



**AGENDA - AMENDED**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, MARCH 12, 2024**  
**7 P.M. IN THE COUNCIL CHAMBERS**

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

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on February 28, 2024

B. Minutes of the City Council Work Session on February 28, 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. Accept minutes: November Park Advisory Commission, January Environmental Advisory Commission, January White Bear Lake Conservation District

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

C. Resolution authorizing White Bear Lake Lions Club to conduct charitable gambling at Washington Square Bar & Grill

D. Resolution approving various annual business and liquor license renewals

**5. VISITORS AND PRESENTATIONS**

None

**6. PUBLIC HEARINGS**

A. 2024 Pavement Rehabilitation Project – ordering improvements, approving plans and specifications, and authorizing advertisement for bids

**7. UNFINISHED BUSINESS**

None

**8. NEW BUSINESS**

A. City of White Bear Lake Strategic Plan

B. Shade Tree Bonding Grant Program *Added at the meeting*

**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  
WEDNESDAY, FEBRUARY 28, 2024  
7 P.M. IN THE COUNCIL CHAMBERS**

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

Mayor Dan Louismet called the meeting to order at 7:02 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 Sam Ketchum.

There was a moment of silence for Burnsville Police Officers Paul Elmstrand and Matthew Ruge, and Burnsville Firefighter/Paramedic Adam Finseth, who were victims of a deadly shooting during an emergency call in Burnsville on February 18, 2024.

**PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on February 13, 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 February 13, 2024

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

C. Minutes of the City Council Work Session on February 20, 2024

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

**3. APPROVAL OF THE AGENDA**

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

**4. CONSENT AGENDA**

A. Resolution approving liquor licenses for S & Y Foods LLC **Res. No. 13323**

B. Resolution authorizing a recycling grant agreement with Washington County and requesting grant funding allocation **Res. No. 13324**

C. Resolution approving plans and specifications and authorizing ISD 624 to advertise for bids for North Campus roadway improvements **Res. No. 13325**

- D. Summary of the City Manager's performance evaluation
- E. Resolution approving a salary adjustment for the City Manager **Res. No. 13326**

Mayor Louismet made a clarification on the salary adjustment for the City Manager. He noted that instead of a percentage increase, as Council previously discussed, the increase is reflected as a step adjustment, and equates to a \$278 difference. It was moved by Councilmember **Engstran**, seconded by Councilmember **Hughes**, to approve the consent agenda. Motion carried unanimously.

## 5. VISITORS AND PRESENTATIONS

### A. Bruce Vento Trail – Phase 1 Update

Public Works Director/City Engineer Kauppi introduced Scott Yonke, Planning and Development Director for Ramsey County Parks, to present an update on Phase 1 of the Bruce Vento Trail. Kauppi noted that City Council has been supportive of this Ramsey County project over the years and has offered several letters of support for project funding since 2016. Yonke reviewed the benefits of the project, including providing connections to other regional and local parks and trails, increasing safety of pedestrians and bicyclists, and completing approximately half of a six-mile gap in the regional trail corridor and national trail system. Phase 1 of the project is about \$10 million, with \$5 million being funded through state bonds, \$4 million through federal funding, and \$1 million through Ramsey County. Construction plans are expected to be finalized in summer 2024, construction solicitation in late summer 2024, construction starting in October/November 2024, and construction ending in November/December 2025.

Yonke provided background information on the Bruce Vento Regional Trail, which was established in 1993 along the Burlington Railway Corridor, and extends 13.3 miles through Saint Paul, Maplewood, Gem Lake, Vadnais Heights, White Bear Lake, and White Bear Township. Significant connections include a national bike route, a regional bike transportation network, and the Gateway State Trail, among other regional and local parks and trails. Yonke shared about the City's letters of support, both for funding and design.

Yonke provided more details about the Phase 1 trail, which starts at Buerkle Road and ends at the intersection of Hoffman Road and Highway 61. The preliminary design study started back in 2014 with plan development occurring between 2018 and 2021. Trailhead locations are planned for the County Road E intersection and Hoffman Road intersection. He shared about the public engagement opportunities offered over the last 10 years, which informed the construction plans for the design of Phase 1. Yonke projected aerial images and elevation graphics of various trail sections, and provided details for each section. He explained next steps for moving forward with Phase 1, including state aid process, permitting, land agreements, and finalizing construction plans.

Councilmember West asked about landscaping and plan for replacing any downed trees. Yonke explained that the project will involve some tree removal, but affirmed it was a sensitive component and that trees will be replanted. Vegetation will also be added along the corridor. Councilmember Walsh asked about the feedback received during the public engagement opportunities, and Yonke reported that the feedback was positive for Phase 1 of the project.

Councilmember Walsh asked about the timeline for public engagement for Phase 2. Yonke anticipates the preliminary planning and the start of public engagement to begin in 2024. When asked about involvement of the railroad, Yonke said the County has been actively engaged with the railway throughout the entire project. City Manager Crawford clarified that construction is beginning only for Phase 1, not Phase 2. Yonke confirmed that Phase 2 is in the very beginning planning stages. Mayor Louismet asked if the timeline for Phase 1 is reflective of what the timeline will be for Phase 2. Yonke anticipates it will be a similar timeframe, as it takes several years to complete some components of the project.

## 6. PUBLIC HEARINGS

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

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. City Manager Crawford presented information about a massage therapist application that was administratively denied. The applicant, Crystina Vang, stated in the application that 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 applicant submitted an appeal for denial. City Manager Crawford noted that previous appeals brought to Council have been upheld, aligning with the Municipal Code.

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.

Crystina Vang, applicant and resident at 1908 Red Oak Lane in Lino Lakes, addressed the error on her application and explained her misunderstanding. Dustin Carlson, owner of The Carlson Clinic, vouched for the applicant and asked for the Council to reconsider.

Councilmember Edberg asked when an applicant can resubmit a new application. City Manager Crawford said an applicant who has been denied a license can reapply one year from the date of denial or, if appealed, the date of the Council meeting. City Manager Crawford also addressed a comment made by the applicant saying she has an active license, but reiterated that the Police Department didn’t identify any such license. Councilmember Walsh acknowledged that the Council has been strict for simple errors on applications in this area of business. He noted that he trusts Mr. Carlson, but recognized needing to be consistent with applications.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Engstran**, to approve **Res. No. 13327** upholding the denial of a massage therapist license application for Crystina Vang. Councilmember Hughes understands the need to be strict, but wondered if applicants are under the same scrutiny for other types of licenses, like liquor and tobacco. City Manager Crawford confirmed that all applicants are held to the same standards. Councilmember Edberg questioned if a year is too long for a denied applicant to wait before reapplying. He was open for future discussion on reviewing regulatory practices in the ordinance and making sure it's consistent with other practices. Mayor Louismet shared support for reviewing the massage ordinance. Regarding the application in front of the Council, Mayor Louismet pointed out language in the Municipal Code, stating that providing false information in an application "shall" constitute grounds for denial, which he noted doesn't allow flexibility for Council discretion. He used that language as an example of a discussion topic for future review of the ordinance. Councilmember Edberg was curious about the length after which a denied applicant can reapply for other licenses and whether denied applicants typically reapply. Councilmember West asked how the City's ordinance compares with other cities. City Manager Crawford said it is similar to other cities. Motion carried unanimously.

## 7. UNFINISHED BUSINESS

None

## 8. NEW BUSINESS

None

## 9. DISCUSSION

None

## 10. COMMUNICATIONS FROM THE CITY MANAGER

City Manager Crawford shared that Terry Vadnais, former White Bear Lake firefighter, passed away. He served on the Fire Department for 51 years in various roles. She congratulated Bill Foussard, local businessowner and community leader, who won the Tourism Industry Leader Award from Explore Minnesota. For upcoming events, she provided information about an upcoming Downtown Mobility & Parking Study open house at City Hall. She shared her condolences for the fallen officers and firefighter of the City of Burnsville and thanked White Bear Lake first responders for their service.

## 11. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Engstran**, seconded by Councilmember **Hughes**, to adjourn the regular meeting at 7:54 p.m. Motion carried unanimously.

---

Dan Louismet, Mayor

ATTEST:

---

Caley Longendyke, City Clerk



**MINUTES  
CITY COUNCIL WORK SESSION  
WEDNESDAY, FEBRUARY 28, 2024  
IMMEDIATELY FOLLOWING  
THE REGULAR COUNCIL MEETING  
CITY HALL COUNCIL CHAMBERS**

Mayor Louismet opened the meeting at 7:56 PM. Councilmembers in attendance included: Kevin Edberg, Steven Engstran, Heidi Hughes, Bill Walsh, and Andrea West. Staff members in attendance included: City Manager Lindy Crawford, Finance Director Kerri Kindsvater, Community Development Director Jason Lindahl, Public Works Director/ City Engineer Paul Kauppi, and Assistant City Engineer Nate Christensen.

**1. Downtown Parking Lot Construction Discussion**

Prior to completion of the Downtown Mobility and Parking Study, staff and the Council met to discuss the locations and funding history of five downtown White Bear Lake public parking lots, lot reconstruction timeline and estimated reconstruction costs, and potential funding options and impacts. The group also discussed the future downtown street reconstruction project as it relates to the project timeline, estimated project costs, and potential funding options and impacts.

After a robust discussion, it was the desire of the Council to first understand the full scope and costs of the entire street reconstruction project – parking lots and streets – and recommendations of the Mobility and Parking Study before providing direction to staff regarding funding options and a project timeline. Councilmember Walsh suggested the Council should meet with downtown businesses prior to the Council accepting the Mobility and Parking Study final report.

Councilmember Edberg excused himself from the meeting at 9:48 PM.

Adjourned 9:55 PM



**MINUTES  
PARK ADVISORY COMMISSION  
CITY OF WHITE BEAR LAKE, MINNESOTA  
THURSDAY, NOVEMBER 16, 2023  
6:30 P.M. AT CITY HALL CONFERENCE ROOM  
AT 4701 HWY 61 NORTH**

**1. CALL TO ORDER AND ATTENDANCE**

Chair Bill Ganzlin called the meeting to order at 6:30 p.m.

**MEMBERS PRESENT:** Victoria Biehn, Mark Cermak, Anastacia Davis, Ginny Davis, Bill Ganzlin, and Mike Shepard

**MEMBERS ABSENT:** Bryan Belisle

**STAFF PRESENT:** Andy Wietrecki, Parks Working Foreman; Paul Kauppi, Public Works Director/City Engineer

**VISITORS PRESENT:**

**2. APPROVAL OF AGENDA**

It was moved by member **Ginny Davis** seconded by member **Mark Cermak**, to approve the agenda as presented.

Motion carried, 6:0.

**3. APPROVAL OF THE MINUTES**

Minutes of October 19, 2023

It was moved by member **Mike Shepard** seconded by member **Mark Cermak**, to approve the minutes of the October 19, 2023 meeting.

Motion carried, 6:0.

**4. VISITORS AND PRESENTATIONS**

Nothing Scheduled

**5. UNFINISHED BUSINESS**

January Workshop Strategic Planning

Andy Wietrecki and Paul Kauppi explained how the workshop with City Council would be structured. The Commission went through the list of everything residents at Marketfest identified as positives, negatives and proposed improvements. Then the Commission ranked the importance of topics they wanted to cover with the City Council at the workshop.

Victoria Biehn asked if the City's budget for 2024 was set. Paul Kauppi explained in depth the process of how budgets are put together and vetted. He explained the budget process from start to finish. Andy

and Paul will put together a power point of the information discussed for everyone to review before the City Council workshop on January 16<sup>th</sup>.

## 6. NEW BUSINESS

### A. Parks CIP Review

Andy reviewed the Parks CIP with the Commission. Andy identified the projects that were not completed in 2023. The funding for the unfinished projects was pushed to 2024 so the Parks Department can still accomplish these much needed projects. This year the City is completing phase 1 of the proposed paved trail system at Lakewood Hills Park. This project will use most of the CIP budget for 2024 so there will be no other major projects besides replacing the sand at a couple playgrounds with engineered wood fiber.

## 7. DISCUSSION

### A. Staff updates

### B. Commission member updates

None.

## 8. ADJOURNMENT

There being no further business before the Commission, it was moved by member **Ginny Davis** seconded by member **Mike Shepard** to adjourn the meeting.

Motion carried, 6:0





**MINUTES  
ENVIRONMENTAL ADVISORY COMMISSION  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
WEDNESDAY, JANUARY 17, 2024  
6:30 P.M. IN THE CITY HALL CONFERENCE ROOM**

**1. CALL TO ORDER AND ATTENDANCE**

Chair Schroeher called the meeting to order at 6:37 p.m.

**MEMBERS PRESENT:** Sheryl Bolstad, Chris Frye, Chris Greene, Bonnie Greenleaf, Jeff Luxford, Gary Schroeher (Chair)

**MEMBERS ABSENT:** Rick Johnston (Vice Chair)

**STAFF PRESENT:** Connie Taillon, Environmental Specialist

**VISITORS PRESENT:** None

**2. APPROVAL OF AGENDA**

The commission members reviewed the agenda and had no changes.

It was moved by member **Luxford** seconded by member **Bolstad**, to approve the agenda as presented.

Motion carried, 6:0.

**3. APPROVAL OF THE MINUTES**

A. Minutes of the Environmental Advisory Commission meeting on December 20, 2023. The commission members reviewed the draft December 20, 2023 meeting minutes and had the following changes: Item 1A, change 7:51 to 6:51. Item 7A, sentence 4, change Manager to Member. Item 7A, last sentence, change Manger to Member.

It was moved by member **Greenleaf** seconded by member **Greene**, to approve the minutes of the December 20, 2023 meeting minutes as amended.

Motion carried, 6:0.

