



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, SEPTEMBER 10, 2019**  
**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 27, 2019

**3. APPROVAL OF THE AGENDA**

**4. VISITORS AND PRESENTATIONS**

A. White Bear Lake Conservation District

B. Constitution Week Proclamation

**5. PUBLIC HEARINGS**

Nothing scheduled

**6. LAND USE**

A. Consent

1. Consideration of a Planning Commission recommendation for approval of the Preliminary Plat for Saputo Rearrangement (3996, 3998, 4000 Hoffman Road and 4001 Highway 61

2. Consideration of a request by the White Bear Center for the Arts for a one year time extension of an approved conditional use permit for a community center in a residential district to allow additional time to construct the proposed parking lot expansion on the property located at 4962 Division Avenue. (Case No. 18-2-CUP)

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. ORDINANCES**

A. First reading of a request to rezone property from B-3: Auto Oriented Business to I-1 – Limited Industry and P-Public (PIDs 273022110038, 273022110036, 273022110039 and 273022110010)

## **9. NEW BUSINESS**

- A. Resolution accepting staff's recommendation for denial of a massage license
- B. Resolution authorizing Lakewood Village Outlot C – Determination of Buildable Area
- C. Resolution approving the proposed preliminary 2019 tax levy collectible in 2020 and establishing November 26, 2019 as the date for the City's Truth-in-Taxation Hearing.

## **10. CONSENT**

- A. Acceptance of Minutes: July White Bear Lake Conservation District; July Park Advisory Commission Minutes; August Planning Commission
- B. Resolution authorizing issuance of off-sale liquor license to Obtainworld, LLC
- C. Resolution accepting work and authorizing final payment to Forest Lake Contracting for the Centerville Road Improvement Project, City Project No.: 18-16

## **11. DISCUSSION**

Nothing scheduled

## **12. COMMUNICATIONS FROM THE CITY MANAGER**

- Vadnais Lake Area Watershed Management Organization (VLAWMO) recommendation for East Goose Lake
- Cummins Project
- Automated Vehicle Pilot Project update
- University of Minnesota – Capstone project

## **13. ADJOURNMENT**



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, AUGUST 27, 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 Doug Biehn, Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh were present. Staff members present were City Manager Ellen Hiniker, Community Development Director Anne Kane, City Engineer Paul Kauppi, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on August 13, 2019

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to approve the Minutes of the Regular City Council Meeting on August 13, 2019.

Motion carried unanimously.

**3. APPROVAL OF THE AGENDA**

Item 10E was added to the Consent Agenda: Resolution authorizing a no parking zone on the north side of Park Street from the Otter Lake Road intersection west approximately 525 feet.

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

Motion carried unanimously.

**4. VISITORS AND PRESENTATIONS**

A. Victoria Reinhardt – Ramsey County Commissioner

Commissioner Reinhardt stated she is one of 27 people across the country who are members on the EPA Local Advisory Committee, which makes recommendations to the EPA Director. She noted the EPA is revisiting its recommendation to ban the top 20 toxic chemicals that are hazardous to the environment and human health.

Commissioner Reinhardt provided an overview of the Ramsey County budget process in which a two-year budget with measurable outcomes is produced under a service team organizational structure. The County Manager proposed a budget levy increase of 4.75%, which represents a .5% spending increase, not even sufficient to cover cost of living adjustments. She noted increases in State mandates exasperated by reductions in funding.

Commissioner Reinhardt stated the first budget hearing is 10:30 a.m., August 29<sup>th</sup> in the Courthouse, and the second hearing is November 25<sup>th</sup> at 6:30 p.m. in the Ramsey County Public Library in Maplewood. Victoria Reinhardt provided her phone number (651) 266-8363 and mentioned people should contact the chief clerk to sign up in advance to testify at the budget hearings.

Commissioner Reinhardt touched on many other initiatives including property tax growth and redevelopment, the environmental response fund, environmental health, Biz Recycling assistance, racial disparities and equity, crime prevention, public health and Rush Line BRT.

In response to a question from Councilmember Walsh, Commissioner Reinhardt indicated that Ramsey County would be asking for a Council resolution of support at the end of the Environmental Assessment phase before handing the project off to Metropolitan Council, which is anticipated to be early 2021.

## 5. PUBLIC HEARINGS

Nothing scheduled

## 6. LAND USE

### A. Consent

1. Consideration of a request for approval of a Final Plat for The White Bear Lake Apartments, 192 unit market-rate multi-family housing (Case No. 19-1-FP).  
**Resolution No. 12440**

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

Motion carried 4:1, Councilmember Engstran nay.

## 7. UNFINISHED BUSINESS

Nothing scheduled

## 8. ORDINANCES

Nothing scheduled

## 9. NEW BUSINESS

- A. Resolution declaring costs to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2019 Street Reconstruction Project, City Project Nos 19-01, 19-06

Public Works Director Kauppi reported the 2019 street reconstruction is wrapping up. He said the next step in the process is to prepare the assessment roll and conduct an assessment hearing on Tuesday, October 8, 2019.

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve **Resolution No. 12441** declaring costs to be assessed and ordering preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2019 Street Reconstruction Project, City Project Nos 19-01, 19-06.

Motion carried unanimously.

- B. Resolution declaring costs to be assessed and order preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2019 Mill and Overlay Project, City Project Nos 19-04, 19-13

Public Works Director Kauppi reported the 2019 Mill and Overlay Project is complete. He said the next step in the process is to prepare the assessment roll and conduct an assessment hearing on Tuesday, October 8, 2019.

It was moved by Councilmember **Jones** seconded by Councilmember **Engstran**, to approve **Resolution No. 12442** declaring costs to be assessed and order preparation of proposed assessment roll and setting hearing on a proposed assessment roll for the 2019 Mill and Overlay Project, City Project Nos 19-04, 19-13.

In response to Councilmember Edberg, Mr. Kauppi reported that costs came in under bid amounts due to staff's diligence monitoring the contractors. As a result, he said, money saved is reflected in reduced assessments to homeowners and the City.

Motion carried unanimously.

## 10. CONSENT

- A. Acceptance of Minutes: June White Bear Lake Conservation District, July Park Advisory Commission, June Environmental Advisory Commission
- B. Resolution authorizing a temporary liquor license for Church of St. Mary of the Lake. **Resolution No. 12443**
- C. Resolution authorizing second amendment to the joint powers agreement with Vadnais Lake Area Water Management Organization. **Resolution No. 12444**
- D. Resolution authorizing distribution of budgeted funds to the White Bear Lake Area Historical Society. **Resolution No. 12445**
- E. Resolution authorizing a no parking zone on the north side of Park Street from the Otter Lake Road intersection west approximately 525 feet. **Resolution No. 12446**

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

## 11. DISCUSSION

Nothing scheduled

## 12. COMMUNICATIONS FROM THE CITY MANAGER

- Works Sessions: 9/17 – Cancelled  
10/15 – Ramsey County turn-backs (Long Avenue and others),  
and use of the Armory, racquetball courts and Boatworks  
11/19 – Enterprise and Revenue Fund discussion
- Ramsey Washington Suburban Cable Commission (SCC) – Vadnais Heights has elected to leave the Joint Powers Agreement effective 12/31/19. Local Administrators have been invited to a meeting of members to better understand the impacts of this change, which will be held a week before SCC’s meeting on 9/11/19 with Administrators to discuss the cable franchise.
- Sept 14 at 11:30 a.m. Triad Senior Picnic at Podvin Park - food served until gone.
- Sept 17 at 6:00 p.m. is set to burn two more houses. Please contact Chief Peterson if you wish to participate again.
- Updates from Paul Kauppi, Public Works Director/City Engineer
  - Sod in constructions zones has greened up nicely with all the rain.
  - Crack sealing will begin Tues, Oct. 3<sup>rd</sup> and will last for a week.
- Updates from Anne Kane, Community Development Director
  - Many items on the Planning Commission agenda were continued to Sept. 30.
  - Discussed regulations on slip density in the Marina Triangle District in a workshop with the Planning Commission.
  - Wilts parcel was finalized, which will come before the City Council as a Final Plat and rezoning request moving forward.

### 13. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Jones** to adjourn the regular meeting at 7:57 p.m.

Motion carried unanimously.

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Jo Emerson, Mayor

**ATTEST:**

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Kara Coustry, City Clerk

**CITY of  
WHITE BEAR LAKE, MINNESOTA  
PROCLAMATION**

**WHEREAS:** September 17, 2019, marks the two hundred thirty-second anniversary of the drafting of the Constitution of the United States of America by the Constitution 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

**WHERE AS:** Public Law 915 guarantees the issuing of the proclamation each year by the President of the United States of America designating September 17 through September 23 as Constitution Week;

**NOW, THEREFORE:** I, Jo Emerson, by virtue of the authority vested in me, as Mayor of the City of White Bear Lake in the State of Minnesota, do hereby proclaim the week of September 17 through September 23 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, Minnesota, to be affixed this day \_\_\_\_ of September, of the year of our Lord two thousand nineteen.

\_\_\_\_\_  
**Mayor's Name**

**ATTEST:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**



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

**MEMORANDUM**

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Ashton Miller, Planning Technician

**Date:** September 3, 2019 for the September 10, 2019 City Council Meeting

**Subject:** **Saputo Rearrangement –Preliminary & Final Plat Case No. 19-2- P  
3996, 3998, 4000 Hoffman Road & 4001 Highway 61**

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**REQUEST**

Approval of a Preliminary and Final Plat to rearrange four parcels into two, in order to be combined with Saputo and the White Bear Lake Public Works Facility.

**SUMMARY**

No one from the public spoke to the request. On a 6-0 vote, the Planning Commission recommended approval.

**RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution.

**ATTACHMENTS**

Resolution of Approval



**RESOLUTION NO.**

**RESOLUTION APPROVING A PLAT  
OF PROPERTY LOCATED AT HOFFMAN ROAD AND HIGHWAY 61  
WITHIN THE CITY OF WHITE BEAR LAKE**

**WHEREAS**, a proposal (19-2-P) has been submitted by the City of White Bear Lake to the City Council requesting plat approval in accordance with the Subdivision Code at the following sites:

**ADDRESS:** 3996, 3998, 4000 Hoffman Road, and 4001 Highway 61

**LEGAL DESCRIPTION:** Attached as Exhibit A

**WHEREAS THE APPLICANT SEEKS:** Both Preliminary Plat and Final Plat approval, per Section 1402.020, to combine four properties into two; and

**WHEREAS**, the Planning Commission has held a Public Hearing as required by the Subdivision Code on August 26, 2019; 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.

**FURTHER, BE IT RESOLVED**, that the City Council of the City of White Bear Lake hereby approves the preliminary and final plat 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 plan) 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 60 days after final plat approval by the City Council or prior to issuance of any construction permits, whichever occurs first, the applicant shall supply the City Planner with an irrevocable certified letter of credit in the amount of 125% of the estimated value of any public improvements which the City must construct or supervise the construction thereof for this subdivision, and a timetable in which such improvements must be completed.
4. 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.
5. No construction permits may be issued to the applicant for improvements on this subdivision site prior to approval and recording of the subdivision's plat and posting of irrevocable letters of credit for public improvements.
6. The park dedication fee must be collected on each new lot within the subdivision at the time that building permits are issued on each lot.
7. Any existing buildings or structures on the site must be moved into compliance with the city zoning setbacks from all lot lines or removed entirely from the site.
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. 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 the north 91 feet of the south 218 feet of Lot 9, Block 4, REARRANGEMENT OF WHITE BEAR PARK, Ramsey County, Minnesota, lying west of a line running parallel with and distant 680.97 feet west of the east line of said Lot 9.

AND

That part of the north 111 feet of the south 218 feet of Lot 9, Block 4, REARRANGEMENT OF WHITE BEAR PARK, Ramsey County, Minnesota, lying west of a line running parallel with and distant 400 feet west of the east line of said Lot 9, and EXCEPTING therefrom that part of the north 91 feet of the south 218 feet of said Lot 9 lying west of a line running parallel with and distant 680.97 feet west of the east line of said Lot 9.

AND

That part of the south 107 feet of Lot 9, Block 4, REARRANGEMENT OF WHITE BEAR PARK, Ramsey County, Minnesota, lying west of a line running parallel with and distant 400 feet west of the east line of said Lot 9.

AND

The south 218 feet of the east 400 feet of Lot 9, Block 4, REARRANGEMENT OF WHITE BEAR PARK, Ramsey County, Minnesota. Subject to Highway 61.



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

# *MEMORANDUM*

**To:** Ellen Richter, City Manager

**From:** Anne Kane, Community Development Director

**Date:** September 5, 2019 for the September 10, 2019 City Council Meeting

**Subject:** **WHITE BEAR CENTER FOR THE ARTS – Conditional Use Permit  
Case No. 18-2-CUpe – One Year Time Extension**

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## **REQUEST**

A one year time extension to construct the improvements approved as a Conditional Use Permit for a community center in a residential zoning district to allow additional time to construct a parking lot expansion. See applicant's letter of request.

## **SUMMARY**

The original approval had the support of staff, although two neighbors expressed concerns regarding safety, lighting and noise. The Planning Commission and the City Council both unanimously approved the original CUP request.

Staff reviewed the 350-foot property owner notification area and there has been one change in ownership over the past year. Staff reached out to the new owner to advise of the extension request and no concerns regarding the future parking lot expansion were expressed.

## **RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution of approval.

## **ATTACHMENTS**

Draft Resolution  
Letter of Request

**RESOLUTION NO.**

**RESOLUTION APPROVING TIME EXTENSION FOR  
CONDITIONAL USE PERMIT AT 4962 DIVISION AVENUE  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (18-2-CUPe) has been submitted by the White Bear Center for the Arts to the City Council requesting a conditional use permit from the City of White Bear Lake at the following site:

**ADDRESS:** 4962 Division Avenue

**LEGAL DESCRIPTION:** Lot 13, Block 3, Auditor's Subdivision No. 48, Ramsey County, MN (PID # 143022110050)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A one year extension to an approved conditional use permit (until September 10, 2020):

Resolution # 12228: A conditional use permit for a community center parking lot expansion in a residential zoning district, per code Section 1303.030, Subd.4.a.

**WHEREAS**, the City Council has considered the effects of the proposed extension 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 area.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake that the City Council approves the requested time extension, subject to all the same terms and conditions as the original approval.

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

To: Anne Kane, Community Development Director, City of White Bear Lake  
From: Suzi Hudson, Executive Director, White Bear Center for the Arts  
Date: August 21, 2019

**Subject: Request to for renewal/extension of CUP for White Bear Center for the Arts**

Dear Ms. Kane,

White Bear Center for the Arts (WBCA) respectfully asks the City of White Bear Lake, MN for a renewal/extension of a Conditional Use Permit (resolution no. 12228, approved May 8, 2018) for 4962 Division Avenue.

The plans for a parking lot expansion remain the same as the original application filed in May of 2018. No significant changes have been made to our plans and are not anticipated. All requirements and conditions of the original application also remain the same and will be followed.

As you may be aware, the property required significant tree removal due to the dangerous condition (diseased, dead or dying) of many large, old cottonwood trees and others on the property. This was discovered only after possession of the property was completed last fall when further inspection could be performed. This was both time consuming work and expensive. Removing the house also led to several surprises that were time consuming and expensive to resolve. While significant progress has been made, due a difficult winter and spring, many construction schedules also led to additional delay in our progress.

WBCA has engaged Larson Engineering to design and engineer the storm water systems to ensure construction meets or exceeds all watershed requirements. If allowed to proceed, we fully expect that construction should be completed by early to mid-summer, 2020.

Thank you for considering this request. I am happy and available to answer any questions you may have.

Very Sincerely,

Suzi Hudson, Executive Director, WBCA  
651-407-0597



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

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Ashton Miller, Planning Technician

**Date:** September 5, 2019 for the September 8, 2019 City Council Meeting

**Subject:** **FIRST READING – Saputo Rearrangement Rezoning. Case No. 19-3-Z  
3996, 3998, 4000 Hoffman Road and 4001 Highway 61**

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## **REQUEST**

To change the zoning district classification of the northern portion of the property from “B-3” – Auto-Oriented Business to “I-1” – Limited Industry and the southern portion from “B-3” – Auto-Oriented Business to “P” – Public.

## **SUMMARY**

No one from the public spoke to the matter. On a 6-0 vote, the Planning Commission recommended approval.

## **RECOMMENDED COUNCIL ACTION**

No formal action is required for the first reading; the second reading is scheduled for October 8<sup>th</sup>.

## **ATTACHMENTS**

Draft Ordinance



**ORDINANCE NO.**

**REZONING 3996, 3998, 4000 HOFFMAN ROAD  
AND 4001 HIGHWAY 61  
FROM B-3 AUTO-ORIENTED BUSINESS  
TO I-1 LIMITED INDUSTRY AND P PUBLIC  
(CASE NO. 19-3-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-3 – Auto-Oriented Business to I-1 – Limited Industry with respect to the parcel legally described as follows:

Lot 1, Block 1 of Saputo Rearrangement

AND

By changing the zoning district classification from B-3 – Auto-Oriented Business to P – Public with respect to the parcel legally described as follows:

Lot 2, Block 1 of Saputo Rearrangement

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

First Reading: September 10, 2019

First Publication: September 25, 2019

Second Reading: October 8, 2019

Final Publication: October 23, 2019

Codified:

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Jo Emerson, Mayor

**ATTEST:**

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Kara Coustry, City Clerk



**City of White Bear Lake**  
City Manager's Office

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager  
**From:** Kara Coustry, City Clerk  
**Date:** September 4, 2019  
**Subject:** **Massage License Appeal and Public Hearing**

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### **BACKGROUND/SUMMARY**

On July 24, 2019, Weiting Lu provided an application for a massage therapist license to work at Panda Massage located at 1350 Highway 96 E, Suite 16, in White Bear Lake. Ms. Lu meets the minimum requirements for a massage therapist, however, through the course of the background investigation, it was determined the applicant failed to disclose two past massage employments within the past five years as required by the application. Ms. Lu was found to have worked at Oriental Lake Spa in Roseville and Cozy Asian in Eden Prairie.

