



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, NOVEMBER 28, 2023
7 P.M. IN THE COUNCIL CHAMBERS

Navigable Agenda

1. CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on November 14, 2023

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

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

- A. Resolution approving updated polling places for the 2024 Presidential Primary Election
- B. Resolution approving edible cannabinoid products license
- C. Resolution approving issuance of a massage therapy establishment license to Blooming Wellness Massage & Bodywork LLC
- D. Resolution authorizing on-sale intoxicating, Sunday and on-going extension liquor licenses for Foley Professional Golf Services LLC, new owners of Manitou Ridge Golf Course
- E. Resolution requesting the SCORE funding allocation and authorization for grant application submittal
- F. Resolution accepting donations for the Rotary Nature Preserve restoration project

5. VISITORS AND PRESENTATIONS

A. White Bear Lake Area Schools North Campus Roadway Improvements Update

6. PUBLIC HEARINGS

A. First reading of an ordinance establishing the 2024 Fee Schedule

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

A. Level Up Academy Performance Agreement

9. DISCUSSION

None

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 14, 2023
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 and Heidi Hughes. Councilmembers Dan Jones and Bill Walsh were excused. Staff in attendance were City Manager Lindy Crawford, Public Works Director/City Engineer Paul Kauppi, Community Development Director Jason Lindahl, Housing and Economic Development Coordinator Tracy Shimek, 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 October 24, 2023

It was moved by Councilmember **Engstran**, seconded by Councilmember **Edberg**, to approve the minutes. Motion carried 3-0.

3. APPROVAL OF THE AGENDA

Mayor Dan Louismet noted that a portion of the meeting will be closed for an attorney-client protected discussion regarding the PFAS class action suits against 3M and DuPont that identify the City as a claimant. It was moved by Councilmember **Edberg**, seconded by Councilmember **Engstran**, to approve the agenda as amended. Motion carried 3-0.

4. CONSENT AGENDA

- A. Accept minutes: September Park Advisory Commission, September White Bear Lake Conservation District, October Planning Commission
- B. Resolution approving on-sale intoxicating liquor license for Golf Nerd LLC **Res. No. 13265**
- C. Resolution approving edible cannabinoid products licenses for multiple eligible businesses **Res. No. 13266**
- D. Resolution approving Memorandum of Understanding and accepting a grant for the Rotary Nature Preserve Phase 2 Restoration Project **Res. No. 13267**
- E. Resolutions regarding construction for the Public Safety Facility Project – Contractor Default and Reassignment of Contract **Res. No. 13268, Res No. 13269**
- F. Resolution granting a conditional use permit for 4350 Centerville Road **Res. No. 13270**
- G. Resolutions approving Memorandums of Understanding for 2024 health insurance benefit contributions for bargaining employee groups **Res. No. 13271, Res. No. 13272, Res. No. 13273, Res. No. 13274**

It was moved by Councilmember **Hughes**, seconded by Councilmember **Engstran**, to approve the consent agenda. Motion carried 3-0.

5. VISITORS AND PRESENTATIONS

A. Housing Community Survey Report

Housing and Economic Development Coordinator Shimek introduced Peter Leatherman, chief executive officer of The Morris Leatherman Company, to present the findings of the recently conducted housing community survey. The survey included a random sample of 400 residents with a balloon sample of 400 residents ages 55 years and older. He shared demographic results, which helps ensure a fair representation of various ages and helps identify differences in opinions between demographic groups. Results were divided between “overall” and “55+” groups. More demographic results showed household ownership versus renting, type of housing, income range, gender, full-time or part-time occupations, financial situation, and ward designation. For rating quality of life, both the overall and 55+ population rated excellent or good. Leatherman noted that following the pandemic, people have become generally less enthusiastic, which makes it harder to achieve an excellent rating in surveys. He said White Bear Lake has a high number of excellent ratings compared to other communities. For what is most liked about the city, people responded most frequently about the small-town feel, sense of community, safe and friendly people. For most serious issues, most people responded nothing, then taxes and growth as the next highest report for issues. Leatherman found that White Bear Lake has four times the amount of “boosters,” or people who don’t think anything is wrong, compared to other communities, which indicates residents’ high enthusiasm of living here.

Both groups overwhelmingly rated the city excellent and good as a place to raise children and retiring. Leatherman said cities typically see one or the other, but said White Bear Lake shows that it caters to both. When surveying residents about their own residence, they reported liking most their friendly neighbors, their dwelling, safeness, and proximity to services, among other reasons. When surveying about what residents think is the most serious issue, the biggest response at 25% reported “nothing”. Single-digit percentages of respondents reported on various other issues, including traffic, taxes, and crime. When asked how big of a factor was the cost of housing when moving to the area, about a quarter of residents said it was a major factor with the rest reporting it was a minor factor or not a factor at all, meaning they were moving here for other reasons. Most reported they planned to live in their house the rest of their life, specifically 38% of the overall population and 52% of the 55+ population. For the 55+ population who indicated plans to move, reasons included downsizing or responding to high cost of living. When asked how important it is to stay in White Bear Lake, about three-quarters of both the overall and 55+ population responded very and somewhat. Leatherman shared results of residents rating the amount of housing types, such as apartments, townhomes, starter homes, high-end housing and one-level senior housing, with a rating scale of too much, about right and too little.

Overall, Leatherman reported the community has strong cohesion and has a small-town feel, with residents being content living here and not having a desire to leave. Mayor Louismet thanked Leatherman for the overview and asked him to expand on the city being a unique

suburb that mirrors a small town. Leatherman said most residents would highly rate location and convenience of where they live, but White Bear Lake residents specifically noted the sense of community, which is not common for a suburb in the metropolitan area. Councilmember Edberg requested for a breakdown of the survey comparing perceptions of affordability for those who purchased their homes decades ago versus those who recently purchased their home. He also wondered about any shifts that have compromised the perception of affordability. Leatherman said longitudinal data would help explain shifts, which is not available for White Bear Lake. Leatherman, Mayor Louismet and Councilmember Edberg shared discussion about perception on property taxes and how it reflects in survey results. When asked if there were any blaring reports of concerns, Leatherman explained White Bear Lake is in line with other communities on reported issues, and that he'd expect the city to be first affected by macro, state-level issues than issues happening locally in the community. City Manager Crawford shared comments from a local business owner and prospective resident who both commented on the "sense of belonging" in White Bear Lake.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Edberg**, to approve **Res. No. 13275** accepting the Community Housing Survey summary report. Motion carried 3-0.

B. Downtown Mobility and Parking Study Update

Public Works Director/City Engineer Kauppi introduced Mark Nolan, project manager for Short Elliot Hendrickson (SEH), who is leading the Downtown Mobility and Parking Study for the City. He talked about the process of the study and mentioned there has been general consensus between the steering committee and the greater community on certain issues. Nolan said the study is about two-thirds complete and they expect it to wrap up in February 2024. He summarized the findings of a crash analysis conducted between 2018-2022, and there was focus on the intersection of 4th Street and Highway 61, as well as specific areas of downtown. Nolan presented information on parking utilization and the findings of the study. The study showed the availability of on-street and off-street parking during different times of the day. He summarized the findings by stating there is parking, but it's a matter of people understanding they may not be parking right in front of their destination. Nolan shared information about public engagement, like the Marketfest booth, community survey, and sidewalk decals. There were 255 survey responses and 20 attendees who attended a community workshop.

During a mobility and circulation analysis, Nolan said the downtown sidewalks have enough pedestrian corridor, but there is a lack of buffered space on either side of the walkways where trees, benches, bike racks and flowerpots could be placed. These buffers are called activity and boulevard zones. Nolan said some ways to improve circulation and access would be to add bike route connections; modify access points and intersections from Highway 61; improve pedestrian crossings; incorporate one-way streets, and incorporate pedestrian-focused streets. He displayed images showing alternative options for road and sidewalk layouts to improve pedestrian space. He also shared images of unique pedestrian crossways, such as raised crosswalks, curb extensions that narrow the road at the crossing point, and changes in roadway material at crosswalks. Nolan explained different ways to improve the parking experience, such as shifting the community's perception that parking may not be right in front of the destination business, supporting some on-street parking in adjacent neighborhoods, directing downtown

business employees to park in designated areas, and utilizing private parking lots through agreements. Nolan shared a list of next steps, including engaging property owners and business owners and continuing to convene the committee.

