



**AGENDA - AMENDED**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, JANUARY 24, 2023**  
**7:00 P.M. IN THE COUNCIL CHAMBERS**

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

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on January 10, 2023

B. Minutes of the City Council Work Session on January 17, 2023

**3. ADOPT THE AGENDA** *(No item of business shall be considered unless it appears on the agenda for the meeting. The Mayor or Councilmembers may add items to the agenda prior to adoption of the agenda.)*

**4. CONSENT AGENDA** *(Those items listed under Consent Agenda are considered routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless the Mayor or a Councilmember so requests, in which event, the item will be removed from the consent agenda and considered under New Business.)*

A. Resolution approving a license agreement for shared access and parking at Stellmacher Park

B. Resolution approving a temporary liquor license for Church of St. Pius X events

C. Resolution accepting bids and awarding contract for the Water Treatment Plant Lime Slaker and Feed Replacement, City Project No: 22-14

D. Resolution accepting bids and awarding contract for the Public Safety Expansion Asphalt Paving Rebid, City Project No: 22-09

**5. VISITORS AND PRESENTATIONS**

**A. 2023 Legislative Priorities**

B. Northeast Youth and Family Services Annual Report and Service Agreement

C. Quarterly Finance and License Bureau Report

**6. PUBLIC HEARINGS**

None

**7. UNFINISHED BUSINESS**

None

**8. NEW BUSINESS**

~~A. 2023 Legislative Priorities~~

B. Design Services Proposal for Council Chambers Renovation

**9. DISCUSSION**

A. Downtown Lighting Discussion

B. Sidewalk Seating Discussion

**10. COMMUNICATIONS FROM THE CITY MANAGER**

**11. CLOSED SESSION**

**12. ADJOURNMENT**



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, JANUARY 10, 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, Finance Director Kerri Kindsvater, Community Development Director Jason Lindahl, Public Works Director/City Engineer Paul Kauppi, City Clerk Caley Longendyke, and City Attorney Troy Gilchrist.

**PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF MINUTES**

A. Minutes of the City Council Work Session on December 13, 2022

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

**3. APPROVAL OF THE AGENDA**

Mayor Louismet noted the addition of a special event application submitted by Carbone's Pizzeria & Pub (consent agenda item 4I). He moved the resolution establishing regular meeting dates of the White Bear Lake City Council for 2023 (consent agenda item 4D) to new business. It was moved by Councilmember **Edberg**, seconded by Councilmember **Jones**, to approve the agenda with the addition and moving of consent agenda items. Motion carried unanimously.

**4. CONSENT AGENDA**

- A. Accept Minutes – November Environmental Advisory Commission
- B. Resolution designating bank depository, authorizing staff to invest and transfer funds, and designation of brokers for handling city investments **Res. No. 13120**
- C. Resolution authorizing the City Manager to pay claims made against the City **Res. No. 13121**
- D. ~~Resolution establishing regular meeting dates of the White Bear Lake City Council~~ **Moved to New Business**
- E. Resolution fixing amount of surety bonds and providing for approval of the same **Res. No. 13122**
- F. Resolution accepting restricted donations from the White Bear Lake Lions Club Foundation **Res. No. 13123**
- G. Resolution authorizing reimbursement of travel and business expenses while conducting city business **Res. No. 13124**
- H. Resolution approving lease with Dish Wireless, LLC for placement of communications equipment on City property **Res. No. 13125**
- I. Resolution approval a special event application for Carbone's Pizzeria & Pub **Res. No. 13126**

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

## 5. VISITORS AND PRESENTATIONS

Nothing scheduled.

## 6. PUBLIC HEARINGS

### A. Vacation of Easement at 3600 and 3646 Hoffman Road

Community Development Director Lindahl summarized the requests from SRD 2.0, LLC, an affiliate of Schafer Richardson Development Company, for the vacation of easements on the properties located at 3600 and 3646 Hoffman Road. The applicant received approval to redevelop the site into a 244-unit apartment complex. Lindahl said the vacations are necessary to remove two easements that served the previous establishment and are no longer necessary. It is also necessary in order to clear the title work and allow the developers to begin construction.

It was moved by Councilmember **Jones**, seconded by Councilmember **Walsh**, to approve **Res. No. 13127** vacating public easements located at 3600 and 3646 Hoffman Road. Motion carried unanimously.

### B. Issuance of General Obligation Capital Improvement Bonds and Adoption of a Capital Improvement Plan

Finance Director Kindsvater presented an overview of the process for the issuance of General Obligation Capital Improvement Bonds and presented a resolution adopting the Capital Improvement Plan (CIP) for the second bond issue to complete financing plans for the renovation and expansion of the City's public safety facility. She said the City is in the final step of the process to issue bonds for the construction. The City is using a combination of revenues to cover the project's expenses, including two bond issues issued in 2022 and 2023. She said the City will be using the interest earned on the bond proceeds during the life of the project and the sales tax refunds that the City receives on items purchased for the project. She explained that there are two bond issues, because the City Council chose to divide the bond issues into two separate years, keeping the annual issuance amount below the \$10 million threshold that allows banks to bid on the City's bonds, resulting in more bidders and possibly lower interest rates.

Kindsvater explained that when the City issues Capital Improvement Bonds, there needs to be a CIP that goes with the bond issue. The original financing for this project began in December 2021 with a public hearing for the adoption of the CIP to begin the process to issue the bonds. The City Council authorized the issuance of the bonds for an amount up to \$14,315,000. When the actual bids were opened in October 2022, the bids came in higher due to cost increases. The total project costs were \$17.8 million. After reviewing the amount of the bonds that were authorized with the first CIP process, she explained that the City has to amend the CIP so it has authorization to issue all of the bonds to cover the project costs. The amendment would

authorize additional bond funding of \$3,765,000. Kindsvater explained that the bond funding includes \$715,000 in contingency funds. Staff outlined the list of projects that would be funded with the contingency funds, should there be any remaining.

For the bond issuance, she provided an overview of the pre-sale schedules. The schedules were built with a true interest cost of 4.489%, which is the market rate of 3.73% at the time the reports were run with an additional 0.75% for any interest rate changes before the bond sale. The annual tax levy to pay the debt service for the 2023 Capital Improvement Bonds will range between \$630,000 and \$842,000 per year. She explained the reverse referendum process will take place for 30 days following the approval of the CIP. Councilmember Walsh sought clarification on the resolution referring to the list of projects in the CIP. When Councilmember Edberg asked who would make decisions on what projects to prioritize with the contingency funds, Kindsvater said staff would present recommendations to the City Council for approval.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Hughes**, to approve **Res. No. 13128** adopting a Capital Improvement Plan, providing preliminary approval for the issuance of bonds thereunder and taking other actions in connection therewith. Motion carried unanimously.

## 7. UNFINISHED BUSINESS

### A. Second Reading – Development Review Process Zoning Ordinance Text Amendment

At the November 9 City Council meeting, Community Development Director Lindahl discussed proposed changes to the Development Review Process and presented a first reading of the changes at the December 13 City Council meeting. The purpose of the changes is to expand and enhance the dissemination of information to the public, encourage more public participation in the development review process and provide an opportunity for members of the public to provide feedback to developers. In response to earlier concern about individual homeowners having to follow the neighborhood meeting process, Lindahl explained that certain conditional use permit applications in residential zones that would exempt from the neighborhood meeting process, but would still follow a process for a public hearing with the Planning Commission and City Council approval. A change that was added since the first reading was the elimination of the word “concept” from the Planned Unit Development regulations to avoid perceived confusion from language regarding the Concept Plan.

Councilmember Edberg asked for clarification on the required distance for who needs to be notified for the neighborhood meeting process and how it relates to the state minimum. Lindahl said the state requires a minimum distance of 350 feet for a public hearing notice, and this ordinance would have similar requirements. Councilmember Edberg expressed concern about the distance being inadequate to properly inform property owners for large projects. He suggested the City does a better job with empowering its residents on how to understand the development process and the steps they can take to get involved. City Manager Crawford said there are plans to create simplified documents that are 1-2 pages to outline these processes. City Attorney Gilchrist clarified that the City is currently doing more than what state statute requires, but it’s common for planning departments to impose requirements for even more notice. Lindahl said there is language in the ordinance that allows staff to increase the area of

notification based on the project. He said staff will use much more than a paper mailing to inform its community members. As a broader topic, Lindahl talked about the upcoming project to update the zoning code and assured councilmembers that there will be extensive conversation on how to make processes more streamlined and how information will be made clearer.

Councilmember Walsh agreed that notification for property owners within 350 feet of a project is not enough. He suggested taking advantage of the White Bear Press to share information about upcoming projects. Councilmember Edberg recognized the ordinance includes language for staff discretion, including the ability to increase the notification area depending on the project, but was concerned that issues could continue if the sentiments of the current councilmembers are not carried forward. Councilmember Hughes, stating that the new process should be addressing his concerns as it will create more transparency and opportunity for members of the community. Mayor Louismet trusts the new process and knows that community members will get involved, especially for projects they show displeasure towards.

It was moved by Councilmember **Walsh** seconded by Councilmember **Hughes**, to adopt **Ordinance No. 23-01-2060** amending the Municipal Code of the City of White Bear Lake related to the Development Review Process. Mayor Louismet directed staff to strike the language pertaining to the Park Advisory Commission. Motion carried unanimously.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Jones**, to approve **Res. No. 13129** approving an ordinance amending the Municipal Code of the City of White Bear Lake related to the Development Review Process and authorizing its publication. Motion carried unanimously.

## 8. NEW BUSINESS

### A. 2023 Annual Appointments

City Manager Crawford provided an overview of the proposed appointments for 2023. City Council approves appointments every year for various areas of government, including City Council representatives to various organizations, city attorney, city prosecutor, administrative hearing officer and the official newspaper. Crawford brought attention to the descriptions of the various organizations and the City Council representatives who were designated for 2022. For city attorneys, she explained that the City Charter assigns the City Council the responsibility to annually appoint city attorneys, and said staff recommends reappointment for both Kennedy & Graven and GDO Law as the City Attorney-Counselor and City Attorney-Prosecutor, respectively. She recommended the City Council reappoint Jim Rathburn as the administrative hearing officer. She reviewed the costs of the city attorneys and administrative hearing officer. She recommended the City Council designate the White Bear Press as the City's newspaper for another year.

Mayor Louismet opened up discussion for each area of the annual appointments. There was no discussion and no proposed changes to the City Council representatives to various organizations. There was no discussion or opposition to appointing Kennedy & Graven as the City Attorney and GDO Law as the City Prosecutor. Mayor Louismet said GDO Law reduced their

costs after he and Crawford compared costs for other cities. He acknowledged their graciousness and flexibility in honoring those findings. Crawford informed councilmembers that GDO Law will continue providing an annual update to the City Council on their work. Publisher Carter Johnson of Press Publications shared a report to councilmembers about the organization and the White Bear Press. Councilmember Dan Jones expressed thanks to Mr. Johnson, new reporter Randy Paulson and retiring reporter Deb Neutkens for their work.

It was moved by Councilmember **Engstran**, seconded by Councilmember **Walsh**, to approve **Res. No. 13130** approving the 2023 appointments for City Council representatives to various organizations, city attorneys, administrative hearing officer and the designation of the official newspaper.

B. Resolution establishing regular meeting dates of the White Bear Lake City Council

In accordance with the City Charter, the City Council shall set the dates of its regular meetings for the year at its first regular meeting in January. City Manager Crawford shared that the City Council meets on the second and fourth Tuesday of every month. When an election is scheduled on the same day as a City Council meeting, the meeting will be scheduled the next day. Following past practice, there is only one meeting in December. Regular meetings start at 7 p.m. and end by 10:30 p.m., and may be extended later upon City Council vote. Crawford said City Council work sessions are tentatively scheduled for 6 p.m. on the third Tuesday, with the exception of December, and are cancelled when not needed. She brought attention to the public meeting calendar that was shared with Councilmembers, outlining meetings dates for City Council and the Boards and Commissions.

Mayor Louismet acknowledged there were many work sessions during 2022, but believes there will be fewer in the coming year. He proposed shorter work sessions to be scheduled the same evenings as regular meetings and take place immediately following the regular meeting. Topics requiring more discussion would be scheduled during the designated work session evenings. Councilmember Jones thanked staff and the Mayor for more concise discussion during meetings, resulting in shorter meetings, and agreed with the idea of scheduling work sessions at the end of regular meetings, not before. Councilmember Edberg requested notice as soon as possible when cancelling the work sessions. Mayor Louismet anticipates the City Council will need several work sessions, but agreed that meetings will be cancelled when not needed.

It was moved by Councilmember **Edberg**, seconded by Councilmember **Hughes**, to approve **Res. No. 13131** establishing the 2023 regular meeting dates and times of the City Council. Motion carried unanimously.

## 9. DISCUSSION

Nothing scheduled.

## 10. COMMUNICATIONS FROM THE CITY MANAGER

Mayor Louismet informed members of the public that there will be a closed session at the January 24 City Council meeting for purposes of discussing the annual performance evaluation of City Manager Crawford. He reminded Councilmembers to submit their evaluations to the Assistant City

Manager by January 19.

**11. ADJOURNMENT**

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

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Dan Louismet, Mayor

**ATTEST:**

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Caley Longendyke, City Clerk





**COUNCIL WORK SESSION  
MINUTES  
TUESDAY, JANUARY 17, 2023  
6:00 PM  
PUBLIC SAFETY TRAINING ROOM**

Mayor Louismet opened the meeting at 6:05 PM. Councilmembers in attendance included: Bill Walsh and Heidi Hughes. Councilmember Edberg arrived at 6:45 PM. Staff members in attendance included City Manager Lindy Crawford and Assistant City Manager Rick Juba.

**1. CITY BOARDS & COMMISSIONS CHECK-IN**

Environmental Advisory Commission (EAC) members in attendance included Gary Schroerher, Bonnie Greenleaf, Sheryl Bolstad, Chris Greene, Chris Frye, and Jeff Luxford. Staff members present included Environmental Engineer Connie Taillon.

Chairperson Gary Schroerher provided an overview of the work the EAC conducted in 2022 including pollinator friendly initiatives, zero waste events, enhancement of downtown recycling opportunities, Adopt-a-Drain, and food scrap collection.

Moving forward the EAC requested City Council support on the following initiatives: Climate Smart Municipalities, solar panel installation on city facilities, additional tree planting in downtown, reducing single use plastic bags, water conservation, additional pollinator plantings, and removal of invasive species such as buckthorn.

The City Council and EAC discussed working with the Parks Advisory Commission to prioritize areas in city parks that could be converted to more natural landscapes which will enhance water conservation and pollinator environments while limiting required maintenance by City crews.

Planning Commission members in attendance included Jim Berry, Ken Baltzer, Mike Amundsen, Andrea West, and Mark Lynch. Staff members present included Community Development Director Jason Lindahl, City Planner Ashton Miller and Planning Technician Shea Lawrence.

Lindahl gave an overview of the projects that the Planning Commission reviewed in 2022 including North Campus High School, McNeely Music Center, the City's public safety project, and Shafer Richardson apartment project. The Planning Commission also reviewed the City's development review process and recommended changes to the City Council which were recently adopted.

Commission members and the City Council discussed recent training provided by the City Attorney and how helpful it was for the Commission. Additional discussion included past joint discussions or field trips with the City Council and Planning Commission and the usefulness of such exercises.

Parks Advisory Commission (PAC) members present included Bryan Belisle, Mark Cermak, Victoria Biehn, Mike Shepard, and Anastasia Davis. Staff members present included City Engineer/ Public Works Director Paul Kauppi and Parks/ Facilities Foreman Andy Wietecki.

Commission member Shepard highlighted the work that the PAC did by attending Marketfest and soliciting

feedback from residents regarding the parks. Shepard also recapped the enhancement project at Memorial Beach and planning efforts for an all-abilities playground at Lakewood Hills Park.

Commission members recommended changes to the rental policy at the Boatworks Commons to encourage more private usage by residents. Staff explained the initial policy for rental of the facility was created to gauge interest in using the facility by private parties, limit parking conflicts in the area and to not compete with existing event space. The facility's top users are non-profit organizations which are not charged to use the facility.

Additional discussion included the potential for the City to work with both public and private schools on playground enhancements.

Kauppi summarized the PAC's review of concerns submitted to them regarding the dog beach located near the City's 7<sup>th</sup> Street swim dock and Matoska Boat Launch. After considering all available information and conducting significant research, at their September 15, 2022 meeting, the PAC voted 7-0 in favor of keeping the dog beach and 7<sup>th</sup> Street swim dock open in their current locations. However, they recommended several changes to improve the area and help prevent future issues.

