



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JUNE 11, 2019
7:00 P.M. IN THE COUNCIL CHAMBERS

1. CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on May 28, 2019

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

A. ClimateSmart Municipalities – German Delegation

5. PUBLIC HEARINGS

6. LAND USE

A. Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Katy Fick for a three year renewal of a Special Home Occupation Permit at 2333 Mayfair Avenue (Case No. 15-4-SHOPa2)
2. Consideration of a Planning Commission recommendation for approval of a request by Marya Voosen for a Special Home Occupation Permit at 5050 Division Avenue (19-1-SHOP)

B. Non-Consent

1. Consideration of a Planning Commission recommendation for approval of a request by Schafer Richardson for a development stage Planned Unit Development and Preliminary Plat (19-1-PUD & 19-1-P)

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

A. Second Reading of a request by Schafer Richardson to rezone five properties at the northwest corner of Linden Avenue and County Road E to R-7 – High Density Residential

9. NEW BUSINESS

- A. Resolution approving single event liquor extensions, food trucks and road closures for a community-wide music event hosted by Big Woods and The Alchemist
- B. Resolution accepting bids and awarding contract for the 2019 Sanitary Sewer Lining Program, City Project No. 19-07

10. CONSENT

- A. Acceptance of April Minutes of the Park Advisory Commission and White Bear Lake Conservation District: May Minutes of the Planning Commission
- B. Resolution authorizing Special Team Charities use of Railroad Park for charity collection event
- C. Resolution accepting the 2018 Comprehensive Annual Finance Report
- D. Resolution accepting a donation from the White Bear Lions Club for Fire Department equipment

11. DISCUSSION

Nothing scheduled

12. COMMUNICATIONS FROM THE CITY MANAGER

13. CLOSED MEETING

Closed session under Minnesota Statutes, section 13D.05, subdivision 3(c)(3) to develop an offer for the possible purchase of real estate identified with PID #143022140072

14. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, MAY 28, 2019
7:00 P.M. IN THE COUNCIL CHAMBERS**

1. CALL TO ORDER AND ROLL CALL

Mayor Jo Emerson called the meeting to order at 7:00 p.m. Councilmembers Dan Jones, Kevin Edberg, Steven Engstran and Bill Walsh were present. Councilmember Doug Biehn was an excuse absence. Staff members present were City Manager Ellen Hiniker, Community Development Director Anne Kane, Finance Director Kerri Kindsvater, City Engineer Paul Kauppi, City Clerk Kara Coustry and City Attorney Jason Hill.

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on May 14, 2019

It was moved by Councilmember **Walsh** seconded by Councilmember **Engstran**, to approve the Minutes of the Regular City Council Meeting on May 14, 2019.

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

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

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

A. Environmental Club – Video Contest

City Manager Hiniker stated that Amy Donlin, the White Bear Lake Area Schools Environmental Club Advisor, responded enthusiastically to a request for participation in a ClimateSmart environmental awareness video contest.

Amy Donlin recognized the efforts of the Environmental Club and Film Production class in producing "A Change of Heart" video about sustainability. She explained that ClimateSmart Municipalities is a partnership between Minnesota and North Rhine-Westphalia, Germany that pairs cities together to accelerate progress toward a cleaner and more energy efficient footprint.

Ms. Donlin mentioned students also submitted this video to another video contest called "Your Big Idea" by the St. Paul Saints. Students will learn the outcome of that contest on the baseball field on June 8, 2019. The winning team will win \$5,000 and throw out the first pitch.

Ms. Donlin introduced students, Lynzy and Darren, two club members. Lynzy Tran reported that she started the Environmental Club when she was a freshman at North Campus, three years ago. Upon changing schools to South Campus, Lynzy asked Amy Donlin to be the Environmental Club advisor so she could continue this effort at the South Campus.

The short [video](https://www.youtube.com/watch?v=sLia-hMviic&list=PLplJY-hD27fA1mH27NF0blP6gAFx8xGgB&index=4&t=0s) was viewed (<https://www.youtube.com/watch?v=sLia-hMviic&list=PLplJY-hD27fA1mH27NF0blP6gAFx8xGgB&index=4&t=0s>). Mayor Emerson thanked the Environmental Club and Film Production class and mentioned putting the Lüdenscheid contingency in touch with the school when they arrive in June. She encouraged residents to cast their vote by watching the Youtube video.

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

A. Resolution to approve the sale of General Obligation Bonds for 2019 Street Improvement Projects

Finance Director Kindsvater reported this is the final step to authorize issuance of bonds for the 2019 street reconstruction and mill/overlay projects. The street reconstruction costs are \$2.8 million and the mill/overlay costs are \$927,000, for a total cost of \$3.7 million. Those total project costs will be paid by a combination of Municipal State Aid funds, Interim Construction Funds and the bond issue. Ms. Kindsvater stated the bond issue has a 20-year life and the anticipated annual bond payment obligation will be funded through an \$85,000 annual tax levy and \$54,000 of special assessments received from property owners.

Ms. Kindsvater stated that the information presented to the Council tonight in the pre-sale reports created by the financial advisors with Ehlers and Associates uses a true interest rate of 2.83% in the cost calculations. This is approximately a half a percent less than the 3.27% interest rate on the bonds issued by the City in 2018.

Ms. Kindvater forwarded a recommendation that Council adopt the resolution authorizing Ehlers to assist in the bond sale, establishing June 25, 2019 as the meeting for considering the bond sale proposal, and setting June 25, 2019 as the date for awarding the bond sale, and authorizing Ehlers and City staff to participate in preparation of an official statement for the bonds.

It was moved by Councilmember **Jones**, seconded by Councilmember **Engstran**, to approve **Resolution No. 12400** the sale of General Obligation Bonds for 2019 Street Improvement Projects.

Motion carried unanimously.

B. Resolution accepting a donation from the White Bear Lake Lions Club

City Manager Hiniker recognized and thanked the Lions Club for a donation of \$9,261.00 to the Park Improvement Fund. This donation pays for sheet metal work on the Lion's Pavilion in Lakewood Hills Park. This pavilion was originally funded for construction in 1993 by the White Bear Lake Lions Club who continue to care for it today.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Walsh**, to approve **Resolution No. 12401** accepting a donation from the White Bear Lake Lions Club

Motion carried unanimously.

C. Resolution to approve an electrical transformer to service Brick House Restaurant

City Engineer Kauppi reported that staff was approached by Rust Construction who is working on the Brick House Restaurant in the Washington Square area. He reported that new equipment being used by the restaurant requires a 3-phase 208 voltage system and transformer. Because there was no space available immediately adjacent to the building, staff worked with representatives of Xcel and Main Street to identify alternative locations for a transformer in the area.

Mr. Kauppi identified an area next to a downtown dumpster enclosure for the new transformer. Staff recommended this area due to its centralize location to service other restaurants as they upgrade in the future. He forwarded staff's recommendation that Council authorize placement of a new transformer adjacent to the dumpster enclosure in the lot behind Washington Avenue to be paid for by Brick House and sized to accommodate future electrical needs for adjacent businesses.

Councilmember Walsh inquired as to the City's role in this decision. Mr. Kauppi explained that the downtown buildings are within their footprint and as such there is no room for electrical transformers to provide electrical services other than in the City's right-of-way or property. He also confirmed the roof of the business was not an option.

Councilmember Walsh inquired about Main Street's opinions regarding the loss of a parking spot at staff's proposed location. Mr. Kauppi stated that some members of Main Street wanted the transformer behind Grandma's Bakery, however, due to recent clean-up efforts in that area, it didn't make sense. He noted that although one parking spot will be lost with this placement, there will be opportunity to add additional parking next year through parking lot reconfiguration. Additionally, the transformer spot may be suited for one or two motorcycles.

Councilmember Engstran asked how the transformer would be protected in that parking spot location. Mr. Kauppi stated that The Brick House Restaurant would be required to

add metal bollards to protect it. He also confirmed there would be no additional loss of parking with the addition of the bollards.

It was moved by Councilmember **Jones**, seconded by Councilmember **Edberg**, to approve **Resolution No. 12402** an electrical transformer to service Brick House Restaurant

Motion carried unanimously.

Mayor Emerson suspended the Council Meeting at 7:27 p.m.

10. HOUSING AND REDEVELOPMENT AUTHORITY

Refer to the HRA Minutes for an account of the following:

- A. Call to Order/Roll Call
- B. Approval of the Agenda
- C. Approval of the Minutes of the May 14, 2019 HRA Meeting
- D. Resolution approving amended language to the County Road E Revolving Loan and Grant Program
- E. Adjournment

Mayor Emerson reconvened the City Council meeting at 7:32 p.m.