Mayor Louismet noted the importance of preserving what the community likes about downtown while making improvements. Mayor Louismet asked about the viability of a pedestrian bridge or an underpass across Highway 61. Due to accessibility requirements and maximum slope, a pedestrian bridge would extend so far out from the intersection that pedestrians would likely not use it and the structure would interfere with surrounding buildings. With the proximity to the lake, an underpass would interfere with groundwater levels and would likely require consistent pumping efforts to keep it dry. Decreasing the speed limit on Highway 61 around downtown was discussed, but would not be effective without road re-design. Community Development Director Lindahl shared information about how certain perceptual roadway designs will naturally slow down drivers, such as buildings placed closer to the roadway and narrower streets. There was discussion on whether snow impacts the parking analysis. Director Kauppi referenced a different parking analysis study conducted by SEH that didn't show significant variances in the data with snowfall, but said there will be some impact with continuous heavy snow fall. Councilmember Edberg asked how residents are being engaged, in response to on-street parking in adjacent neighborhoods as a solution. Director Kauppi said even during the busiest times, there isn't much parking activity in the neighborhoods, with the exception of households right next to the downtown district. Nevertheless, staff will plan to expand mailings to those neighborhoods for the next open house.

Director Kauppi noted that the study will help create solutions which could be implemented over an extended period of time. Every issue will not be resolved immediately due to cost constraints, but there could be a plan in place. He said the Minnesota Department of Transportation is working closely with the City on future plans for improving Highway 61 intersections, with work estimated to commence in 2027. Councilmember Edberg pointed out the heavy focus of downtown for this study and advocated for other areas to receive this level of investment. City Manager Crawford emphasized the importance of the entire City as a whole and noted there are other active projects happening outside of the downtown area, such as the County Road E Corridor Action Plan. Councilmember Hughes questioned the sustainability of added features of the downtown area and the ongoing effect on other City resources, for example, more staff time needed to maintain any added trees. When asked about diagonal parking, Nolan shared the benefits and noted there will be more conversation about the option. Councilmember Hughes shared that she has frequently biked around the downtown area and supports bicyclist accessibility. She referred to Mayor Louismet's earlier comment about keeping the downtown charm and she agreed, sharing caution that some of the eccentric features of downtown shouldn't be completely eliminated with future construction.

C. Biannual Public Works / Engineering Department Report

Public Works Director/City Engineer Kauppi presented the department's first biannual report. He provided an overview of the staffing structure of both the Public Works and Engineering departments. He shared infrastructure statistics, such as the following: 89 miles of streets, 106

cul-de-sacs, 24 parks, 122 miles of watermain, 446 street lights, and more. Director Kauppi summarized the operations, projects, and new equipment overview for the Water Division, Sewer Division, Parks Division, Streets Division, Fleet Maintenance Division and Engineering Division. Below are highlighted projects between May and October 2023.

- Water: Lime slaker replacement; two new service trucks; Well 2 rehabilitation; and unplanned repairs for booster pumps, Well 1 VFD and chlorine scale.
- Sewer: Sewer lining; three manholes lined; purchase of a new service truck; and purchase of a push camera.
- Parks: Lakewood Hills All Abilities Playground; Lions Park restroom renovation; City Hall air handler replacement; Public Works generator installation; citywide lighting retrofit project; and building security upgrades.
- Streets: New service truck; new single axle plow truck; wildcat snow blower refresh; and unplanned pothole patch truck repairs.
- Fleet Maintenance: LaFrance engine repair; wildcat snow blower refresh; water plant slaker auger repairs; and asset management software implementation.
- Engineering: Public Safety Facility Project; Downtown Mobility and Parking Study; South Shore Boulevard Street and Trail Project; Rotary Nature Preserve Restoration Project; Oak Knoll Spent Lime Project; and various maintenance projects (seal coat, crack sealing, and concrete repairs).

City Manager Crawford noted there has been great progress catching up with replacing equipment in disrepair. She complimented the City's mechanics for maintaining the operation of equipment for as long as they have been. She said there will be a Public Works open house in the spring for the community to see the Public Works Facility and learn more about Public Works operations. Mayor Louismet and Councilmember Edberg passed on their appreciation to Public Works and Engineering staff for their work.

6. PUBLIC HEARINGS

Nothing scheduled.

7. UNFINISHED BUSINESS

Nothing scheduled.

8. NEW BUSINESS

A. Canvass Results of Municipal General Election 2023

City Manager Crawford presented the official vote count for the 2023 municipal general election, declaring Bill Walsh (Ward 1), Andrea West (Ward 3), and Steven Engstran (Ward 5) elected to the office for the term January 2024 to January 2028. With the City Council being the Canvassing Board for all municipal elections, the Council must adopt a resolution canvassing the election results.

It was moved by Councilmember **Hughes**, seconded by Councilmember **Edberg**, to approve **Res. No. 13276** canvassing results of the 2023 general municipal election. Motion carried 3-0.

9. DISCUSSION

Nothing scheduled.

10. COMMUNICATIONS FROM THE CITY MANAGER

City Manager Crawford shared information on anniversary celebrations for NER & Hammer Residences, White Bear Country Inn, and Rudy’s Redeye Grill. She reported that City staff have been discussing the 2024 legislative priorities agenda in preparation for upcoming conversations with the Council.

11. CLOSED SESSION

Mayor Louismet announced that the City Council was entering into closed session.

A motion was made by Councilmember **Hughes** to go into closed session pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) for an attorney-client protected discussion with the City’s attorney regarding the PFAS class action suits against 3M and DuPont that identify the City as a claimant. The motion was seconded by Councilmember **Edberg**. The meeting was closed at 9:16 p.m.

A motion was made by Councilmember **Engstran** to reopen the closed meeting. The motion was seconded by Councilmember **Hughes**. The meeting was reopened at 9:49 p.m. No further action was taken.

12. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Engstran**, seconded by Councilmember **Edberg**, to adjourn the regular meeting at 9:50 p.m. Motion carried unanimously.

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Caley Longendyke, City Clerk
Date: November 28, 2023
Subject: **Polling Places for March 5, 2024 Presidential Primary - UPDATED**

SUMMARY

The City Council will consider adopting a resolution updating the polling places for the March 5, 2024 Presidential Primary.

BACKGROUND INFORMATION

In 2017, the legislature enacted a new provision under Minnesota Statutes 204B.16, requiring all municipalities to designate their polling place locations for an upcoming election year by December 31 of the previous year. Changes to polling place locations may be made at least 90 days before the next election, unless an authorized polling places becomes unavailable for use or in the case of an emergency when it is necessary to ensure a safe and secure location for voting.

At the August 8, 2023 regular meeting, the City Council approved the polling places for the March 5, 2024 Presidential Primary Election. With the anticipated construction of Sunrise Park Middle School and their unavailability to be a polling place for Ward 3 for the 2024 August Primary and 2024 November Presidential Election, Ramsey County, which administers the City's elections, worked with City staff to identify a new polling place for Ward 3. Parkview United Church of Christ was identified as the new polling place for Ward 3. Separately, St. Stephen Lutheran Church, a previous polling location for Ward 5, re-offered their building as a polling place for 2024 elections.

To create consistency for voters during all 2024 elections—March Presidential Primary, August Primary and November Presidential Election—Ramsey County elections staff and City staff concluded it would best to amend the March 2024 Presidential Primary Election polling places (previously approved by Council on August 8, 2023) to designate Parkview United Church of Christ and St. Stephen Lutheran Church as the polling places for Ward 3 and Ward 5, respectively. Notification for the 2024 polling locations has not yet been sent out to voters.

