



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JANUARY 9, 2024
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 December 12, 2023

***** RECOGNITION *****

Dan Jones – Councilmember Ward 3

***** OATH OF OFFICE *****

Bill Walsh – Councilmember Ward 1

Andrea West – Councilmember Ward 3

Steven Engstran – Councilmember Ward 5

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

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

A. Accept minutes: November Environmental Advisory Council

B. Resolution designating bank depository, authorizing staff to invest and transfer funds, and designation of brokers for handling city investments

C. Resolution authorizing the City Manager to pay claims made against the City

D. Resolution fixing amount of surety bonds and providing for approval of the same

E. Resolution authorizing employee reimbursement of travel and business expenses while conducting city business

F. Resolution approving a massage therapy establishment license for The Carlson Clinic of White Bear Lake

G. Resolution authorizing City contributions towards volunteer and employee recognition and promotion of business and cultural activities

H. Resolution approving a cooperative agreement with VLAWMO for a Whitaker Pond Iron Enhanced Sand Filter Feasibility Study

I. Resolutions approving an encroachment agreement and variance extension at 2338 South Shore Blvd

J. Resolution establishing regular meeting dates of the White Bear Lake City Council

5. VISITORS AND PRESENTATIONS

None

6. PUBLIC HEARINGS

None

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

A. 2024 Annual Appointments

B. First reading of an ordinance amending the Zoning Code regarding notice and voting requirements

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, DECEMBER 12, 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, Heidi Hughes, Dan Jones and Bill Walsh. Staff in attendance were City Manager Lindy Crawford, Assistant City Manager Rick Juba, Finance Director Kerri Kindsvater, Public Works Director/City Engineer Paul Kauppi, Community Development Director Jason Lindahl, City Clerk Caley Longendyke, and City Attorney Troy Gilchrist.

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on November 28, 2023

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

3. APPROVAL OF THE AGENDA

Mayor Louismet reported the addition of a resolution accepting various donations to *Consent* and recognition comments by former elected officials to *Visitors and Presentations*. It was moved by Councilmember **Engstran**, seconded by Councilmember **Edberg**, to approve the agenda as amended. Motion carried unanimously.

4. CONSENT AGENDA

- A. Accept minutes: September & October Environmental Advisory Commission, October White Bear Lake Conservation District, October Park Advisory Commission, November Planning Commission
- B. Resolution not waiving the monetary limits on municipal tort liability **Res. No. 13284**
- C. Resolution renewing the final plat for Wildwood Rowhomes – 2502 County Road E **Res. No. 13285**
- D. Resolution approving an electrical inspection services agreement with Nykanen Inspections **Res. No. 13286**
- E. Resolution accepting restricted donations as established by Minnesota Statutes 465.03 **Res. No. 13287**

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

5. VISITORS AND PRESENTATIONS

A. Northeast Youth and Family Services Annual Report and Service Agreements

City Manager Crawford introduced Angela Lewis-Dmello, president and CEO of Northeast Youth and Family Services (NYFS), to present an annual report on the organization, followed by a Council vote for the 2024 service agreements. NYFS is a non-profit social service agency whose mission is to meet the unmet development needs of at-risk youth and families within the community through collaboration and coordination with existing community resources. Lewis-Dmello shared general information about the organization's mission and values, and the services provided. The organization is partnered with 16 municipalities, five law enforcement agencies, four school districts, the Ramsey County Attorney's Office, and Sheriff's Department. She reviewed the strategic plan launched for 2023-2026. She reported demographic data on the 603 clients served in 2022-2023 and talked about the types of meetings that were scheduled in the last year, with the number of appointments totaling 11,630. The top three treated diagnoses were generalized anxiety disorder, major depressive disorder and post-traumatic stress disorder.

Lewis-Dmello provided an overview of the budget, including the revenue sources and expenditures. She described the clinic-based mental health programs, school-based mental health programs, and the adolescent day treatment program. The programs serve various ages in different settings and fit the needs for individuals, couples, families and groups. She provided an overview of the last year as they continue to grow, including launching the Child Centered Play Therapy Services, expanding services to the New Brighton-St. Anthony School District, adding Arden Hills as a municipal partner, launching the community connections youth development program, renovating the White Bear Lake location, and more. For the future, Lewis-Dmello said NYFS would like to continue to expand the size of the clinic-based therapy team, develop additional group therapy services and launch a domestic and sexual violence program.

Mayor Louismet thanked Lewis-Dmello for her work and for the services provided by NYFS. Councilmember Edberg asked about the financial strategies of the organization. Lewis-Dmello mentioned the recent success of renegotiating insurance contracts and realigning fair rates. She said this will be key for long-term sustainability, but also talked about other strategies like investing in the development program, individual donor connection, grant writing and local marketing. She talked more about the expenses and restrictive billing structure at the legislature when asked about financial barriers. Councilmember Edberg stated to the rest of the Council that there is opportunity for allying with organizations to align legislative priorities to improve the community. Councilmember Walsh, former NYFS board member, observed more intention and focus within the services than previous years. Lewis-Dmello responded by saying the focused services better sustain funding and programming. Councilmember Hughes, current NYFS board member, shared her high regards of Lewis-Dmello and appreciation for her thoroughness leading the organization.

It was moved by Councilmember **Hughes**, seconded by Councilmember **Engstran**, to approve **Res. No. 13288** resolution authorizing agreements between the City and Northeast Youth and Family Services. Motion carried unanimously.

B. Visitors Recognizing Councilmember Jones

Doug Biehn, former councilmember, and Jo Emerson, former mayor, shared comments recognizing Councilmember Jones, who will soon conclude his 16-year tenure on the Council. Councilmember Jones will be officially recognized by the Council and staff at the January 9, 2024 regular meeting.

6. PUBLIC HEARINGS

A. 2024 Final Budget, Tax Levy, and Truth-in-Taxation Hearing

City Manager Crawford presented the 2024 final city budget, 2024 tax levy and 2023 revised city budget. At the September 12 regular meeting, the preliminary budget and tax levy was presented to and adopted by the Council. Crawford likened building a budget to building a sailboat, with each component (or department) being crucial for it to work and move forward. She provided an overview of the budget timeline, which is a year-round process involving Council and staff, and public engagement opportunities. Crawford provided an overview of the budget commitments that stayed at the forefront when staff prepared the 2024 budget. These commitments include supporting a public safety model that is oriented to be proactive, preventative and prepared while meeting the staffing, support and facility needs; gradually eliminating reliance of Local Government Aid (LGA); maintaining a 10-year Capital Improvement Plan (CIP) and Financial Management Plan (FMP), and maintaining a fund balance not less than 35% of the subsequent year's budgeted operating expenditures. She said the purpose of the truth-in-taxation (TNT) hearing is to provide a summary of the general fund budget, explain property tax implications of the budget and allow for comment from the public.

Crawford outlined each significant revenue and expenditure change that was considered while preparing the budget. Other areas of note and reminders included the debt service issued that provided funding for the Public Safety Facility renovation and expansion project, the conclusion of the American Rescue Plan Act (ARPA) federal aid, and the need to continue acknowledging that LGA is a temporary funding source that may be reduced or eliminated by the state at any time. Crawford explained the purpose of a property tax levy, and said the Council approved a preliminary tax levy on September 12 for a total of \$12,200,000, or an increase of \$2,245,000 (22.55%). In response to Councilmembers' request to find potential reductions prior to the final tax levy, staff analyzed the budget further and now proposed a tax levy of \$12,003,000, or an increase of \$2,048,000 (20.57%) over the 2023 tax levy. The proposed final tax levy consists of an increase of \$1,497,000 for general fund operations and an increase of \$551,000 for the debt service levy for the public safety facility project. The tax capacity rate is 27.263%.

Crawford presented a breakdown of property taxes, explaining that taxes are divided among the county, the school district, special taxing districts, and the city, and the City of White Bear Lake receives only about 18 cents per tax dollar. She explained the expenditure categories of property taxes, with the major categories including police service, general government, debt service, fire service, and public works. She presented data comparing revenue collection with comparable cities and said White Bear Lake, despite having a larger population than some

other comparable cities, collects less revenue in taxes. She showed a chart depicting comparisons of tax levy amounts and increases over the past five years among comparable cities, with White Bear Lake continuing to have the lowest tax levy. Crawford described 2024 projects and expenditures that will be supported by non-tax-supported funds. Finally, revisions to the 2023 budget were proposed. The City was planning to use unrestricted surplus cash to offset a planned deficit in 2023 of \$670,021, but no longer needs to due to multiple position vacancies and higher year-to-date revenues. In fact, there is an anticipated surplus of \$76,991, but Crawford said the surplus is at the expense of understaffed operations, which takes a toll on the quality of services the City is able to provide. She provided a list of resources for property tax assistance programs. Crawford asked the Council to approve resolutions adopting the 2024 budget, the 2023 revised budget, and the 2023 tax levy for taxes collected in 2024, and a resolution committing fund balances for specific purposes.

Mayor Louismet opened up the truth-in-taxation hearing at 7:53 p.m. Andrea McKee, resident of 2507 Homewood Place, raised concerns about increasing property taxes for senior citizens. Beverly Farraher, resident of 3470 Rolling View Court, raised concern on the sustainability of increasing property taxes. She also noted the condition of the mill and overlay and the quality of recent crack sealing in her neighborhood. There being no further comment, Mayor Louismet closed the hearing at 8:00 p.m.

Councilmember Jones addressed Ms. McKee's comments and clarified that only a portion of her increased taxes is from the City. He provided more explanation about the increase, specifically increased ambulance costs as an example, and inflated costs in general. He stated that taxes have been too low for too long to sustain the City's operations, and there is some catching up that needs to happen. Based on the services the City wants to provide, he couldn't see any room for cuts and said the overall increase involves a lot for public safety. Mayor Louismet responded to additional comments by Ms. McKee by reaffirming Councilmember Jones' observation that significant cuts would sacrifice essential services necessary for the community, and also clarified again that property tax increases aren't solely from the City. Councilmember Jones and Councilmember Edberg shared history of the City's low tax increases over the years and how it has impacted the City today.

Before continuing the discussion, Councilmember **Walsh** made a motion, seconded by Councilmember **Jones**, to approve the resolution adopting the 2024 budget and revising the 2023 budget as adopted. Councilmember Walsh recognized the work of staff and acknowledged the reduction in the proposed levy from when the preliminary levy was approved. Although not funded by the tax levy, he was not supportive of the new communications specialist position in 2024. Therefore, Councilmember **Walsh** made a motion, seconded by Councilmember **Hughes**, to amend the 2024 budget by striking the communications specialist position. Councilmember Walsh continued his argument against the position saying that he didn't believe it was a core service. He attributed the City's taxes being lower than other communities because it has focused on staff with core services. He said he may be more supportive if staff could identify a better funding source for the position or make it a contracted service on an as-needed basis. Councilmember Edberg recommended approving the budget as presented, but defer the City Manager's ability to fill the position until staff evaluates a different funding source. Councilmember Jones was not supportive of the

amendment to strike the position, referencing the City Manager's memorandum, requested by Council, explaining the need for the position and the positive impact it would have across all departments. He made an argument supporting staff's need for the position and detested staff having to pay the price for the City being behind in resources compared to other cities.

Councilmember Hughes shared her personal employment history with communications coworkers and noted that communications staff still rely on others for their work, indicating that the new position wouldn't completely relieve staff. She mentioned the difference between City government and a business that needs to sell something, explaining there is not a need to prioritize how materials look. She recognized the request from staff, but would be more supportive to push it off a year or until another plan is proposed for funding the position. Mayor Louismet pushed back on Councilmember Jones' comments about community members demanding for better communications, but took seriously the City Manager's memorandum outlining how a lack of a communication specialist impacts staff. He supported the idea of analyzing a different funding source. Councilmember Walsh referenced a different added position for general facilities maintenance and was more supportive of that position. Councilmember Jones told councilmembers to consider how the communications specialist could be the lead in interacting with various service organizations, like the Chamber of Commerce, Mainstreet Inc., Economic Development Corporation, and more.

The earlier motion made by Councilmember **Walsh** and seconded by Councilmember **Hughes** to strike the communications specialist position from the budget passed 3-2. Engstran, Hughes and Walsh voted in support; Jones and Edberg voted in opposition.

Councilmember Walsh proposed cutting funds for 2024 that would be used to address trees infested with emerald ash borer (EAB), therefore Councilmember **Walsh** made a motion to strike the funds from the budget. Councilmember **Jones** seconded the motion, but challenged the proposal. Councilmember Walsh said he thinks the tax levy is too high and wants to make cuts to help taxpayers with all the economic pressures. Based on initial reaction from other councilmembers and staff, Councilmember Walsh said he was open to amending his own motion to reduce funds instead of eliminating them. Mayor Louismet invited Public Works Director/City Engineer Kauppi to elaborate on the need for the funds. Director Kauppi said the EAB program started in 2018 when a tree inventory was conducted. There are about 2,000 boulevard ash trees and the City spends about \$25,000 a year treating a total of 600 trees to try to delay the costs of removal, at Council's direction. In the last two years, there has been a significant decline in the condition of the trees being treated. Staff cannot keep up with inspecting and tagging trees that need to be removed. Kauppi said staff have applied for state grants that require monetary contributions from the City. In other words, if the City receives the grant but doesn't have the money to contribute, staff can't fulfill the terms of the grant and would need to reject the grant. He noted that Council directed staff to take ownership and responsibility for the trees in the boulevards, which was included in the grant applications.

