



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, OCTOBER 24, 2023**  
**7 P.M. IN THE COUNCIL CHAMBERS**

*Navigable Agenda*

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

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

- A. Minutes of the Regular City Council Meeting on October 10, 2023
- B. Minutes of the City Council Work Session on October 10, 2023
- C. Minutes of the Special City Council Meeting on October 17, 2023
- D. Minutes of the City Council Work Session on October 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 establishing employee benefit options for January 1, 2024- December 31, 2024
- B. Resolution establishing 2024 benefit contributions for non-bargaining employees
- C. Resolution accepting the 2024 Enforcement Grant from the Department of Public Safety
- D. Resolution approving edible cannabinoid products licenses for multiple eligible businesses

**5. VISITORS AND PRESENTATIONS**

- A. Ramsey-Washington Suburban Cable Commission Check-in and 2024 Budget
- B. Finance Department Quarterly Report

**6. PUBLIC HEARINGS**

- A. Certification of Delinquent Utility Accounts, Miscellaneous Private Party Assessments
- B. Final Assessment Roll for the 2022 South Short Boulevard Sanitary Sewer Extension Project

**7. UNFINISHED BUSINESS**

None

**8. NEW BUSINESS**

None

**9. DISCUSSION**

- A. 25 mph Speed Limit for Certain Residential Roadways

**10. COMMUNICATIONS FROM THE CITY MANAGER**

**11. ADJOURNMENT**



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, OCTOBER 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, Heidi Hughes, Dan Jones and Bill Walsh. Councilmember Steven Engstran was excused. Staff in attendance were City Manager Lindy Crawford, Police Chief Dale Hager, 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 Regular City Council Meeting on September 26, 2023

It was moved by Councilmember **Jones**, seconded by Councilmember **Hughes**, to approve the minutes. Motion carried 4-0.

**3. APPROVAL OF THE AGENDA**

The resolution regarding a School Resource Officer Agreement with White Bear Lake Area Schools was removed from unfinished business. It was moved by Councilmember **Hughes**, seconded by Councilmember **Jones**, to approve the agenda as amended. Motion carried 4-0.

**4. CONSENT AGENDA**

- A. Accept minutes: August Environmental Advisory Council, August Park Advisory Commission, August White Bear Lake Conservation District
- B. Resolution ordering preparation of a feasibility report for the 2024 Pavement Rehabilitation Project **Res. No. 13255**
- C. Resolution approving on-sale 3.2% liquor, on-sale wine, and Sunday liquor licenses for Golf Nerd LLC **Res. No. 13256**

It was moved by Councilmember **Walsh**, seconded by Councilmember **Hughes** to approve the consent agenda. Motion carried 4-0.

**5. VISITORS AND PRESENTATIONS**

A. Swear-in Police Officer + Bi-annual Police Department Report

Officer Dan Swenson was given the Oath of Service and sworn in. Chief Dale Hager presented a bi-annual Police Department report. He provided an overview of the staffing structure and the number of staff. He noted that the department is authorized for 31 sworn police officers, but based on medical leave and field training, the department is down about eight officers. He

shared information about the different shifts for patrol officers. He also shared about the various roles of investigative staff and their schedules. Chief Hager gave general information on the role of the Minnesota Board of Peace Officer Standards and Training, or POST Board, and summarized new rules adopted. He shared a list of organizations that partner with the Police Department and described the services they provide. These include Northeast Youth and Family Service Community Advocate Program; Mesa Consulting; Ramsey County VCET, SWAT and Mobile Field Force; MN BCA; MN Chiefs of Police Association, and Ramsey County Chiefs of Police Association. For the volunteer program, the department has had to temporarily put classes on hold due to the building construction and the lack of training space. Chief Hager talked about community engagement and future plans to expand this more.

Mayor Louismet reported that he has received positive comments from the community about Chief Hager in his new role. Councilmember Edberg asked about what strategies the department uses to address the staffing shortage while officers on leave. Chief Hager said there have been some action steps, including have investigators work on patrol and reducing the minimum for self-initiated activities. Councilmember Edberg asked in general about recruitment, turnover, retention and competitiveness. Chief Hager confirmed that it is very competitive and there were recently 200 positions open across the state throughout various agencies. He talked about officer movement between agencies, whether it's for better hours or closer distance to home. Councilmember Edberg asked about the emerging needs of the department. Chief Hager spoke about the growing need to address mental health, both for the health of staff and for the community, alluding to an increase in mental health-related calls. He felt that the City has been proactive in addressing these needs by partnering with organizations to support both areas. He noted there may be issues on the horizon regarding squad cars and that the department is currently waiting to replace six cars, which are in the queue to be built. He shared his enthusiasm for the department's new drones, foreseeing the advantage of the devices, and how more drones could potentially be beneficial in the future.

## **6. PUBLIC HEARINGS**

Nothing scheduled.

## **7. UNFINISHED BUSINESS**

~~A. Resolution regarding School Resource Officer Agreement with White Bear Lake Area Schools~~  
*Removed from the agenda.*

## **8. NEW BUSINESS**

Nothing scheduled.

## **9. DISCUSSION**

Nothing scheduled.

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

City Manager Crawford shared information for two ribbon cuttings, one for the walking bridge connecting the Arts District facilities and one for the reopening of the Northeast Youth & Family Services' White Bear Lake Clinic. She encouraged the Council to attend the ribbon cuttings.

**11. ADJOURNMENT**

There being no further business before the Council, it was moved by Councilmember **Walsh**, seconded by Councilmember **Jones**, to adjourn the regular meeting at 7:32 p.m. Motion carried 4-0.

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Dan Louismet, Mayor

**ATTEST:**

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Caley Longendyke, City Clerk



**MINUTES  
CITY COUNCIL WORK SESSION  
TUESDAY, OCTOBER 10, 2023  
IMMEDIATELY FOLLOWING REGULAR MEETING  
CITY HALL 2<sup>nd</sup> FLOOR BOARD ROOM**

Mayor Louismet opened the meeting at 7:37 PM. Councilmembers in attendance included: Bill Walsh, Heidi Hughes, Kevin Edberg and Dan Jones. Councilmember Engstran was excused. Staff members in attendance included: City Manager Lindy Crawford, Community Development Director Jason Lindahl, and Housing and Economic Development Coordinator Tracy Shimek.

**1. Housing Discussion: Housing Community Study Results**

Peter Leatherman of The Morris Leatherman Company presented data from the Community Housing Survey, providing regionally comparative analysis where possible. Key takeaways included exuberant satisfaction with living in the City of White Bear Lake, a high number of respondents intending to stay in their current residence for the foreseeable future, and residents identifying a need for more multifamily housing with moderate rent levels, starter homes for families and single level senior living. Leatherman concluded his analysis by saying the data suggests a need / want for lifecycle housing, which is generally housing attainable for people looking for “starter” homes (rental and ownership) and accessible and / or low maintenance senior housing.

Discussion ensued regarding whether there was a clear and singular policy direction discernable from the results. There was general consensus that more time to analyze the data was needed before identifying specific housing policy strategies and refining development priorities. Leatherman will draft a final report which will be presented to the Council for acceptance at a future regular Council meeting.

**2. Development Priorities Update**

Lindahl gave an update on the housing work plan process. He also summarized actions staff has taken in response to previously identified development priorities including:

- Released an RFP for 1755 Highway 96, the results of which will be presented at a future meeting.
- Initiated discussion with property owners adjacent to city owned development priority sites to determine if the potential exists for future collaboration on housing development projects.

Staff further updated the Council on recent development inquiries from private parties that would require the purchase of some city-owned opportunity sites. Staff requested feedback from the Council on the level of interest in continuing the conversations. The Council’s general direction to staff was that they are willing to consider proposals, but would prefer to establish priorities for housing development aligned with housing goals before committing to agreements to sell or partner in developing city-owned sites.

Adjourned 10:07 PM



**MINUTES  
SPECIAL MEETING OF THE CITY COUNCIL  
CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, OCTOBER 17, 2023  
6 P.M. CITY HALL 2<sup>nd</sup> FLOOR BOARD ROOM**

**CALL TO ORDER AND ROLL CALL**

Mayor Dan Louismet called the meeting to order at 6:04 p.m. Councilmembers in attendance were Bill Walsh, Heidi Hughes, Dan Jones and Kevin Edberg. Councilmember Steven Engstran was excused. Staff in attendance were City Manager Lindy Crawford, City Attorney Troy Gilchrist, and Attorney Nick Scheiner.

Councilmember **Jones** made a motion to go into closed session to have an attorney-client protected discussion with the City's attorneys under Minnesota Statutes, section 13D.05, subdivision 3(b) regarding the on-going contested case "In the Matter of Amendments to Various Water Appropriation Permits," seconded by Councilmember **Hughes**. Motion carried 4-0. At 6:06 p.m., Mayor Louismet stated the meeting was now closed and that no recordings were to be made of the discussion.

At 6:48 p.m., Councilmember **Walsh** made a motion to reopen the meeting, seconded by Councilmember **Jones**. Motion carried 4-0.

It was moved by Councilmember **Walsh** to grant the Attorneys and City Manager the authorization to pursue a settlement agreement regarding amendments to three of the challenged conditions in the City of White Bear Lake's Water Appropriation Permit with White Bear Lake Restoration Association, White Bear Lake Homeowners Association, and the Minnesota Department of Natural Resources, seconded by Councilmember **Hughes**. Motion carried 4-0.

**ADJOURNMENT**

There being no further business before the Council, it was moved by Councilmember **Walsh**, seconded by Councilmember **Jones**, to adjourn the regular meeting at 6:51 p.m. Motion carried 4-0.

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Dan Louismet, Mayor

**ATTEST:**

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Caley Longendyke, City Clerk



**MINUTES  
CITY COUNCIL WORK SESSION  
TUESDAY, OCTOBER 17, 2023  
IMMEDIATELY FOLLOWING  
THE SPECIAL COUNCIL MEETING  
CITY HALL 2<sup>nd</sup> FLOOR BOARD ROOM**

Mayor Louismet opened the meeting at 7:04 PM. Councilmembers in attendance included: Bill Walsh, Heidi Hughes, Kevin Edberg and Dan Jones. Councilmember Engstran was excused. Staff members in attendance included: City Manager Lindy Crawford, Assistant City Manager Rick Juba, Finance Director Kerri Kindsvater and Assistant Finance Director Jessica Saari.

**1. 2024 Non-tax Supported Fund Budgets / Fees**

City Manager Crawford highlighted the recommendation to add both a communications specialist and facility maintenance technician beginning July 2024.

Staff gave an overview of the proposed phased changes to the Surface Water Fund and related surface water management fee which was implemented in 2020. The City is required to manage surface water through the State of Minnesota Separate Storm Sewer System (MS4) Permit. Planned surface water project examples include rain garden construction and maintenance, storm water pond sediment dredging and various other water quality improvement projects. The surface water management fee is also used to generate revenue to support future storm sewer infrastructure improvements. In response to project related questions by the Council, staff will prepare summary information on proposed surface water improvement projects for a Council information and understanding.

Staff presented recommended changes to the Water Fund and upcoming projects including improvements at the Water Plant, built in 1965, well rehabilitation, the addition of a generator at Well #3 and an improvement to the lime silo. Staff is recommending increases to the water consumption and infrastructure fee which funds water operations. As water consumption is reduced, rates will continue to rise as the cost to produce water continues to rise.

Refuse and recycling rates are proposed to be increased in 2024 in response to a 17% increase in the tipping fee charged by Ramsey/Washington Recycling and Energy, an annual increase from Republic Services for collection, and ongoing processing cost increases from Eureka Recycling. Staff is also recommending the addition of \$0.50/month recycling processing fee to pay for ongoing costs related to volatility in the recycling markets. The City has instituted this fee as necessary over the past five years when recycling processing becomes an expense rather than a source of revenue.

The License Bureau operations are budgeted to be closer to a cost neutral operation, but still projected to operate at a deficit in 2024. Revenues have increased due to efficiency by the staff, legislative funding changes and increase in customers due to the closer of the Maplewood Deputy Registrar Office. Credit was given to the License Bureau staff for handling the increased customer count with professionalism and grace. Staff will continue to seek opportunities to be more efficient in order to help the bottom line. After speaking with the State of Minnesota Passport Office, it is recommended to not pursue reopening a passport service center. City

Hall does not have the space to handle the demand and the level of staffing required by the State would limit any profit potential for the City.

Further discussion ensued about the recommended addition of a communications specialist. Currently, the City does not have any dedicated communications staff. Most metro cities between 20,000 and 36,000 population employ one – two dedicated communications staff. Staff reiterated the public’s expectations for timely data, transparency and follow up on social media. Staff also explained the inefficiencies that are currently in place regarding press releases, website maintenance, and the quarterly newsletter. Staff will prepare summary information on this proposal for Council information and understanding.

Adjourned 9:23 PM





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

# MEMORANDUM

**To:** Mayor and City Council  
**From:** Lindy Crawford, City Manager  
 Rick Juba, Assistant City Manager  
**Date:** October 24, 2023  
**Subject:** Resolution establishing employee benefit options for 2024

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## SUMMARY

The City Council will consider adopting a resolution establishing the 2024 group health, life, dental, vision and disability insurance plans for City employees.

## BACKGROUND INFORMATION

All regular, benefit eligible City employees have the option to receive group health and life insurance coverage as part of their employment benefit package. The City contributes a fixed amount to the monthly premium for employee health insurance and pays for a life insurance policy equal to the employee's salary, up to \$100,000.

Supplemental life, dental, vision, short-term and long-term disability insurance plans are available to employees as voluntary benefits; however, the City does not contribute toward these supplemental plans. Please note that the current premiums for life, short-term disability, and long-term disability were previously approved for multi-year terms.

The City's Employee Health Insurance Committee (the Committee), comprised of representatives from each bargaining and non-bargaining employee group, reviews the annual premium and coverage proposals and provides feedback and recommendations regarding the proposals. The City is required to compare insurance coverages and rates through a Request for Proposals (RFP) competitive bid process every five years or when the Committee feels it is prudent. This bid process is managed by CBIZ, the City's benefits administrator. Between those years, if the insurance provider presents what is considered to be a reasonable proposal, an RFP is not pursued.

### Health Insurance

For 2023, the Committee opted to have CBIZ request proposals from multiple carriers for health insurance. The City opted to go with HealthPartners with a two year agreement including a 15% max increase for 2024. This resulted in an overall decrease for health insurance premiums for 2023. Because of utilization rates, the 2024 increase from health partners is at the maximum amount of 15%.

Summary of Plans and Premiums from Health Partners for health insurance are as follows:

2024 – Health Partners Open Access Network Premiums:

<u>Coverage</u>	<u>\$1,000 Deductible</u>	<u>\$2,000 Deductible</u>	<u>\$3,200 HSA*</u>
Single	757.16	732.62	681.18
Net Increase	14.4%	18.4%	13.4%
Employee+1	1,664.89	1,610.93	1,497.82
Net Increase	14.39%	18.4%	13.47%
Family	2,116.72	2,048.11	1,904.31
Net Increase	14.39%	18.4%	13.47%

2024 – Health Partners Achieve Narrow Network Premiums:

<u>Coverage</u>	<u>\$1,000 Deductible</u>	<u>\$2,000 Deductible</u>	<u>\$3,000 HSA*</u>
Single	711.73	688.66	640.31
Net Increase	14.39%	18.4%	13.47%
Employee+1	1,564.99	1,514.27	1,407.95
Net Increase	14.39%	18.4%	13.47%
Family	1,989.71	1,975.23	1,790.05
Net Increase	14.39%	18.4%	13.47%

*\*The City’s Health Savings Account (HSA) coverage follows the embedded structure per the IRS Regulations, which provides a \$3,200 deductible per individual and \$6,400 per family which has increased from \$3,000/\$6,000 in previous years.*

Voluntary Dental Insurance

The Health Partners dental insurance plan offered to employees is a pooled voluntary dental product categorized as a “Distinction 3” plan, which provides employees additional coverage if they select a Health Partners or Park Dental clinic. The rate increase for dental insurance premiums in 2024 is just under 4.2%. The Committee recommends continuing the dental insurance coverage through the Health Partners Distinction 3 plan with the following premiums:

Single	\$45.26
Employee+1	\$90.08
Family	\$135.78

Voluntary Vision Plan

The VSP plan from 2023 is on price guarantee through 2024:

Single	\$8.49
Employee+1	\$12.32
Family	\$22.08

**RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution establishing employee insurance benefit options for health, dental and vision insurance for the period January 1, 2024 – December 31, 2024, as presented.

**ATTACHMENTS**

Resolution

**RESOLUTION ESTABLISHING GROUP HEALTH, DENTAL AND VISION INSURANCE FOR QUALIFYING EMPLOYEES OF THE CITY OF WHITE BEAR LAKE**

**WHEREAS**, City of White Bear Lake employees have benefitted from the option to purchase group insurance through the City; and

**WHEREAS**, the City has negotiated group insurance rates for qualifying employees that are intended to provide reasonable coverage and options for employee consideration; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of White Bear Lake that the following group health insurance will be offered to its qualifying employees for the period of January 1, 2024 - December 31, 2024:

Health Partners Open Access

Type	Single	Employee+1	Family
\$1,000 Deductible	\$757.16	\$1,664.89	\$2,116.72
\$2,000 Deductible	\$732.62	\$1,610.93	\$2,048.11
HSA Plan	\$681.18	\$1,497.82	\$1,904.31

Health Partners Achieve Network

Type	Single	Employee+1	Family
\$1,000 Deductible	\$711.73	\$1,564.99	\$1,989.71
\$2,000 Deductible	\$688.66	\$1,514.27	\$1,975.23
HSA Plan	\$640.31	\$1,407.95	\$1,790.05

**BE IT FURTHER RESOLVED** that the following voluntary insurance plans will be offered to its qualifying employees for the period of January 1, 2024 – December 31, 2024:

Dental: Health Partners Distinction 3

Single	\$45.26
Employee + 1	\$90.08
Family	\$135.78

Vision: VSP

Single	\$8.49
Employee + 1	\$12.32
Family	\$22.08

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:** Mayor and City Council  
**From:** Lindy Crawford, City Manager  
 Rick Juba, Assistant City Manager  
**Date:** October 24, 2023  
**Subject:** **2024 Non-bargaining Employee Benefit Contributions**

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## SUMMARY

The City Council will consider adopting a resolution approving 2024 health insurance benefit contributions for non-bargaining City employees.

