



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, JUNE 12, 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 June 12, 2018

**3. APPROVAL OF THE AGENDA**

**4. VISITORS AND PRESENTATIONS**

A. Brad Falteysek – Auditor Report

**5. PUBLIC HEARINGS**

**6. LAND USE**

A. Consideration of a Planning Commission recommendation a request by Meghan Master for a 3-year time extension for a Special Home Occupation Permit in order to continue operating a beauty salon in the single-family residence located at 2268 Sierra Drive. (Case No. 17-1-SHOPe1)

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. ORDINANCES**

Nothing scheduled

**9. NEW BUSINESS**

A. Resolution accepting bids and awarding contract for the 2018 sanitary sewer lining program, City Project No. 18-07

B. Resolution accepting bids and awarding contract for the decorative lighting project for Old White Bear Avenue, City Project No. 17-06A

C. Resolution authorizing an agreement to extend the cable franchise agreement with Comcast

**10. CONSENT**

- A. Acceptance of April White Bear Lake Conservation District Minutes, April Environmental Advisory Commission Minutes, April Park Advisory Commission Minutes, May Planning Commission Minutes
- B. Resolution authorizing the Mayor and City Manager to execute an amendment to the Violent Crimes Joint Powers Agreement with Ramsey County to include Mounds View
- C. Resolution authorizing massage therapist license and transfer

**11. DISCUSSION**

- A. 4 Square Flats Concept – Neighborhood meeting update

**12. COMMUNICATIONS FROM THE CITY MANAGER**

**13. ADJOURNMENT**



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, MAY 22, 2018  
7:00 P.M. IN THE COUNCIL CHAMBERS**

**1. CALL TO ORDER AND ROLL CALL**

Mayor Jo Emerson called the meeting to order at 7:02 p.m. Councilmembers Doug Biehn, Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh in attendance. Staff members present were City Manager Ellen Richter, Assistant City Manager Rick Juba, City Engineer Mark Burch, Community Development Director Anne Kane, City Clerk Kara Coustry and City Attorney Andy Pratt.

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

It was moved by Councilmember **Engstran** seconded by Councilmember **Jones**, to approve the Minutes of the Regular City Council Meeting on May 8, 2018.

Motion carried unanimously.

**3. APPROVAL OF THE AGENDA**

City Manager Richter added 9F: Resolution accepting bids and awarding contract to Viking Automatic Sprinkler Company for the Fire Suppression System at White Bear Lake Sports Center, Renovation City Project #18-09.

Councilmember Engstran moved 10D, Fire Department Auto Aid Agreements from the Consent Agenda to be placed under New Business, 9G.

It was moved by Councilmember **Biehn** seconded by Councilmember **Edberg**, to approve the agenda as amended.

Motion carried unanimously.

**4. VISITORS AND PRESENTATIONS**

**A. Northeast Youth and Family Services – Jerry Hromatka**

Mayor Emerson welcomed Jerry Hromatka, President and CEO of Northeast Youth and Family Services (NYFS). Mr. Hromatka provided an overview of services provided by NYFS on a budget of 3.3 million, in which \$0.85 of each dollar goes directly toward programming. Primary populations served include ages 5-21, for a total of 4,000 youth, adults and families served in three program areas including mental health, day treatment and community services. Mr. Hromatka explained that White Bear Lake residents are assured access to mental health, the senior chore program and diversion services regardless of their ability to pay.

Mr. Hromatka explained that citizenship is about being part of something bigger than yourself. He stated that NYFS service reduce the need for public funds. Mr. Hromatka referenced social return on investment research by the University of Minnesota, stating that for every dollar put into youth work, \$5 dollars is returned. For every \$100 put into mental health, employers get about \$1,800 back. Also, early intervention and prevention are less expensive than deeper services provided later through Ramsey County.

Mr. Hromatka encouraged folks to participate in the upcoming NYFS Board of Directors' run Mayor's Challenge Golf Tournament on June 11<sup>th</sup> at Keller Golf Course.

At Councilmember Walsh's suggestion, Mr. Hromatka elaborated that mindfulness is about being in the moment rather than being in the past, which is a great stress reducing technique. NYFS have been teaching students and adults various techniques for being mindful and its Board of Directors has suggested providing this service as a lunch and learn to businesses.

Councilmember Edberg asked for a comment on the overall relationship with the City. He asked if NYFS is financially stable and if there were any gaps resulting from a reduction in funding. Finally, Councilmember Edberg asked for insight related to mental health of school-age children.

Mr. Hromatka provided his opinion that isolation and despair are the main reasons for children (and adults) to feel disconnected to a goal and a sense of purpose. He relayed the importance of reaching out to those who get lost and getting them connected again. In terms of budget, NYFS is equity rich but balance sheet poor. Cash flow is fine, but the Board of Directors has been stressing the importance of weening off contracts as long-term funding sources. Related to the City's relationship, Mr. Hromatka stressed the importance of the City continuing to provide support to NYFS. He credited the success of NYFS with bringing disparate groups of people together to find common ground moving forward.

Mayor Emerson thanked Mr. Hromatka and expressed pride in the City's long-standing partnership with NYFS.

#### B. White Bear Area Chamber of Commerce – Tom Snell

Mayor Emerson introduced Tom Snell, Executive Director of the White Bear Area Chamber of Commerce. Mr. Snell reported that the Chamber has approximately 400 members today. He noted a vast increase in visitors from 10 per year to over 1,000 per year since moving into the Railroad Depot in downtown White Bear Lake.

Mr. Snell covered several initiatives of the White Bear Area Chamber of Commerce in the past year. The Chamber launched a business education network program with a focus on health care and human services in order to bring together schools and businesses to identify and address gaps in the workforce resulting for retiring baby-boomers. The Chamber has done 11 presentations in the White Bear School District on issues related to health care and human services and there will be a health care workforce fair held at Century College on October 26.

On economic development efforts, Mr. Snell explained that ribbon cuttings are an important aspect of welcoming new community members. Over the past five months, there have been over 20 ribbon cuttings in White Bear Lake. There have also been 11

Grow Minnesota visits, a State Chamber of Commerce initiative in which local businesses are interviewed to determine what they need in the community.

Mr. Snell reported on Chamber's support for the bike trail and the lake links trail, as well as bonding received for repairs to a rail bridge at the Rice Creek Watershed District. Two major distribution centers, International Paper and Cummings, can now rely on this bridge for another 75 years for products. He stated the Chamber Board is also in support of the concept of a 4-corners development on County Road E and Bellaire.

As a major sponsor of the Leadership Program for the Greater White Bear Community Foundation, Mr. Snell relayed that the Chamber is hosting an event with the Rotary on May 31 at the Yacht Club to focus on building more support for the Community Foundation.

Mayor Emerson thanked Mr. Snell for all he does at the Chamber to support White Bear Lake. Councilmember Dan Jones thanked Tom Snell for his direction and leadership at the White Bear Area Chamber of Commerce.

## 5. PUBLIC HEARINGS

Nothing scheduled

## 6. LAND USE

Nothing scheduled

## 7. UNFINISHED BUSINESS

Nothing scheduled

## 8. ORDINANCES

Nothing scheduled

## 9. NEW BUSINESS

### A. Resolution approving request for a Comprehensive Plan extension

Community Development Director Kane reported that the City has completed approximately 70% of the Comprehensive Plan. While staff had hoped to be in a position to schedule the Public Hearing for the May 28th Planning Commission meeting, it became evident based on competing case load, that an extension would be necessary. In discussing the matter with the City's Sector Representative at Metropolitan Council, staff was encouraged to seek the full 6-month extension to allow wiggle room for this one-time request. Ms. Kane forwarded a resolution asking until May 31, 2019 to submit the final document, although staff anticipates its completion by the end of this summer.