Mayor Louismet asked Kauppi to clarify how the funds would be used to address EAB. Kauppi said there is tree removal, hauling, stump removal, restoration and tree replacement. Grant funds only cover certain components. He said the City is behind on addressing the trees and Public Works staff cannot keep up at this point. There are also inconsistencies in expectations,

when residents are required to remove their dead/diseased/dying trees, but the City isn't removing trees in the boulevard. Kauppi foresees massive die-off of infested trees over the next two to three years. He provided a breakdown of the removal and replacement program, which will cost the City approximately \$3 million over the span of five to seven years. Of the total, \$2 million will be used for removal and \$1 million for restoration and replanting. He talked more about what would be covered by grant funds. Councilmember Jones didn't think \$150,000 is enough and is concerned about dead/diseased/dying trees falling and becoming a public safety matter.

In response to his original amendment to cut all EAB funds, Councilmember **Walsh** made a motion to amend his amendment, seconded by Councilmember **Hughes**, to reduce EAB funds to \$75,000 instead of cutting all funds. The motion failed 2-3. Hughes and Walsh voted in support of amending the amendment; Edberg, Engstran and Jones voted in opposition.

Councilmember Hughes sought further clarification on how the funds would be spent. She raised concern of the idea to delay the treatment and removal of these trees.

The Council voted on the original amendment to cut all EAB funds, an earlier motion made by **Walsh** and seconded by Councilmember **Jones**. The motion failed 1-4, with Councilmember Walsh voting in support of the amendment and the rest of the Council voting in opposition.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Jones**, to approve **Res. No. 13289** adopting the 2024 budget as amended and revising the 2023 budget as adopted by Res. No. 13111. Motion carried 4-1. Councilmember Walsh voted in opposition.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Hughes**, to approve **Res. No. 13290** approving the 2023 tax levy for taxes collectible in 2024. Motion carried 4-1. Councilmember Walsh voted in opposition.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Jones**, to approve **Res. No. 13291** committing fund balances for specific purpose. Motion carried unanimously.

7. UNFINISHED BUSINESS

A. Second reading of an ordinance adopting the 2024 fee schedule

At the November 28 regular Council meeting, City Manager Crawford presented a first reading of an ordinance adopting the 2024 fee schedule. She reported no changes for the second reading and asked for Council to adopt the ordinance. Mayor Louismet proposed reducing the increase in fees for certain background checks for alcohol licenses. Crawford clarified that the increases would align with background check fees for other business licenses and would better reflect costs of staff time spent conducting the background checks. Mayor Louismet was not in favor of the significant increase in one year and preferred spreading out the increase over the span of a couple years. Councilmember Walsh was interested in discussing the Mayor's suggestion further.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Engstran**, to approve the ordinance adopting the 2024 fee schedule. Based on the Mayor's comments about the background fee increases, Councilmember **Walsh** made a motion to amend the proposed fee schedule to reduce the new proposed background check fee for a malt liquor license from \$500 to \$300 and reduce the new proposed background check fee for an on-sale wine license from \$500 to \$400. Councilmember **Hughes** seconded the motion to amend the fee schedule, though she supported increasing background check fees to \$500 to account for staff time. She didn't feel it appropriate for taxpayers to make up fees that should've been increased by the City years ago. The motion to amend the proposed fee schedule failed 1-4, with Councilmember Walsh voting in support and the rest of the Council voting in opposition.

There being no further discussion, it was moved by Councilmember **Walsh**, seconded by Councilmember **Engstran**, to adopt **Ordinance No. 23-12-2071** adopting the 2024 Fee Schedule as presented. Motion carried unanimously.

It was moved by Councilmember **Edberg**, seconded by Councilmember **Engstran**, to approve **Res. No. 13292** approving the summary publication of the ordinance adopting the 2024 Fee Schedule. Motion carried unanimously.

8. NEW BUSINESS

A. Cheri Court Addition Lot Split – 1788 Cheri Court

Community Development Director Lindahl summarized a lot split request for an existing vacant property located in a subdivision of Cheri Court. The Cheri Court addition was originally platted in 2000. Lot 11, the subject parcel, was originally planned for both a stormwater pond and single-family dwelling. The developer is requesting the lot split to retain a portion of Lot 11 for development and the other portion for a stormwater pond to be dedicated to the City. Lindahl explained that this lot split is less complex than others, because the two parcels will meet minimum lot sizes and the split is creating less than three lots.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Hughes**, to approve **Res. No. 13293** granting a lot split for 1788 Cheri Court (PID 263022320087). Motion carried unanimously.

B. 2024 Classification and Compensation Plan

In September 2022, Council accepted a Classification and Compensation Study and Plan conducted by McGrath Human Resources Group, which became effective for 2022 and 2023. Assistant City Manager Juba described 2024 as being the first "regular year" under the new plan. He said Council will annually consider a cost-of-living adjustment (COLA) for the upcoming year and suggest any changes for the Classification Plan. Juba noted that union groups are compensated based on their labor agreements, but positions are still recognized and outlined within the overall Classification Plan. As previously shared with Council, staff recommended a 3% COLA adjustment and a shift for some positions to different pay grades.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Hughes**, to approve **Res. No. 13294** adopting the 2024 Classification and Compensation Plan. Motion carried unanimously.

9. DISCUSSION

Nothing scheduled.

10. COMMUNICATIONS FROM THE CITY MANAGER

City Manager Crawford announced the next regular Council meeting for January 9, 2024, when three councilmembers will be given the oath of office and sworn in. She thanked Council for their hard work in 2023.

11. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Jones**, seconded by Councilmember **Walsh**, to adjourn the regular meeting at 9:29 p.m. Motion carried unanimously.

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



**MINUTES
ENVIRONMENTAL ADVISORY COMMISSION
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
WEDNESDAY, NOVEMBER 15, 2023
6:30 P.M. IN THE CITY HALL CONFERENCE ROOM**

1. CALL TO ORDER AND ATTENDANCE

Chair Schroeher called the meeting to order at 6:37 p.m.

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

MEMBERS ABSENT: Chris Frye, Chris Greene

STAFF PRESENT: Connie Taillon, Environmental Specialist

VISITORS PRESENT: None

2. APPROVAL OF AGENDA

The commission members reviewed the agenda and had no changes.

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

Motion carried, 4:0.

3. APPROVAL OF THE MINUTES

A. Minutes of the Environmental Advisory Commission meeting on September 20, 2023. The commission members reviewed the draft September 20, 2023 meeting minutes and had the following changes: Item 5A, 2023 work plan – park visit reports, second paragraph, delete the sentence “For example, how we will know when there are enough pollinator gardens.”; Item 7B, discussion, delete the 7th sentence “Preliminary results show that parking may not be an issue.”, 8th sentence delete the phrase “which is in line with the EAC priorities.” and add the sentence “There are plans for charging stations, but there is some resistance to the tree cover that the EAC would like to see due to issues with underground utilities and tree maintenance.” before this deletion.

It was moved by member **Johnston** seconded by member **Greenleaf**, to approve the minutes of the September 20, 2023 meeting minutes as amended.

Motion carried, 4:0.

B. Minutes of the Environmental Advisory Commission meeting on October 18, 2023. The commission members reviewed the draft October 18, 2023 meeting minutes and had the following change: Item 7B, Commission member updates, delete the sentence “A parking study concluded that there is no shortage of parking in the downtown area” and

replace with “The study indicated that parking is not a serious issue as long as people are willing to walk one or two blocks.”

It was moved by member **Greenleaf** seconded by member **Johnston**, to approve the minutes of the October 18, 2023 meeting minutes as amended.

Motion carried, 4:0.

Member Luxford arrived at 6:53pm

4. VISITORS AND PRESENTATIONS

Tobias Davis, a new resident of White Bear Lake, was in attendance to learn more about the City. The commission members introduced themselves and welcomed him to the community.

5. UNFINISHED BUSINESS

A. Joint work session presentation

Taillon noted that the joint work session with the City commissions and City Council is scheduled for January 16, 2024. The Environmental Advisory Commission is scheduled from 6:00pm to 6:30pm. The purpose of the meeting is to provide an overview of accomplishments for 2023 and to discuss 2024 priorities. Taillon stated that she will prepare a staff report to City Council highlighting 2023 accomplishments and what’s to come in 2024, which is due on January 10, 2024. The commission members brainstormed ideas for 2024 priority projects. Member Luxford mentioned that the commission should stay focused on specific topics when discussing 2024 priorities at the meeting. Ideas for 2024 projects include:

- Buckthorn removal events
- City electric vehicles
- EV charging stations
- Electrify lawn equipment policy, similar to the zero waste policy
- Downtown tree planting/tree trenches
- Park Commission joint restoration project planning and implementation
- Water conservation

The commission members chose their top 4 priorities from the brainstorm list to discuss at the joint work session: 1) pollinator and buckthorn removal projects including possible demonstration gardens, 2) downtown tree planting/tree trenches, 3) water conservation, and 4) electrify city equipment. At the 2023 joint work session, the Mayor stated that water conservation is a priority. The commission members discussed types of projects that might reduce water use. In addition to rebates for water saving appliances and toilets, policy changes such as charging more for water, enforcing the watering ban, and revising the weed law to allow for lawn replacement with draught tolerant native plants could be considered. In addition to the commission’s 2024 priorities, they also want to ask the Mayor and City Council what initiatives they would like to see the Environmental Advisory Commission focus on in 2024.

6. NEW BUSINESS

A. Commission Officer Election, Chair and Vice Chair – *Action item*

Member Bolstad nominated Chair Schroeher to remain as the chair and member Johnston to remain as vice chair for 2024. Both accepted the nominations.

It was moved by member **Bolstad** seconded by member **Greenleaf** to appoint chair Schroeher as chair and member Johnston as vice chair in 2024.

Motion carried, 5:0.

B. 2024 Draft Work Plan

Chair Schroeher requested that this agenda item discussion be postponed until the December meeting because two members are absent.

7. DISCUSSION

A. Staff updates

Taillon reported that the polo shirts are in stock and ordered, and to bring treats to the December meeting.

B. Commission member updates

Chair Schroeher would like to invite Metro Blooms to a future Environmental Advisory Commission meeting as part of the demonstration garden discussion.

Vice-chair Johnston would like to have the option to meet virtually, but he said that the audio is a challenge. Taillon stated that she will look into having a microphone on the table.

Taillon noted that she will compile the park maps and site visit notes for the commission members to review at the December meeting. Member Bolstad requested that Taillon contact those that have not submitted their reports to do so before the December meeting.

Member Greenleaf thanked the commission members for being kind to her guest Tom at the Board and Commissions Recognition Banquet. She also mentioned that someone at the event wanted to talk with her about a raingarden that had been completed by the City. Taillon will follow up with him. Member Luxford was not able to attend the banquet, so Taillon will bring a gift blanket for him at the December meeting.

C. Do-outs

New do-out items for November 15, 2023 include:

- Taillon to prepare a draft memo for the City Council workshop for review by the December Environmental Advisory Commission meeting.
- Taillon to prepare draft invasive species and restoration location maps for review at the December commission meeting.

- Taillon to bring a volunteer recognition blanket for member Luxford.
- Taillon to contact members who have not submitted their park visit reports.
- Members to bring treats to the December meeting.

D. December agenda

Commission members asked Taillon to add the joint work session presentation, draft 2024 work plan, and park maps to the December agenda.

8. ADJOURNMENT

There being no further business before the Commission, it was moved by member **Johnston** seconded by member **Bolstad** to adjourn the meeting at 8:29 p.m.

Motion carried, 5:0



City of White Bear Lake
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater, Finance Director
Date: January 9, 2024
Subject: **Designation of bank depository, authorization for fund transfers and deposits, imprest funds, and investment firms**

SUMMARY

The City Council will consider adopting a resolution designating the City's bank depository, authorizing key positions to deposit and transfer funds, and designating the authorized investment firms.

BACKGROUND INFORMATION

Section 5.11 of the City Charter requires the City Council to designate a bank depository for the City and sets forth the procedures for depositing receipts of money belonging to the City.

Bank Depository

The City Council has appointed North Star Bank as the City's depository bank for over 29 years. The City continues its longstanding banking relationship with North Star Bank because of good customer service, favorable terms and conditions for the banking activities and service at a minimal cost.

North Star Bank processes all non-sufficient fund checks returned to them by other financial institutions a second time before returning the check to the City at no charge. This practice allows for any deposit timing delays in customer accounts and significantly reduces the number of non-sufficient fund checks returned to the City for non-payment.

Authorization for Fund Transfers and Deposits

Currently, the positions of City Manager, Finance Director and Assistant Finance Director have authority to deposit, transfer, invest and disburse City funds in accordance with law, established regulations, and policies. The City's Human Resources Specialist has authority to transfer cash related to the biweekly payroll activities. The License Bureau Supervisor has authority to transfer the required License Bureau daily deposit to the State of Minnesota.

Imprest Funds

Based on an update from the Minnesota Office of the State Auditor (OSA), this year's memo and resolution now includes information about the City's imprest funds held by departments for either cash drawer balances to support customer payment acceptance or petty cash funds

to pay any proper claim if “it is impractical” to pay the claim in any other manner. The OSA requires an entity’s governing body approve the funds to acknowledge the extra security precautions needed to safeguard these funds since they are currency and not checking accounts.

Minnesota Statutes prohibit the petty cash funds’ use for salaries or personal expenditures of employees. The City of White Bear Lake primarily uses petty cash funds to reimburse employees for immaterial amounts related to parking fees, copy fees, or small item purchases.

The imprest funds for both cash drawers and petty cash funds are reconciled on a regular basis. In the case of petty cash funds, the amount of cash on hand plus the reimbursed receipts equals the approved petty cash fund amount.

