



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JULY 24, 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 July 10, 2018

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

5. PUBLIC HEARINGS

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

A. Resolution authorizing the addition of four full-time Firefighter/Paramedic positions

10. CONSENT

A. Resolution approving temporary liquor license for St. Mary of the Lake's Outdoor Concert

B. Resolution approving a single event liquor extension for Carbone's Second Annual Tent Party

C. Resolution authorizing Ladies of the Lake use of Railroad Park for a commercial sales event

D. Resolution approving lease amendment No. 4 with AT&T for placement of communications equipment on the monopole at 3495 Century Avenue

11. DISCUSSION

- A. Solar panels on municipal buildings

12. COMMUNICATIONS FROM THE CITY MANAGER

- Emerald Ash Borer management update
- Supplemental heating and cooling system at Armory

13. ADJOURNMENT

- 14. **Closed session** - Pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(c)(3), the City Council may move into closed session to develop or consider offers for the purchase of real property.



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JULY 10, 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 7:00 p.m. Councilmembers Doug Biehn, Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh in attendance. Staff members present were City Manager Ellen Hiniker, Assistant City Manager Rick Juba, Police Chief Julie Swanson, Fire Chief Greg Peterson, City Engineer Mark Burch, Assistant City Engineer Jesse Farrell, Community Development Director Anne Kane, Finance Director Don Rambow, City Clerk Kara Coustry and City Attorney Andy Pratt.

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

It was moved by Councilmember **Biehn** seconded by Councilmember **Walsh**, to approve the Minutes of the Regular City Council Meeting on June 26, 2018 with correction spelling of the word “beanbag” on page 6.

Councilmember Edberg corrected the spelling of “beanbag” in the minutes on page 6.

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

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

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

A. Time capsule from Clark Avenue Flagpole – Sara Hanson

Sara Hanson, Executive Director of the White Bear Lake Area Historical Society, gave a presentation on the opening of the 1940 time capsule, which was uncovered from behind the date stone on the base of the Clark Avenue flagpole. The capsule was made of 100% copper and was pre-cut open by Public Works without peaking. Ms. Hanson described sealing the box with evidence tape, which was signed by Mayor Emerson, and given to Chief Swanson until its reveal to the community at “Walk Down Memory Lane” during Marketfest on June 21, 2018.

Ms. Hanson explained that Chief Swanson presented the sealed time capsule to Mayor Emerson who verified her signatures had not be tampered with on the evidence tape. Lynn Farley of the Lions Club led fundraising efforts for the flagpole restoration. Both Lynn and Carol Farley were the “Volunteers of the Year” for Manitou Days and also assisted with the time capsule opening.

Ms. Hanson described the flagpole project was spearheaded in 1939 by W. A. Stickley, who was the publisher and owner of the White Bear Press at the time. As a Veteran, Mr. Stickley worked with community leaders to establish this flagpole as a memorial to Veterans. As such, the capsule contained a few editions of the White Bear Press, a personal letter from Mr. Stickley and his photo along with the photos of Mayor Charles Buckbee and Councilmember Lester Palmer. Enclosed was a financial statement of the 1940 flagpole project revealed the total cost was \$349.73.

Ms. Hanson explained that all of the items in the capsule were inventoried, labeled and are properly stored in an archival box. The copper box itself will be repurposed and put back into the flagpole base with new letters from those involved in the flagpole restoration project along with copies of all the old materials.

City Engineer Burch reported that masonry work on the flagpole project just started today and will take several weeks to complete. The flagpole base was installed and the sidewalk has been poured. He anticipates the flagpole will be set in place sometime in August. A flagpole rededication ceremony is scheduled for November 11.

B. Body camera demonstration

Chief Swanson explained how body cameras became the national trend two years ago and the process of getting them in place has been more lengthy than anticipated due to demand. She mentioned the body camera policy was established by the City Council in December. Motorola who works with Ancom Communications (a local vendor) was selected from three vendors to provide the body cameras and training.

Chief Swanson reported that the full department was trained and has been wearing the cameras since the end of May. According to the body camera policy, officers are required to wear the cameras when responding to all calls for service and all law enforcement related encounters. Cameras are also worn for medical calls as the ability exists to redact health sensitive data when needed.

Chief Swanson mentioned there has been additional staff time needed to manage the additional data, which has been handled by the evidence technician that was hired last year to manage other digital data. Both of the former dispatchers have also been trained to assist with the handling of this data.