**4. VISITORS AND PRESENTATIONS**

None

**5. UNFINISHED BUSINESS**

A. Joint work session recap

Member Bolstad complimented Chair Schroeher on his presentation to City Council at the joint work session and was happy to see that most of the Council members were in attendance. Member Frye wondered if the commission asked Council for anything specific. Chair Schroeher replied that the commission asked Council for feedback on

their 2024 priorities, and that Councilmember Edberg was very supportive of buckthorn removal. Member Luxford said that he regrets not asking Council what they want to see the EAC to work on. In response to Councilmember Edberg's interest in removing buckthorn, member Greenleaf suggested that the commission organize one buckthorn removal event this fall. Chair Schroeher mentioned that buckthorn removing tools are available through the Ramsey-Washington Metro Watershed District. When asked how long he stayed at the joint work session, Chair Schroeher responded that he attended most of the Park Advisory Commission (PAC) discussion, which was a more informal discussion than the Environmental Advisory Commission discussion, with more than one member presenting.

**B. 2024 Draft Work Plan**

The commission members reviewed the draft 2024 work plan. Chair Schroeher moved the buckthorn removal event from September to October. Member Luxford suggested that a request for volunteers at the fall buckthorn event be included in the spring newsletter and also submitted to the White Bear Press. Taillon will add this note to the work plan. The commission members are interested in beginning conversations with the Marketfest coordinator about possibly transitioning Marketfest to a zero waste event. Member Luxford suggested creating a list of tasks and asking for feedback. The list could include educating the public by staffing volunteers at each waste station, identifying haulers that offer compostable waste pick up, and working with the Marketfest vendors to switch to certified compostable products. Member Frye suggested looking at Mill City as an example. Chair Schroeher offered to email the Marketfest coordinator to see if she would be interested in meeting to discuss zero waste events.

**C. Joint meeting with Park Advisory Commission**

Taillon stated that she is working with the PAC staff liaisons to schedule a date for the joint meeting. She asked for thoughts on meeting agenda items in addition to reviewing and commenting on the restoration location maps. Member Greenleaf suggested talking about the plan and implementation priorities. Member Bolstad asked to include a budget discussion and how to prioritize projects on the agenda. Taillon mentioned that funding could possibly come from the SWPP budget. Member Bolstad responded that the PAC should be aware that funding could potentially come from the SWPP Fund and that the EAC can lead these projects. Chair Schroeher recommended that the meeting be scheduled with the PAC as soon as possible. He suggested turf to pollinator garden projects be included in the discussion. He offered to invite Metro Blooms to a future meeting with the PAC to introduce their pollinator demonstration garden technical and funding assistance program.

**6. NEW BUSINESS**

**A. 2024 Environmental Resources Expo**

Chair Schroeher asked Taillon to add the 2024 Environmental Resources Expo discussion to the February agenda.

## 7. DISCUSSION

### A. Staff updates

None

### B. Commission member updates

Member Greenleaf announced that her church is looking at installing ground mount solar with pollinator plantings. There are various rebates and credits available to help lower the cost of solar.

Member Frye noted that he is on the zoning code update committee which has met once so far, in November. The next meeting is scheduled for early February.

### D. Do-outs

New do-out items for January 17, 2024 include:

- Chair Schroeher to contact Marketfest coordinator to gauge her interest in making Marketfest a zero waste event.
- If Marketfest coordinator is interested in further discussion about converting Marketfest to a zero waster event, commission members to create a 'to do list' and timeline for this process.

### E. February agenda

Commission members asked Taillon to add the following to the February 21, 2024 agenda: 2024 Environmental Resources Expo, draft 2024 Work Plan.

## 8. ADJOURNMENT

There being no further business before the Commission, it was moved by member **Bolstad** seconded by member **Frye** to adjourn the meeting at 8:41 p.m.

Motion carried, 6:0



## White Bear Lake Conservation District Regular Board Meeting Minutes

Jan. 16, 2024 7:00 p.m., White Bear Lake City Hall Council Chambers  
(6:00 pm LUC meeting)

1. **Roll Call/Quorum** – Present: Secretary-Treasurer Mike Parenteau, Chris Churchill, Scott Costello, Darren DeYoung, Susie Mahoney, Mark Wisniewski, and Alan Kantrud. Absent: Bryan DeSmet, Meredith Walburg, Mark Ganz, and Diane Longville. A quorum was present.
2. **Call to Order** – The meeting was called to order at 7:06 pm by Mike Parenteau.
3. **Approval of Agenda** – The following amendments to the agenda were made: removed WBL low water level study group under item 6, and Executive Committee and social media reports under item 8; and added Dec. 22, 2023 Treasurer's Report to the Dec. 31, 2023 year end Treasurer's Report item. A motion to approve the agenda as amended was made by Mike Parenteau, seconded and passed.
4. **Approval of Previous Board Meeting minutes** – A motion to approve the Nov. 21, 2023 meeting minutes was made by Mike Parenteau, seconded and passed.
5. **Public Comments** - none
6. **New Business**
  - Nominations for Executive Board members – Mike Parenteau nominated Bryan DeSmet for chair, and Meredith Walburg for vice chair, and Chris Churchill nominated Mike Parenteau for secretary-treasurer. Nominations are open through the February Board meeting where a vote will take place. Either contact the administrator with nominations or bring it to the next meeting.
  - Board activity calendar draft – Board members are to review the Board activity calendar draft and inform the administrator of any additions or changes before the February Board meeting.
  - 2023 annual report draft - Board members are to review the 2023 annual report draft and inform the administrator of any additions or changes before the February Board meeting.
  - Annual designations – A motion to approve the 2024 annual designations was made by Scott Costello, seconded and passed.
  - WBLCD Buoy Location Map – updated draft – The actual buoy locations on the map could change depending on the lake level. When completed it will be posted on the website, social media, featured in a spring education piece on buoys, and possibly given to permit applicants. After some discussion, it was decided that the administrator will change the color dots to shapes so it can be reproduced in black and white. The map will be updated for the February Board meeting.
7. **Unfinished Business**
  - VFW-EAW update – The Environmental Assessment Worksheet is still missing some information and a final review letter from the DNR's National Heritage Review team needs to be received. on the provided by the VFW still needs some information is still incomplete waiting for completion
  - 2024 lake use study RFP proposals – Mark Wisniewski updated the Board on the subcommittee's review of the two proposals received for the 2024 lake use study project; one from Blue Water Science, and the other from Emmons and Olivier Resources (EOR). The budget for the project is \$30,000: Blue Water Science total costs are \$35,800 + \$350 per meeting and the proposal mirrors the data that was requested; EOR total costs are \$29,600, and while it didn't follow the

data requests as closely, they did suggest some other components that could enhance the study. The subcommittee deemed both of these firms as very qualified.

There are three important factors to consider as the Board prepares for a vote. One is consistency of data collection as we're reviewing back to the 2006 lake use studies and with the same individuals using the same methodology the data becomes comparable. Another consideration is costs. The last consideration is that EOR, while being a firm we haven't worked with in a long while, could offer new insights for the study. The subcommittee prefers Blue Water Science for its consistency in data collection that makes the history of reports comparable.

The Board was asked to review the proposals for discussion and vote at the February Board meeting.

## 8. Reports/Action Items

- **Lake Quality Committee** – Mike Parenteau reported that the lake is not frozen yet.
  
- **Lake Utilization Committee** –
  - The LUC reviewed the following applications, and made recommendations to the Board. At the LUC meeting, Chris Churchill made the motions to either approve or table the following permits with each voted on individually:
    - VFW Post 1782 Horseshoe on Ice Fundraiser Event permit application (Feb. 17, 2024) – A motion to approve the event permit, and waive the application fee was made by Chris Churchill, seconded and passed. The administrator will follow up with the VFW to confirm the cleanup date.
    - VFW Post 1782 amended commercial permit application (same as last year [tabled from 11/21/23]) A motion to approve the amended permit application was made by Chris C., seconded and passed.
    - White Bear Yacht Club commercial/noncommercial permit application (revised from last year) – The application was tabled until the watercraft and slip counts can be confirmed. Chris C. will reach out to them.
    - Brenda Farrell noncommercial permit application (new) – The application was tabled until a better diagram was received. Chris C. will reach out to them
    - Scott Bohnen noncommercial permit application (same as last year) – A motion to approve was made by Chris C., seconded and passed.
    - Beverly Driscoll noncommercial permit application (same as last year) – A motion to approve was made by Chris C., seconded and passed.
    - Hickory St. Dock Assn. noncommercial permit application (same as last year) – A motion to approve was made by Chris C., seconded and passed.
    - Alicia Heights Dock noncommercial permit application (same as last year) – A motion to approve was made by Chris C., seconded and passed.
    - Cottage Park Homeowners' Assn permit application (revised dock configuration from last year) – A motion to approve was made by Chris C., seconded and passed, with Scott Costello abstaining. The association's dock may extend its dock out in accordance with WBLCD ordinances should the water level be too low.
    - Your Boat Club commercial sales permit application – A motion to approve was made by Chris C., seconded and passed.
  
- **Lake Education Committee**
  - Educational outreach update – Scott Costello reported that the winter issue of *The Laker* was published in December featuring the Rice Creek Watershed District's chloride chart, and thin ice awareness. The administrator will contact the White Bear Press regarding their proposal for partnership in 2024. A spring article in the publication would focus on buoys.

and thin ice awareness. The administrator will contact the White Bear Press regarding their proposal for partnership in 2024. A spring article in the publication would focus on buoys.

Mahtomedi Boy Scout Troop 89 will be hosting the annual lake cleanup on Mar. 9. If they are unable to get on the ice, they will do a land cleanup in the parks around the lake. More information will follow.

**9. Treasurer Reports – Mike Parenteau**

- Approval of amended November 2023 Treasurer's Report – A motion to approve the amended Nov. 2023 Treasurer's Report, with check #4917 voided, was made by Mike Parenteau, seconded and passed.
- Approval of December 22, 2023 and December 31, 2023 Year End Treasurer's Reports – A motion to approve the Dec. 22 and 23, 2023 Treasurer's Reports (approving debit cards 6a, 19, 20, 21 and EFT payment; check #s: 64-A to 64-F, and 4920-4922; and voided uncashed checks 3164, 4267, 4612, and 4896) was made by Mike Parenteau, seconded and passed.
- Approval of January 16, 2024 Treasurer Report – A motion to approve the Jan. 16, 2024 Treasurer Report was made by Mike P., seconded and passed.

**10. Board Council Report**

- Alan Kantrud reported that it has been a slow month of activity on the lake due to ice conditions. Presentations will be scheduled for February (Ramsey County water patrol), and March (insurance carrier).

**11. Announcements**

- Please return your completed non-conflict of interest forms before the end of the meeting.
- A donation from Manitou Clothing is expected and a resolution will need to be written to accept it.

**12. Adjournment** – A motion to adjourn at 8:42 pm was made by Scott Costello, seconded and passed.

ATTEST:

Bryan DeSmet, Chair

Bryan DeSmet

Date 2-20-2024

Cheri Howe, Administrator

Cheri Howe

Date 2/20/2024



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

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Caley Longendyke, City Clerk  
**Date:** March 12, 2024  
**Subject:** **Temporary On-Sale Liquor License for Church of St. Pius X**

---

## SUMMARY

The City Council will consider approving a temporary liquor license for the Church of St. Pius X to serve alcohol at their spring festival on April 28, 2024.

## BACKGROUND INFORMATION

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

Church of St. Pius X is a religious organization that has applied to sell alcoholic beverages during their spring festival scheduled for April 28, 2024 between 10:30 a.m. to 4:30 p.m., with alcohol service being offered between 11:00 a.m. and 4:00 p.m. Springfest is open to the public and is a fundraiser for the church, and will offer meal options, family games, bingo, and other activities in the community rooms, activity center, and cafeteria. In a letter written by Rev. Thomas M. McKenzie Jr., he informed City staff there will be experienced bartenders checking identification and designated monitors for responsible consumption. The applicant meets State regulations for temporary liquor licenses and has secured the liquor liability insurance required by City Code.

## RECOMMENDATION

Staff recommends the City Council adopt the attached resolution approving a temporary liquor license for Church of St. Pius X for April 28, 2024.

## ATTACHMENTS

Resolution

**RESOLUTION NO.**

**RESOLUTION APPROVING A TEMPORARY LIQUOR LICENSE FOR  
THE CHURCH OF ST. PIUS X FOR SPRINGFEST**

**WHEREAS**, the Church of St. Pius X (the applicant) has submitted an application to serve alcohol at their spring festival scheduled for April 28, 2024 between 10:30 a.m. to 4:30 p.m., with alcohol service being offered between 11:00 a.m. and 4:00 p.m.; and

**WHEREAS**, the event will be indoors in their community rooms, activity center and cafeteria; and

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

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

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

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

Church of St. Pius X  
11:00 a.m.-4:00p.m., April 28, 2024  
3878 Highland Avenue  
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**  
City Manager's Office

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Caley Longendyke, City Clerk  
**Date:** March 12, 2024  
**Subject:** **Application from White Bear Lake Lions Club to Conduct Charitable Gambling at Washington Square Bar & Grill**

---

## SUMMARY

The City Council will consider adopting a resolution allowing the White Bear Lake Lions Club to conduct charitable gambling at Washington Square Bar & Grill.

## BACKGROUND INFORMATION

Charitable gambling in the City of White Bear Lake is authorized by Minnesota Statutes, Chapter 349 and City Code, Chapter 1002.200 and Chapter 1111. City Council approval must be granted before charitable gambling business may be conducted. The City Code also limits charitable organizations to three locations within the City.

The liquor licensee, Washington Square Bar & Grill, has submitted a Gambling and Raffles Devices Application with all required city and state materials from the licensee and the charitable gambling organization, White Bear Lake Lions Club. The Lions Club currently conducts charitable gambling activities at two locations in the City—Carbone's Pizzeria & Pub and 617 Lounge. The organization is requesting their third location for charitable gambling to be conducted at Washington Square Bar & Grill.