Staff provided its written license determination on Aug. 27, 2019 citing the reason for denial was based on material omissions of massage related work history within the past five years, which is grounds for denial pursuant Municipal Code 1127, Subd. 6.

Ms. Lu, the applicant, filed a written notice on September 3, 2019 to appeal staff's denial of her massage therapist license. The notice of appeal was received within 10 days of the license determination letter. The City's ordinance requires that the City Council consider an appeal within 30 days of its receipt, which would require that the Council consider the appeal before its first regular meeting in October. Staff provided the applicant an option to waive her right to a 10-day notice of a public hearing in order for Council to hear the case at the September 10<sup>th</sup> City Council meeting. On September 4, the applicant waived her right to a 10-day advanced notice of the appeal hearing and staff subsequently provided written notice of the hearing scheduled before Council on Sept. 10, 2019.

The massage therapist applicant, Weiting Lu, is appealing staff's decision to deny her massage therapist license. Attached is a letter of explanation submitted by the applicant for the Council's consideration.

### **RECOMMENDED COUNCIL ACTION**

Staff recommends Council adopt the attached resolution denying a massage therapist license to Weiting Lu.

### **ATTACHMENTS**

Resolution  
Supporting documents

**RESOLUTION NO.**

**RESOLUTION DENYING A  
MASSAGE THERAPIST LICENSE**

**WHEREAS**, Chapter 1127 of the Municipal Code of the City of White Bear Lake (“City Code”) requires anyone desiring to practice as a massage therapist to obtain a massage therapist license (“Therapist License”);

**WHEREAS**, Weiting Lu (“Applicant”) applied for a Therapist License to practice massage at a licensed massage therapy business, Panda Massage, located at 1350 Highway 96 E within the City of White Bear Lake (“City”);

**WHEREAS**, City Code, Section 1127.050, Subd. 7 indicates that applications for therapist licenses are acted on administratively by City staff, with an opportunity to appeal the denial of an application to the City Council;

**WHEREAS**, City staff reviewed the Applicant’s application and issued a denial based on the Applicant’s failure to disclose employment at two massage therapist establishments as required by the application form;

**WHEREAS**, the application form makes it clear that failure to provide all of the information required on the application form constitutes a basis for denying the application;

**WHEREAS**, City Code, Section 1127.110 provides a list of the grounds on which a license application may be denied, which includes the following:

- Subd. 6 – “The applicant or licensee provides false information in its application materials, fails to disclose information required on the application form, or provides false information to a city official during an inspection.”;

**WHEREAS**, upon receipt of the denial letter from the City, the Applicant submitted a timely written notice of appeal dated September 4, 2019 to bring an appeal of the denial before the City Council as provided in City Code, Sections 1127.050, Subd. 7 and 1127.115, Subd. 4;

**WHEREAS**, the City Council considered the application at its September 10, 2019 meeting and hereby finds and determines as follows:

- a. The staff memos, letters, and related reports regarding the license request are incorporated in and made part of this Resolution by reference (collectively, the “Staff Reports”);
- b. The City, in accordance with City Code, Chapter 1127 and the consent signed by the Applicant, conducted a background check on the Applicant;
- c. The application form for a Therapist License contains the following declaration that was signed by the Applicant:

## RESOLUTION NO.

“I declare that the information I have provided on this application is truthful and I understand falsification of answers or failure to provide the required data may result in the denial of the application.”

- d. The Applicant having failed to report two work histories on the application form is a violation of the signed statement, is a violation of City Code, Section 1127.110, Subd. 6, and constitutes a sufficient basis on which to deny the Applicant’s application;
- e. The Applicant acknowledged in her notice of appeal that she failed to disclose two of the massage establishments she worked at in the last five years and that the City has a right under the City Code to deny the application, but asked the City Council to consider her explanation as to why she failed to disclose this work history;
- f. The Applicant explained she has worked at 11 different massage establishments since 2013 because it is difficult to find legitimate companies with which to work, her omission of the two establishments was unintentional, and was the product of her being rushed to finish the application before City offices closed. She added that she has not previously been denied a license, has not had one revoked, and has not been convicted of a crime, and so there is no reason for her to have intentionally not disclosed the two establishments;
- g. Massage therapy is a legitimate business and the City has licensed several such businesses and therapists within the City. However, the nature of the business, the potential for such businesses to be used as a front for illegal activities, and the difficulties related to identifying and enforcing violations occurring at massage therapy establishments compels the City Council to carefully scrutinize applications for massage business licenses and massage therapist licenses;
- h. The City has previously been required to act to close massage therapist businesses with therapists not operating in accordance with law and is aware of the costs associated with having to take such enforcement actions;
- i. The City Council is charged with protecting public health, safety, and welfare, including from the activities of businesses licensed by the City;
- j. Cities necessarily have broad authority to consider the circumstances surrounding a license application as part of deciding whether to approve a license;
- k. The City requires applicants to disclose their full work history in the profession for the previous five years to enable the City to conduct a full background check to ensure the applicant has not engaged in any activity that would make the person ineligible for a license under City Code, sections 1127.100 or 1127.110;

**RESOLUTION NO.**

- l. The City Council appreciates the Applicant’s explanation of her circumstances, but the City must be consistent in its consideration of Therapist License applications and it has consistently denied applications for failure to fully disclose the information required on the application form;
- m. The City Council agrees that the Applicant’s failure to disclose all past massage therapist work history within the last five years constitute a violation of the certification made as part of the application and is a violation of City Code, Section 1127.110, Subd. 6. This violation constitutes sufficient grounds on which to deny the application and the City Council determines that denying the application is appropriate in order to the protect public health, safety, and welfare; and
- n. Under City Code, Section 1127.050, Subd. 8, a City Council decision to deny an application constitutes a final decision that is not subject to further appeal within the City.

**NOW, THEREFORE**, the City Council of the City of White Bear Lake, based on the application materials, the Staff Reports, the findings and determinations contained herein, and the record of this matter, hereby resolves as follows:

1. The Therapist License application submitted by Weiting Lu for a massage therapist license in the City is hereby denied.
2. Pursuant to City Code, Section 1127.115, Subd. 5, the Applicant is not eligible to reapply for a Therapist License for one year from the date of this Resolution.
3. The City Clerk is hereby authorized and directed to provide the Applicant a copy of this Resolution to serve as notice of the denial.

The foregoing resolution offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_ carried on September 10, 2019 on the following vote:

Ayes:  
Nays:  
Passed:

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

ATTEST:

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



City of White Bear Lake  
Police Department

# MEMORANDUM

**To:** Ellen Hiniker, City Manager  
**From:** Julie Swanson, Chief of Police  
**Date:** September 4, 2019  
**Subject:** Massage therapist license denial – Weiting Lu

---

On August 14, 2019, police department staff completed a background investigation on applicant, Weiting Lu, related to her application for a massage license. The applicant, Ms. Lu desires to work at Panda Massage located at 1350 Highway 96, Suite #16, in White Bear Lake, MN.

Through the background investigation, it was discovered the applicant, Ms. Lu, failed to disclose at least two massage therapist work histories in the last five years as required per the application: Oriental Lake Spa in Roseville and Cozy Asian in Eden Prairie.

The applicant's disclosed work history contained nine massage therapy businesses, all but one was found to be advertising on Rubmaps.com; one of the establishments has since been closed due a prostitution sting.

Due to material omissions of related work history on the application, staff recommends denial of the applicant's request for a massage therapist license in the City of White Bear Lake.

# City of White Bear Lake

4701 Highway 61, White Bear Lake, Minnesota 55110

Phone (651) 429-8526 / Fax (651) 429-8500

September 4, 2019

Weiting Lu  
2053 Edgerton St.  
Little Canada, MN 55117

RE: MESSAGE THERAPIST LICENSE NOTICE OF APPEAL HEARING

Dear Ms. Lu:

The City of White Bear Lake received your written notice of your intent to appeal staff's decision to deny your massage therapist license on September 3, 2019, and within 10 days of staff's notice of license determination. Staff's license denial was based upon material omissions of massage work history within the past five years and the related Municipal Code 1127 states the following is grounds for an adverse license decision.

Subd. 6. The applicant or licensee provides false information in its application materials, fails to disclose information required on the application form, or provides false information to a city official during an inspection.

As you have waived your right to 10 days' advance notice of the public hearing, the City of White Bear Lake agreed to schedule your case at its next City Council meeting on Tuesday, Sept. 10, 2019.

**Your official notice of Public Hearing is hereby set for September 10, 2019, beginning at 7:00 p.m. in White Bear Lake City Hall, 4701 Highway 61 N, White Bear Lake, MN 55110.**

Sincerely,



Kara Coustry  
City Clerk of White Bear Lake

cc: City Manager, Ellen Hiniker

## Kara Coustry

---

**From:** Jeff Campbell <jtcampbell399@gmail.com>  
**Sent:** Wednesday, September 4, 2019 10:20 AM  
**To:** Gilchrist, Troy J.  
**Cc:** Kara Coustry; Lu Weiting  
**Subject:** Re: Appeal from Lu Weiting (WH235-1)

Mr. Gilchrist,

Ms. Lu is anxious to have this matter resolved at the earliest possible time, and she therefore appreciates the opportunity to have it addressed at the September 10 City Council meeting. Ms. Lu hereby waives her right to a 10-day notice and consents to have her appeal heard on September 10.

I do have a question: Ms. Lu plans to have a friend accompany her to interpret; would the Council have any issues with this?

Thank you in advance for your response.

Jeff Campbell  
(763) 234-1909

Sent from my iPhone

On Sep 4, 2019, at 9:45 AM, Gilchrist, Troy J. <[TGilchrist@kennedy-graven.com](mailto:TGilchrist@kennedy-graven.com)> wrote:

Dear Sir or Madam,

I am the City Attorney for the City of White Bear Lake. City staff recently denied Ms. Weiting's application for a massage therapist license and she has appealed the denial to the City Council. Ms. Weiting provided your email address as being the contact information for her attorney, but did not supply a name.

In order to expedite the processing of this appeal, the City is willing to put this before the City Council on September 10<sup>th</sup> for a hearing. If it is not heard on the 10<sup>th</sup>, it will be scheduled for the September 24<sup>th</sup> City Council meeting. In order for this to be heard on September 10<sup>th</sup>, Ms. Weiting will need to waive the 10-day hearing notice provided for in the City Code.

Please let me know as soon as possible if your client is interested in waiving the notice period so the appeal can be heard at the September 10<sup>th</sup> City Council meeting. In order to meet the deadline for preparing the packet for the meeting, we will need a response by noon tomorrow if your client would like this matter to be scheduled for September 10<sup>th</sup>.

Please let me know if there are any questions.

**Troy J. Gilchrist** | Attorney at Law  
**Kennedy & Graven, Chartered**  
Direct: 612.337.9214  
[tgilchrist@kennedy-graven.com](mailto:tgilchrist@kennedy-graven.com)

<image001.jpg> *Minneapolis Office*  
470 U.S. Bank Plaza

| *St. Cloud Office*  
501 West St. Germain Street



White Bear Lake City Hall  
4701 Highway 61  
White Bear Lake, MN 55110

RECEIVED

JUN 03 2019

Per Kara

September 4, 2019

Weiting Lu  
2053 Edgerton Street  
Little Canada, MN 55117

Honorable Members of the White Bear Lake City Council:

I am writing to provide my notice of appeal of the decision by the staff of the City of White Bear Lake to deny my application for a massage license. The denial was set forth in a letter dated August 27, 2019 from City Clerk Kara Coustry. The grounds for denial were that I "failed to disclose employment in the past five years at two massage therapist establishments: Oriental Lake Spa in Roseville and Cozy Asian Massage in Eden Prairie." My attorney, Jeffrey T. Campbell (attorney license no. 306502), assisted me with the preparation of this letter.

Ms. Coustry is correct: I did fail to list the two businesses referenced above. This was entirely my fault and, based on the White Bear Lake ordinance that Ms. Coustry cited in the letter, she is clearly well within her rights to issue the denial. I would, however, like to explain my failure.

First, since 2013, I have worked at a total of 11 different massage therapy businesses. Given the nature of this business (where one can find a large number of reputable, legitimate companies and a seemingly equally large number of seedy, exploitative employers), it can be difficult to find good work. Ownership frequently changes and, with new owners, new practices are often introduced. Second, I arrived at city hall at 3:30 pm on the date that I completed the application. I was aware that the office closed at 4:30 pm, and I therefore rushed to finish. Under this (self-inflicted) stress, I simply forgot about two of my prior employers. Of course, I should have simply taken the application with me and returned another day to submit it. I deeply regret my mistake.

I also wish to stress that I never intended to deceive anyone. I have always held a license in each of the jurisdictions in which I worked. I have never once in my life been accused or charged with, let alone convicted of, any crime. I have never had a license denied or revoked in any jurisdiction in which I've worked. I simply had no reason to intentionally leave those businesses off of my application, especially since I had no trouble of any kind during my employment at either of them.

I am a hardworking, honest, caring professional. I am good at what I do, and my clients obtain significant benefits from my services. I am of course well aware that illegal activities of a most indecent kind occur at many "massage" businesses, and that this reputation has tainted many

decent people who are merely trying to earn a living. For my own part, I have always maintained the highest ethical standards in the practice of my profession.

In closing, I wish to reiterate that I fully understand why the denial was issued and that Ms. Coustry was, at all times, professional and courteous towards me. I am merely asking that the Council reconsider the decision in light of the circumstances detailed in this letter. I plan to attend the relevant City Council meeting, and I will be prepared at that time to answer any further questions you may have of me. I can assure the City of White Bear Lake that it will never have cause to regret granting me a license. Thank you very much for your consideration.

Sincerely,

Weiting Lu

Weiting Lu 09/03/2019

RECEIVED

JUN 03 2019

To whom it may concern,

Per Kaz

My name is Cuiping Li, and I used to be working with Weiting Lu at Cozy Asian Massage at Eden prairie from May 2015 to May 2016. Weiting is not just my previous coworker, but also my good friend. Weiting is a caring and sharing person. I remember that she always brought her fruits and snacks with her to the store to share with everyone. She is very skilled massage therapist, and she is really good at performing deep tissue massage. Sometimes when I was tired of long hours of work, she offered me free massage after working hours, and I felt truly relaxed afterwards. I believed that her professional massage skills helped to bring lots of returned customers to our store back then. Weiting is a sincere and honorable massage specialist, she told me that she enjoys seeing the happy and relaxing faces from her customers at the end of every massage knowing that she was able to alleviate pain for those who suffer. I really enjoyed working with her and hope she could continue helping people with her skills and passion.

Sincerely,

*Cuiping Li 09/01/19*

Cuiping Li  
626-507-5368  
4615 Minnesota Ln N , Plymouth, MN 55446

# City of White Bear Lake

4701 Highway 61, White Bear Lake, Minnesota 55110  
Phone (651) 429-8526 / Fax (651) 429-8500

August 27, 2019

Weiting Lu  
2053 Edgerton St.  
Little Canada, MN 55117

RE: MESSAGE THERAPIST LICENSE DENIAL

Dear Ms. Lu:

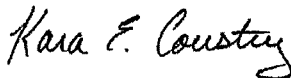
Thank you for your time in meeting with me to discuss omissions on your application for a massage therapist license in White Bear Lake. As you know, the White Bear Lake Police Department discovered that you failed to disclose employment in the past five years at two massage therapist establishments: Oriental Lake Spa in Roseville and Cozy Asian Massage in Eden Prairie

Based on these material omissions on your application, staff is denying your massage therapist license in White Bear Lake. The decision to deny this license is made pursuant City Ordinance Section 1127.110 Adverse License Action; Grounds, which state the following shall be grounds for license denial, revocation, nonrenewal or suspension:

Subd. 6. The applicant or licensee provides false information in its application materials, fails to disclose information required on the application form, or provides false information to a city official during an inspection.

Staff's license determination shall be effective ten (10) days from the date of this letter unless you file a written notice of appeal to the city clerk within that time. Should you file an appeal of staff's license determination, the City Council shall provide you at least ten (10) days written notice of the date, time and place of the public hearing.

Sincerely,



Kara Coustry  
City Clerk of White Bear Lake

cc: Chief of Police, Julie Swanson  
City Manager, Ellen Hiniker

*White Bear Lake Police Department*  
*Memo*



**To: Chief Julie Swanson**  
**From: Angie Stewart**  
**Date: 08/14/2019**  
**Subject: Massage Therapist Licensing for Weiting Lu**  
**WBLPD CN: 19016252**

On August 14, 2019 I completed a background investigation on Ms. Weiting Lu dob [REDACTED] for the purpose of massage therapist licensing. Ms. Lu lists Panda Massage 1350 Hwy 96 #16, White Bear Lake as the massage business she intends to work at.

Ms. Lu has listed a home address of [REDACTED], Little Canada, MN 55117. She also has a current, valid MN driver's license.