One of the body cameras was passed around. Chief Swanson explained there are separate buttons to activate the microphone and the camera. A red light indicates when the camera is recording, which sometimes curbs bad behavior, but can also escalate it. Once a body camera is activated, the previous 30 seconds of footage is retained as part of the video, but without the sound.

Footage of a mock traffic stop from a body camera was played for the Council to demonstrate video quality.

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

A. Non-Consent

Nothing scheduled

B. Consent

1. Consideration of Planning Commission recommendation regarding a request by Festival Foods for a sign variance (Case No. 18-6-V). **Resolution No. 11262**
2. Consideration of Planning Commission recommendation regarding a request by Gillespie for a variance (Case No. 18-7-V). **Resolution No. 11263**

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

Motion carried unanimously.

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

- A. Resolution authorizing final payment to Northwest Asphalt & Maintenance for completion of the 2018 Crack Sealing Program (City Project No. 18-03)

City Engineer Burch reported that Northwest Asphalt has completed all work specified in their contract for the 2018 Crack Sealing Program and the work has been inspected by the Engineering Department. He forwarded staff's recommendation that the City Council accept the work and authorize final payment in the amount of \$64,664.00. The original contract amount for this project was \$64,900.00 and the difference is due to the unit price nature of this contract. The quantity of sealant applied was slightly less than anticipated.

It was moved by Councilmember **Biehn**, seconded by Councilmember **Jones**, to adopt **Resolution No. 12264** authorizing final payment to Northwest Asphalt & Maintenance for completion of the 2018 Crack Sealing Program.

Motion carried unanimously.

- B. Resolution authorizing extension of a rental agreement with Comcast

City Manager Hiniker explained that this agreement with Comcast is the last of the tenant agreements to be finalized in the Bellaire Center. A 2% increase with a one-year term was established to coincide with the Ramsey Washington Suburban Cable Commission's negotiations for the City's franchise agreement with Comcast. She stated that both Comcast and Ramsey Washington Cable Commission desire to continue to utilize the

space, but it remains unclear in the future whether there will be one lease agreement with Comcast or if the space will be separated into two lease agreements next year.

It was moved by Councilmember **Jones**, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12265** authorizing extension of a rental agreement with Comcast.

Motion carried unanimously.

10. CONSENT

- A. Acceptance of minutes from May White Bear Lake Conservation District; May Environmental Advisory Commission; June Planning Commission

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

Motion carried unanimously.

11. DISCUSSION

- A. Public Safety update

- Dispatch conversion

Chief Swanson explained that county dispatch services began at 10:00 a.m. on May 1st with only minor glitches related to squad laptops that was corrected by 11:00 a.m. Police staff trained for the conversion in early April and began using a different number on the radio a month prior to the conversion to ease into the transition.

Chief Swanson reported that staff is happy with the change, which has been relatively minimal due to the retention of two dispatchers. She recapped that one of the dispatchers retired, one reverted back to CSO duties and one returned to patrol. Pictures of the remodeled dispatcher's area were displayed which showed a small kitchen area and opened up floorplan to provide additional seating for two officers.

Chief Swanson relayed that the hours for dispatch and records is from 7:30 a.m. – 10:00 p.m., Monday – Friday. In the event there is not coverage during this time, there is a phone in the lobby that automatically rings dispatch for assistance. Although foot traffic is down in the evening, Naomi, the evening dispatcher, has been working on special projects including scanning nearly 4,000 documents into LaserFiche to date. Dispatchers have assumed responsibility for solicitor's permits and background investigations for business licenses, the returning of property and animal control.

Chief Peterson reported that the conversion was more involved for the Fire Department. All new technology was purchased and placed in trucks, trucks were renumbered and a new fire station alerting system was put into place. Staff experienced changes in how to respond, what the units are called and who goes to what, where, when and why.

Chief Peterson noted that significant changes in such a short period are stressful for an organization, but overall the conversion has worked well. Ramsey County

Dispatch was very helpful; to address multiple computer related issues, they sent a team on site to troubleshoot IT implementation and provide education to staff.

Chief Peterson stated that the system runs well now and can be managed remotely. He explained that the entire system is automated based on GPS location of a unit and a station, which provides for efficient dispatch depending on current locations of various units throughout the City.

- Duty crews

Chief Peterson reported that the duty crew program has been relatively successful. Chief Peterson explained that everyone is required to sign up for a number of duty crew hours each quarter. Paramedics have the most hours required at 96 hours per quarter, given the smaller number of staff currently available. EMT's are expected to work 48 hours a quarter. At this time, duty crews respond only to medical calls.