## BACKGROUND INFORMATION

The City's non-bargaining, or non-union, staff group is comprised of 56 clerical / technical and management / exempt employees. The City Council establishes compensation parameters for these employees through the acceptance of the Classification and Compensation Plan and annual budget, and approves annual benefit contributions separate from the collective bargaining agreements.

The 2024 proposed employee group insurance package includes two network options available through Health Partners: one with open access to many providers and one narrow network with fewer service provider options. The narrow network plans offer employees an opportunity to reduce their monthly premium costs by accepting fewer choices for participating clinics and hospitals. One major difference between the two networks centers on specialty care facilities; the narrow network covers the Health Partners Hospitals and Clinics but does not include services through the Mayo Health System or Hazelden.

The two Comprehensive Major Medical (CMM) plans in each network contain higher monthly premiums with deductibles due for services. Employees selecting one of these plans could incur out-of-pocket costs greater than the Health Savings Account (HSA) plan; however, this would only occur if hospitalization of multiple family members occurred during the year. Each of the CMM plans have either a co-pay or a cost-sharing option to cover part of the ongoing costs for items like prescriptions.

The City's HSA plan follows the embedded structure per the IRS Regulations, which provides a \$3,200 annual deductible per individual and \$6,400 per family. The HSA plans offer the lowest overall premiums but require members to manage their medical care and services as clinic visits and prescriptions are entirely their responsibility before they reach the annual deductible

amount. Staff recognizes employees selecting HSA plans typically incur a higher percentage of their total medical costs; however, their annual out-of-pocket maximum has the potential to be less than the other two plan options.

The City's non-bargaining group contains 56 employees. The following chart reflects the group's insurance coverage by type:

<u>No Dependents:</u>		
Deferred insurance	20	36%
Single coverage	15	27%
	35	63%
<u>Dependents:</u>		
Employee +1	9	16%
Multiple dependents	12	21%
	21	38%
Total	56	100%

Just over a half of non-bargaining employees within the City's health insurance program choose the HSA high deductible plan, which requires the employees to pay the annual deductible before the insurance coverage becomes effective.

#### Proposed Employer Contribution

For several years the City split health insurance premium increases 50 / 50 with employees. This led to the City's contributions to insurance benefits falling behind the market. In the past five years or so, the City has made an effort to increase contributions for employee health insurance premiums in order to remain competitive for both existing and prospective employees. For 2024, health insurance premiums increased overall 15%. Staff recommends the City pay for 80% of the increase and the employees pay for 20%. This cost has been included in the 2024 proposed budget.

The following tables summarize the City's proposed 2024 health insurance contributions, which includes the non-tobacco incentive, and employees' responsibility for the monthly premiums for both the open access network and the achieve narrow network.

#### 2024 Coverage – Health Partners Open Access Network Monthly Premiums:

	<u>1,000 Deductible</u>	<u>2,000 Deductible</u>	<u>3,200 HSA</u>
<u>Single</u>			
Premium	757.16	732.62	681.18
City Contribution	694.00	700.00	665.00
Employee Cost	63.16	32.62	16.18

Employee+1

Premium	1,664.89	1,610.93	1,497.82
City Contribution	1,369.00	1,384.00	1,375.00
Employee Cost	295.89	226.93	122.82

Multiple Dependent

Premium	2,116.72	2,048.11	1,904.31
City Contribution	1,683.00	1,704.00	1,691.00
Employee Cost	433.72	344.11	213.31

2024 Coverage – Health Partners Achieve Narrow Network:

	<u>1,000 Deductible</u>	<u>2,000 Deductible</u>	<u>3,200 HSA</u>
<u>Single</u>			
Premium	711.73	688.66	640.31
City Contribution	683.00	667.00	625.00
Employee Cost	28.73	21.66	15.31

Employee+1

Premium	1,564.99	1,514.27	1,407.95
City Contribution	1,345.00	1,359.00	1,354.00
Employee Cost	219.99	155.27	53.95

Multiple Dependent

Premium	1,989.71	1,925.23	1,790.05
City Contribution	1,652.00	1,671.00	1,663.00
Employee Cost	337.71	254.23	127.05

HSA Employer Contribution

The City contributes towards employees' HSA if they elect a high deductible plan. The deductible amount was raised again this year by the IRS from \$3,000 / single and \$6,000 / dependent to \$3,200 / single and \$6,400 / dependent. The City currently contributes \$700 annually for employees participating in a single HSA plan and \$1,400 annually for employees participating in an HSA plan with dependent coverage. Employer HSA contributions are common in the market and it provides an incentive for employees to participate in the plan which has the lowest monthly premiums. Staff is recommending increasing the City's HSA contributions to \$900 annually for single and \$1,600 annually for dependent coverage. This contribution was last changed by the Council in 2019.

Employee Deferred Insurance Benefit

All employees must enroll for group health insurance through the City unless they can demonstrate they have coverage through another group plan. An individual plan does not qualify as coverage under a group plan. If an employee provides the required proof of coverage,



he or she can opt out of the City's insurance program and receive up to \$294 per month as a deferred insurance payment if they do not use tobacco products. The Council adopted this contribution amount in July 2010 and it is proposed to remain the same in 2024.

**RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution approving the 2024 benefit contributions for non-bargaining City employees.

**ATTACHMENTS**

Resolution

**RESOLUTION APPROVING 2024 BENEFIT CONTRIBUTION LEVELS FOR NON-BARGAINING EMPLOYEES OF THE CITY OF WHITE BEAR LAKE**

**WHEREAS**, as part of an employee’s compensation package, the City of White Bear Lake provides contributions towards health insurance coverage for employees and their families; and

**WHEREAS**, health insurance premium contributions are an integral part of remaining competitive in the labor market.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of White Bear Lake, Minnesota that the following benefit contribution levels shall be provided to its non-bargaining employees effective January 1, 2024 through December 31, 2024:

1. Health Insurance: Employees may select one of the following options as the City’s contribution towards monthly health insurance premiums:

Employees selecting single coverage may select one of the following:

<u>Open Access Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>3,200 HSA</u>
City Contribution N/S	694.00	700.00	665.00
City Contribution Basic	674.00	680.00	645.00

<u>Achieve Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>3,200 HSA</u>
City Contribution N/S	683.00	667.00	625.00
City Contribution Basic	663.00	647.00	605.00

Employees selecting Employee + 1 coverage may select one of the following:

<u>Open Access Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>3,200 HSA</u>
City Contribution N/S	1,369.00	1,384.00	1,375.00
City Contribution Basic	1,309.00	1,324.00	1,315.00

<u>Achieve Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>3,200 HSA</u>
City Contribution N/S	1,345.00	1,359.00	1,354.00
City Contribution Basic	1,285.00	1,299.00	1,294.00

Employees selecting Multiple Dependent coverage may select one of the following:

<u>Open Access Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>3,200 HSA</u>
City Contribution N/S	1,683.00	1,704.00	1,691.00
City Contribution Basic	1,623.00	1,644.00	1,631.00

RESOLUTION NO. \_\_\_\_

<u>Achieve Network</u>	<u>1,000 CMM</u>	<u>2,000 CMM</u>	<u>3,200 HSA</u>
City Contribution N/S	1,652.00	1,671.00	1,663.00
City Contribution Basic	1,592.00	1,611.00	1,603.00

2. HSA Contribution: Employees selecting first dollar deductible insurance coverage defined as the HSA Plan would be entitled to the following annual City contributions:

<u>Coverage</u>	<u>HSA Contribution</u>
Single	\$900
Employee + 1	\$1,600
Multiple Dependents	\$1,600

3. Deferred Insurance: Employees with proof of coverage through another group insurance plan may opt out of the City's insurance program and receive one of the following monthly City contributions:

City Contribution N/S (non-smoking)	294.00
City Contribution Basic	279.00

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**  
Police Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Dale M. Hager, Police Chief  
**Date:** October 24, 2023  
**Subject:** Resolution accepting the 2024 Enforcement Grant from the Department of Public Safety

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## SUMMARY

The City Council will consider adopting a resolution approving a grant agreement with the Minnesota Department of Public Safety for the 2024 Toward Zero Death grant.

## BACKGROUND INFORMATION

The Minnesota Department of Public Safety (DPS) has provided Ramsey County law enforcement agencies with grant funding to conduct a highly-visible, well-publicized traffic safety enforcement program for several years. The grant funding is used for overtime enforcement to address all traffic safety issues with an emphasis on impaired driving, occupant protection, speed and distracted driving. DPS has a mandate to promote the safety of those who use public roadways. The National Highway Traffic Safety Administration provides federal funding to the OTS to design and implement public education and traffic law enforcement programs to fulfill this mandate.

The Ramsey County Traffic Safety Initiative (RCTSI) submitted a grant application to DPS and was awarded \$1,146,000.00 for the 2023-2024 fiscal year. The grant is shared among the nine law enforcement agencies within Ramsey County. St. Paul Police Department serves as the grant coordinator, and each agency receives quarterly reimbursement for overtime from the grant. White Bear Lake Police Department's portion of the grant amounts to \$134,576.00 for the 2024 enforcement year, which is an increase of \$11,122 from the previous year.

Minnesota uses an interdisciplinary approach by teaming up the "4 E's" of enforcement, engineering, education and emergency medical and trauma services to implement these strategies. The Police Department follows this approach. This approach, called Toward Zero Deaths (TZD), works to create a safe driving culture in Minnesota in which motorists support a goal of zero road fatalities by practicing and promoting safe and smart driving behavior.

## RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing the Mayor and City Manager to execute an agreement with the Minnesota Department of Public Safety for the 2024 Toward Zero Death grant.

**ATTACHMENTS**  
Resolution

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION ACCEPTING THE 2024 TOWARD ZERO DEATH ENFORCEMENT GRANT  
FOR THE WHITE BEAR LAKE POLICE DEPARTMENT**

**WHEREAS**, the Ramsey County Traffic Safety Initiative submitted a grant application to the Minnesota Department of Public Safety (DPS) and was awarded \$ 1,146,000.00 for the 2023-2024 fiscal year;

**WHEREAS**, the grant is shared among the nine law enforcement agencies within Ramsey County, with St. Paul Police Department serving as the grant coordinator, and each agency receiving quarterly reimbursement for overtime from the grant;

**WHEREAS**, the White Bear Lake Police Department's portion of the grant amounts to \$134, 576.00 for the 2024 enforcement year; and

**WHEREAS**, the grant funding will be used for overtime enforcement to address all traffic safety issues with an emphasis on impaired driving, occupant protection, speed and distracted driving.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that the Mayor and City Manager are authorized to accept the 2024 Enforcement Grant;

**BE IT FURTHER RESOLVED** that the City of White Bear Lake Police Department enter into a grant agreement with the St. Paul Police Department and Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2023 - September 30, 2024; and

**BE IT FURTHER RESOLVED** that the Mayor and City Manager are hereby authorized to execute such agreements and amendments as are necessary to implement the program.

The foregoing resolution, offered by Councilmember Jones and supported by Councilmember Engstran, 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:** October 24, 2023  
**Subject:** **Edible Cannabinoid Products license applications for seven establishments**

---

## SUMMARY

The City Council will consider adopting a resolution approving various edible cannabinoid products licenses to multiple existing liquor- and tobacco-licensed establishments.

## BACKGROUND INFORMATION

During the 2023 legislative session, the Minnesota Legislature enacted Chapter 63—HF 100, which is comprehensive legislation relating to cannabis, including, but not limited to, the establishment of the Office of Cannabis Management (OCM); providing for the licensing, inspection, and regulation of cannabis businesses and hemp businesses; taxing the sale of cannabis flower, cannabis products, and certain hemp products, and providing for the temporary regulation of certain edible cannabinoid products.

Once the OCM is established, estimated in January 2025, they will become the regulatory authority for the licensing of cannabis businesses and the sale of all cannabinoid products, including lower-potency hemp edibles. Since there would be no regulatory authority overseeing the sale of edible cannabinoid products until then, the City Council passed Ordinance No. 23-08-2067 on August 22, 2023, requiring a license and imposing regulations on the retail sale of edible cannabinoid products until the products are licensed through OCM.

Seven eligible establishments, those who currently have an active liquor or tobacco license, applied for an edible cannabinoid products license. The establishments are as follows:

- **Cellars Wine & Spirits** (Cellars WHL, Inc.) at 2675 County Rd E E
- **Cub Wine & Spirits** (Supervalu, Inc.) at 1910 Buerkle Rd
- **Elevated Beer Wine & Spirits** (White Bear Brewing Company LLC) at 2141 4th St
- **Lunds & Byerlys Wine & Spirits** (Lund Beverages LLC) at 4620 Centerville Rd
- **MNJ Tobacco** (MNJ Tobacco Inc.) at 4074 White Bear Ave
- **Nothing But Hemp** (Nothing But Hemp LLC) at 4762 Banning Ave
- **Summit Liquor** (Say LLC) at 2000 County Road E East

Consistent with their other business licenses, the license term for edible cannabinoid products will end March 31, 2024. The Police Department conducted background investigations and found nothing to preclude the issuance of the licenses. It should be noted, MNJ Tobacco Inc. and Nothing But Hemp were cited for failed compliance checks in November 2022 relating to the sale of edible cannabinoids, prior to the adoption of the edible cannabinoid products licenses and during the City's moratorium regarding sales of low potency hemp products.

**RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution authorizing the issuance of edible cannabinoid products licenses to the list of businesses as outlined within.

**ATTACHMENTS**

Resolution



**RESOLUTION NO.**

**RESOLUTION APPROVING EDIBLE CANNABINOID PRODUCTS LICENSES FOR  
MULTIPLE ELIGIBLE BUSINESSES IN WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, during the 2023 legislative session, the Minnesota Legislature enacted Chapter 63—H.F. 100, which is comprehensive legislation relating to cannabis; and

**WHEREAS**, the legislation establishes the Office of Cannabis Management, which will become the regulatory authority for all cannabis-related licensing expected in January 2025; and

**WHEREAS**, with no regulatory authority until then, on August 22, 2023, the City adopted Ordinance No. 23-08-2067, an ordinance requiring a license and imposing regulations on the retail sale of edible cannabinoid products; and

**WHEREAS**, businesses with liquor or tobacco licenses are eligible to apply for an edible cannabinoid products license and the City has received seven applications to date; and

**WHEREAS**, upon completion of the applicants' background checks, the White Bear Lake Police Department found nothing to preclude issuance of these licenses; and

**WHEREAS**, these approved licenses would take effect immediately and would be valid through the end of the business cycle on March 31, 2024.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota approves the issuance of an edible cannabinoid products license to the following businesses:

- **Cellars Wine & Spirits** (Cellars WHL, Inc.) at 2675 County Rd E E
- **Cub Wine & Spirits** (Supervalu, Inc.) at 1910 Buerkle Rd
- **Elevated Beer Wine & Spirits** (White Bear Brewing Company LLC) at 2141 4th St
- **Lunds & Byerlys Wine & Spirits** (Lund Beverages LLC) at 4620 Centerville Rd
- **MNJ Tobacco** (MNJ Tobacco Inc.) at 4074 White Bear Ave
- **Nothing But Hemp** (Nothing But Hemp LLC) at 4762 Banning Ave
- **Summit Liquor** (Say LLC) at 2000 County Road E East

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

Ayes:  
Nays:  
Passed:

**RESOLUTION NO.**

---

Dan Louismet, Mayor

**ATTEST:**

---

Caley Longendyke, City Clerk



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

# MEMORANDUM

**To:** Mayor and City Council  
**From:** Lindy Crawford, City Manager  
**Date:** October 24, 2023  
**Subject:** SCC Check-in, 2022 Financial Audit, and 2024 Budget

---

## SUMMARY

The City Council will receive a presentation from Eric Strouse, Cindy Arko, and Mary Kline from Ramsey-Washington Suburban Cable Commission (SCC) regarding the organization and 2024 budget. Included in the packet is their 2022 Annual Report and Financial Audit.

## BACKGROUND INFORMATION

SCC was formed by a Joint Powers Agreement (JPA) to monitor the operation of cable communications and the cable system serving participating municipalities:

- To promote, coordinate, administer and develop local community cable television programming,
- To provide administration, enforcement, and renewal of the cable franchises of participating municipalities, and
- To act to insure equitable and reasonable rates and service levels for the citizens of our municipalities.

As part of the JPA, SCC ensures the broadcast of our City Council meetings and provides local video content such as Lake Area Beat. SCC is funded by franchise fees that are collected from Comcast as part of the franchise agreement that they manage on behalf of the members. The franchise fees are paid by Comcast subscribers in each member jurisdiction as part of their monthly bill.

There are currently nine participating members in the JPA which includes Birchwood Village, Dellwood, Lake Elmo, Mahtomedi, Oakdale, White Bear Lake, White Bear Township, Willernie and Grant. Maplewood, North St. Paul, and Vadnais Heights chose to exit the JPA.

## RECOMMENDATION

Receive the presentation, review the budget and ask questions. No formal action is required.

