



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, NOVEMBER 14, 2017
7:00 P.M. IN THE COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

Minutes of the Regular City Council Meeting on October 24, 2017

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

A. Greg Pariseau – Environmental Advisory Commission

5. PUBLIC HEARINGS

6. LAND USE

A. Consent

1. Consideration of a request by Muellner Family, LLLP for a parking variance for the property located at 4801 Highway 61 (Case No. 17-22-V)

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

A. First reading of an ordinance establishing 2018 annual fee and utility rate schedule

9. NEW BUSINESS

- A. Resolution authorizing Mayor and City Manager to enter into agreement with Gem Lake for Police Services
- B. Resolution canvas results from General Election held on November 7, 2017
- C. Resolution approving/adopting assessment policy revisions for alleys and water services
- D. Resolution accepting bids from EPS for fiber project

- E. Resolution authorizing a lease agreement for the restaurant space located at 2125 4th Street

10. CONSENT

- A. Resolution approving annual designation of polling places for 2018 election activities
- B. Acceptance of September Minutes of the Environmental Advisory Commission, Park Advisory Commission and White Bear Lake Conservation District; October Minutes of the Planning Commission
- C. Resolution approving Score Grant application
- D. Resolution approving 2017 Payment to White Bear Lake Area Historical Society
- E. Resolution approving a massage therapist license

11. DISCUSSION

- A. Xcel Energy Franchise agreement and rate evaluation

12. COMMUNICATIONS FROM THE CITY MANAGER

- DNR Transient Model

13. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, OCTOBER 24, 2017
7:00 P.M. IN THE COUNCIL CHAMBERS**

1. CALL TO ORDER AND ROLL CALL

Mayor Emerson called the meeting to order at 7:00 p.m. Councilmembers Doug Biehn, Kevin Edberg, Steven Engstran, Dan Jones, Bill Walsh in attendance. Staff members present were City Manager Ellen Richter, Community Development Director Anne Kane, City Engineer Mark Burch, Assistant City Manager Rick Juba, City Clerk Kara Coustry and City Attorney Andy Pratt.

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

Minutes of the Closed City Council Meeting on September 26, 2017.
Minutes of the Regular City Council Meeting on October 10, 2017.

Councilmember Walsh requested the following amendment to the October 10, 2017, Regular City Council Meeting Minutes:

-Page 7, fourth paragraph from bottom, replace “Welsh” with “Walsh”

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to approve the Minutes of the Closed Meeting on September 26, 2017.

Motion carried unanimously.

It was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to approve the Minutes of the Regular Meeting on October 10, 2017.

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

Councilmember Walsh made a motion to remove the following Agenda item: 9B. Resolution in support of the proposed White Bear Lake School District #624 Operating Levy Referendum.

Councilmember Walsh stated he plans to vote in support of the referendum, but questioned whether it is appropriate for the City Council to publicly weigh in. He asked whether that is the role of the City’s leadership as it is not a City tax increase, nor does it have direct budgetary impact on the City. He noted the School District Board does not vote to support City levies.

Councilmember Edberg disagreed, stating the City interacts directly with the School District in several capacities, and as the City’s largest employer, their well-being is of concern to the City in terms of programming, space rental, and coordination between the City and school communities. He added the quality of White Bear Schools is the single most important driver of the City’s property tax base as it draws people to White Bear Lake, creating demand for

homes, and maintaining the stability of the local economy. He noted the City Council should take a position in support of the referendum.

Councilmember Jones stated he respects Councilmember Walsh's position, but he agrees with Councilmember Edberg that it is appropriate for the City Council, as leaders of the community, to publicly recognize the importance of strong schools. He added the District's schools reflect positively and directly on the City of White Bear Lake. He noted he supports a City Council statement of support for the referendum.

Councilmember Biehn agreed, stating it is important to approve a Resolution of support for the School District, which shares the City's name. He added the School District draws people to the community, and he stressed the importance of City Council support for the School District's referendum.

Mayor Emerson stated she agrees that the City Council should support the School District, and publicly recognize that a strong school district makes for a healthy community.

The motion failed for lack of a second.

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

Motion carried 4:1. Councilmember Walsh voted abstained.

4. VISITORS AND PRESENTATIONS

A. Food Shelf – Andrea Kish-Bailey

Mayor Emerson welcomed Andrea Kish-Bailey, Executive Director of the White Bear Area Food Shelf, and invited her to address the City Council.

Ms. Kish-Bailey stated she has managed the Food Shelf for over two years. She thanked the City Council for their continued support of the work of the Food Shelf – for their volunteerism, donations, and daily support.

Ms. Kish-Bailey stated the Food Shelf has provided food and support to area residents for forty years. In any given month, over 600 families visit the Food Shelf and participate in their programs. Residents who use the Food Shelf must live within the School District boundaries and have self-identified a need for food.

Ms. Kish-Bailey reported on Food Shelf initiatives such as “Bonus Fridays”, the “Kids Pack” program, school pantries and mobile markets.

Ms. Kish-Bailey stated 90% of the Food Shelf's financial support comes from individual donors, area foundations, local churches and civic groups. She added the Food Shelf partners with other local resources, such as the Auto Bremer Trust. She noted a Trust grant provides funding to implement the Food Shelf's Emergency Fund, to provide support for residents' basic needs such as rent and transportation

Ms. Kish-Bailey stated the support of the White Bear Lake community ensures that the Food Shelf can continue to provide food, support and hope for neighbors in need. She

thanked the City Council for their support for the work of the White Bear Area Emergency Food Shelf.

Councilmember Edberg thanked Ms. Kish-Bailey for her work in the community. He asked for her insight into efforts that would help the City better serve neighbors in the community.

Ms. Kish-Bailey stated the Food Shelf Board has recently engaged in a strategic planning process, as the organization continues to see an increasing need for food and support near the borders of White Bear Lake. She added this indicates an increase in the numbers of people the Food Shelf will serve in the future. She noted the Mobile Markets program recently acquired a new truck, and will continue to identify senior centers and locations where people have limited mobility. She stressed the importance of the Emergency Fund, and in-school food pantries.

Councilmember Walsh stated the Food Shelf brochure is very well-done. Ms. Kish-Bailey stated Peter Whitcomb, a local graphic designer and Food Shelf Board member, donates his time and talent to produce all the Food Shelf's promotional materials.

Mayor Emerson thanked Ms. Kish-Bailey for her presentation, and for all her work and efforts at the Food Shelf.

5. PUBLIC HEARINGS

A. Petition seeking reestablishment of Downtown Area Special Service District Levy for the years 2018 and 2019

Community Development Director Kane stated the City received a petition from property owners in the downtown Special Service District to re-establish their levy. She added some residential properties in this area are not included in the petition, which represents 30% of the land area, 46% of total tax capacity, and 36% of square footage. She noted the \$45,000 generated annually by the levy is used for marketing and promotional efforts for downtown White Bear Lake, as well as beautification of the District.

Community Development Director Kane stated the downtown Special Service District was one of the first to be established in the State of Minnesota, and has been renewed at least a dozen times since 1992. She added a public hearing notice was sent to all property owners, and assessment amounts provided to them. She noted one question was received, but no opposition has been expressed.

Mayor Emerson welcomed Dale Grambush to the podium at 7:24 p.m., and invited him to address the City Council. Mr. Grambush, 2415 Gisella Boulevard, stated he is currently the Main Street Organization's Co-Chair for Promotions. He added a bill was recently proposed at the State Legislature that challenges the authority of cities to establish a Special Service District. He added the bill was tabled. He thanked Mayor Emerson and City Manager Richter for providing their advice and support.

Mr. Grambush reviewed events and activities in the Main Street District, including "Ladies' Night Out", Thursday October 19, 2017, during which participating merchants host promotions and related events. He added the Holiday Open House will be held Thursday November 9, 2017, from 4:00-8:00 p.m. He noted November 25, 2017, is "Small

Business Saturday”, and Winter Fest will be held on Saturdays in December, featuring Photos with Santa and horse-drawn trolley rides, and donations for the Food Shelf will be accepted.

Mr. Grambush stated the Main Street Organization is engaged in web-based social media advertising, hosts monthly Board meetings, and has a good working relationship with the City of White Bear Lake.

Mayor Emerson stated the downtown area is vibrant and exciting, and the hard work of the Main Street Organization and its members is greatly appreciated.

Mayor Emerson closed the public hearing at 7:30 p.m.

It was moved by Councilmember **Biehn** seconded by Councilmember **Engstran**, to approve **Resolution No. 12105** reestablishing the Downtown Area Special Service District Levy for the years 2018 and 2019

Motion carried unanimously.

- B. Resolution establishing and imposing special assessment for the year 2017 with no interest on taxable property within the Birch Lake Improvement District

Finance Director Rambow reviewed the Birch Lake Improvement District (BLID)’s proposed special assessment. He added adjacent property owners would be assessed, and funds used for programs that are beneficial for Birch Lake, the surrounding community and the City of White Bear Lake.

Mayor Emerson welcomed Steve Laliberte at 7:31 p.m. and invited him to address the City Council. Mr. Laliberte, 1387 Highway 96, stated he lives on the south side of Birch Lake. He added the BLID was formed in 2006 to raise funds for projects to improve conditions in and around Birch Lake. He noted a substantial portion of the BLID’s budget goes into weed control and management.

Councilmember Jones stated the BLID is an outstanding organization. He added he is Chair of Vadnais Lake Watershed Management Organization (VLAWMO), and Birch Lake residents and volunteers are always ready to help, provide input, do water monitoring and generally assist with whatever is necessary. He added the hard work of the Birch Lake Improvement District is greatly appreciated by VLAWMO and the City of White Bear Lake.

Mayor Emerson closed the public hearing at 7:34 p.m.

It was moved by Councilmember **Walsh** seconded by Councilmember **Jones**, to approve **Resolution No. 12106** establishing and imposing special assessment for the year 2017 with no interest on taxable property within the Birch Lake Improvement District

Motion carried unanimously.

C. Resolution certifying delinquent charges related to the municipal utility system assessment

Finance Director Rambow reviewed the proposed utility assessment for residents who are delinquent on their utility charges. He stated customers are given a 30-day period to pay their utility bill, after which a notice is sent, and the charges are certified and collected through property taxes.

Finance Director Rambow stated 962 notices were sent, 450 of which have been resolved. He added residents are given the opportunity to defer their assessment, and staff's comments regarding residents who chose that option are included in the meeting packet for the City Council's review.

Councilmember Walsh commended staff for their consideration of the certified charges, addressing this issue with compassion and respect. He added he supports the resolution to certify delinquent utility charges.

It was moved by Councilmember **Jones** seconded by Councilmember **Walsh**, to approve **Resolution No. 12107** certifying delinquent charges related to the municipal utility system assessment.

Motion carried unanimously.

D. Resolution certifying delinquent 2017 miscellaneous private property assessment for recovery of city expenses

Finance Director Rambow reviewed a list of services provided by the City to private residential properties that have not been reimbursed. He added the residents have been notified of delinquent charges, which will be certified to the property for collection in a few weeks.

Councilmember Edberg stated he supports this recommendation. He requested clarification regarding an invoice for 2149 Roth for a total of \$838 that is being billed for \$497.50. Finance Director Rambow agreed to look into that.

It was moved by Councilmember **Edberg** seconded by Councilmember **Walsh**, to approve **Resolution No. 12108** certifying delinquent 2017 miscellaneous private property assessment for recovery of city expenses.

Motion carried unanimously.

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

A. Resolution approving plans and ordering advertisement for bids for the Sports Center Project

City Engineer Burch reviewed proposed plans to renovate the Sports Center, which are outlined in the site plan. These include changes to the building's exterior and the refrigeration system which, along with the concrete floor, are nearing the end of their useful lives. Other proposed renovations, as included in the complete site plan, include the removal of the refrigerant system as well as concrete flooring; installation of a subsurface heating system; compressors; and switching to ammonia from Freon, which is being phased out by federal mandate.

The exterior will be constructed of metal with insulated panels and a new metal roof. A series of opaque windows add interest to the exterior, and all lighting will be converted to energy-efficient LED lightbulbs. The facility's restrooms will be renovated to comply with current ADA standards.

On the Sports Center's east side, the existing exterior drainage system requires improvements. The bleachers will be replaced, as they do not currently meet ADA standards. The interior ceiling is proposed to be covered with a system called Low-E Ceiling, reflecting energy back into the structure. The Low-E Ceiling panels, along with painting of the beams, will improve the appearance of the ceiling.

City Engineer Burch stated the proposed project is being designed with the designated budget of \$5.5 million, with a \$3 million commitment from the City of White Bear Lake, and a \$2.5 million commitment from the Hockey Association and Skating Community. He added current construction estimates include a \$223,000 contingency, landscape allowance, relocation of electric transformer, and removal of the bleachers, as well as an anticipated \$20,000 in energy rebates.

Staff recommends City Council authorize advertising for bids, which will be received on November 29, 2017, as the bid market is strong and competitive right now. He added the bids would be presented to the City Council for consideration of award at their December 12, 2017, Regular Meeting, and if approved, construction could commence by April 1, 2018.

City Manager Richter stated the Hockey Association has been a partner in this endeavor, and there has been ongoing communication regarding their commitment to funding the facility. She added an official agreement from the Hockey Association will be presented to the City Council at the December meeting.

Councilmember Jones commended engineering staff, as well as the Hockey Association and Skating Community, for maintaining the old facility for over 28 years. He asked where the polar bear would go.

City Manager Richter stated the polar bear will remain in its current location.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Engstran**, to adopt **Resolution No. 12109** approving plans and ordering advertisement for bids for the Sports Center Project.

Motion carried unanimously

B. Resolution in support of the proposed White Bear Lake School District #624 Operating Levy Referendum

It was moved by Councilmember **Engstran**, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12110** in support of the proposed White Bear Lake School District #624 Operating Levy Referendum.

Motion carried 4:1. Councilmember Walsh abstained

C. Resolution approving LELS – Dispatchers Impact Agreement and 2018 Labor Contract

City Manager Richter reported that staff has begun the planning for transition to Ramsey County dispatch services. The Ramsey County Dispatch Policy Committee will forward a recommendation to the Ramsey County Board for final contract terms.

Staff and Law Enforcement Labor Services (LELS) and have arrived at an impact agreement that would sever current City employment at its closure and provides for hiring back City dispatchers based on seniority, but at the pay rate of a records clerk position.

The terms of employment for current City Dispatch employees are included in a memo in the meeting packet, securing staffing levels through the transition and ensuring maintenance of their employment.

Staff recommends City Council approval of the 2018 LELS Labor Contract and Impact Agreement.

Councilmember Walsh commended staff and all parties involved in reaching this agreement, and he supports the resolution.

Councilmember Edberg asked for clarification regarding 24/7 staffing in the lobby. City Manager Richter confirmed lobby hours will be considered when staffing requirements are determined, and it is a separate issue. She added the switchover is anticipated for the end of April 2018.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Jones**, to adopt **Resolution No. 12111** approving LELS – Dispatchers Impact Agreement and 2018 Labor Contract.

Motion carried 3:1, Councilmember Biehn abstained, Councilmember Engstran nay.

10. CONSENT

Nothing scheduled

11. DISCUSSION

A. Potential new tenants for restaurant space at 2125 4th Street

Community Development Director Kane reviewed a concept to lease City-owned property at 2125 4th Street. Staff was contacted by a local restaurant proprietor regarding a lease for the property and several concepts, including permanent improvements. The renovation proposal includes a potential \$250,000 investment, including \$100,000 from the City, which would be recouped over the five-year lease term. The interested party is proposing a craft beer and burger restaurant.

The proposed establishment would create additional energy and vitality in Downtown West, which was identified as a priority in the Comprehensive Plan. Negotiations have not been initiated as City Staff were unsure whether the City Council would support the lease proposal. If there is no interest from the City Council, City Staff recommends seeking bids for demolition of the structure, as it is becoming a problem property.

Councilmember Walsh stated the developer could be allowed to purchase the property, but the City should not be in the business of financing restaurants. He added if there is an opportunity to sell the property that might be a third option that is preferable for the City.

Councilmember Jones stated he agrees that economic development is desirable. He added there will be definite impact with the Rush Line and its potential terminus in the downtown area. He added this is a large piece of property owned by the City, and could be an opportunity for future investment and redevelopment. He noted he is interested in this proposal because the City would break even after five years. He would support holding onto the property and waiting to see what happens with the Rush Line.

Councilmember Biehn stated the property has potential for economic development that is vastly greater than any sales proceeds that might be obtained at this point. He added the City made a good financial move by purchasing the property as its price has been recouped in lease payments. He noted he supports holding onto the property and making it presentable until the implications of the Rush Line are more evident.

Councilmember Jones stated he agrees with Councilmember Walsh that the City should not be in the business of opening restaurants, but this could be considered an opportunity for future investment.

Councilmember Edberg added he supports maintaining the property for five years and doing some exploration. He noted that staff under previous City Council administrations have accumulated property for development, which is an important process. He stressed the importance of having a discussion at the City Council level regarding properties under City ownership, and a process or procedure for knowing how and when they should be sold.

City Manager Richter agreed. She added, with this property, its acquisition was a result of redevelopment on the west side of Highway 61.

