevelopment - new housing, commercial space, and community amenities.

Groups created and named development scenarios and our housing finance expert provided feedback on the proposed development's financial feasibility, offering strategies a developer might pursue to create a successful development.

This report summarizes the ideas, questions, and concerns of participants and is intended to inform city officials as they engage in future planning for these sites.

The Site

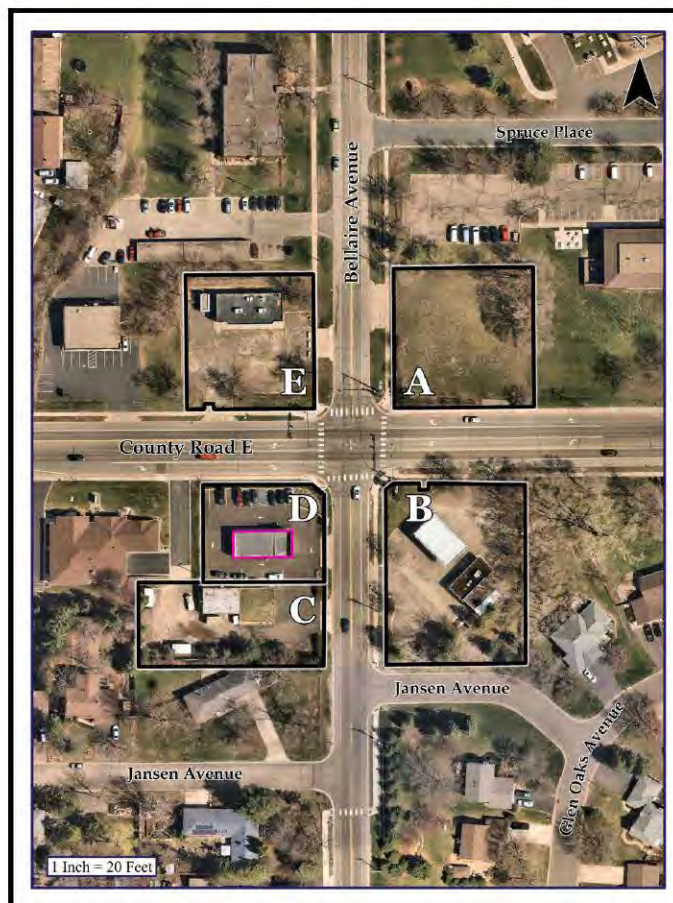


Table 1

	Scenario 1: Destination White Bear	Scenario 2: School-friendly	Scenario 3: Bellaire Gardens
Housing Units	12 units	36 units	16 units
Housing Unit Mix	8 condos 4 townhomes All owned	16 condos 20 townhomes	4 condos 8 townhomes
Commercial Space	20,000 sf Retail plaza Wine bar Courtyard	10,000 sf Retail Restaurant	15,000 sf Storefront retail
Details	<ul style="list-style-type: none"> Flashing lights for crosswalk to west of site 	<ul style="list-style-type: none"> Create a retail identity Need ownership townhomes 	<ul style="list-style-type: none"> Boulevard with trees along Co Rd E Bring buildings to the street

Discussion Themes

- Create pedestrian-oriented intersection
- Buildings placed at the street with parking in back
- Need ways to cross Co Rd E safely
- Create a destination here for White Bear Lake

Financial Feasibility

Scenario 2: Worth pursuing. Housing would need to sell for \$430,000 or more. Watch diminishing green space related to parking (for commercial). The commercial components will likely cause a gap as financing for “distinctive retail” will be difficult.

Scenario 3: Not feasible. This scenario would result in very high cost of housing, \$750,000 or more for each unit.

(Due to time constraints, Scenario 1 was not analyzed.)



Table 2

	Scenario 1: Lake Heights	Scenario 2: Three out of Four	Scenario 3: Walkable Intersection
Housing Units	12 units	44 units	Discussed how to improve the intersection
Housing Unit Mix	8 townhomes 4 apartment units (4-plex)	12 townhomes 32 apartment units	
Commercial Space	9,000 sf	11,000 sf	Restaurants, ice cream
Details	<ul style="list-style-type: none"> • Add bike lane on Bellaire and connect it to lake trail 	<ul style="list-style-type: none"> • Add the northwest parcel to the development • Talked about apartments above retail on Lexington Pkwy as model 	<ul style="list-style-type: none"> • Textured crosswalk • Flashing crosswalk • Separated lanes on Co Rd E and Bellaire for bikes, scooters • Mixed use trail • Benches on sidewalk • Model: downtown White Bear Lake/Manitou Station; Ford Pkwy and Cleveland in St. Paul

Discussion Themes

- There are several large apartment buildings that have recently been developed nearby: Stadium, DQ, and The Myth.
- Need housing in smaller buildings.
- Need one-level housing for veterans and seniors.
- Need to improve pedestrian experience of crossing Bellaire: overpass for pedestrians, traffic circle, separated bike lane
- Ideas for an improved intersection could be included in any Development Agreement between a developer and the City.

Financial Feasibility

Scenario 1: Not financially feasible; housing (rent and sale prices) would need to be too high, around \$750,000 or more.

Scenario 2: Poor financial performance even with \$400,000 housing sales price. Commercial space and low density drives down the financials.



Table 3

	Scenario 1: The Heights	Scenario 2: The Experience	Scenario 3: Practical Plan
Housing Units	54 units	14 units	4 units
Housing Unit Mix	12 affordable senior rental 42 owner-occupied	6 senior (\$300,000) 8 apartments 100% owner occupied	4 units at southeast corner
Commercial Space	5,000 sf	0 sf	
Details	<ul style="list-style-type: none"> Place units at all corners Expand the northern parcels Long term senior housing Starter homes for young families 	<ul style="list-style-type: none"> Seniors need a place to move from existing homes Include community space 	<ul style="list-style-type: none"> Surface parking lot

Discussion Themes

- This is the second highest point in Ramsey County - take advantage of this amenity..
- Rooftop dining
- A mix of uses catering to residents - get a manicure then go to the rooftop for a meal with a view!
- Want commercial space that provides an experience rather than just retail.
- Design is important; housing units must fit with the intersection.
- There is a need for senior housing (for residents moving out of single family homes, starter homes, and homes accessible to veterans.
- Want apartment development with fewer units.
- Expand the parcels for more opportunity.
- County Road E is busy and needs improvements.

Financial Feasibility

Scenario 1: Sales price would be under \$400,000. Could be feasible with commercial space rented and a detailed housing plan. Retail tenants with track record and ability to pay higher rents would help make this feasible.

Scenario 2: For sale housing prices would need to top \$650,000 to cover cost of land and construction and to provide a reasonable profit to the developer.

Scenario 3: Not feasible. Housing sales prices would be too high. Cost of land (low estimate of \$10/sf) divided among four homes (1,500 sf each) plus construction costs - too high. Greater density of housing helps the financials because it lowers the cost of land per housing unit.



COUNTY ROAD E GEM LAKE Corridor Development Initiative (CDI) Workshop

September 28, 2022
6:30 - 8:30 pm
Gem Lake City Hall

Community members gathered for a hands-on workshop to create potential redevelopment scenarios for two sites along County Road E. Participants spent time, in groups, considering each area and planning for its redevelopment - new housing, commercial space, light industrial space and community amenities. Groups created and named development scenarios and our housing finance expert provided feedback on the proposed development's financial feasibility, offering strategies a developer might pursue to create a successful development.

This report summarizes the ideas, questions, and concerns of participants and is intended to inform city officials as they engage in future planning for these sites.



The Sites

Site 1: Parcel east of Daniels Farm Road and north of County Rd E (18 acres)

Site 2: South of Co Rd E and West of Hwy 61 (12 acres).

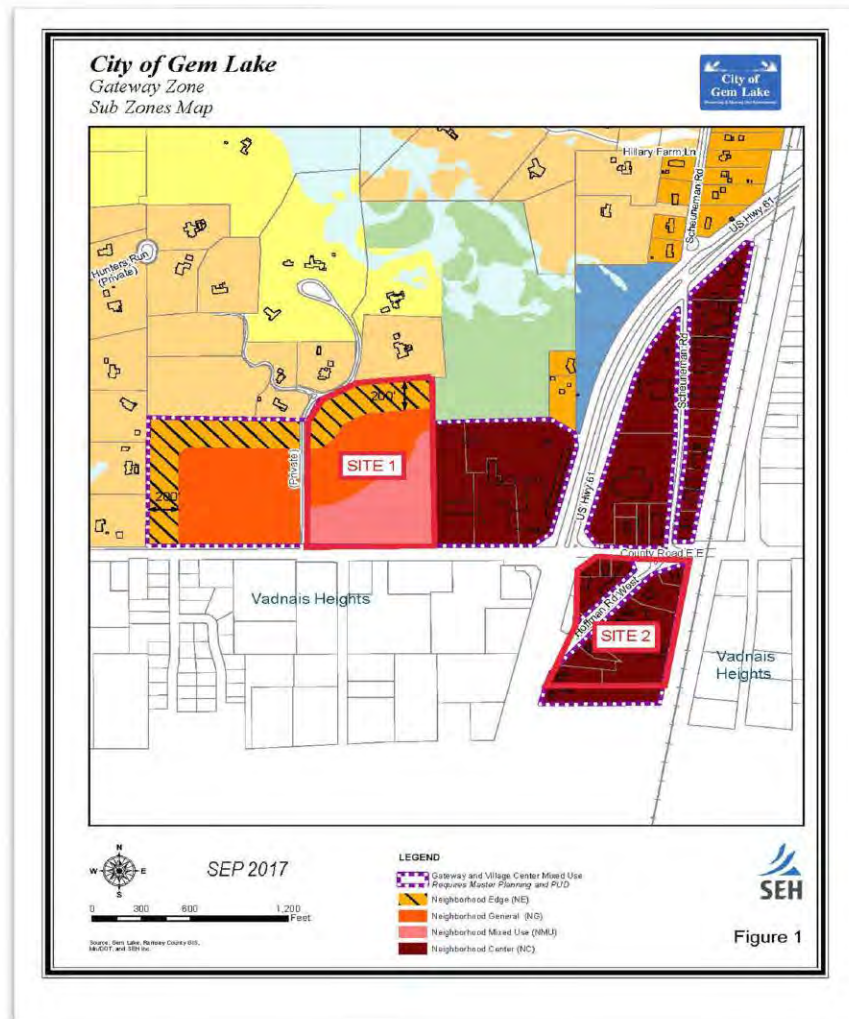


Table 1

	Scenario 1: The Crown of Gem Lake	Scenario 2: Community Center	Scenario 3: The Village at Gem Lake
Housing Units	68 units	72 units	136 units
Housing Mix	48 apartments, rental 20 townhomes, owned	48 apartments 24 townhomes	80 apartments 16 twin homes 8 single families 32 townhomes
Commercial Space	26,500 sf retail 21,200 sf light industrial	21,200 sf light industrial 10,000 sf community center	13,250 sf retail 10,600 sf restaurant
Details	<ul style="list-style-type: none"> Plant trees along Co Rd E to mitigate noise Use berms Transition the housing from multifamily along Co Rd E to single family further north 	<ul style="list-style-type: none"> Place light industrial with parking along Co Rd E Create cul de sac for housing Build trails through wetland Preserve lilacs along Daniels Farm Rd 	<ul style="list-style-type: none"> Create a stadium with restaurant as a destination Retail on Co Rd E with apartments above Caribou, Aveda Spa, organic grocery Place townhomes by wetlands to enjoy trails and views Pickle ball, softball

Discussion Themes

- How will Purple Line on Co Rd E impact this parcel? Make it more desirable to a developer?
- Does Gem Lake and surrounding area need senior housing?
- Wetlands are an amenity for housing; add trails
- Focus retail along Co Rd E; place apartments above it
- Create a destination
- Adding density can make the use of existing infrastructure more efficient



Financial Feasibility

Scenario 1: Not financially feasible. For-sale housing units would need to be priced over \$600,000. Not enough housing units and commercial revenue is uncertain - depends on tenants.

Scenario 2: Better than Scenario 1 but still not feasible. Community is a use that needs funding and has ongoing maintenance expenses. Need clear funding sources and income stream.

Scenario 3: Could be feasible. Housing prices at \$400,000 per unit. The retail could aid the development's feasibility if it is dependable and pays strong rent.



Table 2

	Scenario 1: The Hyvee Ruby at Gem Lake	Scenario 2: The Reserve at Gem Lake	
Housing Units	116 units	194 units	None
Housing Unit Mix	44 townhomes - owned 24 apartments - rental 48 condos- owned 75% market rate 25% affordable	24 townhomes 72 apartments 72 condos - owned 26 single family 1/8 of units affordable	
Commercial Space	125,000 sf 100,000 sf Hyvee 2,500 sf outlots	20,000 sf 5,000 coworking space 15,000 commercial/retail	50,000 sf community center 15,000 sf brewery
Details	<ul style="list-style-type: none"> • Grocery store, CVS, Starbucks 	<ul style="list-style-type: none"> • Community center • Pickle ball • Pool/splash pad • Provide services nearby for the new residents 	<ul style="list-style-type: none"> • Pickle ball • Swimming • Courts • Meeting rooms • Reception/event space • Hoffman stays as is

Discussion Themes

- Create a place where people want to come to
- Bike rental/support and bike lanes on Co Rd E
- Would a new community center compete with existing facilities? Like the YMCA, hockey center.

Financial Feasibility

Scenario 1: Possibly feasible. Nationally-known retailers like CVS, HyVee, Starbucks aid in feasibility. The challenges: for-sale housing must cost \$525,000 plus per unit in order to subsidize the other development. Infrastructure to support the development adds cost.

Scenario 2: Sizable but possibly solvable gap (approx 20%). For sale housing prices would need to be over \$425,000. Commercial uses would need to be strong enough to be financially feasible (points to national chains). Government subsidy (for example, TIF) likely needed for feasibility.

Scenario 3: Either completely feasible if design-build (not on spec) with well leveraged and capitalized project. Or completely not feasible because community uses need a guaranteed income.



**County Road E Corridor Action Plan
Corridor Development Initiative
Session III: Panel Discussion**

Wednesday, October 12, 2022

6:30 – 8:30 pm

Vadnais Heights Fire Station

3595 Arcade St N, Vadnais Heights

Panel Discussion

Facilitated by Barbara Raye, Center for Policy Planning and Performance

Panel Members (bios are provided in addendum):

- **Jeff Salzbrun, Commercial Equities Group**
- **Todd Stutz, Robert Thomas Homes/RT Urban Homes**
- **Leanna M. Stefaniak, Esq, At Home Apartments, LLC**
- **Max Musicant, The Musicant Group**
- **Mikeya Griffin, Rondo Community Land Trust**
- **Marty O'Connell, MWF Properties**
-

Opening Questions:

1. Provide a brief overview of your organization and development or consultant expertise.
2. Do you have any feedback on the block exercise development scenarios?
3. What would be your advice regarding the opportunity sites in White Bear Lake, Gem Lake, and Vadnais Heights along County Road E?
4. What would you consider to be the greatest challenges and opportunities for the corridor?
5. What are your suggestions for creating a more cohesive, connected corridor while preserving uniqueness of each city?

Jeff Salzbrun, Commercial Equities Group (JS)

Jeff is a commercial real estate broker specializing in commercial and industrial properties. He has decades of experience in development and building management. Jeff's background provides expertise on commercial property uses and placement.

Todd Stutz, Robert Thomas Homes/RT Urban Homes (TS)

Todd is President and CEO of Robert Thomas Homes and RT Urban Homes. Robert Thomas Homes has built 400K – 700K single family to for-sale townhomes. RT Urban Homes creates 500 – 700 single family and townhome rental properties per year. Todd is a resident of the area, and lived in Vadnais Heights for 30 years

Leanna M. Stefaniak, Esq, At Home Apartments, LLC (LS)

Leanna is with At Homes Apartments since 2007, providing multifamily housing that is locally owned and managed. At Home Apartments is a long-term owner of apartment buildings and townhomes. They own and manage 5000 unit the Twin Cities metro area and in St. Cloud. They have developed over 1,000 units in suburban communities such as Minnetonka, Eagan, Mendota Heights, Vadnais Heights and White Bear Lake.

Max Musicant, The Musicant Group (MM)

Max is the founder of The Musicant Group, helping to create places where people want to be. They work across all types of communities, supporting events and activities that enhance communities and commercial uses. Some examples include: 50th and France Business Association events, Rice and Larpenteur, and Vadnais Heights (placemaking activation).

Mikeya Griffin, Rondo Community Land Trust (MG)

Rondo Community Land Trust is the first community land trust in the state of Minnesota, providing a shared equity model of permanently affordable homeownership and affordable commercial property. Our geography includes all of Ramsey County. One of our most recent projects is a mixed-use development that includes commercial space for local businesses and affordable senior housing. Community land trusts provide place-based solutions for small businesses to stay in business (offering spaces that would be \$25 per square foot at \$7 per square foot). Rondo CLT is currently working with the City of Shoreview to provide townhomes at 80% AMI (area median income).

What is AMI?

It stands for area median income which is a metric against which affordability is measured. The federal Department of Housing and Urban Development (HUD) measures median income every year and set measures for family size. It represents a regional average of income, not by neighborhood. The average income levels in many neighborhoods are lower than the regional average. The area median income (AMI) in the Twin Cities as of May 2022 for a family of four is \$118,200.

What is a CLT?

A community land trust (CLT) removes land from the speculative market and places it in community control forever. The land is put in trust, and the owner only pays for the building. Typically, a household will pay \$500 less for a monthly mortgage payment. If the owner decides to sell their home, 75% of the increased equity goes back into the property so that it can be resold to another owner whose incomes make homeownership more challenging.

Marty O’Connell, MWF Properties (MO)

MWF Properties was founded in 1999 to provide affordable multifamily housing. They own 2,200 units of affordable workforce housing at 60% AMI or less. Marty provides market analysis and construction management. They also have an in-house management company for their properties. Their properties are located in Vadnais Heights, Hugo, and Moundsview, among others.

Do you have any reactions or feedback on the block exercise development scenarios for the sites in each of the three cities?

MO The Vadnais Heights southwest quadrant site would be a great site for higher density housing, with scaled down design to buffer it from the surrounding residential area. Commercial uses will be difficult for access. It doesn't all need to be apartments. You could also include townhomes and single family with higher and medium density multifamily.

The Vadnais Heights northeast quadrant is large with 44 acres and will require soil remediation. It's another great housing site, or may also be commercial given that it's more visible from County Road E.

The White Bear Lake sites are smaller and would be tough to make into apartments. It's hard to work at such a small scale because of parking requirements. Retail is a great opportunity. Potentially convert the gas station into an upscale restaurant.

Gem Lake sites – Housing and mixed-use would work well on these sites, but would need to be buffered from Highway 61,

MG What are the goals for the corridor long-term? How do you want to do affordable housing and provide an economic mix? Today it is difficult for people to get into homeownership. A community land trust is a tool that would allow the community to hold permanently affordable housing to be available in the community. Shared equity models help to pay it forward – providing stewardship for assets through the generations. What do we want for commercial development, and the desire to preserve cultural destinations? Help people move through the economic continuum, and for business owners to own their own locations. With community land trusts, no businesses closed, and no foreclosures happened through COVID. CLTs help to stabilize people through economically challenging times.