Chief Peterson stated that despite the high number of hours required, there are shifts that do not have coverage due to the limited number of people overall from which to draw. When duty shifts are not covered, all medical calls become station calls. The duty crew program works well when the department is staffed, but holes in coverage are more apparent now as people are required to sign up. When the station is not manned, the call is paged-out. If there is no response, the call is directed to another agency to handle.

Councilmember Jones thanked both Chiefs for the update. He inquired about the high number of hours required of paramedics and asked whether that was short-term or contingent upon increasing the budget to pay for additional personnel. Chief Peterson confirmed that staffing within the current budget is the largest issue.

Councilmember Biehn conveyed his concern and understanding that if Council is asked to address staffing levels, it needs to be done. He further encouraged Council to take a look into doing something that address this sooner, rather than later. Mayor Emerson agreed.

Councilmember Jones inquired about updates to the Public Safety building. Ms. Hiniker relayed the City was able to utilize DUI forfeiture funds for many of the improvements in the Public Safety Building, and that funds set aside for the dispatch transition were diverted to cover many of the building updates at south fire station. She added that additional resources will be set aside in 2019 for overall public safety facility planning.

B. Charitable Gambling

City Manager Hiniker stated that staff is seeking direction from Council related to the City's current Charitable Gambling Ordinance. The City received a request from the White Bear Lake Hockey Association to amend the ordinance to allow an organization to operate at four (4) locations. The current ordinance limits the number of premises permits an organization can have to three (3).

Ms. Hiniker explained that municipalities have quite a bit of latitude to regulate charitable gambling. Some cities require 100% of proceeds to be returned back to the community while White Bear Lake only requires 50% to be returned back into the trade

area. The City's trade area is defined to include communities within the White Bear Lake School district and Mahtomedi.

Ms. Hiniker pointed out that not all organizations are requesting an increase to the number of premises permits. In fact, the Lions Club has expressed concerns about increasing the limit from three (3) to four (4).

Councilmember Walsh stated that the White Bear Hockey Association is a current partner with the City with regard to the Sports Center renovation project. Referring back to the Hockey Association's pledge for repayment of the Sports Center project, he sought clarification that their commitment was predicated on the current limit of three (3) gambling premises. Ms. Hiniker confirmed this and added that staff reviewed the Hockey Association's annual proceeds from current gambling operations, which supported the pledge under current conditions.

Councilmember Jones noted that the City is not limiting the Hockey Association from acquiring additional gambling locations outside of White Bear Lake and inquired as to the number of gambling premises permits the Hockey Association has in the state.

Councilmember Edberg agreed that the White Bear Lake Hockey Association is one of the City's partners, but they are also one of the primary beneficiaries of the Sports Center project. Councilmember Edberg inquired as to the criteria for the kinds of institutions that can host charitable gambling. Ms. Hiniker was unsure but mentioned that the City would need to endorse the location. For additional clarification, Ms. Hiniker pointed out that bingo halls are not a bar or restaurant.

Councilmember Edberg inquired about the history of why the City has chosen to designate only 50% of proceeds to remain in the broader trade area. Ms. Hiniker was not familiar with the history, but indicated that the charitable gambling associations draw membership from the broader area and, subsequently, give back to the broader. In response to Councilmember Edberg, Ms. Hiniker responded that the City does not currently specify the use of 10% of net receipts as enabled by law.

Councilmember Edberg noted a large disparity between the net receipts of each of the City's charitable gambling organizations. Ms. Hiniker explained that in 2017 there were 2.7 million in collective net gambling receipts generated in the City. Net receipts are the proceeds after prizes are paid out. An organization then deducts allowable expenses, such as rent, from net receipts to calculate net profit/loss.

Councilmember Walsh believes the City manages charitable gambling well and did not believe the current ordinance should be grown from three (3) to four (4) premises permits.

Councilmember Biehn inquired as to Maplewood's experience since they permit four (4) premises. Ms. Hiniker stated that Maplewood is a larger city and offered to look into this further if the Council desired.

Councilmember Jones listed a number of charitable gambling associations in the City that he believed would be willing to expand their premises permits. As a side note, he questioned the viability of a business that is dependent on pull-tabs. Councilmember Jones added that Maplewood has a larger population with more restaurants and bars. He mentioned Roseville only has three (3) and that he spoke to a former Roseville Hockey

Association member who stated they had no problem with being limited to three (3) premises. Councilmember Jones has no interest in increasing this limit.