12. COMMUNICATIONS FROM THE CITY MANAGER

- City Manager Richter stated the City received a Certificate of Achievement for Excellence in Financial Reporting after an annual review by the Government Finance Officers Association. She commended Finance Director Rambow and his staff for their hard work and efforts.
- City Manager Richter stated the City Council would receive the 2018 proposed budget at its November 14, 2017, Regular Meeting, and would be asked to vote on it at the December 2017 meeting. She noted the enterprise fund and its impact on 2018 rates will be reviewed, as well as the City's fee schedule
- City Manager Richter stated absentee balloting is still available at the Ramsey County Offices on Plato Boulevard in St. Paul. She added County residents can in-person early vote at the White Bear Lake Library, or any of the six locations within Ramsey County between October 31 – November 6, 2017. She noted the closest location is the local branch library on Clark Avenue.
- City Engineer Burch stated the City's street sweepers are busy every day removing leaves and will continue to do so. He added the engineering staff are focused on 2018 street reconstruction plans for the northeast corner of the City, with old infrastructure, and a public information meeting is scheduled on November 1st for residents of that area.
- Community Development Director Kane stated the City Council-approved roofing project at Pioneer Manor was recently completed. She added the roof was replaced as well as some gable façade improvements.
- Community Development Director Kane stated City Staff met recently with the South Shore Trail Planning Committee. She added the City received a \$50,000 grant from the State Legislature for preliminary engineering plans for the Lake Links Trail connection on South Shore Boulevard, from Old White Bear Avenue to Century Avenue. She noted there is a tremendous amount of community interest in this project. The first public meeting is scheduled for November 16, 2017, from 5:30-7:00 p.m. at South Shore Trinity Lutheran Church. She added two additional meetings are planned December 2017 and January 2018.

13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Biehn** to adjourn the regular meeting at 8:22 p.m.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Richter, City Manager
From: The Planning Commission
Through: Samantha Crosby, Planning & Zoning Coordinator
Date: November 8, 2017 for the November 14, 2017 City Council Meeting
Subject: **Oak Ridge Office Building, 4801 Highway 61 – Case No. 17-22-V**

REQUEST

A 27 stall variance from the 132 parking stall requirement in order to bring the existing parking into compliance with current code.

SUMMARY

No one from the public spoke to the request.

RECOMMENDED COUNCIL ACTION

On a 6-0 vote, the Planning Commission recommended approval of the variance as presented by staff.

ATTACHMENT

Resolution of Approval

RESOLUTION NO.

**RESOLUTION APPROVING
A PARKING VARIANCE
FOR 4801 HIGHWAY 61
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (17-22-V) has been submitted by Muellner Family, LLLP, to the City Council requesting approval of a Variance from the Zoning Code of the City of White Bear Lake for the following location:

LOCATION: 4801 Highway 61

LEGAL DESCRIPTION: Attached. (PID # 143022140095, 0096, 0125 & 0135)

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING RELIEF: A 27 stall parking variance from the 132 stall parking requirement per Code Section 1302.050, Subd.8.n; in order to bring the existing parking (79 on site and 26 shared) into compliance with current code; and

WHEREAS, the Planning Commission has held a public hearing as required by the city Zoning Code on October 30, 2017; and

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

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

1. The requested variance will not:
 - a. Impair an adequate supply of light and air to adjacent property.
 - b. Unreasonably increase the congestion in the public street.
 - c. Increase the danger of fire or endanger the public safety.
 - d. Unreasonably diminish or impair established property values within the neighborhood or in any way be contrary to the intent of this Code.
2. The variance is a reasonable use of the land or building and the variance is the minimum required to accomplish this purpose.
3. The variance will be in harmony with the general purpose and intent of the City Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
4. The special conditions or circumstances are not the result of actions of the applicant.
5. The non-conforming uses of neighboring lands, structures, or buildings in the same district are not the sole grounds for issuance of the variance.

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

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the variance approval.
2. Per Section 1301.060, Subd.3, the variance shall become null and void if the signed resolution of approval has not been recorded within one (1) calendar year after the approval date, subject to petition for renewal. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. The applicant shall file with the County for a lot combination to combine the 4 parcels into one tax parcel identification number.
4. The applicant shall file a certified copy of the signed resolution of approval with the County Recorder to ensure that future owners are aware of the approval. The applicant shall tender proof (ie: a receipt) to the City of such filing.
5. Should problems arise from excessive on-street or off-site parking generated by this property (as determined by the City), the owner or its successors in title agree to work with the City to find a reasonable solution such that the owners or its successors in title can reduce or eliminate the excessive on street or off-site parking.
6. This 27-stall variance is granted based upon the existing functionality and conditions of the site. Uses may be altered such that the functionality is maintained; however, the variance is not intended to serve as the basis for an increase parking demand or future conditional use permit approval.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, 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.

Signed

Date

Print Name & Title

LEGAL DESCRIPTION OF 4801 HIGHWAY 61

Parcel 1:

Lot 5, Block 40, White Bear, Ramsey County, Minnesota, and that certain strip of land lying between said Lot and Division Avenue and running the entire length of said Lot.

Torrens Property/Certificate No. 560925

Parcel 2:

Lot 1, Block 1, Mainstreet Crossing First Addition, Ramsey County, Minnesota.

Abstract Property

Parcel 3:

Lot 2, Block 1, Mainstreet Crossing First Addition lying North of a line beginning at the Northwest corner of said Lot 2, Block 1, and extending 115.98 feet at a bearing of North 89 degrees 50 minutes 41 seconds East to the point of beginning of a line continuing to the East line of said Lot 2, Block 1, along a bearing of North 89 degrees 50 minutes 41 seconds East, Ramsey County, Minnesota.

Abstract Property

Parcel 4:

Lots 1, 2 and 3, Block 40, White Bear, and that part of Washington Avenue, formerly Rail Road Avenue, as dedicated in the plat of White Bear and adjoining Lot 1, Block 40, White Bear, vacated, lying South of the Easterly extensions across said Avenue of the Northerly line of said Lot 1, as vacated by Resolution filed as Document Number 1605448, Ramsey County, Minnesota.

Torrens Property/Certificate No. 518694

Parcel 5:

Lot 4, Block 40, White Bear, Ramsey County, Minnesota.

Abstract Property



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

From: Ellen Richter

Date: November 8, 2017

Subject: **First reading of ordinance establishing 2018 fee schedule**

BACKGROUND

As part of the annual budgeting process, staff reviews the City's fee schedule to determine whether any changes are recommended. This year the City's utility rates have been incorporated into the schedule so all fees can be reviewed by the Council at the same time it considers adoption of the annual budget. These rates necessarily impact their corresponding enterprise funds; therefore, it is timely to consider adoption of these rates, which are needed to support the operations proposed in the budget.

Because the City's fee schedule is adopted by ordinance, first reading is being held at the November 14th Council meeting to coordinate its adoption with final consideration of the City's 2018 annual budget on December 12, 2017. Below is a description of each proposed change included in the attached document.

General Fees/Fines (proposed changes)

Potentially Dangerous/Dangerous Dogs: At the time the ordinance regulating potentially dangerous and dangerous dogs was adopted, consideration of a corresponding fee had not been considered. The fines proposed in the 2018 fee schedule, \$120 and \$500 respectively, reflect a metro-wide standard.

Bees: Similar to the dangerous dog ordinance, a permit fee for the keeping of bees was not contemplated when the ordinance was adopted. The proposed fee of \$30 is the same as that charged for pigeons and hen permits.

Cost of copies: Fees for copies are updated to reflect current technology and data practice requirements.

Damage Deposits: All reference to damage deposits for park facility rentals has been removed. In sixteen (16) years, there have been only three instances when deposits have had to be retained. The City's park facilities are used heavily, and the collection and return of deposits is cumbersome for both park users and staff. In place of a deposit, all park

rentals will require a signed waiver that indemnifies the City and provides a mechanism for collection of damages in small claims court, if necessary. Council will continue to have opportunity to require a deposit for use of a park for special events.

Sewer Line Televising: Since 2001, the City has offered televising services to residents at a reduced cost of \$150, \$75 if it is part of a street reconstruction project. The fee schedule is amended to reflect this practice.

Sewer Rates

The City continues to make considerable efforts toward controlling operational costs in the sewer fund; however, with the Metropolitan Council Environmental Services (MCES) charges comprising approximately 75% of the total fund expenditures, it is difficult to control overall costs for the department. The following chart summarizes the operational and MCES disposal costs affecting the fund over a nine-year period:

	Operations	Disposal (MCES)	Total Costs	Revenues	Revenues over Expenditures
2010	574,549	1,814,791	2,389,340	2,258,683	(130,657)
2011	576,393	1,855,043	2,431,436	2,344,904	(86,532)
2012	577,416	1,738,459	2,315,875	2,445,310	129,435
2013	596,614	1,793,656	2,390,270	2,368,492	(21,778)
2014	698,043	1,692,271	2,390,314	2,268,611	(121,703)
2015	596,812	1,788,793	2,385,605	2,268,670	(116,935)
2016	625,373	1,967,272	2,592,645	2,437,394	(155,251)
2017 est.	703,052	2,080,000	2,783,052	2,738,000	(45,052)
2018 proj.	712,915	2,155,000	2,867,915	2,977,000	109,085

The City's sewer rate remained unchanged for a five-year period (2011-2015). During this period, the Sewer fund reported operating losses totaling \$521,516. As of December 31, 2016, the Sewer fund balance deficit totaled \$113,594. The fund had reported a 2016 operating loss that exceeded \$155,000, or nearly 6.50% of revenue collection. The 2017 rate adjustment helped to reverse the trend in annual losses, but did not correct the fund balance deficit.

To eliminate the deficit and establish a financial floor for future years, a \$200,000 transfer from the Non-Bonded Debt Fund is included in the 2017 revised budget. This one-time transfer will provide the fund with the financial resources to eliminate the fund's deficit. The transfer will provide sufficient financial stability so future rate adjustments can reflect current operational conditions, rather than compensate for a deficit.

The fee structure should be set at level that provides sufficient revenue, whereby operating costs are recovered through customer payments. The fee structure should also provide the fund with adequate reserves, whereby unanticipated costs can be addressed without significantly affecting customers. The 2018 sewer rate is proposed to be set at \$3.75 per 100 cubic feet of wastewater contributed to the MCES system, which is a \$0.35 increase over current rates. This will bring revenues in above expenditures, and begin to build a very modest fund balance of 5.3%. The proposed rate increase does not include funding for infrastructure improvements.

Water Rates

The City faces a unique challenge as it relates to the Water Fund. Successful water conservation efforts naturally lead to a decline in water production. This makes it increasingly difficult to provide sufficient revenue to meet operational expenditures. While there are some savings realized through a reduction in the use of chemicals and energy for the treatment and production processes, (approximately \$11,000 in 2017), the savings are not proportionate to the decline in revenues.

Rates adopted for 2017 were projected to increase revenues by 9%; however, total water production is projected to decrease by 6.5% by the end of 2017. Consequently, billing revenues will increase only 2.0%, which translates into approximately \$75,000 less in projected revenues.

Residential water meters are also failing at an accelerating pace, which is another factor contributing to an increase in overall costs. The City will have spent nearly \$110,000 in 2017 to replace non-functioning residential meters. By ordinance, residential meters are the responsibility of the utility fund and cannot be charged to the utility customer. Staff is currently evaluating options for a meter replacement program to relieve some of the financial pressure placed on this fund, which would be brought to Council at a future date.

The Water Fund recorded operating losses totaling nearly \$315,000 over the four-year period 2013-2016, resulting in a year-end operating deficit of \$50,000 on December 31, 2016. The 2017 budget projects a \$200,000 deficit for fiscal 2017. In order to eliminate the Water Fund deficit, a one-time contribution from the Non-Bonded Debt Fund totaling \$300,000 to the Water Fund is proposed for the 2017 revised budget. This contribution, along with a 2018 water rate adjustment, should provide sufficient resources to stabilize the fund's deficit, and provide adequate resources to fund on-going operational expenditures. The rate structure is proposed to be adjusted as follows:

Residential Water Customers Current Rates		Proposed Rates	Commercial / Industrial Water Customers – Current Rates		Proposed Rates
0 - 8 units	\$9.75 per quarter	\$11.00 per quarter	0- 8 Units	\$ 9.75 per quarter	\$11.00
Winter quarter rate*	\$1.15 per unit	\$1.30 per unit	8 – 27 units	\$ 1.10 per unit	\$1.25
Non-winter quarter rate**	\$1.40 per unit	\$1.60 per unit	27 – 75 units	\$ 1.15 per unit	\$1.30
			Over 75 units	\$ 1.30 per unit	\$1.45
			Non-winter quarter rate	\$ 1.40 per unit	\$1.60

Refuse Rates

Since fall of 2016, Republic Services has been under contract with the City to provide comprehensive residential refuse and recycling services. Staff has been very pleased with the responsiveness of the company and overall service to our community. No changes to rates paid to the hauler are being recommended at this time. However, the City pays directly for the disposal charges based on tipping fees at the Ramsey-Washington County Recycling & Energy Facility in Newport. Disposal fee account for 86% of the City's annual refuse expenditures, which will increase by 12% in 2018.

Net disposal fees have increased more than 50% over an eleven-year period. The 2018 disposal fee represents a significant increase (12%) compared to the last several years, as illustrated below:

<u>Year</u>	<u>Cost per ton</u>	<u>County Rebate</u>	<u>Net Disposal</u>	<u>% increase</u>
January 2008	55.00	12.00	43.00	13.15%
January 2009	59.00	12.00	47.00	9.30%
January 2010	64.00	12.00	52.00	10.64%
January 2011	68.00	14.00	54.00	3.85%
January 2012	72.00	14.00	58.00	7.41%
January 2013	84.00	28.00	56.00	(3.45%)
January 2014	84.81	28.00	56.81	1.45%
January 2015	86.22	28.00	58.22	2.48%
January 2016	70.00	12.00	58.00	(0.38%)
January 2017	70.00	12.00	58.00	0.00%
January 2018	77.00	12.00	65.00	12.07%

The current rate structure has been maintained since September 2011. However, the new disposal fees will result in additional costs totaling \$71,000, which requires an offsetting fee adjustment to avoid an operating deficit. Rate adjustments are recommended as follows:

Proposed 2018 Refuse Rates:

<u>Service</u>	<u>Current Rates</u>	<u>Proposed Rates</u>
30 gallon (Senior)	\$9.50	\$10.00
30 gallon	\$9.70	\$10.25
60 gallon	\$14.25	\$15.05
90 gallon	\$19.40	\$20.50

With the adoption of these proposed rates, the projected fund balance at the end of 2018 is projected to total \$82,402.

RECOMMENDED COUNCIL ACTION

No action required. Second reading will be held on December 12, 2017, at which time Council will be asked to approve the attached fee schedule.

ATTACHMENTS

Proposed Fee Schedule

WHITE BEAR LAKE ANNUAL FEE SCHEDULE - 2018

I. <u>ALCOHOLIC BEVERAGES</u> (RESOLUTION NO. 9538)	<u>FEE</u>	<u>PROPOSED FEE</u>	<u>LAST ADJUSTED</u>
On and Off Sale Malt Liquor License Application & Investigation	100.00	No change	January 13, 2004
On Sale Malt Liquor License	Class A: 175.00 Class B: 275.00	No change No change	January 13, 2004 January 13, 2004
Off Sale Malt Liquor License	Class A: 75.00 Class B: 150.00	No change No change	January 13, 2004 January 13, 2004
On Sale Wine License Application and Investigation Fee	250.00	No change	January 13, 2004
On and Off Sale Liquor License Application and Investigation	500.00	No change	January 13, 2004
On Sale Wine License	Class A: 250.00 Class B: 350.00	No change No change	January 13, 2004 January 13, 2004
On Sale Liquor License	3200.00	No change	January 13, 2004
Off Sale Liquor License	200.00	No change	January 13, 2004
On Sale Sunday Liquor License	200.00	No change	January 13, 2004
On Sale Temporary Malt Liquor License	5.00	No change	January 13, 2004
On Sale Temporary Liquor License	27.50	No change	January 13, 2004
Club License	100.00	No change	January 13, 2004
II. <u>AMUSEMENT & COMMERCIAL RECREATION</u>	<u>FEE</u>	<u>PROPOSED FEE</u>	<u>LAST ADJUSTED</u>
Bowling Alley License (Res. No. 9538)	25.00/alley	No change	January 13, 2004
Shooting Gallery License (Res. No. 9538)	35.00	No change	January 13, 2004
Pool Hall License (Res. No. 9538)	40.00/table	No change	January 13, 2004
Roller Skating Rink License (Res. No. 9538)	100.00	No change	January 13, 2004
Coin Operated Amusement Devices License (Ord. 1105)	25.00/location 15.00/machine	No change No change	February 8, 2000
Motion Picture Theater License (Ord. 1107)	210.00	No change	January 13, 1981
Public Dances and Dance Hall Permit (Ord. 1107)	30.00	No change	January 13, 1981
Charitable Gambling License (Res. No 9538)	225.00	No change	January, 2017
State Licensed Gambling Investigation Fee (Res. No. 9538)	75.00	No change	January, 2017
III. <u>BUSINESS AND ADMINISTRATION</u>	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>LAST UPDATED</u>
Animals: Dog Kennel License (Ord. 701)	Annually \$ 50.00	No change	January, 2017
Animals: Dog License Male/Female (Ord. No. 701)	Every 2 years \$ 20.00	No change	January, 2017
Animals: Dog License Neutered/Spayed (Ord. No. 701)	Every 2 years \$ 15.00	No change	January, 2017
Animals: Dog License Late Fee (Ord. No. 701) / replacement license	\$ 5.00	No change	January, 2017
Animals: Potentially dangerous dogs	\$120.00		
Animals: Dangerous dogs	\$500.00		
Animals: Impounding dogs (Ord. No. 752)	Actual cost of contractor	No change	January, 2017
Animals: Impounding/disposal of misc. animals	Actual cost of contractor	No change	January, 2017
Animals: Chicken and Pigeon License (Ord. No. 702)	\$30.00	No change	April 12, 2016
Bees	\$30.00		
Cigarette / Tobacco Products License (Res. No. 9538)	Class A: \$ 150.00 Class B: \$ 200.00	No change No change	January, 2017 January, 2017
Gas Station License	\$ 25.00 / nozzle	No change	January, 2017
Public Bench License (Res. No. 9538)	\$ 25.00 / application \$ 20.00 / bench	No change No change	January, 2017 January, 2017
Copies: 1 to 100 pages (MN Statute, section 13.03)	\$ 0.25 / page	No change	Aug. 1, 2005
Copies: over 100 pages (MN Statute, section 13.03)	Actual cost of data collection and copies		
Copies: Minutes (MN Statute, section 13.03)	\$ 0.25 / page	No change	Aug. 1, 2005
Copies Mailed (Minutes or other documents)	\$ 0.25 / page + postage	No change	Aug. 1, 2005
Copies: Public Records Cassette Tape (Res. No. 9538)	\$ 15.00		Jan. 13, 2004
Copies: Public Records Video Tape (Res. No. 9538)	\$ 20.00		Jan. 13, 2004
Copies: Public Records Electronic Diskette (Res. No. 9538) Audio / visual	\$ 25.00	No change	January, 2017
Copies: City Code Book (Res. No. 9538)	\$ 80.00	\$100.00	Jan. 13, 2004
Fax (Res. No. 9538)	\$ 0.50 / sheet	No change	Jan. 13, 2004
Notary Fee—non City related (MN Statute, 357.17)	\$ 1.00		1986
Farmer's Market Annual reservation/application fee	\$120		
Farmer's Market Same day temporary permit	\$10		Feb. 23, 2010
Refuse / Recycling Hauler License (Res. No. 9538)	\$ 150.00		January, 2017
Return Check Charge (Res. No. 9538)	\$ 30.00	No change	Jan. 13, 2004
Rubbish Hauler and Junk Dealer License (Res. No. 9538)	\$50.00	No change	Jan. 13, 2004

