



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JANUARY 23, 2018
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 January 9, 2018

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

Nothing scheduled

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

A. Resolution authorizing purchase of cardiac monitor/defibrillators

B. Resolution approving 2018 Pay Equity Compliance Report

10. CONSENT

A. Resolution authorizing temporary liquor licenses

B. Resolution approving massage therapist license

C. Resolution certifying fire suppression system installation charges at 2186 4th Street and assessing those charges to the property for collection as a special assessment

D. Resolution authorizing an extension to the Comcast Cable Franchise Agreement

11. DISCUSSION

A. Staffing for lobby of Public Safety building

B. DNR permitting requirements resulting from court ruling

12. COMMUNICATIONS FROM THE CITY MANAGER

➤ Willow Lane Elementary at Donatelli's from 11 am– 1pm: 1/30, 2/6, 2/13, 2/20, 2/27

➤ Confirmed 2018 Council Calendar

➤ Update on planning for trail along South Shore Blvd

13. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JANUARY 9, 2018
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, Assistant City Manager Rick Juba, Finance Director Don Rambow, City Engineer Mark Burch, City Clerk Kara Coustry and City Attorney Andy Pratt.

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

Minutes of the Regular City Council Meeting on December 12, 2017.

It was moved by Councilmember **Biehn** seconded by Councilmember **Walsh**, to approve the Minutes of the Regular City Council Meeting on December 12, 2017.

Motion carried unanimously.

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

**Mayor Jo Emerson – At Large
Councilmember Doug Biehn – Ward 2
Councilmember Kevin Edberg – Ward 4**

The city clerk administered the Oath of Office to Jo Emerson, Doug Biehn and Kevin Edberg.

3. APPROVAL OF THE AGENDA

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

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

Nothing scheduled

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

A. Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Karen Smith for a variance to construct a third accessory structure for the property at 1817 Richard Court. (Case No. 17-24-V). **Resolution No. 12145**
2. Consideration of a Planning Commission recommendation for approval of a request by Joe Prigelmeier for two variances in order to construct a detached garage for the property at 2628 Riviera Court. (Case No. 17-25-V). **Resolution No. 12146**

It was moved by Councilmember **Biehn**, seconded by Councilmember **Walsh**, to adopt the consent agenda as presented.

Motion carried unanimously.

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

- A. Second reading of an ordinance establishing gas and electric fees.

City Manager Richter reported the first reading was held at the December 12, 2017 City Council meeting. The City Council decided not to change the franchise fee schedule. The City is obliged to adopt a franchise agreement prior to the end of January 2018. Ms. Richter asked Council to consider public comments toward adoption of the attached ordinances, which mostly contain provisions outlined by statute. A summary resolution is also attached to facilitate publication.

Mayor Emerson opened the public hearing at 7:08 p.m.

As no one came forward to speak, Mayor Emerson closed the public hearing at 7:08 p.m.

It was moved by Councilmember **Jones** seconded by Councilmember **Biehn**, to approve **Resolution No. 12147** establishing the title and summary approval of **Ordinance No. 18-01-2028, Ordinance No. 18-01-2029 and Ordinance No. 18-01-2030** establishing gas and electric fees.

Mayor Emerson thanked Colette Jurek with Xcel for being in attendance.

- B. Second reading of an ordinance establishing right-of-way for small cell permits

City Manager Richter reported the first reading was held at the December 12, 2017 City Council meeting. Following state legislation, the City needed a mechanism to regulate small cell and small cell facilities placed in City right-of-way. In the meantime, the City prepared an agreement in November to facilitate conversations with service providers eager to begin work.

City Attorney Pratt explained that after meeting with the Community Development Department, the Engineering Department and Administration staff, it was determined there are some gaps in the ordinance in its current state, which staff would like to address prior to adoption. Mr. Pratt stated that in November, a model co-location agreement was drafted for these small facilities to go on poles in the right-of-way, which was required under the statute. Mr. Pratt clarified the right-of-way ordinance is different because it

governs everything that happens in its right-of-way, whether that is placement of small cell wireless facilities, larger wireless facility, excavation, etc.

Mr. Pratt shared specific points still under review related to permitting small cell wireless. Staff is reviewing costs charged by other communities, in addition to the internal time it takes to review these requests so the right permit fee is charged. Also, to preserve esthetic standards of the City, language is being crafted to better define the appearance of these poles and towers.

Councilmember Edberg asked if this ordinance should be broadened to regulate wireless technology rather than small cell wireless technology such that it covers internet as well.

Ms. Richter agreed there are other technologies that could be placed in City right-of-way and staff is seeking to broaden the language to include more than small cell wireless technology.

Councilmember Edberg stated that communities in many states are exploring their own internet services as a way of addressing recent FCC repeal of net neutrality. While not advocating for the City to provide internet at this time, Councilmember Edberg asked staff to consider this option while revising this ordinance so it does not stymie the City's ability or the Cable Commission's ability to offer internet service in the future.

In response to Councilmember Walsh, Ms. Richter confirmed that right-of-way refers to city streets and sidewalks, rather than county roads running through the city, or municipal structures, such as the water tower. Ms. Richter reported that staff has had preliminary conversations with the County to coordinate processes and expectations for use of the right-of-way, however, the County is not as far along in the process. The City may look to revise its ordinance for better alliance once the County finalizes its ordinance.

Mayor Emerson opened the public hearing at 7:22 p.m. As no one came forward to speak, Mayor Emerson closed the public hearing at 7:22 p.m. and stated this item will be brought back to the first Council meeting in February.

9. NEW BUSINESS

A. Resolution electing Chair of the City Council

Mayor Emerson stated the current Chair is Councilmember Edberg. Mayor Emerson asked for nominations. Councilmember Jones motioned to nominate Councilmember Edberg, seconded by Councilmember Biehn. There were no more motions and Councilmember Edberg accepted the nomination.

It was moved by Councilmember **Jones**, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12148** electing Kevin Edberg as Chair of the City Council.

Motion carried unanimously.

B. Resolution designating City Attorney – Prosecutor and Counselor for 2018

City Manager Richter reported that each year the Council must appoint a Prosecuting City Attorney and Counselor City Attorney to represent the City of White Bear Lake. Mr. Pratt represents Eckberg Lammers and was appointed as the City Attorney in August following

Roger Jensen’s retirement. City staff is recommending re-appointment of Andy Pratt with an increase commensurate with executive staff increases at 2.75%.

Ms. Richter stated that last year Rob Olson had signed a three-year contract as the City’s Prosecuting Attorney. While the price increased in 2017 over 2016, this was to account for the additional costs associated with assuming the Domestic Violence Enhancement Project previously handled by the County.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12149** designating City Attorney Counselor for 2018

It was moved by Councilmember **Biehn**, seconded by Councilmember **Jones**, to adopt **Resolution No. 12150** designating City Attorney Prosecutor for 2018.

Motion carried unanimously.

C. Resolution appointing Administrative Hearing Officer and setting 2018 administrative fines

City Manager Richter reported that the City adopted an ordinance in 1996 establishing a procedure for issuance of citations for violations of City ordinances. Since that time, Kathleen Marac has served as the City Council appointed administrative hearing officer. Ms. Richter noted the administrative fine schedule is not changing at this time, but it is under review as staff seeks to include some new code enforcement related fines.

It was moved by Councilmember **Edberg**, seconded by Councilmember **Jones**, to adopt **Resolution No. 12151** appointing Administrative Hearing Officer and setting 2018 administrative fines.

Motion carried unanimously.

D. Resolution appointing City representatives to Ramsey County League of Local Governments, Ramsey County Dispatch Policy Committee, Vadnais Lake Area Water Management Organization and Rush Line Task Force

City Manager Richter noted that a brief description of each committee was included in the memorandum, including the Ramsey County Dispatch Policy Committee – a new committee. The Dispatch Policy Committee would be about three times per year to review policies and procedures established by all jurisdictions of the Ramsey County Dispatch Center. After some discussion, the following appointments were established:

<u>Organization</u>	<u>Representative</u>	<u>Alternate</u>
Rush Line	Emerson	Edberg
Vadnais Lake Area Water Management Organization	Jones	Walsh
Ramsey County League of Local Governments	Biehn	Engstran
Ramsey County Dispatch Policy Committee	Biehn	Jones

It was moved by Councilmember **Edberg** seconded by Councilmember **Walsh**, to adopt **Resolution No. 12152** appointing City representatives to Ramsey County League of Local Governments, Ramsey County Dispatch Policy Committee, Vadnais Lake Area Water Management Organization and Rush Line Task Force.

Motion carried unanimously.

E. Resolution naming the official newspaper to perform official publications

Ms. Richter reported that each year the City must designate its official newspaper according to the Charter. The White Bear Press meets all of the requirements for legal publication and is the only newspaper located within the City of White Bear Lake. Their request for a 3% increase is consistent with pass increases.

It was moved by Councilmember **Edberg**, seconded by Councilmember **Engstran**, to adopt **Resolution No. 12153** naming the official newspaper to perform official publications.

Motion carried unanimously.

F. Resolution accepting quotes and ordering purchase of a new dump truck chassis

City Engineer Burch stated that the Public Works Department is recommending the City proceed to purchase a dump truck chassis including the dump body, plow equipment and salt application equipment. This truck will replace a 13-year old truck in the current fleet.

Mr. Burch reported that bids for the truck and plowing equipment were obtained from the State of Minnesota purchasing contract. The Interstate Truck Center bid of \$62,496.00 is the lowest bid, which meets the city's specifications for the truck chassis. The Towmaster, Inc. bid of \$106,635.00 for the dump body and plowing equipment is the second lowest bid on the state contract, with Truck Body & Equipment International, Inc. (TBEI) providing the lowest bid of \$103,649.00.

Staff recommends bypassing the lowest bid from TBEI based upon experience and previous equipment purchases, and instead proceed to the second lowest bid on the state contract for the plowing equipment package from Towmaster, Inc. The city currently has several trucks equipped with Towmaster equipment and has been pleased with their performance and service.

Mr. Burch explained that the dump truck and plow equipment is included in the 2018 Street Department budget for \$225,000.00, sufficient to cover the total cost of the truck and assorted equipment of \$169,131.00. The Freightliner truck cab and chassis is the current model with the current emission standards and transmission and includes the equipment necessary in the City's application of salt in the winter.

Mr. Burch expounded on the city's snow policy, stating salt is used sparingly and only at stops and intersections. The city does not salt residential streets. City Manager Richter added that salt trucks are weighed both before and after salt applications to ensure conservative use of salt. The City continues to balance community expectations for clear roads with the use of salt for the implications this practice has on water quality.

Councilmember Jones added that VWLAMO has formed a sub-committee asking municipalities for creative ways to address snow removal since reverting from sand back to salt ten (10) years ago. Use of both sand and salt have negative implications.

It was moved by Councilmember **Jones**, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12154** accepting quotes and ordering purchase of a new dump truck chassis.

Motion carried unanimously.

G. Resolution authorizing a service agreement with Northeast Youth and Family Services

City Manager Richter reminded the Council of a ‘transfer of service’ agreement between the city and NYFS in mid-2012 that provided a five-year period in which the city’s funding to the tune of \$90,000 was reduced to a funding level proportionate by population size to other participating cities. Last year marked the first year of proportionate funding at \$39,029. The 2018 funding request of \$39,575 represents a 1.4% increase over last year and was anticipated in the 2018 budget.

Mayor Emerson reported that Councilmember Walsh serves on the Board of NYFS. Councilmember Walsh stated it is a good board and a well-run organization. He mentioned that many cities with representation simply send a check and not a representative. Councilmember Edberg questioned whether appointment to the NYFS Board should be part of the annual appointments resolution and Council agreed that it should be added for next year’s list of appointments.

Councilmember Walsh shared information about fundraising efforts of NYFS including the Leadership Lunch during the first week in May.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12155** authorizing a service agreement with Northeast Youth and Family Services.

Motion carried unanimously.

H. Resolution authorizing controller upgrades on the City’s emergency sirens

City Manager Richter reported there are five emergency sirens in the community, four (4) of which are over 30 years old. The city has been budgeting \$25,000 every year in case one of them requires repair. In 2016, Ramsey County Emergency Communications (RCEM) recommended an update to establish a cohesive county-wide control system that will allow RCEM to selectively activate sirens as needed, rather than always sounding the alert county-wide.