Councilmember Edberg was intrigued with the portion of the statute that the City does not currently utilize in which 10% of net receipts can be designated by the City. He pointed out this could fund the Historical Society, Marketfest and a variety of others to the tune of \$270,000 based on 2017 net receipts. He stated he is not interested in changing the current ordinance but if it was changed, he would be more interested in making sure proceeds are spread around well.

Councilmember Engstran was good with the City's current limit of three (3) gambling premises permits per organization. Mayor Emerson concurred.

12. COMMUNICATIONS FROM THE CITY MANAGER

➤ Public Safety Updates

- Stop sign enforcement will occur between July 27 and July 30
- Pedestrian crosswalk enforcement will happen sometime in August and will be posted on Facebook in order to educate the public. Because White Bear Lake has chosen to enforce pedestrian crosswalks, Ramsey County will be providing \$5,000 toward this effort in 2019.

Mayor Emerson urged public to pay attention to cars that may be stopping for pedestrians. Councilmember Edberg added that more education is needed on what is permitted, what is not permitted and the standards in general.

- The City will likely be receiving one of the state's 15 DUI Enforcement Grants, which would fund a DUI enforcement officer beginning October 1, for two (2) years.

➤ Pioneer Manor BBQ – next Friday, July 20th from 11:00 a.m. – 2:00 p.m.

➤ Solar Workshop for residents – Expansion Room City Hall this Thursday at 6:30 p.m.

➤ Upcoming Council meetings and work sessions:

- August 14th Council meeting pushed back to Wednesday, August 15th to accommodate the Primary Election
- August 21st – 5:30 p.m. Budget Work Session in the Expansion Room

➤ Fourth of July – music and fireworks went very well and Ms. Hiniker commended the community, all the volunteers and staff who worked to make this event happen.

➤ Engineering Updates – Mark Burch

- Road construction is well underway, White Bear Avenue with decorative lighting arriving in about two weeks.
- Pictures of the Sports Center renovation project were reviewed.

➤ Community Development Updates – Anne Kane

- The number of permits and value of projects is 30 % higher over last year, which indicates great investment in the community.

13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Jones** 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 City Council

From: Ellen Hiniker, City Manager
Greg Peterson, Fire Chief
Kerri Kindsvater, Assistant Finance Director

Date: July 19, 2018

Subject: **Resolution authorizing the appropriation of funds to hire four (4) additional full-time emergency responders, Firefighter/Paramedics**

BACKGROUND

The White Bear Lake Fire Department is responsible for providing ambulance service to a population of approximately 39,000. The department provides service to the City of White Bear Lake, White Bear Township, Dellwood, Birchwood, and a small portion of Lino Lakes. The department had provided this service using mainly paid-on-call or part-time employees for almost 40 years, until 2014, when it became a combination department with the hire of four (4) full-time emergency responders; at that time, annual calls for service had reached 2,841, or nearly eight (8) calls per day.

Demand for service continues to increase significantly, placing a significant burden and stress on department members. In 2000, the department responded to less than five (5) calls per day. Today, the department is on pace to respond to an average of 11 calls per day, or approximately 4,000 annually. Since 2014, when full-time staff were first introduced to the response model, calls have increased nearly 30%.

This increase in demand is due to a number of factors, including an aging population, the addition of senior facilities in the area, and an increasing number of mental health related calls. While the need for service has increased, there are increasingly competing demands on time due to family obligations and/or outside careers and commitments.

COMBINATION MODEL (FULL-TIME/PART-TIME STAFFING MIX)

In June of 2014, Council approved the addition of four (4) full-time staff members to help ease this burden. This resulted in the placement of a full-time Emergency Medical Technician (EMT) and Paramedic team at each station, creating what is known as a "combination department" which utilizes both full-time and part-time personnel for emergency responses.

The four (4) new full-time positions were scheduled to help support daytime service demands Monday through Friday, relieving some of the gaps left by those on the department who have outside jobs; the full-time EMS staff has not been required to work holidays or weekends. While this has helped to relieve some of the burden during the weekday, it has become increasingly difficult to secure coverage on evenings, weekends and holidays as calls for service continue to increase.

RETENTION ISSUES

From 2015 through 2017, the department lost more people than were hired, with 60 employees leaving service during a three-year period. This trend is rooted in several factors, including increased service delivery demands, work-life balance issues, competition from other departments that offer full-time positions, and burdensome call-back requirements. To help reduce the burden on staff, call-back requirements were lowered last year and the duty crew program was initiated in May of this year.