MM What are the goals for each community? What's missing? How can sites help to achieve those goals? The desire for walkability and bike-ability to be a positive experience is hard to do along a busy arterial road. It's difficult to cross County Road E. How can you create internal walkability on larger parcels that allow people to feel safe, and comfortably connect to areas that fan out from the area? Take Southdale as an example. Even with the additional development in the area people don't feel comfortable crossing the main streets. Unless the road is downsized it will be difficult to have enjoyable walkability. The corners of key intersections are the most hostile locations within the corridor. Mendota Heights worked to preserve a "Main Street feel" by creating a synergy between

parcels rather than living as separate parcels. Notice how sidewalks dead-end at driveways. Encourage privately owned sidewalks to be connected to each other.

When thinking about public spaces, decide if it will be:

- Natural settings with woods/prairie, or
- Active uses (include ten or more things to do).

Public spaces don't work if you try to do both at once.

LS The block exercise scenarios show thoughtful consideration about what could go into these sites. Thank you for these great ideas. All housing types are important to create a vibrant community, and community input is critical. The Vadnais Heights sites are more housing driven. The 44-acre site is an exciting opportunity – it could include a variety of uses and housing types. The closeness to retail is also an advantage. The southwest site screams housing. You can also include open space or park that can be programmed. There is a lot of housing in the area and not many parks. Creating an active spot for community services as a quasi-public/private spot could be interesting. The Gem Lake sites are likely to be mixed-use commercial and housing. Vertical (stacked) mixed-use is hard to manage. Horizontal (separate buildings) is an easier option.

TS The southwest site is a good fit for mixed-use with 3 – 4 story apartments or townhomes (20 – 40 units per acre) with horizontal mixed-use. The northeast site size offers an opportunity for mixed use (also at 20 – 40 housing units per acre) with office and retail uses. The White Bear Lake quad will attract independent retailers similar to the existing use. Gem Lake sites are an exciting size and could manage a little more density. Why does Hoffman Road exist? Open up the site for a more significant development opportunity that includes rental and for-sale housing and office/retail. The northern site is a great opportunity to provide rental and for-sale housing at a \$500K price range. It's not a strong retail or office site. This a great area – strong market potential.

JS I represent people selling sites, and this input is great. When cities are approached by developers it's important for community members to identify what they would like to see. The Vadnais Heights sites are housing. We've had experience working with out-lots such as these (e.g., around the Sports Complex) and after trying lots of things finally figured out what's possible.

The Bellaire parcels are tight sites and will be difficult to find the right fit.

Industrial buildings are some of the nicest businesses in town, yet most people are afraid of being next to them. They provide excellent jobs. Rates are finally moving on the leasing side, making them more viable options. We need incubator spaces for businesses. Many businesses that serve the metro area have to come in from far-flung areas. They need locations to be closer to their customers. Where are there places for these businesses to go? We continue to convert industrial areas into housing, pushing these businesses further and

further out. Things are moving fast. We do need housing. We also need to get behind the developers that are trying to bring projects and investments into your communities. The time it takes to overcome the hurdles of community push-back often make projects unravel. Too much unpredictability will cause developers and investors to go elsewhere.

QUESTION AND ANSWER

Mayor Gretchen Artig-Swomley, Gem Lake Clarified that Hoffman Road was the old Highway 61 (historic). Gem Lake has planned for its possible demise. The future Cadillac site flanks both Vadnais Heights and Gem Lake. The frontage road dead-ends in Gem Lake and could provide opportunities to reconfigure the access to the area.

Commissioner Victoria Reinhardt, Ramsey County Environmental concerns: Ramsey County has an Environmental Response Fund that developers can access through the cities. Suburbs have great opportunities to get access to these funds. The Ramsey County Housing Redevelopment Authority (HRA) also has housing funds available. The County has created processes to streamline access to these resources.

With the White Bear Lake four corners it sounds like there is a consensus of likelihood that it will be commercial, but the commercial uses there haven't been successful for 15 – 20 years. What is the future for small scale office/retail? There are more vacancies than in-fill.

JS There are a number of older strip malls that need rehab that are future redevelopment sites. Could the businesses getting pushed out of the strip malls build on these smaller sites? Creating smaller buildings for their businesses?

LS Lots of commercial space is not occupied. To redevelop these areas cities need to work together and support each other. More housing is needed to increase the spending power to support the businesses. Creating more housing is the first step toward attracting businesses to the area. Parcel swaps are also a good idea to right-fit commercial uses. Think about it as a regional strategy.

JS An example is the Bremer Bank site in St. Anthony.

is there activation and place-making strategies that could be supported by the three cities?

MM Does County Road E have a community vision? Can it be a cohesive district? What experience does County Road E deliver to the people that use it? What are the pieces? Once you have answers to those questions, get the messages out through marketing. Rice and Larpenteur is largely suburban that borders three cities. It had a negative narrative (e.g., strip clubs, abandoned

area). The [Rice and Larpenteur Alliance](#) engaged businesses, put on events, marketing to create a new narrative to fill the void with positive things. Create a vehicle to collect a new narrative and share it out to the community. The way people think about things affects their behavior. The narrative can be amplified through events and programs, creating places to congregate, places to bring kids and that are family focused.

Build a narrative that helps to activate the corridor, something that the businesses want to buy in to, a vision that expands what's possible. There is an organizational piece of working together to create value without displacing people or businesses.

Retail below housing (vertical mixed-use) is so successful in Europe. Why is it hard to accomplish here?

LS The amount of density is so different here. If we are dependent on people to drive to retail, the spaces need to support parking. The Bellaire sites aren't big enough to allow all that to happen.

Parking is an issue. Europe isn't a car-oriented place. Cities need to make sure that their land use codes match their comprehensive plan. The result is antiquated parking codes that don't match the needs of today.

Are there MN Housing Finance Agency resources available for community land trusts?

MG It's getting better for people to get community land trust mortgages. The landscape is changing which allows for more opportunity. Also, for commercial spaces. Community land trusts can leverage subsidies to make homeownership and commercial properties viable.

Lake Links – a 10-mile path that goes around the lake and connects to Bellaire beach. Connecting the Bellaire/County Road E intersection to that path could attract a bike shop to one of the parcels.

Have there been steps taken to assist potential businesses (incentives, tax breaks) for the Bellaire sites? Are there ways the city can assist?

Tracy Shimek, City of White Bear Lake Steps have been taken to spur investment. The city is approached often with potentially viable proposals. When the community has strong push-back on development proposals it creates a stigma that White Bear Lake is not receptive to developers/investors. To make development easier the city purchased the northeast corner parcel at Bellaire, and we took out the tanks for the gas station site. The sites haven't appealed to retailers at this point. The visibility isn't desirable.

The city did help Bean Co. They used a revolving loan and grant program that the city offers for businesses to reinvest. It's a low-interest loan with a small façade improvement grant.

We are looking for community consensus on what higher and better uses that serve the whole community. This process is meant to inform the three cities on what the community thinks would be positive uses for the sites. A developer will often sink over \$100K in predevelopment expenses to provide a proposal for a site. They don't want to waste their time and money if they think it would get shut down. It's also important for the community to support small businesses in the area if that is what they think adds value to the community.

Kevin Edberg, WBL City Council Three of the Bellaire sites had contamination. The city would almost certainly partner with a developer for remediation of the site (we've already cleaned one site). Do residents want an active corner or an unblighted corner? A wine bar was suggested as a destination. Do we want something that doesn't attract activity but improves the blight?

There is a transition going on south of County Road E. An influx of younger families is happening, but there are no activities in the area for children. We need recreational areas. Most parks are old.

The intersection and parcels at Bellaire and County Road E probably isn't a safe place for a children's recreational area.

There are ways to create a landing zone in the middle of the street to make it easier to cross. You can put a boarder around the site to stop children from running into the street. Kids cross the street to get to school.

The area south of County Road E is bussed because County Road E is not considered safe for students to cross.

JS When developers come with concepts, they need support behind them. It's impossible to please everyone, but it really helps if people are willing to come out in support. Figure out how to encourage opportunities rather than obstruct them.

Has there been any thought to giving County Road E its own identity? Softening or greening it? Creating a theme might give all areas along the corridor a boost.

Heather Kiem, SEH Ramsey County just started a multi-modal transportation network planning process to identify what is needed for people with all-abilities for safety, prioritizing walking, biking and transit. The future of County Road E will be different. Go to the [Ramsey County "Building an All-Abilities Transportation Network](#) for more information on how to get involved.

There are many ways to calm traffic. Lyndale Avenue in Minneapolis has three times the volume of traffic, yet through landscaping, trails, and altering the character of the roadway it is much calmer and friendlier.

Commissioner Reinhardt, Ramsey County Road design has been all about cars and truck traffic. We want designs that include access to those who wish to walk, bike or use a wheelchair, in addition to traffic movement on our roads. As physical changes are considered to the road, how do we incorporate place-making and soften the identity?

It's unusual to have three cities come together to collaborate in this way. Three cities plus the support of Ramsey County to align efforts while maintaining distinct identities.

There's no safe way to get across County Road E. Kids need to cross the road to get to Matoska playground.

LS Landscaping the boulevard can make it more inviting for pedestrians and bikers. How we take care of the roads indicate how we take care of our communities. Trees and walkways are appealing to businesses. Work with potential developers to create improvements.

MO The theme is connection. An example is Richfield's 66th Street (also a county road). They incorporated round-a-bouts, median protected crosswalks, landscaped bike lanes, sidewalks, etc. Now there's a ton of revitalization going on in the area.

The Petrowash has graffiti, and they aren't mowing the grass.

City staff response: The code officer is working with the owner who is selling the property.

MM Food with break people out of habits. With public spaces you can operate them out of a bad design, but you can't design your way out of bad operations.

MG Arts and culture also drive people to come to places. For example, the Selby Jazz Festival on Selby Avenue attracted new businesses to locate there (Two Scoops ice cream, and a barbershop). People walk to the area to visit places that tie into what the community wants and needs.

MM Think about "what do you want to do" rather than "what do you want to see". What to do causes you to solve for the right answer. Sometimes you need to activate a space before the built environment exists.

What are the challenges to moving a vision forward? What can the cities start doing?

TS Define the guidelines, scope, and goals. Articulate what the community wants. Developers want to deal with a city that knows what they want and understands the market realities.

LS This is a great start to come together. I'm impressed with what you are doing and wish more communities would do this. Send a signal to developers about what you are trying to create. Also, consistency between codes and comp plan. Help the community understand what's allowed (compliant to policy). Too much community push-back can be problematic. Developers talk. They will go elsewhere.

MM The challenge is to build demand. Do something tangible and small. Programming is a good way to build demand. Show up for what you do want – advocate for something. Don't just show up to oppose.

MG Create a scorecard to assess the degree in which a project aligns to the community values, while taking into account the realities of the cost of development. Provide a framework that identifies what the community wants. Support is needed to help the developer achieve it.

It was noted by a community member that they knew someone living in a land trust property and it was a great situation for the family.

MO Knowing what is and isn't feasible. To achieve a brewery, you need to find a brewery business that wants to locate there. Find ways to make housing and commercial uses compatible (e.g., shared access, site connections, etc.). Residential density and scale are important to make commercial uses financially feasible. Be open to higher density by creating a buffer for the transition to lower density housing. Lastly, be open to all types of housing (senior, market rate, workforce, etc.).

Interest was also expressed about incorporating solar panels, geothermal heating, and other benefits that can be impactful for the long-haul.

Next Steps: Community members are encouraged to attend the fourth workshop (October 26th, 6:30 – 8:30pm at the Vadnais Heights Fire Station, 3959 Arcade Ave N, Vadnais Heights) to review and refine the final recommendations for the County Road E Corridor Action Plan, to include short-, medium- and long-term strategies.

Adjourn

ADDENDUM:

Panelist Bios:

Jeff Salzbrun
Commercial Equities Group



Jeff, an Army Airborne Veteran, knows the market and can help with any Twin Cities commercial space requirements. Jeff fully understands the physical asset and the complexities of the entire sale and lease process. In his Airborne unit, there was no room for error or guess work. "I will be sure always" was the motto. So, you can trust Jeff to help you make the jump. Jeff knows the business.

Commercial Equities Group, Inc. is a veteran-owned real estate brokerage headquartered in Minneapolis, MN. A network of brokers, investors and other professionals, CEG assists clients in the leasing, buying and selling of commercial properties. Led by owner Jeff Salzbrun, our group is made up of industry greats who provide the best service and most beneficial insight to effectively get your deal done. CEG brokers deal in the Minneapolis and St. Paul metropolitan area along with other major cities in the Midwest. Although we have worked with most product types, our focus is on industrial, office, mixed use and land. We will work tirelessly on your behalf to find the right fit for you.

Todd Stutz
President
Robert Thomas Homes and
RT Urban Homes



Todd Stutz is serving as President of Robert Thomas Homes, Inc. and RT Urban Homes, Inc. He leads the companies overall vision, strategic planning, and

policymaking. Todd has over thirty years of experience in the homebuilding and development industry.

Todd has been instrumental in establishing the company's brand through a commitment to architectural excellence, innovation, and long-term relationships with our clients and partners. He holds a BS degree from his hometown school of Minnesota State University, Mankato. Todd is passionate about creating homes and neighborhoods for families across the Twin Cities.

Leanna M. Stefaniak, Esq
President
At Homes Apartments



Leanna M. Stefaniak is President of Real Estate and Development for At Home Apartments, L.L.C. She also serves as the company's General Counsel. At Home Apartments is a privately owned, Minneapolis-St. Paul based property management and development company that owns and manages over 5000 apartment units and various commercial properties located in the Twin Cities, St. Cloud, and Kansas City areas.

Outside of At Home Apartments Leanna serves on the CommonBond Housing Board and also the Board of Directors for Spare Key. Leanna is also very active within Minnesota Multi Housing Association (MHA) serving on the Board of Directors and through her position as a member of MHA's Executive Committee as well as her involvement with the Government Affairs and Legal Advisory committees.

Before joining At Home Apartments, Leanna worked for the State of Minnesota as an Analyst for the Center for Health Care Purchasing Improvement and also as a Legislative Liaison for the Department of Health.

Leanna has a BA in Political Science from Arizona State University and is a graduate of Hamline University School of Law.

Max Musicant Principal and Founder The Musicant Group



As Principal, Max (he/him) leads the placemaking practice of The Musicant Group. Under his leadership, the firm has pioneered a holistic and organic approach to the creation of place that integrates design, events, and management systems all through the lens of the user experience. Since its founding the firm has demonstrated that community and commercial interests all benefit from more humane, inviting, and lively places for people.

Prior to founding The Musicant Group, Max began his career at the Greater Jamaica Development Corporation (GJDC) in Queens, NY. While there he worked with one of the early leaders of the Bryant Park Corporation to devise and implement placemaking strategies for the GJDC, one of the oldest and largest community development corporations in New York City. He received an M.B.A. from the Yale School of Management and a B.A. in Political Science from the University of Wisconsin – Madison.

Mikeya Griffin Executive Director Rondo Community Land Trust



Mikeya Griffin became Executive Director of the Rondo Community Land Trust in Fall 2021. In this role she oversees *all facets of the organization, setting strategic direction to effectively meet mission, grow impact and realize a bold vision for the future.*

Prior to joining Rondo Community Land Trust, Mikeya served as Executive Director of Minnesota's largest homeowner association and only private city in the state of MN. During her five-year tenure, she successfully increased member participation, established strong governance, and streamlined operations.

Mikeya's career spans the public, private and non-profit sectors, including in roles at HUD and Land Bank Twin Cities. *Mikeya has more than 20 years of*

experience in organizational leadership, business development, affordable housing, and community development. In that time, she has created and championed many affordable housing and economic development initiatives centering BIPOC and low-wealth communities.

Growing up in the historic Rondo community, her family instilled values that reflected community, incredible strength, courage, and resiliency. These values have guided Mikeya's robust career and will serve as north stars for her work at Rondo CLT.

Marty O'Connell
Development Associate
MWF Properties, LLC



Marty O'Connell is a development associate with MWF Properties. In his role, Marty helps to oversee the development of new construction multi-unit housing from start to finish, which includes market analysis, site selection/acquisition, entitlements, financial underwriting, construction management, and project turnover. Marty graduated from the University of Wisconsin - Madison with a BBA in Real Estate/Urban Land Economics.

MWF Properties is a multifamily housing developer based in Richfield, MN. The firm was established in 1999 and, since that time, has developed over 2,200 apartment units across Minnesota, Iowa, and Illinois. MWF has experience in developing both affordable workforce and market rate housing. The company's project success is based upon exceptional market selection and site acquisition. We pride ourselves on developing aesthetically pleasing projects that are known for quality construction.

