



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, SEPTEMBER 11, 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 August 28, 2018

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

A. Proclamation – Constitution Week September 17-23, 2018

5. PUBLIC HEARINGS

6. LAND USE

A. Non-Consent

1. Consideration of a Planning Commission recommendation regarding a request by The Bonne Family for a Lot Split and 5 Variances (Case No. 18-2-LS & 18-12-V)
2. Consideration of a Planning Commission recommendation regarding a request by St. Ann's Chapel for a Conditional Use Permit to establish a convent and for a Variance (Case No. 18-4-CUP & 18-10-V)

B. Consent

1. Consideration of a Planning Commission recommendation regarding a request by Barbara Mundis / All Star Pet Hotel and Day Care for a Conditional Use Permit and a Variance (Case No. 18-6-CUP & 18-13-V)
2. Consideration of a Planning Commission recommendation regarding a request by Shawn Petry and Dolores Welch for a Recombination Subdivision (Case No. 18-1-LS)

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

- A. Resolution approving the proposed preliminary 2018 tax levy collectible in 2019
- B. Resolution accepting work and authorizing final payment to Hydro-Klean LLC for the 2018 Sanitary Sewer Main Lining Program, City Project No. 18-07
- C. Resolution Approving a Cooperative Landscape Agreement with MnDOT for the Lunds & Byerlys Landscape Plan in the I-35E right-of-way

10. CONSENT

- A. Acceptance of minutes from July Park Advisory Commission; June Environmental Advisory Commission; July White Bear Lake Conservation District; August Planning Commission
- B. Resolution approving massage therapist license and transfer
- C. Resolution accepting donation from the White Bear Lake Lions Club for the Soldiers' Memorial Flagpole restoration project
- D. Resolution approving budgeted payment to White Bear Lake Area Historical Society

11. DISCUSSION

12. COMMUNICATIONS FROM THE CITY MANAGER

13. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, AUGUST 28, 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 7:01 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, Chief of Police Julie Swanson, City Engineer Mark Burch, Assistant City Engineer Jesse Farrell, 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 **Jones** seconded by Councilmember **Engstran**, to approve the Minutes of the Regular City Council Meeting on August 15, 2018.

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

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

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

A. Dan Louismet – Retiring Park Advisory Commission Member

City Engineer Burch invited Dan Louismet with his two-year old daughter, Frankie, to the podium. He thanked Dan for four years of service and contribution to the Park Advisory Commission. Mayor Emerson presented Dan with a bear plaque and thanked him on behalf of the City Council and citizens for his service on the Park Advisory Commission.

B. Lions Presentation – Soldiers’ Memorial Flagpole Project

Lynn and Carol Farley with the Lions Club Foundation provided a status update on the flag project, which is approximately 80% complete. The concrete base is finished and the flagpole should be here this week. Still pending is brickwork around the base and a plaque from the Lions Club that will go up across from the WPA sign. The VFW and the American Legion purchased the first 12 x 8 flag for the pole.

On behalf of the Lions Club and its Foundation, Mr. Farley presented another donation in the amount of \$25,000, which was accepted by Mayor Emerson on behalf of the City of White Bear Lake for the flagpole project.

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

A. Resolution accepting DWI grant from Minnesota Department of Public Safety

City Manager Hiniker reported the City was awarded a grant in the amount of \$96,518.03 from MN Department of Public Safety. The grant is good for one year, beginning October 1, 2018, with an option to extend another year. This grant would fund a current officer on staff, providing the City with the ability to hire another officer during this period of time.

Ms. Hiniker explained this position would work from 5 pm – 5 am and the officer is required to work at least two weekends a month with a strict adherence to traffic enforcement. Ms. Hiniker reported there were 194 drivers arrested for DWI in 2017, ranging from ages of 17-70. So far in 2018, 102 drivers were arrested for DWI.

In response to Councilmember Walsh, Ms. Hiniker explained that the officer may not spend any more than 15 minutes per hour assisting with non-traffic related stops. Police Chief Swanson added there are also four mandatory days the officer must work: New Year's Eve, Fishing Opener, Halloween and choice of either the day before Thanksgiving or Black Friday.

Police Chief Swanson explained that this is the second time this grant has been offered and the City of White Bear Lake is the only suburban city in Ramsey County to get this grant. She stated that the City of White Bear Lake has always performed in the top five in the State when there is a wave of DWI enforcement, given the size population and number of officers.

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to adopt **Resolution No. 12248** authorizing employee insurance renewal

Motion carried unanimously.

B. Resolution declaring costs to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2018 Street Reconstruction Project, City Project Nos 17-06, 18-01, 18-06

City Engineer Burch reported that the public improvements including bituminous

pavement reconstruction in the 2018 Street Reconstruction Project are nearly complete and staff is reviewing project costs and preparing final assessment rolls for the City Councils' consideration. He forwarded staff recommendation to adopt this resolution, which would order a public hearing on the final assessment rolls on September 25.

Councilmember Walsh inquired whether the Post Office is delivering mail to Old White Bear Avenue. Mr. Burch explained there was a change in management at the Post Office and he has been working with them. Councilmember Walsh said to let Council and the Mayor know if additional assistance is needed to get this resolved.

It was moved by Councilmember **Biehn** seconded by Councilmember **Walsh**, to adopt **Resolution No. 12249** declaring costs to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2018 Street Reconstruction Project, City Project Nos 17-06, 18-01, 18-06

Motion carried unanimously.

- C. Resolution declaring costs to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2018 Mill and Overlay Project, City Project No. 18-13

City Engineer Burch reported that the 2018 Mill and Overlay project is complete and staff is reviewing project costs and preparing final assessment rolls for the City Councils' consideration. He forwarded staff recommendation to adopt this resolution, which would order a public hearing on the final assessment rolls on September 25.

It was moved by Councilmember **Jones** seconded by Councilmember **Walsh**, to adopt **Resolution No. 12250** declaring costs to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2018 Mill and Overlay Project, City Project No. 18-13

Motion carried unanimously.

- D. Resolution declaring costs to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the Centerville Road Construction Project, City Project No. 18-16

City Engineer Burch reported that the public improvements in the Centerville Road Improvement Project are underway. Mr. Burch explained that the assessment rolls are based on an appraisal report and the benefit to the properties along the east side of Centerville Road. He forwarded staff recommendation to adopt this resolution, which would order a public hearing on the final assessment rolls on September 25.

It was moved by Councilmember **Biehn** seconded by Councilmember **Walsh**, to adopt **Resolution No. 12251** declaring costs to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the Centerville Road Construction Project, City Project No. 18-16.

Motion carried unanimously.

- E. Resolution accepting work and authorizing final payment to Pearson Bros., Inc. for the 2018 Bituminous Seal Coating Project, City Project No. 18-02

City Engineer Burch was very pleased with the trap rock used during this year's seal coating project, which is now complete except for a final sweep. He forwarded staff recommendation to accept the work and authorize final payment to Pearson Bros., Inc. for the 2018 Bituminous Seal Coating project.

It was moved by Councilmember **Walsh** seconded by Councilmember **Engstran**, to adopt **Resolution No. 12252** accepting work and authorizing final payment to Pearson Bros., Inc. for the 2018 Bituminous Seal Coating Project, City Project No. 18-02.

Motion carried unanimously.

F. Resolution authorizing employee insurance renewal

Finance Director Rambow reported that the City is required every five years to seek bids for employee insurance coverage, which includes health, life and voluntary dental, short-term and long-term disability. Through C-Biz, the City received six bid responses, in which the health insurance quotes were increased by 15% due to the City's past experience (claims) ratio.

Mr. Rambow explained that the City's Insurance Committee consists of a member from the management team, a non-bargaining unit, Public Works and Police. Based upon Medica's lower premiums along with providing open-access to providers (Mayo Clinic), the committee recommended accepting Medica's proposal. Under this plan, the H.S.A. plan changes from a non-embedded \$2,500/\$5,000 deductible plan to an embedded \$2,700/\$5,400 deductible plan.

Mr. Rambow reported that the committee voted to retain life and disability insurance with the same carrier. Voluntary Life Insurance premiums actually reduced slightly. The committee voted to retain Health Partners as its dental insurance carrier, as rates remain the same but the "distinction 3" plan increases coverage.

In response to Councilmember Walsh, Mr. Rambow explained that the City has a long-standing tradition of covering a fixed dollar amount of coverage based on market conditions and the total compensation package (not a percentage). Mr. Rambow explained that the City Council will be addressing City's contribution at a later time. Ms. Hiniker explained that the City will negotiate City's contribution with its unions, which is then applied to non-bargaining employees.

It was moved by Councilmember **Engstran** seconded by Councilmember **Walsh**, to adopt **Resolution No. 12253** authorizing employee insurance renewal

Motion carried unanimously.

10. CONSENT

- A. Resolution approving a tobacco license for the White Bear Lake Tobacconist. **Resolution No. 12254**
- B. Resolution approving a temporary liquor license for the White Bear Lake Youth Hockey Association. **Resolution No. 12255**

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

Motion carried unanimously.

11. DISCUSSION

A. Potential Fire Relief Association pension adjustment and transition to PERA

Finance Director Rambow stated that the Fire Department offers a pension to volunteer Fire Fighters administered and controlled by the White Bear Lake Fire Relief Association. When the pension was first created, it offered a monthly annuity based on years of service. In 1999, the Relief Association added an option for lump sum payment. At the request of the Relief Association, in 2003 the City diverted its annual \$20,000 pension fund contribution to the Fire Fighter's annual compensation package.

Mr. Rambow explained that a pension adjustment was last approved in 2007, when the fund was doing very well, then the great recession of 2008 led to a pension-funding shortfall with funding at 87%. To cover that shortfall at that time, the City was ordered by the State Auditor to make annual payments into the fund until recovered. Through special legislation, the Fire Relief Association conducted an interim actuarial study, which proved there was sufficient funding after the market rebounded in 2009. As a result, the City was no longer required by the State to supplement the fund.

Mr. Rambow believes the pension account should be funded at 115-120% to support another recessionary hit. The pension fund is currently funded at 137%. The Fire Relief Board completed an actuarial study to determine the feasibility of increasing pensions, which determined the fund could support \$100/month annuity increase or \$1,040.00 in a lump sum payment and still maintain funding at 120%.

Mr. Rambow explained the Fire Relief Board is also looking to merge with the State Volunteer Fire Plan. New legislation now allows Fire Relief Associations to exit the State Volunteer Fire Plan if desired, which makes this option more attractive. This plan would shift investments from Wells Fargo to the State Board of Investments. By merging, the total cost savings of transferring to PERA would amount to estimated savings of \$50,000/year, according to Mr. Rambow's calculations.

Mr. Rambow explained that should the Fire Relief Association recommend these two pension changes; the City Council holds final approval authority as the City is ultimately responsible for the pension fund.

Councilmember Walsh inquired as to the impact on the pension fund given anticipated Fire Department staffing changes – going to 12 full-time Paramedic/Fire Fighters, and reducing part-timers. Mr. Rambow clarified that the full-time members are not part of this plan, and cannot be included in this plan. He explained that some of the State's contribution is based on the number of paid-on call Fire Fighters, so that number would change, but with regard to investments, he did not see the fund changing significantly.

Ms. Hiniker added that the Fire Relief Board still needs to converse with the membership. Although the numbers may support a pension increase, what is less clear is whether the membership is comfortable with a loss of control by switching to PERA. Mr. Rambow added that a switch to PERA can only happen once per year and takes effect on the 1st of a new year.

12. COMMUNICATIONS FROM THE CITY MANAGER

- Police Vehicles - Three police vehicles are in the draft 2019 budget as part of fleet change out, but the current model is being replaced with a more expensive model (\$4,000 - \$5,000 more per vehicle) next year. Additionally, current equipment requires retrofitting in order to work in the newer model, amounting to another \$2,000. By ordering the vehicles this year, the city would save approximately \$20,000 (assuming the draft 2019 budget is approved), however, doing so runs the risk that vehicles will arrive in 2018 and necessitate payment from the 2018 budget. This would be reflected in the revised budget numbers, if necessary.
- Recent stop sign enforcement initiatives resulted in 52 citations for failure to come to a complete stop in downtown and in the south end of town. The next sustained traffic enforcement initiative will focus on crosswalks.
- Volunteer Recognition Dinner is on Tuesday, Oct. 2nd at the Boatworks Commons
- City Engineer/Public Works Director, Mark Burch's drop-in retirement reception is on Tuesday, September 25th from 4:30 pm – 6:30 p.m. at City Hall (prior to the City Council meeting)

- Sports Center Updates – Mark Burch, City Engineer
Ice will be made next week, the floor has been painted and the bleachers are going in. Landscaping is being completed by Anne Fleischacker, Public Works.

13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Jones** seconded by Councilmember **Biehn** to adjourn the regular meeting at **8:09 p.m.**

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

Proclamation

To Honor Constitution Week September 17 - 23, 2018

WHEREAS: September 17, 2018, marks the two hundred and thirty-first anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and,

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion;; and,

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW THEREFORE, BE IT RESOLVED that I, Jo Emerson, Mayor of the City of White Bear Lake, do hereby proclaim the week of September 17 through 23, 2018 as Constitution Week;

AND ask our citizens to reaffirm the ideals the framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I HAVE HEREUNTO
SET MY HAND AND CAUSED THE SEAL OF
THE CITY OF WHITE BEAR LAKE TO BE
AFFIXED ON SEPTEMBER 11TH, 2018.

Jo Emerson, Mayor



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Richter, City Manager

From: The Planning Commission

Through: Samantha Crosby, Planning & Zoning Coordinator

Date: September 4, 2018 for the September 11, 2018 City Council Meeting

Subject: **THE BONNE FAMILY, Lot Split and 5 Variances
4320 Cottage Park Road - Case No. 18-2-LS & 18-12-V**

REQUEST

A lot split and five variances in order to subdivide a riparian parcel in two.

SUMMARY

The neighbor directly across the street supports the split, but when a house is built would not support the extent of past variances that have been granted to other nearby properties. Two other neighbors spoke in favor. On a 6-1 vote, the Planning Commission recommended approval of the request, with the removal of condition #19.

RECOMMENDED COUNCIL ACTION

Approval of the attached resolution of approval.

ATTACHMENTS

Revised Resolution of Approval.

RESOLUTION NO.

**RESOLUTION APPROVING A MINOR SUBDIVISION & VARIANCES
FOR 4320 COTTAGE PARK ROAD
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (18-2-LS & 18-12-V) has been submitted by The Bonne Family to the City Council requesting approval of a Minor Subdivision and five Variances per the City of White Bear Lake Subdivision Code at the following site:

ADDRESS: 4320 Cottage Park Road

EXISTING & PROPOSED LEGAL DESCRIPTIONS: Attached.