## ATTACHMENTS

2022 Annual Report

2022 Financial Audit  
2024 SCC Budget

# RAMSEY-WASHINGTON SUBURBAN CABLE COMMISSION

2460 East County Road F  
White Bear Lake, Minnesota 55110

*Birchwood Village  
Dellwood  
Grant  
Lake Elmo  
Mahtomedi*

---

Telephone: 651-747-3800

info@scctv.org

*Oakdale  
White Bear Lake  
White Bear Township  
Willernie*

July 28th, 2023

To: Lindy Crawford, City of White Bear Lake

From: Cindy Arko, Business Manager, Ramsey/Washington Cable Commission

Subject: 2022 Annual Activity Report, Annual Audit Report and Redistribution Payment

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On behalf of Ramsey/Washington Cable Commission, please find below the 2022 Annual Activity Report, the attached 2022 Annual Audit Report pertaining to the 2022 financial audit and redistribution payment to the City of White Bear Lake as a member of the Cable Commission for 2022.

## Annual Audit Report

Please find enclosed a copy of the audited financial statements of the Cable Commission as prepared by the independent auditor, CliftonLarsonAllen LLP, for the year ended December 31, 2022. The Cable Commission is pleased to report that the independent auditor gave an unmodified or "clean" opinion on the December 31, 2022 financial statements. Please let us know if you have any questions about the report.

## Annual Franchise Fee Distribution Payment

Please find enclosed our check number 21899 in the amount of \$120,765.93 representing the annual franchise fees redistribution payment from Ramsey/Washington Cable Commission to the City of White Bear Lake.

The Joint and Cooperative Agreement of the Ramsey/Washington Cable Commission specifies that franchise fees collected in excess of the amount needed for the Cable Commission's annual budget shall be distributed to the city by a formula using a proportionate share of Comcast's total revenues subject to franchise fees derived from each member municipality.

With the help of the independent auditing firm, CliftonLarsonAllen, the Commission reviewed its 2022 financial records and calculated a total of \$451,541.00 to be distributed to 2022 member municipalities.

See 2022 Redistribution Calculation included separately.

2022 revenues subject to franchise fees as reported by Comcast as collected from all Ramsey/Washington subscribers.	\$22,004,453.92
2022 revenues subject to franchise fees as reported by Comcast collected from subscribers in the City of White Bear Lake.	\$5,885,153.81
Percentage of 2022 revenues subject to franchise fees as reported by Comcast- derived from subscribers in the City of White Bear Lake.	26.7453%
Calculation of payment amount $\$451,541.00 \times 26.7453\%$	\$120,765.93

The table above shows that in 2022 Comcast collected \$22,004,453.92 in revenues subject to franchise fees from cable system subscribers. Of this total, \$5,885,153.81 was collected from subscribers residing within the City of White Bear Lake. That means 26.7453% of revenues collected within the Ramsey/Washington area came from cable subscribers in the City of White Bear Lake.

Based on this calculation, the City of White Bear Lake receives a payment of \$120,765.93 This payment is enclosed.

Again, if you have any questions, please let us know and we can follow up. On behalf of the Cable Commission, we are glad to serve the City of White Bear Lake. Thank you!



## INDEPENDENT AUDITORS' REPORT

Honorable Members  
Ramsey/Washington Counties Suburban Cable  
Communications Commission II  
White Bear Lake, Minnesota

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and each major fund of the Ramsey/Washington Counties Suburban Cable Communications Commission II (the Commission) as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Commission as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Emphasis of Matters***

As discussed in Note 1 to the financial statements, effective January 1, 2022, the Commission adopted new accounting guidance for leases. The guidance requires lessees to recognize a right-to-use lease asset and corresponding lease liability and lessors to recognize a lease receivable and corresponding deferred inflow of resources for all leases with lease terms greater than twelve months. Our opinions are not modified with respect to this matter.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.



***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedules, schedule of the Commission's proportionate share of net pension liability, and the schedule of the Commission's contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The individual fund financial statements, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the individual fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the Commission as of and for the year ended December 31, 2021 (not presented herein), and have issued our report thereon dated June 20, 2022 which contained unmodified opinions on the respective financial statements of the governmental activities and each major fund. The individual fund financial statements for the year ended December 31, 2021 are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the 2021 financial statements. The information was subjected to the audit procedures applied in the audit of the 2021 basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare those financial statements or to those financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the individual fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole for the year ended December 31, 2021.

Honorable Members  
Ramsey/Washington Counties Suburban Cable  
Communications Commission II

***Other Information***

Management is responsible for the other information included in the annual report. The other information comprises the listing of board members but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Minneapolis, Minnesota  
July 18, 2023

**BASIC FINANCIAL STATEMENTS**

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**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE  
COMMUNICATIONS COMMISSION II  
GOVERNMENT WIDE STATEMENT OF NET POSITION  
DECEMBER 31, 2022**

**ASSETS**

Cash and Investments	\$ 5,278,029
Franchise Fees Receivable	276,084
Accounts Receivable, Net	166,650
Capital Assets (Net of Depreciation and Amortization)	213,726
Total Assets	5,934,489

**DEFERRED OUTFLOWS OF RESOURCES**

Pension Deferred Outflows	111,348
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**LIABILITIES**

Accounts Payable	54,741
Due to Other Governments	451,541
Salaries Payable	15,676
Compensated Absences Payable:	
Due within One Year	18,475
Due in More than One Year	24,367
Leases Payable:	
Due within One Year	62,457
Due in More than One Year	86,174
Net Pension Liability	388,082
Total Liabilities	1,101,513

**DEFERRED INFLOWS OF RESOURCES**

Pension Deferred Inflows	205,981
--------------------------	---------

**NET POSITION**

Investment in Capital Assets	65,095
Restricted	1,246,541
Unrestricted	3,426,707
Total Net Position	\$ 4,738,343

See accompanying Notes to Basic Financial Statements.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE  
COMMUNICATIONS COMMISSION II  
GOVERNMENT WIDE STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2022**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenue (Expense) and</u>
		<u>Charges for</u>	<u>Operating</u>	<u>Capital</u>	<u>Changes in Net Position</u>
			<u>Services</u>	<u>Grants and</u>	<u>Grants and</u>
			<u>Contributions</u>	<u>Contributions</u>	<u>Totals</u>
					<u>2022</u>
<b>GOVERNMENT ACTIVITIES</b>					
Administration	\$ 220,788	\$ -	\$ -	\$ -	\$ (220,788)
Suburban Cable Commission (SCC)	448,060	230	-	-	(447,830)
Redistribution Payments to Cities	651,541	-	-	-	(651,541)
Public, Educational and Governmental (PEG)	112,674	-	-	673,827	561,153
Equipment and Capital Improvement	154,669	-	-	-	(154,669)
Total Governmental Activities	<u>\$ 1,587,732</u>	<u>\$ 230</u>	<u>\$ -</u>	<u>\$ 673,827</u>	<u>(913,675)</u>
<b>GENERAL REVENUES</b>					
Grants and Contributions Not Restricted to Specific Programs					1,100,226
Unrestricted Investment Earnings					74,467
Other					9,069
Total General Revenues					<u>1,183,762</u>
<b>CHANGE IN NET POSITION</b>					
					270,087
Net Position - Beginning of Year					<u>4,468,256</u>
<b>NET POSITION - END OF YEAR</b>					<u>\$ 4,738,343</u>

See accompanying Notes to Basic Financial Statements.

**FUND FINANCIAL STATEMENTS**

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**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE  
COMMUNICATIONS COMMISSION II  
BALANCE SHEET – GOVERNMENTAL FUNDS  
DECEMBER 31, 2022**

	General Fund	Equipment and Capital Improvement Fund	Total Governmental Funds
<b>ASSETS</b>			
<b>ASSETS</b>			
Cash and Investments	\$ 4,026,774	\$ 1,251,255	\$ 5,278,029
Franchise Fees Receivable	276,084	-	276,084
Accounts Receivable, Net	166,650	-	166,650
Due from Other Funds	-	175	175
	<u>\$ 4,469,508</u>	<u>\$ 1,251,430</u>	<u>\$ 5,720,938</u>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>LIABILITIES</b>			
Accounts Payable	\$ 49,852	\$ 4,889	\$ 54,741
Due to Other Governments	451,541	-	451,541
Due to Other Funds	175	-	175
Salaries Payable	15,676	-	15,676
Total Liabilities	<u>517,244</u>	<u>4,889</u>	<u>522,133</u>
<b>FUND BALANCE</b>			
Restricted for:			
Municipal Grant Program	-	440,519	440,519
Equipment and Other Capital Needs	-	806,022	806,022
Unrestricted:			
Assigned for:			
Emergency/Litigation	75,000	-	75,000
PEG Fees	560,489	-	560,489
Capital Expenditures	1,000,000	-	1,000,000
Vacation/Severance Pay	43,000	-	43,000
Operating Reserve	491,000	-	491,000
Unemployment	38,000	-	38,000
Unassigned	1,744,775	-	1,744,775
Total Fund Balance	<u>3,952,264</u>	<u>1,246,541</u>	<u>5,198,805</u>
Total Liabilities and Fund Balance	<u>\$ 4,469,508</u>	<u>\$ 1,251,430</u>	<u>\$ 5,720,938</u>
Fund Balance Reported Above			\$ 5,198,805
Amounts Reported for Governmental Activities in the Statement of Net Position is Different because:			
Capital Assets Used in Governmental Activities are not Financial Resources and, Therefore, are Not Reported in the Funds			213,726
Long-Term Liabilities, including Compensated Absences and Leases Liabilities Are Not Due and Payable in the Current Period and, Therefore, are Not Reported in the Funds.			(191,473)
The Commission's Net Pension Liability and Related Deferred Inflows and Outflows are Recorded only on the Statement of Net Position. Balances at Year-End are:			
Net Pension Liability			(388,082)
Deferred Inflows of Resources - Pensions			(205,981)
Deferred Outflows of Resources - Pensions			111,348
Net Position of Governmental Activities			<u>\$ 4,738,343</u>

See accompanying Notes to Basic Financial Statements.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE  
COMMUNICATIONS COMMISSION II  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCE – GOVERNMENTAL FUNDS  
YEAR ENDED DECEMBER 31, 2022**

	General Fund	Equipment and Capital Improvement Fund	Total Governmental Funds
<b>REVENUES</b>			
Franchise Fees	\$ 1,100,226	\$ -	\$ 1,100,226
Equipment Grant	-	-	-
Operating Grant	-	-	-
Investment Income	56,158	18,309	74,467
Miscellaneous/Refunds and Reimbursements	10,839	-	10,839
PEG Fees	673,827	-	673,827
Total Revenues	<u>1,841,050</u>	<u>18,309</u>	<u>1,859,359</u>
<b>EXPENDITURES</b>			
Current:			
Administration	233,076	12,156	245,232
SCC	415,609	25,745	441,354
Municipal Equipment	-	116,768	116,768
Redistribution Payment to Cities	651,541	-	651,541
PEG	113,338	-	113,338
Capital Outlay:			
PEG	186,619	-	186,619
SCC	-	21,776	21,776
Total Expenditures	<u>1,600,183</u>	<u>176,445</u>	<u>1,776,628</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	240,867	(158,136)	82,731
<b>OTHER FINANCING SOURCES (USES)</b>			
Lease Proceeds	186,619	-	186,619
Total Other Financing Sources (Uses)	<u>186,619</u>	<u>-</u>	<u>186,619</u>
<b>NET CHANGE IN FUND BALANCE</b>	427,486	(158,136)	269,350
Fund Balance - Beginning of Year	<u>3,524,778</u>	<u>1,404,677</u>	<u>4,929,455</u>
<b>FUND BALANCE - END OF YEAR</b>	<u>\$ 3,952,264</u>	<u>\$ 1,246,541</u>	<u>\$ 5,198,805</u>

See accompanying Notes to Basic Financial Statements.

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE  
COMMUNICATIONS COMMISSION II  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE – GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2022**

Net Changes in Fund Balance - Total Governmental Funds	\$	269,350
<p>Amounts Reported for Governmental Activities in the Statement of Activities are Different Because:</p>		
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities, assets are capitalized and the cost is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation and amortization exceeded capital outlays in the current period.</p>		
Capital Outlays		208,396
Depreciation/ Amortization Expense		(112,061)
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:</p>		
Compensated Absences		(5,627)
Leases Payable		(148,631)
<p>Pension expenditures on the governmental funds are measured by current year employee contributions. Pension expenses on the statement of activities are measured by the change in net pension liability and the related deferred inflows and outflows of resources.</p>		
		58,660
Change in Net Position of Governmental Activities	\$	270,087

See accompanying Notes to Basic Financial Statements.

## 2024 Final Budget

### Ramsey/Washington Counties Cable Communications Commission

#### Budget Narrative

##### 2024 Budget — Revenues & Support Financing

###### Franchise Fees

The cable franchises of member municipalities require payment of franchise fees to the Commission in an amount equal to 5% of the cable television related revenues. Actual franchise fees for next year may vary based upon changes in subscription levels and rates. Franchise Fees are used to finance the Cable Commission's administrative and regulatory expenses and support of municipal meeting telecasts. Finally, it is anticipated that a portion of franchise fees will be redistributed to member municipalities.

**2024 Budget: \$1,040,000.**

###### PEG Fees

In accordance with the franchise, the cable franchises of member municipalities require payment of PEG fees to the Commission in an amount equal to 2.75% of the cable television related revenues for the year. This is a newer category of revenues made available to the Commission when the new franchise with Comcast was adopted in April, 2021. It is important to note that the new PEG Fees revenues received under the new franchise have restrictions affecting operational support of PEG. The old PEG Grant revenues were generally not restricted. The new restrictions, generally, indicate that PEG Fees are to be spent on capital expenditures that are PEG-related (as qualified by federal law/regulations and applicable provisions of the new franchise agreement).

**2024 Budget: \$562,000.**

###### Other Revenue

The Commission has budgeted \$20,000 in other revenue for 2024. The intent is to develop other forms of fund raising in 2024 to supplement the aforementioned financing. For example, the Commission may explore commercial advertising, pay-for-production video, equipment rentals, or sponsorship options.

**2024 Budget: \$20,000.**

##### 2024 Budget — Personnel

###### Staff Salaries & Wages

Salaries/wage expenses of the Commission are reflected in this line item for Administrative and PEG staff totaling 6.5 full-time positions. This budget contemplates that salary/wage adjustments will be implemented based on the percentage adjustments member municipalities determine for their respective municipal employees. Specifically, the formula would apply as of January 1, 2024 to implement the weighted average of municipal increases. The "weighting" would follow the proportional voting of the Commission specified in the Joint Powers Agreement. This "weighted average" adjustment has been the Commission's policy since 2013, and in 2023 the weighted average calculated to 2.64%.

**2024 Budget: \$472,356.**

###### Healthcare

Prior to 2019, the Commission obtained health coverage for employees through the City of White Bear Lake's large group plan. In 2019, the Commission established employee health coverage on its own through a small group plan administered by CBIZ. For 2023 the Commission budgeted \$11,095 per full-time equivalent position. A 9 percent contingency is added to this for 2023 to provide for the possibility of premium increases in 2023.

**2024 Budget: \$70,000.**

###### Updated List of Positions Employed (6 full-time, 1 part-time)

Business Manager  
Production & Content Manager  
Sports Producer - SCC Community  
Mobile Production Coordinator  
Multimedia Journalist - SCC Government  
Part time A/V and IT Technician  
Master Control Operator

## **2024 Budget — Expenses**

### **Training & Conference – Staff**

This account is used for attendance of the staff at conferences, seminars, and other educational functions.

**2024 Budget: \$1,720.**

### **Training & Conference – Board**

This account is used for Board attendance at conferences, seminars, and other educational functions.

**2024 Budget: \$1000.**

### **Cable Service – Reimbursement**

Knowledge of the services provided by Comcast is important for Board members in order to allow them to fully understand the concerns and problems encountered by constituents who subscribe to such services, as well as to make necessary policy decisions relative to the franchise and the franchisee. This budget item helps assure that every Board member is able to receive subscriber services regardless of their personal ability to pay for such service. Commission Directors are not required to take such service and, thus, may decline if they wish. The policy does not allow for reimbursement of pay-per-view or phone services. Commission Directors are eligible for monthly reimbursement of up to \$149 for such expense (based upon Comcast's X-1 Starter Double Play service). Commission Alternates are eligible for monthly reimbursement of up to \$90 for cable service only. For 2023 the budget was reduced to reflect the actual amount of commissioners taking the reimbursement.

**2024 Budget: \$18,000.**

### **Accounting & Auditing Service**

This account is used to pay for annual outside auditing of the Commission's books and records, as well as accounting software used by staff to perform monthly bookkeeping and reporting. The amount budgeted is based upon the actual contract with an independent audit firm, as well as the actual cost for Intacct system accounting software.

**2024 Budget: \$27,224.**

### **Legal – General**

Administration and enforcement of cable franchises involves understanding numerous laws and regulations at the state and federal levels. The Commission has reduced the use of an attorney for general legal needs. In addition to general legal needs, the Commission has established a reserve fund for legal costs associated with the negotiation and renewal of the Franchise of member municipalities. Finally, the Commission has a reserve fund to cover legal expenses in the event of litigation.

**2024 Budget for general legal work: \$15,000.**

### **Outside Services – Administrative**

The Commission has used this line item in past years to pay for outside consultants and services. Technical and operation consultant fees, architect fees, custodial costs, and survey research costs are past examples of how this account is used.

**2024 Budget: \$45,000.**

### **Telephone**

This account pays for expenses associated with the wireline office telephone system. Separate account for cell phone expenses.