1. Provide new and improved, easy to read signage at the dog beach and 7<sup>th</sup> Street swim dock to help aid users to better understand the rules and expectations.
2. Improve the fencing that separates the dog beach from the 7<sup>th</sup> Street swim dock area including fencing that will better close off the shoreline area, regardless of water level.
3. Look into adding a gate at the top of the stairs to the dog beach.
4. Improve the buoys layout / style that are used to delineate the swim area from the dog beach area to aid in deterring dogs from crossing over or under them.
5. Continue with existing dog beach leash rule.
6. Continue to maintain pet waste bag stations and nearby trash containers.

In addition, the PAC recommends signing the 7<sup>th</sup> Street swim dock with "No Fishing" as there are numerous other locations for fishing and will help keep swimmers safe from hooks that might be lost near the dock.

The City Council requested additional information from staff regarding the cost of the proposed improvements outlined in the PAC's recommendation. The City Council will discuss this matter at an upcoming City Council meeting.

## **2. 2023 LEGISLATIVE PRIORITIES**

Crawford reviewed the City's 2022 legislative priorities which included increasing the Deputy Registrar filing fees from the State of Minnesota, identifying state funding for the public safety project and seeking legislative relief for cities impacted by the District Court's order impacting water resources. It is recommended to remove the priority regarding funding for the public safety building as that project is now in process and continue the remaining two legislative priorities from 2022.

There was consensus amongst the City Council to prioritize maintaining local control for local municipalities regarding potential statewide THC/legal cannabis regulations and the ability to license and zone related businesses. The City Council will adopt 2023 legislative priorities at their January 24, 2023 regular meeting.

### **3. CITY COUNCIL CHAMBERS DISCUSSION**

Crawford summarized a recommendation to renovate the Chambers in 2023 to improve safety for elected officials and staff, improve ADA accessibility and update technology for elected officials, staff and the public.

The City Council will consider this at their January 24, 2023 regular meeting..

Adjourned 10:00 PM



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

# M E M O R A N D U M

**TO:** Lindy Crawford, City Manager  
**FROM:** Jason Lindahl, Community Development Director  
**DATE:** January 24, 2023  
**SUBJECT:** **3881 Property Group Shared Access and Parking License Agreement**

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## **SUMMARY**

The City Council will consider adopting a resolution approving a license agreement for shared access and parking at Stellmacher Park located at 3910 Linden Street.

## **GENERAL INFORMATION**

Applicant/Owner: Jim Mackey / 3881 Property Group

Existing Land Use / Zoning: Vacant Office Building; zoned R-3: Single Family Residential

Surrounding Land Use / Zoning: North: Stellmacher Park; zoned P: Public  
 West & South: Single Family; zoned R-3: Single Family Residential  
 East: Single Family & Church; zoned R-3: Single Family Residential

Comprehensive Plan: Low Density Residential

Lot Size & Width: Code: 10,500 sq. ft.; 80 feet  
 Site: 21,242 sq. ft.; 100 feet

## **BACKGROUND INFORMATION**

On November 9, 2022, the City Council approved a conditional use permit for the 3881 Property Group to operate a 14 unit assisted living facility at the property located at 3881 Highland Avenue. Because of the limited amount of parking on the subject property, a condition of approval required the applicant to enter into an agreement with the City for shared access and parking at neighboring Stellmacher Park located at 3910 Linden Street.

Historically, previous users of the subject property had entered into similar agreements with the City. However, given the change of use and new conditional use permit staff believed it appropriate to have the City Attorney review the prior agreement. After review by the City Attorney, it was recommended to change the agreement from a lease to a license. The City Attorney then drafted a new license agreement which has been reviewed and accepted by the applicant.

The license agreement allows the licensee to use and maintain the City parking lot located on City property related to the licensee's business located on licensee's property. The agreement is limited to the parking lot and not any other portion of City property. The parking lot will remain open for use by the City and general public.

The Agreement also states the licensee grants the City use of the licensee's driveway to gain access to the City property. No parking is allowed along the driveway. The Agreement is set to terminate on January 1, 2033 at which point it will automatically renew for successive one-year terms unless either party provides at least 60 days' notice of nonrenewal before the end of the then current term.

**RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution approving a license agreement for shared access and parking at Stellmacher Park located at 3910 Linden Street.

**ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**A RESOLUTION APPROVING A LICENSE AGREEMENT BY AND BETWEEN THE CITY OF WHITE BEAR LAKE AND FULL OF SUCCESS 3881 PROPERTY GROUP CORP FOR STELLMACHER PARK PARKING LOT**

**WHEREAS**, the City is the owner of 9.20 acres known as Stellmacher Park and located at 3910 Linden Street (PID # 263022230052), White Bear Lake, Minnesota (“City Property”), and

**WHEREAS**, the City Property includes a public parking lot (“Parking Lot”) that is located at the south easterly portion of City Property; and.

**WHEREAS**, the Licensee owns the property and operates an assisted living facility located at 3881 Highland Avenue, White Bear Lake, Minnesota (PID# 263022230008) (“Licensee Property”), which is adjacent to City Property, and

**WHEREAS**, the driveway (“Driveway”) from Highland Avenue serves as access to both the Licensee Property and the Parking Lot, and is located primarily on the Licensee Property; and

**WHEREAS**, the Driveway and Parking Lot were constructed with the mutual understanding between the owner of the Licensee Property and the City that the City and Public could use the Driveway to access the Parking Lot and that the Licensee can use the Parking Lot for parking associated with the use of the Licensee Property, and

**WHEREAS**, Licensee desires to grant the City a license over the Licensee Property to allow the City and the Public to utilize the Driveway located on the Licensee Property to access the Parking Lot, and

**WHEREAS**, the City desires to grant Licensee a license to allow it to use the Parking Lot on the City Property for parking associated with its business use on the Licensee Property, and

**WHEREAS**, the City Council, at its November 9, 2022 meeting, approved a conditional use permit for the 14 unit assisted living facility on the Lessee’s property subject to the condition that they enter into a shared access and parking agreement with the City prior to issuance of a building permit, and

**WHEREAS**, the Stellmacher Park lot has been leased to the tenants of the 3881 Highland Avenue property in the past with no known adverse impacts to the public; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of White Bear Lake hereby authorizes a shared access and parking license with Full of Success 3881 Property Group Corp.

**FURTHER BE IT RESOLVED** that the Mayor and City Manager are hereby authorized to have prepared and to execute said license pursuant to the Council’s directive.

**RESOLUTION NO.**

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

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Dan Louismet, Mayor

**ATTEST:**

\_\_\_\_\_  
Caley Longendyke, City Clerk



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

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Caley Longendyke, City Clerk  
**Date:** January 24, 2023  
**Subject:** **Temporary On-Sale Liquor License for Church of St. Pius X**

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## **SUMMARY**

The City Council will consider approving two temporary liquor licenses for the Church of St. Pius X to serve alcohol at fish fry dinners on February 24 and March 24, 2023.

## **BACKGROUND INFORMATION**

Minnesota Statute section 340A.404, Subd. 10 states that municipalities may issue temporary on-sale liquor licenses to nonprofit organizations in existence for at least three years. The license may not exceed more than four consecutive days and cannot total more than 12 days in one year.

Church of St. Pius X is a religious organization that has applied to sell alcoholic beverages during two fish fry dinners scheduled for February 24 and March 24 between 4-6:30 p.m. in the church community rooms and cafeteria. The fish fry dinners are open to the public and are a fundraiser for the church. In a letter written by Rev. Thomas M. McKenzie Jr., he informed City staff there will be experienced bartenders checking identification and designated monitors for responsible consumption. The applicant meets State regulations for temporary liquor licenses and has secured the liquor liability insurance required by City Code.

## **RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution approving temporary liquor licenses for Church of St. Pius X for February 24 and March 24, 2023.

## **ATTACHMENTS**

Resolution



**RESOLUTION NO.**

**RESOLUTION APPROVING A TEMPORARY LIQUOR LICENSE FOR  
THE CHURCH OF ST. PIUS X FOR TWO FISH FRY DINNERS**

**WHEREAS**, the Church of St. Pius X (the applicant) has submitted an application to serve alcohol at two fish fry dinners scheduled for February 24 and March 24, 2023 between the hours of 4-6:30 p.m. in the church community room and cafeteria; and

**WHEREAS**, the applicant meets the qualifications for a temporary liquor license; and

**WHEREAS**, the applicant has submitted the necessary proof of liquor liability insurance;  
and

**WHEREAS**, the applicant has controls in place for responsible consumption and for serving adults 21 years of age and older.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota, under authority of Minnesota Statute section 340A.404 Subd. 10, approves the first temporary on-sale liquor license for the applicant for the date and location indicated:

Church of St. Pius X  
4-6:30 p.m., February 24, 2023  
3878 Highland Avenue  
White Bear Lake, MN 55110

**BE IT FURTHER RESOLVED** by the City Council of the City of White Bear Lake, Minnesota, under authority of Minnesota Statute section 340A.404 Subd. 10, approves a second temporary on-sale liquor license for the same organization and same premises for March 24, 2023 from 4-6:30 p.m.

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

Ayes:  
Nays:  
Passed:

\_\_\_\_\_  
Dan Louismet, Mayor

**ATTEST:**

\_\_\_\_\_  
Caley Longendyke, City Clerk



**City of White Bear Lake**  
Engineering Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Paul Kauppi, Public Works Director/City Engineer  
**Date:** January 24, 2023  
**Subject:** **Award of Contract for the Water Treatment Plant Lime Slaker and Feeder Replacement**

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## **SUMMARY**

The City Council will consider adopting a resolution receiving bids and awarding a contract for the Water Treatment Plant Lime Slaker and Feeder Replacement.

## **BACKGROUND INFORMATION**

At the bid opening on January 17, 2023, two (2) bids were received for the Water Treatment Plant Lime Slaker and Feeder Replacement with Municipal Builders, Inc. of Nowthen, Minnesota submitting the lowest base bid of \$369,000. We believe that Municipal Builders, Inc. is qualified to complete this work.

There was \$400,000 budgeted to complete this project. The remainder will be used for any necessary electrical, plumbing and SCADA upgrades. Due to estimated equipment lead times, it is anticipated that this project will be completed in September of 2023. Completing this project in September will also avoid interrupting Water Treatment Plant operations during the summer months, which is typically when peak water use occurs throughout the City.

## **RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution receiving bids and awarding a contract to Municipal Builders, Inc. in the amount of \$369,000.

## **ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**RESOLUTION RECEIVING BIDS AND AWARDING THE CONSTRUCTION CONTRACT FOR THE  
WATER TREATMENT PLANT LIME SLAKER AND FEEDER REPLACEMENT  
CITY PROJECT NO. 22-14**

**WHEREAS**, pursuant to resolution 13073 of the City Council, construction plans and specifications were approved and advertisement for bids were made; and

**WHEREAS**, at 1:00 p.m. on January 17, 2023, sealed bids were received, opened, tabulated according to law, and the following bids were received complying with the advertisement:

<b>Contractor</b>	<b>Bid</b>	<b>Net Bid</b>
Municipal Builders, Inc.	Base Bid	\$369,000
Magney Construction, Inc.	Base Bid	\$382,000

**WHEREAS**, it appears that Municipal Builders, Inc. is the lowest responsible bidder.

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

1. The City Council hereby receives the bids submitted at the January 17, 2023 letting for the Water Treatment Plant Lime Slaker and Feeder Replacement.
2. The Mayor and City Clerk are hereby authorized and directed to enter into contract with Municipal Builders, Inc. in the amount of \$369,000 according to the plans and specifications therefor approved by the City Council and on file in the office of the City Engineer.
3. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

Ayes:  
Nays:  
Passed:

\_\_\_\_\_  
Dan Louismet, Mayor

**ATTEST:**

\_\_\_\_\_  
Caley Longendyke, City Clerk



**City of White Bear Lake**  
Engineering Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Paul Kauppi, Public Works Director/City Engineer  
**Date:** January 24, 2023  
**Subject:** **Public Safety Renovation Project, City Project No. 22-09, Receive Bids and Award Contract for Asphalt Paving**

---

## **SUMMARY**

The City Council will consider adopting a resolution receiving bids and awarding a contract for work scope WS 32-A – Asphalt Paving for the Public Safety Renovation Project, City Project No. 22-09.

## **BACKGROUND INFORMATION**

Pursuant to resolution 13087 of the City Council, work scope WS 32-A – Asphalt Paving for the Public Safety Renovation Project was re-bid. At the bid opening on January 17, 2023, four (4) bids were received for this work scope with Northwest Asphalt, Inc. submitting the lowest bid of \$215,800. We believe that Northwest Asphalt is qualified to complete this work.

## **RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution receiving bids and awarding a contract to Northwest Asphalt, Inc. for work scope WS 32-A – Asphalt Paving for the Public Safety Renovation Project, City Project No. 22-09.

## **ATTACHMENTS**

Resolution



**RESOLUTION NO.**

**RESOLUTION RECEIVING PAVING BIDS AND AWARDING THE  
CONSTRUCTION CONTRACT FOR THE PUBLIC SAFETY RENOVATION PROJECT**

**WHEREAS**, pursuant to resolution 13054 of the City Council, construction plans and specifications were approved and advertisement for bids were made; and

**WHEREAS**, pursuant to resolution 13087 of the City Council, work scope WS 32-A – Asphalt Paving advertisement for bids were made; and

**WHEREAS**, at 2:00 p.m. on January 17, 2023, sealed bids were received, opened, tabulated according to law, and the following bids were received complying with the advertisement:

<b>Contractor</b>	<b>Bid</b>	<b>Net Bid</b>
Northwest Asphalt, Inc.	Base Bid	\$215,800
Minnesota Roadways, Co.	Base Bid	\$239,600
Bituminous Roadways, Inc.	Base Bid	\$245,400
Minnesota Paving & Materials	Base Bid	\$266,900

**WHEREAS**, it appears that Northwest Asphalt, Inc. is the lowest responsible bidder.

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

1. The City Council hereby receives the bids submitted at the January 17, 2023 letting for work scope WS 32-A – Asphalt Paving for the Public Safety Renovation Project.
2. The Mayor and City Clerk are hereby authorized and directed to enter into contract with Northwest Asphalt, Inc. in the amount of \$215,800 according to the plans and specifications therefor approved by the City Council and on file in the office of the City Engineer.
3. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

Ayes:  
Nays:  
Passed:

---

Dan Louismet, Mayor

**RESOLUTION NO.**

**ATTEST:**

---

Caley Longendyke, City Clerk



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

# MEMORANDUM

**To:** Mayor and Council  
**From:** Lindy Crawford, City Manager  
**Date:** January 24, 2023  
**Subject:** **2023 Legislative Priorities Agenda**

---

## SUMMARY

The City Council will consider adopting a resolution setting the 2023 Legislative Priorities Agenda for the City of White Bear Lake.

## BACKGROUND INFORMATION

In 2021, the City Council adopted its first Legislative Priorities Agenda and did so again in 2022. The 2022 Legislative Priorities Agenda included:

- Identify 50% of funding needed to proceed with the Public Safety Building project.
- Increase the Deputy Register filing fees that reimburse offices for costs to provide customer services.
- Seek legislative relief for cities impacted by District Court's order for a residential watering ban.

Staff and the Mayor and City Council worked hard to move the 2022 Agenda forward to no avail at the legislature, but accomplished building a strong rapport with our area legislators. Since a state bonding bill was not passed last year, the City Council chose to move forward with funding the Public Safety Building project without state funding. Therefore removing the request from the Legislative Priorities Agenda. Staff and the Mayor and City Council will continue to lobby for overall public safety funding.

At a work session on January 17, 2023 the Mayor and City Council discussed potential 2023 priorities, and requested the following three be brought forward for further consideration:

- Increase the Deputy Register filing fees that reimburse offices for costs to provide customer services.
- Seek legislative relief for cities impacted by District Court's order for a residential watering ban – legislative assistance to allow the City of White Bear Lake to continue to operate under its current approved Water Supply Plan and Comprehensive Plan through their approval periods



- Maintain local control for municipalities regarding potential statewide THC / legal cannabis regulations and the ability to license and zone related businesses.

The City is a member of the League of Minnesota Cities (LMC) and Metro Cities, who both also create annual legislative priorities agendas. Attached is LMC's 2023 Legislative Priorities for reference.

**RECOMMENDATIONS**

Staff recommends the City Council adopt the attached resolution setting the 2023 Legislative Priorities Agenda for the City of White Bear Lake.