The imprest funds listed in the following chart are all cash drawers and petty cash funds currently used within the City:

Department	Use	Custodian	Amount
Finance	Main Cash Drawer	Jeanne Nelson	\$ 250.00
Finance	Petty Cash	Jeanne Nelson	100.00
Finance	UB Cash Drawer	Melissa Hanson	250.00
Police	Cash Drawer	Cindy Ristow	50.00
Police	Petty Cash	Cindy Ristow	100.00
Fire	Petty Cash	Connie Anderson	100.00
Sports Center	Cash Drawer	Melissa Joyce	600.00
Sports Center	Petty Cash	Melissa Joyce	350.00
License Bureau	6 Cash Drawers	Miken Binman	600.00
License Bureau	Safe	Miken Binman	400.00
Total			<u>\$ 2,800.00</u>

Investment Firms

The City seeks competitive bids for investments from seven designated investment firms. The City awards the investment purchases to the vendor who provides the issue that fits into the investment maturity structure with the highest rate of return while protecting the City’s principal amount. The seven designated investment vendors authorized to receive and secure investments for the City are as follows:

1. RBC Capital Markets, LLC (previously Dain Rauscher)
2. Wells Fargo
3. Piper Sandler Companies (previously Piper Jaffray)
4. UBS Financial Services
5. Oppenheimer & Co., Inc.
6. 4M Fund – PMA Financial
7. Ehlers Investment Partners(Advisor)/Pershing(Custodian)

RECOMMENDATIONS

Staff recommends the City Council adopt the attached resolution designating North Star Bank as the City's bank depository, authorizing the City Manager, Finance Director and Assistant Finance Director each authority to deposit, transfer and invest funds; the Human Resources Specialist and License Bureau Supervisor positions authority to transfer funds, imprest cash authorizations, and designating the authorized investment firms.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION DESIGNATING BANK DEPOSITORY, AUTHORIZING CITY STAFF MEMBERS TO INVEST AND TRANSFER FUNDS, IMPREST FUNDS, AND DESIGNATION OF BROKERS FOR HANDLING CITY INVESTMENTS FOR FISCAL YEAR 2024

WHEREAS, the City Council has determined it to be financially prudent to delegate fiscal management to appropriate City staff; and

WHEREAS, the City periodically designates depository of funds for daily transactions; and

WHEREAS, Minnesota Statutes Section 118A sets forth procedures for the investment of public funds and requires financial institutions utilized as investment brokers to be designated as depository of funds.

NOW, THEREFORE, BE IT RESOLVED, that North Star Bank be designated as the City's bank depository for deposits and expenditures and be required to furnish approved collateral securities in such amount as required by law so as to properly indemnify and secure the City against probable losses and which securities are to be deposited under escrow agreement.

BE IT FURTHER RESOLVED, by the City Council of the City of White Bear Lake, that the following officers and personnel are designated as "Authorized Officials" with full powers and authority to effectuate the investment and transfers of monies of the City of White Bear Lake from time to time to complete appropriate investments and to ensure adequate funds are available to meet the City's financial obligations:

City Manager
Finance Director
Assistant Finance Director

BE IT FURTHER RESOLVED, that the following personnel be authorized to complete cash transfers related to biweekly patrol activities and wire required daily deposit to the State of Minnesota for the license bureau transaction activity:

Human Resources Specialist
License Bureau Supervisor

BE IT FURTHER RESOLVED, that the following imprest funds be authorized for department personnel to use as cash drawer balances or petty cash funds:

RESOLUTION NO.

Department	Use	Custodian	Amount
Finance	Main Cash Drawer	Jeanne Nelson	\$ 250.00
Finance	Petty Cash	Jeanne Nelson	100.00
Finance	UB Cash Drawer	Melissa Hanson	250.00
Police	Cash Drawer	Cindy Ristow	50.00
Police	Petty Cash	Cindy Ristow	100.00
Fire	Petty Cash	Connie Anderson	100.00
Sports Center	Cash Drawer	Melissa Joyce	600.00
Sports Center	Petty Cash	Melissa Joyce	350.00
License Bureau	6 Cash Drawers	Miken Binman	600.00
License Bureau	Safe	Miken Binman	400.00
Total			<u>\$ 2,800.00</u>

BE IT FURTHER RESOLVED, that the following vendors be designated as depositories of City funds for investment purposes.

1. RBC Capital Markets, LLC
2. Wells Fargo
3. Piper Sandler Companies
4. UBS Financial Services
5. Oppenheimer & Co., Inc.
6. 4M Fund – PMA Financial
7. Ehlers Investment Partners(Advisor)/Pershing(Custodian)

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater, Finance Director
Date: January 9, 2024
Subject: Payment of Claims Against the City - 2024

SUMMARY

The City Council will consider adopting a resolution establishing a vendor payment approval procedure by staff members in order to expedite payment of claims in a timely manner.

BACKGROUND INFORMATION

Sections 5.08 and 5.10 of the White Bear Lake City Charter and Minnesota Statutes section 412.271, Subd. 8 set forth procedures for disbursement of municipal funds.

State Statutes 412.271, Subd. 8 allows the City Council to delegate authority to administrative personnel to pay claims. The authority requires that unless otherwise directed, a listing of all claims be presented to the City Council for informational purposes at its regularly scheduled meeting. Per direction from the City Council, it has been the City's practice for the City Manager to pay claims and to maintain a listing of all paid claims in the Finance/ Administrative departments for review by elected officials and the public.

Under this direction and authority, the City has paid vendor claims on a weekly basis. This provides vendors with reasonable assurance that they will be promptly compensated for goods and services provided to the City and in some cases results in early payment discounts. The payment process requires approval of invoices by the Department Supervisor and Finance Director or City Manager before the vendor claim is paid.

Staff will continue to maintain claims lists in the Finance/ Administrative departments for review until otherwise directed. A copy of a recent weekly claims list is attached as an example. If the City Council were to choose to receive a copy of the claims list, a bi-weekly list would typically be more than twice this length.

RECOMMENDATIONS

Staff recommends the City Council adopt the attached resolution establishing a vendor payment approval procedure by staff members.

ATTACHMENTS

Resolution
Recent vendor claim list

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE CITY MANAGER TO PAY CLAIMS MADE AGAINST
THE CITY FOR FISCAL YEAR 2024**

WHEREAS, Sections 5.08 and 5.10 of the White Bear Lake City Charter and Minnesota Statutes section 412.271, Subd. 8 set forth procedures for disbursement of municipal funds; and

WHEREAS, the City Council intends to ensure proper safeguard of public funds while providing for reasonable efficiencies and cost containment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, that the City Manager is hereby authorized to pay claims against the City pursuant to the City Charter and applicable state laws.

BE IT FURTHER RESOLVED, that any claims shall be paid only after approved by the following personnel:

1. Department Head (or designee) from purchasing department.
2. Finance Director and/or
3. City Manager

BE IT FURTHER RESOLVED, that the Finance Director, or the Finance Director's designee shall prepare a vendor listing of all disbursements made and maintain the listing in the Finance/ Administration department for review by elected officials and public and upon the request of the City Council unless otherwise directed.

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

Council Check Register by GL
Council Check Register by Invoice & Summary

12/18/2023-- 12/22/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
149584	12/22/2023		100973 ABBOTT PAINT AND CARPET							
		55.07	PAINTING SUPPLIES-ENG OFFICE		155009	629887	1050.6240		BUILDING SUPPLIES & PARTS	CITY HALL
		396.51	PAINT FOR ENGINEERING OFFICE		155008	629889	1050.6240		BUILDING SUPPLIES & PARTS	CITY HALL
		23.80	PAINT SUPPLIES ENGINEERING OFF		155041	629900	1050.6240		BUILDING SUPPLIES & PARTS	CITY HALL
		<u>475.38</u>								
149585	12/22/2023		126036 ADAM'S PEST CONTROL, INC.							
		339.00	PEST CONTROL 8TH ST DUPLEX		154991	3761935	4250.6560		CONTRACTUAL SERVICES	ECON. DEV. RENTAL HOMES
		<u>339.00</u>								
149586	12/22/2023		129501 ADRIAN, NERYSSA							
		165.88	UTILITY REFUND 1792 WILLOW CT		155002	0031705379-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>165.88</u>								
149587	12/22/2023		127095 AGILITI HEALTH, INC							
		54.00	MAINT S/N NOT LISTED		155025	90228708	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 827580		155025	90228708	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N B15L-06417		155025	90228708	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N BO7K-00065		155025	90228708	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N B14B-02175		155025	90228708	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 43730474		155025	90228708	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 428557268		155025	90228708	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		135.00	MAINT S/N B11B-00091		155025	90228708	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		40.50	MAINT S/N 080239260		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		40.50	MAINT S/N 50239519		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 717721		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 708891		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 708945		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 708945		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 827545		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N BO7-00170		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N BOK-00103		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N BO6C-00079		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N BO6C-00154		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N BO7K-861304		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 50239518		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N NOT LISTED		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 708854		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 78240672317		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 78371694369		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 78260785668		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE

Council Check Register by GL
Council Check Register by Invoice & Summary

12/18/2023-- 12/22/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
149587	12/22/2023		127095 AGILITI HEALTH, INC						Continued...	
		54.00	MAINT S/N 78220783892		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 78220783921		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		54.00	MAINT S/N 050239517		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		135.00	MAINT S/N NOT LISTED		155024	90228710	5252.6505		EQUIPMENT REPAIR SERVICE	AMBULANCE
		<u>1,701.00</u>								
149588	12/22/2023		120349 ALL STATE COMMUNICATIONS, INC							
		300.00	SERVICE CALL SECURITY FAILURE		155040	339637	1300.6515		BUILDING REPAIR SERVICE	PUBLIC WORKS FACILITY / SHOP
		<u>300.00</u>								
149589	12/22/2023		126071 ALL TEST & INSPECTION INC.							
		411.00	#5212 ANNUAL BOOM INSPECTION		154986	CR23-13944	1410.6505		EQUIPMENT REPAIR SERVICE	STREETS
		<u>411.00</u>								
149590	12/22/2023		126495 AMAZON CAPITAL SERVICES							
		170.97	3 MONITOR MOUNT ENGINEERING		155077	11K3-J9H6-TYGK	4102.6295		SMALL TOOLS	EQ. ACQ. CITY HALL
		38.23	CUSTOMER PENS & PAPER CLIPS		155138	17T1-HXL6-KKT3	5352.6210		OFFICE SUPPLIES	LICENSE BUREAU
		36.98	RPLMNT STROBE #5501		155023	1FNG-CDVN-XRFM	1420.6220		EQUIPMENT SUPPLIES & PARTS	SNOW REMOVAL
		292.99	VACUUM - REPLACEMENT		154976	1GJP-6PTJ-QQMP	5013.6295		SMALL TOOLS	WATER TREATMENT
		69.58	PLANNER, MARKERS, PENS		155027	1JFM-QKJX-R1NP	1300.6210		OFFICE SUPPLIES	PUBLIC WORKS FACILITY / SHOP
		229.02	6 SQD BATTERY CHARGERS		155028	1LWK-PR3Y-HLYP	1110.6230		VEHICLE SUPPLIES & PARTS	POLICE
		62.96	SAFETY LABELING FOR FLEET		154978	1LY1-NHKKH-MFF6	1300.6250		OTHER SUPPLIES & PARTS	PUBLIC WORKS FACILITY / SHOP
		98.99	LOCKING DUAL WHEEL ADAPTER		154978	1LY1-NHKKH-MFF6	1320.6295		SMALL TOOLS	GARAGE
		21.98	TRIM FOR BUCKET ON #5212		155043	1P9H-DHYG-VQCC	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		82.09	#5212 EDGE TRIM		155076	1QPD-KF49-J19L	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		11.20	2024 CALENDAR - WILLIAMS		155018	1XCW-T4J6-73P9	1030.6210		OFFICE SUPPLIES	FINANCE
		77.06	KEYBOARD/MOUSE SHIMEK		155069	KW3-Q1HR-KFPW	4102.6295		SMALL TOOLS	EQ. ACQ. CITY HALL
		<u>1,192.05</u>								
149591	12/22/2023		129526 ANDERSON, MARIAN							
		98.89	UTILITY REFUND 2530 SUMAC RIDG		155130	0011703089-1215 23	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		<u>98.89</u>								
149592	12/22/2023		100121 ART PRESERVE, THE							
		213.12	FRAMING TWO ICE SHOW PHOTOS		155045	20309	5220.6250		OTHER SUPPLIES & PARTS	SPORTS CENTER SKATE LESSONS
		<u>213.12</u>								
149593	12/22/2023		129502 BOYUM, CLIFFORD							
		512.86	UTILITY REFUND 1825 2ND ST		155003	0020901047-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES

Council Check Register by GL
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12/18/2023-- 12/22/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
149602	12/22/2023		128246 CENTURYLINK						Continued...	
		104.77	FIRE SUPPRESS/ALARM SYSTEM-DEC		155052	496864741-12/11	4247.6411		TELEPHONE	ECON. DEV. BELLAIRE CENTER
		<u>104.77</u>								
149603	12/22/2023		129500 CHELBERG, KIRSTEN							
		33.39	UTILITY REFUND 4705 COOK AVE		155085	0021400726-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		<u>33.39</u>				23				
149604	12/22/2023		126205 CHEMTEX							
		1,197.50	WATER TREATMENT CONTRACT		155038	42890	5205.6505		EQUIPMENT REPAIR SERVICE	SPORTS CENTER GENERAL
		<u>1,197.50</u>								
149605	12/22/2023		128811 CINTAS CORP							
		201.73	MAT RENTAL - 12/15		154974	4177218137	1050.6555		RENTAL OF EQUIPMENT	CITY HALL
		<u>201.73</u>								
149606	12/22/2023		114299 COMCAST							
		24.95	STATIC IP - 12/02/2023		154973	877210541011327	5205.6401		PROFESSIONAL SERVICES	SPORTS CENTER GENERAL
		149.24	STATIC IP/PHN/CABLE/INTERN-DEC		155019	877210541038153	5205.6411		TELEPHONE	SPORTS CENTER GENERAL
		<u>174.19</u>				3-12/12				
149607	12/22/2023		100017 CRYSTEEL TRUCK EQUIPMENT INC							
		141.98	#5212-SWITCH PANELARROW STICK		154997	FP193753	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		34.34	CREDIT RETURN #5212		154987	FP193889	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		<u>107.64</u>								
149608	12/22/2023		121961 CUES, INC.							
		1,120.33	TELEVISIONING EQUIPT. REPAIR		155143	970011027	5052.6505		EQUIPMENT REPAIR SERVICE	SEWER
		<u>1,120.33</u>								
149609	12/22/2023		114869 CUMMINS SALES AND SERVICE							
		85.01	E925-THERMOSTAT/PLUG		154454	E4-14105	1210.6230		VEHICLE SUPPLIES & PARTS	FIRE
		207.86	#5218-TENSIONER PULLY		155034	E4-21188	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		<u>122.85</u>								
149610	12/22/2023		129498 DHANOA, RAMJIT SINGH							
		37.41	UTILITY REFUND 4608 CAROLYN LN		155092	0021802046-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				

