



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, OCTOBER 25, 2022  
7 P.M. IN THE COUNCIL CHAMBERS**

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

Mayor Dan Louismet called the meeting to order at 7 p.m. The City Clerk took attendance for Councilmembers Kevin Edberg, Steven Engstran, Heidi Hughes, Dan Jones and Bill Walsh. Staff in attendance were City Manager Lindy Crawford, Community Development Director Jason Lindahl, Finance Director Kerri Kindsvater, Police Chief Julie Swanson, City Clerk Caley Longendyke, and City Attorney Troy Gilchrist.

**PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on October 11, 2022

Mayor Louismet requested an amendment to the minutes due to an incomplete sentence. It was moved by Councilmember **Edberg**, seconded by Councilmember **Jones**, to approve the minutes as amended. Motion carried unanimously.

B. Minutes of the City Council Work Session on October 18, 2022

It was moved by Councilmember **Edberg**, seconded by Councilmember **Engstran**, to approve the minutes. Motion carried unanimously.

**3. APPROVAL OF THE AGENDA**

Mayor Louismet noted that there are two memos labeled 4F. The first 4F should be 4E. It was moved by Councilmember **Jones**, seconded by Councilmember **Engstran**, to approve the agenda as presented. Motion carried unanimously.

**4. CONSENT AGENDA**

- A. Resolution Approving a Professional Services Agreement for Building Code Inspection Services with Inspectron, Inc. **Res. No. 13071**
- B. Resolution Authorizing Issuance of Massage Therapist License for Connie Carlblom at Sunbear Salon and Medical Spa **Res. No. 13072**
- C. Resolution Authorizing Advertisement for Bids for Water Treatment Plant Lime Slaker and Feeder Replacement, City Project NO. 22-14 **Res. No. 13073**
- D. Resolution Providing Benefits to Non-Bargaining Employees of the City of White Bear Lake **Res. No. 13074**
- E. Resolution Approving an Agreement with White Bear Lake Area Schools for School Resource Officers **Res. No. 13075**
- F. Resolution Accepting a donation from Walser Polar Chevrolet **Res. No. 13076**

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

## 5. VISITORS AND PRESENTATIONS

### A. Bi-annual Police Department Report

Police Chief Swanson presented the Police Department's third quarter report for the City Council. She provided an overview of staffing and said the department is still down from being fully staffed. She highlighted the various community engagement events with police officers and said the department has been staying busy with the events. She reviewed the types of training that officers receive, such as the monthly Use of Force and De-Escalation training, the department's Crisis in Intervention training, team arrests and control concepts, and active shooter response training. Officers have to complete continuing education hours during each three-year cycle of their POST licensure. She said the department is constantly in a training cycle and provides regular trainings to its officers both monthly and quarterly.

Chief Swanson provided information about the Northeast Youth and Family Service Community Advocate Program and the shared case worker between White Bear Lake, Roseville, Mounds View, New Brighton, and Saint Anthony police departments. The case worker helps with a variety of situations that cannot be sufficiently addressed by law enforcement alone or that need follow-up, including people suffering with mental health issues and people in crisis. She said this is an opportunity to help families without the police uniform, and will hopefully reduce the need for law enforcement intervention for situations involving mental health issues in the future, family instability and more. The case workers are also knowledgeable about the available local resources to families based on their needs. Chief Swanson shared information about the new partnership with Masa Consultant who will provide the Public Safety departments with mental health and wellness resources. She provided an overview of the existing partnerships with Ramsey County Violent Crime Enforcement Team, Ramsey County SWAT, Mobile Field Force, Minnesota Bureau of Criminal Apprehension and Ramsey County Suburban Police Departments.

Chief Swanson reported that the department has responded to approximately 17,500 calls for service so far in 2022. She said the number of calls is slightly down and is expecting the total number of calls through the rest of the year to total 22,000. She said number of calls has been down the last three years. For context, the number of calls during a height of emergency response has resulted in a total of 28,000 calls in one year. She provided information about the Civil Service Commission, which oversees the officer hiring process and has been meeting frequently due to recent rounds of hiring. She thanked the Police Department's Reserves, CERT members, and TRIAD members who volunteer their time and support the department, and Citizen's Police Academy students who are meeting weekly to learn about roles and responsibilities of officers and the department.