It was moved by Councilmember **Biehn**, seconded by Councilmember **Jones**, to adopt **Resolution No. 12235** approving request for a Comprehensive Plan extension.

Motion carried unanimously.

B. Resolution approving the general obligation bond sale

Finance Director Don Rambow reported that the City's Standard and Poor's bond rating was recently upgraded from AA to AA+ after noting significant developments throughout the City. A review of the City's finances noted that the general fund is strong and reserves are gradually improving. Ehlers conducted the bond sale today. Four competitive bids were received with extremely favorable long-term rates at 3.2% and 3.3%, reflecting a savings of approximately \$100,000 in financing.

Shelly Eldridge, the Senior Financial Advisor and Vice President of Ehlers, expressed excitement for the City's recent bond rating increase and presented Mayor Emerson with a commemorative plaque containing of an old style paper bond.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12236A** awarding sale of \$5.850 general obligation Million Series 2018A bonds.

Motion carried unanimously.

It was moved by Councilmember **Jones**, seconded by Councilmember **Edberg**, to adopt **Resolution No. 12236B** awarding \$3.330 general obligation Tax Abatement Million Series 2018B bonds.

Motion carried unanimously.

C. Resolution approving change order number 1 for the 2018 Seal Coating Project, City Project No. 18-02

City Engineer Burch reported the City entered into a contract with Pearson Bros, Inc. for the performance of the 2018 Seal Coating contract. Staff is requesting a change order to revise use of the pea gravel cover rock on residential streets to trap rock, which would increase project costs by \$19,299. Mr. Burch explained that pea gravel is getting more difficult to find, while trap rock is a better looking and more durable product.

It was moved by Councilmember **Biehn**, seconded by Councilmember **Engstran**, to adopt **Resolution No. 12237** approving change order number 1 for the 2018 Seal Coating Project, City Project No. 18-02.

Motion carried unanimously.

D. Resolutions authorizing Bellaire Center Tenant Rental Agreements

City Manager Richter reported that agreements have been reached to renew rental contracts for a two-year term with the White Bear Dance Center, Garden of Hope Montessori School and Sunrise Draperies. An agreement with Comcast, the last of the Bellaire Center Tenants, will require additional time to finalize. Ms. Richter described all of them as good tenants and forwarded a recommendation for approval of the agreements.

It was moved by Councilmember **Jones**, seconded by Councilmember **Engstran**, to adopt **Resolution No. 12238** authorizing a rental agreement with Prestige Productions dba White Bear Dance Center; **Resolution No. 12239** authorizing a rental agreement with Garden of Hope Montessori School; **Resolution No. 12240** authorizing a rental

agreement with Sunrise Draperies.

Motion carried unanimously.

- E. Resolution authorizing a Community Roadside Landscape Partnership Program application in support of proposed landscape enhancements within the I-35E right of way adjacent to Tower Crossings. (Division 25, LLC)

Community Development Director Kane reported that the second phase of Tower Crossings is underway with completion of the building frame of the proposed Lunds & Byerlys store. The developer of Lunds & Byerlys is proposing to remove volunteer landscape materials within MnDOT's I-35E right-of-way adjacent to where the new grocery store abuts the freeway. The existing area would be re-planted to lower height landscape materials, including 225 shrubs to stabilize the slope, but still allow the new wall signage to be seen by passing motorists.

The developer of Tower Crossing PUD, John Johansson with Division 25, LLC is requesting the City of White Bear Lake enter into a MnDOT Community Roadside Landscape Partnership Program to allow new landscaping to be installed within the I-35E right-of-way. The developer assumes all responsibility for design, implementation and on-going maintenance during the establishment period and will submit a separate Letter of Credit to the City to cover 125% of the estimated cost to complete the work.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12241** authorizing a Community Roadside Landscape Partnership Program application in support of proposed landscape enhancements within the I-35E right of way adjacent to Tower Crossings. (Division 25, LLC).

Motion carried unanimously.

- F. Resolution accepting bids and awarding contract to Viking Automatic Sprinkler Company for the Fire Suppression System at White Bear Lake Sports Center, Renovation City Project #18-09

City Engineer Burch explained that when bids for modification of the fire sprinkler system to allow for installation of the low-E ceiling were received last November, the low bid was \$143,880. Due to confusion with the work specified, the bid was rejected and subsequently revised to clarify specifications. Staff recommends the City Council receive the revised bid of \$53,000 from Viking Automatic Sprinkler Company and award them the contract for the work.

It was moved by Councilmember **Biehn**, seconded by Councilmember **Walsh**, to adopt **Resolution No. 12242** accepting bids and awarding contract to Viking Automatic Sprinkler Company for the Fire Suppression System at White Bear Lake Sports Center, Renovation City Project #18-09.

Motion carried unanimously.

- G. Resolution approving Fire Department Auto Aid Agreements with Lake Johanna, Maplewood and Hugo.

City Manager Richter referenced existing mutual aid agreements in place with Mahtomedi, Lino Lakes and Vadnais Heights. The City would like to round out area

coverage by also including Lake Johanna, Maplewood and Hugo. Mutual aid agreements are trending among Fire Departments because they allow for better response times given vehicle locations and available resources at any given point in time.

Fire Chief Peterson explained that auto aid agreements are being utilized among neighboring communities throughout Ramsey County. He explained that with the new CAD system, everything is GPS driven now. The addition of these other agencies means they will be automatically dispatched to a call, which creates a safer environment because more people are dispatched more immediately to help each other out.

It was moved by Councilmember **Jones**, seconded by Councilmember **Walsh**, to adopt **Resolution No. 12245** approving Fire Department Auto Aid Agreements with Lake Johanna, Maplewood and Hugo.

Motion carried. Councilmember Engstran abstained.

Councilmember Walsh inquired as to an update on the recent Fire Department schedule changes. Fire Chief Peterson reported that shift schedules are a huge adjustment for the department, but they are generally going well. Under the scheduling approach, it is more evident when there are holes in coverage, which has both increased clarity and anxiety in the department related to staffing.

## 10. CONSENT

- A. Resolution approving a temporary liquor license for Pine Tree Apple Classic.  
**Resolution No. 12243**
- B. Resolution approving a Massage Therapy Establishment license for Red Dragonfly Massage. **Resolution No. 12244**
- C. Acceptance of March Environmental Advisory Commission Minutes

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

Motion carried unanimously.

## 11. DISCUSSION

## 12. COMMUNICATIONS FROM THE CITY MANAGER

- Green Step City – Step 4 was recently achieved by the City due to efforts toward recording energy use with the MPCA. The City of White Bear Lake will be receiving an award at the upcoming League Conference. Connie Taillon has been working on a press release. A Step 5 designation was also recently added, for which the City will continue to strive.
- Lake Links Trail - There is 4 million to fund the Lake Links Trail in the bonding bill, with 2.6 million directed toward design and construction of the South Shore segment. Ms. Richter shared a Lake Link Trail report prepared from funding received through the last bonding bill. This was a collaborative effort between Ramsey County, the Town of White Bear and the City of White Bear Lake. Ramsey County has agreed to survey along South Shore to establish right-of-way, which will be done this fall and winter.



More work will be done with the traffic study as options for one-way and two-way roads are explored.