**2024 Budget: \$5,300.**

### **Office Supplies**

This account pays for routine office supplies, copy paper, blank checks, cleaning supplies, and paper products.

**2024 Budget: \$3,500.**

### **Postage**

This account is used to cover the cost of renting a postage meter, actual postage and package shipments.

**2024 Budget: \$1,300.**

### **Meeting Expense**

This account is used to pay for food, beverages, and other items used during meetings of the Commission and meetings of the Commission's various committees.

**2024 Budget: \$1,000.**

**Membership/Dues**

Covers annual memberships for Minnesota Association of Community Telecommunications Administrators (MACTA), NATOA and other association memberships from time to time as deemed useful to the Commission's business.

**2024 Budget: \$3,800.**

**Cell Telephones Staff**

Based upon an average of \$58 for Verizon monthly service costs per mobile phone by 2 staff and \$25.00 reimbursement for their personal phones used by three staff members.

**2024 Budget: \$2,568.**

**Employee Recognition/Events**

This fund is typically used for a staff appreciation summer event and a winter holiday lunch in general recognition and overall appreciation of staff.

**2024 Budget: \$1,000.**

**Outside Services - SCC Production**

To meet certain programming requests made by municipalities, SCC relies on outside assistance for things like set design, freelance production help, etc. This item includes hiring crews for meetings and other events, hiring outside voice over talent, and any other required needs that cannot be met by the staff.

**2024 Budget: \$21,000**

**Production & Operating Supplies**

Items included in this line are batteries for microphones, computer storage media, video cables and connectors, and small tools.

**2024 Budget: \$2,000.**

**Fuel**

Gasoline for the mini vans and production truck is purchased through this account. Mini vans are used to transport personnel and production equipment to events scheduled for TV production coverage. The production truck is used extensively for coverage of community sports and events.

**2024 Budget: \$2,500.**

**Vehicle Maintenance**

Used for maintenance of vehicles.

**2024 Budget: \$5,000.**

**Dues/Subscriptions - SCC Production**

Covers costs for such things as the annual music library premium, dues for professional organizations, four subscriptions for adobe creative suite, and download of digital media files used within productions (such as digital editing timeline templates, digital music files, digital visual effects/graphics) for programming for our member municipalities.

**2024 Budget: \$5,200..**

**Printing and Promotion**

The budgeted amount allows for any necessary newspaper ads during the year for programming, special posters, or other promotions.

**2024 Budget: \$1,000.**

**Sets, Props & Materials**

SCC produces studio programs at the White Bear Lake facility. As these programs evolve, it is necessary to acquire new or replace old set pieces, props, etc.

**2024 Budget: \$2,000.**

**Mileage**

Reimbursement for staff driven mileage on Commission business.

**2024 Budget: \$1,000.**

**Website**

This covers development and updating related costs for the Commission website.

**2024 Budget: \$1,000.**

**Tools & Test Equip. & Shop Supplies**

Intended to pay for tools and testing items needed to support technical staff and technical operations, as well as any repair manuals to enable on-site equipment repair. As digital systems are deployed, redesign and upgrade of production and

telecasting systems implicates these types of expenses.

**2024 Budget: \$3,000.**

#### **Internet/Security**

This line item is used for the monthly Internet connectivity service, domain registration and renewal fees, and security expenses. This includes funding for 1GB internet bandwidth needed for live streaming of the public meetings of member municipalities.

**2024 Budget: \$20,000.**

#### **Equip. Maintenance & Repair**

Includes repair and maintenance funds for equipment. The Commission's operations require functioning of significant production and master control equipment. It is necessary to provide for repair parts, maintenance expenses, and specialized outside servicing as necessary, and this line item covers such expenses.

**2024 Budget; \$20,000.**

#### **Facility Maintenance**

This account pays for repair and maintenance expenses for things like electrical work, plumbing, service of heating/air conditioning, as well as fire extinguisher inspections, and telephone system trouble calls.

**2024 Budget; \$8,000.**

#### **Facility Rental Expenses**

Used to pay costs for the space/facilities used at the White Bear Lake building housing the Commission office, its local production studios, and cable system master control operations. Located at 2460 East County Road F.

**2024 Budget: \$90,000.**

#### **Facilities Improvements**

This account is intended to cover improvements to the facilities, for example: Relocation of return vents in Master Control; programmable thermostats throughout building; upgrade of building security system; ceiling tile replacement throughout building; rooftop HVAC unit replacement; drywall repair and painting; humidity control system for Master Control room; soundproofing improvements in studio and editing rooms; electronic gate in rear of building for secure parking of Commission vehicles; break room flooring improvements; general plumbing work; transformation of old SCC administrative room into a multipurpose conference/training.

**2024 Budget: \$20,000.**

#### **Insurance**

This account covers the premiums for the Commission's LMCIT Liability and Property Insurance, the Public Officials Bond, the Volunteer Accident Insurance, and any associated deductibles for claims processed.

**2024 Budget: \$16,000.**

#### **Municipal Cablecasting**

The Commission offers reimbursements to municipalities for labor costs incurred in connection with telecasting public meetings. Member cities can choose to have SCC staff coordinate and pay cablecasters directly at SCC rates.

**2024 Budget: \$25,000.**

### **Summary of the Past Year's Activity and Upcoming Plans August, 2024**

#### **Introduction**

The Ramsey/Washington Counties Suburban Cable Communications Commission ("Commission") was originally formed in 1981 under a joint and cooperative agreement, then reformed under a revised joint and cooperative agreement in 1995. The current member municipalities of the Commission are: Birchwood Village, Dellwood, Grant, Lake Elmo, Mahtomedi, Oakdale, White Bear Lake, White Bear Township and Willernie. The purpose of the Commission under the current joint and cooperative agreement is to establish an organization to monitor the operation and activities of cable communications and the cable system of member municipalities; to provide coordination of administration, enforcement, and renewal of the cable franchises of member municipalities; to promote, coordinate, administer and develop community television programming; and to conduct such other authorized activities as may be necessary to insure equitable and reasonable rates and services for the citizens of member municipalities.

#### **Meetings of the Commission**

The Commission and its various committees held numerous public meetings to carry out its purposes and business. The full Commission set meetings for the second Thursday, 5:30 p.m., of January, March, May, July, September, and

November. The Commission's Executive Committee set meetings the second Thursday of February, April, June, August, October, and December. Two other committees (Finance & Personnel and Operations/Legal & Policy) hold numerous meetings as well to help the Commission carry out its business.

#### **Assisting Subscribers and Citizens**

The Commission also assisted citizens in resolving cable-related issues and complaints regarding the cable company and its services. This is an important ongoing function, and the Commission is glad to help. Citizens appreciate it as well.

#### **Cable Rates and Services**

While the Commission continues to monitor cable rates and services, Comcast is effectively "rate deregulated" in the communities and may set rates as it sees fit within the Summary - Page Three marketplace per federal law. The Commission will review changes to federal and state laws, and implement local rate regulations as may be permitted in the future.

#### **Ongoing Commission Goals**

For the remainder of 2023 and for 2024, the Commission will continue to carry out the purposes of the Joint & Cooperative Agreement. A key focus for 2024 is new revenue generation and increased communication with member cities.

If you should have any questions, please feel free to contact the  
Business Manager, Cindy Arko, at the Commission office at 651-747-3801.



2024 - REVENUE LINE ITEMS	Franchise Fees	PEG Fee Revenues	TOTAL
Amount	\$1,040,000	\$562,000	\$1,602,000

2023 BUDGET	2023 ACTUAL (thru June 30)
\$1,635,000	\$435,977

(1st Quarter)

2024- EXPENSE LINE ITEMS	Operational Expense via Franchise Fees	PEG Capital Expense via PEG Fee Revenues	TOTAL
Staff Salaries/Wages, FICA, PERA, WC, Payroll Processing	\$472,356	\$0	\$472,356
Annual Pay Adjustment (subject to weighted average policy)	\$13,255	\$0	\$13,255
Market Pay Adjustment Fund (subject to separate approval)	\$5,000	\$0	\$5,000
Employee Health Insurance Contribution	\$70,000	\$0	\$70,000
Training & Conferences - Staff	\$1,720	\$0	\$1,720
Training & Conferences - Board	\$1,000	\$0	\$1,000
Bulk Cable Service	\$18,000	\$0	\$18,000
Accounting & Auditing Service	\$27,224	\$0	\$27,224
Legal Service - General	\$15,000	\$0	\$15,000
Legal Service - Franchise Renewal	\$0	\$0	\$0
Legal Service - Rate Regulation	\$0	\$0	\$0
Outside Services - Administrative	\$45,000	\$0	\$45,000
Telephone	\$800	\$4,500	\$5,300
Office Supplies	\$3,500	\$0	\$3,500
Postage	\$600	\$700	\$1,300
Meeting Expenses	\$1,000	\$0	\$1,000
Membership Dues	\$3,800	\$0	\$3,800
Banking Charges	\$150	\$0	\$150
Cell Phone Service	\$2,568	\$0	\$2,568
Employee Recognition/Events	\$1,000	\$0	\$1,000
Mileage	\$1,000	\$0	\$1,000
Outside Services - PEG (freelancers)	\$21,000	\$0	\$21,000
Fuel	\$2,500	\$0	\$2,500
Vehicle Maintenance	\$5,000	\$0	\$5,000
Dues/Subscriptions Production	\$5,200	\$0	\$5,200
Printing & Promotion	\$1,000	\$0	\$1,000
Sets, Props, Materials	\$0	\$2,000	\$2,000
Production & Operating Supplies	\$2,000	\$0	\$2,000
Website	\$1,000	\$0	\$1,000
Tools & Test Equipment	\$0	\$3,000	\$3,000
Internet/Security	\$20,000	\$0	\$20,000

2023 BUDGET	2023 ACTUAL (thru June 30)
\$436,031	\$196,947
\$12,971	\$0
\$20,000	\$0
\$70,000	\$27,092
\$1,200	\$0
\$1,000	\$0
\$25,864	\$6,644
\$22,334	\$27,335
\$7,500	\$0
\$0	\$0
\$0	\$0
\$29,000	\$29,034
\$5,300	\$2,520
\$3,500	\$707
\$1,300	\$150
\$1,000	\$476
\$2,750	\$3,600
\$150	\$0
\$2,568	\$1,035
\$1,000	\$379
\$1,000	\$349
\$21,000	\$7,365
\$2,500	\$685
\$5,000	\$2,633
\$2,175	\$249
\$1,000	\$230
\$2,000	\$0
\$2,000	\$542
\$10,000	\$1,263
\$3,000	\$0
\$19,000	\$11,678

Equipment Maintenance & Repair	\$0	\$20,000	\$20,000
Facility Maintenance	\$0	\$8,000	\$8,000
Facilities Rental Expense	\$0	\$90,000	\$90,000
Facilities Improvements	\$0	\$20,000	\$20,000
LMCIT - Insurance Coverage	\$16,000	\$0	\$16,000
Municipal Cablecasters	\$25,000	\$0	\$25,000
<b>TOTAL EXPENSE</b>	<b>\$756,673</b>	<b>\$148,200</b>	<b>\$929,873</b>

<b>NET REVENUE OVER EXPENSE</b>	<b>\$283,327</b>	<b>\$413,800</b>	<b>\$672,127</b>
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	\$20,000	\$0
	\$8,000	\$787
	\$90,000	\$41,109
	\$50,000	\$70
	\$15,000	\$15,065
	\$40,000	\$8,441
	<b>\$935,143</b>	<b>\$386,385</b>

EQUIPMENT & CAPITAL IMPROVEMENTS FUND	BALANCE AS OF JULY 1, 2023	PROJECTED BALANCE AS OF JANUARY 1, 2024
Birchwood Village Telecasting System Reserve	\$6,199	\$0
Dellwood Telecasting System Reserve	\$117,875	\$0
Grant Telecasting System Reserve	\$84,797	\$0
Lake Elmo Telecasting System Reserve	\$0	\$0
Mahtomedi Telecasting System Reserve	\$0	\$0
Oakdale Telecasting System Reserve	\$0	\$0
White Bear Lake Telecasting System Reserve	\$13,339	\$0
White Bear Township Telecasting System Reserve	\$0	\$0
Willernie Telecasting System Reserve	\$115,765	\$0
General Equipment & Capital Improvements Reserve	\$1,936,027	\$1,936,027
	\$2,274,002	\$1,936,027

RESERVE FUNDS	BALANCE AS OF JULY 1, 2023	PROJECTED BALANCE AS OF JANUARY 1, 2024
Operating Reserve	\$465,000	\$465,000
PEG Fees (Capital Only)	\$443,798	\$400,000
Capital Expenditures		
Franchise Renewal Reserve	\$0	\$0
Litigation Reserve	\$75,000	\$75,000
Vacation/Severance Pay Reserve	\$38,000	\$38,000
Unemployment Reserve	\$38,000	\$38,000
Unassigned (less Operating Reserve and Litigation Reserve)	\$737,749	\$737,749
	\$1,797,547	\$1,753,749



**City of White Bear Lake**  
Finance Department

# MEMORANDUM

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

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## **SUMMARY**

Attached is the Finance Department 3rd Quarter Report for 2023.

The report summarizing financial operations contains columns comparing the 2022 and 2023 results for both the month of September and the year-to-date cumulative totals through September.

The license bureau summary report contains columns for the third quarter months of 2023 and year to date cumulative total columns comparing the fees and transaction type counts of 2022 and 2023 for the license bureau.

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

## **RECOMMENDATION**

None – information sharing only.

## **ATTACHMENTS**

3rd Quarter Report

**City of White Bear Lake  
Summary of Revenues  
As of September 30, 2023**

Items	Adopted Budget	Current	YTD 2023	Percent 2023	YTD 2022	Percent 2022
<b>General Fund</b>						
01000 - Property Taxes	\$ 8,233,000	\$ -	\$ 4,257,727	51.72%	\$ 3,797,461	52.74%
01000 - Licenses/Permits	1,128,807	236,677	1,501,345	133.00%	1,398,436	107.32% (a)
01000 - Fines	50,000	4,204	34,472	68.94%	40,015	80.03%
01000 - Administrative Citations	7,000	480	6,775	96.79%	14,910	224.21% (b)
01000 - Intergovernmental Revenue	2,073,590	345,791	1,170,150	56.43%	1,315,319	52.01%
01000 - Charges for Service	871,126	71,125	640,857	73.57%	581,368	74.09%
01000 - Franchise Fees	325,000	-	371,353	114.26%	336,014	100.00% (c)
01000 - Interest	-	-	-	-	-	0.00%
01000 - Miscellaneous	65,750	4,776	68,476	104.15%	83,409	99.11%
01000 - Transfers	1,048,600	87,383	786,450	75.00%	937,710	75.85%
Total General Fund	<u>13,802,873</u>	<u>750,436</u>	<u>8,837,604</u>	<u>64.03%</u>	<u>8,504,641</u>	<u>62.62%</u>
<b>Special Revenue</b>						
02020 - American Recovery Plan	-	113,065	359,536	0.00%	2,242,678	154.06% (d)
02030 - Armory	-	-	-	0.00%	27,167	35.07% (e)
02040 - Surface Water Pollution	274,031	36,248	214,686	78.34%	168,001	70.76%
02050 - Marina	432,000	-	431,400	99.86%	400,000	100.00%
05200 - Sports Center	661,814	98,096	445,183	67.27%	439,418	62.94%
02060 - Forfeiture	13,000	-	5,937	45.67%	3,702	100.05% (f)
04240 - Economic Development	439,331	17,883	378,328	86.11%	403,902	72.63% (g)
Total Special Revenue Funds	<u>1,820,176</u>	<u>265,291</u>	<u>1,835,071</u>	<u>100.82%</u>	<u>3,684,867</u>	<u>107.48%</u>
<b>Enterprise Funds</b>						
05010 - Water	2,434,326	283,121	1,511,586	62.09%	1,397,704	68.59%
05050 - Sewer	3,666,700	479,313	3,163,739	86.28%	2,709,494	76.66%
05100 - Refuse	1,830,969	168,803	1,428,978	78.04%	1,331,150	75.56%
05250 - Ambulance	2,772,000	144,109	1,915,286	69.09%	1,894,969	76.73%
05300 - Pioneer Manor	451,500	37,090	330,401	73.18%	326,856	75.81%
05350 - License Bureau	891,400	63,155	682,288	76.54%	569,955	73.90%
Total Enterprise Funds	<u>12,046,895</u>	<u>1,175,591</u>	<u>9,032,279</u>	<u>74.98%</u>	<u>8,230,128</u>	<u>74.78%</u>
<b>Internal Service Funds</b>						
06000 - Insurance	285,907	37,472	276,025	96.54%	215,228	76.19% (h)
06200 - Employment Expense	4,073,880	387,416	2,987,773	73.34%	2,821,274	74.11%
Total Internal Services Funds	<u>4,359,787</u>	<u>424,889</u>	<u>3,263,799</u>	<u>74.86%</u>	<u>3,036,502</u>	<u>74.25%</u>
Total Revenues	<u>32,029,731</u>	<u>2,616,207</u>	<u>22,968,752</u>	<u>71.71%</u>	<u>23,456,139</u>	<u>73.06%</u>

**Percent of Year Complete      75%**

(a) Revenues are higher than this time last year due to permit and plan review fees related to the Barnum II apartment complex and the City's public safety facility project. The City's fees are being paid by the Municipal Building Fund.

(b) Administrative citation revenues vary based on the level of actual citations given out for the year.

(c) Franchise fee revenue came in over budget in 2023. The franchise fee is set at 5% of Xcel Energy's gross electric revenues, which increased in 2022.

(d) The City received \$1,413,839 in American Rescue Plan Aid in 2021, and the remaining \$1,413,839 was received in 2022. However, the City cannot recognize these funds as revenue until they are spent. Unspent proceeds are shown as deferred revenues on the balance sheet.