ATTACHMEN G. ATTENDANCE LIST FOR THE COUNTY ROAD E CORRIDOR ACTION PLAN CDI WORKSHOPS

County Road E Corridor Action Plan Attendance

First Name	Last Name	Address	City	Zipcode	Organization	Session 1	Session 2	Session 3	Session 4
Gretchen	Artig-Swomley		Gem Lake		Mayor, Gem Lake		1	1	
Lilli	Bauman	3760 Grand Ave	WBL				1	1	
Nick	Berthiaume	3788 Hoffman Rd			Dandillon Daycare	1			
Patrick	Boylan				Metro Council	1	1		
Carole	Brower	2344 Spruce Place	WBL				1		
Quentin	Carlson	3897 E County Rd E	WBL	55110		1			
Myrna	Carlson	3897 E County Rd E	WBL				1	1	1
Nan	Carlson	2521 Blomquist	WBL				1		
Colleen	Chermak	3549 Bellaire	WBL			1			
Charles	Cook	1132 E County Rd E	Vadnais Heights	55110	Jimmy's	1			1
Curt S.	Cooper	4177 Hemlock Lane	Vadnais Heights	55127	VH Planning Commission, Vice Chair			1	
Andrea	Cowell	3701 Rolling View Dr.	WBL				1		
Ben	Crary	3795 Grand Ave	WBL	55110			1		
Sam	Crosby	4853 Division				1	1		1
Jan	Crowley	3450 Willow Ave	WBL	55110		1			
Candace	Davis	3519 Oak Terrace				1	1		
Linda	Demeny	1970 Lake Aires Blvd	WBL			1	1	1	1
Darwin	Demeny	1970 Lake Aires Blvd	WBL			1	1	1	
Teresa	Dippel	2405 Jansen Ave	WBL			1	1	1	1
Katherine	Doll Kanne				Vadnais Heights Planning Commission				1
Terri	Dresen				Vadnais Heights Planning Commission	1	1		
Kevin	Edberg		WBL		WBL City Council	1	1	1	1
Daniel	Epelboim	33 Summit Farm LN	Gem Lake	55110		1		1	
Joy	Erickson	1284 County Rd E East	Vadnais Heights		Edina Realty	1	1	1	1
Eileen	Foley	3520 Oak Terrace	WBL			1	1		
Bren	Froseth	2002 1/2 County Rd E East	WBL		Flicker Meats Company/White Bear Butchery		1	1	1
Jen	Greene	3587 Glen Oaks Ave	WBL	55110			1		
Chris	Greene	3587 Glen Oaks Ave	WBL	55110			1		
Solomon N.	Haile	2000 East County Road E					1		
Shelly	Hauge	1 Willow Rd	North Oaks				1	1	1
Matt	Heimann	807 Blair Ave	St. Paul				1		
Janis	Henry	3618 Cranbrook Dr.	WBL	55110		1			
Joyce	Hinzle	2359 East County Rd E	WBL			1	1		
Julie	Honsa	2460 E County Rd E	WBL		Honsa Family Funeral Home	1			1
Terry	Honsa	2460 East County Rd E	WBL	55110	Honsa Family Funeral Home	1	1		1
Joshua	Hosek	2002 1/2 County Rd E East	WBL	55110	Flicker Meats Company/White Bear Butchery	1			
David	Hosek	2002 1/2 County Rd E East	WBL		Flicker Meats Company/White Bear Butchery		1		1
Mark	Hosfield	3730 Highland	WBL				1		
Peter	Hosmer	2051 County Road E	WBL	55110	A+ Driving School		1		
Laurel	Hynes-Amle	3524 Hwy 61	Gem Lake		Gem Lake City Council			1	1

Jim	Jacobson	2293 County Rd E E	WBL	55110	
Kathy	Jacobson	2293 County Rd E E	WBL	55110	
Amy	Jents	2450 Hillside Rd	WBL	55110	
Jan	Johnson	2481 County Rd E	WBL	55110	State Farm
Ben	Johnson		Gem Lake		Gem Lake City Council
Tom	Johnson	2540 Dorothy Ave	WBL	55110	
Martin	Jokinen	4297 Green Hunter Court	Vadnais Heights	55127	Vadnais Heights Planning Commission
Steve	Jorissen	157 Cottonwood Drive	Vadnais Heights	55127	
Kelly	Jozwowski	3762 Thomas Ct	Vadnais Heights	55127	
Stephanie	Karp	2316 Spruce Place	WBL	55110	
Kevin	Kelly	3585 Highway 61	Vadnais Heights		
Caroline	Kostroski	2227 Birch St	WBL		
Jennifer	Kostroski	2485 Gisella Blvd	WBL	55110	
Becki	Kurtad	3704 Medleved Ave	WBL	55110	
Jim	Kurtad	3704 Medleved Ave	WBL	55110	
Kathy	Lair	3740 Highland Ave	WBL		
Greg	Lees	3666 McKnight Rd N	WBL	55110	
Anita	Leighton	3672 Sun Terrace	WBL	55110	
Greg	Lundberg	3240 Orchard St	WBL		
Dina	McKaley	2546 Dorothy Ave	WBL	55110	
Ryan	McKilligan	1110 Raymond Ave	St. Paul	55108	Element DB
Ella	Mitchell				Ramsey County
Mario	Montanari	811 Millwood Ave	Rosesville	55113	Ramsey County Parks and Rec
Liz	Moscatelli	800 East County Rd E	Vadnais Heights		VHEDC Board of Directors
Carol	Mulder	786 County Rd E	Vadnais Heights		
Isaac	Nelson	1270 Goose Lake Rd	Gem Lake	55110	City of Gem Lake
Anita	Olson	3947 Bellaire Ave	WBL	55110	
Steve	Parenteau	3744 Hoffman Rd	WBL		
Colleen	Parenteau	3744 Hoffman Rd	WBL		
Joshua	Patrick	1270 Goose Lake Rd	Gem Lake	55110	City of Gem Lake
Judy	Peters	3452 Willow Ave	WBL	55110	
Karen	Prettyman	3397 Glen Oaks Ave			
Victoria	Reinhardt				Ramsey County Commissioner
Al	Rivard	3590 Glen Oaks Ave	WBL		
Steve	Rogers		Vadnais Heights		Vadnais Heights City Council
Sharon	Roland	49 Summit Farm Ln	Gem Lake	55110	
Kevin	Rooney	1800 E County Road E	WBL		
Karen	Scheib	3870 Crestwood Place	WBL		
Josh	Schlicting	3539 Rolling View	Vadnais Heights		
Gary	Schroeher	2410 Hillside Rd	WBL	55110	
Maureen	Shepard	2394 E County Rd E	WBL	55110	
John	Skupa	2455 County Road E			
Neil	Skupa				
Michele	Stafki	1854 East County Rd E	WBL	55110	
Fred	Stafki	14505 - 43rd Ave N	Plymouth	55446	

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Sharon	Telschow	3756 Hoffman Rd	WBL		
Stan	Telschow	3756 Hoffman Rd	WBL		
Susan	Vento	390 Robert St N	St. Paul		Metropolitan Council
Andy	Voorhees	4250 White Bear Lake Pkwy	WBL	55110	Ancora Title
Tim	Wald	2530 Oak Court	WBL		WBL Schools
Ami	Wazlawik				Ramsey County
Mike	Wilhelmi	1700 East County Rd E	WBL		Xcel Energy
Cynthia	Wilson	3444 Willow Ave	WBL		
Jim	Wilson	42 Summit Farm Ln	Gem Lake	55110	VOGL
Chris	Witzmann	3612 Willow Lane			

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TOTAL ATTENDANCE:	43	60	29	29
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ATTACHMENT H. COUNTY ROAD E COMMUNITY ADVISORY GROUP MEMBERS

County Road E Community Advisory Group

White Bear Lake

Trisha	Kauffman	Solid Ground	tckauffman@solidgroundmn.org
Katie	West	Gunderson Construction	katiew@gundersonconstruction.com
Jeffry	Borglum	Techie Dudes	jborglum@techiedudes.com
Catherine	Gnali	Century College student	catherine.gnali@my.century.edu
Joy	Erickson	WBL Chamber	joyerickson@edinarealty.com

Vadnais Heights

Charles	Cook	Jimmy's Food and Drink	charles@visitjimmys.com
Kevin Thomas	Kelly	Frandsen Bank	KKelly@frandsenbank.com
Lauren	Lofrumento	Children's Discovery	lauren@childrensdiscoveryacademy.com

Gem Lake

Richard	Bosak	resident/past CC member	nrbosak@gmail.com
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ATTACHMENT I. COUNTY ROAD E CORRIDOR PROJECT TEAM MEMBERS

Project Team Members:

White Bear Lake representatives

Email

Kevin	Edberg	White Bear Lake City Council	Ward4@whitebearlake.org
Dan	Jones	White Bear Lake City Council	ward3@whitebearlake.org
Mike	Amundsen	White Bear Lake Planning Commission	mike.r.amundsen@gmail.com
Jason	Lindahl	White Bear Lake Community Development Director	jlindahl@whitebearlake.org
Tracy	Shimek	White Bear Lake Housing and Economic Development Coordinator	tshimek@whitebearlake.org

Vadnais Heights representatives

Steve	Rogers	Vadnais Heights City Council	Steve.Rogers@cityvadnaisheights.com
Terri	Dresen	Vadnais Heights Planning Commission	terridresen@gmail.com
Katherine	Doll-Kanne	Vadnais Heights Planning Commission	dollkanne@gmail.com
Liz	Moscatelli	VHEDC Board of Directors	lizmoscatelli@vhedc.com
Kevin	Watson	Vadnais Heights City Administrator	kevin.watson@cityofvadnaisheights.com
Nolan	Wall	Vadnais Heights Planning and Community Development Director	nolan.walls@cityofvadnaisheights.com

Gem Lake representatives

Ben	Johnson	Gem Lake City Council	ben.johnson@gemlakemn.org
Laurel	Hynes-Amlee	Gem Lake City Council	rebelneil12@gmail.com
Don	Cummings	Gem Lake Planning Commission	djc.msp@gmail.com

Ramsey County

Victoria	Reinhardt	Ramsey County Board	Victoria.Reinhardt@CO.RAMSEY.MN.US
Kari	Collins	Ramsey Community and Economic Development	Kari.Collins@CO.RAMSEY.MN.US
Mario	Montanari	Ramsey County Parks	mario.montanari@CO.RAMSEY.MN.US
Scott	Mareck	Ramsey County Public Works	Scott.Mareck@CO.RAMSEY.MN.US
Martha	Faust	Ramsey County Redevelopment Manager	martha.faust@co.ramsey.mn.us
Ella	Mitchell	Ramsey County Economic Development Specialist	Ella.Mitchell@CO.RAMSEY.MN.US

Metropolitan Council

Sue	Vento	Metropolitan Council Member	susan.vento@metc.state.mn.us
Patrick	Boylan	Met Council Policy Analyst	Patrick.Boylan@metc.state.mn.us
Terri	Dresen	Met Council Director of Communications	terri.dresen@metc.state.mn.us

Community Reps

Jan	Johnson	WBL EDC/State Farm	jan.johnson.ceu6@statefarm.com
Michael	Wilhelmi	Xcel	Michael.S.Wilhelmi@xcelenergy.com
Tim	Wald	White Bear Lake Area Schools	Tim.Wald@isd624.org
Mike	Greenbaum	Newtrax	mikeg@newtrax.org

ATTACHMENT J. ANNOUNCEMENT/PUBLICITY FLYER FOR THE COUNTY ROAD E CORRIDOR ACTION PLAN CDI WORKSHOPS

COUNTY ROAD E CORRIDOR ACTION PLAN: COMMUNITY WORKSHOP SERIES JOIN US FOR A SERIES OF COMMUNITY WORKSHOPS TO GUIDE FUTURE DEVELOPMENT ALONG COUNTY ROAD E

Between Centerville Road and Highway 120

The County Road E Corridor has enormous potential for revitalization, placemaking and serves as a catalyst for future development in the area. The cities of White Bear Lake, Vadnais Heights, and Gem Lake invite you to inform and guide future development along the corridor through a series of community workshops and discussions. The process will produce an action plan to include near, medium, and long-term goals and action steps, and serve as a tool to attract private investment through development and infrastructure improvements.



Mark your calendars. We encourage participants to attend the full series of workshops.

The series will be held in-person due to the interactive design of the sessions.

WORKSHOP I: Gather Information

Wednesday, September 14, 2022; 6:30 – 8:30pm

Century College, 3300 Century Ave, White Bear Lake

East Campus – Lincoln Mall, park in lot F, G or H, enter through main entrance E1

What is important and unique about County Road E Corridor? What are the concerns about future development, and what can be achieved? Presentations will be provided by land use and transportation planning experts.

WORKSHOP II A - C: Exploring Development Options - The Block Exercise

Join your neighbors in an interactive workshop to create development scenarios for key sites along the County Road E Corridor. Land use and design experts will be on hand to share ideas and insights. Sites are divided among three workshops by city.

A. Vadnais Heights sites

Wednesday, September 28, 2022; 6:30 – 8:30pm

Vadnais Heights Fire Station, 3595 Arcade St N

B. White Bear Lake sites

Thursday, September 29, 2022; 6:30 – 8:30pm

Redeemer Lutheran Church, 3770 Bellaire Ave, White Bear Lake

C. Gem Lake sites

Wednesday, October 5, 2022; 6:30 – 8:30pm

Heritage Hall, 4200 Otter Lake Road, Gem Lake

Workshop III: Developer Panel Discussion

Wednesday, October 12, 2022; 6:30 – 8:30pm

Vadnais Heights Fire Station, 3595 Arcade St N

Explore the opportunities and challenges of potential redevelop options with a panel of developers that bring a range of expertise.

Workshop IV: Framing Recommendations

Wednesday, October 26, 2022; 6:30 – 8:30pm

Vadnais Heights Fire Station, 3595 Arcade St N

Contribute to the creation of the County Road E Corridor action plan recommendations, which will be submitted to a Project Team of local government and private partners for consideration.

For more information, visit whitebearlake.org/e or contact:

- **Tracy Shimek**, City of White Bear Lake, at 651-762-4838 or tshimek@whitebearlake.org
- **Nolan Wall**, City of Vadnais Heights, at 651-204-6027 or Nolan.wall@cityvadnaisheights.com
- **Ben Johnson**, Gem Lake City Council Member, at ben.johnson@gemlakemn.org
- **Gretchen Nicholls**, Local Initiatives Support Corporation, at 612-327-2149 or gnicholls@lisc.org



All events are free and open to the public

THE CORRIDOR DEVELOPMENT INITIATIVE IS A PROGRAM OF:



SPONSORED BY: City of White Bear Lake | City of Vadnais Heights | City of Gem Lake | Ramsey County





City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and Council
From: Lindy Crawford, City Manager
 Kerri Kindsvater, Finance Director
Date: December 13, 2022
Subject: **2023 Final Budget, Tax Levy and Truth-in-Taxation Hearing**

SUMMARY

The City Council will review the 2023 final budget, tax levy, conduct the truth-in-taxation (TNT) hearing, and adopt the 2023 final budget and tax levy.

BACKGROUND INFORMATION

Attached for review and adoption is the 2023 final budget. There have been no changes to the levy amount since the 2023 preliminary levy was adopted on September 13 2022.

This year's General Fund tax levy reflects a 12.48% or a \$1,008,000 increase for operations and 2.45% increase for debt service related to the 2022 street improvement project.

Staff is grateful that the Council has made the decision to proceed with the much-needed public safety building project. The City will issue debt to cover these expenditures, which will add an 8.28% or a \$669,000 increase to the debt service levy in 2023.

Therefore, this year's total preliminary tax levy reflects a 23.21% or a \$1,875,000 increase over the previous year's levy. In order to offset the proposed tax levy, staff has prepared a budget reflecting a deficit of \$670,021. This deficit will be covered by the use of unrestricted surplus cash in the General Fund Balance.

The state auditor recommends that cities keep a minimum of five month's operating costs (42%) on hand and accessible to cover unanticipated costs. The fund balance projected for December 31, 2022, covers 46% of the 2023 expenditures; which meets the state auditor's recommendation and complies with the Council policy requiring the fund balance to be 35-50% of expenditures anticipated for the following year.

A second analysis tracks the fund balance to ensure funds are available to pay claims in the first half of each year since the first payments of the two largest revenue sources (tax payments and state aid) are not received until June or July. The anticipated fund balance for December 31, 2023, is 53% of the 2023 projected tax and intergovernmental revenue, which provides funds for the first half of 2024.

The following chart summarizes the 2023 final tax levy:

General Fund	\$ 8,233,000
Debt Service	1,053,000
Debt Service - Public Safety Facility	669,000
Gross Levy	9,955,000
Less: Fiscal Disparity Distribution	(973,350)
Net Levy	8,981,650

Tax capacity rate related to a \$9,955,000 levy: 24.448%

Levy Impacts

Staff has prepared the attached documents for residential and commercial property owners to illustrate estimated impacts to property taxes for taxes payable/collectable in 2023. In addition, the Council has traditionally analyzed market valuations and tax levy impacts for five residential and six commercial properties.

Let's look at a median value residential property. The 2022 median value home for taxes payable year 2023 is \$306,100, which is a 17.60% increase from 2022. The 2023 tax burden to this property at a 24.448% tax capacity rate for City taxes is \$724.64. For this annual tax, this property owner will continue to receive an exceptional quality of life in White Bear Lake with all of the following services, just to name a few –

- 24/7 police response
- 24/7 fire response
- Street maintenance, sweeping, lighting, and snow plowing
- Parks access and recreation activities
- Election activities
- Access to city publications
- Access to all city staff and elected officials

Significant Expenditure changes include –

1. Salary adjustments per the adopted Pay Plan (includes benefit factors)
2. Increase in health insurance benefits
3. Addition of two full-time firefighters/paramedics
4. Unavoidable increase in utilities (gas & electric) and fuel
5. Removal of proposed accounting position funded in 2022 for the Finance Dept.
6. Removal of proposed engineering position funded in 2022 for the Engineering Dept.
7. Replacement of playground sand in three parks (Podvin, Ramaley, Spruce)
8. Improved services for public safety responders' mental health checks
9. Addition of electronic plan review system for the Building Dept.
10. Operating technology costs related to software systems (finance, HR/payroll, utility billing, building permits, GIS, internet, other smaller programs), computer servers, and additional IT support for these items
11. Increase in routine city facility cleaning charges

Significant Revenue changes include –

1. Per our auditor's directions, the budget includes an allocation for the state fire aid, this revenue is offset by an equal expenditure to recognize payment to the fire relief investment fund held by the State Board of Investments.
2. Unavoidable decrease in permit revenues (School District permits are complete)
3. To be conservative, interest revenue is not budgeted due to the uncertainty of the market.
4. The transfer from the Construction Fund reduces support of the Engineering operations previously embedded in the Construction Fund per City Council direction.
5. A shift in the Fiscal Disparity shared pool of tax base for the Twin Cities metro area reduced the City's contribution to the pool by 2.7% and the distribution by 7.6%. The net effect of both changes in the calculation hold the amount the City's receives to offset the property tax levy at a lower amount than if there hadn't been a shift.
6. Unavoidable decrease of approx. \$506,350 in local government aid (LGA). The City received supplemental aid in 2022 of \$257,520 to maintain the 2021 funding level another year. The 2023 allotment calculation did not take into account the 2022 supplemental aid payment; therefore, we are recognizing the decrease for 2022 and 2023 in one year.

LGA is a program based on a complex formula to equalize a city's ability to provide an average level of service at a reasonable property tax rate. As a city's property values increase, the formula reduces the amount of aid distributed for assistance. White Bear Lake saw its first reduction in LGA in 2021. As mentioned above, initial state calculations for 2022 indicated a similar reduction; however, supplemental aid approved for cities prevented any loss of aid during the year. Given the recent reductions in the White Bear Lake's need for LGA based on the distribution formula, the Council should plan for annual decreases of approximately \$250,000 in the next few years until the distribution reaches zero. The 2023 LGA distribution is \$827,265; which means there is approximately three more years of full reductions and a fourth year with a limited reduction.

The 2022 revised General Fund budget incorporates use of the 2021 \$852,923 surplus for three key areas based on direction from the Council at the April 19, 2022, work session:

1. A transfer of \$323,485 to the Municipal Building Fund to replace the City Hall elevator for \$119,000 and the City Hall air handler for \$204,485
2. Reduce the transfer from the Construction Fund supporting Engineering operations by \$200,000
3. Utilize \$200,000 to begin implementing the Pay Plan from the Class. and Comp. Study

Capital Improvement Plan (CIP)

As shared at the September 13th City Council meeting, significant items included for purchase in the 2023 CIP are listed below. These items do not have an impact on the tax levy.

1. Fleet / replacements for Police (4), Parks (1), and Building (1) Depts.

2. Police squad equipment (computers, radios, etc.) and body worn cameras
3. Routine technology upgrades / replacements
4. Fire rescue boat – Previously we were planning to replace a fire engine in 2023. However, the engine (\$870,000) was pushed to 2024 and switched with the boat (\$190,000) in order to ease funding needs in the Equipment Acquisition Fund yet still meet the needs of the Fire Dept.

Proposed Revised 2022 General Fund Budget

Revenues: Anticipated General Fund revenues exceed the adopted budget estimates by \$598,278. The following activities provide the additional revenues:

- Franchise fees
- Other Non-Business permit fees (Electrical, HVAC, Plumbing and Driveways)
- State of Minnesota Fire Relief Aid
- Park rental fees

The attached General Fund Revenue Summary provides detailed information for all revenue accounts.