- Legislative Update – Effective June 1, 2018 through July 1, 2019, legislation was passed which restricts the DNR from spending any money to enforce the recent court order whereby water permits were amended. Because of this, the City is not currently obligated to move forward with the residential irrigation ban, or create a plan for surface water conversion. Ms. Richter asked residents to be mindful of the City’s existing irrigation ban, which is in effect between May 1 – September 30 between the hours of 10:00 a.m. – 5:00 p.m.
- Lake Level Litigation – In following with the DNR, the City filed its appeal of the Lake Level court ruling. The DNR filed for a stay to the Court of Appeals.
- Manitou Days Parade – Mayor and Council participating in the Manitou Days Parade should plan on meeting at the Fire Department on Friday, June 15<sup>th</sup> at 6:00 p.m. in time for 6:30 p.m. The parade starts at 6:30 p.m.
- Whitaker Street End Lease – staff has been researching the gas tank and other considerations. This item will come before the Council on June 26, 2018.
- 4 Square Flats Concept – The developer’s next neighborhood meeting is Wednesday, June 6<sup>th</sup>, 6 – 8 pm at Century College Theatre.

Councilmember Edberg explained that a 2-scale model showing the impact of four buildings on the corners would help residents to better visualize the proposed concept plan and how space is used on those four corners.

Councilmember Jones stated the newest market rate apartment complex south of County Road F is 60 years old. He emphasized that residents need to understand what market rate means to clear up confusion related to this.

- Memorial Day Parade – The VFW will lead the parade starting at 9:15 a.m. from City Hall, arriving at Union Cemetery around 10:00 a.m. In addition, at 2:00 p.m. the VFW will be holding a ceremony at the lake.
- Controlled Burn – Councilmembers are invited to participate in a controlled burn on Murray Avenue (with appropriate training) on Saturday, June 9 at 8:00 a.m.
- Body Cameras – Training will be taking place in the next couple of weeks in preparation for the implementation of body cameras in June.
- Engineering Updates – Mark Burch
  - Street reconstruction projects - The sanitary sewer line will be connected overnight along White Bear Avenue. Regarding the mill and overlay on Sumac and Manitou, the curb is complete, sod laid and pavement goes in tomorrow. Curb was poured on 10<sup>th</sup> and 11<sup>th</sup> Streets today. Piggy-backing of service lines is being corrected along with copper pipe replacement of lead and corroded galvanized pipes. The trail on White Bear Parkway from 96 to Birch Lake Blvd has been milled, but may be a bit delayed due to soft soil conditions. Birch Lake Blvd S. will be the last project, which has not yet been initiated for that reason.
  - Sports Center Project - Concrete will be poured on Thursday, which is controlled through lasers for perfect leveling required for this job.

- Clark Avenue Flagpole Project - The time capsule was recovered from the 1940 Clark Avenue Flagpole. The flag will be retired during a brief ceremony in which the Mayor will speak this Thursday at 2:00 p.m.

### 13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Engstran** seconded by Councilmember **Jones** to adjourn the regular meeting at **8:42 p.m.**

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Jo Emerson, Mayor

**ATTEST:**

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Kara Coustry, City Clerk



**City of White Bear Lake**  
Community Development Department

***MEMORANDUM***

**To:** Ellen Richter, City Manager

**From:** The Planning Commission

**Through:** Michael Hermann, Planning Intern

**Date:** June 6, 2018 for the June 12, 2018 City Council Meeting

**Subject:** **MEGHAN MASTER – Special Home Occupation Permit extension 1  
2268 Sierra Drive - Case No. 17-1-SHOPe1**

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**REQUEST**

A 3-year time extension for a Special Home Occupation Permit (SHOP) to continue the operation of a single-operator beauty salon from her residence.

**SUMMARY**

Other than the applicant, no one spoke to the matter.

**RECOMMENDED COUNCIL ACTION**

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

**ATTACHMENTS**

Resolution of Approval

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION RE-APPROVING  
A SPECIAL HOME OCCUPATION PERMIT FOR MEGHAN MASTER  
AT 2268 SIERRA DRIVE  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (17-1-SHOPe1) has been submitted by Meghan Master to the City Council requesting a Special Home Occupation permit from the City of White Bear Lake at the following site:

**ADDRESS:** 2268 Sierra Drive

**LEGAL DESCRIPTION:** Lot 27, Block 17, Lakeaires No. 5, Ramsey Co. MN.  
(PID # 253022220085)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A 3-year time extension to an approved Special Home Occupation Permit (until July 10, 2021):

Reso # 12043 , passed June 13, 2017: A Special Home Occupation Permit to allow a single-operator beauty salon out of a single-family residence, per Code section 1302.120, Subd 4; and

**WHEREAS**, no significant changes have transpired since the original approval; and

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

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

1. The proposal is consistent with the city's Comprehensive Plan.
2. The proposal is consistent with existing and future land uses in the area.
3. The proposal conforms to the Zoning Code requirements.
4. The proposal will not depreciate values in the area.
5. The proposal will not overburden the existing public services nor the capacity of the City to service the area.
6. Traffic generation will be within the capabilities of the streets serving the site.
7. That the special conditions attached in the form of a conditional use permit are hereby approved.

**FURTHER, BE IT RESOLVED**, that the City Council of the City of White Bear Lake hereby approves the requested Special Home Occupation Permit subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.
2. This permit is issued for a three-year period with the expiration date being **July 10, 2021**, before which the permit may be renewed, in accordance with the procedural requirement of the initial home occupation.
3. The applicant shall not have the vested right to a permit by reason of having obtained a previous permit. In applying for and accepting a permit, the permit holder agrees that her monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment. Each application for the renewal of a permit will be considered de novo without taking into consideration that a previous permit has been granted. The previous granting of renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.
4. This permit shall not run with the land and shall not be transferable.
5. The applicant shall maintain her manager’s license as required by state law. Proof of such shall be provided prior to final inspection of the salon conversion.
6. The business shall comply with all provisions of the Home Occupation Section of the Zoning Code (Section 1302.125).
7. The applicant shall comply with applicable building, fire and health department codes and regulations. This includes the installation of a smoke detector in the salon room, a carbon monoxide detector in one of the bedrooms, and smoke detector in the basement.
8. Parking for the hair salon is limited to the applicant’s driveway.
9. No signage associated with the Home Occupation allowed.
10. Clients shall only utilize the front door.  
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

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Approval is contingent upon execution and return of this document to the City Planning Office.

I have read and agree to the conditions of this resolution as outlined above.

\_\_\_\_\_  
Meghan Master

\_\_\_\_\_  
Date



City of White Bear Lake  
Engineering Department

## MEMORANDUM

**To:** Ellen Richter, City Manager  
**From:** Mark Burch, P.E., Public Works Director/City Engineer  
**Date:** June 4, 2018  
**Subject:** **2018 Sanitary Sewer Lining Program**

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### BACKGROUND

The Engineering Department prepared specifications for the 2018 Sanitary Sewer Lining Program (City Project No. 18-07). The Program will include the lining of sewer mains on Bloom Avenue, 10th Street Easement, Dotte Drive, Pine Street, Linden Street, Roth Street, Jay Lane and Orchard Lane.

This work consists of installing liners inside sanitary sewer mains which have been identified by the Public Works Department as high risks for backups due to misaligned joints, root problems, pipe deterioration or inaccessible locations. The City has been undertaking these types of lining projects since 1994 and has found this a very effective way to improve flow in sanitary sewer mains, reduce maintenance problem areas and eliminate infiltration of ground water into the sanitary sewer system

### SUMMARY

Bids were received on May 23, 2018 for the 2018 Sanitary Sewer Main Lining Project.