Ms. Richter stated the city acquired a bid of \$38,968 from Federal Signal to update the controllers on all five signals. When St. Paul updated their emergency siren system, Federal Signal was the vendor that prevailed through the competitive bidding process. Since then, all other municipalities in Ramsey County have used Federal Signal for consistency purposes. The City intends to utilize \$25,000 in budgeted funds, in addition to \$14,000 from the city’s building fund to cover the cost of these controllers. A deadline of April 1, 2018 was set in preparation for the upcoming severe weather season.

It was moved by Councilmember **Biehn**, seconded by Councilmember **Jones**, to adopt **Resolution No. 12156** authorizing controller upgrades on the City's emergency sirens.

Motion carried unanimously.

10. HOUSING AND REDEVELOPMENT AUTHORITY

Chair Doug Biehn called the Housing and Redevelopment Authority to order at 7:51 p.m. (please refer to the minutes of the Housing and Redevelopment Authority for action taken that included the following items):

1. Call to order
2. Roll Call
3. Approval of the agenda
4. Approval of the minutes
5. Election of a Chair and Vice Chair of HRA
6. Adjournment:

Mayor Emerson reconvened the City Council meeting at 7:55 p.m.

11. CONSENT

- A. Acceptance of November Environmental Advisory Commission Minutes; December Planning Commission Minutes.
- B. Resolution establishing regular meeting nights of the City Council of the City of White Bear Lake. **Resolution No. 12157**
- C. Resolution authorizing City Manager to invest and transfer funds for the City, designation of band depository, and depositing for investments. **Resolution No. 12158**
- D. Resolution fixing surety bonds for various City Officials and providing for approval of the same. **Resolution No. 12159**
- E. Resolution authorizing the City Manager to pay claims made against the City. **Resolution No. 12160**
- F. Resolution authorizing 2018 travel reimbursement amounts. **Resolution No. 12161**
- G. Resolution approving massage therapist licenses. **Resolution No. 12162**
- H. Resolution approving an agreement with the Ramsey County Housing and Redevelopment Authority for a Community Development Block Grant to fund a shingle roof replacement at the Community Counseling Center Building. **Resolution No. 12163**
- I. Resolution amending the Union contract with Law Enforcement Labor Services for White Bear Lake Police Department Sergeants. **Resolution No. 12164**

It was moved by Councilmember **Biehn**, seconded by Councilmember **Jones**, to adopt the Consent Agenda as presented.

Motion carried unanimously.

12. DISCUSSION

Nothing scheduled

13. COMMUNICATIONS FROM THE CITY MANAGER

- 2018 Work Session Calendar - Ms. Richter confirmed the proposed dates except the May Redevelopment/Housing Work Session. After attempts to reschedule the May work session were unsuccessful, she agreed to return to Council with additional alternate dates for the Redevelopment/Housing work session.
- Fire Station #2 Furnace Failure - Ms. Richter reported furnace failure at Fire Station #2. City Engineer Burch explained that the control module failed on the old furnaces, which caused air intake in the old generator, leading to an ice plug in the lift station, which broke and released wastewater in the area. The area has been cleaned and furnaces will be delivered tomorrow and should be operational by Friday.
- February 3rd Events – In partnership with Explore White Bear, Fishing for Life and the Lions Club, the VFW will be holding a fishing tournament on February 3rd beginning at 1:00 p.m. to piggy-back off of the Barely Open event which begins at noon. The Barely Open is a fundraiser for the Food Shelf. Public Safety personnel will be on-hand to monitor traffic and Public Works personnel will assist with trash pick-up. The events expect to draw 700 attendees.
- Extended Freeze – Ms. Richter reminded Council of the extended cold temperatures in 2013, which caused over 100 pipes to freeze in White Bear Lake. The city has not had a lot of snow coverage to provide a buffer against the extreme cold, which has put the frost level down to four (4) feet. It would not take much to cause another foot to freeze, which could cause service lines to freeze. The city will be placing information on the website for residents related to prevention.

City Engineer Burch explained that the city has notified a list of residents who have experienced problems with frozen lines in the past. They have instructions for things they can do to mitigate issues resulting from the freeze. The city maintains the main line in the street, but service to the house is the homeowner's responsibility. If residents experience issues, please contact the city's engineering or public works departments.

- Street Improvements – City Engineer Burch explained that the engineering department is preparing the 2018 Feasibility Report for 2018 Street Improvement Projects. Staff will be recommending adding a couple of additional sidewalks including the south side of 11th Street from Stewart Avenue to Johnson, which will bring people to West Park. The sidewalk will not be reconstructed on the north side of 9th Street, from Stewart Avenue to Johnson. The City will be looking to finish the trail segment on Birch Lake Blvd South to extend around Birch Lake and continue the trail segment on Old White Bear Avenue from South Shore to Cottage Park Road.
- City Engineer Burch shared renderings from JLG Architects of the Sports Center with new translucent panels and a much-improved appearance. Staff has been busy securing contracts with just 2.5 months away from starting the project.

- Community Development Director Kane shared a Comp Plan calendar for the year for those who may have an interest in attending on a particular topic. Ms. Kane reviewed six required elements of the plan as Land Use, Transportation, Water Resources, Parks & Trails, Housing and Implementation; and two optional elements, which are resiliency and economic competitiveness. Over the next six month, each element will be explored in more detail with their respective commissions as follows:

- Resilience/Sustainability: Parks Commission on January 18, 2018
- Housing/Land Use: Planning Commission on January 29, 2018
- Parks: Parks Commission on February 15, 2018
- Natural Resources: Environmental Commission on February 21, 2018
- Economic Competitiveness: Economic Development Corporation on March 8, 2018
- Transportation/Utilities: Planning Commission on March 26, 2018
- Implementation/Draft Plan: Planning Commission on April 30, 2018
- Review Draft Plan: City Council on May 8, 2018
- Public Hearing: Planning Commission on May 28, 2018
- Adjacent Community Review begins June 30, 2018
- Submit Draft Plan: Metropolitan Council on December 31, 2018
- City Council within 9 months will adopt a final plan

Councilmember Edberg asked who determines what topics are important. In response, Councilmember Kane explained that the Metropolitan Council provides a solid framework. They tell us what to look for in the community, such as employment nodes, or strong manufacturing, and guide communities toward those features. With the City's historic downtown, the economic competitiveness component distinguishes us from other communities. Ms. Kane recapped this is a function of Metropolitan Council, staff and the Economic Development Corporation who has identified special needs areas, such as the market study for downtown or County Road E corridor planning efforts.

14. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Jones** seconded by Councilmember **Walsh** to adjourn the regular meeting at 8:18 p.m.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and Council Members
From: Ellen Richter, City Manager
Date: January 18, 2018
Subject: Resolution authorizing purchase of cardiac monitor/defibrillators

BACKGROUND

Each of the Fire Department's four (4) ambulances are equipped with HeartStart MRx cardiac monitors/defibrillators, purchased in 2008. As described in the attached email from Chief Peterson, the Federal Drug Administration (FDA) has decertified these particular monitors due to electrical issues that may prevent the device from operating properly. After researching products manufactured by the two leading manufacturers, the department is recommending purchase of the Lifepak 15 monitor from Physio-Control. The cost to replace the four (4) monitor/defibrillators is \$124,128. Due to the age of the monitors, no warranty or recall benefit appears to be available. However, staff will continue to pursue opportunities to recover any remaining depreciated value lost due to the recall.

The FDA announcement was released last fall at a time of significant transition in the Fire Department; consequently, replacement of the monitors is not reflected in the 2018 capital budget. However, the budget does include \$91,000 for the replacement of the department's hand-held radios/pagers. Due to upcoming operational changes in the Fire Department, which modify response call protocols, use of these radios/pagers will no longer be necessary. The remaining balance for the purchase of new monitors will be reconciled using savings realized through low bids received for the purchase of the Public Works dump truck.

RECOMMENDED COUNCIL ACTION

Staff recommends approval of the attached resolution authorizing the purchase of replacement cardiac monitors at a cost of \$128,128.

ATTACHMENTS

Resolution
E-mail from Chief Peterson

RESOLUTION NO.

**RESOLUTION ACCEPTING AUTHORIZING PURCHASE OF CARDIAC
MONITOR/DEFIBRILLATORS**

WHEREAS, each of the four (4) ambulances are equipped with HeartSmart MRx cardiac monitor/defibrillators; and

WHEREAS, the Federal Drug Administration (FDA) has recently decertified the HeartSmart MRx monitors due to concerns related to electrical reliability; and

WHEREAS, after researching two leading manufacturers, the Fire Department is recommending purchase of the Lifepak 15 monitor from Physio-Control; and

WHEREAS, the cost to replace the four (4) monitor/defibrillators is \$124,128 to be paid for by using \$91,000 which was budgeted for replacement of hand-held radios/pagers and supplemented by savings realized through low bids for the purchase Public Work's dump truck; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of White Bear Lake that the Council hereby approves purchase of a four (4) Lifepak 15 monitor/defibrillators from Physio-Control at a cost of \$124,128.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

Kara Coustry

From: Ellen Richter
Sent: Thursday, January 18, 2018 4:50 PM
To: Kara Coustry
Subject: FW: New Cardiac Monitors
Attachments: Physio-Control 1 Year Service.pdf



Ellen Richter
City Manager
City of White Bear Lake
(651) 429-8516
erichter@whitebearlake.org | www.whitebearlake.org



Follow us on Facebook & Twitter

From: Greg Peterson
Sent: Tuesday, December 26, 2017 4:00 PM
To: Ellen Richter <erichter@whitebearlake.org>
Subject: New Cardiac Monitors

Ellen,

This fall, the Federal Drug Administration removed its approval of the HeartStart MRx Monitor/Defibrillator, which are the cardiac monitors that we use to treat patients. This was due to electrical issues that may prevent the device from operating properly.

It was clear that we needed to purchase new monitors, so we have had two of the major manufactures, Physio-Control and Zoll, provide demonstrations and pricing for comparable monitors. Both monitors are capable of providing what we need in a cardiac monitoring, however we needed to make a choice as to which one was the better option for our department. After receiving employee feedback, reviewing the price quotes and checking with our mutual partners, the Lifepak 15 monitor from Physio-Control is the best option for us. It provides improved technology and functionality that will allow us to provide good quality care into the future.

I have attached the quote we received from Pysio-Control to purchase 4 monitors and the associated supplies. The grand total is \$124,128.55. I would like to seek approval to make this purchase at the council meeting on January 23rd, 2018.

Please advise if you need additional information or have any questions.

Thank you,

Greg



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Ellen Richter, City Manager
Date: January 18, 2018
Subject: Pay Equity Report

BACKGROUND/SUMMARY

Since 1984, the City has been required to comply with the Minnesota Local Government Pay Equity Act (also known as Comparable Worth) and every three years it must submit a report in a designated format so the State may confirm compliance. The report is submitted electronically and a printed version is attached for the City Council's review.

Pay Equity Act

By its simplest definition, the Pay Equity Act requires that when employee classes (or position) which are male-dominated are compared to comparably ranked employee classes which are female-dominated, an equitable compensation relationship must exist. In other words, male and female employees of the City performing comparable work must be paid the same or a reasonable variance.

A system utilized by the City analyzes the jobs performed by city employees, and assigns a point value based on the degree of difficulty of the position's tasks, knowledge or skills required to perform the tasks, the environment in which the tasks are performed, and the consequence of error. By using these common denominators, jobs which are vastly different may be ranked and a proportionate range established to ensure an equitable compensation relationship. For example, a position in the building inspection department may have little in common with one in the Community Counseling Center, but the point-factor analysis will allow determination of whether compensation for the two positions is reasonably proportionate. When the gender of the employees is factored, a determination may be made whether female-dominated positions are paid less than comparable male positions. The City's Position Classification and Compensation Plan employs these point values to assign positions to compensation or responsibility levels and also establishes a wage range for each particular level. Due to the proportionality of the wage ranges in the Plan's compensation table, the City essentially ensures pay equity so long as the plan is administered correctly. The Mayor and Council have reviewed this plan and its administration annually for the past 30 years and confirmed compliance.