While the duty crew program has helped, it is apparent that there are not enough part-time members to fill all shifts. Due to this shortage, paramedics are required to sign-up for 96 duty crew hours per quarter, and EMTs for 48 hours. There are considerably more EMT members than paramedics, which causes this imbalance; most of those who earn their paramedic certification are now seeking full-time employment, and are less willing and/or available to take on additional part-time hours. Despite these steep requirements, many duty shifts remain without coverage. When a shift is left without coverage, medical calls become call-backs. The last efforts to hire additional part-time staff did not produce significant results, and many of those hired in recent years found outside employment after completing their training. Staff believes that strengthening the combination model with additional full-time staff will provide for a consistent workforce able meet the expectations of those the department serves.

INCREASING FULL-TIME RESPONSE CAPACITY

The Fire Department continues to experience service delivery issues whereby on occasion, it relies on mutual aid partners to respond to its medical calls. Due to the combination of increasing demands for service and a shrinking pool of applicants, the department no longer has the staffing capacity to continue to provide consistent, expedient and high-quality service that customers expect. Additionally, loss of a medical call to mutual aid translates into lost revenue that supports the department's services.

The staffing model has necessarily evolved over the years in response to changing needs. However, the department has reached a point at which it now requires a more significant change in its overall service delivery model to meet the current needs of the community. The current staffing model for the fire and ambulance service includes five (5) different classifications of employees. There are part-time firefighters who respond to both fire and EMS calls, part-time EMS-only personnel who respond to EMS calls, full-time EMS-only personnel, part-time fire-only employees who do not respond to EMS calls, and part-time fire apparatus driver-only personnel whose duty is to drive the fire apparatus. Additionally, the full-time EMS personnel may not perform firefighter duties during their regular schedules due to their job classifications.

In an effort to provide better service, create great efficiency and reduce the burden on the part-time members, staff proposes a change to the staffing model. It is recommended that the existing four (4) full-time employee positions be converted from EMS-only positions to include firefighter responsibilities, thus maximizing use of these positions. Work schedules for these positions would also be adjusted to require shifts on holidays and weekends, not just Monday through Friday. Work hours would increase from 40 hours a week to 48 hours per week to provide better overall coverage.

It is further recommended that additional full-time staff be added to provide consistent service. It is recommended that four (4) full-time Firefighter/Paramedics be hired this fall, with an additional four (4) hired over the next year or two, as determined through the budgeting process, to reach the full-complement of a combination department comprised of twelve (12) full-time Firefighter/Paramedics, one 24/7 duty crew, and continued, albeit significantly reduced, reliance on part-time responders. The

addition of four full-time positions this fall will reduce the number of part-time staff hours needed to cover EMS calls by 40%. Once the department has reached a 12 full-time Firefighter/Paramedic complement, the full-time schedules will change to 56 hours per week. This will allow for 24/7 coverage of two crews consisting of two people in each station, which will provide a good base to facilitate consistent coverage.

Part-time employees will continue to work duty shifts and respond to callbacks; however, the burden on part-time staff will be significantly reduced. With the combination of part-time and full-time employees working together, staff anticipates the ability to respond to all fire and medical calls in an efficient manner. Additionally, the number of call-backs (part-time employees called from home) will be less than 10% of the current call volume, which is a significant reduction from what it is currently.

FINANCIAL IMPACT

The cost of adding four (4) Firefighter/Paramedic this fall (beginning September 1) to the revised 2018 ambulance budget will be approximately \$125,500. However, revenues from service billings are trending 6% over 2018 projections. This, together with savings realized through the transition to Ramsey County for dispatch services, is expected to balance the 2018 year-end ambulance budget without an increase. The projected impact on the 2019 budget will add \$176,500 in costs assigned to the ambulance budget and \$140,952 to the fire department budget. This estimation is based on an 80/20 split between ambulance and fire for all costs associated with emergency response personnel; this cost split is based on the ratio of medical calls to fire calls.

It is anticipated that the 2019 ambulance service cost increases can be covered through the savings realized from the dispatch conversion and a 10-12% ambulance rate increase. There will also be efficiencies gained through a 40% decrease in call-backs. The increased costs assigned to the fire department would be partially mitigated by the reduction in call-backs, but otherwise shared by the City and its contract communities. The net impact on the City of White Bear Lake, which assumes 70% of the fire department budget, is estimated to be \$98,500 in 2019. These costs do not account for consideration of adding more staff in 2019 to reach the desired 12 FTE staffing model. Staff also intends to recommend an increase in the hourly rate for part-time fire-fighter/EMS responders; this will be discussed in further detail at the budget workshop in August.