Ms. Lu lists nine massage establishments that she has worked at in the last five years. That list is as follows:

Sunny Massage 56 Nathan Ln., Plymouth, MN  
Hao Massage 1961 Rice St., Roseville, MN  
Oriental Massage 14 6<sup>th</sup> St., NW, Rochester, MN  
Pampering Palms Massage 808 W. Broadway Ave Ste. C Forest Lake, MN  
Liu Therapeutic Massage 9201 Lexington Ave. NE, Circle Pines, MN  
BP Massage 7318 Lakeland Ave N, Brooklyn Park, MN  
Elite Therapeutic Massage 8857 Jefferson Hwy, Osseo, MN  
Harmony Massage 3156 Lexington Ave. N Shoreview, MN

During this background it was also found that she did not list Oriental Lake Spa 2216 County Rd D W, Ste C, Roseville, MN. Per The City of Roseville she was at first denied a massage therapist license in February 2017 for failure to disclose her employment at Pampering Palms Massage in Forest Lake, MN. (See application and City Council Agenda for The City of Roseville). It should also be noted that the business in Forest Lake was shut down in a prostitution sting, Ms. Lu was not named in the report. Ms. Lu then reapplied and was granted a license. Please also note when she applied for a license in Brooklyn Park, she listed Oriental Lake on that license application. Also found was that Ms. Lu also worked at Cozy Asian Massage 8781 Columbine Rd. Eden Prairie, MN in 2015/2016. Cozy Asian Massage was

denied an establishment license with the City of Eden Prairie for having therapists working without a massage therapist license, thus Ms. Lu's therapist application was denied and sent back to her. It should also be noted that Cozy Massage was also left off of her White Bear Lake application dated December 2018. It was also left off her Brooklyn Park application December 2018. (See letter from owner of Cozy Massage and the city council agenda for The City of Eden Prairie.) Lastly, when running Ms. Lu through CLEAR it was found that she used an address for Experian and a utility listing in 2013, that address is listed as 715 S. Minnesota Ave., Sioux Falls, SD. I contacted Sioux Falls Police Dept. to request a records check and learned this address was to a business called Asian Health Massage. According to Sioux Falls Police this business was shut down and arrests made for Human Trafficking and Prostitution, during the same time frame that Ms. Lu used this address as a home address. Even though this information was before the five year employment requirement and Ms. Lu was not named in the criminal complaint, even though she told our city clerk on the phone that she didn't know she had to be licensed for this business. She does not list this business on any of her applications with other cities. This clearly shows a definite pattern of deception and overall character.

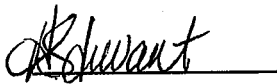
All of these establishments advertise on adult erotic websites such as Rubmaps.com and Adultlook.com. There are also reviews on Rubmaps.com with Ms. Lu's alias names of CiCi and TingTing, I am unable to see these reviews because I am not a paid member.

Ms. Lu completed her massage training at The American Academy of Acupuncture and Oriental Medicine with 660 hours. She also has a passing score with the Federation of State Massage Therapy Boards. Both are accredited.

Ms. Lu provided the proper insurance through Great American Insurance with a \$2,000,000. For each occurrence.

A copy of Ms. Lu's credit report is attached for your review.

Weiting Lu meets the minimum requirements for a massage therapist license under WBL City Ordinance 1127, however Ms. Lu's continued deception indicates that she is highly likely to engage in conduct that would be in violation of WBL massage ordinance sections 1127.100 and 1127.110.



A. Stewart

Attachments: Application, Education, Insurance

CN 19017350



City of White Bear Lake  
4701 Highway 61  
White Bear Lake, MN 55110

Pat 50.00  
7/8/19

City Clerk  
clerk@whitebearlake.org  
(651) 429-8508

### Massage Therapist License Application

It is unlawful for any person to perform as a massage therapist in the City of White Bear Lake without having first secured a license as provided in Chapter 1127 of the Municipal Code. Licenses are valid through March 31.

**Instructions:** Return completed application with requested copies of supporting documentation and payment.

- Attach verification of one of the following:
  - A. Current certification from National Certification Board for Therapeutic Massage and Bodywork;
  - or B. Membership with one of the following accredited professional associations:
    - a. American Massage Therapy Association (AMTA), or;
    - b. Associated Bodywork and Massage Professionals (ABMP)
  - C. Certification of graduation from an accredited institution, which is either registered with the MN Higher Education Office, or recognized by AMTA or ABMP.
- Attach proof of professional liability insurance with coverage of up to \$1,000,000 per occurrence.
- Attach \$50 cash or check payable to "City of White Bear Lake" (\$25 for the background check plus \$25 for the massage therapist license). Credit cards are not accepted.

1. Full Legal Name (Please print) Weiting Lu

2. Have you ever used or been known by any name other than your full legal name?  
 No  
 Yes, list each name along with dates and places where used: \_\_\_\_\_

3. Home Address [Redacted] St. Paul MN 55117  
(Street) (City) (State) (Zip)

4. Daytime Phone [Redacted] 5. E-mail [Redacted]

6. Have you ever worked at a massage therapy establishment, been licensed as a massage therapist or practiced massage professionally?  
 No  
 Yes, list the past five years below. If you were licensed, include your license status (active, suspended, revoked, ~~not renewed~~). Attach additional form(s) if needed.

- Sunny Massage 56 Nathan Ln N Plymouth MN 55441 - Not renewed  
Name of business Address of business Status of License
- HAO Massage 1961 Rice St. Roseville MN 55113 Not renewed  
Name of business Address of business Status of License
- Oriental Massage 14 6th St NW Rochester MN 55901 - Not renewed  
Name of business Address of business Status of License
- Pampering Paws Massage 808 W Broadway Ave SIF.C Forest Lake - Not renewed  
Name of business Address of business Status of License
- Liu Therapeutic Massage 9201 Lexington Ave NE circle pines 55014 - Not renewed  
Name of business Address of business Status of License

7. If suspended/revoked license listed above, provide the reason: Not work there anymore

BP. Massage 7318 Lakeland Ave N. Brooklyn Park MN 55428 Active -

Elite Therapeutic Massage 8151 Jefferson Hwy, Osseo MN 55359 - Not renewed  
Harmony Massage 3156 Lexington Ave N. Shoreview MN 55126 Not renewed

8. Licensed Massage Therapy Establishment at which you expect to practice:

Panda Massage 1350 Highway 96 E State 16.  
Name of business Address of business White Bear Lake MN 55110

**Background Check Authorization and Consent for Release of Consumer Credit Information**

Unless otherwise indicated, the data in this application will be used to approve your license or permit. Upon approval of the license or permit, the information contained in this application shall be deemed public unless classified as private by state law. Private data is available to you and the City or State who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your license or permit if you do not provide it.

By signing below, you are acknowledging having received a copy of White Bear Lake Municipal Code 1127: "Massage Therapist/Massage Therapist Businesses" and have familiarized yourself with the provisions. You may sign up for "Notify Me" on the City's website at [www.whitebearlake.org](http://www.whitebearlake.org) to receive email notifications anytime the City posts a Public Notice. Public Notices may contain information relating to Ordinance revisions or updates, which could potentially modify business license fees and requirements.

Minnesota Statute section 270C, subd. 4 requires all licensing authorities to require applicants to provide their social security number or individual taxpayer identification number and Minnesota business identification number as applicable and to provide that information to the Minnesota Department of Revenue upon request. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, the City is required to advise you of the following regarding the use of the information requested herein.

1. This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales tax, employer's withholding or motor vehicle excise taxes;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Minnesota Department of Revenue may supply this information to the Internal Revenue Service; and
3. Failure to supply this information may jeopardize or delay processing of your license or renewal.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers or failure to provide the required data may result in denial of the application. I authorize the City of White Bear Lake to investigate and make whatever inquiries necessary to verify accuracy of the information provided. Please note that background checks may take up to 30 days to complete.

By signing below, applicant agrees to this background check authorization above and authorizes the White Bear Lake Police Department to request a copy of your consumer credit report for purpose of conducting a license background investigation.

Applicant's Signature: Wen m Date 07/24/19

Social Security # [REDACTED] Date of Birth [REDACTED]

Attach copy of driver's license # [REDACTED] State MN

If applicant has no driver's license, attach copy of government issued identification.





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

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Anne Kane, Community Development Director

**Date:** September 5, 2019 for the September 10, 2019 City Council Meeting

**Subject:** **Lakewood Village Outlot C – Determination of a Buildable Lot**

---

### **REQUEST**

Ramsey County has requested the City provide a determination whether or not a property is buildable.

### **BACKGROUND**

As the Mayor and City Council may recall, earlier this year the City conveyed Outlot C of Lakewood Village back to the State of Minnesota through Ramsey County since it was not being used for storm water detention as required by its 2005 Use Deed.

### **ANALYSIS**

Ramsey County is now requesting city staff to determine whether the parcel is buildable. If it is determined to be buildable, the property will go through the County's public auction process for tax-forfeited properties. If it is deemed un-buildable, the adjoining property owner would be eligible to purchase the property. In either scenario, the opportunity to place this parcel back on the tax rolls is now possible.

The property is zoned B-2 Limited Business District with no minimum lot area requirement. The triangular lot is 12,512 square feet with a 33 foot platted right-of-way that runs along the south property line. With 30 foot front and rear building setbacks and a 10 foot interior side yard setback, the resulting building envelope leaves 666 square feet of buildable area in a triangular shape. Squaring off the buildable area results in a 20' x 20' building envelope, approximately the size of a two car garage.

In staff's estimation, this is not a marketable or feasible development project and therefore finds the parcel to be unbuildable in its current state. If combined with the adjacent parcel and the County right-of-way is vacated, then it is likely the property could be developed with a small office building and associated parking.

### **RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution.

**ATTACHMENTS**

Draft Resolution

Location Map

Buildable Parcel Analysis

**RESOLUTION NO.**

**RESOLUTION ACCEPTING STAFF'S DETERMINATION  
THAT OUTLOT C OF LAKEWOOD VILLAGE IS UNBUILDABLE  
(PID 3630 2244 0125)**

**WHEREAS**, on May 14, 2019 the Mayor and City Council adopted Resolution No. 12397 authorizing the reconveyance of Outlot C of Lakewood Village back to the State of Minnesota; and

**WHEREAS**, Ramsey County has requested the City make a determination whether or not the parcel is buildable; and

**WHEREAS**, the parcel is zoned B-2 Limited Business with no minimum lot area; and

**WHEREAS**, after applying the minimum building setbacks, the resulting building envelope is 666 square feet in a triangular shaped area; and

**WHEREAS**, the parcel is encumbered with a 33 foot right-of-way along the southern property line;

**WHEREAS**, squaring off the buildable area results in a 20' x 20' building envelope, approximately the size of a two car garage; and

**WHEREAS**, as a result of the limited ability to construct a building on the property, Staff has determined that the property is not buildable.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of White Bear Lake, Minnesota, that it hereby concurs with Staff's determination that Outlot C of Lakewood Village is not buildable.

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



**Legend**



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

**Notes**

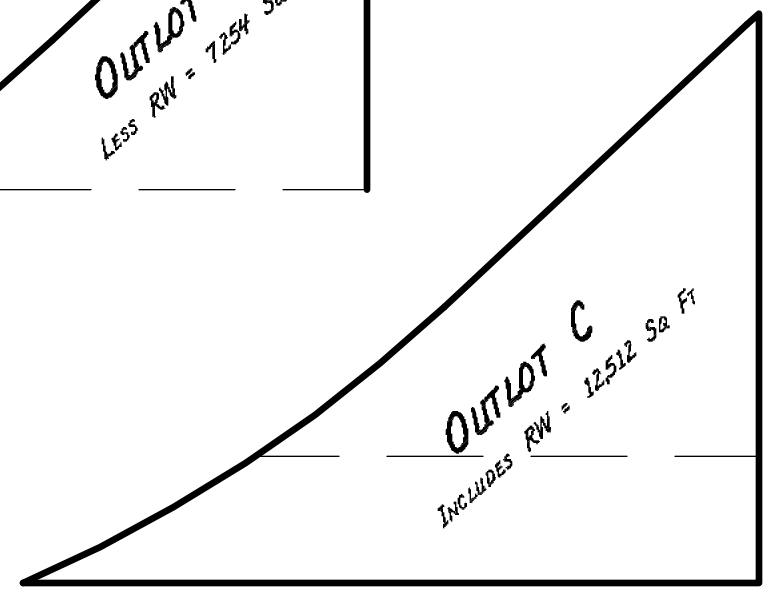
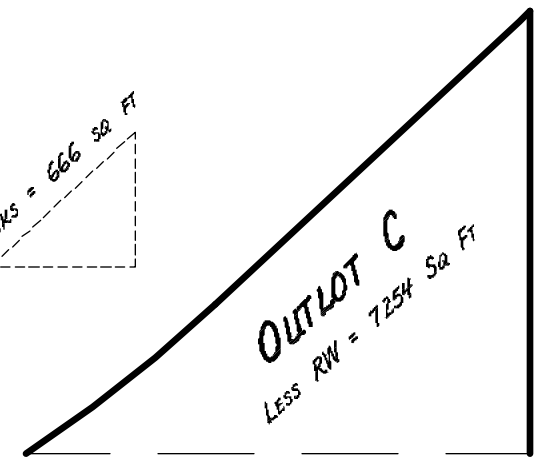
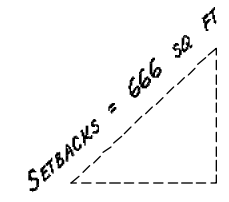
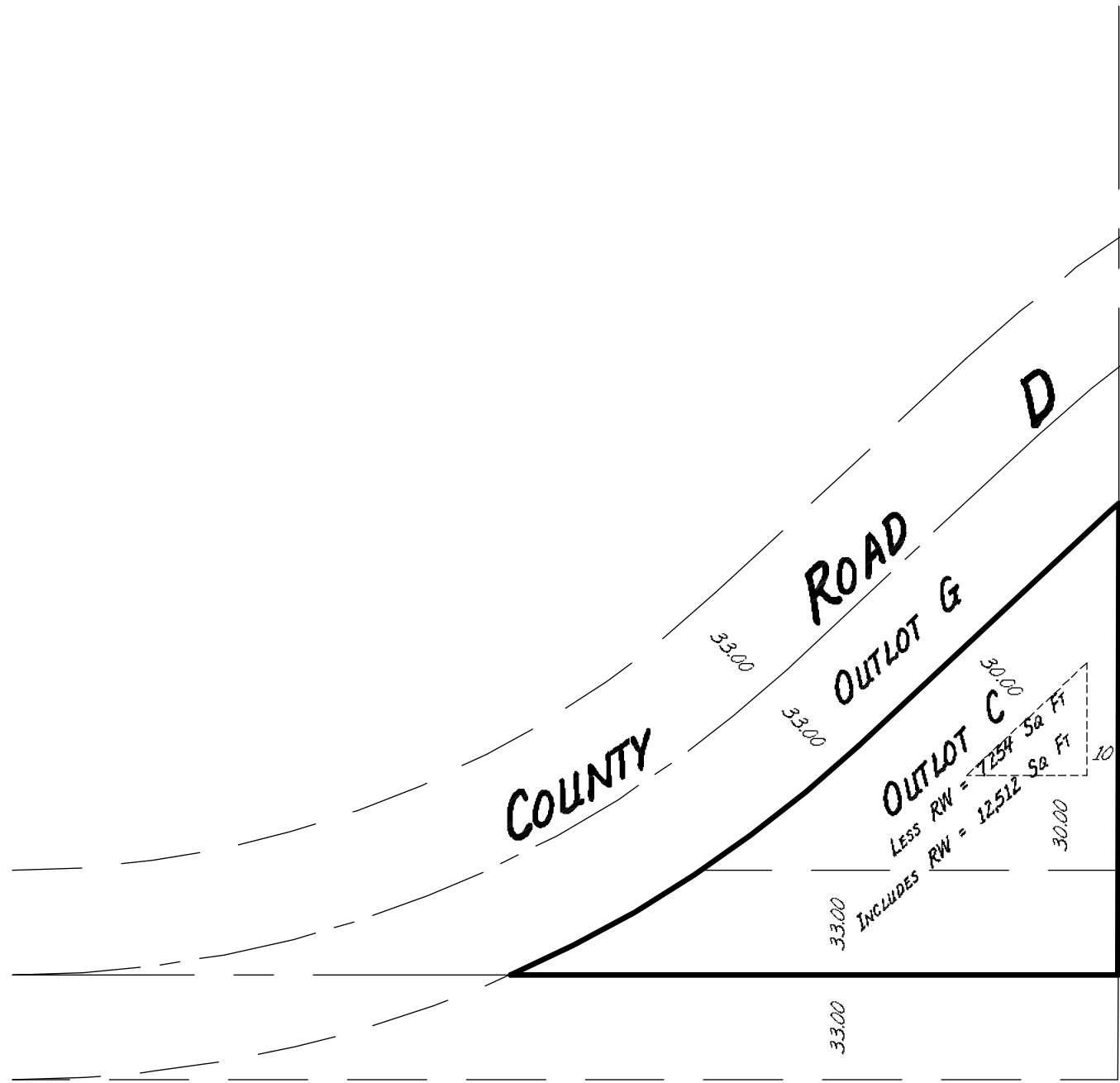
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© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**





**City of White Bear Lake**  
City Manager's Office

# M E M O R A N D U M

**To:** Mayor and City Council

**From:** Kerri Kindsvater, Finance Director  
Ellen Hiniker, City Manager

**Date:** September 6, 2018

**Subject:** **Proposed 2019 Tax Levy Collectible in 2020 Supporting the 2020 Budget**

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## SUMMARY

State Statutes require municipalities to certify a preliminary tax levy to their County in September of each year. This preliminary levy will be used to develop property tax statements the County will mail to property owners in mid-November. While the preliminary tax levy adopted in September can be lowered when the final levy is adopted by the Council in December, it cannot be increased.

