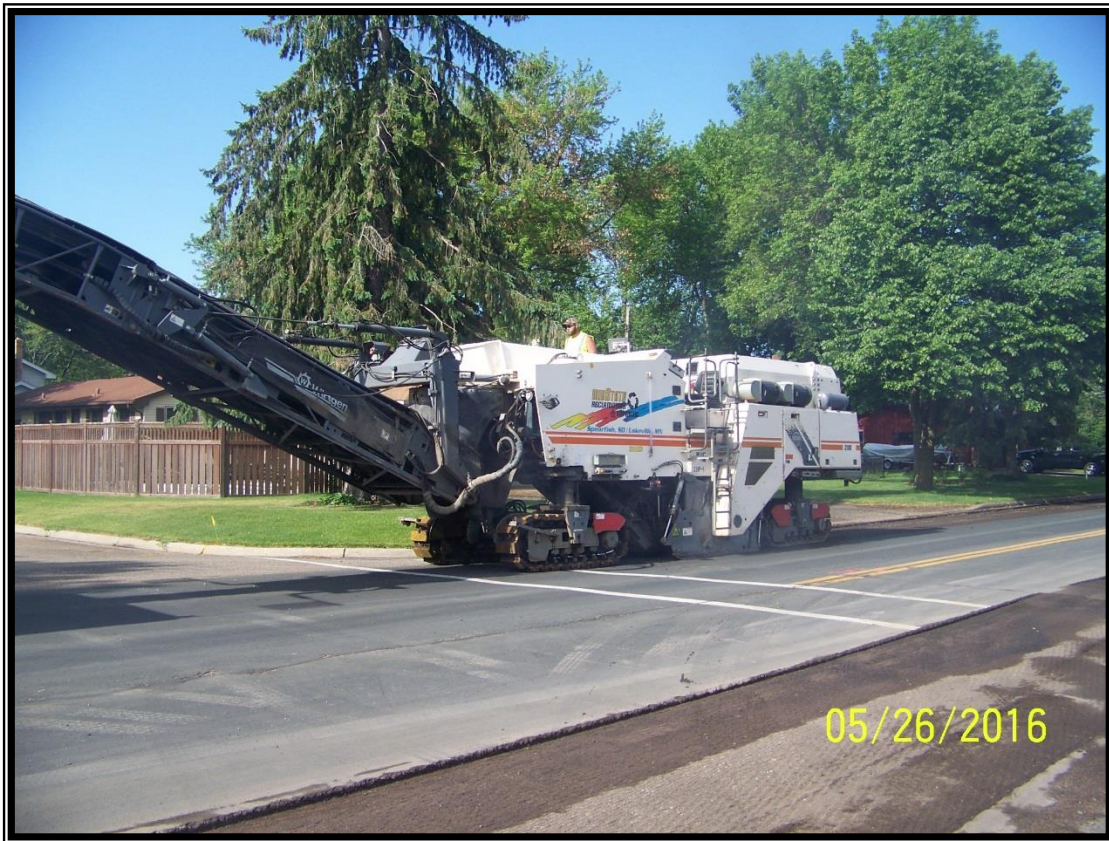


CITY OF WHITE BEAR LAKE
ENGINEERING DEPARTMENT

FEASIBILITY REPORT
for the
2018 MILL AND OVERLAY PROJECT
& 2018 TRAIL REHABILITATION PROJECT

February 9, 2018



Streets included in the 2018 Mill & Overlay Project:
CITY PROJECT NO. 18-13

Manitou Drive (from Sumac Ridge to County Road D)
Manitou Lane (from Sumac Ridge to Manitou Drive)
Sumac Circle (from Sumac Ridge to Sumac Ridge)
Sumac Ridge (from Bellaire Avenue to 1000' East)
11th Street (from Division Avenue to East cul-de-sac)

CITY PROJECT NO. 18-18

Trails included in the 2018 Trail Rehabilitation Project:
County Road 96 Trail (from White Bear Parkway to Birch Lake Blvd So)
White Bear Parkway Trail (from County Road 96 to Birch Lake Blvd No)



FEASIBILITY REPORT
for the
2018 MILL AND OVERLAY PROJECT
& 2018 TRAIL REHABILITATION PROJECT

CITY PROJECT NO. 18-13

Manitou Drive (from Sumac Ridge to County Road D)
Manitou Lane (from Sumac Ridge to Manitou Drive)
Sumac Circle (from Sumac Ridge to Sumac Ridge)
Sumac Ridge (from Bellaire Avenue to 1000' East)
11th Street (from Division Avenue to East cul-de-sac)

CITY PROJECT NO. 18-18

County Road 96 Trail (from White Bear Parkway to Birch Lake Blvd So)
White Bear Parkway Trail (from County Road 96 to Birch Lake Blvd No)

I hereby certify that this feasibility report was prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Mark L. Burch, P.E.
License No. 16186

February 9, 2018

Date

TABLE OF CONTENTS

	Page
I. INTRODUCTION	1
II. PROJECT SCOPE	2
III. FUTURE MILL AND OVERLAY REHABILITATION PLAN	3
IV. EXISTING CONDITIONS	3
A. Storm Sewer	3
B. Street Pavements	3
C. Trail Pavements	4
V. PROPOSED IMPROVEMENTS	5
A. Storm Sewer Drainage Improvements	5
B. Street Improvements	5
C. Trail Improvements	6
VI. PERMITS	6
VII. PUBLIC INFORMATIONAL MEETING	6
VIII. ESTIMATED PROJECT COSTS	6
IX. FINANCING AND ASSESSMENTS	7
X. PROJECT SCHEDULE	9
XI. FEASIBILITY, NECESSITY AND COST-EFFECTIVENESS	9
XII. CONCLUSION	10

APPENDICES

Appendix A -	Memo and City Council Resolution No. 12115 Ordering Special Assessment Rates
Appendix B -	Memo and City Council Resolution No. 12142 Ordering Feasibility Report
Appendix C -	Public Improvement Process Flow Chart
Appendix D1 -	Memo Establishing a Mill & Overlay Program
Appendix D2 -	Memo and City Council Resolution No. 10836 Amending City's Special Assessment Policy
Appendix E -	Letter Announcing November 29, 2017 Informational Meeting
Appendix F -	Project Financing Summary
Appendix G -	Preliminary Assessment Rolls
Appendix H -	Sample Assessment Breakdowns
Appendix I -	Local Improvement Guide (City Assessment Policy)

EXHIBITS

Exhibit 1 -	Proposed Mill and Overlay Rehabilitation Projects for 2018
Exhibits 2-3 -	Mill & Overlay Project Maps – City Project 18-13

Exhibits 4 - Trail Rehabilitation Project Maps – City Project 18-18
Exhibits 5-8 - Typical Street Cross Sections, City Project 18-13
Exhibit 9 - Typical Trail Cross Sections, City Project 18-18

I. INTRODUCTION

The City of White Bear Lake is continuing to improve and monitor the condition of the City's infrastructure through implementation of a Pavement Management Program. The City's Pavement Management Program includes regular patching, crack sealing and sealcoating as routine maintenance techniques to preserve City streets. In addition, total reconstruction of 2-1/2 to 3 miles of streets is undertaken each year to improve pavements that cannot be maintained by routine techniques. Since the City initiated its street reconstruction program in the 1980's, over 75 miles – or 90 percent – of the City's streets have been reconstructed to current standards with engineered pavement sections and concrete curb and gutter. As these streets age, they are maintained by the City using routine maintenance procedures, which can be expected to keep the pavements in good condition for approximately 20-25 years if undertaken at appropriate intervals. When a pavement reaches the point where routine maintenance techniques are no longer effective (usually at about the 20-25 year point or after 2 to 3 sealcoat applications), a more major rehabilitation procedure is necessary. The life of the pavements between major rehabilitations depends largely on traffic types and volumes. Streets which carry larger vehicles with heavy loads and higher daily traffic volumes typically wear out faster than low volume residential streets.

The means of rehabilitating the bituminous pavement structure could range from milling & overlaying to total pavement replacement. Milling and overlaying involves the removal of the top layer of asphalt by grinding (or milling) and then replacement of the upper layer of asphalt (wearing course). Total pavement replacement involves completely removing all of the asphalt layers, re-grading the aggregate base, and then placing all new asphalt layers. As streets which have been reconstructed deteriorate to the point where maintenance is no longer effective, these procedures are the next step in the pavement maintenance process.

The streets proposed for rehabilitation in 2018 have deteriorating bituminous pavements, some poor drainage characteristics and some public utility facilities which need upgrading. All of the public infrastructure elements proposed for reconstruction, replacement or upgrading are important to the continuing vitality of the neighborhoods and are necessary improvements to the City's street and utility systems.

The Engineering and Public Works Departments have evaluated the streets proposed in the 2018 Mill & Overlay Project and will recommend in this Feasibility Report that the City Council include all streets described herein and shown on the map in **Exhibit 1**.

The streets proposed for inclusion in the **2018 Mill & Overlay Project**, as shown in detail in **Exhibits 2 and 3**, respectively are:

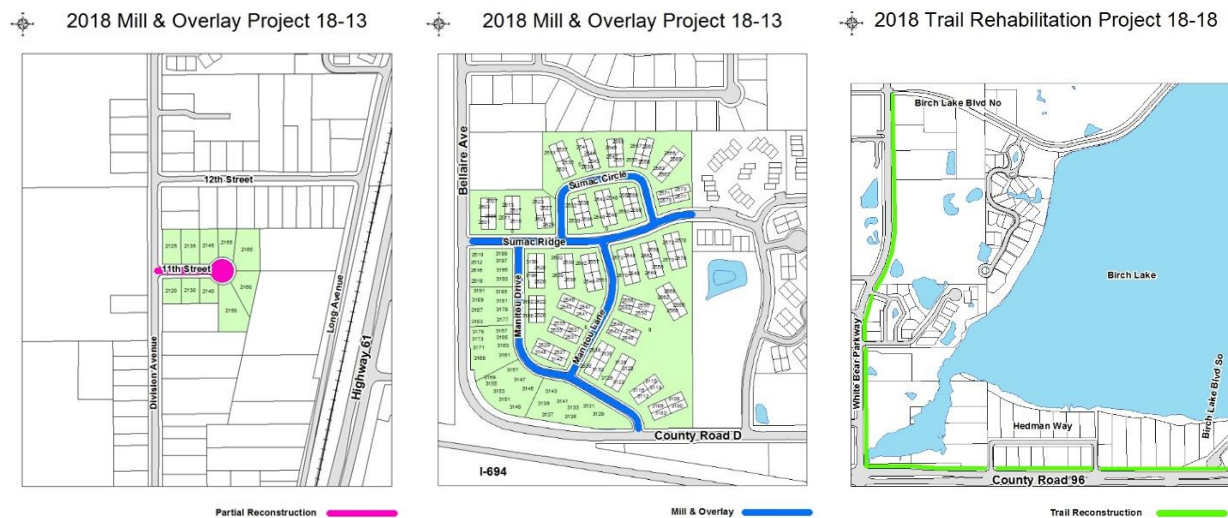
- Manitou Drive (from Sumac Ridge to County Road D)
- Manitou Lane (from Sumac Ridge to Manitou Drive)
- Sumac Circle (from Sumac Ridge to Sumac Ridge)
- Sumac Ridge (from Bellaire Avenue to 1000' East)
- 11th Street (from Division Avenue to East cul-de-sac)

The trails for inclusion in the **2018 Trail Rehabilitation Project**, as shown in detail in **Exhibit 4**, respectively are:

- County Road 96 Trail (from White Bear Parkway to Birch Lake Blvd So)
- White Bear Parkway Trail (from County Road 96 to Birch Lake Blvd No)

On November 14, 2017, the City Council adopted resolution 12115 adopting Special Assessment Rates for 2018, including project 2018-13. On December 12, 2017, the City Council adopted Resolution No. 12142, ordering preparation of this Feasibility Report for the streets listed above. A copy of the memos and resolutions are included in **Appendices A & B**.

If the Council decides to proceed with these utility and street improvements, the next step in the public improvement process (**Appendix C**) would be to conduct a formal public improvement hearing. A public hearing could be conducted on March 13, 2018, if the City Council were to order the hearing at its February 13, 2018 meeting.



II. PROJECT SCOPE

The scope of this report is to analyze the proposed streets and trails indicated above and to determine the engineering and fiscal feasibility of providing the necessary improvements. The study will discuss the existing conditions, proposed improvements, estimated construction costs, and overhead costs (i.e. administration, engineering, fiscal, and legal expenses). Current public improvement policies adopted by the White Bear Lake City Council will be used as a guideline to discuss financing methods for the proposed improvements.

III. FUTURE MILL AND OVERLAY REHABILITATION PLAN

Overall, if an existing bituminous pavement is in fair condition, milling the 1.5” wearing course off and repaving will provide extended life to the pavement. In areas of significant pavement distress, the project may include some full-depth asphalt and subgrade repair. All projects will require individual evaluations to ensure proper repair procedures are applied.

The City incorporated a mill and overlay component into its comprehensive Pavement Management Program for the first time in 2011. Included in **Appendices D1 & D2** are memos to the City Council from April 7, 2011 and April 21, 2011 regarding establishment of a Mill & Overlay Program and Resolution No. 10836 amending the City’s Special Assessment Policy. These memos help to outline the history of our Pavement Management Program and the importance of preventative maintenance on our infrastructure.

As reconstructed pavements age, it is anticipated that the City will need to increase the number of mill and overlay projects in order to maintain the serviceability of its pavement infrastructure, likely with a project each year for the foreseeable future. Streets will generally be ready for mill & overlay about 20-25 years after reconstruction and after 2 to 3 sealcoat applications. In addition to streets which will be included in the mill & overlay projects at 20-25 years of age will be streets that have premature pavement failure due to other factors. The City will be challenged as it works to complete the street reconstruction program while undertaking mill and overlay projects at the same time. We anticipate that the two programs could overlap for 4 to 6 years before the street reconstruction program is completed and we are primarily undertaking mill and overlay projects.

IV. EXISTING CONDITIONS

The streets included in the proposed 2018 Mill & Overlay Project are deteriorating and in need of pavement rehabilitation as well as minor storm sewer repairs. The current condition of the infrastructure is outlined as follows:

A. Storm Sewer

The storm sewer systems on the proposed projects consist of catch basins, manholes, culverts, and storm pipe. The storm sewer system is operating as intended, with only minor repairs to catch basins and manholes expected.

B. Street Pavements

The bituminous street pavements in these proposed projects have been maintained by the City through a regular patching and seal coating program, but the pavements are now at the end of their useful life. They are cracking and exhibiting general pavement failures which can be substantially corrected with a milling and overlaying process.

Streets proposed for rehabilitation in 2018 are shown in **Table 1**. These streets are being recommended due to the deteriorating condition of the top (wearing course) layer of

asphalt. These streets can no longer be effectively maintained using routine pavement maintenance techniques (patching, crack sealing and sealcoating). Rehabilitation of these streets is a high priority.

The project maps are shown in **Exhibits 2-3**.

**TABLE 1
 EXISTING STREET WIDTHS & ORIGINAL CONSTRUCTION YEAR**

STREET	SEGMENT	EXISTING WIDTH (Face – Face)	ORIGINAL CONSTRUCTION YEAR
11 th Street	Division Avenue to East cul-de-sac	32 feet	1986
Manitou Drive	Sumac Ridge to County Road D	32 feet	1988
Manitou Lane	Sumac Ridge to Manitou Drive	28 feet	1990
Sumac Circle	Sumac Ridge to Sumac Ridge	28 feet	1988/1989
Sumac Ridge	Bellaire Avenue to 1000' East	32 feet	1988/1989

1. 11th Street from Division Avenue to End Cul-de-sac was constructed in 1986. The street section consists of a 30-foot-wide bituminous surface with concrete curb and gutter.
2. Manitou Drive was constructed in 1988 (Phase 1 of the Manitou Village Development). The street section consists of a 29-foot-wide bituminous surface with concrete curb and gutter.
3. Manitou Lane was constructed in 1990 (Phase 3). The street section consists of a 25-foot-wide bituminous surface with concrete curb and gutter.
4. Sumac Circle was constructed in two segments: from Sumac Ridge to 100' North in 1988 (Phase 1) and from 100' North of Sumac Ridge to Sumac Ridge in 1989 (Phase 2). The street section consists of a 25-foot-wide bituminous surface with concrete curb and gutter.
5. Sumac Ridge was constructed in two segments: from Bellaire Ave to Sumac Circle in 1988 (Phase 1) and from Sumac Circle to 550' East in 1989 (Phase 2). The street section consists of a 29-foot-wide bituminous surface with concrete curb and gutter.

C. Trail Pavements

The bituminous trail pavements in these proposed projects have not required maintenance since they were built in 1994 and 1995. The City has been hesitant to do maintenance activities on these trails because they have been performing year after year. The pavements

are starting to show cracking and exhibiting early signs of general pavement failures. These can be substantially corrected with a remove and replace process.

V. **PROPOSED IMPROVEMENTS**

A. **Storm Sewer Drainage Improvements**

The storm sewer drainage improvements proposed for these projects are minor.

The existing storm sewer systems on these projects are adequate from a street drainage and flood control perspective. These systems will remain unchanged to follow existing drainage patterns. Some repairs or replacements of the manholes and catch basins are needed due to deterioration of structures built of concrete block. The mortar between these blocks and around the manhole adjusting rings has deteriorated due to salt intrusion and traffic loads. As part of this project, the mortar, concrete blocks and concrete adjusting rings will be repaired or replaced.

The storm sewer repairs will be funded with City funds.

B. **Street Improvements**

The proposed street rehabilitation for the 2018 Mill & Overlay Project consists of milling the existing deteriorated pavements, construction of new pavements, and spot repair of damaged curb sections. No changes to the curb line are proposed, therefore the street widths will remain unchanged.

The proposed street rehabilitation for 11th Street is a “Partial Reconstruction”. 11th Street was constructed with 2 inches of Bituminous Wear Course and 6 inches of Class 5. This street was not built with a “proper section”. This may explain why the road is showing cracks and signs of fatigue. The City’s Engineering Department proposes to leave the existing curb in place, and replace the existing section with 1.5 inches of Bituminous Wear, 2 inches of Bituminous Non-Wear, and 6 inches of Class 5.

Manitou Drive, Manitou Lane, Sumac Circle, and 1,000 feet of Sumac Ridge will be rehabilitated by means of a mill and overlay. Although the top 1.5 inch layer (wearing course) for these streets are exhibiting fatigue, the bituminous layer(s) below are not exhibiting any failure characteristics and do not warrant replacement.

Typical street cross sections are shown on **Exhibits 5-9**.

C. Trail Improvements

This project includes repaving the City owned trails along County Road 96 and White Bear Parkway. Trails are shown on **Exhibit 4**. Typical trail cross sections are shown on **Exhibit 9**.

These trails were built in 1994 & 1995. Over the past 24 years minimal maintenance has been required on these trails. The trails are starting to deteriorate. In order to protect the City's asset, we recommend repaving these trails now, while the base is in good condition. The City's Engineering Department recommends bidding them as part of the Mill & Overlay Project. There are no assessments proposed to adjacent property owners for this work. The work will be paid with a variety of funds (**Appendix F**).

VI. PERMITS

City Project #18-13 is a pavement rehabilitation project that is completely within City Right of Way. There are no MPCA or Watershed permits necessary. City Project #18-18 (Trail Rehabilitation), will require a Ramsey County Right of Way permit.

VII. PUBLIC INFORMATIONAL MEETING

A letter introducing the project and announcing the Public Informational Meeting was mailed on November 16, 2017. A copy of this letter is included in **Appendix E**.

An initial public information meeting was held on November 29th, 2017. At this meeting, 13 residents attended. Attendance was low, but expected due to the relatively non-intrusive nature and short duration of this project. At this meeting, the Engineering Department discussed details of the proposed project, financing methods, special assessment procedures, and answered questions and concerns about the project. Questions and concerns will continue to be heard throughout the public involvement process and incorporated in the design of the project as necessary.

VIII. ESTIMATED PROJECT COSTS

The estimated improvement costs for the proposed improvements are summarized in **Table 2**. The estimated total project cost proposed (including a 5% contingency) is **\$485,856**. Based on past experiences on similar projects in the City, the overhead costs have been estimated at 18% of the total construction cost. The overhead costs include engineering, project administration, fiscal and legal costs. The project will be financed through a combination of City funds and special assessments to benefited properties.

TABLE 2
2018 MILL AND OVERLAY PROJECT COST ESTIMATE

Street Improvements	\$ 304,209
Storm Sewer Drainage Improvements	\$ 10,000
Trail Improvements	\$ 80,796
5% Contingency	\$ 19,750
Engineering, Legal, Fiscal	\$ <u>71,101</u>
Total Project Improvement Cost	\$ 485,856

IX. FINANCING AND ASSESSMENTS

The improvements discussed in this report for the 2018 Mill and Overlay Project and 2018 Trail Rehabilitation Project are proposed to be funded through a combination of special assessments to benefitted properties according to the City's Assessment Policy and City funds. A summary of the total project cost is provided in **Appendix F** with a spreadsheet indicating how the total costs could be allocated through both City funds and special assessments. The proposed special assessment rates are based upon estimated 2018 project costs and the City's practice of assessing 33% of the project cost to the benefitting properties.

The City's Assessment Policy provides for assessment of a portion of the cost of the improvement to benefitting property owners, with the remaining cost funded by the City. The assessment rates for mill & overlay projects will be reviewed and established by the City Council annually. When the Mill & Overlay Program was established in 2011, the City's Assessment Policy was amended to include a means to adjust mill & overlay assessment rates on projects where premature pavement failure occurs (based upon a 25 year expected life for reconstructed pavements). The memos and resolution included in **Appendices D1 & D2** outline the policy amendment adopted in 2011 that established this adjustment. The rate adjustments will keep private property investment in street pavement maintenance uniform and fair. This adjustment chart is shown in **Table 3**.

**TABLE 3
 MILL & OVERLAY ASSESSMENT ADJUSTMENT CHART**

<u>Pavement Life (Years)</u>	<u>% of Full Mill & Overlay rate assessed</u>
0-9	0%
10	5%
11	11.4%
12	17.8%
13	24.2%
14	30.6%
15	37%
16	43.4%
17	49.8%
18	56.2%
19	62.6%
20	69%
21	75.4%
22	81.8%
23	88.2%
24	94.6%
25	100%

11th Street – 1986
 Manitou Drive – 1988
 Manitou Lane – 1990
 Sumac Circle – 1988/89
 Sumac Ridge – 1988/89



Assessment rates for the 2018 Mill and Overlay **Appendix A** project are proposed to be set at a maximum of \$13.39 per assessable foot for residential properties, \$17.51 for apartment property and \$21.32 for commercial properties. Streets included in the 2018 project were constructed between 1986 and 1990. All streets on this project will be assessed 100% of the maximum rate.

Assessment rates for the partial reconstruction portion of the project on 11th Street from Division Avenue to End Cul-de-sac are proposed to be set at a maximum of \$26.78 per assessable foot for residential properties, \$34.81 for apartment properties and \$42.85 for commercial properties. These are the same rates, plus 3%, that were used in 2017 on a similar pavement replacement project on Bloom Avenue and Second Street.

The City’s appraisal consultant states that the assessment rates for similar projects in the metro area are in the range of \$15-20 per assessable foot for residential property on a mill & overlay project and \$25-40 per assessable foot for residential property on a total pavement replacement project.

All of the property owners who would receive benefits from the proposed improvements and who would be assessed for all or a portion of the improvements are listed on the Preliminary Assessment

Roll in **Appendix G** of this report. The assessment spreadsheets indicate the owner, the address of the property, the assessable footage of the property and the amount of the proposed assessment.

The City's Assessment Policy for public improvements allows for the distribution of the proposed assessments for residential properties over a 10 year period. It is proposed that the assessment to residential properties included in this project be spread over a 10 year period and that the assessments to commercial and apartment properties are spread over a 15 year period due to the higher cost. A sample breakdown of the annual payments on assessments for several assessment amounts based on an interest rate of five percent (5%) is included in **Appendix H**.

The City's Assessment Policy also allows for deferred payment of special assessments for qualified property owners 65 years of age or older. There may be some property owners who would like to take advantage of this City policy. The City Assessment Policy is included in **Appendix I**.

X. PROJECT SCHEDULE

The proposed project schedule is as follows:

PROPOSED 2018 MILL & OVERLAY PROJECT SCHEDULE

City Council orders Feasibility Report	December 12, 2017
City Council receives Feasibility Report	February 13, 2018
City Council sets date for Public Improvement Hearing	February 13, 2018
City Council holds Public Improvement Hearing	March 13, 2018
City Council approves Plans and Specifications and authorizes Advertisement for Bids	March 13, 2018
Bids Opened	April 5, 2018
City Council awards Bid	April 10, 2018
Begin Construction	May 2, 2018
Construction Substantially Complete	August 5, 2018
City Council sets date for Assessment Hearing	August 28, 2018
City Council holds Assessment Hearing	September 25, 2018

XI. FEASIBILITY, NECESSITY AND COST-EFFECTIVENESS

The proposed improvements included in the 2018 Mill and Overlay Project & 2018 Trail Rehabilitation Project consist of pavement rehabilitation and are feasible from an engineering

standpoint, necessary, and cost effective if constructed under a single project/single contract as proposed. These improvements would greatly improve the level of service to the residents of these areas and enhance the safety and appearance of the neighborhoods. The improvements can most effectively and economically be constructed if undertaken through a coordinated contract that would cause the improvements to be installed in the proper sequence.

XII. CONCLUSION

Our recommendation to the City Council is that if mill and overlay improvements are to be constructed, that the streets be rehabilitated as proposed in this Feasibility Report.

The estimated cost of these improvements, including the proposed assessments, is reasonable and comparable with similar improvements being constructed in other cities in the metropolitan area.

APPENDIX A

MEMO and CITY COUNCIL RESOLUTION NO. 12115 ORDERING SPECIAL ASSESSMENT RATES



City of White Bear Lake
City Engineer's Office

M E M O R A N D U M

To: Ellen Richter, City Manager

From: Mark Burch, Public Works Director/City Engineer

Date: November 7, 2017

Subject: Assessment Rates and Terms for the 2018 Street, Alley, Sanitary Sewer Wye Replacement, Water Service Replacement and Mill/Overlay Improvement Projects

BACKGROUND / SUMMARY

The City annually reviews the assessment rates and terms applied to the special assessments for the street and utility improvement projects. The assessment rates are based upon the City Councils desire to assess approximately one third of the cost of the street and mill/overlay projects and approximately ½ of the cost of the sanitary sewer wye replacements. The storm sewer assessment rate is adjusted periodically to ensure a uniform rate for property owners throughout the City. In 2018 there will be two new assessment categories, water service replacement and alley reconstruction which will assist with funding these improvements. The assessment rates are carefully reviewed by the Engineering Department and by an independent appraiser to ensure that the assessments applied to the projects meet the required benefit test that assessments are fair, are applied uniformly and that they benefit the property by at least the amount of the assessment levied.

Based upon our analysis and a preliminary review by our appraiser, we are recommending the following assessment rates for the 2018 street and utility projects.

<u>Assessment Category</u>	<u>Cost Per Assessable Foot or Unit Cost</u>	
Street Reconstruction	\$38.19	Residential
	\$50.22	Apartment
	\$60.95	Commercial
Mill & Overlay	\$13.39	Residential
	\$17.51	Apartment
	\$21.32	Commercial
Storm Sewer	\$0.12	Residential
	\$0.24	Apartment
	\$0.24	Commercial
Sanitary Sewer Wye Replacement	\$1,000.00	

Water Service Replacement (from main to curb stop)	\$1,200.00
Alley Reconstruction	\$2,200.00

The proposed 2018 assessment rates reflect a 3% increase over 2017 rates for street and mill/overlay projects. Storm sewer and sanitary sewer wye replacement rates will remain the same. The water service replacement and alley reconstruction assessment rates are new in 2018 and will be applied to the reconstruction project in the northeast portion of the city where these improvements are necessary. The water service replacement assessment is based upon the City and the property owner sharing the cost 50/50 while the alley assessment rate is based upon the properties abutting the alleys funding 100% of the cost of these improvements.

The City has adjusted the payment term of special assessments at various times to prevent undue hardship on property owners. The City's assessment policy specifies a 10-year term for the assessments included in the 2018 improvements; however, the City has in the past extended the term to 15 years during times of economic stress or where assessment amounts are larger due the quantity of work. It is our recommendation that the term for the 2018 assessment rolls be set at 15 years due to the larger total assessment amounts resulting from the combination of improvements necessary. The longer term is a benefit to property owners by reducing the annual payment amount but does not prevent paying assessments in a shorter time frame, if desired.

RECOMMENDED COUNCIL ACTION

Staff recommends that the City Council adopt the resolution approving assessment rates for the 2018 improvement projects.

ATTACHMENTS

Resolution

RESOLUTION NO.: 12115

RESOLUTION ADOPTING SPECIAL ASSESSMENT RATES FOR THE 2018 STREET, ALLEY AND UTILITY IMPROVEMENT PROJECTS

WHEREAS, the City of White Bear Lake undertakes street, alley and utility improvement projects each year to ensure the integrity of its infrastructure systems; and

WHEREAS, the improvements benefit the abutting properties as well as the City as a whole; and

WHEREAS, the City assesses a portion of the cost of the improvements to the benefiting properties; and


WHEREAS, the City desires to annually review the assessment rates applied to the assessment rolls for the infrastructure improvement projects.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of White Bear Lake, Minnesota that the following assessment rates are hereby adopted for the 2018 street, alley, storm sewer and utility improvement projects:


<u>Assessment Category</u>	<u>Cost Per Assessable Foot or Unit Cost</u>	
Street Reconstruction	\$38.19	Residential
	\$50.22	Apartment
	\$60.95	Commercial
Mill & Overlay	\$13.39	Residential
	\$17.51	Apartment
	\$21.32	Commercial
Storm Sewer	\$0.12	Residential
	\$0.24	Apartment
	\$0.24	Commercial
Sanitary Sewer Wye Replacement	\$1,000.00	
Water Service Replacement (from main to curb stop)	\$1,200.00	
Alley Reconstruction	\$2,200.00	

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

Ayes: Biehn, Edberg, Engstran, Jones, Walsh
Nays: None
Passed: November 14, 2017


Jo Emerson, Mayor

ATTEST:


Kara Coustry, City Clerk

APPENDIX B

MEMO and CITY COUNCIL RESOLUTION NO. 12142 ORDERING FEASIBILITY REPORT



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Richter, City Manager

From: Mark Burch, Public Works Director/City Engineer

Date: December 7, 2018

Subject: **Feasibility Report for Proposed 2018 Street Reconstruction and 2018 Mill & Overlay Projects**
City Project Nos. 17-06, 18-01, 18-06, 18-13

BACKGROUND / SUMMARY

The City of White Bear Lake has been reconstructing streets since the mid-1980's, replacing deteriorated streets with new engineered gravel bases, concrete curb and gutter and bituminous pavements. Street reconstruction projects also include improvements to the storm sewer system and installation of storm water treatment facilities. The reconstruction program is ongoing and with completion of the 2017 street reconstruction project, the City has reconstructed over 90% of its streets (77 miles) which leaves 8 miles remaining to be improved to current engineering standards.

Each year the City Council selects streets for inclusion in the City's Street Reconstruction Program. The Council receives recommendations for reconstruction projects from the Engineering and Public Works Departments based upon pavement conditions among other factors. The proposed 2018 Street Reconstruction is highlighted in the color blue on the Proposed Street Reconstruction Project Map included with this memo.

Based upon our analysis, the following streets are recommended to the City Council for inclusion in a Feasibility Report for the 2018 Street Reconstruction and 2018 Mill & Overlay Project:

17-06 Streets being considered:

Old White Bear Avenue
(Cottage Park Rd to South Shore Blvd)

18-01 Streets being considered:**Eighth Street**

(Stewart Ave to Lake Ave N)

Ninth Street

(Stewart Ave to Lake Ave N)

Tenth Street

(T.H. 61 to Alley East of Stewart Ave)

Tenth Street

(Morehead Ave to Johnson Ave)

Eleventh Street

(T.H. 61 to Johnson Ave)

Morehead Avenue

(Seventh St to Tenth St)

Morehead Avenue

(Eleventh St to State Hwy 96)

Johnson Avenue

(Seventh St to Eleventh St)

Alleys

(Various Alleys throughout the project area)

18-06 Streets being considered:**Birch Lake Boulevard South**

(Otter Lake Rd to end Cul-De-Sac)

Once streets have been reconstructed to current engineering standards, they can be maintained by routine maintenance techniques such as crack sealing, sealcoating and minor patching. These maintenance techniques should keep bituminous pavements in good condition for approximately 25 years before another major rehabilitation technique such as milling and overlaying is necessary. The life of the pavements between major rehabilitation techniques depends largely on traffic types and volumes. Streets which carry larger vehicles with heavy loads and higher daily volumes of traffic wear out faster than low volume residential streets.

There are streets in the City in which the wearing course (top surface of pavement) is deteriorating to the point where routine patching is no longer able to maintain the street in an acceptable driving condition, making milling and overlaying necessary. Milling and overlaying is a process where the upper 1-1/2" to 2" of asphalt is "milled" (removed with a large grinding machine) and then a new bituminous wearing course is placed, creating a new road surface. Use of this pavement maintenance technique is necessary to ensure the preservation of our street pavements. This type of project extends the length of time required between street reconstructions. As reconstructed pavements age, the City will need to increase the number of mill and overlay projects in order to maintain the serviceability of its pavement infrastructure.

The City has reached a point in its pavement management program where the implementation of a mill and overlay program is necessary to preserve the investment it has made in its street infrastructure. The City incorporated a mill and overlay component into its overall Pavement Management Program for the first time in 2011. The mill and overlay program is a technique by

which streets will be rehabilitated in the future when total reconstruction of the roadway is not necessary but just pavement rehabilitation. The mill & overlay program is starting now even though we have not yet completed the street reconstruction program (approximately 10% or 8 miles of streets remain). The City will be challenged as it works to complete the street reconstruction program while undertaking mill and overlay projects at the same time to maintain streets reconstructed 20 – 30 plus years ago. We anticipate that the two programs could overlap for 5 to 7 years before the street reconstruction program is completed and we are just undertaking mill and overlay projects.

Similar to the Street Reconstruction Program, each year the City Council will need to select streets for inclusion in the City's Mill & Overlay Program. The Council receives recommendations for mill and overlay projects from the Engineering and Public Works Departments based upon pavement conditions among other factors. The proposed 2018 Mill & Overlay Project is highlighted in the color blue on the Proposed Mill & Overlay Program Map included with this memo.

Based upon our analysis, the following streets are recommended to the City Council for inclusion in a Feasibility Report for the 2018 Mill & Overlay Project:

18-13 Streets being considered:

11th Street

(Division Avenue to East Cul-De-Sac)

Sumac Circle

(Sumac Ridge to Sumac Ridge)

Sumac Ridge

(Bellaire Ave to 1000' East of Bellaire Ave)

Manitou Drive

(County Road D to Sumac Ridge)

Manitou Lane

(Manitou Drive to Sumac Ridge)

Trail Reconstruction

(Division Avenue to East Cul-De-Sac)

Trail Reconstruction

(Division Avenue to East Cul-De-Sac)

The next step in the improvement process is the preparation of a Feasibility Report to determine if the projects are advisable from an engineering standpoint and how they could best be constructed and funded.

A portion of the project cost will be assessed to benefitting properties in accordance with the City's Special Assessment Policy. The assessment rates for 2018 will be reviewed in consultation with the City's appraisal consultant and presented in the Feasibility Report.

The proposed assessment roll is being reviewed by the appraisal firm of Dahlen & Dwyer to ensure the proposed assessments are fair, uniform and provide benefit in the amount of the proposed assessments. We have asked the appraiser to specifically look at the large and irregular shaped parcels. Copies of the appraisal reports will be provided to the City Council when it is complete.

RECOMMENDED COUNCIL ACTION

Staff recommends that the Council adopt the resolution and order preparation of a Feasibility Report for the 2018 Street Reconstruction Project and the 2018 Mill & Overlay Project.

ATTACHMENTS

Resolution

Proposed Street Reconstruction Project Map

Proposed Mill & Overlay Project Map

RESOLUTION NO.: 12142

**RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT
FOR THE 2018 STREET RECONSTRUCTION PROJECT
AND THE 2018 MILL & OVERLAY PROJECT**

CITY PROJECT NOs. 17-06, 18-01, 18-06 & 18-13

WHEREAS, the City has made a commitment to improving and preserving its bituminous pavement street system by reconstructing deteriorated streets and undertaking maintenance programs such as patching, crack sealing, sealcoating, and milling & overlaying; and

WHEREAS, streets which have been reconstructed and maintained with routine maintenance techniques still require periodic major rehabilitation to maintain a smooth driving surface and protect the integrity of the structural components of the road; and

WHEREAS, it is proposed to improve Old White Bear Avenue (from Cottage Park Road to South Shore Blvd.), Eighth Street (from Stewart Ave to Lake Ave N), Ninth Street (from Stewart Ave. to Lake Avenue N.), Tenth Street (from T.H. 61 to Alley East of Stewart Avenue), Tenth Street (from Morehead Avenue to Johnson Avenue), Eleventh Street (from T.H. 61 to Johnson Avenue), Morehead Avenue (from Seventh Street to Tenth Street), Morehead Avenue (from Eleventh Street to State Highway 96), Johnson Avenue (from Seventh Street to Eleventh Street), Alleys (Various alleys throughout the project area) and Birch Lake Boulevard South (from Otter Lake Road to end Cul-De-Sac) by installation of utility, storm sewer improvements and street reconstruction, and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, it is proposed to improve Eleventh Street (from Division Avenue to East Cul-De-Sac), Sumac Circle (from Sumac Ridge to Sumac Ridge), Sumac Ridge (from Bellaire Avenue to 1000' East of Bellaire Avenue), Sumac Drive (from County Road D to Sumac Ridge), Manitou Lane (from Manitou Drive to Sumac Ridge), Trail Reconstruction (from White Bear Parkway to Birch Lake Boulevard), and Trail Reconstruction (from County Road 96 to Birch Lake Boulevard North) by milling and overlaying the bituminous pavement, and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429.

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

The proposed improvements be referred to the City Engineer for study and that he is instructed to report to the City Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvements are feasible and as to whether they should best be made as proposed or in connection with some other improvements, and the estimated cost of the improvements as recommended.

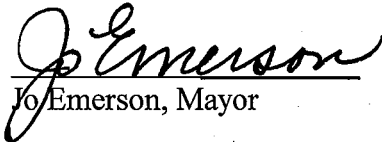
RESOLUTION NO.: 12142

**RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT
FOR THE 2018 STREET RECONSTRUCTION PROJECT
AND THE 2018 MILL & OVERLAY PROJECT**

CITY PROJECT NOs. 17-06, 18-01, 18-06 & 18-13

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

Ayes: Biehn, Edberg, Engstran, Jones, Walsh
Nays: None
Passed: December 12, 2017


Jo Emerson, Mayor

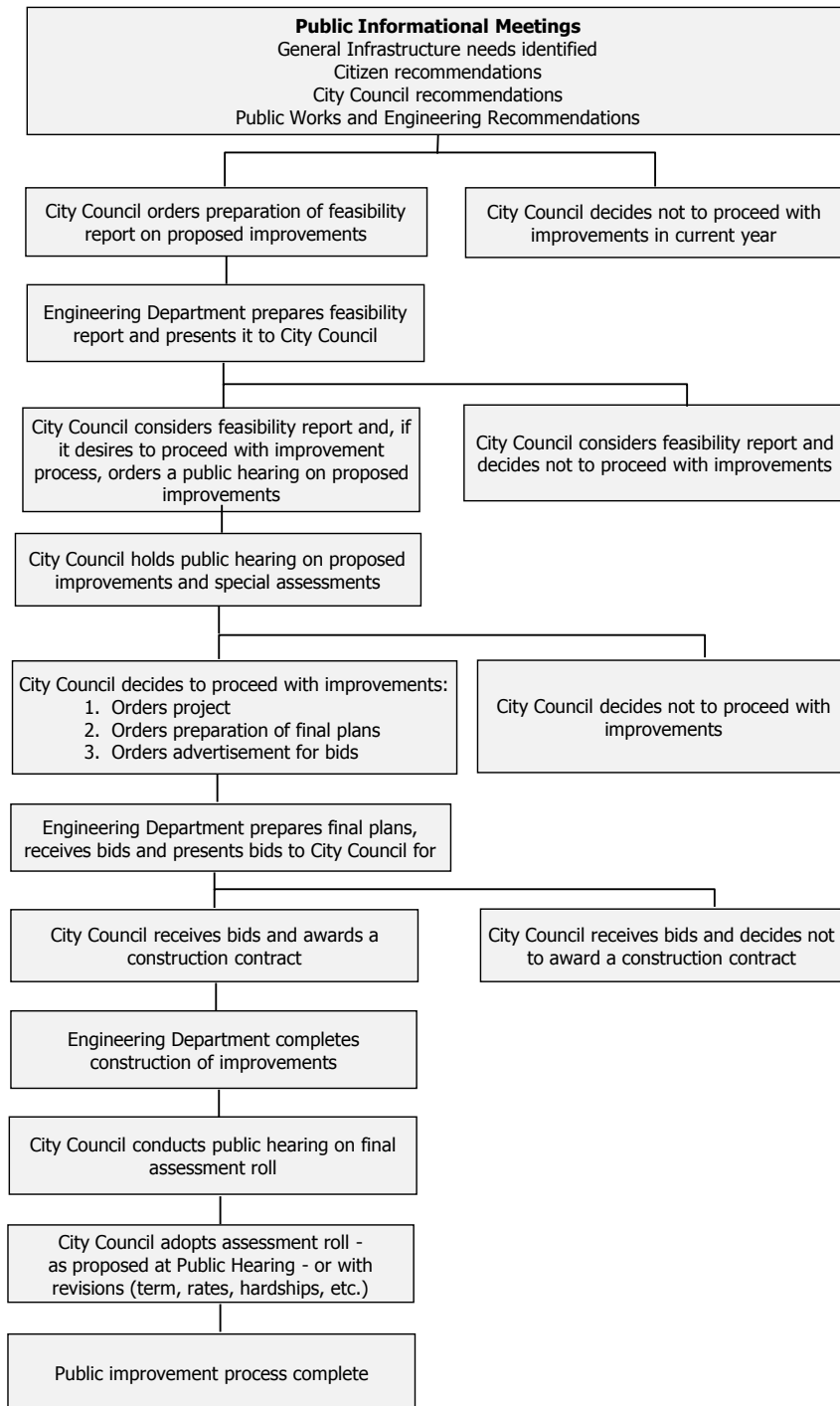
ATTEST:


Kara Coustry, City Clerk

APPENDIX C

PUBLIC IMPROVEMENT PROCESS FLOW CHART

City of White Bear Lake Public Improvement Process



APPENDIX D

**MEMO ESTABLISHING A MILL & OVERLAY PROGRAM,
AND
MEMO AND CITY COUNCIL RESOLUTION NO. 10836
AMENDING CITY'S SPECIAL ASSESSMENT POLICY**



City of White Bear Lake
Engineering Department

MEMORANDUM

TO: Mark Sather, City Manager

FROM: Mark Burch, P.E., Public Works Director/City Engineer

DATE: April 7, 2011

SUBJECT: Establishment of a Mill & Overlay Program as a component of the City's Pavement Management Program and Revising the City's Assessment Policy to include assessments for Mill & Overlay improvements

INTRODUCTION

The City of White Bear Lake owns and maintains a large network of public infrastructure including pavement, underground utilities, a water treatment plant and storage reservoirs, decorative street lighting, municipal buildings, parks grounds, and much more. Like everything else, public infrastructure facilities have a limited life cycle. Specific life spans for each type of infrastructure system is influenced by design and technology standards, construction methods, materials, amount and type of use, and environmental impacts. Of all of the infrastructure systems, street pavement has the shortest life cycle. This is primarily due to the extreme physical abuse and exposure to harsh environmental elements in addition to the use of economical bituminous asphalt material in construction as compared to the longer lasting reinforced concrete pavement.

This memo will outline the following:

- The Basics of Pavement Management
- Why are some pavements failing prematurely?
- History of funding sources for street improvements
- Current status of funding
- Current Special Assessment Policy
- Assessment Policy Considerations
- Proposed Assessment Model

THE BASICS OF PAVEMENT MANAGEMENT

As with any piece of infrastructure, bituminous pavement requires periodic maintenance and repair. In this regard, pavement must be treated in the same manner as walls, floors, and roofs. Inspection and minor routine maintenance will minimize problems when they

occur and when damage is noted, timely repairs will prevent the damage from deteriorating into more severe problems that will be more expensive to replace. Relatively small scale expenditures on periodic maintenance will actually save money in the long run.

The City's current Pavement Management Program consists of a range of techniques from patching, crack sealing, sealcoating, miscellaneous concrete curb and gutter repair and replacement to full reconstruction of deteriorated streets. With this program the City has been able to maintain its pavements in reasonably good condition while following a regular reconstruction schedule which has over the last 21 years rebuilt 74% or 64 miles of our 86 mile system.

Pavements represent a large capital investment for the City, with a present value of over \$28 million and a replacement cost of approximately \$70 million. Maintaining and operating pavements on a large system such as this typically involves complex decisions about how and when to resurface or apply other treatments to keep the pavement performing and keep operating costs at a reasonable level.

From the moment streets are built they begin to deteriorate. This occurs through a combination of oxidation, temperature changes, water intrusion, freeze/thaw cycles, subgrade failures, and traffic loading. In an effort to prolong the life of a street, both "routine maintenance" and "major maintenance" (rehabilitation), must be performed.

"Routine" maintenance is performed annually on city streets. Routine maintenance includes crack repair, filling potholes, patching, and temporary overlays. New streets typically receive minimal routine maintenance, however, as the roadway ages and becomes more distressed, the required maintenance becomes more frequent and expensive. Routine maintenance is included as part of the Street Division's operating budget.

When streets are reconstructed, the construction includes correction of the soils under the road bed, placement of a gravel base of adequate thickness to support the traffic expected on the road, installation of concrete curb and gutter to protect the edge of the pavement and convey stormwater and placement of a bituminous pavement

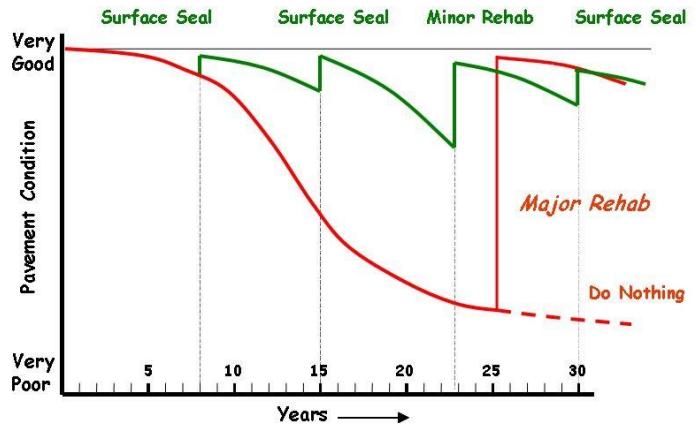


section (usually in two or more layers, the upper most being referred to as a wearing course). When a street has been designed and constructed with these components, it can be expected to last for 20 to 25 years if it receives appropriate and timely routine maintenance throughout this life span. At the end of the 20 to 25 years, routine

maintenance can no longer be expected to preserve the roadway and major maintenance such as milling and overlaying is required.

*Pavement Management with
"Good Roads Cost Less"
Preservation Strategies*

A typical asphalt pavement preservation strategy includes crack sealing, patching, seal coating at 5-7 years, again at 10-14 years, and possibly at 15-21 and then mill & overlay at 20-25 years. This process will ideally be followed through two cycles (40 to 50 years) before reconstruction of the entire pavement is necessary again.



Milling Machine in operation

A Mill and Overlay project consists of milling (grinding) off 1½” of the top surface of asphalt. Then a new layer of asphalt is applied, creating a smooth even driving surface, which extends the overall life of the roadway. This type of project extends the length of time required between street reconstruction. In areas of significant pavement distress the project may include some full-depth asphalt and subgrade repair.



Grinding Drum from Milling Machine

WHY ARE SOME PAVEMENTS FAILING PREMATURELY?

Overall the current status of the City's pavement infrastructure is good. This status report includes the 64 miles which have been reconstructed since 1990 as well as older roads which have not yet been reconstructed to modern standards. There are, however, several roads which were reconstructed between 1991 and 1996 that are failing prematurely (delaminating of the wearing course as seen in the photo) due to mix design and



construction techniques that were in use during that time and have since been changed. The pavement failures exhibited by these roads in White Bear Lake (for example Orchard Lane, Stewart Avenue, Birch Lake Boulevard North) are typical of pavements constructed during this timeframe throughout Minnesota, and other communities are dealing with the same maintenance issues. However, it is important to note that this specific failure is **not** what would normally be

expected of pavements of this age (15-20 years). The deterioration in the 1991 - 1996 pavements is generally in the wearing course (top 1½" - 2" layer of asphalt) and is deteriorating faster than routine maintenance techniques can repair. Removing the wearing course by milling and then replacement with a new layer of asphalt is the recommended rehabilitation procedure for these streets.

The next priority for pavement rehabilitation will be White Bear Parkway, Bellaire Avenue (Orchard Lane to the south) and County Road D. These streets have failing pavements for reasons other than the 1991 - 1996 group.

- White Bear Parkway was constructed in 1985, and while it is 25 years old, it is carrying higher traffic volumes and increased truck traffic than it was designed to accommodate. The increased volume of heavy loads on this road have caused the entire pavement section to break down, and this will likely require removal of the entire pavement section (both the wearing course and base course), redesign of the gravel base and then new bituminous pavement. The new pavement section will be designed to carry the current traffic load plus the expected increases over the next 20 years.
- The Bellaire Avenue (Orchard Lane to the south) and County Road D pavements are roads that the City acquired from Ramsey County as part of a turnback process. These roads were maintained by Ramsey County for many years with a variety of seal coat and overlay projects. These two roads will need to be reconstructed to modern design standards.

Once the pavements described above are reconstructed, the City should be able to proceed with a regular annual program of milling and overlaying streets following the approximate

schedule from which they were originally constructed since the beginning of the street reconstruction program in 1990. This will be programmed into an annual Pavement Management Program which will include some component of reconstruction, mill & overlay, sealcoating, and crack sealing each year. A comprehensive Pavement Management Program includes all of these techniques and applies the right technique at the right time.

HISTORY OF FUNDING SOURCES FOR STREET IMPROVEMENT PROJECTS

For over 30 years, the City of White Bear Lake has undertaken an initiative to upgrade all of its streets with new concrete curb and gutter, new bituminous pavements, and improved drainage and utility infrastructure. Since 1990, over 64 miles of City-owned streets (about 74%) have been reconstructed with improvements to the underground utilities and construction of bituminous pavements with concrete curb and gutter. These projects have been funded in part by assessing adjoining, benefiting properties a portion of the cost according to the City's Assessment Policy. The City Council has been careful to ensure that the reconstruction projects have benefited the assessed properties and that the formal process as specified by State Statute Chapter 429 has been followed. While there have been a couple of challenges to special assessments that were levied since 1983, none of them have been successful. We believe that the City of White Bear Lake's special assessment practices are generally accepted and successful due to the fact that they are lower in dollar amount than most cities in the metro area and that the City ensures that property owners are notified and involved in the improvement process.

The City reconstruction projects have historically been assessed at approximately 33% of the total project cost. The remaining project costs are spread amongst all other taxpayers city-wide. Routine maintenance projects such as patching, crack sealing, and seal coating have been funded through various sources and therefore shared by all taxpayers.

The next issue to consider as the City develops a Mill & Overlay component for its Pavement Management Program is funding. Since 1990 the City it has been the City's practice to assesses approximately 33% of the project cost to benefitting properties. To fund the remaining 67% of the cost of the improvements, the City has relied on Municipal State Aid funds, revenue from the Community Reinvestment Fund, and transfers from other funds. The Community Reinvestment Fund was established as an endowment for reducing the portion of street improvements assessed to property owners. A substantial balance was developed through transfer of funds derived from settlements, interest earned on paid special assessments and debt service savings gained through special assessment debt restructuring.

Today, the Fund has a revenue balance of nearly \$6 million dedicated for assisting in financing street improvements. Since establishment of the Fund, no portion of the original balance has been spent. The Community Reinvestment Fund is divided into a Street Improvement Trust and Park Improvement Trust. The Street Improvement Trust is maintained to earn interest for street improvements.

CURRENT STATUS OF FUNDING



Interest earnings from the Trust has significantly declined over the last 2-3 years due to the Federal Reserve maintaining a near zero discount rate. As such the Street Improvement Trust annual contribution has declined the last few years. Continuing to spend monies from this fund for infrastructure improvements at the historical pace of \$300,000 to \$500,000 will be greater than the current interest earnings provide.

Thus, while the Community Reinvestment Fund, Municipal State Aid funds and special assessments should provide adequate funding for the Street Reconstruction Program for the next 10 to 12 years, a funding source for the Mill & Overlay Program needs to be determined to address the current situation.

One approach the City could take would be to reduce its expenditures on infrastructure improvements; however this is not advised, as continued deferred maintenance will actually cost more in the long run. Staff is projecting an increased need for pavement rehabilitation in the foreseeable future which will require additional resources. One source of this revenue could be assessments to benefitting properties for the rehabilitation projects. Another potential revenue source could be bonding for these projects. A combination of these two scenarios is recommended.

CURRENT SPECIAL ASSESSMENT POLICY

The City's Special Assessment Policy was adopted in 1983 and revised in 2008. It provides a means to levy all or a portion of the cost of certain public improvements to specific benefitting properties. The Special Assessment Policy adopted by the City follows the procedures set forth in MN Statutes: Chapter 429, which gives cities the authority to levy special assessments to benefitting properties. However, Chapter 429 does not specify how the costs should be apportioned. The City's Special Assessment Policy was developed to provide the "how" and to ensure that special assessments are levied uniformly, fairly and that the benefits to the property being assessed are equal to or greater than the amount of the assessment.

The City of White Bear Lake uses special assessments to assist with funding of infrastructure improvement projects such as street reconstruction projects. The City funds the water, sanitary sewer, storm water, street, sidewalk and landscaping components with a variety of funding sources including special assessments to benefitting properties. Typically, special assessments are levied at approximately 33% of the cost of the street reconstruction and storm sewer improvements incorporated into a street reconstruction project. The remaining elements of a street reconstruction project are funded with the following sources:

Water System Improvements	Water Improvement Fund
Sanitary Sewer System Improvements	Sewer Improvement Fund
Sidewalk Improvements	Interim Construction Fund and grants
Storm Sewer and Stormwater Treatment Systems	Special Assessments and General Services Budget, Grants
Street and Curb & Gutter	Special Assessments, Municipal State Aid (MSA) (the City's share of gas taxes collected by the State) and the City's Reinvestment Fund.

ASSESSMENT POLICY CONSIDERATIONS

The City has not undertaken many mill & overlay projects in the past, but will need to increase the use of this pavement rehabilitation practice in order to maintain the life of its pavement infrastructure. The City will also need to look for a funding source to pay for these projects. One source of funding could be special assessments to benefitting property owners.

The Engineering Department researched the Special Assessment Policies of many other metro area municipalities to evaluate how our policy compared. A variety of financing methods are used for street improvement projects, from zero assessments to 100% assessments.

For instance:

- The City of St. Louis Park does not assess for street improvement projects, but instead charges franchise fees to private utility companies which helps to fund approximately 70% of the improvement cost.
- The City of Roseville assesses 25% for reconstruction projects but nothing for mill & overlay projects. The balance is funded by an infrastructure fund endowment.
- The Cities of Maplewood, Stillwater and Vadnais Heights all assess 50% of the project costs to benefitting properties, including reconstruction and mill & overlays.
- The City of Edina assesses 100% of the improvement cost to the benefitting properties for reconstruction projects, but nothing for mill & overlay projects.
- White Bear Township assesses 100% of the cost of their street reconstruction projects to the benefitting properties.
- Consistently, cities are not assessing for crack sealing and seal coating projects, as they are considered routine maintenance.

If the City decides to use special assessments as part of the funding source for Mill & Overlay projects, the City's Special Assessment Policy will need to be amended to provide for this process. As staff has considered alternative funding sources for Mill & Overlay

projects, it seems reasonable and consistent to assess a portion of the project cost to benefitting properties. Assessing 33% of the cost (consistent with practice on Street Reconstruction projects) is recommended. The remaining 67% of the mill & overlay cost will need to be funded by the City. These funding sources would typically come from state aids, interest earnings, or other one time revenue sources. If these sources can not provide sufficient revenue to meet the Mill and Overlay costs, then the City could consider bonding to recover any costs outstanding after all other funding sources have been utilized.

In order to maintain a uniform and fair assessment policy for property owners on Mill & Overlay projects it will be necessary to establish a mechanism for adjusting the assessment rates for streets which are milled and overlaid at different ages (length of time since total reconstruction). There are many factors which affect the life of a pavement, including traffic volume, speed, size and weight of vehicles, increased volume or weight of vehicles due to development or other construction projects, and weather extremes. Another factor which will need to be taken into account is premature pavement failure, as is the case for the streets in the "1991 to 1996 window" discussed previously in this memo.

PROPOSED ASSESSMENT MODEL

A proposed assessment model has been developed which would provide a means to adjust special assessment rates on mill & overlay projects, keeping the process uniform and fair for property owners. The Mill & Overlay assessment model is based on an expected life of a reconstructed street of 25 years. The reconstructed street would be maintained by the City with regular patching, crack sealing and seal coating applications with City funds.

A typical schedule for street maintenance would include patching and crack sealing as necessary and sealcoat applications anticipated at 6 to 7 year intervals. It is anticipated that due to a variety of factors, all streets will not be milled and overlaid at the 25 year point. Some streets will require milling and overlaying earlier and some may last longer. It is anticipated that streets will go through two cycles of the sealcoating and milling and overlaying process before reconstruction of the entire pavement section is necessary.

City staff has given much consideration to the fairness of the proposed policy revision specific to Mill & Overlay Projects. Specifically, the consideration of prorating assessments based on the expected life of a given improvement method as previously discussed. We have considered several methods of prorating the mill and overlay assessment rate to account for reduced pavement service life. One method would be a straight line depreciation model based on a 25 year expected life. A second method would be to use a depreciation model which would not assess property owners for mill & overlay projects if the pavement is less than 10 years old. This model would start at 5% of the mill & overlay assessment rate at 10 years and then increase by 6.4% per year so that at the 25 year life the mill & overlay assessment would be 100% of the current year's mill & overlay assessment rate. The table below illustrates the second model.

Mill & Overlay Assessment Adjustment Chart

<u>Pavement Life (Years)</u>	<u>% of Full Mill & Overlay rate assessed</u>
0-9	0%
10	5%
11	11.4%
12	17.8%
13	24.2%
14	30.6%
15	37%
16	43.4%
17	49.8%
18	56.2%
19	62.6%
20	69%
21	75.4%
22	81.8%
23	88.2%
24	94.6%
25	100%

The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the project cost at the 25 year mark to benefitting properties and the City financing the remaining 67%.

EXAMPLE:

Using estimated 2011 estimated construction prices, a 2011 Mill & Overlay assessment rate could be set at \$12.25 per assessable foot. An example using this assessment method for an 80-foot wide residential lot would be as follows:

<u>Pavement Life (Years)</u>	<u>% of Full Mill & Overlay assessment rate applied (%)</u>	<u>Assessment for 80' wide residential lot (\$)</u>
0-9	0%	\$0.00
10	5%	\$49
15	37%	\$362.60
20	68%	\$666.40
25	100%	\$980.00

(\$12.25 x 80'
x 0.05 = \$49)

(\$12.25 x 80'
x 1.00 = \$980)

CONCLUSION

It's important to again stress that it is more economical to preserve pavements in good condition than it is to replace them when they wear out.

This memo provided information on the need for a mill and overlay component of the City's Pavement Management Program and how such a program could be instituted and funded with a combination of City funds and special assessments to benefitting property owners. The information is intended for use by the City Council as it discusses the development of Mill & Overlay projects and how such projects could be funded. The Engineering Department is currently preparing a Feasibility Report on a proposed Mill & Overlay Project as ordered by the City Council at its March 22, 2011 meeting. Please forward this memo to the City Council for discussion at its April 12, 2011 meeting. We will be prepared to discuss the various components of the proposed Mill & Overlay Program on April 12th and present recommendations along with the Feasibility Report on April 26th.



City of White Bear Lake
Engineering Department

MEMORANDUM

TO: Mark Sather, City Manager

FROM: Mark Burch, P.E., Public Works Director/City Engineer

DATE: April 21, 2011

SUBJECT: Amendment to the City's Special Assessment Policy to provide for adjustment of special assessment rates for Mill & Overlay improvements

At its meeting on April 12, 2011, the City Council discussed the establishment of a Mill & Overlay component into its overall Pavement Management Program and methods of financing such improvements. (Attached for reference is the memo from this meeting.) The City Council stated it recognized the importance of maintaining the City's pavement infrastructure and directed staff to proceed with preparation of a Feasibility Report regarding future mill and overlay projects.

The City Staff and Council also discussed the expected life of street pavement and various maintenance techniques. It is anticipated that a standard residential street that has been built to current engineering standards will last approximately 25 years before a mill and overlay would be required. Routine maintenance would also be required throughout this 25-year period. A typical asphalt pavement preservation strategy includes crack sealing, patching, seal coating at 5-7 years, again at 10-14 years, and possibly at 15-21 and then mill & overlay at 20-25 years. This process will ideally be followed through two cycles (40 to 50 years) before reconstruction of the entire pavement is necessary again.

The City should be able to proceed with a regular annual program of milling and overlaying streets following the approximate schedule from which they were originally constructed since the beginning of the street reconstruction program in 1990. This will be incorporated into an annual Pavement Management Program which will include some component of reconstruction, mill & overlay, sealcoating, and crack sealing each year. A comprehensive Pavement Management Program includes all of these techniques and applies the right technique at the right time.

CURRENT SPECIAL ASSESSMENT POLICY

The City's Special Assessment Policy was adopted in 1983 and revised in 2008. It provides a means to levy all or a portion of the cost of certain public improvements to specific benefitting properties. The Special Assessment Policy adopted by the City follows the procedures set forth in MN Statutes: Chapter 429, which gives cities the authority to levy special assessments to benefitting properties. However, Chapter 429 does not specify how the costs should be apportioned. The City's Special Assessment Policy was developed to provide the "how" and to ensure that special assessments are levied uniformly, fairly and that the benefits to the property being assessed are equal to or greater than the amount of the assessment.

The City of White Bear Lake uses special assessments to assist with funding of infrastructure improvement projects such as street reconstruction projects. The City reconstruction projects have historically been assessed at approximately 33% of the total project cost. The remaining project costs are spread amongst all other taxpayers city-wide.

ASSESSMENT POLICY CONSIDERATIONS

As staff has considered funding sources for Mill & Overlay projects, it seems reasonable and consistent to assess a portion of the project cost to benefitting properties. Assessing 33% of the cost (consistent with practice on Street Reconstruction projects) is recommended. The remaining 67% of the mill & overlay cost will need to be funded by City funds.

There are many factors which affect the life of a pavement, including traffic volume, speed, size and weight of vehicles, increased volume or weight of vehicles due to development or other construction projects, and weather extremes. Consideration will need to be given for premature pavement failure caused by these or other factors. In order to maintain a uniform and fair assessment policy for property owners on Mill & Overlay projects it will be necessary to establish a mechanism for adjusting the assessment rates for streets which are milled and overlaid at different ages (length of time since total reconstruction).

ASSESSMENT POLICY REVISION

A proposed assessment model has been developed which would provide a means to determine special assessment rates on mill & overlay projects, keeping the process uniform and fair for property owners. The Mill & Overlay assessment model is based on an expected pavement life of 25 years after a street is constructed to current engineering standards. The reconstructed street would be maintained by the City with regular patching, crack sealing and seal coating applications with City funds.

Staff has given much consideration to the fairness of the proposed policy revision specific to Mill & Overlay Projects, namely the concept of prorating assessments based on the expected pavement life as previously discussed. We have considered several methods of

prorating the mill and overlay assessment rate to account for reduced pavement service life. The preferred method would be to use a depreciation model which would not assess property owners for mill & overlay projects if the pavement is less than 10 years old. This model would start at 5% of the mill & overlay assessment rate at 10 years and then increase by 6.4% per year so that at the 25 year life the mill & overlay assessment would be 100% of the current year's mill & overlay assessment rate. The table below illustrates the proposed model.

Mill & Overlay Assessment Adjustment Table

<u>Pavement Life (Years)</u>	<u>% of Full Mill & Overlay rate assessed</u>
0-9	0%
10	5%
11	11.4%
12	17.8%
13	24.2%
14	30.6%
15	37%
16	43.4%
17	49.8%
18	56.2%
19	62.6%
20	69%
21	75.4%
22	81.8%
23	88.2%
24	94.6%
25	100%

The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting properties and the City financing the remaining 67%. As is typical for all improvement projects, the assessment rate will be established by the City Council each year.

CONCLUSION

The City of White Bear Lake policies for Public Improvements is proposed to be amended as detailed in this memo. The attached resolution would be incorporated into the Policy as Appendix "D". Please forward this memo and resolution to the City Council for discussion at its April 26, 2011 meeting. Our recommendation is that the Council approve the amendment to the City Assessment Policy regarding adjusting assessment rates for Mill & Overlay projects.

The Engineering Department will also be presenting a Feasibility Report at the April 26th City Council meeting on a proposed Mill & Overlay Project as ordered by the City Council at its March 22, 2011 meeting.

RESOLUTION NO.: 10836

RESOLUTION AMENDING THE CITY'S SPECIAL ASSESSMENT POLICY

WHEREAS, the City Council desires to use special assessments to fund a portion of certain infrastructure improvement projects as provided for in Minnesota State Statutes; Chapter 429; and

WHEREAS, the City has adopted a Special Assessment Policy which specifies how special assessments are levied against various parcels; and

WHEREAS, the City's Special Assessment Policy was last updated in 2008; and

WHEREAS, a residential street built to current engineering standards is expected to have a useful life of 25 years before a mill and overlay may be required; and

WHEREAS, the Council desires to maintain a uniform and fair assessment policy for property owners on Mill & Overlay projects and believes the best method for doing such is to adjust the assessment rates for streets which are milled and overlaid at different ages (length of time since total reconstruction); and

WHEREAS, the Council desires to formally amend the City's Assessment Policy to incorporate revisions which have been made regarding assessing mill and overlay projects.

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

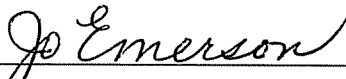
1. The City's Assessment Policy is hereby updated as of April 26, 2011.
2. This resolution is incorporated into the Assessment Policy as Appendix "D".
3. The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting properties, with the assessment rate established by the City Council each year.
4. If in the opinion of the City Engineer a street requires milling and overlaying prior to 25 years since its construction to current engineering standards, the assessment rates shall be adjusted based on the following table:

Mill & Overlay Assessment Adjustment Table

<u>Pavement Life (Years)</u>	<u>% of Full Mill & Overlay rate assessed</u>
0-9	0%
10	5%
11	11.4%
12	17.8%
13	24.2%
14	30.6%
15	37%
16	43.4%
17	49.8%
18	56.2%
19	62.6%
20	69%
21	75.4%
22	81.8%
23	88.2%
24	94.6%
25	100%

The foregoing resolution offered by Council Member Belisle and supported by Council Member Tessier, was declared carried on the following vote:

Ayes: BELISLE, BIEHN, EDBERG, JONES, TESSIER
Nays: NONE
Passed: APRIL 26, 2011


Jo Emerson, Mayor

ATTEST:


Ellen Richter, City Clerk

APPENDIX E

LETTER ANNOUNCING NOVEMBER 29, 2017 INFORMATIONAL MEETING



WHITE BEAR LAKE *a City of Lakes & Legends*
MINNESOTA

2018 MILL AND OVERLAY PROJECT

November 16, 2017

RE: Informational Meeting – November 29, 2017 at 6:30 p.m.
Proposed 2018 Mill and Overlay Project
City Project No. 18-13

Dear Property Owners:

During the 2018 construction season, the City of White Bear Lake is considering street rehabilitation projects consisting of milling and overlaying the street pavements on:

- 11th Street (from Division Avenue to East cul-de-sac)
- Sumac Circle (from Sumac Ridge to Sumac Ridge)
- Sumac Ridge (from Bellaire Avenue to 1000' East of Bellaire Avenue)
- Manitou Drive (from County Road D to Sumac Ridge)
- Manitou Lane (from Manitou Drive to Sumac Ridge)

The mill and overlay process consists of milling (grinding) the upper layer (wearing course) of bituminous from the street and placing a new wearing course layer of bituminous pavement. The project would be undertaken in the summer of 2018 if approved by the City Council. We are conducting an informational meeting on November 29th to review the project and answer questions.

The informational meeting on **Wednesday, November 29th at 6:30 p.m. in the Council Chambers at City Hall** will provide you with information on the proposed improvements, how they may impact your property and how street rehabilitation projects are funded and financed in the City. We would like to receive comments regarding the project from residents and will provide further information on mill and overlay construction.

The City pays for street rehabilitation projects with a combination of City funds and assessments to property owners. The City assesses approximately one-third of the project cost to property owners. At this meeting, the proposed projects will be discussed in detail, including the formal legal process which the City follows when assessing a portion of the cost of the improvements to adjacent property owners. We will have a preliminary assessment roll detailing the projected amount to be assessed to each parcel, providing the mill and overlay project is approved by the City Council. We will discuss the City's assessment policy in detail and answer everyone's questions at the informational meeting.

We look forward to discussing the City's street rehabilitation project at the informational meeting on **Wednesday, November 29th at 6:30 p.m. at City Hall**. If you cannot attend

the meeting, but would like additional information or have comments to share, there are several ways to do this:

- contact our Engineering Department via phone at (651) 429-8531
- send an email to cvermeersch@whitebearlake.org
- mail written correspondence to 4701 Highway 61

The Engineering Department staff will be available to answer your questions or meet with you to review any portion of the proposed project. In addition, the information presented at the meeting—as well as ongoing project news—will be posted on the City’s website for your review (www.whitebearlake.org → click on “**Your Government**” and then “**Engineering**”).

We look forward to meeting with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark L. Burch', written in a cursive style.

Mark L. Burch, P.E.
Public Works Director/City Engineer

MLB/cav

APPENDIX F

PROJECT FINANCING SUMMARY

**2018 MILL AND OVERLAY PROJECT
2018 TRAIL REHABILITATION PROJECT
PROJECT FINANCING SUMMARY**

IMPROVEMENT COSTS:

	CONSTRUCTION COST
Mill & Overlay/Total Pavement Replacement	\$ 304,209
Storm Sewer	\$ 10,000
Trail Rehabilitation #18-18	\$ 80,796
Construction Cost	\$ 395,005
5% Contingency	\$ 19,750
18% Engineering, Legal, Fiscal	\$ 71,101
Total Estimated Improvement Costs:	\$ 485,856

FUNDING SUMMARY:

SPECIAL ASSESSMENTS TO PROPERTY OWNERS:

Mill & Overlay Street Assessment \$ 127,133

CITY FUNDS: (Costs Include 18% Engineering, Legal, & Fiscal Costs)

License Bureau \$ 100,000

Community Reinvestment \$ 18,723

Bonding \$ 240,000

Estimated City Funds: **\$ 358,723**

TOTAL MILL & OVERLAY PROJECT FUNDING:

Estimated Special Assessments \$ 127,133 (34.3%)

Estimated Other Resources \$ 358,723 (65.7%)

TOTAL **\$ 485,856**

APPENDIX G

PRELIMINARY ASSESSMENT ROLLS

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 18-13**

**CITY OF WHITE BEAR LAKE
2018 Mill & Overlay Project
CITY PROJECT NO. 18-13**

CREATED: 11/15/2017
UPDATED: 12/1/2017

County Data Current 11/3/17

Manitou Drive, Manitou Lane, Sumac Circle, Sumac Ridge, & 11th Street

ASSESSMENT CODE 93201813

	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	143022110061	1, 20	2125 11th St	231.56	77.89	\$2,085.89					\$2,085.89	1
2	143022110062	20	2135 11th St	80.00	80.00	\$2,142.40					\$2,142.40	2
3	143022110063	10, 20	2145 11th St	90.72	80.00	\$2,142.40					\$2,142.40	3
4	143022110064	10, 20	2155 11th St	72.31	80.00	\$2,142.40					\$2,142.40	4
5	143022110065	10, 20	2165 11th St	40.00	80.00	\$2,142.40					\$2,142.40	5
6	143022110066	10, 20	2160 11th St	55.75	80.00	\$2,142.40					\$2,142.40	6
7	143022110067	10, 20	2150 11th St	57.00	80.00	\$2,142.40					\$2,142.40	7
8	143022110068	10, 20	2140 11th St	90.48	80.00	\$2,142.40					\$2,142.40	8
9	143022110069	20	2130 11th St	80.00	80.00	\$2,142.40					\$2,142.40	9
10	143022110070	1, 20	2120 11th St	190.00	67.50	\$1,807.65					\$1,807.65	10
11	363022430078	18	2507 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	11
12	363022430079	18	2505 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	12
13	363022430080	18	2503 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	13
14	363022430081	18	2501 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	14
15	363022430082	18	2517 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	15
16	363022430083	18	2515 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	16
17	363022430084	18	2513 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	17
18	363022430085	18	2511 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	18
19	363022430086	18	2527 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	19
20	363022430087	18	2525 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	20
21	363022430088	18	2523 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	21
22	363022430089	18	2521 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	22
23	363022430090	18	0 Sumac Rdg	0.00	0.00	\$0.00					\$0.00	23
24	363022430097	18	2537 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	24
25	363022430098	18	2535 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	25
26	363022430099	18	2533 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	26
27	363022430100	18	2531 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	27
28	363022430101	18	2545 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	28
29	363022430102	18	2543 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	29
30	363022430103	18	2541 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	30
31	363022430104	18	2539 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	31
32	363022430105	18	2553 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	32
33	363022430106	18	2551 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	33
34	363022430107	18	2549 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	34
35	363022430108	18	2547 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	35
36	363022430109	18	2561 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	36
37	363022430110	18	2559 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	37
38	363022430111	18	2557 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	38
39	363022430112	18	2555 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	39
40	363022430113	18	2569 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	40
41	363022430114	18	2567 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	41
42	363022430115	18	2565 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	42
43	363022430116	18	2563 Sumac Cir	4794.85	41.33	\$723.77					\$723.77	43

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 18-13**

**CITY OF WHITE BEAR LAKE
2018 Mill & Overlay Project
CITY PROJECT NO. 18-13**

CREATED: 11/15/2017
UPDATED: 12/1/2017

County Data Current 11/3/17

Manitou Drive, Manitou Lane, Sumac Circle, Sumac Ridge, & 11th Street

ASSESSMENT CODE 93201813

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS			TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT	STORM ASSESSMENT		
44	363022430117	18	2577 Sumac Rdg	4794.85	41.33	\$723.77				\$723.77	44	
45	363022430118	18	2575 Sumac Rdg	4794.85	41.33	\$723.77				\$723.77	45	
46	363022430119	18	2573 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	46	
47	363022430120	18	2571 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	47	
48	363022430121	18	0 Manitou Cir	0.00	0.00	\$0.00				\$0.00	48	
49	363022430122	18	2538 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	49	
50	363022430123	18	2536 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	50	
51	363022430124	18	2532 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	51	
52	363022430125	18	2530 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	52	
53	363022430126	18	2548 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	53	
54	363022430127	18	2546 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	54	
55	363022430128	18	2542 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	55	
56	363022430129	18	2540 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	56	
57	363022430130	18	2558 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	57	
58	363022430131	18	2556 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	58	
59	363022430132	18	2552 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	59	
60	363022430133	18	2550 Sumac Cir	4794.85	41.33	\$723.77				\$723.77	60	
61	363022430134	18	0 Sumac Rdg	0.00	0.00	\$0.00				\$0.00	61	
62	363022430136	18	2518 Sumac Rdg	1264.58	31.61	\$553.57				\$553.57	62	
63	363022430137	18	3193 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	63	
64	363022430138	18	3195 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	64	
65	363022430139	18	2516 Sumac Rdg	1264.58	31.61	\$553.57				\$553.57	65	
66	363022430140	18	2512 Sumac Rdg	1264.58	31.61	\$553.57				\$553.57	66	
67	363022430141	18	3197 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	67	
68	363022430142	18	3199 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	68	
69	363022430143	18	2510 Sumac Rdg	1264.58	31.61	\$553.57				\$553.57	69	
70	363022430144	18	3185 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	70	
71	363022430145	18	3177 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	71	
72	363022430146	18	3179 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	72	
73	363022430147	18	3187 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	73	
74	363022430148	18	3189 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	74	
75	363022430149	18	3181 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	75	
76	363022430150	18	3183 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	76	
77	363022430151	18	3191 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	77	
78	363022430153	18	3169 Manitou Dr	1264.58	31.61	\$553.57				\$553.57	78	
79	363022430154	18	3161 Manitou Dr Unit 2	1264.58	31.61	\$553.57				\$553.57	79	
80	363022430155	18	3163 Manitou Dr Unit 3	1264.58	31.61	\$553.57				\$553.57	80	
81	363022430156	18	3171 Manitou Dr Unit 4	1264.58	31.61	\$553.57				\$553.57	81	
82	363022430157	18	3173 Manitou Dr Unit 5	1264.58	31.61	\$553.57				\$553.57	82	
83	363022430158	18	3165 Manitou Dr Unit 6	1264.58	31.61	\$553.57				\$553.57	83	
84	363022430159	18	3167 Manitou Dr Unit 7	1264.58	31.61	\$553.57				\$553.57	84	
85	363022430160	18	3175 Manitou Dr Unit 8	1264.58	31.61	\$553.57				\$553.57	85	
86	363022430161	18	3100 Manitou Dr	4794.85	41.33	\$723.77				\$723.77	86	

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 18-13**

**CITY OF WHITE BEAR LAKE
2018 Mill & Overlay Project
CITY PROJECT NO. 18-13**

CREATED:	11/15/2017
UPDATED:	12/1/2017

County Data Current 11/3/17

Manitou Drive, Manitou Lane, Sumac Circle, Sumac Ridge, & 11th Street

ASSESSMENT CODE 93201813

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM SEWER ASSESSMENT	STORM ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE			ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT				
87	363022430162	18	3102 Manitou Dr	4794.85	41.33	\$723.77						\$723.77	87
88	363022430163	18	3106 Manitou Dr	4794.85	41.33	\$723.77						\$723.77	88
89	363022430164	18	3108 Manitou Dr	4794.85	41.33	\$723.77						\$723.77	89
90	363022430169	18	3120 Manitou Dr	4794.85	41.33	\$723.77						\$723.77	90
91	363022430170	18	3122 Manitou Dr	4794.85	41.33	\$723.77						\$723.77	91
92	363022430171	18	3126 Manitou Dr	4794.85	41.33	\$723.77						\$723.77	92
93	363022430172	18	3128 Manitou Dr	4794.85	41.33	\$723.77						\$723.77	93
94	363022430173	18	3130 Manitou Dr	4794.85	41.33	\$723.77						\$723.77	94
95	363022430174	18	3132 Manitou Dr	4794.85	41.33	\$723.77						\$723.77	95
96	363022430175	18	2536 Manitou Ln	4794.85	41.33	\$723.77						\$723.77	96
97	363022430176	18	2538 Manitou Ln	4794.85	41.33	\$723.77						\$723.77	97
98	363022430177	18	2542 Manitou Ln	4794.85	41.33	\$723.77						\$723.77	98
99	363022430178	18	2540 Manitou Ln	4794.85	41.33	\$723.77						\$723.77	99
100	363022430179	18	2546 Manitou Ln	4794.85	41.33	\$723.77						\$723.77	100
101	363022430180	18	2548 Manitou Ln	4794.85	41.33	\$723.77						\$723.77	101
102	363022430185	18	2570 Manitou Ln	4794.85	41.33	\$723.77						\$723.77	102
103	363022430186	18	2572 Manitou Ln	4794.85	41.33	\$723.77						\$723.77	103
104	363022430187	18	2548 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	104
105	363022430188	18	2546 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	105
106	363022430189	18	2550 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	106
107	363022430190	18	2552 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	107
108	363022430191	18	2558 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	108
109	363022430192	18	2556 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	109
110	363022430193	18	2570 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	110
111	363022430194	18	2572 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	111
112	363022430195	18	2578 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	112
113	363022430196	18	2576 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	113
114	363022430197	18	2568 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	114
115	363022430198	18	2566 Sumac Rdg	4794.85	41.33	\$723.77						\$723.77	115
116	363022430199	18	2560 Manitou Ln	4794.85	41.33	\$723.77						\$723.77	116
117	363022430200	18	2562 Manitou Ln	4794.85	41.33	\$723.77						\$723.77	117
118	363022430201	18	0 Manitou Ln	0.00	0.00	\$0.00						\$0.00	118
119	363022430203	18	3153 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	119
120	363022430204	18	3145 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	120
121	363022430205	18	3147 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	121
122	363022430206	18	3155 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	122
123	363022430207	18	3157 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	123
124	363022430208	18	3149 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	124
125	363022430209	18	3151 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	125
126	363022430210	18	3159 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	126
127	363022430211	18	3137 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	127
128	363022430212	18	3129 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	128
129	363022430213	18	3131 Manitou Dr	1264.58	31.61	\$553.57						\$553.57	129

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 18-13**

**CITY OF WHITE BEAR LAKE
2018 Mill & Overlay Project
CITY PROJECT NO. 18-13**

CREATED: 11/15/2017
UPDATED: 12/1/2017

County Data Current 11/3/17

Manitou Drive, Manitou Lane, Sumac Circle, Sumac Ridge, & 11th Street

ASSESSMENT CODE 93201813

				STREET ASSESSMENT CALCULATIONS			STORM SEWER ASSESSMENT CALCULATIONS					
	PIN	NO *	PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	LOT AREA	ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT	STORM ASSESSMENT	TOTAL ASSESSMENT	
130	363022430214	18	3139 Manitou Dr	1264.58	31.61	\$553.57					\$553.57	130
131	363022430215	18	3141 Manitou Dr	1264.58	31.61	\$553.57					\$553.57	131
132	363022430216	18	3133 Manitou Dr	1264.58	31.61	\$553.57					\$553.57	132
133	363022430217	18	3135 Manitou Dr	1264.58	31.61	\$553.57					\$553.57	133
134	363022430218	18	3143 Manitou Dr	1264.58	31.61	\$553.57					\$553.57	134
135	363022430219	18	3118 Manitou Dr	4794.85	41.33	\$723.77					\$723.77	135
136	363022430220	18	3110 Manitou Dr	4794.85	41.33	\$723.77					\$723.77	136
137	363022430221	18	3112 Manitou Dr	4794.85	41.33	\$723.77					\$723.77	137
138	363022430222	18	3116 Manitou Dr	4794.85	41.33	\$723.77					\$723.77	138
139	363022430225	18	3148 Manitou Dr	4794.85	41.33	\$723.77					\$723.77	139
140	363022430226	18	3142 Manitou Dr	4794.85	41.33	\$723.77					\$723.77	140
141	363022430227	18	2527 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	141
142	363022430228	18	2529 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	142
143	363022430229	18	2533 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	143
144	363022430230	18	2531 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	144
145	363022430231	18	2537 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	145
146	363022430232	18	2539 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	146
147	363022430233	18	2543 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	147
148	363022430234	18	2541 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	148
149	363022430235	18	2547 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	149
150	363022430236	18	2549 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	150
151	363022430237	18	2551 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	151
152	363022430238	18	2557 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	152
153	363022430239	18	2542 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	153
154	363022430240	18	2540 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	154
155	363022430241	18	2536 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	155
156	363022430242	18	2538 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	156
157	363022430243	18	2532 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	157
158	363022430244	18	2530 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	158
159	363022430245	18	2526 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	159
160	363022430246	18	2528 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	160
161	363022430247	18	3198 Manitou Dr	4794.85	41.33	\$723.77					\$723.77	161
162	363022430248	18	3196 Manitou Dr	4794.85	41.33	\$723.77					\$723.77	162
163	363022430249	18	2522 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	163
164	363022430250	18	2520 Sumac Rdg	4794.85	41.33	\$723.77					\$723.77	164
165	363022430251	18	3180 Manitou Dr	4794.85	41.33	\$723.77					\$723.77	165
166	363022430252	18	3182 Manitou Dr	4794.85	41.33	\$723.77					\$723.77	166
167	363022430253	18	0 Manitou Dr	0.00	0.00	\$0.00					\$0.00	167
168	363022430255	18	2552 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	168
169	363022430256	18	2550 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	169
170	363022430257	18	2556 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	170
171	363022430258	18	2558 Manitou Ln	4794.85	41.33	\$723.77					\$723.77	171

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 18-13**

**CITY OF WHITE BEAR LAKE
2018 Mill & Overlay Project
CITY PROJECT NO. 18-13**

CREATED:	11/15/2017
UPDATED:	12/1/2017

County Data Current 11/3/17

ASSESSMENT CODE 93201813

Manitou Drive, Manitou Lane, Sumac Circle, Sumac Ridge, & 11th Street

		STREET ASSESSMENT CALCULATIONS		STORM SEWER ASSESSMENT CALCULATIONS						
PIN	NO *	PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	LOT AREA	ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT	STORM ASSESSMENT	TOTAL ASSESSMENT
					\$127,133.36					

Draft

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 18-13**

**CITY OF WHITE BEAR LAKE
2018 Mill & Overlay Project
CITY PROJECT NO. 18-13**

CREATED: 11/15/2017
UPDATED: 12/1/2017

County Data Current 11/3/17

ASSESSMENT CODE 93201813

Manitou Drive, Manitou Lane, Sumac Circle, Sumac Ridge, & 11th Street

PIN	NO	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		PREVIOUS STORM SEWER ASSESSMENT	STORM ASSESSMENT	TOTAL ASSESSMENT
			FRONT FOOTAGE	ASSESSABLE FOOTAGE			ASSESSABLE AREA				

	Residential street assessment	
1	Corner lot	
2	Bound by streets on 3 or all sides	
3	Interior lot 100 ft maximum	
4	Maximum residential corner lot assessment	
5	1/2 maximum residential corner lot assessment	
6	Commercial lot per front foot assessment	
7	Apartment per foot assessment	
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	Residential storm sewer rate	
14	Commercial storm sewer rate	
15	Park & public storm sewer rate	
15a	Sanitary sewer service repair	varies on repairs
16	Assessment in lieu of charges	
17	Residential Street Mill & Overlay Rate	\$13.39
18	Apartment/Townhome Mill & Overlay Rate	\$17.51
19	Commercial Mill and Overlay Rate	\$21.32
20	Residential Partial Reconstruction Rate	\$26.78
21	Apartment Partial Reconstruction Rate	\$34.81
22	Commercial Partial Reconstruction Rate	\$42.85

ASSESSMENT PERIOD - 10 YEARS FOR RESIDENTIAL & TOWNHOMES 15 YEARS FOR APARTMENTS AND COMMERCIAL
INTEREST RATE -

RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 10 YEARS = \$25.00)
RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 15 YEARS = \$37.50)

**NON-RESIDENT PROPERTY
ADDRESS**

13	363022430080	4489 Windjammer Ln, Fort Myers FL 33919-8234
21	363022430088	2002 London Carriage Grv, Colorado Springs CO 80920-6217
23	363022430090	1895 County Road E E, White Bear Lake MN 55110-4614
36	363022430109	4947 Morehead Ave, White Bear Lake MN 55110-2633

APPENDIX H

SAMPLE ASSESSMENT BREAKDOWNS

SAMPLE Assessment Breakdown

(based on 10 years with an **assumed** interest rate of 5.0%)

ASSESSMENT AMOUNT	\$500.00		ASSESSMENT AMOUNT	\$1,000.00	
COUNTY FEE \$2.50/15YR	\$37.50		COUNTY FEE \$2.50/15YR	\$37.50	
TOTAL ASSESSMENT	\$537.50		TOTAL ASSESSMENT	\$1,037.50	
PRINCIPAL PER YEAR	\$53.75		PRINCIPAL PER YEAR	\$103.75	
ASSUMED INTEREST RATE	5.0%		ASSUMED INTEREST RATE	5.0%	
	ANNUAL	PRINCIPAL		ANNUAL	PRINCIPAL
YEAR	PAYMENT	BALANCE	YEAR	PAYMENT	BALANCE
		\$537.50			\$1,037.50
1	\$87.34	\$483.75	1	\$168.59	\$933.75
2	\$77.94	\$430.00	2	\$150.44	\$830.00
3	\$75.25	\$376.25	3	\$145.25	\$726.25
4	\$72.56	\$322.50	4	\$140.06	\$622.50
5	\$69.88	\$268.75	5	\$134.88	\$518.75
6	\$67.19	\$215.00	6	\$129.69	\$415.00
7	\$64.50	\$161.25	7	\$124.50	\$311.25
8	\$61.81	\$107.50	8	\$119.31	\$207.50
9	\$59.13	\$53.75	9	\$114.13	\$103.75
10	\$56.44	\$0.00	10	\$108.94	\$0.00
ASSESSMENT AMOUNT	\$1,500.00		ASSESSMENT AMOUNT	\$2,000.00	
COUNTY FEE \$2.50/15YR	\$37.50		COUNTY FEE \$2.50/15YR	\$37.50	
TOTAL ASSESSMENT	\$1,537.50		TOTAL ASSESSMENT	\$2,037.50	
PRINCIPAL PER YEAR	\$153.75		PRINCIPAL PER YEAR	\$203.75	
ASSUMED INTEREST RATE	5.0%		ASSUMED INTEREST RATE	5.0%	
	ANNUAL	PRINCIPAL		ANNUAL	PRINCIPAL
YEAR	PAYMENT	BALANCE	YEAR	PAYMENT	BALANCE
		\$1,537.50			\$2,037.50
1	\$249.84	\$1,383.75	1	\$331.09	\$1,833.75
2	\$222.94	\$1,230.00	2	\$295.44	\$1,630.00
3	\$215.25	\$1,076.25	3	\$285.25	\$1,426.25
4	\$207.56	\$922.50	4	\$275.06	\$1,222.50
5	\$199.88	\$768.75	5	\$264.88	\$1,018.75
6	\$192.19	\$615.00	6	\$254.69	\$815.00
7	\$184.50	\$461.25	7	\$244.50	\$611.25
8	\$176.81	\$307.50	8	\$234.31	\$407.50
9	\$169.13	\$153.75	9	\$224.13	\$203.75
10	\$161.44	\$0.00	10	\$213.94	\$0.00
ASSESSMENT AMOUNT	\$3,000.00		ASSESSMENT AMOUNT	\$4,000.00	
COUNTY FEE \$2.50/15YR	\$37.50		COUNTY FEE \$2.50/15YR	\$37.50	
TOTAL ASSESSMENT	\$3,037.50		TOTAL ASSESSMENT	\$4,037.50	
PRINCIPAL PER YEAR	\$303.75		PRINCIPAL PER YEAR	\$403.75	
ASSUMED INTEREST RATE	5.0%		ASSUMED INTEREST RATE	5.0%	
	ANNUAL	PRINCIPAL		ANNUAL	PRINCIPAL
YEAR	PAYMENT	BALANCE	YEAR	PAYMENT	BALANCE
		\$3,037.50			\$4,037.50
1	\$493.59	\$2,733.75	1	\$656.09	\$3,633.75
2	\$440.44	\$2,430.00	2	\$585.44	\$3,230.00
3	\$425.25	\$2,126.25	3	\$565.25	\$2,826.25
4	\$410.06	\$1,822.50	4	\$545.06	\$2,422.50
5	\$394.88	\$1,518.75	5	\$524.88	\$2,018.75
6	\$379.69	\$1,215.00	6	\$504.69	\$1,615.00
7	\$364.50	\$911.25	7	\$484.50	\$1,211.25
8	\$349.31	\$607.50	8	\$464.31	\$807.50
9	\$334.13	\$303.75	9	\$444.13	\$403.75
10	\$318.94	\$0.00	10	\$423.94	\$0.00

APPENDIX I

LOCAL IMPROVEMENT GUIDE (CITY ASSESSMENT POLICY)

City of White Bear Lake

LOCAL IMPROVEMENT GUIDE

Adopted by the City Council
April 1983

REVISED
January 22, 2008

REVISED
April 26, 2011



Policies for Public Improvements

INTRODUCTION

The City Charter of the City of White Bear Lake assigns to the City Council the responsibility for making public improvements. It has been and will continue to be the policy of the City Council of White Bear Lake that when such improvements are made which are of benefit to certain areas, special assessments will be levied not to exceed benefits received. The procedures used by the City are those specified for Minnesota Statutes, Chapter 429, which provide that all, or part, of the cost of improvements may be assessed against benefiting properties in accordance up to the benefits received. The statute, however, provides no statutory guide as to how these benefits are measured or how the costs are to be apportioned. Those actual assessment apportionments must be made in accordance with policies adopted by the City Council. The purpose of this general policy is to establish a consistent standard for the apportionment of special assessments, and to provide the public with basic information on the improvement process and financing procedures. Therefore, it is understood the following shall constitute a statement of the policy of the City Council regarding improvements and assessments. It is also intended that the policies shall be applicable to all land within the City, platted or unplatted, and shall be complimentary to the City Subdivision Regulations, City Code Sections 1101-1105 and Ordinance No. 438, as amended.

Table of Contents

1	General Policies	4
1.1	Types of Improvements	4
1.2	Definitions.....	4
1.3	Initiation of Public Improvement Projects	4
1.4	Developer’s Agreements.....	5
2	Guidelines for Determining Assessable Amount	5
2.1	General Statement.....	5
2.2	Determination of Project Cost	6
2.3	Determination of Assessable Cost	6
3	Method of Assessment and Apportionment.....	8
3.1	Method of Assessment by Type of Improvement	8
3.2	Apportionment of Non-Standard and Public Parcels	9
4	Design Standards	10
4.1	Surface Improvements.....	10
4.2	Subsurface Improvements	11
5	Storm Sewer Assessment.....	12
5.1	Project Area	12
5.2	Specific Land Use.....	12
6	Conditions of Payment of Assessment	12
6.1	Term of Assessment.....	13
6.2	Interest Rate	13
6.3	Connection Charge in Lieu of Assessment	14
6.4	Deferment of Current Payment of Special Assessment.....	14
6.5	Assessment of Connection Charges	14
7	Related Issues	15
7.1	Connection to Utility System	15
7.2	Payment of Connection Fees.....	15
7.3	Replacement of Previously Constructed Improvements	15
8	Amendments.....	15
8.1	Resolution Updating the City’s Special Assessment Policy	15
	Appendix A: Ordinance Allowing Deferment of the Payment of Special Assessments for Local Improvements on Certain Homestead Property	16
	Appendix B: Resolution Establishing Guidelines for Senior Citizen or Disabled Retiree Hardship Deferral.....	16
	Appendix C: Resolution Updating the City’s Special Assessment Policy.....	16
	Appendix D: Resolution Amending the City’s Special Assessment Policy.....	17

1 GENERAL POLICIES

1.1 Types of Improvements

This policy shall relate only to those public improvements allowable under Chapter 429, Minnesota Statutes. These public improvements may include the following:

- a) Sanitary sewer utility system improvements
- b) Water utility system improvements
- c) Storm sewer, holding pond and drainage systems
- d) Streets, curb and gutters, grading, graveling
- e) Pedestrian ways
- f) Tree trimming, care and removal
- g) Abatement of nuisances
- h) Public malls, plazas and courtyards
- i) Service charges which are unpaid for the cost of rubbish removal from sidewalks, weed elimination, and the elimination of public health or safety hazards, upon passage of appropriate ordinances (M.S.A. 429.101).

1.2 Definitions

Special Assessment – A charge against a property which benefits from the existence of a public capital improvement, the amount of which may reach the value of the benefit.

Project Cost – The cost of actually constructing the improvement, and to include, but not limited to, the following: Engineering, Legal, Administrative, Land or Easement Acquisition, Fiscal, Capitalized Interest, Data Processing, and Publication Fees.

Assessable Cost – Up to the value of the benefit received by properties affected by the improvement, which may or may not equal the project cost.

Assessment Rate – A charge per property (or per property dimension) which is determined by dividing the total dollars to be assessed by all properties (or by the sum of a particular property dimension) benefiting from the improvement on a uniform basis.

Connection Charge – A lump-sum charge collected at the time a property connects to the sewer or water system, the proceeds of which go to finance system-wide improvements not readily identifiable to particular properties.

Operating Revenue – A fee for consumption of the water utility’s product of the sanitary sewer utility’s service paid by the user.

1.3 Initiation of Public Improvement Project

The public improvement project may be initiated by petition of affected property owners or by direct action of the City Council. Petitions for public improvement should be received by the City Council until the first day of February each year for action in that year. Petitions for public improvement submitted after that date may be received and acted upon during that year only by special consent of the Council, or may be received and considered the following year. The annual improvement calendar below is incorporated into this policy, and applies to both petitioned and Council initiated improvements.

CONSTRUCTION IMPROVEMENT PROGRAM TIME SCHEDULE

1.	Deadline for Petition Submittal	February 1
2.	Petition Review with the City Council and Council Authorization of Feasibility Report	February Council Meeting
3.	Completion of Engineer’s Feasibility Report	March 1
4.	City Council Receipt of Engineer’s Report and Ordering of Improvement Hearing	March Council Meeting
5.	Preparation for Improvement Hearing	Last two weeks of March and first week of April
6.	Improvement Hearing	April Council Meeting
7.	Preparation of Plans and Specifications, Advertisement for Bids, Taking of Bids	Month of April
8.	Opening of Bids	Late May
9.	Award of Bids	June Council Meeting
10.	Construction Begins and Proceeds	July 1 through August 1 (following year: 14 month construction)
11.	Assessment Hearing Process	August 1 through September 10 (year following initiation of construction)
12.	Certification of Assessment Roll to County	October 10 (year following initiation of construction)

1.4 Developer’s Agreements

Private property owners may elect to construct certain public improvements themselves without participation in the City's improvement process. Such improvements shall only be constructed upon execution of a developer's agreement between the City and the private party. This developer's agreement shall be in a form prescribed by the City Attorney, but shall include sections on City review and approval of construction plans, and City inspection and approval of the construction process. The agreement shall also provide for a fee to the private party in the amount of five (5) percent of the estimated construction cost as reimbursement for these services.

2 GUIDELINES FOR DETERMINING ASSESSABLE AMOUNT

2.1 General Statement

When an improvement is constructed which benefits properties within a definable area, the City Council intends that special assessments be levied against the benefiting properties within that area. The total of all special assessments levied shall not exceed the value of the benefit to all assessed properties. The base for determining the value of benefit received shall be the cost of providing the improvement, namely, the project cost. This base may be adjusted by consideration of other available revenues or a determination that the benefit of the project extends beyond the immediate project area.

2.2 Determination of Project Cost

The project cost of an improvement shall be the actual cost of construction plus associated costs as listed below. Associated costs shall be determined either on an actual cost basis or as a percentage of construction cost. As a general rule, the project cost shall be calculated as follows:

1.	Final Construction Contract	\$ _____
2.	Engineering Consultant _____ In-House _____	_____
3.	Project Administration (1% of line 1)	_____
4.	Bonding Cost (Fiscal and Legal)	_____
5.	Land and Easement Acquisition	_____
6.	Legal Cost	_____
7.	Capitalized Interest (1% on bonds)	_____
8.	Miscellaneous Costs	_____
	TOTAL PROJECT COST	\$ _____

2.3 Determination of Assessable Cost

The project cost shall form the basis for determining the benefit and then the assessable cost. The value of the benefit received related directly to the cost of providing the benefit, while the benefit may greatly exceed the project costs. However, improvements may occur which provide a benefit to an area extending beyond the immediate project area. In such cases, the City shall pursue other funding options and, where available, the assessable cost shall be reduced below the project cost to a point equaling but not exceeding the benefit received. When other funding options are not available, the City shall determine advisability of constructing the project as originally designed or consult with property owners in the project area as to the value of the benefit they place on the improvement.

The City has available a number of funding options, each of which is limited as to both, and applicability to certain types of improvements and the monies available to participate in project financing. Generally, these options reduce the overall assessable cost, while, as a general rule, increase the benefit to the affected property.

a) General Property Taxation: If an improvement extends a benefit to all property owners in the City, the Council could supplement assessable cost with property taxation. By Chapter 429, the City must assess at least 20 percent of the project cost, leaving a maximum of 80 percent to be otherwise funded. Also, this option would not be allowable for utility system improvements. A tax levy affects all property owners, and not all property owners benefit from these public utilities. This option must be carefully considered because, first, few improvements proved City-wide benefit and, secondly, increasing controls by the State of tax levies may cause a reduction in basic services if this source is used for improvement cost participation.

b) Utility Connection Funds: Connection charges as previously defined are lump sum fees paid by property owners at the time the property connects to the utility system. The purpose of these funds is two-fold: First, to provide funding for improvements which enhance the operation of the entire system "looping"; and, second, to provide a contingency reserve for immediate financing of improvements where non-anticipated or accidental loss of the system has occurred. In the former case, smaller scale improvements are here defined as looping of a utility system, which causes properties to abut a utility system which would not have otherwise abutted the utility system had not the looping proved necessary. In such cases, the utility connection fund would contribute to financing the project cost either in the full amount of the assessments on relevant abutting properties, or in the amount of the incremental increase in project cost necessitated by the looping with all abutting properties being assessed a basic benefit.

c) Utility Operating Revenues: Once individuals are connected to the utility systems, their usage of the water product or sewer service is charged per unit of consumption. These fees are primarily dedicated to meet operational expenditures. The utility system requires certain public improvements to be made which benefit all users of the system, i.e., water towers, treatment plants, sewer lift stations. Minnesota Statutes, Chapter 444, provide the City with the authority to issue bonds for such improvements and use the proceeds of user fee to retire the bonds. Utility operating revenues, therefore, shall not be used to reduce the assessable cost below the project cost for improvements constructed under the Improvement Guide.

d) Minnesota State Aid Road Funds (MSA): The City is eligible for and annually receives funds from the State for the construction of roadways and related systems which are designed to specific standards. The State Aid procedures do not dictate how the City expends its annual appropriation, but rather it approves proposed City expenditures for eligible projects. Therefore, the City has the latitude to define how much MSA funding could be used in a given project. Stated differently, the City has the ability to define a project's assessable cost, and if the assessable cost is below the project cost, fund the difference with MSA monies. This policy shall provide for two standards of defining assessable costs for MSA eligible roadways; one of which is for residential, and one of which is for commercial/industrial roadways. The assessable cost for residential roadways shall be the project cost of providing a 5 ton, 32 feet in width, street surface with associated concrete curb and gutter. The assessable cost for commercial/industrial roadways shall be the project cost of providing a 7 or 9 ton, 36 feet in width, street surface with associated concrete curb and gutter. The project costs for improvements providing more than those basic benefits shall be funded by MSA financing for that portion which is not assessable cost. Properties abutting any road improvements shall be assessed according to the present zoning of property (see Section 3.B.i.). Generally, State Aid funds will reduce the cost on assessable property while increasing and not reducing the benefit to said property.

3 METHOD OF ASSESSMENT AND APPORTIONMENT

3.1 Method of Assessment by Type of Improvement

The nature of an improvement lends itself to a particular manner in determining the apportionment of the assessable cost to benefiting properties. Besides the nature of the improvement, consideration of the apportionment of assessable cost must be given to both an equitable treatment of properties and an efficient manner of administration. This policy employs three bases for apportionment of assessable cost to benefiting properties. The front footage basis divides the assessable cost by the total front footage of all benefiting properties at a distance of 30 feet from the public right-of-way to determine the assessment rate. The area basis divides the assessable cost by the total square footage of all benefiting properties to determine the assessment rate. The unit basis divides the assessable cost by the total number of units benefiting, urban lots or urban lot equivalent for unplatted areas, to determine the assessment rate. These methods shall define the standard situation; however, particular cases are defined in Part B of this section. In no case shall benefiting properties be defined as extending beyond the existent jurisdictional limits of the City.

Improvements provided for in this policy, Section 1-A, the following methods of apportionment shall be used:

1. Sanitary sewer utility system improvements:
 - a. New and replacement mains and services – front footage basis or unit basis
2. Main oversizing – area basis
 - a) Water utility system improvements:

- i. New and replacement mains and services – front footage basis or unit basis
 - ii. Main oversizing – area basis
- b) Storm sewer systems – area basis and/or tax district
- c) Street systems:
 - i. Streets – front footage or unit basis
 - ii. Curb and Gutter – front footage or unit basis
- d) Pedestrian ways (sidewalks) – front footage and/or area basis and/or tax district
- e) Tree trimming – unit basis
- f) Abatement of nuisances – unit basis
- g) Public malls, plazas – individual situation
- h) Service charges – unit basis

Certain improvements allow the Council discretion as to the method of apportionment used. Also, in the cases of tree trimming, abatement of nuisances, and service charges, the assessable cost is attributable to individual properties and, therefore, the unit should normally be on an individual parcel.

3.2 Apportionment of Non-Standard and Public Parcels

The character of this City is such that many parcels are of irregular configuration or have particular circumstances. This section establishes a policy for apportionment of assessments to these properties in conjunction with standard parcels.

a) For rectangular corner lots: The “frontage” shall be equal to the dimension of the smaller of the two sides of the lot abutting the improvement. If both sides of the lot are improved, the “frontage” shall be the dimension of the smaller of the two sides of the lot plus one-half of the dimension of the larger of the two sides provided, however, that in no case shall the sum of the two dimensions exceed the long side dimension of the lot. When a corner lot has the abutting streets improved in different years, the total assessable footage is determined and one half (1/2) assessed with each project.

b) For irregular shaped interior lots: (non-cul de sac parcels): The “frontage” shall be equal to the average width of the lot measured in at least two locations preferably along the front lot line and the rear lot line. Cul-de-sac lots shall be assessed 80 feet of assessable footage. For platted interior lots with frontage less than 80 feet and rear lot dimensions greater than 80 feet so that when assessment policy rules are applied for irregular shaped lots the assessable footage would be greater than

80 feet; such lots shall be assessed as standard 80 foot lots for street reconstruction assessments.

c) For irregular shaped corner lots: The “frontage” shall be equal to the average width of the lot as determined in “b” above plus one-half of the average length of the lot as determined in “be” above, provided, however, that the total “frontage” shall not exceed the dimension of the average length of the long side as determined in “b” above.

d) For interior lots less than 220 feet in depth, which abut two parallel improvements: The ‘frontage’ shall be equal to the lot width abutting the street, plus one-half of the lot width abutting the other street. Where the two lot widths are not equal, the full width of the smaller of the two shall be added to one-half of the other width.

e) For end lots less than 220 feet in depth, which abut three improvements: The “frontage” for a given type of surface improvement shall be calculated on the same basis as if such lot were a corner lot abutting the improvement on two sides only.

f) For lots greater than 220 feet in depth, which abut two parallel improvements: The “frontage” for improvements shall be calculated independently for each “frontage” unless other City regulations prohibit the use of the lot for anything but a single-family residence, in which case the average width is the total “frontage”.

g) In the above cases, a, c, e and f, the assessment practices noted in such sections shall apply in the event that improvements do not occur simultaneously. The assessment of a replacement improvement shall be determined using the same dimensions as the original improvement which would be replaced.

h) City properties with the exception of street rights-of-way shall not be considered as part of the project area in cases where the total relevant physical dimension of such properties do not exceed 25 percent of the total project’s relevant physical dimension. In such cases where City properties exceed 25 percent, the City shall participate in calculation of projected area.

i) In cases where the improvement installed is designed to satisfy a particular land use, the assessment shall be based on the current zoning of the property or where a specially permitted use exists at that use.

j) Improvements benefiting unplatted properties where necessary shall be assessed on the basis of equivalent platted lots with minimum lot area as defined by the zoning ordinances.

k) Properties abutting street system improvements shall have a basic benefit for special assessment purposes. Properties having a residential zoning use shall have a basic benefit defined as a 5 ton, 32 feet wide street surface with associated concrete curb and gutter. Properties having a commercial-industrial zoning use shall have a basic benefit defined as a 7 to 9 ton, 36 feet wide street surface with associated concrete curb and gutter.

4 DESIGN STANDARDS

4.1 Surface Improvements

Surface improvements shall include grading and base construction, sidewalks, curb and gutter, surfacing, resurfacing, and ornamental street lighting in the downtown business district area.

a.) Standards for surface improvements – In all streets prior to street construction and surfacing, or prior to resurfacing, all utilities and utility service lines (including sanitary sewer, water lines, storm sewers, gas and electric service) shall be installed to serve each known or assumed building location. No surface improvements to less than both sides of a full block of street shall be approved except as necessary to finish the improvement of a block which has previously been partially completed. Concrete curbing or curb and gutter shall be installed at the same time as the street surfacing except that where a permanent “rural” street design is approved by the City Council, concrete curb or curb and gutter will not be required. In this instance, no curb or a lesser type curb may be installed for “rural” streets at the City Council direction.

b.) Arterial Streets – shall be of “9 ton” design of adequate width to accommodate projected 20-year traffic volumes. Sidewalks shall be provided on at least one side of all arterial streets unless specifically omitted by the City Council, and the sidewalk shall be at least 5 feet in width unless otherwise approved by the City Council. Arterial streets shall be resurfaced at or near their expected service life depending upon existing conditions.

c.) Collector Streets (including commercial and industrial access streets) – shall be of “7 ton” design based on anticipated usage and traffic, and shall normally be 44 feet in width measured between faces of curbs unless permanent parking restrictions are imposed on the roadway or the roadway is a limited access industrial roadway, in which case the roadway width shall be reduced in width to 36 feet. Sidewalks may be installed when required by the City Council on collector streets and shall be at least 5 feet in width unless otherwise approved by the City Council. Wherever feasible a boulevard at least 5 feet in width shall be provided measured from the street face of curb to the street face of the sidewalk, or the property line. Collector streets shall be resurfaced at or near their expected service life or at such time as the Council determines it is necessary to raise the structure value of the street.

d.) Residential Streets – shall be of “5 ton” design, 32 feet in width measured between faces of curb unless specifically required by the Council. Sidewalks shall not be provided on residential streets. Residential streets shall be resurfaced at or near their expected service life depending upon existing conditions.

e.) Alleys – Residential areas shall be constructed of sufficient design based on the anticipated usage of the alley. Alleys which are surfaced shall be resurfaced at or near their expected service life depending upon existing conditions.

f.) Ornamental Street Lighting – When installed shall be installed in accordance with the most recent standards as established by the Illuminating Engineers Society.

4.2 Subsurface Improvements

Subsurface improvements shall include water distribution lines, sanitary sewer lines and storm sewer lines.

a.) Standards – Subsurface improvement shall be made to serve current and projected land use based upon current zoning. All installations shall conform to the minimum standards as established by those State or Federal agencies having jurisdiction over the proposed installations. All installations shall also comply, to the maximum extent feasible, to such quasi-official nationally recognized standards as those of the American Insurance Association (formerly National Board of Fire Underwriters). Service lines to every known or assumed location should be installed in conjunction with the construction of the mains and assessed in a manner similar to the mains. This service line construction shall, to the maximum extent feasible, be completed prior to the installation of planned surface improvements. Minimum standard for residential utility main service shall be an 8” main for water and a 9” main for sanitary sewer.

5 STORM SEWER ASSESSMENT

Storm sewer improvements present particular problems for assessment in terms of defining project area, drainage coefficients, and contributing drainage area. The particular problem of defining the project area is aggravated by the fact that often times a number of individual project are required to solve one drainage problem.

5.1 Project Area

The project area shall be defined as either a specific improvement or a series of improvements coordinated to solve one drainage problem.

5.2 Specific Land Use

In recognition of the fact that different land uses contribute separate drainage problems, the assessment rates for specific land uses shall be weighted according to such contributions. The weighting factors to be applied are as follows:

- a.) Commercial, multiple and industrial land uses – 2.0
- b.) Residential uses including property zoned R1, R2, R3, R4, and public property including schools and churches -1.0
- c.) Open space including parks, golf courses and other public open areas -0.5

This weighted area computation shall apply to all properties including platted property and all unplatted parcels according to the current property zoning (see Section 3.B.i.)

6 CONDITIONS OF PAYMENT OF ASSESSMENT

Minnesota Statutes, Chapter 429, provide the City with considerable discretion in establishing the terms and conditions of payment of special assessment by property owners. Chapter 429 does establish two precise requirements regarding payment. First, the property owner has 30 days from the date of adoption of the assessment roll to

pay the assessment in full without interest charge (429.061, subd. 3). Second, all assessments shall be payable in equal annual installments extending over a period not exceeding 30 years from the date of adoption of the assessment roll (429.061, subd. 2). The conditions of payment established in this section follow the requirements of Chapter 429 and seek to balance the burden of payment of the property owner with the financing requirements imposed by debt issuance.

6.1 Term of Assessment

The City shall collect payment of special assessments in equal annual installments of principal for the period of years indicated from the year of adoption of the assessment roll by the following types of improvements:

- a) Sanitary sewer system improvements – 10 years*
- b) Water system improvements – 10 years*
- c) Storm sewer systems – 10 years*
- d) Street systems: Street, alley, curb and gutter – 10 years*
- e) Pedestrian ways – 10 years*
- f) Tree trimming and removal – 1 year
- g) Abatement of nuisance – 1 year
- h) Public malls, plazas – up to 30 years
- i) Service charges, delinquent utilities – 1 year

* Or a term coincident with the duration of the debt issued to finance the improvement.

6.2 Interest Rate

The City most often finds itself required to issue debt in order to finance improvements. Such debt requires that the City pay an interest cost to the holders of the debt with such interest cost varying on the timing, bond rating, size and type of bond issue. In addition, the city experiences problems with delinquencies in payment of assessment by property owners or the inability to invest prepayments of assessments at an interest rate sufficient to meet the interest cost of the debt. These situations create immediate cash flow problems in the timing and ability to make scheduled bond payments. Therefore, for all projects financed by debt issuance, the interest rate charged on assessments shall be 2.0 percent greater than the rate allowable on the bond issue as determined by the State Commissioner of Finance (M.S.A. 475.55, Subd. 1 and 4). This interest rate shall be defined as the current rate for all improvements assessed in that year.

The assessment of certain improvements, such as tree trimming and removal, abatement of nuisances, and service charges, to include delinquent utilities, does not

usually require debt issuance. However, the City is making expenditures in one year and not receiving payment until the following year for improvements having a benefit to a specific property owner. In such cases, the City is not able to earn interest on the amount of the expenditures. State Statute provides the interest rate charge on such improvements shall not exceed eight (8) percent

6.3 Connection Charge in Lieu of Assessment (Ordinance 638)

At various times properties request to join the City utility system which have no record of ever being specially assessed for a public improvement abutting the property. The parcel is receiving a benefit from the existence of the improvement. Properties in such cases shall be charged a connection charge in lieu of assessment. The amount of this connection charge shall be the current assessment rate for that type of improvement discounted to allow for depreciation of the improvement. In the case of utility systems, the useful life is defined as 40 years with the discount allowed on a straight-line depreciation method for the years of useful life expended. The term of the assessment here shall be 10 years. The interest rate charged shall be the current rate.

6.4 Deferral of Current Payment of Special Assessment

Deferral of Current Payment of Special Assessment: State law permits property owners to be deferred from the current payment of special assessment in three cases: agricultural uses "green acres", senior citizens, and disabled retired persons. Green acres is administered by the County and is beyond the control of the City. Senior citizen deferments are at the jurisdiction of the City, and this City has adopted such policy in Ordinance 612. Disabled, retired persons are provided deferments under conditions established in Resolution 4131. The City at times has gone beyond State law to grant deferments in other cases. The two present policies regarding deferments shall continue; first, that all existent deferments and any future deferments would be subject to an interest charge payable with the amount of the deferment equal to the current rate on the assessment roll, and that the payment term of deferment plus accumulated interest charges would coincide with the debt service schedule of the original financing. However, in no case would the term exceed 30 years from the date of assessment adoption. Furthermore, with the exception of senior citizen deferments, this policy provides that for any deferment granted after the adoption of this document, the term of such deferment shall not exceed five years.

6.5 Assessment of Connection Charges

Assessment of Connection Charges: The City has adopted a policy (Resolution 3958) which allows the special assessment of the one-time fee for connection to the City sewer and water utilities. To be eligible for such assessment, the property owner must demonstrate a financial hardship in the immediate payment. The following conditions must be met in order for a hardship to exist: one, the applicant must satisfy be a resident of the City and reside at the affected property; two, applicant must satisfy the income requirements for eligibility under the Minnesota Housing Finance Agency guidelines as witnessed by Federal Income Tax return; three, the applicant must agree to the conditions of assessment. Application is made to the City Finance Director. The term of assessment under this provision is two years. State Statute provides that the interest rate shall not exceed eight (8) percent.

7 RELATED ISSUES

7.1 Connection to Utility System

This policy provides that all properties abutting the City utility system, whether such system is new or a replacement shall connect to such system within one year from date of availability. All such properties not so connecting shall be connected by the City with the costs of such connection being assessed against the property over a one-year term at the current rate. The sole exception to this provision is properties which abut a utility system as a result of system-wide looping requirements, which shall have five years to make such connections.

7.2 Payment of Connection Fees

This policy provides that each property connecting to the utility system, whether such system is new or a replacement, shall be charged a connect fee for water and for sewer, if said property has not previously paid such a connection fee or if the improvement replaces a system which has completed its useful life. The useful life of a sewer or water lateral system is here defined as 40 years.

Payment of connection fees shall not be affected by existent or anticipated area assessments for sewer and water utilities. No reduction in the amount charged for these fees shall occur as a result of an area assessment because the present dedicated use of each financing method is independent of the other.

7.3 Replacement of Previously Constructed Improvements

The need may arise to rebuild a previously constructed public improvement before the conclusion of its intended service life. If such replacement is caused by actions of a contractor, the City shall make every effort to finance such replacement by actions on the contractor. If financing by the responsible contractor is not found possible, the replacement project shall be treated in a manner similar to any other project with related financing following the policies in the relevant sections of this guide.

8 AMENDMENTS

8.1 Resolution Updating the City's Special Assessment Policy – January 22, 2008 (see Appendix C)

APPENDIX A

Ordinance Allowing Deferment of the Payment of Special Assessments for Local Improvements on Certain Homestead Property

APPENDIX B

Resolution Establishing Guidelines for Senior Citizen or Disabled Retiree Hardship Deferral

APPENDIX C

Resolution Updating the City's Special Assessment Policy – January 22, 2008

APPENDIX D

Resolution Amending the City's Assessment Policy – April 26, 2011

ORDINANCE NO. 612

AN ORDINANCE ALLOWING DEFERMENT OF THE PAYMENT OF SPECIAL ASSESSMENTS FOR LOCAL IMPROVEMENTS ON CERTAIN HOMESTEAD PROPERTY.

The Council of the City of White Bear Lake does ordain:

1. That the Municipal Code of the City of White Bear Lake be and is hereby amended so as to add a new section thereto to read as follows:

Deferred Assessments; Senior Citizens.

Pursuant to the authority granted by Minnesota Statutes, Section 435.193, any person 65 years of age or older owning and homesteading property, which property is subject to the levying of a special assessment after the effective date of this ordinance, and which person meets the qualifications of hardship as defined herein, may apply for and receive deferred payment of special assessments so levied by making application therefor to the Department of Property Taxation, Ramsey County, Minnesota in accordance with Minnesota Statutes, Section 435.194. A hardship shall be deemed to exist when the average annual payment for all assessments levied against the subject property exceeds one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent Federal Income Tax return.

Deferred assessments shall be subject to interest at the rate of 8% per annum on the remaining unpaid balance. The option to defer payment of special assessments shall terminate and all amounts accumulated, including accrued interest, shall become due upon the occurrence of any of the following events:

APPENDIX A

- (a) the death of the owner, provided that the spouse is otherwise not eligible for the benefits hereunder;
- (b) the sale, transfer or subdivision of the property or any part thereof; or
- (c) if the property should for any reason lose its homestead status.

2. This Ordinance shall take effect and be in force after its passage, approval and publication.

Passed by the City Council of the City of White Bear Lake, Minnesota this 13th day of June, 1978.


Robert J. Hansen, Mayor

ATTEST:


Raymond R. Siebenaler, City Clerk

RESOLUTION ESTABLISHING GUIDELINES FOR SENIOR CITIZEN
OR DISABLED RETIREE HARDSHIP DEFERRAL

APPENDIX B

WHEREAS, Minnesota Statutes 435.193 through 435.195 provides that deferment of a special assessment may be granted to a senior citizen or a person retired because of a permanent and total disability;

WHEREAS, the Statutes provide that this privilege of deferment shall be extended only to those for whom it would be a hardship to pay the special assessment;

WHEREAS, it is the responsibility of the City to specify the terms;

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

1. A hardship may be granted only on the homestead property of a person at least 65 years of age or a person retired because of a permanent and total disability.

2. A hardship shall be deemed to exist if at the time of application the sum of all annual installments levied against the homestead property exceeds one percent (1%) of the adjusted gross income of the property owner(s). Evidence of adjusted gross income will be as shown on the most recent Federal or State Income Tax return.

3. Interest shall accrue on the unpaid principal amount deferred from the date of the deferment until December 31st of the year when the deferment shall cease. The interest rate shall be as specified in the resolution originally adopting the assessment.

4. The deferment shall cease when any one of the following occurs:

(a) Death of the property owner provided the spouse is not eligible.

(b) The sale, transfer or subdivision of the property.

(c) If the property should for any reason lose its homestead status.

5. Nothing in this resolution shall be construed to prohibit the determination of hardship on the basis of exceptional and unusual circumstance not covered by the above guidelines.

6. This resolution shall supersede all earlier resolutions or ordinances.

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

Ayes: Auger, Rask, Chesebrough, Ditzrich, McCarty

Nays: None

Passed: October 13, 1981


Brad Stanis, Mayor

ATTEST:


Raymond R. Siebenaler, City Clerk


An owner may appeal an assessment to District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within thirty (30) days after the adoption of the assessment and filing such notice with the District Court within ten (10) days after service upon the Mayor or Clerk; however, no appeal may be taken as to the amount of any individual assessment unless a written objection signed by the affected property owner is filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at the hearing.

Pursuant to the authority granted by Minnesota Statutes, Section 435.193, any person 65 years of age or older owning and homesteading property, and which person meets the qualifications of hardship as defined herein, may apply for and receive deferred payment of special assessments so levied by making application therefor to the City of White Bear Lake, Minnesota in accordance with Minnesota Statutes 435.194. A hardship shall be deemed to exist when the average annual payment for all assessments levied against the subject property exceeds one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent Federal Income Tax return. Deferred assessments shall be subject to interest at the rate of 8.28 percent per annum of the remaining unpaid balance. The option to defer payment of special assessments shall terminate and all amounts accumulated, including accrued interest, shall become due upon the occurrence of any of the following events:

- (a) The death of the owner, provided that the spouse is otherwise not eligible for the benefits hereunder;
- (b) The sale, transfer or subdivision of the property or any part thereof; or,
- (c) If the property should for any reason lose its homestead status.

If you have any questions regarding the proposed assessment, please contact Diana Miller, Assessment Clerk at 429-8565 or Steve Duff, Engineering Technician at 429-8531.

Sincerely,


Sharon Legg
Finance Director

SL/el
Attachments

RESOLUTION NO.: 10261

RESOLUTION UPDATING THE CITY'S SPECIAL ASSESSMENT POLICY

WHEREAS, the City Council desires to use special assessments to fund a portion of certain infrastructure improvement projects as provided for in Minnesota State Statutes; Chapter 429; and

WHEREAS, the City has adopted a Special Assessment Policy which specifies how special assessments are levied against various parcels; and

WHEREAS, the City's Special Assessment Policy was last updated in 1983; and


WHEREAS, the Council desires to formally update the City's Assessment Policy to incorporate revisions which have been made to accommodate non-standard parcels.

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


- 1. The City's Assessment Policy is hereby updated as of January, 2008.

The foregoing resolution offered by Council Member BELISLE, and supported by Council Member JONES, was declared carried on the following vote:

Ayes: BELISLE, FRAZER, JOHNSON, JONES, TESSIER
Nays: NONE
Passed: JANUARY 22, 2008


Paul L. Auger, Mayor

ATTEST:


Cory L. Vadnais, City Clerk

RESOLUTION NO.: 10836

RESOLUTION AMENDING THE CITY’S SPECIAL ASSESSMENT POLICY

WHEREAS, the City Council desires to use special assessments to fund a portion of certain infrastructure improvement projects as provided for in Minnesota State Statutes; Chapter 429; and

WHEREAS, the City has adopted a Special Assessment Policy which specifies how special assessments are levied against various parcels; and

WHEREAS, the City’s Special Assessment Policy was last updated in 2008; and

WHEREAS, a residential street built to current engineering standards is expected to have a useful life of 25 years before a mill and overlay may be required; and

WHEREAS, the Council desires to maintain a uniform and fair assessment policy for property owners on Mill & Overlay projects and believes the best method for doing such is to adjust the assessment rates for streets which are milled and overlaid at different ages (length of time since total reconstruction); and

WHEREAS, the Council desires to formally amend the City’s Assessment Policy to incorporate revisions which have been made regarding assessing mill and overlay projects.

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

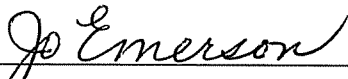
1. The City’s Assessment Policy is hereby updated as of April 26, 2011.
2. This resolution is incorporated into the Assessment Policy as Appendix “D”.
3. The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting properties, with the assessment rate established by the City Council each year.
4. If in the opinion of the City Engineer a street requires milling and overlaying prior to 25 years since its construction to current engineering standards, the assessment rates shall be adjusted based on the following table:

Mill & Overlay Assessment Adjustment Table

<u>Pavement Life (Years)</u>	<u>% of Full Mill & Overlay rate assessed</u>
0-9	0%
10	5%
11	11.4%
12	17.8%
13	24.2%
14	30.6%
15	37%
16	43.4%
17	49.8%
18	56.2%
19	62.6%
20	69%
21	75.4%
22	81.8%
23	88.2%
24	94.6%
25	100%

The foregoing resolution offered by Council Member Belisle and supported by Council Member Tessier, was declared carried on the following vote:

Ayes: BELISLE, BIEHN, EDBERG, JONES, TESSIER
Nays: NONE
Passed: APRIL 26, 2011


Jo Emerson, Mayor

ATTEST:


Ellen Richter, City Clerk

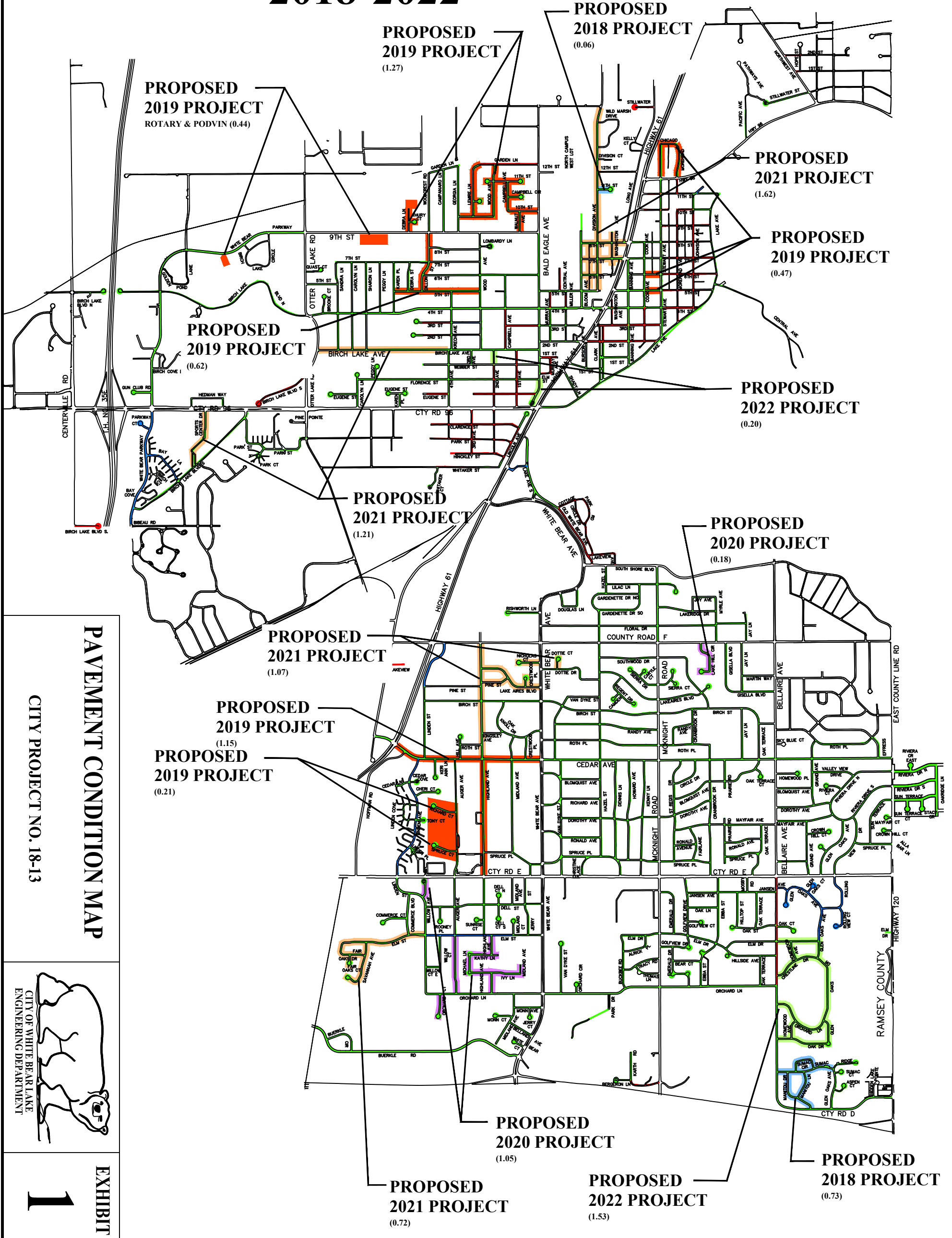
EXHIBITS

- | | |
|-----------------------|------------------------------------------------------------------|
| EXHIBIT 1 | 2018-2022 PROPOSED MILL &
OVERLAY PROJECT MAP |
| EXHIBIT 2 | PARTIAL RECONSTRUCTION MAP
CITY PROJECT 18-13 |
| EXHIBIT 3 | MILL & OVERLAY MAP
CITY PROJECT 18-13 |
| EXHIBIT 4 | TRAIL REHABILITATION PROJECT
MAP – CITY PROJECT 18-18 |
| EXHIBITS 5 - 8 | TYPICAL STREET CROSS SECTIONS
CITY PROJECT 18-13 |
| EXHIBIT 9 | TYPICAL TRAIL CROSS SECTIONS
CITY PROJECT 18-18 |

CITY OF WHITE BEAR LAKE PROPOSED MILL & OVERLAY REHABILITATION PROGRAM 2018-2022

PAVEMENT CONDITION

- LEVEL 1** █
(RECONSTRUCTED TO CURRENT
ENGINEERING STANDARDS)
- LEVEL 2** █
(DEVELOPER-BUILT STREETS WITH
CONCRETE CURB & GUTTER)
- LEVEL 3** █
(BITUMINOUS STREETS)



PAVEMENT CONDITION MAP

CITY PROJECT NO. 18-13

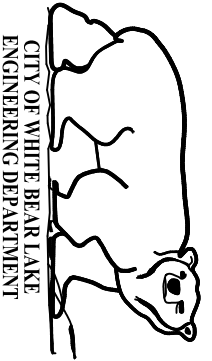
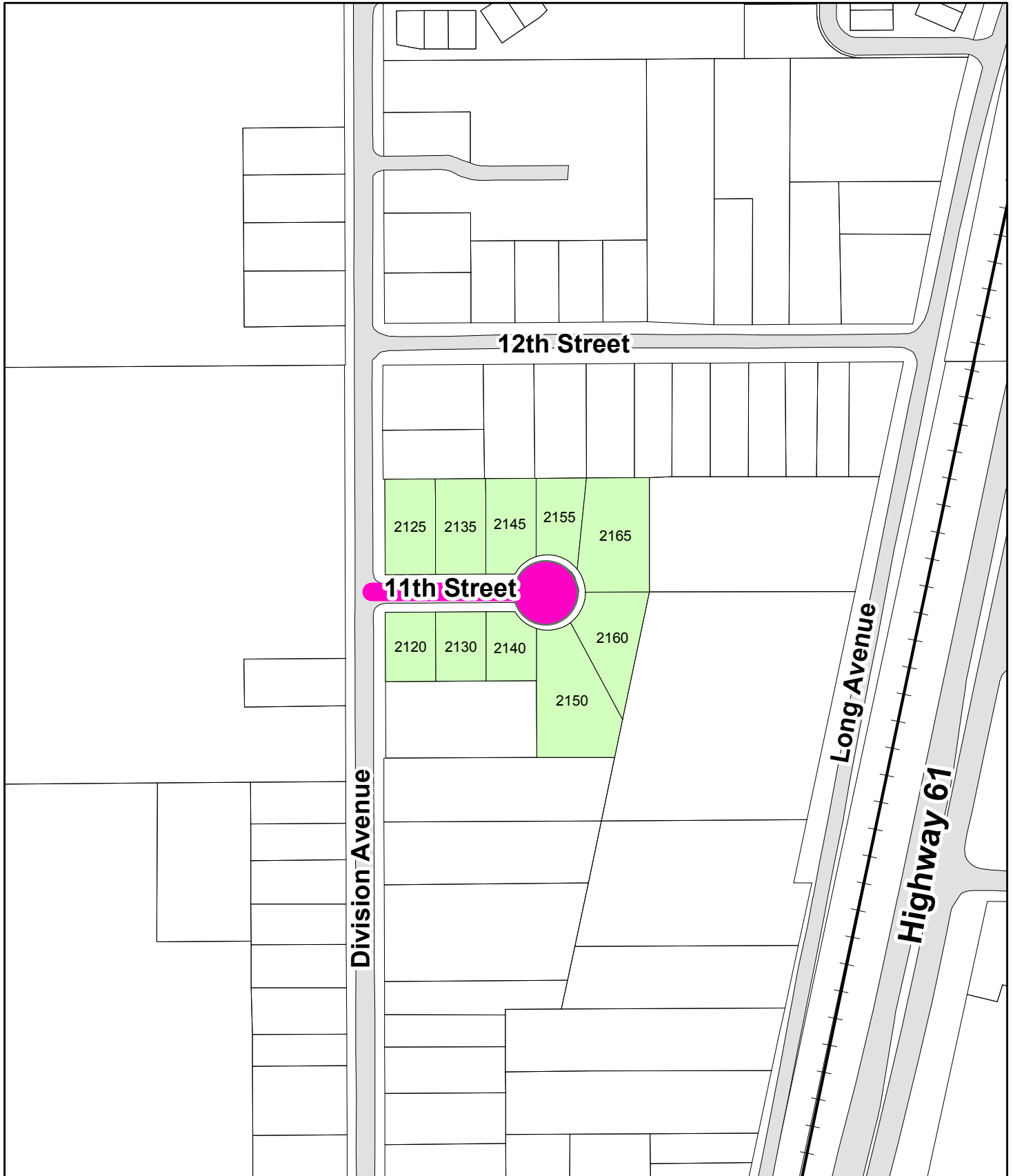


EXHIBIT
1



2018 Mill & Overlay Project 18-13



Partial Reconstruction





2018 Mill & Overlay Project 18-13



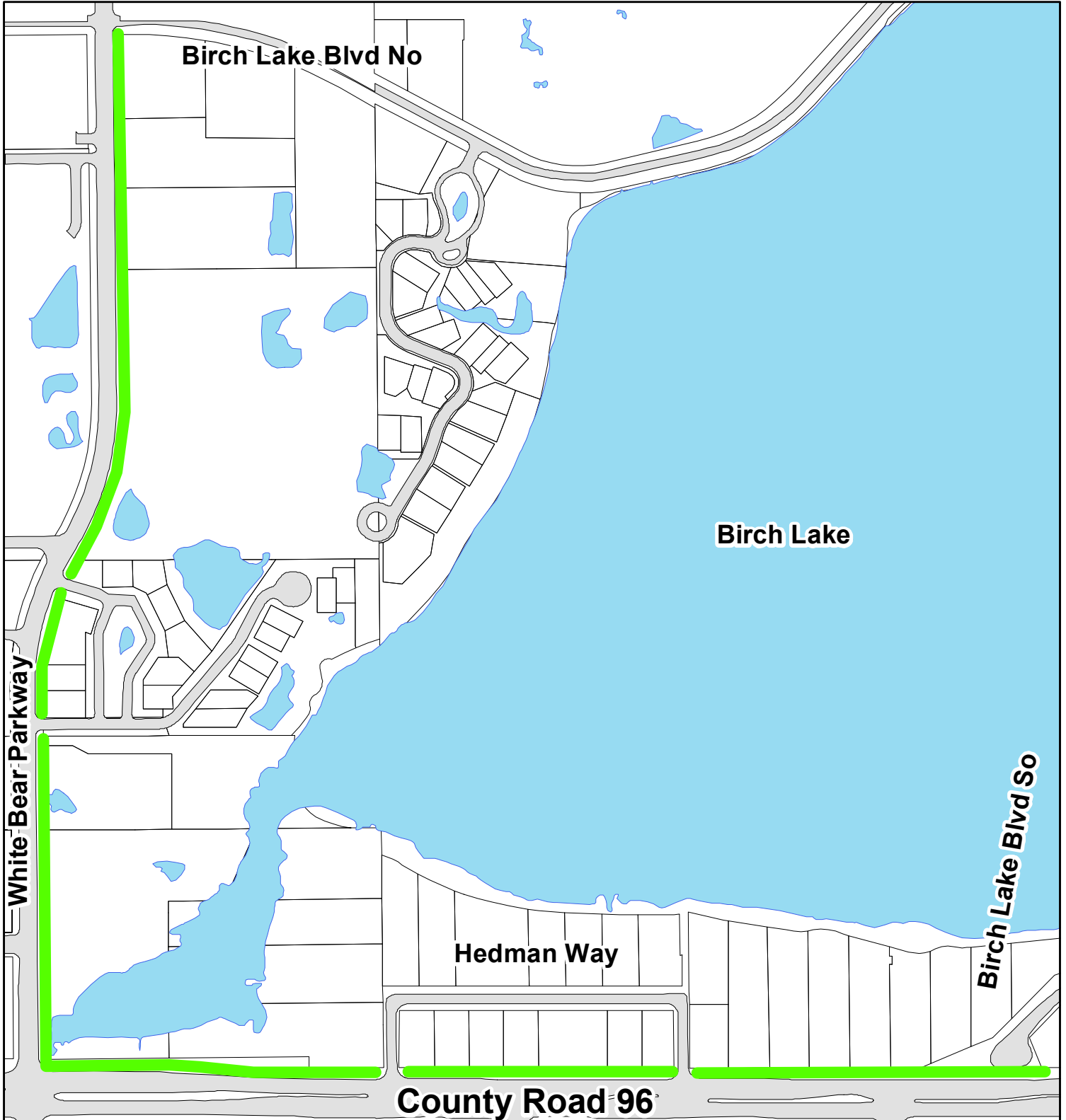
I-694

Mill & Overlay





2018 Trail Rehabilitation Project 18-18

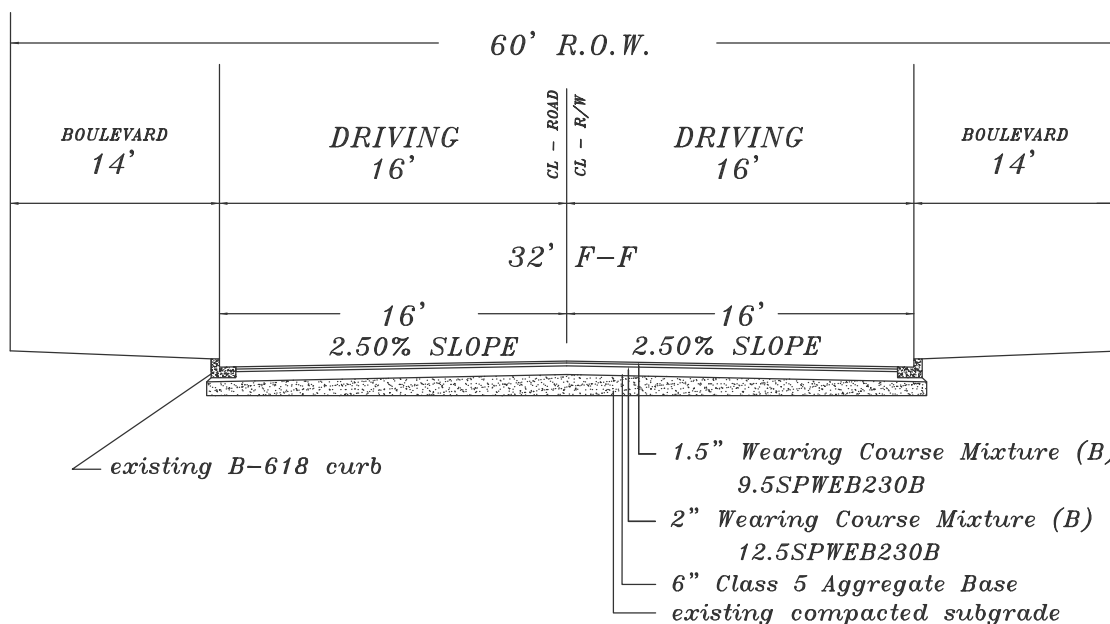


Trail Reconstruction



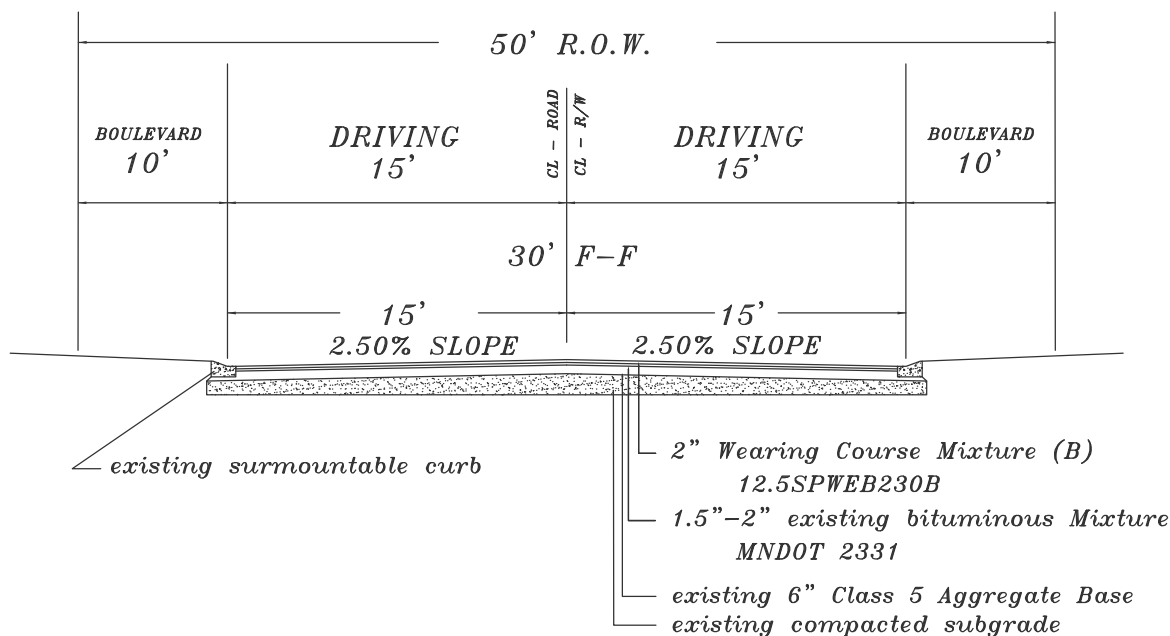
ELEVENTH STREET

DIVISION AVE TO EAST END CUL-DE-SAC
32' FACE TO FACE



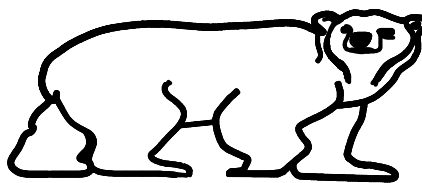
MANITOU DRIVE

COUNTY RD "D" TO SUMAC RIDGE
30' FACE TO FACE



TYPICAL STREET
CROSS SECTIONS

CITY PROJECT NO. 18-13



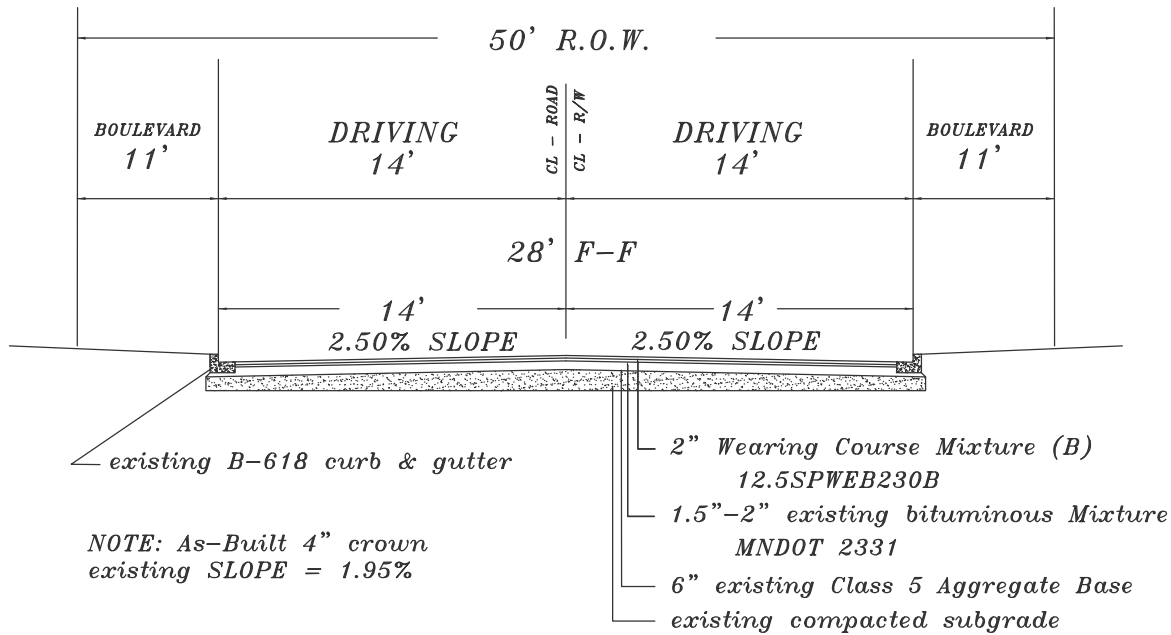
CITY OF WHITE BEAR LAKE
ENGINEERING DEPARTMENT

EXHIBIT

5

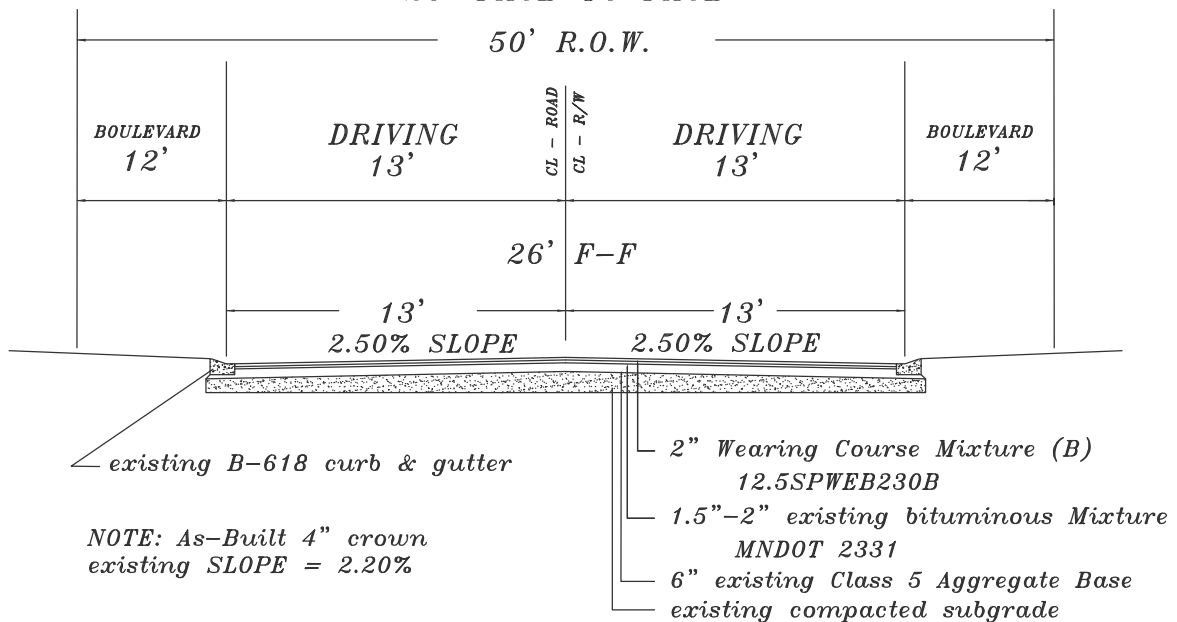
MANITOU LANE

MANITOU DR TO SUMAC RIDGE
28' FACE TO FACE



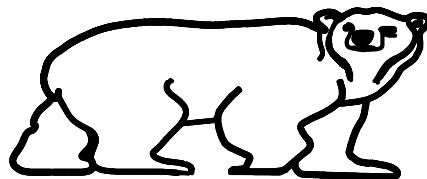
SUMAC CIRCLE

SUMAC RIDGE WEST TO SUMAC RIDGE EAST
STA 0+30 TO STA 1+67
26' FACE TO FACE



TYPICAL STREET
CROSS SECTIONS

CITY PROJECT NO. 18-13



CITY OF WHITE BEAR LAKE
ENGINEERING DEPARTMENT

EXHIBIT

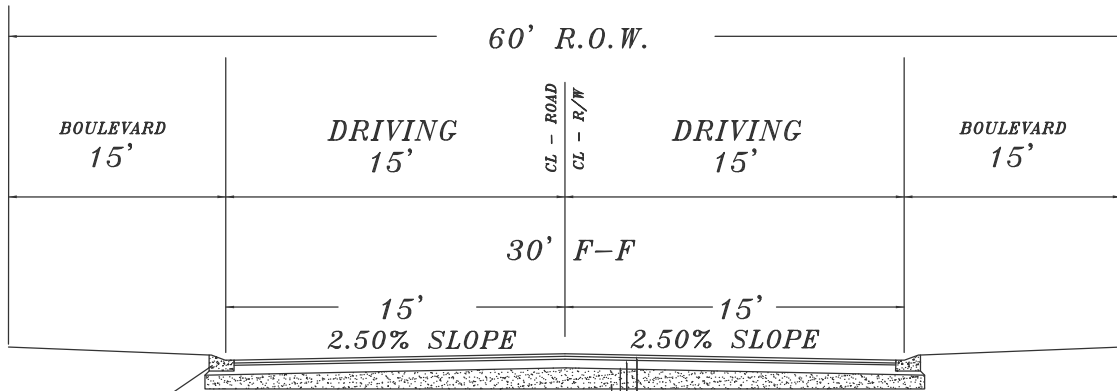
6

SUMAC RIDGE

BELLARIE AVE TO EAST END

STA 0+45 TO STA 4+64

30' FACE TO FACE



existing surmountable curb

NOTE: As-Built 4" crown
existing SLOPE = 1.90%

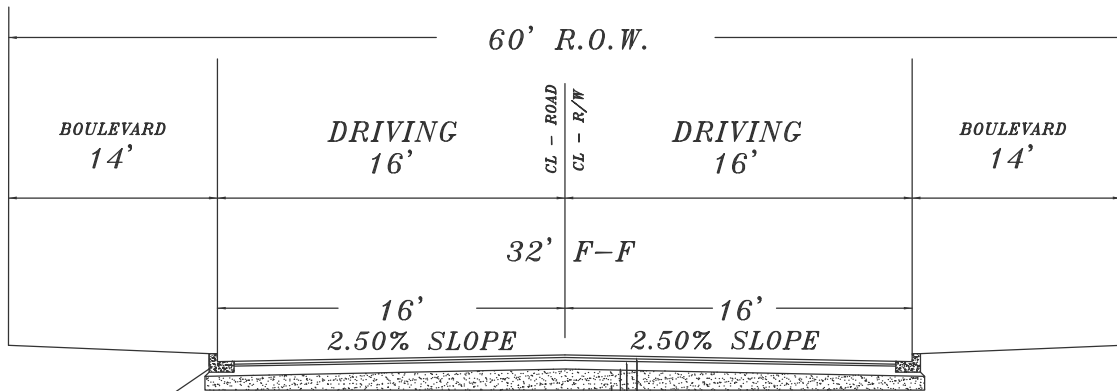
- 2" Wearing Course Mixture (B)
12.5SPWEB230B
- 1.5"-2" existing bituminous Mixture
MNDOT 2331
- 6" Class 5 Aggregate Base
- existing compacted subgrade

SUMAC RIDGE

BELLARIE AVE TO EAST END

STA 4+64 TO STA 24+64

32' FACE TO FACE



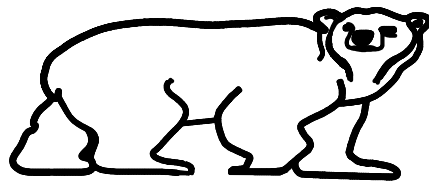
existing B-618 curb & gutter

NOTE: As-Built 4" crown
existing SLOPE = 1.68%

- 2" Wearing Course Mixture (B)
12.5SPWEB230B
- 1.5"-2" existing bituminous Mixture
MNDOT 2331
- 6" existing Class 5 Aggregate Base
- existing compacted subgrade

TYPICAL STREET
CROSS SECTIONS

CITY PROJECT NO. 18-13



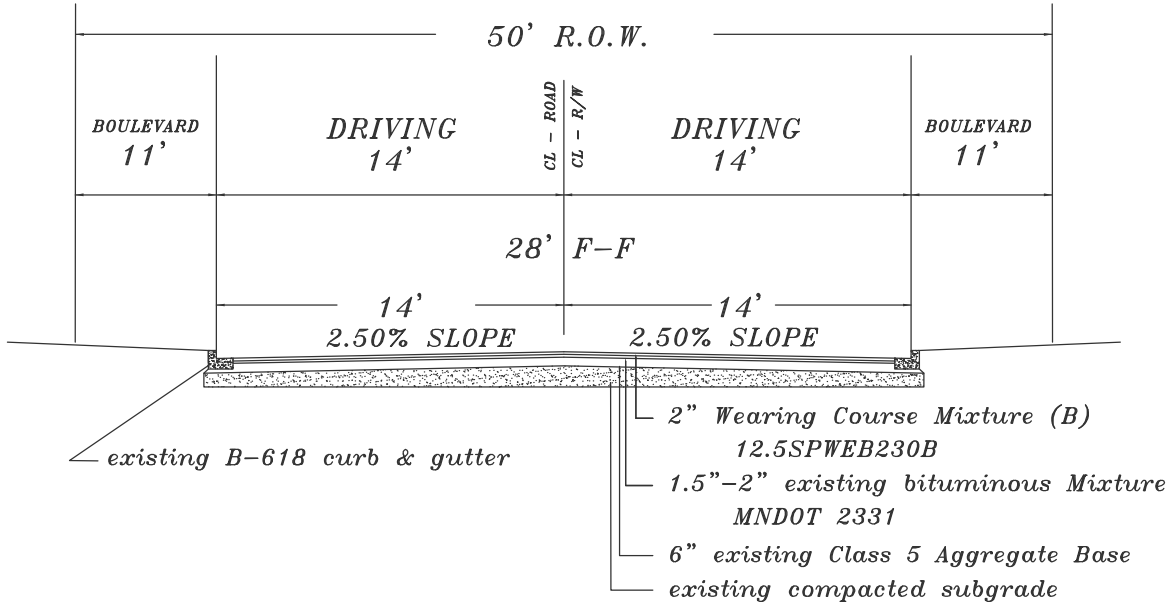
CITY OF WHITE BEAR LAKE
ENGINEERING DEPARTMENT

EXHIBIT

7

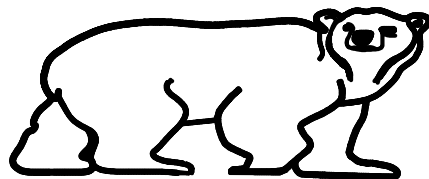
SUMAC CIRCLE

SUMAC RIDGE WEST TO SUMAC RIDGE EAST
STA 1+67 TO STA 7+39
28' FACE TO FACE



TYPICAL STREET
CROSS SECTIONS

CITY PROJECT NO. 18-13



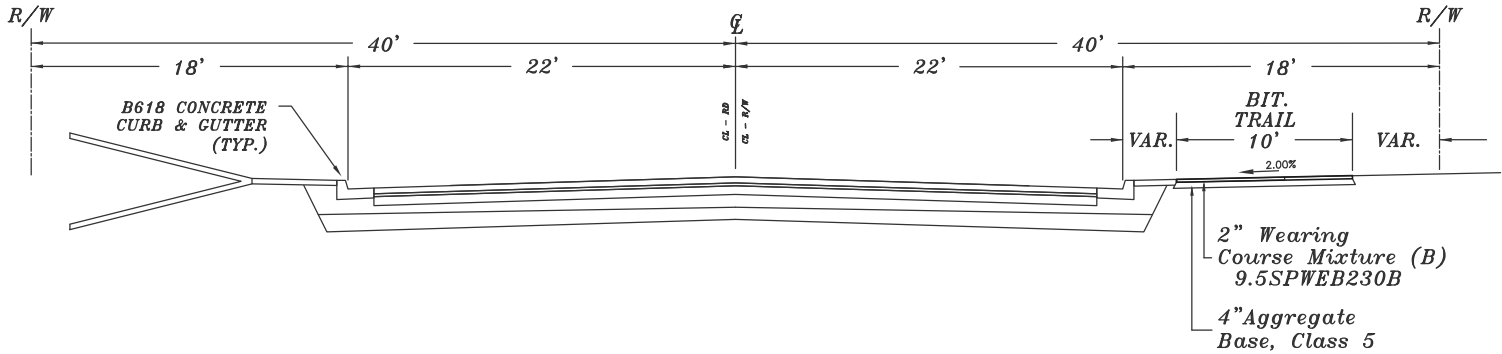
CITY OF WHITE BEAR LAKE
ENGINEERING DEPARTMENT

EXHIBIT

8

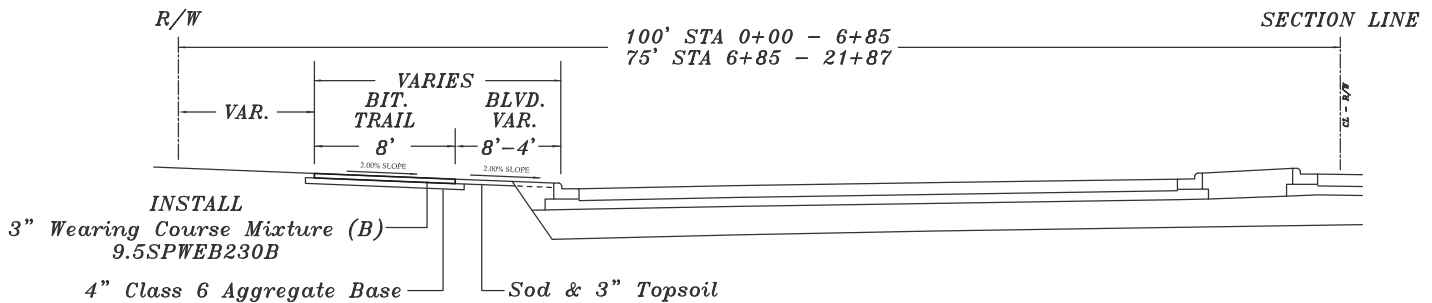
WHITE BEAR PARKWAY

COUNTY ROAD 96 TO BIRCH LAKE BOULEVARD NORTH
 STA 0+55 TO STA 26+00
 10' TRAIL EDGE TO EDGE



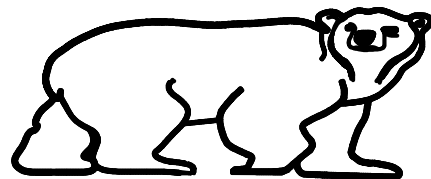
COUNTY ROAD 96

WHITE BEAR PARKWAY TO BIRCH LAKE BOULEVARD SOUTH
 STA 0+60 TO STA 24+90
 8' TRAIL EDGE TO EDGE



TYPICAL TRAIL
 CROSS SECTIONS

CITY PROJECT NO. 18-18



CITY OF WHITE BEAR LAKE
 ENGINEERING DEPARTMENT

EXHIBIT

9