WHEREAS THE APPLICANTS SEEK THE FOLLOWING: Approval of a minor subdivision to split one lot into two, per Code Section 1407.030; and

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING RELIEF:

- A 2,625 square foot variance from the 15,000 square foot lot size minimum for parcel A, and
- An 85 square foot variance from the 15,000 square foot lot size minimum for parcel B,
 - both per Code Section 1303.040 Subd.5.a; and
- A 13 foot variance from the 80 foot minimum lot width at the OHWL for parcel A, and
- A 12 foot variance from the 80 foot minimum lot width at the OHWL for parcel B,
 - both per Code Section 1303.230, Subd.5a.2; and
- A 2.92 foot variance from the 100 foot minimum lot width at the street setback for parcel A,
 - per Code Section 1303.040, Subd.5.b; and

WHEREAS, the Planning Commission has reviewed this proposal on August 27, 2018; and

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

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

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 by the City Council of the City of White Bear Lake that the City Council accepts and adopts the following findings of the Planning Commission for the Variances:

1. The requested variances will not:
 - a. Impair an adequate supply of light and air to adjacent property.
 - b. Unreasonably increase the congestion in the public street.
 - c. Increase the danger of fire or endanger the public safety.
2. Because the proposed lots have a buildable area that does not require setback variances, the proposed lot size variances will be in harmony with the general purpose and intent of the City Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
3. Because the proposed lot sizes will not diminish the average lot size for the neighborhood, the requested variance will not unreasonably diminish or impair established property values within the neighborhood.
4. The non-conforming uses of neighboring lands, structures, or buildings in the same district are not the sole grounds for issuance of the variances.

FURTHER, BE IT RESOLVED, that City Council hereby approves the Minor Subdivision and Variances, subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted with this application shall become part of the permit.
2. The requirement for a hard-shell plat is waived.
3. Existing overhead utilities shall be buried at the time of construction.
4. Per Section 1301.060, Subd.3, the variance shall become null and void if the project has not been completed or utilized within one (1) calendar year after the approval date, subject to petition for renewal. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
5. Prior to the recording of the Survey, the applicant shall revise the survey to include a transportation, drainage and utility easement from the west property line up to 5 feet off

the edge of the existing roadway pavement.

6. Within 60 days after the City Council approval of the sketch plan, the applicant shall supply to the City Planner a revised Certificate of Survey for both lots, including updated legal descriptions, dimensions, and easements/dedications.
7. Within 90 days after the approval of the revised Survey by the City, the applicant shall record the Survey along with the instruments of conveyance with the County Land Records Office or the subdivision shall become null and void.
8. The resolution of approval shall be recorded against both properties and notice of these conditions shall be provided as condition of the sale of either lot.
9. The applicants shall provide the City with proof of recording (receipt) as evidence of compliance with conditions #7 and #8.
10. The applicants shall provide the City Planner with two final, approved and recorded copies of the Certificate of Survey within 120 days after the date of recording.
11. No construction permits may be issued for improvements on Parcel B prior to approval and recording of the survey and approving resolution by the County.
12. Setbacks for Parcel B shall be measured from the edge of roadway, not the west property line.
13. The applicants shall agree to reapportion any pending or actual assessments on the original parcel or lot of recording accordance with the original assessment formula on the newly approved parcels as per the City of White Bear Lake finance office schedules.
14. The park dedication fee shall be collected for each lot at the time when a building permit for a new residence is issued.
15. Water and sewer hook-up fees shall be collected for Parcel B at the time when a building permit is issued.
16. Durable iron monuments shall be set at the intersection points of the new lot line with the existing lot lines. The applicant shall have one year in which to set the monuments.

Prior to the issuance of a building permit for either lot,

17. All impervious area above 30% on Parcel A shall be mitigated according to code.
18. The boat house shall be removed or relocated to comply with code.
19. The applicant shall remove the fence and ALL impervious area from Parcel B. Doing so shall require a demolition permit with an approved construction entrance and approved tree

PARCEL A

Those parts of Lots 14 and 15, lying Southwesterly of a line running from a point on the Northwesternly line of and 10 feet from the Southwesterly corner of Lot 14, through a point on the Southwesterly line of and 57 feet from the Southwesterly corner of Lot 14 extended to the lakeshore of White Bear Lake, AND those parts of Lots 16 and 17, lying Northeasterly of a line running from a point on the Westerly line of and 5.5 feet Northerly from the Southwesterly corner of Lot 16, through a point on the Southerly line of and 69.2 feet from the Southwesterly corner of Lot 16, extended to the lakeshore of White Bear Lake, all in Block 2, COTTAGE PARK, Ramsey County, Minnesota.

PARCEL B

Lot 18 and those parts of Lots 16 and 17, lying Southwesterly of a line running from a point on the Westerly line of and 5.5 feet Northerly from the Southwesterly corner of Lot 16, through a point on the Southerly line of and 69.2 feet from the Southwesterly corner of Lot 16, extended to the lakeshore of White Bear Lake, all in Block 2, COTTAGE PARK, Ramsey County, Minnesota.



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Richter, City Manager

From: The Planning Commission

Through: Anne Kane, Community Development Director

Date: September 6, 2018 for the September 11, 2018 City Council Meeting

Subject: **ST. ANN'S CHAPEL, INC. – Conditional Use Permit
2436 Spruce Place - Case No. 18-4-CUP & 18-10-V**

REQUEST

A Conditional Use Permit to establish a convent in an R-3 Single Family Residential District; and a variance to reduce the side yard setback from 20 feet to 10 feet.

SUMMARY

Two neighbors expressed concerns regarding drainage in the area and one cited concerns with lighting, noise and impact on surrounding property values. On a 6-0 vote, the Planning Commission recommended approval of the project with conditions added regarding drainage.

RECOMMENDED COUNCIL ACTION

Approval of the attached resolution of approval.

ATTACHMENTS

Resolution of Approval
July 30, 2018 Planning Commission Meeting Minutes

RESOLUTION NO.

**RESOLUTION GRANTING
A CONDITIONAL USE PERMIT AND VARIANCE
FOR 2436 SPRUCE PLACE
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (18-4-CUP & 18-10-V) has been submitted by St. Ann's Chapel, Inc. to the City Council requesting approval of a Conditional Use Permit and a Variance of the City of White Bear Lake for the following location:

LOCATION: 2436 Spruce Place

LEGAL DESCRIPTION: Lot 6, Block 13, BEL-AIR PARK PLAT 2, Ramsey County, MN (PID # 253022340097)

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING PERMIT: A Conditional Use Permit, per Code Section 1303.030 Subd.4.a in order to establish a Convent in an R-3 Single-Family Residence District; and

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING VARIANCE: a Variance to reduce the side yard setback from 20 feet to 10 feet per Code Section 1303.030 Subd.4.a.1; and

WHEREAS, the Planning Commission has held a public hearing as required by the city Zoning Code on July 30, 2018; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that, in relation to the Conditional Use Permit, 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.

FUTHER, BE IT RESOLVED, by the City Council of the City of White Bear Lake that, in relation to the Variance, the City Council adopts the following findings of the Planning Commission:

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

FUTHER, BE IT RESOLVED, that the City Council of the City of White Bear Lake hereby approves the request, subject to the following conditions.

1. All application materials, maps, drawings, and descriptive information submitted with this application shall become part of the permit.
2. Per Section 1301.050, Subd.4, if within one (1) year after granting the conditional use permit, the use as allowed by the permit shall not have been completed or utilized, the permit shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council. Such petition shall be submitted in writing at least one month prior to the expiration date.
3. This conditional use permit shall become effective upon the applicant tendering proof to the City of filing a certified copy of this permit with the County Recorder pursuant to Minnesota State Statute 462.3595 to ensure the compliance of the herein-stated conditions.
4. A building permit shall be obtained before any work begins.
5. The applicant shall verify the property lines and have the property pins exposed at the time of inspection.
6. All bedrooms must have a smoke detector.

- 7. A carbon monoxide (CO) detector shall be installed on each level.
- 8. A fire extinguisher shall be installed in the kitchen.
- 9. The applicant shall ensure the drainage system for the existing church property is properly maintained and functioning per its approved design.
- 10. The plans for the proposed expansion shall include a Drainage Plan that addresses how existing and additional storm water drainage will be accommodated through the site.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

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

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

Fr. Thomas Mroczka, President
St, Ann's Chapel, Inc.

Date



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Richter, City Manager

From: The Planning Commission

Through: Samantha Crosby, Planning & Zoning Coordinator

Date: September 4, 2018 for the September 11, 2018 City Council Meeting

Subject: **ALL STAR PET HOTEL AND DAY CARE, Conditional Use Permit & Variance; 1340 Highway 96 - Case No. 18-6-CUP & 18-13-V**

REQUEST

A Conditional Use Permit for a dog kennel in the B-4 zoning district and a 6 foot variance from the 50 foot building setback required from the west property line in order to establish a pet hotel and day care facility.

SUMMARY

No one other than the applicant spoke to the matter. On a 7-0 vote, the Planning Commission recommended approval of the project with as recommended.

RECOMMENDED COUNCIL ACTION

Approval of the attached resolution of approval.

ATTACHMENTS

Resolution of Approval.

RESOLUTION NO.

**RESOLUTION APPROVING
A CONDITIONAL USE PERMIT FOR DOG KENNEL
AND A SETBACK VARIANCE
FOR 1340 HIGHWAY 96, EAST
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (18-6-CUP & 18-13-V) has been submitted by Barbara Mundis requesting approval of a Conditional Use Permit & Variance from the City of White Bear Lake at the following site:

ADDRESS: 1338/1340 Highway 96 East

LEGAL DESCRIPTION: Attached. (PID # 223022220050)

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING PERMIT: A Conditional Use Permit for a pet hotel and day care in the B-4 zoning district, per Code Section 1302.130, Subd.3; and

WHEREAS THE APPLICANT SEEKS THE RELIEF: A 6 foot variance from the 50 foot setback required for a dog kennel building, per Code Section 1302.130, Subd.3.c; and

WHEREAS, the Planning Commission has held a public hearing as required by the City Zoning Code on August 27, 2018; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, that the City Council accepts and adopts the following findings of the Planning Commission in relation to the Conditional Use Permit:

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. Because of the low number of trips generated by the use, the traffic generation will be within the capabilities of the streets serving the site.

FUTHER, BE IT RESOLVED, the City Council of the City of White Bear Lake, that the City

Council accepts and adopts the following findings of the Planning Commission in relation to the Variance:

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

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

1. All application materials, maps, drawings, and descriptive information submitted with this application shall become part of the permit.
2. Per Section 1301.050, Subd.4, if within one (1) year after approving the Conditional Use Permit, the use as allowed by the permit shall not have been completed or utilized, the CUP shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. This Conditional Use Permit shall become effective upon the applicant tendering proof (ie: a receipt) to the City of having filed a certified copy of the sign resolution of approval with the County Recorder pursuant to Minnesota State Statute 462.3595 to ensure the compliance of the herein-stated conditions.
4. Trash shall be stored internal to the building and the dumpster removed, or an enclosure that matches the building shall be constructed. Enclosure details to be reviewed and approved by staff prior to construction.
5. All pets must be kept on a leash during drop-off or pick-up. If any dogs are walked outside the play area, they must also be leashed.
6. Any solid elimination shall be picked up immediately and excessively barking dogs will not

be allowed in the outdoor play area. The owner of the business shall work with staff to resolve any complaints about noise or odors that may arise. Solutions may vary, but could include adjustments such as increasing the frequency of trash pick up, or limiting the hours of the outdoor area. Solution shall be implemented to the satisfaction of the city staff.

- 7. All liquid waste shall be directed to the sanitary sewer system, or some other solution, design subject to engineering staff review and approval. A permit for the installation of such solution shall be pulled within 90 day of written notice from the City. Installation shall be complete within 4 month of permit issuance.
- 8. The applicant shall obtain a building permit prior to beginning any work.

Prior to the issuance of a building permit, the applicant shall:

- 9. Provide final plan and details for the play area, including raised concrete curb, landscaping and fence.
- 10. Provide a SAC (Sewer Availability Charge) determination letter from the Metropolitan Council.

Prior to the issuance of a Certificate of Occupancy, the applicant shall:

- 11. Replace the missing foundation plants.

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

Ayes:
 Nays:
 Passed:

 Jo Emerson, Mayor

ATTEST:

 Kara Coustry, City Clerk

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

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

Property Owner's Signature

Date

Printed Name and Title

Legal Description

That part Lot 1, Block 1, Birch Lake Square lying Northerly of the following described line:

Commencing at the Northwest corner of said Lot 1; thence on an assumed bearing of South along the West line of said Lot 1 a distance of 423.50 feet to the point of beginning of the line to be described; thence South 89 degrees 42 minutes 15 seconds East a distance of 284.00 feet; thence South 0 degrees 17 minutes 45 seconds West a distance of 95.00 feet; thence South 32 degrees 51 minutes 41 seconds East a distance of 91.28 feet to the Southeast line of said Lot 1 and said line there terminating, lying West of the underlying East line of Tract A, Registered Land Survey No. 355.

Together with the non-exclusive easement as contained in Easement Agreement, Document No. 888862.

together with all hereditaments and appurtenances.

Ramsey County, Minnesota.



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Richter, City Manager

From: The Planning Commission

Through: Ashton Miller, Planning Technician

Date: September 4, 2018 for the September 11, 2018 City Council Meeting

Subject: **Shawn Petry & the Welch Family – Recombination Subdivision
4777 Wood Avenue & 1891 4th Street - Case No. 18-1-LS**

REQUEST

A recombination subdivision in order to transfer a 7.6 foot strip of land from 1891 4th Street to 4777 Wood Avenue.

SUMMARY

No one spoke to the matter.

RECOMMENDED COUNCIL ACTION

On a 7-0 vote, the Planning Commission recommended approval of the request as presented.

ATTACHMENTS

Resolution of Approval.

RESOLUTION NO.

**RESOLUTION APPROVING A LOT RECOMBINATION FOR
4777 WOOD AVENUE & 1891 4th STREET
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (18-1-LS) has been submitted by Shawn Petry and the Welch Family to the City Council requesting approval of a lot recombination per the City of White Bear Lake Subdivision Code at the following site:

ADDRESS: 4777 Wood Avenue and 1891 4th Street

EXISTING & PROPOSED LEGAL DESCRIPTIONS: See Attached.