Council Check Register by GL
Council Check Register by Invoice & Summary

12/18/2023-- 12/22/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
149610	12/22/2023		129498 DHANOA, RAMJIT SINGH						Continued...	
		37.41								
149611	12/22/2023		129530 ELLSWORTH, JUDY							
		72.64	UTILITY REFUND 1892 7TH ST		155125	0020203147-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		72.64								
149612	12/22/2023		100971 EMERGENCY AUTOMOTIVE TECHNOLOGIES INC							
		124.70	#5212-BRANCH GUARD KIT		155047	DL113023-21	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		98.70	#5212-REPLMNT BEACON LENS		155042	DL11302321A	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		223.40								
149613	12/22/2023		129529 ENGELKE, TYLER							
		246.98	UTILITY REFUND 2112 THOMAS LN		155132	0030604359-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		246.98								
149614	12/22/2023		129496 EVENS, ROBERT							
		125.00	UTILITY REFUND 4458 BAY LN		155090	0031410921-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		125.00								
149615	12/22/2023		101040 FERRELLGAS							
		150.66	PROPANE FOR OLY		154967	1125030791	5205.6272		FUELS	SPORTS CENTER GENERAL
		150.66								
149616	12/22/2023		122259 FLATER, AMY							
		645.86	REIMBURSE COMPETITION SUPPLIES		155146	REQUEST120623	5220.6250		OTHER SUPPLIES & PARTS	SPORTS CENTER SKATE LESSONS
		645.86								
149617	12/22/2023		121298 FLEETPRIDE							
		34.87	WILDCAT #5500-THERMOSTAT KIT		154983	112882255	1420.6220		EQUIPMENT SUPPLIES & PARTS	SNOW REMOVAL
		71.75	SERVICE FILTER FOR GENERATOR		154984	113021940	1100.6220		EQUIPMENT SUPPLIES & PARTS	PUBLIC SAFETY FACILITY
		424.62	#5212-2 LED BULBS		155060	113047269	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		116.40	SWEEPER #5218-CLAMP & GASKET		155048	113072459	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		643.87	SWEEPER #5218-DPF CLNG/GSKT/CL		155049	113106210	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		36.02	LUBE FILTERS FOR #5218		155075	113172436	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		1,327.53								
149618	12/22/2023		101324 FORCE AMERICA DISTRIBUTING, LLC							

Council Check Register by GL
Council Check Register by Invoice & Summary

12/18/2023-- 12/22/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
149618	12/22/2023		101324 FORCE AMERICA DISTRIBUTING, LLC						Continued...	
		160.73	PLOW CONNECTIONS CAPS - STOCK		154980	IN001-1781897	1420.6220		EQUIPMENT SUPPLIES & PARTS	SNOW REMOVAL
		<u>160.73</u>								
149619	12/22/2023		129497 FREDRICKSON, ANDREW							
		15.75	UTILITY REFUND 3384 EMERALD DR		155091	0010501781-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>15.75</u>								
149620	12/22/2023		129528 GAHLER, RICHARD							
		45.20	UTILITY REFUND 2545 SUMAC CIR		155128	0011700804-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>45.20</u>								
149621	12/22/2023		129499 GARNER, RICHARD OR KAREN							
		10.65	UTILITY REFUND 3843 LINDEN AVE		155084	0031305204-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>10.65</u>								
149622	12/22/2023		129487 HAGEN, DEBORAH OR DAVID							
		256.32	UTILITY REFUND 1905 9TH ST		155001	0020205373-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>256.32</u>								
149623	12/22/2023		100643 HAWKINS INC							
		3,103.26	CHLORINE / HYDROFLACID		154981	6640450	5013.6260		CHEMICALS	WATER TREATMENT
		<u>3,103.26</u>								
149624	12/22/2023		129485 HELD, KATELIN OR JOSEPH							
		309.57	UTILITY REFUND 3755 WB AVE		155000	0030403760-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>309.57</u>								
149625	12/22/2023		100265 HENRY SCHEIN INC							
		90.90	MEDICAL SUPPLIES		154990	59608104	5252.6250		OTHER SUPPLIES & PARTS	AMBULANCE
		426.62	MEDICAL SUPPLIES		154988	94908665	5252.6250		OTHER SUPPLIES & PARTS	AMBULANCE
		<u>517.52</u>								
149626	12/22/2023		129486 HJELLE, MARK							
		44.75	UTILITY REFUND 2768 RIVIERA DR		155079	0011501640-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				

Council Check Register by GL
Council Check Register by Invoice & Summary

12/18/2023-- 12/22/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
149626	12/22/2023	44.75	129486 HJELLE, MARK						Continued...	
149627	12/22/2023	304.43	115618 I - STATE TRUCK CENTER		155065	C241426484:01	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		304.43	#5218-BANDS/GSKTS/CLAMPS							
149628	12/22/2023	95.64	129531 IH3 PROPERTY MN		155129	0021501283-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		95.64	UTILITY REFUND 5051 WOOD AVE			23				
149629	12/22/2023	65.00	127450 IMPLECHO, LLC		154993	107476A-2	5220.6555		RENTAL OF EQUIPMENT	SPORTS CENTER SKATE LESSONS
		65.00	COMPETITION RADIOS							
149630	12/22/2023	1,173.00	120395 ISI DISTRICT 10		155044	2023-2024	5220.6401		PROFESSIONAL SERVICES	SPORTS CENTER SKATE LESSONS
		1,173.00	COMP DIST 10 FEES							
149631	12/22/2023	700.00	100024 IUOE LOCAL 49		155073	DEC2023DUES	6200.2116		PUBLIC WORKS UNION DUES	EMPLOYMENT EXP. BALANCE SHEET
		700.00	DEC 2023 DUES							
149632	12/22/2023	12.00	129480 JAMES, SHAWN		155061	REQUEST121223	7048.6250		OTHER SUPPLIES & PARTS	RAMSEY COUNTY GIS
		12.00	GIS DOMAIN REGISTRATION							
149633	12/22/2023	40.81	129489 JEFFERS, DOREEN OR HARVEY		155083	0011700127-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		40.81	UTILITY REFUND 2507 SUMAC RIDG			23				
149634	12/22/2023	21.70	129488 JENZ, WENDY		155082	0030300842-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		21.70	UTILITY REFUND 2218 CTY RD F E			23				
149635	12/22/2023	34.13	129490 JUKER, MARK		155080	0010103802-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
			UTILITY REFUND 2694 ROTH PL			23				

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149635	12/22/2023		129490 JUKER, MARK						Continued...	
		34.13								
149636	12/22/2023		129491 KATH, ANDREW							
		44.33	UTILITY REFUND 2319 CIRCLE DR		155081	0010705325-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		44.33								
149637	12/22/2023		100397 KENNEDY & GRAVEN CHARTERED							
		603.03	5111 LONG AVENUE ENFORCEMENT		155032	178889	1040.6401		PROFESSIONAL SERVICES	LEGAL COUNSELOR
		720.20	1081 BIRCH LAKE BLVD ENFORCEME		155032	178889	1040.6401		PROFESSIONAL SERVICES	LEGAL COUNSELOR
		1,388.40	GEN MATTERS HOURLY NOV 23		155032	178889	1040.6401		PROFESSIONAL SERVICES	LEGAL COUNSELOR
		3,681.16	GEN MATTERS RET NOV 23		155032	178889	1040.6401		PROFESSIONAL SERVICES	LEGAL COUNSELOR
		284.80	EMPLOYMENT MATTERS NOV 23		155032	178889	6201.6401		PROFESSIONAL SERVICES	EMPLOYMENT EXPENSE
		6,677.59								
149638	12/22/2023		129509 KIRSCHNER, JONATHAN OR LAURANN							
		75.00	UTILITY REFUND 1884 BIRCH LAKE		155118	0020800231-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		75.00								
149639	12/22/2023		126955 KNIEFF, ROBERT							
		57.12	UTILITY REFUND 4898 JOHNSON AV		155094	0021302070-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		57.12								
149640	12/22/2023		129484 KOPSENG, ERIKA OR DANIEL							
		274.18	UTILITY REFUND 1926 PINE ST		154999	0031103120-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		274.18								
149641	12/22/2023		129507 KOTTKE, ARDYS							
		37.50	UTILITY BILLING 2419 HILLSIDE		155095	0010302248-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		37.50								
149642	12/22/2023		100092 LAW ENFORCEMENT LABOR SERVICES							
		270.00	DEC 2023 DUES		155071	DEC2023	6200.2117		LAW ENFORCEMENT UNION DUES	EMPLOYMENT EXP. BALANCE SHEET
		270.00								
149643	12/22/2023		129515 LAWIN, GARY							

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149643	12/22/2023		129515 LAWIN, GARY						Continued...	
		90.24	UTILITY REFUND 3780 HAZEL ST N		155096	0030700900-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>90.24</u>								
149644	12/22/2023		128499 LAWSON PRODUCTS, INC.							
		55.54	STOCK HYDRAULIC FITTINGS		154985	9311124871	1320.6220		EQUIPMENT SUPPLIES & PARTS	GARAGE
		40.20	REDOG BRASS FITTINGS		155010	9311131855	1320.6220		EQUIPMENT SUPPLIES & PARTS	GARAGE
		138.90	STOCK - HYDRAULIC FITTINGS		155029	9311142878	1320.6220		EQUIPMENT SUPPLIES & PARTS	GARAGE
		<u>234.64</u>								
149645	12/22/2023		127303 LEADERSHIP GROWTH GROUP LLC							
		151.95	2023 LEADERSHIP GROWTH BOOKS		154979	23207B	1020.6470		TRAINING & SUBSISTANCE	CITY MANAGER
		<u>151.95</u>								
149646	12/22/2023		129514 LOERTS, KATHY							
		159.21	UTILITY REFUND 2149 7TH ST		155103	0020302006-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>159.21</u>								
149647	12/22/2023		129533 LRE WATER							
		5,707.13	EXPERT FOR TRIAL TESTIMONY		155020	24895D	5012.6401		PROFESSIONAL SERVICES	WATER DISTRIBUTION
		<u>5,707.13</u>								
149648	12/22/2023		101089 LTG POWER EQUIP							
		49.90	CHAINSAW BAR OIL		155022	282448	1510.6220		EQUIPMENT SUPPLIES & PARTS	PARKS
		212.44	5442-OIL&FUEL FILTERS/OIL/SPK		155030	282536	1510.6220		EQUIPMENT SUPPLIES & PARTS	PARKS
		<u>262.34</u>								
149649	12/22/2023		129512 MADSON, MARK							
		150.00	UTILITY REFUND 2597 ROTH PL		155101	0010102200-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>150.00</u>								
149650	12/22/2023		129513 MARSH, BEN							
		89.07	UTILITY REFUND 2147 BIRCH ST		155102	0030202584-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>89.07</u>								
149651	12/22/2023		100160 METRO SALES INC							
		662.88	COMP PROGRAMS		154995	INV2415971	5220.6450		OUTSIDE PRINTING	SPORTS CENTER SKATE LESSONS

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149651	12/22/2023	662.88	100160 METRO SALES INC						Continued...	
149652	12/22/2023	45.00	100374 METROPOLITAN AREA MGMT ASSN		154982	1679	1020.6460		SUBSCRIPTIONS & DUES	CITY MANAGER
		45.00	MAMA MEMBERSHIP-CRAWFORD							
149653	12/22/2023	160.00	129532 MIDWEST CABINETRY & MILLWORK LLC		155139	WB088072	1001.4405		BUILDING PERMITS	GENERAL FUND REVENUES
		160.00	PARTIAL PER REFUND WB088072							
149654	12/22/2023	193.86	129510 MILASHIUS, LINDA		155120	0021500582-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		193.86	UTILITY REFUND 5017 LEMIRE LN			23				
149655	12/22/2023	1,056.00	121360 MINNESOTA PUBLIC EMPLOYEES ASSOCIATION		155072	DEC2023	6200.2117		LAW ENFORCEMENT UNION DUES	EMPLOYMENT EXP. BALANCE SHEET
		1,056.00	DEC 2023 DUES							
149656	12/22/2023	287.50	100832 MN CHILD SUPPORT PAYMENT CTR		155053	OWEN-1403963601	6200.2136		GARNISHMENT PAYABLE	EMPLOYMENT EXP. BALANCE SHEET
		287.50	CHILD SUPPORT - 12/22/2023							
149657	12/22/2023	16.00	100275 MN NCPERS LIFE INSURANCE		155078	838400012024-DE	6201.6132		LIFE INSURANCE	EMPLOYMENT EXPENSE
		16.00	DEC 2023			C				
149658	12/22/2023	99.00	125688 MR CUTTING EDGE		154969	6040	5205.6505		EQUIPMENT REPAIR SERVICE	SPORTS CENTER GENERAL
		127.00	OLY BLADE SHARPENING		154968	6136	5205.6505		EQUIPMENT REPAIR SERVICE	SPORTS CENTER GENERAL
		226.00	OLY BLADE SHARPENING							
149659	12/22/2023	106.20	129516 NICHOLAS, JUDITH		155097	0030300057-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
		106.20	UTILITY REFUND 2245 SOUTHWOOD			23				
149660	12/22/2023	63.96	121156 NORTHERN TOOL AND EQUIPMENT		155123	541301306235203	1410.6220		EQUIPMENT SUPPLIES & PARTS	STREETS
		63.96	5" SWIVEL CASTERS							