**ATTACHMENTS**

Resolution  
2023 League of MN Cities Legislative Priorities

**RESOLUTION NO.**

**RESOLUTION ADOPTING THE 2023 LEGISLATIVE PRIORITIES AGENDA  
FOR THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, the White Bear Lake City Council developed a legislative priorities agenda to be submitted to elected legislative officials representing White Bear Lake for their consideration as they prioritize their work during the 2023 legislative session; and

**WHEREAS**, the City of White Bear Lake respectfully requests the White Bear Lake legislative delegation to assist with the issues included on the City Council’s 2023 Legislative Priorities Agenda as adopted by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that it hereby adopts the 2023 Legislative Priorities Agenda, summarized as follows:

- Increase the Deputy Register filing fees that reimburse offices for costs to provide customer services.
- Seek legislative relief for cities impacted by District Court’s order for a residential watering ban – legislative assistance to allow the City of White Bear Lake to continue to operate under its current approved Water Supply Plan and Comprehensive Plan through their approval periods.
- Maintain local control for municipalities regarding potential statewide THC / legal cannabis regulations and the ability to license and zone related businesses.

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

Ayes:  
Nays:  
Passed:

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Dan Louismet, Mayor

**ATTEST:**

---

Caley Longendyke, City Clerk

# 2023 LEGISLATIVE PRIORITIES

The League of Minnesota Cities promotes excellence in local government through effective advocacy, expert analysis, and trusted guidance for all 854 Minnesota cities.



## Infrastructure Investment and Jobs Act State Match

The League urges swift passage of state funds to provide necessary non-federal matching resources to ensure the state and local governments have access to all of Minnesota's \$7.3 billion share of critical IJA funding that will help advance a broad array of state and local infrastructure goals.

## Cannabinoid Regulation

The League calls for a strong and comprehensive regulatory framework for cannabinoid products, including maintaining local authority to license and regulate the products and considerations for public safety, taxation, and employment.

## Housing

The League calls for solutions that support the diverse housing needs in cities across the state and solutions that address the full housing spectrum, support local innovation, provide state incentives instead of mandates, and advance community-specific housing solutions.

## Local Control/Preemption

The League will oppose legislation that erodes local control in cities across Minnesota.

## LGA/Aid to Cities

The League supports updating the LGA formula to reflect new fiscal and demographic data, an immediate increase in the appropriation and annual appropriation increases to address inflationary pressures. The League also supports permanent funding for the Small Cities Assistance Account aid.

## Police and Fire Disability Benefits

The League will advance legislation for injury prevention and treatment and will seek state funding for certain disability benefits currently funded by employers. The League will oppose efforts to expand conditions presumed to be work-related for workers' compensation purposes.

## Bonding/Capital Investment

The League supports a substantial bonding bill that includes appropriations for municipal water and wastewater infrastructure, local roads and bridges, funding for the local road wetland replacement fund, and flood hazard mitigation.

## Sales Tax Exemption on Construction Materials

The League supports legislation to streamline the process required for cities to secure the sales tax exemption on construction materials.

## Transportation Funding

The League calls for a dedicated and sustainable state funding source for non-Municipal State Aid city streets, legislation that would allow cities to create street improvement districts, and grant funding for cities burdened by cost participation requirements.

## Water and Wastewater Policy and Funding

The League supports technical and financial resources needed for drinking water, stormwater, and wastewater infrastructure.

## LMC Resource

**Ted Bengtson**  
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LEAGUE OF MINNESOTA CITIES  
**INTERGOVERNMENTAL RELATIONS STAFF**



The League's Intergovernmental Relations (IGR) staff work on legislative issues that matter to cities. Feel free to contact our IGR staff members with any questions, concerns, or suggestions regarding legislative issues.

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- Pensions and Retirement
- Public Finances
- Taxes

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- Emergency Management
- Pensions and Retirement
- Public Safety
- State Bonding
- Transportation
- Workers' Compensation

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- Building Codes
- Civil Liability
- Data Practices and Open Meeting Law
- Land Use and Zoning

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- Cannabis Regulation
- Elections
- Employment and Human Resources
- Local Sales Taxes
- Regulated Industries

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- Aid to Cities
- Local Government Aid (LGA)
- Public Finances
- Taxes
- Tax Increment Financing (TIF)

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- Energy
- Environment
- Land Use and Annexation
- Local/Tribal Relations
- State Bonding
- Sustainable Development
- Wastewater, Drinking Water, and Stormwater

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- Broadband
- Cable/Franchising
- Economic Development
- Federal Relations and Advocacy
- Housing
- State Bonding
- Telecommunications, Information Technology, & Wireless Infrastructure

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- General
- Member Relations

JAN2023

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

# MEMORANDUM

**To:** Mayor and City Council  
**From:** Lindy Crawford, City Manager  
**Date:** January 24, 2023  
**Subject:** Northeast Youth and Family Services Update and Service Agreements

---

## SUMMARY

Angela Lewis-Dmello, President and CEO of Northeast Youth and Family Services (NYFS) will attend the meeting to present their '2021-2022 Report to the Community'. In addition, the City Council will consider renewing its service agreements with NYFS.

## BACKGROUND INFORMATION

Northeast Youth and Family Services (NYFS) is a non-profit social service agency whose mission is to meet the unmet developmental needs of at-risk youth and families within the community through collaboration and coordination with existing community resources. Prior to a transfer of service to NYFS in 2012, general mental health services were provided by the White Bear Lake Community Counseling Center, which was a department of the City at the time.

In 2012 the City Council authorized an agreement between the City and NYFS to continue most services previously provided by the Community Counseling Center. The original agreement between the City and NYFS provided that the City's 2012 funding level of approximately \$90,000 be reduced over five years to a level proportionate (according to population) to other participating cities. The City's contribution in 2016 was \$49,293, which marked the last year of declining funding levels. The City's 2023 funding allocation is \$56,901.

Also included in the City's annual agreement for services is the shared position of a mental health case worker who works on behalf of the cities of Roseville, Mounds View, New Brighton, St. Anthony, and White Bear Lake to assist the police department in their work with residents. The cost of this position is divided proportionate to services provided among these communities, with White Bear Lake's share of this position amounting to \$27,939 in 2023, an increase of \$2,189 from 2022. Funding for our partnerships with NYFS was included in the 2023 budget and continues to prove valuable for the City and community as a whole.

## RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing execution of the attached agreement with Northeast Youth and Family Services.

**ATTACHMENTS**

2022 Annual Report

January-September 2022 Service Report

Resolution



**We have heart.**

innovate

trust

connect

**2021-2022 Report to the Community**

## Reflections from the President and CEO

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Together we are transforming the lives of our clients and community, and I am thrilled to be able to do this work with you.

It is incredible to think about all that Northeast Youth & Family Services (NYFS) has accomplished during the 2021-2022 fiscal year. As we continue to deepen our work, I want to give you a glimpse into how we are adapting and expanding what we offer in response to community and client-driven needs.

**We've responded to multiple community crises by increasing access to mental health crisis support, offered trainings on the effects of the pandemic on mental health, and crucially, expanded our Diversion Services to include Community Connections.** This seven-week program helps youth develop social and emotional skills while expanding their horizons and helping them deepen their commitment to their own futures through service, post-secondary education exposure, career exploration, and mentorship.

While the pandemic required us to quickly adapt to new realities and needs, we are now fully integrating these changes into our business model and organizational infrastructure. **Most notably, we have embraced the opportunities that telehealth care offers and see how this option reduces or eliminates barriers of time and transportation while increasing our ability to offer vital mental health support to those who might not receive it any other way.**

Finally, we thoughtfully and compassionately navigated a change in executive leadership – celebrating the vision

community-centered



committed

and investment of outgoing President and CEO, Tara Jebens-Singh. I am thankful to have experienced an intentional and collaborative onboarding process which provided a comprehensive understanding of the organization, its current strengths and challenges, and its opportunities for growth. I am grateful for a welcoming, committed, and talented staff and board of directors who are ready to move us into the next chapter of our collective story, grounded in our powerful mission and client-centered values.

While past few years at NYFS, and in our community, have been marked by rapid change, one thing remains the same – our commitment to service through collaboration with our partners. **Together we are transforming the lives of our clients and community, and I am thrilled to be able to do this work with you.**



Angela Lewis-Dmello, LICSW  
President & CEO



## Our Partners

### MUNICIPALITIES

Birchwood Village  
Falcon Heights  
Hugo  
Little Canada  
Lauderdale  
Mahtomedi  
Mounds View  
New Brighton  
North Oaks  
Roseville  
St. Anthony  
Shoreview  
Vadnais Heights  
White Bear Lake  
White Bear Township

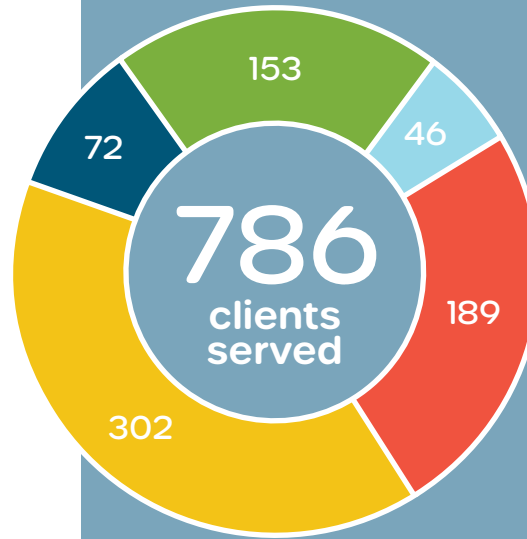
### SCHOOL DISTRICTS

Roseville Area Schools  
Mounds View Public Schools  
White Bear Lake Area Schools

### LAW ENFORCEMENT AGENCIES

Mounds View  
New Brighton  
Roseville  
St. Anthony  
White Bear Lake

## Highlights & Outcomes FY 2021-2022



### PROGRAM:

- ◆ Diversion
- ◆ Elderly Services
- ◆ School Based
- ◆ Clinic Based
- ◆ Community Advocate

**21,696**  
total  
appointments

496 meetings with  
72 Community  
Advocacy Clients

447 meetings with  
153 Diversion clients

657 family and couples  
therapy sessions with  
138 client families

337 Assessments  
for Mental Health  
Services

**\$64,000**

of care was provided at low or  
no cost to clients with financial  
barriers to care.

Together we  
accomplish so much  
more than we could  
ever do on our own!



# Healing Happens in Many Ways

Trauma-informed and culturally-responsive care recognizes that there is no “one size fits all” version of healing.



NYFS’s mission is founded on access to critical services and acting as a safety net for our community’s mental health needs. We have seen the multi-layered effects of the pandemic on mental health care and are dedicated to meeting current and emerging needs. Because of this, our efforts are increasingly culturally-responsive and trauma-informed as we continue to evaluate and expand our services.

## Trauma-informed care is all about serving our clients in the context of their lived experiences.

Many individuals in our community have chronic stress and histories of trauma. Often these experiences cause mental and physical health concerns. At NYFS, we believe that it is our responsibility to ensure that our services don’t cause further harm to any of our clients, not just those that have trauma. This is ongoing work that continues to evolve as we learn more over time. Because of this, our physical clinic

spaces in Shoreview and White Bear Lake, the organization’s culture, and the program services, policies, and practices themselves are developed to be trauma-informed and are reviewed regularly to reflect current best practices.

To be truly trauma-informed requires being culturally responsive – the deep integration of our client’s culture into their care. We partner with our clients to provide services in the ways that our clients say best support their healing and growth. This means understanding the context of oppression that many of our clients experience due to their intersecting identities and attending to that in therapy. It also means integrating an understanding of historical and intergenerational trauma on mental health. Many of the reasons people suffer are not due to their own psychology or relationships, but rather, due to the larger socio-cultural context of oppression experienced every day.

As Tara Hjelmberg, NYFS Director of Mental Health shares, “Trauma-informed and culturally-responsive care allows a space where each individual is seen, heard and understood in their context. It is only within this space that we can assist in the clients’ healing and overall wellness.”

empower



support

This responsiveness recognizes that there is no “one size fits all” version of healing. What each of us needs is different – and not everyone benefits from a western mental health model of individual weekly therapy sessions. **NYFS has been expanding our services to offer different culturally-responsive trauma treatments across the lifespan, including art therapy, and we look forward to expanding our play therapy and horticultural therapy offerings.** For those healing services we do not offer at NYFS, we continue to build referral relationships to cultural and community healing practices that serve the whole person. We believe this partnership with our clients encourages creativity and an expansive perspective on healing and recovery. ❤️

# Serving Youth in Schools Amidst a Mental Health Crisis

Since the start of the pandemic, our community and our country have seen a three-fold increase in the number of youth with diagnosable mental health conditions as well as an increase in the urgency and severity of mental health needs.

Our youth have lived through a global pandemic during a crucial stage of their development and are more likely than previous generations to seek mental health care. These factors, combined with the sharp decline in mental health providers – especially those working with youth in nonprofits – has created an unprecedented strain on providers, individuals, and their loved ones. The American Academy of Pediatrics, the American Academy of Child & Adolescent Psychiatry, and the Children’s Hospital Association, have declared the **state of child and adolescent mental health a national emergency**.

NYFS School-Based Therapist Carolyn Babekuhl reflects, “Over the past two and a half years, the entire world has experienced trauma from the pandemic, including our children. They lost loved ones, financial stability, and missed significant developmental milestones. These challenges are not addressed just by returning to school in-person. Although students have returned to school, they have not had the opportunity to process these losses and it is expressed through their behavior. It is apparent that we need to prioritize the mental health of our youth at this time.”

**At NYFS, our School-Based Mental Health services offer youth the benefits of developmentally-targeted therapy in a school setting where they have the greatest opportunity to regularly access the help they need or receive support when in crisis.** In addition to heightened social and emotional concerns, we are seeing youth with significant (and often deferred) needs including high rates of post-traumatic stress disorder, anxiety with panic attacks, severe depression, and thoughts or plans of suicide. We ensure that youth can access these trauma-informed and culturally-responsive services on a sliding-fee scale.

At NYFS we serve three school districts in the Roseville, Mounds View, and White Bear Lake areas, offering care from elementary through high school-age students. We work in meaningful partnership with school staff, supporting the overall mental health needs of youth in the schools we serve. Sometimes this includes active mental health response to school personnel, teachers, and students following a crisis or tragedy. **We are there to serve the whole school as comprehensively as we can.**

Even as the need strains our system’s ability to ensure care to those who most need it, we feel immense hopefulness as the narrative around youth mental health is changing. And it is the youth who are leading the way in ensuring their own healthy futures. ❤️

**“The problems we are seeing are greater in both number and intensity. There are more students who are struggling with their mental health, and because there are more needs across the whole system of care, we are filling a gap for youth who actually need a higher level of care.”**

– Steven Lutes, School-Based Mental Health Programs Manager



# Intuitive Team-Based Care

Northeast Treatment Services (NETS) Day Treatment program serves youth who have mental health needs that cannot be successfully treated in weekly psychotherapy visits, but don't need intensive outpatient programming or the short-term stabilization of a hospital inpatient setting. NETS youth receive longer-term intensive healing support but can remain in their homes and communities while accessing a broad range of services. Day treatment also offers an alternative to residential treatment, which removes youth from their family and community.

Most youth that come to our day treatment services face many obstacles, often reporting upwards of seven or eight significant life traumas. They may hold all of that suffering in, or they may push it out into the world through unhealthy coping or harmful behaviors. **At NYFS, our day treatment team wants to help these youth every moment that they are with us for services, to learn a better way of engaging their emotions and their relationships so that when they really start to feel better — they have the tools they need to succeed outside of NYFS.**

NYFS's day treatment services are unique, and so much of this is due to our exceptional team. "As a team we are a cohesive unit. Built on trust," says NETS Therapist LaTarsha Bronaugh. "We strive to be open, understanding, flexible and give one another grace. That transforms into putting client and family needs at the center of their healing journey while at NETS."

Similar programs are known for being a training site for new mental health providers — resulting in high turnover of staff. At NYFS, **we average 8-10 years on the day treatment team, some staff working in the program for more than 20 years. They have a wealth of experience and a beautiful rhythm in the work together — doing so in compassionate, creative, and intuitive ways.** This translates directly to the care they provide. There isn't a crisis they can't handle or a youth with whom at least one of them can connect. They provide seamless trauma-informed, culturally responsive care. ❤️



"With this team, no challenge ever feels insurmountable. The team is balanced; filled with numerous abilities, passions, and expertise combined with decades of experience. This allows our authentic selves to truly shine. With such a trusting, committed, and cohesive group we can provide the supportive, caring, and nurturing environment that our clients so desperately need and are lacking in their own lives and relationships."