(e) The Armory Fund was closed as of 12/31/22.

(f) Forfeiture revenues vary based on the level of actual vehicle seizure activity for the year.

(g) An Economic Development loan with a large outstanding principal balance was paid off in 2022.

(h) The City was reimbursed for some large insurance claims in 2023 including several street light replacements, ice damage at the Marina, and vandalism damages to Podvin Park Pavilion.

**City of White Bear Lake, MN**  
**Summary of Expenditures**  
**As of September 30, 2023**

Items	Adopted Budget	Current	YTD 2023	Percent 2023	YTD 2022	Percent 2022
<b>General Fund</b>						
01000 - Legislative	\$ 164,768	\$ 36,082	\$ 119,371	72.45%	\$ 111,305	74.80%
01000 - Administration	451,873	62,773	387,279	85.71%	290,071	70.89% (a)
01000 - Finance	746,042	63,441	500,755	67.12%	502,088	72.31% (a)
01000 - Legal Counselor	72,836	7,365	57,030	78.30%	55,438	78.93%
01000 - City Hall	258,507	20,115	172,514	66.73%	242,143	67.21%
01000 - Technology	142,959	13,205	90,821	63.53%	-	(b)
01000 - Elections	80,405	17,715	78,734	97.92%	81,751	99.81%
01000 - Public Safety Facility	148,755	8,465	93,216	62.66%	91,793	69.35%
01000 - Police	5,651,607	552,588	3,812,130	67.45%	3,660,591	70.76%
01000 - Dispatch	251,800	41,914	186,506	74.07%	167,216	74.88%
01000 - Animal Control	27,116	1,198	12,793	47.18%	12,043	52.18%
01000 - Prosecution	160,063	11,493	102,598	64.10%	101,644	66.04%
01000 - Emergency Preparedness	18,579	980	7,741	41.67%	10,415	57.15%
01000 - Fire	1,521,177	140,668	829,648	54.54%	778,435	54.22%
01000 - Engineering	790,413	84,003	557,071	70.48%	530,669	71.21%
01000 - Public Works Facility	262,181	24,046	178,872	68.22%	166,476	65.89%
01000 - Garage	277,911	29,481	207,644	74.72%	177,405	67.77%
01000 - Streets	621,635	79,946	471,878	75.91%	399,003	65.03% (c)
01000 - Snow/Ice Removal	287,458	5,866	222,727	77.48%	138,813	48.31% (d)
01000 - Street Lighting	244,824	22,019	140,261	57.29%	133,144	55.78%
01000 - Parks	815,806	84,946	611,144	74.91%	565,422	78.02%
01000 - Planning	381,240	43,139	280,501	73.58%	222,045	67.56%
01000 - Building & Code Enforcement	849,900	75,135	537,313	63.22%	540,293	71.39% (e)
01000 - General Services/Contingency*	245,042	-	81,617	33.31%	418,424	95.53% (f)
Total General Fund	<u>14,472,897</u>	<u>1,426,583</u>	<u>9,740,163</u>	<u>67.30%</u>	<u>9,396,626</u>	<u>69.31%</u>
<b>Special Revenue</b>						
02020 - American Recovery Plan	486,828	104,065	359,536	73.85%	377,352	39.07%
02030 - Armory	-	30	138		57,792	56.85% (g)
02040 - Surface Water Pollution	369,880	34,708	154,338	41.73%	91,651	36.88%
02050 - Marina	502,960	11,265	316,113	62.85%	300,825	80.55%
05200 - Sports Center	801,073	71,531	533,821	66.64%	485,840	67.52%
02060 - Forfeiture	33,100	150	3,407	10.29%	42,376	74.61%
04240 - Economic Development	1,015,141	38,480	464,634	45.77%	421,235	29.48%
Total Special Revenue Funds	<u>3,208,982</u>	<u>260,229</u>	<u>1,831,987</u>	<u>57.09%</u>	<u>1,777,071</u>	<u>45.63%</u>
<b>Enterprise Funds</b>						
05010 - Water Distribution	1,310,458	102,617	1,003,929	76.61%	1,100,159	58.91%
05010 - Water Treatment	1,035,100	145,270	687,295	66.40%	512,371	47.05%
Total Water	<u>2,345,558</u>	<u>247,887</u>	<u>1,691,224</u>	<u>72.10%</u>	<u>1,612,531</u>	<u>54.54%</u>
05050 - Sewer	3,271,338	405,978	2,607,781	79.72%	2,267,446	69.18%
05100 - Refuse	1,875,137	226,240	1,332,071	71.04%	1,155,407	67.32%
05250 - Ambulance	3,070,797	295,511	2,174,012	70.80%	1,697,778	68.89%
05300 - Pioneer Manor	527,152	11,269	398,912	75.67%	313,026	59.29%
05350 - License Bureau	1,103,841	95,958	656,045	59.43%	627,285	69.67% (h)
Total Enterprise Funds	<u>12,193,823</u>	<u>1,282,843</u>	<u>8,860,045</u>	<u>72.66%</u>	<u>7,673,474</u>	<u>64.79%</u>
<b>Internal Service Funds</b>						
06000 - Insurance	446,250	10,779	427,435	95.78%	345,484	88.64%
06200 - Employment Expense	4,135,975	533,819	2,909,766	70.35%	3,087,157	78.22%
Total Internal Service Funds	<u>4,582,225</u>	<u>544,598</u>	<u>3,337,200</u>	<u>72.83%</u>	<u>3,432,641</u>	<u>79.16%</u>
Total Expenditures	<u>34,457,927</u>	<u>3,514,252</u>	<u>23,769,395</u>	<u>68.98%</u>	<u>22,279,812</u>	<u>66.25%</u>

**Percent of Year Complete      75%**

\* General Services/Contingency YTD in 2023 includes \$56,901 of Northeast Youth & Family Services payments, \$22,416 for the White Bear Lake Conservation District 2023 Community Assessment, and \$2,300 in Senior Bus payments.

(a) As of March 2023, the Human Resources Specialist position moved from the Finance Department to the Administration Department.

(b) In 2023, the City split out technology expenditures from the City Hall business unit.

- (c) Expenditures in 2023 are higher for various reasons. The most significant increases are due to biannual freshening of mulch on the Highway 61 median, overhaul of the street sweeper, and dump truck transmission repairs.
- (d) We received 53.3 inches of snowfall in January-March 2023. We had 25.9 inches over the same time frame last year.
- (e) Building Department expenditures as a percentage of the 2023 Budget are down from this time last year due to position vacancies throughout the year in the Code Enforcement, Rental Housing Inspections, and Assistant Building Official positions.
- (f) The 2023 budget includes an allotment to ensure funds were available for the unknown outcomes of union negotiations. Nothing similar in 2022.
- (g) The Armory Fund was closed as of 12/31/22. However, it took some time for the Historical Society to get their electric, gas, and phone utilities switched over to their name, so they had to reimburse the City for bills we paid on their behalf in 2023.
- (h) License Bureau expenses as a percentage of the 2023 Budget are down from this time last year due to filling two full-time vacancies with three part-time positions.

**City of White Bear Lake, MN  
Cash by Company  
As of September 30, 2023**

Total 00999 - CASH COMPANY	1,713,564.15	(a)
Total 01000 - GENERAL FUND	6,481,323.46	
Total 02020 - AMERICAN RECOVERY FUND	516,816.28	
Total 02030 - ARMORY FUND	(137.51)	(b)
Total 02040 - SURFACE WATER POLLUTION PREV	922,212.19	
Total 02050 - MARINA FUND	480,056.40	
Total 02060 - FORFEITURE FUND	34,374.76	
Total 03040 - 1993 TAX INCREMENT BOND FUND	18,667.12	
Total 03070 - NONBONDED DEBT SERVICE FUND	785,449.30	
Total 03071 - 2002 SPECIAL ASSESSMENT BONDS	24,606.50	
Total 03081 - BOATWORKS TIF DEBT SERVICE	32,600.15	
Total 03082 - G.O. STREET SC EQUIP 2018A	303,162.10	
Total 03083 - G.O. TAX ABATEMENT SC 2018B	170,339.98	
Total 03084 - G.O. IMPROVEMENT BONDS 2019A	310,287.92	
Total 03085 - G.O. STREET/EQUIP BONDS 2020A	433,137.71	
Total 03086 - G.O BONDS SERIES 2021A	233,220.65	
Total 03087 - G.O. IMPROVEMENT BONDS 2022A	286,046.80	
Total 03088 - G.O. CIP PSF BONDS 2022B	(6,363.64)	(c)
Total 04010 - PARK IMPROVEMENT FUND	153,735.07	
Total 04100 - EQUIPMENT ACQUISITION FUND	1,238,593.77	
Total 04240 - ECONOMIC DEVELOPMENT FUND	1,879,886.33	
Total 04300 - MUNICIPAL BUILDING FUND	2,052,708.47	
Total 04400 - INTERIM CONSTRUCTION FUND	10,166,726.87	
Total 04650 - HRA - DISTRICT 25 DOWNTOWN EXP	4,995,632.27	
Total 04651 - HRA-DISTRICT 26 HOFFMAN PLACE	41,208.48	
Total 04652 - HRA-DISTRICT 27 BOATWORKS	329,161.34	
Total 04770 - COMMUNITY REINVESTMENT FUND	6,611,928.46	
Total 05010 - WATER FUND	1,468,983.59	
Total 05050 - SEWER FUND	2,840,991.96	
Total 05100 - REFUSE FUND	411,961.95	
Total 05200 - SPORTS CENTER FUND	178,343.30	
Total 05250 - AMBULANCE FUND	391,295.86	
Total 05300 - PIONEER MANOR FUND	204,963.72	
Total 05350 - LICENSE BUREAU FUND	117,847.62	
Total 06000 - GENERAL INSURNANCE FUND	2,845,693.96	
Total 06200 - EMPLOYMENT EXPENSE FUND	1,966,288.87	
Total 07000 - DEPUTY REGISTRAR FUND	(2,021.49)	(d)
Total 07020 - INVESTMENT FUND	454,897.28	
Total 07030 - EMPLOYEE FLEX SPENDING FUND	1,979.40	
Total 07040 - ESCROW FUND	337,646.84	
Grand Total	<u>\$ 51,427,818.24</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) The Armory Fund was closed as of 12/31/22. However, it took some time for the Historical Society to get their electric, gas, and phone utilities switched over to their name, so they had to reimburse the City for bills we paid on their behalf in 2023. There are three outstanding bills as of 9/30/23 that the City will be reimbursed by the Historical Society for.

(c) Cash will become positive once property tax payments are recorded later in the year.

(d) 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  
September 30, 2023**

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	400,000.00	399,843.75	133.24	399,976.99	0.125%	0.138%	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
Ehlers	Treas	US Treasury Note	925,000.00	912,677.71	-	912,677.71	0.000%	5.430%	98.668	07/24/23	07/27/23	No	10/26/23	902,730.74
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
Ehlers	Treas	US Treasury Note	1,000,000.00	982,612.78	-	982,612.78	0.000%	5.442%	98.261	07/12/23	07/18/23	No	11/14/23	982,612.78
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	12/08/23	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
Ehlers	Treas	US Treasury Note	500,000.00	493,263.47	-	493,263.47	0.000%	5.478%	98.653	09/25/23	09/28/23	No	12/28/23	493,263.47
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
Ehlers	Treas	US Treasury Note	2,125,000.00	2,087,525.33	-	2,087,525.33	0.000%	5.521%	98.236	09/06/23	09/12/23	No	01/09/24	936,877.13
Ehlers	Treas	US Treasury Note	2,750,000.00	2,701,503.36	-	2,701,503.36	0.000%	5.521%	98.236	09/06/23	09/12/23	No	01/09/24	2,701,503.36
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
Ehlers	Treas	US Treasury Note	1,050,000.00	1,031,465.75	-	1,031,465.75	0.000%	5.527%	98.235	09/20/23	09/26/23	No	01/23/24	1,031,465.75
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
Ehlers	Treas	US Treasury Note	1,000,000.00	973,230.83	-	973,230.83	0.000%	5.516%	97.323	08/21/23	08/24/23	No	02/22/24	973,230.83
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
Ehlers	Treas	US Treasury Note	1,000,000.00	973,205.56	-	973,205.56	0.000%	5.537%	97.321	09/05/23	09/07/23	No	03/07/24	973,205.56
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
Ehlers	Treas	US Treasury Note	540,000.00	525,531.00	-	525,531.00	0.000%	5.537%	97.321	09/11/23	09/14/23	No	03/14/24	525,531.00
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
Ehlers	Treas	US Treasury Note	825,000.00	802,832.02	-	802,832.02	0.000%	5.553%	97.313	09/25/23	09/28/23	No	03/28/24	802,832.02
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	300,000.00
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	04/23/24	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



**City of White Bear Lake  
Schedule of Investments  
September 30, 2023**

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	299,610.00	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	Freddie	Freddie Mac	250,000.00	246,850.00	4,861.11	251,711.11	4.000%	5.292%	98.740	07/20/23	07/21/23	08/26/23	07/26/24	250,000.00
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	First Carolina Bk Rocky Mt	248,000.00	248,000.00	-	248,000.00	4.950%	4.950%	100.000	04/27/23	05/10/23	No	08/09/24	248,000.00
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
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 Ctzn 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
UBS	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 USA Dakota Dunes	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	Treas	US Treasury Note	1,000,000.00	944,300.00	5,252.07	949,552.07	1.125%	4.942%	94.430	06/30/23	07/03/23	No	01/15/25	949,552.07
RBC	Treas	US Treasury Note	500,000.00	472,550.00	91.71	472,641.71	1.125%	5.010%	94.510	07/20/23	07/21/23	No	01/15/25	472,641.71
RBC	FHLMC	FHLMC	300,000.00	297,000.00	5,562.50	302,562.50	3.750%	4.275%	99.000	01/24/23	01/25/23	04/27/23	01/27/25	300,000.00
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	CD	CD First Natl Bk Omaha Neb	244,000.00	244,000.00	-	244,000.00	4.550%	4.550%	100.000	02/08/22	02/15/23	No	02/18/25	244,000.00
RBC	FHLB	FHLB	300,000.00	284,700.00	1,890.00	286,590.00	1.800%	5.059%	94.900	06/30/23	07/03/23	No	02/27/25	286,590.00
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	FHLB	FHLB	300,000.00	285,240.00	1,650.00	286,890.00	2.000%	5.011%	95.080	06/30/23	07/03/23	No	03/24/25	286,890.00
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
RBC	FFCB	FFCB	300,000.00	278,400.00	674.50	279,074.50	0.710%	4.195%	92.800	01/24/23	01/25/23	01/30/23	04/01/25	279,074.50
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
RBC	Treas	US Treasury Note	250,000.00	240,725.00	1,739.24	242,464.24	2.625%	4.879%	96.290	07/20/23	07/21/23	No	04/15/25	242,464.24
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	CD	Wells Fargo Bank Natl Assn	249,000.00	249,000.00	-	249,000.00	4.800%	4.800%	100.000	04/27/23	05/02/23	No	05/02/25	249,000.00
RBC	FHLB	FHLB	250,000.00	246,695.00	1,436.11	248,131.11	2.200%	4.425%	98.678	02/08/23	02/09/23	05/05/23	05/05/25	248,131.11

**City of White Bear Lake  
Schedule of Investments  
September 30, 2023**

Institution	Type	Face Amount (Par)	Principal	Accrued Interest	Total Cost	Coupon Rate	Yield Rate	Buy Price	Trade Date	Purchase	Callable	Maturity	Balance	
RBC	FHLB	FHLB	300,000.00	277,200.00	92.40	277,292.40	0.700%	4.176%	92.400	01/24/23	01/25/23	02/19/23	05/19/25	278,110.00
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
RBC	FHLB	FHLB	200,000.00	186,700.00	353.33	187,053.33	1.200%	4.197%	93.350	01/24/23	01/25/23	03/02/23	06/02/25	187,053.33
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	FNMA	Fannie Mae	300,000.00	275,790.00	945.00	276,735.00	0.700%	4.885%	91.930	06/30/23	07/03/23	No	07/21/25	276,735.00
RBC	FNMA	Fannie Mae	200,000.00	183,800.00	15.16	183,815.16	0.700%	4.159%	91.900	01/24/23	01/25/23	04/21/23	07/21/25	183,815.56
RBC	FNMA	Fannie Mae	300,000.00	275,700.00	860.00	276,560.00	0.600%	4.854%	91.900	07/20/23	07/21/23	10/29/23	07/29/25	276,560.00
RBC	FHLB	FHLB	200,000.00	183,140.00	613.89	183,753.89	0.650%	4.200%	91.570	01/24/23	01/25/23	01/30/23	08/05/25	183,753.89
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
RBC	FHLMC	FHLMC	300,000.00	273,300.00	543.25	273,843.25	0.530%	4.098%	91.100	01/24/23	01/25/23	03/22/23	09/22/25	273,843.25
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	FHLMC	FHLMC	250,000.00	228,050.00	423.96	228,473.96	0.550%	4.819%	98.740	07/20/23	07/21/23	09/30/23	09/30/25	228,473.96
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	FFCB	FFCB	300,000.00	291,690.00	2,446.25	294,136.25	3.090%	4.170%	97.230	01/24/23	01/25/23	01/30/23	10/20/25	294,136.25
RBC	FFCB	FFCB	300,000.00	289,980.00	2,806.75	292,786.75	3.090%	4.416%	96.660	02/08/23	02/09/23	02/14/23	10/20/25	292,786.75
RBC	FHLMC	FHLMC	200,000.00	182,400.00	303.33	182,703.33	0.650%	4.793%	91.200	07/20/23	07/21/23	07/27/23	10/27/25	182,703.33
RBC	FHLMC	FHLMC	300,000.00	269,181.00	135.42	269,316.42	0.650%	4.426%	89.727	11/21/22	11/22/22	No	10/27/25	269,316.42
Wells	Treas	US Treasury Note	600,000.00	579,678.00	36.68	579,714.68	2.250%	3.682%	96.613	05/15/23	05/16/23	No	11/15/25	579,714.68
RBC	FFCB	FFCB	235,000.00	212,736.10	293.75	213,029.85	0.600%	4.234%	90.526	02/08/23	02/09/23	02/14/23	11/24/25	213,029.85
RBC	FFCB	FFCB	300,000.00	272,550.00	305.00	272,855.00	0.600%	4.054%	90.850	01/24/23	01/25/23	01/30/23	11/24/25	272,855.00
RBC	FFCB	FFCB	400,000.00	362,920.00	280.00	363,200.00	60.000%	4.760%	90.730	07/20/23	07/21/23	07/26/23	12/09/25	363,200.00
Wells	FHLMC	FHLMC	400,000.00	363,186.80	-	363,186.80	0.000%	3.716%	90.797	04/26/23	04/27/23	No	12/11/25	363,186.80
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	FHLB	FHLB	700,000.00	633,990.00	2,186.53	636,176.53	0.650%	4.660%	90.570	07/20/23	07/21/23	07/28/23	01/28/26	636,176.53
UBS	FHLB	FHLB	500,000.00	452,105.00	1,740.28	453,845.28	0.700%	4.808%	90.421	07/26/23	07/27/23	07/28/23	01/28/26	453,845.28
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 Synchrony Bank UT US	244,000.00	244,000.00	-	244,000.00	4.800%	4.800%	100.000	07/27/23	08/04/23	No	08/04/26	244,000.00
UBS	CD	CD Tristate Cap Bk PA US	244,000.00	244,000.00	-	244,000.00	4.700%	4.700%	100.000	08/01/23	08/04/23	No	08/04/26	244,000.00
RBC	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 througl														
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