Report

The attached report confirms that the result of consistent application of the City's Position Classification and Compensation Plan is compliant with the Pay Equity Act. The three tests included in the compliance report confirm that as of December 31, 2017 the City's compensation of its employees complies with the requirements of the Act. The graphic component of the report illustrates a high degree of correlation between current pay and the predicated pay range used in the State's methodology. While the State must confirm the results (a determination usually takes 3 to 4 months) its, compliance report shows that the City falls well within the required ranges.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the attached resolution approving the City's 2018 Pay Equity Compliance Report.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION APPROVING 2018 PAY EQUITY COMPLIANCE REPORT

WHEREAS, in 1988, the City of White Bear Lake established a Position Classification and Compensation Plan to, in part, ensure an equitable compensation relationship for all employment positions of the City; and

WHEREAS, the City Council annually reviews the Position Classification and Compensation Plan to confirm that the results of its administration are consistent with the Plan's objective; and

WHEREAS, a report has been prepared and presented to the City Council, which applies the City's payroll and employee data as of December 31, 2017 to a State of Minnesota compensation practice analysis which confirms that any deviation from the predicated pay range of the analysis is not gender based.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of White Bear Lake, that the City's 2018 Local Government Pay Equity Compliance Report is hereby approved.

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

Ayes:

Nays:

Passed:

ATTEST:

Jo Emerson, Mayor

Kara Coustry, City Clerk

Compliance Report

Jurisdiction: White Bear Lake
4701 Highway 61

Report Year: 2018
Case: 1 - 2017 (Private (Jur Only))

White Bear Lake MN 55110

Contact: Ellen

Phone: (651) 429-8516

E-Mail: erichter@whitebearlake.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	29	24	7	60
# Employees	51	34	42	127
Avg. Max Monthly Pay per employee	5,373.76	4,994.15		5,062.30

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 130.05 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	18	17
b. # Below Predicted Pay	11	7
c. TOTAL	29	24
d. % Below Predicted Pay (b divided by c = d)	37.93	29.17

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 83	Value of T = -0.433
------------------------------	---------------------

- a. Avg. diff. in pay from predicted pay for male jobs = \$2
- b. Avg. diff. in pay from predicted pay for female jobs = \$30

III. SALARY RANGE TEST = 95.56 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 4.30
- B. Avg. # of years to max salary for female jobs = 4.50

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
- B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

LGID 1407

Case: 2017

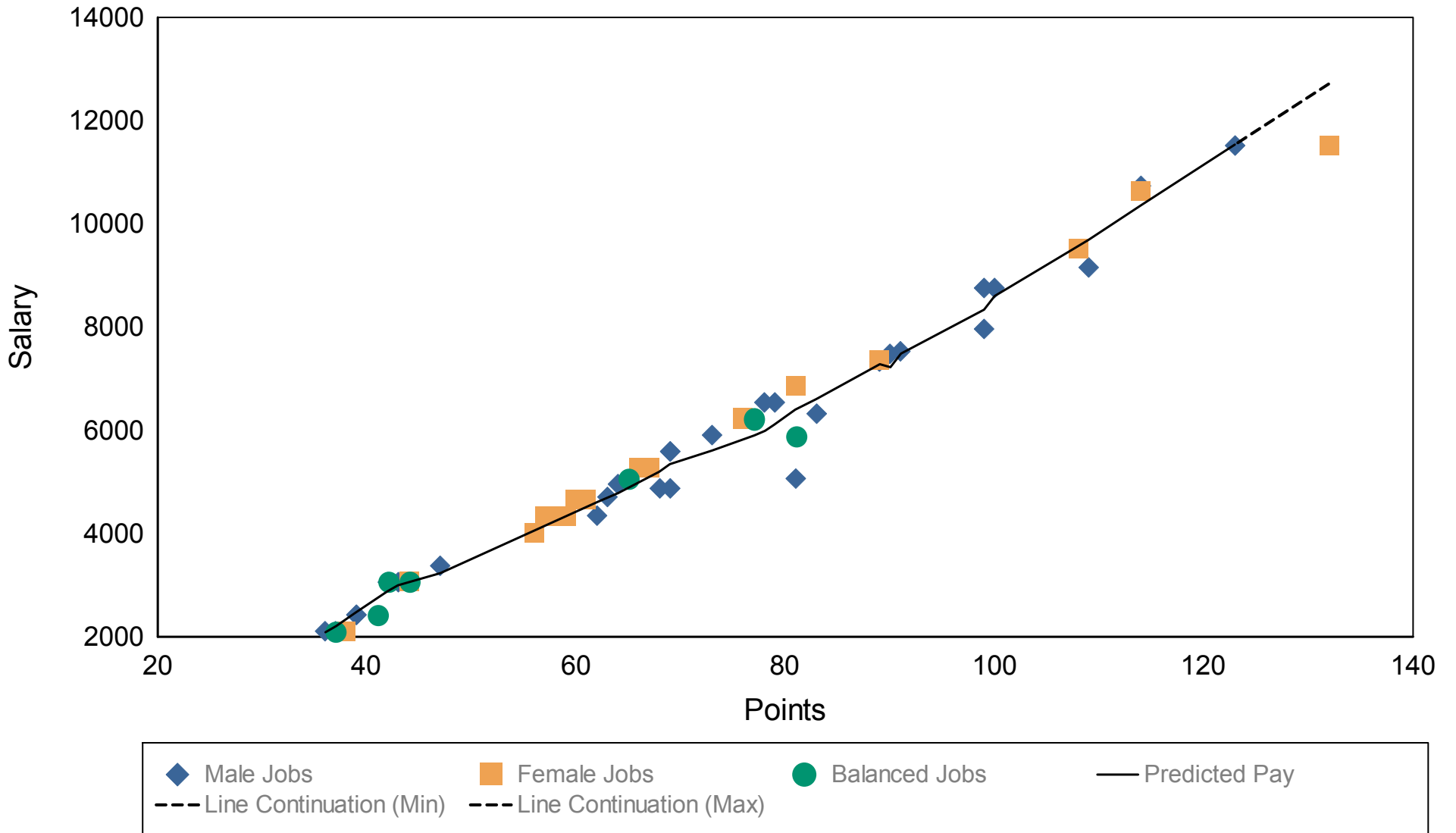
Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Skate Guard/Mtce	3	0	M	36	\$1,568.00	\$2,121.00	5.00	0.00	
2	General Custodian	1	0	M	37	\$1,568.00	\$2,121.00	5.00	0.00	
3	Public Works TI	2	2	B	37	\$1,568.00	\$2,121.00	5.00	0.00	
4	Public Works TII	0	4	F	38	\$1,568.00	\$2,121.00	5.00	0.00	
5	Public Works TIII	1	0	M	39	\$1,802.00	\$2,438.00	5.00	0.00	
6	Engineering Aid II	2	0	M	39	\$1,802.00	\$2,438.00	5.00	0.00	
7	Public Works TIV	1	2	B	41	\$1,802.00	\$2,438.00	5.00	0.00	
8	CSO II	3	2	B	42	\$2,270.00	\$3,071.00	5.00	0.00	
9	Public Works TV	1	0	M	42	\$2,270.00	\$3,071.00	5.00	0.00	
10	Public Works TVI	2	0	M	43	\$2,270.00	\$3,071.00	5.00	0.00	
11	Public Works TVII	1	1	B	44	\$2,270.00	\$3,071.00	5.00	0.00	
12	CSOIII	0	1	F	44	\$2,270.00	\$3,071.00	5.00	0.00	
13	Public Works TVIII	1	0	M	47	\$2,529.00	\$3,387.00	5.00	0.00	
15	License Clerk	0	7	F	56	\$2,971.00	\$4,020.00	5.00	0.00	
14	Receptionis CH	0	1	F	57	\$3,205.00	\$4,337.00	5.00	0.00	
16	Receptionist Sports Center	0	1	F	57	\$3,205.00	\$4,337.00	5.00	0.00	
18	Fire Secretary	0	1	F	59	\$3,205.00	\$4,337.00	5.00	0.00	
19	PW Office Clerk	0	1	F	59	\$3,205.00	\$4,337.00	5.00	0.00	
17	Police Records Tech	0	2	F	60	\$3,439.00	\$4,653.00	5.00	0.00	
20	Building Secretary	0	1	F	60	\$3,439.00	\$4,653.00	5.00	0.00	
21	Planning Secretary	0	1	F	60	\$3,439.00	\$4,653.00	5.00	0.00	
22	Acct Payable Clerk	0	1	F	60	\$3,439.00	\$4,653.00	5.00	0.00	
23	Engineering Secretary	0	1	F	60	\$3,439.00	\$4,653.00	5.00	0.00	
27	Utility Clerk	0	1	F	61	\$3,439.00	\$4,653.00	3.00	0.00	
28	Maintenance II (Sports Ctr)	1	0	M	62	\$3,105.00	\$4,360.00	3.00	0.00	
29	Maintenance II PW	13	0	M	63	\$3,352.00	\$4,720.00	3.00	0.00	
32	Code Inspector I	1	0	M	64	\$3,673.00	\$4,970.00	5.00	0.00	
26	Emergency Dispatcher	2	3	B	65	\$4,069.00	\$5,068.00	9.00	0.00	
30	Quality Assurance Tech I	0	1	F	66	\$3,907.00	\$5,286.00	5.00	0.00	
24	Human Resource Specialist	0	1	F	67	\$3,907.00	\$5,286.00	5.00	0.00	
31	City Clerk/ Admn. Assistan	0	1	F	67	\$3,907.00	\$5,286.00	5.00	0.00	
60	Environmental Specialist	0	1	F	67	\$3,907.00	\$5,286.00	3.00	0.00	
33	Maintenance III (Streets/Pa	2	0	M	68	\$3,375.00	\$4,887.00	3.00	0.00	
34	Maintenance III (Sewer/Wa	2	0	M	69	\$3,375.00	\$4,887.00	3.00	0.00	
35	Engineering Tech III	2	0	M	69	\$4,141.00	\$5,603.00	5.00	0.00	
36	Retention/Recruitment	1	0	M	69	\$4,141.00	\$5,603.00	5.00	0.00	
59	Rental Housing Inspector	1	0	M	73	\$4,375.00	\$5,919.00	3.00	0.00	
25	License Bureau Supervisor	0	1	F	76	\$4,609.00	\$6,236.00	3.00	0.00	
37	Fire Inspector	1	0	M	77	\$4,609.00	\$6,236.00	5.00	0.00	
38	Building Inspector	1	1	B	77	\$4,609.00	\$6,236.00	5.00	0.00	
39	Quality Assurance Tech II	1	0	M	78	\$4,843.00	\$6,552.00	5.00	0.00	
41	Senior Engineering Tech	1	0	M	79	\$4,843.00	\$6,552.00	5.00	0.00	
40	Information Tech Coordina	1	0	M	81	\$5,077.00	\$5,077.00	3.00	0.00	
43	Patrol Officer	16	5	B	81	\$3,836.00	\$5,902.00	0.00	0.00	
57	Planning & Zoning Coordin	0	1	F	81	\$5,077.00	\$6,869.00	3.00	0.00	
58	Housing & Econ Dev Coord	0	1	F	81	\$5,077.00	\$6,869.00	3.00	0.00	
44	Arena Manager	1	0	M	83	\$6,334.00	\$6,334.00	0.00	0.00	
42	Assistant Finance Director	0	1	F	89	\$7,366.00	\$7,366.00	0.00	0.00	
46	Building Official	1	0	M	89	\$7,343.00	\$7,343.00	0.00	0.00	
45	Asst Engineer	1	0	M	90	\$7,491.00	\$7,491.00	0.00	0.00	
47	Police Sergeant	4	0	M	91	\$6,663.00	\$7,541.00	3.00	0.00	
48	Public Works Supt	1	0	M	99	\$7,975.00	\$7,975.00	0.00	0.00	
49	Police Captain	1	0	M	99	\$8,768.00	\$8,768.00	0.00	0.00	
50	Assistant City Manager	1	0	M	100	\$8,768.00	\$8,768.00	0.00	0.00	
51	Community Development I	0	1	F	108	\$9,533.00	\$9,533.00	0.00	0.00	
52	Fire Chief	1	0	M	109	\$9,166.00	\$9,166.00	0.00	0.00	
53	Finance Director	1	0	M	114	\$10,746.00	\$10,746.00	0.00	0.00	
54	Police Chief	0	1	F	114	\$10,639.00	\$10,639.00	0.00	0.00	

Job Class Data Entry Verification List

Case: 2017

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
55	Director of Public Works	1	0	M	123	\$11,526.00	\$11,526.00	0.00	0.00	
56	City Manager	0	1	F	132	\$11,531.00	\$11,531.00	0.00	0.00	