11. CONSENT

- A. Acceptance of April Minutes of the Environmental Advisory Commission
- B. Resolution authorizing an amendment to the Vadnais Lake Area Water Management Organization (VLAWMO) Joint Powers Agreement (JPA). **Resolution No. 12403**
- C. Resolution authorizing replacement of a fire sprinkler head at Pioneer Manor. **Resolution No. 12404**

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

12. DISCUSSION

- Staff will be bringing to Council a request for RFP for a limited Facility Study of a police garage, a fire bay and License Bureau
- Staff will be bringing to Council an application by the Kellermans for a music festival on Saturday, August 3, which is expected to draw crowds in downtown similar to Marketfest. Main Street has approved the concept. Staff will be mailing notice to residents living on streets that will be affected by requests for closure. Food Trucks are being requested and plan to park along 3rd Street. Music groups include Cadillac Three, Devon Worley Band and other local acts.

13. COMMUNICATIONS FROM THE CITY MANAGER

- League of MN Cities conference is June 27 & 28 in Duluth
- Councilmember Edberg noted recent complaints of noise and parties on the lake and gray jurisdiction that would be worth a future conversation
- NYFS hired a Social Worker to cover a 5-client case load for White Bear Lake who is a partner in funding a portion of this position with other Police Departments. This City's portion of this position is \$15,000 this year, which may be paid through grant funding next year.
- Updates from City Engineer/Public Works Director Paul Kauppi
 - Water plant is being put back online after some major repairs and annual maintenance work
 - Hydrant flushing is expected to begin early next week
- Updates from Community Development Director Anne Kane
 - Results of the RFPs for a Housing study will be returned to Council at the second meeting in June
 - Planning Commission forwarded a recommendation for approval of the Schaffer Richardson final PUD, plat and rezoning, which will be before Council at the second meeting in June.

14. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Jones** to adjourn the regular meeting at 7:44 p.m.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

Lüdenscheid Visit to White Bear Lake – CSM 2019

AGENDA

Date: June 11 – June 13, 2019

Location: WBL City Hall (unless noted)

Tuesday, June 11:

- | | |
|--|-------------------|
| 1. Introductions and discussion (delegation & staff) | 9:00am – 11:00am |
| 2. Lunch | 11:00am – 12:00pm |
| 3. Metro wastewater treatment plant tour in St Paul | 1:00pm – 4:00pm |
| 4. WBL City Council meeting | 7:00pm – 8:00pm |

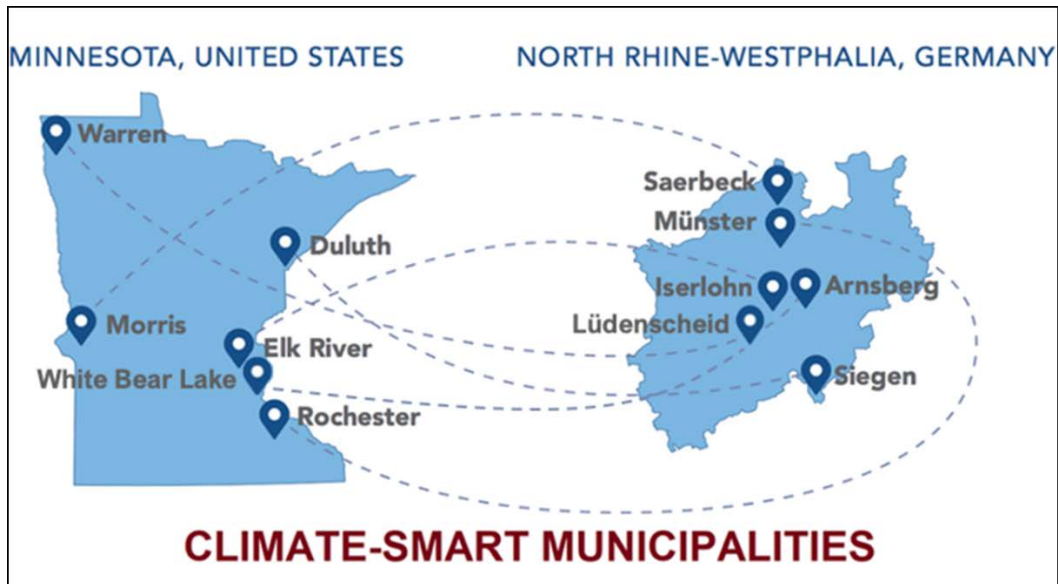
Wednesday, June 12:

- | | |
|--|-------------------|
| 1. Solar discussion (WBL businesses, CERTS, GPI) | 10:00am – 11:30am |
| 2. Lunch | 11:30am – 1:00pm |
| 3. LED Lighting discussion (SEH, Trane, staff) | 1:00pm – 2:30pm |
| 4. Tour of Trane facility | 3:00pm – 3:30pm |
| 5. Steering committee meeting at Trane | 3:30pm – 5:00pm |

Thursday, June 13:

- | | |
|--|--------------------|
| 1. Discussion on joint project for schools | 10:00am – 11:00am |
| 2. Wrap-up/Next steps | 11:00am – 12:00 pm |
| 3. Walk through downtown and lunch | 12:00pm – 2:45 pm |
| 4. CSM group meeting at Boatworks Community Room | 3:00pm – 5:00pm |
| 5. Marketfest in downtown WBL | 6:00pm – 9:00pm |
| * Presentation at 3 rd Street Stage | 6:30pm |

Lüdenscheid visits White Bear Lake



Lüdenscheid delegation members:

Hans-Jürgen Badziura is a biologist and directs the department of environmental protection and green space at the City of Lüdenscheid. The department is a specialist service to the City. Tasks include general environmental protection tasks such as contaminated site investigation and disposal, noise mitigation planning, open space planning, habitat and species protection, water conservation and climate protection.

Marcus Müller is deputy head in the department of municipal and regional climate protection at EnergyAgency. NRW. He is responsible for the European Energy Award, the ECORegion program, mobile energy consulting, and other efforts that foster climate protection efforts in the region. Before his promotion within EnergyAgency. NRW, Müller spent five years working as a “climate networker” in the rural Arnsberg region of NRW. He was the first person in that role and focused on the local energy transition.

Ulrike Badziura is head of the department of environmental and climate protection at the City of Iserlohn. Her portfolio of tasks includes issues of municipal waste, technological aspects of environmental protection, climate protection, and energy efficiency projects. In 2008, she was named to the post of climate protection officer for the City of Iserlohn.

Ralph Kensmann is CEO of start.light GmbH in Essen, Germany. Start.light is an engineering office for lighting design in all areas of architecture and landscape architecture. He studied electrical and lighting engineering at the FH Hagen University.



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: The Planning Commission

Through: Ashton Miller, Planning Technician

Date: June 4, 2019 for the June 11, 2019 City Council Meeting

Subject: **Fick Special Home Occupation Permit Renewal – 2333 Mayfair, Case No. 15-4-SHOPa2**

REQUEST

Three-year renewal of a Special Home Occupation permit to operate a massage therapy business out of a single-family residence.

SUMMARY

No one other than the applicant spoke. On a 5-0 vote, the Planning Commission recommended approval as requested by the applicant.

RECOMMENDED COUNCIL ACTION

Approval of the attached resolution.

ATTACHMENT

Resolution of Approval

RESOLUTION NO. _____

**RESOLUTION APPROVING A THREE YEAR EXTENSION FOR
A SPECIAL HOME OCCUPATION PERMIT FOR KATY FICK
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (15-4-SHOPa2) has been submitted by Katy Fick to the City Council requesting a Special Home Occupation Permit of the City of White Bear Lake for the following location:

LOCATION: 2333 Mayfair Avenue

LEGAL DESCRIPTION: Lot 8, Block 19, Bacchus Fourth Addition, Ramsey Co. Minn. (PID # 253022330018)

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING RELIEF: A three (3) year extension of a Special Home Occupation Permit to allow a single-operator massage therapy business out of a single-family residence, per Code Section 1302.120, Subd.4;

Reso # 11629, Passed July 14, 2015: Approval of a Special Home Occupation Permit to allow a single-operator massage therapy business out of a single-family residence, per Code Section 1302.120, Subd.4.

Reso # 11838, Passed July 12, 2016: Approval of a three (3) year extension of a Special Home Occupation Permit to allow a single-operator massage therapy business out of a single-family, per Code Section 1302.120, Subd.4.