**City of White Bear Lake  
Schedule of Investments  
September 30, 2023**

Institution	Type	Face Amount (Par)	Principal	Accrued Interest	Total Cost	Coupon Rate	Yield Rate	Buy Price	Trade Date	Purchase	Callable	Maturity	Balance
RBC	FFCB	FFCB	300,000.00	300,000.00	-	300,000.00	0.700%	100.000	01/22/21	01/27/21		01/27/27	300,000.00
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	246,000.00
RBC	FHLB	FHLB	645,000.00	642,420.00	7,659.38	650,079.38	4.500%	99.600	01/04/23	01/05/23	03/30/23	09/30/27	650,000.00
RBC	CD	CD Pacific West	243,000.00	243,000.00	-	243,000.00	5.500%	100.000	03/14/23	03/22/23	03/22/24	03/22/28	243,000.00
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	718,602.72
RBC Insured Cash Sweep		Open				Open	Open	100.000		Open		Open	0.00
Ehlers Money Market Fund -2022B		Open				Open	Open	100.000		Open		Open	4,404.69
Ehlers Money Market Fund -2023A		Open				Open	Open	100.000		Open		Open	30,834.57
UBS Money Market Fund		Open				Open	Open	100.000		Open		Open	52,526.96
Piper Money Market Fund		Open				Open	Open	100.000		Open		Open	0.00
Market Value Adjustment													(1,596,425.66)
													<b><u>49,860,045.55</u></b>

**City of White Bear Lake  
License Bureau Performance Indicators  
Third Quarter 2023**

	<u>July</u>	<u>August</u>	<u>September</u>	<u>YTD (9/30/23)</u>	<u>YTD (9/30/22)</u>
Fees	<u>\$ 68,863</u>	<u>\$ 78,009</u>	<u>\$ 63,481</u>	<u>\$ 617,258</u>	<u>\$ 568,460</u>
Transaction Counts:					
Tab renewals	2,131	2,335	1,759	22,195	21,229
Title transactions	1,184	1,271	1,138	10,052	9,976
EVTR transactions	1,613	1,855	1,446	13,294	10,565
Total MV	<u>4,928</u>	<u>5,461</u>	<u>4,343</u>	<u>45,541</u>	<u>41,770</u>
D.L.	1,749	2,209	1,853	15,884	14,574
DNR	350	245	234	3,586	4,209
Game & fish	21	15	17	220	244
Grand Total	<u>7,048</u>	<u>7,930</u>	<u>6,447</u>	<u>65,231</u>	<u>60,797</u>
Dealers*	<u>2,383</u>	<u>2,597</u>	<u>2,155</u>	<u>20,179</u>	<u>15,159</u>
Performance by Hours:					
Total employee hours	1,063	1,271	1,799	12,310	12,756
Overtime hours	2	0	2	9	18
Transactions per hour **	6.62	6.24	3.58	5.29	4.76

\*Dealers includes all dealership title, registration (regular and EVTR) and DNR transactions.

\*\*There are three pay periods in September, which increases the employee hours and reduces the transaction count per hour. This situation occurs two months each year.



**City of White Bear Lake**  
Finance Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Kerri Kindsvater, Finance Director  
**Date:** October 24, 2023  
**Subject:** **Resolution to Certify Delinquent Utility Accounts and Miscellaneous Private Party Assessments for Recover of City Expenses**

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## SUMMARY

The City Council will consider adopting two resolutions certifying amounts due to property owners' taxes as a special assessment: one to certify delinquent utility account balances and a second to certify City expenses incurred servicing private properties.

## BACKGROUND INFORMATION

### Delinquent Utility Account Assessments

The City bills property owners for water, sewer and refuse utilities on a quarterly basis, with the bill amount due on or before 35 days after the billing period end-date. City policies direct departments to maintain water, sewer and refuse services to properties even if the accounts become delinquent.

Minnesota Statutes 444.075, subd. 3e addresses the issue of unpaid utility fees and grants municipalities the authority to certify delinquent utility accounts to property owner's real estate taxes as a special assessment for collection. The delinquent certification program provides customers a financing option to pay the amounts due and provides the City with assurance that delinquent utility accounts will be close to current for billing purposes each year.

To determine assessable charges, the City reviews the active accounts for any with outstanding balances due before June 1 and final billed accounts with balances due on or before July 1 each year.

The City mailed notices of potential certifications to 842 accounts with a total due of \$509,882 in September 2023. Customer payments received through October 13, 2023 brought 424 accounts current for billing purposes. The final certification listing contains 418 accounts with a delinquent status and a total balance due of \$329,752. The attached delinquent utility billing certification list contains the details for all properties included in the 2023 special assessment certification process.

The following chart compares the 2023 total figures with recent years:

	Notices sent in Sept.	Total due	Accounts paid during Sept/Oct	Total received	Assess. for Council approval	Total due	Percent Change
2016	2,628	389,239	2,041	115,782	587	273,457	
2017	962	416,500	415	133,814	547	282,686	3.37%
2018	969	452,129	453	143,338	516	308,791	9.23%
2019	1,013	503,726	466	155,479	547	348,247	12.78%
2020	944	470,164	485	185,358	459	284,806	-18.22%
2021	812	411,436	378	138,300	434	273,136	-4.10%
2022	793	440,376	383	165,255	410	275,121	0.73%
2023	842	509,882	424	180,130	418	329,752	19.86%

The City will continue to accept payments on delinquent accounts through the end of November, which allows property owners additional time to reduce the assessment amount certified to their 2023 property taxes.

Any delinquent amounts certified to the appropriate County Auditor for assessment in 2023 and collection in 2024 will include interest at 5.72%, which is the City's most recent debt service interest rate plus 2.0% charged for other all other assessments.

The notices of potential certifications to property owners explained they can address the City Council through written notice or attendance at the public hearing if they have special circumstances and believe the City should remove their delinquent assessment from the certification process this year. Removal from the current certification list does not relieve the responsible person from paying the delinquent amount, the amount due remains in their account balance for collection through a payment plan in future months.

Staff received five written requests as part of this process:

- *1927 Spruce Court*: Pending assessment of \$2,835.46. The property owner is experiencing a financial hardship and requests assistance to pay the delinquent portion of their utility bill. The resident moved in to the property during 2019. A review of the account transaction history shows balances certified to the tax rolls in 2020 and 2022. The last payment, received in February 2023, reduced the balance due but did not make the account status current. Staff recommends the City Council assess the delinquent amount to property taxes to ensure collection of the amount due.
- *1831 Whitaker Street*: Pending assessment of \$573.16. The property owner is experiencing a financial hardship and requests assistance to pay the delinquent portion of their utility bill. The property owner did receive grant assistance from an outside agency to pay a portion of their water and sewer bill in November 2022. The resident moved into the property during 2016. A review of the account transaction history shows balances certified to the tax rolls in four of the last five years. The last payments, received in November 2022, reduced the balance due but did not make the account

status current. Staff recommends the City Council assess the delinquent amount to property taxes to ensure collection of the amount due.

- *2282 Lakeaires Boulevard:* Pending assessment of \$1,136.72. The property owner is experiencing a financial hardship and requests additional time in October or November to pay the amount due. A review of the account transaction history shows delinquent bills each year that are typically paid in October or November before the assessment rolls are sent to Ramsey County. In four of the years between 2017 and 2021, the delinquent bills were not paid and the City certified the amounts to the property taxes. The property owner made a \$250.00 payment on account when submitting their request for a payment time extension. Since the City will accept payments through the end of November 2023, the property owner will have additional time to reduce the delinquent amount; therefore, staff recommends the City Council keep the account on the certification list to allow collection of remaining delinquent balance as of the final payment acceptance date in November.
- *1818 Spruce Court:* Pending assessment of \$1,614.83. The property owner is experiencing a financial hardship. A review of the account transaction history shows balances certified to the tax rolls in seven of the past ten years. The last payment on account, other than the reductions for the amounts certified to the property taxes each of the years, was in October 2021 to pay the delinquent amount due at that time in full. Staff recommends the City Council assess the delinquent amount to property taxes to ensure collection of the amount due.
- *4088 White Bear Avenue:* Pending assessment of \$679.48. The property owner is experiencing a financial hardship and is requesting additional time to pay the delinquent amount on their account. A review of the account transaction history shows delinquent bills each year that are typically paid in October or November before the assessment rolls are sent to Ramsey County. In four of the last ten years, the City certified the delinquent bills to the property taxes. The property owner paid \$100.22 on the account when submitting their request for additional time. Since the City will accept payments through the end of November 2023, the property owner has additional time to reduce the delinquent amount; therefore, staff recommends the City Council keep the account on the certification list to allow collection of remaining delinquent balance as of the final payment acceptance date in November.

#### Nuisance and False Alarm Assessments

Throughout the year, the City provides services to several property owners that require reimbursement from the property owners to cover the cost of the service. If the City does not receive reimbursement for the services, the amounts due may be certified as an assessment against the property receiving the services for a one-year period with an interest rate of 5.72%.

The assessable service costs relate to one of the following categories:

- Contracted services providing lawn care, tree removal and property maintenance.

- Excessive false security alarm responses by the Police Department. Officers responding to security alarms make every effort to seek a valid reason for the alarm. Finding none, officers leave a “False Alarm Card” at the location of the alarm and submit a copy of their Incident Report to the police records division to maintain with a listing of all responses. Upon notification of a third false alarm, a police records technician sends a letter to the alarm owner notifying them of the date, time, and any persons contacted when police responded to the alarms deemed false and informs them that the next or fourth and every subsequent false alarm response would result in a fee as prescribed by ordinance.

The City billed all property owners for the services performed; however, a few of the invoices remain unpaid at this time. The property owners were notified that the amounts due will be certified to their property taxes if the invoice is not paid. The notices also explained the property owners can address the City Council through written notice or attendance at the public hearing if they would like to dispute the invoice or have special circumstances related to the amount due. As of the date of publication of the Council packet, staff did not receive any written requests regarding the certification amounts.

The attached delinquent invoice list contains the details for all properties included in the 2023 special assessment certification process. The delinquent invoice balance for false alarm responses is \$725.

### **RECOMMENDATIONS**

1. First resolution, the City received requests from certain property owners asking to have their delinquent utility bill removed from this year’s utility bill certification process. Staff reviewed the requests and prepared recommendations for each request based on information provided and the account history. Staff asks the Council review the proposed request recommendations.

If the Council concurs with the recommendations, staff recommends adoption of the attached resolution authorizing certification of 418 accounts with a combined total due of \$319,752.02 as special assessments against the appropriate properties for a one-year period with an annual interest rate of 5.72%.

2. Second resolution, staff recommends the City Council adopt the attached resolution to certify \$725.00 in delinquent miscellaneous private billings for a one-year period at an annual interest rate of 5.72%.

### **ATTACHMENTS**

Resolutions

Delinquent utility billing certification list

Deferred delinquent utility billing certification requests

Delinquent invoices for expenses incurred list



RESOLUTION NO.

**RESOLUTION CERTIFYING DELINQUENT 2023 MISCELLANEOUS PRIVATE  
PROPERTY ASSESSMENTS FOR RECOVERY OF  
CITY OF WHITE BEAR LAKE EXPENSES**

**WHEREAS**, Minnesota Statutes §429.101 allows cities to certify special charges associated with servicing properties as special assessments with the County Auditor; and

**WHEREAS**, City of White Bear Lake Ordinance No. 05-03-1029, dated March 22, 2005, allows the city to certify charges associated with false security alarm responses as special assessments with the County Auditor; and

**WHEREAS**, the City of White Bear Lake has provided various services for property maintenance or response to false security alarms; and

**WHEREAS**, the City has invoiced these property owners for the services and payment on some of the invoices are delinquent as shown in the attached Exhibit B - Delinquent Invoices for Expenses Incurred list; and

**WHEREAS**, the City gave notice to the responsible parties of the delinquent amounts and provided them an opportunity to be heard by the City Council; and

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

1. The delinquent charges associated with the City maintaining private properties and false security alarm responses identified on the attached Exhibit B - Delinquent Invoices for Expenses Incurred list, which includes two properties and a total assessment amount of \$725.00, shall be certified to the County Auditor for collection on the taxes of the identified properties.
2. The certified amounts shall be due and payable over a term of one (1) year at an annual interest rate of 5.72%.

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

RESOLUTION NO.

**RESOLUTION CERTIFYING DELINQUENT CHARGES RELATED TO THE MUNICIPAL UTILITY SYSTEM ASSESSMENTS FOR THE CITY OF WHITE BEAR LAKE**

**WHEREAS**, the City provides municipal water, sewer, and refuse services to properties within the City pursuant to its statutory authority, the City Charter, and Chapters 401, 402, 501 of the City's Municipal Code; and

**WHEREAS**, the City has invoiced these users for the services and payment on some of these invoices are delinquent as shown in the attached Exhibit A - Delinquent Utility Billing Certification List; and

**WHEREAS**, the City is authorized by Minnesota Statutes § 444.075, the City's Charter, and City's Municipal Code to certify delinquent municipal water, sanitary sewer, and refuse collection costs to the County Auditor for collection on the taxes of the affected properties; and

**WHEREAS**, the City gave notice to the responsible parties of the delinquent amounts and provided them an opportunity to be heard by the City Council; and

**WHEREAS**, the City Council heard from those with objections to the proposed certification of the delinquent charges and the City Council has either decided to move forward with certifying the delinquent charges as proposed, or to remove them from the current list and have staff work with them to establish a payment plan to pay the delinquent amounts.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of White Bear Lake as follows:

1. The delinquent charges associated with the municipal utilities identified on the attached Exhibit A - Delinquent Utility Billing Certification List, which includes 418 properties and a total assessment amount of \$329,752.02, shall be certified to the County Auditor for collection on the taxes of the identified properties.
2. The certified amounts shall be due and payable over a term of one (1) year at an annual interest rate of 5.72%.
3. Any properties removed from the certification list to arrange a payment plan does not relieve the responsible person from paying the delinquent amounts. Any amounts not paid through the payment plan, as well as any additional delinquent amounts that may accrue, will be carried forward for certification next year.

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

Ayes:

Nays:

Passed:

RESOLUTION NO.