Five (5) bids were received with Hydro-Klean, Inc. submitting the lowest bid of \$112,318.50. A copy of the bid tabulation sheet showing all bids received is attached for reference.

### RECOMMENDED COUNCIL ACTION

Staff recommendation is that the Council receive the bids and award a contract to Hydro-Klean, Inc. for \$112,318.50 for construction of the 2018 Sanitary Sewer Main Lining Project.

### ATTACHMENTS

Resolution  
Sanitary Sewer Lining Program 2018 map

**RESOLUTION NO.:** \_\_\_\_\_

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT  
FOR THE 2018 SANITARY SEWER LINING PROGRAM  
CITY PROJECT NO. 18-07**

WHEREAS, pursuant to resolutions of the City Council, specifications were drawn and advertisement for bids were made; and

WHEREAS, the following bids complying with the advertisement and specifications were received, opened, and tabulated according to law:

<u>CONTRACTOR</u>	<u>Total Base Bid</u>
Hydro-Klean, Inc.	\$112,318.50
Insituform Technologies USA, LLC	\$124,181.70
Lametti & Sons, Inc.	\$131,350.00
Veit	\$176,600.00
Visu-Sewer, Inc.	\$113,520.00

WHEREAS, it appears that Hydro-Klean, Inc. is the lowest responsible bidder:

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into contract with Hydro-Klean, Inc. in the amount of \$112,318.50 as approved by the City Council and on file in the office of the City Engineer.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

Ayes:  
Nays:  
Passed:

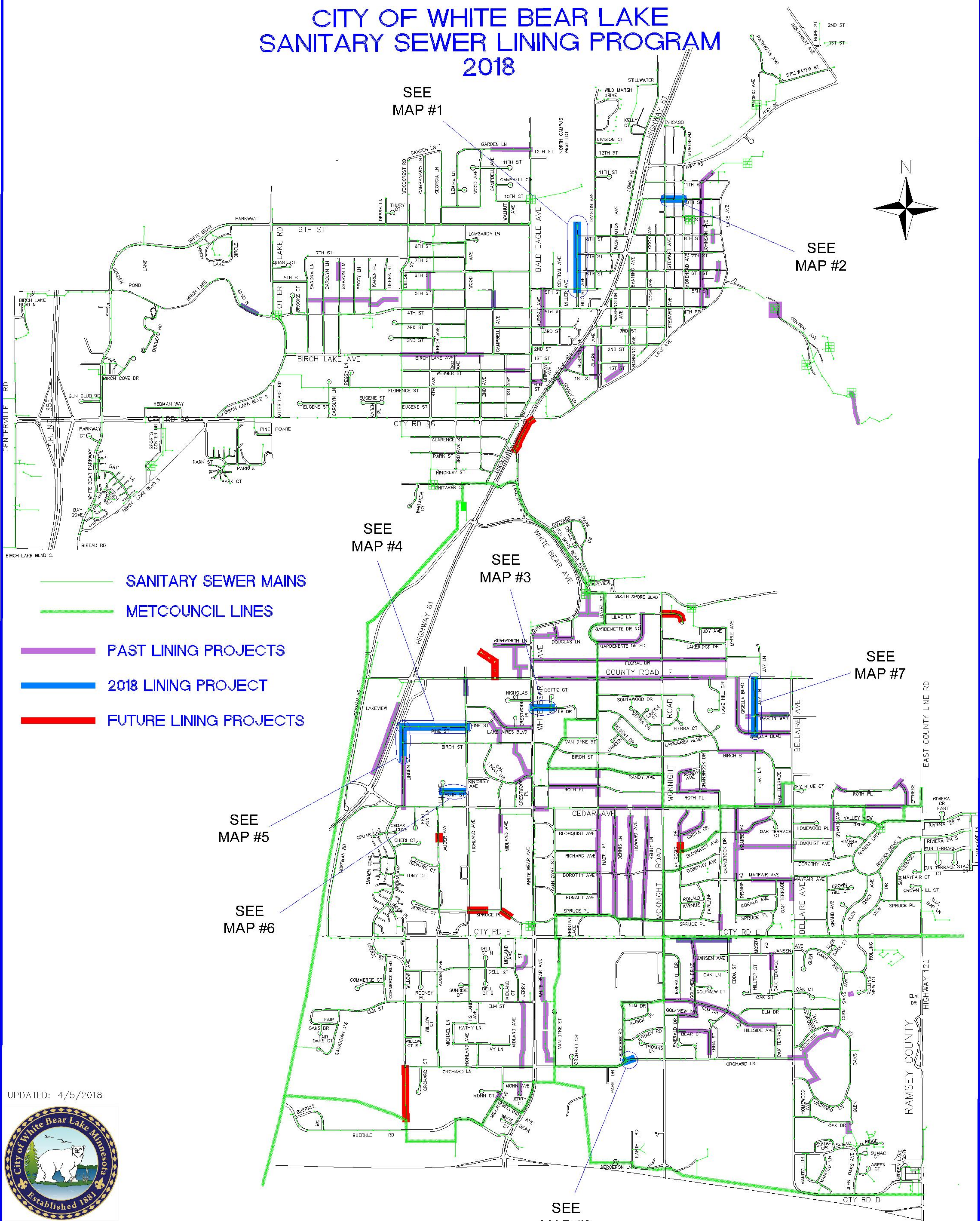
\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk



# CITY OF WHITE BEAR LAKE SANITARY SEWER LINING PROGRAM 2018



SEE  
MAP #1

SEE  
MAP #2

SEE  
MAP #4

SEE  
MAP #3

SEE  
MAP #7

SEE  
MAP #5

SEE  
MAP #6

SEE  
MAP #8

- SANITARY SEWER MAINS
- METCOUNCIL LINES
- PAST LINING PROJECTS
- 2018 LINING PROJECT
- FUTURE LINING PROJECTS



UPDATED: 4/5/2018





City of White Bear Lake  
Engineering Department

## MEMORANDUM

**To:** Ellen Richter, City Manager

**From:** Mark Burch, P.E., Public Works Director/City Engineer

**Date:** June 6, 2018

**Subject:** Award of contract for installation of decorative lighting for Old White Bear Avenue (City Project No. 17-06A)

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### SUMMARY

The City has designated a specific decorative style street light for installation on the streets and trails along the shore of White Bear Lake. The “shepards hook” style street light has been installed along Lake Avenue North from 11th Street to Hwy 61 and through the Marina boardwalk area on Lake Avenue South to Cottage Park Road. The intent of the unique style lights is to highlight the trail system along the lake. We hope to continue the lighting systems along South Shore Drive in the future.

The segment of Old White Bear Avenue from Cottage Park Road to South Shore Boulevard is being reconstructed this year and the Sather Trail is being extended along the segment. Extension of the decorative street lighting system is included in this project. The City has purchased the decorative street lights and poles in advance to ensure they are available for installation as the project proceeds and has solicited bids from electrical contractors for the installation. Two bids have been received with LeTourneau Electric, Inc. of Lindstrom, Minnesota submitting the lowest bid of \$50,800. LeTourneau Electric has installed decorative street lighting systems for the City in the past and is well qualified to perform this work.

### RECOMMENDED COUNCIL ACTION

Staff recommend that the Council receive the bids and award a contract to Letourneau Electric, Inc. for installation of the decorative street lighting systems on Old White Bear Avenue in the amount of \$50,800.00.