Job Number Count: 60



Predicted Pay Report for White Bear Lake

1/19/2018

Case : 2017

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Skate Guard/Mtce	3	0	3	Male	36	\$2,121.00	\$2,097.94	\$23.06
2	General Custodian	1	0	1	Male	37	\$2,121.00	\$2,227.53	(\$106.53)
3	Public Works TI	2	2	4	Balanced	37	\$2,121.00	\$2,227.53	(\$106.53)
4	Public Works TII	0	4	4	Female	38	\$2,121.00	\$2,357.12	(\$236.12)
5	Public Works TIII	1	0	1	Male	39	\$2,438.00	\$2,487.33	(\$49.33)
6	Engineering Aid II	2	0	2	Male	39	\$2,438.00	\$2,487.33	(\$49.33)
7	Public Works TIV	1	2	3	Balanced	41	\$2,438.00	\$2,746.51	(\$308.51)
8	CSO II	3	2	5	Balanced	42	\$3,071.00	\$2,876.72	\$194.28
9	Public Works TV	1	0	1	Male	42	\$3,071.00	\$2,876.72	\$194.28
10	Public Works TVI	2	0	2	Male	43	\$3,071.00	\$3,006.31	\$64.69
11	Public Works TVII	1	1	2	Balanced	44	\$3,071.00	\$3,135.90	(\$64.90)
12	CSOIII	0	1	1	Female	44	\$3,071.00	\$3,135.90	(\$64.90)
13	Public Works TVIII	1	0	1	Male	47	\$3,387.00	\$3,238.03	\$148.97
15	License Clerk	0	7	7	Female	56	\$4,020.00	\$4,143.43	(\$123.43)
14	Receptionis CH	0	1	1	Female	57	\$4,337.00	\$4,216.14	\$120.86
16	Receptionist Sports Center	0	1	1	Female	57	\$4,337.00	\$4,216.14	\$120.86
18	Fire Secretary	0	1	1	Female	59	\$4,337.00	\$4,354.73	(\$17.73)
19	PW Office Clerk	0	1	1	Female	59	\$4,337.00	\$4,354.73	(\$17.73)
17	Police Records Tech	0	2	2	Female	60	\$4,653.00	\$4,431.71	\$221.29
20	Building Secretary	0	1	1	Female	60	\$4,653.00	\$4,431.71	\$221.29
21	Planning Secretary	0	1	1	Female	60	\$4,653.00	\$4,431.71	\$221.29
22	Acct Payable Clerk	0	1	1	Female	60	\$4,653.00	\$4,431.71	\$221.29
23	Engineering Secretary	0	1	1	Female	60	\$4,653.00	\$4,431.71	\$221.29
27	Utility Clerk	0	1	1	Female	61	\$4,653.00	\$4,521.66	\$131.34
28	Maintenance II (Sports Ctr)	1	0	1	Male	62	\$4,360.00	\$4,611.62	(\$251.62)
29	Maintenance II PW	13	0	13	Male	63	\$4,720.00	\$4,702.00	\$18.00
32	Code Inspector I	1	0	1	Male	64	\$4,970.00	\$4,792.68	\$177.32
26	Emergency Dispatcher	2	3	5	Balanced	65	\$5,068.00	\$4,893.70	\$174.30
30	Quality Assurance Tech I	0	1	1	Female	66	\$5,286.00	\$4,995.20	\$290.80
24	Human Resource Specialist	0	1	1	Female	67	\$5,286.00	\$5,096.22	\$189.78
31	City Clerk/ Admn. Assistant	0	1	1	Female	67	\$5,286.00	\$5,096.22	\$189.78
60	Environmental Specialist	0	1	1	Female	67	\$5,286.00	\$5,096.22	\$189.78
33	Maintenance III (Streets/Parks)	2	0	2	Male	68	\$4,887.00	\$5,212.05	(\$325.05)
34	Maintenance III (Sewer/Water)	2	0	2	Male	69	\$4,887.00	\$5,348.31	(\$461.31)
35	Engineering Tech III	2	0	2	Male	69	\$5,603.00	\$5,348.31	\$254.69

Predicted Pay Report for White Bear Lake

1/19/2018

Case : 2017

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
36	Retention/Recruitment	1	0	1	Male	69	\$5,603.00	\$5,348.31	\$254.69
59	Rental Housing Inspector	1	0	1	Male	73	\$5,919.00	\$5,608.43	\$310.57
25	License Bureau Supervisor	0	1	1	Female	76	\$6,236.00	\$5,833.69	\$402.31
37	Fire Inspector	1	0	1	Male	77	\$6,236.00	\$5,911.66	\$324.34
38	Building Inspector	1	1	2	Balanced	77	\$6,236.00	\$5,911.66	\$324.34
39	Quality Assurance Tech II	1	0	1	Male	78	\$6,552.00	\$5,998.77	\$553.23
41	Senior Engineering Tech	1	0	1	Male	79	\$6,552.00	\$6,105.66	\$446.34
40	Information Tech Coordinator	1	0	1	Male	81	\$5,077.00	\$6,416.51	(\$1,339.51)
43	Patrol Officer	16	5	21	Balanced	81	\$5,902.00	\$6,416.51	(\$514.51)
57	Planning & Zoning Coordinator	0	1	1	Female	81	\$6,869.00	\$6,416.51	\$452.49
58	Housing & Econ Dev Coordinator	0	1	1	Female	81	\$6,869.00	\$6,416.51	\$452.49
44	Arena Manager	1	0	1	Male	83	\$6,334.00	\$6,607.03	(\$273.03)
42	Assistant Finance Director	0	1	1	Female	89	\$7,366.00	\$7,289.73	\$76.27
46	Building Official	1	0	1	Male	89	\$7,343.00	\$7,289.73	\$53.27
45	Asst Engineer	1	0	1	Male	90	\$7,491.00	\$7,235.79	\$255.21
47	Police Sergeant	4	0	4	Male	91	\$7,541.00	\$7,508.62	\$32.38
48	Public Works Supt	1	0	1	Male	99	\$7,975.00	\$8,358.80	(\$383.80)
49	Police Captain	1	0	1	Male	99	\$8,768.00	\$8,358.80	\$409.20
50	Assistant City Manager	1	0	1	Male	100	\$8,768.00	\$8,613.75	\$154.25
51	Community Development Dir	0	1	1	Female	108	\$9,533.00	\$9,612.17	(\$79.17)
52	Fire Chief	1	0	1	Male	109	\$9,166.00	\$9,709.99	(\$543.99)
53	Finance Director	1	0	1	Male	114	\$10,746.00	\$10,366.11	\$379.89
54	Police Chief	0	1	1	Female	114	\$10,639.00	\$10,366.11	\$272.89
55	Director of Public Works	1	0	1	Male	123	\$11,526.00	\$11,546.73	(\$20.73)
56	City Manager	0	1	1	Female	132	\$11,531.00	\$12,727.36	(\$1,196.36)

Job Number Count: 60



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Richter, City Manager
From: Kara Coustry, City Clerk
Date: January 10, 2018
Subject: **Temporary liquor licenses**

BACKGROUND

Minnesota Statute section 340A.404, Subd. 10 states that municipalities may issue temporary on-sale liquor licenses to nonprofit organizations in existence for at least three (3) years. The license may not exceed more than four consecutive days. City Code requires proof of liquor liability insurance.

SUMMARY

The city received an application from Peg Black on behalf of the Bear Boating of White Bear Lake, for a temporary liquor license. Bear Boating is a nonprofit organization that plans to provide a cash bar at a dance/fundraiser being held at the Armory. The event takes place on the evening of Saturday, March 25th and will be confined to the Armory located at 2228 4th Street in White Bear Lake.

The city received an application from Rev. Joseph Bambenek on behalf of Church of St. Pius X, for a temporary liquor license. Church of St. Pius X is a nonprofit organization that plans to provide beer and wine at "Winterfest Saturday Night". The event takes place on Saturday, February 10, 2018 from 5:00 p.m. – 10:00 p.m. at the Church of St. Pius located at 3878 Highland Avenue in White Bear Lake.

Both applicants meets State regulations for temporary liquor licenses, and have provided the liquor liability insurance certificate required by City Code.

RECOMMENDED COUNCIL ACTION

Staff recommends approval of the temporary liquor licenses.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING A TEMPORARY LIQUOR LICENSES
IN THE CITY OF WHITE BEAR LAKE**

WHEREAS an application for a temporary on-sale liquor license has been made on behalf of Bear Boating of White Bear Lake, Inc. for a dance/fundraiser, and the Church of St. Pius X for Winterfest Saturday Night; and

WHEREAS Both agencies are nonprofit organizations that intend to provide alcohol during the fundraising events; and

WHEREAS both organizations have provided the liquor liability insurance as required by City Code.

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council under authority of Minnesota Statute section 340A.404 Subd. 10, approves the temporary liquor license for the following organizations for the dates and locations indicated:

Bear Boating of White Bear Lake, Inc.
March 24, 2018
on the premises of the White Bear Armory
2228 4th Street
White Bear Lake, MN 55110

&

Church of St. Pius X
February 10, 2018
3878 Highland Avenue
White Bear Lake, MN 55110

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

Ayes:
Nays:
Passed:

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: January 11, 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

The City received an application from Shuqin Jin for a massage therapy license at White Orchid Spa, a licensed Massage Therapy Establishment located at 1979 Whitaker Street, White Bear Lake.

The White Bear Lake Police Department verified the applicants' training credentials, insurance coverage, finances and criminal history reports and found nothing to preclude transfer and issuance of the above referenced massage therapist licenses.

RECOMMENDED COUNCIL ACTION

Staff recommends approval of the attached resolution for massage therapist licenses.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION APPROVING MASSAGE THERAPIST LICENSES
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 licenses be approved for the business cycle ending March 31, 2018.

Massage Therapists Licenses

Shuqin Jin	White Orchid Spa 1979 Whitaker Street White Bear Lake, MN 55110
------------	---

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

- Ayes:
- Nays:
- Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Finance Department

MEMORANDUM

To: Ellen Richter, City Manager
From: Don Rambow, Finance Director
Date: January 18, 2018
Subject: **Fire Suppression System Assessment for 2186 4th Street (The Minnesotan)**

BACKGROUND/SUMMARY

The Minnesotan, through its owner Corey Roberts, has requested the City provide reimbursement for their fire suppression system installed in their business at 2186 4th Street. This request provides for repayment to the City through a special assessment.

The fire suppression system will be installed as soon as possible with work anticipated to be completed no later than this spring, if approved by the City Council.

The use of a special assessment to finance the installation of privately owned fire suppression systems is consistent with state statutes and city code. Minnesotan has filed a petition for the assessment and waived all rights to a public hearing regarding the assessment (refer to attached letter).

City staff will work with the contractors and secure lien waivers for all labor and materials for which City funds were requested and proper reimbursements will be made to the contracting firms for work totaling approximately \$8,173.00.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the attached resolution authorizing the levying of a special assessment for current estimate of \$8,173.00 over a ten (10) year period at an annual interest rate to be determined this fall.

ATTACHMENTS

Resolution
Supporting Letter from Corey Roberts

RESOLUTION NO.: _____

RESOLUTION CERTIFYING FIRE SUPPRESSION SYSTEM INSTALLATION CHARGES AT 2186 4th STREET AND ASSESSING THOSE CHARGES TO THE PROPERTY FOR COLLECTION AS A SPECIAL ASSESSMENT

WHEREAS, the City of White Bear Lake has encouraged business owners to install privately owned fire protection system in their facility; and

WHEREAS, the owner of 2186 4th Street, operating as Minnesotan, has requested financing assistance from the City for costs related to fire suppression equipment; and

WHEREAS, pursuant to Minnesota Statutes Chapter 429.021, the City Council may consider a petition to finance the installation of a privately owned fire protection system;

WHEREAS, all conditions for these improvements have been agreed to, including estimated charges totaling \$8,173.00.

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

1. All Costs related to fire sprinkler installation at 2186 4th Street will be paid by the City of White Bear Lake; and
2. A special assessment totaling \$8,173.00 or the actual amount incurred installing the fire suppression system shall be levied against the property due and payable over a term of ten (10) years at an annual rate percentage rate, which will equal the 2018 construction activity rate as established in September 2018.

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

January 18, 2018

Don Rambow
City of White Bear Lake
4710 highway 61
White Bear Lake, MN 55110

Don, I'm writing to request city financing for the accepted bid of \$8173 to furnish and install a required fire suppression system at 2186 4th St. A portion of property is being converted from a salon to retail and will be home to a new apparel brand called The Minnesotan set to open spring 2018.