Councilmember Edberg asked for clarification on the total number of service calls. He said the breakdown of calls and the amount of traffic stops don't add up to the 17,500 total. Chief Swanson said a lot of the service calls are self-initiated field activity, or proactive police patrol, non-emergency citizen assists, response to fraud, non-material thefts, damage to property, and medical calls. In response to Councilmember Edberg's question about the community being safe, Chief

Swanson said people always need to be aware of their surroundings no matter what community they live in. Councilmember Walsh asked if the Northeast Youth and Family Service Community Advocate Program representative is following up with citizens who were in crisis to help prevent a reoccurring crisis. Chief Swanson said the community advocate is reactive to the first call which identifies the person and their needs, but can act in a proactive measure following initial response, making sure that person finds the services they need. She said the department would benefit from a full-time community advocate. Mayor Louismet asked if the department has reached critical mass to being able to respond to calls, on top of the repeat callers. Chief Swanson said the department is still in a good spot and calls are prioritized. She said there are times when it's critical but not on a regular basis. When asked about what is the cause of ending frequent calls, Chief Swanson said it can be a variety of reasons, such as the person getting therapy or getting back on medication. She said the goal is not to incarcerate people who have mental health issues, but to get them the help they need. Mayor Louismet asked Chief Swanson to keep him and Councilmembers updated on when the department gets to a tipping point of needing more resources. Councilmember Edberg agreed that the City Council needs to be ready to respond to the request for more resources in the future. Chief Swanson thanked the Mayor, City Council and administration for equipping officers with tools and resources.

#### B. Quarterly Community Development Report

Community Development Director Lindahl provided the quarterly report for the department. The report's supporting documents included specific data on zoning activity and cases, code enforcement and building permits. He said there has been an increase in building permit activity, specifically for roofing permits. During the third quarter, the City issued 696 roofing permits, significantly higher than the 131 roofing permits issued during the same quarter in 2021. Year to date, the City has issued 895 roofing permits, compared to the 256 year-to-date roofing permits issued the same time last year. For Mahtomedi residents, the City has issued 874 roofing permits during the 2022 year. At the same time last year, only 49 roofing permits were issued. Director Lindahl said the Building Department has been focusing its resources on the services needed for roofing permits, especially with one less staff member in the department. He said City staff is working hard to maintain its responsive service to the community.

Councilmember Edberg wondered how the department is doing financially and if the City accurately projected its revenue sources, considering the fewer construction permits through the school district but increased roofing permits for residents. Councilmember Edberg concluded with comments of appreciation for the department's staff for compiling a comprehensive report. Finance Director Kindsvater responded to the inquiry about revenue projection accurateness, and said the City's revenues for licenses and permits are extremely high. Director Lindahl responded to Mayor Louismet's question about when the influx of roofing permits and inspections will stabilize, and said for now there is a sense of urgency based on the time of year before the snow approaches. He said the department was handling the steady increase in roofing permits after spring and summer storms, but there was a sudden burst of roofing permits, prompting the need for roof inspection support from a third-party service. Mayor Louismet confirmed that the permit fees cover the costs for the third-party service.

#### C. Quarterly Finance and License Bureau Reports

Finance Director Kindsvater provided a quarterly report for the Finance Department and License Bureau. For the Finance Department, she shared that the revenue and expenditure accounts are on track for the fiscal year. She shared that the revenue for licenses and permits is \$392,000 over the projected budget. She credits the final part of the school construction and abundant roofing permits for higher revenue. She also noted that the revenue from park reservation rental fees is up to \$33,000, compared to the projected \$20,000.

For the License Bureau, Director Kindsvater said it continues to be extremely busy with services mainly focused on drivers' license renewals and applications for the enhanced and REAL ID licenses. She said the department handled more than 1,700 drivers' license applications in the month of September, which brings the year-to-date total to 14,574 applications. In September 2021, the department handled 1,300 applications. The year-to-date data for September 2021 is skewed due to the appointment-only schedule during the pandemic. Director Kindsvater reported that customers have told staff that neighboring license bureau offices referred them to the White Bear Lake due to their own staffing shortages and appointment-only services. Director Kindsvater said the revenue from title transactions and dealership work has been less than what it has been in previous years due to automobile supply chain shortages and recent higher loan interest rates. She said there have been more customers with tab renewals and shared that in-person transactions allow the City to retain the fees, instead of the state, which help maintain business operations.