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149660	12/22/2023		121156 NORTHERN TOOL AND EQUIPMENT						Continued...	
		27.48	SET UP SUPPLIES FOR #5111		155122	541303286231761	5052.6230		VEHICLE SUPPLIES & PARTS	SEWER
		189.99	CHAIN HOIST TOOL		155122	541303286231761	5052.6295		SMALL TOOLS	SEWER
		<u>281.43</u>								
149661	12/22/2023		100554 OFFICE OF ENTERPRISE TECHNOLOGY							
		53.72	WAN - NOVEMBER		155051	DV23110426	1050.6411		TELEPHONE	CITY HALL
		29.69	FAX - NOV		155050	W23110573	1080.6411		TELEPHONE	BUILDING CODES & ENFORCEMENT
		47.54	CONSERVATION DIST-NOV		155050	W23110573	1050.6411		TELEPHONE	CITY HALL
		89.07	FIRE SYS(2)/ELEVATOR-NOV		155050	W23110573	1300.6411		TELEPHONE	PUBLIC WORKS FACILITY / SHOP
		89.36	FAX/ELEVATOR/LOBBY-NOV		155050	W23110573	1050.6411		TELEPHONE	CITY HALL
		118.76	BOOK/DISPTCH/MOD/FAX-NOV		155050	W23110573	1110.6411		TELEPHONE	POLICE
		29.69	ELEVATOR-NOV		155050	W23110573	2032.6411		TELEPHONE	ARMORY OPERATIONS
		29.69	SCADA MODEM-NOV		155050	W23110573	5013.6411		TELEPHONE	WATER TREATMENT
		29.69	COMPUTER DIAL IN-NOV		155050	W23110573	5013.6411		TELEPHONE	WATER TREATMENT
		180.85	FIRE AL/MAIN/ELEV/FR ENT-NOV		155050	W23110573	5302.6411		TELEPHONE	PIONEER MANOR SENIOR HOUSING
		89.07	DNR/GAME&FISH/MOD/FAX-NOV		155050	W23110573	5352.6411		TELEPHONE	LICENSE BUREAU
		<u>787.13</u>								
149662	12/22/2023		127575 OPENDOOR LABS INC.							
		168.25	UTILITY REFUND 3781 MCKNIGHT		155119	0030505259-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>168.25</u>								
149663	12/22/2023		101145 OXYGEN SERVICE CO							
		273.46	CYLINDER RENTAL		154977	0003571435	1320.6555		RENTAL OF EQUIPMENT	GARAGE
		<u>273.46</u>								
149664	12/22/2023		123329 PARENTEAU, BILL AND RITA							
		94.03	UTILITY REFUND 4930 MOREHEAD		155133	0021200233-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>94.03</u>								
149665	12/22/2023		129511 PETERSEN, CHRISTINA							
		86.51	UTILITY REFUND 3149 MANITOU DR		155121	0011705647-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>86.51</u>								
149666	12/22/2023		129519 PETRY'S WB AUTOMOTIVE							
		10.02	UTILITY REFUND 4777 WOOD AVE		155135	0021000880-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				

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149700	12/22/2023		101479 WHITE BEAR LOCKSMITH INC						Continued...	
149701	12/22/2023		129508 WHITMARSH, MICHAEL							
		24.67	UTILITY REFUND 3383 EBBA ST		155104	0010502342-1215	5011.4882		ENTERPRISE SALES	WATER FUND REVENUES
						23				
		<u>24.67</u>								
149702	12/22/2023		101483 WINNICK SUPPLY							
		232.00	CUTTING BLADES FOR CHOP SAW		155016	032230	1300.6220		EQUIPMENT SUPPLIES & PARTS	PUBLIC WORKS FACILITY / SHOP
		<u>232.00</u>								
149703	12/22/2023		129481 XCEL ENERGY							
		271.58	SERVICE FEE REFUND WB087595		154994	WB087595	1080.6545		CREDIT CARD FEES	BUILDING CODES & ENFORCEMENT
		1,340.00	CITY WAC REFUND WB087595		154994	WB087595	5011.5025		CONNECTION CHARGES	WATER FUND REVENUES
		1,340.00	CITY SAC REFUND WB087595		154994	WB087595	5051.5025		CONNECTION CHARGES	SEWER FUND REVENUES
		4,970.00	SAC REFUND WB087595		154994	WB087595	5050.2435		MCES SAC CHARGES DUE	SEWER FUND BALANCE SHEET
		<u>7,921.58</u>								
149704	12/22/2023		110046 XCEL ENERGY-GROUP BILLING							
		17.49	1950 FLORENCE ST - NOV		155110	5100107787609NO	1576.6422		ELECTRIC	YOST PARK
						V23				
		20.33	4751 BANNING AVE - NOV		155111	5100111527126NO	4242.6422		ELECTRIC	ECONOMIC DEVELOPMENT GENERAL
						V23				
		76.09	HSE 2174 8TH ST-SHARED-NOV		155106	5100121724331NO	4250.6423		NATURAL GAS	ECON. DEV. RENTAL HOMES
						V23				
		30.23	3375 WILLOW AVE SIREN-NOV		155107	5100123507503NO	1220.6422		ELECTRIC	EMERGENCY PREPAREDNESS
						V23				
		128.13	3901 MCKNIGHT-WELL#5-NOV		155057	5142977213NOV23	5012.6422		ELECTRIC	WATER DISTRIBUTION
		2,734.09	2414 ORCHARD-WELL#3-NOV		155057	5142977213NOV23	5012.6422		ELECTRIC	WATER DISTRIBUTION
		4,007.00	3359 MCKNIGHT-WELL#4-NOV		155057	5142977213NOV23	5012.6422		ELECTRIC	WATER DISTRIBUTION
		71.85	4410 LAKE AVE-LIONS-NOV		155117	5142977257NOV23	1430.6560		CONTRACTUAL SERVICES	STREET LIGHTING / SIGNALS
		13.43	2130 ORCHARD PUMP-NOV		155117	5142977257NOV23	2042.6422		ELECTRIC	SURFACE WATER POLLUTION EXP
		49.60	3495 CENTURY AVE-NOV		155117	5142977257NOV23	5012.6422		ELECTRIC	WATER DISTRIBUTION
		123.59	4691 BANNING AVE-NOV		155114	5142977268NOV23	1430.6560		CONTRACTUAL SERVICES	STREET LIGHTING / SIGNALS
		13.43	3978 WB AVE - NOV		155112	5146843050NOV23	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		252.31	2228 4TH ST - NOV		155058	5172077057NOV23	1430.6560		CONTRACTUAL SERVICES	STREET LIGHTING / SIGNALS
		304.34	4785 BANNING AVE - NOV		155058	5172077057NOV23	1430.6560		CONTRACTUAL SERVICES	STREET LIGHTING / SIGNALS
		324.92	2228 6TH ST - NOV		155116	5173230396NOV23	1430.6560		CONTRACTUAL SERVICES	STREET LIGHTING / SIGNALS
		52.74	4870 HWY 61 N - NOV		155115	5182367844NOV23	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		37.60	4585 LAKE AVE - NOV		155108	5183820380NOV23	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS
		49.21	4810 LAKE AVE STRLGHT-NOV		155109	5183839223NOV23	1430.6422		ELECTRIC	STREET LIGHTING / SIGNALS



City of White Bear Lake
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater, Finance Director
Date: January 9, 2024
Subject: **2024 Surety Bonds for City Employees**

SUMMARY

The City Council will consider adopting a resolution establishing surety bonds covering employees for 2024.

BACKGROUND INFORMATION

According to the City Charter, Sect. 4.22. Official Bonds, the City Manager, City Clerk, and such other officers and employees as may be required by the City Council shall each give bond in sufficient surety, in such amount as fixed by the City Council, for the faithful performance of their respective official duties. Such bonds shall be payable to the City, and the bonds of each officer shall protect the City for acts of any deputy or assistant of such officer. The legal sufficiency of all bonds shall be passed upon by competent legal authority. The bonds shall be approved by the City Council, which approval shall be endorsed upon each bond signed by at least three members of the City Council. The Mayor shall have custody of all bonds, and it shall be the Mayor's duty to see that they are kept in full force and effect (Ref. Ord. No. 898, 8/24/93). When a bond shall have been forfeited by a person that office shall be considered vacant and shall be filled according to the provisions of this Charter.

The City purchases surety bonds through the League of Minnesota Cities Insurance Trust (LMCIT) on all employees through the City's insurance coverage. LMCIT coordinates the bond coverage with the City's other insurance coverages to avoid gaps, overlaps and inconsistencies and is written to cover both fidelity and faithful performance risks.

There is no mandated coverage amount, leaving the City its choice in the bond coverage amount for each year. The City has carried \$600,000 in surety bond coverage with a \$25,000 deductible through the LMCIT in previous years. The City has never had a situation requiring usage of the bonds. Staff believes the current coverage is appropriate for this year and will continue to evaluate on an annual basis to secure sufficient coverage for operations.

RECOMMENDEDEDATIONS

Staff recommends the City Council adopt the attached resolution establishing surety bonds for City employees for 2024.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION FIXING AMOUNT OF SURETY BONDS FOR CITY EMPLOYEES AND PROVIDING FOR APPROVAL OF SAME FOR FISCAL YEAR 2024

WHEREAS, the City Charter Sect. 4.22 requires a surety bond be in place for the faithful performance of the official duties for officers;

WHEREAS, the City of White Bear Lake purchases surety bonds through the League of Minnesota Cities Insurance Trust (LMCIT) on all employees through the City's insurance coverage; and

WHEREAS, the LMCIT coordinates the bond coverage with the City's other insurance coverages to avoid gaps, overlaps, and inconsistencies and is written to cover both fidelity and faithful performance risks.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the City furnish surety bonds for all employees to cover both fidelity and faithful performance risks of their duties. The surety bond coverage is \$600,000, and said bonds shall be reviewed and approved by the City Attorney and City Council and maintained in accordance with Section 4.22 of the City Charter.

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater, Finance Director
Date: January 9, 2024
Subject: **2024 Proposed Travel and Expense Reimbursement**

SUMMARY

The City Council will consider adopting a resolution establishing 2024 travel and expense reimbursements for approved and eligible out-of-pocket travel and business expenses incurred in the conduct of City business or authorized training.

BACKGROUND INFORMATION

Mileage

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

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

Consistent with past practice, staff proposes to set the City's mileage reimbursement rate to the current standard rate of \$0.67 per mile set by the Internal Revenue Service (IRS) for 2024.

Meals

The City's meal reimbursement policy provides employees with adequate compensation to purchase their meals each day while conducting City business away from the community. Meal reimbursements for employees attending training sessions are only available when the training sessions do not include meals as part of the registration fee to prevent employees from profiting through reimbursement when meal costs are already paid.

Each year staff reviews the daily reimbursement rate to those used by the U.S. General Services Administration (\$59 standard area and \$79 metropolitan area) and the State of Minnesota DNR (\$42 standard area) to ensure relevant amounts are included in the City's reimbursement policy.

Staff recommends an increase in the City's daily reimbursement limits to \$42 (standard area) and \$56 (metropolitan area).

RECOMMENDATIONS

Staff recommends that the City Council adopt the attached resolution adjusting current travel expense reimbursement rates.

ATTACHMENTS

Resolution

RESOLUTION NO.

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

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

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

WHEREAS, the City's meal reimbursement policy provides employees with adequate compensation to purchase meals each day while conducting business away from the community.

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

Mileage Reimbursement: \$0.67

Standard Metropolitan Area: Meals reimbursed at a reasonable amount per meal, with a daily limit of \$42 and restriction that no meal, non-alcoholic drink and tip will exceed \$25.

Major Metropolitan Area: Meals reimbursed at a reasonable amount per meal, with a daily limit of \$56 and restriction that no meal, non-alcoholic drink and tip will exceed \$32.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of White Bear Lake, that the City Council authorizes the City Manager to modify the meal reimbursement amounts based upon unique circumstances:

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: January 9, 2024
Subject: **Massage Establishment License for The Carlson Clinic of White Bear Lake**

SUMMARY

The City Council will consider approving a massage establishment license to Dustin Carlson of Carlson Chiropractic Corporation, doing business as The Carlson Clinic of White Bear Lake.

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. Dustin Carlson submitted a massage therapy establishment application for his business, The Carlson Clinic of White Bear Lake, located at 2130 2nd Street. The property is zoned B-4: General Business and massage is a permitted use at this location. Inquiring massage therapists to be hired will need to submit their own application materials for a massage therapist license. For his establishment license application, he submitted the required proof of professional liability insurance and a fully executed building lease agreement.

The Police Department completed a background investigation on Dustin Carlson and found nothing to preclude issuance of massage licenses to the applicant.

RECOMMENDATIONS

Staff recommends the City Council adopt the attached resolution authorizing a massage therapy establishment license to be issued to Dustin Carlson for The Carlson Clinic of White Bear Lake, located at 2130 2nd Street.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION APPROVING ISSUANCE OF A MASSAGE THERAPY ESTABLISHMENT LICENSE
TO THE CARLSON CLINIC OF WHITE BEAR LAKE**

WHEREAS, Dustin Carlson (Applicant) submitted an application for a massage establishment license for The Carlson Clinic of White Bear Lake, located at 2130 2nd Street, White Bear Lake; and

WHEREAS, the property at is zoned B-4: General Business and massage is a permitted use at this location; and

WHEREAS, the Applicant submitted all required materials with the application; and

WHEREAS, the White Bear Lake Police Department performed a background check and found nothing in the background investigation to preclude the issuance of a massage establishment license 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:

Dustin Carlson
Carlson Chiropractic Corporation, d.b.a
The Carlson Clinic of White Bear Lake
2130 2nd Street
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
Finance Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Kerri Kindsvater, Finance Director
Date: January 9, 2024
Subject: **Authorization for City contribution levels to programs recognizing volunteers and employees and promoting business and cultural activities in 2024**

SUMMARY

The City Council will consider adopting a resolution authorizing contribution levels to programs recognizing City volunteers and employees and promoting business and cultural activities as funded in the City's 2024 budget.

BACKGROUND INFORMATION

Beginning with the 2024 budget, the resolution for City contributions to recognize volunteers and employees and promote local business and cultural activities was moved from the December 2023 meeting agenda to the first meeting in January 2024 agenda to allow Council to approve the contribution levels in the year they will be paid.

As a publicly-funded organization, the City of White Bear Lake is committed to controlling expenditures and works to ensure adherence to the Minnesota Public Purpose Doctrine based on Minnesota State Constitution, Art. X Section 1.

The City recognizes that public funds may only be spent if the expenditure meets a public purpose, and it relates to the purpose for which the City was created. The meaning of "public purpose" is constantly evolving. The Minnesota Supreme Court has generally concluded that "public purpose" means an activity that meets all of the following standards:

- The activity will primarily benefit the community as a body.
- The activity is directly related to functions of government.
- The activity does not have as its primary objective the benefit of a private interest whether profit or not-for-profit.

Public expenditures for appropriate City volunteer and employee recognition programs serve a public purpose because formally recognizing volunteers and employees who make significant contributions and demonstrate their commitment during the performance of their duties. The recognition results in higher morale and productivity among City volunteers and employees; therefore, helping the City fulfill its responsibilities to the community more efficiently and more cost effectively. In addition, appropriate safety, health and wellness programs for city

employees serve a public purpose because they result in healthier and more productive employees and reduce certain costs to the City and its taxpayers.

Public expenditures for promoting business and cultural activities through membership in the White Bear Lake Area Chamber of Commerce and contributions to support the activities of Marketfest and the White Bear Lake Area Historical Society each serve the public purpose to offer programs for taxpayers and attract visitors to our area.

All expenses allowed under this approval must have documentation that includes date, time, business reason for the event, and the receipt for the actual purchase.

RECOMMENDEDATIONS

Staff recommends the City Council adopt the attached resolution authorizing contribution levels to programs recognizing City volunteers and employees and promoting business and cultural activities as funded in the City's 2024 Budget.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING CONTRIBUTION LEVELS FOR VOLUNTEER AND EMPLOYEE
RECOGNITION PROGRAMS AND BUSINESS AND CULTURAL ACTIVITIES IN
THE CITY OF WHITE BEAR LAKE**

WHEREAS, the City of White Bear Lake annually appropriates funds through the budget process which recognize contributions received by the City from volunteers and employees; and

WHEREAS, the City of White Bear Lake annually appropriates funds through the budget process for activities which promote business and the Downtown area; and

WHEREAS, rent payments from Pioneer Manor funds the Pioneer Manor appropriations; and

WHEREAS, the City is a third-party conduit for restricted revenue remitted for use by the White Bear Main Street Association; and

WHEREAS, the City Council recognizes that through payment of annual membership dues to the White Bear Lake Area Chamber of Commerce, the City receives services including advertising, event planning and promotion, advocacy and visitor services of a value greatly exceeding the cost of dues; and

WHEREAS, the detailed listing for this recognition is presented to declare these expenses are in the public's interest and to inform the public; and

WHEREAS, it is the funding of the City that such expenditures are in the public interest and promote the general welfare of the community; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the expenditure budgets for 2023 and 2024 specifically authorizes the following appropriations, which recognize volunteer and employee achievements and promote business and the Downtown area within the City of White Bear Lake.

Fund	2023	2024
General Fund		
Legislative		
Employee Appreciation Lunch	\$ 7,650	\$ 8,000
Employee Service Awards	3,500	2,800
Volunteer Recognition Dinner	1,000	1,000
Civic Promotion (plaques/mugs)	1,200	1,200
Council Appreciation	150	150
Chamber of Commerce membership	600	600

RESOLUTION NO.

<u>Fund</u>	<u>2023</u>	<u>2024</u>
General Fund		
Police		
Service Awards	300	300
TRIAD Events and Recognition	250	250
DARE	3,550	3,550
Crime Prevention	300	300
Volunteer Shirts/Award	-	250
CPA Shirts and Supplies	825	825
Fire		
Service Awards	500	500
Explorer Recognition	250	250
Pioneer Manor		
Social Activities	3,000	3,000
Insurance		
Safety Awards	100	100
Economic Development Fund		
Marketfest	7,000	7,000
WBL Area Historical Society	19,800	20,000

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Connie Taillon, Environmental Specialist/Water Resources Engineer
Date: January 9, 2024
Subject: **Cooperative Agreement for a Whitaker Pond Iron Enhanced Sand Filter Feasibility Study**

SUMMARY

The City Council will consider adopting a resolution to enter into a Cooperative Agreement with Vadnais Lake Area Watershed Management Organization (VLAWMO) for a Whitaker Pond Iron Enhanced Sand Filter Feasibility Study.

BACKGROUND INFORMATION

Whitaker Pond is located just north of Whitaker Street along the boundary between the City of White Bear Lake and White Bear Township. Whitaker Pond was constructed as part of the Highway 96 reconstruction project in 1996-1997 to treat runoff from approximately 11 acres of Highway 96 right-of-way. The pond receives runoff from a total watershed area of approximately 620 acres, comprised of mixed residential and limited business/commercial land uses within the City (98%) and Township (2%). Whitaker Pond is one of the headwaters of Lambert Creek. From Whitaker Pond, the creek flows south and west for 4.2 miles where it outlets into East Vadnais Lake, which is a primary reservoir and drinking water source for approximately 450,000 people in St Paul and surrounding communities. VLAWMO collects samples along Lambert Creek on a bi-weekly basis throughout the growing season and analyzes the samples for nutrients and other pollutants. Nutrient levels in the creek are found to be above the state stream standard.

VLAWMO recently hired Houston Engineering to complete a scope of services for a Whitaker Pond Iron Enhanced Sand Filter Feasibility Study. Iron enhanced sand filters (IESF) are effective at removing nutrients, specifically phosphorus, from water. The purpose of the study is to determine the feasibility of constructing an IESF next to Whitaker Pond at Columbia Park in White Bear Township, and to estimate the phosphorus removal from Whitaker Pond and Lambert Creek provided by the IESF.

The total estimated cost for the feasibility study is \$11,900.00, with an estimated completion date of 10 weeks after an executed contract. The proposed Cooperative Agreement with VLAWMO is to accept participation in the Whitaker Pond Iron Enhanced Sand Filter Feasibility Study and share one third of the professional services costs to complete the feasibility study

with VLAWMO and partners.

In the event the study determines that an IESF project is feasible, a budget for the Whitaker Pond Iron Enhanced Sand Filter project will be included in the draft 2025 SWPP fund budget.

RECOMMENDATION

Staff recommends that City Council adopt the attached resolution to enter into a Cooperative Agreement with VLAWMO for a Whitaker Pond Iron Enhanced Sand Filter Feasibility Study.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION APPROVING A COOPERATIVE AGREEMENT WITH THE VADNAIS LAKE AREA WATERSHED MANAGEMENT ORGANIZATION FOR A WHITAKER POND IRON ENHANCED SAND FILTER FEASIBILITY STUDY

WHEREAS, the City of White Bear Lake has made a commitment to improve the water quality of all lakes, wetlands, and streams within the City; and

WHEREAS, Lambert Creek is above the state stream standard for total phosphorus; and

WHEREAS, Lambert Creek flows into East Vadnais Lake which is used as a primary reservoir and drinking water source for approximately 450,000 people; and

WHEREAS, a headwater of Lambert Creek is Whitaker Pond; and

WHEREAS, Whitaker Pond receives direct drainage from an area of approximately 620 acres within the City and a small portion of White Bear Township; and

WHEREAS, the City and Vadnais Lake Area Watershed Management Organization (“VLAWMO”) mutually desire to partner on a Whitaker Pond Iron Enhanced Sand Filter Feasibility Study (“Study”) to evaluate the feasibility of an iron enhanced sand filter to remove phosphorus from Whitaker Pond to improve water quality to Lambert Creek; and

WHEREAS, the estimated cost of the Study is \$11,900.00; and

WHEREAS, the City desires to enter into a Cooperative Agreement with VLAWMO to accept participation in the Study and to share one third of the professional services costs to complete the Study with VLAWMO and partners.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, to enter into a Cooperative Agreement with VLAWMO.

The foregoing resolution, offered by Councilmember _____ and supported by Councilmember _____, was declared carried on _____, 2024 the following vote:

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Paul Kauppi, Public Works Director/City Engineer
 Ashton Miller, City Planner
Date: January 9, 2024
Subject: **Encroachment Agreement for an Existing Building Located Within a Utility Easement and Variance Extension at 2338 South Shore Boulevard**

SUMMARY

The City Council will consider adopting two resolutions relating to 2338 South Shore Boulevard.

1. The first resolution is authorizing staff to execute an encroachment license agreement for an existing building located within a utility easement.
2. The second resolution is approving a one-year extension for a two foot side yard setback variance and a 50 square foot variance from the total accessory structure square footage allowed in order to construct a 160 square foot shed.

BACKGROUND INFORMATION

Encroachment Agreement

In 1959, the installation of sanitary sewer and watermain along Lakeridge Drive, Joy Avenue, and Myrle Avenue was completed as part of the neighborhood development. These utilities were also extended from Joy Avenue up to South Shore Boulevard along the west property line of 2338 South Shore Boulevard. The extension of these utilities allowed the City to serve water to residents along that part of South Shore Boulevard as well as connect the new sanitary sewer to the lift station for that area.

Staff researched records and found that a utility easement was never recorded for the utilities installed within private property at 2338 South Shore Boulevard. The property owner recently granted the City a permanent utility easement, but portions of the existing home that was built in 1973 extend slightly into the easement area.

Executing an encroachment license agreement between the City and the property owner at 2338 South Shore Boulevard allows both parties to clean up their records and allow for existing uses to continue.

Variance Extension

The Planning Commission heard the case on January 30, 2023. The applicant was proposing to demolish an existing 80 square foot shed and replace it with a larger 160 square foot shed. A public hearing was held at the Planning Commission meeting and no one other than the applicant spoke on the request. On a 7-0 vote, the Planning Commission voted to recommend approval of the request. The item was approved by City Council on February 14, 2023 by a vote of 5-0.

Analysis

On January 2, 2024, Mr. Winchell submitted a request seeking a one year extension to allow the installation of the shed in the spring. Per code section 1301.060. Subd 3, a variance becomes null and void if it has not been completed or utilized within one year of granting the variance, unless a petition for extension of time has been granted. The original variances for this property are due to expire on February 14, 2024. The applicant submitted an application for extension more than 30 days before the expiration date.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolutions as presented.

1. The first resolution is authorizing staff to execute an encroachment license agreement for the property located at 2338 South Shore Boulevard for an existing building located within a utility easement.
2. The second resolution grants a one year extension of the variances approved through Resolution 13144 for the property located at 2338 South Shore Boulevard.

ATTACHMENTS

Resolutions

RESOLUTION NO.

**RESOLUTION GRANTING AN ENCROACHMENT LICENSE AGREEMENT WITH THE PROPERTY
LOCATED AT 2338 SOUTH SHORE BOULEVARD FOR AN EXISTING BUILDING LOCATED
WITHIN A UTILITY EASEMENT**

WHEREAS, the property owner at 2338 South Shore Boulevard (PID No. 243022320024) granted the City a permanent utility easement over existing public sewer and water utilities through the property; and

WHEREAS, portions of an existing structure extend a short distance onto the City's easement; and

WHEREAS, the property owner has also agreed to execute an encroachment license agreement in order to keep the existing structure in place.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, that the Mayor and City Manager are hereby authorized to execute an Encroachment License Agreement with 2338 South Shore Boulevard for an existing building located within a utility easement.

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk

RESOLUTION NO.

**RESOLUTION APPROVING A TIME EXTENSION FOR TWO VARIANCES
FOR 2338 SOUTH SHORE BLVD WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, Joshua Winchell (22-20-Ve) has requested two variances at the property located at:

Legal Description: SECTION 24 TOWN 30 RANGE 22 W 120 FT OF PART N OF
BLVD AND E OF ...IN GOVT LOT 1 SEC 24 TN 30 RN 22

WHEREAS, the applicant seeks a one-year extension (until February 14, 2025) for the approvals granted through Resolution 13144 as detailed below.

Resolution No. 13144: A resolution approving a variance from the side yard setback, per code section 1302.030, Subd.4.e, and a variance from the total accessory structure square footage allowed, per code section 1302.030, Subd.4.2.b, in order to construct a 160 square foot shed

WHEREAS, the Planning Commission has reviewed the original application on January 30, 2023 and recommended approval by the City Council; and

WHEREAS, the City Council of the City of White Bear Lake reviewed the findings and recommendation of the Planning Commission and voted to approve the original application on February 14, 2023;

WHEREAS, the City Council has considered the effects of the proposed extension upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding area;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the City Council approves a one year extension of the variances approved through Resolution 13144 for the property at 2338 South Shore Boulevard until February 14, 2025, subject to the terms and conditions in the original approval.

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

RESOLUTION NO.

ATTEST:

Caley Longendyke, City Clerk

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

Applicant's Signature

Date



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Caley Longendyke, City Clerk
Date: January 9, 2024
Subject: 2024 City Council regular meeting dates and work sessions

SUMMARY

The City Council will consider adopting a resolution establishing regular meeting dates of the City Council for 2024. Work sessions are tentatively scheduled the third Tuesday of every month, except December.

BACKGROUND INFORMATION

In accordance with the White Bear Lake City Charter, at its first regular meeting in January the Council shall set the dates of its regular monthly meetings for the year. Listed below are the proposed 2024 City Council meeting dates. Regular meetings are the second and fourth Tuesday of each month except for those months where the second Tuesday is required for election purposes in which case the meeting will be pushed forward one day.

- January 9 and 23
- February 13 and *Wednesday*, February 28*
- March 12 and 26
- April 9 and 23
- May 14 and 28
- June 11 and 25
- July 9 and 23
- August 13 (or *Wednesday*, August 14**) and 27
- September 10 and 24
- October 8 and 22
- November 12 and 26
- December 10

* *The Precinct Caucus is scheduled for Tuesday, February 27. The City Council meeting is postponed to the next day.*

** *If a Primary Election is scheduled for Tuesday, August 13, the City Council meeting will be postponed to the next day.*

In following with past practice, there is only one meeting scheduled in December. Meetings begin at 7 p.m. and adjourn by 10:30 p.m., unless authorized by a majority of the City Council. Work sessions typically begin at 6 p.m. and are tentatively scheduled the third Tuesday of every month except December.

Included in the packet is a public meeting calendar showcasing all public meetings of the City Council and City Boards and Commissions.

RECOMMENDATIONS

Staff recommends the City Council adopt the attached resolution establishing 2024 regular meeting dates of the White Bear Lake City Council and City Boards and Commissions.

ATTACHMENTS

- Resolution
- 2024 Public Meeting Calendar

RESOLUTION NO.

**RESOLUTION ESTABLISHING THE 2024 REGULAR MEETING DATES AND TIMES
OF THE CITY COUNCIL OF THE CITY OF WHITE BEAR LAKE**

WHEREAS, in accordance with the White Bear Lake City Charter, at its first regular meeting in January, the City Council shall set the dates of its regular monthly meetings for the year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the second and fourth Tuesday of each month shall be designated as the regular meeting nights of the City Council except for those months where the second Tuesday is required for election purposes, in which case the regular meeting shall be held the following day. The Council meeting dates are as follows:

- January 9 and 23
- February 13 and *Wednesday*, February 28*
- March 12 and 26
- April 9 and 23
- May 14 and 28
- June 11 and 25
- July 9 and 23
- August 13 (or *Wednesday*, August 14**) and 27
- September 10 and 24
- October 8 and 22
- November 12 and 26
- December 10

* *The Precinct Caucus is scheduled for Tuesday, February 27. The City Council meeting is postponed to the next day.*

** *If a Primary Election is scheduled for Tuesday, August 13, the City Council meeting will be postponed to the next day.*

BE IT FURTHER RESOLVED that the only regularly scheduled meeting in December shall be December 10, 2024.

BE IT FURTHER RESOLVED that City Council meetings shall begin at 7 p.m. and shall not extend beyond 10:30 p.m. unless authorized by a majority of the City Council.

BE IT FURTHER RESOLVED that the attached meeting calendar showcasing all public meetings of the City Council and City boards and commissions is hereby adopted.

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

PROPOSED 2024 City of White Bear Lake Public Meeting Dates

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28*	29		

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*CC meeting delayed one day due to Precinct Caucus.

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12*	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13*	14*	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*EAC meeting moved up a week due to holiday.

*CC meeting delayed if Aug 13 primary election is scheduled.










September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10*	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Only one CC meeting in December.

-  City Council Meeting (monthly, second and fourth Tuesdays, 7 p.m., with exceptions noted above.)
-  Planning Commission (monthly, last Monday, 7 p.m., no December)
-  Holiday—Offices Closed
-  City Council Work Session (possible dates)
-  Environmental Advisory Commission (monthly, third Wednesday, 6:30 p.m., with exception noted above.)
-  Election Days—Precinct Caucus (Feb), Presidential Primary (Mar), State Primary (Aug, tentative), and General (Nov)
-  Charter Commission (yearly, second Wednesday in Sept, 7 p.m., and as needed)
-  Park Advisory Commission (monthly, third Thursday, 6:30 p.m., no December)
-  Housing and Redevelopment Authority (yearly, second Tuesday in January following City Council meeting, and as needed.)

Adopted by the City Council on _____. The City of White Bear Lake reserves the right to make adjustments to the meeting calendar as deemed necessary.



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Lindy Crawford, City Manager
Date: January 9, 2024
Subject: 2024 Annual Appointments

SUMMARY

The City Council will consider adopting a resolution for 2024 annual appointments, including City Council representatives to various organizations, City Attorney, City Prosecutor, administrative hearing officer, and the official newspaper.

BACKGROUND INFORMATION

Each year, the City Council must approve annual appointments for various areas of City government to support operations of the City. Each section below outlines a description of the area and recommendation for action.

Appointment of Chair of the City Council

At its first regular meeting of January following the municipal general election, Section 4.13 of the City Charter provides that the City Council shall elect one of its members as Chair of the City Council. The Chair of the City Council shall preside over the meetings of the Council in the absence of the Mayor, shall appoint committees of the City Council and, under the title of Acting Mayor, assume, exercise and perform all the powers and duties of the Mayor during the Mayor's temporary absence. The Chair maintains the right and authority to vote on all motions, resolutions and ordinances considered by City Council when serving as Acting Mayor.

The elected councilmember will serve as Chair in 2024 and 2025. Councilmember Edberg has served as Chair of the City Council since 2014.

Appointment of City Council Representatives to Various Organizations

Annually, the Mayor and City Council designate representatives to various organizations of which the City is a member. City Council representatives for 2023 were as follows:

<u>Organization</u>	<u>Representative</u>	<u>Alternate Rep.</u>
Ramsey County League of Local Governments	Bill Walsh	Steven Engstran
Vadnais Lake Area Water Management Organization	Dan Jones	Bill Walsh
Ramsey County Dispatch Policy Committee	Heidi Hughes	Dan Jones
Northeast Youth and Family Services	Heidi Hughes	n/a
Metro Purple Line Corridor Management Committee	Bill Walsh	Kevin Edberg

Organization Descriptions

Ramsey County League of Local Governments (RCLLG) – The mission of the RCLLG is to serve the public and civic sectors of Ramsey County with events, programs and services that inspire innovation for the greater good. Board meetings occur quarterly and are virtual meetings in the mornings.

Vadnais Lake Area Water Management Organization (VLAWMO) – VLAWMO was formed in 1983 to protect the Vadnais Lake watershed area in northern Ramsey County and a small portion of Anoka County, Minnesota. VLAWMO covers approximately 25 square miles in the northeast metropolitan area. The watershed encompasses the City of North Oaks, and portions of the cities of White Bear Lake, Gem Lake, Vadnais Heights, Lino Lakes and White Bear Township. The VLAWMO Board of Directors consists of one elected official from each of the six cities within the watershed. The board meets in person on the 4th Wednesday of every other month at 7 p.m.

Ramsey County Dispatch Policy Committee – The Mayor or one member of the City Council may represent the City on the Dispatch Policy Committee. This committee shall assist the County in reviewing, evaluating and making recommendations regarding performance of the Dispatch Center, ensuring that the service meets the needs and expectations of the communities and public safety user agencies. Committee meetings are scheduled approximately two months in advance based on availability of the group.

Northeast Youth and Family Services (NYFS) – A partnering organization of the City, NYFS is a nonprofit, community-based, and trauma-informed mental health and community services organization. “As the only nonprofit mental health agency in suburban Ramsey County, NYFS has grown to become a critical asset and the primary resource in the community for youth mental health referrals and services, and a trusted partner for the schools, cities, and law enforcement in the area.” Their mission is to transform lives by ensuring access to care that nurtures healing, cultivates community, and inspires hope. Board meetings are typically held at 8:30 a.m. on the fourth Thursday of every other month.

METRO Purple Line Corridor Management Committee – The purpose of the advisory committee, formed by the Metropolitan Council, is to provide a forum to discuss project development issues and regional decision-making, and advise the Met Council on the final design and construction of the proposed project. The Committee meets as needed.

Appointment of Housing and Redevelopment Authority (HRA)

Pursuant Council Resolution No. 5038, which established the White Bear Lake HRA in 1985, members of the HRA shall be appointed by the Mayor and consist of the same five members of the White Bear Lake City Council. The terms of office for HRA members shall coincide with their respective terms on City Council and shall be certified by the City Clerk to the Minnesota Department of Employment and Economic Development (DEED).

Appointment of City Attorneys

The City Charter assigns to the City Council the responsibility for annual appointment of the City Attorneys. Specifically, the City Charter provides:

Section 4.20. City Attorney.

“The City Council shall have the power to appoint a City Attorney or Attorneys and fix the compensation to be paid to said City Attorney or Attorneys, who shall be a member or members of the bar of the State of Minnesota. Such attorney or attorneys may be appointed for terms up to five years, but shall be removable at the pleasure of the Council.”

An amendment of the City Charter, effective October 9, 2023, increased the term of an appointed attorney from one year to up to five years.

Staff recommends GDO Law be appointed for three-year term as the City Attorney-Prosecutor, with Heather Monnens serving as Chief City Prosecutor, who will be assisted by Robb Olson and Matthew Moertel of GDO Law.

<i>City Attorney – Prosecutor</i>	<i>Yearly contract</i>	<i>Hourly rate for vehicle forfeitures</i>
2020-2022 contract costs	\$150,000	\$113.50/hr
2023 contract costs	\$136,000	\$115/hr
2024 contract costs	\$138,720	\$120/hr
2025 contract costs	\$141,494	\$120/hr
2026 contract costs	\$144,324	\$120/hr

Staff recommends the municipal law firm Kennedy & Graven be appointed for a three-year term as the City Attorney-Counselor, with Troy Gilchrist serving as Lead Attorney.

<i>City Attorney – Counselor</i>	<i>Monthly retainer</i>	<i>Hourly rate</i>	<i>Developer- reimbursed rate</i>
2021 contract costs	\$3,265/mo	\$168/hr	\$210/hr
2022 contract costs	\$3,365/mo	\$173/hr	\$216/hr
2023 contract costs	\$3,634/mo	\$178/hr	\$221/hr
2024 contract costs	\$4,250/mo	\$187/hr	\$228/hr
2025 contract costs	\$4,650/mo	\$191/hr	\$232/hr
2026 contract costs	\$4,795/mo	\$195/hr	\$236/hr

For reference, the annual costs for legal services for the past three years are represented below:

	<i>2020</i>	<i>2021</i>	<i>2022</i>
Prosecution	\$153,174	\$153,591	\$152,594
Counselor	\$69,612	\$77,469	\$117,721
TOTAL	\$222,786	\$231,060	\$270,315

Appointment of Administrative Hearing Officer

In 1996, the Council adopted Ordinance 96-2-929 establishing a procedure for issuance of citations for violation of City ordinances. This procedure allows patrol officers or other qualified

enforcement personnel to issue administrative citations for what are generally considered minor violations rather than a citation through district court. Conditions or actions generally falling in this category are barking dogs, excessive noise, trash in yards, junk cars, juvenile smoking, first-time unsafe driving (including minor speeding) and many parking offenses.

An essential component of this procedure is “due process” which is accomplished through the right to appeal to a Council appointed administrative hearing officer. An individual receiving an administrative citation may appeal their case to the hearing officer who is empowered to uphold, dismiss or adjust the citation and financial penalty.

In May 2019, Jim Rathburn was appointed to serve as the City’s Hearing Officer. He provided 40 hours of service in 2020, 31.75 hours in 2021, 22.50 hours in 2022 and 20.25 hours in 2023.

In following with approved employee COLA increases, a 3% increase was provided in 2023, for an hourly rate of \$37.13. Staff recommends Jim Rathburn be appointed for another year as the administrative hearing officer with a 3% increase, for an hourly rate of \$38.24 in 2024.

Designation of Official Newspaper

Section 4.25 of the City Charter states that the Council shall, at its first regular meeting in January, or as soon thereafter as practical, designate the official paper of the City for the publication of all notices required by the City’s Charter. The matter of designating the official newspaper is also addressed in MN Statutes §331A.04, which states that the governing body shall designate a qualified newspaper in a specified sequence of priorities. Of first priority is criteria that, “If there are one or more qualified newspapers, the known office of issue of which are located within the political subdivision, one of them shall be designated.”

The White Bear Press meets all of the legal requirements for legal publications and is the only one which has a known office of issue within White Bear Lake. Therefore, according to state statutes, The White Bear Press is the newspaper which takes first priority to be designated as the official newspaper of the City.

In the attached letter, The White Bear Press has expressed interest continuing to serve as the official newspaper of the City. They propose an increase in the cost of legal publications of \$0.67 per column inch from 2023. Below is a summary of the rates for the past five years.

2020	2021	2022	2023	2024
\$18.76	\$19.79 (+5%)	\$21.37 (+8%)	\$22.32 (+4%)	\$22.99 (+3%)

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution confirming the annual appointments for 2024.

ATTACHMENTS

- Resolution
- Bid Letter from Press Publications

RESOLUTION NO.

RESOLUTION APPROVING 2024 APPOINTMENTS FOR CITY COUNCIL REPRESENTATIVES TO VARIOUS ORGANIZATIONS, CITY ATTORNEYS, ADMINISTRATIVE HEARING OFFICER, AND DESIGNATION OF OFFICIAL NEWSPAPER

WHEREAS, the City Council annually appoints City Council representatives to various organizations, the City Attorney-Counselor, the City Attorney-Prosecutor, the City's administrative hearing officer, and the City's designated official newspaper; and

WHEREAS, the City Council provides representation on various organizations on behalf of the City of White Bear Lake, with representatives being designated by the Mayor and Councilmembers; and

WHEREAS, Section 4.20 of the White Bear Lake City Charter states that the City Council shall have the power to appoint city attorneys meeting certain requirements for terms up to five years; and

WHEREAS, Section 205 of the City's Municipal Code provides for an Administrative Enforcement procedure, the establishment of a schedule of offenses and related administrative penalties, and for the appointment of a Hearing Officer by the City Council; and

WHEREAS, Section 4.25 of the White Bear Lake City Charter states that the City Council designate the official paper of the City for the publication of all notices required by the City's Charter; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota, that the following appointments and designations be made for 2024:

Organization Representatives

Representative

Alternate Rep.

Ramsey County League of Local Governments
Vadnais Lake Area Water Management Organization
Ramsey County Dispatch Policy Committee
Northeast Youth and Family Services
Metro Purple Line Corridor Management Committee

*To be designated during the
January 9, 2024 regular meeting.*

Appointed City Attorney-Prosecutor – Heather Monnens, GDO Law (three-year term, effective through December 31, 2026).

Appointed City Attorney-Counselor - Troy Gilchrist, Kennedy & Graven Chartered (three-year term, effective through January 31, 2026).

Appointed Administrative Hearing Officer – Jim Rathburn (effective through January 31, 2025).

Designated Official Newspaper – The White Bear Press (effective through January 14, 2025).

RESOLUTION NO.

BE IT FURTHER RESOLVED, by the City Council of the City of White Bear Lake, that pursuant to the City Charter, Councilmember _____ is hereby elected Chair of the City Council for the term January 9, 2024 through January 13, 2026.

BE IT FURTHER RESOLVED, by the City Council of the City of White Bear Lake, the Mayor hereby appoints all five current City Councilmembers to serve on the Housing and Redevelopment Authority.

BE IT FURTHER RESOLVED, by the City Council of the City of White Bear Lake, that the Mayor and City Manager are hereby authorized to enter into necessary service agreements to secure the approved appointments within.

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

December 5, 2023

Caley Longendyke, City Clerk
City of White Bear Lake
4701 Highway 61
White Bear Lake, MN 55110

Dear Caley:

The *White Bear Press* wishes to be considered as your official newspaper for 2024.

This is what our subscribers are saying, “Thanks for your publication. Keeps me in touch with local news.” “Look forward every week to receive White Bear Press.”

We meet all the legal publication requirements under state statutes. Our circulation is audited by Circulation Verification Council, an independent firm.

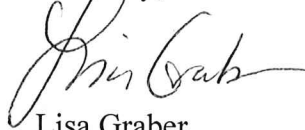
We offer submittal of legal notices by mail, fax at (651) 429-1242 or e-mail to legals@presspubs.com - clearly labeling them as Public Notices.

Due to increased costs, we are asking for \$22.99 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices is Thursday by 10:00 a.m. for the following Wednesday’s publication. Per our conversation with your office, we have agreed to work with a 10:00 a.m. deadline. In an emergency we can receive notices until noon on Friday.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,



Lisa Graber
Legal Notice Coordinator

LG:mkk

Misc: White Bear Lake 2024.doc

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City of White Bear Lake
Community Development Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Jason Lindahl, AICP Community Development Director
Date: January 9, 2024
Subject: **Case No. 23-28-Z: Zoning ordinance text amendment to allow passage of zoning code revisions or planned unit development applications by a majority vote**

SUMMARY

The City Council will conduct a first reading of an ordinance amendment to allow the passage of zoning code revisions or planned unit development (PUD) applications by a majority vote of the Council.

The proposed Zoning Code amendment would reduce the voting requirement from a supermajority vote of the Council to a simple majority vote for the passage of zoning code amendments and planned unit developments (PUD). The proposed amendment also includes language more in line with state statute notice requirements for ordinance amendments.

The Council will conduct the second reading and take action at the January 23 regular meeting.

BACKGROUND

The City is initiating an amendment to the Zoning Code to address the inconsistent voting requirements between the City's Zoning Code and City Charter regarding the passage of zoning ordinances. The City Attorney provided a memo to staff with background on the voting requirements for such ordinances and recommended the Zoning Code be amended to require a simple majority vote from Council for the passage of zoning ordinance text amendments and planned unit developments.

Currently, the Zoning Code requires a fourth-fifths (4/5) vote of the Council to amend the Zoning Code or approve a Planned Unit Development (PUD), whereas the City Charter states an "affirmative vote of a majority of all members of the Council shall be required for the passage of all ordinances, motions and resolutions, except as otherwise provided in this Charter." The proposed amendment to the Zoning Code would require a simple majority vote of the Council in line with the requirement as prescribed in the City Charter. The rezoning of a residential property to a commercial property would continue to require a supermajority vote from Council as required by state statute.

Previously, there was a provision in state statute that required a super majority vote from

Council to amend the Zoning Code or rezone a property. This provision has since been amended to reduce the vote requirement to a simple majority which aligns with the standard prescribed in the City Charter. Current state statute 462.357 Subd 2(b) states "...the governing body may adopt and amend a zoning ordinance by a majority vote of all its members." Statute continues to require a supermajority vote for the approval of rezoning properties from residential to commercial.

Approval of the proposed amendment to reduce the voting requirement from a super majority vote from Council to a simple majority vote for zoning text amendments and PUDs would bring the zoning code into alignment with the standards prescribed in the City Charter and by state statute.

Planning Commission Review. The Planning Commission reviewed this item during their November 27, 2023 regular meeting. During the meeting, the Commission received a presentation from staff, held the required public hearing that produced no comments and had general discussion of the item. As of the writing of this report, staff has received no comments or questions regarding this item. Staff will provide an update on any public comments during the Council meeting. After some discussion, the Commission voted 5-0 to recommend the Council approve this item.

Analysis

City Code Section 1301.040 outlines the process for amendments to the zoning code. It requires the Planning Commission to hold a public hearing to review the proposed amendment and then make a recommendation to the City Council. The City Council must then review the recommendation from the Planning Commission and hold two readings of the proposed ordinance before it can be published and put into effect. A draft of the proposed zoning ordinance text amendment is attached for your reference.

Section 1301.040, Subdivision 1 outlines six (6) criteria for the Planning Commission and City Council to weigh when considering a zoning amendment. These criteria and staff's finding for each are outlined below. Based on these findings, both the Planning Commission and staff recommend approval of the attached draft ordinance.

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

Finding: The proposed text amendment is consistent with the 2040 Comprehensive Plan. One of the purposes of the Comprehensive Plan is to encourage orderliness and efficiency in city government. Passage of the proposed amendment will serve this purpose by creating a consistent simple majority voting requirement to approve changes to the zoning code or planned unit development (PUD) applications. In this case, state statute and the City Charter are the guiding documents for the City, so the Zoning Code must be consistent with these documents.

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

Finding: Since the proposed ordinance creates new regulations and not a new use, this standard does not directly apply. However, it should be noted that the proposed regulations will bring the city’s zoning regulations in alignment with the City Charter and state statute.

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

Finding: Since the proposed ordinance creates new regulations and not a new use, this standard does not directly apply. However, it should be noted that the proposed regulations will bring the city’s zoning regulations in alignment with the City Charter and state statute.

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

Finding: Since the proposed ordinance creates new regulations and not a new use, this standard does not directly apply. However, it should be noted that the proposed regulations will bring the city’s zoning regulations in alignment with the City Charter and state statute.

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

Finding: Since the proposed ordinance creates new regulations and not a new use, this standard does not directly apply.

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

Finding: Since the proposed ordinance creates new regulations and not a new use, this standard does not directly apply.

RECOMMENDATION

Staff recommends the City Council conduct the first reading of the ordinance text amendment to allow the passage of zoning code revisions or planned unit development applications by a majority vote of the Council.

The Council will conduct the second reading and take action at the January 23 regular meeting.

ATTACHMENTS

- Proposed Ordinance
- City Attorney Memo

CITY OF WHITE BEAR LAKE
ORDINANCE NO. _____

AN ORDINANCE AMENDING THE ZONING
REGULATIONS IN THE MUNICIPAL CODE OF THE CITY OF
WHITE BEAR LAKE REGARDING NOTICE AND VOTING REQUIREMENTS

The Council of the City of White Bear Lake does ordain:

ARTICLE I. Amendments. Article XIII, Section 1301.040, Subd. 1(b) & (m) of the Municipal Code of the City of White Bear Lake is hereby amended as follows:

b) Upon receipt of said application, the City Clerk shall set a public hearing following proper hearing notification. The City shall provide at least ten (10) days published notice of the date, time, place, and purpose of the hearing. The Planning Commission shall conduct the hearing, and report its findings and make recommendations to the City Council. When an amendment involves changes in district boundaries affecting an area of five acres or less, notice of said hearing shall ~~consist of a legal property description and description of request and shall be published in the official newspaper at least ten (10) days prior to the hearing and written notification of said hearing shall~~ also be mailed at least ten (10) days prior to all owners of land situated wholly or partly within three hundred fifty (350) feet of the boundary of the property in question. Such property owner list shall be obtained from and certified by a title company, or obtained from the County in which the property lies, the City, or other source approved by the City. The City shall retain for the record a copy of the mailed notice and a list of the owners and their addresses to which the notice was mailed. A failure to give mailed notice to individual property owners, or defects in the notice, shall not invalidate the proceedings, provided the City made a bona fide attempt to comply with the notice requirement. ~~When an amendment involves changes in district boundaries affecting an area of greater than five acres, notification to only those affected property owners within the boundary is required (as per M.S.A Section 462.357 Subd.3). Prior to reducing the notification requirement, the City Council shall review and approve said reduction with a 4/5 majority vote.~~

m) Approval of a proposed amendment shall require ~~passage by a four-fifths (4/5) vote of the entire~~ a majority vote of the entire City Council. Any amendment proposing to change all or part of the existing classification of a zoning district from residential to either commercial or industrial requires a 4/5 majority vote of the entire City Council.

ARTICLE II. Planned Unit Developments. Article XIII, Section 1301.070, Subd. 4(a) of the Municipal Code of the City of White Bear Lake is hereby amended as follows:

a) Approval. The establishment of a PUD shall be subject to a ~~super-majority~~ majority vote by of the entire the City Council, which may impose any condition it considers necessary to protect the public health, safety and welfare.

ARTICLE III. Effective Date. This ordinance shall become effective on the first day of publication after adoption.

Adopted by the City Council of the City of White Bear Lake, Minnesota on the ___ day of _____ 2023.

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk

~~Stricken~~ material is deleted and double underlined material is added.

First Reading: _____

Initial Publication: _____

Second Reading: _____

Final Publication: _____

Codified: _____

Posted on web: _____

Kennedy

&

Graven

CHARTERED

Troy J. Gilchrist
150 South Fifth Street
Suite 700
Minneapolis MN 55402
(612) 337-9214 telephone
(612) 337-9310 fax
tgilchrist@kennedy-graven.com
<http://www.kennedy-graven.com>

MEMORANDUM

To: Jason Lindahl
Community Developer Director

From: Troy Gilchrist
City Attorney

Date: November 17, 2023

Re: Updating the Voting and Notice Requirements in the Zoning Code

We have previously discussed with the City Council the need to update the voting requirements in the Zoning Code within the Municipal Code. To follow up on that discussion, I will point out the amendments I recommend and reasons for each. I have prepared an enclosed an ordinance with the amendments described below.

By way of background, the zoning statutes in Minn. Stat., Chap. 462 only require, with limited exception, a majority vote to adopt something. Generally, a city should not attempt to impose on itself voting requirements for a zoning action that are stricter than those required by statute. For example, a majority vote of a quorum is usually all that is required to adopt a zoning permit, which could be as few as two. However, under Section 4.14 of the City Charter, an “affirmative vote of a majority of all members of the Council shall be required for the passage of all ordinances, motions and resolutions, except as otherwise provided in this Charter.” Under the City Charter language, a minimum of three votes is required to adopt an ordinance or grant any zoning approval unless a super majority is otherwise required by law.

At one time, the zoning statute did require a super-majority vote to amend a zoning ordinance or to rezone property, but the statute was amended several years ago to only require a majority vote of all the members to adopt or amend a zoning ordinance (except in a very limited situation). Further, the Attorney General issued an opinion indicating that the statutory language prevails over inconsistent ordinance or charter provisions. It just so happens that the change in the statutory language aligns with the language in the City Charter (majority vote of all members). So, the goal is to align the voting requirements in the Zoning Code with the statute.

Notice and Voting Requirements for Amendments

- The language in Section 1301.040, Subd. 1(b) was revised to more closely track with the statutory notice requirements in Minn. Stat. § 462.357, subd. 3. In most cases, only 10 days published notice is required for a hearing on an ordinance amendment. Duplicate notice language and the language about voting to reduce notice requirements were deleted.
- The amendment to Section 1301.040, Subd. 1(m) reflects the super-majority vote required by Minn. Stat. § 462.357, subd. 2(b) for a specific rezoning situation.

Voting Requirement for Planned Unit Development

- The amendment deletes the super majority voting requirement to approve a PUD and makes it clear a majority vote of the entire City Council is required.