WHEREAS THE APPLICANTS SEEK THE FOLLOWING: Approval of a minor subdivision to convey a 7.6 foot wide tract of land from 1891 4th Street to 4777 Wood Avenue, per Code Section 1407.030; and

WHEREAS, the Planning Commission has reviewed this proposal on August 27, 2018; and

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

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

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.

FURTHER, BE IT RESOLVED, that City Council hereby approves the Recombination Subdivision, subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted with this

application shall become part of the permit.

2. Within 6 months after the approval of the Survey by the City, the applicant shall record the Survey along with the instruments of conveyance with the County Land Records Office or the subdivision shall become null and void.
3. The resolution of approval shall be recorded against both properties and notice of these conditions shall be provided as condition of the sale of either lot.
4. The applicants shall provide the City with proof of recording (receipt) as evidence of compliance with conditions #2 and #3.
5. The applicants shall provide the City Planner with two final, approved and recorded copies of the Certificate of Survey within 120 days after the date of recording.
6. The applicants shall agree to reapportion any pending or actual assessments on the original parcel or lot of recording accordance with the original assessment formula on the newly approved parcels as per the City of White Bear Lake finance office schedules.
7. Durable iron monuments shall be set at the intersection points of the new lot line with the existing lot lines. The applicant shall have one year in which to set the monuments.
8. The detached shed at 1891 4th Street shall be removed or relocated to a part of the yard meeting required setbacks.
9. Any future driveway paving at 1891 4th Street shall be done in a manner that keeps rear yard coverage below 25%, or 33% with an administrative variance.

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

Ayes:
 Nays:
 Passed:

 Jo Emerson, Mayor

ATTEST:

 Kara Coustry, City Clerk

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

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

Shawn Petry

Date

Dianne Hofmeister

Date

Power of Attorney for Dolores Welch

EXISTING LEGAL DESCRIPTION:

(4777 Wood Avenue)

The South 70 feet of the North 198 feet of Lot 1, Block 1, W.F. KRECH'S ADDITION. Records of Ramsey County, Minnesota.

(1891 Fourth Street)

Lot 1, EXCEPT, the North 198 feet thereof, Block 1, W.F. KRECH'S ADDITION TO WHITE BEAR LAKE, according to the plat thereof on file and of record in the office of the Recorder in and for said County. Ramsey County, Minnesota.

PROPOSED LEGAL DESCRIPTIONS:

(4777 Wood Avenue)

The South 77.6 feet of the North 205.6 feet of Lot 1, Block 1, W.F. KRECH'S ADDITION, according to the record plat thereof, Ramsey County, Minnesota.

(1891 Fourth Street)

That part of Lot 1, Block 1, W.F. KRECH'S ADDITION TO WHITE BEAR LAKE, according to the plat thereof, Ramsey County, Minnesota, lying South of the North 205.6 feet thereof.



City of White Bear Lake
Finance Department

MEMORANDUM

To: Ellen Richter, City Manager
From: Don Rambow, Finance Director
Date: September 6, 2018
Subject: **Proposed 2018 Tax Levy Collectible in 2019 Supporting the 2019 Budget**

BACKGROUND / SUMMARY

State Statutes require municipalities to certify a preliminary tax levy to their County in September 2018. This preliminary levy, once certified, can be lowered by the City Council, but cannot be increased. This preliminary levy will be used in developing property tax statements the County is required to mail to all property owners in mid-November.

City departments have prepared budget requests and recommendations for 2019 and submitted them to the Finance and City Manager Departments for review. These proposals have been adjusted to develop a preliminary budget as required by the City Charter. Over the next several weeks, departmental requests will be evaluated further with consideration given to various City plans, needs, changing cost and revenue data, Council directives and citizen input. The proposed budget is intended to be finalized and submitted to the Mayor and City Council for consideration early November, with final adoption scheduled for December 11th. Accordingly, while the proposed budget will likely be modified, the levy may only be reduced once it is certified.

As the Mayor and City Council establishes the proposed tax levy, it is important to consider economic factors and policies, which are currently affecting our City and residents. While there are always many worthwhile improvements and programs the City may add to the range of services, it is prudent and reasonable to consider the ability and willingness of the majority of our residents to pay for those improvements and services through taxes.

Tax Levy Allocation

The 2018 tax levy collectible in 2019 is proposed to fund approximately one-half of the General Fund operations along with a portion of the City's debt obligation related to capital improvements.

Key Elements of the 2019 Budget Process

1. Continue the process of reflecting all general operational costs within the General Fund.
 - Engineering department is reallocated from an Internal Service Fund to a General Fund operating department. Funding is reflected through Construction Fund transfers, making this reallocation **budget neutral**.
2. Appropriate funds to the Fire Department for an operational restructure to ensure public service level response is appropriate.
 - Utilizing Firefighter/Paramedics (12 FTE) to maintain appropriate service response time. These positions will be allocated 20% for fire related duties and 80% ambulance related duties. The General Fund will require an additional **\$105,000** to support the appropriate service level. It is expected that ambulance rates will require an additional 10% adjustment to finance the ambulance share of the service level operational change.
3. Support leadership transition in Public Works and Finance Departments utilizing outside consultation for strategic planning, capital and fiscal management planning, and actuarial work. It is anticipated that an additional **\$19,000** will be necessary to complete this work.
4. Consolidate IT position into City Hall department operations - **budget neutral**.
5. Consolidate City Clerk and Assistant City Manager position into Administration – **budget neutral**
6. Consolidate Public Works Facility operational costs into a General Fund department – **budget neutral**
7. Support additional maintenance costs related to parks and highway facilities. It is anticipated that an additional **\$40,000** will be required to meet these on-going needs.
8. Urban Tree Management –allocate resources to address the demands for treatment, removal, and replacement of public diseased trees especially as it relates to emerald ash borer. The budget begins to address this issue by assigning **\$25,000** to urban tree management.
9. Appropriate additional funding to support 18% increase in fuel costs experienced in 2018 over that which was budgeted –assumes fuel costs will remain at current levels in 2019. The overall General Fund fuel budget is increased **\$39,000** to cover increased costs.
10. Maintain competitive wage and compensation package along with partial funding of retro rating workers compensation charges. The financial obligation to support General Fund personnel services is adjusted **\$272,000**.
11. Provide for 2018 bond issuance for street construction projects, which requires a **\$220,000** debt service obligation levy.

Tax Levy

The recommended 2018 tax levy collectible in 2019 necessary to support projected 2019 General fund operations would be utilized as follows:

<u>Rationale</u>	<u>Change</u>
Personnel (Salary/Benefits & w/c)	\$272,000
Fire Operational Change	105,000
Fuel Cost Increase	39,000
Actuarial/Audit / Planning	19,000
Street Maintenance	40,000
Urban Forest Management – (EAB)	<u>25,000</u>
Operational Levy Adjustment	500,000
Debt Service Levy - Capital Construction	<u>220,000</u>
Total Levy - Adjustment	720,000
2017 Tax Levy	<u>5,625,000</u>
2018 Tax Levy	<u>6,345,000</u>

Property Valuation

The City's residential housing market continues to expand with overall growth in the 6.0 – 10.0% range. Commercial property growth has stabilized and shows modest growth in the 1.0 - 5.0% range. Apartment demand remains strong with overall growth being recorded in the 8.0 – 15.0%.

The overall City market value growth increased \$180 million, or 7.1%.

Residential property growth results in a “shifting” of the tax liability as market value exclusion decreases \$9 for every ten thousand dollars of valuation growth over \$76,000. Residential property valuation has nearly recovered from its pre 2008 great recession decreases.

The City's median home value increased \$14,100, or 6.8% to \$222,500 for 2019. The median home value is only \$1,500 less than what was reported in 2007.

Tax Levy Impact

According to estimates by Ramsey and Washington Counties, the City's net tax capacity has increased \$1,938,077, or 7.5% from 2017 (see attached table).

Staff has calculated the impact of the proposed tax levy on a median value home. Based upon preliminary calculations, a median value home could expect to realize a \$54.12 annual, or \$4.51 monthly increase in overall City property taxes compared to 2018 if the preliminary tax levy were adopted as proposed.

Based upon Ramsey County appraisals, the median home value (that home which has the same number of homes valued above it as well as below it) in White Bear Lake has experienced a 6.8% increase in valuation for the current fiscal year. The median valuation and tax liability over the last thirteen years, before market value credit aid is calculated for years 2006-2011, is as follows:

Year	Median Value	Taxable Value	City's Tax Impact
2019	222,500	205,300	413.54
2018	208,400	189,916	359.42
2017	194,700	177,683	337.05
2016	184,700	164,083	323.08
2015	181,300	160,377	326.64
2014	167,100	144,899	305.77
2013	163,600	141,084	303.27
2012	179,200	158,088	315.23
2011	186,450	186,450	330.11
2010	196,200	196,200	324.12
2009	213,500	213,500	326.70
2008	224,800	224,800	371.46
2007	224,000	224,000	396.61

It should be noted that the median value home City tax liability would be only \$16.93 more in 2019 as compared to 2007.

The recommended tax levy impact on residential property will result in an annual City tax liability increase between \$25 to \$65 per property. This amount represents approximately a \$2.00 - \$6.00 monthly increase for all City services, which includes the debt service levy for capital infrastructure improvements. (Refer to attached worksheet for detail.)

A comparison of the property tax liability between 2007 (pre-recession) valuation and 2019 valuation indicates that overall residential property tax liability has remained flat. The selected property comparison are generally paying the same amount for City services in 2019 as they did in 2007. (Refer to attached worksheet for detail.)

State Wide Tax Levy Comparison

The City's 2018 per capita tax levy liability ranked the lowest (\$288.48) statewide for communities with a population between 16,000 – 37,000. The proposed 2019 per capita tax levy liability would result in the City being the second lowest of the comparison group if all the other communities maintain a flat tax levy without any increase for 2019. (Refer to attached worksheet for detail.)

Public Meeting regarding the Proposed Budget

The City is required to conduct a public meeting to receive public comment before the final budget and tax levy is adopted. State law allows cities to conduct the meeting as part of a regular Council meeting and without concerns of overlapping with other agencies.

In prior years, very few or no residents have attended the meetings. Based upon property value changes and the proposed tax levy increase, some attendance at the truth-in-taxation hearing should be anticipated this year. It should be noted that residential property valuation concerns are a Ramsey County issue and must be addressed at the county level.

It is proposed that the public meeting be held on Tuesday, November 27, 2018 at 7:00 pm as part of the regular City Council meeting.

RECOMMENDATION

A \$6,345,000 preliminary 2018 tax levy, collectible in 2019 is recommended.

The City's property tax burden on residential property can be expected to change between \$25.00 - \$65.00 per year, or \$2.00 - \$6.00 per month, depending upon property valuations.

Combined with other revenue sources, the proposed tax levy will allow the City to meet its 2019 operating and debt service requirements.

Please note that the preliminary tax levy, once adopted, can be lowered but not increased if, after future deliberations, adjustments to the tax levy are deemed appropriate.

ATTACHMENTS

Resolution

Supporting Documents

Resolution No.

**RESOLUTION APPROVING THE PROPOSED 2018 TAX LEVY
COLLECTIBLE IN 2019**

WHEREAS, the City of White Bear Lake is annually required by Charter and State law to approve a resolution setting forth an annual proposed annual tax levy to the Ramsey and Washington County Auditors; and

WHEREAS, Minnesota Statutes currently in force require certification of a proposed tax levy to the Ramsey and Washington County Auditors on or before September 30, 2018; and

WHEREAS, the summary details will be submitted to the City Council upon completion of the budget process by the City Manager, as revised.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Ramsey and Washington Counties, Minnesota that the following sums is levied in 2018, collectible in 2019, upon the taxable property in said City of White Bear Lake for the following purposes:

General Fund	\$5,993,000
Municipal Building – YMCA/Sport Center	
Debt Service	132,000
Street Construction - 2018	
Debt Service	<u>220,000</u>
Gross Levy	6,345,000
Less: Fiscal Disparity	<u>(756,030)</u>
Net Levy	<u>5,588,970</u>

BE IT FURTHER RESOLVED that the City Council schedule Tuesday, November 27, 2018 at 7:00 p.m. in the City Hall Chambers, as the meeting date for the Truth-In-Taxation hearing and the meeting will continue until all parties have had an opportunity to speak.

BE IT FURTHER RESOLVED, that provision has also been made for payment of the City's share of Public Employees Retirement Association's contributions for the ensuing years; and

BE IT FURTHER RESOLVED, that there is a sufficient sum of monies in all the Debt Service Funds of the City which are irrevocably pledged, to pay principal and interest in 2019 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled, and replaced by the above debt service tax levy; and

Resolution No.