Slaughter and Packing House License (Ord. No. 116)	\$60.00	No change	Jan. 13, 1981
Solicitor/Peddler/Transient Merchant License (Res. No. 7033)	\$50.00/month	No change	January, 2017
Taxi Cab Driver License (Ord. No. 1119)	\$35.00	No change	Jan. 13, 1981
Traveling Shows and Circuses License (Ord. No. 1120)	\$310.00	No change	Jan. 13, 1981
Arcades Licenses (Ord. No. 1122)	\$100.00	No change	Dec. 14, 1982
Massage Therapist License	\$25.00	No change	Sept. 8, 2015
Massage Therapist in state background	\$25.00	No change	Sept. 8, 2015
Adult Establishment License (Ord. 1124)	\$2,000.00		January, 2017
Application and background check for adult establishment	\$500 unless out of state check, then actual costs not to exceed	\$1500	
Pawnbroker and Precious Metal Dealer License (Ord. No. 1125)	\$10,000.00	\$12,000.00	June 13, 1995
Sale of Fireworks License (Res. No. 9366)	\$100.00/location		January, 2017
	\$50.00/re-inspection	\$50.00/re-inspection	
Christmas Tree Sales Lot License (Ord. 1103)	\$35.00	No change	Jan.13, 1981
Launch Tags	\$25.00/resident	No change	January, 2017
	\$40.00/non-resident	\$45.00/non-resident	January, 2017
Moorings	\$375.00/city resident	No change	January, 2017
	\$500.00/non-resident	No change	January, 2017
Skids	\$55.00/resident	No change	January, 2017
	\$80.00/non-resident	No change	January, 2017
Kayak / Canoe Rack	\$45.00/resident	No change	January, 2017
	\$60.00/non-resident	No change	January, 2017
Duplicate copies of licenses and permits	\$1.00	No change	January, 2017
Passport photo	\$15.00	No change	January, 2017
Elections Filing	\$5.00	No change	1966

IV. PUBLIC SAFETY

	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>LAST UPDATED</u>
A. FIRE NEGLIGENCE			
Pumper Truck (Ord. No. 805)	Actual cost	No change	January, 2017
Ladder Truck (Ord. No. 805)	Actual cost	No change	January, 2017
Rescue Unit (Ord. No. 805)	Actual cost	No change	January, 2017
Chief/Command Unit (Ord. No. 805)	Actual cost	No change	January, 2017
Rescue Boat (Ord. No. 805)	Actual cost	No change	January, 2017
Hazardous Material Unit (Ord. No. 805)	Actual cost	No change	January, 2017
B. AMBULANCE FEES	<u>CURRENT FEES</u>	<u>PROPOSED FEE</u>	<u>LAST UPDATED</u>
Basic Life Support (BLS)	\$1195.00	No change	May 23, 2017
Advanced Life Support (ALS1)	\$1575.00	No change	May 23, 2017
Major Advanced Life Support (ALS2)	\$1720.00	No change	May 23, 2017
Treatment – No transport	\$400.00	No change	May 23, 2017
Mileage	\$24.75/mile	No change	May 23, 2017
C. ADMINISTRATION	<u>CURRENT FEES</u>	<u>PROPOSED FEE</u>	<u>LAST UPDATED</u>
Accident Photo	\$25.00 / cd	No change	January, 2017
Accident Report: 1 to 100 pages (MN Statutes 13.03)	\$0.25/page	No change	
Accident Report: more than 100 pages	Actual costs	No change	
Accident Report – mailed	Actual costs	No change	
Accident Data Review	\$10.00/month	No change	
Computer-generated reports	\$15.00/min/\$50.00/hr		
Driver's License Record ??	\$5.00	No change	
Transcripts	\$3.00/page	No change	
Fire Report: 1 to 100 pages (MN Statutes, Section 13.03)	\$0.25/page	No change	
Police Report: 1 to 100 pages (MN Statutes, Section 13.03)	\$0.25/page	No change	
Police Report – mailed		Actual cost	
Ambulance: 1 to 100 pages (MN Statute, Section 13.03)	\$0.25/page	No change	
Finger Printing	Free/resident	No change	
	\$20.00/non-resident	No change	

V. RENTALS

A. PARK FACILITIES		Non-Resident	For Profit & Corporate	PROPOSED FEE	LAST ADJUSTED
		Resident	Resident	Resident / Non-Res / Profit	October 2010
	Bossard, Ramaley, Rotary, Spruce and Jack Yost Parks	\$ 25.00	\$ 75.00	\$ 100.00	\$75.00 No change
	Podvin Park (pavilion only)	\$ 35.00	\$ 90.00	\$ 150.00	\$100.00 No change
	Podvin Park (kitchen & mtg rm)	\$ 75.00	\$ 125.00	\$ 225.00	\$300.00 No change
	Podvin Park (full facility)	\$ 100.00	\$ 200.00	\$ 300.00	\$300.00 No change
	Lakewood Hills (pavilion only)	\$ 35.00	\$ 90.00	\$ 150.00	\$100.00 No change
	Lakewood Hills (kitchen & pavilion)	\$ 75.00	\$ 125.00	\$ 225.00	\$300.00 No change
	Lakewood Hills (ballfields)	\$75.00	\$125.00	\$ 225.00	\$100.00 No change
	Matoska Park	\$25.00 for two hours maximum		none	No change
	Stellmacher Park	\$ 35.00	\$ 90.00	\$ 150.00	\$100.00 No change
	West Park	\$ 35.00	\$ 90.00	\$ 150.00	\$100.00 No change
					No change
	Trash pick-up and disposal	Community and Non-Profit		Profit/Co.	
	Events over 100 people			\$ 50.00	No change
	Events over 250 – 500 ppl	\$ 50.00 flat fee		\$ 75.00	No change
	Every additional 250 ppl			+ \$ 25.00	No change
	Spray paint of any kind			\$ 250.00	No change
	No parking signs			\$ 50.00	No change
B. BOATWORKS COMMONS (Resolution 11677)					LAST ADJUSTED
City Hosted and School District Events – Gratis. Hosting agency responsible for set-up, clean-up and tear down					Oct. 13, 2015
		Civil/Non-Profit	Proposed	WBL Club/Org	Proposed
	Less than 20 attendees	Gratis	No change		No change
	Greater than 20 attendees	\$50.00	No change	\$100.00	No change
C. ARMORY FACILITY (Resolution No. 11844)					LAST ADJUSTED
	Private Party	Current Resident	Proposed Resident	Current Non-resident	Proposed Non-resident
	Full Day (including set up)	\$600.00	No change	\$900.00	No change
	Kitchen	\$100.00	No change	\$150.00	No change
	Hourly rate (1-7 hours) Mon. – Thurs.	\$80.00	No change	\$80.00	No change
	Fri. – Sun.	\$100.00	No change	\$120.00	No change
	City staff is available for set-up per hour rate	Contract Rate	No change	Contract Rate	No change
	Security Contract Rate (refunded if re-rented)	\$27.00/hr	No change	\$27.00/hr	No change
	Down payment	\$275.00	No change	\$375.00	No change
	Damage deposit	\$350.00	No change	\$500.00	No change
	Hourly Activities				
	Athletics/Special Events/Meeting Room	\$25.00/hr	No change	\$25.00/hr	No change
	Daily Activities	White Bear Non-Profit	White Bear Proposed	Non-Resident Non-Profit	Non-Resident Proposed
	1 day	\$0.00	No change	\$135.00	No change
	2 days	\$50.00	No change	\$245.00	No change
	3 days	\$75.00	No change	\$390.00	No change
	4 days	\$100.00	No change	\$510.00	No change
D. WHITE BEAR LAKE SPORTS CENTER					LAST UPDATED
	ICE RENTAL MARCH – AUGUST	TAXABLE	NON-TAXABLE	PROPOSED FEE	July 26, 2016
	M-F, 8am-12pm & 9pm-12am	\$165.00/hr	\$145.00/hr	No change	
	M-F, 12pm – 9pm	\$175.00/hr	\$155.00/hr	No change	
	Sat & Sun, 12pm – 9pm	\$655.00/hr	\$145.00/hr	No change	
	ICE RENTAL SEPTEMBER – FEBRUARY				
	M-F, 8am-3pm	\$165.00/hr	\$155.00/hr	No change	
	M-F, 3pm – 9pm	\$203.50/hr	\$190.00/hr	No change	
	Sat & Sun, 8am – 9pm	\$203.50/hr	\$190.00/hr	No change	
	Mon - Sun, 9pm – midnight	\$145.00/hr	\$125.00/hr	No change	

SKATING SCHOOL	CURRENT FEES	PROPOSED FEES	LAST UPDATED
Group Lessons			July 26, 2016
Weekly (Tot-PreAlpha & Power)	\$9.50 per weeks in session	No change	
Weekly (Alpha – Delta & Adults)	\$14.25 per weeks in session	No change	
Freestyle Levels	\$18.00 per weeks in session	No change	
Contract (Open & Intermediate)	\$11.00 per weeks in session	No change	
Contract (High Level)	\$12.00 per weeks in session	No change	
ISI	\$15.00	No change	
Drop In	\$13.00	No change	
Morning	\$7.00 before school	No change	
Open Skate	\$5.00	No change	
Skate Rental	\$4.00	No change	
Open Hockey	\$6.00 per session	No change	
Dead Ice	\$7.00/hour	No change	
COURT FEES			
Monthly	\$50.00	No change	
3 Month	\$115.00	No change	
6 Month	\$205.00	No change	
Wally Ball	\$30.00 per 1.5 hours per court	No change	
Racquetball	\$8.00 per person per hour	No change	
MISC. FEES AND CHARGES			
Meeting Room Rental	\$10.00/hour	No change	
Aerobic Room Rental	\$15.00/hour	No change	
Locker Room Rental	\$2.00/month	No change	

VI. PLANNING AND ZONING	FEE	PROPOSED FEE	LAST ADJUSTED
Comprehensive Plan Amendment (Ord. No. 1301.010)	\$500.00	No change	January 13, 2004
Copies: Zoning Ordinance (MN Statute, Section 13.03)	Actual costs	No change	August 1, 2005
Copies: Subdivision Ordinance/Sign Code (Res. No. 9538A)	\$10.00	No change	January 13, 2004
Conditional Use Permit: Fee (Ord. No. 1301.050)	\$400.00	No change	
Home Occupation: Permit Fee (Ord. No. 1303)	\$50.00/permitted, \$100.00 special	No change	April 12, 1994
Rental Dwelling License (Ord. No. 508.020)	\$50.00 plus \$7.00/unit over 3 units	No change	Nov. 26, 1991
Late Fees	25% plus original fee/1-7 days past due 50% plus original fee/8 or more days past due Legal procedures begin/30 days past due		
Re-inspection Fee	25% of license fee or \$50.00 whichever is greater		
License Transfer (Ord. No. 508-090)	\$50.00	No change	January, 2017
Planned Unit Development (Ord. No. 1301.070)	\$750.00	No change	January, 2017
Rezoning: Application Fee (Ord. No. 1301.040)	\$750.00	No change	January, 2017
Subdivision: Preliminary Plat (Ord. No. 1407)	\$500.00	No change	January, 2017
Final Plat	\$100.00	No change	January, 2017
Subdivision: Minor Subdivision/Lot Split (Ord. No. 1407)	\$250.00	No change	January, 2017
Vacation (City Charter, Section 8.02)	\$250.00	No change	January, 2017
Variance Permit (Ord. No. 1407)	\$250.00/residential \$500.00/commercial & industrial	No change	January, 2017
Administrative Variance (Ord. No. 1408)	\$25.00	No change	January 13, 2004
Zoning Letter (Res. No. 9538)	\$75.00	\$75.00	January, 2017
Sign Permit: Permanent (Ord. No. 1115)	\$50.00/wall \$30.00 / temporary banner, sign, or reface \$150.00/free standing and dynamic display \$300.00/billboard	No change	September 8, 1987
\$200.00/administrative fee for erecting a sign before the permit is issued		No change	September 8, 1987
Dynamic Display Sign	\$150.00	No change	January, 2017
Park Dedication: Single Family Dwelling (Res. No. 9538A)	\$1,200.00/unit	No change	January, 2017
Park Dedication: Townhome, Condominium, Duplex, Dwelling (Res. 9538A)	\$1000/unit	No change	January, 2017
Park Dedication: Apartment Dwelling (Res. No. 9538A) \$500/1 bdrm, 100/each add bdrm	\$750/\$150	No change	January, 2017
Park Dedication: Commercial & Industrial (Res. No. 9538A)	\$3,500.00/acre	No change	January 13, 2004
Zoning Permit: Shed, Driveway, Fence (Ord. No. 1303)	\$50.00/each	No change	January, 2017
Time Extension for CUP	\$50.00	No change	January, 2017

VII. UTILITIES

Buildings or dwellings existing or constructed in the City of White Bear Lake must connect to the municipal water and sanitary sewer system so long as it is reasonably available. Metropolitan Council Sewer Access Charge (SAC) units and fees are established by the Metropolitan Council per state statute MN 473.517.

1. CONNECTION FEES - Prior to connecting to public utilities, the owner or representative must pay the following fees:

A. SEWER CONNECTION FEES	CURRENT FEES	PROPOSED FEES	LAST UPDATED
Single Family Dwellings	\$650.00 per dwelling	No change	January, 2017
Two Family Dwellings	\$1,300.00 per dwelling	No change	January, 2017
Multiple Dwellings	\$400.00 per unit	No change	January, 2017
Commercial and Industrial (minimum of 1 unit charged)	\$1,000 per acre or \$650 per unit for each 100,000 gallons of estimated annual flow	No change	January, 2017

B. WATER CONNECTION FEES	CURRENT FEES	PROPOSED FEES	LAST UPDATED
Single Family Dwellings	\$650.00 per dwelling	No change	January, 2017
Two Family Dwellings	\$1,300.00 per dwelling	No change	January, 2017
Multiple Dwellings	\$400.00 per unit	No change	January, 2017
Commercial and Industrial (minimum of 1 unit charged)	\$1,000 per acre or \$650 per unit for each 100,000 gallons of estimated annual flow	No change	January, 2017

C. TEMPORARY WATER SHUT OFF / TURN ON FOR NON-MAINTENANCE (Snow birds, realtors, foreclosures):

	CURRENT FEES	PROPOSED FEES	LAST UPDATED
November 1 st – March 31 st	\$125.00 / visit	No change	January, 2017
April 1 st – October 31 st	\$75.00	No change	January, 2017

2. SEWER AND WATER

A. UNIT PERMIT FEE SCHEDULE (Note: State surcharge = \$1.00):	CURRENT FEES	PROPOSED FEES	LAST UPDATED
Street excavation / refundable deposit	\$ 30.00 / \$ 1,500	No change	January, 2017
Water Tap (Each)	\$ 25.00	No change	January, 2017
Sewer Tap (Each)	\$ 25.00	No change	January, 2017
Sewer Disconnect Only	\$40.00	No change	January, 2017
Water Disconnect Only	\$40.00	No change	January, 2017
Sewer and Water Disconnect	\$70.00	No change	January, 2017
Water Line Install or Repair (Residential)	\$ 40.00	No change	January, 2017
Sewer Line Install or Repair (Residential)	\$ 40.00	No change	January, 2017
Water Line Install or Repair (Commercial)	\$ 55.00	No change	January, 2017
Sewer Line Install or Repair (Commercial)	\$ 55.00	No change	January, 2017
Sewer Line Televising	\$150.00		January, 2018
Sewer Line Televising for Street Reconstruction	\$75.00		January, 2018
Hydrostatic and Conductivity Test (Each)	\$ 55.00	No change	January, 2017
Storm sewer	\$ 40.00	No change	January, 2017
Individual Sewage Treatment System – New Installation or Replacement of existing system	\$ 200.00	No change	January, 2017
Individual Sewage Treatment System - Repair or Alteration of existing system	\$ 100.00	No change	January, 2017
Individual Sewage Treatment System Abandonment	\$ 50.00	No change	January, 2017