— Ben Moburg,  
NETS Day Treatment  
Practitioner

# Better Outcomes, Brighter Futures



The Diversion program serves as an alternative to the traditional juvenile justice system for youth who are charged with misdemeanor and status offenses such as theft and alcohol or drug use. With targeted support, they are able to redirect their lives and get back on track. Youth attend educational seminars with their parents or caregivers, perform community service work, and pay restitution. But addressing the offense and its impact is only part of this restorative justice program.

NYFS Diversion Coordinator Jackie McGovern says that **working with youth to learn what is going on in their life is key to understanding what circumstances may have contributed to the negative behavior.** "By addressing the root causes of the behaviors, the youth is able to receive the help they need

confidence & resilience

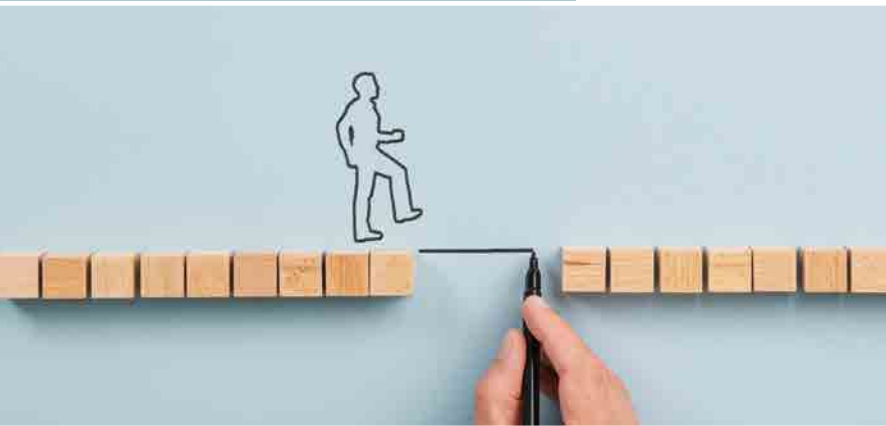
and is much less likely to reoffend in the future. We are here to help them change the trajectory of their lives. We focus on their future, not just on their past offense."

Successful graduates of the Diversion program who still need additional support can enroll in our new Community Connections program - a seven week group-based experience for youth that **builds social skills, self-confidence, and resilience through career exploration, volunteer activities, and connections with other**

**community service organizations.** The program aims to help address risk factors that youth face by providing youth with alternatives through positive social interaction with peers, interaction with positive adults in the community, and access to community resources. ❤️

**"The last few years have been really tough on our youth. A lot of those connections, and feeling like being a part of a community, have gone away. Youth and their families are really struggling and that's why programs like these are so important."**

**— Erika Scheider, Roseville Chief of Police**



## Bridging the Gap Between Law Enforcement and Community Support

“Officers are on the scene when there is a crisis, and we definitely need their help in those moments. But they are not trained or equipped to assess and work on the issues that led up to the crisis point. Often these problems are multi-layered and require long hours of work to rebuild trust and help residents get and stay connected with additional support systems in our community.”

— Joshua Grant,  
NYFS Community Advocate

NYFS Community Advocate Joshua Grant has a unique and necessary role in the communities we serve. He works with residents who have been involved with local law enforcement but have needs that cannot be sufficiently addressed by law enforcement alone. “Officers are on the scene when there is a crisis, and we definitely need their help in those moments,” he says. “But they are not trained or equipped to assess and work on the issues that led up to the crisis point. Often these problems are multi-layered and require long hours of work to rebuild trust and help residents get and stay connected with additional support systems in our community.”

Joshua works with individuals and families experiencing chronic mental health issues, family instability, complex medical needs, chemical dependency and other problems that require a high degree of care. **By addressing these underlying issues, the need for law enforcement intervention is greatly reduced and officers are freed up to spend more time on other work while the resident receives the more intensive support they need.**

compassion



trust

The Community Advocate Program currently serves the cities of Mounds View, New Brighton, Roseville, St. Anthony and White Bear Lake and has been well received by residents and law enforcement.

“We believe in the co-production of public safety,” says Tony Paetznic, New Brighton Director of Public Safety. “We all have a role to play in making our communities a better place to live and work.” ❤️

## NYFS Staff

---

**Carolyn Babekuhl, LICSW**  
*School Based Therapist*

**Laurie Berlin, LMFT**  
*School Based Therapist*

**Latarsha Bronaugh, LPCC**  
*NETS Day Treatment Therapist*

**Miaa Bulchaa**  
*Senior Program Assistant*

**Mai Chang,**  
*Senior Program Assistant*

**Joshua Grant**  
*Community Advocate*

**Denise Greene**  
*Building & Office Manager*

**David Gullickson**  
*Accounting Assistant*

**Tara Hjelmberg, LMFT**  
*Director of Mental Health*

**Molly Larson**  
*Program Assistant*

**Angela Lewis-Dmello, LICSW**  
*President & CEO*

**Steven Lutes, LICSW**  
*School Based Services Manager*

**Amelia Maijala**  
*Marketing, Communications and Development Specialist*

**Samuel McGinnity**  
*Diversion Community Connections Coordinator*

**Jackie McGovern**  
*Community Services Manager*

**Ben Moburg**  
*NETS Day Treatment Practitioner*

**Laurie Moser, LMFT**  
*NETS Day Treatment Manager*

**Alex Moti**  
*Information Analyst*

**Kathryn Muellner, LICSW**  
*NETS Day Treatment Therapist*

**Andy Peach,**  
*NETS Day Treatment Practitioner*

**Angie Siegle-Pugh, LMFT**  
*REACH Therapist*

**Jocelyn Thoemke, LMFT, ATR-BC**  
*Clinic Based & Art Therapist*

**Becky Tjornhom**  
*Front Office*

## NYFS Board of Directors

---

### OFFICERS

**Wayne Groff, Chair**  
*Rep: City of Roseville*

**Jack Serier, Past Chair**  
*Rep: Community*

**Cory Springhorn, Vice Chair**  
*Rep: City of Shoreview*

**Scott McCune, Treasurer**  
*Rep: White Bear Township*

**Desaree Crane, Secretary**  
*Rep: Community*

### MEMBERS

**Judy Cognetta**  
*Rep: North Oaks*

**Mariel Culhane**  
*Rep: Community*

**Monica Roth Day**  
*Rep: Community*

**Jennifer Fink**  
*Rep: City of New Brighton*

**Nicole Joy Frethem**  
*Rep: Ramsey County*

**Roxanne Grove**  
*Rep: City of Lauderdale*

**Heidi Hughes**  
*Rep: City of White Bear Lake*

**Jan Jenson**  
*Rep: Village of St. Anthony*

**Curtis Johnson**  
*Rep: Roseville School Board*

**Lisa Laliberte**  
*Rep: Community*

**Jennifer Lodin**  
*Rep: Mounds View Public Schools*

**Monica Lynghaug**  
*Rep: Community*

**Gary Meehlhause**  
*Rep: City of Moundsview*

**Teresa Miller**  
*Rep: City of Little Canada*

**John Skillings**  
*Rep: Community*

Our mission is transforming lives today – creating a better tomorrow for youth, adults and families in our community.

We appreciate the support of our staff, volunteers, donors, and our community.

You make this work possible.

Thank you. 

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your support!

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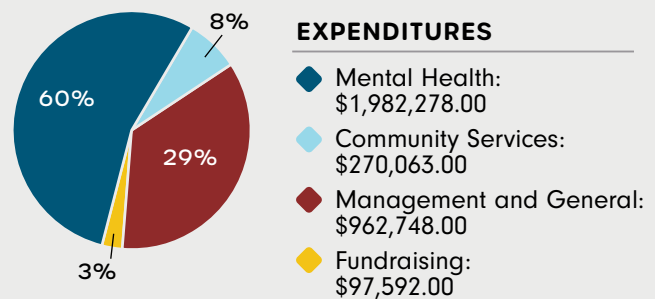
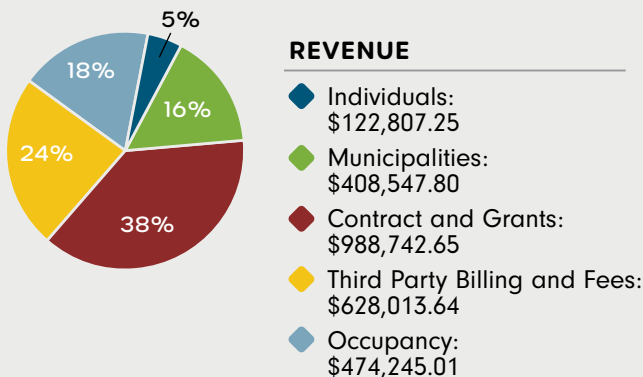
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# Statement of Activities

	Without Donor Restrictions	With Donor Restrictions	Total
<b>SUPPORT AND REVENUE</b>			
Support:			
Grants and Contributions	\$ 278,281	\$ -	\$ 278,281
Municipality Contract Revenue	502,435	-	502,435
Employee Retention Credit	220,576	-	220,576
Loan Forgiveness	430,776	-	430,776
Total Support	<u>1,432,068</u>	<u>-</u>	<u>1,432,068</u>
Revenue:			
Program Service Fees	1,485,531	-	1,485,531
Rental Income	474,245	-	474,245
Investment Loss	(11,713)	-	(11,713)
Total Revenue	<u>1,948,063</u>	<u>-</u>	<u>1,948,063</u>
Net Assets Released from Restrictions	<u>15,000</u>	<u>(15,000)</u>	<u>-</u>
Total Support and Revenue	<u>3,395,131</u>	<u>(15,000)</u>	<u>3,380,131</u>
<b>EXPENSES</b>			
Program Services:			
Mental Health	1,982,278	-	1,982,278
Community Services	270,063	-	270,063
Total Program Services	<u>2,252,341</u>	<u>-</u>	<u>2,252,341</u>
Supporting Services:			
Management and General	962,748	-	962,748
Fundraising	97,592	-	97,592
Total Supporting Services	<u>1,060,340</u>	<u>-</u>	<u>1,060,340</u>
Total Expenses	<u>3,312,681</u>	<u>-</u>	<u>3,312,681</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<b>82,450</b>	<b>(15,000)</b>	<b>67,450</b>
Net Assets - Beginning of Year - as Restated	<u>1,391,220</u>	<u>15,000</u>	<u>1,406,220</u>
<b>NET ASSETS - END OF YEAR</b>	<u><u>\$ 1,473,670</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,473,670</u></u>



# NYFS

## Northeast Youth & Family Services

3490 Lexington Ave N, Suite 205  
Shoreview, MN 55126



## NYFS is here for you, because of you.

If you need help – reach out today.  
If you can offer help – please donate.

### TO MAKE AN APPOINTMENT:

Call us at **651-486-3808**  
or go to [nyfs.org/request-appointment](https://nyfs.org/request-appointment)

### TO DONATE:

Go to [nyfs.org/donate](https://nyfs.org/donate)  
or **mail** your donation to  
NYFS, 3490 Lexington Ave. N.  
Shoreview, MN 55126

### LOCATIONS:

Shoreview Headquarters  
3490 Lexington Avenue North, Suite 205  
Shoreview, MN 55126  
Phone: (651) 486-3808  
Fax: (651) 486-3858

White Bear Lake Clinic  
1280 North Birch Lake Blvd.  
White Bear Lake, MN 55110  
Phone: (651) 429-8544  
Fax: (651) 407-5301

@NYFS2



NYFSorg



Northeast Youth &  
Family Services



[NYFS.ORG](https://nyfs.org)

**City of White Bear Lake**  
**Report Period: January 1, 2022 to September 30, 2022**

The following is a brief report on Northeast Youth & Family Services' programs that directly affect the residents of your community. If you have any questions about this report, please call Angela Lewis Dmello, President & CEO, at (651) 379-3404.

<b>Annual City Contract for Service in CY2022</b>	<b>\$78,193</b>
<b>Total cost of all services from January through September 30</b>	<b>\$162,532</b>

(Please note that these numbers represent the actual cost of services provided, not what NYFS charges clients for these services. Because of your collaboration with NYFS, many of these services are offered free of charge or on a sliding-fee scale based on income.)

Services Provided	City Totals		
	# of Clients	Units	Service Cost
<b>Contracted Services</b>			
Mental Health	63	699 Sessions	\$ 110,442.00
Diversion Services	22	65 Hours	\$ 17,600.00
Elderly Services			
Seniors	7	30 Hours	\$ 737.50
Community Advocate	12	58 Contacts	\$ 9,512.00
<b>Total for Contracted Services</b>	<b>104</b>	<b>852</b>	<b>\$ 138,291.50</b>
<b>BearWhite Bear Lake</b>			
Northeast Educational & Therapeutic Services	1	303 Hours	\$ 24,240.00
<b>Totals for Non-contracted Services</b>	<b>1</b>	<b>303</b>	<b>\$ 24,240.00</b>
<b>Totals for all Individual Services</b>	<b>105</b>	<b>1155</b>	<b>\$ 162,531.50</b>

\*In addition to services provided by NYFS Staff, as part of the Diversion Program, 14 youth provided 126 hours of community service valued at \$1260.

\*\*Program has been paused on 5/27/2022 due to labor shortage

\*\*\*The contracted amount includes the funds for the Community Advocate program.

**RESOLUTION NO.**

**AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF WHITE BEAR LAKE AND NORTHEAST YOUTH AND FAMILY SERVICES**

**WHEREAS**, Northeast Youth and Family Services is a non-profit social service whose mission is to meet the unmet developmental needs of at-risk youth and families with our community through collaboration and coordination with existing community resources; and

**WHEREAS**, the City of White Bear Lake has been contracting with Northeast Youth and Family Services to provide general mental health services to the youth and families of White Bear Lake and wishes to continue to partnering with Northeast Youth and Family Services in 2023; and

**WHEREAS**, participation figures for the City of White Bear Lake are:

2016	2017	2018	2019	2020	2021	2022	2023
\$49,293	\$39,029	\$39,575	\$40,684	\$43,451	\$50,916	\$52,443	\$56,901

**WHEREAS**, the City of White Bear Lake also shares in the cost of a mental health case worker position to assist the police department in their work with residents, amounting to \$27,939 annually.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of White Bear Lake that the Mayor and City Manager are authorized and hereby directed to execute agreements with Northeast Youth and Family Services for general community mental health services and a shared mental health caseworker position for a term through December 31, 2023.

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

Ayes:

Nays:

Passed:

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Dan Louismet, Mayor

**ATTEST:**

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Caley Longendyke, City Clerk



**City of White Bear Lake**  
Finance Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Kerri Kindsvater  
**Date:** January 24, 2023  
**Subject:** Quarterly Finance and License Bureau Reports

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## SUMMARY

Attached is the Finance Department 4th Quarter Report for 2022.

The report contains columns which compares the 2021 and 2022 results for both the month of December and the year-to-date cumulative totals through December for financials. The report also contains columns which compare the fees and transaction type counts of 2021 and 2022 for both the month of September and the year-to-date cumulative totals through September for the license bureau.

The Finance Department has not closed the financial records as of yet as we continue to prepare for the annual audit in March. Therefore, the data is labeled as "Unaudited" and will potentially change between now and the audit as we complete the financial statement preparation tasks.

Staff will present this information during the meeting and take questions or comments from the City Council.

## RECOMMENDATION

None – information sharing only.