BE IT FURTHER RESOLVED, that adoption of this resolution does not prohibit the City Council from certifying a final levy that will result in a lower final tax levy; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to transmit a certified copy of this resolution to the County Auditor's of Ramsey and Washington Counties, Minnesota, as required by law.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

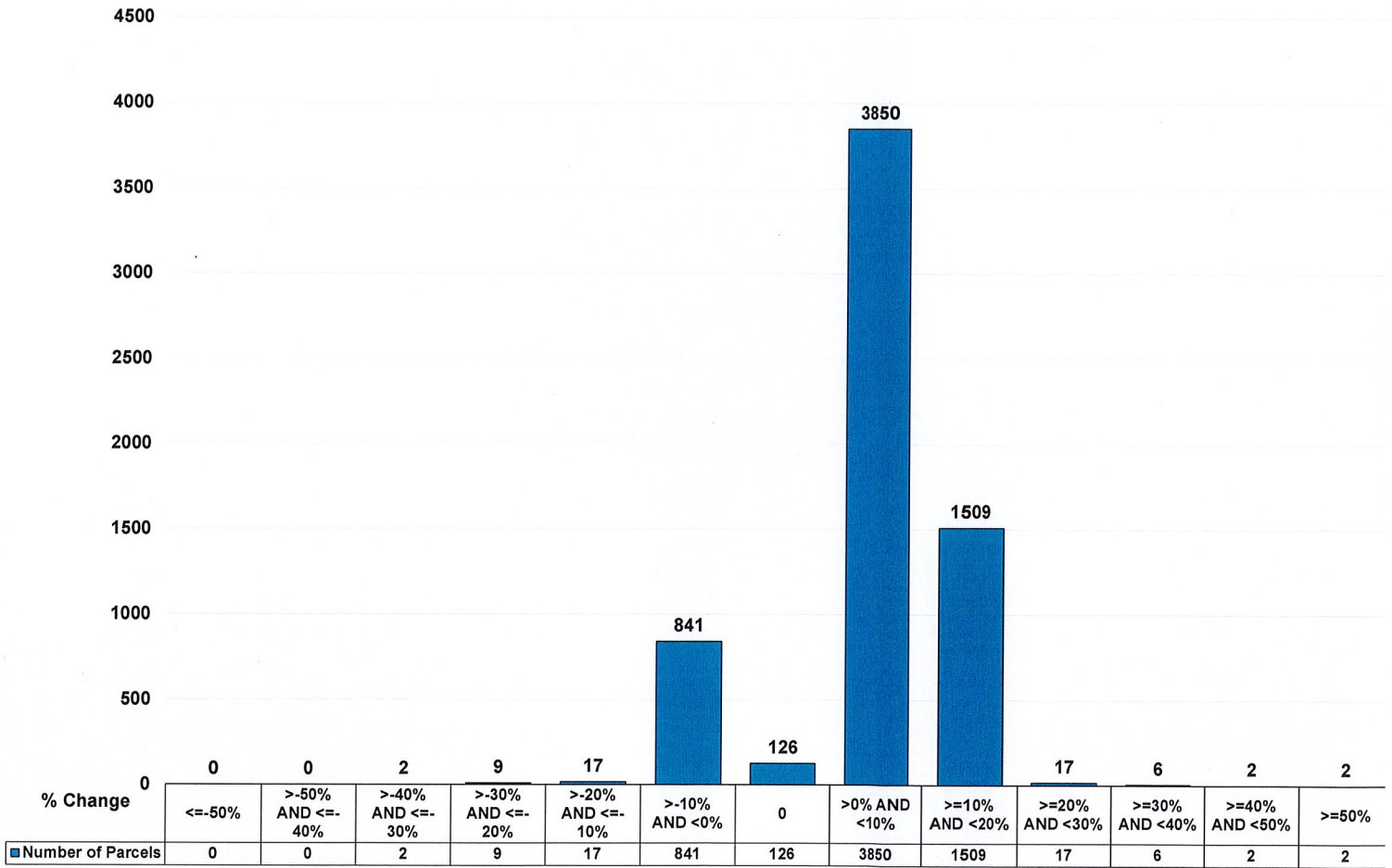
Kara Coustry, City Clerk

TAX LEVIES

TAX LEVY YEAR	TOTAL	GENERAL LEVY	DEBT SERVICE		
			MUNICIPAL FACILITIES	YMCA / SPORT CENTER	CAPITAL CONST.
2001	4,307,636	4,093,636	82,000	132,000	
2002	4,432,560	4,218,560	82,000	132,000	
2003	4,606,810	4,392,810	82,000	132,000	
2004	4,835,000	4,621,000	82,000	132,000	
2005	4,835,000	4,637,000	66,000	132,000	
2006	4,927,000	4,729,000	66,000	132,000	
2007	4,927,000	4,729,000	66,000	132,000	
2008	4,556,518	4,358,518	66,000	132,000	
2009	4,666,000	4,468,000	66,000	132,000	
2010	4,666,000	4,468,000	66,000	132,000	
2011	4,666,000	4,468,000	66,000	132,000	
2012	4,755,000	4,557,000	66,000	132,000	
2013	4,755,000	4,557,000		198,000	
2014	4,845,000	4,779,000		66,000	
2015	4,927,000	4,795,000		132,000	
2016	5,173,000	5,041,000		132,000	
2017	5,625,000	5,493,000		132,000	
2018	6,345,000	5,993,000		132,000	220,000

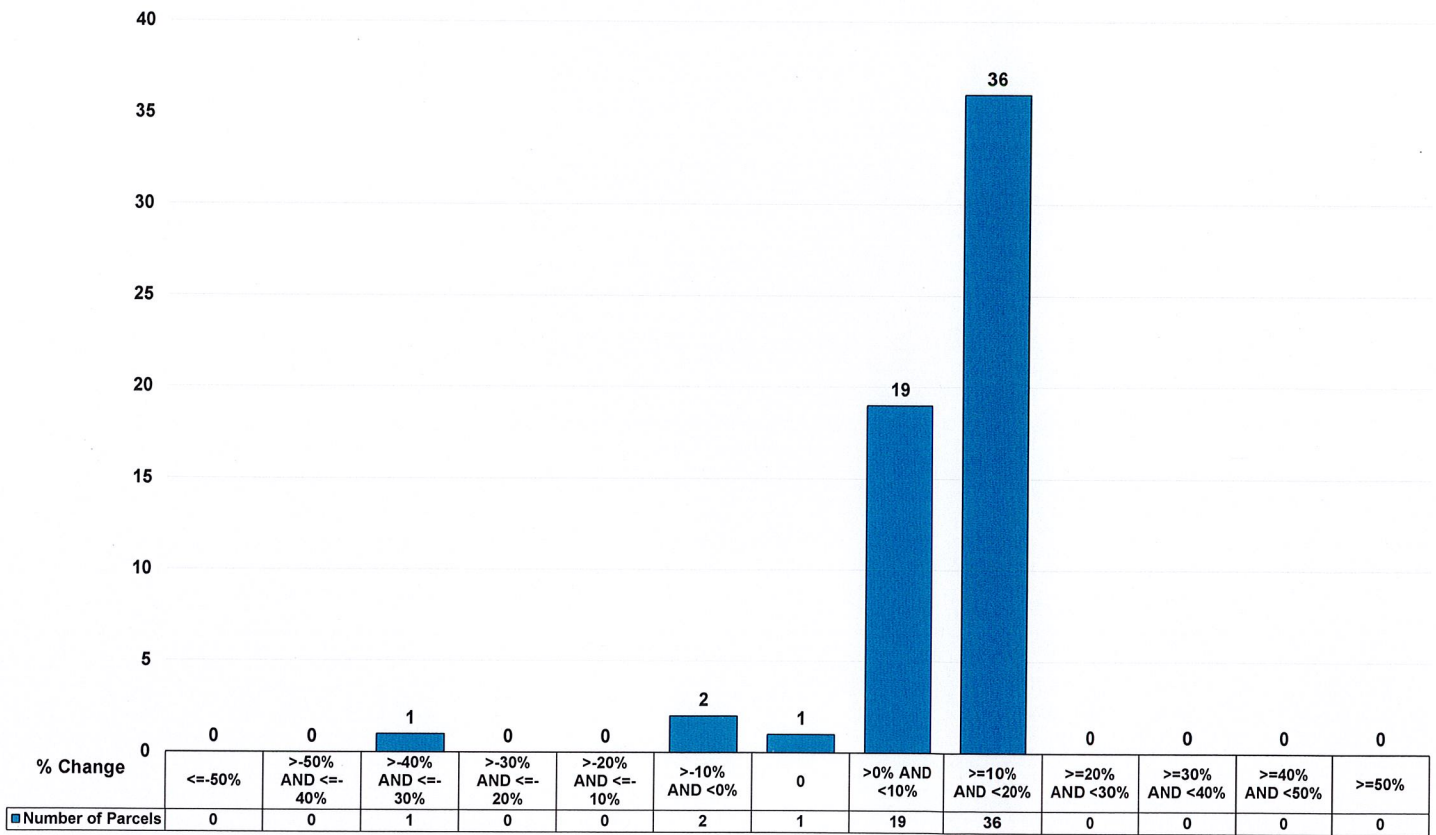
PROPERTY TAX CAPACITY VALUATION & RATE				
Item	Property Value For Taxes Collectable In 2016	Property Value For Taxes Collectable In 2017	Property Value For Taxes Collectable In 2018	Property Value For Taxes Collectable In 2019
Market Value	\$2,208,426,900	\$2,363,681,100	\$2,558,489,600	\$2,739,232,500
Taxable Property Value				
Real Estate	24,139,655	26,067,338	28,577,080	30,809,390
Personal Property	539,526	593,786	622,593	659,373
Total property value	24,679,181	26,661,124	29,199,673	31,468,763
Less: Tax Increment project valuations	(422,195)	(420,167)	(475,519)	(515,812)
Subtotal - City	24,256,986	26,240,957	28,724,154	30,952,951
Less: Fiscal disparity contribution	(2,522,834)	(2,730,705)	(2,916,271)	(3,206,991)
Net Tax Capacity Value	21,734,152	23,510,252	25,807,883	27,745,960
Add: Fiscal Disparity Distribution	3,179,106	3,623,055	3,725,181	3,966,912
Total Tax Capacity	24,913,258	27,133,307	29,533,064	31,712,872
Tax Capacity Rate				
Levy	4,927,000	5,173,000	5,625,000	6,345,000
Less: Fiscal Disparity	647,506	713,386	706,621	756,030
Net Levy	<u>4,279,494</u>	<u>4,459,614</u>	<u>4,918,379</u>	<u>5,588,970</u>
Divide by Net tax capacity	<u>21,734,152</u>	<u>23,510,252</u>	<u>25,807,883</u>	<u>27,745,960</u>
Tax Capacity Rate	<u>19.690%</u>	<u>18.969%</u>	<u>19.058%</u>	<u>20.143%</u>

**ESTIMATED MARKET VALUE PERCENT CHANGES FROM 2017 TO 2018
(SINGLE FAMILY - WHITE BEAR LAKE)**



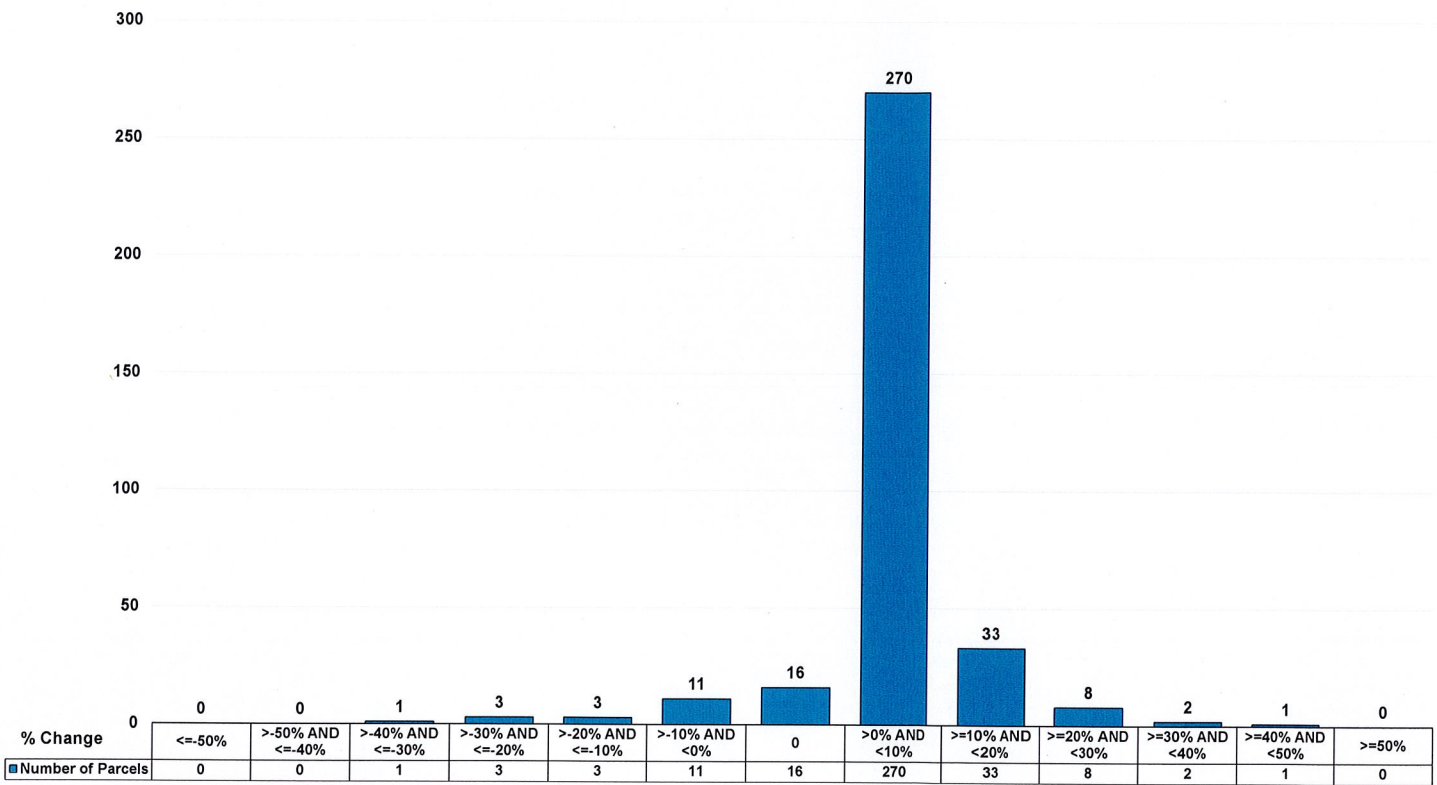
*Single Family and TwinHome Parcels

**ESTIMATED MARKET VALUE PERCENT CHANGES FROM 2017 TO 2018
(APARTMENTS - WHITE BEAR LAKE)**



*Improved Apartment parcels (excludes vacant land)

**ESTIMATED MARKET VALUE PERCENT CHANGES FROM 2017 TO 2018
(COMMERCIAL/INDUSTRIAL - WHITE BEAR LAKE)**



*Improved Commercial-Industrial parcels (excludes vacant land)

City of White Bear Lake
 Residential
 Property Tax Impact of \$6,345,000 tax levy

9/4/18

15-30-22-41-0036 4779 Peggy Lane	2016	2017	2018	Estimated 2019	Net Change	Percent Change
Market Value	145,100	159,600	178,000	192,700	14,700	8.26%
Taxable / Limited Market Value	120,900	136,700	156,800	172,800	16,000	10.20%
Tax Capacity	1,209	1,367	1,568	1,728	160	10.20%
Tax burden					Annual City Increase	
City	238.06	259.30	298.82	348.07	49.25	16.48%
School district	658.70	687.95	767.97		Monthly City Increase	
County	761.82	817.03	906.20		4.10	
Other	34.50	36.88	40.65			
Total	1,693.08	1,801.16	2,013.64	348.07		

14-30-22-22-0056 4953 Campanaro	2016	2017	2018	Estimated 2019	Net Change	Percent Change
Market Value	168,900	180,400	191,100	209,300	18,200	9.52%
Taxable / Limited Market Value	146,900	159,400	171,100	190,900	19,800	11.57%
Tax Capacity	1,469	1,594	1,711	1,909	198	11.57%
Tax burden					Annual City Increase	
City	289.25	302.36	326.08	384.53	58.45	17.93%
School district	782.94	789.08	831.03		Monthly City Increase	
County	924.98	952.73	988.16		4.87	
Other	41.91	42.99	44.37			
Total	2,039.08	2,087.16	2,189.64	384.53		