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Dan Louismet, Mayor

**ATTEST:**

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Caley Longendyke, City Clerk

**Exhibit A - Delinquent Utility Billing Certification List**

<b>Property ID #</b>	<b>Service Address</b>	<b>Certification Balance</b>
143022130016	4807 DIVISION AVE	\$148.58
253022330089	3714 MCKNIGHT RD N	\$286.58
113022340070	1994 GARDEN LN	\$630.40
353022220076	1830 COUNTY RD E E	\$1,102.32
263022440079	3639 DENNIS LN	\$148.58
263022420048	2112 RICHARD AVE	\$849.56
153022140085	1760 9TH ST	\$378.25
353022210094	3515 DELL CT S	\$505.13
143022210068	4931 WALNUT ST	\$1,061.62
153022410032	4799 PEGGY LN	\$1,765.39
263022420081	3768 WHITE BEAR AVE	\$672.13
353022140081	3378 BUCKBEE RD	\$1,170.15
253022320036	2336 CIRCLE DR	\$121.37
143022240024	4860 WOOD AVE	\$637.17
363022420047	2574 ORCHARD LN	\$1,223.61
133022220034	4962 STEWART AVE	\$688.91
363022220048	2346 GOLFVIEW CT	\$219.32
363022430291	2584 SUMAC RIDGE	\$805.39
363022220035	2366 OAK LN	\$513.51
263022430068	3700 WHITE BEAR AVE	\$682.22
113022330039	5056 GEORGIA LN	\$171.47
143022340114	4572 1ST AVE	\$1,072.37
153022140059	4840 PEGGY LN	\$882.96
363022440306	3147 HIDDEN LAKE POINTE DR	\$191.69
243022310050	2398 SOUTH SHORE BLVD	\$303.93
263022320053	1831 RICHARD CT	\$697.90
143022140054	4825 COOK AVE	\$429.14
363022220075	3556 EMERALD DR	\$1,178.49
263022340061	3620 HIGHLAND AVE	\$280.82
353022220096	3500 ROONEY PL	\$155.00
3103021330177W	3156 CENTURY AVE N	\$2,710.65
143022340123	1916 EUGENE ST	\$726.55
143022440012	2186 1ST ST	\$1,115.71
353022310044	3237 JERRY CT	\$820.92
263022420074	3791 VAN DYKE ST	\$797.75
253022320040	2360 CIRCLE DR	\$1,055.39
253022340058	2443 RONALD AVE	\$272.57
143022230120	1785 5TH ST	\$102.29
153022410071	1691 BIRCH LAKE AVE	\$919.58
143022340107	4589 BALD EAGLE AVE	\$365.40
143022420008	2090 5TH ST	\$1,135.04
263022340006	3661 WHITE BEAR AVE	\$636.26
113022440099	5091 KELLY CT	\$770.62

Property ID #	Service Address	Certification Balance
263022440018	3681 KENNY LN	\$857.77
263022420064	2119 DOROTHY AVE	\$817.88
363022440171	2669 SUMAC RIDGE	\$791.37
143022310091	1965 BIRCH LAKE AVE	\$196.08
143022420050	2109 3RD ST	\$143.85
263022310054	3802 HIGHLAND AVE	\$802.25
253022430068	2540 MAYFAIR AVE	\$745.32
253022410013	2644 CEDAR AVE	\$1,198.17
263022330315	1881 COUNTY RD E E	\$1,067.02
153022130057	1589 5TH ST	\$170.04
363022420001	3371 GLEN OAKS AVE	\$1,466.94
153022440054	1748 FLORENCE ST	\$277.68
253022340044	2436 MAYFAIR AVE	\$687.11
363022440162	2660 SUMAC RIDGE	\$187.03
263022320056	1809 RICHARD CT	\$1,185.35
353022130003	3456 WHITE BEAR AVE	\$756.94
243022310004	2455 SOUTH SHORE BLVD	\$242.19
253022420044	3789 GRAND AVE	\$639.21
233022220081	1900 HINCKLEY ST	\$1,028.92
143022320001	1891 4TH ST	\$583.67
263022130033	2120 RANDY AVE	\$1,207.25
3003021320016W	3815 RIVIERA CIR E	\$961.38
253022340049	3700 PRAIRIE RD	\$757.68
143022330059	4633 4TH AVE	\$903.18
263022110120	2146 COUNTY RD F E	\$1,132.18
233022130006	4356 COTTAGE PARK RD	\$509.59
143022240028	1919 6TH ST	\$1,103.90
363022420037	3320 BELLAIRE AVE	\$3,933.20
253022440018	2731 CROWN HILL CT	\$664.76
353022220078	1878 COUNTY RD E E	\$199.39
153022440071	1729 EUGENE ST	\$1,022.77
253022210013	2451 MARTIN WAY	\$621.53
153022130098	4848 OTTER LAKE RD	\$235.88
263022240029	1957 OAK KNOLL DR	\$759.29
243022340043	2396 FLORAL DR	\$1,309.55
153022440045	1698 FLORENCE ST	\$1,052.13
263022340005	3675 WHITE BEAR AVE	\$798.37
233022240006	4401 LAKE AVE	\$442.96
133022220108	2278 10TH ST	\$464.72
143022410002	4791 STEWART AVE	\$5,068.66
133022320004	4775 LAKE AVE	\$526.06
253022230026	2296 BIRCH ST	\$1,165.35
363022230102	2294 ORCHARD LN	\$1,033.10
363022430225	3148 MANITOU DR	\$102.39
273022110026	4047 HIGHWAY 61	\$1,897.95

<b>Property ID #</b>	<b>Service Address</b>	<b>Certification Balance</b>
263022120014	4066 WHITE BEAR AVE	\$493.55
253022430002	2545 MAYFAIR AVE	\$1,567.50
143022220072	5008 WOODCREST RD	\$863.05
263022120013	4070 WHITE BEAR AVE	\$802.35
343022130067	3478 SAVANNAH AVE	\$108.68
153022440066	1751 EUGENE ST	\$983.83
253022410011	2658 CEDAR AVE	\$745.32
233022210054	1932 PARK ST	\$656.24
263022440094	2234 SPRUCE PL	\$662.23
143022330054	1799 FLORENCE ST	\$1,078.55
253022420006	3830 GRAND AVE	\$956.47
123022420003	5258 NORTHWEST AVE	\$465.98
153022430003	4632 CAROLYN LN	\$1,482.58
363022230018	3431 EBBA ST	\$1,204.91
343022140014	1756 ELM ST	\$212.52
233022220024	1847 CLARENCE ST	\$776.47
263022330298	3656 AUGER AVE	\$1,053.97
153022410043	4784 SHARON LN	\$851.28
363022440207	2625 SUMAC CT	\$273.36
143022220020	4921 GEORGIA LN	\$543.76
153022140007	4835 DILLON ST	\$999.16
233022410023	4204 HAZEL ST N	\$1,160.54
263022310007	3785 WHITE BEAR AVE	\$647.93
263022120021	4055 HAZEL ST N	\$1,050.84
263022320010	3759 HIGHLAND AVE	\$1,049.78
263022110038	2190 SOUTHWOOD DR	\$826.43
363022220108	3497 EMERALD DR	\$1,972.71
253022330084	3680 MCKNIGHT RD N	\$675.60
113022440039	5107 LONG AVE	\$627.02
363022430277	2595 SUMAC RIDGE	\$243.35
263022320010	3757 HIGHLAND AVE	\$338.26
253022320029	3770 ST REGIS DR	\$135.45
253022430016	2579 CROWN HILL CT	\$996.11
353022130012	3382 WHITE BEAR AVE	\$1,754.32
233022120008	4556 HIGHWAY 61	\$414.17
263022340004	3683 WHITE BEAR AVE	\$1,476.95
153022420107	4771 BROOKE CT	\$2,356.79
143022130055	4820 CENTRAL AVE	\$1,349.00
273022410134	1765 CEDAR LN	\$785.91
263022410001	3831 MCKNIGHT RD N	\$55.11
263022110109	2178 CAMDEN CT	\$1,398.68
363022240026	2404 ELM DR	\$906.97
233022340005	2009 RISHWORTH LN	\$1,042.94
363022220009	3588 GOLFVIEW DR	\$536.99
253022310039	2414 CEDAR AVE	\$1,831.25

<b>Property ID #</b>	<b>Service Address</b>	<b>Certification Balance</b>
343022130021	3458 SAVANNAH AVE	\$249.28
363022430281	2591 SUMAC RIDGE	\$948.80
233022440080	2200 FLORAL DR	\$312.02
343022130033	3487 SAVANNAH AVE	\$672.54
133022230093	2304 6TH ST	\$347.29
263022120044	3962 VAN DYKE ST	\$1,132.76
263022420015	2087 BLOMQUIST AVE	\$987.80
153022430018	1612 EUGENE ST	\$160.89
233022210026	4531 LINCOLN AVE	\$830.77
253022140071	2619 ROTH PL	\$669.52
143022240066	4826 WOOD AVE	\$174.26
253022130056	2525 CEDAR AVE	\$1,034.49
343022140052	1751 ELM ST	\$338.26
263022130061	3895 VAN DYKE ST	\$1,187.32
143022220067	5041 CAMPANARO LN	\$709.96
263022340045	1930 SPRUCE PL	\$330.16
143022220097	5025 WOODCREST RD	\$933.42
143022210145	5025 BALD EAGLE AVE	\$871.59
263022420042	2119 RICHARD AVE	\$871.01
253022420062	2515 HOMEWOOD PL	\$821.42
143022240034	4847 BALD EAGLE AVE	\$1,011.87
143022410103	2160 3RD ST	\$889.05
253022230059	3889 CRANBROOK DR	\$711.86
353022210017	3564 MIDLAND AVE	\$916.39
363022220024	2332 JANSEN AVE	\$777.48
353022230154	3436 WILLOW AVE	\$199.56
143022120007	5000 BALD EAGLE AVE	\$80.00
353022210058	3498 MIDLAND CT	\$383.96
233022440067	2220 GARDENETTE DR S	\$593.28
253022310009	3801 BELLAIRE AVE	\$436.43
143022230110	1815 5TH ST	\$757.68
263022340033	1927 SPRUCE PL	\$2,835.46
3003021320080W	3733 SUN TERRACE CIR	\$363.42
353022230149	3422 WILLOW AVE	\$531.95
363022130029	3378 BELLAIRE AVE	\$752.44
253022230015	2311 BIRCH ST	\$196.58
263022440003	3701 MCKNIGHT RD N	\$511.93
263022420040	2105 RICHARD AVE	\$754.74
263022110040	2174 SOUTHWOOD DR	\$128.77
253022440006	3678 SUN TER	\$464.74
143022310039	1905 BIRCH LAKE AVE	\$1,133.76
263022120043	3960 VAN DYKE ST	\$142.03
143022310016	4793 CAMPBELL AVE	\$284.07
253022430050	3671 GLEN OAKS AVE	\$645.98
263022230031	1877 CEDAR AVE	\$967.28

<b>Property ID #</b>	<b>Service Address</b>	<b>Certification Balance</b>
253022440053	3700 GLEN OAKS AVE	\$1,104.89
363022240008	2431 ELM DR	\$82.49
143022310074	1974 3RD ST	\$928.46
153022440031	1692 BIRCH LAKE AVE	\$1,305.44
133022230097	2297 5TH ST	\$932.00
153022140052	4803 KAREN PL	\$830.05
233022240006	4417 LAKE AVE	\$494.31
143022410113	2223 2ND ST	\$627.02
253022210062	2418 GISELLA BLVD	\$992.32
263022330067	1818 SPRUCE CT	\$1,614.83
253022210068	2464 GISELLA BLVD	\$807.05
143022340071	4633 BALD EAGLE AVE	\$453.37
263022410121	3834 HAZEL ST N	\$865.46
363022220097	3565 GOLFVIEW DR	\$734.49
263022340054	1941 COUNTY RD E E	\$467.63
143022210127	1973 CAMPBELL CIR	\$919.05
253022230006	2282 LAKEAIRES BLVD	\$669.92
363022230087	3399 EBBA ST	\$462.55
273022410034	1783 CEDAR COVE	\$627.72
343022130054	1722 ELM ST	\$75.00
153022430044	4680 OTTER LAKE RD	\$1,083.86
263022430035	2071 SPRUCE PL	\$777.18
253022430020	2607 CROWN HILL CT	\$940.94
353022230159	3448 WILLOW AVE	\$755.17
143022430080	2030 FLORENCE ST	\$594.08
143022340101	1987 EUGENE ST	\$1,222.39
113022440001	5145 LONG AVE	\$199.94
363022420045	2582 ORCHARD LN	\$993.30
263022340024	2007 COUNTY RD E E	\$419.13
153022330017	1346 HEDMAN WAY	\$310.79
153022440088	1727 HIGHWAY 96	\$1,261.39
113022340051	1935 GARDEN LN	\$990.92
113022340057	1904 GARDEN LN	\$907.19
143022130053	4804 CENTRAL AVE	\$194.23
233022210072	1920 CLARENCE ST	\$703.48
233022220133	1870 HIGHWAY 96	\$694.40
353022220044	1865 DELL ST	\$741.17
253022320059	2332 BLOMQUIST AVE	\$1,365.66
233022130010	4372 COTTAGE PARK RD	\$88.28
263022330154	1817 COUNTY RD E E	\$56.44
153022420038	4791 CAROLYN LN	\$700.24
153022440075	1710 EUGENE ST	\$1,375.51
273022140016	3945 HIGHWAY 61	\$417.85
143022230081	4875 WOODCREST RD	\$792.40
263022210071	1920 PINE ST	\$571.16



Property ID #	Service Address	Certification Balance
243022340051	2415 COUNTY RD F E	\$1,101.53
353022240028	1996 ELM ST	\$274.64
273022410075	3847 LINDEN AVE	\$709.93
253022220075	2299 SIERRA DR	\$620.09
363022430259	2607 SUMAC RIDGE	\$142.63
143022110024	2216 12TH ST	\$1,324.82
263022440099	2255 COUNTY RD E E	\$1,275.96
153022440032	1674 BIRCH LAKE AVE	\$1,053.32
363022230099	3400 EMERALD DR	\$1,083.41
363022210088	3517 HILLTOP ST	\$678.83
163022430018	1081 HIGHWAY 96	\$3,001.43
353022120003	2070 COUNTY RD E E	\$1,675.88
263022310033	3823 MIDLAND AVE	\$921.40
253022410062	2631 RIVIERA DR S	\$707.89
253022330052	2323 RONALD AVE	\$606.41
263022420014	2081 BLOMQUIST AVE	\$1,003.64
143022130021	4818 BLOOM AVE	\$148.58
133022220005	5044 STEWART AVE	\$754.74
143022320052	1863 BIRCH LAKE AVE	\$516.26
263022320030	3813 AUGER AVE	\$1,616.60
353022110001	2144 COUNTY RD E E	\$102.00
363022220015	2361 JANSEN AVE	\$823.89
253022240051	3884 JAY LN	\$1,116.92
233022430039	2090 DOUGLAS LN	\$591.31
113022410099	2226 STILLWATER ST	\$844.26
363022220063	3515 EBBA ST	\$489.37
363022420012	3275 GLEN OAKS AVE	\$966.72
113022340053	1921 GARDEN LN	\$860.88
253022140109	3847 EAST COUNTY LINE RD	\$248.71
143022230128	1832 6TH ST	\$547.59
253022430045	3651 GLEN OAKS CT	\$1,092.73
123022420058	5231 NORTHWEST AVE	\$260.64
143022340055	4648 2ND AVE	\$648.20
353022210105	1918 COUNTY RD E E	\$1,977.57
233022220152	1831 WHITAKER ST	\$573.16
143022140127	4891 STEWART AVE	\$503.54
233022440014	2204 GARDENETTE DR N	\$1,594.19
233022430075	4088 WHITE BEAR AVE	\$579.26
153022440009	1744 BIRCH LAKE AVE	\$580.21
253022340090	3639 PRAIRIE RD	\$1,178.64
113022410083	5195 LONG AVE	\$733.50
263022330301	3650 AUGER AVE	\$824.78
363022220031	2361 OAK LN	\$497.57
363022220064	2322 COUNTY RD E E	\$1,257.82
233022220030	1891 CLARENCE ST	\$735.91

<b>Property ID #</b>	<b>Service Address</b>	<b>Certification Balance</b>
263022410078	3734 DENNIS LN	\$1,254.41
263022410088	3808 DENNIS LN	\$229.37
263022440089	2203 COUNTY RD E E	\$1,109.02
353022110004	2160 COUNTY RD E E	\$323.02
253022340088	3655 PRAIRIE RD	\$1,001.92
143022230119	1793 5TH ST	\$158.42
263022330297	3658 AUGER AVE	\$269.00
263022440035	3691 HOWARD AVE N	\$530.27
143022310033	4746 WOOD AVE	\$1,090.94
263022110057	2219 LAKEAIRES BLVD	\$155.18
143022230141	1874 6TH ST	\$1,378.12
153022130051	4835 SANDRA LN	\$1,087.66
143022340080	1954 FLORENCE ST	\$616.00
153022410062	1755 BIRCH LAKE AVE	\$415.98
263022130055	3943 VAN DYKE ST	\$763.51
143022230107	1870 6TH ST	\$676.45
233022210025	4539 LINCOLN AVE	\$967.64
363022420003	3363 GLEN OAKS AVE	\$1,171.51
263022410032	3823 KENNY LN	\$1,090.10
153022140058	4836 PEGGY LN	\$233.00
153022440074	1711 EUGENE ST	\$1,295.65
263022410119	3816 HAZEL ST N	\$317.06
143022230080	4881 WOODCREST RD	\$643.49
363022210077	2452 OAK ST	\$1,154.95
233022340024	4107 WHITE BEAR AVE	\$1,139.06
143022310028	4772 WOOD AVE	\$519.53
263022130028	2119 RANDY AVE	\$653.98
253022440057	2630 RIVIERA DR S	\$198.75
263022420052	2086 RICHARD AVE	\$1,650.50
263022340041	3710 HIGHLAND AVE	\$490.00
263022230019	3877 HILL AVE	\$1,177.41
233022430067	2070 FLORAL DR	\$627.02
143022340103	1999 EUGENE ST	\$57.38
143022210124	1997 CAMPBELL CIR	\$922.03
143022310017	4783 CAMPBELL AVE	\$1,119.61
263022130029	2127 RANDY AVE	\$1,159.75
263022320009	3767 HIGHLAND AVE	\$1,185.11
253022220067	4028 MCKNIGHT RD N	\$612.62
143022340099	4585 1ST AVE	\$1,104.12
353022310057	1836 BELLAND AVE	\$840.42
153022410003	1767 4TH ST	\$378.25
143022420067	2063 2ND ST	\$148.58
143022220090	4969 WOODCREST RD	\$836.67
353022320022	3230 ORCHARD CT	\$826.74
263022110077	2239 CARLYLE CT	\$423.23