I understand loan terms and waive right to a public hearing to appeal assessment.

Let me know if you have questions.

Sincerely,

Corey Roberts
The Minnesotan
651 755 6401

**INDUSTRIAL UTILITIES, INC.**

P O Box 76
15857 Forest Boulevard North
Hugo, MN 55038

Phone: 651-426-6120

Fax: 651-426-0371

E-mail: lui@gwestoffice.netWebsite: www.industrialutilitiesinc.com**PROPOSAL**

TO: Viking Automatic Sprinkler

ATTN: Dave Schlundt

BID DATE: 9/19/17

PROJECT: 6" Flange x MJ 90 Installation

TIME DUE:

LOCATION: White Bear Lake

FAX:

Industrial Utilities, Inc. proposes to furnish all labor, material, equipment, freight, permits and taxes for the completion of the above project for the total sum of

Two Thousand Three Hundred Twenty-Eight & 00/100

Dollars \$ 2,328.00

Description

SECTION NO (1) Demo wall to install new Flange x MJ 90 degree bend and 6 x 6 Tee for fire suppression/domestic combination connection.

SECTION NO (2) Restore concrete wall.

SECTION NO (3)

SECTION NO (4)

We do not include any of the items marked below:

- SAC or WAC charges
- Rock removal
- Restoration other than street repair
- Cost for staking locations or grades for storm drainage

- Dewatering costs
- Restoration
- Soil correction costs
- Frost Excavation

Other Exclusions:

Comments:

Alternate No.

Add Deduct

Add Deduct

ADDENDUMS RECEIVED

Respectfully Submitted,

Dennis Williams - Estimator
Cell phone: 612-554-3528



PROPOSAL

PROPOSAL SUBMITTED TO The Minnesotan	PHONE (651-755-6401) -	DATE September 21, 2017
STREET	FAX () -	DATE OF PLANS na
CITY, STATE, ZIP CODE White Bear Lake, MN	JOB NAME The Minnesotan	ARCHITECT na
ATTENTION Corey Roberts	JOB LOCATION White Bear Lake, MN	BID NUMBER S17093

WE HEREBY SUBMIT SPECIFICATIONS & ESTIMATES FOR:

Installing new fire sprinkler protection to front portion of building located at 2186 4th Street White Bear Lake (Approximately 1000 sqft)
 Price includes new valve assembly, new piping and heads. All piping shall be exposed.
 -Pricing assumes flange will be provided on incoming water.

All work to be performed during normal working hours.

*Note:
 Due to the volatility in the steel market, we reserve the right to adjust all prices based on the cost of materials at the time of contract. The customer may be required to pay for materials at the time of contract to guarantee price.*

INCLUSIONS:

- ♣ DESIGN
- ♣ MATERIAL & FABRICATION
- ♣ INSTALLATION
- ♣ PERMIT

EXCLUSIONS:

- ♣ PAINTING & PATCHING
- ♣ ELECTRICAL WIRING & CONDUIT
- ♣ CUTTING TILE AND CEILING
- ♣ MOVING MAINS, LINES, OR BULK PIPE

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATION, FOR THE SUM OF:

Five Thousand Eight Hundred Forty-Five & No/100 DOLLARS
(\$5,845.00)

PAYMENT TO BE MADE MONTHLY AS THE WORK PROGRESSES TO THE VALUE OF 100 (%) PERCENT OF ALL WORK COMPLETE AND MATERIAL ON JOB SITE. THE ENTIRE AMOUNT OF CONTRACT TO BE PAID WITHIN 30 DAYS AFTER COMPLETION.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

AUTHORIZED SIGNATURE _____

David Schtundt 651-755-7427

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES AND SPECIFICATIONS AND THE TERMS AND CONDITIONS FOUND OF THE FINAL PAGE OF THIS PROPOSAL ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

PLEASE PRINT NAME _____

DATE OF ACCEPTANCE ____/____/____

TITLE _____

CUSTOMER SIGNATURE _____



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

From: Ellen Richter, City Manager

Date: January 18, 2018

Subject: Cable Commission extension of Franchise Agreement with Comcast

BACKGROUND/SUMMARY

The City's Cable Commission has been negotiating terms for franchise renewal with Comcast since September 2017. The existing Comcast Franchise Agreement expires on July 1, 2018. At Comcast's request, the Cable Commission agreed to extend the expiration date of the current Franchise Agreement to November 1, 2018, which would allow additional time for informal negotiations between Comcast and the Cable Commission.

In the event informal negotiations between Comcast and the Cable Commission are unsuccessful by April 2018, the Cable Commission has a back-up plan in place for a formal hearing process.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council approve the extension to allow more time for informal franchise renewal negotiations with Comcast.

ATTACHMENTS

Resolution

Memo from Tim Finnerty, Cable Commission Executive Director

Agreement

RESOLUTION NO.

**AUTHORIZING AN AGREEMENT TO EXTEND THE CABLE FRANCHISE
AGREEMENT WITH COMCAST**

WHEREAS, The City of White Bear Lake, through its Cable Commission, periodically negotiate the terms of its cable franchise with Comcast; and

WHEREAS, The current cable franchise agreement with Comcast is set to expire on July 1, 2018; and

WHEREAS, Comcast has asked for an extension of the current franchise agreement of November 1, 2018 to allow additional time for informal negotiations; and

WHEREAS, the Cable Commission has agreed this extension is reasonable, and has a back-up plan for a formal hearing process in case informal negotiations are unsuccessful.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of White Bear Lake that the Mayor is authorized and hereby directed to execute an extension to the Ramsey Washington Suburban Cable Commission Franchise Agreement with Comcast, which pushes the expiration date from July 1, 2018 to November 1, 2018.

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

MEMORANDUM

TO: Ellen Richter, City Manager

FROM: Tim Finnerty, Cable Commission Executive Director

DATE: January 18, 2018

SUBJECT: Recommendation to approve Franchise Extension Agreement

Attached please find a proposed Agreement for the extension of the Franchise with Comcast. The Cable Commission is recommending that the City Council approve the Extension Agreement. The Agreement will extend the expiration date of the current Franchise from July 1, 2018 to November 1, 2018. The purpose of the proposed extension is to allow for continued informal negotiations between Comcast and the Cable Commission regarding the long-term renewal of the Franchise.

Background

As you know, the Cable Commission has been working on the matter of franchise renewal with Comcast (the existing franchise agreement is set to expire July 1, 2018). The Commission began direct negotiations with Comcast in September 2017, and prior to that, developed and documented a comprehensive needs assessment to serve as the negotiation objective on behalf of member cities.

The needs assessment report is available at:

https://drive.google.com/file/d/0B1qh_NnmAEg2SHZtc0tKSnBNVIU/view

Renewal issues can be resolved through “informal” processes (negotiation), or through a “formal” hearing process. Based on the time required to complete the formal process, the Commission adopted two schedules. In both, the parties would start with negotiations, but move the formal process forward so that it would be completed by roughly the date scheduled for franchise expiration if negotiations were not successful. One schedule assumed that the expiration date stayed as is, and effectively required the parties to reach negotiated deal points by January. In the other, the parties would extend the franchise to give themselves more time to engage in negotiations. Both were presented to Comcast in the fall.

Recommendation to Approve Extension

The Cable Commission submitted proposed deal points for negotiation to Comcast in October, 2017, and Comcast was to respond in December. It has not yet responded, and the Commission and Comcast agreed that extending the franchise would allow Comcast to respond and negotiations to proceed informally.

The Cable Commission therefore is recommending that the City approve the extension per the attached Extension Agreement. The Cable Commission believes this simple extension of the current franchise expiration will allow both parties to continue informal negotiations for the next couple of months without being put at a disadvantage. The extension preserves your right to use the I-NET, and preserves existing support and channels (including high definition channels) for local cable programming. It does not harm the communities in any way.

Please feel free to contact me after you have had a chance to review this if you wish to discuss it or have any questions. Thank you!

EXTENSION AGREEMENT BETWEEN AND AMONG THE MEMBERS OF THE RAMSEY WASHINGTON SUBURBAN CABLE COMMISSION AND COMCAST OF MINNESOTA

WHEREAS, Comcast of Minnesota, Inc., (“Franchisee”) operates a cable television system (the “System”) in communities which are members of the Ramsey/Washington Suburban Cable Commission (RWSCC) pursuant to a franchise scheduled to expire on July 1, 2018, to which the City of Birchwood Village, the City of Dellwood, the City of Grant, the City of Lake Elmo, the City of Mahtomedi, the City of North St. Paul, the City of Oakdale, the City of Vadnais Heights, the City of White Bear Lake, White Bear Township and the City of Willernie, Minnesota, are parties (each community is a “Franchisor”); a March 9, 1995 Memorandum of Understanding; and the April 10, 2014 Settlement Agreement, as amended by Section 2 of that certain 2015 Transfer Agreement Between and Among The Members of the Ramsey Washington Suburban Cable Commission, Comcast of Minnesota, Inc. and Midwest Cable, Inc. (collectively, the Franchise and these documents are the “Franchise Documents”); and

WHEREAS, the parties wish to extend certain time period provided under the Franchise Documents to provide time for the parties to work together to attempt to resolve renewal issues

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1. The Franchise is extended through and including November 1, 2018.

Section 2. Paragraph 10 of the “Settlement Agreement Regarding PEG Capacity” is amended so that the reference to July 1, 2018 is changed to November 1, 2018.


Section 3. Otherwise, the Franchise Documents shall remain in full force and effect in accordance with their terms.

Section 4. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement

IN WITNESS WHEREOF, the Parties have caused this Extension Agreement to be executed by duly authorized representatives of each Party on the dates written below.

COMCAST OF MINNESOTA, INC.

CITY OF MAHTOMEDI

By: 
John D. Keller
Title: Regional Vice President

By: _____
Title:

Date: 11/10/18

Date:

CITY OF BIRCHWOOD VILLAGE

By: _____

Title:

Date:

CITY OF DELLWOOD

By: _____

Title:

Date:

CITY OF GRANT

By: _____

Title:

Date:

CITY OF LAKE ELMO

By: _____

Title:

Date:

WHITE BEAR TOWNSHIP

By: _____

Title:

Date:

CITY OF NORTH ST. PAUL

By: _____

Title:

Date:

CITY OF OAKDALE

By: _____

Title:

Date:

CITY OF VADNAIS HEIGHTS

By: _____

Title:

Date:

CITY OF WHITE BEAR LAKE

By: _____

Title:

Date:

CITY OF WILLERNIE

By: _____

Title:

Date:

Year 2018

City Meeting Dates

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- = City Council Meeting Dates (one meeting in December)
- = Volunteer Recognition Dinner
- = City Council Retreats / Work Sessions
- = Offices Closed
- = Primary and General Election Days

Council Work Sessions

- February 24: Council Retreat 8:30am
- March 6: CIP WS 5:30 pm
- April 3: Fire/Ambulance WS 5:30pm
- May 29: Redevelopment WS 5:30 pm
- August 21: Budget WS 5:30 pm
- October 15: Place saver WS 5:30 pm

City Council Work Sessions - 2018

January

- 9 Council Meeting 7:00 p.m.
- 23 Council Meeting 7:00 p.m.

February

- 13 Council Meeting 7:00 p.m.
- 24 Council Retreat 8:30 a.m.
- 27 Council Meeting 7:00 p.m.

March

- 6 CIP Work Session 5:30 p.m.
- 13 Council Meeting 7:00 p.m.
- 27 Council Meeting 7:00 p.m.

April

- 3 Fire Service Work Session 5:30 p.m.
- 10 Council Meeting 7:00 p.m.
- 24 Council Meeting 7:00 p.m.

May

- 8 Council Meeting 7:00 p.m.
- 15 Redevelopment Work Session 5:30 p.m.
- 22 Council Meeting 7:00 p.m.

June

- 12 Council Meeting 7:00 p.m.
- 26 Council Meeting 7:00 p.m.

July

- 10 Council Meeting 7:00 p.m.
- 24 Council Meeting 7:00 p.m.

August

- 14 Council Meeting 7:00 p.m., unless Primary
- 15 If Primary, Council Meeting 7:00 p.m.
- 21 Budget Work Session 5:30 p.m.
- 28 Council Meeting 7:00 p.m.

September

- 11 Council Meeting 7:00 p.m.
- 25 Council Meeting 7:00 p.m.