WHEREAS, the Planning Commission has held a public hearing as required by the city Zoning Code on May 20, 2019; and

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

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

1. The 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, that the City Council of the City of White Bear Lake hereby approved 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. This permit is issued for a period of three (3) years, to expire on June 11, 2022. Prior to expiration the permit may be renewed. The renewal shall be processed in accordance with the procedural requirements of the initial home occupation.
3. The 3-year permit extension is contingent upon City Council approval of the business license, which must be kept current for the full 3 year period or the permit will become null and void.
4. The business shall comply with all provisions of the Home Occupation Section of the Zoning Code (Section 1302.125).
5. The applicant shall not have the vested right to a permit by reason of having obtained a previous permit. In applying for and accepting a permit, the permit holder agrees that her monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment. Each application for the renewal of a permit will be considered de novo without taking into consideration that a previous permit has been granted. The previous granting of renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.
6. Permits shall not run with the land and shall not be transferable.
7. A sign permit is required prior to the installation of any signs.
8. The applicant shall comply with applicable zoning, building, fire and health department codes and regulations.

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.

Katy Fick

Date



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: The Planning Commission

Through: Ashton Miller, Planning Technician

Date: June 4, 2019 for the June 11, 2019 City Council Meeting

Subject: **Voosen Special Home Occupation Permit – 5050 Division Avenue, Case No. 19-1-SHOP**

REQUEST

Special Home Occupation permit to operate a dog grooming business out of a single-family residence.

SUMMARY

No one from the public spoke. On a 5-0 vote, the Planning Commission recommended approval as requested by the applicant.

RECOMMENDED COUNCIL ACTION

Approval of the attached resolution.

ATTACHMENT

Resolution of Approval

RESOLUTION NO.

**RESOLUTION APPROVING
A SPECIAL HOME OCCUPATION PERMIT FOR MARYA VOOSSEN
AT 5050 DIVISION AVENUE
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (19-1-SHOP) has been submitted by Marya Voosen to the City Council requesting a Special Home Occupation Permit of the City of White Bear Lake for the following location:

LOCATION: 5050 Division Avenue

LEGAL DESCRIPTION: South 10 feet of Lot 2 and all of Lot 3, Block 1, Nobles Subdivision, Ramsey Co. Minn. (PID # 113022440032)

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING RELIEF: A Special Home Occupation Permit to allow a dog grooming business out of a single-family residence, per Code Section 1302.120, Subd.4;

WHEREAS, the Planning Commission has held a public hearing as required by the city Zoning Code on May 20, 2019; and

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

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

1. The 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.

FUTHER, BE IT RESOLVED, that the City Council of the City of White Bear Lake hereby approved 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 1302.120, Subd.3, if within one (1) year after granting the Home Occupation Permit, the use as allowed by the permit is not established, 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 requested in writing and shall be submitted at least 30 days prior to expiration.
3. This permit is issued for a one-year period with the expiration date being **June 11, 2020**, before which the permit may be renewed, in accordance with the procedural requirement of the initial home occupation.
4. The applicant shall not have the vested right to a permit by reason of having obtained a previous permit. In applying for and accepting a permit, the permit holder agrees that her monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment. Each application for the renewal of a permit will be considered de novo without taking into consideration that a previous permit has been granted. The previous granting of renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.
5. Permits shall not run with the land and shall not be transferable.
6. The business shall comply with all provisions of the Home Occupation Section of the Zoning Code (Section 1302.125).
7. The applicant shall comply with applicable building, fire and health department codes and regulations. Successful inspection by the Fire Marshal is required prior to operation of the business.
8. A sign permit is required prior to the installation of any signs.
9. Appointments shall not overlap.
10. Boarding of dogs is not permitted.

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.

Marya Voosen

Date



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: The Planning Commission

Through: Samantha Crosby, Planning & Zoning Coordinator

Date: June 6, 2019 for the June 11, 2019 City Council Meeting

Subject: **Schafer Richardson – Development Stage PUD Plan & Preliminary Plat Case No. 19-1- PUD**

REQUEST

Development Stage approval of a Planned Unit Development for a new 193 unit, market-rate, multi-family apartment building.

SUMMARY

One resident expressed safety concerns. On a 5-0 vote, the Planning Commission recommended approval with the caveat that staff work with the applicant to re-word condition #11 to both parties satisfaction. The applicant also requested some minor alterations to a few other conditions; nothing of material significance. Staff agrees with the clarifications made and supports the revised resolutions attached.

RECOMMENDED COUNCIL ACTION

Approval of the attached resolutions.

ATTACHMENTS

Resolution of Approval – PUD
Resolution of Approval – Preliminary Plat

RESOLUTION NO. _____

**RESOLUTION APPROVING A DEVELOPMENT STAGE PUD PLAN FOR
THE WHITE BEAR LAKE APARTMENTS
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

WHEREAS, a proposal (19-1-PUD) has been submitted by Schafer Richardson, requesting approval of a Development Stage PUD plan from the City of White Bear Lake at the following site:

ADDRESS: 17XX, 1709, 1713, 1715, and the land-locked parcel adjacent thereto: PID # 273022440199.

LEGAL DESCRIPTION: Attached.

WHEREAS, THE APPLICANT SEEKS THE FOLLOWING: Development Stage approval of a Planned Unit Development, per Code Section 1301.070, for a 193 unit, market-rate apartment building; and

WHEREAS, the Planning Commission has held a Public Hearing as required by the City Zoning Code on May 20, 2019; and

WHEREAS, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed Concept PUD 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 after reviewing the proposal, that the City Council accepts and adopts the following findings of the Planning Commission:

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

FURTHER, BE IT RESOLVED, that the City Council of the City of White Bear Lake hereby approves the requested PUD Development Stage Plan 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 two (2) years after approving the Planned Unit Development, the use as allowed by the permit shall not have been completed or utilized, the PUD 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 Planned Unit Development 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. The development may utilize either a 3/4ths or right-in/right-out access on County Road E.
5. If, in the future, property owners are asked to contribute their pro-rata share towards street improvements through assessments, as permitted under state statute or code, the owner will not contest.
6. All property-hired vendors and contractors shall coordinate loading and truck activity to occur outside of peak periods (7:00 am to 9:00 am and 4:00 pm to 6:00 pm Monday thru Friday).
7. Following the construction of the apartment building, the contractor shall mill and overlay the entire width of Linden Avenue from curb to curb in the area of the new access opening if reasonably required by the City Engineering department.
8. The waste/recycling receptacles shall be internal to the building – if a trash shoot is provided a separate recycling shoot shall also be provided. The waste facilities shall be large enough to accommodate recycling for all tenants.
9. All mechanical equipment (either ground mount or rooftop) will be screened from view from the public right-of-ways and adjacent residential.
10. If internally lit, the freestanding monument sign face shall have a dark colored opaque background with illuminated lettering.
11. Should parking issues arise on Linden Avenue which can be attributed to the apartment building (as determined and documented by the City), the property owner shall:
 - Increase communications to residents encouraging them to park on County Road E rather than Linden Avenue,
 - Rely on stadium bar site or other shared parking arrangements for overflow parking,
 - Lower the cost to park on site,
 - Restrict or eliminate the parking of recreational vehicles, trailers, and other non-passenger vehicles on site,
 - Increase the availability of visitor parking on site,
 - Limit the number of vehicles per unit to correspond with the reduced parking ratio

approved with the PUD – an average of 1.47 stalls per unit

- Build the proof of parking stalls, or
- Some combination of these or other measures such that the problem is resolved.

Within 30 days following receipt of written notice from the City of a perceived parking burden the property owner shall provide the City with a plan. Once the plan has been reviewed and approved by the City, the property owner shall implement the plan within 30 days of approval. The City agrees to monitor the situation for a period of not less than 30 days following implementation before providing notice of whether or not further modifications are needed to ease the perceived parking burden.

12. The applicant shall obtain a building permit prior to beginning any work.

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

13. Provide a final site plan, including:

- a. At least 3 car-charging stations for electric vehicles in the underground parking. Above ground, provide conduit to expand the number of charging stations in the future.
- b. A detail for the ornamental fences around the pool and pet park.
- c. Provide a bike rack location and detail.
- d. Pavement markings for the designated parking lot crossing.
- e. Provide patios along the west elevation to comply with the concept plan.

Revised plans subject to staff approval.

14. Provide a final landscape plan, including:

- a. No more than one third of the proposed trees may be of the same type.
- b. All landscaping must be irrigated with an automatic rain shut-off sensor.
- c. Provide boulevard trees in County Road E right-of-way at 50 feet on center, subject to County approval.
- d. Revise perimeter plantings to comply with code.
- e. 80% of perimeter shrubs along the east property line shall be evergreens.
- f. Provide 3 missing internal parking lot island shade trees elsewhere on site.
- g. Either preserve the retaining wall and lilacs near the southeast corner of the property, or measure the height of the lilacs and wall together and provide a comparable replacement.
- h. Either include all significant trees in the tree preservation calculation or provide a written statement from a certified arborist as to why each tree labeled as “poor” is not healthy. Tree preservation calculations to be approved prior to the issuance of a demo permit.
- i. 50% of the landscaping along the east property line shall be oversized at the time of planting: (if reasonably commercially available as documented to staff’s satisfaction) deciduous trees shall be 3.5 caliper inches, evergreen trees shall be 9 feet tall, and shrubs shall be 24 inches in height.
- j. The trees in the trench shall be Swamp White Oak and the trees along the east property line shall be Eastern White Pine.