SUMMARY

The City first adopted a combination model for emergency response services in 2014 with the hire of four (4) full-time responders. Since then, there has been a 30% increase in calls for service, which has placed considerable stress on the department. Staff is recommending that the City hire an additional four (4) full-time personnel to help fill the scheduling gaps. It is staff's belief that the department will need to eventually have 12 full-time Firefighter/Paramedics on staff to provide 24/7 coverage at each station, supported by one part-time crew on duty 24/7. It is estimated that this model will reduce call-backs by nearly 90%, thus reducing the stress on part-time staff, creating significant efficiencies, and consistently providing high-quality service.

In moving toward this goal, staff recommends hiring four (4) additional personnel at this time, whose positions would include both paramedic and firefighter responsibilities. After taking into consideration projected revenues and savings from dispatch, staff does not anticipate a net impact on the 2018 revised ambulance budget. The impact on the 2019 ambulance budget would be mitigated by a projected \$80,000 savings in dispatching services, with the remaining funds to be raised through a 10-12% ambulance rate increase. Revenues to offset the \$98,500 increase in the 2019 fire budget would be included in the general fund levy.

ATTACHMENTS

Attached is a resolution authorizing staff to increase personnel in the Fire Department by adding four (4) full-time Firefighter/Paramedics and directing the City Manager to prepare revisions to the City's 2018 budget to provide sufficient appropriations for this increase.

RESOLUTION NO.

**RESOLUTION AUTHORIZING AN INCREASE IN PERSONNEL IN
THE WHITE BEAR LAKE FIRE DEPARTMENT**

WHEREAS, the White Bear Lake Fire Department is responsible for providing ambulance service to a population of approximately 39,000. The department provides service to the City of White Bear Lake, White Bear Township, Dellwood, Birchwood, and a small portion of Lino Lakes; and

WHEREAS, the White Bear Lake service area continues to experience increasing call levels, with a 30% increase in calls for combined fire and ambulance service since 2013; and

WHEREAS, upon reports and recommendations by staff, it has been determined by the City Council that continued delivery of high quality, emergency medical service requires the addition of four full-time Firefighter/Paramedics; and

WHEREAS, the City Council has been provided with financial estimates including the costs of this additional staffing and estimated ambulance rates necessary to off-set the cost increase of; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, that it hereby authorizes the addition of four full-time Firefighter / Paramedic positions to the approved staffing level of the Fire Department; and

FURTHER, BE IT RESOLVED, by the City Council of the City of White Bear Lake that the City Manager is directed to prepare revisions to the City's 2018 budget to provide sufficient appropriations for this increase.

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 Hiniker, City Manager
From: Kara Coustry, City Clerk
Date: July 19, 2018
Subject: Temporary on-sale liquor license for St Mary of the Lake – Outdoor Concert

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 St. Mary of the Lake for a temporary liquor license. St. Mary of the Lake is a non-profit organization that plans to sell beer and wine during their outdoor summer concert to be held at St. Mary of the Lake Parish Life Center on Saturday, August 11, 2018, between the hours of 5:00 pm – 10:00 pm. The outdoor festival is an annual event and the applicant is aware that the music must end no later than 10:00. The applicant meets State regulations for temporary liquor licenses and has secured the liquor liability insurance required by City Code.

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the attached resolution approving a temporary liquor license to St. Mary of the Lake

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING A TEMPORARY ON-SALE LIQUOR LICENSE
FOR SAINT MARY OF THE LAKE OUTDOOR CONCERT**

WHEREAS an application for a Temporary On-Sale Liquor License has been made by St. Mary of the Lake; and

WHEREAS St. Mary of the Lake is a nonprofit organization that is sponsoring their event on the premises of St. Mary of the Lake Parish Life Center on August 11, 2018; and

WHEREAS the organization has provided the required liquor liability insurance as required by City Code; and

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 On-Sale Liquor License for the following organization for the date and location indicated

St. Mary of the Lake
August 11, 2018
on the premises of
St. Mary of the Lake Parish Life Center
4690 Bald Eagle 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 Hiniker, City Manager

From: Kara Coustry, City Clerk

Date: July 19, 2018

Subject: **Second Annual Carbone's Pizzeria & Pub – Single Event Extension License**

BACKGROUND

Boleen Enterprises, dba Carbone's Pizzeria and Pub (Carbone's) moved suites last year and re-opened at their new location: 1350 Highway 96, Suite #7. The establishment is currently licensed for on-sale intoxicating liquor.