October

- 2 Volunteer Recognition Dinner 6:00 p.m.
- 9 Council Meeting 7:00 p.m.
- 15 Work Session - Place saver
- 23 Council Meeting 7:00 p.m.

November

- 13 Council Meeting 7:00 p.m.
- 27 Council Meeting 7:00 p.m.

December

- 11 Council Meeting 7:00 p.m.

TOPICS AND PRESENTERS

FUTURE FORWARD!

- Jump to:** "Our Shared Autonomous Future," Tom Fisher, *Minnesota Design Center*
- Jump to:** "Looking Ahead at MnDOT," Brian Isaacson, *Minnesota Department of Transportation*
- Jump to:** "Xcel Energy's Vision of the Future," Kelly Block, *Xcel Energy*

EXECUTIVE DIRECTOR'S REPORT

- Jump to:** Mayor Terry Schneider, *City of Minnetonka*, "RCM is one of the best things to happen in this region"
- Jump to:** The next Minnesota mayors together meeting will be in Duluth on Feb. 8-9

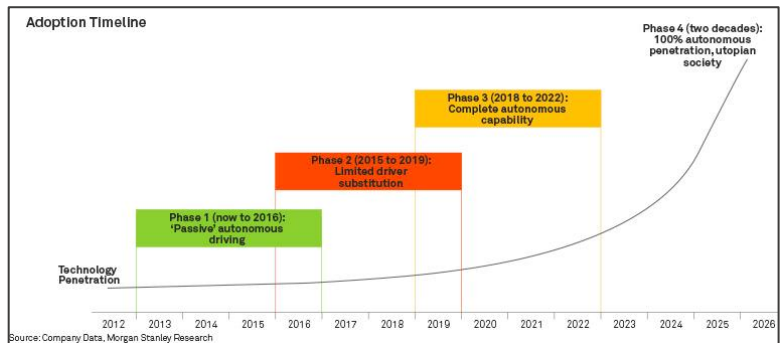
FUTURE FORWARD!

OUR SHARED AUTONOMOUS FUTURE: [LINK](#)

TOM FISHER, DIRECTOR, MINNESOTA DESIGN CENTER

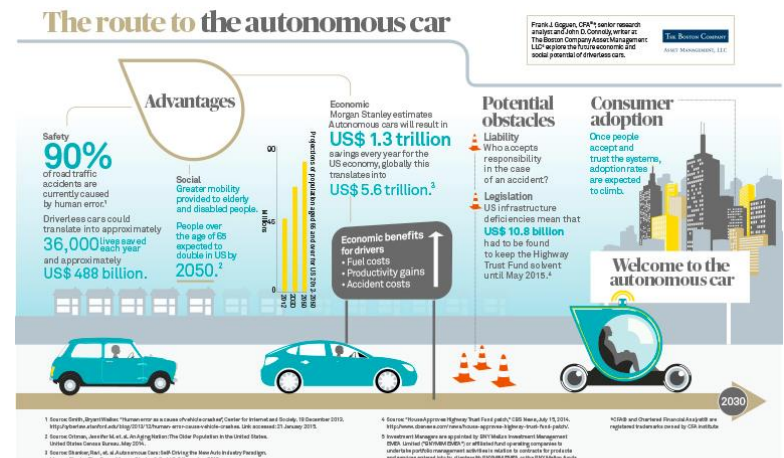
100 years ago, we removed an animal from the transportation system switching from horses to automobiles. We are about to remove an animal again—humans—for the same reasons. It's cheaper, safer and cleaner.

- This is not entirely new technology. We are bringing old aerospace tech to the automobile.
- We are entering "Phase 3: Full Autonomy." Current estimates place full autonomy replacing humans at around 10-15 years from now.
- Insurance is what flipped the industry 100 years ago, and it will do so again. Human drivers will become an increasingly expensive high-risk pool.
- As more people switch to autonomous vehicles (AVs) as a low-cost option, the pool of human drivers will get smaller, driving up cost to insure.
- A network of shared autonomous vehicles will be must less expensive than current individual ownership models. As an example, Google may offer free rides in exchange for watching advertising.
- Lower costs/free transportation could have a big impact on equity outcomes.
- There will be a dramatic decline in deaths and injuries that result from poor human drivers.



Automobile manufacturers will move from goods producers to service providers. Many are already preparing for this transition.

- This is part of a larger shift toward the "sharing economy."
- Producers will own the vehicles, and electrification will make them much cheaper to own, operate and maintain.
- Car companies will offer "mobility service contracts." For example, a small car may pick you up and take you to work each day, but if you need a truck to haul something then it will be provided as part of your contract.
- As a service provider, companies get constant touch points with consumers as opposed to making a big sale once and hoping they come back when they need to replace a vehicle.



Public rights of way will change first and must be adapted

- Curb space will become very valuable for cities. AVs will need drop off areas, and cities will need to determine where and how to allocate it.

- AVs need much less space, meaning many lanes can be eliminated and those that remain can be narrowed. Google research shows that anything more than four lanes—two in each direction—is too wide.
- National League of Cities estimates 30% of current land usage will come available, primarily through reduced demand for car storage.

Challenges in our autonomous future

- There are liability issues to work out. Who accepts responsibility in the case of an accident?
- There may be new needs for regulating pedestrian behavior. If an AV can be expected to stop for a pedestrian no matter what, what incentive do pedestrians have for acknowledging vehicles?
- Regulations that are barriers and/or not adapted to autonomy may slow adoption.
- Revenue models need to change. Cities are estimated to lose \$129 per capita annually due to diminished parking meter use, fewer fines, fewer vehicle registration fees as people move to shared ownership, etc. Parking needs will decrease and parking ramps will lose revenue and need to find other uses. Ramps not designed with flat floors will be rendered obsolete while others may be able to adapt.
- Gas tax funding is already insufficient, and the efficiency of autonomy and electrification will further erode it.
- About 5 million people (3% of workforce) work in driving-related industries. What will happen to displaced workers?
- As auto companies become service providers, how will cities respond when a company wants to become their “mobility provider?” Ford City Solutions is proposing exactly this model.

Opportunities that autonomy will bring

- Because AVs need less infrastructure, cities, transport agencies, etc. have an opportunity to reclaim a lot of land on public rights of way and determine how it can be better used. Much of this will be higher-value, taxable land.
- These changes will be most profound in suburban communities where wide, multi-lane roadways and abundant surface parking are most common.
- As examples, highways could be lined with solar farms and bike trails. It may be possible to build affordable housing, new park space and/or improved environmental features along narrowed roadways.
- Displaced workers may find new positions arise to offset losses. They may not drive the truck anymore but perhaps they will still ride in it as a sort of mobile maintenance worker.
- Homeowners will gain both interior and exterior space as the need to store vehicles declines.
- AVs will complement, not replace, transit. Sharing data among agencies and service providers can help people make better decisions about what modes are the fastest for a given trip. AVs can help solve the “last mile” problem.
- Because shared autonomy can dramatically lower transportation costs, it can improve equitable transportation outcomes; however, it could also increase inequality without planning ahead for how it will serve those who need improved transportation most.

LOOKING AHEAD AT MNDOT: [LINK](#)

BRIAN ISAACSON, DIRECTOR OF PLANNING, PROGRAM MANAGEMENT AND TRANSIT. MNDOT

Thinking beyond the car

- MnDOT is testing autonomous vehicles, most notably through the autonomous bus demonstration associated with the Super Bowl. Phase I testing took place at MnROAD and Phase II will take place on Nicollet Mall.
- AVs currently struggle in winter climates. This testing is designed to get data to make improvements to their performance.
- Two interesting learnings to emerge already: 1) the autonomous bus registered blowing snow in front of its sensors as an “animal,” causing it to stop. 2) AVs need to “see” things to tell it where to go. It was necessary to add guideposts at MnROAD to tell the bus where it could safely operate.

State Transportation Innovation Council

- Associated with the Federal Highway Administration (FHWA) “Every Day Counts Initiative”
- Sets aside a small amount of operating funds to find ways to streamline MnDOT activities and make timelines shorter.
- This is a state-led initiative that involves public/private coordination

Community Connections

- MnDOT has increased its outreach and collaboration with community organizations.
- As an example, MnDOT worked with ULI Minnesota for Technical Assistance Panels looking at how MnDOT can improve the utility of the land it owns, particularly as highways are rebuilt, including building freeway lids.
- Key ULI MN recommendations include making infrastructure development ready, connect communities to improve health including economic and housing opportunity, and create a task force to form a public/private partnership.
- MnDOT is studying projects in other communities like Klyde Warren Park in Dallas, TX and Long Street and Union Station in Columbus, OH as well as local examples like Minnehaha Parkway over Hiawatha and Leif Erickson Park.
- Community partnerships can help with securing funding, advancing community goals like equity and green space, and developing models for maintenance and operation of facilities.

XCEL ENERGY'S VISION OF THE FUTURE: [LINK](#)

KELLY BLOCH, REGIONAL VICE PRESIDENT DISTRIBUTION OPERATIONS, XCEL ENERGY

Xcel Energy Accomplishments

- No.1 wind provider in the country
- Leader in conservation and emission reductions
- Building solar capacity
- Strong reliability

Energy Industry Trends and Grid Modernizations

- The economics of the industry are changing, customers have increased expectations as our lives include more and more devices that need reliable electricity and charging, and the policy landscape is increasingly uncertain.
- Xcel anticipates game changing energy efficiency advances.
- These advances will affect batteries and storage, electric vehicles, solar, and smart technologies.

Xcel's definition of resiliency includes three facets: Prevent Outages, Fix It Fast, and Community Sustainment

- Prevention includes spending lots of money on vegetation management, primarily tree trimming. Downed trees and vegetation are the most common causes of power outages during storm events.
- Prevention also includes storm hardening by focusing on rerouting power during outages and finding vulnerabilities. An example of hardening would be the switch to stronger poles rated for higher speed winds and replacing pole cross arms with fiberglass instead of wood.
- Micro grids are a subset of the system that can isolate themselves when the larger grid is down. Some can perform for just an hour or two alone while others can go for days. These add resiliency to the system during larger outages.
- "Fix It Fast" involves constant monitoring of weather and other threats to system continuity. Improving system design also helps with fixes when they are needed. Things will break, so you try to design so the "right" things will break. Xcel wants the wire to break, not the pole, for example.
- Modernizing the grid is important. This includes increased automation of grid distribution, automatically isolating problems, and increasing redundancy to enable redistribution of power when needed. The goal is to have linemen in the field making repairs, not identifying and isolating problems.
- "Community Sustainment" reflects an increased focus on communication, prioritizing power restoration, and restoring normalcy during outages. Mobile charging stations allow people to charge phones and devices that help make things feel more normal. Xcel focuses on restoring power to emergency services and critical infrastructure first.
- By communicating more clearly around expected time to restore service, customers have clearer expectations. Rather than saying everyone will have power in 3 days, Xcel now relates what percentages will be restored within more granular timeframes.

EXECUTIVE DIRECTOR'S REPORT

MAYOR TERRY SCHNEIDER: "RCM IS ONE OF THE BEST THINGS TO HAPPEN IN THIS REGION"

- Terry Schneider, the outgoing mayor of the City of Minnetonka, spoke at the beginning of the meeting on the occasion of his last meeting as a mayor, though not the last he plans to attend. He thanked the Regional Council of Mayors for being a valuable resource during his time in office saying, "this body is one of the best things that has happened to this region in the 40 years I've been around." Mayor Schneider said the RCM brings together an incredible pool of talent, knowledge and ideas, and he thanked ULI MN Executive Director Caren Dewar, the rest of the staff, and everyone else who contributes for making the meetings so valuable.

THE NEXT MINNESOTA MAYORS TOGETHER MEETING WILL BE IN DULUTH ON FEB. 8-9

- Following on the successful first session in Bemidji last October 11-12, Minnesota Mayors Together will convene in Duluth February 8-9 at the invitation of Duluth mayor Emily Larson. Minnesota Mayors Together seeks to break down urban/rural divide by bringing MN mayors together in conversation to build civic trust. The goal is to shift a negative culture, not to build a structure. See who participated in the first session [here](#).

PIPELINE

*Community Awareness
Emergency Response*

Pipeline Safety & Awareness Information for **Public Officials**

Winter 2018

Safety and Efficiency of Pipeline Systems in Minnesota

Pipelines are the safest and most efficient means of transporting natural gas and petroleum products, according to National Transportation Safety Board

statistics. In the United States alone, there are over 200,000 miles of petroleum pipelines and 300,000 miles of natural gas transmission pipelines in use every

day. These pipelines transport the natural gas, which provides about 24 percent of all the energy used in the United States, and over 700 million gallons of petroleum products per day, to American consumers and businesses.