B. HYDRANT METER RENTAL:

	CURRENT FEES	PROPOSED FEES	
Deposit in addition to the following:	\$1000.00		
Cost of inspection, use and administration (not prorated)	\$50.00/month	No change	January, 2017
Charge for water used based on either metered amount or 6 billing units per month, whichever is greater. Charges assessed at maximum summer consumption rate in effect on the date the hydrant meter is returned.			January, 2017
Dec 1 – Apr 1, additional rental charge for extraordinary inspection (not prorated)	\$30.00/month	No change	January, 2017

Applicants will be responsible for breakage or damage to hydrant, meter or other works at actual repair or replacement costs.	January, 2017
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3. CONSUMPTION RATES:

A. WATER RATES:		PROPOSED RES. FEES	CURRENT FEES:	PROPOSED FEES	LAST ADJUSTED	
Residential Water Customers			Commercial / Industrial Water Customers		February 1, 2017	
0 - 8 units	\$9.75 per quarter	\$11.00 per quarter	0- 8 Units	\$ 9.75 per quarter	\$11.00	January 1, 2018
Winter quarter rate*	\$1.15 per unit	\$1.30 per unit	8 – 27 units*	\$ 1.10 per unit	\$1.25	January 1, 2018
Non-winter quarter rate**	\$1.40 per unit	\$1.60 per unit	27 – 75 units*	\$ 1.15 per unit	\$1.30	January 1, 2018
			Over 75 units*	\$ 1.30 per unit	\$1.45	January 1, 2018
			Non-winter quarter rate**	\$ 1.40 per unit	\$1.60	January 1, 2018

* Rate for consumption over 8 units in the winter quarter & "base" for the other three (3) quarterly billing cycles

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

LAKE LEVEL LITIGATION FEE*:	CURRENT RATES	PROPOSED RATES	LAST ADJUSTED
Residential	\$4.00 quarterly	No change	February 1, 2017
Commercial	\$17.50 quarterly	No change	February 1, 2017

*Includes communities that purchase municipal water from the City

**imposed until legal fees are recovered.

B. SEWER RATES:	CURRENT FEES	PROPOSED RATES	LAST ADJUSTED
0 – 8 units	\$27.20	\$30.00	January 1, 2018
Unit (750 gallons)	\$3.40	\$3.75	January 1, 2018

C. REFUSE / RECYCLING RATES	CURRENT FEES	PROPOSED RATES	LAST ADJUSTED
30 Gallon Senior – monthly	\$ 9.50	\$10.00	January 1, 2018
30 Gallon Service – monthly	\$ 9.70	\$10.25	January 1, 2018
60 Gallon Service – monthly	\$ 14.25	\$15.05	January 1, 2018
90 Gallon Service – monthly	\$ 19.40	\$20.50	January 1, 2018

VIII. BUILDING LICENSES AND PERMITS

A. BUILDING TRADE CITY LICENSES	CURRENT FEES	PROPOSED FEES	LAST ADJUSTED
Mechanical / Gas Piping/Tree Trimmer License (Class II)	\$45 / prorated \$35 after 7/1	No change	January, 2017
Commercial General Contractor License (Class I)	\$120 / prorated \$35 after 7/1	No change	January, 2017

B. PLUMBING PERMIT FEES: (Note: State surcharge = \$1.00)	CURRENT FEES	PROPOSED FEES	LAST ADJUSTED
Residential fee (minimum permit fee)	\$ 40.00	No change	January, 2017
Commercial fee (minimum permit fee)	\$ 50.00	No change	January, 2017
For each fixture or fixture opening	\$15.00	No change	January, 2017
Water Heater / Venting – New Install or Replacement	\$ 50.00	No change	January, 2017
Water Softener – New Install or Replacement of existing	\$ 25.00	No change	January, 2017
Gas Piping	\$ 30.00	No change	January, 2017
Water Piping / Drain / Waste / Vent Alteration or Repair	\$ 50.00	No change	January, 2017
Backwater Valve	\$ 20.00	No change	January, 2017
Plumbing General Repair	\$ 50.00	No change	January, 2017
New backflow Prevention Device (permit required)	\$ 25.00	No change	January, 2017
Backflow Prevention Annual Testing Per Device	\$20.00	No change	January, 2017

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

1. HEATING, AC, UNIT HEATERS and IN-FLOOR HEAT: For the installation of any new or replacement central heating and/or air conditioning system, Unit Heaters, or in floor heating with heat source.

	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>LAST ADJUSTED</u>
Heating System - Minimum Fee	\$ 70.00	No change	January, 2017
Air Conditioning - Minimum Fee	\$ 40.00	No change	January, 2017
Heating & Air Conditioning - Minimum Fee	\$ 100.00	No change	January, 2017
HVAC for New Residential Construction	\$ 175.00	No change	January, 2017
Ductwork Extension or Alteration – minimum fee	\$30.00	No change	January, 2017

2. HEATING & AC REPAIR: For alteration or repair to any central heating and/or air conditioning system, the permit fee is 1% of the estimated cost or the minimum, whichever is greater plus state surcharge of .0005% of valuation.

	<u>CURRENT FEE</u>	<u>PROPOSED FEE</u>	<u>LAST ADJUSTED</u>
Heating & Air Conditioning Repair - Minimum Fee	\$ 30.00	No change	January, 2017

3. MISCELLANEOUS APPLIANCE OR EQUIPMENT: For each appliance or piece of equipment regulated by the code, but not classed in other appliance categories, or for which no other fee is listed in the code.

	<u>CURRENT FEE</u>	<u>PROPOSED FEE</u>	<u>LAST ADJUSTED</u>
Miscellaneous Mechanical Equipment - Minimum Fee	\$ 40.00	No change	January, 2017

4. PROCESS PIPING: For the installation, alteration, or repair of each process piping system.

	<u>CURRENT FEE</u>	<u>PROPOSED FEE</u>	<u>LAST ADJUSTED</u>
Process Piping - Minimum Fee	\$ 40.00	No change	January, 2017

5. FIREPLACE: For the new installation or replacement of an existing fireplace.

	<u>CURRENT FEE</u>	<u>PROPOSED FEE</u>	<u>LAST ADJUSTED</u>
Fireplace - Minimum Fee	\$ 50.00	No change	January, 2017

6. ELECTRICAL FEES: Electrical fees shall be applied as established in Minnesota Statutes section 326.2441.

D. FIRE SUPPRESSION PERMIT FEES

1. FIRE SPRINKLER SYSTEM FEE SCHEDULE (Note: State surcharge = \$1.00)

	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>LAST ADJUSTED</u>
Ansul hood (each)	\$ 50.00	No change	January 1, 2017
Automatic fire suppression system:			
1 to 10 heads, including risers	\$ 50.00	No change	January 1, 2017
Each additional 10 heads or fraction thereof	\$ 5.00	No change	January 1, 2017
Fire alarm system	\$ 50.00	No change	January 1, 2017
Fire permit plan review	50% of the permit fee	No change	January 1, 2017
Miscellaneous Fire Suppression Permits	\$50.00	No change	January 1, 2017

2. MINIMUM FIRE PROTECTION STANDARDS

	<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>LAST ADJUSTED</u>
Certificate of Compliance application	\$6.00/unit (min \$36, max \$250 per building)	No change	January 1, 2017
Biennial Inspection	50% of the original fee	No change	January 1, 2017
Re-Inspection if required	\$15.00	No change	January 1, 2017

E. BUILDING CONSTRUCTION (Ord. No. 1201)

LAST ADJUSTED – JANUARY 1, 2017

Building Permit Fees are based on current state valuation costs, <i>plus</i> state surcharge. Permit value shall include total value of work, including materials and labor, for which the permit is being issued, <i>inclusive</i> of building, plumbing, heating, electrical, fire suppression & sewer/water costs. Exceptions: Flat fee permits listed below			
TOTAL VALUATION			FEE
\$1.00	to	\$500	\$30.00
		Proposed Fee:	No change
\$500	to	\$2,000	\$30.00 for the first \$500.00 plus \$3.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
		Proposed Fee:	No change
\$2,001	to	\$25,000	\$82.50 for the first \$2,000.00 plus \$16.10 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
		Proposed Fee:	No change
\$25,000	to	\$50,000	\$452.80 for the first \$25,000.00 plus \$11.65 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
		Proposed Fee:	No change
\$50,000	to	\$100,000	\$744.05 for the first \$50,000.00 plus \$8.15 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
		Proposed Fee:	No change
\$100,001	to	\$500,000	\$1,151.55 for the first \$100,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
		Proposed Fee:	No change
\$500,001	to	\$1,000,000	\$3,751.55 for the first \$500,000.00 plus \$5.60 for each addition \$1,000.00 or fraction thereof, to and including \$1,000,000.00
		Proposed Fee:	No change
\$1,000,001		and up	\$5,991.55 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof
		Proposed Fee:	No change
Other Inspections and Fees: \$62.00 per hour or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of employees involved.			
- Inspections outside of normal business hours (two hour minimum charge)			
- Re-inspection fees			
- Inspection for which no fee is specifically indicated (30 minute minimum charge)			
- Additional plan review required by changes, additions or revisions to plans (30 minute minimum charge)			
Outside consultants for plan checking and inspections or both: Actual costs including administrative and overhead costs.			
Certificate of Occupancy = \$20.00			
Plan Review Fee – Residential = 50% of permit fee			
Plan Review Fee – Commercial = 65% of permit fee			

F. STATE SURCHARGE FEES FOR BUILDING PERMITS BASED ON VALUATION: the surcharge is equivalent to one-half mill (.0005) if the fee or \$0.50 cents, whichever amount is greater. For all other permits, the surcharge is as follows:

VALUATION OF STRUCTURE, ADDITION OR ALTERATION			SURCHARGE COMPUTATION	PROPOSED COMPUTATION
\$ -	to	\$ 1,000,000	.0005 x valuation (minimum \$0.50)	No change
\$ 1,000,000	to	\$ 2,000,000	\$ 500 + .0004 x (value - \$1,000,000)	No change
\$ 2,000,000	to	\$ 3,000,000	\$ 900 + .0003 x (value - \$2,000,000)	No change
\$ 3,000,000	to	\$ 4,000,000	\$ 1,200 + .0002 x (value - \$3,000,000)	No change
\$ 4,000,000	to	\$ 5,000,000	\$ 1,400 + .0001 x (value - \$4,000,000)	No change
\$ 5,000,000		or greater	\$ 1,500 + .0005 x (value - \$5,000,000)	No change

G. FLAT FEE BUILDING PERMITS: (Note: State surcharge of \$1.00)

	CURRENT FEES	PROPOSED FEES	LAST ADJUSTED
Doors	1 door = \$ 80 / 2 or more = \$ 110	No change	January, 2017
Egress Windows	1 window = \$ 80 / 2 or more = \$ 110	No change	January, 2017
Roofs	Res \$ 160 / Commercial \$ 300 / Repair \$ 80	No change	January, 2017
Siding	Res \$ 160 / Commercial \$ 300 / Repair \$ 80	No change	January, 2017
Soffit/Fascia	Res \$60 / Commercial \$ 120 / Repair \$ 30	No change	January, 2017
Windows	1 window = \$ 65 / 2 or more = \$ 120	No change	January, 2017

H. DEMOLITION AND WRECKING OF BUILDING FEES: Interior \$60 / Accessory structure \$85 / Residential Building \$200 / Commercial Building \$350 (Note: State surcharge of \$1.00)

I. GRADING PERMIT FEES: Residential Site \$ 90.00 and Commercial Site \$350.00, Site over 2 acres \$450.00 / (Note: State surcharge = \$1.00)

J. MISCELLANIOUS BUILDING FEES – (Note: State surcharge = \$1.00)

	CURRENT FEES	PROPOSED FEES	LAST ADJUSTED
Building moving fee for a house	\$ 150.00 + \$1 surcharge	No change	January, 2017
Building moving fee for a garage	\$ 60.00 + \$1 surcharge	No change	January, 2017
Parking lot replacement	\$150.00	No change	January, 2017



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Richter, City Manager
From: Rick Juba, Assistant City Manager
Date: November 7, 2017
Subject: Gem Lake Patrol Contract

BACKGROUND

Earlier this year, staff was approached by representatives from the City of Gem Lake to gauge the City's interest in providing police patrol services. While the City had provided patrol services to Birchwood Village until 2015, it does not currently provide patrol services to any other jurisdiction.

Gem Lake has a population of 414 residents living within a 1.1 sq. mile area. Staff reviewed the request and determined that, based on past experience in serving the City of Birchwood and provided the size of Gem Lake, the department has the capacity to offer 24-hour patrol to Gem Lake without increasing staff at this time. The annual charge for services at \$63,800 was determined by applying the same formula used for the City of Birchwood, which apportions annual operational and capital costs by population. Per the contract, Gem Lake residents will receive the same patrol, response and investigative resources that White Bear Lake residents receive. All operational decisions and administrative duties will remain with the City of White Bear Lake.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council approve the attached Resolution authorizing the Mayor and City Manager to execute a contract to provide police patrol services to the City of Gem Lake in 2018.

ATTACHMENTS

Resolution

RESOLUTION NO.

AUTHORIZING A CONTRACT TO PROVIDE LAW ENFORCEMENT SERVICES TO THE CITY OF GEM LAKE

WHEREAS, The City of White Bear Lake (the City) operates a 24-hour Police Department; and

WHEREAS, the City of Gem Lake has requested the City to provide law enforcement services; and

WHEREAS, the City of White Bear Lake currently has the necessary staffing and equipment to provide the requested services to the City of Gem Lake; and

WHEREAS, contract costs will be calculated by apportioning total annual operational and capital costs by population; and

WHEREAS, the term of the agreement would extend January 1, 2018 through December 31, 2018, to be reviewed mid-year.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of White Bear Lake hereby authorizes the Mayor and City Manager to execute a contract to provide law enforcement services to the City of Gem Lake.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Richter, City Manager
From: Kara Coustry, City Clerk
Date: November 7, 2017
Subject: **Canvassing 2017 General Election results**

BACKGROUND

In accordance to Minnesota Statutes regulating the conduct of Municipal Elections, the City Council serves as the Canvassing Board for all Municipal Elections; the State Canvassing Board, which is comprised of five members, (Secretary of State, two Supreme Court Justices and two District Court Justices), canvasses all statewide elections.

SUMMARY

Attached are the results of the Municipal Election held on Tuesday, November 7, 2017. The results include the absentee ballot totals tabulated at Ramsey County, which were combined with the results taken directly from the tapes printed out from the ballot counters following closing of the polls on election night; all results were reviewed and certified by election judges representing both major political parties.

The attached resolution declares Jo Emerson as Mayor-elect at-large, Doug Biehn as Councilmember-elect representing Ward 2 and Kevin Edberg as Councilmember-elect representing Ward 4.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the attached resolution canvassing the votes for the 2017 General Election.

ATTACHMENTS

Resolution

Results by Precinct printed from the Secretary of State's website

RESOLUTION NO. 12114

A RESOLUTION CANVASSING RESULTS OF GENERAL ELECTION 2017

WHEREAS, the City Charter has provided for a City General Election on the first Tuesday after the first Monday in November; and

WHEREAS, the City General Election was duly held on November 7, 2017; and

WHEREAS, the City Council canvasses the vote totals in accordance with State Statutes; and

WHEREAS, the canvassed votes are as follows:

<u>OFFICE</u>	<u>VOTES</u>
Mayor	
Jo Emerson	2222
Jeff Brown	483
Write-In	96
Councilmember Ward 2	
Doug Biehn	554
Write-In	16
Councilmember Ward 4	
Kevin Edberg	470
Write-In	12

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

1. That, as a result of this General Election, the following persons are hereby declared elected to the office opposite their respective names for the term stated:

TERM OF OFFICE: January 2018 to January 2022

<u>OFFICE</u>	<u>ELECTED</u>
Mayor	Jo Emerson
Councilmember Ward 2	Doug Biehn
Councilmember Ward 4	Kevin Edberg

2. That the City Clerk is hereby authorized and directed to file a certified copy of this resolution with the County Auditor.

Elections & Voting

- [Register to Vote](#)
- [Election Day Voting](#)
- [Other Ways to Vote](#)
- [What's on My Ballot?](#)
- [Election Results](#)
- [Find County Election Office](#)
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Unofficial Results Tuesday, November 7, 2017

[Results Home](#) « [Previous Page](#)

Precincts Reporting in Municipality: 100% 7 of 7

Last Updated: 11/09/17 11:37 AM

Voters Registered at 7AM: 15339

Mayor (White Bear Lake) Results by Reporting District

County: Precinct	NP Jo Emerson	NP Jeff Brown	WI WRITE-IN**
Ramsey: WHITE BEAR LAKE W-1 P-1	316	89	21
Ramsey: WHITE BEAR LAKE W-2 P-1	609	86	37
Ramsey: WHITE BEAR LAKE W-3 P-1	371	81	7
Ramsey: WHITE BEAR LAKE W-3 P-2	52	19	1
Ramsey: WHITE BEAR LAKE W-4 P-1	456	107	9
Ramsey: WHITE BEAR LAKE W-5 P-1	400	101	21
Washington: WHITE BEAR LAKE W-4 P-2	18	0	0
Candidate Totals:	2222	483	96



City of White Bear Lake
City Engineer's Office

M E M O R A N D U M

To: Ellen Richter, City Manager

From: Mark Burch, Public Works Director/City Engineer

Date: November 7, 2017

Subject: **Resolution approving Assessment Rates and Terms for the 2018 Street, Alley, Sanitary Sewer Wye Replacement, Water Service Replacement and Mill/Overlay Improvement Projects**

BACKGROUND / SUMMARY

The City annually reviews the assessment rates and terms applied to the special assessments for the street and utility improvement projects. The assessment rates are based upon the City Council's desire to assess approximately one-third of the cost of street and mill/overlay projects, and approximately one-half the cost of the sanitary sewer wye replacements. The storm sewer assessment rate is adjusted periodically to ensure a uniform rate for property owners throughout the City. Two new assessment categories are being proposed at this time to assist with funding for the 2018 project, water service replacement and alley reconstruction.