Expenditures: The Revised 2022 Budget reflects a \$341,202 increase in budgeted expenditures after factoring out the \$323,485 transfer to the Municipal Building Fund. The majority of the changes comes from the following activities:

- Vehicle and Equipment Fuel
- Natural Gas
- Embedded mental health services for public safety employees
- Fire Relief Aid, an amount equal to the payment received from the State of Minnesota
- Electric costs for contracted street lighting through Xcel Energy

RECOMMENDATIONS

Staff recommends the City Council hold the truth-in-taxation (TNT) hearing, and subsequently adopt the attached resolutions as presented in the 2023 Budget document:

1. Resolution adopting the 2023 budget and 2022 revising budget
2. Resolution adopting the 2022 tax levy for taxes collectable in 2023
3. Resolution committing fund balances for specific purposes
4. Resolution authorizing contributions toward volunteer and employee recognition
5. Resolution authorizing and acknowledging contributions and involvement in promoting business and cultural activities

ATTACHMENTS

General Fund Summaries (Revenues & Expenditures)
 Estimate Property Tax Levy Impacts
 Resolutions

NOTE: The complete budget document was distributed to the Mayor and City Council on November 22, 2022.

City of White Bear Lake
General Fund Summary

Annual Budget

Item	2020 Actual	2021 Actual	2022 Budget	2022 Revised	2023 Budget
Revenue					
Property taxes	\$ 6,428,062	\$ 6,667,935	\$ 7,216,000	\$ 7,200,828	\$ 8,233,000
Franchise fees and fines	354,568	385,578	381,000	392,664	382,000
Licenses and permits	827,378	1,393,967	1,006,690	1,303,053	1,128,807
Intergovernmental	3,900,062	2,481,616	2,143,315	2,529,034	2,073,590
Charges for services	748,825	730,177	782,251	784,696	871,126
Miscellaneous	126,827	54,075	125,650	134,158	65,750
Total Operating Revenue	<u>12,385,722</u>	<u>11,713,348</u>	<u>11,654,906</u>	<u>12,344,433</u>	<u>12,754,273</u>
Transfers In	<u>1,378,150</u>	<u>1,433,072</u>	<u>1,293,000</u>	<u>1,236,210</u>	<u>1,048,600</u>
Total Revenue	<u>13,763,872</u>	<u>13,146,420</u>	<u>12,947,906</u>	<u>13,580,643</u>	<u>13,802,873</u>
Expenditures					
General government	1,972,283	1,999,555	2,206,438	2,093,403	2,298,629
Public safety	6,539,782	7,070,825	7,538,582	7,916,682	8,628,996
Public works	2,440,745	2,515,784	3,052,001	3,124,103	3,300,227
General service and contingency	94,146	107,332	132,485	99,385	245,042
Total operating expenditures	<u>11,046,956</u>	<u>11,693,497</u>	<u>12,929,506</u>	<u>13,233,572</u>	<u>14,472,894</u>
Transfers Out	<u>1,814,375</u>	<u>600,000</u>	<u>-</u>	<u>323,485</u>	<u>-</u>
Total expenditures	<u>12,861,331</u>	<u>12,293,497</u>	<u>12,929,506</u>	<u>13,557,057</u>	<u>14,472,894</u>
Revenues over (under) expenditures	<u>902,541</u>	<u>852,923</u>	<u>18,400</u>	<u>23,586</u>	<u>(670,021)</u>
Reserve adjustment (to) from	<u>(150,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance January 1	<u>1,042,116</u>	<u>1,794,657</u>	<u>1,806,055</u>	<u>2,647,580</u>	<u>2,671,166</u>
Fund balance December 31	<u>\$ 1,794,657</u>	<u>\$ 2,647,580</u>	<u>\$ 1,824,455</u>	<u>\$ 2,671,166</u>	<u>\$ 2,001,145</u>
Reserve for operations	<u>4,010,000</u>	<u>4,010,000</u>	<u>4,010,000</u>	<u>4,010,000</u>	<u>4,010,000</u>
Total fund balance and reserve for operations	<u>\$ 5,804,657</u>	<u>\$ 6,657,580</u>	<u>\$ 5,834,455</u>	<u>\$ 6,681,166</u>	<u>\$ 6,011,145</u>

City of White Bear Lake
General Fund Revenues

Annual Budget
Business Unit: 1001

Code	Item	2020 Actual	2021 Actual	2022 Budget	2022 Revised	2023 Budget
General Property Taxes						
4015	Current	\$ 5,622,459	\$ 5,867,886	\$ 6,237,610	\$ 6,237,610	\$ 7,259,650
4040	Fiscal disparities	777,523	795,213	962,390	962,390	973,350
	Total current ad valorem taxes	<u>6,399,982</u>	<u>6,663,099</u>	<u>7,200,000</u>	<u>7,200,000</u>	<u>8,233,000</u>
4025	Delinquent	27,002	3,764	15,000	-	-
4030	Penalties and interest	1,078	1,072	1,000	828	-
	Total general property tax	<u>6,428,062</u>	<u>6,667,935</u>	<u>7,216,000</u>	<u>7,200,828</u>	<u>8,233,000</u>
Franchise Fee						
5095	Franchise fee - utilities	<u>294,079</u>	<u>307,570</u>	<u>315,000</u>	<u>336,014</u>	<u>325,000</u>
Licenses and Permits - Business						
4305	Liquor, intoxicating	72,197	5,188	86,255	91,225	88,300
4307	Liquor, nonintoxicating	4,312	800	4,200	4,375	4,200
4309	Cigarette	3,600	3,750	3,600	4,375	3,600
4311	Entertainment	810	-	-	-	-
4315	Rental housing fee	21,202	47,344	40,000	26,000	44,000
4317	General contractor	9,977	11,020	10,000	8,500	10,000
4319	Solicitor	2,050	3,500	2,000	2,000	2,000
4321	Service station	5,325	-	-	-	-
4323	Other	5,253	5,878	5,000	5,000	5,000
4325	Gambling permits	2,625	2,700	2,400	2,700	2,400
	Total business licenses and permits	<u>127,351</u>	<u>80,180</u>	<u>153,455</u>	<u>144,175</u>	<u>159,500</u>
Non-Business						
4345	Animal	2,425	6,592	2,400	510	3,000
4350	Launch	10,000	16,000	16,000	16,000	16,000
4405	Building	391,743	727,081	560,400	560,400	560,792
4406	Building plan reviews	131,380	347,017	117,935	233,778	217,515
4415	Electrical	52,471	73,589	50,000	58,000	62,000
4420	Heating and air conditioning	47,526	79,529	55,000	240,000	55,000
4425	Plumbing	33,913	36,406	35,000	30,000	35,000
4430	Water and sewer	5,353	6,200	3,000	4,425	5,000
4435	Sign	5,761	6,418	3,500	5,765	5,000
4437	Driveway	8,555	10,355	6,000	5,000	5,000
4439	Right of way	10,900	4,600	4,000	5,000	5,000
	Total non-business licenses and permits	<u>700,027</u>	<u>1,313,787</u>	<u>853,235</u>	<u>1,158,878</u>	<u>969,307</u>
	Total licenses and permits	<u>827,378</u>	<u>1,393,967</u>	<u>1,006,690</u>	<u>1,303,053</u>	<u>1,128,807</u>
Fines						
4510	County	54,644	56,988	55,000	50,000	50,000
4520	Administrative - City fines	1,785	2,100	1,000	150	500
4522	Administrative - City share of State fines	4,060	18,920	10,000	6,500	6,500
	Total Fines	<u>60,489</u>	<u>78,008</u>	<u>66,000</u>	<u>56,650</u>	<u>57,000</u>

City of White Bear Lake
General Fund Revenues

Annual Budget
Business Unit: 1001

Code	Item	2020 Actual	2021 Actual	2022 Budget	2022 Revised	2023 Budget
Intergovernmental						
4604	Federal grants	1,819,365	119,824	40,000	115,940	84,000
4624	State local government aid	1,203,195	1,202,297	1,233,615	1,233,615	827,265
4626	State aid street maintenance	382,183	375,000	375,000	375,000	375,000
4630	State police relief aid	278,806	274,245	275,000	297,154	275,000
4632	State fire relief aid	-	276,820	-	289,125	289,125
4644	State police POST board	27,286	31,941	27,000	27,000	27,000
4646	State aid - other	13,012	25,271	11,500	10,000	10,000
4662	County aid - other	21,215	21,218	21,200	21,200	21,200
4666	Local aid - school district resource officers	155,000	155,000	160,000	160,000	165,000
	Total intergovernmental	<u>3,900,062</u>	<u>2,481,616</u>	<u>2,143,315</u>	<u>2,529,034</u>	<u>2,073,590</u>
Charges for Services						
4807	Customer service taxable	45	87	-	-	-
4809	Customer service non-taxable	20,272	30,789	18,000	18,025	18,000
4832	Fire contract services	465,677	465,011	528,065	528,065	585,442
4834	Police contract services	80,531	85,776	91,186	91,186	113,184
4835	False alarm services	700	5,800	500	1,000	500
4836	Public safety services	1,032	8,525	4,000	5,000	3,000
4842	Public works services	-	599	-	395	-
4845	Building inspection services	179,968	132,965	140,000	140,000	150,000
4846	Fire inspection services	600	625	500	1,025	1,000
	Total charges for services	<u>748,825</u>	<u>730,177</u>	<u>782,251</u>	<u>784,696</u>	<u>871,126</u>
Miscellaneous Revenues						
4955	Interest	73,380	(25,701)	80,000	50,000	-
4975	Rental income	29,386	50,392	37,650	55,015	53,450
4990	Donations	800	1,175	-	150	-
5010	Sale of property	443	3,123	-	234	-
5318	Gambling regulatory tax	6,089	8,301	5,000	6,000	6,000
5350	Miscellaneous revenues	14,428	12,757	-	12,210	-
5360	Refunds and reimbursements	2,301	4,028	3,000	10,549	6,300
	Total miscellaneous revenues	<u>126,827</u>	<u>54,075</u>	<u>125,650</u>	<u>134,158</u>	<u>65,750</u>
Transfers for Administrative Charges						
5205	ARPA Fund	-	-	74,000	-	-
5205	Economic development	53,150	87,100	-	-	-
5205	Water distribution	101,000	108,000	112,000	112,000	116,000
5205	Water treatment	19,000	20,000	21,000	21,000	22,000
5205	Sewer	110,000	120,000	124,000	124,000	130,000
5205	Refuse	110,000	110,000	114,000	114,000	119,000
5205	Ambulance	140,000	140,000	145,000	145,000	166,000
5205	Pioneer Manor	-	17,000	18,000	18,000	18,500
5205	License Bureau	-	-	50,000	50,000	57,000
5205	HRA Redevelopment - District 25	25,000	-	25,000	-	-
5205	Marina	70,000	80,000	85,000	85,000	120,100
5205	Construction	750,000	750,000	525,000	567,210	300,000
5210	Escrow	-	972	-	-	-
	Total transfers	<u>1,378,150</u>	<u>1,433,072</u>	<u>1,293,000</u>	<u>1,236,210</u>	<u>1,048,600</u>
Total		<u>\$ 13,763,872</u>	<u>\$ 13,146,420</u>	<u>12,947,906</u>	<u>13,580,643</u>	<u>13,802,873</u>

City of White Bear Lake
General Fund Summary of Expenditures by Department and Division

Annual Budget

Code	Item	2020 Actual	2021 Actual	2022 Adopted	2022 Revised	2023 Budget
Department of Administration						
1010	Mayor and council	\$ 138,585	\$ 138,994	\$ 156,713	\$ 148,800	\$ 164,768
1020	City manager	390,777	391,934	441,538	409,185	451,873
1030	Finance	633,460	629,949	724,024	694,333	746,042
1040	Legal counselor	69,612	75,005	68,583	70,236	72,836
1050	City hall	335,612	309,442	355,682	360,258	258,507
1051	Technology	-	-	-	-	142,958
1060	Elections	59,412	79,609	84,505	81,905	80,405
1070	Planning	344,825	374,622	375,393	328,686	381,240
	Total general government	<u>1,972,283</u>	<u>1,999,555</u>	<u>2,206,438</u>	<u>2,093,403</u>	<u>2,298,629</u>
Department of Public Safety						
1100	Public safety facility	-	-	86,547	132,360	148,755
1110	Police	4,679,631	4,865,854	5,174,627	5,173,269	5,651,606
1210	Fire	872,576	1,174,663	1,105,721	1,435,674	1,521,176
1114	Dispatch	214,530	213,953	223,300	223,300	251,800
1041	Prosecution	153,174	153,196	158,233	153,907	160,063
1118	Animal control	14,114	13,533	24,433	23,080	27,116
1220	Emergency preparedness	6,927	9,389	16,569	18,223	18,579
1080	Building and code enforcement	598,830	640,237	749,151	756,868	849,900
	Total public safety	<u>6,539,782</u>	<u>7,070,825</u>	<u>7,538,582</u>	<u>7,916,682</u>	<u>8,628,996</u>
Department of Public Works						
1300	Public works facility	199,280	213,381	214,223	252,651	262,181
1310	Engineering	642,567	599,336	752,243	745,269	790,413
1320	Garage	120,279	162,124	255,860	261,779	277,911
1410	Streets	503,534	544,020	613,432	613,614	621,634
1420	Snow and ice removal	203,752	184,819	282,067	287,316	287,458
1430	Street lighting and signals	176,309	202,681	218,084	238,714	244,823
1510	Parks	595,024	609,424	716,092	724,758	815,806
	Total public works	<u>2,440,745</u>	<u>2,515,784</u>	<u>3,052,001</u>	<u>3,124,103</u>	<u>3,300,227</u>
Non-Departmental						
1610	General services	-	-	26,000	-	147,792
	Lake Conservation District	33,954	42,660	36,025	36,025	22,450
	Northeast Youth and Family Services	43,451	50,916	52,960	52,960	57,000
	Senior bus	5,000	2,345	7,500	7,500	7,800
	Contingency	11,741	11,411	10,000	2,900	10,000
	Total non-departmental	<u>94,146</u>	<u>107,332</u>	<u>132,485</u>	<u>99,385</u>	<u>245,042</u>
	Total operational expenditures	<u>11,046,956</u>	<u>11,693,497</u>	<u>12,929,506</u>	<u>13,233,572</u>	<u>14,472,894</u>
Transfers Out						
	Armory	25,000	-	-	-	-
	Economic Development	1,789,375	-	-	-	-
	Equipment Acquisition	-	400,000	-	-	-
	Municipal Building	-	200,000	-	323,485	-
	Total transfers out	<u>1,814,375</u>	<u>600,000</u>	<u>-</u>	<u>323,485</u>	<u>-</u>
Total		<u>\$ 12,861,331</u>	<u>\$ 12,293,497</u>	<u>\$ 12,929,506</u>	<u>\$ 13,557,057</u>	<u>\$ 14,472,894</u>

City of White Bear Lake
Residential
Property Tax Impact of tax levy
2023 Estimated City Property Taxes with Comparison Information from Prior Years

15-30-22-41-0036 4779 Peggy Lane	2018	2019	2020	2021	2022	Est. 2023	Net Chg	% Chg
Market Value	178,000	192,700	224,000	238,100	245,400	273,500	28,100	11.45%
Taxable / Limited Market Value	156,800	172,800	207,000	222,300	230,300	260,900		
Tax Capacity	1,568	1,728	2,070	2,223	2,303	2,609		
Tax burden City	298.82	348.88	426.81	452.49	512.68	637.85	125.17	24.41%

14-30-22-22-0056 4953 Campanaro	2018	2019	2020	2021	2022	Est. 2023	Net Chg	% Chg
Market Value	191,100	209,300	229,900	236,300	256,300	293,500	37,200	14.51%
Taxable / Limited Market Value	171,100	190,900	213,400	220,300	242,200	282,700		
Tax Capacity	1,711	1,909	2,134	2,204	2,422	2,827		
Tax burden City	326.08	385.43	440.22	448.42	539.17	691.14	151.97	28.19%

36-30-22-13-0037 2547 Elm Drive	2018	2019	2020	2021	2022	Est. 2023	Net Chg	% Chg
Market Value	212,400	232,100	232,500	232,600	343,300	363,900	20,600	6.00%
Taxable / Limited Market Value	194,300	215,700	216,200	216,300	337,000	359,400		
Tax Capacity	1,943	2,157	2,162	2,163	3,370	3,594		
Tax burden City	370.29	435.50	446.00	440.28	750.53	878.66	128.13	17.07%

City of White Bear Lake
Residential
Property Tax Impact of tax levy
2023 Estimated City Property Taxes with Comparison Information from Prior Years

35-30-22-24-0056						Est.		
1970 Ivy Lane	2018	2019	2020	2021	2022	2023	Net Chg	% Chg
Market Value	378,300	371,200	375,900	416,900	422,700	460,700	38,000	8.99%
Taxable / Limited Market Value	375,100	367,400	372,500	416,900	422,700	460,700		
Tax Capacity	3,751	3,674	3,725	4,169	4,227	4,607		
Tax burden City	714.86	741.78	768.43	848.60	941.40	1,126.32	184.92	19.64%
13-30-22-42-0011						Est.		
2517 Manitou Island	2018	2019	2020	2021	2022	2023	Net Chg	% Chg
Market Value	903,000	1,128,900	1,032,800	1,200,000	2,170,000	2,595,000	425,000	19.59%
Taxable / Limited Market Value	903,000	1,128,900	1,032,800	1,200,000	2,170,000	2,595,000		
Tax Capacity	10,038	12,861	11,660	13,750	25,875	31,188		
Tax burden City	1,913.02	2,596.64	2,405.34	2,798.81	5,762.59	7,624.72	1,862.13	32.31%

City of White Bear Lake
Commercial
Property Tax Impact of tax levy
2023 Estimated City Property Taxes with Comparison Information from Prior Years

White Bear Royal Apartments 26.30.22.33.0004 3675 Highland Avenue	2019	2020	2021	2022	Est. 2023	Net Chg	% Chg
Market Value	7,414,000	7,636,400	7,600,000	7,700,000	9,116,800	1,416,800	18.40%
Tax Capacity	92,675	95,455	95,000	96,250	113,960		
Tax burden City	18,711.08	19,691.52	19,337.25	21,435.74	27,860.94	6,425.20	29.97%

White Bear Auto Body 14.30.22.41.0054 2218 4th Street	2019	2020	2021	2022	Est. 2023	Net Chg	% Chg
Market Value	499,500	524,500	577,000	580,500	602,600	22,100	3.81%
Tax Capacity	9,240	9,740	10,790	10,860	11,032		
Tax Capacity adjusted for Fiscal Disparities	5,935	6,095	7,011	6,648	6,839		
Tax burden City	1,198.30	1,249.09	1,429.94	1,463.42	1,671.92	208.50	14.25%

Bellaire Shopping Center 35.30.22.21.0083 2000 County Road E	2019	2020	2021	2022	Est. 2023	Net Chg	% Chg
Market Value	3,055,000	3,055,000	3,132,500	3,025,500	2,982,700	(42,800)	-1.41%
Tax Capacity	60,350	60,350	61,900	59,760	58,904		
Tax Capacity adjusted for Fiscal Disparities	38,765	37,767	40,221	36,582	35,642		
Tax burden City	7,826.59	7,791.05	8,203.71	8,053.16	8,713.75	660.60	8.20%

