



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, NOVEMBER 28, 2023
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, Public Works Director/City Engineer Paul Kauppi, Community Development Director Jason Lindahl, 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 November 14, 2023

It was moved by Councilmember **Engstran**, seconded by Councilmember **Edberg**, to approve the minutes. Motion carried 3-0. Councilmember Walsh and Councilmember Jones abstained.

3. APPROVAL OF THE AGENDA

Mayor Louismet reported that the resolution to approve updated polling places for the 2024 Presidential Primary Election has been moved from *Consent* to *New Business*. It was moved by Councilmember **Edberg**, seconded by Councilmember **Engstran**, to approve the agenda as amended. Motion carried unanimously.

4. CONSENT AGENDA

- A. ~~Resolution approving updated polling places for the 2024 Presidential Primary Election~~
Moved to New Business
- B. Resolution approving edible cannabinoid products license **Res. No. 13277**
- C. Resolution approving issuance of a massage therapy establishment license to Blooming Wellness Massage & Bodywork LLC **Res. No. 13278**
- D. Resolution authorizing on-sale intoxicating, Sunday and on-going extension liquor licenses for Foley Professional Golf Services LLC, new owners of Manitou Ridge Golf Course **Res. No. 13279**
- E. Resolution requesting the SCORE funding allocation and authorization for grant application submittal **Res. No. 13280**
- F. Resolution accepting donations for the Rotary Nature Preserve restoration project **Res. No. 13281**

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

5. VISITORS AND PRESENTATIONS

A. White Bear Lake Area Schools North Campus Roadway Improvements Update

Public Works Director/City Engineer Kauppi introduced Paul Aplikowski of Wold Architects and Engineers (Wold) to provide an overview of the White Bear Lake Area Schools (WBLAS) North Campus roadway improvements. Since the WBLAS bond referendum passed in November 2019, traffic studies have been conducted and roadway designs have been designed to help traffic flow around North Campus. In 2021, WBLAS was issued a conditional use permit, which included conditions involving improvement of roads. Wold has been consulting with Short Elliott Hendrickson, Inc. (SEH) on the road improvements. Aplikowski said the presentation is a preliminary design and that there is another scheduled neighborhood meeting.

Josh Breid of SEH presented the preliminary design. The design would widen Division Avenue to the west, into the school property, with turn lanes. Homeowners on the east side of Division Avenue wouldn't be impacted. Multiple turn lanes would bring drivers to different areas of the campus, such as student parking and parent drop-off. A median would be incorporated to provide a crossing between the school and the Center for the Arts property, and would also be considered a traffic calming device for drivers on Division Avenue. There is also a proposal to widen 8th Street to the north for through lanes in both directions with no parking on the north side of the street. A sidewalk is proposed from Bloom Avenue to Highway 61 on 8th Street. He discussed the changes at the intersection of 8th Street and the railroad crossing. Another change was modifying the median between 7th and 8th Streets on Highway 61, extending the northbound left turn lane onto 8th Street, which would eliminate the southbound left turn lane at 7th Street. At the intersection of 8th Street and Division Avenue, stop signs would be installed for a four-way stop. The representative provided an overview of next steps, including plansets, a public open house, agency approvals, bids and construction. Tentative plans show that construction would be completed by September 2024.

Councilmember Hughes sought clarification on the turn lane onto 7th Street being removed, and noted that people use the turn lane to access the gas station. Director Kauppi said the extended turn lane onto 8th Street is necessary based on the traffic study and the added pedestrian crossing at 7th Street will also help fulfill residents' desires, based on the preliminary findings in the Downtown Mobility and Parking Study, for safer crossings of Highway 61. Councilmember Walsh asked about the timeline for when Council will take additional action. Director Kauppi said Council will vote on the 8th Street construction in January or February 2024.

Councilmember Edberg asked how traffic would be impacted during construction. It would be estimated that there would a lane closed in both directions for about two to three weeks. Director Kauppi shared more information about WBLAS paying upfront for the costs of construction, but the City will have some ongoing expenses involving traffic signals and ongoing maintenance, like the new 8th Street sidewalk. Councilmember Hughes shared her concerns about the left turn lane onto 7th Street being removed, and concerns about vehicles detouring onto 8th Street into neighborhoods. Director Kauppi acknowledged the change in traffic patterns and believes cars will use 5th Street to get to the gas station. Mayor Louismet recognized Councilmember Hughes' concerns and would like to know more about the traffic study and how vehicles will be dispersed between 5th and 8th Streets. City Manager Crawford

added that these improvements will direct traffic to a city owned parking lot as well as help traffic generated by the Arts District.

6. PUBLIC HEARINGS

A. First reading of an ordinance establishing the 2024 Fee Schedule

City Manager Crawford introduced an ordinance establishing the 2024 Fee Schedule. City staff review fees and utility costs each year, ensuring fees cover personnel and operating costs for services. She summarized proposed changes to the Fee Schedule, including increases to business license fees, ambulance rates, water consumption rate and infrastructure fees, surface water fees and refuse and recycling fees.