The Engineering Department and an independent appraiser will review the assessments to ensure they meet the required benefit test, which state they must be fair, are uniformly applied, and benefit the property by at least the amount of the assessment levied, carefully review all assessment rates.

Based upon staff's analysis and a preliminary review by our appraiser, staff recommends the following assessment rates for the 2018 street and utility projects.

<u>Assessment Category</u>	<u>Cost Per Assessable Foot or Unit Cost</u>	
Street Reconstruction	\$38.19	Residential
	\$50.22	Apartment
	\$60.95	Commercial
Mill & Overlay	\$13.39	Residential
	\$17.51	Apartment
	\$21.32	Commercial
Storm Sewer	\$0.12	Residential
	\$0.24	Apartment
	\$0.24	Commercial

Sanitary Sewer Wye Replacement	\$1,000.00
Water Service Replacement (from main to curb stop)	\$1,200.00
Alley Reconstruction	\$2,200.00

The proposed 2018 assessment rates reflect a 3% increase over 2017 rates for street and mill/overlay projects. Storm sewer and sanitary sewer wye replacement rates will remain the same. The water service replacement and alley reconstruction assessment rates are new in 2018 and will be applied to the reconstruction project in the northeast portion of the city where these improvements are necessary. The water service replacement assessment is based on a 50/50 cost share between the City and property owners. The alley assessment rate for properties abutting an alley assigns 100% of the cost to homeowners for related improvements.

The City has adjusted the payment term of special assessments at various times to prevent undue hardship on property owners. The City's assessment policy specifies a 10-year term for the assessments included in the 2018 improvements; however, the City has in the past extended the term to 15 years during times of economic stress or where assessment amounts are larger due the quantity of work. Staff recommends that the term for the 2018 assessment rolls be set at 15 years in anticipation of larger assessments that will result from the additional improvements. The longer term is a benefit to property owners by reducing the annual payment amount and would not penalize for pre-payment of assessments at any time.

RECOMMENDED COUNCIL ACTION

Staff recommends approval of the attached resolution establishing assessment rates for the 2018 improvement projects.

ATTACHMENTS

Resolution

RESOLUTION NO.:

RESOLUTION ADOPTING SPECIAL ASSESSMENT RATES FOR THE 2018 STREET, ALLEY AND UTILITY IMPROVEMENT PROJECTS

WHEREAS, the City of White Bear Lake undertakes street, alley and utility improvement projects each year to ensure the integrity of its infrastructure systems; and

WHEREAS, the improvements benefit the abutting properties as well as the City as a whole; and

WHEREAS, the City assesses a portion of the cost of the improvements to the benefiting properties; and

WHEREAS, the City desires to annually review the assessment rates applied to the assessment rolls for the infrastructure improvement projects.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that the following assessment rates are hereby adopted for the 2018 street, alley, storm sewer and utility improvement projects:

<u>Assessment Category</u>	<u>Cost Per Assessable Foot or Unit Cost</u>	
Street Reconstruction	\$38.19	Residential
	\$50.22	Apartment
	\$60.95	Commercial
Mill & Overlay	\$13.39	Residential
	\$17.51	Apartment
	\$21.32	Commercial
Storm Sewer	\$0.12	Residential
	\$0.24	Apartment
	\$0.24	Commercial
Sanitary Sewer Wye Replacement	\$1,000.00	
Water Service Replacement (from main to curb stop)	\$1,200.00	
Alley Reconstruction	\$2,200.00	

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Richter, City Manager

From: Rick Juba, Assistant City Manager

Date: July 20, 2017

Subject: **Fiber Connection Project Bid Award**

BACKGROUND/SUMMARY

In July the City Council approved an agreement with the school district to temporarily tap into two of the districts unused fiber optic strands. The City has been investigating ways to improve network connectivity between City Hall and our major facilities, including Public Works, Water Treatment Plant and Fire Station 2. Network connectivity / improvements are needed to allow us to:

- Connect these facilities to the new phone system, greatly expanding their capabilities
- Simplify and reduce the network management of the City and LOGIS staff
- Reduce expenses related to maintenance, equipment, dedicated phone lines, etc.
- Add performance needed to improve network communication and operations between these departments

The White Bear Lake School District (School District) has existing underground fiber optic cabling that runs along several of our city facilities. The School District has offered to make available two (2) strands of their fiber that the City can utilize to connect its remote facilities to City Hall.

Per the approved connectivity agreement, the City is responsible for all splicing and construction costs associated with connecting fiber from our facilities of City Hall, Public Works, Fire Station #2 and the Water Treatment Plant to the closest School District fiber connection. LOGIS, on the City's behalf, recently solicited bids for this utility work. The low bid was EPS with a bid amount of \$66,995. The City had budgeted \$100,000 for fiber improvements in 2017.

The City will also pay a monthly connectivity charge of \$200 to the School District while utilizing their fibers to assist with over network maintenance.

It is important to note that most of the City's investment related to splicing and construction costs are permanent improvements and will be maintained in the event the City ever transitions off the school's fiber and onto another source.

Note: There will be a similar discussion with Ramsey County in 2018 related fiber connectivity west of 35E and that may provide for connection to the Sports Center.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council approve the bid from EPS for fiber connectivity work in 2017 for \$66,995.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT
FOR THE 2017 FIBER OPTIC CONNECTION PROJECT**

WHEREAS, pursuant to resolutions of the City Council, specifications were drawn and a request for bids was made by LOGIS on behalf of the City; and

WHEREAS, the following bids were received:

Contractor	Arvig	Castrejon	Comlink	EPS
Total Bid	\$91,660	\$75,700	\$95,907.16	\$65,995

WHEREAS, EPS provided the lowest responsible bid.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota hereby authorizes the Mayor and City Manager to enter into contract with EPS in the amount of \$65,995.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Richter, City Manager

From: Anne Kane, Community Development Director

Date: November 9th for the November 14, 2017 City Council Meeting

Subject: **Proposed Lease and Tenant Improvement Agreement / 2125 4th Street (Updated)**

BACKGROUND

In 2013, when Ursula's Wine Café's lease was coming to a close, the City Council authorized assignment of the lease to Red Lantern Sushi and extended it for 36 months with an option for an additional 12 month extension. Red Lantern operated a highly regarded sushi restaurant that won notoriety throughout the industry for the past several years. Unfortunately, recent expansion and staff turnover led to the closure of the White Bear Lake location this past summer.

CURRENT PROPOSAL

Following the closure of the sushi bar, The Good Table Restaurant Group LLC (Good Table), expressed interest in establishing a craft burger and beer restaurant. Staff reviewed their preliminary proposal with the City Council at their regular meeting on October 24, 2017. After receiving preliminary interest from the City Council, Staff and representatives from Good Table have reached an agreement to present to the City Council. The agreement includes about \$250,000 in investment to renovate the space inside and out, with approximately \$105,000 coming from the City for HVAC, an outdoor deck and other permanent improvements that will remain with the building. It should be noted, that the dilapidated wooden deck has been removed from the property and concrete for the patio has been poured. Good Table pursued these improvements at their own financial risk due to the seasonal timing and the ability to pour concrete. In the event this agreement is approved, having this work completed now will allow them to keep their anticipated opening date in February 2018. The City's investment would be recouped over the initial five (5) year term of the Lease. Other highlights of the lease include the tenant paying the real estate taxes and assessments, as well as utilities. The tenant is also responsible for all maintenance and repair of all non-structural elements of the building, including the HVAC system.

Good Table currently operates Ingredients Café, not far from this site, and has successfully demonstrated their skills at their existing establishment and Staff is excited by their vision of a casual dining experience in the existing space. Good Table has indicated the plan to have the Burger Bar open for lunch and dinner six days a week.

While the area is guided for future redevelopment in the 2030 Comprehensive Plan, efforts on redevelopment plans for this specific property have not initiated. Staff believes additional façade improvements and activating the space will contribute to the overall vitality of the area and strengthen the regional draw of Downtown White Bear Lake. This investment will also add to the future value of any redevelopment efforts by reinforcing the strong market demand for restaurant

offerings in the Downtown West sub-area. The five year lease term, with possible renewal options, corresponds with the projected timeline actual redevelopment efforts would likely require.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the proposed Resolution authorizing the Mayor and City Manager to execute a five-year Lease of the property at 2125 4th Street and a Tenant Improvement Agreement authorizing up to \$105,000 in City funded improvements to the property with Good Table.

ATTACHMENTS

Resolution

Floor Plan

RESOLUTION NO.

**RESOLUTION AUTHORIZING A LEASE AND
TENANT IMPROVEMENT AGREEMENT**

WHEREAS, the City of White Bear Lake owns real property located at 2125 Fourth Street (the property); and

WHEREAS, the property was previously occupied by two separate tenants both utilizing the space for restaurant use; and

WHEREAS, the property was recently vacated by the former tenant; and

WHEREAS, Len Pratt, on behalf of The Good Table Restaurant Group LLC has proposed to improve the property and occupy it with The Burger Bar restaurant; and,

WHEREAS, the City Council has determined that it is mutually beneficial to improve and occupy the property; and

WHEREAS, the City's requested investment in the improvement of the property is not to exceed \$105,000; and

WHEREAS, the City will be repaid its investment in the property over a five year lease period; and

WHEREAS, The Good Table Restaurant Group LLC will be responsible for paying all taxes and operating expenses associated with the property; and

WHEREAS, The Good Table Restaurant Group LLC will be responsible for all maintenance and repair of non-structural elements of the property.

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 finalize a lease and tenant improvement agreement with the Good Table Restaurant Group LLC for the property at 2125 Fourth Street.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

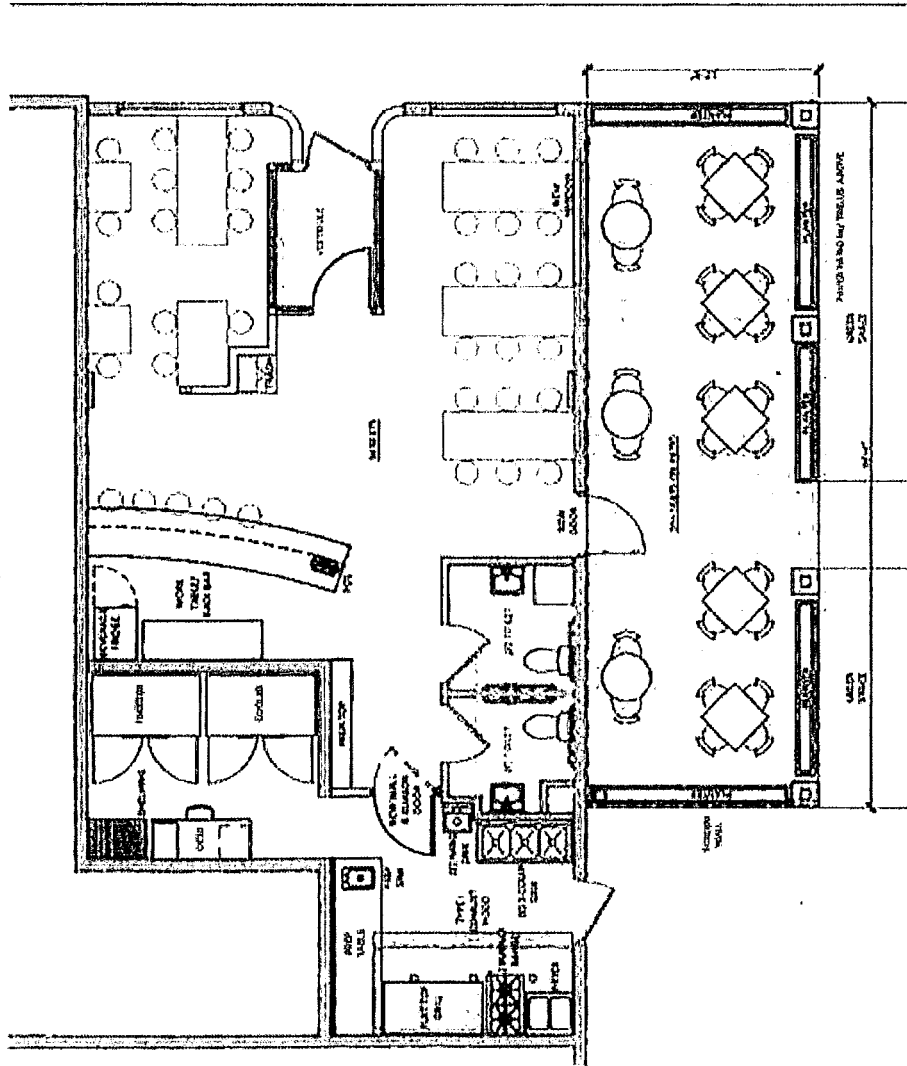
ATTEST:

Kara Coustry, City Clerk

EXHIBIT A

PLAN OF DEMISED PREMISES

4941REK1





City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Richter, City Manager
From: Kara Coustry, City Clerk
Date: September 18, 2017
Subject: Annual designation of polling places

BACKGROUND

Earlier this year, the legislature enacted a new provision, 204B.16 Polling Places; Designation, that requires all municipalities to designate their polling place locations for an upcoming election year by December 31 of the previous year. This provision is in effect for the 2018 state elections.

If the authorized polling place becomes unavailable for use, the new law does permit changing polling place locations in the year of the election.

SUMMARY

With the exception of the Armory location, all polling place sites will remain unchanged in 2018. The polling place for Ward 2 was reassigned to the Armory when the Ramsey County Library was undergoing construction. While the Armory site proved to be a sufficient polling place location in the interim, there were accessibility and parking issues.

The Ramsey County Library Branch Manager, Therese Sonnek, explained that the library was renovated with elections as a consideration. The portion of the building designed to house election activities can be locked off from the main library, which allows for varying hours of election operations, while keeping library operations separate.

The library was used by Ramsey County as one of six centralized early voting locations for all Ramsey County residents to utilize during the 2017 General Election. Early voting activities were reported to have gone smoothly in the new library. The library provides better accessibility and ample parking sufficient to accommodate voters during a busy election.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution designating 2018 polling locations, with Ward 2 being reassigned to the Ramsey County Library in White Bear Lake.

ATTACHMENTS

Resolution

**City of White Bear Lake
Ramsey County, Minnesota**

RESOLUTION NO.

**RESOLUTION DESIGNATING POLLING PLACES FOR THE
2018 STATE PRIMARY AND STATE GENERAL ELECTION**

WHEREAS, Minnesota Statutes 204B.16, subd 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

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

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

WHEREAS, the state primary is August 14, 2018 and the state general election is November 6, 2018.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake hereby designates the following polling places for elections conducted in the city in 2018:

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

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

**City of White Bear Lake
Ramsey County, Minnesota**

RESOLUTION NO.

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

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

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

City of White Bear Lake Environmental Advisory Commission

MINUTES

Date: September 20, 2017	Time: 6:30pm	Location: WBL City Hall
COMMISSION MEMBERS PRESENT	Sheryl Bolstad, Gary Eddy, Chris Greene, June Sinnett	
COMMISSION MEMBERS ABSENT	Bonnie Greenleaf, Greg Pariseau, Gary Schroeher, Eric Wagner	
STAFF PRESENT	Connie Taillon	
VISITORS	None	
NOTETAKER	Connie Taillon	

1. CALL TO ORDER

The meeting was called to order at 6:39pm.

2. APPROVAL OF AGENDA

Commissioner Bolstad moved, seconded by Commissioner Greene, to approve the agenda as presented. Motion carried, vote 4/0.

3. APPROVAL OF MINUTES

a) August 16, 2017 meeting

The commission members reviewed the August 16, 2017 draft minutes and had the following change: Item 6c – Work Plan, change ‘September meeting’ to ‘September 20th meeting’. Commissioner Eddy moved, seconded by Commissioner Bolstad, to approve the minutes of the August 16, 2017 meeting as amended. Motion carried, vote 4/0.

4. VISITORS & PRESENTATIONS

None

5. UNFINISHED BUSINESS

a) 2017-2018 Work Plan

The commission members discussed ideas for goals in 2018. Priority goals include storm drain stenciling/adopt a storm drain program, organics collection, and recycling containers in the downtown area and along Lake Avenue. Other goals discussed include drinking water quality, enforcement of watering bans, and adopting a climate change resolution.

Staff reported that the draft 2018-2038 Ramsey County Solid Waste Management Master Plan proposes to continue distributing SCORE funding, but will add incentives for municipalities who wish to receive additional funding. Cities can choose up to two of the following incentives: curbside collection of bulky items for recycling, inclusion of small businesses in the City hauler contract, recycling service improvements through measurement, and adding an organics drop-off. Staff also reported that the draft Master Plan calls for mandatory textile recycling by 2019 (either curbside, special collection, or drop-off) and curbside organics collection by 2025. Staff asked the commission members their thoughts on including one or more of these items as possible goals starting in 2019. The commission members are interested in looking at adding small businesses to the City hauler contract and organics recycling.

The work plan goals discussion will continue at the October 18th meeting.

b) Budget Updates and Discussion

Staff reported that the Environmental Advisory Commission budget for 2018 will be \$500.00. Any remaining 2017 budget will not carry forward to 2018.

c) Review last month's do-outs

No discussion

6. NEW BUSINESS

a) New do-outs

Commissioners:

- Brainstorm work plan goals prior to the October meeting
- Brainstorm water resources issues/concerns (water quality, groundwater, flooding, recreation, natural resource protection, etc.)