Local distribution companies (LDCs) deliver natural gas to most homes and businesses through underground main and natural gas service pipelines. These lines cover over 800,000 miles of underground pipeline in the United States.

When you learn and follow the guidelines contained here, not only do you help ensure that energy and natural resources continue to flow smoothly and safely to your town and other towns like it, but you also become a steward of the environment.

IN THIS ISSUE:

Safety and Efficiency of Pipeline Systems in Minnesota

What do pipelines transport and what are the potential hazards?

Call 811 before you dig

Planning, Zoning & Property Development

What do the pipeline companies do in the event a leak was to occur?

What can you do to help?

Call before you clear

How do pipeline companies facilitate safety, integrity & reliability of their systems

How would you know where a pipeline is?

How would you recognize a pipeline leak?

Transmission Pipeline Mapping

Minnesota Pipeline CAER Members & Emergency Contact Numbers

Helpful Web sites

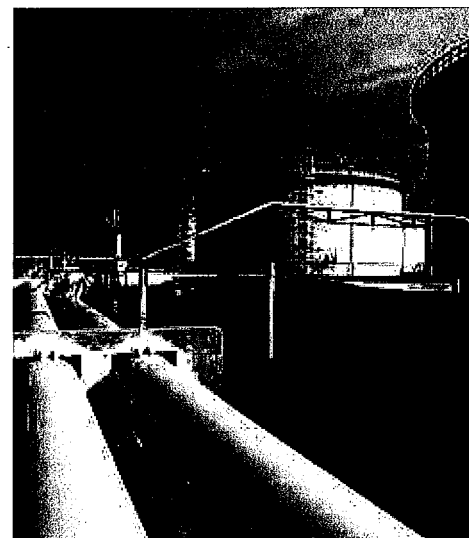
What do pipelines transport and what are the potential hazards?

Many pipelines transport petroleum products and natural gas. Some pipelines transport other hazardous products such as chemicals, highly volatile liquids, anhydrous ammonia, or carbon dioxide. Exposure to these products can be harmful if inhaled, and can cause eye and skin irritation, and difficulty in breathing.

Fortunately, pipeline accidents are extremely rare, but they can occur. Natural gas and petroleum products are flammable and potentially hazardous and explosive under certain conditions. Pipeline companies undertake many prevention and safety measures to ensure the integrity of their pipeline systems.

You can obtain more specific information regarding pipelines and the products

they carry by contacting the pipeline company directly.



Call 811 before you dig, IT'S FREE, AND IT'S THE LAW!

811 is a federally-mandated number designated by the FCC to consolidate all local "Call Before You Dig" numbers and help save lives by minimizing damages to underground utilities. One easy phone call to 811 starts the process to get all utility and pipeline company-owned lines marked for FREE. When you call 811 from anywhere in the state, your call will be routed to the Gopher State One-Call Center. The law requires that you call 48 hours (excluding weekends & holidays) before you begin your project. Once your underground lines have been marked for your project, you will know the approximate location of your pipelines and utility lines, and can continue your project by digging with care and respecting the marks. More information regarding 811 can be found at www.call811.com.

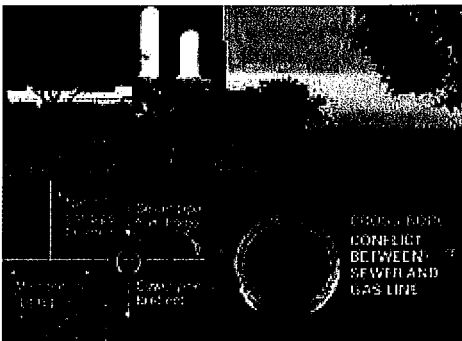
Excavators must notify the pipeline company directly or through the One-Call Center immediately but not later than two hours following a damage incident.



Call before you clear

Cross bores can be dangerous because the mechanical equipment used to unclog sewer pipes can easily penetrate a natural gas pipe and lead to the dangerous release of natural gas.

If you are having trouble with your sewer, or think you have a blockage, make sure the natural gas utility serving the area is contacted first (either by you or your sewer cleaner). More information can be found at www.callbeforeyouclear.com



Planning, Zoning and Property Development

It is crucial to coordinate with pipeline operators to take the location of pipelines into consideration in land use plans, zoning, and property development activities. Developments can make use of pipeline easements as open spaces and greenway connectors. Pipeline depth is a crucial consideration during development planning. Changes to the topography on either side of the pipeline may impose unacceptable stresses on the pipeline. Public officials can enhance

public safety by working with pipeline operators to coordinate development of site plans where large numbers of people congregate, including schools, churches, etc. or other high consequence areas. The Pipelines and Informed Planning Alliance (PIPA) encourages the adoption and implementation of PIPA-developed recommended practices related to risk-informed land use planning near transmission pipelines. Go to www.Pipa-info.com for additional information.

What do the pipeline companies do in the event a leak was to occur?

Top priorities in any pipeline emergency response is public safety and environmental protection. In order to prepare for the event of a leak, pipeline companies regularly communicate, plan and train with local emergency personnel such as fire and police departments. Upon the notification of an incident or leak, either by the pipeline company's internal control center or by phone, the pipeline operator will immediately dispatch trained personnel to assist public safety officials in their response to the emergency. Pipeline operators will also take steps to minimize the amount of product that leaks out and to isolate the pipeline.



The pipeline company's control center may:

- Stop or reduce the flow of product

- Dispatch pipeline emergency response personnel and equipment to the emergency site
- Inform you of any special precautionary recommendations
- Act as a liaison between emergency response agencies and pipeline company personnel
- Help bring the emergency to conclusion as quickly and safely as possible

What can you do to help?

While leaks with pipelines and pipeline facilities are very rare, damages to pipelines are more likely to occur. Awareness of the location of the pipeline, the potential hazards, and what to do if a leak does occur can help minimize the number of accidents that do occur.

A leading cause of transmission & local distribution pipeline leaks occur because of unsafe digging by third parties. Pipeline companies are responsible for the safety and security of their respective pipelines. To help maintain the integrity of pipelines and their rights-of-way, it is essential that pipeline and facility neighbors protect against unauthorized excavations or other destructive activities. Here's what you can do to help:

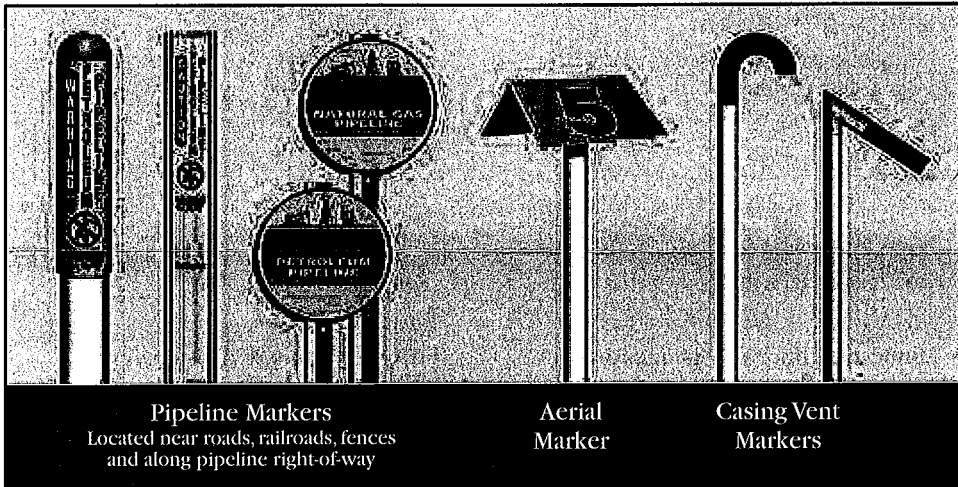
- Become familiar with the pipelines and pipeline facilities in the area (marker signs, fence signs at gated entrances, National Pipeline Mapping System, etc).
- Record the company name, 24-hour emergency contact information and any pipeline information and keep in a permanent location near the telephone.
- Be aware of any unusual or suspicious activities or unauthorized excavations taking place within or near the pipeline right-of-way or pipeline facility; report any such activities to the pipeline operator and local law enforcement.
- Contact your pipeline operators to verify their Emergency Preparedness Response plans contain current contact information for your community/county.

How do pipeline companies facilitate safety, integrity and reliability of their systems?

Even though most transmission pipelines are made of steel, covered with protective coatings and buried underground, pipeline companies invest significant time and capital maintaining the quality and integrity of their pipeline systems. Most active pipelines are monitored 24 hours a day via manned control centers. In addition, pipeline companies utilize aerial surveillance and/or on-ground observers to identify potential dangers to their pipelines, such as construction or excavation activities or possible leaks. Control center personnel continually monitor the pipeline system and assess changes in pressure and flow along the pipeline. They notify field response personnel if there is a possibility of a leak or release of product. Automatic

shut-off valves are sometimes utilized to isolate a leak.

Pipeline operators have developed supplemental hazard and assessment programs known as Integrity Management Programs. Integrity Management Programs have been implemented for areas designated as “high consequence areas” in accordance with federal regulations. Specific information about an operator’s program may be found on their company website, or by contacting them directly. State and federally regulated pipeline operators maintain Damage Prevention Programs. The purpose of these programs is to prevent damage to pipelines and facilities from excavation activities.



Pipeline Markers

Located near roads, railroads, fences and along pipeline right-of-way

Aerial Marker

Casing Vent Markers

How would you know where a pipeline is?

Pipeline markers are important for the safety of the general public and provide emergency responders with critical information. Most pipelines are underground, where they are more protected from the elements and minimize interference with surface uses. Even so, pipeline rights-of-way are identified by pipeline markers along pipeline routes that identify the approximate—NOT EXACT—location of the pipeline. Every pipeline marker contains information identifying the company that operates the pipeline, the product transported, and a phone number that should be called in the event of an emergency. Markers do not indicate pipeline burial depth, which will vary. Markers are typically seen where a pipeline intersects a public road, highway, waterway or railway. For any person

to willfully deface, damage, remove, or destroy any pipeline marker is a federal crime. Local distribution pipelines are not typically identified with pipeline markers. A call to 811 will help identify the location of these pipelines.

Pipeline Marker — This marker is the most commonly seen. It contains operator information, type of product, and an emergency contact number.

Aerial Marker — These skyward facing markers are used by patrol planes that monitor pipeline ROW.

Casing Vent Marker — This marker indicates that a pipeline (protected by a steel outer casing) passes beneath a nearby roadway, rail line or other crossing. Sometimes overflow of product may be seen.



How would you recognize a pipeline leak?

Although pipeline leaks are rare, knowing how to recognize and respond to a possible leak is a key component in pipeline safety. Trust your senses. You may recognize a pipeline leak by:

- **Sight:** Liquid pools, discolored or abnormally dry soil/vegetation, continuous bubbling in wet or flooded areas, an oily sheen on water surfaces, and vaporous fogs or blowing dirt around a pipeline area can all be indicative of a pipeline leak. Dead or discolored plants in an otherwise healthy area of vegetation or frozen ground in warm weather are other possible signs.
- **Sound:** Volume can range from a quiet hissing to a loud roar depending on the size of the leak.
- **Smell:** An unusual smell, petroleum odor, or gaseous odor will sometimes accompany pipeline leaks.
 - Gas transmission/gas gathering pipelines are odorless, but may contain a hydrocarbon smell.
 - Highly Volatile Liquids (HVL's) can be odorless and colorless in their natural state and most are considered irritants to eyes and nose. Commercial odorants are added to many HVL's to assist in detection of a leak.
 - Gas distribution systems are odorized with the chemical Mercaptan or other similar chemicals.
 - Mercaptan is a harmless non-toxic chemical that is added to make it easier to detect a gas leak due to its “rotten egg” odor.
 - Landfill gas, which is becoming a popular source of natural gas, has a more pungent and unpleasant odor similar to the smell of rotting garbage.

Transmission Pipeline Mapping

The National Pipeline Mapping System (NPMS) is a geographic information system (GIS) created by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA), Office of Pipeline Safety (OPS) in cooperation with other federal and state governmental agencies and the pipeline industry to provide information about pipeline operators and their pipelines. The NPMS Web site is searchable by ZIP code or by county and state, and can display a county map that is printable.