City of White Bear Lake
 Residential
 Property Tax Impact of \$6,345,000 tax levy

9/4/18

36-30-22-13-0037 2547 Elm Drive	2016	2017	2018	Estimated 2019	Net Change	Percent Change
Market Value	186,300	212,400	212,400	232,100	19,700	9.27%
Taxable / Limited Market Value	165,800	194,300	194,300	215,700	21,400	11.01%
Tax Capacity	1,658	1,943	1,943	2,157	214	11.01%
Tax burden					Annual City Increase	
City	326.47	368.55	370.29	434.48	64.19	17.34%
School district	873.47	944.58	933.43		Monthly City Increase	
County	1,044.88	1,160.36	1,123.13		5.35	
Other	117.18	126.51	123.15			
Total	2,362.00	2,600.00	2,550.00	434.48		

35-30-22-24-0056 1970 Ivy Lane	2016	2017	2018	Estimated 2019	Net Change	Percent Change
Market Value	360,600	350,600	378,300	371,200	(7,100)	-1.88%
Taxable / Limited Market Value	355,800	344,900	375,100	367,400	(7,700)	-2.05%
Tax Capacity	3,558	3,449	3,751	3,674	(77)	-2.05%
Tax burden					Annual City Increase	
City	700.58	654.23	714.86	740.05	25.19	3.52%
School district	1,782.19	1,615.93	1,731.28		Monthly City Increase	
County	2,239.76	2,059.28	2,168.11		2.10	
Other	251.47	224.56	237.75			
Total	4,974.00	4,554.00	4,852.00	740.05		

City of White Bear Lake
 Residential
 Property Tax Impact of \$6,345,000 tax levy

9/4/18

13-30-22-42-0011 2517 Manitou Island	2016	(Reconstruction) 2017	Estimated 2018	Estimated 2019	Net Change	Percent Change
Market Value	1,569,800	1,569,800	903,000	1,128,900	225,900	25.02%
Taxable / Limited Market Value	1,569,800	1,569,800	903,000	1,128,900	225,900	25.02%
Tax Capacity	18,373	18,373	10,038	12,861	2,823	28.12%
Tax burden					Annual City Increase	
City	3,617.67	3,485.14	1,913.02	2,590.59	677.57	35.42%
School district	8,515.03	7,923.26	4,389.41		Monthly City Increase	
County	11,569.77	10,973.22	5,802.02		56.46	
Other	911.53	860.38	443.55			
Total	24,614.00	23,242.00	12,548.00	2,590.59		

City of White Bear Lake
Commercial
Property Tax Impact of \$6,345,000 tax levy

9/4/18

White Bear Royal Apartments

26-30-22-33-0004 3675 Highland Ave.	2016	2017	2018	Estimated 2019	Net Change	Percent Change
Market Value	4,912,500	5,890,100	6,464,800	7,414,000	949,200	14.68%
Tax Capacity	61,406	73,626	80,810	92,675	11,865	14.68%
Tax burden					Annual City Increase	
City	12,090.95	13,965.97	15,400.60	18,667.53	3,266.93	21.21%
School district	27,672.59	30,829.70	33,543.62		Monthly City Increase	
County	38,670.62	43,973.61	46,703.08		272.24	
Other	4,339.92	4,793.53	5,121.99			
Total	82,774.08	93,562.81	100,769.29	18,667.53		

White Bear Auto Body

14-30-22-41-0054 2218 4th Street	2016	2017	2018	Estimated 2019	Net Change	Percent Change
Market Value	401,400	455,200	499,500	499,500		
Tax Capacity	7,278	8,354	9,240	9,240		
Tax burden					Annual City Increase	
City	925.43	1,018.24	1,154.14	1,219.86	65.72	5.69%
School district	2,177.84	2,307.01	2,547.27		Monthly City Increase	
County	2,959.05	3,205.99	3,499.46		5.48	
Other	233.17	251.38	267.60			
Fiscal Disparity	3,873.75	4,480.46	4,619.82			
State property tax	3,540.09	3,826.30	3,395.15			
Total	13,709.33	15,089.38	15,483.44	1,219.86		

Bellaire Shopping Center

35-30-22-21-0083 2000 County Road E	2016	2017	2018	Estimated 2019	Net Change	Percent Change
Market Value	2,255,400	2,439,300	2,921,300	3,055,000	133,700	4.58%
Tax Capacity	44,358	48,036	57,676	60,350	2,674	4.64%
Tax burden					Annual City Increase	
City	5,640.25	5,855.29	7,204.23	7,967.40	763.17	10.59%
School district	12,823.64	12,856.14	15,462.16		Monthly City Increase	
County	18,039.49	18,436.78	21,847.71		63.60	
Other	2,024.50	2,009.70	2,396.01			
Fiscal Disparity	23,610.67	25,760.41	28,836.18			
State property tax	21,576.17	22,001.45	24,641.60			
Total	83,714.72	86,919.77	100,387.89	7,967.40		

City of White Bear Lake
Commercial
Property Tax Impact of \$6,345,000 tax levy

9/4/18

International Paper Co.
15-30-22-11-0017

1699 9th Street	2016	2017	2018	Estimated 2019	Net Change	Percent Change
Market Value	3,503,000	3,678,200	4,229,900	4,365,100	135,200	3.20%
Tax Capacity	69,310	72,814	83,848	86,552	2,704	3.22%
Tax burden					Annual City Increase	
City	8,812.93	8,875.69	10,473.40	11,426.59	953.19	9.10%
School district	19,987.40	19,443.28	22,440.69		Monthly City Increase	
County	28,186.47	27,945.48	31,760.73		79.43	
Other	1,277.08	1,262.21	1,424.79			
Fiscal Disparity	36,892.33	39,047.25	41,920.85			
State property tax	33,713.08	33,350.27	36,121.95			
Total	128,869.29	129,924.18	144,142.41	11,426.59		

Health Partners
22-30-22-21-0002

1430 Highway 96	2016	2017	2018	Estimated 2019	Net Change	Percent Change
Market Value	4,300,300	4,539,600	4,089,000	4,293,500	204,500	5.00%
Tax Capacity	85,256	90,042	81,030	85,120	4,090	5.05%
Tax burden					Annual City Increase	
City	10,840.43	10,975.54	10,121.41	11,237.53	1,116.12	11.03%
School district	24,565.45	24,023.02	21,689.29		Monthly City Increase	
County	34,671.92	34,557.24	30,693.74		93.01	
Other	1,570.89	1,560.83	1,376.89			
Fiscal Disparity	45,380.63	48,287.27	40,511.97			
State property tax	41,469.37	41,241.04	34,885.83			
Total	158,498.69	160,644.94	139,279.13	11,237.53		

City of White Bear Lake

Residential

Property Tax Impact of \$6,345,000 tax levy

9/4/18

2019 Levy Impact Compared to 2007

Thirteen Year Comparison

15-30-22-41-0036 4779 Peggy Lane	2007	Estimated 2019	Net Change	Percent Change
Market Value	198,400	192,700	(5,700)	-2.87%
Taxable / Limited Market Value	198,400	172,800	(25,600)	-12.90%
Tax Capacity	1,984	1,728	(256)	-12.90%
Tax burden City	348.68	348.07	(0.61)	-0.17%

14-30-22-22-0056 4953 Campanaro	2007	Estimated 2019	Net Change	Percent Change
Market Value	230,300	209,300	(21,000)	-9.12%
Taxable / Limited Market Value	230,300	190,900	(39,400)	-17.11%
Tax Capacity	2,303	1,909	(394)	-17.11%
Tax burden City	404.81	384.53	(20.28)	-5.01%

36-30-22-13-0037 2547 Elm Drive	2007	Estimated 2019	Net Change	Percent Change
Market Value	228,900	232,100	3,200	1.40%
Taxable / Limited Market Value	228,900	215,700	(13,200)	-5.77%
Tax Capacity	2,289	2,157	(132)	-5.77%
Tax burden City	402.72	434.48	31.76	7.89%

City of White Bear Lake

Residential

Property Tax Impact of \$6,345,000 tax levy

9/4/18

2019 Levy Impact Compared to 2007

Thirteen Year Comparison

35-30-22-24-0056 1970 Ivy Lane	Estimated		Net Change	Percent Change
	2007	2019		
Market Value	398,200	371,200	(27,000)	-6.78%
Taxable / Limited Market Value	398,200	367,400	(30,800)	-7.73%
Tax Capacity	3,982	3,674	(308)	-7.73%
Tax burden City	700.28	740.05	39.77	5.68%

13-30-22-42-0011 2517 Manitou Island	Estimated		Net Change	Percent Change
	2007	2019		
Market Value	2,100,000	1,128,900	(971,100)	-46.24%
Taxable / Limited Market Value	1,752,400	1,128,900	(623,500)	-35.58%
Tax Capacity	20,655	12,861	(7,794)	-37.73%
Tax burden City	3,657.17	2,590.59	(1,066.58)	-29.16%

City of White Bear Lake
Tax Levy & LGA Comparison - State Wide
City Population Between 16,000 - 37,000
By Levy
For Fiscal Year 2018

Ranking	City	County	2016 Population	2018 Levy	Per Capita
1	Red Wing	Goodhue	16,545	23,205,223	1,402.55
2	Golden Valley	Hennepin	21,556	22,420,742	1,040.12
3	Hopkins	Hennepin	19,000	14,221,880	748.52
4	West St. Paul	Dakota	20,886	14,344,671	686.81
5	Stillwater	Washington	19,693	12,859,515	653.00
6	Hastings	Dakota	22,400	13,503,307	602.83
7	Inver Grove Heights	Dakota	34,999	21,041,791	601.21
8	New Hope	Hennepin	21,600	12,712,742	588.55
9	Roseville	Ramsey	35,836	21,040,655	587.14
10	Savage	Scott	30,285	17,499,645	577.83
11	Farmington	Dakota	22,343	12,681,188	567.57
12	Richfield	Hennepin	36,338	20,621,911	567.50
13	Columbia Heights	Anoka	20,158	11,324,913	561.81
14	South St. Paul	Dakota	20,407	11,434,102	560.30
15	Brooklyn Center	Hennepin	31,231	17,105,950	547.72
16	Fridley	Anoka	28,631	14,807,913	517.20
17	Rosemount	Dakota	23,559	11,874,781	504.04
18	Forest Lake	Washington	20,344	10,002,450	491.67
19	Buffalo	Wright	16,119	7,906,723	490.52
20	Prior Lake	Scott	25,520	12,077,538	473.26
21	Owatonna	Steele	25,862	12,219,328	472.48
22	Lino Lakes	Anoka	20,803	9,776,732	469.97
23	Crystal	Hennepin	22,855	10,627,889	465.01
24	Elk River	Sherburne	24,368	11,063,830	454.03
25	Hibbing	Saint Louis	16,265	7,309,777	449.42
26	Shoreview	Ramsey	26,366	11,631,971	441.17
27	Ramsey	Anoka	26,251	11,374,395	433.29
28	Chanhassen	Carver	25,448	10,913,868	428.87
29	Cottage Grove	Washington	35,939	15,235,000	423.91
30	Champlin	Hennepin	23,343	9,858,928	422.35
31	Oakdale	Washington	27,937	11,645,249	416.84
32	Northfield	Rice	20,355	8,437,869	414.54
33	Andover	Anoka	32,335	12,416,357	383.99
34	New Brighton	Ramsey	22,618	8,661,170	382.93
35	Otsego	Wright	16,019	6,103,302	381.00
36	Anoka	Anoka	17,995	6,838,335	380.01
37	Faribault	Rice	23,718	8,658,704	365.07
38	Sartell	Stearns	17,582	6,313,935	359.11
39	St. Michael	Wright	17,174	6,153,694	358.31
40	Albert Lea	Freeborn	18,045	6,310,770	349.72
41	Chaska	Carver	26,439	8,581,604	324.58
42	Winona	Winona	27,478	8,153,000	296.71
43	Willmar	Kandiyohi	19,891	4,974,245	250.08
44	Austin	Mower	25,104	5,941,000	236.66
45	White Bear Lake	Ramsey	25,001	5,625,000	224.99

2019 Data	White Bear Lake	25,512	6,345,000	248.71
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GENERAL FUND FUND SUMMARY					
ITEM	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED	2018 REVISED	2019 BUDGET
Revenue:					
Operating					
Property taxes	4,549,911	4,828,315	5,117,000	5,117,000	5,880,000
Franchise fees & fines	380,548	390,525	417,000	398,000	410,000
Licenses & permits	637,247	687,807	758,500	738,600	750,400
Intergovernmental	2,204,001	2,431,198	2,578,000	2,590,500	2,443,297
Charges for services	455,529	489,299	544,250	554,000	630,300
Miscellaneous	81,151	87,646	170,000	165,000	206,000
Total operating revenue	8,308,387	8,914,790	9,584,750	9,563,100	10,319,997
Transfers In	673,985	710,000	662,920	686,920	1,329,000
Total revenues	8,982,372	9,624,790	10,247,670	10,250,020	11,648,997
Expenditures:					
Operating					
General government	1,522,735	1,706,978	1,869,152	1,869,400	1,937,435
Public safety	5,702,709	6,053,454	6,347,418	6,337,638	6,733,124
Public works	1,474,409	1,604,294	1,796,535	1,964,966	2,774,225
General svc. / contingency	84,498	73,806	104,075	43,325	109,220
Total operating expenditures	8,784,351	9,438,532	10,117,180	10,215,329	11,554,004
Transfers Out					
Armory	30,000	25,000	25,000	25,000	25,000
Total transfers out	30,000	25,000	25,000	25,000	25,000
Total expenditures	8,814,351	9,463,532	10,142,180	10,240,329	11,579,004
Revenues Over (Under) Expenditures	168,021	161,258	105,490	9,691	69,993
Reserve adjustment	215,000	105,000	85,000	85,000	230,000
Fund Balance January 1	245,500	198,521	93,921	254,779	179,470
Fund Balance December 31	198,521	254,779	114,411	179,470	19,463
Reserves for operations	3,245,000	3,350,000	3,435,000	3,435,000	3,665,000