### ATTACHMENTS

Resolution  
Lighting fixture photograph

**RESOLUTION NO.:**

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT  
FOR INSTALLATION OF THE DECORATIVE STREET LIGHTING FOR  
OLD WHITE BEAR AVENUE  
CITY PROJECT NO. 17-06A**

WHEREAS, the City Council has approved the installation of a decorative street lighting system on Old White Bear Avenue from Cottage Park Road to South Shore Boulevard; and

WHEREAS, the Engineering Department has solicited bids for installation of a decorative lighting system; and

WHEREAS, the City purchased the decorative street lighting components in advance to ensure availability for construction; and

WHEREAS, the following bids:

<b>Contractor</b>	<b>Total Base Bid</b>
Letourneau Electric, Inc.	\$50,800.00
CAP Electric	\$54,090.00

WHEREAS, it appears Letourneau Electric, Inc. is the lowest responsible bidder.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into contract with Letourneau Electric, Inc. in the amount of \$50,800.00 for installation of the decorative street lighting system on Old White Bear Avenue.

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



07/03/2008



City of White Bear Lake  
City Manager's Office

## MEMORANDUM

**To:** Ellen Richter, City Manager  
**From:** Kara Coustry, City Clerk  
**Date:** June 7, 2018  
**Subject:** Cable Commission extension of Franchise Agreement with Comcast

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### **BACKGROUND/SUMMARY**

The City's Cable Commission has been negotiating terms for franchise renewal with Comcast since September 2017. At Comcast's request, the Cable Commission agreed to extend the expiration date of the current Franchise Agreement to November 1, 2018. At its meeting on January 23, 2018, the City Council approved this first extension request.

The Cable Commission is again recommending that the City Council approve another extension agreement with Comcast. This would push the expiration date of the current Franchise from November 1, 2018 to March 31, 2019, which would allow additional time for informal negotiations between Comcast and the Cable Commission.

### **RECOMMENDED COUNCIL ACTION**

Staff recommends the City Council approve the extension to allow more time for informal franchise renewal negotiations with Comcast. Tim Finnerty, RWSCC Executive Director, will provide an update at the Council meeting.

### **ATTACHMENTS**

Resolution  
Memo from Tim Finnerty, Cable Commission Executive Director  
Agreement  
Timeline

**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 November 1, 2018; and

WHEREAS, Comcast has asked for an extension of the current franchise agreement of March 31, 2019 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 November 1, 2018 to March 31, 2019.

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:** June 7, 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 November 1, 2018 to March 31, 2019. 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. Comcast is in agreement with this.

### **Background**

As you know, the Cable Commission has been working on the matter of Franchise renewal with Comcast given that the existing Franchise Agreement that is set to expire November 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/drive/folders/0B37m--T9u7TcUNaZUh6MzIPWms>

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 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 the end of May. In the other, the parties would extend the franchise to give themselves more time to engage in negotiations.

### **Recommendation to Approve Extension**

The Cable Commission and Comcast have exchanged proposed terms and counterproposals and held several negotiation sessions. However, no proposed deal has yet been reached. On May 23, 2018, the parties met and agreed to recommend extending the franchise expiration date to March 31, 2019 in order to allow negotiations to continue 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.

Finally, please find attached a revised the franchise renewal schedule to reflect how the timeline proceeds under this extension. The Commission leadership believes it is important to follow this schedule to protect the interests of its Member Municipalities.

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 November 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 previously agreed to extend the expiration date of the Franchise, and of obligations in the Settlement Agreement, through November 1, 2018; and

**WHEREAS**, the parties wish to extend certain time periods 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 March 31, 2019.

Section 2. Paragraph 10 of the “Settlement Agreement Regarding PEG Capacity” is amended so that the reference to November 1, 2018 is changed to March 31, 2019.

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

Section 4. Both parties agree that the further extension will not require recommencement of the renewal process under state or federal law, or require either party to re-conduct any studies or proceedings that may have been or are being conducted.

Section 5. This Extension Agreement does not confer upon the Franchisee any additional rights under Section 626 of the Cable Act.

Section 6. By entering into this Extension Agreement, the parties do not otherwise waive their rights to rely upon the rights, procedures, protections and recourses granted to them pursuant to applicable Federal, state, or local rule, regulation, law or precedent.

Section 7. 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.

By: \_\_\_\_\_  
John D. Keller  
Title: Regional Vice President  
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 MAHTOMEDI

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:

**Ramsey/Washington Cable Commission - Franchise Renewal Timeline (Revised June 2018)**

DATE	INFORMAL PROCESS	FORMAL PROCESS
June-August, 2018	Informal negotiations	Preparation for drafting/issuing of renewal RFP
September, 2018	Negotiations Update/recommendations as to whether to issue RFP (formal process), or continue negotiations; final document preparation begins if applicable	Negotiations Update/deadline for recommendations as to whether to issue RFP (formal process), or continue negotiations; issue renewal RFP no later than October 15 if applicable
October, 2018	Final Franchise documentation is complete and provided to Commission office	Issue RFP with return date of no later than November 15, 2018
November, 2018	Public hearing on proposed Franchise	
January, 2019	Commission approval of final Franchise to be recommended to municipalities	Decision made to preliminarily deny or accept proposal; recommendations for conduct of formal proceeding
February, 2019	Final Franchise provided to each municipality for approval and signing	
March, 2019	Existing Franchise with Comcast expires; existing payment arrangement could terminate at earliest on May 28, 2019	Hearing commences on formal process (90 days of prehearing discovery)
April, 2019		
May, 2019	Municipal approval of final Franchise is completed; approved Franchises for each municipality if forwarded to Comcast for signing	
June, 2019		Hearing completed; recommendations for final action on franchise submitted to municipalities

City of White Bear Lake Environmental Advisory Commission		
MINUTES		
Date: April 18, 2018	Time: 6:30pm	Location: WBL City Hall
COMMISSION MEMBERS PRESENT	Chris Greene, Bonnie Greenleaf, Gary Schroeher (Chair), June Sinnett	
COMMISSION MEMBERS ABSENT	Sheryl Bolstad	
STAFF PRESENT	Connie Taillon	
VISITORS	None	
NOTETAKER	Connie Taillon	

#### 1. CALL TO ORDER

The meeting was called to order at 6:36 pm.

#### 2. APPROVAL OF AGENDA

The commission members reviewed the agenda and requested to move item 4. Visitors and Presentations, item 6a. Comprehensive Plan, and Item 7. Commission Member Updates to the top of the agenda.

Commissioner Greenleaf moved, seconded by Commissioner Sinnett, to approve the agenda as amended. Motion carried, vote 3/0.

*Commission member arrived at 6:40 pm.*

#### 4. VISITORS & PRESENTATIONS

Commissioner Greene gave an update on drinking water quality. He works for the Minnesota Department of Health where he develops guidance values for safe drinking water. A relatively short list of regulated chemicals and metals are tested annually in all drinking water supplies. The results of the tests are summarized in a Consumer Confidence Report (CCR). The CCR also lists the threshold number for each chemical that the state and others determine that humans can tolerate. The CCR for the City of White Bear Lake municipal water supply is posted on the City's website. There are hundreds, or even thousands, of unregulated chemicals in the environment that are not regularly looked for in drinking water. Some of these unregulated chemicals are tested on a 5-year cycle through the Unregulated Contaminant Monitoring Rule (UCMR). Under this program, the Environmental Protection Agency (EPA) selects 30 chemicals and monitors drinking water over the course of one year for large water supply systems. Some of the chemicals tested include pesticides, industrial chemicals, refrigerants, and metals (including chromium 3 & 6). The 3<sup>rd</sup> cycle of testing for the City is now complete and data is available. Detections are well below MDH standards but some detections of Chromium are above the State of California standards; however, the California standard for chromium has been rescinded pending further scientific review. MDH is currently working on interpreting the UCMR3 data across the state. Results from UCMR4 will be provided to public water supply customers in the CCR; this is a change from previous UCMRs.