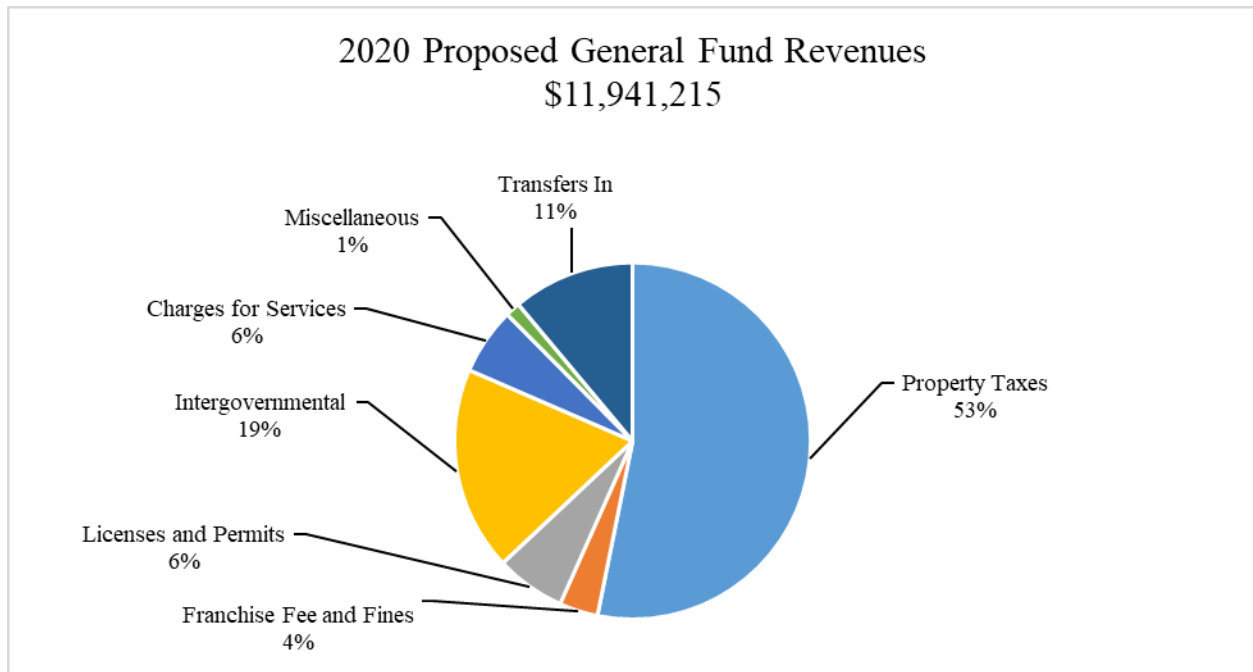
The 2019 tax levy collectible in 2020 is proposed to fund approximately one-half of the General Fund operations along with a portion of the City's debt obligation related to capital improvements. The proposed levy is \$6,908,000, \$433,000 of which supports the City's debt service, represents a \$563,000 increase over the tax levy collectible in 2019.

	<u>2018 Levy</u>	<u>2019 Levy</u>	<u>Increase</u>
General Fund	\$5,993,000	\$6,475,000	\$482,000
Debt Service Funds	<u>352,000</u>	<u>433,000</u>	<u>81,000</u>
Total 2019 Tax Levy	<u>\$6,345,000</u>	<u>\$6,908,000</u>	<u>\$563,000</u>

## PRELIMINARY 2020 GENERAL FUND BUDGET

### Revenues:

There are six (6) sources of revenue that support the General Fund, half of which is derived directly from property taxes. Other sources of revenue include intergovernmental funds, franchise fees, license and permit fees, charges for service and miscellaneous.

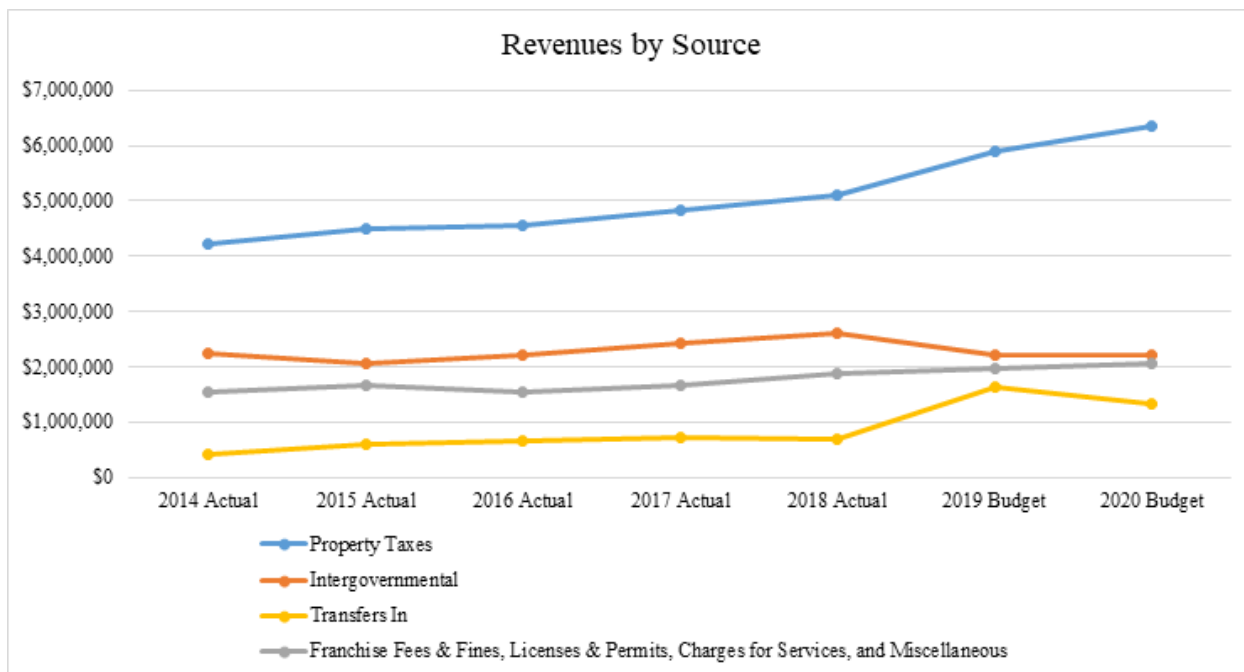


Intergovernmental and franchise fee revenues are not established by the City and have remained relatively constant over the past 10 years. While a modest increase in licensing and permitting fees will be proposed to support the 2020 budget, it has been the City's practice not to heavily rely on permit and user fees to support general operations. On the contrary, the vast majority of city fees cover only a portion of the actual costs to provide a service, (i.e. building permit fees, plan review fees), and in some instances, only a small fraction (i.e. park reservations). All combined, the proposed 2020 General Fund Budget anticipates an additional \$80,150 in non-tax revenues.

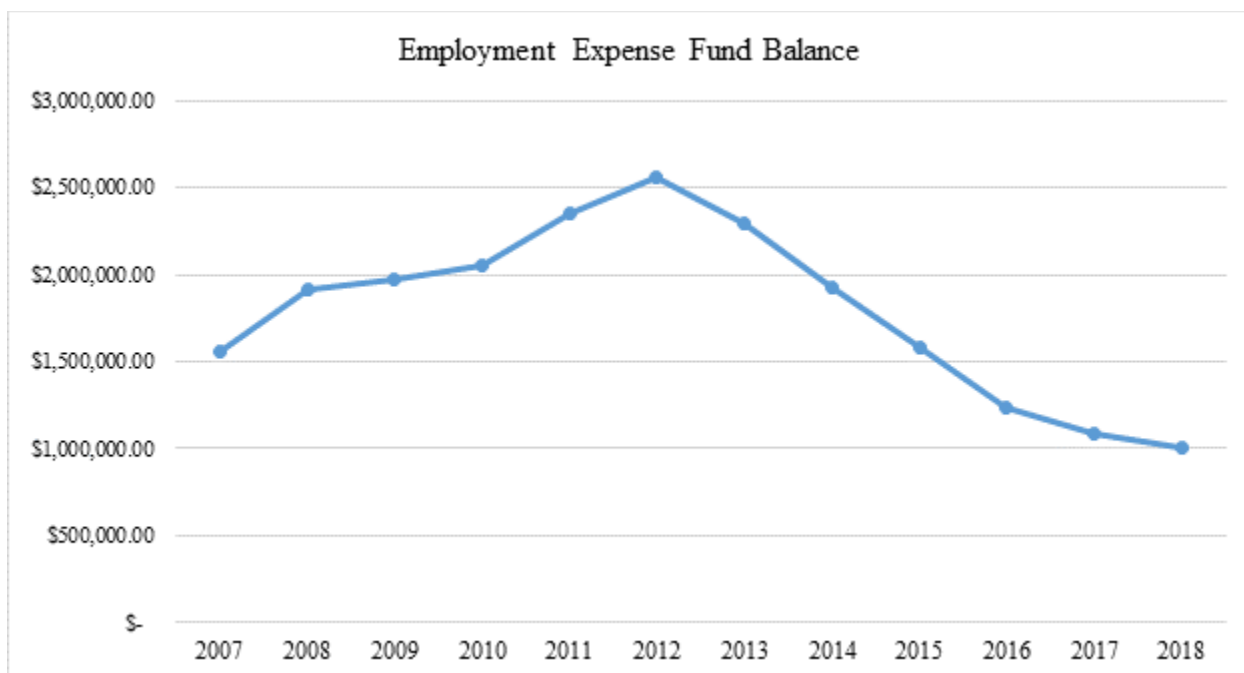
In past years, the tax levy was allocated to the General Fund, Equipment Acquisition Fund, the Municipal Building Fund and appropriate debt service funds; of the approximately \$1.5 million in Local Government Aid, \$1.4 million was allocated to the General Fund and \$100,000 to the Surface Water Pollution Prevention Fund. The 2019 Budget reflected a change in this practice and allocated a combined \$295,000 of the Local Government Aid to the Equipment and Municipal Building Funds instead of the General Fund to provide additional operating stability in the General Fund in the event Local Government Aid is reduced by the legislature in future years. The 2020 Budget continues this practice.

The 2019 Budget moved the Engineering Department from an Internal Service Fund to the General Fund. The Interim Construction Fund transferred funds to support the Engineering Department expenditures and a one-time increase to the General Fund Fund Balance to cover the additional expenditures transferred into the fund. The 2020 Budget includes a transfer from the Interim Construction Fund to the General Fund for only the Engineering Department's operating expenditures.

The following graph depicts these changes in addition to other revenue trends by source for the last four years, as well as the 2019 and 2020 budgeted amounts.



As discussed in previous years, healthy interest revenues between 2000 – 2010 helped to build up the fund balances in the Employee Expense Fund and the city’s capital funds. Following the great recession, the City had an opportunity to draw from the Employee Expense Fund to reduce reliance on the tax levy for additional revenues. Interest revenues have not rebounded since the recession and further draw-downs from this and other fund balances is not sustainable, as shown below.



Expenditures:

The preliminary 2020 General Fund budget reflects \$11,935,531 in overall expenditures, a \$587,527 increase over the 2019 adopted budget. Personnel costs account for 83% of the overall increase in General Fund expenditures. Included among the personnel cost assumptions for 2020

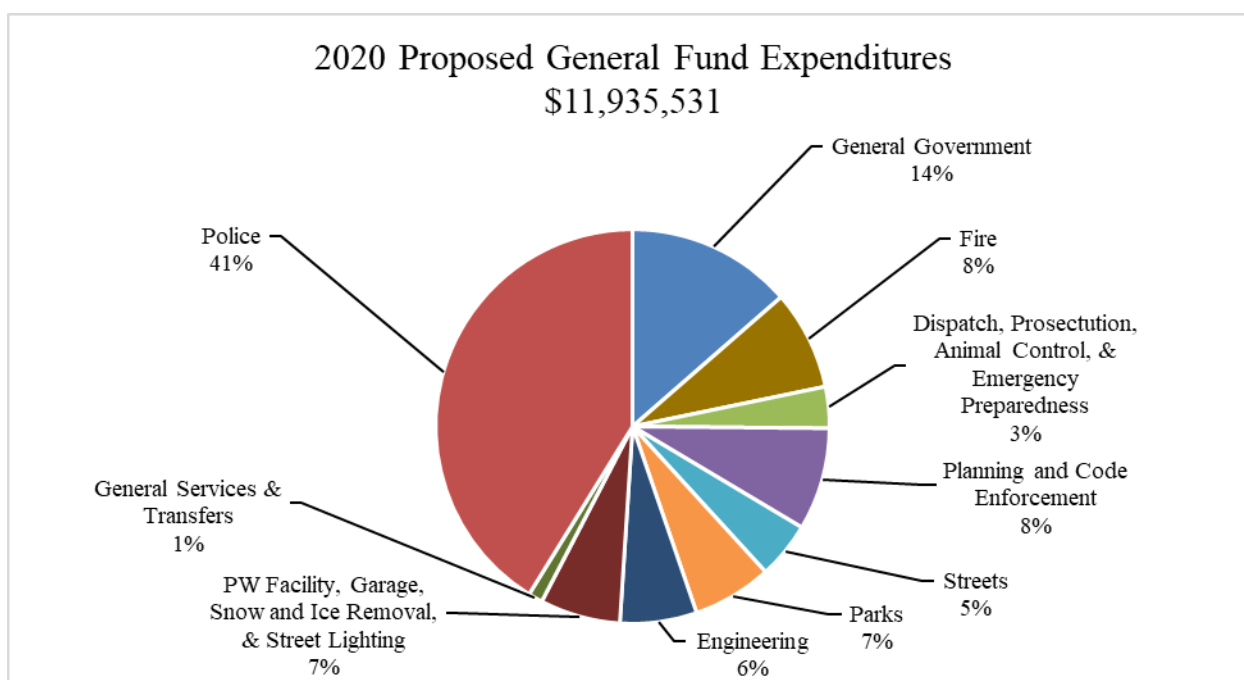


is a 3% adjustment to the wage schedule, 5% increase in the city's share of health insurance premiums, and the addition of one police officer. As discussed at the Council's budget work session in August, the staff proposes the addition of one officer in 2020 and another in 2021. This would provide a "power car" for each shift to help with the busiest times of day. Staff is prepared to revisit this discussion and review the supporting data at its meeting on September 10, 2019.

The remaining 17% increase in General Fund expenditures is attributed to an increase in the Materials & Supplies and Other Services accounts. Line items within the Public Works "Materials and Supplies" accounts were increased to reflect actual and on-going expenditures related to equipment maintenance and replacement of aging park irrigation equipment and parts. Road salt costs have also markedly increased due to supply constraints.

Increases in line items within "Other Services" accounts throughout the General Fund departments were due primarily to technology enhancements and software maintenance related costs, as well as a \$13,000 increase in Ramsey County Dispatch costs related to actual calls for service.

The graph below depicts 2020 proposed general fund expenditures by department.



## **BUDGETING PROCESS**

### Capital Budgeting Process:

In February, Departments submitted capital requests to the Finance Department and City Manager's Office for review and inclusion in the City's 5-year Capital Improvement Plan (CIP). The CIP is a long range plan for major capital purchases generally exceeding \$10,000, including equipment purchases, municipal building improvements, infrastructure improvements and park improvements. In April, the City Council held a work session to review the updated CIP, which included proposed capital expenditures to be included in the 2020 Budget.

Long-Range Financial Management Plan:

At its April work session, the Council considered the CIP within the context of the City's 10-year Financial Management Plan (FMP). Financial planning uses revenue and expenditure forecasts to provide insight into future financial capacity to develop strategies that achieve the long-term service objectives and sustainability of fund balances.

Maintaining appropriate fund balances is an important component of the long-range financial planning process. According to the Government Financing Officers Association (GFOA), a City's General Fund balance should be between 35% - 50% of overall expenditures. This must be accounted for in the budgeting process. The City currently carries a 35% General Fund balance; as discussed in previous work sessions, the goal of achieving a 40% fund balance is embedded in the long-range financial plan.

Operating Budget Process:

In June, City departments submitted budget requests and recommendations for the 2020 Budget to the Finance and City Manager Departments for review. These proposals were adjusted to develop a preliminary budget and tax levy. The City Council held a work session on August 12<sup>th</sup> to review key General Fund budget issues and provide direction on the 2019 preliminary tax levy, collectible in 2020. In preparing for Council's consideration of the preliminary budget and tax levy, staff first focused its efforts on the General Fund budget, as it most directly impacts the tax levy. The Enterprise, Special Revenue, Internal Service and Capital Funds will be discussed at the Council's November work session. Also by November, staff will have more information regarding revenues and expenses for the current year (2019), along with any additional information available to forecast 2020 revenues.

Public Input/Truth-in-Taxation Hearing:

The City encourages input on its budget from the public. In addition to the public budget discussion scheduled and published on proposed tax notices by Ramsey County for the November 26 truth-in-taxation hearings, residents and businesses are encouraged to provide feedback via the City's website, opportunities which will be publicized in the City's fall newsletter.

Adoption of 2020 Budget:

Council will be asked to adopt the final 2020 Budget and corresponding tax levy at its regular meeting on December 10, 2019.

**PROPERTY TAXES AND MPACT**Property Valuation:

Overall market value growth in White Bear Lake increased \$189 million or 6.9%.

The City's residential housing market continues to expand with overall growth. The median market value home for 2020 is \$243,100, which is \$20,600 higher than the median market value home in 2019. The average increase in home market values is 9.3%; however, some increases are as high 17%. The residential property value growth increases a homeowner's tax liability as the

market value exclusion decreases \$9 for every ten thousand dollars of valuation growth over \$76,000.

Apartment and Commercial/Industrial properties also recognize market value growth; however, the percentages are lower than the residential increase. Apartments market valuation estimates rose 1.8%, which is below the Ramsey County average of 6.9%, while the Commercial/Industrial market valuation estimates increased 8.66%, which is greater than the Ramsey County average of 4.66%.

#### Tax Levy Impact:

According to estimates from Ramsey and Washington Counties, the City's net tax capacity has increased \$1,879,234, or 6.8%.

Based upon the preliminary calculations, the median value home of \$243,100 would pay \$467.10 in 2020 for the City's share of property taxes, which is \$7.18 more than what a home of this market value would have paid in 2019.