Upon City Council approval, the Lions Club will submit the appropriate forms to the Minnesota Gambling Control Board (GCB). Gambling activities may begin once the permit is issued from the GCB.

## RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing White Bear Lake Lions Club to conduct charitable gambling at Washington Square Bar & Grill, contingent on a permit issued by the Minnesota Gambling Control Board.

## ATTACHMENTS

Resolution

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING WHITE BEAR LAKE LIONS CLUB TO CONDUCT CHARITABLE GAMBLING AT WASHINGTON SQUARE BAR & GRILL IN WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, charitable gambling in the City of White Bear Lake is authorized by Minnesota Statutes, Chapter 349 and City of White Bear Lake Municipal Code, Chapter 1002.200 and Chapter 1111, by application submitted by the liquor licensee; and

**WHEREAS**, the owner of Washington Square Bar & Grill submitted an application requesting White Bear Lake Lions Club to conduct charitable gambling at their establishment, located at 4736 Washington Square; and

**WHEREAS**, White Bear Lake Lions Club meets the qualifications set forth in the City Code to conduct charitable gambling within the City; and

**WHEREAS**, the City Code allows a qualified organization to conduct charitable gambling at no more than three establishments in the City; and

**WHEREAS**, White Bear Lake Lions Club currently conducts charitable gambling at Carbone's Pizzeria & Pub and 617 Club, with Washington Square Bar & Grill becoming their third and final location.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that the gambling application for White Bear Lake Lions Club to conduct charitable gambling at Washington Square Bar & Grill is hereby approved, contingent on approval from the Gambling Control Board.

**BE IT FURTHER RESOLVED** that the charitable gambling will not begin until the Minnesota Gambling Control Board has issued a permit to the White Bear Lake Lions Club.

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

Ayes:  
Nays:  
Passed:

---

Dan Louismet, Mayor

**ATTEST:**

---

Caley Longendyke, City Clerk



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

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Caley Longendyke, City Clerk  
**Date:** March 12, 2024  
**Subject:** **Various Annual Business and Liquor License Renewals**

---

## SUMMARY

The City Council will consider adopting a resolution approving the renewal of various annual business and liquor licenses for the business cycle April 1, 2024 - March 31, 2025.

## BACKGROUND INFORMATION

The City's Municipal Code requires that certain business activities in the City be licensed and comply with the terms of the license or associated ordinance. The business licensing period is April 1 to March 31. The attached resolution is categorized by license type, under which each business applicant for the 2024-2025 business cycle is listed. No licenses will be issued until all required paperwork has been submitted including insurance, fees and fire inspection corrections have been implemented.

Listed below are the various license categories with their respective updates, including two new licenses, discontinued licenses, and other notable updates regarding licensees.

### LIQUOR - Liquor License Updates

*Golf Nerd LLC*, dba **Golf Nerd**, a new business where customers can practice golf indoors with high-tech simulators, obtained an on-sale intoxicating liquor license in October 2023.

*Foley Professional Golf Services LLC*, dba **Manitou Ridge Golf Course**, took over ownership of the golf course from previous owners *Golf Services Corporation* and obtained their on-sale liquor license, the same previously held, in November 2023.

*The Minnesotan Productions Co.*, dba **The Minnesotan**, obtained an on-sale intoxicating liquor license in June 2023. The business has been renovating their new bar space and the owner plans to activate the liquor licenses for the first time in April 2024.

*Applegreen Midwest LLC*, dba **Freedom Valu #33**, located at 4852 Highway 61, changed their business name to **Express Lane**.

*Big Wood Brewery LLC, dba **Big Wood Brewery***, closed their business at the end of December 2023. *The Alchemist, Inc.* has plans to expand The Alchemist & Kellerman Event Center into the vacant building space.

*Good Table Restaurant Group II, LLC, dba **Burger Bar***, closed in February 2024. *S & Y Foods LLC, dba **Young's***, has since occupied the space and obtained a 3.2% liquor and wine licenses, a combination that allows them to sell strong beer.

*Kowalski's White Bear Lake Market, Inc., dba **Kowalski's White Bear Lake***, discontinued their 3.2% off-sale license.

*McGoldrick, Inc., dba **Admiral D's Waterfront Tavern***, has been directed by the MN Department of Public Safety - Alcohol and Gambling Enforcement Division (AGED), following a liquor inspection in June 2023, to move their liquor storage from an off-site location to the physical business location. Pursuant to Minnesota Statutes 340A.412, Subd. 12, a liquor license holder may not store intoxicating liquor at any location other than the licensed premises. AGED will follow up with the business to ensure compliance for the 2024 season.

#### LIQUOR - Compliance Checks

The Police Department conducted alcohol compliance checks in June 2023 and November/December 2023. Five establishments failed a compliance check in 2023, each of which was issued an administrative citation as follows:

- Burger Bar – 2125 4<sup>th</sup> Street (now permanently closed)
- Carbone's Pizzeria – 1350 Highway 96, Suite 7
- Cotroneo's Wine and Spirits – 2148 3rd Street
- MGM Wine and Spirits – 4444 Highway 61
- Washington Square Bar and Grill – 4736 Washington Square

Follow-up was conducted with each license holder to ensure a procedure is in place for verifying the age of purchasers, and to educate the business on the potential consequences for a failed compliance check. It has been the Council's practice to consider action against an establishment if they have a second failure within a 12-month period.

#### LIQUOR - Alcohol-Related Police Calls for Service

Calls for concern are those calls in which a person or persons experience behavioral changes due to alcohol consumption. These calls include disorderly conduct, lewd behavior, fights, intoxication leading to medical responses and intoxicated driving incidents, particularly when the recorded alcohol content is 0.16 or greater. Many calls to police are initiated by bar staff to help with unruly or intoxicated customers in an effort to ensure there are not problems with other customers. When there is a pattern of these calls for concern, police administration contacts management of the liquor establishment to provide education and guidance on the incident, and to limit similar incidents in the future. Some establishments open until 2:00 a.m. have significantly higher alcohol-related calls of concern.

Though not required, the Police Department encourages server training for all license holders and staff. Training is available through the Minnesota Alcohol and Gambling Enforcement Division and online through private companies.

#### **LIQUOR - Fire Marshal Inspections**

The Fire Marshal conducts and coordinates annual fire and life safety inspections of all liquor license applicants. The Fire Marshal is working with a few of the businesses on safety modifications and will conduct follow-up inspections to ensure compliance with the Fire Code. Continued issuance of licenses will be contingent upon final inspection and successful correction of noted violations upon re-inspection.

#### **TOBACCO - License Updates**

At the August 22, 2023 regular meeting, the City Council adopted an ordinance amending the Municipal Code regarding tobacco and related products (Ord. No. 23-08-2066). Among updated definitions and updated regulations aligning with federal and state laws, the amendment included imposing a limit on the number of tobacco products shops in the City to 10. There are currently five tobacco products shops.

#### **TOBACCO - Compliance Checks**

Each year the Police Department conducts tobacco compliance checks. The City Council is notified if a business has two consecutive failures with consideration, then given to a temporary suspension of its license. Tobacco compliance checks were conducted at 24 licensed establishments in June of 2023 for educational purposes only. The MN Department of Human Services- Behavioral Health Division, in partnership with the Association for Nonsmokers-MN, offered police departments an educational tobacco compliance check opportunity, Congratulate and Educate. This opportunity allowed staff to conduct one-on-one education on local, state, and federal laws around youth access with tobacco retailers. The goal was to educate retailers about the important role they play in keeping young people tobacco-free. Four establishments failed this compliance check:

- Convenience and Tobacco – 2004 County Road E
- M&J Tobacco – 4074 White Bear Avenue
- Firehouse ECig Shop – 4438 Highway 61
- Speedway #4317 – 3155 Century Avenue

None of the establishments were issued a citation for failures during the educational compliance checks. A second tobacco compliance check was conducted in the fall of 2023, and four establishments failed this compliance check:

- Convenience and Tobacco – 2004 County Road E
- M&J Tobacco – 4074 White Bear Avenue
- Speedway #52 – 2055 County Road E
- Speedway #4357 – 1447 Highway 96

**MASSAGE - License Updates**

The following businesses received a new massage establishment license during the 2023 - 2024 licensing period:

- Naturally Well
- Wildwood Chiropractic Center
- Blooming Wellness Massage & Bodywork
- Salons by JC
- Pure Illumination
- The Carlson Clinic

The following applicants received their massage therapist license for their respective workplaces:

- Sierra Benik at Life Spa
- Kelly Weisner at Life Spa
- Chanel Littleton at Life Spa
- Austin Roush at Blue Balance Wellness
- Denise Frazier and Blue Balance Wellness
- Jennifer Couture at Blue Balance Wellness and Wildwood Chiropractic Center
- Virginia Sorisio Johnson at Naturally Well
- Christina Martin at Pure Illumination
- Tracy Inderlee at Salons by JC
- Verna Grindle at Salons by JC
- Gail Anderson at Salons by JC
- Alissa Tomashek at Sunbear Spa and Salon
- Aubrey Smith at Sunbear Spa and Salon
- Olivia Lund at Sunbear Spa and Salon
- Christina Martin at Blooming Wellness Massage & Bodywork,
- Jessica Elias at A Little TLC Massage

**Elevated Massage & Bodywork** closed and will not be renewing their licenses. **beKIND Salon & Spa** and **Pure Illumination Skincare Studio & Boutique** did not request to renew their massage establishment licenses.

The following massage therapists did not request to renew their licenses and are no longer working in the City: Brandon Vernig and Shannon Kron of *DW's Therapeutic Massage*; Cassandra Tracy of *A Little TLC Massage*; Therese Faison of *Naturally Well*, and Monika Fulton, Rebecca Pacheco, Ruth Atherly, and Aubrey Smith, all from *Sunbear Spa and Salon*.

The following licenses are at risk for a lapse in coverage, due to late submission or non-response of license renewal. The renewal of their license is subject to all materials being submitted: Massage establishment and therapist licenses at **Blue Balance Wellness**.

**EDIBLE CANNABINOID PRODUCTS - License Updates**

At the August 22, 2023 regular meeting, the City Council adopted an ordinance requiring licensing on the retail sale of edible cannabinoid products (Ord. No. 23-08-2067). The following businesses received a license to sell these products:

- *Cellars WHL Inc.* dba **Cellars Wine & Spirits**
- *Dockside Water Ski Co.*, dba **Tally's Dockside** (Effective April 1, 2024)
- *ECig Smoke Shop Inc.* dba **FireHouse ECig Shop**
- *Haskell's Inc.* dba **Haskell's**
- *Lund Beverages LLC* dba **Lunds & Byerlys Wine & Spirits**
- *Mahmood Enterprises LLC* dba **White Bear Bait**
- *MNJ Tobacco Inc.* dba **MNJ Tobacco**

- *Nothing But Hemp LLC* dba **Nothing But Hemp**
- *Say LLC* dba **Summit Liquor**
- *Supervalu Inc.* dba **Cub Wine & Spirits**
- *TLC Liquors LLC* dba **MGM Wine & Spirits**
- *WBL Smoke Shop Inc.* dba **E-Cig Smoke Shop**
- *White Bear Brewing Company LLC* dba **Elevated Beer Wine & Spirits**

City licensing for edible cannabinoid products will remain in effect until the State's Office of Cannabis Management (OCM) becomes the issuing authority and issues its own business licenses. The OCM is expected to start issuing licenses in January 2025. The City's edible cannabinoid products licenses and its respective licensing ordinance shall remain in effect until new licenses are issued by OCM.

#### **EDIBLE CANNABINOID PRODUCTS - Compliance Checks**

Until the Office of Cannabis Management implements their licensing structure for edible cannabinoid products, the Police Department will conduct regular THC compliance checks. Since the licensing regulations have taken effect in September 2023, all checked licensed businesses were found to be in compliance.

#### **REFUSE/RECYCLING - License Updates**

The following organizations obtained a license for refuse/recycling during the last licensing period:

- USAgain LLC
- Veit Container Corp

#### **RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution, as presented, in which renewal of any City licenses listed shall be contingent upon receipt of insurance, license fees, and utility bill payments.

#### **ATTACHMENTS**

Resolution

**RESOLUTION NO.**

**RESOLUTION APPROVING VARIOUS BUSINESS LICENSES IN THE CITY OF WHITE BEAR LAKE  
FOR THE LICENSE YEAR APRIL 1, 2024 – MARCH 31, 2025**

**WHEREAS**, the White Bear Lake Municipal Code requires that certain business activities be licensed and comply with the terms of the license and associated ordinance; and

**WHEREAS**, the City Council annually reviews business license renewals and receives a summary report from the Police and Fire departments for compliance checks and inspection; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that the following business licenses be approved for renewal for the business cycle April 1, 2024 - March 31, 2025, subject to receipt of all related documentation, applicable fees, utility payments and insurance.

**Tobacco Licenses**

<b>Company Name</b>	<b>DBA</b>	<b>Street Address</b>
Applegreen Midwest LLC	Express Lane	4852 Highway 61
Applegreen Midwest LLC	Speedway #52	2055 County Road E East
Convenience & Tobacco, Inc.	Convenience & Tobacco	2004 County Road E East
ECig Smoke Shop, Inc.	FireHouse ECig Smoke Shop	4438 Highway 61
Haskell's, Inc.	Haskell's	1219 Gun Club Road
Holiday Stationstores Inc.	Holiday Station Store #215	1800 County Road F
Mahmood Enterprises, LLC	White Bear Bait	4648 Highway 61
MNJ Tobacco Inc.	MNJ Tobacco	4074 White Bear Ave
North Oaks Holiday	North Oaks Holiday	4540 Centerville Road
Northern Tier Retail LLC	Speedway #4357	1447 Highway 96
Northern Tier Retail LLC	Speedway #4317	3155 Century Ave N
Northern Tier Retail LLC	Speedway #4340	3235 White Bear Ave
Nothing But Hemp	Nothing But Hemp	4762 Banning Avenue
Obtainworld LLC	Cotroneo's Wine and Spirits	2148 3 <sup>rd</sup> Street
Say LLC	Summit Liquor	2000 County Road E East
Smoke Shop II	Smoke Shop	929 Wildwood Road
Supervalu, Inc.	Cub Foods	1920 Buerkle Road
Supervalu, Inc.	Cub Wine & Spirits	1910 Buerkle Road
TLC Liquors LLC	MGM Wine & Spirits	4444 Highway 61
Walgreen Company	Walgreens #3187	1075 Highway 96 E
Walgreen Company	Walgreens #02769	915 Wildwood Road
WBL Smoke Shop Inc.	E-Cig Smoke Shop	4711 Highway 61
White Bear Brewing Company LLC	Elevated Beer Wine & Spirits	2141 4 <sup>th</sup> Street
White Bear Express Inc.	White Bear Express	2490 County Road F East



**RESOLUTION NO.**

**Massage Establishment and Massage Therapist Licenses**

<b>Establishment Licenses</b>	<b>Address</b>	<b>Therapist Licenses</b>
A Little TLC	1310 Highway 96, #104D	Kelly Cadmus Jessica Elias
Blooming Wellness Massage & Bodywork	4756 Banning Ave, #213	Christina Martin
Blue Balance Wellness	2033 County Road E E	Jen Stack Sarah Crandall Vickie Schulte Austin Roush Denise Frazier Jennifer Couture
Center for Therapeutic Massage	4860 Banning Avenue	Ramona Barry Ronald Plante
DW's Therapeutic Massage	4066 White Bear Avenue #2	Dauna Zaudtke Rachael Wright
Family First Chiropractic & Wellness	1247 Gun Club Road	None at this time.
Fresh Face Loftique	2179 4 <sup>th</sup> Street	Cynthia Lalley
Home occupation	3390 Auger Avenue	Therese Picha
Home occupation	2333 Mayfair Avenue	Katy Fick
Home occupation	1904 4 <sup>th</sup> Street	Paula Frost
Indulge Salon & Spa	2183 3 <sup>rd</sup> Street	Mary Jo Lohn Amanda Mars
Legacy of Light	4399 Lake Avenue S	Allison Crandall
LTF Club Operations Company, Inc. dba Life Spa	4800 White Bear Parkway	Sommar Watson Shelley Tschida Emily Hector Nicole Hallan Kelly Weisner Sierra Benik
Luna Blue Massage	4860 Banning Avenue	Mary Staus
Massage Eden	1350 Highway 96, Suite 16	Dingjuan Lu
Naturally Well	2025 4 <sup>th</sup> Street, Suite 100	Virginia Sorisio Johnson Tammy Gerber
Relax Lounge	4711 Clark Avenue	Guiping Hu
Salons by JC	1350 Highway 96 E, #18	Tracy Inderlee Farrah Tienter Verna Grindle Gail Anderson
Sky Thai Massage Therapy	3634 White Bear Avenue	Netnapha Phoosam Ratirose Vasquez

**RESOLUTION NO.**

**Massage Establishment and Massage Therapist Licenses (cont.)**

<b>Establishment Licenses</b>	<b>Address</b>	<b>Therapist Licenses</b>
Sunbear Salon & Medical Spa	2207 3 <sup>rd</sup> Street	Danielle Pearson Danielle Watters Alissa Tomashek Olivia Lund
The Waters of White Bear Lake	2830 Hoffman Road	Gigi Ortiz
Vita Day Spa	1979 Whitaker Street	Pusya Wang- Anderson
Wildwood Chiropractic Center	3580 Linden Ave, #200	Jennifer Couture

**Refuse Hauling Licenses**

<b>Company Name</b>	<b>DBA</b>
Ace Solid Waste, Inc.	Ace Solid Waste
Allied Waste Services of North America	Republic Services
Anderson's Dumpster Box Service	Anderson's Dumpster Box Service
Aspen Waste Systems, Inc.	Aspen Waste Systems
Gene's Disposal Service	Gene's Disposal Service
Gorilla Dumpster Bag LLC	Gorilla Dumpster Bag
Nitti Sanitation Inc.	Nitti Sanitation
USAgain LLC	USAgain
Veit Container Corporation	Veit Disposal Systems
Walter's Recycling & Refuse, Inc.	Walter's Recycling & Refuse
Waste Management of MN, Inc.	Waste Management

**Charitable Gambling Premises Licenses**

<b>Company Name</b>	<b>DBA</b>	<b>Charitable Gambling Organization*</b>
American Legion #168	White Bear American Legion Club	White Bear American Legion Club
Boleen Enterprises, Inc.	Carbone's Pizzeria & Pub	White Bear Lake Lions Club
Cabin 61 LLC	Cabin 61	Midwest Ski Otters
Doc's Landing Inc.	Doc's Landing	White Bear Lake Area Hockey Assoc.
Keep Zimmer Post 1782	VFW Post 1782	VFW Post 1782
Little Village LLC	Little Village	Merrick, Inc.
Manitou Hospitality LLC	Manitou Grill & Event Center	Merrick, Inc.
MKM 617 LLC	617 Lounge	White Bear Lake Lions Club
Sanger LLC	Bear Town Bar & Grill	White Bear Lake Area Hockey Assoc.
T.R. Inc.	White Bear Bar	White Bear Lake Area Hockey Assoc.

## RESOLUTION NO.

### Club

Company Name	DBA	Liquor License
American Legion #168	White Bear American Legion Club 2210 3 <sup>rd</sup> Street	Club On-Sale and Sunday Outdoor Extension

### 3.2 Off-Sale

Company Name	DBA
Applegreen Midwest, Inc.	Express Lane 4852 Highway 61
Applegreen Midwest, Inc.	Speedway #52 2055 County Road E
Knowlan's Super Markets, Inc.	Festival Foods 2671 County Road E E
Northern Tier Retail LLC	Speedway 3235 White Bear Avenue
Northern Tier Retail LLC	Speedway 3155 Century Avenue North
Northern Tier Retail, LLC	Speedway 1447 Highway 96
Supervalu, Inc.	Cub Foods 1920 Buerkle Road

### Liquor Off-Sale

Company Name	DBA
Cellars WHL Inc.	Cellars Wine & Spirits 2675 County Road EE
Haskells, Inc.	Haskell's 1219 Gun Club Road
Lund Beverages LLC	Lunds & Byerlys Wines & Spirits 4620 Centerville Road
Obtainworld LLC	Cotroneo's Wine & Spirits 2148 3 <sup>rd</sup> Street
Sam's West, Inc.	Sam's Club #6309 1850 Buerkle Rd
Say LLC	Summit Liquors 2000 County Rd EE
Supervalu, Inc.	Cub Wine & Spirits 1910 Buerkle Rd
TLC Liquors LLC	MGM Wine & Spirits 4444 Highway 61
White Bear Brewing Company LLC	Elevated Beer Wine & Spirits 2141 4 <sup>th</sup> Street

**RESOLUTION NO.**

**Liquor On-Sale**

<b>Company Name</b>	<b>DBA</b>	<b>Liquor License(s)</b>
Banquetes El Pariente Lupe, LLC	El Pariente Mexican Grill 961 Wildwood Road	On-Sale and Sunday
Boleen Enterprises	Carbone's Pizza 1350 Highway 96	On-Sale and Sunday Outdoor Extension
Cabin 61 LLC	Cabin 61 4150 Hoffman Road	On-Sale and Sunday Outdoor Extension
DC Restaurant Group Inc	Acqua Restaurant and Wine Bar 4453 Lake Avenue S.	On-Sale and Sunday Outdoor Extension
Dockside Water Ski Co.	Tally's Dockside 4441 Lake Avenue S.	On-Sale and Sunday Outdoor Extension
Doc's Landing, Inc.	Doc's Landing 3200 White Bear Avenue	On-Sale and Sunday Outdoor Extension
Don Julio White Bear, Inc.	Don Julio 4660 Highway 61	On-Sale and Sunday Outdoor Extension
Foley Professional Golf Services LLC	Manitou Ridge Golf Course 3200 McKnight Road	On-Sale and Sunday Outdoor Extension
Golf Nerd LLC	Golf Nerd 937 Wildwood Road	On-Sale and Sunday
K & T King City Restaurant Inc.	King City Restaurant 3959 Linden Avenue	On-Sale
Keep Zimmer Post 1782	VFW Post 1782 4496 Lake Avenue S.	On-Sale and Sunday
Lakeside Eats LLC	Mizu Japanese 4495 Lake Avenue S.	On-Sale and Sunday Outdoor Extension
Little Village LLC	Little Village 2670 County Road E E	On-Sale and Sunday Outdoor Extension
Manitou Hospitality LLC	Manitou Grill & Event Center 2171 4 <sup>th</sup> Street	On-Sale and Sunday Outdoor Extension
McGoldrick, Inc	Admiral D's 4424 Lake Avenue	On-Sale and Sunday Outdoor Extension
MKM 617 LLC	617 Lounge 2185 4 <sup>th</sup> Street	On-Sale and Sunday
Pendulum Industries LLC	Washington Square Bar & Grill 4736 Washington Square	On-Sale and Sunday Outdoor Extension
Pezzo Per Pezzo White Bear Lake LLC	Pizzeria Pezzo 2143 4 <sup>th</sup> Street	On-Sale and Sunday Outdoor Extension
Sanger LLC	Bear Town Bar & Grill 4875 Highway 61	On-Sale and Sunday Outdoor Extension
Stonehouse Custom Catering LLC	Stonehouse Catering 4466 Centerville Road	On-Sale and Sunday

**RESOLUTION NO.**

**Liquor On-Sale (cont.)**

<b>Company Name</b>	<b>DBA</b>	<b>Liquor License(s)</b>
T.R., Inc.	White Bear Bar 2135 4 <sup>th</sup> Street	On-Sale and Sunday Outdoor Extension
The Alchemist, Inc.	The Alchemist & Kellerman's Event Center 2222 4 <sup>th</sup> Street	On-Sale and Sunday
The Brickhouse LLC	Brickhouse Food & Drink 4746 Washington Square	On-Sale and Sunday Outdoor Extension
The Good Table Restaurant Group LLC	Ingredients Café 4725 Highway 61 North	On-Sale and Sunday Outdoor Extension
White Bear Restaurant Company	Rudy's Redeye Grill 4940 Highway 61 North	On-Sale and Sunday Outdoor Extension

**Wine and/or 3.2 On-Sale**

<b>Company Name</b>	<b>DBA</b>	<b>Liquor License(s)</b>
Carse, Inc.	Keys Café in White Bear Lake 2208 4 <sup>th</sup> Street	Wine On-Sale Sunday
Cossville LLC	Alley Cat's Gourmet Sandwiches 1971 Whitaker Street	Wine and 3.2 On-Sale Sunday Outdoor Extension
Lakeshore Players, Inc.	Lakeshore Players Inc. 4941 Long Avenue	Wine and 3.2 On-Sale Sunday
LTF Cub Operations Company, Inc.	Life Time Fitness 4800 White Bear Parkway	Wine and 3.2 On-Sale Sunday
Lund Food Holdings, Inc.	Lunds & Byerlys 4630 Centerville Road	Wine and 3.2 On-Sale Sunday Outdoor Extension
S & Y Foods LLC	Young's 2125 4 <sup>th</sup> Street	Wine and 3.2 On-Sale Sunday Outdoor Extension
White Bear Lake Grill, LLC	Donatelli's 2692 County Road E East	Wine and 3.2 On-Sale Sunday

**Miscellaneous Licenses**

<b>Company Name</b>	<b>DBA</b>	<b>License</b>
Birch Lake Animal Hospital	Birch Lake Animal Hospital 4830 White Bear Parkway	Dog Kennel
U.S. Bench Corporation	U.S. Bench Corporation	Benches (Qty. 27)

**RESOLUTION NO.**

**Edible Cannabinoid Products\***

<b>Company Name</b>	<b>DBA</b>
Cellars WHL INC	Cellars Wine and Spirits
ECig Smoke Shop, Inc.	FireHouse ECig Shop
Haskell's Inc	Haskell's
Lund Beverages, LLC	Lunds & Byerlys Wines & Spirits
Mahmood Enterprises LLC	White Bear Bait
MNJ Tobacco Inc.	MNJ Tobacco Inc.
Nothing But Hemp LLC	Nothing But Hemp
Say LLC	Summit Liquor
Supervalu, Inc.	Cub Wine & Spirits
TLC Liquors LLC	MGM Wine & Spirits
WBL Smoke Shop Inc	E-Cig Smoke Shop
White Bear Brewing Company, LLC	Elevated Beer Wine & Spirits

*\*City licensing will remain in effect until the State of Minnesota Office of Cannabis Management becomes the issuing authority and issues its own business licenses for edible cannabinoid products.*

**BE IT FURTHER RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that the following business licenses may be renewed upon receiving all materials, but are at risk for a lapse in coverage due to late submission or non-response:

- Massage licenses at Blue Balance Wellness

**BE IT FURTHER RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that the City will remain the issuing authority for edible cannabinoid products licenses until the Office of Cannabis Management (OCM) takes over licensing, expected around January 1, 2025. City licenses shall remain in effect until new licenses are issued by OCM.

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:** March 12, 2024  
**Subject:** **2024 Pavement Rehabilitation Project – ordering improvements, approving plans and specifications, and authorizing advertisement for bids (City Project No. 24-01, 24-08)**

---

## SUMMARY

The City Council will conduct a public hearing and consider adopting a resolution ordering improvements, approving plans and specifications, and authorizing advertisement for public bids for the 2024 Pavement Rehabilitation Project.

## BACKGROUND INFORMATION

At its February 13, 2024 meeting, the City Council ordered a public hearing to be held at its March 12 regular meeting to consider the improvements proposed under the 2024 Pavement Rehabilitation Project. Staff has prepared plans, a cost estimate, proposed assessment rolls, a feasibility report (presented to Council at its February 13 meeting) and gathered additional information to assist the Council with decisions regarding the proposed improvements. Staff has followed the required public hearing notification procedures for informing property owners affected by the proposed improvements and who are included in the proposed assessments.

The City has identified the following streets for the 2024 Pavement Rehabilitation Project:

Campbell Avenue (Birch Lake Avenue to Fourth Street)  
 Krech Avenue (Birch Lake Avenue to Fifth Street)  
 Second Street (West cul-de-sac to Wood Avenue)  
 Third Street (West cul-de-sac to Wood Avenue)  
 Third Street (Campbell Avenue to Bald Eagle Avenue)  
 Wood Avenue (Birch Lake Avenue to Fourth Street)  
 Sports Center Drive (Birch Lake Boulevard South to C.S.A.H. 96)

## DESIGN CONSIDERATIONS

The streets proposed for the improvement project will consist of two different methods of pavement rehabilitation - total pavement rehabilitation and reconstruction. Streets proposed for total pavement rehabilitation will have the deteriorated bituminous pavement removed, re-grading the existing gravel base, and constructing a new asphalt pavement surface. Streets

proposed for reconstruction will be completely reconstructed with curb and gutter, new aggregate base, new pavement and storm sewer improvements.

As part of the proposed project, consideration has been given to the replacement of the existing sidewalk segment on the west side of Wood Avenue from Birch Lake Avenue to Fourth Street. Most of the existing sidewalk is less than four (4) feet wide and does not meet the current ADA minimum width. City standards require new sidewalks to be constructed to a minimum of five (5) feet wide, which meets ADA standards and also accommodates the City's snow removal equipment. Therefore, the existing sidewalk on Wood Avenue will be replaced with a wider, five foot wide sidewalk.

The project plans and specifications are available for review at the Engineering Department office, located at City Hall, upon request.

#### PUBLIC IMPROVEMENT PROCESS

Property owners affected by the proposed improvements have been notified of the public hearing and have been provided with an estimated assessment. The Engineering Department held an informational project meeting with property owners on November 8, 2023 to discuss the improvements and the City's assessment policy with property owners.

Tonight's public hearing is the next step in the improvement process. If the Council desires to proceed with the project, the next steps include ordering the project, approving the project plans and specifications, and authorizing staff to advertise for public bids.

#### PROJECT COST

The estimated total cost of the proposed improvements for the project, as presented in the Feasibility Report is \$2,662,400.

#### FUNDING

The project is proposed to be funded by special assessments to property owners in the amount of \$565,000 with the balance of \$2,097,400 funded by City funds. The Feasibility Report detailed the City funding contributions, special assessment rates, and the proposed assessment rolls.

#### SPECIAL ASSESSMENTS

The portion of the improvements proposed to be assessed to property owners has been determined using the City's longstanding Assessment Policy and was reviewed by the City's independent appraisal consultant. The assessment amounts were provided to property owners with the notice of the public hearing. The proposed assessment rolls are attached for review.

#### ANTICIPATED PROJECT SCHEDULE

The anticipated project schedule is as follows:

City Council approves Plans and Specifications  
and authorizes Advertisement for Bids

March 12, 2024



Bids Opened	April 3, 2024
City Council awards Bid	April 9, 2024
Construction	April - September 2024
City Council sets date for Assessment Hearing	August 13, 2024
City Council holds Assessment Hearing	September 10, 2024

**RECOMMENDATION**

After conducting the public hearing, staff recommends the City Council consider adopting the attached resolution approving plans and specifications, ordering the 2024 Pavement Rehabilitation Project, and authorizing advertisement for public bids.

**ATTACHMENTS**

- Resolution
- Project Area Maps
- Proposed Assessment Rolls

*\* Project plans and specifications are available for review at the Engineering Department office, located at City Hall, upon request.*

**RESOLUTION NO.**

**RESOLUTION ORDERING IMPROVEMENTS, APPROVING PLANS AND SPECIFICATIONS  
AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE  
2024 PAVEMENT REHABILITATION PROJECT, CITY PROJECT NOS. 24-01, 24-08**

**WHEREAS**, pursuant to Resolution 13317 of the City Council, adopted on February 13, 2024, fixed a date for a public hearing before the City Council on the proposed improvements of the 2024 Pavement Rehabilitation Project; and

**WHEREAS**, a notice of the public hearing was mailed to property owners and published publicly, and the hearing was held on March 12, 2024, and all persons desiring to be heard were given an opportunity to be heard thereon; and

**WHEREAS**, the Engineering Department has prepared plans and specifications for improvements for **Campbell Avenue** (between Birch Lake Avenue and Fourth Street), **Krech Avenue** (between Birch Lake Avenue and Fifth Street), **Second Street** (between West Cul-De-Sac and Wood Avenue), **Third Street** (between West Cul-De-Sac and Wood Avenue), **Third Street** (between Campbell Avenue and Bald Eagle Avenue), **Wood Avenue** (between Birch Lake Avenue and Fourth Street), and **Sports Center Drive** (between Birch Lake Boulevard South and C.S.A.H. 96).

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

1. Said improvements are hereby ordered as proposed.
2. The City Engineer is hereby designated as the Engineer for these improvements. The Engineer has prepared plans and specifications for the making of such improvements.
3. Such plans and specifications are hereby approved.
4. The City Engineer shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Public Works Director/City Engineer until 11:00 A.M. on Wednesday, April 3, 2024, at which time they will be publicly opened in the City Hall by the City Engineer and City Clerk, will then be tabulated and will be considered by the City Council at 7:00 P.M. on Tuesday, April 9, 2024.

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

Ayes:  
Nays:  
Passed:

---

Dan Louismet, Mayor

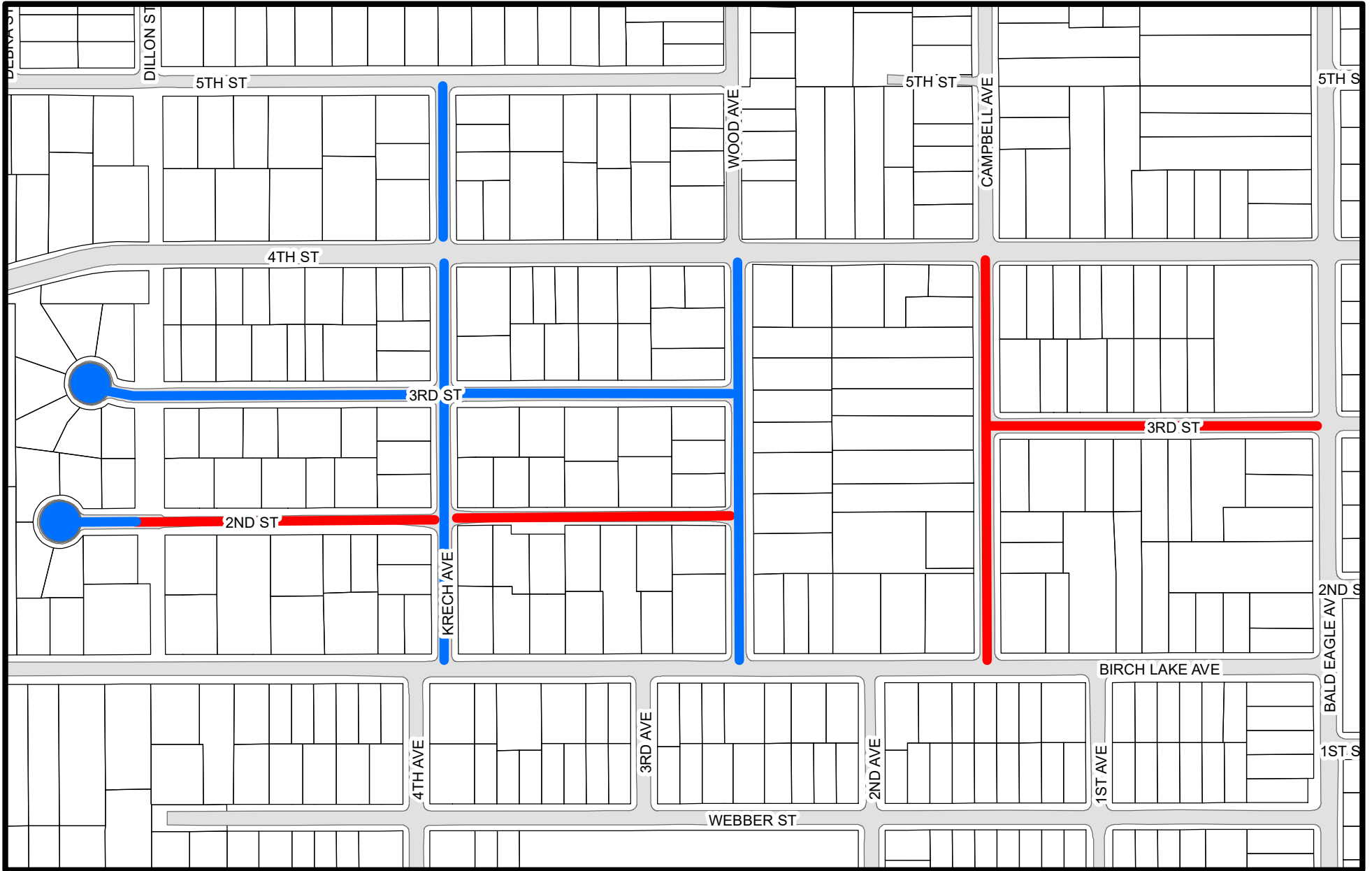
**RESOLUTION NO.**

**ATTEST:**

---

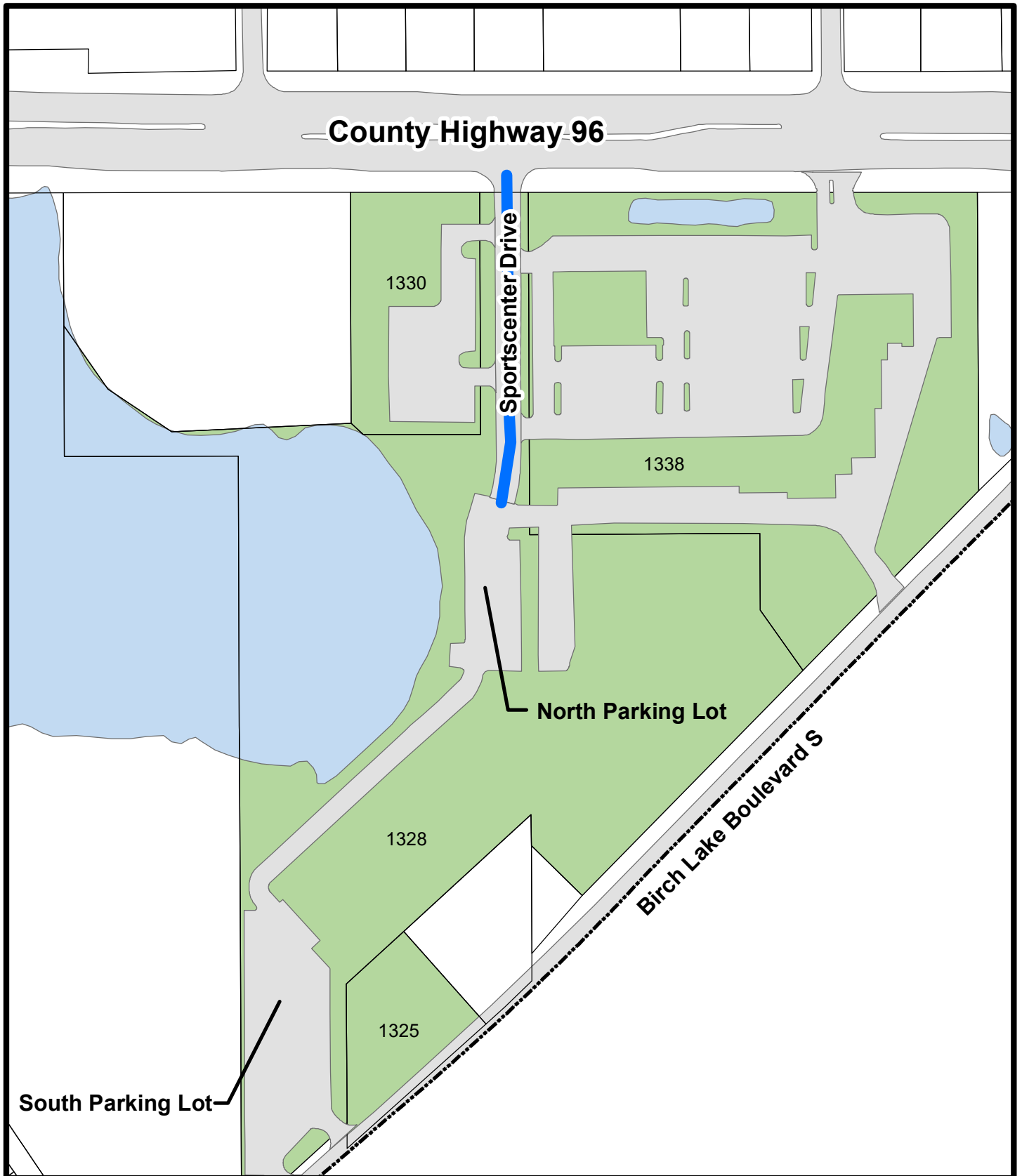
Caley Longendyke, City Clerk

# 2024 Pavement Rehabilitation Project 24-01



-  **Reconstruction**
-  **Full Pavement Rehabilitation**

# 2024 Pavement Rehabilitation Project 24-08



 Full Pavement Rehabilitation

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 24-01**

**CITY OF WHITE BEAR LAKE  
2024 STREET RECONSTRUCTION PROJECT  
CITY PROJECT NO. 24-01**

CREATED:	8/4/2022
UPDATED:	2/26/2024

County Data Current 1/30/2024

**ASSESSMENT CODE 93202401**

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS ASSESSMENT					
1	143022310030	1, 22	1904 4th St	229.00	69.40	\$3,123.00	12,401.92		\$1,448.28	\$0.00				1
2	143022310032	22	4754 Wood Ave	70.00	70.00	\$3,150.00	12,088.40		\$1,460.08	\$0.00				2
3	143022310033	22	4746 Wood Ave	70.00	70.00	\$3,150.00	12,776.89		\$1,460.08	\$0.00				3
4	143022310034	22	4740 Wood Ave	70.00	70.00	\$3,150.00	12,730.46		\$1,460.08	\$0.00				4
5	143022310035	22	4732 Wood Ave	70.00	70.00	\$3,150.00	12,029.97		\$1,460.08	\$0.00				5
6	143022310036	22	4722 Wood Ave	90.00	90.00	\$4,050.00	16,274.82		\$1,877.24	\$0.00				6
7	143022310037	22	4712 Wood Ave	90.00	90.00	\$4,050.00	15,799.59		\$1,877.24	\$0.00				7
8	143022310038	22	4702 Wood Ave	90.40	90.40	\$4,068.00	16,070.64		\$1,885.58	\$0.00				8
9	143022310039	1, 22	1905 Birch Lake Ave	248.90	79.73	\$3,587.63	11,975.39		\$1,451.15	\$0.00				9
10	143022310044	1, 25	1941 Birch Lake Ave	286.90	89.45	\$4,919.75	19,502.52		\$2,315.76	\$0.00				10
11	143022310045	11, 25	4701 Campbell Ave	10.00	80.00	\$4,400.00	30,015.06		\$3,282.57	\$0.00				11
12	143022310046	3, 25	4709 Campbell Ave	127.80	100.00	\$5,500.00	13,591.68		\$1,599.36	\$0.00				12
13	143022310048	25	4739 Campbell Ave	60.00	60.00	\$3,300.00	19,246.58		\$2,197.07	\$0.00				13
14	143022310049	25	4731 Campbell Ave	77.80	77.80	\$4,279.00	24,372.73		\$2,848.89	\$0.00				14
15	143022310050	25	4745 Campbell Ave	70.00	70.00	\$3,850.00	22,030.04		\$2,750.29	\$0.00				15
16	143022310051	25	4753 Campbell Ave	67.80	67.80	\$3,729.00	21,595.60		\$2,482.71	\$0.00				16
17	143022310054	25	4759 Campbell Ave	69.20	69.20	\$3,806.00	10,211.28		\$1,202.82	\$0.00				17
18	143022310055	1, 25	1944 4th St	169.00	59.50	\$3,272.50	7,037.66		\$799.57	\$0.00				18
19	143022310056	1, 25	4760 Campbell Ave	224.75	71.19	\$3,915.45	9,895.49		\$1,145.46	\$0.00				19
20	143022310064	1, 25, 28	4741 Bald Eagle Ave	219.50	219.50	\$12,072.50	72,507.95		\$8,380.95	\$0.00				20
21	143022310065	25	1999 3rd St	60.00	60.00	\$3,300.00	9,893.70		\$1,145.46	\$0.00				21
22	143022310066	25	1991 3rd St	60.00	60.00	\$3,300.00	9,893.70		\$1,145.46	\$0.00				22
23	143022310067	25	1985 3rd St	60.00	60.00	\$3,300.00	9,895.24		\$1,145.46	\$0.00				23
24	143022310068	25	1979 3rd St	60.00	60.00	\$3,300.00	9,896.61		\$1,145.46	\$0.00				24
25	143022310069	25	1973 3rd St	90.00	90.00	\$4,950.00	14,752.29		\$1,718.25	\$0.00				25
26	143022310070	25	1967 3rd St	60.00	60.00	\$3,300.00	9,978.39		\$1,145.46	\$0.00				26
27	143022310071	1, 25, 28	1961 3rd St	254.75	142.38	\$7,830.90	14,853.51		\$1,718.25	\$0.00				27
28	143022310072	1, 25, 28	1960 3rd St	226.10	145.05	\$7,977.75	10,394.77		\$1,165.02	\$0.00				28
29	143022310073	3, 25	1966 3rd St	126.00	100.00	\$5,500.00	20,424.66		\$2,366.83	\$0.00				29
30	143022310074	25	1974 3rd St	63.00	63.00	\$3,465.00	10,212.32		\$1,183.36	\$0.00				30
31	143022310075	25	1980 3rd St	63.00	63.00	\$3,465.00	10,212.32		\$1,183.36	\$0.00				31
32	143022310076	25	1986 3rd St	60.00	60.00	\$3,300.00	13,789.89		\$1,597.74	\$0.00				32
33	143022310077	25	1992 3rd St	51.00	51.00	\$2,805.00	11,777.32		\$1,358.10	\$0.00				33
34	143022310078	3, 25	2000 3rd St	122.50	100.00	\$5,500.00	24,203.14		\$1,930.66	\$0.00				34
35	143022310079	1, 25	4729 Bald Eagle Ave	230.10	75.00	\$4,125.00	12,032.52		\$1,392.29	\$0.00				35
36	143022310092	1, 25	1961 Birch Lake Ave	278.90	89.45	\$4,919.75	18,065.61		\$2,148.22	\$0.00				36
37	143022310093	25	4702 Campbell Ave	70.00	70.00	\$3,850.00	9,720.09		\$1,534.35	\$0.00				37
38	143022310094	25	4710 Campbell Ave	67.80	67.80	\$3,729.00	9,673.64		\$1,099.92	\$0.00				38
39	143022310101	25	4721 Campbell Ave	75.00	75.00	\$4,125.00	23,601.69		\$1,741.80	\$0.00				39
40	143022310102	25	4711 Campbell Ave	62.00	62.00	\$3,410.00	20,011.32		\$1,741.80	\$0.00				40
41	143022320009	1, 22	4792 Krech Ave	184.40	60.00	\$2,700.00	7,851.82		\$2,452.31	\$0.00				41
42	143022320010	22	4784 Krech Ave	63.00	63.00	\$2,835.00	7,468.66		\$876.05	\$0.00				42
43	143022320011	22	4776 Krech Ave	63.00	63.00	\$2,835.00	7,671.78		\$876.05	\$0.00				43

44	143022320012	1, 22	1847 4th St	195.00	63.75	\$2,868.75	8,076.67	\$938.62	\$0.00	44
45	143022320018	22	1892 4th St	185.91	48.00	\$2,160.00	8,317.89	\$2,393.90	\$0.00	45
46	143022320025	1, 22	1848 4th St	274.50	77.25	\$3,476.25	18,501.04	\$2,148.40	\$0.00	46
47	143022320026	1, 22	4744 Krech Ave	220.00	120.00	\$5,400.00	12,042.60	\$1,390.55	\$0.00	47
48	143022320027	22	1857 3rd St	75.00	75.00	\$3,375.00	9,643.37	\$1,105.60	\$0.00	48
49	143022320028	22	1867 3rd St	75.00	75.00	\$3,375.00	9,741.99	\$1,105.95	\$0.00	49
50	143022320029	22	1871 3rd St	90.00	90.00	\$4,050.00	11,120.89	\$1,179.65	\$0.00	50
51	143022320030	22	1881 3rd St	70.00	70.00	\$3,150.00	9,588.35	\$1,178.74	\$0.00	51
52	143022320031	22	4755 Wood Ave	88.90	88.90	\$4,000.50	14,874.48	\$2,652.82	\$0.00	52
53	143022320032	1, 22	4747 Wood Ave	239.91	154.96	\$6,973.20	11,690.40	\$2,524.38	\$0.00	53
54	143022320033	1, 22	1890 3rd St	194.80	119.80	\$5,391.00	8,971.10	\$1,041.17	\$0.00	54
55	143022320034	3, 22	1882 3rd St	120.00	100.00	\$4,500.00	13,439.97	\$1,557.14	\$0.00	55
56	143022320036	22	1860 3rd St	100.00	100.00	\$4,500.00	11,340.23	\$1,297.84	\$0.00	56
57	143022320037	1, 22	4724 Krech Ave	262.00	140.00	\$6,300.00	15,539.66	\$1,816.98	\$0.00	57
58	143022320038	1, 22, 25	4712 Krech Ave	192.50	112.50	\$5,625.00	9,001.25	\$1,041.31	\$0.00	58
59	143022320039	25	1855 2nd St	80.00	80.00	\$4,400.00	9,005.98	\$1,041.31	\$0.00	59
60	143022320040	25	1861 2nd St	80.00	80.00	\$4,400.00	9,010.68	\$1,041.31	\$0.00	60
61	143022320042	3, 25	1883 2nd St	119.94	100.00	\$5,500.00	13,535.61	\$1,566.72	\$0.00	61
62	143022320043	22	4725 Wood Ave	75.00	75.00	\$3,375.00	8,958.74	\$1,041.17	\$0.00	62
63	143022320044	1, 22, 25	4715 Wood Ave	194.63	119.70	\$5,985.00	8,981.64	\$1,039.48	\$0.00	63
64	143022320045	1, 22, 25	4701 Wood Ave	229.70	119.70	\$5,985.00	13,149.38	\$1,525.13	\$0.00	64
65	143022320047	25	1862 2nd St	80.00	80.00	\$4,400.00	10,740.21	\$1,244.19	\$0.00	65
66	143022320050	1, 22	1847 Birch Lake Ave	229.07	74.54	\$3,354.08	11,884.12	\$1,381.97	\$0.00	66
67	143022320055	1, 22	1891 Birch Lake Ave	297.90	89.22	\$4,014.90	21,321.92	\$2,472.04	\$0.00	67
68	143022320056	22	4777 Krech Ave	80.00	80.00	\$3,600.00	9,624.04	\$1,112.44	\$0.00	68
69	143022320057	1, 22	1836 5th St	227.00	60.00	\$2,700.00	12,995.11	\$1,595.09	\$0.00	69
70	143022320067	1, 22	1835 4th St	258.40	69.20	\$3,114.00	16,425.36	\$1,924.52	\$0.00	70
71	143022320068	1, 22	1838 4th St	180.00	60.00	\$2,700.00	7,336.10	\$834.33	\$0.00	71
72	143022320077	22	1783 3rd St	39.00	39.00	\$1,755.00	4,945.70	\$573.95	\$0.00	72
73	143022320078	22	1789 3rd St	77.20	77.20	\$3,474.00	9,880.07	\$1,145.00	\$0.00	73
74	143022320079	22	1799 3rd St	80.00	80.00	\$3,600.00	10,159.95	\$1,177.33	\$0.00	74
75	143022320080	22	1807 3rd St	80.00	80.00	\$3,600.00	10,160.04	\$1,177.33	\$0.00	75
76	143022320081	22	1809 3rd St	40.00	40.00	\$1,800.00	5,080.00	\$588.67	\$0.00	76
77	143022320082	22	1813 3rd St	40.00	40.00	\$1,800.00	5,080.01	\$588.67	\$0.00	77
78	143022320083	3, 22	1827 3rd St	120.00	100.00	\$4,500.00	15,147.59	\$1,766.00	\$0.00	78
79	143022320084	22	4749 Krech Ave	68.50	68.50	\$3,082.50	8,036.08	\$951.01	\$0.00	79
80	143022320085	1, 22	1835 3rd St	186.00	120.00	\$5,400.00	8,029.90	\$917.76	\$0.00	80
81	143022320086	11, 22	4717 Krech Ave	74.83	74.74	\$3,363.30	8,974.39	\$1,039.32	\$0.00	81
82	143022320087	1, 22	4725 Krech Ave	194.83	120.00	\$5,400.00	8,976.05	\$1,039.32	\$0.00	82
83	143022320089	3, 22	1818 3rd St	140.00	100.00	\$4,500.00	15,899.01	\$1,816.98	\$0.00	83
84	143022320090	22	1800 3rd St	80.00	80.00	\$3,600.00	8,771.75	\$1,038.28	\$0.00	84
85	143022320091	22	1792 3rd St	99.00	99.00	\$4,455.00	11,057.22	\$1,284.87	\$0.00	85
86	143022320092	22	1784 3rd St	77.70	77.70	\$3,496.50	8,700.54	\$1,008.38	\$0.00	86
87	143022320093	3, 25	1783 2nd St	113.50	100.00	\$5,500.00	12,463.41	\$1,473.98	\$0.00	87
88	143022320094	3, 25	1791 2nd St	104.00	100.00	\$5,500.00	11,933.80	\$1,351.99	\$0.00	88
89	143022320095	25	1801 2nd St	99.00	99.00	\$5,445.00	11,104.59	\$1,287.38	\$0.00	89
90	143022320096	25	1819 2nd St	66.00	66.00	\$3,630.00	7,217.44	\$858.90	\$0.00	90
91	143022320098	1, 22, 25	4709 Krech Ave	194.83	120.00	\$6,000.00	8,977.16	\$1,039.32	\$0.00	91
92	143022320099	1, 22, 25	1840 2nd St	187.04	120.00	\$6,000.00	8,042.35	\$932.25	\$0.00	92
93	143022320100	22	4693 Krech Ave	67.04	67.04	\$3,016.80	8,042.38	\$932.25	\$0.00	93
94	143022320101	22	1841 Birch Lake Ave	194.08	63.52	\$2,858.40	8,085.10	\$933.33	\$0.00	94
95	143022320107	3, 25	1784 2nd St	116.50	100.00	\$5,500.00	15,602.69	\$1,805.50	\$0.00	95
96	143022320109	3, 25	1873 2nd St	120.00	100.00	\$5,500.00	12,412.22	\$1,245.22	\$0.00	96
97	143022320110	3, 22	1872 3rd St	120.00	100.00	\$4,500.00	14,552.69	\$1,877.24	\$0.00	97
98	143022320113	3, 25	1808 2nd St	120.00	100.00	\$5,500.00	16,175.88	\$3,083.43	\$0.00	98
99	143022320114	25	1825 2nd St	94.00	94.00	\$5,170.00	10,749.53	\$1,394.27	\$0.00	99
100	143022320117	1,22,25	4702 Krech Ave	219.07	139.07	\$6,953.50	10,638.10	\$1,711.31	\$0.00	100
101	143022320118	25	1856 2nd St	80.00	80.00	\$4,400.00	11,064.66	\$1,283.50	\$0.00	101
102	143022320119	22	1830 3rd St	80.00	80.00	\$3,600.00	8,960.00	\$1,039.36	\$0.00	102
103	143022320120	25	1824 2nd St	59.95	59.95	\$3,297.25	8,127.09	\$942.74	\$0.00	103

104	143022320121	25	1830 2nd St	60.15	60.15	\$3,308.25	7,681.64	\$891.07	\$0.00					104
105	143022320122	25	1870 2nd St	78.93	78.90	\$4,339.50	11,716.22	\$1,359.08	\$0.00					105
106	143022320123	2, 25	1873 Birch Lake Ave	166.00	61.75	\$3,396.25	23,915.47	\$2,774.19	\$0.00					106
107	143022320124	25	1884 2nd St	80.00	80.00	\$4,400.00	11,864.14	\$1,376.24	\$0.00					107
108	143022320127	2, 25	1800 2nd St	240.00	90.00	\$4,950.00	32,145.51	\$3,728.88	\$0.00					108
109	153022410047	3,11,25	1777 3rd St	114.34	100.00	\$4,500.00	12,131.23	\$1,407.22	\$0.00					109
110	153022410048	10, 25	1765 3rd St	42.95	80.00	\$3,600.00	11,149.24	\$1,293.31	\$0.00					110
111	153022410050	10, 25	1758 3rd St	47.77	80.00	\$3,600.00	10,687.00	\$1,239.69	\$0.00					111
112	153022410053	11, 25	1776 3rd St	78.92	76.96	\$3,463.20	8,708.68	\$1,010.21	\$0.00					112
113	153022410054	25	1777 2nd St	75.00	75.00	\$3,375.00	8,402.67	\$974.71	\$0.00					113
114	153022410055	3, 11, 25	1767 2nd St	105.28	100.00	\$4,500.00	10,005.90	\$1,160.68	\$0.00					114
115	153022410056	3, 11, 25	1755 2nd St	94.05	94.05	\$4,232.25	12,986.45	\$1,506.43	\$0.00					115
116	153022410057	10, 25	1756 2nd St	79.46	80.00	\$3,600.00	10,609.44	\$1,230.69	\$0.00					116
117	153022410058	10, 25	1760 2nd St	77.62	80.00	\$3,600.00	9,410.20	\$1,091.58	\$0.00					117
118	153022410059	3, 25	1778 2nd St	117.00	100.00	\$4,500.00	13,431.00	\$1,558.00	\$0.00					118
119	153022410086	10, 25	1760 3rd St	41.32	80.00	\$3,600.00	10,820.90	\$1,255.22	\$0.00					119
120	153022410087	10, 25	1766 3rd St	48.96	80.00	\$3,600.00	8,778.47	\$1,018.30	\$0.00					120
121	153022410091	10, 25	1761 3rd St	39.88	80.00	\$3,600.00	16,805.31	\$1,949.42	\$0.00					121
						\$503,379.60			\$0.00	\$0.00	\$0.00	\$0.00		

**Assessments for Commercial Apartments and Church owned parcels being reviewed.**  
**2024 Proposed Sewer Wye Assessments will be a 50/50 split with the City, capped at \$1,700.00**

	Residential street assessment	\$ 55.00
1	Corner lot	
2	Bound by streets on 2, 3, or all sides	
3	Interior lot 100 ft maximum	\$ 5,500.00
4	Maximum residential corner lot assessment	\$ 8,000.00
5	1/2 maximum residential corner lot assessment	\$ 4,000.00
6	Commercial lot per front foot assessment	\$ 95.00
7	Apartment/Townhome per foot assessment	\$ 74.00
8	Lot splits in future to be assessed at future rate per front foot	
9	Lot split in future will be assessed at future rate per sq ft	
10	Cul de sac lot	
11	Residential irregular interior lot	
12	Lot has been assessed maximum storm sewer rate	
13	Alley Assessment (Each)	\$ 3,100.00
14	Residential storm sewer rate	\$ 0.12
15	Commercial storm sewer rate	\$ 0.24
16	Open Space, Park & Public storm sewer rate	\$ 0.06
17	Sanitary sewer service repair	varies on repairs
18	Assessment in lieu of charges	
19	Residential Street Mill & Overlay Rate	
20	Apartment/Town Home Mill & Overlay Rate	
21	Commercial Mill and Overlay Rate	
22	Residential Total Pavement Replacement Rate	\$ 45.00
23	Apartment/Townhome Total Pavement Replacement Rate	\$ 60.15
24	Commercial Total Pavement Replacement Rate	\$ 74.00
25	Residential Street Reconstruction Rate	\$ 55.00
26	Apartment/Town Home Reconstruction Rate	\$ 74.00
27	Commercial Reconstruction Rate	\$ 90.00
28	Appraiser's Opinion	

ASSESSMENT PERIOD - 15 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL  
INTEREST RATE (2023) - 5.72%  
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)



NON-RESIDENT PROPERTY ADDRESS		
----------------------------------	--	--

1	143022310030	2205 Ash St, White Bear Lake MN 55110-1052
21	143022310065	4741 Bald Eagle Ave, St. Paul MN 55110-3441
22	143022310066	4856 Banning Ave, White Bear Lake MN 55110-2870
28	143022310072	502 Main Street W, Osakis MN 56360-8244
29	143022310073	326 Laurel Street W, Stillwater MN 55082-4850
33	143022310077	2000 3rd St, Saint Paul MN 55110
51	143022320030	12460 Heather Ave N, Hugo MN 55038-8319
71	143022320068	3751 Howard Ave N, White Bear Lake MN 55110-4726
96	143022320109	636 McFaddens Trl, Eagan MN 55123-2178
102	143022320119	12 Meadow Ln, Dellwood MN 55110-1412
106	143022320123	29 Birchwood Rd, Saint Paul MN 55115-1824

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 24-08**

**CITY OF WHITE BEAR LAKE  
2024 STREET RECONSTRUCTION PROJECT  
CITY PROJECT NO. 24-08**

CREATED:	10/3/2023
UPDATED:	2/26/2024

County Data Current 1/30/2024

**ASSESSMENT CODE 93202408**

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	TOTAL ASSESSMENT		
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT				
1	223022220009	24, 28	1330 Highway 96 E	300.00	300.00	\$20,200.00	47896.87	0.00		\$0.00	\$20,200.00		
2	223022220050	24	1338 Highway 96	423.50	423.50	\$31,339.00	254174.56	0.00		\$0.00	\$31,339.00		
3	223022220057	24	1328 Highway 96	100.00	100.00	\$7,400.00	387292.58	0.00		\$0.00	\$7,400.00		
						\$58,939.00				\$0.00	\$58,939.00		

**Assessments for Commercial owned parcels being reviewed.**

	Residential street assessment	\$ 55.00
1	Corner lot	
2	Bound by streets on 2, 3, or all sides	
3	Interior lot 100 ft maximum	\$ 5,500.00
4	Maximum residential corner lot assessment	\$ 8,000.00
5	1/2 maximum residential corner lot assessment	\$ 4,000.00
6	Commercial lot per front foot assessment	\$ 95.00
7	Apartment/Townhome per foot assessment	\$ 74.00
8	Lot splits in future to be assessed at future rate per front foot	
9	Lot split in future will be assessed at future rate per sq ft	
10	Cul de sac lot	
11	Residential irregular interior lot	
12	Lot has been assessed maximum storm sewer rate	
13	Alley Assessment (Each)	\$ 3,100.00
14	Residential storm sewer rate	\$ 0.12
15	Commercial storm sewer rate	\$ 0.24
16	Open Space, Park & Public storm sewer rate	\$ 0.06
17	Sanitary sewer service repair	varies on repairs
18	Assessment in lieu of charges	
19	Residential Street Mill & Overlay Rate	
20	Apartment/Town Home Mill & Overlay Rate	
21	Commercial Mill and Overlay Rate	
22	Residential Total Pavement Replacement Rate	\$ 43.00
23	Apartment/Townhome Total Pavement Replacement Rate	\$ 60.15
24	Commercial Total Pavement Replacement Rate	\$ 74.00
25	Residential Street Reconstruction Rate	\$ 55.00
26	Apartment/Town Home Reconstruction Rate	\$ 74.00

27	Commercial Reconstruction Rate	\$ 90.00
28	Appraiser's Opinion	

ASSESSMENT PERIOD - 15 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL  
INTEREST RATE (2023) - 5.72%

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)

NON-RESIDENT PROPERTY ADDRESS			
2	223022220050	24	1564 Selby Ave Unit 9, St. Paul MN 55104-6337
3	223022220057	24	4701 Highway 61, WBL MN 55110



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

# MEMORANDUM

**To:** Mayor and City Council  
**From:** Lindy Crawford, City Manager  
**Date:** March 12, 2024  
**Subject:** **2024 City of White Bear Lake Strategic Plan**

---

## SUMMARY

The City Council will consider adopting a resolution adopting the City of White Bear Lake Strategic Plan and directing the City Manager to develop action plans and establish benchmarks for implementation.

## BACKGROUND INFORMATION

On January 31, 2024, the City Council and Staff Leadership Team met in a work session for the purpose of developing long-term strategies and short-term goals for the organization in 2024.

The process examined three primary levels of strategic planning – long-term vision, organizational values and expectations, and short-term goal setting. The group considered long-term vision elements and developed strategy statements that define that vision, followed by evaluating the current status of the City and organization to develop a goals list for City Council and staff consistent with that vision. Participants engaged in discussion around a series of questions to consider areas of strength and weakness, along with potential impacts and opportunities on the horizon. Additionally, the group discussed and developed consensus around how the different functions of local government need to work in order to be successful, and establishing organizational expectations and values. The City Council will now consider the results of the work session through the process of adopting the Strategic Plan.

The next step in the process is for staff to work within each of the identified short-term goals to develop action plans and the establishment of benchmarks to measure progress, in addition to finding ways to integrate the goals into organizational processes to help develop success. This work will begin following Council adoption of the Strategic Plan. The City Council and staff will conduct biannual goal-setting as an accountability measure for both the Council and staff.

## RECOMMENDATION

Staff recommends the City Council adopt the attached resolution adopting the City of White Bear Lake Strategic Plan and directing the City Manager to develop action plans and establish benchmarks to implement said plan.

**ATTACHMENTS**

Resolution

Strategic Plan Final Report

**RESOLUTION NO.**

**RESOLUTION ADOPTING THE 2024 CITY OF WHITE BEAR LAKE STRATEGIC PLAN**

**WHEREAS**, on January 31, 2024, the City Council and Staff Leadership Team met in a work session for the purpose of developing long-term strategies and short-term goals for the organization in 2024; and

**WHEREAS**, the process examined three primary levels of strategic planning – long-term vision, organizational values and expectations, and short-term goal setting; and

**WHEREAS**, long-term vision elements were considered and strategy statements that define that vision were developed, and the present status of the City and organization were evaluated to develop a goals list for City Council and staff consistent with that vision; and

**WHEREAS**, a series of questions were discussed to consider areas of strength and weakness, along with potential impacts and opportunities on the horizon; and

**WHEREAS**, consensus was developed around how different functions of local government need to work to ensure success, establishing organizational expectations, and values.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota that the 2024 City of White Bear Lake Strategic Plan is hereby adopted.

**BE IT FURTHER RESOLVED** that the City Manager, or their designee, is hereby directed to develop action plans and establish benchmarks to implement the Strategic Plan.

**BE IT FURTHER RESOLVED** that the City Council agrees to conduct goal setting with the Staff Leadership Team on a biannual basis.

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



---

# **WHITE BEAR LAKE STRATEGIC PLAN**

**JANUARY 2024**

---

# STRATEGIC PLAN

## PROCESS

On January 31, 2024, the White Bear Lake City Council and Staff Leadership Team convened a work session for the purpose of developing long-term strategies and short-term goals for the organization in 2024. The work session included the following people:

Dan Louismet, Mayor	Kerri Kindsvater, Finance Director
Bill Walsh, Ward 1 Councilmember	Jessica Saari, Assistant Finance Director
Heidi Hughes, Ward 2 Councilmember	Dale Hager, Chief of Police
Andrea West, Ward 3 Councilmember	Phil Henry, Patrol Captain
Kevin Edberg, Ward 4 Councilmember	Greg Peterson, Fire Chief
Steven Engstran, Ward 5 Councilmember	Joel Schmidt, Assistant Fire Chief
Lindy Crawford, City Manager	Paul Kauppi, Public Works Director/City Engineer
Rick Juba, Assistant City Manager	Nathan Christensen, Assistant City Engineer
Caley Longendyke, City Clerk	Jason Lindahl, Community Development Director
Phil Kern, Facilitator	

The process examined three primary levels of strategic planning - long-term vision, organizational values and expectations, and short-term goal setting. The group considered long-term vision elements and developed strategy statements that define that vision, followed by evaluating the present status of the City and organization to develop a goals list for Council and staff consistent with that vision. The participants engaged in discussion around a series of questions to consider areas of strength and weakness, along with potential impacts and opportunities on the horizon. Additionally, the group discussed and developed consensus around how the different functions of local government need to work in order to be successful, establishing organizational expectations and values.

The City Council will now consider the results of the session through the process of adopting its 2024 Strategic Plan.

## LONG TERM VISION

One of the primary outcomes of the Strategic Planning process is the development of a long-term vision. The vision is a description of the future the participants see for the community and the organization, often expressed in aspirational terms. The purpose of the vision is to establish a long-term direction that can be communicated both within the community and the organization, providing all stakeholders with an understanding of the leadership's direction. The



vision is communicated through a series of descriptive and detailed organizational strategy statements, labeled core strategies. These statements can be both the embodiment of the areas the organization values and the direction of its leadership. Accomplishing progress on the core strategies will bring the organization closer to achieving its vision and provide the areas in which more manageable, short-term goals can be derived.

Prior to the session, participants were asked to consider the characteristics and qualities they hoped would describe White Bear Lake and the organization in 2035. Participants individually shared their thoughts in writing in advance. The comments and input were collected and shared anonymously with the group in the first exercise of the session. The participants were given the opportunity to discuss the results of the pre-session work, identifying areas where they agreed or didn't agree with the ideas for the long-term vision of the City and organization.

The participants then reviewed a draft of core strategies and strategic objectives based on the input from this activity. The core strategies are action statements that identify the organization and City's long-term key areas of focus. The strategies provide consistent and stable organizational priorities for the years to come, and serve as organizational guideposts for day-to-day action, policy formation, and program decision-making. It is anticipated that the core strategies may be modified over the long-term, but generally all agreed as to the key priorities of the leadership team.

The core strategies are supported in this plan by strategic objectives. These objectives provide more specific action areas that the City's leadership team believes are integral to achieving success with the core strategies. Each objective addresses an internal or external area of action or improvement. The strategic objectives, combined with the core strategies, provide direction for all areas of leadership.

Following the presentation of draft core strategies and strategic objectives, the full group reviewed and discussed the body of work and modified the proposed statements of the Leadership Team's vision. Without objection and subject to further modification prior to adoption, the group agreed to the following draft core strategies and strategic objectives:

### **Core Strategies and Strategic Objectives**

The City of White Bear Lake is committed to leading and guiding the City towards the following long-term Core Strategies and Strategic Objectives:

#### **1. A Safe and Welcoming Community**

- a. Facilitate and encourage community connections between the City as an organization, all residents, business and civic groups.
- b. Maintain appropriate staffing levels in public safety departments, ensure adequate technology and equipment is provided.
- c. Public safety departments are engaged with the community.
- d. Maintain a welcoming presence – all feel welcome and have opportunities to participate in a wide range of community functions.

## **2. Maintain Small-Town Feel**

- a. Refresh and improve the downtown area without losing its historic character.
- b. Preserve and build on the community's lake life identity.
- c. Maintain the historic character and charm.
- d. Strategically approach change through public participation.

## **3. Engaged Community, Responsive Leadership**

- a. Create engagement opportunities for all community members.
- b. Utilize relevant communication tools to support two-way communication.
- c. Identify and encourage future leaders (public and private).
- d. Ensure services are responsive to the wants and needs of citizens at all stages of life, levels of need, and background.
- e. Foster relationships, maintain civility, and expect professionalism.

## **4. Complete Community**

- a. Support opportunities to offer a wide range of life-cycle housing.
- b. Establish new and maintain existing high-quality services and amenities.
- c. Retain and expand upon the resilient natural environment.
- d. Partner and support thriving educational systems.
- e. Create community, connectivity, and identity through a wide range of arts and events.

## **5. Support Redevelopment to Revitalize Local Economy and Business Districts**

- a. Work to attract a diverse mix of retail and commercial businesses throughout the community.
- b. Ensure business districts are attractive, walkable, and accessible.
- c. Attract and retain employment opportunities and employers.

## **6. Excellent Services and Values**

- a. Emphasize proactive budgeting vs. reactive budgeting.
- b. Maintain resources in a sustainable manner.
- c. Maintain long-range financial planning efforts (Capital Improvement Plan and Financial Management Plan).
- d. Maintain our per capita value to taxes collected and communicate with taxpayers.

## **7. Dedicated and Supported City Staff**

- a. Maintain a desirable and collaborative workplace environment with competitive pay and benefits.
- b. Ensure staffing levels are appropriate for the level of services expected from the community.

- c. Sustain employee retention through professional development opportunities, forward thinking policies, and strategic actions.

## ORGANIZATIONAL EXPECTATIONS AND VALUES

The second part of the session focused on how the organization desires to conduct its matters and how the different members of the leadership team interact with each other. Effective local governance requires respect and understanding of the difference in roles between the elected body, the City Council, and its professional staff. The City Council should focus on governance through establishing policy, providing direction, and acting on official matters before the City. Staff, through the City Manager, focus on execution of services and implementation of Council directives. Understanding those roles and what each body provides for the other is important in setting the context for a strong, working relationship and good governance.

For this exercise, the City Council and staff leadership teams respectively split into two groups to discuss two questions: what it expects of the other group and what it provides for the other group. The Council and staff leadership team then reconvened and shared with each other providing an opportunity for discussion and feedback.

The outcome of this work are the following expectations and values for the City of White Bear Lake:

<b>City Council Provides for Staff</b>	<b>Leadership Team (Staff) Provides for City Council</b>
Reasonable notice for information requests	Expertise
Respect staff expertise, professionalism, and experience	Professionalism
Respect chain of command	Commitment
Support Council decisions	Consistency
Shared vision	Timely and transparent information
Civility	Options for solving problems
Clarity	Responsiveness to constituents
	Quality customer service
	Sense of ease/peace of mind

<b>City Council Expectations of Leadership Team (Staff)</b>	<b>Leadership Team (Staff) Expectations of City Council</b>
Information and facts	Recognize organizational capacity
Anticipate challenges and opportunities	Consistent clear direction
Provides perspective and counsel	Support and trust
Provide professional recommendations	Seek to understand
Regular communication (no surprises)	Maintain civility
	Focus on the greater good of the community
	Recognize value of each department

## ENVIRONMENTAL ASSESSMENT

Moving into the short-term actions phase, the session was highlighted by the process of conducting an environmental scan of the City and organization. This activity is designed to consider the present state of the external (community) and internal (organization) from a variety of perspectives. Again, in small group settings, participants were asked to consider its strengths, challenges, and explore trends and issues that face the City in the coming years. The scan provided the basis for the group’s efforts later in the work session to develop the goals that will guide the organization in the coming years.

In its first assessment activity, the group was asked to consider all of the things that identify as strengths of White Bear Lake, both as a City and the organization itself. Participants were encouraged to think of projects, services, actions, and policies. After discussing the strengths, participants turned their attention towards reviewing City and organizational areas that need improvement. These items are areas that presently challenge the organization and City.

Following the assessment of its strengths and challenges, the group moved on to the final brainstorming activity - anticipating emerging trends or issues that may impact the City. Forecasting potential external changes or impacts is a key step in the process to help leadership anticipate pressures and opportunities that may arise. To guide this process, the participants followed a STEP model of analysis, thinking about trends and external impacts in the areas of socio-cultural, technical, economical, and political. Thinking about the ongoing opportunities and challenges in each of these areas provides a variety of important perspectives for the City in the coming years.

## SHORT TERM GOALS

The third portion of the Strategic Planning process was to develop a short-term goals platform and workplan to guide the organization in the coming years. Participants were offered the opportunity to present draft goals that addressed any of the following objectives - short-term actions that lead to a core strategy or strategic objective, goals to address weaknesses, opportunities, or potential impacts discussed during the assessment process, or other goals that individual members viewed to be important for the City. The process encouraged the brainstorming of SMART goals - specific, measurable, attainable, relevant, and time-bound (1-2 years) - and objectives that would support the core strategies and vision.

Following the brainstorming process, a prioritization process was used to develop the following list of high priority and priority goals. Participants were given the ability to choose a limited number of brainstormed goals as their top priorities. As each participant's choices were collected, the draft goals were bunched into three categories. The categories and prioritization followed these guidelines:

- High Priority Goals - goals that were identified by at least three members of the Mayor/City Council as top priority and also received support from City Staff.
- Opportunity Goals - goals that were identified as a top priority by at least two of the Mayor and City Council or a majority and received support from City Staff.
- Other Goals - goals that did not have an initial priority ranking by more than one of the Mayor and City Council. (Included as an appendix to the report.)

### **Proposed Short-Term Goals**

**High Priority** - goals that are the top priority of the organization in the coming two-year period.

1. Long-range assessment of city facilities is completed, with proposed budgets and timelines for necessary improvements within two years.
2. Consider employee recruitment and retention policy updates, including considering modifications to tuition reimbursement and parental leave policies.
3. Successful completion of downtown reconstruction.
4. Fill police roster, achieving 100% staffing, by the end of 2024.
5. Understand life-cycle housing needs, identify compatible uses for city-owned properties, and identify policy and finance tools to address community needs.
6. Execute the County Road E Corridor Action Plan.
7. Finish the street reconstruction program.
8. Execute Otter Lake Road turnback with Ramsey County following reconstruction.
9. Continue to discuss and revise redevelopment priorities based on opportunities and strategic timing.

**Opportunity** - goals that have organizational support, to be pursued when opportunity is available.

1. Complete staffing assessment, create and maintain staffing needs priority list for annual review and discussion during budgeting.
2. Conduct department specific strategic planning in 2025.
3. Complete the Public Safety Facility Renovation & Expansion Project on time and within budget.
4. Identify and solve work inefficiencies, including implementation of budgeting software and similar technologies.
5. Implement EAB management plan.
6. Seek opportunities to better tie the north and south sections of the community together.
7. Improve communications with the public, including hiring a communications employee.

## NEXT STEPS

The next step in the goal setting process is to work within each of these short-term goals to develop action plans and the establishment of benchmarks to measure progress. One of the recommended steps is the identification of measurables, or benchmarks, to effectively evaluate the City's accomplishment of each goal. Developing measurable outcomes for each goal will also help in the development of action plans to reach the desired outcome. The goals should then be revisited from time-to-time as an accountability measure for both the Council and staff.

Additionally, finding ways to integrate the goals into the organizational processes also helps to develop success. Building on the methods in which White Bear Lake has been successful in the past is recommended, along with exploring new methods of keeping the goals on the forefront of the leadership team's efforts. It was an honor to assist your team in the process of establishing its Strategic Plan for the coming years.



**City of White Bear Lake**  
Engineering Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Paul Kauppi, Public Works Director / City Engineer  
**Date:** March 12, 2024  
**Subject:** **Shade Tree Bonding Grant Program**

---

## SUMMARY

The City Council will consider adopting a resolution accepting a \$499,800 grant through the 2023-2027 Shade Tree Bonding Grant Program administered by the Minnesota Department of Natural Resources (DNR).

## BACKGROUND INFORMATION

Pursuant State Statute 465.03, any city may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.

The City's application through the DNR's Shade Tree Grant Program was selected to receive a grant in the amount of \$499,800. The grant application included consideration of such items as need, priority populations, a communication plan, past experience with similar projects and a funding plan for project items which grant funds cannot cover.

The City has over 2,000 ash trees in its boulevards and active park spaces that were inventoried in 2018. A small number of specimen trees were treated in hopes to delay a larger impact of emerald ash borer (EAB). Since that time, staff has been monitoring the condition of the City's ash trees, and over the last several years have seen a high death rate due to widespread EAB infestation.

Acceptance of the grant will require the City to remove the infested ash trees as well as replace in kind with a diverse blend of tree species appropriate for our climate. Based on the tree inventory and recent EAB treatment, the area generally located east of White Bear Avenue, between County Road F and County Road E will be the focus area for the grant. Certain items are in-eligible for grant funding, including restoration costs, certain replacement tree maintenance costs, public outreach costs, staff time and any equipment purchases that the City may need to commit to funding outside of the grant proceeds. The grant requires that the funds be spent by end of 2027 and that the City submit regular reports on progress.

If the City Council accepts the grant, the next steps will include the revising the City's tree

related ordinances which would transfer full responsibility of boulevard trees to the City as well as the adoption of an ash tree management plan. In addition, staff would begin work on a detailed project scope and schedule to ensure completion of all activities within the specified grant timeline.

**RECOMMENDATION**

Staff recommends the City Council adopt the attached resolution accepting a \$499,800 grant through the 2023-2027 Shade Tree Bonding Grant Program administered by the Minnesota Department of Natural Resources.

**ATTACHMENTS**

Resolution



**RESOLUTION NO.**

**A RESOLUTION ACCEPTING A GRANT THROUGH THE 2023-2027 SHADE TREE GRANT PROGRAM ADMINISTERED BY THE DEPARTMENT OF NATURAL RESOURCES FOR THE REMOVAL OF ASH TREES AND REPLACEMENT IN KIND**

**WHEREAS**, the City of White Bear Lake is authorized to accept grants pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts;

**WHEREAS**, the City has a significant number of ash trees located on its boulevards and in its parks which are infested with emerald ash borer; and

**WHEREAS**, the City wishes to protect, maintain and enhance its urban tree canopy on its boulevards, parks and open spaces for the benefits of its citizens; and

**WHEREAS**, the City applied for and was selected to receive a \$499,800 grant through the 2023-2027 Shade Tree Bonding Grant Program administered by the Minnesota Department of Natural Resources for the removal of certain ash trees and replacement in kind; and

**WHEREAS**, the grant has been given to the City for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the grant offered for the benefit of its citizens.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake, Minnesota, that the \$499,800 grant from the 2023-2027 Shade Tree Bonding Grant Program administered by the Minnesota Department of Natural Resources is hereby accepted and shall be allocated to removing certain boulevard ash trees and replacing in kind.

**BE IT FURTHER RESOLVED** by the City Council that the Mayor, City Manager, and City Attorney are hereby authorized and directed to execute the grant agreement.

The foregoing resolution, offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_, was declared carried on \_\_\_\_\_, 2024 the following vote:

Ayes:  
Nays:  
Passed:

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

**ATTEST**

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