Property ID #	Service Address	Certification Balance
233022410034	2230 SOUTH SHORE BLVD	\$752.93
233022440029	2195 GARDENETTE DR S	\$200.12
353022110002	2218 COUNTY RD E E	\$263.15
253022220018	4039 LAKEHILL CIR	\$76.79
363022430149	3181 MANITOU DR	\$196.13
143022120004	5028 BALD EAGLE AVE	\$708.32
263022410055	3794 HOWARD AVE N	\$753.60
3003021320064W	3743 OAKRIDGE LN	\$747.16
363022210068	2430 JANSEN AVE	\$178.63
143022330113	1799 HIGHWAY 96	\$714.94
143022340044	1994 WEBBER ST	\$631.72
263022210059	2006 LAKEAIRES BLVD	\$1,046.36
143022430098	4609 LAKE AVE	\$346.48
143022410101	2176 3RD ST	\$148.80
263022430060	2075 COUNTY RD E E	\$1,002.77
253022440054	3704 GLEN OAKS AVE	\$662.45
143022310049	4731 CAMPBELL AVE	\$1,267.84
243022340038	2427 FLORAL DR	\$1,277.49
363022430214	3139 MANITOU DR	\$615.39
353022310009	3241 MIDLAND AVE	\$1,274.25
353022130045	2099 ORCHARD LN	\$1,490.61
363022220016	2367 JANSEN AVE	\$567.37
253022410012	2650 CEDAR AVE	\$903.21
233022220033	1882 CLARENCE ST	\$1,067.02
343022420020	1795 BUERKLE CIR	\$271.89
363022440215	2613 ASPEN CT	\$711.81
143022110043	4920 WASHINGTON AVE	\$72.52
113022340063	1950 GARDEN LN	\$523.32
363022210047	3550 OAK TER	\$649.27
363022210051	2436 JANSEN AVE	\$836.73
153022410044	4792 SHARON LN	\$1,078.09
263022240059	3846 CRESTWOOD PL	\$832.52
363022420015	2604 OAK DR	\$743.39
143022310093	4702 CAMPBELL AVE	\$627.02
143022240017	1924 LOMBARDY LN	\$193.52
143022230083	4863 WOODCREST RD	\$801.36
263022410041	3759 KENNY LN	\$809.60
143022430002	4673 CLARK AVE	\$830.17
233022430021	2065 FLORAL DR	\$689.33
253022320064	3727 CRANBROOK DR	\$998.72
253022440076	3650 ROLLING VIEW DR	\$1,082.15
143022320059	1824 5TH ST	\$1,268.08
363022240034	2455 HILLSIDE RD	\$298.16
153022420006	4767 SHARON LN	\$1,097.80
263022410070	3765 HOWARD AVE N	\$2,403.96

<b>Property ID #</b>	<b>Service Address</b>	<b>Certification Balance</b>
353022310030	3274 MIDLAND AVE	\$627.02
263022130043	3890 VAN DYKE ST	\$504.88
253022440041	3693 ROLLING VIEW DR	\$807.71
363022420011	3289 GLEN OAKS AVE	\$370.36
363022230101	2288 ORCHARD LN	\$1,156.07
143022220045	4968 CAMPANARO LN	\$1,055.40
263022140114	2203 CEDAR AVE	\$378.97
253022430069	2532 MAYFAIR AVE	\$615.39
153022130037	4803 CAROLYN LN	\$400.00
263022310027	3824 MIDLAND AVE	\$1,105.77
253022330032	2359 SPRUCE PL	\$896.42
233022440088	2149 COUNTY RD F E	\$308.93
253022140091	2653 CEDAR AVE	\$205.81
263022130086	2098 ROTH PL	\$712.09
263022420006	2100 CEDAR AVE	\$860.61
263022330052	3675 AUGER AVE	\$807.57
263022320009	3769 HIGHLAND AVE	\$465.98
343022130057	1728 ELM ST	\$988.55
143022430101	4662 BURSON AVE	\$237.03
263022440087	2191 COUNTY RD E E	\$706.01
363022220072	3568 EMERALD DR	\$1,109.26
153022410053	1776 3RD ST	\$1,105.78
143022140078	2153 7TH ST	\$1,070.86
263022130095	2071 CEDAR AVE	\$328.76
233022220129	1864 HIGHWAY 96	\$432.28
263022430069	3706 WHITE BEAR AVE	\$571.89
253022420104	2581 MAYFAIR AVE	\$615.39
353022140033	3467 MCKNIGHT RD N	\$784.55
263022210086	1995 BIRCH ST	\$1,129.63
253022220078	2288 SIERRA DR	\$219.93
273022440200	3600 HOFFMAN RD	\$1,207.25
253022440046	3651 ROLLING VIEW DR	\$815.61
353022210057	3488 MIDLAND CT	\$948.98
153022420040	4779 CAROLYN LN	\$744.02
153022410015	1759 4TH ST	\$867.30
363022440220	2616 ASPEN CT	\$615.39
143022340026	1933 WEBBER ST	\$877.08
123022330064	5088 STEWART AVE	\$627.02
143022220070	5024 WOODCREST RD	\$1,883.02
363022220114	3518 MCKNIGHT RD N	\$839.53
233022220014	1814 HIGHWAY 96	\$618.98
343022130062	1701 ELM ST	\$1,085.10
343022130063	1723 ELM ST	\$747.81
343022130102	1735 ELM ST	\$2,416.14
343022140032	1745 ELM ST	\$1,226.95

<b>Property ID #</b>	<b>Service Address</b>	<b>Certification Balance</b>
343022140033	1755 ELM ST	\$463.51
343022140045	1765 ELM ST	\$254.49
343022140040	1775 ELM ST	\$646.76
343022110020	1785 1/2 ELM ST	\$485.76
343022110020	1785 ELM ST	\$558.95
263022130042	3900 VAN DYKE ST	\$950.12
363022440202	2619 SUMAC CT	\$1,106.89
143022140069	4856 DIVISION AVE	\$754.74
263022410084	3778 DENNIS LN	\$848.24
143022210142	1981 CAMPBELL CIR	\$1,513.49
343022130027	3475 SAVANNAH AVE	\$50.59
253022340056	2429 RONALD AVE	\$803.04
263022140051	2219 RANDY AVE	\$1,052.48
253022210092	2437 GISELLA BLVD	\$794.53
143022220129	1880 10TH ST	\$1,064.64
	<b>Total Accounts: 418</b>	<b>\$329,752.02</b>

## Kerri Kindsvater

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**From:** Dawn Johnson <dawn.jacquetta@icloud.com>  
**Sent:** Tuesday, September 5, 2023 4:40 PM  
**To:** Utility Billing  
**Subject:** Hardship Request

To Whom It May Concern:

I am writing to request some consideration on my account due to hardship. This hardships I have endured the last two years has included marriage difficulties, loss of income for an extended period of time, as well as some repairs that resulted in an increased bill.

In September 2021, I received an Order For Protection and began my divorce process. I quickly became a single mom of three and was pregnant at the time. Due to having to leave my home temporarily, I had to close down my in home childcare and lost all my income. I also have not had stable financial assistance from their father.

In December 2021, I welcomed my baby and as soon as I was able to recover I reopened my licensed in home childcare. I have had my childcare open and operating to assist families in the White Bear community since 2020, and remained open even throughout covid. At present, I am not at capacity so I am still taking a hit financially.

I have been struggling financially to keep our family afloat and have exhausted all the resources I can. I applied for assistance and was rewarded some help but it was applied to my Xcel Bill and not to the water bill. It seems as though whenever I am working my way to the top, I seem to be hit with another hardship. In February I received my water bill with a \$4,000 increase. I quickly realized something was broken and was able to resolve that issue fairly quickly. However the damage financially is not something I can recover from.

I am still in the middle of a divorce and have not been able to feel stable or secure financially in a long time. I am hoping that with some assistance I can work my way up to being able to pay my bills on time and even in advance.

I would appreciate if the counsel can consider my hardship and grant me some assistance so that I am able to continue to serve the White Bear Lake community.

Please let me know if you have any questions.

Thank you for your consideration,  
Dawn Johnson

## Kerri Kindsvater

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**From:** sEHAM nABRY <snabry1@yahoo.com>  
**Sent:** Saturday, September 9, 2023 9:53 PM  
**To:** Utility Billing  
**Subject:** Delinquent Balance

Account Number:0039920857  
Property ID: 233022220152  
Customer Number: 00056046  
Service Address: 1831 Whitaker St White Bear Lake, MN 55110

Hello,

I received a letter from the City of White Bear Lake, stated a delinquent balance of \$573.16. The reason I haven't been able to pay this amount is because, I am a single mother with 3 children. I was working part time until May 17th, 2023. Since then I haven't had a job or a pay check. I have also had many car troubles and have been working on getting it fixed, and that is costing more than \$2000.00. I have a mortgage to pay. I have had family help me in the past, but due to the war in my home country Sudan since April 2023. My family has had to run for their lives, and haven't been able to receive any help.

I have been applying for jobs and I haven't heard anything back. Many things are difficult and I am trying my best, but right now I don't have funds to pay for many things such as, my utilities which from the recent statement is \$748.04.

I am trying the best I can, but I truly need help paying my bills.

Thank you so much,

Seham Nabry.

10-13-2023

Bill + I are getting caught up. We apologize for the late payments on our utility bill. We are paying \$250.00 today. We would appreciate if we could have some more time. Bill has a new company + his wages are better. Janice has added a new job. We will pay more in late October or November. Thank you.

William Kunz  
952-484-3827

2282 Lakeaires BLVD  
White Bear Lake, MN  
55110



**Kerri Kindsvater**

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**From:** Sandra Smaker <sandra.smaker2563@gmail.com>  
**Sent:** Tuesday, October 17, 2023 11:51 AM  
**To:** Utility Billing  
**Subject:** Delinquent balance

City of White Bear Lake,  
Missy Hanson

I am emailing regarding our past due utility account balance of \$1,614.83.

My husband and I have opened our home to three adult family members with special needs. My 58 year old brother has schizophrenia, our 24 year old foster son has PTSD and bipolarity and my 27 year old old son has Asperger's and major anxiety disorder. Because our grocery and energy bills are very high we have not always been able to pay our city bill.

We apologize for this and can send a partial payment next week. Please let us know if this is acceptable as we do not want it added as a special assessment to our property taxes.

Sincerely,

Joe and Sandy Smaker

Account no. 0031302292  
Property ID: 263022330067  
Customer no. 00033206  
Address: 1818 Spruce Ct

## Kerri Kindsvater

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**From:** Andy Neely <aneely4088@gmail.com>  
**Sent:** Thursday, October 12, 2023 9:37 PM  
**To:** Utility Billing  
**Subject:** Utility Bill

My name is Andy Neely and I live at 4088 White Bear Avenue. I got behind on my utilities bill but plan on having it paid up and caught up with my bill in the next 3 months. I got behind because money was tight being a single dad with 3 daughters has been tough. I hope you can allow the extension and keep it from rolling into my property taxes. I just submitted \$100 payment towards it tonight. Thank you.

Andy Neely

**Exhibit B - Delinquent Invoices for Expenses Incurred List**

<b>Property ID #</b>	<b>Service Address</b>	<b>Certification Balance</b>
163022430018	1081 HIGHWAY 96	\$225.00
143022430134	4561 LAKE AVE	\$500.00
	Total Accounts: 2	\$725.00



**City of White Bear Lake**  
Engineering Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Paul Kauppi, Public Works Director/City Engineer  
**Date:** October 24, 2023  
**Subject:** **Public Hearing and Adoption of Final Assessment Roll for the 2022 South Shore Boulevard Sanitary Sewer Extension Project, City Project No. 22-08**

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## SUMMARY

The City Council will hold a public hearing and consider a resolution adopting the final assessment roll for the 2022 South Shore Boulevard Sanitary Sewer Extension Project, City Project Number 22-08.

## BACKGROUND INFORMATION

The 2022 South Shore Boulevard Sanitary Sewer Extension Project has been completed. The last phase of the public improvement process is City Council adoption of the final assessment roll.

On August 22, 2023 the City Council ordered a public hearing to consider levying assessments for this project to be held at its October 24, 2023 meeting. Staff has prepared the final assessment roll for Council consideration, advertised the public hearing in the White Bear Press and mailed notices to all property owners affected by these improvements. A copy of the final assessment roll is attached.

The final assessment roll was prepared using final project costs. Assessments for this project have been reviewed in consultation with the City's appraisal consultant to ensure the proposed assessments are fair, uniform, and provide benefit in the amount of the proposed assessments. The interest rate for this improvement project has been set at 5.72% per annum for fifteen (15) years for residential properties.

## RECOMMENDATION

Following a public hearing on the proposed assessments for the 2022 South Shore Boulevard Sanitary Sewer Extension Project, staff recommends that City Council adopt the attached resolution adopting and approving the assessments.

## ATTACHMENTS

Resolution  
Assessment Roll

RESOLUTION NO.

**RESOLUTION ADOPTING AN ASSESSMENT ROLL FOR  
2022 SOUTH SHORE BOULEVARD SANITARY SEWER EXTENSION PROJECT  
CITY PROJECT NO. 22-08**

**WHEREAS**, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessments for the 2022 South Shore Boulevard Sanitary Sewer Extension Project, the improvement of South Shore Boulevard between McKnight Road and the City's eastern boundary.

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

1. Such proposed assessments, a copy of which is attached and made a part hereof, is hereby accepted and shall constitute the special assessments against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvements in at least the amount of the assessment levied against it.
2. Such assessments shall be payable in equal annual installments extending over a period of fifteen (15) years for residential properties, the first of the installments to be payable with the 2024 Property Taxes, and shall bear interest at the rate of 5.72% per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2023. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole or a portion of the assessment on such property, to the City of White Bear Lake, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. An owner may at any time thereafter, pay to the Ramsey County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Clerk shall forthwith transmit a certified duplicate of these assessments to the County Auditor to be extended on the proper tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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

RESOLUTION NO.

Ayes:  
Nays:  
Passed:

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Dan Louismet, Mayor

**ATTEST:**

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Caley Longendyke, City Clerk

**CITY OF WHITE BEAR LAKE**  
**2022 SEWER EXTENSION PROJECT**  
**CITY PROJECT NO. 22-08**

**DRAFT**

CREATED:	7/28/2021
UPDATED:	1/19/2022

County Data Current 11/30/2021

**ASSESSMENT CODE 93202208**

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	SANITARY SEWER ASSESSMENT CALCULATIONS	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE		SEWER 2022 ASSESSMENT \$11,000 EACH		
1	243022310003		2467 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	1
2	243022310004		2455 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	2
3	243022310007		2431 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	3
4	243022310008		2425 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	4
5	243022310016		2408 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	5
6	243022310020		2464 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	6
7	243022310029		2437 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	7
8	243022310030		2426 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	8
9	243022310031		2434 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	9
10	243022310038		2440 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	10
11	243022310047		0 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	11
12	243022310048		2452 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	12
13	243022340002		2418 South Shore Blvd			\$0.00	\$11,000.00	\$11,000.00	13
<b>TOTAL ASSESSMENT ROLL</b>							<b>\$143,000.00</b>	<b>\$143,000.00</b>	

**Assessments are being reviewed.**

ASSESSMENT PERIOD - 15 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL  
 INTEREST RATE (2021) - 3.29%  
 RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 15 YEARS = \$37.50)  
 RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 20 YEARS = \$50.00)



**City of White Bear Lake**  
Engineering Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Paul Kauppi, Public Works Director/City Engineer  
**Date:** October 24, 2023  
**Subject:** 25mph Speed Limit for Certain Residential Roadways

## SUMMARY

Staff will share data regarding the temporary speed limit reduction on certain residential roads.

## BACKGROUND INFORMATION

The City Council adopted a resolution at its July 26, 2022 meeting extending the speed limit reduction from 30mph to 25mph for Linden Avenue from County Road E to Willow Avenue, Willow Avenue from Linden Avenue to Orchard Lane and Orchard Lane from Willow Avenue to McKnight Road to allow for the Automated Vehicle (AV) pilot project to be extended. This speed limit reduction will expire on December 31, 2023, and the speed limit would revert back to 30mph if no further Council action is taken.

The AV pilot project concluded earlier than expected, which allowed staff an opportunity to evaluate the effectiveness of reducing the signed speed limit to. For this evaluation, speed counts were taken in early summer of 2021 prior to the signed speed limit change from 30mph to 25mph. A second series of speed counts were then conducted in the summer of 2023 while the streets were signed at 25mph. The results are shown in the table below.

	2021 (signed 30 mph)			2023 (signed 25 mph)		
	50% Speed (mph)	85% Speed (mph)	Average Speed (mph)	50% Speed (mph)	85% Speed (mph)	Average Speed (mph)
<b>Willow Avenue</b>	29.7	35.7	29.5	30.0	34.7	29.5
<b>Orchard Lane</b>	32.2	40.4	32.9	33.0	42.4	34.2

As shown above, speeds generally stayed the same and were actually higher in some instances, even though the posted speed limit was 5mph lower. What this data is showing is that merely posting a lower speed limit does not appear to be an effective means of lowering overall traffic speeds. Engineering studies continue to show that drivers will drive at a speed that they feel comfortable driving on a particular roadway versus what the signed speed limit is.

Staff attended a recent webinar put on by the Minnesota City Engineer's Association regarding



the results of other cities who have also done citywide speed limit reductions to 25mph for their local roads. Those cities saw very similar results to our limited study in that there was little, if any, actual speed reduction due to the speed limit reduction. The best results from those who presented reported less than a half mile per hour reduction.

Given the data gathered and research conducted, staff does not recommend a permanent speed limit adjustment on residential roadways. Rather, staff would recommend the City Council allow the temporary speed limit to expire on December 31, 2023.

**RECOMMENDATION**

Staff recommends the City Council discuss the data and direct staff appropriately if the consensus is reached to permanently adjust speed limits on some residential roadways.

**ATTACHMENTS**

None