## ATTACHMENTS

4th Quarter Report

**City of White Bear Lake**  
**UNAUDITED**  
**Summary of Revenues**  
**As of December 31, 2022**

Items	Revised Budget	Current	YTD 2022	Percent 2022	YTD 2021	Percent 2021
<b>General Fund</b>						
01000 - Property Taxes	\$ 7,200,828	\$ 3,267,155	\$ 7,064,616	98.11%	\$ 6,667,935	99.98%
01000 - Licenses/Permits	1,303,053	68,854	1,627,628	124.91%	1,393,966	141.59% (a)
01000 - Fines	50,000	3,536	53,923	107.85%	56,988	103.61%
01000 - Administrative Citations	6,650	180	15,835	238.12%	21,020	116.78% (b)
01000 - Intergovernmental Revenue	2,529,034	900,458	2,535,809	100.27%	2,481,617	117.59%
01000 - Charges for Service	784,696	79,351	818,401	104.30%	730,177	101.59%
01000 - Franchise Fees	336,014	-	336,014	100.00%	307,570	100.00%
01000 - Interest	50,000	-	-	0.00%	(25,701)	-34.27% (c)
01000 - Miscellaneous	84,158	1,323	90,506	107.54%	79,777	145.18%
01000 - Transfers	1,236,210	99,500	1,236,210	100.00%	1,433,072	95.09%
Total General Fund	<u>13,580,643</u>	<u>4,420,355</u>	<u>13,778,942</u>	<u>101.46%</u>	<u>13,146,421</u>	<u>105.17%</u>
<b>Special Revenue</b>						
02020 - American Recovery Plan	1,455,678	(692,000)	1,455,678	100.00%	(2,679)	-0.19% (d)
02030 - Armory	77,461	49,570	78,062	100.78%	76,258	105.47%
02040 - Surface Water Pollution	237,417	17,464	223,681	94.21%	203,595	101.21%
02050 - Marina	400,000	18,000	418,000	104.50%	381,978	99.47%
05200 - Sports Center	698,115	117,918	721,281	103.32%	725,296	113.40%
02060 - Forfeiture	3,700	-	3,984	107.67%	34,109	83.19% (e)
04240 - Economic Development	556,087	62,208	522,315	93.93%	564,110	76.24% (f)
Total Special Revenue Funds	<u>3,428,458</u>	<u>(426,841)</u>	<u>3,423,000</u>	<u>99.84%</u>	<u>1,982,667</u>	<u>56.78%</u>
<b>Enterprise Funds</b>						
05010 - Water	2,037,802	563,263	2,162,915	106.14%	2,109,547	45.83% (g)
05050 - Sewer	3,534,318	190,290	3,619,160	102.40%	3,659,408	101.87%
05100 - Refuse	1,761,820	126,702	1,750,790	99.37%	1,855,705	103.20%
05250 - Ambulance	2,469,773	421,857	2,455,169	99.41%	2,072,315	106.44%
05300 - Pioneer Manor	431,143	34,223	434,072	100.68%	410,554	99.44%
05350 - License Bureau	771,230	81,052	762,938	98.92%	737,411	98.78%
Total Enterprise Funds	<u>11,006,086</u>	<u>1,417,387</u>	<u>11,185,043</u>	<u>101.63%</u>	<u>10,844,941</u>	<u>82.79%</u>
<b>Internal Service Funds</b>						
06000 - Insurance	282,473	62,450	325,250	115.14%	460,417	81.83% (h)
06200 - Employment Expense	3,806,833	292,934	3,698,457	97.15%	3,336,326	96.30%
Total Internal Services Funds	<u>4,089,306</u>	<u>355,384</u>	<u>4,023,707</u>	<u>98.40%</u>	<u>3,796,743</u>	<u>94.28%</u>
Total Revenues	<u>32,104,493</u>	<u>5,766,286</u>	<u>32,410,692</u>	<u>100.95%</u>	<u>29,770,773</u>	<u>89.89%</u>
<b>Percent of Year Complete</b>						<b>100.00%</b>

- (a) Building permit revenues for August 2022-December 2022 came in higher than anticipated.
- (b) Administrative citation revenues vary based on the level of actual citations given out for the year.
- (c) As of the time of this report, the interest allocation for 2022 has not been completed.
- (d) The City received \$1,369,008 in American Rescue Plan Aid in July 2021. At 12/31/21, \$850,668 of these funds had to be removed from revenue and presented in the City's financial statements as deferred revenue (a liability on the balance sheet) because the funds had not yet been spent on the planned projects. In 2022, all but \$95,000 of these funds will be spent, so the City is able to recognize the \$755,668 as revenue. The remaining \$540,169 in 2021 revenue was allocated out as revenue to the appropriate funds at year-end, leaving only negative interest earnings as revenue in 2021. The City received an additional \$1,413,839 in American Rescue Plan aid in June 2022. \$420,000 was allocated out to the appropriate funds, and \$272,000 was moved to deferred revenue as the funds won't be spent until 2023 and 2024.
- (e) Forfeiture revenues vary based on the level of actual vehicle seizure activity for the year.
- (f) Each year, the principal payments on the revolving loans are reclassified out of revenue and shown as a decrease to loans receivable at year-end. The budget shows these payments as revenue, which is why the 2021 percentage is so low. The 2022 adjustment has not been done as of the time of this report.
- (g) The 2022 percentage of actual revenue compared to total budgeted revenue is higher than in 2021 because \$2,554,000 of bond revenue was included in the 2021 budgeted revenues for the Water Meter Replacement Project. Accounting for Enterprise Fund bond proceeds requires that the bond proceeds be recorded as a liability rather than a revenue.

(h)

In 2021, a \$134,000 transfer in from the Non-Bonded Fund was made for an interfund loan payment. The interfund loan was paid off in 2021. To be conservative, the City does not budget for the property insurance dividend we receive from the League of MN Cities in December because it fluctuates each year. In 2022, we received \$38,664.

**City of White Bear Lake, MN**  
**UNAUDITED**  
**Summary of Expenditures**  
**As of December 31, 2022**

Items	Adopted Budget	Current	YTD 2022	Percent 2022	YTD 2021	Percent 2021
<b>General Fund</b>						
01000 - Legislative	\$ 148,800	\$ 8,909	\$ 141,557	95.13%	\$ 139,003	90.62%
01000 - Administration	409,185	32,576	387,230	94.63%	391,932	98.82%
01000 - Finance	694,333	48,620	654,549	94.27%	629,951	96.57%
01000 - Legal Counselor	70,236	15,724	91,740	130.62%	75,005	96.82% (a)
01000 - City Hall	360,258	12,530	307,266	85.29%	309,443	93.34%
01000 - Technology	-	48	48	0.00%	-	0.00%
01000 - Elections	81,905	40	81,871	99.96%	79,609	95.42%
01000 - Public Safety Facility	132,360	8,785	120,998	91.42%	-	0.00% (b)
01000 - Police	5,173,269	387,840	4,814,092	93.06%	4,865,854	97.99%
01000 - Dispatch	223,300	36,874	222,647	99.71%	213,953	96.94%
01000 - Animal Control	23,080	1,369	17,314	75.02%	13,534	60.42%
01000 - Prosecution	153,907	25,471	152,882	99.33%	153,196	99.74%
01000 - Emergency Preparedness	18,224	978	12,585	69.06%	9,388	64.53%
01000 - Fire	1,435,674	83,405	1,335,991	93.06%	1,174,665	119.99%
01000 - Engineering	745,269	51,083	692,544	92.93%	599,337	90.75%
01000 - Public Works Facility	252,652	24,728	215,628	85.35%	213,379	101.04%
01000 - Garage	261,779	21,837	238,744	91.20%	162,123	91.48%
01000 - Streets	613,614	41,133	541,100	88.18%	544,020	92.89%
01000 - Snow/Ice Removal	287,316	29,560	224,855	78.26%	184,819	71.15%
01000 - Street Lighting	238,714	18,287	186,620	78.18%	202,680	99.86%
01000 - Parks	724,758	54,530	727,105	100.32%	609,423	96.44%
01000 - Planning	328,686	26,495	294,325	89.55%	374,619	98.77%
01000 - Building & Code Enforcement	756,868	62,338	716,123	94.62%	640,236	100.34%
01000 - General Services/Contingency*	422,870	-	418,424	98.95%	696,570	99.36%
Total General Fund	<u>13,557,057</u>	<u>993,160</u>	<u>12,596,237</u>	<u>92.91%</u>	<u>12,282,739</u>	<u>98.28%</u>
<b>Special Revenue</b>						
02020 - American Recovery Plan	965,872	2,912	450,208	46.61%	-	0.00% (c)
02030 - Armory	101,653	3,445	97,353	95.77%	79,876	107.63%
02040 - Surface Water Pollution	248,518	12,373	143,414	57.71%	209,393	73.18% (d)
02050 - Marina	373,465	11,605	329,037	88.10%	356,572	94.46%
02020 - Sports Center	719,588	59,679	662,987	92.13%	620,097	96.74%
02060 - Forfeiture	56,800	357	42,733	75.23%	41,561	89.95%
04240 - Economic Development	1,428,992	109,169	570,626	39.93%	721,523	48.65% (e)
Total Special Revenue Funds	<u>3,894,888</u>	<u>199,540</u>	<u>2,296,357</u>	<u>58.96%</u>	<u>2,029,023</u>	<u>58.09%</u>
<b>Enterprise Funds</b>						
05010 - Water Distribution	1,867,664	65,231	1,287,743	68.95%	1,247,844	32.88% (f)
05010 - Water Treatment	1,088,953	52,473	676,230	62.10%	801,206	76.64% (g)
Total Water	<u>2,956,617</u>	<u>117,704</u>	<u>1,963,972</u>	<u>66.43%</u>	<u>2,049,050</u>	<u>42.33%</u>
05050 - Sewer	3,277,763	51,405	2,797,001	85.33%	3,146,828	97.21%
05100 - Refuse	1,716,228	229,488	1,684,564	98.16%	1,699,288	98.42%
05250 - Ambulance	2,464,518	183,701	2,251,181	91.34%	1,999,049	95.13%
05300 - Pioneer Manor	527,987	49,889	394,765	74.77%	489,339	101.78% (h)
05350 - License Bureau	900,323	63,667	831,186	92.32%	685,071	86.42%
Total Enterprise Funds	<u>11,843,436</u>	<u>695,854</u>	<u>9,922,670</u>	<u>83.78%</u>	<u>10,068,624</u>	<u>76.40%</u>
<b>Internal Service Funds</b>						
06000 - Insurance	389,750	9,182	355,207	91.14%	381,657	88.40%
06200 - Employment Expense	3,946,766	111,650	3,708,015	93.95%	3,473,237	95.83%
Total Internal Service Funds	<u>4,336,516</u>	<u>120,833</u>	<u>4,063,222</u>	<u>93.70%</u>	<u>3,854,894</u>	<u>95.04%</u>
Total Expenditures	<u>33,631,897</u>	<u>2,009,387</u>	<u>28,878,486</u>	<u>85.87%</u>	<u>28,235,281</u>	<u>84.98%</u>

**Percent of Year Complete 100.00%**

\* General Services/Contingency YTD in 2022 includes \$52,443 of Northeast Youth & Family Services payments, \$4,695 in Senior Bus payments, \$36,007 for the White Bear Lake Conservation District 2022 Community Assessment, \$1,794 for COVID test kits, and \$323,485 in transfers to the Municipal Building Fund for the City Hall air handler replacement and elevator upgrades.

(a) Legal activity was higher than anticipated in the budget.



- (b) The City created a new business unit in 2022 to account for shared expenditures in the Public Safety Building which had previously been allocated between the Police and Fire budgets.
- (c)  
The 2022 expenditures as a percent of the budget are low as the City is still working through the year-end accounts payable process.
- (d) Capital project expenditures came in less than anticipated for 2022.
- (e)  
The City set up an inter-fund loan between the Municipal Building Fund and the Economic Development and Non-Bonded Funds for the Energy Improvement Project. The Economic Development fund lent \$641,250 to the Municipal Building Fund and the Non-Bonded Fund lent \$213,750. For budget purposes, we show the lent money as a transfer in/transfer out. However, accounting standards do not allow inter-fund loans to be shown as transfers in the financial statements; instead, they must be set up as a Due To (Liability)/Due From (Asset), and they are offset by cash. This is why 2022 expenditures are significantly lower than in the budget.
- (f)  
The 2021 percentage of actual expenses compared to total budgeted expenses is low because \$2,558,000 was budgeted in 2021 for the Water Meter Replacement Project. As of December 31, 2021, \$1,906,000 was spent on the project. The City added this amount as a capital asset for 2021. Accounting standards for Enterprise Funds require expenses that are capitalized to be removed as an expense in the financial statements and added as an asset instead. The expenses will then be recognized over the useful life of the capital asset through depreciation. As of the time of this report, the City has not began the year-end process of capitalizing expenses for 2022. 2022 expenses are lower than budgeted due to supply chain issues related to vehicle replacements, as well costs related to the Meter Replacement Project bond proceeds being pushed into 2023.
- (g) Water Treatment expenses are less than budgeted mainly due to the delay of the Lime Slaker replacement to 2023.
- (h) 2022 expenses are lower than budgeted due to project delays, specifically the FOB access system and garage air exchanger. In addition, the City is still working through the year-end accounts payable process.

**City of White Bear Lake, MN**  
**Cash by Company**  
**As of December 31, 2022**

Total 00999 - CASH COMPANY	455,609.01	(a)
Total 01000 - GENERAL FUND	7,920,655.10	
Total 02020 - AMERICAN RECOVERY FUND	1,097,937.24	
Total 02030 - ARMORY FUND	9,399.74	
Total 02040 - SURFACE WATER POLLUTION PREV	902,289.41	
Total 02050 - MARINA FUND	394,070.61	
Total 02060 - FORFEITURE FUND	36,136.89	
Total 03040 - 1993 TAX INCREMENT BOND FUND	32,228.09	
Total 03070 - NONBONDED DEBT SERVICE FUND	871,484.61	
Total 03071 - 2002 SPECIAL ASSESSMENT BONDS	31,284.93	
Total 03081 - BOATWORKS TIF DEBT SERVICE	33,066.30	
Total 03082 - G.O. STREET SC EQUIP 2018A	441,163.25	
Total 03083 - G.O. TAX ABATEMENT SC 2018B	236,365.79	
Total 03084 - G.O. IMPROVEMENT BONDS 2019A	412,044.01	
Total 03085 - G.O. STREET/EQUIP BONDS 2020A	623,818.34	
Total 03086 - G.O BONDS SERIES 2021A	343,493.91	
Total 03087 - G.O. IMPROVEMENT BONDS 2022A	60,660.22	
Total 04010 - PARK IMPROVEMENT FUND	1,527,395.50	
Total 04100 - EQUIPMENT ACQUISITION FUND	2,366,881.12	
Total 04240 - ECONOMIC DEVELOPMENT FUND	2,258,312.36	
Total 04300 - MUNICIPAL BUILDING FUND	7,694,324.05	
Total 04400 - INTERIM CONSTRUCTION FUND	5,043,197.80	
Total 04650 - HRA - DISTRICT 25 DOWNTOWN EXP	1,509,784.87	
Total 04651 - HRA - DISTRICT 26 HOFFMAN PLACE	68,018.98	
Total 04652 - HRA - DISTRICT 27 BOATWORKS	361,322.20	
Total 04770 - COMMUNITY REINVESTMENT FUND	7,170,118.47	
Total 05010 - WATER FUND	1,938,078.76	
Total 05050 - SEWER FUND	2,279,461.71	
Total 05100 - REFUSE FUND	290,188.91	
Total 05200 - SPORTS CENTER FUND	277,461.61	
Total 05250 - AMBULANCE FUND	652,994.89	
Total 05300 - PIONEER MANOR FUND	304,208.82	
Total 05350 - LICENSE BUREAU FUND	135,442.24	
Total 06000 - GENERAL INSURNANCE FUND	3,077,813.49	
Total 06200 - EMPLOYMENT EXPENSE FUND	1,958,965.90	
Total 07000 - DEPUTY REGISTRAR FUND	(3,198.39)	(b)
Total 07020 - INVESTMENT FUND	282,618.87	
Total 07030 - EMPLOYEE FLEX SPENDING FUND	1,961.03	
Total 07040 - ESCROW FUND	450,361.20	
Grand Total	<u>53,547,421.84</u>	

(a) 00999 - Cash Company is used as a holding account for the City's automated accounts payable process. When a voucher is created, the automated accounts payable process only allows liabilities to go to one fund. For ease of reconciliation, the liability for all vouchers goes to Fund 00999. Once the payment is actually made, Fund 00999 is relieved of the liability and the expenditure is coded to the proper fund.

(b)

This fund is for individual vehicle dealerships that have the License Bureau process their daily sales transactions. The dealerships complete the required licensing paperwork for each sale they make and send the paperwork with a check to pay for the fees to the License Bureau. Some days, there are calculation errors on the paperwork and the amount paid to the City might be over or under the actual amount due for fees. Instead of putting the transaction on hold when an error is found, the License Bureau enters the over or short amount into this fund to track the over and under payment amounts. These errors may cause cash to go temporarily negative.