Revised plan subject to staff approval.

15. Provide final grading and drainage plan, including:
 - a. Compliance with the Engineering Memo dated April 4, 2019
 - b. Provide a tree trench detail, including hydrocad model and soil borings.Revised plan subject to staff approval.
16. Revise the building elevations so that the change between the light grey and dark grey exterior building material is located to reflect the actual floor level.
17. Provide color-coded floor plans that comply with the approved unit mix.
18. Update plans to comply with Fire Marshall memo dated March 22, 2019.
19. Provide a photometric plan and lighting details (full specification sheets) for all exterior fixtures (parking lot pole lights and wall packs). The photometric plan should be calculated at grade, using initial lumens, with an llf rating of at least 1.0. Pole height shall not exceed 20 feet on top of a maximum 2 foot tall base. The lights shall include a photocell and the Kelvin shall not exceed 4000. The light sources shall be shielded from view from County Road E, Linden Avenue and adjacent residential. Plan and details subject to staff approval.
20. Extend a letter of credit consisting of 125% of the Exterior Improvements, which renews automatically every six months until released in writing by the City or until expired pursuant to the terms as agreed to by the City. The Exterior Improvements as used herein shall include: landscape plantings, irrigation, second lift of asphalt and striping, directional signage, stormwater system (including tree trench), and lighting. The amount of the letter shall be based on a cost estimate of the outside improvements, to be approved by City staff prior to the issuance of the letter. The letter shall be in a commercially reasonable form, to be approved by City staff prior to the issuance of the letter.
21. Provide a SAC (Sewer Availability Charge) determination letter from the Metropolitan Council.
22. Obtain any necessary permits from Ramsey County and the Watershed District; provide a copy of each to the City.

Prior to issuance of a certificate of occupancy:

23. Lot 1 Block 2 shall be conveyed as mutually agreed upon to the City for the use of a public park and other complementary uses, and proof of recording provided.
24. Enter into a Stormwater Operation and Maintenance Agreement for the new on-site stormwater features and tree trench.
25. Enter into a Proof of Parking agreement with the City.

Prior to the release of the letter of credit, the applicant shall:

26. Provide an as-built plan that complies with the City's Record Drawing Requirements.

LEGAL DESCRIPTION**Parcel 1:**

That part of Lot 22, "Strawberry Acres", according to the plat thereof, lying Easterly of a line drawn from a point on the North line of said Lot 22, distant 490 feet Easterly of the Northwest corner thereof to a point of the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line.

Ramsey County, Minnesota
Abstract Property

(PID No. 27-30-22-44-0199)

Parcel 2:

All that part of the West 200 feet of the East 330 feet of Lot 26, "Strawberry Acres", according to the plat thereof, lying Easterly of a line drawn from a point on the North line of Lot 22, "Strawberry Acres", distant 490 feet Easterly of the Northwest corner thereof to a point of the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line, EXCEPT, that portion of said Lot 26 lying Southerly of the Northerly right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2.

Ramsey County, Minnesota
Abstract Property

(PID No. 27-20-22044-0201)

Parcel 3:

The West 65 feet of the East 130 feet of Lot 26, "Strawberry Acres", according to the plat thereof.

Ramsey County, Minnesota
Abstract Property
(27-30-22-44-0014)

Parcel 4:

The East 65 feet of Lot 26, "Strawberry Acres", according to the plat thereof.

Ramsey County, Minnesota
Abstract Property

(27-30-22-44-0013)

Parcel 5:

Lot 23, "Strawberry Acres", according to the plat thereof.

Ramsey County, Minnesota
Abstract Property

(PID No. 27-30-22-44-0012)

RESOLUTION NO.

**RESOLUTION APPROVING A PRELIMINARY PLAT
OF PROPERTY LOCATED AT THE NORTHWEST CORNER
OF LINDEN AVENUE AND COUNTY ROAD E
WITHIN THE CITY OF WHITE BEAR LAKE**

WHEREAS, a proposal (19-1-P) has been submitted by Schafer Richardson to the City Council requesting a preliminary plat in accordance with the Subdivision Code at the following site:

ADDRESS: 17XX, 1709, 1713, 1715 and the land-locked parcel adjacent thereto:
PID # 273022440199.

LEGAL DESCRIPTION: Attached as Exhibit A

WHEREAS THE APPLICANT SEEKS: Preliminary Plat approval, per Section 1402.020, to combine multiple properties into one and construct a 193-unit, market rate apartment building; and

WHEREAS, the Planning Commission has held a Public Hearing as required by the Subdivision Code on May 20; and

WHEREAS, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed plat upon the health, safety, and welfare of the community and the Comprehensive Plan, as well as any concerns related to traffic, compatibility of uses, 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 of White Bear Lake that the City Council finds that the proposal abides by the intent of the city's ordinances, codes, and the Comprehensive Plan; and

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

1. The proposal is consistent with the City's Comprehensive Plan.
2. The proposal is consistent with existing and future land uses in the area.
3. The proposal conforms to the Zoning Code requirements.
4. The proposal will not depreciate values in the area.
5. The proposal will not overburden the existing public services nor the capacity of the City to service the area.
6. Traffic generation will be within the capabilities of the streets serving the site.

7. That the special conditions attached in the form of a conditional use permit are hereby approved.

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

1. A hardshell or other recordable plat, acceptable by the Ramsey County Recorder is required. The applicant shall also provide the city with two final approved reproducible mylar copies of the plat.
2. Per 1402.020, Subd.6.c, within one year, the applicant must supply to the city planning and engineering staff a final plat (consistent with the approved preliminary plat) to be approved by the City Council or the subdivision shall become null and void. If the final plat varies significantly from the preliminary plat, Planning Commission review and comment will be required.
3. Within 100 days after final approval by the City Council, the applicant must record said plat with the County Land Records Office or Registrar of Deeds or the subdivision shall become null and void.
4. No construction permits may be issued to the applicant for improvements on this subdivision site prior to City signoff on the subdivision's final plat mylar and posting of an irrevocable letter of credit with the City for certain "Exterior Improvements". The Exterior Improvements shall include: landscape plantings, irrigation, second lift of asphalt and striping, directional signage, stormwater system (including tree trench), and lighting. The amount of the letter shall be 125% of a cost estimate of the outside improvements, to be approved by City staff prior to the issuance of the letter. The letter shall be in a commercially reasonable form, to be approved by City staff prior to the issuance of the letter.
5. The applicant shall convey as mutually agreed upon - Lot 1, Block 1 to the City for the use of a public park and other complementary uses, prior to the issuance of a Certificate of Occupancy. The parties stipulate that the land dedication has an estimated value of \$123,176 to be allocated towards the overall park dedication requirement of 153,450.
6. The remaining park dedication fee (of \$30,274) shall be collected at the time that the building permit is issued.
7. Any existing buildings or structures on Lot 1, Block 1 must be removed entirely from the site, consistent with the city approved demolition plan, prior to the commencement of any construction. Tree protection fencing must be in place and a demo permit issued prior to the demolition of such buildings or structures.
8. The applicant shall agree to re-apportion any pending or actual assessments on the original parcel or lot of record in accordance with the original assessment formula on the newly approved parcels as per the City of White Bear Lake's Finance Office Schedule for Assessment.

9. The developer must dedicate public rights-of-way and utility easements as illustrated on the preliminary plan or as approved by the City Planner and City Engineer.
10. All new public utilities service the proposed development, including electrical, cable, and telephone lines shall be constructed underground within public right of ways or easements as per Section 1405.050.
11. Durable iron monuments shall be set at all angle and curve points on the outside boundary lines of the plat and also at all block and lot corners and at all intermediate points on the block and lot lines indicating changes of direction in the lines and witness corners. The plat shall indicate that all monuments have been set or will be set within one year after recording, or sooner as specified by the approving local government unit. A financial guarantee may be required for the placement of monuments.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

EXHIBIT A**LEGAL DESCRIPTION**

That part of Lot 22, "Strawberry Acres", according to the plat thereof, lying Easterly of a line drawn from a point on the North line of said Lot 22, distant 490 feet Easterly of the Northwest corner thereof to a point of the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line.