This scenario keeps polling places the same for each ward between all 2024 elections. Recent changes to polling places have been due to the new March Presidential Primary, school building construction and accommodation of when students are in class.

The following polling places are recommended for the March 5, 2024 Presidential Primary (The strikeouts indicate the proposed update since the City Council vote on August 8, 2023):

Ward #	March 2024 Presidential Primary Election Polling Places (CC Approved August 8, 2023)	March 2024 Presidential Primary Election Polling Places (CC Update November 28, 2023)
Ward 1	White Bear Lake City Hall 4701 Highway 61 White Bear Lake, MN 55110	White Bear Lake City Hall 4701 Highway 61 White Bear Lake, MN 55110
Ward 2	White Bear Lake Library 2150 2nd Street White Bear Lake, MN 55110	White Bear Lake Library 2150 2nd Street White Bear Lake, MN 55110
Ward 3	Normandy Park Education Center 2482 County Road F East White Bear Lake, MN 55110	Parkview United Church of Christ 3737 Bellaire Avenue White Bear Lake, MN 55110
Ward 4, Precinct 1	Redeemer Lutheran Church 3770 Bellaire Ave White Bear Lake, MN 55110	Redeemer Lutheran Church 3770 Bellaire Ave White Bear Lake, MN 55110
Ward 4, Precinct 2	Redeemer Lutheran Church 3770 Bellaire Ave White Bear Lake, MN 55110	Redeemer Lutheran Church 3770 Bellaire Ave White Bear Lake, MN 55110
Ward 5	White Bear Area YMCA 2100 Orchard Lane White Bear Lake, MN 55110	St. Stephen Lutheran Church 1965 County Road E East White Bear Lake, MN 55110

For the 2024 August Primary Election and November Presidential Election, it is the intent of City staff to maintain these same polling places. Formal action on this designation will take place after the 2024 March Presidential Primary.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution updating the polling places to for the March 5, 2024 Presidential Primary.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION APPROVING UPDATED POLLING PLACES FOR THE 2024 PRESIDENTIAL PRIMARY ELECTION FOR THE CITY OF WHITE BEAR LAKE, MINNESOTA

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

WHEREAS, changes to polling place locations may be made at least 90 days before the next election, unless an authorized polling places becomes unavailable for use or in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

WHEREAS, at the August 8, 2023 regular meeting, the City Council approved polling places for the March 5, 2024 Presidential Primary Election; and

WHEREAS, for the 2024 August Primary and 2024 November Presidential Election, Sunrise Park Middle School, typically a polling place for Ward 3, will not be available due to construction, therefore Ramsey County worked with City staff to identify a new polling place for Ward 3 and identified Parkview United Church of Christ as the new polling place for the 2024 August Primary and 2024 November Presidential Election; and

WHEREAS, St. Stephen Lutheran Church, previously a polling place for Ward 5, also re-offered their building as a polling place for 2024 elections; and

WHEREAS, to create consistency for voters across all 2024 elections, Ramsey County election staff and City staff concluded it would best to update the March 2024 Presidential Primary Election polling places to designate Parkview United Church of Christ and St. Stephen Lutheran Church as the polling places for Ward 3 and Ward 5, respectively.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota hereby approves updated polling places for the 2024 Presidential Primary, scheduled for Tuesday, March 5:

Ward 1	White Bear Lake City Hall – Council Chambers 4701 Highway 61, White Bear Lake, MN 55110
Ward 2	White Bear Lake Library 2150 2nd Street, White Bear Lake, MN 55110
Ward 3	Parkview United Church of Christ 3737 Bellaire Ave, White Bear Lake, MN 55110
Ward 4, Precinct 1	Redeemer Lutheran Church 3770 Bellaire Ave, White Bear Lake, MN 55110
Ward 4, Precinct 2	Redeemer Lutheran Church 3770 Bellaire Ave, White Bear Lake, MN 55110
Ward 5	St. Stephen Lutheran Church 1965 County Road E East, White Bear Lake, MN 55110

RESOLUTION NO.

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

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

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

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Caley Longendyke, City Clerk
Date: November 28, 2023
Subject: **Edible Cannabinoid Products License application for White Bear Bait**

SUMMARY

The City Council will consider adopting a resolution approving an edible cannabinoid products license to Mahmood Enterprises LLC d.b.a. White Bear Bait.

BACKGROUND INFORMATION

During the 2023 legislative session, the Minnesota Legislature enacted Chapter 63—HF 100, which is comprehensive legislation relating to cannabis, including, but not limited to, the establishment of the Office of Cannabis Management (OCM); providing for the licensing, inspection, and regulation of cannabis businesses and hemp businesses; taxing the sale of cannabis flower, cannabis products, and certain hemp products, and providing for the temporary regulation of certain edible cannabinoid products.

Once the OCM is established, estimated in January 2025, they will become the regulatory authority for the licensing of cannabis businesses and the sale of all cannabinoid products, including lower-potency hemp edibles. Since there would be no regulatory authority overseeing the sale of edible cannabinoid products until then, the City Council passed Ordinance No. 23-08-2067 on August 22, 2023, requiring a license and imposing regulations on the retail sale of edible cannabinoid products until the products are licensed through OCM.

Kashif Mahmood, owner of White Bear Bait, currently has an active tobacco license and is eligible for an edible cannabinoid products license. An application was submitted and the Police Department found nothing to preclude the issuance of the license following the background investigation. Consistent with the other business licenses, the license term for edible cannabinoid products will end March 31, 2024.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing the issuance of an edible cannabinoid products license to Mahmood Enterprises LLC d.b.a. White Bear Bait, located at 4648 Highway 61 N.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION APPROVING EDIBLE CANNABINOID PRODUCTS LICENSE FOR
MAHMOOD ENTERPRISES LLC D.B.A. WHITE BEAR BAIT**

WHEREAS, during the 2023 legislative session, the Minnesota Legislature enacted Chapter 63—H.F. 100, which is comprehensive legislation relating to cannabis; and

WHEREAS, the legislation establishes the Office of Cannabis Management, which will become the regulatory authority for all cannabis-related licensing expected in January 2025; and

WHEREAS, with no regulatory authority until then, on August 22, 2023, the City Council adopted Ordinance No. 23-08-2067, an ordinance requiring a license and imposing regulations on the retail sale of edible cannabinoid products; and

WHEREAS, businesses with liquor or tobacco licenses are eligible to apply for an edible cannabinoid products license and the City has received an application from Mahmood Enterprises LLC d.b.a. White Bear Bait (Applicant); and

WHEREAS, upon completion of the Applicant’s background check, the White Bear Lake Police Department found nothing to preclude issuance of the license; and

WHEREAS, the approved license would take effect immediately and would be valid through the end of the business cycle on March 31, 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota approves the issuance of an edible cannabinoid products license to the following business:

Mahmood Enterprises LLC
d.b.a. White Bear Bait
4648 Highway 61 N
White Bear Lake, MN 55110

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Caley Longendyke, City Clerk
Date: November 28, 2023
Subject: **Massage Establishment License for Blooming Wellness Massage & Bodywork LLC**

SUMMARY

The City Council will consider approving a massage establishment license to Christina Martin at Blooming Wellness Massage & Bodywork LLC.

BACKGROUND INFORMATION

Since 2016 and pursuant City Ordinance Chapter 1127, the City regulates massage businesses and practitioner's licenses to ensure they meet minimum qualifications and basic insurance coverages. A 2019 revision to the Massage Ordinance permitted the City Manager to issue Massage Therapist licenses, however, the City Council approves all Massage Establishment licenses before they may be issued.

Christina Martin submitted a massage establishment application for her business, Blooming Wellness Massage & Bodywork LLC, to be located at 4756 Banning Avenue, Suite 213. The property is zoned B-5 Central Business and massage is a permitted use at this location. Martin, who will be the sole practitioner at her new business, already has an active massage therapist license with the City, and worked at Pure Illumination Skincare Studio & Boutique. For her establishment license application, she submitted the required proof of professional liability insurance and a fully executed building lease agreement.