**City of White Bear Lake  
Schedule of Investments  
December 31, 2022**

Institution	Type	Face Amount (Par)	Principal	Accrued Interest	Total Cost	Coupon Rate	Yield Rate	Buy Price	Trade Date	Purchase	Callable	Maturity	Balance	
RBC	CD	CD Crossfirst Bk Leawood KS	245,000.00	245,000.00	-	245,000.00	1.450%	1.450%	100.000	06/03/22	06/10/22	No	01/10/23	245,000.00
RBC	Treas	US Treasury Note	300,000.00	307,594.44	733.43	308,327.87	1.500%	0.120%	102.531	03/12/21	03/15/21	No	01/15/23	300,000.00
RBC	CD	CD Encore Bk Little Rock Ark	249,000.00	249,000.00	-	249,000.00	1.400%	1.400%	100.000	06/03/22	06/17/22	No	01/17/23	249,000.00
RBC	CD	CD Bankunitd A Svgs Bk Miami	249,000.00	249,000.00	-	249,000.00	0.100%	0.100%	100.000	01/13/21	01/22/21	04/22/21	01/23/23	249,000.00
RBC	CD	Academy Bk NA Colo Springs	249,000.00	249,000.00	-	249,000.00	0.150%	0.150%	100.000	07/20/21	07/28/21	No	01/30/23	249,000.00
RBC	Treas	US Treasury Note	400,000.00	399,600.00	156.25	399,756.25	0.125%	0.209%	99.900	11/22/21	11/23/21	No	01/31/23	399,756.25
RBC	Treas	US Treasury Note	300,000.00	297,300.00	131.56	297,431.56	0.125%	1.523%	99.100	06/03/22	06/07/22	No	01/31/23	297,431.56
RBC	Treas	US Treasury Note	500,000.00	523,242.19	5,388.93	528,631.12	2.375%	0.100%	104.648	01/13/21	01/14/21	No	01/31/23	500,155.62
Ehlers	FFCB	FFCB	80,000.00	79,477.54	44.09	79,521.63	0.160%	4.385%	99.347	12/13/22	12/14/22	No	02/10/23	79,521.63
RBC	Treas	US Treasury Note	400,000.00	410,546.88	2,361.41	412,908.29	1.375%	0.100%	102.637	01/19/21	01/20/21	No	02/15/23	400,000.00
RBC	Treas	US Treasury Note	300,000.00	310,768.80	464.09	311,232.89	2.000%	0.130%	103.589	03/12/21	03/15/21	No	01/31/23	300,000.00
Ehlers	FHLB	FHLB	275,000.00	273,612.88	1,228.91	274,841.79	1.375%	4.260%	99.496	12/13/22	12/14/22	No	02/17/23	274,841.79
RBC	CD	CD Homestreet Bk Washington	249,000.00	249,000.00	-	249,000.00	0.100%	0.100%	100.000	02/16/21	02/22/21	No	02/22/23	249,000.00
RBC	Treas	US Treasury Note	400,000.00	403,437.50	701.66	404,139.16	0.500%	0.100%	100.859	01/19/21	01/20/21	No	03/15/23	400,000.00
RBC	Treas	US Treasury Note	300,000.00	302,156.24	-	302,156.24	0.500%	0.140%	100.719	03/12/21	03/15/21	No	03/15/23	300,000.00
RBC	CD	CD Seacoast National Bank (Formerly Apollo	249,000.00	249,000.00	-	249,000.00	0.100%	0.100%	100.000	02/23/21	03/17/21	No	03/17/23	249,000.00
Ehlers	Treas	US Treasury Note	541,000.00	534,884.03	-	534,884.03	0.000%	4.303%	98.870	12/13/22	12/14/22	No	03/21/23	534,884.03
Ehlers	Treas	US Treasury Note	318,000.00	314,525.01	-	314,525.01	0.000%	4.431%	98.907	12/28/22	12/29/22	No	03/30/23	314,525.01
Ehlers	Treas	US Treasury Note	914,000.00	900,920.02	-	900,920.02	0.000%	4.491%	98.569	12/13/22	12/14/22	No	04/11/23	900,920.02
RBC	Treas	US Treasury Note	400,000.00	401,250.00	266.48	401,516.48	0.250%	0.110%	100.313	01/19/21	01/20/21	No	04/15/23	400,000.00
RBC	Treas	US Treasury Note	300,000.00	300,624.00	311.13	300,935.13	0.250%	0.150%	100.208	03/12/21	03/15/21	No	04/15/23	300,000.00
Wells	FFCB	FFCB	400,000.00	400,068.99	40.28	400,109.27	0.125%	0.116%	100.017	05/25/21	05/26/21	No	04/27/23	400,000.00
Wells	FFCB	FFCB Bullet	1,000,000.00	990,300.00	5,076.39	995,376.39	2.125%	2.250%	99.030	02/10/15	02/11/15	No	05/15/23	995,376.39
Ehlers	Treas	US Treasury Note	1,274,000.00	1,249,747.73	-	1,249,747.73	0.000%	4.570%	98.096	12/13/22	12/14/22	No	05/18/23	1,249,747.73
RBC	Treas	US Treasury Note	400,000.00	401,296.88	98.90	401,395.78	0.250%	0.115%	100.324	01/19/21	01/20/21	No	06/15/23	400,000.00
RBC	Treas	US Treasury Note	300,000.00	300,539.34	185.44	300,724.78	0.250%	0.170%	100.180	03/12/21	03/15/21	No	06/15/23	300,000.00
Ehlers	Treas	US Treasury Note	1,278,000.00	1,249,048.24	-	1,249,048.24	0.000%	4.623%	97.735	12/13/22	12/14/22	No	06/15/23	1,249,048.24
RBC	CD	CD Flagstar Bk FSB Troy Mich	249,000.00	249,000.00	-	249,000.00	0.150%	0.150%	100.000	06/07/21	06/16/21	No	06/16/23	249,000.00
RBC	CD	CD Citizens Bank (Previously Investors Svgs	249,000.00	249,000.00	-	249,000.00	0.200%	0.200%	100.000	06/18/21	06/30/21	No	06/30/23	249,000.00
Ehlers	FNMA	Fannie Mae	2,151,000.00	2,097,138.96	2,300.38	2,099,439.34	0.250%	4.737%	97.496	12/13/22	12/14/22	No	07/10/23	2,099,439.34
RBC	Treas	US Treasury Note	300,000.00	299,940.00	5.18	299,945.18	0.125%	0.133%	99.980	01/19/21	01/20/21	No	07/15/23	299,945.18
RBC	Treas	US Treasury Note	300,000.00	299,615.40	61.12	299,676.52	0.125%	0.180%	99.872	03/12/21	03/15/21	No	07/15/23	299,676.52
RBC	CD	Institution for Svgs In NewburyPort & ITS Vic	249,000.00	249,000.00	-	249,000.00	0.250%	0.250%	100.000	07/19/21	07/29/21	No	07/31/23	249,000.00
RBC	CD	CD Community West Bk Goleta Calif	249,000.00	249,000.00	-	249,000.00	0.150%	0.150%	100.000	01/19/21	01/29/21	No	07/28/23	249,000.00
RBC	CD	Bankers Bk Kans N A Wichita	249,000.00	249,000.00	-	249,000.00	0.200%	0.200%	100.000	07/20/21	07/30/21	01/30/22	07/31/23	249,000.00
RBC	CD	United Fid Bk FSB Evansville	249,000.00	249,000.00	-	249,000.00	0.150%	0.150%	100.000	01/26/21	02/05/21	No	08/04/23	249,000.00
RBC	Treas	US Treasury Note	400,000.00	400,000.00	214.67	400,214.67	0.125%	0.125%	100.000	01/19/21	01/20/21	No	08/15/23	400,000.00
RBC	Treas	US Treasury Note	300,000.00	316,815.00	580.11	317,395.11	2.500%	0.180%	105.605	03/12/21	03/15/21	No	08/15/23	301,648.11
RBC	Treas	US Treasury Note	400,000.00	399,859.38	175.41	400,034.79	0.125%	0.138%	99.965	01/19/21	01/20/21	No	09/15/23	400,000.00
RBC	Treas	US Treasury Note	300,000.00	299,166.00	99.86	299,265.86	0.125%	0.250%	99.722	06/18/21	06/21/21	No	09/15/23	299,265.86
RBC	Treas	US Treasury Note	300,000.00	299,646.00	132.47	299,778.47	0.125%	0.180%	99.882	07/22/21	07/23/21	No	09/15/23	299,778.47
RBC	Treas	US Treasury Note	400,000.00	399,843.75	133.24	399,976.99	0.125%	0.139%	99.961	01/19/21	01/20/21	No	10/15/23	399,976.99
RBC	Treas	US Treasury Note	300,000.00	298,995.00	68.65	299,063.65	0.125%	0.270%	99.665	06/18/21	06/21/21	No	10/15/23	299,063.65
RBC	Treas	US Treasury Note	300,000.00	299,499.00	101.43	299,600.43	0.125%	0.200%	101.430	07/22/21	07/23/21	No	10/15/23	299,600.43
RBC	FFCB	FFCB	300,000.00	300,000.00	-	300,000.00	0.290%	0.290%	100.000	10/22/20	11/02/20	11/02/21	11/02/23	300,000.00
UBS	CD	CD Northpointe Bk Grand Rapids MI	245,000.00	245,000.00	-	245,000.00	0.250%	0.250%	100.000	10/28/20	11/13/20	No	11/13/23	245,000.00

**City of White Bear Lake**  
**Schedule of Investments**  
**December 31, 2022**

Institution	Type	Face Amount (Par)	Principal	Accrued Interest	Total Cost	Coupon Rate	Yield Rate	Buy Price	Trade Date	Purchase	Callable	Maturity	Balance	
RBC	Treas	US Treasury Note	300,000.00	299,784.00	75.41	299,859.41	0.250%	0.280%	99.928	06/18/21	06/21/21	No	11/15/23	299,859.41
Wells	FFCB	FFCB	500,000.00	498,363.50	313.19	498,676.69	0.550%	0.725%	99.673	01/04/22	01/05/22	No	11/24/23	498,676.69
RBC	Freddie	Freddie Mac	300,000.00	300,000.00	-	300,000.00	0.300%	0.300%	100.000	11/16/20	12/01/20	06/01/22	12/01/23	300,000.00
RBC	FFCB	FFCB	300,000.00	300,000.00	-	300,000.00	0.280%	0.280%	100.000	12/02/20	12/08/20	12/08/22	12/01/23	300,000.00
RBC	CD	CD Florida Cap Bk Natl Assn Tarpon Springs	249,000.00	249,000.00	-	249,000.00	0.250%	0.250%	100.000	11/19/20	12/17/20	No	12/18/23	249,000.00
RBC	Freddie	Freddie Mac	300,000.00	300,000.00	22.50	300,022.50	0.300%	0.300%	100.000	10/07/20	10/08/20	12/29/21	12/29/23	300,000.00
Wells	FHLB	FHLB	400,000.00	399,894.25	40.11	399,934.36	0.190%	0.199%	99.973	01/08/21	01/11/21	12/22/21	12/22/23	399,934.36
RBC	Treas	US Treasury Note	300,000.00	298,428.00	162.64	298,590.64	0.125%	0.330%	99.476	06/18/21	06/21/21	No	01/15/24	298,590.64
RBC	Treas	US Treasury Note	300,000.00	299,370.00	8.15	299,378.15	0.125%	0.125%	99.790	07/22/21	07/23/21	No	01/15/24	299,378.15
RBC	Treas	US Treasury Note	300,000.00	299,250.00	63.18	299,313.18	0.125%	0.233%	99.750	09/14/21	09/15/21	No	01/15/24	299,313.18
RBC	Treas	US Treasury Note	300,000.00	297,390.00	133.49	297,523.49	0.125%	0.534%	99.130	11/22/21	11/23/21	No	01/15/24	297,523.49
RBC	Treas	US Treasury Note	300,000.00	297,660.00	97.83	297,757.83	0.125%	0.476%	99.220	10/18/21	10/19/21	No	01/15/24	297,757.83
RBC	Treas	US Treasury Note	300,000.00	289,890.00	986.19	290,876.19	0.875%	3.016%	96.630	06/15/22	06/16/22	No	01/31/24	290,876.19
RBC	Treas	US Treasury Note	300,000.00	292,590.00	920.93	293,510.93	0.875%	2.411%	97.530	06/03/22	06/07/22	No	01/31/24	293,510.93
RBC	Treas	US Treasury Note	300,000.00	297,516.00	72.51	297,588.51	0.875%	1.302%	99.172	02/09/22	02/10/22	No	01/31/24	297,588.51
RBC	Treas	US Treasury Note	300,000.00	299,250.00	163.67	299,413.67	0.125%	0.223%	99.750	07/22/21	07/23/21	No	02/15/24	299,413.67
RBC	Treas	US Treasury Note	300,000.00	297,810.00	66.24	297,876.24	0.125%	0.441%	99.270	10/18/21	10/19/21	No	02/15/24	297,876.24
RBC	Treas	US Treasury Note	300,000.00	298,050.00	87.64	298,137.64	0.125%	0.413%	99.350	11/08/21	11/09/21	No	02/15/24	298,137.64
Wells	FFCB	FFCB	300,000.00	299,734.09	95.83	299,829.92	0.250%	0.281%	99.911	04/09/21	04/12/21	No	02/26/24	299,829.92
Wells	FHLB	FHLB	300,000.00	299,854.43	70.83	299,925.26	0.250%	0.267%	99.951	04/23/21	04/26/21	No	03/08/24	299,925.26
RBC	Treas	US Treasury Note	300,000.00	300,000.00	264.95	300,264.95	0.250%	0.250%	100.000	07/22/21	07/23/21	No	03/15/24	300,000.00
Wells	FHLB	FHLB	300,000.00	300,029.97	-	300,029.97	0.375%	0.375%	100.000	09/09/21	09/22/21	12/22/21	03/22/24	300,000.00
RBC	Treas	US Treasury Note	300,000.00	299,100.00	1,254.10	300,354.10	2.250%	2.419%	99.700	06/03/22	06/07/22	No	03/31/24	300,354.10
RBC	FHLMC	FHLMC	400,000.00	400,000.00	604.17	400,604.17	0.375%	0.375%	100.000	09/02/21	09/03/21	10/08/21	04/08/24	400,000.00
RBC	Treas	US Treasury Note	300,000.00	288,900.00	162.91	289,062.91	0.375%	2.427%	96.300	06/03/22	06/07/22	No	04/15/24	289,062.91
Wells	FHLB	FHLB	500,000.00	500,099.85	-	500,099.85	0.350%	0.310%	100.020	06/10/21	06/23/21	12/23/21	02/23/24	500,000.00
RBC	Treas	US Treasury Note	300,000.00	299,790.00	140.63	299,930.63	0.250%	0.275%	99.930	07/22/21	07/23/21	No	05/15/24	299,930.63
RBC	Treas	US Treasury Note	300,000.00	297,840.00	319.97	298,159.97	0.250%	0.532%	99.280	10/18/21	10/19/21	No	05/15/24	298,159.97
RBC	Treas	US Treasury Note	300,000.00	296,760.00	652.17	297,412.17	2.500%	3.085%	98.920	06/15/22	06/16/22	No	05/15/24	297,412.17
RBC	FHLB	FHLB	300,000.00	300,000.00	330.00	300,330.00	0.400%	0.400%	100.000	09/02/21	09/03/21	11/24/21	05/24/24	300,000.00
RBC	CD	New York Community Bank	249,000.00	249,000.00	-	249,000.00	0.300%	0.300%	100.000	06/01/21	06/03/21	No	06/03/24	249,000.00
RBC	Treas	US Treasury Note	300,000.00	299,610.00	77.87	299,687.87	0.250%	0.295%	99.870	07/22/21	07/23/21	No	06/15/24	299,687.87
RBC	Treas	US Treasury Note	250,000.00	246,750.00	12.02	246,762.02	0.250%	0.780%	98.700	12/21/21	12/22/21	No	06/15/24	246,762.02
RBC	CD	UBS Bk USA Salt Lake City Ut	249,000.00	249,000.00	-	249,000.00	0.350%	0.350%	100.000	06/08/21	06/16/21	No	06/17/24	249,000.00
RBC	Treas	US Treasury Note	300,000.00	297,450.00	400.48	297,850.48	0.375%	0.700%	99.150	11/22/21	11/23/21	No	07/15/24	297,850.48
RBC	Treas	US Treasury Note	300,000.00	296,820.00	489.13	297,309.13	0.375%	0.793%	98.940	12/21/21	12/22/21	No	07/15/24	297,309.13
RBC	Treas	US Treasury Note	300,000.00	292,524.00	80.80	292,604.80	0.375%	1.423%	97.508	02/09/22	02/10/22	No	07/15/24	292,604.80
RBC	CD	Transportation Alliance Bk	249,000.00	249,000.00	-	249,000.00	0.350%	0.350%	100.000	07/20/21	07/23/21	No	07/23/24	249,000.00
RBC	CD	TCM Bk N A Tampa Fla	249,000.00	249,000.00	-	249,000.00	0.500%	0.500%	100.000	07/19/21	07/30/21	10/30/21	07/30/24	249,000.00
RBC	CD	CD Third Fed Svgs & Ln Assn	249,000.00	249,000.00	-	249,000.00	0.500%	0.500%	100.000	07/29/21	08/13/21	No	08/13/24	249,000.00
RBC	Treas	US Treasury Note	300,000.00	295,080.00	2,381.56	297,461.56	2.375%	3.163%	98.360	06/15/22	06/16/22	No	08/15/24	297,461.56
RBC	Treas	US Treasury Note	300,000.00	297,225.00	305.71	297,530.71	0.375%	0.718%	99.075	11/22/21	11/23/21	No	08/15/24	297,530.71
RBC	CD	CD American Expr Natl Bk	245,000.00	245,000.00	-	245,000.00	3.350%	3.350%	100.000	08/10/22	08/17/22	No	08/19/24	245,000.00
RBC	FFCB	FFCB	500,000.00	500,000.00	-	500,000.00	0.400%	0.420%	100.000	08/27/20	09/09/20	09/09/22	09/09/24	500,000.00
RBC	FHLB	FHLB	400,000.00	399,600.00	684.67	400,284.67	0.390%	0.423%	99.900	08/31/21	09/01/21	09/07/21	09/23/24	400,000.00
RBC	FHLB	FHLB	300,000.00	300,000.00	-	300,000.00	0.550%	0.550%	100.000	08/26/21	09/23/21	12/23/21	09/23/24	300,000.00