**GENERAL FUND
DETAIL OF REVENUE BY SOURCE**

CODE NO.	SOURCE	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED	2018 REVISED	2019 BUDGET
	General Property Taxes					
	Current ad valorem:					
4015	Current	\$3,881,876	\$4,102,145	\$4,376,800	\$4,376,800	\$5,088,970
4040	Fiscal Disparities	639,445	698,900	705,200	705,200	756,030
	Total Current ad valorem:	4,521,321	4,801,045	5,082,000	5,082,000	5,845,000
4025	Delinquent	25,970	24,185	30,000	30,000	30,000
4030	Penalties and Interest	2,620	3,085	5,000	5,000	5,000
	Total General Property Tax	4,549,911	4,828,315	5,117,000	5,117,000	5,880,000
5095	Franchise Fee	287,580	301,463	302,000	308,000	315,000
	Licenses and Permits					
	Business:					
4305	Liquor, intoxicating	76,051	85,510	85,600	85,600	87,000
4307	Liquor, nonintoxicating	7,916	3,525	8,600	5,000	6,000
4309	Cigarette	2,700	3,750	3,000	4,000	5,000
4311	Entertainment	1,050	1,245	1,100	1,200	1,400
4315	Apartment Reg Fee	22,161	16,383	18,600	18,600	19,000
4317	General Contractor	9,950	9,532	12,000	12,000	12,500
4319	Solicitor	2,016	2,450	1,000	2,000	2,500
4321	Service Station	4,980	5,925	5,400	6,000	6,500
4323	Other	4,649	5,380	4,100	4,800	5,000
4325	Gambling permits	2,378	2,325	2,600	2,400	2,500
	Total business	133,851	136,025	142,000	141,600	147,400
	Non Business:					
4405	Building	365,309	410,876	436,500	450,000	455,000
4415	Electrical	37,668	36,589	60,000	40,000	40,000
4420	Heating/Air Conditioning	51,672	44,412	60,000	45,000	45,000
4425	Plumbing	24,563	29,705	35,000	35,000	35,000
4430	Sewer & Water	1,971	3,175	4,000	3,000	3,000
4435	Sign	7,622	9,595	8,000	8,000	8,000
4437	Driveway	2,550	4,000	2,000	4,000	4,000
4345	Animal	3,041	4,430	2,000	2,000	3,000
4350	Other-Launch	9,000	9,000	9,000	10,000	10,000
	Total non business	503,396	551,782	616,500	597,000	603,000
	Total licenses and permits	637,247	687,807	758,500	738,600	750,400

**GENERAL FUND
DETAIL OF REVENUE BY SOURCE**

CODE NO.	SOURCE	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED	2018 REVISED	2019 BUDGET
	Fines					
4510	County	\$78,506	\$75,573	\$100,000	\$75,000	\$80,000
4520	Administrative	14,462	13,489	15,000	15,000	15,000
	Total fines	92,968	89,062	115,000	90,000	95,000
	Intergovernmental Revenue					
4624	State Local Govt Aid	1,334,573	1,456,765	1,500,000	1,500,000	1,202,297
4626	MN State Aid Street Maint		126,000	290,000	290,000	375,000
4630	State Police Relief Aid	221,190	249,820	249,000	249,000	249,000
4632	State Fire Relief Aid	231,628	232,194	230,000	232,000	232,000
4636	911 Distribution	33,849	33,850	34,000	11,000	
4644	State Aid Other-Post Board	9,067	8,901	10,000	9,000	9,000
4662	County Aid-other	1,428		3,000	3,000	3,000
4662	Other - Police Services	6,975	3,302	6,000	6,000	6,000
4662	Other - Police Services	48,938	30,000	35,000	35,000	35,000
4682	Other - highway maintenance	1,309	1,481	1,000	1,000	1,000
4666	Other - School District - Resource Officer	139,000	143,000	147,000	147,000	151,000
4604	Other - Grant - Fire/Police Rem.	20,828	49,355	18,000	30,000	35,000
4604	Other - Grant - Safe & Sober	63,396	56,110	55,000	55,000	55,000
4604	Other - Grant - DUI Enforce.				22,500	90,000
4604	Other - Grant - Recruitment	91,820	40,420			
	Total Intergovernmental	2,204,001	2,431,198	2,578,000	2,590,500	2,443,297
	Charges for Services					
4807	Cust Service Taxable	251	476	250	500	500
4809	Cust Service NonTaxable	21,913	31,678	20,000	25,000	30,000
4819	Charges to other Dept	3,451		3,000		
4832	Fire Service	296,537	308,511	314,000	328,000	385,000
4834	Police Service	12,758	11,544	70,000	63,500	73,000
4842	Misc Public Works	2,175	2,155	2,000	2,000	1,800
4875	Misc Current Services	44	78			
4845	Inspection services	118,400	134,857	135,000	135,000	140,000
	Total Charges for Services	455,529	489,299	544,250	554,000	630,300

**GENERAL FUND
DETAIL OF REVENUE BY SOURCE**

CODE NO.	SOURCE	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED	2018 REVISED	2019 BUDGET
	Miscellaneous Revenue					
4955	Interest			\$100,000	\$100,000	\$135,000
4975	Rental Income	67,113	71,613	65,000	60,000	65,000
5010	Sale of Property	626	5,549	1,000	1,000	1,000
4990	Donations	3,593	2,767	2,000	2,000	2,000
5360	Refunds/Reimbursements	9,819	7,717	2,000	2,000	3,000
	Total Miscellaneous	81,151	87,646	170,000	165,000	206,000
	Transfers					
	Administrative Charge					
5205	Water Distribution	86,745	99,300	102,280	102,280	101,000
5205	Water Treatment	17,255	18,000	18,540	18,540	19,000
5205	Sewer	87,760	103,300	106,400	106,400	110,000
5205	Refuse	89,500	105,900	109,000	109,000	110,000
5205	Ambulance	263,725	282,800	270,000	254,000	140,000
5205	License Bureau	19,000	30,700	31,700	31,700	
5205	HRA Redevelop - District # 25		70,000	25,000	25,000	25,000
5205	Marina				40,000	70,000
5205	Interim Construction					754,000
5205	Employment Expense	110,000				
		673,985	710,000	662,920	686,920	1,329,000
	TOTAL GENERAL FUND	8,982,372	9,624,790	10,247,670	10,250,020	11,648,997

**GENERAL FUND
SUMMARY OF EXPENDITURES
BY DEPARTMENT, DIVISION AND ACTIVITY**

ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED	2018 REVISED	2019 BUDGET
<u>Legislative</u>	\$131,744	\$144,574	\$150,843	\$143,544	\$148,525
<u>Department of Administration</u>					
Administration	272,152	323,578	330,050	355,342	369,887
Finance	505,431	543,036	571,923	590,010	613,365
Legal	52,566	62,450	71,169	63,889	72,169
City Hall	193,933	227,354	233,280	236,968	316,082
Elections	63,545	34,976	94,162	94,438	58,771
Planning	303,364	371,016	417,725	385,209	358,636
Total Administration	1,390,991	1,562,410	1,718,309	1,725,856	1,788,910
<u>Department of Public Safety</u>					
Police	3,615,198	3,844,389	4,096,492	4,108,087	4,471,589
Fire	932,915	983,033	943,759	934,978	1,133,595
Dispatch	513,895	539,772	539,935	524,174	326,943
Prosecution	138,850	148,879	148,970	153,970	148,970
Animal Control	14,054	14,789	18,840	17,725	23,405
Emergency Preparedness	10,420	11,505	16,904	13,754	14,149
Building & Code Enforcement	477,377	511,087	582,518	584,950	614,473
Total Public Safety	5,702,709	6,053,454	6,347,418	6,337,638	6,733,124
<u>Department of Public Works</u>					
Engineering					754,244
Public Works Facility				168,802	185,833
Garage		136,021	175,577	133,920	145,469
Streets	539,548	545,166	522,350	555,044	531,026
Snow / Ice Removal	142,371	107,389	210,198	271,478	233,928
Street Lighting & Signals	179,386	170,161	195,835	195,935	191,100
Parks	613,104	645,562	692,575	639,787	732,625
Total Public Works	1,474,409	1,604,299	1,796,535	1,964,966	2,774,225
<u>Non-Departmental</u>					
General Services			14,220		14,220
Lake Conservation District	35,205	34,777	34,780		30,000
Northeast Youth & Family Svc.	49,293	39,029	39,575	39,575	42,000
Senior Bus				3,750	7,500
Contingency			15,500		15,500
Total Non Departmental	84,498	73,806	104,075	43,325	109,220
Total operational expenditures	8,784,351	9,438,543	10,117,180	10,215,329	11,554,004
<u>Transfers</u>					
Armory	30,000	25,000	25,000	25,000	25,000
Total Transfers	30,000	25,000	25,000	25,000	25,000
Total General Fund	8,814,351	9,463,543	10,142,180	10,240,329	11,579,004

**MUNICIPAL BUILDING FUND
DEBT SERVICE
FUND SUMMARY**

CODE NO.	ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED	2018 REVISED	2019 BUDGET
		\$	\$	\$	\$	\$
4015	Revenues: General Property Tax Regular levy YMCA / Sport Center	129,000	129,100	129,000	129,000	129,000
	Total Property Tax	129,000	129,100	129,000	129,000	129,000
4975	Rental income Marina operations YMCA / Sport Center	155,000	155,000	155,000	155,000	155,000
	Total rental income	155,000	155,000	155,000	155,000	155,000
	Total Revenues	284,000	284,100	284,000	284,000	284,000
	Expenditures:					
	Debt Service					
	YMCA / SC Bonds					
7410	Principal - internal financing	195,000	195,000	210,000	210,000	215,000
7420	Interest - internal financing	85,000	85,000	75,000	75,000	70,000
	Total YMCA / SC bonds	280,000	280,000	285,000	285,000	285,000
	Total Debt Service	280,000	280,000	285,000	285,000	285,000
	Revenues Over (Under) Expenditures	4,000	4,100	(1,000)	(1,000)	(1,000)
	Fund Balance January 1	192,934	196,934	201,034	201,034	200,034
	Fund Balance December 31	196,934	201,034	200,034	200,034	199,034

**GENERAL OBLIGATION BOND FUND
2018A CONSTRUCTION DEBT SERVICE
2018A SPORT CENTER REFRIRGETATION DEBT SERVICE
FUND SUMMARY**

CODE NO.	ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ADOPTED	2018 REVISED	2019 BUDGET
	REVENUES:	\$	\$	\$	\$	\$
5105	Bond sale Proceeds				65,950	
5324	Bond Sale Premium				61,180	
5324	Bond Sale Capitalized Int.				120,720	
4015	Property Tax - Current					215,000
	Street Improvement					84,000
5360	White Bear Hockey - Contrib.					
	Total Revenues				247,850	299,000
	EXPENDITURES:					
	Other Services & Charges					
6401	Professional services					
6401	Bond Sale - Fiscal Agent				41,650	
6401	Bond Sale - Legal				6,000	
6401	Bond Sale - Rating				14,500	
6401	Bond Underwriter Discount				63,625	
6401	Bond Sale - Fees				525	
7430	Fiscal agent fees				850	848
	Total Other Services & Chgs				127,150	848
	Debt Service					
7410	Principal - Construction					
7410	Principal - Sport Center					
	Total Principal					
7420	Interest - Construction					147,820
	Interest - Sport Center					68,632
	Total Interest					216,452
	Total Debt Service					216,452
	Total Expenditures				127,150	217,300
	Revenues Over (Under) Expenditures				120,700	81,700
	Fund Balance January 1					120,700
	Fund Balance December 31				120,700	202,400



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Richter, City Manager

From: Jesse Farrell, Assistant City Engineer

Date: September 6, 2018

Subject: **Final Payment to Hydro-Klean LLC for Completion of the 2018 Sanitary Sewer Main Lining Program - City Project No. 18-07**

BACKGROUND / SUMMARY

Hydro-Klean LLC has completed construction of the 2018 Sanitary Sewer Main Lining Project (City Project 18-07). All of the work specified in the contract has been accomplished and the sanitary sewer mains are back in service. The original contract amount for this project was \$112,318.50 and the final revised contract amount is \$110,815.00.

RECOMMENDED COUNCIL ACTION

Our recommendation is that the Council adopt the resolution and authorize final payment in the amount of \$110,815.00 to Hydro-Klean LLC for construction of the 2018 Sanitary Sewer Main Lining Program.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION ACCEPTING WORK AND AUTHORIZING
FINAL PAYMENT TO HYDRO-KLEAN LLC
FOR THE 2018 SANITARY SEWER MAIN LINING PROGRAM
CITY PROJECT NO.: 18-07**

WHEREAS, pursuant to a written contract in the amount of \$112,318.50, signed with the City of White Bear Lake, Hydro-Klean, Inc. of Des Moines, Iowa, has satisfactorily completed the 2018 Sanitary Sewer Main Lining Program, in accordance with such contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the work completed under said contract is hereby accepted and approved; and

BE IT FURTHER RESOLVED that the City Clerk and Mayor are hereby directed to issue final payment in the amount of \$110,815.00 for a final contract amount of \$110,815.00 for the 2018 Sanitary Sewer Main Lining Program.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST

Kara Coustry, City Clerk



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Richter, City Manager

From: Anne Kane, Community Development Director

Date: September 6, 2018 for the September 11, 2018 City Council Meeting

Subject: **TOWER CROSSING PUD/Cooperative Landscaping Agreement
Case No. 17-5-CUP**

REQUEST

Approval of, and authorization to enter into, a Cooperative Landscaping Agreement with the Minnesota Department of Transportation for landscape improvements within the I-35E Right-of-Way adjacent to the new Lunds & Byerlys grocery store.

BACKGROUND

This past Spring, the developer of Tower Crossing PUD, John Johansson with Division 25, LLC, submitted an application on behalf of the City to participate in MnDOT's Community Roadside Landscape Partnership Program. The application was approved and awarded \$10,000 in state funds towards the acquisition costs of the landscape materials.

SUMMARY

As the City Council may recall, the developer of Lunds & Byerlys plans 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 will then be re-planted next Spring with lower height landscape materials, such as sumac and shrubs to stabilize the slope, but still allow the new wall signage to be seen by passing motorists. The City served as the applicant on behalf of the developer and all financial and maintenance obligations required by the Agreement will be the responsibility of Division 25, LLC.

The approved plans for the Lunds & Byerlys grocery store include wall signage on the east elevation to attract the attention of passing motorists on the freeway. When the project was presented to the City Council, the developer indicated a desire to seek MnDOT authorization to remove some of the existing landscape materials; however, if not successful, a request for a pylon sign for the new retail store would be necessary. This Agreement allows the removal of volunteer growth and provides \$10,000 towards landscaping materials to be replanted in the designated area and eliminates the need for a pylon sign. The developer will bear 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.