The Police Department completed a background investigation in March 2023 and found nothing to preclude issuance of massage licenses to the applicant. A cleared background check is good for one year.

RECOMMENDATIONS

Staff recommends the City Council adopt the attached resolution authorizing a massage establishment license to be issued to Christina Martin for Blooming Wellness Massage & Bodywork LLC, located at 4756 Banning Avenue, Suite 213.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION APPROVING ISSUANCE OF A MASSAGE THERAPY ESTABLISHMENT LICENSE
TO BLOOMING WELLNESS MASSAGE & BODYWORK LLC**

WHEREAS, Christina Martin (Applicant) submitted an application for a massage establishment license for Blooming Wellness Massage & Bodywork LLC, located at 4756 Banning Avenue, Suite 213, White Bear Lake; and

WHEREAS, the property at is zoned B-5 Central Business and massage is a permitted use at this location; and

WHEREAS, the Applicant already has an active massage therapist license issued by the City, and satisfies the education and insurance requirements for a licensed massage establishment in the City of White Bear Lake; and

WHEREAS, the White Bear Lake Police Department performed a background check in March 2023 for the issuance of her massage therapist license, which remains in good standing for one year, and found nothing in the background investigation to preclude the issuance of massage-related licenses to the Applicant.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, approves the issuance of a massage establishment license as follows:

Christina Martin
Blooming Wellness Massage & Bodywork LLC
4756 Banning Avenue, Suite 213
White Bear Lake, MN 55110

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Caley Longendyke, City Clerk
Date: November 28, 2023
Subject: **Resolution approving on-sale intoxicating, Sunday, and on-going extension liquor licenses for new owner of Manitou Ridge Golf Course**

SUMMARY

The City Council will consider adopting a resolution approving on-sale intoxicating, Sunday and on-going extension liquor licenses for Foley Professional Golf Services LLC d.b.a. Manitou Ridge Golf Course, effective January 1, 2024.

BACKGROUND INFORMATION

Mark Foley, owner of Foley Professional Golf Services LLC, submitted an application for on-sale intoxicating, Sunday and on-going extension liquor licenses for Manitou Ridge Golf Course, located at 3200 McKnight Road N. Effective January 1, Foley is taking over ownership of the golf course, previously owned by Gregory and Bonnie Hubbard of Golf Services Corporation.

Foley is applying for the same liquor licenses currently issued to the golf course, including the on-going liquor extension which allows for outdoor liquor consumption on the golf course.

The Police Department conducts background investigations on liquor/tobacco license applicants to provide the City Council with objective data regarding any concerns with the applicant. These elements have been shown to contribute significantly to the successful and legal operation of our community business establishments. The Police Department conducted a background investigation and found nothing to preclude the issuance of liquor licenses to Foley Professional Golf Services LLC.

RECOMMENDATIONS

Staff recommends the City Council adopt the attached resolution approving on-sale intoxicating, Sunday and on-going extension liquor licenses for Foley Professional Golf Services LLC d.b.a. Manitou Ridge Golf Course, to be effective January 1, 2024.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION AUTHORIZING ON-SALE INTOXICATING, SUNDAY AND ON-GOING EXTENSION LIQUOR LICENSES FOR FOLEY PROFESSIONAL GOLF SERVICES LLC, D.B.A. MANITOU RIDGE GOLF COURSE

WHEREAS, the City of White Bear Lake City received an application from Mark Foley on behalf of Foley Professional Golf Services LLC (Applicant), d.b.a. Manitou Ridge Golf Course, for on-sale intoxicating, Sunday and on-going extension liquor licenses for Manitou Ridge Golf Course, located at 3200 McKnight Road N, White Bear Lake, MN; and

WHEREAS, effective January 1, 2024, the Applicant is taking over ownership of Manitou Ridge Golf Course, previously owned by Gregory and Bonnie Hubbard of Golf Services Corporation; and

WHEREAS, upon completion of the Applicant’s background check, the White Bear Lake Police Department found nothing to preclude issuance of these liquor licenses; and

WHEREAS, the city clerk has reviewed all submittals and found the application to be in conformance with the criteria for issuing on-sale intoxicating, Sunday and on-going extension liquor licenses; and

WHEREAS, the approved license would be valid through the end of the business cycle on March 31, 2024.

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

Mark Foley
Foley Professional Golf Services, d.b.a. Manitou Ridge Golf Course
3200 McKnight Road N
White Bear Lake, MN 55110

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

Ayes:
Nays:
Passed:

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: November 28, 2023
Subject: Ramsey County SCORE grant application

SUMMARY

The City Council will consider adopting a resolution that requests the annual Ramsey County SCORE funding allocation, authorizes the City Manager to submit the grant application to Ramsey County, and authorizes 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 2024 funding allocation to the City is \$60,138. These monies are used to help offset the City's recycling program and collection costs.

In addition to the base funding allocation, municipalities are eligible to receive up to two optional incentive payments. Comparable to base funding, incentive payments 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 2024 for a single project is \$5,727.50. 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 2024, but the City cannot participate if we do 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 2024.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution that requests the Ramsey

County 2024 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 2024 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; and

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

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

WHEREAS, the City of White Bear Lake's per capita share of the distribution is \$60,138; 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 \$5,727.50 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
Engineering Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Connie Taillon, Environmental Specialist/Water Resources Engineer
Date: November 28, 2023
Subject: **Rotary Club and Birch Lake Improvement District Donations for the Phase 2 Restoration Project at Rotary Nature Preserve**

SUMMARY

The City Council will consider adopting a resolution accepting a \$7,250 donation from Rotary Club of White Bear Lake (Rotary) and a \$1,000 donation from Birch Lake Improvement District (BLID), and designating its use to go toward the phase 2 restoration project at Rotary Nature Preserve.

BACKGROUND INFORMATION

Pursuant State Statute 465.03 – Gifts to Municipalities, any city may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.

The City and Rotary continue to partner on a three phase project at Rotary Nature Preserve to remove invasive species and restore wetland buffer, prairie, and woodland habitats along the paved trail. Phase 2 is a 15,580 square foot wetland buffer/prairie restoration located on the west side of the trail, from the restroom facility to the wetland boardwalk. This phase was completed in the fall of 2023 and was planted and seeded with a diverse mix of native prairie plant species that will support pollinators and other wildlife. Financial partners for the phase 2 project include Rotary, Greater White Bear Area Community Foundation, BLID, Vadnais Lake Area Water Management Organization (VLAWMO) and the City.

The total cost for the phase 2 prairie restoration is \$19,661. BLID has donated \$1,000 and Rotary has donated \$2,250, plus an additional \$5,000 as a recipient of the Greater White Bear Lake Community Foundation Grant for this project. The remaining cost is split between the other financial partners, with VLAWMO providing \$5,000 in funding, and the City contributing the remaining \$6,411. Resolution No. 13267, which was approved by the City Council on November 14, 2023, accepted the financial reimbursement of \$5,000 from VLAWMO. The City's share of the project cost is included in the 2023 Surface Water Fund.

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution accepting a \$7,250 donation from Rotary Club of White Bear Lake and a \$1,000 donation from Birch Lake Improvement District, and designating its use to go toward the phase 2 restoration project at Rotary Nature Preserve.

ATTACHMENTS

Resolution

RESOLUTION NO.