Below is a comparison of the median value home, its taxable value and the City's annual property tax for recent years. Note that in 2016, the median value home was still \$1,750 less than in 2011, as it continued to recover from the recession. Since 2016, the median value has increased by \$58,400, or 32% over a 4-year period:

<u>Year</u>	<u>Median Market Value</u>	<u>Taxable Value</u>	<u>Taxable Value Increase</u>	<u>Annual City Tax</u>
2020	243,100	227,800	22,500	467.10
2019	222,500	205,300	15,384	413.54
2018	208,400	189,916	12,233	359.42
2017	194,700	177,683	13,600	337.05
2016	184,700	164,083	3,706	323.08
2015	181,300	160,377	15,478	326.64
2014	167,100	144,899	3,815	305.77
2013	163,600	141,084	(17,004)	303.27
2012	179,200	158,088	(28,362)	315.23
2011	186,450	186,450		330.11

#### State Wide Tax Levy Comparison:

The City's 2019 per capita tax levy liability of \$248.71 ranked lowest among all communities statewide with populations between 16,000 – 37,000. The impact of the preliminary tax levy would increase the City's per capita tax levy to \$270.77. Depending upon the tax levy adopted by the city with the second lowest per capita levy, White Bear Lake would remain either the lowest or second lowest among comparable cities in 2020 (refer to attached worksheet for detail).

**RECOMMENDATION**

Staff recommends adoption of the attached resolution approving a preliminary 2019 tax levy, collectible in 2020, of \$6,908,000. The resolution also sets November 26, 2019 for the City's Truth-in Taxation Hearing.

Please note, once the City Council adopts the preliminary tax levy, the final tax levy amount must be the same or lower, the amount cannot increase.

**ATTACHMENTS**

Resolution

Supporting Documents

**RESOLUTION NO.**

**RESOLUTION APPROVING THE PROPOSED 2019 TAX LEVY  
COLLECTIBLE IN 2020**

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, 2019; 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 2019, collectible in 2020, upon the taxable property in said City of White Bear Lake for the following purposes:

General Fund	\$6,475,000
Municipal Building – YMCA/Sport Center	
Debt Service	132,000
Street Construction - 2018	
Debt Service	220,000
Street Construction – 2019	
Debt Service	<u>81,000</u>
Gross Levy	6,908,000
Less: Fiscal Disparity	<u>(833,341)</u>
Net Levy	<u>6,074,659</u>

BE IT FURTHER RESOLVED that the City Council schedule Tuesday, November 26, 2019 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 2020 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County

**RESOLUTION NO.**

Auditor are hereby canceled, and replaced by the above debt service tax levy; and

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

City of White Bear Lake  
Tax Levy & LGA Comparison - State Wide  
City Population Between 16,000 - 37,000  
By Per Capita (Levy Only)  
For Fiscal Year 2019

Ranking	City	County	2017 Population	2019 Levy	Per Capita
1	Red Wing	Goodhue	16,572	20,281,443	1,223.84
2	Golden Valley	Hennepin	21,646	23,723,799	1,095.99
3	Hopkins	Hennepin	19,079	15,977,936	837.46
4	West St. Paul	Dakota	21,085	15,773,645	748.10
5	New Hope	Hennepin	21,545	15,001,610	696.29
6	Stillwater	Washington	19,748	13,729,726	695.25
7	Inver Grove Heights	Dakota	35,106	23,310,688	664.01
8	Hastings	Dakota	22,637	14,233,201	628.76
9	Roseville	Ramsey	35,987	22,025,310	612.04
10	South St. Paul	Dakota	20,598	12,212,978	592.92
11	Columbia Heights	Anoka	20,153	11,928,224	591.88
12	Richfield	Hennepin	36,544	21,626,692	591.80
13	Brooklyn Center	Hennepin	31,145	18,427,116	591.66
14	Savage	Scott	30,713	18,046,699	587.59
15	Farmington	Dakota	22,421	13,020,768	580.74
16	Fridley	Anoka	28,667	15,494,419	540.50
17	Rosemount	Dakota	23,965	12,320,434	514.10
18	Prior Lake	Scott	25,448	12,778,035	502.12
19	Owatonna	Steele	25,922	12,984,066	500.89
20	Forest Lake	Washington	20,497	10,263,320	500.72
21	Buffalo	Wright	16,247	8,027,464	494.09
22	Elk River	Sherburne	24,567	11,938,765	485.97
23	Crystal	Hennepin	22,929	11,060,388	482.38
24	Lino Lakes	Anoka	21,117	10,055,416	476.18
25	Hibbing	St. Louis	16,236	7,657,343	471.63
26	Shoreview	Ramsey	26,447	12,157,180	459.68
27	Ramsey	Anoka	26,462	11,831,336	447.11
28	Champlin	Hennepin	23,690	10,383,884	438.32
29	Oakdale	Washington	28,115	12,245,295	435.54
30	Northfield	Rice	20,398	8,849,117	433.82
31	Cottage Grove	Washington	36,399	15,695,000	431.19
32	Chanhassen	Carver	25,955	11,019,868	424.58
33	New Brighton	Ramsey	22,875	9,513,110	415.87
34	Otsego	Wright	16,605	6,710,109	404.10
35	Andover	Anoka	32,470	13,103,487	403.56
36	Faribault	Rice	23,769	9,250,896	389.20
37	Anoka	Anoka	18,205	7,028,564	386.08
38	St. Michael	Wright	17,536	6,665,199	380.09
39	Sartell	Stearns	18,127	6,570,145	362.45
40	Albert Lea	Freeborn	18,032	6,310,770	349.98
41	Chaska	Carver	26,941	9,201,811	341.55
42	Winona	Winona	27,271	8,596,403	315.22
43	Ham Lake	Anoka	16,153	4,930,453	305.23
44	Austin	Mower	25,374	6,873,000	270.87
45	Willmar	Kandiyohi	20,008	5,250,000	262.40
46	White Bear Lake	Ramsey	25,512	6,345,000	248.71

2020 Levy

25,512	6,908,000	270.77
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<b>PROPERTY TAX CAPACITY VALUATION &amp; RATE</b>				
Item	Property Value For Taxes Collectable In 2017	Property Value For Taxes Collectable In 2018	Property Value For Taxes Collectable In 2019	Property Value For Taxes Collectable In 2020
<b>Market Value</b>	\$2,363,681,100	\$2,558,489,600	\$2,739,232,500	\$2,928,329,300
<b>Taxable Property Value</b>				
Real Estate	26,067,338	28,577,080	30,809,390	32,965,900
Personal Property	593,786	622,593	659,373	652,466
Total property value	26,661,124	29,199,673	31,468,763	33,618,366
Less: Tax Increment project valuations	(420,167)	(475,519)	(515,812)	(529,704)
Subtotal - City	26,240,957	28,724,154	30,952,951	33,088,662
Less: Fiscal disparity contribution	(2,730,705)	(2,916,271)	(3,206,991)	(3,463,468)
<b>Net Tax Capacity Value</b>	<b>23,510,252</b>	<b>25,807,883</b>	<b>27,745,960</b>	<b>29,625,194</b>
Add: Fiscal Disparity Distribution	3,623,055	3,725,181	3,966,912	4,137,050
Total Tax Capacity	27,133,307	29,533,064	31,712,872	33,762,244
<b>Tax Capacity Rate</b>				
Levy	5,173,000	5,625,000	6,345,000	6,908,000
Less: Fiscal Disparity	713,386	706,621	756,030	833,341
<b>Net Levy</b>	<b>4,459,614</b>	<b>4,918,379</b>	<b>5,588,970</b>	<b>6,074,659</b>
Divide by Net tax capacity	<u>23,510,252</u>	<u>25,807,883</u>	<u>27,745,960</u>	<u>29,625,194</u>
<b>Tax Capacity Rate</b>	<b>18.969%</b>	<b>19.058%</b>	<b>20.143%</b>	<b>20.505%</b>



City of White Bear Lake  
 Residential  
 Property Tax Impact of tax levy  
 2020 Levy Impact Compared to 2019

**Proposed 2020 Estimated Market Values are exact amounts from Ramsey County 8/20/19.**  
 On average the Estimated Market Value for properties increased 9.3% per Ramsey County  
**The Median Value 2020 Home for 2020 is \$243,100 per Ramsey County**

15-30-22-41-0036 4779 Peggy Lane	2018	2019	Est 2020	Net Chg	% Chg
Market Value	178,000	192,700	224,000	31,300	16.24%
Taxable / Limited Market Value	156,800	172,800	207,000	34,200	19.79%
Tax Capacity	1,568	1,728	2,070	342	19.79%
Tax burden City	298.82	348.88	424.45	75.57	21.66%

14-30-22-22-0056 4953 Campanaro	2018	2019	Est 2020	Net Chg	% Chg
Market Value	191,100	209,300	229,900	20,600	9.84%
Taxable / Limited Market Value	171,100	190,900	213,400	22,500	11.79%
Tax Capacity	1,711	1,909	2,134	225	11.79%
Tax burden City	326.08	385.43	437.58	52.15	13.53%

36-30-22-13-0037 2547 Elm Drive	2018	2019	Est 2020	Net Chg	% Chg
Market Value	212,400	232,100	232,500	400	0.17%
Taxable / Limited Market Value	194,300	215,700	216,200	500	0.23%
Tax Capacity	1,943	2,157	2,162	5	0.23%
Tax burden City	370.29	435.50	443.32	7.82	1.80%

City of White Bear Lake  
 Residential  
 Property Tax Impact of tax levy  
 2020 Levy Impact Compared to 2019

**Proposed 2020 Estimated Market Values are exact amounts from Ramsey County 8/20/19.**  
 On average the Estimated Market Value for properties increased 9.3% per Ramsey County  
**The Median Value 2020 Home for 2020 is \$243,100 per Ramsey County**

35-30-22-24-0056			Est		
1970 Ivy Lane	2018	2019	2020	Net Chg	% Chg
Market Value	378,300	371,200	375,900	4,700	1.27%
Taxable / Limited Market Value	375,100	367,400	372,500	5,100	1.39%
Tax Capacity	3,751	3,674	3,725	51	1.39%
Tax burden City	714.86	741.78	763.81	22.03	2.97%
13-30-22-42-0011	Vacant Land 2018	Vacant Land 2019	Est 2020	Net Chg	% Chg
2517 Manitou Island	570,100	922,100	1,032,800	110,700	12.01%
Market Value	570,100	922,100	1,032,800	110,700	12.01%
Taxable / Limited Market Value	570,100	922,100	1,032,800	110,700	12.01%
Tax Capacity	7,126	11,526	11,660	134	1.16%
Tax burden City	1,358.07	2,327.10	2,390.88	63.78	2.74%
<b>Median Value Home 2020</b>					
25-30-22-33-0033			Est		
2353 Spruce Place	2018	2019	2020	Net Chg	% Chg
Market Value	188,800	213,900	243,100	29,200	13.65%
Taxable / Limited Market Value	168,600	196,000	227,800	31,800	16.22%
Tax Capacity	1,686	1,960	2,278	318	16.22%
Tax burden City	321.32	395.72	467.10	71.38	18.04%

City of White Bear Lake  
Commercial  
Property Tax Impact of tax levy  
2020 Levy Impact Compared to 2019

White Bear Royal Apartments 26.30.22.33.0004 3675 Highland Avenue		2018	2019	Est. 2020	Net Chg	% Chg
Market Value		6,464,800	7,414,000	7,636,400	222,400	3.00%
Tax Capacity		80,810	92,675	95,455	2,780	3.00%
Tax burden City		15,400.77	18,711.08	19,573.05	861.97	4.61%

White Bear Auto Body 14.30.22.41.0054 2218 4th Street		2018	2019	Est. 2020	Net Chg	% Chg
Market Value		499,500	499,500	524,500	25,000	5.01%
Tax Capacity		9,240	9,240	9,740		
Tax Capacity adjusted for Fiscal Disparities			5,935	6,095		
Tax burden City		1,154.00	1,198.30	1,249.85	51.55	4.30%

Bellaire Shopping Center 35-30-22-21-0083 2000 County Road E		2018	2019	Est. 2020	Net Chg	% Chg
Market Value		2,921,300	3,055,000	3,055,000	0	0.00%
Tax Capacity		57,676	60,350	60,350		
Tax Capacity adjusted for Fiscal Disparities			38,765	37,767		
Tax burden City		7,204.23	7,826.82	7,744.22	(82.60)	-1.06%

City of White Bear Lake  
Commercial  
Property Tax Impact of tax levy  
2020 Levy Impact Compared to 2019

International Paper Co. 15-30-22-11-0017 1699 9th Street	2018	2019	Est. 2020	Net Chg	% Chg
Market Value	4,229,900	4,365,100	4,000,000	(365,100)	-8.36%
Tax Capacity	75,950	86,552	79,250		
Tax Capacity adjusted for Fiscal Disparities		55,595	49,595		
Tax burden City	10,473.40	11,225.06	10,169.50	(1,055.56)	-9.40%
Health Partners 22-30-22-21-0002 1430 Highway 96	2018	2019	Est. 2020	Net Chg	% Chg
Market Value	4,089,000	4,293,500	4,508,200	214,700	5.00%
Tax Capacity	81,030	85,120	89,414		
Tax Capacity adjusted for Fiscal Disparities		54,675	55,956		
Tax burden City	10,121.00	11,039.31	11,473.76	434.45	3.94%

**City of White Bear Lake  
General Fund Summary**

**Annual Budget**

<u>Item</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Adopted</u>	<u>2019 Revised</u>	<u>2020 Budget</u>
<b>Revenue</b>					
Property Taxes	\$ 4,828,315	\$ 5,116,594	\$ 5,880,000	\$ 5,880,000	\$ 6,350,068
Franchise Fee and Fines	390,525	386,926	410,000	421,154	418,000
Licenses and Permits	687,808	775,165	750,400	743,750	755,300
Intergovernmental	2,431,199	2,604,171	2,211,297	2,213,597	2,209,297
Charges for Services	489,299	562,967	630,300	626,300	723,400
Miscellaneous	87,655	151,150	186,000	159,730	160,150
<b>Total Operating Revenue</b>	<u>8,914,801</u>	<u>9,596,973</u>	<u>10,067,997</u>	<u>10,044,531</u>	<u>10,616,215</u>
Transfers In	710,000	686,920	1,640,000	1,640,000	1,325,000
<b>Total Revenue</b>	<u>9,624,801</u>	<u>10,283,893</u>	<u>11,707,997</u>	<u>11,684,531</u>	<u>11,941,215</u>
<b>Expenditures</b>					
General Government	1,706,984	1,795,399	1,937,435	1,922,215	1,993,326
Public Safety	6,053,454	6,346,758	6,502,124	6,468,558	6,927,314
Public Works	1,604,299	1,904,524	2,774,225	2,730,574	2,874,671
General Service and Contingency	73,806	43,325	109,220	100,320	115,220
<b>Total Operating Expenditures</b>	<u>9,438,543</u>	<u>10,090,006</u>	<u>11,323,004</u>	<u>11,221,667</u>	<u>11,910,531</u>
Transfers Out	25,000	25,000	25,000	25,000	25,000
<b>Total Expenditures</b>	<u>9,463,543</u>	<u>10,115,006</u>	<u>11,348,004</u>	<u>11,246,667</u>	<u>11,935,531</u>
Revenues Over (Under) Expenditures	161,258	168,887	359,993	437,864	5,684
Reserve Adjustment (To) From	(105,000)	(85,000)	(230,000)	(425,000)	(150,000)
Fund Balance January 1	198,521	254,779	179,470	338,666	351,530
Fund Balance December 31	<u>254,779</u>	<u>338,666</u>	<u>309,463</u>	<u>351,530</u>	<u>207,214</u>
Reserve for Operations	<u>3,350,000</u>	<u>3,435,000</u>	<u>3,665,000</u>	<u>3,860,000</u>	<u>4,010,000</u>

**City of White Bear Lake**  
**General Fund Revenues**

**Annual Budget**  
**Business Unit: 1001**

Code	Item	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget
<b>General Property Taxes</b>						
4015	Current	\$ 4,102,145	\$ 4,381,973	\$ 5,088,970	\$ 5,088,970	\$ 5,481,727
4040	Fiscal Disparities	698,900	695,791	756,030	756,030	833,341
	Total Current ad valorem taxes	4,801,045	5,077,764	5,845,000	5,845,000	6,315,068
4025	Delinquent	24,185	37,245	30,000	30,000	30,000
4030	Penalties and interest	3,085	1,585	5,000	5,000	5,000
	Total General Property Tax	4,828,315	5,116,594	5,880,000	5,880,000	6,350,068
<b>Franchise Fee</b>						
5095	Franchise fee - utilities	301,463	308,569	315,000	330,154	325,000
<b>Licenses and Permits</b>						
<b>Business</b>						
4305	Liquor, intoxicating	85,510	84,731	87,000	87,000	87,000
4307	Liquor, nonintoxicating	3,525	3,837	6,000	3,000	3,000
4309	Cigarette	3,750	4,050	5,000	3,450	3,500
4311	Entertainment	1,245	745	1,400	800	800
4315	Rental housing fee	16,383	20,629	19,000	17,000	19,000
4317	General contractor	9,533	12,296	12,500	12,500	12,500
4319	Solicitor	2,450	1,950	2,500	1,600	2,000
4321	Service Station	5,925	5,925	6,500	5,000	5,000
4323	Other	5,380	5,033	5,000	5,000	5,000
4325	Gambling permits	2,325	2,675	2,500	2,700	2,500
	Total Business Licenses and Permits	136,026	141,871	147,400	138,050	140,300
<b>Non-Business</b>						
4345	Animal	4,430	2,244	3,000	4,600	3,000
4350	Launch	9,000	10,000	10,000	10,000	10,000
4405	Building	321,897	379,508	365,000	365,000	380,000
4406	Building plan reviews	88,979	98,147	90,000	90,000	95,000
4415	Electrical	36,589	37,389	40,000	40,000	30,000
4420	Heating and air conditioning	44,412	56,133	45,000	45,000	45,000
4425	Plumbing	29,705	32,472	35,000	35,000	35,000
4430	Water and Sewer	3,175	4,170	3,000	3,000	3,000
4435	Sign	9,595	7,251	8,000	5,000	7,000
4437	Driveway	4,000	5,980	4,000	4,000	4,000
4439	Right of Way				4,100	3,000
	Total Non-Business Licenses and Permits	551,782	633,294	603,000	605,700	615,000
	Total Licenses and Permits	687,808	775,165	750,400	743,750	755,300
<b>Fines</b>						
4510	County	75,573	64,159	80,000	80,000	80,000
4520	Administrative - City fines	749	1,158	1,000	1,000	1,000
4522	Administrative - City share of State fines	12,740	13,040	14,000	10,000	12,000
	Total Fines	89,062	78,357	95,000	91,000	93,000
<b>Intergovernmental</b>						
4604	Federal grants	122,194	92,358	180,000	177,300	172,000
4624	State Local Government Aid	1,456,765	1,500,002	1,202,297	1,202,297	1,202,297
4626	State Aid Street Maintenance	126,000	290,000	375,000	375,000	375,000
4630	State Police Relief Aid	249,820	250,128	249,000	249,000	249,000
4632	State Fire Relief Aid	232,194	241,116	-	-	-
4636	State 911 Distribution	33,850	11,283	-	-	-
4644	State Police POST Board	8,901	26,796	9,000	25,000	25,000
4646	State Aid - Other	25,616	14,192	-	-	-
4662	County Aid - Other	32,859	31,296	45,000	34,000	31,000
4666	Local Aid - School District Resource Officers	143,000	147,000	151,000	151,000	155,000
	Total Intergovernmental	2,431,199	2,604,171	2,211,297	2,213,597	2,209,297

City of White Bear Lake  
General Fund Revenues

Annual Budget  
Business Unit: 1001

Code	Item	2017 Actual	2018 Actual	2019 Adopted	2019 Revised	2020 Budget
<b>Charges for Services</b>						
4807	Customer Service Taxable	476	531	500	500	500
4809	Customer Service Non-Taxable	31,678	21,109	30,000	30,050	30,000
4819	Charges to other departments	-	50	-	-	-
4832	Fire services	308,511	328,733	385,000	385,000	465,100
4834	Police services	-	63,800	68,000	63,000	80,500
4835	False alarm services	3,875	450	1,000	1,350	1,000
4836	Public Safety services	7,669	7,562	4,000	4,000	4,000
4842	Public Works services	2,155	10,740	1,800	1,800	1,800
4845	Building Inspection services	134,857	129,779	140,000	140,000	140,000
4846	Fire Inspection services	-	200	-	600	500
4875	Miscellaneous services	78	13	-	-	-
	Total Charges for Services	<u>489,299</u>	<u>562,967</u>	<u>630,300</u>	<u>626,300</u>	<u>723,400</u>
<b>Miscellaneous Revenues</b>						
4955	Interest	-	90,000	115,000	115,000	115,000
4975	Rental income	71,613	45,485	65,000	37,315	35,650
4990	Donations	2,767	2,311	2,000	2,000	2,000
5010	Sale of property	5,549	2,384	1,000	1,000	1,000
5318	Gambling regulatory tax	-	-	-	3,000	3,000
5350	Miscellaneous revenues	-	1,292	-	1,065	-
5360	Refunds and reimbursements	7,726	9,678	3,000	350	3,500
	Total Miscellaneous Revenues	<u>87,655</u>	<u>151,150</u>	<u>186,000</u>	<u>159,730</u>	<u>160,150</u>
<b>Transfers for Administrative Charges</b>						
5205	Water Distribution	99,300	102,280	101,000	101,000	101,000
5205	Water Treatment	18,000	18,540	19,000	19,000	19,000
5205	Sewer	103,300	106,400	110,000	110,000	110,000
5205	Refuse	105,900	109,000	110,000	110,000	110,000
5205	Ambulance	282,800	254,000	140,000	140,000	140,000
5205	License Bureau	30,700	31,700	-	-	-
5205	HRA Redevelopment - District 25	70,000	25,000	25,000	25,000	25,000
5205	Marina	-	40,000	70,000	70,000	70,000
5205	Interim Construction	-	-	1,065,000	1,065,000	750,000
	Total Transfers	<u>710,000</u>	<u>686,920</u>	<u>1,640,000</u>	<u>1,640,000</u>	<u>1,325,000</u>
<b>Total</b>		<b><u>\$ 9,624,801</u></b>	<b><u>\$ 10,283,893</u></b>	<b><u>\$ 11,707,997</u></b>	<b><u>\$ 11,684,531</u></b>	<b><u>\$ 11,941,215</u></b>

**City of White Bear Lake**  
**General Fund Summary of Expenditures by Department and Division**

**Annual Budget**

<b>Code</b>	<b>Item</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Revised</b>	<b>2020 Budget</b>
<b>Legislative</b>						
1010	Mayor and Council	\$ 144,574	\$ 141,081	\$ 148,525	\$ 150,288	\$ 154,567
<b>Department of Administration</b>						
1020	City Manager	323,578	354,744	369,887	379,862	392,701
1030	Finance	543,036	593,664	613,365	619,154	625,238
1040	Legal Counselor	62,450	51,298	72,169	58,034	65,869
1050	City Hall	227,354	256,708	316,082	316,802	324,368
1060	Elections	34,976	95,568	58,771	59,911	59,911
1070	Planning	371,016	302,336	358,636	338,164	370,673
	<b>Total general government</b>	<b>1,706,984</b>	<b>1,795,399</b>	<b>1,937,435</b>	<b>1,922,215</b>	<b>1,993,326</b>
<b>Department of Public Safety</b>						
1110	Police	3,844,389	4,147,844	4,471,589	4,563,096	4,915,734
1210	Fire	983,033	924,955	902,595	930,977	973,258
1114	Dispatch	539,772	504,173	326,943	203,000	213,000
1041	Prosecution	148,879	153,731	148,970	149,070	153,763
1118	Animal Control	14,789	14,834	23,405	21,027	22,418
1220	Emergency Preparedness	11,505	11,364	14,149	15,714	16,864
1080	Building and Code Enforcement	511,087	589,857	614,473	585,674	632,278
	<b>Total public safety</b>	<b>6,053,454</b>	<b>6,346,758</b>	<b>6,502,124</b>	<b>6,468,558</b>	<b>6,927,314</b>
<b>Department of Public Works</b>						
1300	Public Works Facility	-	163,120	185,833	194,272	197,471
1310	Engineering	-	-	754,244	645,944	752,775
1320	Garage	136,021	114,156	145,469	141,496	146,807
1410	Streets	545,166	561,560	531,026	560,234	555,241
1420	Snow and Ice Removal	107,389	234,401	233,928	245,609	252,470
1430	Street Lighting and Signals	170,161	186,306	191,100	191,101	191,403
1510	Parks	645,562	644,981	732,625	751,917	778,505
	<b>Total public Works</b>	<b>1,604,299</b>	<b>1,904,524</b>	<b>2,774,225</b>	<b>2,730,574</b>	<b>2,874,671</b>
<b>Non-Departmental</b>						
1610	General Services	-	-	14,220	14,220	14,220
	Lake Conservation District	34,777	-	30,000	36,600	34,000
	Northeast Youth and Family Services	39,029	39,575	42,000	42,000	44,000
	Senior Bus	-	3,750	7,500	7,500	7,500
	Contingency	-	-	15,500	-	15,500
	<b>Total non-departmental</b>	<b>73,806</b>	<b>43,325</b>	<b>109,220</b>	<b>100,320</b>	<b>115,220</b>
	<b>Total operational expenditures</b>	<b>9,438,543</b>	<b>10,090,006</b>	<b>11,323,004</b>	<b>11,221,667</b>	<b>11,910,531</b>
<b>Transfers Out</b>						
	Armory	25,000	25,000	25,000	25,000	25,000
	<b>Total transfers out</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>Total</b>	<b>9,463,543</b>	<b>10,115,006</b>	<b>11,348,004</b>	<b>11,246,667</b>	<b>11,935,531</b>



REGULAR MEETING OF THE WHITE BEAR LAKE CONSERVATION DISTRICT  
7:00 pm White Bear Lake City Hall  
Minutes of July 16, 2019

APPROVAL DATE: Not approved

1. **CALL TO ORDER** the July 16, 2019 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 Sec/Tres Diane Longville, Directors: Scott Costello, Mike Parenteau, Geoff Ratte, Susie Mahoney, Absent were Directors Marty Rathmanner and Cameron Sigecon. A quorum was present.
3. **AGENDA** – Chair DeSmet asked any changes or additions- Motion to add under New Business Ramsey County Water Patrol Presentation (Desmet/Second) all aye passed
4. **APPROVAL OF MINUTES OF** – June 20, 2019 board meeting Motion (DeSmet/Second) Moved to approve all aye passed.
5. **PUBLIC COMMENT TIME** – None
6. **NEW BUSINESS** – Presentations by Concerned Citizens of the Lake and Ramsey County Water Patrol were given including a power point of activities that are happening that the concerned citizens are looking for help to stop. Several people attended to express their concerns with continued and escalating issues of unsafe and illegal practices by some boaters on the lake. Many voiced their frustrations. They are looking for options as how to eliminate these problems in a safe and civil manner. Water Patrol said they need anyone with a problem on the water to call 911 this way they have a record of all calls. Extensive discussions included possible changing of ordinances, having undercover patrol, and having additional officers. All options will be considered and evaluated by the board. This was a first step in opening the dialogue and working together to come up with new and or alternative measures to make White Bear Lake an enjoyable place for all.
7. **UNFINISHED BUSINESS** – Buoy regulations discussion will continue next month, Director Mahoney will research buoy specifications that the board may incorporate.
8. **REPORTS/ACTION ITEMS**  
**Executive Committee** – Reviewed office procedures with Kim and goals for upcoming year.
9. **Lake Quality Committee – Mike Parenteau**
  - Lake level – 925.14 same as last month
  - Lake temperature – 80 degrees
  - Milfoil treatment was done on July 2<sup>nd</sup>. It was a warm calm day so treatment results should be positive. Results will be presented later in the summer.
10. **Lake Utilization Committee** – Nothing at this time
11. **Lake Education – Scott Costello**  
Continuing the distribution of anti-plastic signs. City of White Bear Lake has now posted all their signs.  
**Treasurer's Report** – Motion (DeSmet/Second) approval of July 16,, 2019 Treasurer's report and payment of check numbers 4582-4587 All Aye passed.

**12. Board Counsel – None**

**13. Announcements –** Have now received three complaints that the water ski course is not being moved every two weeks. Have contacted Mr. Redpath as well as making them aware that the procedure is to move the course every two to three weeks.

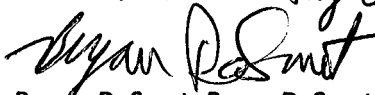
**14. Adjournment –** Motion (DeSmet/Second) Move to adjourn. All aye Passed.

**Meeting adjourned**

ATTEST:

Kim Johnson: *Kim Johnson*   
Executive Administrative Secretary

Date: ~~July 16, 2019~~ *Aug 20, 2019*

  
Bryan: DeSmet: *Bryan DeSmet*

Board Chair

Date: ~~July 16, 2019~~ *Aug 20, 2019*

# Park Advisory Commission Meeting Minutes

JULY 18, 2019

6:30 P.M.

LAKWOOD HILLS PARK

MEMBERS PRESENT	Bill Ganzlin, Bryan Belisle, Mark Cermak, Anastacia Davis, Ginny Mae Davis, Mike Shepard
MEMBERS ABSENT	Victoria Biehn
STAFF PRESENT	Mark Meyer and Andy Wietecki
VISITORS	
NOTE TAKER	Mark Meyer

## 1. CALL TO ORDER

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

## 2. APPROVAL OF MINUTES

Approval of the minutes from June 20, 2019 was moved by Bryan Belisle and seconded by Ginny Mae Davis. Motion carried.

## 3. APPROVAL OF AGENDA

Approval of the July 20, 2019 agenda was moved by Anastacia Davis and seconded by Mike Shepard. Motion carried.

## 4. UNFINISHED BUSINESS

With regards to updating the landscaping at Lions Park and some of the upgrades for the park, Bryan Belisle questioned whether the bathrooms were in need of upgrading at Lions Park since there are bathrooms at the Boardwalk Commons.

## 5. NEW BUSINESS

### a) White Bear Lake Lions Donations

The White Bear Lake Lions are donating \$25,000 towards a handicap accessible playground. The Park Advisory Commission thinks that Lakewood Hills Park would be a great location for the playground due to the size of the parking lot.

### b) Summer Park Tours – Lakewood Hills Park

The Park Advisory Commission walked through Lakewood Hills Park for their July park tour. Andy Wietecki, Parks Department Lead, talked about the upgrades planned for the pavilion. The beams will be painted to match the new soffit and fascia that was just installed. The bathrooms will get a face lift and upgrade to porcelain fixtures along with upgrading the water service. New doors will also be installed around the pavilion. The City will also be putting the final touches on the upgraded playground that was installed last year.

The Frisbee Golf Course is heavily used and needs some forest restoration to remove and clear dead trees. The City plans to put down recycled material to build up the walking path around the park and eventually putting asphalt over the recycled material to make a premier walking path. Overall, the Park Board Commission was very impressed by Lakewood Hills Park.

## **6. OTHER STAFF REPORTS**

A resident reached out to Ginny Mae Davis regarding the Vets fishing pier and Lions fishing pier weed growth. City staff checked with the DNR and they only take care of their own fishing piers. The DNR, however, would issue a permit if the City chooses to proceed with weed removal. Staff also checked with the water conservation district and they would help with weed growth if the weeds are non-native weeds. The vegetation around the fishing pier is native to the lake and helps with water clarity. At this time, staff is checking options to see if this is something the City will pursue.

## **7. COMMISSION REPORTS**

None.

## **8. OTHER BUSINESS**

None.

## **9. ADJOURNMENT**

The next meeting will be held on August 15, 2019 at 6:30 p.m at Stellmacher Park.

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

**MINUTES  
PLANNING COMMISSION MEETING  
CITY OF WHITE BEAR LAKE  
AUGUST 26, 2019**

The regular monthly meeting of the White Bear Lake Planning Commission was called to order on Monday, August 26, 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, Jim Berry, Mary Alice Divine, Mark Lynch, Marvin Reed, and Peter Reis.

MEMBERS EXCUSED: Erich Reinhardt.

MEMBERS UNEXCUSED: None.

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

OTHERS PRESENT: Mark Ryan and Bob Djupstrom.

**2. APPROVAL OF THE AUGUST 26, 2019 AGENDA:**

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

**3. APPROVAL OF THE JUNE 24, 2019 PLANNING COMMISSION MEETING MINUTES:**

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

**4. CASE ITEMS:**

A. **Case No. 19-7-V:** A request by **Mark Christenson** for a three foot variance from the four foot height limit for an existing stone wall abutting a public right-of-way, per Code Section 1302.030, Subd.6.h.4, in order to allow the wall to remain along 10<sup>th</sup> Street for the property located at 4955 Lake Avenue. (Continued.)

Crosby requested the Commission continue this item to the September Planning Commission meeting.

The Planning Commission agreed to continue the item to the September 30, 2019 Planning Commission meeting.

- B. **Case No. 19-4-Z:** A City-initiated text amendment to Zoning Code Section 1303.227, Subd.4.f.2, to delete the slip density limit of not more than one slip for every four feet of shoreline. (Continued at staff's request.)

Kane requested the Commission continue this item to the September Planning Commission meeting. She noted it will be a discussion item later in the meeting.

Member Reed opened the public hearing.

Bob Djupstrom, 3895 Cranbrook Drive, he pointed out that currently no one in the marina is in compliance, except the VFW. The slip density ordinance maintains a standard for commercial bays, lake quality level, and balance of commercial and recreational use of the lake. There has been an increase in lake usage, as indicated in the White Bear Press.

He conveyed that the City has a civic duty to protect the quality of life around the lake. The slip density regulation should be retained, while grandfathering in the existing docks at their current slip numbers, to ensure that new development does not contribute to congestion. He would like to attend next month's meeting.

The Planning Commission agreed to continue the item to the September 30, 2019 Planning Commission meeting.

- C. **Case No. 75-13-Sa:** A request by **Docks of White Bear Lake** for a conditional use permit amendment for a 50-slip expansion of the Docks of White Bear Lake Marina, per Code Section 1303.227, Subd.4.f, at the property located at 4424 Lake Avenue South. (Continued at applicant's request.)

Crosby requested the Commission continue this item to the September Planning Commission meeting at the request of the applicant.

The Planning Commission agreed to continue the item to the September 30, 2019 Planning Commission meeting.

- D. **Case No. 19-4-CUP:** A request by **White Bear Lake Event Center** for a conditional use permit for an event center in the Lake Village Mixed Use District, per Code Section 1303.227, Subd.4, and a conditional use permit for joint parking, per Code Section 1302.050, Subd.10.a, at the property located at 4431 Lake Avenue South. (Continued at applicant's request.)

Crosby requested the Commission continue this item to the September Planning Commission meeting at the request of the applicant.

The Planning Commission agreed to continue the item to the September 30, 2019 Planning Commission meeting.

- E. **Case No. 19-2-P & 19-3-Z:** A City-initiated request for a preliminary plat to rearrange four lots located at 3996, 3998, 4000 Hoffman Road and 4001 Highway 61 into two parcels per Code Section 1402.020, and a rezoning of the northern parcel from B-3: Auto-Oriented Business to I-1: Limited Industry, and the southern parcel from B-3: Auto-Oriented Business to P: Public, per

Code Section 1301.040, in order to allow the north half to be combined with Saputo and the south half to be joined to the White Bear Lake Public Works facility.

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

Member Reed inquired about ownership and demolition costs. Kane responded that the City has closed on the property, and while the contracts are not finalized, all costs will be split 50/50 with Saputo.

Member Reis questioned if Saputo is public or private, domestic or offshore. Kane replied that the company is privately held and offered to have the answer on whether it is domestic by the City Council meeting.

Member Reed opened the public hearing. There being no comments from the public, Member Reed closed the public hearing.

Member Lynch moved to recommend approval of Case No. 19-2-P & 19-3-Z. Member Reis seconded the motion. The motion passed by a vote of 6-0.

## **5. DISCUSSION ITEMS:**

### **A. Workshop Discussion on Slip Density regulation in LVMU District.**

Kane discussed the City's slip density regulations. Currently, the Lake Village Mixed Use District (LVMU) is the only zoning district that allows/regulates marinas. She broke down the density of each of the businesses boat slips, demonstrating that no one is within regulation.

She noted that the White Bear Lake Conservation District (WBLCD) has authority over dock configuration and enforcing the Authorized Dock Usage Area (ADUA). The WBLCD previously approved the proposed dock expansion for the Docks of White Bear, contingent on approval from the City that parking requirements will be met. The City requires one parking stall for every four boat slips. Staff has analyzed parking and found there to be adequate spaces to support the additional boat slips at the shopping center. This is not the case for others in the bay.

Member Divine questioned the rationale for the parking ratio. Kane was unsure of the reasoning, but found the ratio to be low compared to other cities with commercial marinas.

Member Reis wondered if the required parking is looked at yearly, considering the variability of lake levels, and whether tearing down buildings to the north would allow for more parking opportunities. Kane confirmed that the City will be looking at the parking numbers annually as a joint effort by the City and the WBLCD to stay connected. She noted that the properties in question are zoned commercial and would not be allowed to be used as marina.

Member Divine wondered if parking spots are dedicated to marina use and if the vacant retail spaces were accounted for in staff's analysis. Kane affirmed both were true. Member Lynch followed up with the suggestion that the marina parking requirement be analyzed to determine if it is an accurate representation of what is needed. Kane replied that the City will be conducting a detailed parking analysis later this year and suggested this use could be examined a part of that study.

Member Reed questioned how it came to be that all the docks in the marina are out of compliance and if there were density standards before 2003. Kane was unsure of past density regulations, but commented that the City has always regulated marinas. She has researched the meeting minutes and found that none of the docks have been expanded since 2003, so they are most likely grandfathered in at their current densities.

Member Divine commented that she did not think getting rid of the slip density requirement all together is right, but is unsure of what the solution should be. Member Berry concurred.

Member Reis reported that deleting slip density is cause for concern, as it has only been a few years since the lake was at its lowest. He wondered how much flexibility is granted when the lake is low and owners lose access to boat slips. Kane confirmed the WBLCD has granted some leeway for alternate dock configurations extending beyond the ADUA, but too much extension would reduce navigability and access for other users, so it is limited.

Member Berry asked how parking is allocated to each business at the City's public ramp. Kane explained how a shared parking model was used to reduce the number of required parking for businesses that share the public ramp.

Member Baltzer expressed concern over the fact that WBLCD already approved the dock expansion, indicating it puts the City in a bind.

Member Lynch wondered about the possibility of enforcing time limits for on street parking along Lake Avenue South to promote higher turnover. Kane explained that enforcement is difficult and it generates more complaints from both residents and businesses.

There was general consensus among the Commissioners that it would not be in the City's best interest to delete the slip density requirement. They were open to changing the density.

Bob Djupstrom asked about a possible discrepancy in shoreline measurements. He reiterated his earlier comments that the docks limit access to the lake. Member Lynch urged Mr. Djupstrom to offer his comments to the WBLCD.

**B.** City Council Meeting Minutes of August 13, 2019.

No discussion

**C.** Park Advisory Commission Meeting Minutes of May 16, 2019.

Member Divine wondered what a bike repair station consisted of. Crosby replied it to be a place where tools are available for use by the public to perform maintenance on bicycles.

## **6. ADJOURNMENT:**

Member Baltzer moved to adjourn, seconded by Member Lynch. The motion passed unanimously (6-0), and the August 26, 2019 Planning Commission meeting was adjourned at 8:30 p.m.





City of White Bear Lake  
City Manager's Office

## MEMORANDUM

**To:** Ellen Richter, City Manager

**From:** Kara Coustry, City Clerk

**Date:** September 3, 2019

**Subject:** **Resolution approving issuance of an off-sale liquor license to Obtainworld, LLC, dba Cotroneo's**

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### BACKGROUND/SUMMARY

The current owner of Cotroneo's, the Fix's are selling the business to new owners Obtainworld, LLC. The city received a completed application from Hardik Patel on behalf of Obtainworld, LLC dba Cotroneo's for off-sale liquor license at:

Obtainworld, LLC  
dba Cotroneo's Wine and Spirits  
2148 3<sup>rd</sup> Street  
White Bear Lake, MN 55110

The Police Department is in the process of completing a background investigation. Preliminary review shows no indication for concerns of a recommendation for denial. The current owners would like to close on the sale of this business October 1<sup>st</sup>. As there will not be a meeting on September 24<sup>th</sup>, staff recommends this license be approved, conditioned upon a clear background check report from the Police Department. The full application is on file in the Manager's office.

### RECOMMENDED COUNCIL ACTION

Staff recommends the City Council adopt the attached resolution approving an off-sale liquor license for Obtainworld, LLC contingent upon a clear background check.

### ATTACHMENTS

Resolution

**RESOLUTION NO.**

**RESOLUTION APPROVING AN OFF-SALE LIQUOR LICENSE FOR  
OBTAINWORLD, LLC DBA COTRONEO'S**

WHEREAS an application for an off-sale liquor license has been made by Hardik Patel on behalf of Obtainworld, LLC; and

WHEREAS the establishment of the off-sale liquor license is located at 2148 3<sup>rd</sup> Street, White Bear Lake, MN; and

WHEREAS the Police Department is in the process of completing a background investigation, so license approval would be contingent upon a clear background check result.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of White Bear Lake conditionally approves an off-sale liquor license effective through the business cycle ending March 31, 2020 for the following, contingent upon a clear background check result:

Hardik Patel  
Obtainworld, LLC  
dba Cotroneo's Wine and Spirits  
2148 3<sup>rd</sup> 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 Engineer's Office

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Paul Kauppi, Public Works Director/City Engineer

**Date:** September 4, 2019

**Subject:** **Final Payment to Forest Lake Contracting for Completion of the Centerville Road Improvement Project - City Project No. 18-16**

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## **BACKGROUND / SUMMARY**

Forest Lake Contracting has completed construction of the Centerville Road Improvement Project (City Project 18-16). All of the work specified in the contract has been accomplished. The value of the work completed is \$940,010.12. The Engineering Department recommends that the City Council accept the work and authorize the final payment to Forest Lake Contracting in the amount of \$13,172.22.

The City was the lead agency for this improvement project on a Ramsey County facility in an effort to achieve project completion before the grand opening of Lunds/Byerly's in November 2018. The City's contribution towards this project was the amount assessed (\$365,000) to the benefiting properties.

## **RECOMMENDED COUNCIL ACTION**

Our recommendation is that the Council adopt the resolution and authorize final payment to Forest Lake Contracting for construction of the Centerville Road Improvement Project.

## **ATTACHMENTS**

Resolution

**RESOLUTION NO.:**

**RESOLUTION ACCEPTING WORK AND AUTHORIZING  
FINAL PAYMENT TO FOREST LAKE CONTRACTING  
FOR THE CENTERVILLE ROAD IMPROVEMENT PROJECT  
CITY PROJECT NO.: 18-16**

WHEREAS, pursuant to Resolution No. 12231, a written contract with the City of White Bear Lake, Forest Lake Contracting of Forest Lake, Minn, has satisfactorily completed the Centerville Road Improvement Project, 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 \$13,172.22 for a final contract amount of \$940,010.12 for the Centerville Road Improvement Project.

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

December 2018

January 16, 2018 - December 31, 2018

TREASURER'S REPORT

ASSETS

DESCRIP OF ACCOUNT & YIELD	YTD BAL. FWD FROM LAST MO	THIS MO. REFUNDS/ DEPOSITS	THIS MO. WITHDRAWALS	YTD EARNED INTEREST	Less THIS MO BANK SAVING FEE	Plus THIS MO. INTEREST	YTD BALANCE thru December (1 mo. Behind)
U.S. Savings .00492%	\$2,389.81	\$15.00	\$0.00	\$0.40	\$5.00	\$0.04	\$2,399.85
LK AreaBank MM account 0.03%	\$50,621.05	\$0.00	\$0.00	\$15.20	\$0.00	\$0.00	\$50,636.25
<b>Total</b>							<b>\$53,036.10</b>

	CHECKING	ACCOUNT		INCOME	
		INCOME AMOUNT	RECEIVED FROM	DATE DEP.	POSTING ACCT NUMBER/COMMENT
Brt. Forward					
from 11/20/2018	\$86,570.71	\$50.00	Hickory Street Dock Assn	12/26/2018	4050 Permit Fee 2019
		\$50.00	Hickory Street Dock Assn	12/26/2018	4151 Application Fee 2019
		\$50.00	VFW	12/26/2018	4150 App fee softball on ice
		\$50.00	VFW	12/26/2018	4150 App fee horeshoes on ice
		\$49.00	League of MN Cities	12/26/2018	4300 dividend
		\$5,000.00	Docks of WBL	12/31/2018	4151 Application Fee 2019
<b>TTL INC</b>		<b>\$5,248.00</b>			

Bal + Income \$91,819.71  
 Chking + Transferred from Lake Area Bank Money Market  
 Chking - Transferred from checking to U.S. Bank Savings  
 plus Bank Refunds  
 less Bank fees

<b>\$91,819.71</b>
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CHECK NUMBER	EXPENSE AMOUNT	CHECK WRITTEN TO	SPLIT AMOUNT	ACCOUNT NUMBER	COMMENTS
✓ 4538	\$1,000.00	H. Alan Kantrud		6120	18-Dec
✓ 4539	\$50.00	Brian Hensien	Cable	6530	Nov-18
✓ 4540	\$3,254.09	City of White Bear Lake			
		Payroll	\$2,576.00	6110	Nov-18
		PERA	\$193.21	6110	Nov-18
		FICA	\$197.07	6113	Nov-18
		EOY Processing	\$44.92	6140	Nov-18
		Rent	\$100.00	6210	Dec-18
		Office Supplies		6410	
		Phone	\$67.30	6460	Oct-18
		Postage	\$75.59	6450	Nov-18
✓ 4541	\$187.50	CJ Merry LLC	Professional Services	6140	Dec-18
✓ 4542	\$ 3,100.00	Blue Water Science	EWM Plant Survey	6036	
✓ 4543	\$ 50.00	Wirebuilt	website & website Hosting	6050	Oct-18
	\$ (1.99)	Network Solutions	Refund	6050	Dec-18

<b>TOTAL 12 2018 checks</b>	<b>\$7,639.60</b>	<b>TOTAL CHECKS</b>
<b>TTL 11-20-2018 (to carry forward)</b>	<b>\$84,180.11</b>	

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01/14/19

Cash Basis

**White Bear Lake Conservation District**

**Balance Sheet**

As of December 31, 2018

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	<u>Dec 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · US Bank Checking	84,180.11
1120 · Petty Cash	3.68
1410 · US Bank Savings	2,399.85
1411 · Lake Area Bank Money Market	50,636.25
<b>Total Checking/Savings</b>	<u>137,219.89</u>
<b>Total Current Assets</b>	<u>137,219.89</u>
<b>TOTAL ASSETS</b>	<u><u>137,219.89</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	<u>137,219.89</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>137,219.89</u></u>

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Cash Basis

# White Bear Lake Conservation District

## Profit & Loss

November 23 through December 31, 2018

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	<u>Nov 23 - Dec 31, 18</u>
<b>Income</b>	
4150 · License Application Fees	150.00
4151 · License Unit Fees	5,050.00
4200 · Interest Income	15.29
4300 · Misc. Income	49.00
	<hr/>
<b>Total Income</b>	5,264.29
<b>Expense</b>	
6036 · EWM Plant Survey	3,100.00
6050 · General Public Info / Education	48.01
6110 · Administrative Services	2,769.21
6113 · US IRS	197.07
6120 · Legal Services	1,000.00
6140 · Misc. Professional Services	232.42
6145 · Bank Charges	-10.00
6210 · Office Rent	100.00
6450 · Postage Costs	75.59
6460 · Telephone Costs	67.30
6530 · Meeting Cablecast	50.00
	<hr/>
<b>Total Expense</b>	7,629.60
	<hr/>
<b>Net Income</b>	<b>-2,365.31</b>

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## White Bear Lake Conservation District

## Profit &amp; Loss

01/14/19

January through December 2018

Cash Basis

	<u>Jan - Dec 18</u>
<b>Income</b>	
4150 · License Application Fees	500.00
4151 · License Unit Fees	19,550.00
4200 · Interest Income	15.60
4300 · Misc. Income	49.00
4501 · Insurance Refunds	54.00
	<hr/>
<b>Total Income</b>	20,168.60
<b>Expense</b>	
6010 · Water Patrol Costs	4,920.00
6034 · EWM Treatment / Control	44,296.84
6036 · EWM Plant Survey	3,100.00
6036a · EWM Buoys	568.00
6050 · General Public Info / Education	14,409.80
6060 · Lake Mgmt Misc	250.00
6060a · Swimmers Itch Control Costs	224.00
6110 · Administrative Services	20,752.86
6111 · MN Unempl. Compensation	18.00
6113 · US IRS	1,341.62
6120 · Legal Services	9,450.00
6130 · Insurance Premiums	1,167.00
6140 · Misc. Professional Services	2,512.87
6145 · Bank Charges	0.00
6210 · Office Rent	1,200.00
6330 · Info Systems Hardware	246.95
6410 · Office Supplies	236.61
6450 · Postage Costs	240.32
6460 · Telephone Costs	746.39
6480 · Office Equipment / Repair	846.76
6510 · Memberships/Seminars	1,978.00
6520 · Misc. Operating Expense	30.70
6530 · Meeting Cablecast	550.00
	<hr/>
<b>Total Expense</b>	109,086.72
<b>Net Income</b>	<hr/> <b>-88,918.12</b> <hr/>



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01/14/19

Cash Basis

# White Bear Lake Conservation District Profit & Loss Detail

November 23 through December 31, 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount	Balance
<b>Income</b>										
<b>4150 · License Application Fees</b>										
Deposit	12/26/2018	1130	hickory	2019			1010 · US Ba...	50.00	50.00	50.00
Deposit	12/26/2018	13997	VFW	softball on ic...			1010 · US Ba...	50.00	50.00	100.00
Deposit	12/26/2018	13999	VFW	horseshoes ...			1010 · US Ba...	50.00	50.00	150.00
Total 4150 · License Application Fees										
<b>4151 · License Unit Fees</b>										
Deposit	12/26/2018	1130	hickory	2019			1010 · US Ba...	50.00	50.00	50.00
Invoice	12/31/2018	115	Docks of WBL	Dock Fees	4151		11000 · Acco...	5,000.00	5,000.00	5,050.00
Total 4151 · License Unit Fees										
<b>4200 · Interest Income</b>										
Deposit	11/27/2018			Interest	4010		1410 · US Ba...	0.05	0.05	0.05
Deposit	12/25/2018			Interest	4010		1411 · Lake A...	15.20	15.20	15.25
Deposit	12/26/2018			Interest	4010		1410 · US Ba...	0.04	0.04	15.29
Total 4200 · Interest Income										
<b>4300 · Misc. Income</b>										
Deposit	12/26/2018	176160	League of MN Cities	dividend			1010 · US Ba...	49.00	49.00	49.00
Total 4300 · Misc. Income										
Total Income										
<b>Expense</b>										
<b>6036 · EWM Plant Survey</b>										
Bill	12/26/2018		Steve McComas B...	2018 Milfoil a...			20000 · Acco...	3,100.00	3,100.00	3,100.00
Total 6036 · EWM Plant Survey										
<b>6050 · General Public Info / Education</b>										
Deposit	12/17/2018		Network Solutions	refund			1010 · US Ba...	-1.99	-1.99	-1.99
Bill	12/26/2018	7637	Wirebuilt				20000 · Acco...	50.00	50.00	48.01
Total 6050 · General Public Info / Education										
<b>6110 · Administrative Services</b>										
Bill	12/26/2018	11842	City of WBL rent p...	wages			20000 · Acco...	2,576.00	2,576.00	2,576.00
Bill	12/26/2018	11842	City of WBL rent p...	PERA			20000 · Acco...	193.21	193.21	2,769.21
Total 6110 · Administrative Services										
<b>6113 · US IRS</b>										
Bill	12/26/2018	11842	City of WBL rent p...	FICA			20000 · Acco...	197.07	197.07	197.07
Total 6113 · US IRS										

White Bear Lake Conservation District  
**Profit & Loss Detail**  
 November 23 through December 31, 2018

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 01/14/19  
 Cash Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount	Balance
<b>6120 · Legal Services</b>										
Bill	12/26/2018	Dec2...	alan kantrud	December re...			20000 · Acco...	1,000.00	1,000.00	1,000.00
Total 6120 · Legal Services									1,000.00	1,000.00
<b>6140 · Misc. Professional Services</b>										
Bill	12/26/2018	11842	City of WBL rent p...	processing fee			20000 · Acco...	44.92	44.92	44.92
Bill	12/26/2018	1257	CJ Merry LLC				20000 · Acco...	187.50	187.50	232.42
Total 6140 · Misc. Professional Services								232.42	232.42	232.42
<b>6145 · Bank Charges</b>										
General Journal	12/14/2018	Dec fee			bank chgs		1410 · US Ba...	-15.00	-15.00	-15.00
Check	12/14/2018			Service Char...			1410 · US Ba...	5.00	5.00	-10.00
Total 6145 · Bank Charges								-10.00	-10.00	-10.00
<b>6210 · Office Rent</b>										
Bill	12/26/2018	100.00	City of WBL rent p...				20000 · Acco...	100.00	100.00	100.00
Total 6210 · Office Rent								100.00	100.00	100.00
<b>6450 · Postage Costs</b>										
Bill	12/26/2018	11841	City of WBL rent p...				20000 · Acco...	75.59	75.59	75.59
Total 6450 · Postage Costs								75.59	75.59	75.59
<b>6460 · Telephone Costs</b>										
Bill	12/26/2018	11857	City of WBL rent p...	October			20000 · Acco...	67.30	67.30	67.30
Total 6460 · Telephone Costs								67.30	67.30	67.30
<b>6530 · Meeting Cablecast</b>										
Bill	12/26/2018	Nov2...	Brian Hensien	Nov Meeting			20000 · Acco...	50.00	50.00	50.00
Total 6530 · Meeting Cablecast								50.00	50.00	50.00
Total Expense								7,629.60	7,629.60	7,629.60
Net Income								-2,365.31	-2,365.31	-2,365.31