Commissioner Greenleaf mentioned that a few years ago City Council encouraged people to drink tap water instead of bottled water, and asked if this message should be promoted again. Commissioner Greene stated

that we could highlight that our CCR looks great and contaminate detection is lower than the standards.

Staff asked how effective reverse osmosis (RO) systems are at removing contaminants. Commissioner Greene stated that RO systems have limits to how well certain chemicals are removed. Water filters in general are good at removing Chromium 6. The chemistry can change in transit and be less concentrated at the tap.

Staff also asked if chloride has been found in the drinking water supplies. Commissioner Greene was not aware of chloride being detected in deep groundwater aquifers. He also mentioned that the state of Minnesota is trying to pass a law to provide a liability shield for private property owners. This law would protect business and others from being sued by people slipping on ice while on their property. The goal of this law is to reduce excessive salt applications due to fear of a lawsuit.

With recent discussions regarding converting our drinking water supply from groundwater sources to a surface water source, staff asked if there are more contaminants detected in surface water supplies than in groundwater supplies. Commissioner Greene stated that they see more contaminants in surface water supplies than deep groundwater supplies. The contaminants found in surface waters are indicators of human presence such as pharmaceuticals, plasticizers, hormones, wastewater treatment plant effluent, and pesticides. Deep groundwater may have contaminants such as metals and radionuclides that are naturally occurring in rock.

Commissioner Greene mentioned that he looked at the CCR page on the City's website and recommends removing the photo of the child drinking from a hose. We should not promote drinking out of a hose due to the potential for lead and bacteria exposure. Commissioner Greene moved, seconded by Commissioner Sinnott, to remove the photo of a child drinking water from a hose on the City's CCR page. Motion carried, vote 4/0.

## 6. NEW BUSINESS

### a) Comprehensive Plan – draft solid waste section

Commissioners commented on the draft solid waste section of the Comprehensive Plan. Commissioner Greenleaf asked why a date of 2025 was chosen to implement a curbside organics program. She suggested choosing an implementation date of 2020 or 2021, which more closely aligns with the renegotiation of the hauler contract. Staff stated that the 2025 date coincides with the Ramsey County Solid Waste Management Plan goals. Staff will update the objective "Develop and implement a curbside organics program by the end of 2025..." to include language about implementing the program sooner than 2025 if possible.

## 7. DISCUSSION

### • Commission Member Updates

- Metro Environmental Commissions Conference – Commissioner Schroeder

Commissioner Schroeder and Commissioner Greene attended the Metro Environmental Commissions Conference. Approximately 60 people attended from 28 communities. Each community representative came prepared to share recent initiatives. Commissioner Schroeder shared the Environmental Resource Expo and downtown area enclosure. Anoka conducts fix-it-clinics, Bloomington has organics recycling drop-off locations, Shoreview offers shoe and clothing collection, Edina organizes a home energy fair, Coon Rapids is working on healthy soil initiatives, and others are offering garden tours to promote water conservation.

There were five breakout sessions, each focusing on a different topic: energy, waste, water, ecological stewardship, and effective communication. Commissioner Schroeder attended the waste and effective communication sessions and Commissioner Greene attended the water and energy sessions. The waste session focused on composting. The communications session focused on community based social

marketing and how to reach people in the community. The water session focused on stormdrain stenciling, salt issues, and WBL lake levels. The energy session focused on solar, leasing solar, electric vehicles, and charging stations.

Commissioner Schroeher thought it was a very worthwhile conference and he came away with many great ideas. He will email the conference summary to the commission members. The planning committee may try to schedule another environmental commission conference in the future.

He also suggested inviting a representation from the Clean Energy Resource Team (CERT), one of the sponsors of the conference, to a future Environmental Advisory Commission Meeting.

## 5. UNFINISHED BUSINESS

### a) Environmental Resource Expo – Commissioner updates

Commissioner Schroeher reported that Rush Line will be exhibiting at the event and are working on an interactive display. Staff reported that VLAWMO, H2O for Life, CEE, and Conservation MN are all exhibiting again this year. Commissioner Greenleaf would like staff to invite Republic Services again this year and to ask if they could bring items to give away. Commissioner Greene asked if electric cars could be part of the Marketfest car show. Staff will contact the Marketfest coordinator to get more information about the car show.

Staff brought a list of Ramsey County recycling games that the City can reserve for free. Commissioners are interested in reserving the 'can cube guessing game'. Commissioner Sinnett moved, seconded by Commissioner Greene, to reserve the Ramsey County can cube game for the Environmental Expo on July 26<sup>th</sup>. Motion carried, vote 4/0.

*Commission member was excused at 7:53 pm.*

### b) Storm drain stenciling/adopt a stormdrain

Staff invited Nick Voss from VLAWMO to the May 16<sup>th</sup> Environmental Advisory Commission meeting to talk about VLAWMO's storm drain stenciling and adopt a stormdrain program. Nick will also provide an update on the metro-wide adopt a stormdrain program.

### c) Downtown area recycling

No discussion

### d) Review last month's do-outs

Staff reported that there are over 2000 catch basins in the City.

Commission members asked to see a map of City parks to start looking at unused turf areas that could be converted to natural areas. Staff talked to the Parks Department and they suggested Lakeview Park and Matoska Park as potential locations.

## 6. NEW BUSINESS

### b) City website

Staff updated commission members on changes made to the City's website in response to Commissioner Schroeher's feedback at the March meeting regarding how difficult it is to find event information. Staff reported that the Environmental events are now included on the website calendar and on the left margin of the Environment page.

**c) New do-outs**

Commission Members

- Invite organizations to exhibit at the Expo.
- Commissioner Schroeher will email commission members a summary of the Metro Environmental Commission Conference.

Staff

- Remove photo from CCR report on City website.
- Advertise EAC positions.
- Reserve Ramsey County can cube game for the Expo.
- Ask Republic to bring items to give away at Expo.
- Contact Marketfest coordinator to ask about car show and including electric cars.
- Forward Jeff's (Tesla owner) email to Chris.
- Email game options to Bonnie.
- Email Metro Environmental Commission Conference meeting information.
- Consider inviting someone from CERT to attend a future meeting.
- Invite Ann from Parks to a fall EAC meeting.
- Map of City Parks.

**7. DISCUSSION**

• **Staff Updates**

- SWPPP Public Meeting  
The annual City Storm Water Pollution Prevention Program public meeting will be held at the April 24<sup>th</sup> City Council meeting at 7:00pm.
- National Mayors Water Challenge  
Staff asked commission members to take the pledge to conserve water at [mywaterpledge.com](http://mywaterpledge.com) by the end of April.
- Aqua Fair  
The City will be selling rain barrels at the Aqua Fair event on April 28<sup>th</sup> from 9am to noon at Otter Lake Elementary.

• **May Agenda**

Visitors and Presentations – Nick Voss, Education Coordinator with VLAWMO will present on VLAWMO's storm drain stenciling/adopt a stormdrain program.

**8. ADJOURNMENT**

The next meeting will be held on May 16, 2018 at 6:30pm at City Hall. Commissioner Greene moved, seconded by Commissioner Sinnett, to adjourn the meeting at 8:18 pm. Motion carried, vote 3/0.

# Park Advisory Commission Meeting Minutes

APRIL 19, 2018

6:30 P.M.