Internaltion Paper 15.30.22.11.0017 1699 9th Street	2019	2020	2021	2022	Est. 2023	Net Chg	% Chg
Market Value	4,365,100	4,000,000	4,488,000	4,532,900	4,736,900	204,000	4.50%
Tax Capacity	86,552	79,250	89,010	89,908	93,988		
Tax Capacity adjusted for Fiscal Disparities	55,595	49,595	57,837	55,037	56,871		
Tax burden City	11,224.64	10,163.55	11,796.59	12,115.82	13,903.78	1,787.96	14.76%

City of White Bear Lake
Commercial
Property Tax Impact of tax levy
2023 Estimated City Property Taxes with Comparison Information from Prior Years

Health Parters 22.30.22.21.0002 1430 Highway 96	2019	2020	2021	2022	Est. 2023	Net Chg	% Chg
Market Value	4,293,500	4,508,200	4,508,200	4,300,000	4,226,900	(73,100)	-1.70%
Tax Capacity	85,120	89,414	89,414	85,250	83,788		
Tax Capacity adjusted for Fiscal Disparities	54,675	55,956	58,099	52,186	50,699		
Tax burden City	11,038.93	11,467.11	11,850.13	11,488.22	12,394.88	906.66	7.89%

White Bear Hotel 14.30.22.11.0057 4940 Highway 61	2019	2020	2021	2022	Est. 2023	Net Chg	% Chg
Market Value	6,375,600	6,694,400	7,363,800	6,259,200	6,196,600	(62,600)	-1.00%
Tax Capacity	126,762	133,138	146,526	124,434	123,182		
Tax Capacity adjusted for Fiscal Disparities	81,423	83,319	95,209	76,172	74,536		
Tax burden City	16,439.34	17,074.51	19,419.17	16,768.42	18,222.49	1,454.07	8.67%

City of White Bear Lake
Actual 2022 to Proposed 2023 Tax Levy
***Estimated* Tax Levy Impact with No Change in Estimated Market Values**

	For Taxes Levied/Payable		Change	
	2021/2022	2022/2023	Amount (\$)	Percent (%)
Total Estimated Market Value	3,156,599,200	3,603,341,200	446,742,000	14.15%
Total Tax Capacity	36,687,247	41,108,266	4,421,019	12.05%
Less Fiscal Disparity Distribution	(4,728,009)	(4,370,502)	357,507	-7.56%
Net Tax Capacity	<u>31,959,238</u>	<u>36,737,764</u>	<u>4,778,526</u>	<u>14.95%</u>
Tax Levy by Purpose				
General Fund	7,200,000	8,208,000	1,008,000	14.00%
Emerald Ash Borer	25,000	25,000	-	0.00%
Debt Service: YMCA/Sports Center	132,000	132,000	-	0.00%
Debt Service: Street Construction - 2018	220,000	220,000	-	0.00%
Debt Service: Street Construction - 2019	81,000	80,000	(1,000)	-1.23%
Debt Service: Street Construction - 2020	107,000	103,000	(4,000)	-3.74%
Debt Service: Equipment Certificates - 2020	152,000	155,000	3,000	1.97%
Debt Service: Street Construction - 2021	100,000	99,000	(1,000)	-1.00%
Debt Service: Equipment Certificates - 2021	63,000	62,000	(1,000)	-1.59%
Debt Service: Street Construction - 2022A	-	202,000	202,000	100.00%
Debt Service: Public Safety Building - 2022B	-	365,000	365,000	100.00%
Debt Service: Public Safety Building - 2023A	-	304,000	304,000	100.00%
Total Tax Levy	<u>8,080,000</u>	<u>9,955,000</u>	<u>1,875,000</u>	<u>23.21%</u>
City Tax Capacity Rate	<u>22.271%</u>	<u>24.448%</u>	<u>9.78%</u>	

Residential Homestead Class Rates	Commercial/Industrial Class Rates
1.00% first \$500,000	1.50% first \$150,000
1.25% over	2.00% over

Estimated Market Value	Payable	Payable	Change	
	2022 City Tax	2022 City Tax	Amount (\$)	Percent (%)
City Tax on Residential Homestead Property (Market Value Homestead Credit not included)				
200,000	445.42	488.96	43.54	9.78%
250,000	556.78	611.20	54.43	9.78%
300,000	668.13	733.44	65.31	9.78%
350,000	779.49	855.68	76.20	9.78%
400,000	890.84	977.92	87.08	9.78%
450,000	1,002.20	1,100.16	97.97	9.78%
500,000	1,113.55	1,222.40	108.85	9.78%
550,000	1,252.74	1,375.20	122.46	9.78%
600,000	1,391.94	1,528.00	136.06	9.78%
650,000	1,531.13	1,680.80	149.67	9.78%
700,000	1,670.33	1,833.60	163.28	9.78%
750,000	1,809.52	1,986.40	176.88	9.78%
800,000	1,948.71	2,139.20	190.49	9.78%
850,000	2,087.91	2,292.00	204.09	9.78%
900,000	2,227.10	2,444.80	217.70	9.78%
950,000	2,366.29	2,597.60	231.31	9.78%
1,000,000	2,505.49	2,750.40	244.91	9.78%
City Tax on General Commercial/Industrial Property				
50,000	167.03	183.36	16.33	9.78%
75,000	250.55	275.04	24.49	9.78%
100,000	334.07	366.72	32.66	9.78%
200,000	723.81	794.56	70.75	9.78%
300,000	1,169.23	1,283.52	114.29	9.78%
400,000	1,614.65	1,772.48	157.83	9.78%
500,000	2,060.07	2,261.44	201.37	9.78%
600,000	2,505.49	2,750.40	244.91	9.78%
700,000	2,950.91	3,239.36	288.45	9.78%
800,000	3,396.33	3,728.32	331.99	9.78%
900,000	3,841.75	4,217.28	375.53	9.78%
1,000,000	4,287.17	4,706.24	419.07	9.78%

RESOLUTION NO. _____

**RESOLUTION ADOPTING THE 2023 BUDGET AND REVISING THE 2022 BUDGET AS ADOPTED BY
RESOLUTION NO. 12898**

WHEREAS, the City Charter provides for the adoption of an annual operating budget and that such adoption shall precede the tax levy resolution;

WHEREAS, State law provides that such tax levy resolution shall be submitted to the County Auditor prior to December 28th of the year preceding collection;

WHEREAS, the Mayor and City Council had been presented with budget recommendations for expenditures and revenues, such that revenues fully fund expenditures and provide a safe margin of undesignated fund balances;

WHEREAS, Resolution No. 12898 adopted the 2022 operating budget;

WHEREAS, the City Charter authorizes the transfer of sums to other purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, that the 2023 operating budget shall be adopted and the 2022 operating budget shall be revised as follows:

Revenue:	<u>2022 Budget</u>	<u>2023 Budget</u>
<u>General Fund</u>		
General Property Tax	\$ 7,200,828	\$ 8,233,000
Franchise Fees and Fines	392,664	382,000
Licenses and Permits	1,303,053	1,128,807
Intergovernmental	2,529,034	2,073,590
Charges for Services	784,696	871,126
Miscellaneous	134,158	65,750
Transfers In	1,236,210	1,048,600
Total General Fund	<u>13,580,643</u>	<u>13,802,873</u>
<u>Special Revenue Funds</u>		
Amercian Rescue Plan Aid	1,455,678	-
Armory	77,461	-
Surface Water Pollution Prevention	237,417	274,031
Marina Operations	400,000	432,000
Sports Center	698,115	661,814
Forfeiture	3,700	13,000
Economic Development	556,087	439,331
Total Special Revenue Funds	<u>3,428,458</u>	<u>1,820,176</u>

RESOLUTION NO. _____

Debt Service Funds

Non-Bonded Special Assessment	652,110	506,810
2012 Special Assessment	192,000	178,000
2012 Refunding Tax Increment (PM)	160,000	160,000
2016 Tax Increment (BWC)	140,000	137,000
2018A G.O. Improvement and Equip. Cert.	406,475	404,000
2018B G.O. Tax Abatement Bonds	247,000	230,000
2019A G.O. Improvement Bonds	125,100	122,800
2020A G.O. Improvement and Equip. Cert.	319,045	293,400
2021A G.O. Improvement and Equip. Cert.	192,073	183,100
2022A G.O. Improvement and Equip. Cert.	61,557	281,317
2022B G.O. CIP Bonds (PS Facility)	-	365,000
2023A G.O. CIP Bonds (PS Facility)	-	304,000
Total Debt Service Funds	2,495,360	3,165,427

Capital Project Funds

Equipment Acquisition	622,008	636,200
Municipal Building	8,364,771	10,078,450
Park Improvement	282,911	112,500
Construction	4,159,721	910,000
HRA Downtown Expansion District 25	1,453,856	303,000
HRA Hoffman Place District 26	120,703	63,000
HRA Boatworks District 27	539,994	260,000
Total Capital Project Funds	15,543,964	12,363,150

Enterprise Funds

Water Utility	2,037,802	2,434,326
Sewer Utility	3,534,318	3,666,700
Environmental Recycling & Disposal Waste	1,761,820	1,830,969
Ambulance	2,469,773	2,772,000
Pioneer Manor	431,143	451,500
License Bureau	771,230	891,400
Total Enterprise Funds	11,006,086	12,046,895

Internal Service Funds

Insurance	282,473	285,907
Employee Expense	3,806,833	4,073,880
Total Internal Service Funds	4,089,306	4,359,787

Revenue Subtotal	50,143,817	47,558,308
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Community Reinvestment	112,793	109,244
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Total Revenue	\$ 50,256,610	\$ 47,667,552
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RESOLUTION NO. _____

Appropriations/Reserves:	<u>2022 Budget</u>	<u>2023 Budget</u>
<u>General Fund</u>		
Legislative	\$ 148,800	\$ 164,768
Administration	409,185	451,873
Finance	694,333	746,042
Legal	70,236	72,836
City Hall	360,258	258,507
Technology	-	142,958
Elections	81,905	80,405
Planning	328,686	381,240
Public Safety		
Public Safety Facility	132,360	148,755
Police	5,173,269	5,651,606
Fire	1,435,674	1,521,176
Dispatch	223,300	251,800
Legal Prosecution	153,907	160,063
Animal Control	23,080	27,116
Emergency Preparedness	18,223	18,579
Building and Code Enforcement	756,868	849,900
Public Works		
Public Works Facility	252,651	262,181
Engineering	745,269	790,413
Garage	261,779	277,911
Streets	613,614	621,634
Snow and Ice Removal	287,316	287,458
Street Lighting	238,714	244,823
Parks	724,758	815,806
Non-Departmental		
General Services	-	147,792
Senior Bus	7,500	7,800
Lake Conservation District	36,025	22,450
Northeast Youth and Family Services	52,960	57,000
Contingency	2,900	10,000
Transfers	323,485	-
Total General Fund	<u>13,557,057</u>	<u>14,472,894</u>
 <u>Special Revenue Funds</u>		
American Rescue Plan Aid	965,872	486,828
Armory	101,652	-
Surface Water Pollution Prevention	248,518	369,880
Marina Operations	373,465	502,960
Sports Center	719,586	801,072
Forfeiture	56,800	33,100
Economic Development	1,428,991	1,015,141
Total Special Revenue Funds	<u>3,894,885</u>	<u>3,208,981</u>

RESOLUTION NO. _____

Debt Service Funds

Non-Bonded Special Assessment	602,750	381,476
2012 Special Assessment	191,470	178,966
2012 Refunding Tax Increment (PM)	176,310	172,910
2016 Tax Increment (BWC)	139,423	136,772
2018A G.O. Improvement and Equip. Cert.	409,166	409,566
2018B G.O. Tax Abatement Bonds	226,760	230,785
2019A G.O. Improvement Bonds	166,360	163,510
2020A G.O. Improvement and Equip. Cert.	343,410	344,585
2021A G.O. Improvement and Equip. Cert.	42,620	205,985
2022A G.O. Improvement and Equip. Cert.	1,210	109,130
2022B G.O. CIP Bonds (PS Facility)	-	189,210
2023A G.O. CIP Bonds (PS Facility)	-	1,210
Total Debt Service Funds	2,299,479	2,524,105

Capital Project Funds

Equipment Acquisition	971,780	1,622,950
Municipal Building	2,320,042	14,597,500
Park Improvement	762,826	440,476
Construction	3,917,910	1,442,200
HRA Tax Increment	1,491,553	-
HRA Downtown Expansion District 25	6,250	6,250
HRA Hoffman Place District 26	55,842	56,300
HRA Boatworks District 27	180,150	171,275
Total Capital Project Funds	9,706,353	18,336,951

Enterprise Funds

Water Utility	2,956,617	2,345,558
Sewer Utility	3,277,763	3,271,337
Environmental Recycling & Disposal Waste	1,716,228	1,875,137
Ambulance	2,464,517	3,070,797
Pioneer Manor	527,987	527,152
License Bureau	900,323	1,103,841
Total Enterprise Funds	11,843,435	12,193,822

Internal Service Funds

Insurance	389,750	446,250
Employee Expense	3,946,766	4,135,975
Total Internal Service Funds	4,336,516	4,582,225

Appropriations/Reserves Subtotal	45,637,724	55,318,978
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Community Reinvestment	238,900	290,000
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Total Appropriations/Reserves	\$ 45,876,624	\$ 55,608,978
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RESOLUTION NO. _____

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk

RESOLUTION NO. _____

**RESOLUTION APPROVING THE 2022 FINAL TAX LEVY
FOR TAXES COLLECTIBLE IN 2023**

WHEREAS, the City of White Bear Lake is annually required by Charter and State law to approve a resolution setting forth an annual tax levy to the Ramsey and Washington County Auditors;

WHEREAS, Minnesota Statutes currently in force require certification of a proposed tax levy to the Ramsey and Washington County Auditors on or before December 28, 2022; and

WHEREAS, detail for the revised 2022 and 2023 budgets have been submitted to the City Council by the City Manager.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Ramsey and Washington Counties, Minnesota that the following sums are levied in 2022, collectible in 2023, upon the taxable property in said City of White Bear Lake for the following purposes:

General Fund	\$ 8,233,000
Debt Service: YMCA/Sports Center	132,000
Debt Service: Street Construction - 2018	220,000
Debt Service: Street Construction - 2019	80,000
Debt Service: Street Construction - 2020	103,000
Debt Service: Equipment Certificates - 2020	155,000
Debt Service: Street Construction - 2021	99,000
Debt Service: Equipment Certificates - 2021	62,000
Debt Service: Street Construction - 2022	202,000
Debt Service: Public Safety Facility CIP - 2022	365,000
Debt Service: Public Safety Facility CIP - 2023	<u>304,000</u>
Gross Levy	9,955,000
Less: Fiscal Disparity	<u>(973,350)</u>
Net Levy	<u><u>8,981,650</u></u>

BE IT FURTHER RESOLVED, that provision has also been made for payment of the City's share of Public Employees Retirement Association's contributions for the ensuing years; and

BE IT FURTHER RESOLVED, that there is a sufficient sum of monies in all Debt Service

RESOLUTION NO. _____

Funds of the City which are irrevocably pledged to pay principal and interest in 2023 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled, and replaced by the above debt service tax levy; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to transmit a certified copy of this resolution to the County Auditor's of Ramsey and Washington Counties, Minnesota, as required by law.

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. _____

RESOLUTION COMMITTING FUND BALANCES FOR SPECIFIC PURPOSE

WHEREAS, the Governmental Accounting Standards Board’s Statement #54 defines committed fund balance as amounts that can only be used for specific purposes;

WHEREAS, the City Council formalizes these fund balances for specific purpose in the budget document; and

WHEREAS, the budget document commits or reserves fund balances for defined purposes.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake that the specific portions of fund balances or the actual amounts determined as of fiscal year end is committed as follows:

Fund	Purpose	2022	2023
Special Revenue			
American Recovery Act Fund	Community Utilization	\$ 487,127	\$ 299
Armory	Community Utilization	24,191	-
Surface Water Pollution Prevention	Storm Water Run Off Control	829,386	733,537
Marina	Community Utilization	331,643	260,683
Sports Center	Community Utilization	170,650	31,391
Forfeiture	Public Safety	21,787	1,687
Economic Development	Economic Improvement	2,069,783	1,493,973
Debt Service			
Non-Bonded Debt	Special Assessment Finance	803,310	928,644
Special Assessment - 2012	Street Improvements	31,047	30,081
Tax Increment - 2012	Pioneer Manor	36,941	24,031
Tax Increment - 2016	Boatworks Commons	32,828	33,056
G.O. Impr. And Eq. Cert. - 2018	Street Impr, SC Equipment	449,090	443,524
G.O. Tax Abatement - 2018	Facility Renovation	241,585	240,800
G.O. Improvement - 2019	Street Improvements	402,378	361,668
G.O. Impr. and Eq. Cert. - 2020	Street Impr, Equipment	601,425	550,240
G.O. Impr. and Eq. Cert. - 2021	Street Impr, Equipment	342,167	319,282
Capital Projects			
Equipment Acquisition	City Equipment Purchases	2,095,790	1,109,040
Municipal Building	City Facility Construction	6,899,592	2,380,542
Park Improvement	Park Construction	1,129,121	801,145
Construction	Street Construction	4,304,404	3,772,204
Community Reinvestment	Infrastructure Finance	7,300,001	7,119,245
HRA Downtown Expansion District 25	Tax Increment Finance	1,447,606	1,744,356
HRA Hoffman Place District 26	Tax Increment Finance	64,861	71,561
HRA Boatworks District 27	Tax Increment Finance	359,844	448,569

RESOLUTION NO. _____

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. _____

**RESOLUTION AUTHORIZING CITY CONTRIBUTIONS TOWARDS VOLUNTEER AND EMPLOYEE
RECOGNITION PRESENTED IN THE 2022 REVISED AND 2023 BUDGET**

WHEREAS, the City of White Bear Lake annually appropriates funds through the budget process which recognize contributions received by the City from volunteers and employees;

WHEREAS, the detailed listing for this recognition is presented to declare these expenses are in the public’s interest and to inform the public;

WHEREAS, rent payments from Pioneer Manor funds the Pioneer Manor appropriations; and

WHEREAS, reimbursements fund the Insurance Fund appropriation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the expenditure budgets for 2022 and 2023 specifically authorizes the following appropriations, which recognize volunteer and employee achievements.