Within the NPMS, PHMSA has developed the Pipeline Integrity Management Mapping Application (PIMMA) for use by pipeline operators and Federal, state, and local government officials only. The application contains sensitive pipeline infrastructure information that can be viewed via internet browser. Access to PIMMA is limited to Federal, State, and Local Government officials as well as pipeline operators. PIMMA access cannot be given to any person who is not a direct employee of a government agency.

For a list of pipeline operators with pipelines in your area and their contact information or to apply for PIMMA access, go to www.npms.phmsa.dot.gov/. Operators of production facilities, gas/liquid gathering piping and distribution piping, are not represented by NPMS nor are they required to be.

For more information regarding pipeline safety and an overview of the pipeline industry please visit the following Web sites:

Pipeline Resources and Information

- Call Before You Clear - www.callbeforeyouclear.com
- Pipeline 101 - www.pipeline101.com
- Pipelines and Informed Planning Alliance- www.pipa-info.com
- Association of Oil Pipe Lines (AOPL) - www.aopl.org
- American Petroleum Institute (API) - www.api.org
- Interstate Natural Gas Association of America (INGAA) - www.ingaa.org
- American Gas Association (AGA) - www.aga.org
- Common Ground Alliance (CGA) - www.commongroundalliance.com
- 811 - www.call811.com
- Gopher State One Call - www.gopherstateonecall.org
- Minnesota Regional CGA: www.mncca.com/

Regulatory Agencies

- Department of Transportation (DOT) - www.dot.gov
- Office of Pipeline Safety (OPS) - www.phmsa.dot.gov
- National Transportation and Safety Board (NTSB) - www.nts.gov
- Federal Energy Regulatory Commission (FERC) - www.ferc.gov
- Federal Energy Regulatory Commission (FERC - Oil Pipelines) - www.ferc.gov/industries/oil.asp
- Occupational Safety & Health Administration (OSHA) - www.osha.gov
- National Fire Protection Association (NFPA) - www.nfpa.org
- Minnesota Office of Pipeline Safety (MNOPS) - <http://dps.mn.gov/divisions/ops>
- National Pipeline Mapping System - <https://dps.mn.gov/divisions/ops>

Minnesota Pipeline CAER Members

Alliance Pipeline LP
 Andeavor - South West Region
 Austin Utilities
 BP Pipelines (North America), Inc.
 Centennial Utilities
 CenterPoint Energy Gas Distribution and Transmission
 City of Brownton
 City of Duluth Public Works and Utilities Dept.
 Fairfax-Gibbon (Cities of)
 City of Hallock
 City of Stephen
 City of Tyler
 Community Co-op
 Dooley's Natural Gas/Dooley's Natural Gas II

Enbridge Energy Company, Inc.
 Enbridge Pipelines (North Dakota) LLC
 Enterprise Products Operating LP
 Flint Hills Resources
 Great Plains Natural Gas Company
 Greater Minnesota Gas
 Hibbing Public Utilities
 Hutchinson Utilities Commission
 Kinder Morgan Cochin LLC
 Magellan Midstream Partners, L.P.
 Montana-Dakota Utilities Co.
 New Ulm Public Utilities Commission
 Northern Border Pipeline Company
 Northern Natural Gas
 Northwest Gas

NuStar Pipeline Operating Partnership L.P.
 Owatonna Public Utilities
 Sheehan's Gas Company
 Suburban Propane
 TransCanada/Great Lakes Gas Transmission Company
 Viking Gas Transmission Company
 Xcel Energy

For additional information regarding a specific pipeline operator or underground utility, please contact company directly. Contact information for each member company can be found on our website at www.mncaer.com

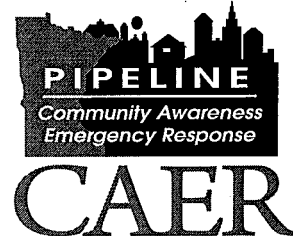


Join us for the CoRE Program!

Please attend this program to train with pipeline companies, gas distribution, and first responders from your community. During CoRE you will participate in a simulated product release and work through a discussion based exercise.

*****ALL FOR AADC 550
White Bear Lake City Hall
Current Mayor
Or Jo Emerson
4701 Highway 61 N
Saint Paul, MN 55110-3227

YUGV-8NAM



The program and meal are provided at no cost to you.

PROGRAM & VENUE INFORMATION (Run Time: Meal 30 min. Program 90 min.)

January 29, 2018 / 6:00 PM
Maple Grove Community Center
12951 Weaver Lake Rd.
Maple Grove, MN 55369

Please RSVP to help with estimating attendance for meals and seats.

Register online with your webcode at
www.mncaer.com

WebCode: YUGV-8NAM

CoRE OBJECTIVES

Pipeline Operator

- Learn the responsibility and resources of government organizations that may respond to a pipeline emergency
- Acquaint the officials with the operator's ability in responding to a pipeline emergency
- Identify the types of pipeline emergencies of which the operator notifies the officials
- Plan how the operator and officials can engage in mutual assistance to minimize hazards to life or property

Local Government Officials

- Do we have a pipeline emergency?
- Where is the leak or response?
- Whom do we notify?
- Is there an immediate threat to life or property?
- Should emergency responders shut down the pipeline?
- Do we need to start an evacuation or other public protective action?
- Will other resources (local, state, federal, private industry) be required?



You will receive a **Certificate of Completion** following the meeting.

To learn more about your local pipeline meeting sponsors, please visit www.mncaer.com.



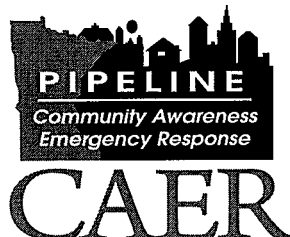
2018 Meeting Schedule

City	Date	Time	Day	Venue	Address
Maple Grove	01/29/18	6:00 PM	Monday	Maple Grove Community Center	12951 Weaver Lake Rd.
Shakopee	01/30/18	6:00 PM	Tuesday	American Legion	1266 1st Ave. E.
Kasson	01/31/18	6:00 PM	Wednesday	Events by Saker	401 8th St. S.E.
Caledonia	02/01/18	6:00 PM	Thursday	Four Seasons Community Center	900 N. Kingston St.
Owatonna	02/06/18	6:00 PM	Tuesday	Holiday Inn Hotel & Suites	2365 43rd St. N.W.
St. Peter	02/07/18	6:00 PM	Wednesday	Gustavus Adolphus College - Alumni Hall	800 College Ave.
Fairmont	02/08/18	6:00 PM	Thursday	Holiday Inn Fairmont	1201 Torgerson Dr.
Luverne	02/12/18	6:00 PM	Monday	Grand Prairie Events	105 S. Estey St.
Tyler	02/13/18	6:00 PM	Tuesday	Tyler Golf Club	420 County Rd. 7
Olivia	02/15/18	6:00 PM	Thursday	Max's Grill	2425 W. Lincoln Ave.
Granite Falls	02/20/18	6:00 PM	Tuesday	Prairie's Edge Casino Resort	5616 Prairie's Edge Ln.
Benson	02/21/18	6:00 PM	Wednesday	McKinney's on Southside	300 14th St. S.
Wheaton	02/22/18	6:00 PM	Thursday	American Legion	402 Hwy. 75 N.
Buffalo	02/26/18	6:00 PM	Monday	Wild Marsh Golf Club	1710 Montrose Blvd.
St. Cloud	02/27/18	6:00 PM	Tuesday	Best Western Plus Kelly Inn	100 4th Ave. S.
Long Prairie	02/28/18	6:00 PM	Wednesday	Long Prairie Country Club	406 6th St. S.E.
Milaca	03/01/18	6:00 PM	Thursday	Phoenix Hotel & Banquet Center	210 E. Hwy. 23
Cambridge	03/06/18	6:00 PM	Tuesday	Armed Forces Reserve Community Center	505 Spirit River Dr. S.
Duluth	03/07/18	6:00 PM	Wednesday	Black Woods Event Center	195 Hwy. 2
Grand Rapids	03/08/18	6:00 PM	Thursday	Timberlake Lodge Hotel & Event Center	144 S.E. 17th St.
Walker	03/13/18	6:00 PM	Tuesday	Northern Lights Casino Hotel	6800 Y Frontage Rd. N.W.
Bemidji	03/14/18	6:00 PM	Wednesday	Hampton Inn & Suites	1019 Paul Bunyan Dr.
Theif River Falls	03/15/18	6:00 PM	Thursday	The Eagles Club	305 Red Lake Blvd.
Hallock	03/20/18	6:00 PM	Tuesday	Hallock City Hall	163 3rd St. S.E.
Ada	03/21/18	6:00 PM	Wednesday	Ada Convention Center	415 W. Main St.
Moorhead	03/22/18	6:00 PM	Thursday	Courtyard by Marriott	1080 28th Ave. S.

PROGRAM SPONSORS:

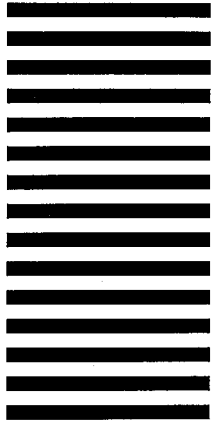
Alliance Pipeline LP
 Andeavor - South West Region
 Austin Utilities
 BP Pipelines (North America), Inc.
 Centennial Utilities
 CenterPoint Energy Gas Distribution and Transmission
 City of Brownton
 City of Duluth Public Works and Utilities Dept.
 Fairfax-Gibbon (Cities of)
 City of Hallock
 City of Stephen
 City of Tyler
 Community Co-op
 Dooley's Natural Gas/Dooley's Natural Gas II
 Enbridge Energy Company, Inc.
 Enbridge Pipelines (North Dakota) LLC
 Enterprise Products Operating LP
 Flint Hills Resources

Great Plains Natural Gas Company
 Greater Minnesota Gas
 Hibbing Public Utilities
 Hutchinson Utilities Commission
 Kinder Morgan Cochin LLC
 Magellan Midstream Partners, L.P.
 Montana-Dakota Utilities Co.
 New Ulm Public Utilities Commission
 Northern Border Pipeline Company
 Northern Natural Gas
 Northwest Gas
 NuStar Pipeline Operating Partnership L.P.
 Owatonna Public Utilities
 Sheehan's Gas Company
 Suburban Propane
 TransCanada/Great Lakes Gas Transmission Company
 Viking Gas Transmission Company
 Xcel Energy





NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 5411 WICHITA KS

POSTAGE WILL BE PAID BY ADDRESSEE


MINNESOTA CAER PIPELINE ASSOCIATION
MAIL DISTRIBUTION CENTER
PO BOX 9123
WICHITA KS 67277-9915



Your feedback is important!

Please complete the short survey below based on the information in the enclosed brochure. Your response will allow us to measure the overall understanding of pipeline safety in America, and assist in the continuous improvement of our communications. Thank you for your help.

- 1. Within the past four years, do you recall receiving information from a pipeline company? Yes No
- 2. Which of the following is the safest way for transporting oil or natural gas? (check one) Tanker Truck Rail Car Pipeline Barge
- 3. How would you know if there is a pipeline near you? (check all that apply) Pipeline Marker/Sign Received Mailing Line Runs Through Property Other:
- 4. Are you aware of the National Pipeline Mapping System (NPMS)? Yes No
- 4a. Have you accessed the NPMS website? Yes No
- 4b. If not, why? _____
- 5. Do you know how to recognize a pipeline right-of-way? Yes No
- 6. If you were planning on digging, which of the following actions would you be likely to take? (check all that apply) Nothing Call the Gopher State One Call/811 Call Pipeline Company Don't Know
- 7. Are you aware of the prevention measures pipeline companies take to maintain safe operations? Yes No
- 8. What would you likely do if you saw suspicious or construction related activity on or near a pipeline right-of-way? (check all that apply) Call 911 Call Pipeline Company Call the Gopher State One Call/811 Nothing
- 9. Do you know how to recognize a pipeline leak? Yes No
- 10. What would you do in the event of a pipeline emergency? (check all that apply) Call 911 Call Pipeline Company Flee the Area Nothing


White Bear Lake City Hall
Current Mayor
Or Jo Emerson
4701 Highway 61 N
Saint Paul MN 55110-3227

NAME	
COMPANY	
ADDRESS	
CITY	
STATE	
ZIP	
PHONE	
E-MAIL	
COMMENTS:	

MNCAER PO