SUMMARY

The owners of Carbone's, Liz and Steve Boleen, are planning a 2nd Annual Tent Party celebration on September 9, 2017. They have permission from the owner of the parking lot, Clear Choice Properties, to place a tent for additional external seating and for a band. As the tent is greater than 400 sq feet, the applicants are also working with the City's Building and Fire Departments to obtain a tent permit. The Boleen's have also talked to their neighbors in the complex. Most are closed in the evening, but those that will remain open are agreeable to the event.

Carbone's has asked permission for the band to continue playing outdoors until 11:00 p.m., which extends one hour beyond the City's noise ordinance. Given the restaurant's location and the fact that there were no calls of concerns related to this event last year, staff is willing to consider this special request with the caveat that if a complaint call is received after 10:00 p.m. the band will be asked to conclude its performance.

Alcohol extension license service outside of the designated restaurant area requires Council's approval. Carbone's is seeking approval for a single event extension to their on-sale liquor license as follows:

Boleen Enterprises
Parking lot, inside the confines of fenced area
1350 Highway 96, Suite 7
White Bear Lake, MN 55110
3:00 p.m. – midnight

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution as presented.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING A SINGLE EVENT EXTENSION
TO AN ON-SALE LIQUOR LICENSE AND OUTDOOR MUSIC UNTIL 11:00 P.M.
FOR CARBONE'S PIZZERIA & PUB**

WHEREAS, an application for a Single Event Extension to an On-Sale Liquor License to the premises but outside the building has been made by Carbone's Pizzeria & Pub (Carbone's), and;

WHEREAS, Carbone's is hosting a 2nd Annual Tent Party on September 8, 2018 on the parking lot at the premises of 1350 Highway 96, and;

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves a Single Event Extension to an On-Sale Liquor License to the premises but outside the building of Carbone's on 1350 Highway 96 subject to the following conditions:

1. Written approval from the owner of the parking lot.
2. Music performance concludes at 11:00 p.m. but any calls of concern after 10:00 p.m. will result in immediate commencement of outdoor music.
3. Erection of approved fencing in a location approved by City staff, said fence must restrict the space in which liquor may be consumed.
4. An approved tent permit.
5. Security will be assigned to entrance and wristbands provided to those of legal age to consume alcohol.
6. Proof of general and liquor liability insurance naming the City as an additional insured up to municipal liability limits;

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 Hiniker, City Manager
From: Kara Coustry, City Clerk
Date: July 19, 2018
Subject: Ladies of the Lake – Use of Railroad Park

BACKGROUND

The City allows for special events in public spaces including City Parks. Special event permits are typically approved by staff. On occasion the City receives an application that involves the sale of alcohol by a licensed vendor, or as in this case, the use of a public space for commerce.

The Ladies of the Lake hosted their first open air market in Railroad Park in September, 2016.

SUMMARY

Ladies of the Lake includes the following seven (7) similar downtown merchants: Sweet Home, Truly, The Hub Home Accents, White Bear Lake Mercantile, Missy's Boutique & Consignment, Antiques White Bear, Inc. and Farmer's Daughter. This group is joining to host a sales event under 10 x 10 tents in Railroad Park on Saturday, September 22, 2018 from 10:00 a.m. to 4:00 p.m. Guitar music will be offered in the gazebo. No alcohol sales are being proposed in conjunction with the event at this time.

Staff has no objection to the application, provided tents are sandbagged, rather than staked. Driving on the premises is prohibited due to irrigation systems and turf concerns. Because this proposed event involves commercial use of a public space, staff is seeking the approval of the City Council for this event. As in past years, the residential rental fee for Podvin Park will be charged to this group.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution as presented.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING A SINGLE EVENT
FOR COMMERCE AT RAILROAD PARK**

WHEREAS, an application has been submitted by Ladies of the Lake to host an event at Railroad Park where items will be sold; and

WHEREAS, Ladies of the Lake includes seven different merchants from downtown; and

WHEREAS, no alcohol will be sold at the event.

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves the use of Railroad Park by Ladies of the Lake on Saturday, September 22, 2018 subject to the following conditions:

1. No tent stakes are permitted to be placed into the ground.
2. No vehicles are permitted on park grounds.
3. The applicant must coordinate appropriate sanitation and refuse collection with City staff.
4. Park rental at the same rate as Podvin Park resident fee.