RECOMMENDED COUNCIL ACTION

Approval of the resolution authorizing execution of the Cooperative Landscaping Agreement with MnDOT and acceptance of the \$10,000 in state funds for the acquisition of the landscape materials to be planted in the I-35E right of way adjacent to the Tower Crossings PUD.

ATTACHMENT

Resolution of Approval

RESOLUTION NO.

**A RESOLUTION AUTHORIZING A
COOPERATIVE LANDSCAPING AGREEMENT TO PARTICIPATE IN THE
MINNESOTA DEPARTMENT OF TRANSPORTATION'S COMMUNITY ROADSIDE
LANDSCAPE PARTNERSHIP PROGRAM**

WHEREAS, Tower Crossings PUD is a mixed use development including a Lunds & Byerlys Grocery store located north of Highway 96 and adjacent to Minnesota Department of Transportation's (MnDOT) I-35E right of way; and,

WHEREAS, the developer of Tower Crossings PUD, Division 25, LLC, proposes to remove volunteer landscape materials within MnDOT's right-of-way adjacent to where the new grocery store abuts the freeway; and,

WHEREAS, MNDOT offers a Community Roadside Landscape Partnership Program to facilitate roadside beautification and community improvement projects; and,

WHEREAS, MnDOT has awarded \$10,000 in state funds towards the acquisition of landscape replacement materials; and,

WHEREAS, MnDOT requires the City to enter into a Cooperative Landscaping Agreement; and,

WHEREAS, the Developer will be responsible for all financial and maintenance obligations required by MnDOT's Community Roadside Landscape Partnership Program and the Cooperative Landscaping Agreement;

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

1. That the Mayor and City Manager are authorized to execute the Cooperative Landscaping Agreement (MnDOT Agreement No. 103184); and,
2. To provide for payment by the State to the City for the acquisition of landscape materials to be placed adjacent to Trunk Highway No. 35E from T.H. 96 to 500' North of T. H. 96 in the North West Quadrant under State Project No/6281-969A (T.H. 35E).

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

RESOLUTION NO.

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

Park Advisory Commission Meeting Minutes

JULY 19, 2018

6:30 P.M.

BOATWORKS COMMONS
COMMUNITY ROOM

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

AGENDA TOPICS

1. CALL TO ORDER

The meeting was moved inside to the Boatworks Commons Community Room and was called to order at 6:30 pm.

2. APPROVAL OF MINUTES

Approval of the minutes from May 17, 2018 was moved by Dan Louismet and seconded by Bryan Belisle. Motion carried.

3. APPROVAL OF AGENDA

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

4. COMMITTEE REPORTS

None.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

a) Summer Park Tours – Spruce Park

Brian Belisle suggested some improvements and changes at Boatworks Commons. Brian suggested that the tables are too high and could be lowered, tables could be placed under the shelters at both ends, the turf condition in the park should be improved and the park space by the Community Room should be promoted more so people start using it as a public park.

b) Permanent Volleyball Nets at Stellmacher Park

Mark Meyer reported that he received a request for volleyball net posts at Stellmacher Park. He is working on getting them installed.

c) Basketball Court at McCarty Park

Mark Meyer reported that construction of the basketball court at McCarty Park should take place in August.

7. OTHER STAFF REPORTS

a) 2019 Park CIP

Andy Wietrecki provided a list of suggested projects for the 2019 Park CIP including new shelters for Lions Park and a retaining wall at Memorial Beach. Additional ideas are on the attached sheet.

8. COMMISSION REPORTS

None.

9. OTHER BUSINESS

None.

10. ADJOURNMENT

The next meeting will be held on August 16, 2018 at 6:30 p.m. at Lakewood Hills Park.

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

City of White Bear Lake Environmental Advisory Commission

MINUTES

Date: June 20, 2018	Time: 6:30pm	Location: WBL City Hall
COMMISSION MEMBERS PRESENT	Sheryl Bolstad, Chris Greene, Rick Johnston, Gary Schroeber (Chair), Robert Winkler	
COMMISSION MEMBERS ABSENT	Bonnie Greenleaf, June Sinnett	
STAFF PRESENT	Connie Taillon	
VISITORS	None	
NOTETAKER	Connie Taillon	

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. APPROVAL OF AGENDA

The commission members reviewed the agenda and had no changes. Staff added the aquatic invasive species ID workshop to Item 7 Staff updates. Commissioner Bolstad moved, seconded by Commissioner Greene, to approve the agenda as amended. Motion carried, vote 5/0.

3. APPROVAL OF MINUTES

a) May 16, 2018 meeting

The commission members reviewed the May 16, 2018 draft minutes and had no changes. Commissioner Greene moved, seconded by Commissioner Winkler, to approve the minutes of the May 16, 2018 meeting as presented. Motion carried, vote 5/0.

4. VISITORS & PRESENTATIONS

The new commission members introduced themselves. Commissioner Winkler is an occupational therapist and enjoys canoeing and camping. He joined the commission to work on clean water and waste management efforts. Commissioner Johnston is a licensed geologist and enjoys boundary waters trips and being active in scouts. He joined the commission to be involved at a local level.

5. UNFINISHED BUSINESS

a) Environmental Resource Expo

Staff reported that Commissioner Greenleaf is not able to attend the expo this year; she will drop off the Northern Gardener magazines at City Hall before the event. Staff stated that Sean from Alliance for Sustainability expressed interest in attending the Expo. Staff will call Sean to confirm his attendance. Staff will provide a map and instructions for commission members to forward on to their respective exhibitor contacts before the event. Staff will also provide chairs and finalize the giveaway materials for the free Northern Gardener membership.

b) Storm drain stenciling/adopt a storm drain

Commissioner Schroeber summarized the May VLAWMO adopt a storm drain and storm drain stenciling presentation for the new commission members. The commission members plan to keep moving forward with the adopt a storm drain program and will consider supporting the Hamline University metro program.

c) Downtown area recycling

Commissioner Schroeder summarized the downtown recycling project for the new commission members. Commissioner Johnston asked how much recycling is actually generated in the downtown area. A trash audit could be performed to get a better idea of the need for recycling containers. Commission members discussed the possibility of creating a staging area for the recycling containers to make it easier for pickup. Staff will discuss this with Public Works.

Staff briefly explained how the China Sword is affecting our recycling program. The City met with Republic Services and Eureka Recycling and they both stated that rates are being negatively impacted. Our recycling processed locally so we do not have to be concerned about our recycling ending up in the waste stream. Both organizations stressed the need for education to reduce contamination levels. The commission members asked staff to include more recycling education on the City's website and in newsletters.

d) Review last month's do-outs

Staff will contact all watershed districts to ask about their planned involvement in the metro wide adopt a stormdrain program.

6. NEW BUSINESS

a) New do-outs

Commission Members

- Email Expo map and instruction to exhibitors

Staff

- Update Commissioner Winkler's phone number on the roster
- Set up a give-away for the Northern Gardener membership
- Email expo layout to the Marketfest coordinator
- Contact Alliance for Sustainability
- Include more recycling education on the City's website and in the newsletter
- Call watershed districts this fall and discuss the metro wide adopt a stormdrain program. Invite a representative to a meeting
- Ask Public Works about creating a staging area for downtown recycling pickup
- Schedule the 4th and Johnson raingarden planting day on September 8th or 9th

7. DISCUSSION

• Staff Updates

- Raingarden curb cuts
The curb cut raingarden project is moving forward. Four residences within the street reconstruction project in the downtown area have committed to installing a raingarden on their property, for a total of five raingardens. The next step is to send out a request for quotes to contractors.
- Solar RFP
The Solar Possible collaboration continues to move forward. The next step is for solar contractors to visit each site.
- Solar United Neighbors Event at City Hall – July 12
Solar United Neighbors will be at City Hall on July 12th at 6:30pm to talk about a homeowner group buy opportunity for rooftop solar.

- **Staff Updates** *(continued)*

- Aquatic Invasive Species ID Workshop – June 26
Washington Conservation District is hosting an aquatic invasive species identification event on June 26th at the Matoska Park gazebo. Commission members expressed an interest in adding aquatic invasive species information to the City’s website.

- **Commission Member Updates**

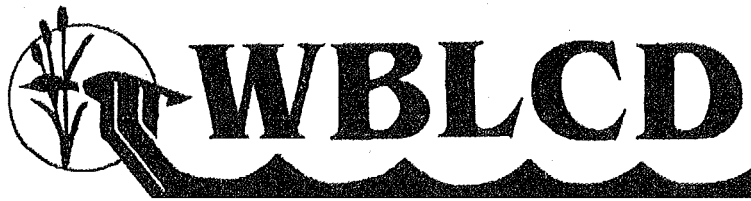
- Commissioner Schroeher and Commissioner Greene gave a quick summary about the Metro Environmental Commissions Conference they attended in April.
- Commissioner Winkler asked staff to update his phone number on the roster.
- A commission member noticed sprinklers running in the rain in the development just east of the golf course.

- **August Agenda**

There will be no July meeting. Staff will add the work plan to the August agenda. Commissioners should come prepared to discuss ideas and priorities for 2019.

8. ADJOURNMENT

The next meeting will be held on August 15, 2018, 6:30pm at City Hall. Commissioner Bolstad moved, seconded by Commissioner Johnston, to adjourn the meeting at 8:10 pm. Motion carried, vote 5/0.



White Bear Lake Conservation District, 4701 Highway 61, White Bear Lake, MN 55110
Telephone: (651) 429-8520 Email: wblcd@msn.com Web: www.wblcd.org

REGULAR MEETING OF THE WHITE BEAR LAKE CONSERVATION DISTRICT
7:00 pm White Bear Lake City Hall
Minutes of July 17, 2018

APPROVAL DATE: Not approved

1. **CALL TO ORDER** the July 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: Brady Ramsay, Scott Costello, Geoff Ratte, Barton Winter, absent were Directors Mike Parenteau, Marty Rathmanner, Susie Mahoney. A quorum was present.
3. **AGENDA** - Chair DeSmet asked for any changes to agenda - none
4. **APPROVAL OF MINUTES OF** – June 19, 2018 board meeting Motion (Ramsay/Second) Moved to approve with corrections all aye passed.
5. **PUBLIC COMMENT TIME** – Concerns presented by Don Wright 5011 Lake Ave, extreme noise, large gatherings of boats right off their dock area. Looking for understanding of jurisdictions and who they should be contacting for help. Bouys are being moved. Vice Chair Ganz will set up a meeting with the Sheriff and the residents of Chatuoquet to discuss concerns and how to handle complaints.
6. **NEW BUSINESS** - None
7. **UNFINISHED BUSINESS** - None
8. **REPORTS/ACTION ITEMS**
Executive Committee – The executive committee did not meet this month.
9. **Lake Level Resolution Committee** – Barton Winter
Working on setting up a meeting with committee members, will keep us posted.
10. **Lake Quality Committee** – Mike Parenteau (Presented by Chair Brian DeSmet in Mike's absence)
 - **Lake Level** – as of today 924.02
 - **Lake water temperature** – 79 degrees
 - **EWM** –Treatment was completed June 20, 2018 and is looking to be very successful. Steve McComas will inspect all treated sites at the end of July and scout for any new areas that may have been missed. Will have results in August with a written report in October.
 - Ramsey County will be demonstrating a DC 3 cleaning system for the removal of aquatic invasive species on watercraft at the Ramsey County boat launch on White Bear Lake on August 9th from 2:30 -3:30pm. This is something new and open to the public.
11. **Lake Utilization Committee** – None meeting cancelled

12. Lake Education – Scott Costello

Website in final stages then going live. Ordances are still in the review stage, Alan Kantrud will clean them up and make visitor "friendly" easy to use by September.

13. Treasurer's Report – Motion (Longville/Second) approval of August 2018 Treasurer's report and payment of check numbers 4502-4508 All Aye passed.

14. Board Counsel

So far so good no issues.

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 7:40 pm

ATTEST:

Kim Johnson
Executive Administrative Secretary

Date:

8/21/18

Bryan DeSmet
Board Chair

Date:

8-21-18

**MINUTES
PLANNING COMMISSION MEETING
CITY OF WHITE BEAR LAKE
August 27, 2018**

The regular monthly meeting of the White Bear Lake Planning Commission was called to order on Monday, August 27, 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: Jim Berry, Ken Baltzer, Mary Alice Divine, Mark Lynch, Erich Reinhardt, Marvin Reed, and Peter Reis.

MEMBERS EXCUSED: None.

MEMBERS UNEXCUSED: None.

STAFF PRESENT: Samantha Crosby, Planning & Zoning Coordinator, and Ashton Miller, Planning Technician.

OTHERS PRESENT: Steve Kowalski, Sue Kowalski, Shawn Petry, Barbara Mundis, Heather Mundis, Michele Klegin, Jon Gacek, Melissa Glacek, Joe Remley, Janice Remley, Dave Bonne, Bob Bonne, Susan Bonne Anderson, and Dan Bonne.

2. APPROVAL OF THE MONTH AUGUST 27, 2018 AGENDA:

Member Reis moved for approval of the agenda. Member Reed seconded the motion, and the agenda was approved (7-0).

3. APPROVAL OF THE MONTH JULY 30, 2018 PLANNING COMMISSION MEETING MINUTES:

Member Baltzer moved for approval of the minutes. Member Lynch seconded the motion, and the minutes were approved (7-0).

4. CASE ITEMS:

A. **Case No. 18-9-V:** A request by **BCD Homes** for a 7 foot variance from the 25 foot setback required along a side abutting a public right-of-way, per Code Section 1303.060, Subd.5.c.2 and a 10 foot variance from the 30 setback required from the rear property line for an attached garage, per Code Section 1302.030, Subd.4.e for the property located at 4820 Stewart Avenue. (Continued to October 29 meeting at applicant's request.)

B. **Case No. 18-2-LS & 18-12-V:** A request by **Robert, Susan and Dave Bonne** for a lot split and five variances, including a 2,625 square foot variance from the 15,000 square foot

lot size minimum for parcel A and an 85 square foot variance from the 15,000 square foot lot size minimum for parcel B, both per Code Section 1303.040 Subd.5.a; A 13 foot variance from the 80 foot minimum lot width at the OHWL for parcel A and a 12 foot variance from the 80 foot minimum lot width at the OHWL for parcel B, both per Code Section 1303.230, Subd.5a.2; and A 2.92 foot variance from the 100 foot minimum lot width at the street setback for parcel A, per Code Section 1303.040, Subd.5.b, in order to subdivide a property located at 4320 Cottage Park Road into two lots.

Crosby discussed the case. Staff recommended approval subject to conditions laid out in the staff report.

Member Divine asked about the DNR's role in the granting of variances. Crosby responded that she has had discussions with both the DNR Area Hydrologist and the Watershed District; neither organization had objections.

Member Lynch asked about new buyers and what their knowledge of the building setbacks would be, if the existing home on parcel A would remain, and what would become of the boathouse that appears to straddle the property line. Crosby responded that one of the applicant's sons plans to buy parcel B. In addition, the variances must be recorded and disclosed at the point of sale, so future homeowners should be aware. The existing house will remain for the time being and the boathouse will be moved to meet accessory structure setbacks.

Berry opened the public hearing.

Dave Bonne, applicant, 4292 Cottage Park Road. He stated that the family has their reasons for wanting to split the lot, but many of the neighbors agree it will be a benefit to the neighborhood. Cleaning up the lot and removing the Arborvitae will improve the lake view for everyone.

In exchange for the easement, Bonne tried to negotiate for the area outside of parcel A that is not covered by the road. Crosby responded that the small boulevard is necessary for any future work the City may need to do along the road.

Bonne thanked staff for the recommendation of approval and asked about several specific conditions in the staff report. In regards to the retaining wall, he asked if a cost estimate could be provided, because he is concerned that the project may become cost prohibitive if he is forced to remove a wall that has been there longer than his parents owned the home.

Member Berry responded that it appears the condition is written in a way to allow for flexibility depending on the cost and impact of the project. Bonne stated cost is important to know before going through with the split.

Bonne then asked about underground utilities. He questioned why they are needed when no other house in the neighborhood has them. He was unsure if this applied to both lots. Crosby replied that the underground utilities are required for new construction, so the condition applies to both lots, but not for the existing house. She will clarify the wording in the resolution.

Bonne explained that the house on parcel A has a lot of character, but that many people are currently tearing down lakeside homes and building giant new houses. If the family did not split the lot, someone would buy the property and build a huge house that did not fit in with the character of the neighborhood.

Bonne asked if the five-foot easement on the properties allow for the owners to build a driveway and whether the setback is measured from the road or the edge of the easement. Crosby stated that the property would be permitted access to the road and that the building setback is measured from the edge of the road.

Jonathon Gacek, 4311 Cottage Park. He stated he is in support of the split, but it is important to remember that the Planning Commission and City Council have granted variances very close to the property lines in Cottage Park. He noted that his is the oldest house in Ramsey County, and that it is extremely close to the property line. Cars backing up from the new lot may pose a danger to his property. He then added that the frontage of parcel B is the neighborhood parking area and asked if there are minimum parking regulations.

Member Reinhardt asked if staff received any calls or letters regarding this case. Crosby replied she had not.

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

Steve Kowalski, 4324 Cottage Park. He stated his support for the lot split.

Michele Klegin, 4304 Cottage Park. She also expressed her support for the lot split.

Member Balzer commented on the inability to predict water levels and that if the lake levels rose, the retaining wall may serve a purpose. He suggested that the retaining wall remain and other shoreline stabilization techniques be implemented.

Member Divine asked about the OHW setback and whether the future house on parcel B could be pushed closer to the lake with a variance. Crosby responded that a variance could be sought at a later date.

Member Baltzer moved to recommend approval of Case No. 18-2-LS and 18-12-V with the condition that condition 19 in the staff report omit the language pertaining to the removal of the retaining wall. Member Reinhardt suggested that condition 19 be removed all together. Baltzer accepted Reinhardt's suggestion.

Member Reis seconded the motion.

Member Lynch expressed the need for something to be in place that protects the lake.

Member Reis asked that the Chair call the question.

Without further discussion, the motion passed by a vote of 6-1. Reed opposed.

- C. **Case No. 18-5-CUP:** A request by **Brian Hanson** for a Conditional Use Permit for three curb cuts, per Code Section 1302.050, Subd.4.h.9, in order to build a U-shaped driveway on the property located at 4779 Lake Avenue North. (Withdrawn at applicant's request.)
- D. **Case No. 18-6-CUP & 18-13-V:** A request by **Barbara Mundis** for a Conditional Use Permit for a kennel and a 6 foot variance from the 50 foot setback from the west property line for an existing building, both per Code Section 1302.130 Subd.3, in order to operate a pet hotel and daycare in the B-4 zoning district at the property located at 1340 Highway 96.

Crosby discussed the case. Staff recommended approval of the conditional use permit and variance subject to conditions in the staff report.

Member Lynch asked about the waste going to the sanitary sewer from the parking lot. Crosby responded that an indoor connection will be required eventually.

Member Divine brought up condition seven in the staff report and asked if there is a timeframe for the applicant to connect to the sewer. She also asked what would be done with the animal waste in the winter. Crosby stated she anticipates it will be next spring when the City will require sanitary sewer hookup, and that during the winter, the business will be scooping and shoveling the outdoor area.

Member Divine then discussed the lack of detail in the City's kennel regulations. She wondered why the code does not have regulations pertaining to kennel size and the number of dogs allowed and thought this may be an issue the City wants to address.

Member Reed expressed surprise that the kennel code was so vague considering the precision of the chicken ordinance.

Member Berry asked if the black top in the parking lot would be dug up. He also questioned the decision to put the play area along the south, and thus, warmest side of the building. Crosby responded that there are no plans to dig into the asphalt at this time. The location of the play area is based on the current design of the interior, which is one of the reasons the applicant has chosen this building. It is cost prohibitive to have the outdoor area on another side of the building.

Member Reis voiced his concern with tying the outdoor play area into the sanitary sewer. It is not ideal for rain runoff to end up in the sanitary sewer. Crosby agreed and reported that some sort of engineering solution will be needed to prevent rain from entering the sanitary sewer.

Member Lynch echoed the concern with runoff, particularly in the winter. He questioned if there is a plan for preventing a sheet of ice from forming.

Berry opened the public hearing.

Barbara Mundis, applicant. She stated she has been working with City Staff on all of these issues.

Member Reinhardt asked if there are state regulations regarding kennels. Mundis replied that the State allows for a great number of dogs to be kept in a relatively small space, which is not her intention for this business. She wants to provide ample space for the dogs, so the State regulations do not apply.

Member Reed asked the applicant when she plans on opening. Mundis replied that they are aiming to be open by Thanksgiving.

Member Reis asked about the operating hours of the business. Mundis responded that there will be a difference between operating hours and staff hours. The dogs will be alone for six to seven hours at a maximum, but staff will be accommodating. She emphasized that the pet hotel will specialize in elder dog care, and therefore will be open to providing more staff time if needed.

Member Lynch requested information on how animal waste will be addressed in winter. Mundis reiterated that they will not be able to spray the play area off, but snow will help to dilute the liquid waste. She stated that a more specialized disinfectant and a shopvac will be utilized for cleaning, and that solid waste will always be picked up immediately.

Joe Remley, 4823 Lake Avenue. He joked that this business cannot produce more runoff than what already comes from the dogs being walked along Lake Avenue.

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

Member Reis moved to recommend approval of Case No. 18-6-CUP and 18-13-V. Member Reed seconded the motion. The motion passed by a vote of 7-0.

- E. **Case No. 18-1-LS:** A request by **Shawn Petry and the Welch Family** to transfer a 7.6-foot strip of land between neighbors, per Code Section 1407.040, at the properties located at 4777 Wood Avenue and 1891 4th Street.

Miller discussed the case. Staff recommended approval of the request.

There were no questions of staff. Member Lynch appreciates that neighbors are able to work together.

Member Lynch moved to recommend approval of Case No. 18-1-LS. Member Reinhardt seconded the motion. The motion passed by a vote of 7-0.

5. **DISCUSSION ITEMS:**

- A. City Council Meeting Minutes of August 15, 2018.
No discussion.
- B. Park Advisory Commission Meeting Minutes of August 16, 2018 – not available.

6. **ADJOURNMENT:**

Member Baltzer moved to adjourn, seconded by Member Reis. The motion passed unanimously (7-0), and the August 27, 2018 Planning Commission meeting was adjourned at 8:08 p.m.

DRAFT



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Richter, City Manager
From: Kara Coustry, City Clerk
Date: August 30, 2018
Subject: **Massage Therapist License and Transfer**

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 Cynthia Lee Lailey to work at Fresh Face Loftique located at 2179 4th Street, White Bear Lake. Stephanie Tennessen also submitted a request to transfer from Soul Chiropractic located at 4760 Banning Avenue to Fresh Face Loftique. Fresh Face Loftique is a licensed massage therapist establishment in good standing in the City.

The City received a complete massage therapist license application from Brandon Curtis Vernig to work at DW's Therapeutic Massage located at 4066 White Bear Ave N, Suite 2. DW's Therapeutic Massage is a licensed massage therapy establishment in good standing in the City.

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

RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the attached resolution approving issuance of massage therapist licenses 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.

Massage Therapist Licenses

Cynthia Lee Lailey	Fresh Face Loftique 2179 4 th Street White Bear Lake, MN 55110
Brandon Curtis Vernig	DW's Therapeutic Massage 4066 White Bear Ave. N., Suite 2 White Bear Lake, MN 55110

Massage Therapist License Transfer

Stephanie Tennesen	<u>FROM:</u>	<u>TO:</u>
	Soul Chiropractic 4760 Banning Avenue White Bear Lake, MN 55110	Fresh Face Loftique 2179 4 th Street White Bear Lake, MN 55110

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Richter, City Manager

From: Kara Coustry, City Clerk

Date: August 29, 2018

Subject: **Donation to the City of White Bear Lake for the Soldiers' Memorial Flagpole Monument on Clark Avenue**

BACKGROUND / SUMMARY

The White Bear Lake Lion's Club met with city staff last year and choose to undertake fundraising for the restoration of the Soldiers Memorial Flagpole Monument. The flagpole was originally constructed in 1939 for \$349.72, with financial assistance from local businesses and residents and work completed by the Federal Works Progress Administration (WPA). The restoration project is expected to cost approximately \$65,000.

At its August 8, 2017 meeting, the City Council accepted \$15,000 from the Lion's Club to initiate the flagpole renovation project. The Lion's Club made a club donation and with additional funds donated by community members, donated another installment of \$18,000 during the April 10, 2018 City Council meeting. Fundraising efforts of the Lions Club have been successful enough to generate another donation in the amount of \$25,000, which was presented to the City Council on August 28, 2018.

To date, donations for this project total \$58,000. Funding to cover the remaining costs of this project were budgeted with funds being drawn from the 2018 Park Improvement Fund.

RECOMMENDED COUNCIL ACTION

Staff recommends the Council adopt the attached resolution to formally recognize the White Bear Lake Lions Club donation of funds for the Soldiers' Memorial Flagpole Monument project.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION ACCEPTING A DONATION FROM THE WHITE BEAR LAKE
LIONS CLUB TO THE CITY OF WHITE BEAR LAKE**

WHEREAS, the City of White Bear Lake is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the White Bear Lions Club contributed \$15,000 to the City of White Bear Lake on August 8, 2017 to be to initiate the Soldiers Memorial Flagpole Monument renovation project.

WHEREAS, with donations from community members, the White Bear Lions Club contributed another \$18,000 to the City of White Bear Lake on April 10, 2018 for the Soldiers Memorial Flagpole Monument renovation project; and

WHEREAS, at its meeting on August 28, 2018, the White Bear Lions Club presented Mayor Emerson with another donation in the amount of \$25,000 for the Soldiers Memorial Flagpole Monument renovation project; and

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the donations described above are accepted and shall be used to renovate the Soldiers Memorial Flagpole Monument.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Ellen Richter, City Manager
Date: September 5, 2018
Subject: **White Bear Lake Area Historical Society Funding Request**

BACKGROUND

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

SUMMARY

Attached is a letter from the White Bear Lake Area Historical Society (WBLAHS) requesting payment of \$14,773 as is allocated in the City's 2018 adopted budget.

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

RECOMMENDED COUNCIL ACTION

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

ATTACHMENTS

Resolution
Letter from WBLAHS

RESOLUTION NO.

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

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

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

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

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

WHEREAS, the City's per capita share of the total request is \$14,773 and was appropriated in its 2018 municipal budget;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that a payment of \$14,773 is hereby approved for the fiscal year 2018.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

**We
Save
History!**

White Bear Lake Area Historical Society

White Bear Lake Area Historical Society

Whitebearhistory.org & facebook.com/whitebearhistory



August 30, 2018

Mayor Jo Emerson and City Council Members
City of White Bear Lake
4701 Highway 61
White Bear Lake, MN 55110

Dear Mayor Emerson and Council Members,

The White Bear Lake Area Historical Society (WBLAHS) is honored to represent the community of White Bear Lake. The history and the heritage that this area has is unparalleled by any community of our size and the fact that the local municipalities support the efforts of collecting, preserving and sharing the stories of our past is greatly appreciated.

Throughout 2018 to date, the WBLAHS has shown a marked increase of nearly 200% in our outreach and programs to schools, private groups and public presentations at venues such as the White Bear Lake and Wildwood libraries. The opportunity to retain our part-time Education & Program Coordinator (20 hours per week) hired in 2016 has been critical in our ability to respond to the needs of those we serve. Specifically, the WBLAHS has been able to provide:

- increased access to the Fillebrown House and Resource Library;
- additional programs on "new" topics such as 1918 and World War I; and
- additional group tours and programs to our senior communities and youth groups.

In addition to those tangible outcomes, the funding has had a distinct impact on the productivity of the WBLAHS. During 2018, the additional staff has again allowed the Executive Director to allocate more time toward implementing operational changes making the organization more efficient, effective and stable in the years to come. In addition, we have increased advocacy for historic preservation awareness and funding opportunities for city properties such as the armory which is currently undergoing nomination to the National Register of Historic Places.

During all of this the WBLAHS remains committed to connecting our community to its past and cultivating an understand of and appreciation for our history. We do so through the ongoing preservation efforts to properly house and store the records, stories, images and objects of the organizations, businesses and families of our area and share those stories through our many offerings. One unique opportunity where we had the pleasure of working closely with the City in 2018 was the restoration project of the Soldiers Memorial Flagpole undertaken by the City and the White Bear Lake Lion's Club. It was our great pleasure to help orchestrate the opening and the refilling of the time capsule buried within the flagpole base. The interest in this project was monumental and so incredibly well received.

At this time we respectfully request the distribution of the \$14,773 approved by the City Council in December of 2017 for allocation in 2018. Please do not hesitate to contact me with any questions or comments you may have.

Sincerely,

Sara Markoe Hanson
Executive Director

*Armory Office & Resource Library: 2228 Fourth St.
White Bear Town Hall: 1280 Hammond Road*

*Fillebrown House: 4735 Lake Avenue
Mailing Address: PO Box 10543
White Bear Lake, MN 55110*