CITY HALL

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

## 1. CALL TO ORDER

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

## 2. APPROVAL OF MINUTES

Approval of the minutes from March 15, 2018 was moved by Brian Belisle and seconded by Dan Louismet. Motion carried.

## 3. APPROVAL OF AGENDA

Approval of the April 19, 2018 agenda was moved by Dan Louismet and seconded by Brian Belisle. Motion carried.

## 4. COMMITTEE REPORTS

None.

## 5. UNFINISHED BUSINESS

None.

## 6. NEW BUSINESS

### a) Arbor Day Activities – May 5, 2018

Mark Burch updated the Park Advisory Commission on 2018 Arbor Day Project at Rotary Park. Arbor Day festivities will include planting 40 deciduous trees and 90 evergreen seedlings.

### b) Summer Park Tours

The Park Advisory Commission selected parks for inspection during the summer of 2018.

- May – Spruce Park
- June – Lakewood Hills Park

- July – Dan’s Boat - Boatworks
- August – Sports Center
- September – Podvin Park

## **7. OTHER STAFF REPORTS**

### **a) Ash Tree Inventory**

Mark Burch updated the Commission on activities the City is pursuing with respect to managing the Emerald Ash Borer (EAB) arrival in the southern portion of the City. An inventory of all ash trees in City parks, on City properties and boulevards has been completed. The City of White Bear Lake and Rainbow Tree Company have a contract for arborist services for the City and private property starting in early May. Rainbow Tree Company will also be educating residents on management techniques to deal with EAB.

## **8. COMMISSION REPORTS**

None.

## **9. OTHER BUSINESS**

None.

## **10. ADJOURNMENT**

The next meeting will be held on May 17, 2018 at 6:30 p.m. at City Hall.

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





REGULAR MEETING OF THE WHITE BEAR LAKE CONSERVATION DISTRICT  
7:00 P.M. WHITE BEAR CITY HALL  
MINUTES OF April 17, 2018

APPROVAL DATE: ~~Not Approved~~ *Approved with corrections 5/15/18*

**1. CALL TO ORDER** The April 17, 2018 meeting of the White Bear Lake Conservation District was called to order by Chair Bryan DeSmet at 7:00 pm in the White Bear Lake City Hall Council Chambers.

**2. ROLL CALL** Present were: Chair Bryan DeSmet, Vice Chair Mark Ganz; Secretary/Treasurer Diane Longville, Directors: Mike Parenteau, Scott Costello, Susie Mahoney, Geoff Ratte and Barton Winter; absent were, Directors Brady Ramsay and Marty Rathmanner. A quorum was present.

**3. APPROVAL OF AGENDA** -Chairperson DeSmet asked for any changes to tonight's agenda Diane Longville motioned to have approval to purchase new office computer tabled until May's meeting. (Second all aye passed)

**4. APPROVAL OF MINUTES OF – March 20, 2018 Board Meeting**  
Motion (DeSmet/Second) Moved to approve with corrections vote 1 opposed/7 aye motion passed.

**5. PUBLIC COMMENT TIME** – John Waller 14010 Homestead Ave N. Hugo, MN 55038. He is Washington County Manager of Rice Creek Watershed, not representing them at this time. Discussing options in regards to the elevation of the lake water. Brian McGoldrick 36 Moonlight Bay Stillwater, MN. Commented on the rescinding of the 2018 assessments to the lake communities and ideas of how funds could be spent improving the lake.

**6. NEW BUSINESS**  
None

**7. UNFINISHED BUSINESS**  
None

**8. REPORTS/ACTION ITEMS**  
**Executive Committee – Bryan DeSmet**

- Letters to lake communities in regards to rescinding of 2018 assessments has been mailed.
- Response letters to both the City of White Bear Lake and Birchwood Village have been mailed out.
- Meeting with Birchwood Village – Discussed timing of application of dock permit agreed to both have better communication in the future. Discussed rescinding of 2018 assessment. Asked that we reach out to them regarding dock

issues if their help is needed for support. Would like our focus in the future to be climate change and its effects on the lake. They are generally happy with the board's service and activities.

- Agreement with Ramsey County Sheriff's office for supplemental law enforcement on the lake. This is an annual agreement we have with them, which we will sign.

**9. Lake Level Resolution Committee** – This committee has been reconstituted and in the process of restart.

**10. Lake Quality Committee – Mike Parenteau**

- Blue Water Science bid – This year we will change treatment to a more aggressive approach, being earlier, deeper and a stronger dosage. They will treat at about 8ft vs 2-3 ft. They will treat the 62 acres and then will look for other areas that need treatment. The bid is for \$3,100 which includes ~~treatment~~ and a full report that they will present at a future meeting with all their findings. *Survey SD*  
Motion (Parenteau/Second) to accept bid all aye motion passed.
- Annual swimmers itch letters to lake communities regarding the 1<sup>st</sup> treatment at their public beaches is free paid by WBLCD. Will have Kim send out.

**11. Lake Utilization Committee – Mark Ganz**

- Multiple Docks License (all below motioned Ganz, seconded and passed)
  - Birchwood Village – Approved late fee waived.
  - Lake Ave LLC. Approved using traditional space (option 3 of packet) along City of White Bears docks not at the end of Tally's with stipulation that they must receive required certification letter from City of White Bear in regards to surface parking to support the docks.

**12. Lake Education – Scott Costello**

Website is in the process of redesign, Facebook page is live and in process. Need new lake photos for the website, must be large in size. Asking the board members to send them to Scott and or Kim.

**13. Treasurer's Report**

Motion (Longville/Second) approval of April 2018 Treasurer's report and payment of check numbers 4482- 4488 All aye passed.

Everyone was given a budget planning spreadsheet to review and complete with 2019 budget numbers. As you have these amounts please send to Diane and or Kim to compile.

**14. Board Counsel – Alan Kantrud**

Director Mahoney was asked to move to the audience to avoid any conflict of interest. Alan was asked to review the Mahoney/Harrod's issue in regards to the certification that was requested in July 2017. The Harrod's have provided the *confirmation SD* certification, and therefore, consider this matter closed unless something new comes up. This was particularly in light that the Board went out and actually set some monuments as to where the Harrod dock would be placed going forward. Provided updates on the lake litigation case and congressional bills being submitted regarding lake.

**15. CONSENT AGENDA**

Motion (Longville/Second) Move to accept the consent agenda All Aye. Passed

**16. ANNOUNCEMENTS**

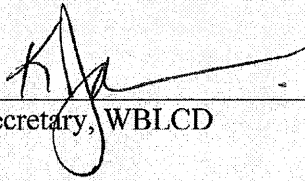
None

**17. ADJOURNMENT**

Motion (DeSmet/Second) MOVE TO ADJOURN all aye passed.  
Meeting Adjourned at 7:50 pm

ATTEST:

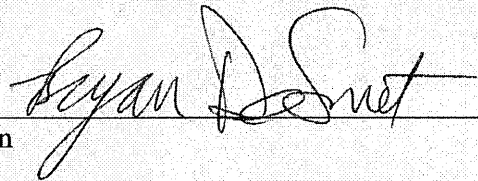
Kim Johnson  
Administrative Secretary, WBLCD



5/15/18  
~~4/17/18~~  
Date

APPROVED:

Bryan DeSmet  
Board Chairperson



5-15-18  
~~4/17/18~~  
Date

**MINUTES  
PLANNING COMMISSION MEETING  
CITY OF WHITE BEAR LAKE  
May 29, 2018**

The regular monthly meeting of the White Bear Lake Planning Commission was called to order on Tuesday, May 29, 2018, beginning at 7:00 p.m. in the White Bear Lake City Hall Council Chambers, 4701 Highway 61, White Bear Lake, Minnesota, by Chair Jim Berry.