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 Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Mark Burch, Public Works Director/City Engineer

Date: July 16, 2018

Subject: **Lease Amendments for AT&T Equipment at the Century Avenue Monopole Site**

BACKGROUND / SUMMARY

AT&T is requesting a revision to its cellular antenna installation at the Century Avenue water reservoir site. The revised equipment installation has been reviewed and approved by the Engineering Department. The new installation will require an amendment to the AT&T lease and an increase to the rent of \$9,404 per year.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution approving amendment No. 4 to the AT&T cellular equipment lease at the Century Avenue site.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION APPROVING LEASE AMENDMENT NO. 4 WITH AT&T FOR
PLACEMENT OF COMMUNICATIONS EQUIPMENT ON THE CITY'S MONOPOLE
AT 3495 CENTURY AVENUE**

WHEREAS, AT&T has been operating telecommunications equipment from the City's monopole at 3495 Century Avenue, and

WHEREAS, AT&T desires to amend its lease with the City to accommodate equipment modifications which are necessary to be competitive in the current mobile communication business, and

WHEREAS, the City desires to work with AT&T to accommodate their needs, and

WHEREAS, the existing lease agreement needs to be amended to accommodate the proposed equipment modifications.

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

- 1) The proposed 4th Amendment to the lease agreement with AT&T for equipment installation at the Century Avenue monopole site is hereby approved.

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
Engineering Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Connie Taillon, P.E., Environmental Specialist

Date: July 18, 2018

Subject: **On-site Photovoltaic (PV) System Project**

BACKGROUND

Staff is interested in pursuing on-site photovoltaic (PV) generation on appropriate City-owned buildings to reduce energy costs and to help meet renewable energy goals identified in our draft 2040 Comprehensive Plan.

Over the past three years, staff has met with five local solar companies to learn about options to reduce or eliminate the City's upfront cost of purchasing a PV system. Three of the five companies offer third party financing of solar energy through a power purchase agreement (PPA) or solar lease. Under both arrangements (PPA or solar lease), the company installs a PV system with no upfront costs to the City and is responsible for system operation and maintenance over the length of the contract. A third party owner/investor earns money by selling the energy production to building owners at a price below utility rates. This arrangement is financially feasible because private solar investors can take advantage of federal solar tax credits, state incentives, and Xcel utility grants to subsidize the initial cost of the PV system. At the end of a PPA or lease term, the building owner (City) has the option to extend the term of the lease, or purchase the system.

Staff proposes to secure a third party contract by the end of August to capitalize on current federal tax credits and grants. As the economics of solar continues to change, it has become increasingly important to move a rooftop solar project forward in a timely manner. Of the solar companies interviewed, staff considers Ideal Energies the best fit for the City's needs considering their expertise and unique solar lease option. Ideal Energies' vertical integration allows them to design, install, finance, and operate turn-key projects across the entire state. They have over 250 commercial for profit and non-profit solar arrays in operation, and have recently been awarded solar contracts for several surrounding municipalities, including Richfield, Shoreview, Rogers, and Elko New Market. In June of this year, Ideal Energies was also awarded a State of Minnesota Preferred Solar Vendor Contract.

SUMMARY

Several metropolitan communities have already entered into an energy lease arrangement through a third party contract. Some have chosen to use an RFP process to select a vendor, while others have opted for a more informal process. Staff is recommending the City forego a formal RFP process in consideration of contracting with Ideal Energies for design, installation, third party financing, and operation and maintenance of the City's on-site photovoltaic project. Staff has already completed an informal interview process, and is confident in the model offered through Ideal Energies and its organizational capacity. Ideal Energies has a unique capital lease program that will offer substantial energy savings over the lifespan of the PV system. They have been successful in winning solar contracts with several surrounding municipalities, and were recently named a preferred vendor for the State of Minnesota's solar contract. Council could consider a formal RFP process; however, the City may miss an opportunity to secure grant money that has recently become available through the Xcel Energy Solar Rewards Program on a first come first serve basis.

Unless Council has any objections, staff would like to invite a representative from Ideal Energies to the August 15th City Council meeting to present their capital lease program and its energy saving benefits. The lease program does not require any capital investment on part of the City. Rather, the investing company would realize a return on its investment through the sale of energy at a reduced rate to the City. Further details on this model will be presented at the meeting on August 14th.