**City of White Bear Lake  
Schedule of Investments  
December 31, 2022**

Institution	Type	Face Amount (Par)	Principal	Accrued Interest	Total Cost	Coupon Rate	Yield Rate	Buy Price	Trade Date	Purchase	Callable	Maturity	Balance	
RBC	Treas	US Treasury Note	300,000.00	282,060.00	317.62	282,377.62	0.625%	3.312%	94.020	06/15/22	06/16/22	No	10/15/24	282,377.62
RBC	Treas	US Treasury Note	300,000.00	298,725.00	200.89	298,925.89	0.625%	0.774%	99.575	11/22/21	11/23/21	No	10/15/24	298,925.89
RBC	CD	CD Industrial and Commercial Bank	249,000.00	249,000.00	-	249,000.00	0.600%	0.600%	100.000	09/09/21	10/18/21	No	10/18/24	249,000.00
RBC	CD	CD First Citzns Bk & Tr CO Raleigh	244,000.00	244,000.00	-	244,000.00	4.500%	4.500%	100.000	10/18/22	10/21/22	No	10/21/24	244,000.00
RBC	FHLB	FHLB	300,000.00	285,312.00	898.33	286,210.33	1.100%	3.400%	95.104	08/22/22	08/23/22	09/15/22	11/15/24	286,210.33
RBC	CD	CD City Natl Bk Los Angeles Calif	244,000.00	244,000.00	-	244,000.00	4.850%	4.850%	100.000	11/16/22	11/23/22	No	11/25/24	244,000.00
RBC	FHLB	FHLB	300,000.00	283,080.00	192.50	283,272.50	0.550%	3.020%	94.360	07/07/22	07/08/22	08/26/22	11/26/24	283,272.50
RBC	CD	Webbank UT US	245,000.00	245,000.00	-	245,000.00	0.750%	0.750%	100.000	11/09/21	11/29/21	02/28/22	11/29/24	245,000.00
RBC	FNMA	Fannie Mae	300,000.00	300,000.00	-	300,000.00	0.400%	0.400%	100.000	12/03/20	12/17/20	12/17/21	12/17/24	300,000.00
RBC	CD	CD Texas Exchange Bk Crowley	249,000.00	249,000.00	-	249,000.00	0.500%	0.500%	100.000	12/02/20	12/18/20	03/18/21	12/18/24	249,000.00
RBC	Freddie	Freddie Mac	250,000.00	250,000.00	180.56	250,180.56	3.250%	3.248%	100.000	07/07/22	07/08/22	09/30/22	12/30/24	250,000.00
RBC	CD	CD Ally Bank UT	246,000.00	246,000.00	-	246,000.00	3.200%	3.200%	100.000	06/23/22	06/30/22	No	12/30/24	246,000.00
RBC	CD	CD 1st Fin Bk US	249,000.00	249,000.00	-	249,000.00	3.000%	3.000%	100.000	07/06/22	07/11/22	No	01/10/25	249,000.00
RBC	CD	CD Morgan Stanley Bk N	249,000.00	249,000.00	-	249,000.00	3.250%	3.250%	100.000	08/10/22	08/18/22	08/18/23	02/18/25	249,000.00
RBC	FHLB	FHLB	300,000.00	284,418.00	1,540.00	285,958.00	2.200%	4.600%	94.886	11/21/22	11/22/22	No	02/28/25	285,958.00
RBC	Freddie	Freddie Mac	300,000.00	285,468.00	1,068.75	286,536.75	2.250%	4.450%	95.156	11/21/22	11/22/22	No	03/25/25	286,536.75
RBC	FHLMC	FHLMC	500,000.00	489,985.00	4,400.00	494,385.00	2.400%	3.200%	97.997	08/11/22	08/12/22	08/28/22	03/28/25	494,385.00
UBS	Treas	US Treasury Note	300,000.00	293,296.88	1,334.02	294,630.90	2.625%	3.460%	97.766	06/15/22	06/16/22	No	04/15/25	294,630.90
UBS	CD	CD Comenity Bank DE US	200,000.00	200,000.00	-	200,000.00	0.650%	0.650%	100.000	04/22/21	04/29/21	No	04/29/25	200,000.00
RBC	FHLB	FHLB	300,000.00	293,346.00	87.50	293,433.50	3.500%	4.450%	97.782	11/21/22	11/22/22	No	05/19/25	293,433.50
UBS	Treas	US Treasury Note	300,000.00	295,077.00	23.57	295,100.57	2.875%	3.456%	98.359	06/15/22	06/16/22	No	06/15/25	295,100.57
UBS	FHLB	FHLB	300,000.00	300,000.00	-	300,000.00	3.540%	3.540%	100.000	06/23/22	06/30/22	No	06/30/25	300,000.00
RBC	FHLMC	Federal Home Loan Mortgage Corp	300,000.00	298,650.00	-	298,650.00	3.000%	3.765%	99.550	06/15/22	06/30/22	09/30/22	06/30/25	298,650.00
														3.46 through 6/30/23, 3.39 through 12/30/23, 3.41 through 6/30/24, 3.53 through 12/30/24, 3.76 thro
RBC	CD	CD Capital One N	245,000.00	245,000.00	-	245,000.00	3.400%	3.400%	100.000	07/06/22	07/07/22	No	07/07/25	245,000.00
RBC	FFCB	FFCB	300,000.00	300,000.00	-	300,000.00	0.390%	0.390%	100.000	01/05/21	01/14/21	04/14/21	07/14/25	300,000.00
RBC	CD	CD Live Oak Bank	249,000.00	249,000.00	-	249,000.00	3.400%	3.400%	100.000	07/07/22	07/19/22	04/19/25	07/18/25	249,000.00
RBC	CD	CD Rollstone Bank & Trust	245,000.00	245,000.00	-	245,000.00	3.350%	3.350%	100.000	08/10/22	08/22/22	02/22/23	08/22/25	245,000.00
RBC	FHLB	FHLB	300,000.00	294,840.00	2,733.33	297,573.33	4.000%	4.550%	90.991	11/21/22	11/22/22	No	08/28/25	297,573.33
PIPER	FHLB	FHLB	300,000.00	300,000.00	-	300,000.00	4.000%	4.000%	100.000	08/17/22	08/30/22	02/28/23	08/28/25	300,000.00
Wells	FHLMC	FHLMC	500,000.00	486,548.88	416.67	486,965.55	0.375%	1.104%	97.310	12/10/21	12/13/21	No	09/23/25	486,965.55
RBC	Freddie	Freddie Mac	300,000.00	269,556.00	260.00	269,816.00	0.600%	4.420%	89.856	11/21/22	11/22/22	No	09/30/25	269,816.00
RBC	Freddie	Freddie Mac	300,000.00	269,181.00	135.42	269,316.42	0.650%	4.420%	89.743	11/21/22	11/22/22	No	10/27/25	269,316.42
RBC	FFCB	FFCB	300,000.00	294,870.00	2,406.25	297,276.25	4.125%	4.733%	98.290	11/21/22	11/22/22	No	12/12/25	297,276.25
RBC	CD	CD State Bk India Chicago Ill	249,000.00	249,000.00	-	249,000.00	0.500%	0.498%	100.000	01/08/21	01/22/21	No	01/22/26	249,000.00
RBC	CD	BMO Harris Bk Natl Assn	249,000.00	249,000.00	-	249,000.00	0.550%	0.550%	100.000	01/26/21	02/18/21	05/18/21	02/18/26	249,000.00
RBC	FHLB	FHLB	335,000.00	335,000.00	-	335,000.00	0.800%	0.800%	100.000	02/25/21	03/16/21	06/16/21	03/16/26	335,000.00
RBC	FHLB	FHLB	300,000.00	297,750.00	346.67	298,096.67	0.400%	1.306%	99.250	01/06/22	01/07/22	03/23/22	03/23/26	298,096.67
														.50 through 3/22, .60 through 9/22, .75 through 3/23, 1.00 through 9/23, 1.50 through 3/24, 1.50 thro
UBS	CD	CD Sallie Mae	245,000.00	245,000.00	-	245,000.00	0.900%	0.900%	100.000	06/22/21	06/30/21	No	06/30/26	245,000.00
UBS	CD	CD Toyota Finl Svg Bk NV US	245,000.00	245,000.00	-	245,000.00	0.950%	0.950%	100.000	07/14/21	07/15/21	No	07/15/26	245,000.00
UBS	CD	CD Morgan Stanley Pvt Bk	248,000.00	248,000.00	-	248,000.00	0.500%	0.500%	100.000	09/01/21	09/20/21	09/20/22	09/20/26	248,000.00
RBC	FHLB	FHLB Tax BDS 2020B	300,000.00	299,250.00	145.83	299,395.83	0.500%	1.230%	99.750	11/04/21	11/05/21	12/30/21	09/30/26	299,395.83
														.80 through 3/23, .90 through 9/23, 1.0 through 3/24, 1.25 through 9/24, 1.5 through 3/25, 2.0 through
RBC	FFCB	FFCB	300,000.00	300,600.00	37.33	300,637.33	0.640%	0.606%	100.200	01/11/21	01/12/21	01/05/22	01/05/27	300,000.00
RBC	FFCB	FFCB	300,000.00	300,000.00	-	300,000.00	0.700%	0.700%	100.000	01/22/21	01/27/21	01/27/23	01/27/27	300,000.00

**City of White Bear Lake  
Schedule of Investments  
December 31, 2022**

Institution	Type	Face Amount (Par)	Principal	Accrued Interest	Total Cost	Coupon Rate	Yield Rate	Buy Price	Trade Date	Purchase	Callable	Maturity	Balance
UBS	CD	CD Beal Bank Plano TX US	245,000.00	245,000.00	-	245,000.00	1.850%	100.000	02/09/22	02/23/22	No	02/17/27	245,000.00
RBC	FHLB	FHLB	450,000.00	450,000.00	-	450,000.00	3.000%	100.000	06/23/22	06/30/22	06/30/23	06/30/27	450,000.00
RBC	FHLB	FHLB	250,000.00	244,420.00	1,687.50	246,107.50	3.375%	97.768	11/04/22	11/07/22	08/25/23	08/25/27	246,107.50
RBC	CD	CD JP Morgan Chase CO	246,000.00	246,000.00	-	246,000.00	0.750%	100.000	11/24/20	11/30/20	05/30/21	05/30/28	246,000.00
UBS	CD	CD Celtic Bk	245,000.00	245,000.00	-	245,000.00	1.400%	100.000	08/05/21	08/25/21	02/25/22	08/25/28	245,000.00
4M Fund			Open			Open	Open	100.000			Open	Open	2,347,146.80
RBC Insured Cash Sweep			Open			Open	Open	100.000			Open	Open	2,019,565.98
Ehlers Money Market Fund			Open			Open	Open	100.000			Open	Open	502,175.74
UBS Money Market Fund			Open			Open	Open	100.000			Open	Open	23,182.79
Market Value Adjustment													(129,013.14)
													<b><u>51,793,008.06</u></b>

# LICENSE BUREAU PERFORMANCE INDICATORS

December 31, 2022

## FEES AND TRANSACTION COUNTS

	MONTHLY			CUMULATIVE		
	2022	2021	% Change	2022	2021	% Change
<b>FEES</b>	\$56,161	\$56,245	-0.1%	\$680,909	\$687,943	-1.0%
<b>TAB RENEWALS</b>	2,249	1,970	14.2%	27,470	22,189	23.8%
<b>TITLE TRANSACTIONS</b>	825	1,225	-32.7%	12,685	22,553	-43.8%
<b>EVTR TRANSACTIONS</b>	1,135	897	26.5%	14,168	9,443	50.0%
<b>TOTAL MV</b>	<b>4,209</b>	<b>4,092</b>	<b>2.9%</b>	<b>54,323</b>	<b>54,185</b>	<b>0.3%</b>
<b>D.L.</b>	1,349	1,530	-11.8%	18,787	8,990	109.0%
<b>DNR</b>	575	251	129.1%	5,175	4,532	14.2%
<b>GAME &amp; FISH</b>	12	11	9.1%	290	243	19.3%
<b>GRAND TOTAL*</b>	<b>6,145</b>	<b>5,884</b>	<b>4.4%</b>	<b>78,575</b>	<b>67,950</b>	<b>15.6%</b>

### DEALERS

1,803 1,531 17.8%

20,370

24,254

-16.0%

DEALERS includes all dealership title, registration (regular and EVTR) and DNR transactions

## PERFORMANCE BY HOURS

	MONTHLY			CUMULATIVE		
	2022	2021	% Change	2022	2021	% Change
<b>TOTAL EMPLOYEE HRS</b>	1,089.83	1,183.83	-7.9%	16,358.22	16,281.22	0.5%
<b>OVERTIME HOURS</b>	2.00	0.00	#DIV/0!	19.58	16.61	17.9%
<b>TRANS PER HOUR*</b>	<b>5.64</b>	<b>4.97</b>	13.5%	<b>4.80</b>	<b>5.66</b>	-15.1%



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

# MEMORANDUM

**To:** Mayor and City Council  
**From:** Lindy Crawford, City Manager  
**Date:** January 24, 2023  
**Subject:** Design Services Proposal for Council Chambers Renovation

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## SUMMARY

The City Council will consider adopting a resolution accepting a proposal from Wold Architects for professional architectural and engineering design services for the proposed renovation of the Council Chambers (Chambers).

## BACKGROUND

City Hall was constructed in 1988. There have been no renovations of note since construction. Like anything, local government has changed over time as it relates to safety, technology, public perception, ADA accessibility requirements, and public meeting attendance. Because of this, many public buildings – local, state and federal – have seen renovations to modernize and meet the present needs of the public, elected officials and staff.

### Safety

City Hall was designed in 1988 to be open, welcoming and inviting. Security and safety of elected officials, staff and visitors was not a factor in design 35 years ago, and unfortunately it is today. Metro area council chambers generally have dedicated exiting, panic hardware and ballistic barriers at the dais. To date, the only modification the City has made was the addition of a ballistic barrier in the dais.

### ADA

The Chambers is ADA accessible from a physical access standpoint as it is today, but may not necessarily meet the ADA requirements for title II entities (state and local governments). The ADA states that title II entities are required to communicate effectively with people who have communication disabilities. The goal is to ensure that communication with people with these disabilities is equally as effective as communication with people without disabilities.

- The purpose of the effective communication rules is to ensure that the person with a vision, hearing, or speech disability can communicate with, receive information from, and convey information to, the City.
- Cities must provide auxiliary aids and services when needed to communicate effectively with people who have communication disabilities.



- The key to communicating effectively is to consider the nature, length, complexity, and context of the communication and the person's normal method(s) of communication.
- The rules apply to communicating with the person who is receiving the City's services as well as with that person's parent, spouse, or companion in appropriate circumstances.

#### Transparency and Technology

Over the years there have been greater calls for public participation and transparency at all levels of government. In staff's opinion, the City has excelled in this area. We:

- Maintain an online public meeting calendar in addition to fulfilling public meeting legal notice requirements.
- Publish meeting packets and minutes online.
- Create detailed meeting minutes and staff reports versus summaries.
- Are working to create a public portal for historic record searches.
- Fulfill data requests in a timely fashion.
- Maintain various social media sites – Facebook, Twitter and Instagram – in addition to the City website.
- Host project meetings with a wide distribution of meeting notices.
- Will be adopting an ordinance for concept plan review of developments greatly affecting the community.