**1. CALL TO ORDER/ROLL CALL:**

MEMBERS PRESENT: Chair Jim Berry, Mary Alice Divine, Marvin Reed, Peter Reis, Ken Baltzer, and Mark Lynch

MEMBERS EXCUSED: Erich Reinhardt.

MEMBERS UNEXCUSED: None.

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

OTHERS PRESENT: Meghan Master, Luke Master and Jan Holtz

**2. APPROVAL OF THE MAY 29, 2018 AGENDA:**

Member Reis moved for approval of the agenda. Member Reed seconded the motion, and the agenda was approved unanimously (6-0).

**3. APPROVAL OF THE APRIL 30, 2018 PLANNING COMMISSION MEETING MINUTES:**

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

**4. CASE ITEMS:**

**A. Case No. 17-1-SHOPe1:** A request by **Meghan Master** for a 3-year time extension for a Special Home Occupation Permit, per Code Section 1302.120, in order to continue operating a beauty salon in the single-family residence located at 2268 Sierra Drive.

Hermann discussed the case. Staff recommended approval of continuing the Special Home Occupation Permit subject to the same conditions.

Berry opened the public hearing.

Meghan Master, 2268 Sierra Drive, thanked the Commission for their consideration. She noted she has had a good year working out of her home and requested the City approve her time extension.

Berry asked if Ms. Master had received any complaints from her neighbors. Ms. Master reported she had not received any complaints. She noted she would not be pursuing any signage for her business.

Reis requested further information on what was done during a balayage. Ms. Master explained this was an open air, low maintenance coloring option for her clients.

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

Member Reis moved to recommend approval of Case No. 17-1-SHOPe1. Member Lynch seconded the motion. The motion passed by a vote of 6-0.

Berry explained that this matter would be addressed by the City Council on Tuesday, June 12, 2018.

## **5. DISCUSSION ITEMS:**

### **A. City Council Meeting Summary from May 8, 2018.**

Berry asked about the Four Square Flats project. Kane provided the Commission with a brief recap of the May 7<sup>th</sup> neighborhood meeting. She noted that a second community meeting would be held in the theater at Century College on June 6<sup>th</sup> to discuss the proposed redevelopment project.

Staff provided the Commission with an update on the Lunds & Byerlys project and discussed a potential Hy-Vee project being considered in Gem Lake.

### **B. Park Advisory Commission Meeting Minutes of May 17, 2018.**

No discussion.

### **C. Comprehensive Plan.**

Kane noted the City had submitted an application to the Met Council for an extension on the Comprehensive Plan. If approved, this would provide the City with six additional months to complete the necessary updates. She noted that the City needs to review adjacent communities Comprehensive Plan's and asked for the Planning Commission help in this endeavor. Review would focus mainly on how their roadways and land use changes would impact the City of White Bear Lake. The Commission offered their support to assist in reviewing adjacent communities' Comprehensive Plans.

**6. ADJOURNMENT:**

Member Baltzer moved to adjourn, seconded by Member Reis. The motion passed unanimously (6-0), and the May 29, 2018 Planning Commission meeting was adjourned at 7:29 p.m.

DRAFT



City of White Bear Lake  
Police Department

## MEMORANDUM

**To:** Ellen Richter, City Manager  
**From:** Julie Swanson, Chief of Police  
**Date:** October 10, 2017  
**Subject:** **Renewal of Joint Powers Agreement (JPA)**

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### BACKGROUND

Since 2007 the White Bear Lake Police Department has worked with the Ramsey County Sheriff's Office and the Police Departments of Maplewood, New Brighton and Roseville on the Ramsey County Violent Crime Enforcement Team (RCVCET). Assigned Officers from the cooperating departments coordinate efforts to investigate, apprehend, and prosecute drug offenders, violent offenders, gang members and career criminals. The White Bear Lake Police Department rotates officers through this voluntary assignment. Equipment and supplies necessary to operate RCVCET are funded through grant proceeds. Some grant proceeds are directed to the City to offset personnel costs but the majority of those costs are the responsibility of the individual cities.

The joint powers agreement for RCVCET is automatically renewed in yearly increments but requires formal renewal every four years. This agreement was last approved by the City Council on October 10, 2017.

### SUMMARY

The City of Mounds View wishes to join the Ramsey County Violent Crime Enforcement Team.

### RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the resolution authorizing the Mayor and City Manager to execute an amendment to the Joint Powers Agreement for the Ramsey County Violent Crime Enforcement Team to include the City of Mounds View.

### ATTACHMENTS

Resolution

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING EXECUTION  
OF AN AMENDED JOINT POWERS AGREEMENT OF THE RAMSEY COUNTY  
VIOLENT CRIME ENFORCEMENT TEAM**

**WHEREAS**, since 2007 the White Bear Lake Police Department has participated worked with the Ramsey County Sheriff's Office and the Police Departments of Maplewood, New Brighton and Roseville on the Ramsey County Violent Crime Enforcement Team (RCVCET); and

**WHEREAS**, assigned Officers from the cooperating departments coordinate efforts to investigate, apprehend, and prosecute drug offenders, violent offenders, gang members and career criminals; and

**WHEREAS**, RCVCET contributes to the overall mission of the White Bear Lake Police Department and the safety of White Bear Lake residents; and

**WHEREAS**, the City of Mounds View wishes to join the Violent Crime Enforcement Team; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, that the Mayor and City Manager are hereby authorized to execute an amendment of the Joint Powers Agreement of the Ramsey County Violent Crime Enforcement Team to include the addition of the City of Mounds View.

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

Ayes:  
Nays:  
Passed:

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Jo Emerson, Mayor

**ATTEST:**

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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:** June 6, 2018  
**Subject:** Massage Licenses

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### 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 a complete massage therapist license application from Eileen Daly to work at DW's Therapeutic Massage located at 4066 White Bear Avenue, Suite 2, White Bear Lake. DW's Therapeutic Massage has been a licensed massage therapy establishment in the City of White Bear Lake since April, 2016.

Qunhong Duquet is a licensed massage therapist at Relax Lounge and has requested to have her license transferred to White Orchid Spa Inc., a licensed massage therapy establishment located at 1979 Whitaker Street. The owner of White Orchid Spa Inc., Shuxin Lan, also desires this transfer. Ms. Duquet's license at Relax Lounge will be cancelled as a result of this transfer.

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

### RECOMMENDED COUNCIL ACTION

Staff recommends Council adoption of the attached resolution approving a massage therapist license and transfer.

### ATTACHMENTS

Resolution

**RESOLUTION NO.**

**RESOLUTION APPROVING MASSAGE THERAPIST LICENSES  
FOR THE BUSINESS CYCLE ENDING MARCH 31, 2019**

**BE IT RESOLVED** by the City Council of the City of White Bear Lake that the following massage related licenses be approved for the business cycle ending March 31, 2019, contingent upon a clear criminal background.

**Massage Therapist License**

Eileen Daly	DW's Therapeutic Massage 4066 White Bear Avenue, Suite 2 White Bear Lake, MN 55110
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**Massage Therapist License Transfer**

Qunhong Duquet	<b>FROM:</b> Relax Lounge 4711 Clark Avenue White Bear Lake, MN 55110	<b>TO:</b> White Orchid Spa Inc. 1979 Whitaker Street White Bear Lake, MN 55110
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The foregoing resolution offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on the following vote:

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

**ATTEST:**

\_\_\_\_\_  
Kara Coustry, City Clerk