A RESOLUTION ACCEPTING A DONATION FROM ROTARY CLUB OF WHITE BEAR LAKE AND BIRCH LAKE IMPROVEMENT DISTRICT TO THE CITY OF WHITE BEAR LAKE FOR THE PHASE 2 RESTORATION PROJECT AT ROTARY NATURE PRESERVE

WHEREAS, the City of White Bear Lake is generally authorized to accept donations pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts; and

WHEREAS, the City of White Bear Lake and Rotary Club of White Bear Lake are partnering on a three phase restoration project at Rotary Nature Preserve in the City of White Bear Lake; and

WHEREAS, Rotary Club of White Bear Lake and Birch Lake Improvement District desire to help fund the phase 2 restoration project, which was completed at Rotary Nature Preserve in 2023; and

WHEREAS, Rotary Club of White Bear Lake has provided a \$2,250 donation toward the phase 2 restoration project; and

WHEREAS, Rotary Club of White Bear Lake has provided an additional \$5,000 donation as a recipient of the Greater White Bear Lake Community Foundation grant for the phase 2 restoration project; and

WHEREAS, Birch Lake Improvement District has provided a \$1,000 donation toward the phase 2 restoration project; and

WHEREAS, the donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, that the \$7,250 donation from Rotary Club of White Bear Lake and the \$1,000 donation from Birch Lake Improvement District is accepted and shall be allocated to the Rotary Nature Preserve phase 2 restoration project.

The foregoing resolution, offered by Councilmember _____ and supported by Councilmember _____, was declared carried on _____, 2023 the following vote:

Ayes:
Nays:
Passed:

RESOLUTION NO.

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Paul Kauppi, Public Works Director/City Engineer
Date: November 28, 2023
Subject: **ISD 624 North Campus Roadway Improvements Update**

SUMMARY

As part of the White Bear Lake Area Schools' North Campus project approval process, a traffic study was completed that identified a number of necessary roadway improvements, which are required to be in place prior to the fall 2024 full opening. District Staff and their consultant team will present an update on these improvements to the Council.

BACKGROUND INFORMATION

The traffic study for the North Campus project identified necessary roadway improvements to facilitate the increase in staff and student traffic as well as the changes in anticipated traffic patterns.

The improvements identified in the study include the following:

- Installation of a traffic signal at Highway 61 at 8th Street and associated turn lane improvements and enhanced pedestrian facilities.
- Modifications to 8th Street from Highway 61 to Bloom Avenue including lane modifications, parking restrictions to one side, and construction of a sidewalk.
- Addition of turn lanes on Division Avenue to accommodate new and modified entrances and traffic patterns into the campus.

District staff and their consultant team will provide and update on the development of plans for these improvements and timeline for construction to allow for completion prior to full opening of the North Campus in the fall of 2024. Future Council actions will require plan approval as well as entering into certain cooperative agreements for future traffic signal and other improvements.

RECOMMENDATION

None – Information sharing only

ATTACHMENTS

None



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Lindy Crawford, City Manager
Date: November 28, 2023
Subject: First reading of an ordinance establishing the 2024 Fee Schedule

SUMMARY

The City Council will review proposed changes to the fee schedule for 2024 and hold a public hearing. The second reading will be conducted at the December 12 City Council meeting, prior to ordinance adoption.

BACKGROUND INFORMATION

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

Business Licenses

Most alcohol-related business license fees were last amended 20 years ago. Comparing with similar and other metropolitan cities, White Bear Lake is behind in almost all business license categories. The purpose of the adjustments is to keep up with the market and increasing staff costs and time to administer license application as well as conduct compliance checks. To ensure business owners do not feel the burden of the adjustments, proposed increases to annual fees will be gradual and over time. The City will continue to be behind, but cannot increase the fees at the necessary rate without negatively impacting business owners.

Ambulance Rates

The 2024 fee schedule recommends a 3% rate increase to support operations and capital expenditures.

Call Type	Rates		Rates	
	Effective	Effective	Effective	Effective
	1/1/2022	1/1/2023	1/1/2023	1/1/2024
Basic Life Support	\$ 1,550.00	\$ 1,628.00	\$ 1,628.00	\$ 1,676.00
Advanced Life Support-1	2,040.00	2,143.00	2,143.00	2,208.00
Advanced Life Support-2	2,225.00	2,336.00	2,336.00	2,406.00
Treatment No Transport	520.00	546.00	546.00	563.00
Mileage per mile	33.00	35.00	35.00	36.00

Sports Center

The 2024 fee schedule includes Annual Ice Show Tickets, Skating Competition, Birthday Parties and Pro Shop Items. These fees have been charged in the past, but were not previously identified in the fee schedule.

Marina

The 2023 budget created a resident and non-resident fee structure to benefit local customers and better align the City’s rental rates with private slip providers for non-resident customers. The 2024 fee schedule recommends a 3% increase to both fee types, which increases the resident rate to \$2,575 and the non-resident rate to \$2,885.

Sewer Fees

The most significant expenditure in the Sewer budget is Met Council’s wastewater service fee, which is roughly 57% of the total expenditures. Even though the Met Council’s charge increased in recent years, we saw a reduction in annual costs from 2021- 2023 as the City’s percentage of the flow into the regional system has decreased each year in that same time frame when comparing to the other communities. Met Council’s service fee shows a rate increase of \$92,289 for 2024. The 2024 fee schedule recommends a 1% rate increase for sewer services.

Units Consumed	2022 Rate	2023 Rate	2024 Rate
0-6,000 gallons (0-8 units)	\$36.80 flat fee	\$36.80 flat fee	\$37.20 flat fee
>6,000 gallons (>8 units)	\$4.60 / 750 gal	\$4.60 / 750 gal	\$4.65 / 750 gal

Water Rates and Infrastructure Fees

The 2024 fee schedule recommends an increase to both the water consumption rate and the infrastructure fee to ensure the fund does not operate in a deficit. The commercial water meter fee increases by 1% to ensure collections will cover future replacement meter replacement costs.

Residential			
Units Consumed	2022 Rates	2023 Rates	2024 Rates
0-6,000 gallons (0-8 units)	\$14.16 flat fee	\$14.56 flat fee	\$15.90 flat fee
Winter qtr >6,000 gallons (> 8 units)	1.77 / 750 gal	1.82 / 750 gal	1.99 / 750 gal
Non-winter qtr >6,000 gallons (>8 units)	2.14 / 750 gal	2.20 / 750 gal	2.40 / 750 gal
Commercial			
Units Consumed	2022 Rates	2023 Rates	2024 Rates
0-6,000 gallons (0-8 units)	\$13.67 flat fee	\$14.08 flat fee	\$15.34 flat fee
6,001-20,250 gallons (8-27 units)	1.71 / 750 gal	1.76 / 750 gal	1.92 / 750 gal
20251-56,250 gallons (27-75 units)	1.77 / 750 gal	1.82 / 750 gal	1.99 / 750 gal
>56,250 gallons (>75 units)	1.98 / 750 gal	2.04 / 750 gal	2.22 / 750 gal
Non-winter quarter over base	2.14 / 750 gal	2.20 / 750 gal	2.40 / 750 gal

Infrastructure Fee	2022	2023	2024
Property Type	Rates	Rates	Rates
Residential	\$6.00 / qtr	\$11.00 / qtr	\$13.75 / qtr
Commercial	21.00 / qtr	30.00 / qtr	37.50 / qtr

Commercial Water Meter Fee	2022	2023	2024
Meter Size	Rates	Rates	Rates
1" Meter	\$8.00 / qtr	\$8.00 / qtr	\$8.10 / qtr
1.5" Meter	18.00 / qtr	18.00 / qtr	18.20 / qtr
2" Meter	21.00 / qtr	21.00 / qtr	21.20 / qtr
3" Meter	55.00 / qtr	55.00 / qtr	55.55 / qtr
4" Meter	67.00 / qtr	67.00 / qtr	67.65 / qtr
6" Meter	110.00 / qtr	110.00 / qtr	111.10 / qtr
12" Meter	n/a	n/a	275.00 / qtr

Surface Water Management Fee

In 2023, the Engineering Department 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 to create a fair system to allocate the surface water fees between different types of properties.

Though immediate implementation of the new REU fee calculation would assist in funding department projects, nearly all projects are requirements of the City's MS4 Permit, staff recognized the immediate transition is difficult for entities with large areas of impervious surfaces. Therefore, staff recommended a phased in transition to the new REU calculation.