**White Bear Lake Conservation District**

Cumulative Total Assets Balance Summary 1996 - present

<b>JANUARY</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 134.20
Less Expenses Jan		\$ 95,153.00	\$ 4,699.92
Net Plus special project income carried over: USG:		\$ -	\$ (4,565.72)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 221,547.09

**White Bear Lake Conservation District**

Cumulative Total Assets Balance Summary 1996 - present

<b>FEBRUARY</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 169.19
Less Expenses Feb		\$ 95,153.00	\$ 7,197.95
Net Plus special project income carried over: USG:		\$ -	\$ (7,028.76)
MM acct		\$ 50,621.05	
Total Assets Begin YR,			\$ 226,112.81
Total Assets End			\$ 219,084.05

**White Bear Lake Conservation District**

Cumulative Total Assets Balance Summary 1996 - present

<b>March</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 969.21
Less Expenses Mar		\$ 95,153.00	\$ 9,062.75
Net Plus special project income carried over: USG:		\$ -	\$ (8,093.54)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 218,019.27

**White Bear Lake Conservation District**

Cumulative Total Assets Balance Summary 1996 - present

<b>April</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 1,034.21
Less Expenses Apr		\$ 95,153.00	\$ 11,461.35
Net Plus special project income carried over: USG:		\$ -	\$ (10,427.14)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 215,685.67

**White Bear Lake Conservation District**

**Cumulative Total Assets Balance Summary 1996 - present**

<b>May</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 1,234.25
Less Expenses May		\$ 95,153.00	\$ 16,193.42
Net	Plus special project income carried over: USG:	\$ -	\$ (14,959.17)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 211,153.64

**White Bear Lake Conservation District**

**Cumulative Total Assets Balance Summary 1996 - present**

<b>June</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 6,334.29
Less Expenses June		\$ 95,153.00	\$ 19,898.79
Net	Plus special project income carried over: USG:	\$ -	\$ (13,564.50)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 212,548.31

**White Bear Lake Conservation District**

**Cumulative Total Assets Balance Summary 1996 - present**

<b>July</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 7,384.34
Less Expenses July		\$ 95,153.00	\$ 74,291.10
Net	Plus special project income carried over: USG:	\$ -	\$ (66,906.76)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 159,206.05

**White Bear Lake Conservation District**

**Cumulative Total Assets Balance Summary 1996 - present**

<b>August</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 9,729.38
Less Expenses Aug		\$ 95,153.00	\$ 81,278.10
Net	Plus special project income carried over: USG:	\$ -	\$ (71,548.72)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 154,564.09

**White Bear Lake Conservation District**

**Cumulative Total Assets Balance Summary 1996 - present**

<b>September</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 9,729.42
Less Expenses Sep		\$ 95,153.00	\$ 92,316.67
Net	Plus special project income carried over: USG:	\$ -	\$ (82,587.25)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 143,525.56

**White Bear Lake Conservation District**

Cumulative Total Assets Balance Summary 1996 - present

<b>October</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 10,344.42
Less Expenses Oct		\$ 95,153.00	\$ 96,263.75
Net	Plus special project income carried over: USG:	\$ -	\$ (85,919.33)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 140,193.48

**White Bear Lake Conservation District**

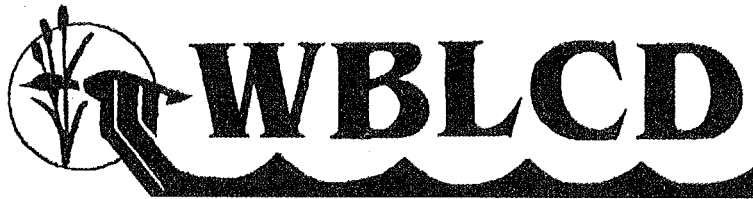
Cumulative Total Assets Balance Summary 1996 - present

<b>November</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 14,944.46
Less Expenses Nov		\$ 95,153.00	\$ 101,472.07
Net	Plus special project income carried over: USG:	\$ -	\$ (86,522.61)
MM acct		\$ 50,621.05	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 139,590.20

**White Bear Lake Conservation District**

Cumulative Total Assets Balance Summary 1996 - present

<b>December</b>	<b>2018</b>	<b>2018 Budget</b>	<b>Actual</b>
Plus Reven Actual		\$ 95,153.00	\$ 20,208.75
Less Expenses Dec		\$ 95,153.00	\$ 109,106.67
Net	Plus special project income carried over: USG:	\$ -	\$ (88,892.92)
MM acct		\$ 50,636.25	
Total Assets Begin YR			\$ 226,112.81
Total Assets End			\$ 137,219.89



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

July 10, 2019

Ellen Hiniker  
City of White Bear Lake  
4701 Hwy 61  
White Bear Lake, MN 55110

RE: WBLCD 2020 Budget

Please find enclosed a copy of our finalized 2020 budget, which includes the amount to be assessed to each lake community in the 2020 year.

If you have any questions please feel free to contact Diane Longville our WBLCD Board Secretary/Treasurer at 651-429-8520.

Regards,



Kim Johnson  
Executive Assistant

WBLCD 2020 BUDGET PLANNING

	2017 actual Revenue	Actual Expenditures	2018 Actual Revenue	Actual Expenditures	2019 Budget Revenue	Estimate Expenditures	2020 Budget Revenue	Estimate Expenditures	Notes from 2018/2019 planning
4010 - City of Birchwood	\$ 1,924.40				\$ 1,788.15		\$ 1,710.34		
4020 - City of Dellwood	\$ 4,827.96				\$ 4,886.63		\$ 4,283.46		
4030 - City of Mahitomeedi	\$ 15,092.41				\$ 14,541.43		\$ 12,826.22		
4040 - City of White Bear Lake	\$ 34,776.61				\$ 36,580.55		\$ 33,954.43		
4050 - White Bear Township	\$ 19,081.62				\$ 19,383.24		\$ 17,725.55		
<b>Community Assessments total</b>	<b>\$ 75,703.00</b>				<b>\$ 77,180.00</b>		<b>\$ 70,500.00</b>		2018 Yr. waived assessments
4150 - License Application Fees	\$ 2,000.00		\$ 500.00		\$ 1,500.00		\$ 1,500.00		
4151- License Unit Fees	\$ 24,860.00		\$ 19,550.00		\$ 21,000.00		\$ 32,000.00		
4200 - Interest Income	\$ 0.05		\$ 15.60		\$ 50.00		\$ 50.00		
4300 - Misc. Income			\$ 49.00						
4303 - USGSstudy cost income									
4304 - EMM Treatment OR Water Level									
4334 - EMM Control/Treatment income									
4335 - EMM Cost-Share income									
4337 - EMM General Costs income									
4460 - Gen. Lake Mgmt Misc income									
4500 - Enforcement Fines									
4501 - Insurance Refunds	\$ 145.00		\$ 54.00						
4502 - Office rent sublease income									
4700 - misc Refunds	\$ 65.00								
6010 - Water Patrol Costs		\$ 4,551.00		\$ 4,920.00		\$ 7,000.00		\$ 7,100.00	
6020 - Water Quality Test/Analysis				\$ -					
6030 - EMM Program Mgmt Expenses									
6031 - EMM Program Administration									
6034 - EMM Treatment/Control		\$ 22,188.87		\$ 44,296.84		\$ 36,000.00		\$ 38,000.00	
6035 - EMM Cost Share									
6036 - EMM Plant Survey		\$ 3,100.00		\$ 3,100.00		\$ 3,200.00		\$ 3,300.00	
6036a - EMM buoys and control costs				\$ 568.00					
6037 - EMM General costs				\$ -					
6039 - EMM Public Information Costs									
6040 - EMM Watershed Nutrient Control									
6041 - EWEM Legal Expense									
6042 - Marsh Management Project									
6045 - Other Aquatic Plant Mgmt Cost				\$ -					
6050 - General Public Infol Education		\$ 664.14		\$ 14,409.80		\$ 2,500.00		\$ 2,500.00	
6060 - Lake mgmt misc		\$ 792.00		\$ 250.00		\$ 800.00		\$ 800.00	
6060a - Swimmer's fch		\$ 653.00		\$ 224.00		\$ 500.00		\$ 500.00	
6081 - USGS study cost				\$ -					
6062 - Lake Level Resolution Cmt									
6070 - Lake Mgmt									
6071 - Lake Use Study, Special Projs									
6110 - Administrative Services		\$ 23,944.70		\$ 20,752.86		\$ 30,003.00		\$ 31,000.00	
6111-MN Unempl. Compensation		\$ 54.51		\$ 18.00		\$ 100.00		\$ 100.00	
6112 - MN Commissioner of Revenue									
6113 - US IRS		\$ 3,282.35		\$ 1,341.62		\$ 1,300.00		\$ 1,300.00	FICA
6115 - Engineering Fees									
6120 - Legal Svcs		\$ 10,000.00		\$ 9,450.00		\$ 10,000.00		\$ 12,000.00	

WBLCD 2020 BUDGET PLANNING

	2017 actual Revenue	Actual Expenditures	2018 Actual Revenue	Actual Expenditures	2019 Budget Revenue	Estimate Expenditures	2020 Budget Revenue	Estimate Expenditures	Notes from 2018/2019 planning
6120a - Ord #15 hearing & enforcement									
6121 - Enforcement Expenses									
6130 - Insurance Premiums		\$ 1,149.00		\$ 1,167.00		\$ 1,100.00		\$ 1,100.00	
6140 - Misc Prof Svcs									
6150 - App fee refunds		\$ 2,144.12		\$ 2,512.87		\$ 550.00		\$ 550.00	
6151 - Unife fee refunds									
6210 - Office rent		\$ 1,200.00		\$ 1,200.00		\$ 1,200.00		\$ 1,200.00	
6310 - Info system svcs									
6320 - Info systems software		\$ 321.32				\$ 500.00		\$ 500.00	
6330 - Info systems hardware				\$ 246.95					
6410 - Office supplies		\$ 146.73		\$ 236.61		\$ 500.00		\$ 500.00	
6420 - Stationary supplies		\$ 374.00							
6440 - Copy costs		\$ 306.62				\$ 200.00		\$ 200.00	
6450 - Postage costs		\$ 584.40		\$ 240.32		\$ 300.00		\$ 300.00	
6460 - Telephone costs		\$ 804.15		\$ 746.39		\$ 800.00		\$ 800.00	67.30/month
6470 - Office furniture									
6480 - Office equipment and repairs				\$ 846.76					
6510 - Membership / seminars/subscript		\$ 1,860.00		\$ 1,978.00		\$ 1,600.00		\$ 1,600.00	
6520 - Misc Op Exp		\$ 305.06		\$ 30.70		\$ 100.00		\$ 100.00	
6521 - Surety escrow funds									
6530 - Mig cablecast		\$ 836.06		\$ 550.00		\$ 600.00		\$ 600.00	
6900 - Account short and over									
8999 - Voids									
<b>Sub-Totals</b>	\$ 25,070.05	\$ 79,262.03	\$ 20,168.60	\$ 109,086.72	\$ 99,730.00	\$ 98,853.00	\$ 104,050.00	\$ 104,050.00	
<b>BALANCE</b>		\$ (54,191.98)		\$ (88,918.12)		\$ 877.00		\$ -	

A fund balance is being retained for the following reasons:  
 possible emergencies such as lake level, EWM treatment and zebra mussels  
 starry wart and phragmites.



# 2020 COMMUNITY ASSESSMENTS FOR WBLCD BUDGET

TOTAL 2020 ASSESSMENT  
\$70,500.00

CITY	2019 TAX CAPACITY	% OF TOTAL TAX CAPACITY	2020 COMMUNITY ASSESSMENT	No new numbers avail based on 2017 POPULATION	%OF TOTAL POPULATION	ASSESSED COST PER RESIDENT BASED ON 2017 NUMBERS
Birchwood	\$1,581,781.00	2.43%	\$1,710.34	873	1.88%	\$1.96
Dellwood	\$3,961,487.00	6.08%	\$4,283.46	1,113	2.39%	\$3.85
Mahtomedi	\$11,862,117.00	18.19%	\$12,826.22	8,085	17.37%	\$1.59
White Bear Lake	\$31,402,196.00	48.16%	\$33,954.43	25,512	54.82%	\$1.33
White Bear Township	\$16,393,181.00	25.14%	\$17,725.55	10,951	23.53%	\$1.62
<b>TOTAL</b>	<b>\$65,200,762.00</b>	<b>100%</b>	<b>\$70,500.00</b>	<b>46,534</b>	<b>100.00%</b>	

**NOTE:** Population statistics are presented for information purposes only. Population estimates for 2017 were obtained from Met Council data center <http://www.metrocouncil.org>  
 Also note: Population for City of White Bear Lake is obtained from both Ramsey and Washington Counties' lists (small number in Wash. Co.)

**Source**  
 Tax capacity amounts payable in 2020 WBL and WBT obtained from Ramsey County (WBL total includes small portion in Washington County) <http://www.co.ramsey.mn.us>  
 BW, DW and Maht obtained from Wash. Co  
 Note: For consistency and fairness from year to year, Tax Capacity figures used are Gross for the latest year available before any fiscal or tiff deducti

# WHITE BEAR LAKE PD CROSSWALK ENFORCEMENT 2019 FINAL REPORT



During the summer of 2019, officers from the White Bear Lake Police Department conducted **five (5)** 4-hour pedestrian crosswalk safety initiatives at a total of **eleven (11)** different marked crosswalk locations in the City of White Bear Lake and **one (1)** marked crosswalk in the City of Gem Lake.

This initiative was designed to educate the public on Minnesota crosswalk laws and ultimately help prevent a pedestrian involved motor vehicle crash in a crosswalk.

## Final Statistics:

- **107** vehicles were stopped by officers.
- **90** drivers were cited for failing to yield to the right-of-way of a pedestrian in a marked crosswalk. **1** of these drivers was cited *twice* within two months.
- **8** drivers did not have a driver's license or their license was suspended, revoked, or cancelled.
- **4** drivers were given a verbal warning for failing to yield to the right-of-way of a pedestrian in a marked crosswalk.
- **3** drivers were cited for not wearing a seat belt.
- **2** drivers were cited for speeding.
- **1** missing vulnerable adult was located.
- **100% compliance** was achieved at the intersection of Bald Eagle Avenue & 9<sup>th</sup> Street on July 8<sup>th</sup>. Officers were at the intersection for 1 hour and every vehicle stopped for the pedestrians in the marked crosswalk.

## Enforcement Findings:

Of the **107** vehicles stopped by officers, many of the cited drivers reported they were not distracted and saw the pedestrians in the crosswalk; most stated they didn't know they needed to stop. One driver told an officer, *"My husband yells at me all the time for not stopping for pedestrians."* Other statements made by cited drivers included: *"I was speeding and couldn't stop safely."* *"I was distracted by my GPS."* *"I was eating."* *"I had tunnel vision."* *"I was on the phone."* *"I was distracted, looking for a garage sale."*

The purpose of crosswalk enforcement is to reduce the number of pedestrians struck by vehicles in crosswalks as well as to reduce the severity of crashes involving pedestrians. To accomplish this, we will be educating the public, enforcing statutes, and partnering with the local media and citizen volunteers.

FYI

**Ellen Hiniker**

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**From:** Anne Kane  
**Sent:** Friday, September 6, 2019 2:01 PM  
**To:** Ellen Hiniker; Rick Juba; Kevin Watson; Nolan Wall; Gilchrist, Troy J.  
**Cc:** Samantha Crosby; Ashton Miller; Ben Eggan  
**Subject:** Heartland Gun Club Proposal

Good Afternoon:

I wanted to share with all of you that a Building Permit application has been submitted to the City to expand the existing building at 4350 Centerville Road to accommodate an indoor gun club that will include a gun range. The business is called Heartland Gun Club & Range (<https://heartlandgunclubs.com/>) and the same owners also operate Stock and Barrel Gun Clubs in Eagan and Chanhassen (<https://stockandbarrel.com/>) Staff previously informed the property owner that the use is a Permitted Use in the B-W – Business Warehouse District:

Section 1303.180 Subd. 2 (o): Commercial recreation facilities (indoor only) limited to firearms and archery ranges, fitness center, golf course, gymnastics center, jump center, indoor golf driving range, indoor batting cages, racquetball, roller, and ice skating rink, tennis, vehicle racing or amusement and similar uses. (Ref. Ord. 03-10-1010, 10/14/03, Ord. 05-06-1028, 6/14/05, Ord. 06-01-1032, 1/10/06)

However (ironically), the retail aspect of the proposed use requires a Conditional Use Permit. There are residential properties on the west side of Centerville Road located in the City of Vadnais Heights that will receive notice of the Public Hearing and the sales of firearms will require a text amendment to the Zoning Code if a formal Land Use application is submitted (they presumably could proceed without the retail component). It is a bit concerning that they proceeded to submit for a business license and building permit before completing the City's zoning process (a Google search reveals that they are clearly familiar with other City's zoning processes). Given recent concerns associated with gun range proposals in other metro cities, Staff will strongly encourage the applicants to conduct a Pre-Submittal Neighborhood Meeting. I would expect that such a meeting will be scheduled in the next few months and we will be sure to keep Vadnais Heights' staff informed of any meeting dates, times and locations as the proposal proceeds through the City's land use review process.

Let me know if you have any questions at this time, and I will do our best to get you the information/clarification. Thanks -



**Anne Kane**  
**Community Development Director**  
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