Director Kindsvater responded to Mayor Louismet about how much the City collects for a drivers' license application and if it has changed since the transition to enhanced and REAL ID licenses. She said the license fee is \$8 and has not changed with the implementation of the new required licenses. She said the transactions for the REAL ID take about 20 minutes for a customer with their prepared documents, compared to 5-10 minutes for processing the previous standard IDs. Director Kindsvater agreed with Mayor Louismet's statement that processing fewer transactions per hour for the same fee amount is hard to monetize when factoring labor costs and equipment. Councilmember Jones shared his positive, speedy experience during his recent personal visit to the License Bureau.

## **6. PUBLIC HEARINGS**

### **A. Certify Delinquent Utility Accounts and City Expenses Incurred Servicing Private Properties**

Finance Director Kindsvater shared information on the process of certifying delinquent utility accounts. Each year, the City runs a report for properties with delinquent charges that are beyond 30-days overdue as of June 1. Letters are sent to those properties with a notice that their unpaid dues will be certified to their accounts if not paid by a certain date, as well as information about the scheduled public hearing during the City Council meeting. She was pleased to share that it was the lowest number of letters sent this year compared to the last seven years, meaning property owners are paying their bills. She reported that almost half of the delinquent accounts were brought current following the mailing of notification letters. Property owners who called the City to discuss their unpaid dues receive information about assistant services through Ramsey County if they're not able to pay. She said the City will continue accepting payments through November 18, after which the delinquent utility accounts will be certified.

Director Kindsvater said nuisance charges associated with the City maintaining private properties within the City Code are certified to the County Auditor for collection as special assessments. She

said this typically involves tree removal and lawn care services completed by the City and billed to the property owner. The property owners were also notified about their delinquent assessments. The total for the six unpaid bills, which can be paid by November 18, is \$1,359.

Mayor Louismet opened the public hearing at 8:03 p.m. There being no members from the public wishing to speak, Mayor Louismet closed the public hearing. Mayor Louismet asked if the resolution provides City staff flexibility to amend the list of properties with delinquent accounts before November 18. City Attorney Gilchrist said based on the report, the City may amend the list as property owners make payments, but recommends additional language to future resolutions that allows City staff the flexibility to work with property owners on their delinquent accounts between the time the City Council approves the resolution certifying delinquent charges and the deadline for payments before certification.

It was moved by Councilmember **Edberg**, seconded by Councilmember **Jones**, to approve **Res. No. 13077** certifying delinquent charges related to the municipal utility system assessments. Motion carried unanimously.

It was moved by Councilmember **Jones**, seconded by Councilmember **Engstran**, to approve **Res. No. 13078**, certifying delinquent 2022 miscellaneous private property assessments for recovery of expenses. Motion carried unanimously.

## 7. UNFINISHED BUSINESS

Nothing scheduled

## 8. NEW BUSINESS

Nothing scheduled

## 9. DISCUSSION

Nothing scheduled

## 10. COMMUNICATIONS FROM THE CITY MANAGER

Crawford shared information on the County Road E Corridor Study Community Meeting Workshop scheduled for October 26 in Vadnais Heights. She shared information about the new Parks garbage truck that was purchased. The smaller-sized garbage truck will reduce staff time to collect trash at parks and other public spaces, and will be a cleaner and safer operation for collection. City Manager Crawford reminded the public that the next City Council meeting is Wednesday, November 9 due to Election Day on November 8. She shared appreciation for City staff and gave special thanks for those who regularly interact with members of the public while providing exceptional service.

Councilmember Edberg commented on the vast number of emergency response calls, and said it's important for residents to know about this, so they understand where their taxes are going and the value the City departments provide to the community.

## 11. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Engstran**, seconded by Councilmember **Jones**, to adjourn the regular meeting at 8:10 p.m. Motion carried unanimously.



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Dan Louismet, Mayor

**ATTEST:**



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Caley Longendyke, City Clerk