The 2024 fee schedule recommends:

- Residential quarterly fees increase to \$11.00.
- Commercial and Multi-Family housing unit quarterly fees increase to \$10.00.
- Commercial entities with an actual REU of 1-7 will pay the \$10.00 rate multiplied by their actual REU each quarter.
- Commercial entities with an actual REU greater than 7 will pay the \$10.00 rate multiplied by 7. Staff recommends increasing the REU limit number each year to allow entities with higher REU to ease into their actual quarterly charge that aligns our surface water utility needs.

Refuse/ Recycling

The 2024 fee schedule recommends a rate that incorporates the 2024 vendor per unit collection/ hauling contract fee and a 17% increase to the tipping fee portion to cover the expenditure increase from the R&E center.

Service Level	2022 Rate	2023 Rate	2024 Rate
30 gallon senior	\$38.34 / qtr	\$39.84 / qtr	\$41.40 / qtr
30 gallon	39.00 / qtr	40.62 / qtr	42.33 / qtr
60 gallon	55.83 / qtr	60.48 / atr	65.55 / qtr
90 gallon	75.24 / qtr	83.37 / qtr	92.37 / qtr
Recycling processing fee	n/a	n/a	1.50 / qtr

RECOMMENDATION

Staff recommends the City Council hold a public hearing and conduct the first reading of the proposed 2024 Fee Schedule. The second reading will be conducted at the December 12 City Council meeting prior to ordinance adoption.

ATTACHMENTS

2024 Proposed Fee Schedule

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED
ORDINANCE NO.

I	ALCOHOL LICENSES (RESOLUTION NO. 9538)	FEE	LAST ADJUSTED
	On- and Off-Sale Malt Liquor App and Background	\$100.00 \$500.00	January 2004
	On-Sale Malt Liquor License	\$175.00 \$200.00	January 2004
	Off-Sale Malt Liquor License	\$75.00 \$100.00	January 2004
	On-Sale Wine License App and Background	\$250.00 \$500.00	January 2004
	On- and Off-Sale Liquor App and Background	\$500.00	January 2004
	On-Sale Wine License	\$250.00 \$275.00	January 2004
	On-Sale Liquor License	\$3,200.00 \$3,350.00	January 2004
	Off-Sale Liquor License	\$200.00 \$225.00	January 2004
	On-Sale Sunday Liquor License (§340A.504, Subd. 3)	\$200.00	January 2004
	On-Sale Temporary Liquor/Malt/Wine License	\$27.50 \$40.00	January 2004
	Club License	\$100.00 \$150.00	January 2004
	Brewer Off-Sale	\$200.00 \$250.00	January 2014
	Brewer Taproom On-Sale	\$200.00 \$250.00	January 2014

II	BUSINESS LICENSES	FEE	LAST ADJUSTED
	Adult Establishment License (Ord. 1124)	\$2,000.00 \$2,060.00	January 2017
	Adult Establishment Application and Background	\$500, unless out-of-state, then actual costs not to exceed \$1,500	January 2017
	Cigarette /Tobacco and Related Products License (Res. No. 9538) CLASS A	\$150.00 \$175.00	January 2017
	-Three compliance issues in one business cycle CLASS B	\$200.00 \$250.00	January 2017
	Charitable Gambling Premises License (Res. 9538)	\$225.00 \$250.00	January 2017
	Charitable Gambling Regulatory Tax (Res. 12435)	0.2% of net profits	August 2019
	Dog Kennel License (Ord. 701)	\$50.00 \$60.00	January 2017
	Edible Cannabinoid Products License (Ord. 2069)	\$125.00	September 2023
	Edible Cannabinoid Products App and Background (Ord. 2069)	\$500.00	September 2023
	Massage Therapist Background	\$75.00 \$100.00	January 2020
	Massage Therapist License	\$25.00 \$30.00	September 2015
	Pawnbroker and Precious Metal Dealer License (Ord. 1125)	\$12,000.00 \$12,360.00	January 2017
	Public Bench License (Res. 9538)	\$25.00/application & \$20.00/bench \$50.00/license & \$20.00/bench	January 2017
	Refuse / Recycling Hauler License (Res. 9538)	\$150.00 \$175.00	January 2017
	Rubbish Haulers and Junk Dealers	\$50.00 \$75.00	January 2004
	Solicitor/Peddler/Transient Merchant Background	\$50.00/up to 2 ppl, then \$10-ea \$20 ea	January 2019
	Solicitor/Peddler/Transient Merchant License Permit (Res. 7033)	\$50.00 Valid through December 31 Expedited service (within 5 days of event): Additional \$20.00	January 2024

(Note about Solicitor/Peddler/Transient Merchants: Separately listing background and permit fee, with fee for each.)

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	\$0.50 / sheet	January 2004
	Passport photo	\$17.00	January 2023
	Return Check Charge	\$30.00	January 2004

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED

ORDINANCE NO.

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:		
	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
	Subsequent admin offenses within 12 mos.	Increased 25%	January 2013

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED
ORDINANCE NO.

VI	ADMINISTRATIVE OFFENSES (cont.)	FEE	LAST ADJUSTED
	G. Unauthorized recyclable collections (pulled from 505.050)	\$200.00	January 2023
	H. Planning and Zoning		
	Sidewalk Café Permit Violation	\$100.00	March 2023
	I. Penalties for Edible Cannabinoid Products (Ord. No. 2069)		
	Underage consumption	\$50.00	September 2023
	Lending ID to underage person	\$100.00	September 2023
	License holder, first offense	\$150.00	September 2023
	License holder, second offense within 12 months	\$275.00	September 2023
	Other edible cannabinoid-related offenses	\$100.00	September 2023

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)	\$1,628.00 \$1,676.00	January 2023
	Advanced Life Support (ALS1)	\$2,143.00 \$2,208.00	January 2023
	Major Advanced Life Support (ALS2)	\$2,336.00 \$2,406.00	January 2023
	Treatment – no transport	\$546.00 \$563.00	January 2023
	Mileage	\$35.00/mile \$36/mile	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 year - March 31 following year)		
	1-Bedroom	\$798.00 \$825.00	January 2023
	1-Bedroom/Den	\$850.00 \$875.00	January 2023
	2-Bedroom	\$935.00 \$965.00	January 2023
	2-Bedroom Deluxe	\$987.00 \$1,020.00	January 2023
	Garage	\$65.00 \$67.00	January 2023

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED

ORDINANCE NO.

VII	RENTALS (cont.)	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
	Podvin Park (full facility)	\$125.00 / \$225.00 / \$325.00	January 2019
	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	\$150.00/year	January 2023
	Farmers' Market same day temporary permit	\$20.00	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. Sports Center Rentals		
	Miscellaneous Rental		
	Meeting Room Rental	\$15.00/hr \$20.00/hr	January 2019
	Aerobic Room Rental	\$20.00/hr \$25.00/hr	January 2019
	Locker Room Rental	\$5.00/mo	January 2019
	Ice Rental March – August	Non-Taxable/Tax Included	
	Prime Time	\$180.00/\$193.27	January 2023
	Non-Prime	\$145.00/155.69	January 2023
	Ice Rental September – February	Non-Taxable/Tax Included	
	Prime Time	\$215.00/\$230.85	January 2023
	Weekday, 8 a.m. – 3 p.m.	\$150.00/\$161.00	January 2020
	Non-Prime and after 9 p.m.	\$165.00/\$177.16	January 2023

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED

ORDINANCE NO.