To ensure we maintain a high level of transparency, staff believes we should improve the technology set up in the Chambers for the public. The screens facing the audience are small and often format does not allow for proper viewing. It is not uncommon to see audience members squinting or moving closer to view the screens. Relocating the screens closer to the audience and placing an additional screen in the entry of City Hall, outside of the Chambers, will improve any perception of transparency issues and ADA requirements. We will continue to work on formatting issues in the meantime.

It is a standard for council chambers to have monitors at the dais for elected officials and staff to view presentations. As we rely more on technology and presentations, this should be a necessity for our dais. As a short-term solution, staff added a large monitor to the north side of the dais, behind the City Clerk's seat in 2022. It has proven to be less effective than hoped.

#### Funding

The 2022 ARPA Fund budget included \$200,000 for improvements to the Bellaire Center for relocating the license bureau and \$140,000 for a City Hall office expansion. Both projects did not occur in 2022 and therefore, the funds were transitioned to 2023. Staff recommends the City Council allocate \$340,000 in ARPA funds to the Chambers renovation. Staff does not anticipate the project will require all of the funding.

In 2015, the Ramsey Washington Suburban Cable Commission allocated funds for each member City to make technology improvements for their meeting broadcasts. The City has exhausted all but \$13,750 of the original \$159,000 that was allocated. This reimbursement grant program is

set to expire in March of 2023. Whether or not there is support to move forward with renovating the Chambers, staff will plan to utilize the remainder of these funds.

After 35 years, it is time to consider investing in our Chambers to improve safety for elected officials, staff and visitors, improve ADA accessibility and update technology for the public, elected officials, and staff. In order to maximize the space, staff sought a proposal from Wold Architects (Wold) for professional architectural and engineering design services for the proposed project in the amount of \$21,000.

Should the City Council approve the proposal, Wold would begin with a methodical schematic design for the space occurring over the next three months. The City Council would then review the design options and consider moving forward with bidding the project later this year.

#### **RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution accepting a proposal from Wold Architects for professional architectural and engineering design services for the proposed Council Chambers renovation project.

#### **ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE CITY MANAGER AND MAYOR TO EXECUTE A CONTRACT WITH WOLD ARCHITECTS FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE WHITE BEAR LAKE COUNCIL CHAMBERS**

**WHEREAS**, the White Bear Lake City Hall located at 4701 Highway 61 North, White Bear Lake, Minnesota was constructed in 1988; and

**WHEREAS**, because local government has changed over time as it relates to safety, technology, public perception, ADA accessibility requirements, and public meeting attendance, many public buildings have seen renovations to modernize and meet the present needs of the public, elected officials and staff; and

**WHEREAS**, the White Bear Lake City Council has a desire to study potential renovation options for the White Bear Lake Council Chambers to improve safety, technology, public perception, ADA accessibility requirements, and public meeting attendance; and

**WHEREAS**, Wold Architects has presented City staff with a proposal for professional architectural and engineering design services for the White Bear Lake Council Chambers in the amount of \$21,000.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of White Bear Lake that the City Manager and Mayor are hereby authorized to executed all necessary documents to enter into a contract with Wold Architects for professional architectural and engineering design services for the White Bear Lake Council Chambers.

**BE IT FURTHER RESOLVED** that the City Council of the City of White Bear Lake shall review all design options provided by Wold Architects prior to approving the renovation project and requesting bids.

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

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Dan Louismet, Mayor

**ATTEST:**

\_\_\_\_\_  
Caley Longendyke, City Clerk



**City of White Bear Lake**  
Engineering Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Paul Kauppi, Public Works Director / City Engineer  
**Date:** January 24, 2023  
**Subject:** **Downtown Lighting Discussion**

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## SUMMARY

Staff has received several calls of concern from a few business owners in the downtown area, generally south of 4<sup>th</sup> Street, regarding the condition of the existing street lights. The concerns stem from a number of lights that are too deteriorated to be repaired and overall brightness of the ones that are currently operating.

## BACKGROUND INFORMATION

The wooden carriage light system in question that currently serves that area of the downtown, generally south of 4<sup>th</sup> Street, was originally installed in the mid 1970's. The area from 4<sup>th</sup> Street to the north (2005), along with Banning Avenue (mid 1990's), have had upgraded lighting systems installed with previous street rehabilitation projects and have modern poles and fixtures.

Over the years, many of the wood pole lights have deteriorated or been damaged to the extent they were either removed or wiring and fixtures have failed and not been repaired. The lack of more recent major maintenance / repairs to the system has been in anticipation of the upcoming street and parking lot rehabilitation project. From historic records, it appears that approximately 81 lights were installed as part of the wood pole carriage light system in this area. Of the original lights, 33 have been either completely removed or fixtures removed due to structural integrity, 14 remain standing with fixtures but cannot be easily repaired and 34 are currently in working order. The attached map depicts each of these light conditions and locations as well as shows the areas with newer systems installed.

The street and parking lot rehabilitation project that is anticipated to be completed in 2024-2025 following the completion of the Downtown Mobility and Parking Study would include the installation of a complete new lighting system.

In order to repair the 14 current non-functioning lights it is anticipated that new underground wiring would need to be installed to restore service to the fixtures and possibility other fixture repairs. This would require sawing and removing existing sidewalk to trench in new wire, then placing temporary bituminous patching to restore the surface to a usable condition until the

project is complete.

The other concern was that the 34 working lights are rather dim in comparison to the more modern fixtures in other areas. It is uncertain if the existing fixtures are able to be re-lamped or if the fixtures would need to be replaced. A review of these lights would need to be completed by an electrician to determine the feasibility of any upgraded lamps or fixtures.

**RECOMMENDATION**

Staff requests direction from the City Council if interim repairs are desired for the non-functioning lights in advance of the upcoming project currently anticipated in 2024-2025.

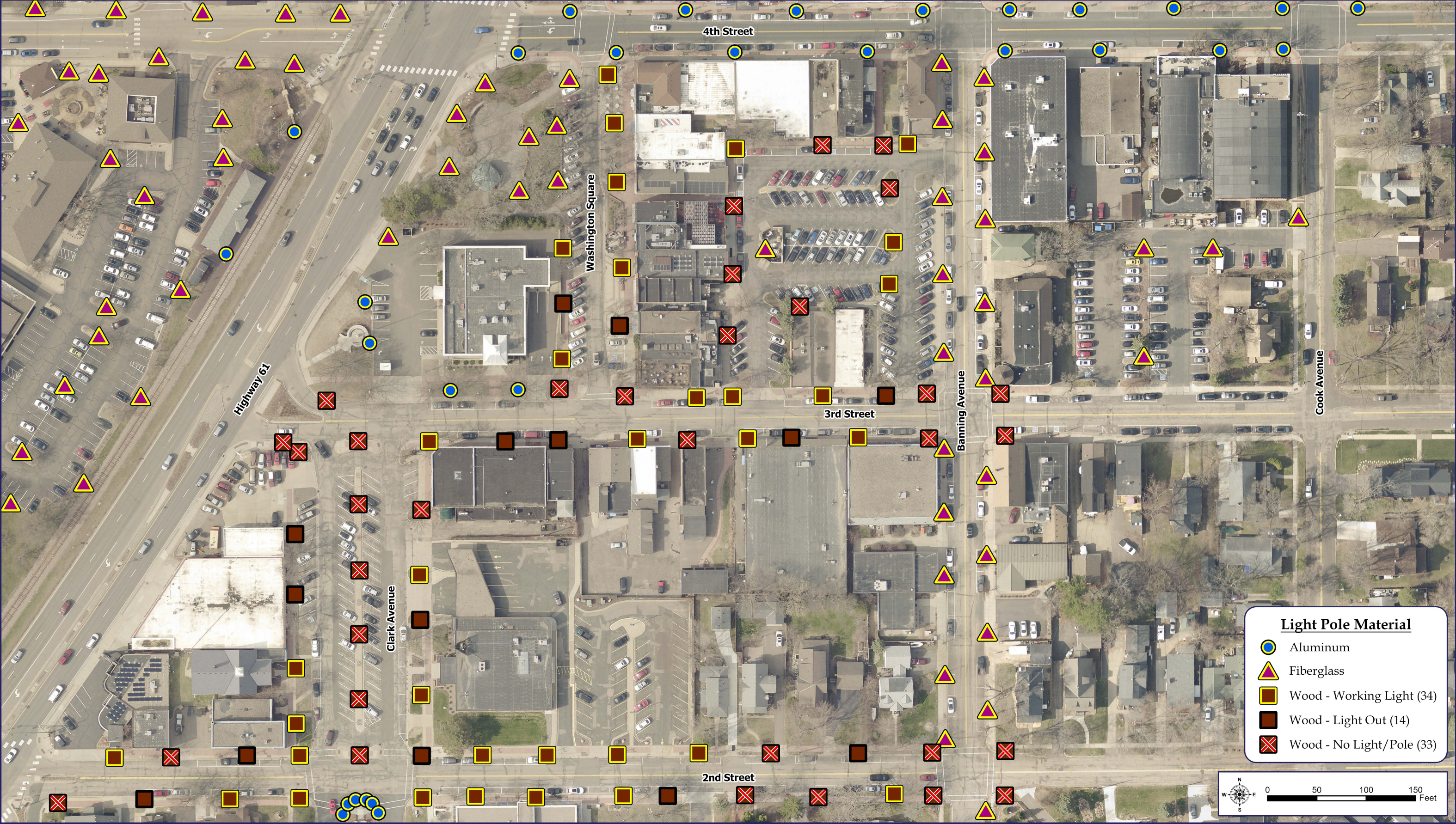
**ATTACHMENTS**

Map



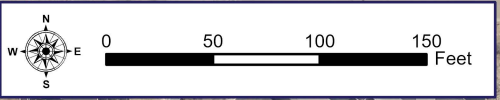
# Street Lighting

## City of White Bear Lake



**Light Pole Material**

- Aluminum
- Fiberglass
- Wood - Working Light (34)
- Wood - Light Out (14)
- Wood - No Light/Pole (33)





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

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Tracy Shimek, Housing & Economic Development Coordinator  
 Paul Kauppi, Public Works Director/City Engineer  
**Date:** January 24, 2023  
**Subject:** Sidewalk Cafes Discussion

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## SUMMARY

The City Council will discuss staff recommendations for a proposed ordinance regulating sidewalk cafes within the public rights-of-way (ROW) in certain Business zoning districts.

## BACKGROUND INFORMATION

In an effort to support local restaurants challenged by indoor seating limitations during the pandemic, the City implemented a temporary administrative review process for approval of seating within the public right-of-way (ROW) including sidewalks and parking spaces.

Following requests from local restaurants to continue this practice, staff received guidance from City Council to research and propose codifying a process to consider such requests. Having researched policies and practices in a number of local communities including Hastings, Anoka, Shakopee, Saint Paul, Hopkins, Edina, Wayzata, and Excelsior, staff offer a collection of potential review criteria outlined below. Staff recommends an ordinance allowing and regulating sidewalk cafes on City sidewalks address criteria outlined below.

### Purpose

In addition to providing a consistent and uniform process to evaluate requests to use public ROW for outdoor food and beverage service, allowing such use benefits the community by:

- Supports Local Business – Outdoor seating attracts the attention of pedestrians and increases their stay. Not only does outdoor seating promote the adjacent business, but increases other businesses' visibility when customers choose to be seated outside.
- Enhances Economic Development – Attracts visitors by furthering White Bear Lake's brand as a desirable destination and city.
- Encourages Human Interaction – The aesthetically pleasing and nontraditional setting provides an additional option where pedestrians can relax, enjoy, and interact with their fellow community members.
- Creates Public Space – By repurposing city sidewalks into outdoor seating, it addresses the need for additional public space. It promotes and reinvents new views enhancing

the community's charm and activates outdoor space increasing the community's vitality and livability

- Encourages Walking – Outdoor seating encourages more pedestrian activity by livening up the street, creating more things to look at, and making the businesses appear more active.

#### Process and Administration

Staff recommends an ordinance amending the City's Municipal Code Article IX. Public Ways and Property to establish an annual license application process that will allow holders the use of City sidewalks for sidewalk cafes. The license will be limited to businesses which regularly and customarily sell food or drink. Some process and administration criteria to consider could include:

- Administrative approval which will include review of a site plan.
- The City maintains the right to review and make final determination as to whether or not a sidewalk cafe would be allowed based on the unique circumstances related to each business.
- Approval of a sidewalk café license does not indicate approval of any other licenses or permits required to operate in the city.
- A fee set forth in the annual fee schedule based on the cost required to administer the licensing; based on the previous temporary permitting for use of public right-of-way for restaurant seating, staff anticipates an appropriate fee level to be near \$150, but may recommend adjustments as appropriate after administering the codified process for a season.
- Licenses shall be valid for a sidewalk café from May 15 to October 15 each year, with provisions for removal for early or late snow events so as not to impede snow removal operations.
- Require liability insurance which includes the City as an additional insured at a level set administratively in alignment with prevailing standards regarding such coverage.
- City reserves the right to terminate the license-agreement at any time for noncompliance with licensing conditions, approved site plan or liquor license violations. Previous license revocations may be a consideration in the denial of future applications for sidewalk café seating. Every effort will be made to give advance notice of such termination and if for reasons of non-compliance efforts will be made to bring the use into compliance, however each instance will be addressed administratively on a situational basis at the discretion of the City Manager.
- Barring previous approval through a land use application explicitly authorizing use of ROW, all other food and beverage establishments wishing to use public ROW for outdoor seating will be required to apply for a sidewalk café license regardless of previous formal, informal or implicit approvals.

#### Safety, Accessibility, and Impact

Staff recommends sidewalk cafe licenses allow use of City owned sidewalks within City owned ROW in the B-1, Neighborhood Business, B-5 Central Business and DCB, Diversified Central Business zoning districts.



Such uses shall not be permitted by the City in ROW owned by other government entities nor in any ROW that has been identified as regional trails or constructed for mixed mobility, such as bike/walking trails as identified in the City's most recently adopted Comprehensive Plan or other transportation/transit planning documents adopted by the City.

- Sidewalk cafe areas shall be limited to the public ROW abutting the business to which it is attached.
- Sidewalk cafes cannot impair safe passage of pedestrians, other sidewalk users or traffic circulation including blocking pedestrian path, blocking site lines at intersections, blocking access to safety equipment such as fire hydrants, blocking access to driveways or transit stops and other such safety considerations which may be unique to each location.
- A minimum of four (4) ft is required to allow safe pedestrian passage and ADA accessibility. Additionally, in sidewalks adjacent to public parking, an additional two (2) feet of passage from the curb line is required.
- A minimum of eight (8) feet of overhead clearance shall be required from any overhead obstructions such as umbrellas and trees in the sidewalk space reserved for pedestrian passage.
- Any sidewalk cafe where alcohol is proposed to be served must be in compliance with all state and city regulations regarding the serving of alcohol, including the area must be compact and contiguous to the main building and have a barrier that separates it from the other ROW space.
- The City shall be held harmless for any damage to private property in the ROW.
- Licensees shall be responsible for damage to any public property that arises as a result of the sidewalk cafe.
- The licensee is responsible for maintaining cleanliness of space on a daily basis including removal of any litter within 100 feet of the sidewalk cafe.
- No amplified sound.
- Hours of operation limited to the hours between 8:00am and 10:00pm.
- Service can only be provided to seated patrons (i.e. no bar/counter service).
- Minimum aesthetic standards for the quality of furniture used in sidewalk cafes.
- Furniture cannot be fixed and must be easily movable.
- The licensee will not be permitted to store furniture on the sidewalk outside of the dates approved in the license.
- Should emergent situations require the removal of sidewalk cafe furniture, the City will give as much advance notice as feasible, but reserves the right to move the furniture at the expense of the licensee if there is not compliance with the request. Additionally, the City reserves the right to remove furniture at the licensee's expense for non-compliance with the ordinance if requests for compliance are not observed. The city will not be held liable for any damage caused by such removal.

## RECOMMENDATIONS

Staff is not recommending any action be taken at the January 24<sup>th</sup> meeting, but is asking the City Council to deliberate on the criteria presented and provide feedback. Staff will use any

feedback to draft an ordinance amendment to be considered by the City Council on February 14<sup>th</sup> (first reading) and February 28<sup>th</sup> (second reading).

**ATTACHMENTS**

None