AND

All that part of the West 200 feet of the East 330 feet of Lot 26, "Strawberry Acres", according to the plat thereof, lying Easterly of a line drawn from a point on the North line of Lot 22, "Strawberry Acres", distant 490 feet Easterly of the Northwest corner thereof to a point of the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line, EXCEPT, that portion of said Lot 26 lying Southerly of the Northerly right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2.

AND

The West 65 feet of the East 130 feet of Lot 26, "Strawberry Acres", according to the plat thereof.

AND

The East 65 feet of Lot 26, "Strawberry Acres", according to the plat thereof.

AND

Lot 23, "Strawberry Acres", according to the plat thereof.

AND

That part of the Southwest Quarter of the Southeast Quarter of Section 27, Township 30, Range 22, Ramsey County, Minnesota described as follows:

Commencing at the Southeast corner of said Section 27; thence West along the South line of said Southeast Quarter for 1591.4 feet to the point of beginning; thence North at right angles to said South line to the East right of way line of Burlington Northern Railway; thence Southwesterly along said right of way to said South line; thence East along said South line to the point of beginning and there terminating, EXCEPT the South 75 feet thereof.



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: The Planning Commission

Through: Samantha Crosby, Planning & Zoning Coordinator

Date: June 5, 2019 for the June 11, 2019 City Council Meeting

Subject: **SECOND READING -- Schafer Richardson Rezoning. Case No. 19-1- Z Northwest quadrant of County Road E & Linden Avenue**

REQUEST

To change the zoning district classification of 5 parcels totaling 4.6 acres from B-4 “General Business” and R-6 “Medium Density Residential” to R-7 “High Density Residential”.

SUMMARY

One resident expressed concerns. On a 5-0 vote, the Planning Commission recommended approval.

RECOMMENDED COUNCIL ACTION

Approval of the attached ordinance.

ATTACHMENTS

Draft Ordinance

ORDINANCE NO.

**REZONING 17XX, 1709, 1713, 1715 COUNTY ROAD E, EAST
AND THE LAND-LOCKED PARCEL ADJACENT THERETO
(PID 273022440199)
FROM B-4 GENERAL BUSINESS AND
R-6 MEDIUM DENSITY RESIDENTIAL TO
R-7 HIGH DENSITY RESIDENTIAL
(CASE NO. 19-1-Z)**

**THE CITY OF WHITE BEAR LAKE CITY COUNCIL DOES HEREBY
ORDAIN:**

SECTION I. The White Bear Lake Zoning Map is hereby amended as follows:

By changing the zoning district classification from B-4 – General Business and R-6 – Medium Density Residential to R-7 – High Density Residential, with respect to the five parcels legally described as follows:

That part of Lot 22, "Strawberry Acres", according to the plat thereof, lying Easterly of a line drawn from a point on the North line of said Lot 22, distant 490 feet Easterly of the Northwest corner thereof to a point of the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line.

AND

All that part of the West 200 feet of the East 330 feet of Lot 26, "Strawberry Acres", according to the plat thereof, lying Easterly of a line drawn from a point on the North line of Lot 22, "Strawberry Acres", distant 490 feet Easterly of the Northwest corner thereof to a point of the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line, EXCEPT, that portion of said Lot 26 lying Southerly of the Northerly right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2.

AND

The West 65 feet of the East 130 feet of Lot 26, "Strawberry Acres", according to the plat thereof.

AND

The East 65 feet of Lot 26, "Strawberry Acres", according to the plat thereof.

AND

Lot 23, "Strawberry Acres", according to the plat thereof.

SECTION II. This Ordinance shall become effective upon its passage, after second reading and publication.

First Reading: May 14, 2019

First Publication: May 29, 2019

Second Reading: June 11, 2019

Final Publication:

Codified:

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: June 3, 2019

Subject: **The Alchemist and Big Woods Brewery - Single Event Extension Licenses**

BACKGROUND

Big Woods Brewery and the Alchemist are requesting permission to host a music concert in the City-owned parking lot behind these businesses in downtown White Bear Lake. Both the Alchemist and Big Woods Brewery are currently licensed for on-sale alcohol service and are requesting the ability to extend their current alcohol licenses to the outside parking lot, which would be enclosed by fencing and controlled by security for this event. Road closures and food trucks are also being requested for this event.

SUMMARY

The Kellermans are planning a music concert in the parking lot behind Big Woods Brewery and The Alchemist on Saturday, August 3, 2019 from 3:00 p.m. – 10:00 p.m. Musical groups include Cadillac Three, the Devon Worley Band and other local artists. The Kellermans have been working with Shawn McIntyre of White Bear Productions to coordinate this concert event, which is anticipated to bring in 1,000 attendees. Main Street supports the Kellermans' application for this event, likening it to a Marketfest in which attendees park where they can.

In addition to requesting use of the parking lot, the Kellerman's are requesting permission to park food trucks on the lot to service attendees. The City's practice has been to allow food trucks on public property for special events that are open to the community, similar to this. Consistent with past events operating on public land for commerce, staff is requesting \$200 for use of the parking lot, with a \$300 refundable deposit upon successful event clean-up.

Alcohol extension service outside of these restaurants also requires Council's approval and required proof of general and liquor liability insurance on file to cover liquor service for this outdoor event. Consumption of alcohol will be controlled within the parking lot, which will be fenced in and manned by security at two open sides along 3rd Street. Wristbands will be issued to attendees, designating those old enough to consume alcohol.

Staff also met with Mr. McIntyre of White Bear Productions to review the logistics for this event including the plan for road closures, no parking signs, barricades, and sanitation/refuse. Staff expressed concern related to late-night noise from the concert and attendees and asked only that the event conclude at 10:00 p.m. rather than 11:00 p.m. as originally requested.

To ensure band bus parking near the venue, event planners have requested that parking be restricted on Cook Avenue between 3rd and 4th Street beginning at 5:00 a.m. on Saturday, August 3rd until 7:00 a.m. on Sunday, August 4th, and that it be closed to through traffic during the event. To accommodate pedestrian traffic at the entrance to the venue, event planners are requesting 3rd Street closure between Sun Bear Salon and Cook Avenue. Public Works will drop off barricades for the event coordinators to place as needed in these locations. Staff mailed notices to occupants who would be impacted by proposed street closures to provide them an opportunity to register concern.

Approximately ten Satellite toilets, including at least one ADA compliant facility will be delivered on Saturday morning. The majority of event clean-up will occur on Sunday morning.

In addition to 11 security members provided by the event, White Bear Productions are also paying for two police officers and two paramedics from White Bear Lake Public Safety to provide local support of the event.

A letter was sent to residents on Cook between 3rd and 4th Streets and on 3rd Street between Banning and Cook Avenues to notify them that this event request will be considered at the June 11th City Council meeting.

RECOMMENDED COUNCIL ACTION

Staff recommends that the City Council adopt the resolution as presented.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**A RESOLUTION APPROVING A SINGLE EVENT EXTENSION
TO ON-SALE ALCOHOL LICENSES AND USE OF PUBLIC PROPERTY FOR
COMMERCE; BIG WOODS BREWERY AND THE ALCHEMIST**

WHEREAS, an application for a single event extension to on-sale alcohol licenses to the premises but out back of the buildings has been made by Terry Kellerman on behalf of Big Woods and The Alchemist; and

WHEREAS, The Kellerman's are requesting use of City's parking lot behind Big Woods to host a music concert and food trucks on August 3, 2019; and

WHEREAS, Cook Avenue will be closed to through traffic between 3rd and 4th Streets to accommodate band bus parking and 3rd Street will be closed between Sun Bear Salon and Cook for pedestrian traffic; and

WHEREAS, the Mainstreet Group supports the Kellerman's requests in order to host a concert in downtown White Bear Lake.

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves a single event extension to the on-sale liquor license for The Alchemist and single event extension to the on-sale brew pub/taproom, behind these buildings located at 2222 4th Street in the parking lot subject to the following conditions:

1. Music performances will not go beyond 10 p.m.;
2. Erection of approved fencing in a location approved by City staff, said fence must restrict the space in which liquor may be consumed to the area;
3. Security will be assigned to entrances and wrist bands provided to those of legal age to consume alcohol;
4. At least five portable toilets placed in the confined location;
5. Repair and restoration of any City property resulting from its use is the responsibility of White Bear Productions;
6. Advanced payment of \$200 for use of public parking lot for commerce, with \$300 deposit returnable if the area is left in a manner satisfactory to staff;
7. Proof of a general liability and liquor liability insurance naming the City as an additional insured up to municipal liability limits;

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

Ayes:
Nays:
Passed:

RESOLUTION NO.:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Paul Kauppi, P.E., Public Works Director/City Engineer
Date: June 5, 2019
Subject: **2019 Sanitary Sewer Lining Program**

BACKGROUND

The Engineering Department prepared specifications for the 2019 Sanitary Sewer Lining Program (City Project No. 19-07). The Program will include the lining of sewer mains on Birch Street, Cedar Avenue, County Road "E", Eugene Street, Highway 61, Jay Lane and Spruce Place.