VII	RENTALS (cont.)	Resident/Non-Resident/Corporate of For Profit	LAST ADJUSTED
	Skating School Moved to Different Section		
	Group Lessons — (Tot — PreAlpha & Power)	-\$13.00/wk+\$7 session fee	January 2023
	Group Lessons — (Alpha — Delta & Adults)	-\$18.00/wk+\$7 session fee	January 2023
	Freestyle Levels	-\$23.00/wk+\$7 session fee	January 2023
	Contract (Open and Intermediate)	-\$14.00/wk in session	January 2023
	Contract (High Level)	-\$14.00/wk in session	January 2023
	Contract (Early Morning)	\$7.00/session	January 2023
	Drop in Morning	\$12.00/session	January 2023
	Drop in Afternoon	\$16.00/session	January 2023
	Skate Show		
	Annual Skating Show	\$130.00	January 2023
	Additional Show Packages	\$105.00	January 2023
	Parent / Child Skate	\$80.00	January 2023
	Ice Time		
	Open Skate	\$7.00	January 2023
	Skate Rental	\$5.00 \$7.00	January 2019
	Open Hockey	\$7.00/session	January 2023
	Dead Ice	\$10.00/hr	January 2023
	Miscellaneous		
	High School Game Fees	\$1,200/game	January 2023
	Rink Advertising Small Sign on wall	\$450.00/yr	January 2023
	Rink Advertising Hockey Boards	\$700.00/yr	January 2023
	Rink Advertising Ice Resurfacer (2 sides)	\$1,600/yr	January 2023
	Concession Stand Lease	\$1,200/yr	January 2023
	Skate Sharpening	\$9.00	January 2023
	F. Marina		
	Slip rental	\$2,500.00 \$2,575.00/season/resident \$2,800.00 \$2,885.00/season/non-resident	January 2023

VIII	UTILITIES	FEE	LAST ADJUSTED
	A. Water Rates		
	Residential Water Customers		
	0 – 6,000 gallons	\$14.56/qtr \$15.90/qtr	January 2023
	Winter quarter rate*	\$1.82/750 gallons \$1.99/750 gallons	January 2023
	Non-winter quarter rate**	\$2.20/750 gallons \$2.40/750 gallons	January 2023
	Commercial Water Customers		
	0 – 6,000 gallons	\$14.08/qtr \$15.34/qtr	January 2023
	6,001 – 20,250 gallons*	\$1.76/750 gallons \$1.92/750 gallons	January 2023
	20,251 – 56,250 gallons*	\$1.82/750 gallons \$1.99/750 gallons	January 2023
	Over 56,250 gallons*	\$2.04/750 gallons \$2.22/750 gallons	January 2023
	Non-winter quarter rate**	\$2.20/750 gallons \$2.40/750 gallons	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

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED
ORDINANCE NO.

VIII	UTILITIES (cont.)	FEE	LAST ADJUSTED
	B. Water Infrastructure Fees		
	Residential Water Customers	\$11.00/qtr \$13.75/qtr	January 2023
	Commercial Water Customers	\$30.00/qtr \$37.50/qtr	January 2023
	C. Water Meter Replacement Fees		
	Commercial Water Customers		
	1" Meter	\$8.00/qtr \$8.10/qtr	January 2022
	1.5" Meter	\$18.00/qtr \$18.20/qtr	January 2022
	2" Meter	\$21.00/qtr \$21.20/qtr	January 2022
	3" Meter	\$55.00/qtr \$55.55/qtr	January 2022
	4" Meter	\$67.00/qtr \$67.65/qtr	January 2022
	6" Meter	\$110.00/qtr \$111.10/qtr	January 2022
	12" Meter	\$275.00/qtr	January 2024
	D. Surface Water Management Fee		
	Residential Water Customers	\$7.00/qtr/per REU \$11.00/qtr/per REU	January 2022
	Commercial Water Customers	\$7.00/qtr/per REU \$10.00/qtr/per REU	
	E. Sewer Rates		
	0 – 6,000 gallons	\$36.80/qtr \$37.20/qtr	January 2022
	Consumption Above 6,000 gallons	\$4.60/750 gallons \$4.65/750 gallons	January 2022
	F. Refuse / Recycling Rates	TAXABLE NONTAXABLE	
	30 Gallon Senior	\$39.83/qtr \$41.40/qtr	January 2023
	30 Gallon Service	\$40.61/qtr \$42.33/qtr	January 2023
	60 Gallon Service	\$60.47/qtr \$65.55/qtr	January 2023
	90 Gallon Service	\$83.37/qtr \$92.37/qtr	January 2023
	Recycling processing fee	Fee eliminated \$1.50/qtr	
	G. Hydrant Meter Rental		
	Cost of inspection, use and administration	\$52.00/mo (non-prorated)	January 2019
	Dec. 1 – Apr 1, charge for extraordinary inspection	\$32.00 additional/mo (non-prorated)	January 2019
	Lost/replacement	\$1,500.00	January 2024
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)		
	November 1 – March 31	\$150.00/event	January 2019
	April 1 – October 31	\$100.00/event for non-maintenance items	January 2023
	April 1 – October 31	\$40.00/event for maintenance items	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 \$200/quarterly bill	January 2022
	M. Water Main Shut Down Fee	\$100.00	January 2023
	N. Sewer Line Issues		
	Televising	\$165.00	January 2019
	Televising for Street Reconstruction	\$90.00	January 2019

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED

ORDINANCE NO.

IX	PLANNING AND ZONING	FEE	LAST ADJUSTED
	Concept Plan Review	\$200.00	January 2023
	Administrative Variance (Ord. No. 1408)	\$100.00	January 2023
	Comprehensive Plan Amendment (Ord. No. 1301.010)	\$500.00/\$560.00 if change in Land Use Designation, \$3,000.00 Escrow	January 2023
	Conditional Use Permits (CUP)	\$1,000.00 Escrow	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
	Environmental Review	\$1,000.00, \$10,000.00 Escrow	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, \$5,000.00 Escrow	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, \$1,000.00 Escrow	January 2023
	Sidewalk Café Permit (Ord. No. 23-02-2061)		
	Initial application	\$150.00	March 2023
	Renewal, with significant changes	\$125.00	March 2023
	Renewal, with no changes	\$60.00	March 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
	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, \$1,500.00 Escrow	January 2023
	Final Plat	\$100.00	January 2017
	Minor Subdivision/Lot Split	\$250.00	January 2017
	Text Amendment	\$750.00, \$1,500.00 Escrow	January 2023
	Traffic/Travel Demand Management Study	\$500.00, \$5,000.00 Escrow	January 2023

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED
ORDINANCE NO.

IX	PLANNING AND ZONING (cont.)	FEE	LAST ADJUSTED
	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 (Garage)	\$60.00	January 2017
Building Moving (House)	\$150.00	January 2017
Demolition	Interior Only \$60.00 / Accessory Structure \$85.00 / Residential Structure \$200.00 / Commercial Structure \$350	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 Roofing Only	\$80.00	January 2017
Garage Siding Only	\$80.00	January 2017
Grading	Site Under 2 Acres \$350.00 / Site Over 2 Acres \$450.00	January 2017
Grading / Excavation	\$90.00	January 2017
Parking Lot Replacement	\$150.00 \$175.00	January 2017
Roof Solar Panels	\$175.00 Residential \$175.00 / Commercial \$275.00	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

(List above reordered for alphabetization. Duplicates removed.)

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
\$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

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED
ORDINANCE NO.

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
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/\$1,550.00	January 2019

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED

ORDINANCE NO.

A. SEWER & WATER PERMIT FEES (CONT.)

	FEES – Plus \$1.00 State Surcharge	LAST ADJUSTED
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: All commercial buildings and dwellings in White Bear Lake shall connect to the municipal water and sanitary sewer where a connection is feasible. Metropolitan Council sewer access units and fees (SAC) are established by the Metropolitan Council, Chapter 473, Metropolitan Government (Wastewater Services; 473.517 Allocation of Costs). The Metropolitan Council SAC unit determination is applied to the Metropolitan Council SAC, City of White Bear Lake SAC and City of White Bear Lake WAC. Prior to connecting to public utilities, the owner shall pay all applicable fees.

A. SEWER CONNECTION FEES

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

B. WATER CONNECTION FEES

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

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

A. PLUMBING PERMIT FEES

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

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED
ORDINANCE NO.

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 \$85.00	January 2019
Each Additional 10 Heads or Fraction Thereof	\$5.00	January 2017
Each Fire Alarm (New, Addition, Upgrade)	\$75.00 \$85.00	January 2019
Each Miscellaneous Fire Related Permit	\$75.00 \$85.00	January 2019
Each Chemical/Ansul Hood Extinguisher System	\$75.00 \$85.00	January 2019
Each Fuel Storage Tank Installed or Removed - Under 1000 gallons	\$75.00 \$85.00/tank	January 2019
Each Fuel Storage Tank Installed or Removed – Over 1000 gallons	\$225.00 \$235.00/tank	January 2019
Miscellaneous Fire Suppression Permit	\$75.00 \$85.00	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

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED
ORDINANCE NO.

A. ELECTRICAL PERMIT FEES (CONT.)

	FEES – Plus \$1.00 State Surcharge	LAST ADJUSTED
600 Amp	\$103.00	January 2020
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	\$50.00	January 2023
Minimum fee for 2 inspections (rough in & final)	\$100.00	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	\$200.00	January 2023
Failed inspections per visit	\$50.00	January 2023
Apartment Buildings – Fee per unit of an apartment or condominium complex. This does not cover service, unit feeders or house panels	\$90.00/unit	January 2023
Swimming pools & hot tubs (includes 2 inspections).	\$100.00 plus ckts @ \$9/each	January 2023
Additions, remodels or basement finishes (includes 2 inspections)	\$100.00 (includes up to 10 ckts)	January 2023
Residential accessory structures	The greater of \$55.00 for panel + \$9.00 per ckt OR \$100.00 for 2 inspections	January 2023
Residential fee for siding electrical work	\$35.00	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	\$50.00	January 2023
Hourly rate for carnivals	\$90.00	January 2020
Solar fees:		
0kw – 5kw	\$90.00	January 2020
5.1kw – 10kw	\$150.00	January 2020
10.1kw – 20kw	\$225.00	January 2020
20.1 to 30kw	\$300.00	January 2020
301.1kw – 40kw	\$375.00	January 2020

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED
ORDINANCE NO.

A. ELECTRICAL PERMIT FEES (CONT.)

	FEES – Plus \$1.00 State Surcharge	LAST ADJUSTED
401 kw and larger	\$375.00 + \$25 each additional 10kw	January 2020
Electronic inspection fee for these items only: furnace, air conditioning, bath fan, fireplace or receptacle for water heater vent ** Must be pre-approved by Electrical Inspector **	\$40.00	January 2020
*Permit fee is doubled if work starts before permit issued		
*Refunds must be requested in writing. No refunds on minimum fee permits, expired permits or state surcharge fee. Refunds are minus a city handling fee of 20%.		

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

A. ELECTRICAL COMMERCIAL FEES

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

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

2024 FEE SCHEDULE
PROPOSED CHANGES ARE TRACKED IN RED
ORDINANCE NO.

XI	SPORTS CENTER	FEE	LAST ADJUSTED
	A. Skating School		
	Group Lessons – Tot – PreAlpha & Power	\$13.00/wk + \$7 session fee	January 2023
	Group Lessons – Alpha – Delta & Adults	\$18.00/wk + \$7 session fee	January 2023
	Group Lessons – Freestyle Drop-In	\$23.00	January 2024
	Late Fee	\$10.00	January 2024
	Freestyle Levels	\$23.00/wk + \$7 session fee	January 2023
	Contract (Open and Intermediate)	\$14.00/wk in session	January 2023
	Contract (High Level)	\$14.00/wk in session	January 2023
	Contract (Early Morning)	\$7.00/session	January 2023
	Drop-In Morning	\$12.00/session	January 2023
	Drop-In Afternoon	\$16.00/session	January 2023
	B. Ice Show Tickets		
	High Top Reserved /pair	\$40.00	January 2024
	Child Pre-Sale	\$8.00	January 2024
	Adult Pre-Sale	\$10.00	January 2024
	3-Day Pre-Sale Pass	\$27.00	January 2024
	Tickets at Door (all ages)	\$12.00	January 2024
	Show Program	\$8.00	January 2024
	Show Skate Gram	\$5.00	January 2024
	C. Skating Competition		
	Individual Fee	\$90.00	January 2024
	Extra Number	\$25.00	January 2024
	Team Events	\$20.00	January 2024
	D. Birthday Parties (max 20 kids)		
	Prime Time Bday Party (bring own decorations/food)	\$251.00	January 2024
	Non-Prime Time Bday Party (bring own decorations/food)	\$181.00	January 2024
	E. Pro Shop Items		
	Hockey Tape	\$5.00	January 2024
	Hockey Laces	\$5.00	January 2024
	Figure Skate Laces	\$5.00	January 2024
	Skate Guards	\$11.00	January 2024
	Gloves	\$4.00	January 2024
	Mouthguard	\$5.00	January 2024
	Skate Soakers	\$20.00	January 2024
	Child Tights	\$14.00	January 2024
	Adult Tights	\$16.00	January 2024
	Skating Pins	\$3.00	January 2024



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Jason Lindahl AICP, Community Development Director
Date: November 28, 2023
Subject: **Level Up Academy Performance Agreement**

SUMMARY

The City Council will consider adopting a resolution authorizing the City Manager to negotiate and enter into a performance agreement with Level Up Academy to secure completion of their site development and allow issuance of a final certificate of occupancy.

BACKGROUND

On September 14, 2021, the City Council adopted Resolution No. 12383 approving a conditional use permit for Level Up Academy to develop the property at 2600 County Road E. Since that time, the property owner and their contractor have been working to complete the improvements, and the City has issued a temporary certificate of occupancy. However, Level Up Academy is now in need of a final certificate of occupancy while two project items remain incomplete: (1) resubmittal of as-built drawings with all required documentation and (2) installation of rooftop screening.

City staff has consulted with the City Attorney and representatives of Level Up Academy regarding options to allow issuance of a final certificate of occupancy with these items incomplete. To this end, the City Attorney recommends entering into a performance agreement with Level Up Academy that would allow the City to issue a final certificate of occupancy subject to completion of these items by June 1, 2024.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing the City Manager to negotiate and enter into a performance agreement with Level Up Academy to secure completion of their site improvements and issuance of a final certificate of occupancy, subject to any revisions to the agreement acceptable to the City Attorney.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A PERFORMANCE AGREEMENT WITH SYH LEVEL UP, LLC/LEVEL UP ACADEMY TO SECURE COMPLETION OF THEIR SITE DEVELOPMENT AND ALLOW ISSUANCE OF A FINAL CERTIFICATE OF OCCUPANCY

WHEREAS, the Council of the City of White Bear Lake adopted Resolution 12838 approving a conditional use permit for Syh Level Up, LLC/Level Up Academy located at 2600 County Road E on September 14, 2021; and

WHEREAS, the City of White Bear Lake issued a building permit for this project on February 15, 2022; and

WHEREAS, the City of White Bear Lake issued a temporary certificate of occupancy for this project which is scheduled to expire on December 31, 2023; and

WHEREAS, the temporary certificate of occupancy was subject to the conditions that the applicant (1) resubmit as-built drawings with all required documentation for review and approval by the City, (2) install rooftop screening per approved plans, and (3) receive final approval from the Ramsey-Washington Metro Watershed District; and

WHEREAS, Syh Level Up, LLC/Level Up Academy requested a final certificate of occupancy and additional time to complete these items; and

WHEREAS, Syh Level Up, LLC/Level Up Academy has agreed to enter into a performance agreement with the City of White Bear Lake stating the terms and conditions by which they will complete these items.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of White Bear Lake, Minnesota, hereby authorizes the City Manager to negotiate and enter into a performance agreement with Syh Level Up LLC/Level Up Academy to secure completion of their site improvements and allow issuance of a final certificate of occupancy, subject to any revisions to the agreement acceptable to the City Attorney.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk