



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
WEDNESDAY, FEBRUARY 28, 2024
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 February 13, 2024
- B. Minutes of the City Council Work Session on February 13, 2024
- C. Minutes of the City Council Work Session on February 20, 2024

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

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

- A. Resolution approving liquor licenses for S & Y Foods LLC
- B. Resolution authorizing a recycling grant agreement with Washington County and requesting grant funding allocation
- C. Resolution approving plans and specifications and authorizing ISD 624 to advertise for bids for North Campus roadway improvements
- D. Summary of the City Manager's performance evaluation
- E. Resolution approving a salary adjustment for the City Manager

5. VISITORS AND PRESENTATIONS

- A. Bruce Vento Trail – Phase 1 Update

6. PUBLIC HEARINGS

- A. Requested Appeal for Denied Massage License – Crystina Vang

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

None

9. DISCUSSION

None

10. COMMUNICATIONS FROM THE CITY MANAGER

11. ADJOURNMENT



**MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, FEBRUARY 13, 2024
7 P.M. IN THE COUNCIL CHAMBERS**

1. CALL TO ORDER AND ROLL CALL

Mayor Dan Louismet called the meeting to order at 7:03 p.m. The City Clerk took attendance for Councilmembers Kevin Edberg, Steven Engstran, Heidi Hughes, Bill Walsh, and Andrea West. Staff in attendance were City Manager Lindy Crawford, Public Works Director/City Engineer Paul Kauppi, Community Development Director Jason Lindahl, City Clerk Caley Longendyke, and City Attorney Troy Gilchrist.

PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on January 23, 2024

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

B. Minutes of the City Council Work Session on January 23, 2024

Mayor Louismet corrected the noted location of the meeting from Boatworks Commons to the City Council Chambers. It was moved by Councilmember **Engstran**, seconded by Councilmember **West**, to approve the minutes. Motion carried unanimously.

C. Minutes of the City Council/Staff Strategic Planning Session on January 31, 2024

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

3. APPROVAL OF THE AGENDA

Mayor Louismet reported a request to move Consent Agenda item 4I regarding setback variances for 4556 Highway 61 to New Business. It was moved by Councilmember **Engstran**, seconded by Councilmember **Hughes**, to approve the agenda as amended. Councilmember Walsh commented on item Consent Agenda 4C, the 2024 Pay Equity Report. He suggested it as a potential item to address with the legislature, stating that this requirement is unnecessary and requires staff time. Motion carried unanimously to approve the Consent Agenda as amended.

4. CONSENT AGENDA

A. Accept minutes: November White Bear Lake Conservation District, December Environmental Advisory Commission, January Planning Commission

- B. Resolution approving edible cannabinoid products license for Dockside Water Ski Company **Res. No. 13313**
- C. Resolution adopting the 2024 Pay Equity Report **Res. No. 13314**
- D. Resolution transferring a lease agreement for 2125 4th Street from the Good Table Restaurant Group II LLC to S & Y Foods LLC **Res. No. 13315**
- E. Resolution approving professional services agreement for Fire Inspection Services with Inspectron, Inc. **Res. No. 13316**
- F. Resolution accepting feasibility report, ordering preparation of plans and specifications and ordering public hearing for the 2024 Pavement Rehabilitation Project **Res. No. 13317**
- G. Resolution approving a memorandum of understanding with VLAWMO to update the Birch Lake Shoreland Restoration Project Maintenance Agreement **Res. No. 13318**
- H. Resolution granting a setback variance for 2563 Elm Drive **Res. No. 13319**
- I. ~~Resolution granting two setback variances for 4556 Highway 61~~ *Moved to New Business*
- J. Resolution authorizing the city manager to negotiate and enter into a professional services agreement with CivicBrand to create a branding, marketing and placemaking strategy **Res. No. 13320**

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

5. VISITORS AND PRESENTATIONS

A. Community Development Biannual Report

Community Development Director Lindahl presented the Community Development Department biannual report. He reviewed the primary duties of the department, and summarized completed, current, and future projects. He reviewed specific duties of the Building Division. In 2023, the Building Division issued 4,830 permits for projects totaling a value of over \$200 million. Over \$1.9 million in permit fees were generated. In general, there was a steady increase in building permit activity over the last 10 years and it has recently experienced a decrease after 2022. Director Lindahl attributes the increasing trend to the high-value investments by the school district and WBL Lochner LLC, located at 3600 and 3646 Hoffman Road. He expects the downward trend will level out to what it was previously. In code enforcement, there were 443 cases, mostly involving motor vehicles, refuse/exterior storage, and parking. He explained the difference between proactive inspections and reactive activity to complaints. Director Lindahl reviewed the various areas of zoning activities, including zoning permits, building permits, signs, administrative variances, and meetings/inspections. He said activity was relatively steady throughout the entire year.

B. Sports Center Annual Report

City Manager Crawford presented the Sports Center annual report. She highlighted the scheduled activities at the facility, including hockey tournaments, high school hockey games, a figure skating competition, skate shows, and youth games. She shared pictures of facility improvements and summarized other updates made throughout the Sports Center. She recognized Charlie Holeman, maintenance technician, who retired after 22 years of service. City Manager Crawford reported that ice rental and revenue have remained steady, with

LiveBarn continuing to be a source of revenue, though a reduced amount compared to during the pandemic. She noted that supplemented funding from the ARPA fund allocation discontinued after 2022.

6. PUBLIC HEARINGS

None

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

A. Conditional Use Permit for 2505 Lake Avenue

Community Development Director Lindahl presented a conditional use permit (CUP) request for 2505 Lake Avenue. The request is for a third curb cut on the residential lot. The Planning Commission and staff recommend denial of the application. In June 2022, the applicant sought approval for variances and a CUP for an addition to the home and an accessory dwelling unit (ADU). The additions included a two-car attached garage to the principal structure and an additional parking space and ADU to the detached garage. Building permits were issued, but didn't include a garage door or driveway for the ADU. The applicant is requesting an additional curb cut for the lot, but has already cut the curb without City review or approval. The applicant's narrative explained the additional driveway would provide additional parking and access for the ADU, but the Zoning Code doesn't allow additional curb cuts for ADUs. Director Lindahl reviewed each of the CUP criteria and findings, none of which met the requirements to support the request.

Mayor Louismet invited the applicant, Dustin Carlson, to offer comments. Mr. Carlson, stated he wasn't aware of the Zoning Code restrictions and brought attention to the size of his lot, challenging the applicability of restrictions to his ADU. He referenced neighboring properties with multiple curb cuts. He asked for Council's support for his request. City Attorney Gilchrist explained the Council's discretion to approve or deny a CUP, which challenges specific language in the Municipal Code. Mayor Louismet acknowledged the difficulty in land use applications, balancing accommodations of homeowners while not setting any precedents and creating inconsistencies. Councilmember Hughes challenged the applicant's statements saying he stopped working on it when given a stop work order by the City. She elaborated on why it makes sense for ADUs to not have their own driveways, supporting the idea that ADUs are secondary to the primary household, otherwise it's essentially another single-family home on the same lot. She cautioned setting precedent of allowing second homes on large lots. Councilmember Edberg referenced the community advisory committee that is currently reviewing the Zoning Code and suggested that ADUs should be part of that conversation. He expressed curiosity as to whether the conversation would result in any changes. Councilmember West shared similar wonderings, and asked if this request has happened before. Director Lindahl said there have been no requests for curb cuts for ADUs in recent years to the best of his knowledge. Councilmember West addressed the applicant and said it makes it difficult for the Council to make decisions when the project has already been started without the partnership of the City. Councilmember Walsh reiterated Councilmember Hughes'

comments about an ADU being an accessory, and wanted to honor what's outlined in the Zoning Code.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Engstran**, to approve **Res. No. 13321** denying a conditional use permit for a third curb cut at 2505 Lake Avenue. Councilmember Edberg shared support for further conversation as part of the Zoning Code review. Councilmember Hughes asked if a third curb cut would be allowed if it was a pull-through garage. Director Lindahl said a third curb cut for a garage would still undergo the same CUP process, but reminded Council that the structure is already an ADU and wouldn't be considered a garage, even if uninhabited. Motion carried unanimously.

B. Resolution granting two setback variances for 4556 Highway 61

Community Development Director Lindahl presented a request for two side-yard setback variances for a residential lot located at 4556 Highway 61. The Planning Commission and staff recommend approval. Director Lindahl presented images of the lot and said the specific variances requested by the applicant include an 11.64-foot variance from the required 15-foot side yard setback on the west side and a 9-foot variance from the 15-foot setback on the east side. He noted that nearby houses on comparable lots are similarly situated. One concern addressed by staff was rain water runoff, which was resolved with a stormwater mitigation plan. He explained to Council that the current setbacks in the Zoning Code wouldn't allow a house to be built that met the minimum the lot width requirements. Director Lindahl reviewed each of the variance criteria, which are outlined in state statutes. Chad Lemmons, an attorney representing homeowners living at 4552 Highway 61, made comments opposing the variance request. City Attorney Gilchrist referenced the Zoning Code while addressing some of the comments made by Mr. Lemmons.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Hughes**, to approve **Res. No. 13322** granting two setback variances for 4556 Highway 61. Motion carried unanimously.

9. DISCUSSION

None

10. COMMUNICATIONS FROM THE CITY MANAGER

City Manager Crawford provided a progress update on the buildout of the Fire Department's new rescue boat, which is expected to be complete in the next month. In January, City Council approved annual appointments, including their own appointments to various organization boards. Crawford shared that the board terms of the Northeast Youth and Family Services (NYFS) don't align with the Council's appointment terms, so Councilmember Hughes will finish her term through June and Councilmember West will begin her term in July.

Public Works Director/City Engineer Kauppi provided a brief update on the Downtown Parking and Mobility Study and announced opportunities for the public input. An update and proposal will be provided to the Council later in the spring. Crawford clarified that everything presented thus far related to the parking and mobility study have been in draft form. Mayor Louismet affirmed Crawford's statement and encouraged the public to take advantage of the input opportunities.

11. CLOSED SESSION

Mayor Louismet announced that the City Council was entering into closed session to evaluate the performance of the City Manager and that the conclusion of this meeting would not be video recorded.

It was moved by Councilmember **Hughes** and seconded by Councilmember **Walsh** to go into closed session at 8:22 p.m. to evaluate the performance of the City Manager as permitted by Minnesota Statutes, section 13D.05, subdivision 3(a). Motion carried unanimously.

It was moved by Councilmember **West**, and seconded by Councilmember **Hughes** to re-open the regular City Council meeting at 9:10 p.m. Motion carried unanimously

12. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Hughes**, seconded by Councilmember **Engstran**, to adjourn the regular meeting at 9:11 p.m. Motion carried unanimously.

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



**MINUTES
CITY COUNCIL WORK SESSION
TUESDAY, FEBRUARY 13, 2024
IMMEDIATELY FOLLOWING
THE REGULAR COUNCIL MEETING
CITY HALL BOARD ROOM**

Mayor Louismet opened the meeting at 9:15 p.m. Councilmembers in attendance included: Bill Walsh, Heidi Hughes, Andrea West, Kevin Edberg and Steven Engstran. Staff members in attendance included: City Manager Lindy Crawford, City Clerk Caley Longendyke, and City Attorney Troy Gilchrist.

1. Parliamentary Procedure Discussion

City Attorney Gilchrist provided general information about parliamentary procedure. He described the purpose of procedural rules as a way to establish an orderly process that facilitates efficiency in conducting of a body's business in a way that achieves the will of the majority while protecting the rights of the minority. In January 2008, the City Council adopted a resolution making Robert's Rules of Order the official guide for conducting business meetings. City Attorney Gilchrist addressed various areas of the guide book, noting that only a small portion of the procedures pertain to "small boards", or City Council meetings, with some not being applicable or appropriate. For example, following Open Meeting Law requires strict regulations and there are specific protocols for closing a meeting.

Councilmembers and staff discussed several topics of parliamentary procedure, including fundamental use of a second motion; opportunities for public comment, specifically applicants; procedures for when amendments are proposed or withdrawn, or when an amendment is complete opposite of what staff is proposing; order of business relating to asking for motions and opening it up for discussion, and expectations of City Attorney Gilchrist during meetings for addressing parliamentary procedure.

City Attorney Gilchrist will provide a simple reference guide of commonly-used parliamentary procedures for consideration at a future Council meeting. There was no desire to consider alternative rules of order for conducting business.

Adjourned 10:08 p.m.



MINUTES
CITY COUNCIL / HRA JOINT WORK SESSION
6 P.M., TUESDAY, FEBRUARY 20, 2024
IN THE CITY HALL BOARD ROOM

Mayor Louismet opened the meeting at 6:11 p.m. Councilmembers in attendance included: Kevin Edberg, Steven Engstran, Heidi Hughes, Bill Walsh, and Andrea West. Staff members in attendance included: City Manager Lindy Crawford, Assistant City Manager Rick Juba, City Clerk Caley Longendyke, Community Development Director Jason Lindahl, Housing and Economic Development Coordinator Tracy Shimek, and City Attorney Troy Gilchrist.

1. Liquor Ordinance Discussion

At a work session on March 21, 2023, the Council discussed the topic and directed staff to move forward with drafting an amended liquor ordinance incorporating more descriptive language. Crawford introduced a draft of the proposed ordinance and explained that the goal of the amendments is not to impact currently-operating liquor establishments, but to better outline license conditions. One exception to minimizing impact on businesses is an amendment that would no longer endorse liquor sales after 1:00 a.m. This change would impact four businesses who have active permits to sell intoxicating liquor until 2:00 a.m. (Doc's Landing, White Bear Bar, Rudy's Redeye Grill, and Little Village Pub). The number of public safety calls to some establishments that are open until 2:00 a.m. affirms the need for this amendment. The Council discussed the topic and shared their general support for the amendment.

Staff shared a communication plan to notify businesses of the proposed changes and an opportunity to provide feedback before the ordinance is presented for a first reading. Other discussion items included liquor lounges, definition of food, background checks for 3.2% malt liquor licenses, background checks on owners versus managers, and a timeline for transitioning to the 1 a.m. closing time. The next step is for staff to work with the Police and Community Development departments for their review of the proposed ordinance, and to prepare a letter to send out to liquor establishments.

2. Housing Policy & Program Priorities Discussion

Shimek presented initial recommendations to achieve the council's primary housing goal which is to "Expand housing options to meet the needs of people at all life stages and income levels." Staff discussed several programs to help achieve that goal including incentives, reducing barriers to creative housing, partnering with mission driven developers and/or developing housing on the city's own sites. Potential tools that could be utilized to help support these programs include Local Affordable Housing Aid (LAHA), creation of a local housing trust fund, inclusionary zoning, various public financing options and pursuing support from various other funds through state and county sources.

Staff will schedule a future meeting with the City's financial advisors to discuss various financial and economic development tools available to the city. Staff will also begin exploring creation of a local housing trust fund and report back to the Council. The Council requested additional discussion in the future on the purpose and function of the HRA versus the City Council.

3. Development Priorities Update

Lindahl provided an update on two of the City's development priority sites. Staff has had several conversations and meetings with the preferred developer for the property located at 1755 Highway 96, Ed and Emily Cox. Those conversations have helped define the project's scope and timeline for the Cox's.

As a result, they are now working to create a concept site plan consistent with the City's request for proposal (RFP) that could be submitted for concept plan review this spring. Once submitted, the concept plan would follow the City's concept plan review process. Based on initial feedback, the applicant could then work toward submitting a land use application for formal review and consideration by the City this summer.

That land use application would include a final development concept which would inform the value of the property and future sale negotiations for consideration by the HRA. Staff anticipates negotiations would run concurrent with the land use review process.

Staff also reviewed an appraisal that was provided by Northeast Residence/Hammer for a parcel they own adjacent to the City's property located at 2511 County Road E. Staff was directed to analyze the comparable sales that were provided and continue discussions with Northeast Residence/Hammer on the potential purchase of the parcel in the future.

Adjourned 9:38 PM



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Lindy Crawford, City Manager
From: Caley Longendyke, City Clerk
Date: February 28, 2024
Subject: **On-sale 3.2% liquor, on-sale wine and Sunday liquor licenses for Young's**

SUMMARY

The City Council will consider adopting a resolution approving an on-sale 3.2% liquor, on-sale wine and Sunday liquor license for S & Y Foods LLC, doing business as Young's.

BACKGROUND INFORMATION

Young Lim, owner of Young's (S & Y Foods LLC), submitted an application for an on-sale 3.2% liquor, on-sale wine license and Sunday liquor license. Young's is a new business located at 2125 4th Street, where Burger Bar previously operated, and will offer Korean-style entrees.

Pursuant to Minnesota Statutes 340A.404, Subd. 5(b) and White Bear Lake Municipal Code Chapter 1002, Subd. 2, the combination of an on-sale 3.2% malt liquor and on-sale wine allows for the on-sale of intoxicating malt liquor. The liquor licenses will take effect immediately and would be valid through the end of the business cycle on March 31, 2024. The applicant is already in the process of renewing for the next licensing period.

The Police Department conducts background investigations on Liquor/Tobacco License applicants to provide the City Council with objective data regarding any concerns with the applicant. These elements have been shown to contribute significantly to the successful and legal operation of our community business establishments. The Police Department conducted a background investigation and found nothing to preclude the issuance of liquor licenses to the applicant.

RECOMMENDATIONS

Staff recommends the City Council adopt the attached resolution approving an on-sale 3.2% liquor, on-sale wine and Sunday liquor license to S & L Foods LLC.

ATTACHMENTS

Resolution

RESOLUTION NO.

RESOLUTION APPROVING ON-SALE 3.2% LIQUOR, ON-SALE WINE, AND SUNDAY LIQUOR LICENSES FOR S & Y FOODS LLC D.B.A. YOUNG'S

WHEREAS, the City of White Bear Lake received an application from Young Lim on behalf of S & Y Foods LLC, doing business as Young's, for an on-sale 3.2% liquor, on-sale wine and Sunday liquor licenses at 2125 4th Street, White Bear Lake, MN; and

WHEREAS, the city clerk has reviewed all submittals and found the application to be in conformance with the criteria for issuing an on-sale 3.2% liquor, on-sale wine and Sunday liquor license; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota approves the issuance of an on-sale 3.2% liquor, on-sale wine and Sunday liquor license for the following:

Young Lim on behalf of
S & Y Foods LLC
d.b.a. Young's
2125 4th Street
White Bear Lake, MN 55110

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

Ayes:
Nays:
Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Connie Taillon, Environmental Specialist
Date: February 27, 2024
Subject: Washington County Recycling Grant Application

SUMMARY

The City Council will consider adopting a resolution authorizing a municipal recycling grant agreement with Washington County and requesting the grant funding allocation.

BACKGROUND INFORMATION

Under state law, proceeds from tax on solid waste are, in part, made available to cities to conduct recycling and waste reduction programs. A block grant is made available to Washington County from the State, which in turn appropriates a portion to cities on a per-capita basis. These monies are used to help offset the City's recycling program and collection costs. The expected 2024 funding allocation to the City is \$1,894.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing a municipal recycling grant agreement with Washington County and requesting the grant funding allocation.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING MUNICIPAL RECYCLING GRANT AGREEMENT BETWEEN
THE CITY OF WHITE BEAR LAKE AND WASHINGTON COUNTY AND
REQUESTING GRANT FUNDING ALLOCATION**

WHEREAS, the State of Minnesota collects a tax on the waste hauling charges from each resident in the State; and

WHEREAS, the State of Minnesota has distributed said tax monies to each associated county; and

WHEREAS, the Washington County Board of Commissioners approved the distribution of recycling funds to municipalities for use in residential recycling programs; and

WHEREAS, the City of White Bear Lake's 2024 per-capita share of the distribution is \$1,894.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the City authorizes the Recycling Grant Agreement with Washington County Board of Commissioners and requests the grant funding allocation.

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Paul Kauppi, Public Works Director/City Engineer
Date: February 28, 2024
Subject: **Approving Plans and Specifications and Authorizing ISD 624 to Advertise for Public Bids for the ISD 624 North Campus Roadway Improvements**

SUMMARY

The City Council will consider adopting a resolution approving plans and specifications and authorizing ISD 624 to advertise for public bids for the North Campus roadway improvements.

BACKGROUND INFORMATION

The traffic study for the ISD 624 North Campus project identified necessary off-site roadway improvements to facilitate the increase in staff and student traffic as well as the changes in anticipated traffic patterns. These off-site improvements were then memorialized in the conditional use permit for the project approved by City Council on April 13, 2021. The improvements are required to be complete prior to the campus being fully open in fall 2024.

The required off-site improvements include the following:

- Highway 61 at 8th Street Traffic Signal
 - Installation of traffic signal at Highway 61 at 8th Street
 - Enhanced pedestrian facilities and crossings
 - Installation of railroad crossing gates for vehicles and pedestrians
 - Lengthened northbound Highway 61 left turn lane at 8th Street
 - Elimination of southbound left turn lane and movement at 7th Street to accommodate lengthened northbound left turn lane at 8th Street
- 8th Street Improvements between Highway 61 to Bloom Avenue
 - Roadway widening
 - Addition of sidewalk along the south side
 - Addition of all way stop at Division Avenue
 - Addition of dedicated parking lane on south side
 - Parking restrictions on north side to accommodate traffic volumes
- Division Avenue Improvements
 - Addition of turn lanes into school entrances
 - Addition of pedestrian facilities and enhanced crossings

District staff and their consultant team have now completed the plans and specification and are ready to go out for public bid. As the improvements are being made to City infrastructure, the Council must approve the plans and specifications and authorize the District to go out for public bids. A future City Council action will require bid concurrence and prior to construction.

Public Process

- Following the completion of a preliminary design in 2020 and 2021, an open house was held on August 18, 2021 to present design options to those properties impacted by the improvements.
- The final design was then completed based on City and public input during 2022 and 2023.
- A second open house was held on December 7, 2023 following a City Council update on November 28, 2023. Property owners affected by the proposed improvements who attended the open house were generally supportive of the proposed improvements, however still concerned with the overall increase in traffic due to the project.

Project Cost and Funding

The initial cost of construction will be entirely funded by ISD 624 with no participation by the City. However, the City will assume responsibility for future maintenance costs of these improvements including two legs of the traffic signal at 8th Street and Highway 61 and vehicle and pedestrian crossing gates at the 8th Street railroad crossing.

Future City Council actions will require the approval of cooperative agreements with ISD 624, Minnesota Department of Transportation, and BNSF that spell out the details for the funding, construction, and future maintenance responsibilities of the improvements. These will be brought forward prior to construction of the improvements.

Project Schedule

- | | |
|---|--------------------|
| • Council approves plans and specifications / authorized bids | February 28, 2024 |
| • ISD 624 receives bids | March 2024 |
| • Council concurs with bids / approves cooperative agreements | April 2024 |
| • Construction | June - August 2024 |
| • North Campus fully opens | September 2024 |

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution approving plans and specifications and authorizing ISD 624 to advertise for public bids for the North Campus roadway improvements.

ATTACHMENTS

- Resolution
[Division Avenue 8th Street Final Plans](#) (Electronic File)
[SP 6222-197 Final Plans](#) (Electronic File)

Electronic files to the left can be accessed by clicking the file names, or by visiting www.whitebearlake.org. From the main page under *Your Government*, click *Agenda and Minutes*. The documents are located within the February 28, 2024 City Council meeting details.

RESOLUTION NO.

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ISD 624 TO ADVERTISE FOR BIDS FOR THE ISD 624 NORTH CAMPUS ROADWAY IMPROVEMENTS

WHEREAS, a traffic study for the ISD 624 North Campus high school expansion project identified certain necessary off-site roadway improvement to Division Avenue, 8th Street between Bloom Avenue and Highway 61 and the intersection of Highway 61 and 8th Street; and

WHEREAS, at its April 13, 2021 meeting, the City Council approved a conditional use permit for the ISD 624 North Campus high school expansion project which required said off-site roadway improvements to be complete prior to full opening of the campus; and

WHEREAS, ISD 624 and their engineering consultant has prepared plans and specifications for the ISD 624 North Campus roadway improvements.

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

1. The ISD 624 engineering consultant, S.E.H. Inc. has prepared plans and specifications for making roadway improvements and is hereby designated as the Engineer for said improvements.
2. Such plans and specifications are hereby approved.
3. ISD 624 is hereby authorized to publicly bid and shall prepare an advertisement for bids upon the making of such improvement under such approved plans and specifications.

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
Mayor Dan Louismet

MEMORANDUM

To: City Council
From: Dan Louismet, Mayor
Date: February 28, 2024
Subject: Summary of the City Manager's Performance Evaluation

SUMMARY

There was a closed session at the February 13, 2024 City Council meeting to discuss the performance of the City Manager. The consensus of the City Council was that Ms. Crawford has satisfactorily performed the duties of the city manager position over the past year. Consistent with the previous year's evaluation, she has exceeded the expectations of the City Council in the area of communication.

RECOMMENDATIONS

None, information sharing only.

ATTACHMENTS

None



City of White Bear Lake
Mayor Dan Louismet

MEMORANDUM

To: City Council
From: Dan Louismet, Mayor
Date: February 28, 2024
Subject: Resolution approving a salary adjustment for the City Manager

SUMMARY

The City Council will adopt a resolution authorizing a salary adjustment for the city manager.

BACKGROUND INFORMATION

There was a closed session at the February 13 City Council meeting to discuss the performance of the city manager. The consensus of the City Council was that Ms. Crawford has satisfactorily performed the duties of the city manager position over the past year, and in some areas has exceeded expectations of the City Council.

The attached resolution authorizing a salary adjustment has been prepared based on discussions at the closed session, Crawford's performance, industry market factors and in conformity with the City's adopted Compensation Plan.

RECOMMENDATIONS

I urge the City Council to adopt the attached resolution, as presented, authorizing a salary adjustment for the city manager.

ATTACHMENTS

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING A SALARY ADJUSTMENT FOR THE CITY MANAGER
OF THE CITY OF WHITE BEAR LAKE**

WHEREAS, the Mayor and City Council appointed Lindy Crawford to the position of city manager in December 2021; and

WHEREAS, it is routine for the Mayor and City Council to evaluate the performance of the city manager; and

WHEREAS, the Mayor and City Council held a closed session with Crawford on February 13, 2024 pursuant to Minn. Stat. § 13D.05 Subd. 3 (a) to evaluate her performance; and

WHEREAS, the Mayor and City Council found her performance to be satisfactory, and in some areas exceeded expectations.

WHEREAS, the Mayor and City Council desire to grant a salary adjustment for the city manager based on discussions at the closed session, Crawford's performance, industry market factors and in conformity with the City's adopted Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of White Bear Lake, Minnesota, that it hereby authorizes a salary adjustment for the city manager retroactive to December 20, 2023.

BE IT FURTHER RESOLVED that the city manager shall be placed at Grade AA, Step 3 of the City's 2024 Compensation Plan.

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

Ayes:

Nays:

Passed:

Dan Louismet, Mayor

ATTEST:

Caley Longendyke, City Clerk



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Lindy Crawford, City Manager
From: Paul Kauppi, Public Works Director/City Engineer
Date: February 28, 2024
Subject: Bruce Vento Trail – Phase 1 Update

SUMMARY

Ramsey County Parks and Recreation staff will be at the meeting to provide an update on the Bruce Vento Trail Phase 1 segment through White Bear Lake.

BACKGROUND INFORMATION

The Bruce Vento Trail is a 13.3 mile regional trail that will ultimately extend from downtown St. Paul, north to County Road J, of which the southern seven miles are complete. Currently, the trail terminates near Buerkle Road in White Bear Lake. The next connection, Phase 1, will extend 2.7 miles from Buerkle Road, north to the intersection of Hoffman Road and Highway 61.

Ramsey County staff will provide an update on the history, funding and the proposed schedule for the design and construction of the Phase 1 segment.

RECOMMENDATION

None – Information sharing only.

ATTACHMENTS

None



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Lindy Crawford, City Manager
 Caley Longendyke, City Clerk
Date: February 28, 2024
Subject: Requested Appeal for Denied Massage Therapist License – Crystina Vang

SUMMARY

The City Council will hear statements from Crystina Vang, who has filed a statement to appeal the decision to deny her massage therapist license application. Following the hearing, the City Council will consider a resolution upholding the denial.

BACKGROUND INFORMATION

Pursuant to Municipal Code Chapter 1127, the City regulates massage businesses and practitioner's licenses to ensure they meet minimum qualifications and basic insurance coverages. Crystina Vang (the "Applicant") submitted a massage therapist license application to work at The Carlson Clinic of White Bear Lake. In the application, under work history, the Applicant states she has an active massage license with the City of Brooklyn Center.

While conducting a background investigation, the Police Department found there to be no active license for the Applicant with the City of Brooklyn Center. Pursuant to Municipal Code Section 1127.110, Subd. 6, it shall be grounds for denial, revocation, nonrenewal, suspension or any other appropriate adverse license sanction if the applicant provides false information in their application materials. The City Manager's Office issued a denial letter to the Applicant on February 1, 2024 based on the information found during the background investigation and in accordance with Municipal Code. The decision to deny an application based on false, misleading or missing information is a consistent practice for staff and it correlates directly with the Municipal Code.

The Applicant notes in her statement of appeal, attached, that her license is still active, but not with Brooklyn Center. There were no other active licenses listed on the application, nor was the Police Department able to identify any. The owner of the establishment for which the Applicant applied, The Carlson Clinic, mentioned the Applicant holds a "state license". The State of Minnesota does not issue licenses for massage therapy. It remains unclear to the City Manager's Office what active license was being referenced.

The City is charged with protecting the public health, safety, and welfare of White Bear Lake.

The City recognizes massage therapy as a reasonable business and has licensed several such businesses and practitioners. However, the nature of the business, the potential for such businesses to be used as a disguise for other activities, and the difficulties related to investigating violations occurring at such businesses compels City staff and the City Council to carefully scrutinize all applications and appeals for massage businesses and practitioner's licenses.

As previously stated, staff's decision to deny the Applicant's application is consistent with Municipal Code and past applications. Previous appeals brought before the City Council have ultimately been upheld, aligning with Municipal Code.

RECOMMENDATION

Staff urges the City Council to adopt the attached resolution upholding the massage therapist license application denial.

ATTACHMENTS

- Resolution
- Letter of Denial
- Statement of Appeal

RESOLUTION NO.

**RESOLUTION UPHOLDING THE DENIAL OF A MASSAGE THERAPIST
LICENSE APPLICATION FOR CRYSTINA VANG**

WHEREAS, pursuant to Municipal Code Chapter 1127, the City regulates massage businesses and practitioner’s licenses to ensure they meet minimum qualifications and basic insurance coverages; and

WHEREAS, Crystina Vang (the “Applicant”) submitted a massage therapist license application with plans to work at The Carlson Clinic of White Bear Lake; and

WHEREAS, information provided in the application by the Applicant states that the Applicant has an active massage license with the City of Brooklyn Center; and

WHEREAS, while conducting the background investigation, the Police Department found there to be no active license for the Applicant with the City of Brooklyn Center; and

WHEREAS, pursuant to Municipal Code Section 1127.110, Subd. 6, it shall be grounds for denial, revocation, nonrenewal, suspension or any other appropriate adverse license sanction if the applicant provides false information in their application materials; and

WHEREAS, the City Manager’s Office issued a denial letter to the Applicant on February 1, 2024 based on the information found during the background investigation and in accordance with Municipal Code Section 1127.110, Subd. 6; and

WHEREAS, the Applicant submitted a statement of appeal on February 1, 2024 and had the opportunity to be heard by the City Council on February 28, 2024; and

WHEREAS, the City Council is charged with protecting the public health, safety, and welfare of White Bear Lake, therefore, carefully scrutinizes applications for massage businesses and practitioner’s licenses prior to determining whether to uphold, modify, or overturn the denial.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the decision to deny the massage therapist license application submitted by the Applicant is hereby upheld and that the City Clerk is hereby directed to provide the Applicant written notice of the Council’s decision.

BE IT FURTHER RESOLVED that pursuant to City Code, Section 1127.115, subdivision 5, the Applicant shall not be eligible to reapply for a massage therapist license with the City of White Bear Lake for one (1) year from the date of this resolution.

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

4701 Highway 61 N.
White Bear Lake, Minnesota 55110
651-429-8526 | www.whitebearlake.org

February 1, 2024

Crystina Vang
1908 Red Oak Lane
Lino Lakes, MN 55038

RE: MASSAGE THERAPIST LICENSE APPLICATION

Ms. Vang,

This letter serves as notification that the City of White Bear Lake has denied your massage therapist license. In your work history, you included a chiropractic establishment in Brooklyn Center and state that you have an active massage license. The White Bear Lake Police Department verified that you do not have an active massage license with the City of Brooklyn Center.

Pursuant Municipal Code 1127.110, Subd. 6, it shall be grounds for denial, revocation, nonrenewal, suspension or any other appropriate adverse license sanction if the applicant provides false information in their application materials. Your application is no longer being considered for licensure in the City of White Bear Lake. Fees submitted with your application have been voided.

Sincerely,

Caley Longendyke

City Clerk of White Bear Lake

cc: Chief of Police, Dale Hager
City Manager, Lindy Crawford

Caley Longendyke

From: Crystina Yang <crystina.yang@gmail.com>
Sent: Thursday, February 1, 2024 3:10 PM
To: Caley Longendyke
Subject: Re: City of White Bear Lake massage therapist application

Hi Caley,

I wanted to thank you for getting back to me on this matter but I would like to appeal your decision of denial because of the incorrect massage therapy license. I miss understood if the question was if my massage license was still active and it is but not with Brooklyn Center at this time. I used to work for Regal in Brooklyn Center before when Dr. Carlson still own that place. I also worked for Noupah in little Canada and for Nouveaux massage therapy in Saint Anthony before. This application is to work under Dr. Carlson's license in his clinic. Please let me know what informations to get this approved. Thank you so much for your time.

Crystina

On 1 Feb 2024, at 11:00 am, Caley Longendyke <CLongendyke@whitebearlake.org> wrote:

Crystina,

Please review the attached letter regarding your massage license application.

Sincerely,

<image001.png>

Caley Longendyke
City Clerk

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

651-429-8508 – Direct
651-429-8526 – Main

clongendyke@whitebearlake.org | www.whitebearlake.org

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<Crystina Vang Massage Application.pdf>