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

SUMMARY

Bids were received at 11:00am on May 29, 2019 for the 2019 Sanitary Sewer Main Lining Project.

Five (5) bids were received with Granite Inliner, LLC having the initial apparent low bid. However, upon inspection of their bid documents, Granite Inliner, LLC did not use the updated Bid Form in Addendum No. 1 which they had acknowledged. Visu-Sewer, Inc. submitted the next lowest, responsible bid of \$99,270.50, which is under the budgeted amount of \$115,000 as reflected in the 2019 municipal budget.

RECOMMENDED COUNCIL ACTION

Staff recommends the Council receive the bids and award a contract to Visu-Sewer, Inc. for \$99,270.50 for construction of the 2019 Sanitary Sewer Main Lining Project.

ATTACHMENTS

Resolution
Sanitary Sewer Lining Program 2019 map

RESOLUTION NO.:

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT
FOR THE 2019 SANITARY SEWER LINING PROGRAM
CITY PROJECT NO. 19-07**

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

WHEREAS, the following sealed bids complying with the advertisement and specifications were received, opened, and tabulated according to law at 11:00am on May 29, 2019; and

<u>CONTRACTOR</u>	<u>Total Base Bid</u>
Granite Inliner, LLC	\$ 97,571.00
Hydro-Klean, Inc.	\$100,918.30
Insituform Technologies USA, LLC	\$101,033.70
Veit	\$135,797.00
Visu-Sewer, Inc.	\$ 99,270.50

WHEREAS, Granite Inliner, LLC used an incorrect bid form and failed to provide a price for one of the bid items; and

WHEREAS, the City rejects Granite Inliner, LLC's incomplete bid; and

WHEREAS, the apparent low responsive and responsible bid was received from Visu-Sewer, Inc. at their bid price of \$99,270.50:

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into contract with Visu-Sewer, Inc. in the amount of \$99,270.50 as approved by the City Council and on file in the office of the City Engineer.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

Park Advisory Commission Meeting Minutes

APRIL 18, 2019

6:30 P.M.

CITY HALL

MEMBERS PRESENT	Bryan Belisle, Victoria Biehn, Mark Cermak, Anastacia Davis, Ginny Mae Davis, Bill Ganzlin, Mike Shepard
MEMBERS ABSENT	
STAFF PRESENT	Mark Meyer, Paul Kauppi and Andy Wietecki
VISITORS	Justin Townsend, Samantha Crosby and Anne Kane
NOTE TAKER	Mark Meyer

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

Approval of the minutes from March 21, 2019 was moved by Mark Cermak and seconded by Bryan Belisle. Motion carried.

3. APPROVAL OF AGENDA

Approval of the April 18, 2019 agenda was moved by Mike Shepard and seconded by Victoria Biehn. Motion carried.

4. UNFINISHED BUSINESS

None.

5. NEW BUSINESS

a) Matoska Boat Launch

Justin Townsend from Ramsey County spoke regarding the Matoska Park boat launch. He has grant dollars to help with signs and paint markings to spread the word on aquatic invasive species. We will designate areas at the Matoska Park boat launch for people to clean and drain their boats with tools to help remove any aquatic invasive species that are attached to their boats and trailers. With the designated space, this will help keep the movement of unwanted invasive species from lake to lake.

Bill Ganzlin recommended putting the rules of the lake on the pay slips or having a sign next to the pay box.

b) Schafer Richardson Park Dedication

Anne Kane and Samantha Crosby spoke about the apartment complex that will be constructed on County Road E and Linden Street. Schafer Richardson is making a park land dedication to the County and City. This park land dedication could be used as a trailhead location for the Bruce Vento Trail northern extension that is planned for future with shared responsibilities with the County.

Victoria suggested that a small playground could be put in with climbing structures and benches.

c) Arbor Day – May 4th

The final details for Arbor Day were discussed. Mike Shepard has 12-15 volunteers from the White Bear Lake Lions Club for Lakewood Hills Park. Bryan Belisle has 15 volunteers from the White Bear Lake Rotary Club for Rotary Park. Mark has Boy Scouts lined up for trash pick-up from the fishing pier to Lions Park.

Thanks to everyone for helping put together another great Arbor Day Celebration.

d) Summer Park Tours

May – West Park and Memorial Beach

June – Lions Park

July – Lakewood Park

August – Stellmacher Park

September – Bossard Park

6. OTHER STAFF REPORTS

None.

7. COMMISSION REPORTS

None.

8. OTHER BUSINESS

None.

9. ADJOURNMENT

The next meeting will be held on May 16, 2019 at 6:30 p.m at West Park.

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

REGULAR MEETING OF THE WHITE BEAR LAKE CONSERVATION DISTRICT

7:00 pm White Bear Lake City Hall

Minutes of April 16, 2019

APPROVAL DATE: ~~Not yet Approved~~ *Approved 5/21/19*

1. **CALL TO ORDER** the April 16, 2019 meeting of the White Bear Lake Conservation District was called to order by Vice Chair Mark Ganz (In Chair Bryan DeSmet's absence) at 7:00 pm in the White Bear Lake City Hall Council Chambers.
2. **ROLL CALL** Present were: Vice Chair Mark Ganz, Sec/Tres Diane Longville, Directors: Scott Costello, Mike Parenteau, Marty Rathmanner, Geoff Ratte and Cameron Sigecan absent was Chair Bryan DeSmet, Director Susie Mahoney. A quorum was present.
3. **AGENDA** – Vice Chair Ganz asked for any changes to the agenda. None
4. **APPROVAL OF MINUTES OF** – March 2019 board meeting Motion (Ganz/Second) Moved to approve all aye passed.
5. **PUBLIC COMMENT TIME** – None
6. **NEW BUSINESS** – None
7. **UNFINISHED BUSINESS** – None
8. **REPORTS/ACTION ITEMS**
Executive Committee – None
Action items – None
9. **Lake Quality Committee – Mike Parenteau**
 - Lake level as of today is 924.88 the all-time low was 918.8 on October 4, 2013
 - Current temperature is 42 degrees
 - Have been researching 3 year product we discussed at the last meeting received 1 negative and a couple of responses. After discussion with Steve McComas thought best to wait and let others use first and see results.
10. **Lake Utilization Committee – Mark Ganz review of multi Dock applications**
 - Swell – complete package payment received – all aye approved
 - Russ Becker – complete package and payment received – all aye approved
11. **Lake Education – Scott Costello**

Continuing to work on anti-plastics campaign. Reviewed cover letter and several sign design samples. Votes on sign design to be used.

Motion (Costello/Second) to go forward with anti-plastics sign project with an approximate cost of \$750 to have the signs made. Move to approve all aye passed
12. **Treasurer's Report – Diane Longville**

Motion (Ganz/Second) approval of April 2019 Treasurer's report and payment of check numbers 4562– 4566 Move to approve All Aye passed.

Motion (Longville/Second) to send out yearend financials to lake cities. Move to Approve All aye passed
13. **Board Counsel Report – Alan Kantrud**

Pat Igo received his DNR Water Use Permit approved for 8 boats.

Did training with new officers at Ramsey County Sheriff's Department what to expect and look for over the summer months on the lake.

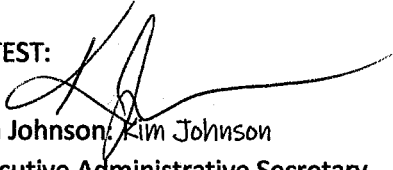
14. Consent Agenda – Motion (Ganz/Second) Move to accept the consent agenda. All Aye Passed.


15. Announcements – None

16. Adjournment – Motion (Ganz/Second) Move to adjourn at 7:25pm. All aye Passed.

Meeting adjourned

ATTEST:


Kim Johnson, Kim Johnson
Executive Administrative Secretary
Date: 4/16/19


Mark Ganz Mark Ganz
Board Vice Chair
Date: 4/16/19

**MINUTES
PLANNING COMMISSION MEETING
CITY OF WHITE BEAR LAKE
MAY 20, 2019**

The regular monthly meeting of the White Bear Lake Planning Commission was called to order on Monday, May 20, 2019, beginning at 7:00 p.m. in the White Bear Lake City Hall Council Chambers, 4701 Highway 61, White Bear Lake, Minnesota by Chair Marvin Reed.