<u>General Fund</u>	<u>2022</u>	<u>2023</u>
Legislative		
Employee Appreciation Lunch	\$ 1,000	\$ 8,000
Service Awards (attached)	2,500	2,500
Civic Promotion (plaques/mugs)	1,200	1,200
Volunteer Recognition Dinner	1,700	1,700
Council Appreciation	150	150
Police		
Service Awards	-	100
TRIAD Events and Recognition	-	250
DARE	3,550	3,550
Crime Prevention	225	225
Volunteer Shirts/Award	-	1,000
CPA Shirts and Supplies	825	825
Fire		
Service Awards	500	500
Annual Banquet (current and retired)	3,500	-
Explorer Recognition	250	250
Pioneer Manor		
Social Activities	2,500	3,000
Insurance		
Safety Awards	100	100

RESOLUTION NO. _____

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk

RESOLUTIO NO. ____

RESOLUTION AUTHORIZING AND ACKNOWLEDGING CITY CONTRIBUTIONS AND INVOLVEMENT IN PROMOTING BUSINESS AND CULTURAL ACTIVITIES IN WHITE BEAR LAKE IN THE 2022 REVISED AND 2023 BUDGETS

WHEREAS, the City of White Bear Lake annually appropriates funds through the budget process for activities which promote business and the Downtown area;

WHEREAS, it is the funding of the City that such expenditures are in the public interest and promote the general welfare of the community;

WHEREAS, the City is a third-party conduit for restricted revenue remitted for use by the White Bear Main Street Association; and

WHEREAS, the City Council recognizes that through payment of annual membership dues to the White Bear Lake Area Chamber of Commerce, the City receives services including advertising, event planning and promotion, advocacy and visitor services of a value greatly exceeding the cost of dues.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the expenditure budgets for 2022 and 2023 specifically authorize the following appropriations for which the City receives services of value exceeding the cost.

	<u>2022</u>	<u>2023</u>
General Fund		
Legislative		
Chamber of Commerce	\$ 560	\$ 600
Economic Development		
Marketfest	7,000	7,000
Historical Society	19,800	19,800

The foregoing resolution, offered by Councilmember _____ and seconded 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: December 13, 2022
Subject: **Second reading and public hearing of an ordinance establishing the 2023 Fee Schedule**

SUMMARY

The City Council will conduct a second reading, a public hearing and adopt the 2023 fee schedule ordinance.

BACKGROUND INFORMATION

The City reviews its fee schedule annually and makes adjustments as needed. The fee schedule ordinance is presented to the City Council for approval at the end of each year. A first reading of the proposed 2023 fee schedule ordinance was conducted at the November 22, 2022 City Council meeting. Notice of a public hearing for this ordinance was published in the White Bear Press on November 9, 2022. 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

1. After conducting a public hearing, staff recommends the City Council adopt the attached ordinance adopting the 2023 fee schedule for the City of White Bear Lake, as presented.
2. After adopting the ordinance, staff recommends the City Council adopt the attached resolution approving summary publication of the 2023 fee schedule ordinance, as presented.

ATTACHMENTS

2023 Proposed Fee Schedule
Ordinance
Summary Resolution

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 \$17.00	January 2023
	Return Check Charge (Res. No. 9538)	\$30.00	January 2004

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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

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	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>

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	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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ORDINANCE NO. 22-

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	\$7.00/qtr/ <u>per REU</u>	January 2022
	Commercial Water Customers	\$7.00/qtr/ <u>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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ORDINANCE NO. 22-

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

2023 DRAFT FEE SCHEDULE

ORDINANCE NO. 22-

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

	FEEES	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

	FEEES	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

	FEEES – 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

2023 DRAFT FEE SCHEDULE

ORDINANCE NO. 22-

- 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

2023 DRAFT FEE SCHEDULE

ORDINANCE NO. 22-

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
30.1kw – 40kw	\$375.00	January 2020
40.1 kw and larger	\$375.00 + \$25 each additional 10kw	January 2020

2023 DRAFT FEE SCHEDULE

ORDINANCE NO. 22-

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
<u>\$1.00</u>	to	<u>\$1,000</u>	<u>\$50.00 per trip</u>	January 2023
<u>\$1,001</u>	to	<u>\$2,000</u>	<u>\$50.00 for the first \$1,000 plus \$3.25 for each additional \$100 or fraction thereof, to and including \$2,000</u>	January 2023
<u>\$2,001</u>	to	<u>\$25,000</u>	<u>\$82.00 for the first \$2,000 plus \$14.85 for each additional \$1,000 or fraction thereof, to and including \$25,000</u>	January 2023
<u>\$25,001</u>	to	<u>\$50,000</u>	<u>\$423.55 for the first \$25,000 plus \$10.70 for each additional \$1,000 or fraction thereof, to and including \$50,000</u>	January 2023
<u>\$50,001</u>	to	<u>\$100,000</u>	<u>\$691.05 for the first \$50,000 plus \$7.45 for each additional \$1,000 or fraction thereof, to and including \$100,000</u>	January 2023
<u>\$100,001</u>	to	<u>\$500,000</u>	<u>\$1,063.55 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$500,000</u>	January 2023
<u>\$500,001</u>	to	<u>\$1,000,000</u>	<u>\$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</u>	January 2023
<u>\$1,000,001</u>	to	<u>and up</u>	<u>\$6,013.55 for the first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof</u>	January 2023
<u>Reinspection fee (in addition to all other fees)</u>			<u>\$50.00</u>	January 2023
<u>Investigative fee (working without permit)</u>			<u>Fee(s) are doubled</u>	January 2023

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

ORDINANCE NO.

**AN ORDINANCE ADOPTING THE
2023 FEE SCHEDULE FOR THE CITY OF WHITE BEAR LAKE**

The Council of the City of White Bear Lake ordains as follows:

ARTICLE I. Schedule Adopted. The attached fee schedule, which is incorporated in and made part of this ordinance, is hereby adopted for the City of White Bear Lake.

Article II. Not Codified. This ordinance is transitory in nature and shall not be codified. The fee schedule established hereby shall be placed on the City's website and shall be available for inspection at the City Hall during usual office hours.

Article III. Effect. The attached fee schedule replaces the City's previous fee schedule, which is hereby repealed. Any other fees the City established, but which are not reflected on the schedule, remain in full force and effect.

Article IV. Effective Date. This ordinance is effective as of January 1, 2023 and applies to any occurrence or request for service included on the schedule made on or after its effective date.

Adopted this 13th day of December 2022.

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk

RESOLUTIO NO.

**RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE
ADOPTING THE 2023 CITY OF WHITE BEAR LAKE FEE SCHEDULE**

WHEREAS, the City of White Bear Lake City Council adopted Ordinance No. ____ “An Ordinance Adopting the 2023 Fee Schedule for the City” (“Ordinance”) at its December 13, 2022 meeting; and

WHEREAS, the City Council may, pursuant to Ordinance No. 83-6-666 and City Charter Section 4.14, adopt a title and summary of an ordinance for publication in lieu of publishing the entire text of a lengthy ordinance; and

WHEREAS, the City Council determines it is impractical to publish the entire Ordinance and that publication of an approved summary of the Ordinance is sufficient to inform the public of its contents and where to obtain a full copy of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the City of White Bear Lake City Council hereby approves the following title and summary language for publication of the Ordinance:

**CITY OF WHITE BEAR LAKE
ORDINANCE NO. ____**

**AN ORDINANCE ADOPTING THE
2023 FEE SCHEDULE FOR THE CITY**

On December 13, 2022, the City Council of the City of White Bear Lake adopted the above-referenced ordinance to adopt the 2023 fee schedule for the City. The updated fees go into effect on January 1, 2023. The full text of the ordinance is available for inspection at White Bear Lake city hall during regular business hours and has been posted to the City’s website.

BE IT FURTHER RESOLVED, that the City of White Bear Lake City Council hereby directs the City Clerk to do each of the following:

1. Publish the approved summary language once in the City’s official newspaper;
2. Have available for inspection during regular office hours a copy of the entire Ordinance;
3. Place a copy of the entire Ordinance at the White Bear Lake Branch of the Ramsey County Public Library;
4. Obtain an affidavit of publication of the title and summary from the official newspaper and place it in the City’s ordinance book together with the Ordinance and a copy of this Resolution;
5. Post the Ordinance on the City’s website.

RESOLUTIO NO.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk

Published on time in the White Bear Press on _____, 2022.



City of White Bear Lake
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater, Finance Director
Date: December 13, 2022
Subject: **Conduit Debt – Revenue Note Northeast Residence, Inc.**

SUMMARY

The City Council will consider approving a resolution supporting an amendment to the Conduit Debt Revenue Note for Northeast Residence, Inc.

BACKGROUND INFORMATION

On May 24, 2017, the City issued Revenue Note (Northeast Residence, Inc. Project) Series 2017 in the original agreement amount of \$5,665,000 to refinance supervised living facilities for developmentally disabled persons at multiple locations; finance the acquisition, renovation, and equipment of a new facility for office space and client services; and pay the costs of issuance of the Note.

The Original Borrower is merging with Hammer Residences, Inc. on January 1, 2023. The surviving entity will be Hammer Residences, Inc. The new entity will acquire all of the assets of the Original Borrower and will take on the responsibilities related to payment of principal and interest on the outstanding Note.

In addition to the name change of the borrower, the Note provided in 2017 needs to be amended to include a new interest rate index due to the LIBOR rate being phased out. The interest on the Note will now be calculated using the 5-year Treasury Constant Maturity index.

The New Borrower would like the City Council to approve the Amendment to the Note and execution of the Amendment to the Loan Agreement, which amends the Loan Agreement to document the New Borrower.

Given the name change of the Original Borrower, bond counsel may be required to draft and file an Information Return for Tax-Exempt Private Activity Bonds, Internal Revenue Service Form 8038. The enclosed resolution includes a provision authorizing the City officials to execute such certificates if necessary.

The Note will continue to be secured solely by the revenues derived from the Loan Agreement and from other security provided by the New Borrower.

The Note will not constitute a general or moral obligation of the City, will not be secured by or payable from any property or assets of the City, will not be secured by any taxing power of the City, and will not be subject to any debt limitation imposed on the City. The Amendment to the Note and the Master Amendment Agreement will not impact the City's ability to issue bonds in calendar year 2022 and will not affect any bonds previously issued by the City this year.

The Borrower will agree to pay the out-of-pocket expenses of the City with respect to this transaction.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution amending the Conduit Debt Revenue Note previously issued for Northeast Residence, Inc. that will be known as Hammer Residences, Inc. as of January 1, 2023 and revises the interest rate index for the Note.

ATTACHMENTS

Kennedy & Graven letter
Resolution

RESOLUTION NO.

RESOLUTION APPROVING AN AMENDMENT TO THE REVENUE NOTE (NORTHEAST RESIDENCE, INC. PROJECT), SERIES 2017, AND A MASTER AMENDMENT AGREEMENT

WHEREAS, on May 24, 2017, pursuant to a resolution adopted by the City Council of the City of White Bear Lake, Minnesota (the “City”) on March 14, 2017 (the “Note Resolution”), the City issued its Revenue Note (Northeast Residence, Inc. Project), Series 2017 (the “Note”), in the original aggregate principal amount of \$5,665,000;

WHEREAS, the City loaned the proceeds of the Note to Northeast Residence, Inc., a Minnesota nonprofit corporation (the “Original Borrower”), pursuant to a Loan Agreement, dated as of May 1, 2017 (the “Loan Agreement”), between the City and the Original Borrower, for the purposes of (i) refinancing the supervised living facilities for developmentally disabled persons located at 5570 129th Drive North, Hugo, Minnesota; 5572 129th Drive North, Hugo, Minnesota; 1616 Currie Street North, Maplewood, Minnesota; 549 Allen Avenue, Little Canada, Minnesota; 410 East Little Canada Road, Little Canada, Minnesota; 600 Labore Road, Little Canada, Minnesota; 2083 Arcade Street North, Maplewood, Minnesota; 785 Belmont Lane East, Maplewood, Minnesota; 3066 Duluth Street North, Maplewood, Minnesota; 2707 9th Avenue East, North St. Paul, Minnesota; 2137 Hale Avenue North, Oakdale, Minnesota; 1492 Brenner Avenue, Roseville, Minnesota; 470 County Road B2 West, Roseville, Minnesota; 2646 Virginia Avenue, Roseville, Minnesota; 909 Edgewater Avenue, Shoreview, Minnesota; 545 Gramsie Road, Shoreview, Minnesota; 2420 5th Street, White Bear Township, Minnesota; 5317 Cedarwood Court, White Bear Township, Minnesota; 1485 Highway 96 in the City; 2580 Norway Pine Drive in the City; and 3896 Bailey Road, Woodbury, Minnesota; (ii) financing the acquisition, renovation, and equipping of a new facility for office space and client services including, but not limited to, extended hour child care services and adult day care to be located at 2539 County Road E East in the City; and (iii) paying the costs of issuance of the Note;

WHEREAS, Bremer Bank, National Association, a national banking association (the “Lender”), purchased the Note from the City;

WHEREAS, at the time of issuance of the Note, interest on the Note was calculated using the 5-year Interest Rate Swaps formula (a LIBOR formula);

WHEREAS, the use of LIBOR (the London Interbank Offered Rate) is currently being phased out and will no longer be available as of June 30, 2023;

WHEREAS, the Lender has informed the City and the Borrower that, as of the next interest adjustment date (May 24, 2024), interest on the Note will be calculated using the 5-year Treasury Constant Maturity index, and such change (the “Amendment”) must be reflected in the Note;

RESOLUTION NO.

WHEREAS, the Borrower has informed the City and the Lender that it intends to merge with Hammer Residences, Inc., a Minnesota nonprofit corporation (“Hammer Residences”), effective as of January 1, 2023 and the surviving company will be Hammer Residences;

WHEREAS, Kennedy & Graven, Chartered, as bond counsel to the City with respect to the issuance of the Note (“Bond Counsel”), has determined the amendment to the Note will not be considered a significant modification of the Note and will not result in a reissuance of the Note for tax purposes pursuant to Sections 1.1001-3 and 1.1001-6 of the Treasury Regulations promulgated under the Internal Revenue Code of 1986, as amended (the “Code”);

WHEREAS, Bond Counsel has further determined that the merger of the Original Borrower with Hammer Residences will not be considered a significant modification pursuant to Section 1.1001-3(e)(4)(i) of the Treasury Regulations promulgated under the Code because the New Borrower intends to acquire substantially all of the assets of the Original Borrower; and

WHEREAS, there has been presented before the City Council a form of Allonge to the Note, which incorporates the proposed amendment to the Note, and a Master Amendment Agreement providing the necessary changes to the Loan Agreement related to the Hammer Residences taking on the responsibilities for the payment of principal and interest on the Note.

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

1. The City Council hereby consents to, approves, authorizes, and directs the execution of the Allonge to the Note and the Master Amendment Agreement by the Mayor and the City Manager, substantially in the forms on file with the City on the date hereof, which are hereby approved, with such changes as shall be approved by the Mayor and the City Manager; provided that the execution thereof by the Mayor and the City Manager shall be conclusive evidence of such approval.

2. As provided in the Loan Agreement and the Note Resolution, the Note shall not be payable from nor charged upon any funds other than the revenues pledged to their payment, nor shall the City be subject to any liability thereon, except as otherwise provided in this paragraph. No holder of the Note shall ever have the right to compel any exercise by the City of its taxing powers to pay any of the Note or the interest or premium thereon, or to enforce payment thereof against any property of the City except the interests of the City in the Loan Agreement and the revenues and assets thereunder, which have been assigned to the Lender. The Note shall not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the City, except the interests of the City in the Loan Agreement, and the revenues and assets thereunder, which have been assigned to the Lender.

RESOLUTION NO.

3. The Mayor and/or the City Manager are authorized and directed to execute and delivery any additional documents or certificates deemed necessary to carry out the transactions described in the Allonge to the Note or the Master Amendment Agreement and the intention of this resolution.

4. This resolution shall be in full force and effect from and after its passage.

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



Offices in
Minneapolis
Saint Paul
St. Cloud

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JULIE A. EDDINGTON
Attorney at Law
Direct Dial (612) 337-9213
Email: jeddington@kennedy-graven.com

December 6, 2022

Kerri Kindsvater, Finance Director
City of White Bear Lake
4701 Highway 61 North
White Bear Lake, MN 55110

Re: Resolution approving an amendment to the Revenue Note (Northeast Residence, Inc. Project), Series 2017

Dear Kerri,

On May 24, 2017, the City of White Bear Lake (the "City") issued its Revenue Note (Northeast Residence, Inc. Project), Series 2017 (the "Note"), in the original aggregate principal amount of \$5,665,000. The City loaned the proceeds of the Note to Northeast Residence, Inc., a Minnesota nonprofit corporation (the "Original Borrower"), pursuant to a Loan Agreement, dated as of May 1, 2017 (the "Loan Agreement"), between the City and the Original Borrower, for the purposes of (i) refinancing the supervised living facilities for developmentally disabled persons located at 5570 129th Drive North, Hugo, Minnesota; 5572 129th Drive North, Hugo, Minnesota; 1616 Currie Street North, Maplewood, Minnesota; 549 Allen Avenue, Little Canada, Minnesota; 410 East Little Canada Road, Little Canada, Minnesota; 600 Labore Road, Little Canada, Minnesota; 2083 Arcade Street North, Maplewood, Minnesota; 785 Belmont Lane East, Maplewood, Minnesota; 3066 Duluth Street North, Maplewood, Minnesota; 2707 9th Avenue East, North St. Paul, Minnesota; 2137 Hale Avenue North, Oakdale, Minnesota; 1492 Brenner Avenue, Roseville, Minnesota; 470 County Road B2 West, Roseville, Minnesota; 2646 Virginia Avenue, Roseville, Minnesota; 909 Edgewater Avenue, Shoreview, Minnesota; 545 Gramsie Road, Shoreview, Minnesota; 2420 5th Street, White Bear Township, Minnesota; 5317 Cedarwood Court, White Bear Township, Minnesota; 1485 Highway 96 in the City; 2580 Norway Pine Drive in the City; and 3896 Bailey Road, Woodbury, Minnesota; (ii) financing the acquisition, renovation, and equipping of a new facility for office space and client services including, but not limited to, extended hour child care services and adult day care to be located at 2539 County Road E East in the City; and (iii) paying the costs of issuance of the Note. Bremer Bank, National Association, a national banking association (the "Lender"), purchased the Note.

The Original Borrower is merging with Hammer Residences, Inc., a Minnesota nonprofit corporation, on January 1, 2023. The surviving entity will be Hammer Residences, Inc. (the "New Borrower"), and the New Borrower will acquire all of the assets of the Original Borrower and take on the responsibilities related to the payment of principal of and interest on the outstanding Note.

In addition to the change of name of the borrower, the Note provided in 2017 needs to be revised to include a new interest rate index due to the LIBOR rate being phased out. At the time of the issuance of the Note, interest on the Note was calculated using the business day yield on the 5-year Interest Rate Swaps as published by Bloomberg L.P. As a result, the Lender has informed the City, the Original Borrower, and the New Borrower that interest on the Note will be calculated using the 5-year Treasury Constant Maturity index, and such change (the "Amendment") must be reflected in the Note.

The New Borrower would like the City to consider the enclosed resolution at the next City Council meeting, which would approve the Amendment to the Note (memorialized by the City's execution of an Allonge to the Note) and the execution of the Amendment to Loan Agreement, which amends the Loan Agreement to document the New Borrower.

Given the change of name of the Original Borrower, bond counsel may be required to draft and file an Information Return for Tax-Exempt Private Activity Bonds, Internal Revenue Service Form 8038. The enclosed resolution includes a provision authorizing the City officials to execute such certificates if necessary.

The Note will continue to be secured solely by the revenues derived from the Loan Agreement and from other security provided by the New Borrower. The Note will not constitute a general or moral obligation of the City and will not be secured by or payable from any property or assets of the City (other than the interests of the City in the Loan Agreement) and will not be secured by any taxing power of the City. The Note will not be subject to any debt limitation imposed on the City. The Note was deemed to be "bank qualified" in 2017 and will continue to be treated as "bank qualified" after the Amendment to the Note. The Amendment to the Note and the Master Amendment Agreement will not impact the City's ability to issue "bank-qualified" bonds in calendar year 2022 and will not affect any bonds previously issued by the City this year.

The Amendment to the Note will not be considered a new issuance of debt by the City.

The Borrower will agree to pay the out-of-pocket expenses of the City with respect to this transaction.

Please contact me with any questions on the foregoing.

Sincerely,

Julie Eddington

WH110-70 (JAE)
843476v2



City of White Bear Lake
Community Development

MEMORANDUM

To: Mayor, City Council and City Manager
From: Ben Eggan, Building Official
 Jason Lindahl, AICP Community Development Director
Date: November 28, 2022
Subject: Order of Abatement of a Hazardous Building at 2239 Carlyle Ct

SMMARY

The City Council will consider adopting a resolution ordering the abatement of a hazardous property and public nuisance located at 2239 Carlyle Court.

BACKGROUND

On May 19, 2022, city staff responded to a citizen complaint reporting a large hole in the roof at 2239 Carlyle Ct. In the process of investigating the citizen complaint, staff made contact with Nan Remus, the owner of the property. Staff's observations of the property on May 19, 2022 led us to believe that the living conditions in the residence may be unhealthy. Based on observations made at that time, it was determined that Ms. Remus could not remain on the premises for her health and safety. Ms. Remus was provided alternative housing from various sources since this initial inspection.

On May 25, 2022, staff coordinated an inspection of the residence with an administrative search warrant. Ms. Remus was present and allowed access into the property to formally assess the living conditions inside the residence.

Based on the foregoing inspections of the property, it was confirmed that the living conditions were unhealthy and unsanitary. In addition, the inspection of the roofing revealed excessive deterioration of the asphalt shingles and the roof framing. Building Official Eggan observed a large hole in the roof approximately 6 feet long and 2 feet wide. It was apparent that the hole in the roof had been open to the elements and deteriorating for a number of years. Water damage below extended from the roof line all the way down through the first floor and into the basement. Inspection of the second floor of the home revealed that leaks in the roof had caused the sheetrock ceilings to fall down in a number of areas.

In addition to the structural deficiencies and water damage caused by the hole in the roof staff found that the first and second floor of the home were filled and cluttered with trash. Some of the rooms had trash piled up 4 feet in height. Many of the doors throughout the home were difficult to access due the amount of clutter. Inspection of the plumbing revealed that both bathrooms in the home had plumbing that was completely plugged and non-functional. It also

appeared that motor vehicles that were either inoperable or not licensed were being stored on the property in violation of City ordinances.

Based on staff observations, Eggan made a determination that the home was unfit for human habitation and formally ordered that Ms. Remus find somewhere else to live until all necessary repairs are completed to bring the home into compliance with the City's property maintenance code. On June 8, 2022, Eggan issued a formal written notice of violation to Ms. Remus (attached). The order detailed the deficiencies in need of repair and gave a timeline of 120 days to comply. Ms. Remus was also advised of her opportunity to appeal staff's determination pursuant to Code Section, 502.101.

In the days following the May 25, 2022 inspection, staff contacted both Ramsey County and the Food Shelf to obtain financial assistance to help Ms. Remus secure appropriate accommodations. She has been trying to obtain financial assistance to help pay for the needed repairs. Eggan spoke with Curtis Bennett from the Ramsey County Action Program and he is working on a release of funds in the amount of \$25,000 to help her with the repairs. To date that money has not been released to Ms. Remus.

Ms. Remus did obtain some contractor bids to determine the potential cost of the needed repairs. Service Master gave a bid to repair the roof and to clear out the clutter from the home. The estimated cost of that work was \$45,638. Yares Renovation Services LLC gave an estimate of \$30,317 to repair the roof only. The water damage caused by the roof leak, repairs to the plumbing and water damaged electrical wiring were never addressed in the contractor bids.

A letter informing Ms. Remus that the City Council would review and discuss this item during the December 13th meeting was provided to her by mail and email on November 29, 2022. In addition, a similar letter was also sent to US Bank National Association N.D. as mortgagee on the property. To date there have not been any permits issued for repairs to the property and no cleanup of the property has been started.

2239 Carlyle Court Abatement Timeline Summary	
May 19, 2022	Staff response to complaint about large hole in the roof of 2239 Carlyle Court.
May 25, 2022	Staff conduct an inspection of the property with Remus and makes a determination that the property was unfit for human habitation. Staff works to connect Remus with other resources.
June 8, 2022	Staff issues formal violation notice to Remus with 120 days to comply.
November 29, 2022	Staff notifies Remus that the City Council will review an order for abatement on December 13, 2022.
December 13, 2022	City Council considers an order for abatement with a 60-day response period.

Due to Ms. Remus's failure to take action to mitigate the hazardous condition on the property, staff is recommending the City proceed with an abatement procedure prescribed in Minnesota Statute Chapter 463. This procedure requires City Council approval of an abatement order

directing for the owner to abate hazardous buildings or conditions on the property. A hazardous building or hazardous property means “any building or property, which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment constitutes a fire hazard or a hazard to public safety.”

This process will provide the property owner one final opportunity to abate the hazardous conditions but also enable the City to obtain a court order to access the property and mitigate the hazardous conditions in the event they are not corrected by the owner or other parties with an interest in the property. This process will give the City the legal authority to repair or remove the hazardous condition, including demolition of the property, and assess all associated cost to the property if necessary.

RECOMMENDATION

Staff recommends adoption of the attached resolution ordering the abatement of a hazardous property and public nuisance located at 2239 Carlyle Court.

ATTACHMENTS

Resolution

Notice of Violation, June 8, 2022

Notice of City Council Consideration of Abatement Order, December 13, 2022

RESOLUTION NO.

**RESOLUTION ORDERING THE ABATEMENT OF HAZARDOUS PROPERTY AND PUBLIC NUISANCE
LOCATED AT 2239 CARLYLE COURT, WHITE BEAR LAKE, MINNESOTA**

WHEREAS, the real property (PIN 26-30-22-11-0077) located at 2239 Carlyle Ct, White Bear Lake, Minnesota and legally described on the attached Exhibit A (the “Property”) consists of a residence and a garage (collectively “Structure”);

WHEREAS, according to public records, the Property is owned by Nan Remus, a single person (the “Owner”);

WHEREAS, according to public records, US Bank National Association N.D. has an interest in the Property as a mortgagee;

WHEREAS, on May 25, 2022, there was a site inspection of the Property that resulted in the home being deemed unfit for human habitation;

WHEREAS, the roof of the residence is deteriorated and structurally unsound, including a large unrepaired hole that is causing significant water damage to the structure;

WHEREAS, Minnesota Statutes, section 463.15, subdivision 3 defines a “hazardous building or hazardous property” as “any building or property, which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment, constitutes a fire hazard or a hazard to public safety or health”;

WHEREAS, the City’s Building Official has concluded that the current condition of the dwelling and garage constitute unsafe and dangerous structures and the dwelling is unfit for human occupancy pursuant to the Municipal Code of White Bear Lake, Section 502.080;

WHEREAS, the Owner is required by Municipal Code of White Bear Lake, Section 502.080, Subd. 6 to “abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other approved corrective action”;

WHEREAS, the City’s Building Official sent orders to the Owner on June 8, 2022, November 29, 2022 (collectively, the “Orders”) advising of the violations on the Property and specifically ordering repair of the hazardous conditions on the Property;

WHEREAS, despite the Orders and having been given more than a reasonable amount of time to make repairs, the Owner has failed to correct the unsafe conditions of the dwelling and garage in violation of both State and local laws;

WHEREAS, Minnesota Statutes, sections 463.16 and 463.17, along with White Bear Lake Ordinances authorize the City Council to (i) order the owner of any hazardous property or

RESOLUTION NO.

building within the municipality to correct or remove the hazardous conditions; and (ii) order the owner of any property or building within the municipality to correct or remove an unsafe structure;

WHEREAS, Minnesota Statutes, section 463.161 et seq. authorizes a city to correct or remove a hazardous condition of any hazardous property or building if the owner of record fails to do so after a reasonable time and the district court enters a judgment sustaining the city's order;

WHEREAS, Minnesota Rules, part 1300.0180 defines a building as unsafe "if it is structurally unsafe, not provided with adequate egress, a fire hazard, or otherwise dangerous to human life" and further expressly provides that all unsafe buildings "are public nuisances and must be abated by repair, rehabilitation, demolition, or removal according to Minnesota Statutes, sections 463.15 to 463.26";

WHEREAS, in a letter dated November 29, 2022, the City's Building Official advised the Owner of a hearing to be conducted at a regular meeting of the City Council on December 13, 2022 to determine if an abatement order should be issued by the City to correct the multiple violations on the Property as described in the previously issued Orders; and

WHEREAS, based on information presented, the City Council of the City of White Bear Lake finds that the conditions of the structures on the Property, as summarized in the Orders and herein, are hazardous, unsafe, a threat to public health and general welfare, and a public nuisance, and therefore, said conditions must be abated in accordance with applicable State and local laws.

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

1. The City Council adopts, as factual findings, all the above recitals, including the findings identified in the previously issued Orders and summarized in the memorandum from Building Official Ben Eggen dated November 28, 2022.
2. Based on the findings, the Structure are hereby deemed hazardous, as that term is defined by Minnesota Statutes, section 463.15, the Structure is deemed unsafe, as that term is defined by Minnesota Rules, part 1300.0180, and the Structure is unsafe and unfit for human occupancy under Municipal Code of White Bear Lake, Section 502.080, Subd. 1 based upon the professional opinion of the City's Building Official.
3. The Structure also constitutes a public nuisance within the meaning of Minnesota Statutes, section 609.74, which amounts to a threat to public health and general welfare.

RESOLUTION NO.

4. The city attorney shall prepare an abatement order substantially similar to that attached hereto as Exhibit B. The city attorney shall be authorized to make any revisions to said order that may be necessary or convenient in order to carry out the intent of this Resolution.
5. The city attorney is authorized to take all necessary legal steps to effectuate service of this Resolution and the corresponding abatement order in the manner required by state or local law.
6. City staff, city attorney, and consultants are further authorized to take all necessary and convenient legal steps to secure compliance with the requirements contained in the attached abatement order and, if the abatement order is not complied with, to obtain a court order to abate the hazardous/nuisance conditions on the Property by razing the Structure, entering into such contracts as may be needed to raze the Structure and remove the debris, and shall subsequently facilitate assessment of the costs thereof against the Property in accordance with state and local laws.

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.

EXHIBIT A

Legal Description

Lot 47, Block 10, Lakeaires No.3, Ramsey County Minnesota.

Property I.D. Number: 26-30-22-11-0077

RESOLUTION NO.

EXHIBIT B

Abatement Order

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF RAMSEY

TENTH JUDICIAL DISTRICT

Court File No: _____
Case Type: Other/Misc.

In the Matter of the Hazardous Property and
Building Located at 2239 Carlyle Court, White
Bear Lake, Minnesota

**ORDER FOR ABATEMENT OF
HAZARDOUS PROPERTY AND
BUILDING**

TO: All owners, occupants, and lienholders of record.

The City Council of the City of White Bear Lake (the “City”) orders that within 60 days of service of this Order you are required to abate the hazardous and nuisance conditions which currently exist on the property located at: 2239 Carlyle Ct, White Bear Lake, Minnesota, which property is legally described on the attached Exhibit A (the “Property”), including the single-family dwelling and the attached garage (collectively, the “Structure”).

The City, pursuant to Minnesota Statutes, chapter 463 and the Municipal Code of White Bear Lake, has determined that (i) the Structure is hazardous and unsafe, and (ii) the Structure also constitutes a public nuisance in violation of State and local laws. The following information has led to these findings: a site inspection of the Property revealed a high content of trash and debris throughout the dwelling; an unrepaired hole in the roof has caused significant water damage to the Structure; all plumbing is in a non-functioning state; water damaged electrical is deemed unsafe; and the roof structure along with walls and floors within the Structure are physically unsound and need to be repaired or replaced in order to eradicate the unsafe conditions and public nuisance on the Property. Nan Remus was advised of the foregoing conditions and violations in letters sent to

her by the City's Building Official on June 8, 2022 and November 29 2022. Despite the notices, the required corrections were not made to the Structure.

Accordingly, it is hereby ORDERED that you abate the aforementioned conditions within 60 days of the date of service of this Order by taking all corrective action identified in the attached Exhibit B by either repairing or removing the Structure from the Property. Work done to repair or remove the Structure may require building or other permits and you must first apply for and obtain any such permits required for the work you intend to perform from the appropriate City offices and any other entity with jurisdiction. **This Order is not a permit.** Further, all such work completed is subject to inspection by the City's building official or other City staff as may be required to ensure compliance with applicable laws, regulations, and this Order.

You are further advised that unless the corrective action described herein is completed or an Answer is timely served on the City within 21 days of the date of service of this Order upon you, a motion for summary enforcement of this Order will be made to the Ramsey County District Court. As part of its motion the City will seek to correct the hazardous and unsafe conditions of the Structure by razing (demolishing) it and disposing of the debris.

Finally, you are further advised that if you do not comply with this Order and the City is compelled to take action to raze the Structure, as authorized under law, all necessary costs incurred by the City in enforcing this Order will be assessed and collected against the Property pursuant to Minnesota Statutes, section 463.21 and Municipal Code of White Bear Lake, Section 502.100 Subd. 3. In connection thereto, the City further intends to recover all of its expenses incurred in carrying out this Order, including specifically, but not exclusively, filing fees, service fees, publication fees, attorneys' fees, appraisers' fees, witness fees, including expert witness fees and traveling expenses incurred by the City from the time this Order was originally made pursuant to

Minnesota Statutes Section 463.22 and Municipal Code of White Bear Lake, Section 502.100
Subd. 3.

Dated: November ____, 2022

KENNEDY & GRAVEN, CHARTERED

By: _____

Robert A. Alsop (#174324)
Fifth Street Towers, Suite 700
150 South Fifth Street
Minneapolis, MN 55402
(612) 337-9300

**ATTORNEY FOR CITY OF WHITE
BEAR LAKE**

ACKNOWLEDGMENT

The undersigned acknowledges that costs, disbursements and reasonable attorney and witness fees may be awarded pursuant to Minn. Stat. § 549.211, subd. 2, to the party against whom the allegations in this pleading are asserted.

Robert A. Alsop

EXHIBIT A TO ABATEMENT ORDER

Legal Description

Lot 47, Block 10, Lakeaires No. 3, Ramsey County, Minnesota

EXHIBIT B TO ABATEMENT ORDER

The following will be needed to be completed in order to abate the hazardous conditions and public nuisances on the Property:

- a. Inspection revealed that the general condition of the entire roof is very poor. The roof currently has two layers of excessively deteriorated shingles. To correct this condition a complete tear off and reroof will be needed. Inspection of the roof revealed that the existing roofing has deteriorated to the point that there is are holes in the second story roof line. All damaged and deteriorated sheathing and rafters shall be replaced when the roof is reinstalled. The roof shall be repaired and maintained in good repair and be structurally sound in accordance with Section 502.160. (Permits will be required for these repairs)
- b. The holes in the second story roofline have been leaking down through the structure. The leaking condition at the roof has caused water damage from the roofline all the way down into the basement level. The leaking condition has caused the second story ceiling and attic insulation to fall in a few areas. All water-damaged areas shall be deconstructed so that all mold and water damage can be mitigated. Once the water damage has been repaired, the building envelope will need to be re-insulated and refinished. Roofing components shall not admit rain and all roof framing members shall be sound in accordance with Section 502.160 Subd. 1 (a) 8. (Permits will be required for these repairs)
- c. Any electrical wiring in the area where water damaged has occurred shall be assessed and rewired as needed to ensure that all electrical wiring is safe for use in accordance with Section 502.360 Subd. 3 (a). (Permits will be required for these repairs)
- d. Inspection of both bathrooms in the home revealed that the plumbing facilities are no longer functional. All plumbing drains shall be cleared and all plumbing fixtures in the home shall be cleaned and returned to functional state in accordance with Section 502.290 Subd. 1. (Permits will be required for these repairs)
- e. Inspection of the interior living area such as the kitchen, dining room, living room, hallways, bedrooms, bathrooms, basement etc. revealed excessive amounts of trash throughout the home. The current condition is unsanitary and blocks safe ingress and egress. All areas of the home shall be cleared of all trash and debris and the home shall be sanitized in accordance with Section 502.170 Subd. 1.
- f. All vehicles stored outside of the garage shall be licensed and operable or removed from the premises. White Bear Lake Ordinance 1302.030 Subd. 14 (a).

To the extent the foregoing corrective actions do not abate the hazardous conditions or the conditions are determined to be irreparable during the enforcement of this Order, the City reserves the right to raze the Structure pursuant to Minn. Stat. Section 463.16.



City of White Bear Lake

4701 Highway 61 N.
White Bear Lake, Minnesota 55110
651-429-8518 | www.whitebearlake.org

Notice of Violation

6/8/2022

Nan Remus
Heirs to Herbert and Rogene Remus
2239 Carlyle Court
White Bear Lake, MN 55110

Re: Living condition of the home located at 2239 Carlyle Court, White Bear Lake, MN 55110

Dear Ms. Remus,

The City of White Bear Lake has adopted the International Property Maintenance Code. The Property Maintenance Code requires that all buildings and structures in White Bear Lake meet minimum life safety standards. Inspection of your home on May 25, 2022 revealed that the dwelling has fallen into disrepair and has been deemed, "Uninhabitable".

Section 502.080 Sub1. (c) - Structure unfit for human occupancy. A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

The following repairs will be needed to return the home to a habitable condition:

- a. Inspection revealed that the general condition of the entire roof is very poor. The roof currently has two layers of excessively deteriorated shingles. To correct this condition a complete tear off and reroof will be needed. Inspection of the roof revealed that the existing roofing has deteriorated to the point that there are holes in the second story roof line. All damaged and deteriorated sheathing and rafters shall be replaced when the roof is reinstalled. The roof shall be repaired and maintained in good repair and be structurally sound in accordance with Section 502.160. (Permits will be required for these repairs)

- b. The holes in the second story roofline have been leaking down through the structure. The leaking condition at the roof has caused water damage from the roofline all the way down into the basement level. The leaking condition has caused the second story ceiling and attic insulation to fall down in a few areas. All water-damaged areas shall be deconstructed so that all mold and water damage can be mitigated. Once the water damage has been repaired, the building envelope will need to be re-insulated and refinished. Roofing components shall not admit rain and all roof framing members shall be sound in accordance with Section 502.160 Subd.1 (a) 8. (Permits will be required for these repairs).
- c. Any electrical wiring in the area where water damaged has occurred shall be assessed and rewired as needed to ensure that all electrical wiring is safe for use in accordance with Section 502.360 Subd.3 (a). (Permits will be required for these repairs).
- d. Inspection of both bathrooms in the home revealed that the plumbing facilities are no longer functional. All plumbing drains shall be cleared and all plumbing fixtures in the home shall be cleaned and returned to functional state in accordance with Section 502.290 Subd.1 (Permits will be required for these repairs).
- e. Inspection of the interior living area such as the kitchen, dining room, living room, hallways, bedrooms, bathrooms, basement etc. revealed excessive amounts of trash throughout the home. The current condition is unsanitary and blocks safe ingress and egress. All areas of the home shall be cleared of all trash and debris and the home shall be sanitized in accordance with Section 502.170 Subd.1.
- f. All vehicles stored outside of the garage shall be licensed and operable or removed from the premises. White Bear Lake Ordinance 1302.030 Subd.14 (a).

Please be advised that this home has been declared “Unfit for Human Habitation” and shall not be reoccupied until brought into compliance with the White Bear Lake Property Maintenance Code. You will be given 24 hours to vacate the premises upon issuance of this order.

In accordance with Section 502.080 Subd2, structures deemed unfit for human habitation shall be vacated, secured, and closed. Please take action to secure the premises within the next 5 days. Upon failure of the owner or owner’s authorized agent to close up the premises within the time specified in the order, the code official shall cause the premises to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate and shall be collected by any other legal resource.

Please make the necessary arrangements to have all the necessary repairs completed and the home cleaned or all trash and sanitized to bring the dwelling into compliance with the White Bear Lake Property Maintenance Code within the next 120 days. Failure to comply with this order will result in the building being declared a hazardous building and treated consistent with Minnesota Statute 463 “Hazardous Buildings”.

502.110 MEANS OF APPEAL.

Subd.1. General. When it is alleged by any person to whom a compliance order is directed that such compliance order is based upon erroneous interpretation of this ordinance, such person may appeal the compliance order to the City Manager within ten (10) days after service of the compliance order. Such appeals must be in writing specifying the grounds of appeal. The City Manager shall review said request and either approve or deny the appeal. If the City Manager denies the appeal, the applicant may appeal the decision to the City Council sitting as a Board of Appeals. Such appeals must be in writing, must specify the grounds for appeal, must be accompanied by a filing fee in the amount as prescribed in the annual fee schedule approved by the City Council, in cash or cashier's check, and must be filed with the Community Development Department within ten (10) days after service of the City Manager's ruling. The filing of an appeal shall stay all proceedings in furtherance of the action appealed from, unless such a stay would cause imminent peril to life, health, or property.

If you need help while repairs are made to the home, the following resources may be helpful:

- Ramsey County Adult Protection (Social Worker) - Matthew Terry - Phone: 651-279-0776, email Matthew.terry@co.ramsey.mn.us or general phone line 651-266-7900.
- Northeast Youth Family Services (Counseling) - White Bear Area: 651-429-8544
- Naomi Family Residence (Shelter) - 77 9th St E, St Paul, MN 651-228-1800
- Caroline Family Services (Shelter) - 917 University Ave E, St Paul, MnN651-772-1344
- Minnesota Coalition (Shelter) - 2233 University Ave W, St Paul, MN 651-645-7332
- Center for Energy and Environment (Loan Program) (<https://www.mncee.org>)
- Neighborhood Works Home Partners (Loan Program) (<https://nwhomepartners.org/fix-your-home-loan/>)

Please contact me at 651-429-8521 to discuss this compliance order. We look forward to working with you to bring your home into compliance.

Sincerely,

Ben Eggan
Building Official
651-429-8518

Encls. See attached photographs

C.C. U.S. Bank National Association, 425 Walnut Street, Cincinnati, OH 45202



City of White Bear Lake

4701 Highway 61 N.
White Bear Lake, Minnesota 55110
651-429-8518 | www.whitebearlake.org

November 29, 2022

Nan Remus
2239 Carlyle Ct
White Bear Lake, MN 55110

Re: 2239 Carlyle Ct, White Bear Lake, MN 55110 – Home Unfit for Human Habitation

Dear Ms. Remus,

Please be advised that on December 13, 2022 at 7:00 pm, the White Bear Lake City Council will be discussing approval of an abatement order requiring the repair or potential demolition and removal of the hazardous building located at 2239 Carlyle Ct in White Bear Lake. This topic will be an agenda item brought before the City Council for review and discussion. The meeting will be held at the White Bear Lake City Hall Council Chambers located at 4701 Highway 61 in White Bear Lake Minnesota. As the apparent fee owner of the property, please consider attending the meeting should you have any concerns about the outcome of these discussions.

Should the Council approve a resolution ordering abatement of the hazardous conditions on the property, you will be provided time to comply with the order for abatement. If you do not abate the hazardous conditions on the property or otherwise file an answer, the City will proceed to Ramsey County Court to obtain a judgment allowing the City of White Bear Lake the right to access the property to remedy the current violations. The cost of this action will be billed to you. If you are unable to pay for the cost of all legal fees and abatement costs, the fees due will be assessed to your property.

I have attached for your reference a memorandum describing the history of our enforcement action taken thus far, a copy of the Order to Remove a Hazardous Building, and the Council Resolution. If you have any questions regarding the meeting or the proposed order, please call me at 651-429-8521.

Respectfully,

Benjamin Eggan
Building Official



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Tracy Shimek, Housing & Economic Development Coordinator
 Jason Lindahl, Community Development Director
Date: December 13, 2022
Subject: Decertification of Tax Increment Financing District 25, Project Area C/Sterling Bank

SUMMARY

The City Council will consider adopting a resolution to decertify Tax Increment Financing (TIF) District 25, Project Area C/Sterling Bank.

BACKGROUND INFORMATION

Under authority granted to municipalities and Housing and Redevelopment Authorities in Minnesota Statute 469.001 et seq., the White Bear Lake City Council and Housing & Redevelopment Authority in and for the City of White Bear Lake Minnesota (HRA), approved the creation of TIF District 25 (District) in April 1999. The TIF District encompassed the areas outlined in the attached map.

The District was established as a Redevelopment District for the purpose of acquiring parcels and providing necessary public improvements and site improvements to spur development that would not have been economically feasible without tax increment assistance by the HRA. According to an analysis by Ehlers, the market value within the District increased 274.78% from \$6,883,900 in 1999 to \$25,799,500 in 2022. Development facilitated through public infrastructure improvements, site acquisition, site preparation or financial support include:

- The Arbors, 4800 Division Avenue
- Oakridge Office Building, 4801 Highway 61
- White Bear Lake Professional Building, 4886 Highway 61
- CVS Pharmacy, 4800 Highway 61

The District was established as a 25-year district with final TIF payments anticipated in 2025, however all district financial commitments have been met. Because all of the authorized obligations of the District have been met the city is therefore required to decertify the District as pursuant to Minnesota State Statute 469.1794 Subd.8, and return any excess TIF to Ramsey County for distribution to the appropriate taxing authorities.

RECOMMENDATIONS

Staff recommends the City Council adopt the attached resolution decertifying Tax Increment Financing District 25.

ATTACHMENTS

Resolution
Map of TIF District 25

RESOLUTION NO.

RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 25 OF THE CITY OF WHITE BEAR LAKE., MINNESOTA

WHEREAS, on April 13, 1999, the Housing and Redevelopment Authority in and for the City of White Bear Lake, Minnesota (the "HRA") created its Tax Increment Financing District No. 25, (the "District") within its Redevelopment Project No. 1 (the "Project");

WHEREAS, the tax increment obligation to which tax increment from the District have been pledged was paid in full;

WHEREAS, all other costs of the Project have been paid; and

WHEREAS, the City desires by this resolution to cause the decertification of the District after which all property taxes generated by property within the District will be distributed in the same manner as all other property taxes beginning 2023.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, that the City's staff shall take such action as is necessary to cause the County Auditor of Ramsey County to decertify the District as a tax increment district and to no longer remit tax increment from the District to the City.

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
Community Development Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Jason Lindahl, AICP Community Development Director
Date: December 13, 2022
Subject: **Development Review Process Zoning Ordinance Text Amendment – First Reading**

SUMMARY

The City Council will conduct the first reading of an ordinance amending the Municipal Code related to the development review process. Specifically, the proposed zoning ordinance text amendment would add a pre-application concept plan review process and a neighborhood meeting process. The second reading and consideration for adoption will be held at the January 10, 2023 Council meeting.

BACKGROUND

The City Council reviewed recommendations from the Housing Taskforce report during the June and July work sessions. As a result of those discussions, the City Council directed staff to prioritize, sequence and assign these recommendations as listed below.



The Council assigned the “Guiding Future Development” recommendation to the Planning Commission. This recommendation addressed the development review process and review and update of the City’s development (zoning and subdivision) regulations. The development review process included both a pre-application concept plan review and developer led neighborhood meeting. The zoning and subdivision regulations review process has been added to the 2023 budget and is scheduled begin in the second half of next year.

Staff presented a draft outline of both the concept plan review and neighborhood meeting processes to the Planning Commission on October 24th and the City Council on November 8th. Both bodies expressed support for these processes and directed staff to prepare a formal

zoning ordinance text amendment to incorporate them into the City Code. That draft ordinance is attached for a first reading.

During their November 8th review, the City Council expressed concerns that these processes may overburden some applications from individual property owners. Specifically, they asked about how these new standards would apply to individual residential property owners who may need a conditional use permit. As a result, staff analyzed the existing Zoning Code and the proposed text amendment to determine which applications could be subject to the new requirements for either a neighborhood meeting or concept plan review.

For concept plan review, any applicant could request to go through this process but it would only be required for those project that include a comprehensive plan amendment, rezoning, planned unit development (PUD) or city financial assistance. These would not apply to individual residential property owners. By comparison, the neighborhood meeting requirements apply to conditional use permits or rezoning applications located adjacent to or within any portion of a residential district. Staff's analysis of the Zoning Code and the proposed text amendment found these standards would apply to the uses listed below.

- Public or Semi-public Recreational Building and Neighborhood Community Centers
- Public and Private Educational Institutions limited to elementary, junior and high schools
- Religious Institutions
- Non-City Governmental and public regulated utility buildings and structures
- Commercial Outdoor Recreational areas including golf courses and club house or country clubs
- Private Stables, animal hospitals with overnight care and similar uses
- Cemeteries
- Home accessory apartments
- Elderly housing and nursing homes
- Office structures located in pre-existing institutional housing, offices or schools
- Hospitals, medical offices and clinics
- Retail commercial activities
- Buildings combining residential and non-residential uses
- Daycares
- Home occupations
- Second curb cut (driveway access) on a residential property
- Earth shelter homes

From this list, it is anticipated that only the last four uses (daycares, home occupations, second curb cuts, and earth shelter homes) could affect individual residential properties and not be part of a larger redevelopment. It is staff's opinion that the rest of the uses should be subject to the neighborhood meeting process. Exclusion of these uses (daycares, home occupations, second curb cuts, and earth shelter homes) from the neighborhood meeting process could be administered through the Modification section of the ordinance.

ANALYSIS

City Code Section 1301.040 outlines the process for amendments to the Zoning Code. It requires the Planning Commission to hold a public hearing to review the proposed amendment and then make a recommendation to the City Council. The City Council must then review the recommendation from the Planning Commission and hold two readings of the proposed ordinance before it can be published and put into effect. Approval of a proposed amendment requires passage by a four-fifths (4/5) vote of the entire City Council.

The Planning Commission reviewed this item during their November 28, 2022 regular meeting. During the meeting, the Commission heard a presentation from staff and held a public hearing that produced no comments. The Commission had general conversation about the proposed zoning code text amendment, noted it incorporated previous comments from the commission and expressed their support. The Commission then voted 6-0 to recommend the City Council approve the proposed zoning ordinance text amendment.

Section 130.040, Subdivision 1 outlines six (6) criteria for the Planning Commission and City Council to weigh when considering a zoning amendment. These criteria and staff's finding for each are outlined below. Based on these findings, staff recommends approval of the attached draft ordinance.

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan.

Finding: The proposed text amendment is consistent with the goals and policies of the 2040 Comprehensive Plan. The Housing chapter of the Comprehensive Plan includes a general policy to assess the city's zoning regulations and a more specific policy to create a pre-application review process. These policies were included as part of the review and recommendations for the Housing Task Force which in turn led to development of the attached draft ordinance.

2. The proposed use is or will be compatible with present and future land uses of the area.

Finding: The draft ordinance is not use specific, so staff cannot directly evaluate its influence on land use compatibility. However, the spirit and intent of these regulations is to expand and enhance the dissemination of information to the residents and to encourage greater involvement by the community in the planning process. Therefore, overall these regulations should help the community make more informed land use decisions which should improve land use compatibility.

3. The proposed use conforms with all performance standards contained herein.

Finding: Since the proposed draft ordinance creates new regulations and not a new use, this standard is not applicable.

4. The proposed use will not tend to or actually depreciate the area in which it is proposed.

Finding: Since the proposed draft ordinance creates new regulations and not a new use, this standard is not applicable.

5. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

Finding: Since the proposed draft ordinance creates new regulations and not a new use, this standard is not applicable.

6. Traffic generation by the proposed use within capabilities of streets serving the property.

Finding: Since the proposed draft ordinance creates new regulations and not a new use, this standard is not applicable.

RECOMMENDATION

Both the Planning Commission and staff recommend the City Council conduct the first reading of an ordinance amending the Municipal Code related to the development review process.

The second reading and consideration for adoption will be held at the January 10, 2023 Council meeting.

ATTACHMENTS

Draft Ordinance

CITY OF WHITE BEAR LAKE
ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF WHITE BEAR LAKE RELATED
TO THE DEVELOPMENT REVIEW PROCESS**

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

ARTICLE I. Section 1301 of the Municipal Code of the City of White Bear Lake – Administration is hereby amended by adding a new subdivision 1301.100 regarding Concept Plan Review:

1301.100 Concept Plan Review

Sub. 1 Purpose & Intent. The purpose of the pre-application concept plan review is to help inform and involve the public in the planning process and allow developers to gain feedback directly from the public, Planning Commission and City Council prior to preparing a full formal application. Feedback and opinions expressed by the city as part of a concept plan review are for guidance only and are not to be considered binding. Comments provided during the concept plan review may help inform/influence future plans if the developer chooses to proceed with a future formal development application.

Sub. 2 Applicability. Any applicant for approval of a land use or zoning application may request a preliminary (pre-application) concept plan review to explore the concept ideas and all other pertinent general information related to a possible future formal application. The concept plan review process is a required pre-application steps for those applications that may include a comprehensive plan amendment, rezoning, planned unit development (PUD) or city financial assistance.

Sub. 3 Schedule. The concept plan review process shall follow the following schedule.

- a.) Neighborhood Meeting. The developer hosts a neighborhood meeting to review a concept plan and solicit resident feedback. These meetings shall follow the Neighborhood Meeting requirements contained in Section 1301.110. City officials and/or staff may attend the neighborhood meeting, but only to observe the dialog between the developer and neighborhood and answer “procedure” questions.
- b.) Planning Commission. The Planning Commission review is intended as a follow-up to the neighborhood meeting. The objective of this meeting is to identify major issues and challenges in order to inform subsequent review and discussion. The meeting includes a presentation by the developer of conceptual sketches and ideas, but not detailed engineering or architectural drawings. No staff recommendations are provided, the public is invited to offer comments, and planning commissioners are afforded the opportunity to ask questions and provide feedback without any formal motions or votes.

c.) City Council. The City Council review is intended as a follow-up to the neighborhood meeting and Planning Commission review and would follow the same format as the Planning Commission review. No staff recommendations are provided, the public is invited to offer comments, and council members are afforded the opportunity to ask questions and provide feedback without any formal motions or votes.

Sub. 4. Next Steps. The developer may choose to use feedback gathered through the concept plan review process to help prepare a future formal application.

ARTICLE II. Section 1301 of the Municipal Code of the City of White Bear Lake – Administration is hereby amended by adding a new subdivision 1301.110 regarding Neighborhood Meetings:

1301.110 Neighborhood Meetings.

Sub. 1. Purpose & Intent. It is the city's intent to expand and enhance the dissemination of information to the residents and to encourage greater involvement by the community in the planning process.

Sub. 2. Applicability. Applicants for concept plan review or conditional use permits or zoning map amendments located adjacent to or within any portion of a residential zone must host and facilitate a neighborhood meeting in accordance with the procedures listed below. The city may also require a neighborhood meeting for other land use applicants, as determined necessary and appropriate. Required neighborhood meetings are separate and distinct from any public hearing required pursuant to state law.

Sub. 3. Scheduling.

a.) Applicants must schedule required neighborhood meetings to take place only after the city has accepted either pre-application concept plan review or a formal land use or zoning application and at least one week before the planning commission concept plan review or the statutorily required public hearing on the subject application.

b.) Meetings must be scheduled Monday through Thursday evenings after 6:30 p.m., although meetings may not take place on any of the following dates:

- 1) On a holiday, as that term is defined in Minnesota Statutes, Section 645.44;
- 2) On October 31;
- 3) On the evening of a major political party caucus; or
- 4) On the date of an election being held within the city's boundaries.

- c.) The applicant must host the meeting and present the proposed project for questions and comments from those in attendance.

Sub. 4. Notice And Invitation. Notice of required neighborhood meetings must be mailed at least 10 days before the meeting to those names and addresses listed on the public hearing notice list provided by the Community Development department. The area of notification may be modified by city staff based on the specific project. A copy of the meeting invitation must also be emailed to the members of the Planning Commission, City Council, and Community Development Director. A list of these individuals and their email addresses must be provided to the applicant by the Community Development department. The notice and invitation must include at least the following:

- a.) Date, time, and location of the meeting;
- b.) Project location map;
- c.) General project description; and
- d.) Contact information for the applicant, including an email address, project website and a telephone number.

Sub. 5. Meeting Materials. The applicant must make available to the public a complete description of the proposed project necessitating the application, including copies of printed materials and maps, where appropriate. This information must also be available through a project website that allows the public to ask question and provide comments directly to the developer.

- a.) The applicant must provide a sign-in sheet at the meeting to be signed at the option of those in attendance. The applicant must also take minutes at the meeting. A copy of this information must be provided to city staff no more than one day following the neighborhood meeting.
- b.) The schedule of meeting dates for Planning Commission, Parks Advisory Commission and City Council to consider the application, as applicable, must be provided to those in attendance at the meeting, if those dates are known.

Sub. 6. Modification Of Requirements. The city recognizes that not all land use applications or circumstances are similar in nature and certain situations may warrant deviating from the express requirements of this section for reasons that cannot necessarily be predicted or contemplated within a rigid set of policy provisions. To that end, the City Manager is authorized to permit deviations from any of the neighborhood meeting requirements of this section upon determining that such deviation is reasonable under the circumstances. This subsection is not to be interpreted to act as a mechanism through which

an applicant may request or apply for deviations, but rather is intended solely to provide city staff with the flexibility to initiate a deviation when circumstances warrant.

ARTICLE III. Incorporation. The City Clerk shall renumber the remaining subdivisions in the amended section, and make such other non-substantive edits, as may be needed to incorporate the new subdivision into the section.

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

Adopted by the City Council of the City of White Bear Lake, Minnesota on the ___ day of _____ 2022.

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk

(~~Strikeout~~ indicates matter to be deleted, double underline indicates new matter.)

First Reading: December 13, 2022

Initial Publication: December 8, 2022

Second Reading: January 10, 2023

Final Publication: _____

Codified: _____

Posted on web: _____