Staff:

- Provide a draft Goose Management Plan for review if one becomes available

7. DISCUSSION

• **Staff Updates**

- **Water Meeting, September 21**

The 25by25 Community Water Meeting will be held at City Hall on September 21st from 6:30pm to 8:30pm.

- **Volunteer Recognition Dinner, October 17**

The Environmental Advisory Commission Members are invited to attend the Volunteer Recognition Dinner at 6pm on October 17th at the White Bear Lake Armory.

• **Commission Member Updates**

No updates

8. ADJOURNMENT

The next meeting will be held on October 18, 2017 at 6:30pm at City Hall. Commissioner Greene moved, seconded by Commissioner Sinnott, to adjourn the meeting at 8:08 pm. Motion carried, vote 4/0.

Park Advisory Commission Meeting Minutes

SEPTEMBER 21, 2017

6:30 P.M.

CITY HALL

MEMBERS PRESENT	Bryan Belisle, Anastacia Davis, Bill Ganzlin, Dan Louismet, Mike Shepard, Joann Toth
MEMBERS ABSENT	Don Torgerson,
STAFF PRESENT	Mark Burch, Mike Natterstad
VISITORS	
NOTE TAKER	Mark Burch

AGENDA TOPICS

1. CALL TO ORDER

Bill Ganzlin called the meeting to order at 6:30 pm.

2. APPROVAL OF MINUTES

Approval of the minutes from July 20 and August 17, 2017 was moved by Mike Shepard and seconded by Dan Louismet. Motion carried.

3. APPROVAL OF AGENDA

Dan Louismet moved to approve the September 21, 2017 agenda, seconded by Bryan Belisle. Motion carried.

4. COMMITTEE REPORTS

None.

5. UNFINISHED BUSINESS

a) Dog Beach Discussion to City Council on 2nd meeting in January (23rd)

Mark Burch informed the Park Commission that City Council will be reviewing Matoska Dog Beach issue at its January 23, 2018 meeting.

6. NEW BUSINESS

* Joann requested that the minutes reflect a compliment to Mike Natterstad and his staff for all the work in putting the Park Capital Improvement Plan together. It reflects a lot of long range planning.

a) 2018 Parks Capital Improvement Budget

Park Commission reviewed the draft 2018 Park CIP and made revisions based on current priorities and needs.

7. OTHER STAFF REPORTS

a) Clark Avenue Flagpole Memorial Restoration Project update

Project has been delayed until 2018 while fund raising continues.

b) Sports Center Update

Sports Center plans are nearing completion. City Council will be considering moving forward with the project at its October 24th meeting.

8. COMMISSION REPORTS

None.

9. OTHER BUSINESS

Mark Burch distributed invitations to the City's annual volunteer appreciation dinner on October 17th.

10. ADJOURNMENT

The next meeting will be held on October 19, 2017 at 6:30 p.m. at City Hall.

There being no further business to come before the Park Commission, the meeting was adjourned. Moved by Bryan Belisle and seconded by Mike Shepard.

PARK IMPROVEMENT PROJECTS

REVISED 9/22/17

PROJECT	2015	2016	2017	2018	2019	2020	2021	2022	NOTES
Bossard Park									
Infield Upgrade	\$ -	\$ -	x	\$ -	\$ -	\$ -	\$ -	\$ -	
Restroom Tuckpointing		\$ 3,000							
Prairie Burn					\$ 800				Next burn @ 5 year interval - 2019
Toilet Upgrade	X								
TOTAL	\$ -	\$ 3,000	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	
Boatworks Park/Boardwalk									
Refinish Benches/Tables/Chairs	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Annual winter project
Boardwalk Maintenance			\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
Invasive Species Control (shoreline)			\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
Plant Replacement/Mulch			\$ 500	\$ 500	\$ 700	\$ 700	\$ 700	\$ 700	
TOTAL	\$ -	\$ 1,000	\$ 3,500	\$ 3,500	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	
Clark Avenue Parkway									
Soldiers Memorial Restoration	\$ -	\$ -	X	\$ 37,500	\$ -	\$ -	\$ -	\$ -	Community Project led by Lions Club
Swim Dock									
TOTAL	\$ -	\$ -	\$ -	\$ 37,500	\$ -	\$ -	\$ -	\$ -	
Ebba Park									
Backstop	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Lights in Park									
Landscaping (trees on south side)									Arbor Day Project
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Hidden Hollow Park									
Trail Enhancements	\$ 10,000	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	Occasional grading & refresh millings
Park Entrance Signs	\$ 1,000								
Buckthorn Control		\$ 3,000	-	-	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	
TOTAL	\$ 11,000	\$ 3,000	\$ -	\$ 2,000	\$ 3,000	\$ 5,000	\$ 3,000	\$ 3,000	
Lakeview Park									
Replace Benches (2)	\$ -	\$ -	-	\$ 2,000	\$ -	\$ -	\$ -	\$ -	
Lakeshore Upgrade				\$ 1,500					
Bench Pad			\$ 1,000	-					
TOTAL	\$ -	\$ -	\$ 1,000	\$ 3,500	\$ -	\$ -	\$ -	\$ -	

Lakewood Hills Park	2015	2016	2017	2018	2019	2020	2021	2022	
Prairie Burn	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ -	Next burn at 5 year interval - 2019 (Prairie Restorations)
Concession Stand Roof Replacement		\$ 30,000							
Concession Stand Siding Replacement		\$ 10,000							
Gable Ends Soffit & Facia (Lion Pavilion)				\$ -	\$ 10,000				
Lion Pavilion Roof Replacement	\$ 40,000								Possible substantial Lion's Club contribution
Replace pavement at softball complex		\$ -	-		\$ 60,000				
Ballfield lighting upgrade						X			
Disc Golf Course		\$ 10,000							Possible Tree Trust Project
Trail restoration/Grading		\$ 3,000							
Fitness Course						X			or at Lions Park
Trail maintenance					\$ 40,000				
Parking Lot LED light conversion					x				
Parking lot maintenance					x				Included in Transportation Section
Play Equipment Upgrade			\$ 60,000						
Fishing Pier Upgrade					X				
Drinking Fountain with Bottle Filler			\$ 2,950						
Picnic Shelter Roof Replacments (4) or entire shelter			\$ 12,000						
Wood Step Replacement			\$ 3,000						Eagle Scout Project
Picnic Table Replacement			\$ 20,000	\$ -	\$ 10,000				2017 - Pavilion, 2018 - Picnic Shelters
Ballfield signs			\$ 500						
Ballfield Infield Restoration				\$ 12,000					
Trail Resurfacing					\$ 15,000				
Buckthorn Control					\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	
TOTAL	\$ 40,000	\$ 53,000	\$ 98,450	\$ 12,000	\$ 138,700	\$ 3,000	\$ 3,000	\$ 3,000	
Lions Park	2015	2016	2017	2018	2019	2020	2021	2022	
Shoreline Restoration	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	(Natural Shore Technologies)
Benches									
Bike Rack with Concrete Pad		\$ 2,500							
Picnic Shelter Replacement				-	-		\$ 60,000		Replace 1 or all 3
Bike Repair Station		\$ 1,500							
Trail maintenance		\$ 2,000							seal coating
Picnic Table Replacement				\$ -	\$ 8,000				
New Restroom						\$ 80,000			
TOTAL	\$ 1,000	\$ 7,000	\$ 1,000	\$ 1,000	\$ 9,000	\$ 81,000	\$ 61,000	\$ 1,000	
Matoska Park	2015	2016	2017	2018	2019	2020	2021	2022	
Entrance Sign	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	
Gazebo Repair/Architectural Study		\$ 4,445	-	\$ 15,000	X				Roof replaced 2016 / Painting 2017 ** Save \$50,000 for future Gazebo Project (2017)
7th Street Swim Beach Dock			\$ 14,590						MnCore
Tree replacements (oaks)		\$ 3,000							Replace large dying oak trees near boat launch
Tree trimming along shoreline	X								
Seal exterior ceilings on restroom & exterior paining			\$ 3,450						7 year cycle (seal again in 2024)
Boat Launch Vegetation Removal		\$ 1,000	\$ 4,500						DNR Invasive Species, etc. signs
Trail maintenance		\$ 2,000							seal coating
Skid replacement			\$ 5,000	-	\$ 5,000	\$ 5,000			Replace 13 skids each year (2017-2020)
Sailboat dock section/Floats/Redecking			\$ 3,000	\$ 10,000					
7th Street Swim Beach Steps			\$ 3,950						

Canoe Rack				\$ 3,000					
Buoys for Dog Beach			\$ 1,533						
Weed Removal				\$ 5,000					
				\$ -					
TOTAL	\$ -	\$ 10,445	\$ 36,023	\$ 33,000	\$ 5,000	\$ 25,000	\$ -	\$ -	
McCarty Park	2015	2016	2017	2018	2019	2020	2021	2022	
Basketball Court with Bench	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	
				\$ -					
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	
Memorial Beach	2015	2016	2017	2018	2019	2020	2021	2022	
Restroom Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Bike Rack									
Paint ornamental railing		\$ 2,000	X						8 year schedule (next project in 2024)
Knee wall/retaining wall on hill			\$ 5,332						Prevent eroision on hill.
Trail maintenance		\$ -	\$ 2,000						seal coating
TOTAL	\$ -	\$ 2,000	\$ 7,332	\$ -	\$ -	\$ -	\$ -	\$ -	
Podvin Park	2015	2016	2017	2018	2019	2020	2021	2022	
Backstop Replacement (2)		\$ 6,000							
Seal Pavilion Ceilings (Exerior) & Paint Soffit		\$ 10,000					\$ 10,000		
Skate Park									
Hockey rink fence repair									
Lacrosse Field Improvements				\$ 16,500					Included in Transportation Section
Dumpster Enclosure				\$ -	-	\$ 30,000			
Drinking Fountain with Bottle Filler				\$ -	\$ 5,000				
Shelter Floor Repair			\$ 1,000						
TOTAL	\$ -	\$ 16,000	\$ 1,000	\$ 16,500	\$ 5,000	\$ 30,000	\$ 10,000	\$ -	
Railroad Park	2015	2016	2017	2018	2019	2020	2021	2022	
Seal Gazebo Ceiling	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Paint Light Poles	\$ 5,000								
LED lights for park	\$ 3,000								
Repair Gutters (copper) on Gazebo		\$ 5,000							Repair or replace
Tree trimming		\$ 4,000							Above Gazebo
Drinking Fountain painting			\$ 500						
Bench (to replace bus shelter)			\$ 2,000						
Fountain Repairs				\$ 10,000					
TOTAL	\$ 13,000	\$ 9,000	\$ 2,500	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
Ramaley Park	2015	2016	2017	2018	2019	2020	2021	2022	
Shelter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Picnic Tables									
Plant Trees - Arbor Day Project		X							
Shelter Doors & Partitions									
Shelter Ceiling Sealing				\$ 5,000					
TOTAL	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	

Rotary Nature Preserve	2015	2016	2017	2018	2019	2020	2021	2022	
Overlay Bituminous Trail		\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Prairie Burn					\$ 800				Next burn at 5 year interval - 2019
Roof repairs (restroom and pavilion)	\$ 5,000								
Seal log structures (restroom and pavilion)		\$ 9,000					\$ 10,000		5 year schedule (next project in 2021)
Buckthorn removal		\$ 3,000			\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	
Trail signs			\$ 5,000						
Restroom Overhang Deflection		X							Brace for Overhang Sag - Monitor
Parking lot maintenance				x					Included in Transportation Section
Restroom floor coating			\$ 3,736						
Drinking Fountain with Bottle Filler						\$ 5,000			
Reconstruct Wetland Overlook						\$ 10,000			Rotary Club, Tree Trust or Eagle Scout Project
TOTAL	\$ 5,000	\$ 32,000	\$ 8,736	\$ -	\$ 3,800	\$ 18,000	\$ 13,000	\$ 3,000	
Spruce Park	2015	2016	2017	2018	2019	2020	2021	2022	
Shelter	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Restroom / Warming House Upgrade									
Restroom floor coating									
Shade trees	X	X							Possible Arbor Day Project
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Stellmacher Park	2015	2016	2017	2018	2019	2020	2021	2022	
Trail surfacing	\$ -	\$ -	-	\$ 15,000	\$ -	\$ -	\$ -	\$ -	
Bench refinishing									
Picnic Table Replacement (1)									
Playground Upgrades				\$ 15,000	X				
Shelter Ceiling Sealing					\$ 5,000				
TOTAL	\$ -	\$ -	\$ -	\$ 30,000	\$ 5,000	\$ -	\$ -	\$ -	
Varney Lake Park	2015	2016	2017	2018	2019	2020	2021	2022	
Trail	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	patch & overlay
Benches		\$ 1,000							
Prairie Burn or Mowing	\$ -	\$ 1,500					\$ 2,000		Next burn at 5 year interval - 2021 (Prairie Restorations). Connie will develop a plan.
TOTAL	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	
Veterans Memorial Park	2015	2016	2017	2018	2019	2020	2021	2022	
Fishing pier repair (structural & floor)	\$ 30,000	\$ 23,700	\$ 27,600	\$ 25,000	\$ -	\$ 5,000	\$ -	\$ -	Periodic inspection and maintenance
Paint fishing pier and bollards, lights, bike racks, drinking fountain		\$ -	\$ 11,745						10 year schedule (next project in 2026)
TOTAL	\$ 30,000	\$ 23,700	\$ 39,345	\$ 25,000	\$ -	\$ 5,000	\$ -	\$ -	
West Park	2015	2016	2017	2018	2019	2020	2021	2022	
Play equipment upgrade	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Swings, zipline, unique pieces
Grill	\$ -	\$ 1,000							
Sign Replacement			\$ 3,500		\$ 10,000				
Bike Rack				\$ 3,000					
Restroom/playground accessible paths				\$ 15,000	-				
Restroom Partition Repairs			\$ 2,516						
Picnic Shelter upgrade				\$ -	\$ 45,000				
TOTAL	\$ -	\$ 91,000	\$ 6,016	\$ 18,000	\$ 55,000	\$ -	\$ -	\$ -	

Weyerhauser Park	2015	2016	2017	2018	2019	2020	2021	2022	
Parking lot maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Included in Transportation Section
Trail maintenance						\$ 20,000			
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	
Willow Marsh	2015	2016	2017	2018	2019	2020	2021	2022	
Trail Improvements	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Grade and wood chip trail
		\$ -							
TOTAL	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Yost Park	2015	2016	2017	2018	2019	2020	2021	2022	
Restroom Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Floor Coating					\$ 4,500				
Ballfield Upgrades (Infield)	\$ -	\$ -	\$ -	\$ -					Infield and backstop
Trail Upgrade		\$ 40,000							Repairs and Overlay
Shelter Ceiling Sealing				\$ -		\$ 5,000			
TOTAL	\$ -	\$ 40,000	\$ -	\$ -	\$ 4,500	\$ 5,000	\$ -	\$ -	
Washington Avenue	2015	2016	2017	2018	2019	2020	2021	2022	
Rubber Safety Surface	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Concrete Repairs					X				Included in Transportation Section
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Downtown	2015	2016	2017	2018	2019	2020	2021	2022	
Bike Racks	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Highway 61 Median	2015	2016	2017	2018	2019	2020	2021	2022	
* See separate budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Miscellaneous/All Parks	2015	2016	2017	2018	2019	2020	2021	2022	
Playground equipment (matching grant program)	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	
Arbor Day	\$ 7,500	\$ 8,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	
City Entrance Signs - Painting	X								Repaint at 7 year interval. Painted in 2015. Paint next in 2022 at \$5000 plus new logos for service clubs.
Playground Equipment Replacement		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	Misc replacements
Tree Trimming		\$ 10,000	\$ 6,400	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	Contract tree trimming in premier parks
Park Bench Restoration	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$275 each for materials
South Birch Lake Trail maintenance		X							Clearing and chipping
Paint County Road 96/I-35E Bridge Railing		X							New in 2016 - 10 year cycle (next project in 2026)
TOTAL	\$ 21,500	\$ 42,000	\$ 39,400	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	
PARKS TOTAL	\$ 121,500	\$ 342,145	\$ 248,302	\$ 240,000	\$ 301,500	\$ 210,000	\$ 133,000	\$ 53,000	

Bituminous Trail Repairs/Maintenance	2015	2016	2017	2018	2019	2020	2021	2022	Construction Fund
Bald Eagle Avenue					\$ 35,000				
Birch Lake Blvd N			\$ 75,000						patch & overlay
Birch Lake Blvd S				\$ 70,000					patch & overlay
County Road 96			\$ 40,000		\$ 150,000				2017 - WB Pkwy to Otter Lake Rd. 2019 - Otter Lake Rd to TH 61
Goose Lake & White Bear Avenue				\$ 50,000					
Lake Avenue North		\$ 22,000							seal coating
Lake Avenue South		\$ 4,000							
McKnight Road			\$ 5,000						seal coating
White Bear Parkway North			\$ 100,000	\$ 75,000					2017 - Maintenance of existing trail. 2018 - Construction of new trail to fill gap between Township Pkwy & Rotary Park
White Bear Parkway South			\$ 45,000						
TOTAL	\$ -	\$ 26,000	\$ 265,000	\$ 195,000	\$ 185,000	\$ -	\$ -	\$ -	
<i>PROJECT</i>	2015	2016	2017	2018	2019	2020	2021	2022	NOTES