City Manager Crawford explained that a second reading and adoption will occur at the December 12 Council meeting, then the 2024 Fee Schedule will go into effect on January 1. Mayor Louismet opened the public hearing at 7:38 p.m. There being no comment, the public hearing was closed. Mayor Louismet noted the drastic increase in some of the fees, but noted those fees haven't been adjusted in 20 years. City Manager Crawford said other cities have slowly incremented increases every year and the City of White Bear Lake's fees are drastically lower than other cities. She said the increases proposed for 2024 will not catch up the City with other comparable cities, but it is a start. Councilmember Edberg pointed out the rental increases for Pioneer Manor and requested more conversation about determining that increase. City Manager Crawford explained the increase is separate from paying off the building's bond and is necessary to cover high-expense maintenance items like carpet and elevator replacements.

7. UNFINISHED BUSINESS

Nothing scheduled.

8. NEW BUSINESS

A. Level Up Academy Performance Agreement

Community Development Director Lindahl introduced a performance agreement with Level Up Academy. The corresponding resolution would authorize the city manager to negotiate and enter into a performance agreement with SYH Level Up, LLC/Level Up Academy to secure completion of their site development and allow issuance of a final certificate of occupancy. Director Lindahl said Level Up Academy went through the development review and land use approval process in fall 2021, and was issued their building permits in early 2022. He explained they are in need of a final certificate of occupancy for their internal needs. With a few outstanding items before final completion, the City had issued a temporary certificate of occupancy, which no longer fits Level Up Academy's needs. City staff generated an agreement that documents the City's expectations for them to finalize the project in the next six months and will issue the final certificate of occupancy.

Councilmember Edberg made a comment about the traffic backup during pickup and drop-off and asked about traffic management. Director Lindahl said one similar comment was received

in the spring, but there haven't been any comments this fall. With Councilmember Edberg's comment, Director Lindahl said staff will monitor further.

It was moved by Councilmember **Jones**, seconded by Councilmember **Engstran**, to approve **Res. No. 13282** authorizing the city manager to negotiate and enter into a performance agreement with SYH Level Up, LLC/Level Up Academy to secure completion of their site development and allow issuance of a final certificate of occupancy. Motion carried unanimously.

B. Resolution approving updated polling places for the 2024 Presidential Primary Election

City Manager Crawford presented a resolution to approve an updated list of polling places for the 2024 Presidential Primary Election. At the August 8, 2023 regular meeting, the City Council approved the polling places for the March 5, 2024 Presidential Primary Election. With the anticipated construction of Sunrise Park Middle School and their unavailability to be a polling place for Ward 3 for the 2024 August Primary and 2024 November Presidential Election, Ramsey County, which administers the City's elections, worked with City staff to identify a new polling place for Ward 3. Parkview United Church of Christ was identified as the new polling place for Ward 3. Separately, St. Stephen Lutheran Church, a previous polling location for Ward 5, re-offered their building as a polling place for 2024 elections.

To create consistency for voters during all 2024 elections Ramsey County elections staff and City staff concluded it would best to amend the March 2024 Presidential Primary Election polling places to designate Parkview United Church of Christ and St. Stephen Lutheran Church as the polling places for Ward 3 and Ward 5, respectively, which keeps polling places the same for each ward between all 2024 elections. City Manager Crawford said there will be several methods of communications to inform residents.

Councilmember Walsh acknowledged that changing polling places from what they have typically been can cause confusion. He appreciated the communication plan. Councilmember Edberg asked recognized that Ward 4 is in a different location than previous elections. City Clerk Longendyke clarified that the polling location changes will create consistency for all 2024 elections.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Jones**, to approve **Res. No. 13283** approving updated polling places for the 2024 Presidential Primary Election. Motion carried unanimously.

9. DISCUSSION

Nothing scheduled.

10. COMMUNICATIONS FROM THE CITY MANAGER

City Manager Crawford shared information on upcoming City meetings, including a Downtown Mobility and Parking Study committee meeting, a Zoning Code Update committee meeting, a Water Treatment Plant Tour for the Mayor and City Council and the upcoming truth-in-taxation Hearing and 2024 budget presentation at the December 12 Council meeting. For upcoming events, she shared information about

the GoodThings Café ribbon cutting, Share the Joy event for the Greater White Bear Lake Community Foundation, the Chamber of Commerce’s 100th Gala Celebration and Mainstreet’s Winterfest.

11. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Edberg**, seconded by Councilmember **Engstran**, to adjourn the regular meeting at 8:06 p.m. Motion carried unanimously.



Dan Louismet, Mayor

ATTEST:



Caley Longendyke, City Clerk