1. CALL TO ORDER/ROLL CALL:

MEMBERS PRESENT: Ken Baltzer, Mary Alice Divine, Mark Lynch, Marvin Reed, and Erich Reinhardt.

MEMBERS EXCUSED: Jim Berry and Peter Reis.

MEMBERS UNEXCUSED: None.

STAFF PRESENT: Anne Kane, Community Development Director, Samantha Crosby, Planning & Zoning Coordinator, Tracy Shimek, Housing & Economic Development Coordinator, and Ashton Miller, Planning Technician.

OTHERS PRESENT: Anne Lindgren, Kathy Dixon, Maureen Michalski, Kathleen Fick, Marcie Weslock, Trevor Martinez, Patrick Collins, and Karen Bushee.

2. APPROVAL OF THE MAY 20, 2019 AGENDA:

Member Lynch moved for approval of the agenda. Member Baltzer seconded the motion, and the agenda was approved (5-0).

3. APPROVAL OF THE APRIL 29, 2019 PLANNING COMMISSION MEETING MINUTES:

Member Baltzer moved for approval of the minutes. Member Divine seconded the motion, and the minutes were approved (5-0).

4. CASE ITEMS:

A. **Case No. 19-1-P & 19-1-PUD:** A request by **Schafer Richardson** for Development Stage Planned Unit Development, per Code Section 1301.070, and a Preliminary Plat, per Code Section 1402.020, of the five parcels at the northwest corner of County Road E and Linden Avenue, in order to construct a new 4-story, 193-unit market-rate apartment building.

Crosby discussed the case. Staff recommended approval of both requests with a number of conditions.

Member Divine wondered how the project provides a higher level of design compared to what the City would expect in any other build. Crosby listed a number of features including the residential roofline, window moldings, stone base, shake hardie board, tree trenches, recycling shoot, and electric car charging stations, all of which go above and beyond what is required by code. Kane added that the number of balconies and patios provide articulation to the building façade.

Member Lynch requested a definition of tree trenches. Crosby provided a description of the stormwater management technique, noting the key components to be a depression in the ground and planted trees.

Member Divine questioned if there were any special amenities on the inside, such as rooms for parties. Crosby noted the large lobby area and freezer section for mail deliveries. She deferred to the developer for more information on community amenities.

Member Divine commented that the 69 percent of units that will be studios and one bedrooms seems high and not conducive for families. Crosby confirmed the unit makeup is based on a combination of experience and a market study.

Member Divine asked why an area on the site plan went from green space at the concept stage to future parking in the development stage, what the size of that area is, and why there is no landscaping there. Crosby was unsure of the exact size, but described how the area is to be set aside as a part of the proof of parking agreement. In terms of landscaping, the developers want to wait and see how the area will be used and it appears that some of the neighbors would prefer it to stay natural.

Member Divine pointed out that while the County is only allowing a right-in/right-out, the staff report leaves the possibility for a three-fourths access onto County Road E. She also asked if there is enough room on Linden Avenue for the installation of a right turn lane. Crosby explained that she wanted to write the recommendation as loosely as possible to allow for potential changes and that there is anecdotal evidence that the shoulder is wide enough to allow right turns from southbound Linden Avenue while other vehicles wait at the light.

Member Reed asked if staff knew the County's logic for rejecting a three-fourths access onto County Road E. Crosby reported that the county believes any access at all is a compromise and is not willing to give more concessions. She added that the county is also requiring the installation of a median in the center of the road to prohibit illegal turns.

Member Divine sought clarification on the mechanical louvers as denoted on the elevations and if they emit noise. Kane replied they are magic packs, which allow residents to individually control their heating and air conditioning. They emit a low hum similar to other small units.

In reference to the triangle parcel on Block 2, Member Lynch asked how quickly the dedication would be transferred to the City, as it appears the Stadium is still using it for parking. Crosby explained that the City is asking the developer to grant the land as a separate dedication after the plat, which gives more flexibility to the City. This may not happen for a while, so there should

not be any issues with parking. Kane added that the dedicated land will be used as passive park space for the Bruce Vento Trail to keep the trailhead out of the railroad's right of way.

Member Lynch asked about vehicle circulation and the potential for adding access all the way through to Hoffman Road should the adjacent property be redeveloped sometime in the future. Crosby confirmed that the developer has left that a viable option with the proposed dead end in the northwest corner of the parking lot.

Reed opened the public hearing.

Maureen Michalski and Trevor Martinez, applicants, Schafer Richardson. Ms. Michalski reported that the area covered by the proof of parking is 6,700 square feet of green space. Amenities in the building include a clubroom, fitness room, outdoor pool and patio, a dog park, a dog grooming area, and package hold area that offers cold storage for deliveries.

Ms. Michalski stated that at the company's other properties, such as in Blaine, studios and one bedrooms have been high in demand, while two and three bedrooms have been vacant, which along with a market study, has influenced their decision to have a majority of studios and one bedrooms. She attributed the demand partly to changing demographics. Smaller units also provide more cost effective housing alternatives.

Ms. Michalski explained they are in support of staff's conditions, except number 11 in the PUD, which pertains to off-street parking. They would rather have time to negotiate it, define the metrics it would be based on, and include it as a part of the proof of parking agreement.

Mr. Martinez reiterated they would like to strike condition 11 at this time. Using the ratio of one parking stall per studio, one and a half stalls for 1-bedrooms, and two stalls for 2-bedrooms, parking will be overabundant if the 22 additional stalls are built. Crosby agreed that the condition could use wordsmithing, but the City finds it necessary to prevent off-site parking from becoming problematic. If residents of the apartment opt to park on the street rather than pay for a parking stall, and it becomes an issue, this condition allows the City to push the developers to address it. Kane supplemented that this is the appropriate time to address parking because the PUD is granting flexibility on parking ratios. The proof of parking agreement is not typically finalized before permits are issued and the City does not want to kick the issue of parking down the road.

Member Reed asked the applicants if they found the parking rates to be prohibitive. Ms. Michalski responded no, the issue is more a lack of definitions in the condition. The company has no incentive to build the proof of parking area.

Member Reinhardt wondered if the vagueness of the wording in condition 11 is the main concern and what part of enforcement of the condition is worrisome to the applicants. Mr. Martinez affirmed that vagueness is problematic and that the remedy is operationally oriented. The proof of parking agreement is a better place to address potential issues because it is a defined solution to parking problems. They would like the City to provide more clarity on the mechanisms that will be used to determine when the condition applies and when the company will be made to adjust their practices. Crosby replied that the condition is intended to address the potential overflow of parking off-site if on-site stalls are for some reason underutilized. The plan is 102

stalls short of meeting code. Should the proof of parking be built, the site would still be 80 stalls short. Condition 11 is to mitigate potential adverse impacts of this 80-stall gap.

Member Reed questioned the 102-stall deficiency. Mr. Martinez confirmed it was correct per code, but reminded the Commission that a different metric based on number of bedrooms was used to determine parking for this project.

Member Reinhardt asked if the City would rather have the developers adjust their practices to fill empty stalls before building the proof of parking. Kane explained that the City is trying to avoid operations or management practices that push people to park on street. Even if the proof of parking is built, off-site parking may be an issue if residents opt to park on the street, rather than pay high parking stall rates.

Member Lynch likened the concern to issues that have been raised along Bellaire Avenue, where people choose the street over the onsite parking provided.

Member Reed inquired about condition 11 in the PUD. Crosby replied that as a condition of the PUD, City staff could work out a solution with the management team, or, if necessary, a public hearing style meeting could be held to address any issues that arise. If the language were part of the proof of parking agreement, solutions would most likely come from attorneys arguing over the wording of the agreement.

Member Reinhardt sought clarification on how condition 11 would be triggered. He wondered if it would be based on the amount of complaints or if a number could be attributed to it, such as X percent of open spaces. Crosby noted that it could manifest in a number of ways, like traffic tickets, snowplow issues, etc.

Ms. Michalski reiterated that they would like more time to talk with staff, and just wanted to raise the issue.

Member Lynch wondered if the condition could be left in to allow staff and the applicants time to work on phrasing. Crosby confirmed it could and the City Council would be able to accept or deny any proposed changes.

Member Divine questioned if the developers use a management company for their properties and if there will be full time staff on site. Ms. Michalski replied that they use the company Steven Scott, which manages many buildings in the Twin Cities, and that there will be a number of staff on site including a property manager, facilities personnel, and a caretaker.

In response to questions from both Member Lynch and Member Reed, Ms. Michalski confirmed that the developers are okay with staff recommended changes to design and landscaping.