PARK IMPROVEMENT PROJECTS

REVISED 9/22/17

<i>Park Improvement Fund Expenditures</i>	2015	2016	2017	2018	2019	2020	2021	2022	NOTES
Bossard Park	\$ -	\$ 3,000	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	
Boatworks Park/Boardwalk	\$ -	\$ 1,000	\$ 3,500	\$ 3,500	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700	
Clark Avenue Parkway	\$ -	\$ -	\$ -	\$ 37,500	\$ -	\$ -	\$ -	\$ -	
Ebba Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Hidden Hollow Park	\$ 11,000	\$ 3,000	\$ -	\$ 2,000	\$ 3,000	\$ 5,000	\$ 3,000	\$ 3,000	
Lakeview Park	\$ -	\$ -	\$ 1,000	\$ 3,500	\$ -	\$ -	\$ -	\$ -	
Lakewood Hills Park	\$ 40,000	\$ 53,000	\$ 98,450	\$ 12,000	\$ 138,700	\$ 3,000	\$ 3,000	\$ 3,000	
Lions Park	\$ 1,000	\$ 7,000	\$ 1,000	\$ 1,000	\$ 9,000	\$ 81,000	\$ 61,000	\$ 1,000	
Matoska Park	\$ -	\$ 10,445	\$ 36,023	\$ 33,000	\$ 5,000	\$ 25,000	\$ -	\$ -	
McCarty Park	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	
Memorial Beach	\$ -	\$ 2,000	\$ 7,332	\$ -	\$ -	\$ -	\$ -	\$ -	
Podvin Park	\$ -	\$ 16,000	\$ 1,000	\$ 16,500	\$ 5,000	\$ 30,000	\$ 10,000	\$ -	
Railroad Park	\$ 13,000	\$ 9,000	\$ 2,500	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
Ramaley Park	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Rotary Nature Preserve	\$ 5,000	\$ 32,000	\$ 8,736	\$ -	\$ 3,800	\$ 18,000	\$ 13,000	\$ 3,000	
Spruce Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Stellmacher Park	\$ -	\$ -	\$ -	\$ 30,000	\$ 5,000	\$ -	\$ -	\$ -	
Varney Lake Park	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	
Veterans Memorial Park	\$ 30,000	\$ 23,700	\$ 39,345	\$ 25,000	\$ -	\$ 5,000	\$ -	\$ -	
West Park	\$ -	\$ 91,000	\$ 6,016	\$ 18,000	\$ 55,000	\$ -	\$ -	\$ -	
Weyerhauser Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	
Willow Marsh	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Yost Park	\$ -	\$ 40,000	\$ -	\$ -	\$ 4,500	\$ 5,000	\$ -	\$ -	
Washington Avenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Downtown	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Highway 61 Median	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Miscellaneous/All Parks	\$ 21,500	\$ 42,000	\$ 39,400	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	
Bituminous Trail Repairs/Maintenance	\$ -	\$ 26,000	\$ 265,000	\$ 195,000	\$ 185,000	\$ -	\$ -	\$ -	
TOTAL	\$ 121,500	\$ 368,145	\$ 513,302	\$ 435,000	\$ 486,500	\$ 238,700	\$ 138,700	\$ 56,700	



REGULAR MEETING OF THE WHITE BEAR LAKE CONSERVATION DISTRICT
7:00 P.M. WHITE BEAR CITY HALL
MINUTES of SEPTEMBER 19, 2017

APPROVAL DATE: APPROVED 10/17/2017

1. CALL TO ORDER The September 2017 meeting of the White Bear Lake Conservation District was called to order by Chair Bryan DeSmet at 7:00 pm in the White Bear Lake City Hall Council Chambers.

2. ROLL CALL Present were: Chair Bryan DeSmet, Vice Chair Mark Ganz; Directors: Mike Parenteau, George St. Germain, Scott Costello and Geoff Ratte (appointed to term 9/1/17-5/20/2020. Absent were; Secretary/Treasurer Diane Longville and Director Susie Mahoney . All excused. A quorum was present. We currently have two vacancies: Dellwood and Birchwood.

Bryan DeSmet announced

3. AGENDA

MOTION #1 (Parenteau / Ganz) **ACCEPT AGENDA AS REVISED. All aye, passed.**

6.1 (Mike) Add Rice Creek Watershed District, Beth Carreno

8a.1 (Bryan) Admin. Sec’y status

8g.2 (Bryan) Add Mahoney/Harrold dock update

9.2 (Diane) Liability insurance waiver option and renewal

4. APPROVAL OF MINUTES OF August 15, 2017 with addition of “ inches” symbol behind 2 ¼ water level difference number on page 2

MOTION #2 (/) MOVED TO APPROVE all aye. Motion Passed

5. PUBLIC COMMENT TIME

(For items not on tonight’s agenda) None

6. NEW BUSINESS

7. UNFINISHED BUSINESS

None

8. REPORTS/ACTION ITEMS

8a. Executive Committee

8a.1 Administrative Secretary status.

).

8b. Lake Level Resolution Committee

Bryan reported that this committee is inactive right now. Our liaisons: Pat

McCann and Gene Altstatt have left the board. He will probably not appointment new liaisons from WBLCD until the first of the year. He will e-mail committee members to that effect and ask that we be kept updated.

8c. Lake Quality Committee

8c.1 Water level: lower than last month

8c.2 Temperature: degrees -- a little colder than last month.

8c.3 EWM update: Friday, Lake Management did treatment status check.

Steve McComas did our check. Mike decided

treatment needed. Steve McComas Blue Water Science will give his report to the board at the October board meeting.. Feel free to ask him any question about the lake quality.

8d. Lake Utilization Committee

8d.1 None

8e. Lake Education Committee

8e.1 E-mail addresses on our website

Scott Costello explained how the e-mail addresses will work that will be put

8f. Treasurer's Report

MOTION #3 (Longville/St. Germain))

MOVE TO APPROVE PAYMENT OF CHECKS # THROUGH All Aye Passed.

MOTION #5 (Longville / Ganz & Parenteau)

**MOTION #6 MOVE TO APPROVE TREASURER'S REPORT So moved. All Aye.
Passed**

8g. Board Counsel Report

8g.1 No activity to report from Sheriff's Department

8g.2 Mahoney/Harrod dock issue status

(Letter of Aug. 10 -- sent out August 14 re-iterating the stipulations contained in the previous Order and an explanation of ADUA). Board handout – (paused for a few minutes to read). On August 15, Mahoneys replied and did not agree with premise or conclusion. Since this ongoing disagreement has the potential of becoming litigious, board asked Administrative Secretary to write a letter to both parties stating that any further correspondence be directed to our Counsel, H. Alan Kantrud.

9. CONSENT AGENDA (Longville / St. Germain)

MOTION #6 Move to accept the consent agenda All Aye. Passed

10. ANNOUNCEMENTS

11. ADJOURNMENT

**Motion #7 (St. Germain // Parenteau) MOVE WE ADJOURN. All Aye, Passed
Meeting Adjourned at p.m.**

ATTEST:

Mary Harrington x
Administrative Secretary

 9/19/17
Date

APPROVED:

Bryan Desmet x

Board Chairperson

 10/17/17
Date

**MINUTES
PLANNING COMMISSION MEETING
CITY OF WHITE BEAR LAKE
October 30, 2017**

The regular monthly meeting of the White Bear Lake Planning Commission was called to order on Monday, October 30, 2017, beginning at 7:00 p.m. in the White Bear Lake City Hall Council Chambers, 4701 Highway 61, White Bear Lake, Minnesota by Chair Jim Berry.

1. CALL TO ORDER/ROLL CALL:

MEMBERS PRESENT: Chair Jim Berry, Erich Reinhardt, Mary Alice Divine, Marvin Reed, Peter Reis and Ken Baltzer.

MEMBERS EXCUSED: Mark Lynch.

MEMBERS UNEXCUSED: None.

STAFF PRESENT: Anne Kane, Community Development Director, Samantha Crosby, Planning & Zoning Coordinator, Michael Hermann, Intern and Amy Varani, Recording Secretary.

OTHERS PRESENT: Todd Muellner and Jeri Parkin.

2. APPROVAL OF THE OCTOBER 30, 2017 AGENDA:

Member Reis moved for approval of the agenda. Kane proposed an amendment to the agenda, adding the Lake Level Lawsuit update to the Discussion Items. Member Reis accepted the amendment. Member Reed seconded the motion, and the revised agenda was approved (6-0).

3. APPROVAL OF THE SEPTEMBER 25, 2017 PLANNING COMMISSION MEETING MINUTES:

Member Baltzer moved for approval of the minutes. Member Divine seconded the motion, and the minutes were approved (6-0).

4. CASE ITEM:

A. Case No. 17-22-V: A request by **Muellner Family, LLP** for a 27-stall parking variance per Code Section 1302.050, Subd. 8(n) in order to bring the existing parking into compliance with current code for the property located at 4801 Highway 61.

Crosby discussed the case. Staff is supportive of the variance, given that the site

has operated with this configuration for the past 17 years without any known issues or complaints.

The resolution was revised since the packets went out. The applicant has proposed some revised language to help correct and clarify some of the conditions that Crosby wrote in the resolution of approval. Staff agrees with these revisions, and they recommend approval of the revised resolution, of which she has placed at the Commissioner's chairs this evening.

Berry opened the public hearing.

Todd Muellner, the applicant, came up to speak. He mentioned that his attorney, Jeri Parkin was also in attendance. Muellner has owned the building for 17 years, and there have been no issues. There are an average of 48 open parking spots every day in the parking lot.

Parkin stated that she has enjoyed working with the Planning staff in trying to get the variance passed. She is in agreement with the revisions.

As no one else came forward to speak, Berry closed the public hearing.

Member Baltzer moved to recommend approval of Case No. 17-22-V with the revised conditions. Member Reis seconded the motion. The motion passed by a vote of 6-0.

5. DISCUSSION ITEMS:

A. Comprehensive Plan Preview: Land Use and Housing Elements.

Kane gave a preview of the Land Use and Housing elements of the 2040 Comprehensive Plan, reminding the Commissioners the process of revising the Comprehensive Plan is a prerequisite of state statute. Every 10 years, all municipalities within the seven county metro area are required to update their Comprehensive Plans.

Throughout 2017, Staff has conducted open houses, presented Com Plan overviews to the business community and MICAH, staffed booths at Marketfest events, and held "pop-up" meetings to gain insight from the community on what they would like to see in the community in 2040. Much of what staff heard is that people want to retain the small-town character of the community and don't want to see things change. However, the City is an evolving entity. Staff wants to make sure that the projections for 2040 address what sort of built environment the City wants to encourage here in White Bear Lake. White Bear Lake is a fully built-out community, and its challenges are a bit unique and different than some of the more high-growth areas to the north and east, who may be identifying different opportunity areas.

Kane summarized that the Metropolitan Council designates all the municipalities within the seven-county metro area into different categories. White Bear Lake is classified as "Suburban". The overall growth of the community by 2040 should be a

density equivalent to five units per acre. White Bear Lake is primarily single-family residential. There is not a significant employment base here. Employment hubs in the NE metro are concentrated in Roseville and Arden Hills.

Kane indicated tonight's discussion is intended to gather some input and guidance from the Planning Commission. Staff wanted to identify opportunity sites which may accommodate the growth projected for White Bear Lake. Met Council has designated the city to grow by 1,200 units with an additional 1,500 people by 2040. Staff has made an initial attempt at identifying properties that they think might be appropriate for redevelopment including properties that have building values that are 50% or less than the land value (which often times leads to redevelopment interest from developers) as well as properties that staff has been able to identify over the years by either interest, state of the property, remote ownership, etc.

Two required elements of the Comprehensive Plan are Land Use and Housing. Staff will be having separate preliminary conversations with the Planning Commission over the next few months where they'll tackle other required elements including utilities, transportation (including trails and transit), parks and open space and water resources (including potable water, waste water and surface water).

Kane discussed the proposed station areas for the contemplated Rush Line Bus Rapid Transit. A station is planned for County Road E and Highway 61. The second station is just north a bit of Cedar, taking advantage of those properties in and around that area that staff anticipates might redevelop by 2040. The third station is at Marina Triangle, focused on the former public works facility. This might shift a little bit further towards Whitaker Street as the city delves deeper into the station area planning. Then the downtown is shown at 4th and Highway 61. The downtown station is not specifically defined for an intersection.

Reis asked if any Park and Ride spaces are identified at any of the four stations. Kane stated that they are not defined yet, noting it is a bit premature at this time. However, at this point she would say County Road E and Highway 61 would be a logical location for a Park and Ride facility. Also, the former public works site, may be suitable for a Park and Ride facility. Staff doesn't want to designate it for just one use, but believes a mix of uses may be accommodated. The bus rapid transit line became really critical as staff started looking at some of the opportunity sites.

Kane introduced Mike Hermann, the Planning intern. He has been updating the maps that are shown in tonight's presentation. Kane stated that she and Hermann went to a kick-off meeting recently on station area planning with the Rush Line group. Staff was there from Hopkins and Brooklyn Center who are looking at transit systems. Kane felt it would be very beneficial to take a Hopkins bus tour.

Anne then discussed the north half of the Opportunity Sites:

- The former public works site is of key interest. It has about 6.5 acres of developable property. It's zoned public and guided for public and semi-public. Kane doesn't want that to prevent the possibility of considering mixed use with maybe a public/private partnership. The White Bear Area Food Shelf sits on this

property which is an important facility to retain on the property. Wholesale redevelopment of it probably wouldn't be realized, but perhaps a shared Park and Ride facility and maybe some of the retail or services that oftentimes are found near Park and Ride facilities. There could potentially be a residential component. There are soil constraints.

- The Marina Triangle, Phase II. This area is guided and zoned Lake Village Mixed Use. There is great potential and great interest there, but not necessarily shared by the current owner. There is a solid plan in place with the Marina Triangle Redevelopment Plan, however it should be reviewed to make sure it is still current.
- Book Parcel. This is a 10-acre parcel. It's owned by the Book family. About 8 acres are buildable. Kane talked about "pocket" neighborhoods; which could introduce a new housing option not presently available in the City. The representative for the property seems receptive to the idea. She would like to conserve as much of the unique natural attributes of the site. Kane suggested it may be best to develop this parcel through a PUD residential designation to allow concentration of smaller lots while retaining natural areas in conservation easements.
- Kyle Parcel. This is a 13-acre parcel, with approximately 4-5 acres of it being buildable. It's a beautiful, single-family residential estate tucked away along the busy corridor of Highway 96. Kane felt staff should have a conversation with the Planning Commission about potentially guiding it for higher density residential, perhaps a cluster development of some sort. It could be a nice in-fill development by 2040 with access to Ramsey County Beach right across the street.

Reis asked if there's any way of hooking up the last two parcels with the Parenteau parcel that's not buildable just to the east of Ramsey County Beach. Kane stated very likely, they could try to get them to buy into some sort of partnership so it adds value to those residential units. They might not have dock rights, but they would have access to the lake.

- Birch Lake Shopping Center. Kane noted this is a 35,000 square foot retail center which has struggled to retain key anchor tenants. Staff is not proposing to guide it for anything but commercial. It's on the market for \$3.9 million. The L-shaped configuration with the restaurant tucked into the corner is really challenging. There is some hope that revitalizing the Sports Center will have a positive effect on the shopping center in bringing some more events and family activities that would support the restaurant. Divine asked about a gas station. Kane stated that the current zoning would allow a gas station, but the tanks and canopy have been removed. Also, gas stations are getting much larger, so this space is likely too small.
- 11th Street Assemblage. This is comprised of three residential parcels, zoned R-3. The owner's son has contacted Kane. She indicated that it would likely be an uphill battle to get commercial zoning there, because there is residential to the

south and east. The son wants to access Highway 96 and Highway 61 directly from the property; however, it is unlikely that Ramsey County and MnDOT would approve curb cuts within 100 feet of a signalized intersection. Kane believes it should remain Single-Family Residential and the Commission agreed.

Reis asked if the owners know about this. Kane stated that many of them do. Staff has not reached out to all the property owners yet. The Comprehensive Plan is simply guiding the properties, not proposing rezoning the properties. If the properties become available in the future, the city can realize the highest and best use if redevelopment is desired.

Kane reminded the Commission of recent development activity or decisions, including the WBL Sports Center and Tower Crossings, Phase II. The City received the Lunds+Byerly's application for a smaller footprint grocery store on just the second lot of Tower Crossings.

Kane discussed the south half Opportunity Sites:

- Rooney's Farm. It is a 4.5 acre site. It's guided Low-Density Residential. Staff is not proposing any changes. It could be a R-3 Single Family Subdivision, most likely it will be a mirror image of the Rooney Place cul-de-sac to the south.
- Wildwood Shopping Center. Staff has met with the owner. He is very interested in redeveloping. He's struggled with occupancy is the retail center. High-Density Residential redevelopment of the entire corner might support the surrounding commercial businesses. It could potentially serve as more student housing for Century College. It could be a mix of young professionals, workforce housing, combined with some Century College housing. There was a reference made to the Gaughn loft development in Forest Lake. With the Planning Commission's insight, there is a possibility of getting the property reguided from Commercial to Residential. Increased density could strengthen the other commercial properties in the area. Divine agreed that the intersection is over-commercialized.
- Intersection of E and Bellaire. Unfortunately, Doug Pfeffer, the owner of the southwest corner, passed away recently due to an accident. He had just listed the property for \$275,000. All four properties are currently available. Gas stations and automobile service facilities on ½ acre lots are antiquated. Staff has tried to attract the small local businesses there. With Speedway for sale at \$225,000, it's a big dollar amount for a small business owner to take on to establish a small business in that space. Kane thought that the southeast corner could be developed as a single family home or a duplex if turned around to face the street to the south. It is currently zoned B-3, Auto Oriented. The tanks have been pulled from all the properties. The known remediation to bring it to commercial occupancy has been completed. There's some interest in putting in a round-about, acquiring all four properties. Finding a solution is very challenging. Divine thought that it's an opportunity that all four corners are available. She'd hate to see it be public and untaxable. It would be interesting to see commercial nodes like in south Minneapolis, but she doesn't know if it

would make it in White Bear Lake. Berry stated that the problem with the corner is the traffic. Kane responded that there is great traffic, and that's what retailers and businesses look for. Reis asked if there is public transportation on E or Bellaire. Kane stated that the bus comes up McKnight to County Road E and then heads east, going through the intersection at Bellaire. Reis asked about senior housing. Kane stated that these are each ½ acre sites. The infrastructure costs do not work (i.e., elevations) because the sites are too small. It was noted that the potential view could be spectacular from this high point. High-Density, Multi-Family might be something that the Planning Commission would be receptive to. A nice tall townhome development could be very attractive if all four sites were developed together. All four corners qualified as blighted. Even multi-family on top of a restaurant would be great. This will continue to be challenging, but staff will try to be creative in guiding it for as much flexibility as possible.

- The Stadium Sports Bar Site. Kane noted that this includes some of the residential properties to the east of it and is about a 10 or 11-acre assemblage. The bar is a successful business, and by no means is the City intending to take that away. Staff has had some preliminary conversations with a multi-family developer interested in the remnant 5-acre parcels to the east and along the north, not including the remote parking lot on the other side of Hoffman. Staff has challenged the developer to come back with a development proposal just a portion of the site. Staff has indicated the City wants to know how the entire site will redevelop in the future. It is important to look at this site's proximity to a future bus rapid-transit station. With Hoffman Place nearby, it makes it very attractive for job connections. The current developer is interested in doing workforce housing. Something that offers the amenities that new renters are looking for, but that they can't find in White Bear Lake right now. The developers are running into some land assembly problems. Kane told them it will be much more attractive if it is comprehensive with all the parcels, instead of excluding just a couple of them. If they run into gap financing because the cost per square foot is higher than they can achieve in rent, Staff has indicate the city will work with them.
- Automobile Dealers. Kane stated due to technological advances by 2040, the City may not have as many dealerships in the future. The City recently approved the Mazda dealership. Staff posed whether it would it be desirable to see these properties redevelop down the road sometime. The building is less than half the value of the land, because all the value is in the inventory that drives off their lots? Bloomington has encouraged dealers to go to two-story showrooms and condense their footprint. These are important businesses in the community, but things will change by 2040 and the City needs to anticipate it. Reis stated that with interest rates low there are lot of cars in inventory because it is so cheap to keep them. However, if there is inflation, it will suddenly become much more expensive to have so many cars in inventory on that real estate.
- Karth Road Properties. Kane indicated the City owns three parcels off of McKnight by Manitou Ridge Apartments, just north of 694 which very attractive

to some of the multi-family developers that staff has talked with along with the proximity of Lakewood Hills park. Kane pointed out one parcel where a physically disabled man lives and the house has been retrofitted to meet his needs. The City is not interested in facilitating loss of that. Eventually, the City might want to entertain a development proposal that next to Lakewood Hills Park. Some developers have expressed interest in Manitou Ridge Apartments, which provides an affordable rental option and fulfills a critical need in the community. Kane indicated that attention also needs to be given to retain the naturally occurring affordable housing and still incentivize and create ways that they bring them up to current standards. The rental-housing program is effective at achieving safe, stable rental units.

- 3881 Highland Avenue. Kane stated this was a convent owned by St. Pius Church. They got approval for a CUP for a small Knights of Columbus office. The parking lot is on the City's Stellmacher Park. The City has had some promising meetings with a local developer who's interested in exploring what it would take to create 8-10 affordable housing units. It's currently zoned R-3, so it would need to be rezoned. Reis thinks that in the future they'll have to think of more creative zoning and CUPs and PUDs, as they deal with infill development. Kane stated that as they look at guiding properties, that would be a good opportunity to look at that.
- The Downtown District. There are several properties: 4th and Bloom, the US Bank site, the post office site, 3rd and Cook and the Lowell triangle. A recent success includes the Parenteau building with a new owner who will be renovating the building, including the upstairs residential units. There is also the redevelopment of the former Lakeshore Players Theater site.

Reed asked if there is city-owned property behind Pezzo's. Kane responded affirmatively and pointed out different nearby properties, including some that are city-owned. Reed asked if the lot behind Pezzo's is the planned station area. Kane stated that was a possibility. The BRT station doesn't have to be right on Highway 61. The City will dig deeper into station area planning in the next 6 to 12 months. It may be appropriate to have a special committee assembled to study the issue, in addition to the Comprehensive Plan update that is underway.

Kane continued to point out downtown sites. The former Red Lantern is going to become a Burger Bar. There will be city investment into the structure, which will be recouped through the rent over the 5-year term. Kane also talked about possible redevelopment of the US Bank site.

Kane discussed a new state law regarding condominiums. The term of responsibility for a developer has been shortened for the care of a building. As a result, there may be an increase in condominium development.

Continuing with the downtown sites, Kane pointed out the post office. Perhaps it would be downsized. There is the 3rd and Cook property. With the Economic Development Corporation, there's been a lot of conversation about putting a parking deck in this location. Kane believes there is a need to have the

conversation internally with the Commission, City Council and Mainstreet about sharing in the cost and allocating costs for parking spaces to the area businesses that would benefit from a parking deck. Maybe it could be mixed use and the City can work with a developer to create two levels of public parking, with the residential up above. There can be a shared parking arrangement. With any project that involves a lot of public funds, we should be thinking about how we can leverage those funds and get a private developer in so that the City isn't just building a single-use parking ramp. Edina is now tearing down their sole-use public parking structures and redeveloping them into mixed-use multi-family shared parking facilities.

Divine asked if downtown White Bear Lake is in a special tax district. Kane explained that it is in a special service district. They raise \$45,000 a year through an assessment that they petition the City to place on them. They can use that for marketing, beautification or however they choose; the Mainstreet organization makes that decision.

Lowell Triangle is another redevelopment area. It's about 3 acres in assemblage. There's great exposure to Highway 61 but developers have expressed some concern about it's lack of direct access to Highway 61. Chuck Lowell owns many of the parcels. The City has also strategically acquired parcels on these blocks so they have input when a redevelopment proposal comes forward. It is currently guided Downtown. It would probably be suited for higher-density residential.

Kane then handed out a print out from the Urban Land Institute covering the relationship between housing, transportation and jobs. She stated that White Bear Lake offers a wide array of housing. As we look to 2040, we should make a concerted effort to continue to try to keep the broad array of housing options available to attract a diverse community. The City Council approved the Housing and Economic Development Coordinator position and staff will be developing some programs aimed towards single-family homeowners for home improvements.

Baltzer asked about senior housing. Do we have too many or not enough units? Are they too overpriced? Kane stated that staff believes we are well covered in this market and likely some of the projects are probably too high-priced. Noting Pioneer Manor is a very successful property with a long waiting list.

Reis spoke to former City Manager Mark Sather recently about affordable senior housing. Many retirees don't have very much in savings. There will be the need for a lot more places like Pioneer Manor and Washington Square. Thirty percent of the population is going to be seniors in another 10 or 15 years.

Berry stated that with the current market rate for senior housing, and once the baby boomers are gone, those buildings will eventually have to transform into younger market-rate apartments or condominiums.

Kane stated that staff will need to study it. She can't imagine the City will want to get into general, affordable housing. There would be a benefit to partnering. Not all

seniors want to live exclusively with seniors. There could be multi-generational affordable housing.

Reis stated that there are a lot of things that may or may not be economically viable now but what will they be like 10 years from now? Kane stated that The Waters don't have enough parking to meet the City's two cars per unit requirement, should it convert to non-senior housing. However, it happens to be next to a future rapid transit line. Reed mentioned that staff may want to research how Uber cars are being utilized in Pittsburgh.

Kane stated that the City's affordable housing allocation for 2030 is 200 additional units. The Plan does not need to identify where they are to go, but the City does need to have enough acreage guided for a density of at least 8 units per acre to accommodate 200 units. Kane comments that is not a highly dense development. Guiding the west central business district would take care of that. It would be helpful, even after the Comprehensive Plan is adopted, to have another workshop with the Planning Commission to identify where affordable housing with close proximity to transit or other amenities would be best located. The City has satisfied their housing allocation for 2020 with Hoffman Place and some of the Habitat for Humanity projects.

Berry asked with White Bear Lake being fully built-out, why does the allocation keep going up? Kane thought that it may be because the Met Council is looking at future transit investments. Housing is 30% percent of monthly costs. Transportation is becoming 20-25% of monthly household costs. She thought some good senior housing would be great, as well as some mixed multi-generational housing. There could be supportive housing where there are young, single moms living with elderly residents.

Divine asked if anyone has applied for any Granny Pods. Kane stated no. However, the City has had lots of accessory dwelling units (ADUs) come through, but have not had a medical ADU, the one that the code was amended for last year.

Divine asked if the Comprehensive Plan addresses specific action items for these neighborhoods where everyone is aging, and some of the housing stock is declining. Kane thinks a Comprehensive Plan could help identify some of the different financial programs that might help. The City will have to identify the ways and means offered to try and encourage that.

Kane appreciates the conversation and feedback. She gathered from the nodding heads that Staff is basically tracking pretty well. Reis thought it was a good conversation. Kane said staff would like to have several conversations with the Planning Commission and report back preliminarily to the City Council before the public hearing process. Staff would like to reach out to all these property owners, auto dealers, and Judge Kyle before they propose formal changes.

B. Lake Level Lawsuit Update.

Kane distributed a map of the communities with wells within 5 miles of White Bear Lake impacted by the recent court ruling. She stated that in early September, the judge found in favor of the plaintiffs. Fortunately, the DNR decided to appeal the ruling because there are some ramifications that could severely impact the community. The City Manager confirmed that our current water supply allocation can support our projected growth of 1,200 additional units and 1,500 additional people by 2040. There was reference to a watering ban for residential properties when water levels in the lake fall below 923.5'. It's not clear in the judge's ruling what that number is based on, but she cites it in a number of locations in her findings. If that rule had been in place, residential properties would not have been allowed to water since 2006. When the DNR decided to appeal, the City was able to join in. Kane reported the first step will be a motion to amend, seeking clarification on the judge's ruling which will happen in January. Kane noted there is no reference in the ruling to the 30% savings over 2016 water usage levels, which tends to benefit those communities that did not make any water conservation efforts to date, and penalizes those, including White Bear Lake, who have actively sought to reduce water usage. It is also going to affect construction right now as the DNR will not issue any dewatering permits. Kane showed a map of the 5 mile "affected zone". If Hugo wanted to drill wells, it's under the same permit that affects their whole City. They will be denied under the current ruling; same with St. Paul. While the current ruling is in effect, even though we're appealing or seeking an amendment, those rules still apply so the other thing that we'll do when we seek the amendment in January is also ask for a stay of this ruling. The same judge will hear the motion to amend and request to stay. She does not think it affects White Bear Lake long term, with the Comprehensive Planning. However, if there is not a stay, it will affect everyone on an individual homeowner basis.

C. City Council Meeting Minutes of October 10, 2017.

-

D. Park Advisory Commission Meeting Minutes from September 21, 2017.

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6. ADJOURNMENT:

Member Baltzer moved to adjourn, seconded by Member Reis. The motion passed unanimously (6-0), and the October 30, 2017 Planning Commission meeting was adjourned at 9:03 p.m.



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Richter, City Manager
From: Connie Taillon, Environmental Specialist
Date: October 30, 2017
Subject: **Ramsey County SCORE grant application**

BACKGROUND / SUMMARY

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

The expected 2018 funding allocation to the City of White Bear Lake is \$58,787. These monies are used to help offset the City's recycling program and collection costs.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the attached resolution which requests the SCORE funding allocation and authorizes the City Manager to submit the grant application to Ramsey County.

ATTACHMENTS

Resolution

RESOLUTION NO.

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

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

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

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

WHEREAS, the City of White Bear Lake's per capita share of the distribution is \$58,787.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of White Bear Lake that the City requests the SCORE funding allocation and authorizes the City Manager to submit the grant application to the Ramsey County Board of Commissioners for approval.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Ellen Richter, City Manager
Date: October 31, 2017
Subject: **White Bear Lake Area Historical Society Funding Request**

BACKGROUND

Since 2006, the City of White Bear Lake has allocated funding to the White Bear Lake Area Historical Society (WBLAHS) to help support its on-going research and programming efforts.

SUMMARY

Attached is a letter from the White Bear Lake Area Historical Society (WBLAHS) requesting payment of \$14,773 as is allocated in the City's 2016 adopted budget.

The WBLAHS is again requesting funds from participating communities, including White Bear Lake, Mahtomedi, White Bear Township, Birchwood, and Dellwood. Spread out on a per capita basis, the City of White Bear Lake's share amounts to \$14,773, which is just over a \$5,000 increase from 2015.

The increase in funding allowed the WBLAHS to hire a part-time Education and Program Coordinator which will give more access to the Fillebrown House and Resource Library, add additional programs and improve response to inquiries. The City's contribution is drawn from the City's Economic Development Fund, which is used to finance general economic development and promotional activities for the community.

RECOMMENDED COUNCIL ACTION

Staff recommends adoption of the attached resolution approving the funding request from the White Bear Lake Area Historical Society.

ATTACHMENTS

Resolution
Letter from WBLAHS

RESOLUTION NO.

**A RESOLUTION APPROVING PAYMENT TO THE
WHITE BEAR LAKE AREA HISTORICAL SOCIETY**

WHEREAS, the White Bear Lake Area Historical Society is a valued community resource; and

WHEREAS, the White Bear Lake Area Historical Society provides a variety of services to the broader community, including the collection and indexing of historical data that is made available to all residents; and

WHEREAS, the White Bear Lake Area Historical Society promotes the preservation of our community's heritage through sponsorship of multiple educational events, celebrations and remembrances throughout the year; and

WHEREAS, the White Bear Lake Area Historical Society is requesting funds from participating communities to support its ongoing outreach initiatives; and

WHEREAS, the City's per capita share of the total request is \$14,773 and was appropriated in its 2017 municipal budget;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that a payment of \$14,773 is hereby approved for the fiscal year 2017.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Richter, City Manager
From: Kara Coustry, City Clerk
Date: November 9, 2017
Subject: **Massage Therapist License**

BACKGROUND

On January 1, 2016, City Ordinance 1127 went into effect which requires all persons performing massage therapy and related businesses to be licensed. The licensee is required to submit documentation which demonstrates they have received the appropriate training and insurance. A criminal history check and financial review are also conducted and approval from the Council is required for all massage related licenses.

SUMMARY

On September 26, 2017, the City received a massage therapist license application for Aili Liu to work at Jade Massage, a licensed massage therapist business located at 2033 County Road E. East, White Bear Lake. The White Bear Lake Police Department successfully verified the applicant's training credentials, insurance coverage, finances and criminal history reports and found nothing to preclude issuance of a massage therapist licenses.

RECOMMENDED COUNCIL ACTION

Staff recommends approving the massage therapist license for Aili Liu.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION APPROVING A MASSAGE THERAPIST LICENSE
FOR THE BUSINESS CYCLE ENDING MARCH 31, 2018**

BE IT RESOLVED by the City Council of the City of White Bear Lake that the following massage therapist license be approved for the business cycle ending March 31, 2018.

Massage Therapist

Aili Liu	Jade Massage 2033 County Road E East
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The foregoing resolution offered by Councilmember _____ and supported by Councilmember _____, was declared carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Ellen Richter, City Manager
Date: November 9, 2017
Subject: **Xcel Energy Franchise agreement and rate evaluation**

BACKGROUND

The City's 20-year franchise agreement with Xcel Energy must be renewed in 2018. Effectively, the franchise provides Xcel Energy access to municipal right of way for its electrical and natural gas distribution system. Terms of the agreement are primarily governed by state statute.

As part of the franchise agreement, the City has the ability to impose a fee to recover costs related to repair and maintenance of its infrastructure. The City currently assesses a 1.5% fee on electrical consumption charges and has no fee for natural gas. Staff is not recommending an adjustment to the electrical franchise fee. Any increase to the electrical fee would result in a change from a percentage rate to a flat fee. However, the City may want to consider assessing a modest fee for natural gas services of 1%, which would generate approximately \$80,000 annually. These revenues could be assigned to the construction fund and utilized to offset costs associated with underground utility repairs.

SUMMARY

Attached is a table illustrating average monthly charges on residential and small commercial accounts resulting from franchise fees imposed in other eastern suburban communities.

RECOMMENDED COUNCIL ACTION

No action required. Staff is seeking direction from the Council. If it is the desire of Council to pursue the addition of a natural gas franchise fee, staff will prepare an ordinance for First Reading.

ATTACHMENTS

Table summarizes east metro communities' franchise fees.

City of White Bear Lake
 Excel Energy Franchise Agreement Renewal
 Monthly Municipal Fee
Comparison with Communities that assess a franchise fee

	Electric Fee		Natural Gas	
	Residential	Small Commercial	Residential	Small Commercial
Maplewood	1.25	15.00	2.50	75.00
Mahtomedi	1.30	14.40	-	-
Little Canada	2.75	40.00	-	-
Forest Lake	4.00	18.50	3.00	15.00
New Brighton	3.10	19.95	1.50	1.80
Shoreview	2.50	30.00	1.30	112.00
W. St. Paul	4.35	40.30	-	-
Mounds View	3.35	30.65	2.00	11.00
Oakdale	1.50	10.00	1.50	8.00
S. St. Paul	3.35	30.65	1.50	8.25
Stillwater	2.00	18.00	1.00	5.00
Cottage Grove	1.65	8.25	1.65	8.25
White Bear Lake	1.25	11.50	-	-
Optional fee			0.50	2.70