Karen Bushee, 3614 Linden Avenue, brought up three issues she has with the proposed apartment: parking, access on Linden Avenue, and landscaping. She questioned where guests would park, since the street is used by guests of the townhomes as well, and parking is restricted to one side. She explained that when vehicles turn onto Linden Avenue, they accelerate, which makes for a dangerous scenario when she is decelerating to turn into her driveway. She does not believe the

City is listening to her concerns of safety. She described how Rottlund Homes had done a good job landscaping her townhome and wondered if the theme could be incorporated into this development. She asked about keeping the lilacs and if pines would reduce noise. Crosby answered that they prefer lilacs, but have not nailed down the exact landscaping to be used. They can look at an evergreen barrier.

Ms. Bushee asked if the City could require the property to access Hoffman Road. Member Reed replied that they will not have time to discuss Hoffman Road access, as staff would need to look into it deeper, since the Stadium owns the adjacent properties.

Crosby stated pushing traffic to Hoffman Road is unsafe because there is no signal at County Road E. Ms. Bushee asked about putting a light there, to which Crosby replied they could ask the county, but there are ten different criteria that are considered, and a signal may not be warranted.

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

Member Lynch moved to recommend approval of Case No. 19-1-P and 19-1-PUD with alterations to PUD condition 11 as worked out between staff and the developer. Member Reinhardt seconded the motion. The motion passed by a vote of 5-0.

- B. **Case No. 15-4-SHOPa2:** A request by **Katy Fick** for a three-year renewal of a Special Home Occupation Permit, per Code Section 1302.120, in order to continue operating a massage therapy business out of a single-family residence on the property located at 2333 Mayfair Avenue.

Miller discussed the case. Staff recommended approval with standard conditions.

Reed opened the public hearing.

Katy Fick, 2333 Mayfair Avenue, applicant, she has had a great experience the last four years operating her home occupation. In response to a question from Member Reed, Ms. Fick confirmed her schedule is full.

Reed then closed the public hearing.

Member Baltzer moved to recommend approval of Case No. 15-4-SHOPa2. Member Lynch seconded the motion. The motion passed by a vote of 5-0.

- C. **Case No. 19-1-SHOP:** A request by **Marya Voosen** for a Special Home Occupation Permit, per Code Section 1302.120, in order to operate a dog grooming business in a single-family residence on the property located at 5050 Division Avenue.

Miller discussed the case. Staff recommended approval with the conditions laid out in the staff report.

Member Reinhardt asked about previous dog kenneling permit. Miller replied it was first issued in 1972 and amended in 1978, and allowed the kenneling of up to 15 dogs.

Reed opened the public hearing. As no one came forward, Reed closed the public hearing.

Member Reinhardt moved to recommend approval of Case No. 19-1-SHOP. Member Baltzer seconded the motion. The motion passed by a vote of 5-0.

5. DISCUSSION ITEMS:

A. City Council Meeting Minutes of May 14, 2019.

No discussion

B. Park Advisory Commission Meeting Minutes of March 21, 2019.

No discussion

6. ADJOURNMENT:

Member Baltzer moved to adjourn, seconded by Member Lynch. The motion passed unanimously (5-0), and the May 20, 2019 Planning Commission meeting was adjourned at 8:25 p.m.



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kara Coustry, City Clerk
Date: June 6, 2019
Subject: Special Team Charities, "America is Beautiful" Event in Railroad Park

BACKGROUND

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

SUMMARY

Jeff Loeks, on behalf of Special Team Charities, submitted a Special Event application for use of Railroad Park on August 24, 2019. Mr. Loeks is a former member of the Fire Department who has organized successful charitable events at this location in the past (Fed & Wed in 2017). This year Mr. Loeks seeks to celebrate veterans and America.

Special Team Charities intends to collect donations of items for "Beyond the Yellow Ribbon" network, which ships care packages to deployed soldiers. He intends to set up a booth and tables at Railroad Park from 9:00 a.m. – 5:00 p.m. The National Anthem will be played on bagpipes and various singers throughout the day will sing America the Beautiful.

Use of Railroad Park would include electricity. Railroad Park is not a rented park normally, however, past practice has been to charge the same rate as the City charges at Podvin Park. Being this is a local non-profit group, the Podvin Park local non-profit rental rate is \$50.00.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution as presented.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING THE “AMERICA IS BEAUTIFUL” EVENT
AT RAILROAD PARK**

WHEREAS, an application has been submitted by Special Teams Charities to host a “Beyond the Yellow Ribbon” event at Railroad Park on Saturday, August 24, 2019; and

WHEREAS, Special Team Charities plans an event to collect donated items for “Beyond the Yellow Ribbon” care packages that are shipped to deployed soldiers, and

WHEREAS, Special Team Charities would be utilizing Railroad Park, including electricity, from 9:00 a.m. through 5:00 p.m.; and

WHEREAS, in celebration of veterans and America various singers will sing throughout the day, America the Beautiful and bagpipes will play the National Anthem; and

WHEREAS, no alcohol will be sold at the event.

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves the use of Railroad Park by Special Teams Charities to host the “Beyond the Yellow Ribbon” event on August 24, 2019, subject to the following conditions:

1. No stakes are permitted to be placed into the ground.
2. No vehicles are permitted on park grounds to protect irrigation systems.
3. Park rental at the same rate as Podvin Park’s local non-profit organization fee.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kerri Kindsvater, Finance Director
Date: June 4, 2019
Subject: **2018 Comprehensive Annual Financial Report**

BACKGROUND/SUMMARY

Staff prepared all appropriate work papers and documents needed for the 2018 Comprehensive Annual Financial Statements and the annual audit process. The CPA firm of Abdo, Eick and Meyers completed their contract audit procedures by issuing their independent audit report on April 26, 2019. The City Council received a copy of the financial report, the Management Communication and the Other Required Reports document in preparation for audit partner Brad Falteysek's presentation of his team's work and an overview of the financial statements to the City Council at the May 14, 2019 meeting.

The auditors review of the City's financial statements and documents covered the following three disclosures:

- A. Unmodified opinion – the financial statements present fairly, in all material respects, the respective financial position of the City in accordance with accounting principles generally accepted in the United States of America.
- B. Internal Controls – One internal control finding which required a prior period adjustment to set up an inter-fund loan for a transaction originally recorded as a transfer between two funds in 2016.
- C. Legal Compliance – Payment of accounts payable items were not paid within the timeframe set by forth by Minnesota statutes, which requires the City to pay bills within 35 days of receipt from the vendor.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution formally accepting the City of White Bear Lake's 2018 Comprehensive Annual Financial Report.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION ACCEPTING THE CITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT DATED DECEMBER 31, 2018

WHEREAS, the City's financial records are required to be reviewed annually according to City Charter Section 4.11 and State Statute 47.647; and

WHEREAS, the City Council authorized the audit firm of Abdo, Eick and Meyers to conduct an audit of the City's 2018 financial reports; and

WHEREAS, the completed audit resulted in the following disclosures:

- A. Unmodified opinion – the financial statements present fairly, in all material respects, the respective financial position of the City in accordance with accounting principles generally accepted in the United States of America.
- B. Internal Controls – One internal control finding which required a prior period adjustment to set up an inter-fund loan for a transaction originally recorded as a transfer between two funds in 2016.
- C. Legal Compliance – Payment of accounts payable items were not paid within the timeframe set by forth by Minnesota statutes, which requires the City to pay bills within 35 days of receipt from the vendor.

WHEREAS, the City's 2018 Comprehensive Annual Finance Report was submitted for City Council review and an audit presentation provided by Abdo, Eick and Meyers during the May 14, 2019 City Council meeting.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that the 2018 Comprehensive Annual Report is formally accepted and posted on the website for public review.

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

Ayes:
Absent: Edberg
Nays: None
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kara Coustry, City Clerk
Date: May 22, 2019
Subject: **Donation from the White Bear Lions Club for Fire Department equipment**

BACKGROUND / SUMMARY

The White Bear Lake Lion's Club, through its gambling proceeds, has donated \$3,200.00 to the City of White Bear Lake's Fire Department. This donation was designated toward purchase exercise equipment for the firefighters working at the south station.

RECOMMENDED COUNCIL ACTION

Staff recommends the Council adopt the attached resolution to formally recognize the White Bear Lake Lions Club donation of funds to improve the White Bear Lake Fire Department

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION ACCEPTING A DONATION FROM THE WHITE BEAR LAKE
LION'S 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 \$3,200 to the City of White Bear Lake Fire Department to pay for exercise equipment for firefighters working at the south station.

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 donation offered.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake that the donation described above is accepted and shall be used for exercise equipment for firefighters at the south station.

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

Ayes:
Absent: Edberg
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk