



AGENDA
REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JANUARY 26, 2021
7:00 P.M. VIA TELEPHONE OR ZOOM MEETING

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- A. Minutes of the Closed City Council meeting on January 12, 2021
- B. Minutes of the Council Work Session on January 12, 2021
- C. Minutes of the Regular City Council Meeting on January 12, 2021
- D. Minutes of the Council Work Session on January 19, 2021

3. APPROVAL OF THE AGENDA

4. VISITORS AND PRESENTATIONS

Nothing scheduled

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

Nothing scheduled

9. NEW BUSINESS

- A. Resolution authorizing City Manager to execute contract with Wold Architects for design development services for the Public Safety Building project
- B. Resolution adopting White Bear Lake City Council's 2021 Legislative Agenda
- C. Resolution receiving feasibility reports and ordering Public Hearings for the 2021 Mill and Overlay Project, City Project Nos. 21-01, 21-06 & 21-13

- D. Resolution authorizing the City to seek bids for the Water Meter Replacement Project
- E. Resolution authorizing AWIA Risk and Resilience Assessment and Emergency Response Plan – Consultant Selection

10. CONSENT

- A. Acceptance of Meeting Minutes: November Environmental Advisory Commission
- B. Resolution approving a summary resolution of the fee schedule ordinance
- C. Resolution approving a special event for Tally’s Dockside to have music on Sunday, July 4, 2020
- D. Resolution approving a special event request for use of Railroad Park by Liberty Classic Academy
- E. Resolution approving an extension of Non-profit CARES funding to Cerenity Senior Care
- F. Resolution revising Farmers’ Market Purpose and Regulations document
- G. Resolution authorizing a T-Mobile Lease Amendment for Centerville Road Water Tower
- H. Resolution authorizing the modification and incorporation of financial policies in the City Policy Manual

11. DISCUSSION

12. COMMUNICATIONS FROM THE CITY MANAGER

- Environmental Updates
- Racquetball Court Space – update
- So. Shore Blvd project update

13. ADJOURNMENT



**MINUTES
 WORK SESSION OF THE CITY COUNCIL
 OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
 TUESDAY, JANUARY 12, 2021
 6:00 P.M. VIA ZOOM OR TELEPHONE**

6:07 PM Meeting Opened

In Attendance: Mayor Jo Emerson, Councilmember Bill Walsh, Councilmember Doug Biehn, Councilmember Dan Jones, Councilmember Kevin Edberg, Councilmember Steven Engstran, City Manager Ellen Hiniker, Assistant City Manager Rick Juba, Police Chief Julie Swanson, Finance Director Kerri Kindsvater, City Engineer/Public Works Director Paul Kauppi and City Clerk Kara Coustry.

Council reviewed and discussed a Legislative Agenda as follows:

Relief for cities impacted by the District Court’s order (Lake Level Litigation).
State funding for management of contaminated storm water pond dredging materials.
Expand opportunities for homeownership and wealth building investment for WBL Residents.
Funding to assist with Goose Lake water quality management projects.
Increase Driver’s License Fees allocated to Deputy Registrars.
Funding to assist with Public Safety Garage project.
Statewide licensure of Massage Therapists
Law enforcement access to National Criminal History Database

6:43 PM Meeting Adjourned



**MINUTES
CLOSED SESSION OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JANUARY 12, 2021
6:00 P.M. VIA ZOOM OR TELEPHONE**

5:31 P.M. Meeting Opened

In Attendance: Mayor Jo Emerson, Councilmember Bill Walsh, Councilmember Doug Biehn, Councilmember Dan Jones, Councilmember Kevin Edberg, Councilmember Steven Engstran, City Manager Ellen Hiniker, Assistant City Manager Rick Juba, City Engineer/Public Works Director Paul Kauppi, Community Development Director Anne Kane.

Mayor Emerson made a motion to go into closed session pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) to have an attorney-client privileged discussion with its attorneys regarding the lake level litigation, White Bear Lake Restoration Association, et al v. Minnesota Department of Natural Resources, et al., **seconded by Councilmember Edberg.**

Biehn Aye
Edberg Aye
Jones Aye

Motion carried 3-0.

The closed session began at 5:35 p.m.
Present: Walsh, Biehn, Jones, Edberg, Engstran (5:54), Emerson

Staff: City Manager Hiniker, Asst. City Manager Juba, City Engineer/Public Works Director Paul Kauppi, Community Development Director Anne Kane, Police Chief Julie Swanson, Finance Director Kerri Kindsvater, City Attorney Troy Gilchrist, Special Counsel Monte Mills

Special Counsel Monte Mills provided a report on the recent ruling of the Court of Appeals to affirm the District Court’s ruling and Order to the Department of Natural Resources.

Councilmember **Biehn**, seconded by Councilmember **Edberg**, to reopen the closed meeting at 6:04 p.m.

Biehn Aye
Edberg Aye
Engstran Aye
Jones (not present)
Walsh Aye

Motion carried 4-0.

Councilmember **Edberg** moved, seconded by Councilmember **Biehn**, to adjourn the meeting at 6:06 p.m. to enter into a work session of the City Council.

Biehn Aye

Edberg Aye

Engstran Aye

Jones (not present)

Walsh Aye

Motion carried 4-0.

Adjourned the Closed Meeting 6:06 PM



MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JANUARY 12, 2021
7:00 P.M. VIA ZOOM OR TELEPHONE

1. CALL TO ORDER AND ROLL CALL

Mayor Jo Emerson called the meeting to order at 7:00 p.m. under MN Statute Section 13D.021, in which the City Council will be conducting its meetings during this emergency by electronic means until further notice. The clerk took roll call attendance for Councilmembers: Doug Biehn, Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh. Staff in attendance were City Manager Ellen Hiniker, Assistant City Manager Rick Juba, Community Development Director Anne Kane, Housing and Economic Development Coordinator Tracy Shimek, Public Works Director/City Engineer Paul Kauppi, Finance Director Kerri Kindsvater, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

2. APPROVAL OF MINUTES

A. Minutes of the Regular City Council Meeting on December 8, 2020

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve the Minutes of the Regular City Council Meeting on December 8, 2020.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

B. Minutes of the Council Work Session on January 5, 2021.

It was moved by Councilmember **Walsh** seconded by Councilmember **Biehn**, to approve the Minutes of the Council Work Session on January 5, 2021.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

3. APPROVAL OF THE AGENDA

It was moved by Councilmember **Jones** seconded by Councilmember **Walsh**, to approve the Agenda as presented

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

4. VISITORS AND PRESENTATIONS

Nothing scheduled

5. PUBLIC HEARINGS

Nothing scheduled

6. LAND USE

Nothing scheduled

7. UNFINISHED BUSINESS

Nothing scheduled

8. ORDINANCES

A. Second reading of an Ordinance adoption of the 2021 annual fee and utility rate schedule

City Manager Hiniker reported that first reading was held on December 8, 2020. She noted that water usage fees go toward supporting the cost of operations, while a proposed new water infrastructure fee is intended to build a balance to pay down the bond for the water tower project and support long term water infrastructure needs. Ms. Hiniker explained that this fee now replaces the Lake Level Litigation fee, as those expenses have been recuperated.

Ms. Hiniker also highlighted a new stormwater fee to cover costs associated with stormwater management and replace lost revenue from reduced Local Government Aid (LGA), which had covered these costs in the past.

Councilmember Walsh noted that 72% of ambulance rides are the billed at the lower Medicare rate. Ms. Hiniker explained that an updated costs analysis of an ambulance ride would need to be completed for a more accurate assessment of these costs.

Mayor Emerson opened the public hearing at 7:10 p.m. There being nobody from the public wishing to speak, Mayor Emerson closed the public hearing at 7:10 p.m.

It was moved by Councilmember **Jones** seconded by Councilmember **Walsh**, to approve **Ordinance No. 21-1-2046** establishing a Fee Schedule for Services, Permits and Licenses.

Biehn (lost connection and did not vote)
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried.

9. NEW BUSINESS

- A. Resolution appointing City representatives to Ramsey County League of Local Governments, Ramsey County Dispatch Policy Committee, Vadnais Lake Area Water Management Organization, Rush Line Task Force and Northeast Youth and Family Services

It was moved by Councilmember **Walsh** seconded by Councilmember **Edberg**, to approve **Resolution No. 12697**, appointing City representatives to Ramsey County League of Local Governments, Ramsey County Dispatch Policy Committee, Vadnais Lake Area Water Management Organization, Rush Line Task Force and Northeast Youth and Family Services

Biehn Abstained (due to technical difficulties)
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried.

- B. Resolution naming the official newspaper to perform official publications

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to approve **Resolution No. 12698**, naming the official newspaper to perform official publications.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

C. Resolution designating City Attorney, Counselor for 2021

City Manager Hiniker explained that the Prosecutor was appointed last year for a three year term at a pre-established rate. Ms. Hiniker explained that Mr. Gilchrist had not requested an increase in rates due to hardships associated with COVID-19, however, an increase of 2% better aligned with internal increases provided for City staff. She forwarded a recommendation for a 2% increase and appointment of Troy Gilchrist and the firm of Kennedy & Graven as the City's Counselor for the term expiring January 31, 2022.

It was moved by Councilmember **Jones** seconded by Councilmember **Engstran**, to approve **Resolution No. 12699**, designating City Attorney, Counselor for 2021.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

D. Resolution authorizing the City Manager and Mayor to execute an agreement for Social Services with Northeast Youth and Family Services

City Manager Hiniker reported that in 2012, the City Council authorized a 'transfer of service' agreement between the City and Northeast Youth and Family Services (NYFS) to continue most services previously provided by the Community Counseling Center at the White Bear Lake location. She explained that the original agreement between the City and NYFS provided that the City's 2012 funding level of approximately \$90,000 be reduced over five years to a level proportionate (according to population) to other participating cities. The City's contribution in 2016 was \$49,293, which marked the last year of declining funding levels.

Since 2017, she explained, White Bear Lake had been funding NYFS proportionate to other participating cities at \$1.75 per capita with no increase. NYFS has requested a \$0.25 per capita increase for 2021. While this represents a 14% increase over last year's \$43,451 funding level, it is only a 3.3% increase over the 2016 contribution.

Ms. Hiniker reported this agreement includes a shared position of a social worker who works on behalf of the cities of Roseville, Mounds View and White Bear Lake to assist the police department in their work with residents. The cost of this position is divided among the three communities at \$25,000 each. Ms. Hiniker stated that funding for this partnership with NYFS was anticipated in the 2021 budget as adopted by Council.

Ms. Hiniker announced that Tara Jebens-Singh, the new Executive Director of NYFS, will be at the February 23 City Council meeting to provide an update on the organization and its services.

It was moved by Councilmember **Walsh** seconded by Councilmember **Engstran**, to approve **Resolution No. 12700**, authorizing the City Manager and Mayor to execute an agreement for Social Services with Northeast Youth and Family Services.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

E. Resolution accepting a donation from the Lions Club for the All Abilities Park

City Manager Hiniker reported on another extraordinary contribution of \$25,000 from the Lions Club toward an All Abilities Park Project at Lakewood Hills Park. She explained, this generous contribution brings the total to date for this project at \$100,000, approximately half the amount needed for this project.

City Engineer and Public Works Director Kauppi added that included in the 2021 Street Rehabilitation Project, the Lakewood Hills Park parking lot will be redesigned to house additional handicapped parking access and fix some of the grading issues in advance. He mentioned the exploration of grant opportunities for this project as well.

It was moved by Councilmember **Engstran** seconded by Councilmember **Jones**, to approve **Resolution No. 12701**, accepting a donation from the Lions Club for the All Abilities Park.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

F. Resolution approving the purchase of the capital equipment items per the City's 2021 Budget and Capital Improvement Plan

Finance Director Kindsvater provided the following report:

The City maintains a five (5) year Capital Improvement Plan (CIP) to support the financial planning in the City's budget document and Financial Management Plan. Each year staff updates the CIP to prioritize purchases or projects and ensure appropriate costs are included for each item. Staff presents both plans to the City Council for discussion and approval before using them as the basis for beginning the annual budget process.

Rather than seeking approval for individual large ticket items, all requests will be

wrapped in one memo and resolution for Council review and approval at the beginning of each year, which will allow departments to prepare for large purchases. This new step also gives Council another chance to review the plan to issue Equipment Certificates.

As noted in the memo, the amounts included for each item are estimates from last year's budgeting process. Staff will work to find or negotiate a lower price if possible; however, if the purchase price is higher than the amount listed here, staff will bring the item back to Council for approval.

This year's equipment purchases include a multi-use truck with garbage capabilities and replacement of a watering truck for the Parks Department, a replacement of a tandem axle dump truck and loader for the Streets Department, replacement of the ice resurfacer for the Sports Center and replacement of the tanker truck for the Water Department.

Financing for these purchases are a combination of current revenues and equipment certificates. The Financial Management Plan has the Equipment Acquisition Fund purchasing the water tank truck for the Parks Department and the ice resurfacer for the Sports Center, the Water Fund will purchase the tanker truck. The City will issue Equipment Certificates for the Park Department's multi-use truck with garbage capabilities and both the Street Department's tandem axle dump truck and loader.

The Financial Management Plan estimates an annual debt service payment of approximately \$72,000 when using a 2.50% interest rate for the Equipment Certificates.

It was moved by Councilmember **Walsh** seconded by Councilmember **Edberg**, to approve **Resolution No. 12702**, approving the purchase of the capital equipment items per the City's 2021 Budget and Capital Improvement Plan.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

- G. Resolution waiving annual on-sale liquor license fees for bars and restaurants closed due to COVID-19 pandemic and transferring an amount equal to resulting loss in revenue from Economic Development Fund reserves set aside for COVID relief purposes to the General Fund.

City Manager Hiniker reported business license renewals are processed in January. Given the economic impact of COVID-19 on businesses, she forwarded staff's recommendation to waive liquor license fees for 2021. The total cost of lost revenue would amount to \$87,100 and Ms. Hiniker recommended an equal transfer from the Economic Development Fund reserve to the General Fund in order to capture that revenue. She explained there is approximately \$397,000 in the Economic Development Fund for COVID relief purposes.

It was moved by Councilmember **Biehn** seconded by Councilmember **Jones**, to approve **Resolution No. 12703**, waiving annual on-sale liquor license fees for bars and restaurants closed due to COVID-19 pandemic and transferring an amount equal to resulting loss in revenue from Economic Development Fund reserves set aside for COVID relief purposes to the General Fund.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

Mayor Emerson recessed the City Council meeting at 7:36 p.m.

10. HOUSING AND REDEVELOPMENT AUTHORITY

Refer to the HRA Minutes for an account of the following:

- A. Roll Call
- B. Approval of the December 8, 2020 HRA Meeting Minutes
- C. Election of a Chair and Vice Chair of the HRA
- D. Adjournment

Mayor Emerson reconvened the City Council meeting at 7:39 p.m.

11. CONSENT

- A. Resolution authorizing City Manager to invest and transfer funds for the City, designation of bank depository and depositing for investments. **Resolution No. 12704**
- B. Resolution fixing surety bonds for various City Officials and providing for approval of the same. **Resolution No. 12705**
- C. Resolution authorizing the City Manager to pay claims made against the City. **Resolution No. 12706**
- D. Resolution appointing the Administrative Hearing Officer. **Resolution No. 12707**
- E. Resolution establishing regular meeting nights of the City Council of the City of White Bear Lake. **Resolution No. 12708**
- F. Resolution authorizing travel reimbursement amounts. **Resolution No. 12709**

It was moved by Councilmember **Jones** seconded by Councilmember **Engstran**, to approve the Consent Agenda as presented.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

12. DISCUSSION

- A. Additions and modifications of policies in the Council adopted Policy Manual
- 3.01 Investment Policy
 - 3.08 Capital Asset Policy
 - 3.09 Electronic Funds Transfer (EFT) Policy
 - 3.10 Federal Grant Policy

Finance Director Kindsvater reported that the Government Finance Officers Association (GFOA) recommends government entities formally adopt financial policies as they consider them essential to a strategic and long-term approach to financial management. She explained, to meet GFOA best practices, the following policy revisions and additions will be brought to the City Council for formal adoption at the January 26, 2021 City Council meeting.

Investment Policy: the City's current policy is outdated, this is an overhaul update of the policy. Essentially re-wrote the policy.

Capital Assets Policy: new policy that gives guidance on how the City records asset purchases in financial reporting and audit purposes.

Electronic Funds Policy: new policy that gives guidance to electronic funds transfers and payments as these options are more prevalent in the business environment.

Federal Grant Policy: new policy that gives guidance on how the City handles the receipt of federal grant funds.

- B. Consideration of additional COVID relief grants

City Manager Hiniker mentioned that Cerenity Senior Care had initially passed on the \$10,000 Non-profit grant, but have had a couple of difficult months. She received general consensus from the Council to extend the same \$10,000 allotment received by other City Non-profits, to Cerenity Senior Care. Ms. Hiniker thanked the Council and promised a resolution on the Consent Agenda of the next City Council meeting to authorize this decision.

Tracy Shimek, the Housing and Economic Development Coordinator provided a business and resident relief update. She explained, the MN Department of Revenue is providing automatic relief payments in the range of \$15,000 - \$45,000 to businesses that were required to be closed during the

pandemic and which experienced a 30% drop in year-over-year taxable sales. She described federal business assistance programs and added that counties have also been allocated funds for additional business grants.

On the City's Resident Assistance Grant, Ms. Shimek reported that \$64,290 has been approved and paid with \$21,366 in process and \$39,435 left if all remaining applications are eligible. While rental assistance was included in the latest federal package, she explained this does not include assistance for homeowners with mortgage payments. Ms. Shimek did not recommend modification of the City's CARES programs at this time given the uncertainty of the impact of federal, state and countywide assistance programs.

Councilmember Walsh cautioned waiting too long and asked for staff to remain in close contact with business owners and community members to make sure that nobody falls through the cracks.

City Manager Hiniker mentioned that this pause would be a good time for staff to outreach to businesses with a follow-up survey to assess the situation.

Mayor Emerson added that Cerenity Senior Care has received their first COVID-19 vaccinations and received confirmation that the City's Public Safety Department have also been vaccinated.

13. COMMUNICATIONS FROM THE CITY MANAGER

- A notable community member, Rose Bayuk, wife of Ed Bayuk the former White Bear Lake City Manager (20 year term), passed away at age 105 this January.
- Hockey Association was approved for use of Podvin Park for two weekends in January, which has been pushed back now to just one weekend in February.
- Mayor Emerson relayed condolences to Councilmember Jones for the loss of his farther, John.
- Mayor Emerson's PSA of the Welcoming & Inclusive Community Initiative was played. The application is available on the website and an advertisement will be in the White Bear Lake News Press as well as social media.
- Public Works Director/City Engineer Paul Kauppi
 - Reported there are 6,000 residential meters to replace as part of the City's Meter Replacement Project. The City's current meter reading company will no longer provide this service for the City. Under this new system, PW staff will be able to read the meters within a few days, which will greatly reduce the cost for this task. Staff will be requesting authorization from Council to move forward with the project at the January 26th meeting.
 - The Water Tower Logo designed by Councilmember Jones was selected as the December water tower image on the calendar.
 - Snow plowing of trails and sidewalks occurs at three inches or more snow and only after streets are completed. Councilmember Jones mentioned perhaps considering walking paths in the parks especially now that COVID is a factor.

14. ADJOURNMENT

There being no further business before the Council, it was moved by Councilmember **Edberg** seconded by Councilmember **Jones** to adjourn the regular meeting at 8:15 p.m.

Biehn Aye
Edberg Aye
Engstran Aye
Jones Aye
Walsh Aye

Motion carried unanimously.

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



**MINUTES
WORK SESSION OF THE CITY COUNCIL
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
TUESDAY, JANUARY 19, 2021
6:00 P.M. VIA ZOOM OR TELEPHONE**

6:00 PM Meeting Opened

In Attendance: Mayor Jo Emerson, Councilmember Bill Walsh, Councilmember Doug Biehn, Councilmember Dan Jones, Councilmember Kevin Edberg, City Manager Ellen Hiniker, Assistant City Manager Rick Juba, Police Chief Julie Swanson, Fire Chief Greg Peterson and City Engineer/Public Works Director Paul Kauppi

Absent: Councilmember Steven Engstran

City Staff discussed the current status of the Fire Apparatus Bay and Police Garage planning process along with a draft timeline for plan development, financing and construction. Staff presented answers to questions that were posed about the project that was proposed at the November 24, 2020 Work Session. Staff will be presenting a recommendation to move forward with the design process at the January 26, 2021 City Council meeting.

6:42 PM Meeting Adjourned



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council

From: Ellen Hiniker, City Manager

Date: January 18, 2021

Subject: **Resolution authorizing City Manager to execute contract with Wold Architects for Design Development Services**

SUMMARY

At its 2017 goal setting session, the City Council identified as a priority, replacement of North Station's fire apparatus bay and construction of a garage for indoor storage of patrol squads and administrative fire and police vehicles. In July, 2019 the Council authorized issuance of an RFP for consultant services to perform a related space needs study and site master plan, which was ultimately awarded to Wold Architects in October of that year.

Wold presented its findings from the space needs study, along with a site master plan, at the Council's February 11, 2020 work session. Due to the pandemic, further discussion on this project was postponed until the November 23, 2020 work session, at which Council reviewed related funding options and subsequent tax impacts.

As discussed at the most recent Council work session on January 19, 2021, it is staff's recommendation that Council authorize Wold to proceed with the design phase for this project, which includes schematic and final design of a fire apparatus bay, a police squad garage, and interior building modifications to better accommodate current fire and law enforcement operations. While proceeding with final design does signal the intention to move forward with this project, it does not commit to the timing of construction. A decision to authorize preparation of construction specifications for a bidding process would follow further review of the City's long-range financial plan this spring within the context of the economic forecast.

BACKGROUND

The Public Safety Building project includes the replacement of the existing fire apparatus bay at the north station, construction of a police squad garage, and interior modifications to better accommodate current fire and police operations.

Fire Apparatus Bay

The existing apparatus bay at the north station was constructed in 1961. There have been significant changes in the industry over the past several decades including, but not limited to, health and safety standards that prescribe separate zones for contaminated gear and areas where personnel train, rest and do reports. Proper air exchange and handling within the station is an industry standard, which did not exist when the building was constructed. The equipment used today has also changed and is, in most cases, much larger. As one example, the type of ladder truck that the City ordered was limited due to the height of the doors on the station. The collective impact of the overall size of the equipment and the need to add equipment in order to continue to provide adequate service over the last 60 years has created space issues. The Fire Department itself has changed significantly since this building was constructed; most notably call volumes have grown from a few hundred each year in the 1960's to 4,411 in 2019. In 2019, the City hired 12 full-time Firefighter/Paramedics transitioning from a mostly paid-on-call model to a combination-staffing model. The full-time and part time staff now work shifts. The crews working at the station, rather than people responding from home now, handle almost all of the calls.

Replacement of the existing fire apparatus bay would also include added dorm room capacity to accommodate the City's combination response model and account for further growth. The renovation of the apparatus bay area will include a kitchen/dining area that will be used by both Police and Fire.

Police Squad Garage

The construction of a police garage was initially contemplated as a second phase to the public safety building expansion in 1993. The City purchased the homes across from the station for this purpose. Currently, the Police Department has four indoor parking spots and 18 total vehicles in their fleet. Two of those four spots are the secured sally port which are reserved for suspect booking. Today's police squads are equipped with technology and tools that need to stay warm in the winter and cool in the summer. With no indoor parking, squads are left idling and rotated through the current available indoor parking spots to keep them from getting too warm or too cold. In addition to indoor parking of squad vehicles, the Police Department has a general need for secure, indoor storage for evidence and equipment.

In recent years, officer safety has become a concern as police departments and police vehicles have become the target of vandalism and violence. In addition to exposure of police squads, the parking area lacks basic security and leaves officers, firefighters, other staff members exposed to an easily accessible public street as they enter and exit the facility.

Through the space needs study, it was determined that 34 indoor parking spots would be needed to house police squads, fire administration vehicles; this also takes into consideration potential for future expansion. A restroom, gear storage lockers for the officers and space for secure storage of large evidence would also be included. An outdoor parking area for City staff is also proposed to relieve parking congestion for customers around the City campus.

Preliminary cost estimates

Cost estimates derived from the initial space needs study and preliminary design work total \$10,500,000 in 2019 dollars. This estimate will be refined through the final design process, which will reflect current construction and supply indices. The cost estimate includes:

- Demolition and site work
- Construction of new Fire Apparatus Bay
- Squad Garage Addition
- Deferred maintenance on the existing facility
 - HVAC
 - Roof replacement
- Minor interior improvements and furnishings

Financing

If the project were to proceed in 2022, the City would rely primarily on the sale of General Obligation Capital Improvement Bonds for financing. Using the 2019 cost estimates of \$10,500,000, the tax levy impact of this debt issuance would be approximately \$700,000 annually over the term of the bonds. However, this estimate assumes all costs would be fully supported by bonds. Several factors remain outstanding, which will be further reviewed with Council this spring in consideration of a construction timeline.

Decision Timeline

At the meeting on January 26, the City Council will be asked to authorize Wold to proceed with the design phase for the Public Safety Building project. At \$232,750, the design phase accounts for approximately one-third of the project contract for design and management, which is typically 8% total project costs.

Early spring 2021, the Council will hold its annual CIP/long-range financial planning meeting and revisit the project financing within the context of current economic conditions and forecasts. Once the final design is complete, which is anticipated mid-summer, Council will decide whether to proceed with a 2022 project. If there were a decision to proceed, Wold would prepare construction documents for public bidding. Final decision on whether to proceed with a 2022 project would then be made after bids were received end of year or early 2022.

Recommendation

Staff recommends the City Council approve the attached resolution authorizing the City Manager to enter into contract with Wold Architects for design services to prepare schematic and final design plans for the Public Safety Building project.

Attachments

Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE CITY MANAGER TO
EXECUTE A CONTRACT WITH WOLD ARCHITECTS FOR
DESIGN DEVELOPMENT SERVICES FOR THE PUBLIC SAFETY BUILDING**

WHEREAS, the City received five (5) proposals from engineering and architectural firms in July 2019 for a space needs study and site master planning for a Police Squad Garage and Fire Apparatus Bay; and

WHEREAS, four firms were invited to interview with a panel of staff, with Wold Architects being the preferred firm to select for the project in consideration of all planning and execution steps of this project; and

WHEREAS, Wold presented the findings and a site master plan to the Council in February, 2020, providing a project cost estimate of \$10,500,000; and

WHEREAS, with the onset of the pandemic, the City Council postponed further discussion to the fall of 2020; and

WHEREAS, the Council has since met on two occasions to discuss the Public Safety Building project within the context of need, scope and timing; and

WHEREAS, City staff now recommends the Council move forward with design development at a cost of \$232,750 and reserve its decision on timing of construction until mid-summer to review updated economic forecasts.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of White Bear Lake that the City Manager is hereby authorized to execute all necessary documents to enter into a contract with Wold Architects for the design development services for the Public Safety Building Project.

The foregoing resolution approving the request for proposals and its distribution was offered by Councilmember _____, and was supported by Councilmember _____, and was declared carried on the following vote:

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and City Council
From: Ellen Hiniker, City Manager
Date: January 26, 2021
Subject: 2021 Legislative Agenda

BACKGROUND/SUMMARY

The White Bear Lake City Council held a work session on January 21, 2021 to discuss a legislative agenda as follows:

- Increase the Deputy Register filing fees that reimburse offices for costs to provide customer services
- Identify 35% of funding needed to proceed with Public Safety Building project
- Seek legislative relief for cities impacted by District Court's order for a residential watering ban
- Identify a funding mechanism for management of contaminated stormwater pond dredging materials
- Seek expansion of opportunities for homeownership and wealth building opportunities
- Support statewide licensure of Massage Therapists
- Support legislation to allow Chief Law Enforcement Officers access to the National Criminal History database.

State senators and representatives who represent White Bear Lake have been invited to the February 9 City Council meeting to share their own priorities and discuss the City's legislative agenda.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution setting the City's 2021 Legislative Agenda.

ATTACHMENTS

Resolution

Legislative Agenda Document

RESOLUTION NO.

**RESOLUTION ADOPTING THE CITY OF WHITE BEAR LAKE'S
2021 LEGISLATIVE AGENDA**

WHEREAS, the City Council developed a legislative agenda to be submitted to elected legislative officials representing White Bear Lake for their consideration as they prioritize their work during the 2021 legislative session; and

WHEREAS, the City of White Bear Lake respectfully requests the White Bear Lake legislative delegation to assist with the issues included on the City Council's 2021 Legislative Agenda as adopted by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota hereby adopts the 2021 Legislative Agenda, summarized as follows:

- Increase the Deputy Register filing fees that reimburse offices for costs to provide customer services
- Identify 35% of funding needed to proceed with Public Safety Building project
- Seek legislative relief for cities impacted by District Court's order for a residential watering ban
- Identify a funding mechanism for management of contaminated stormwater pond dredging materials
- Seek expansion of opportunities for homeownership and wealth building opportunities
- Support statewide licensure of Massage Therapists
- Support legislation to allow Chief Law Enforcement Officers access to the National Criminal History database.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

White Bear Lake City Council

2021 Legislative Priorities

Issue	Staff Contract	Contact Info
Increase the Deputy Register filing fees that reimburse offices for costs to provide customer services.	Kerri Kindsvater Finance Director	kkindsvater@whitebearlake.org 651-429-8517
Identify 35% of funding needed to proceed with Public Safety Building project	Rick Juba Assistant City Manager	rjuba@whitebearlake.org 651-429-8505
Seek legislative relief for cities impacted by District Court's order.	Ellen Hiniker City Manager	ehiniker@whitebearlake.org 651-429-8516
Identify funding to assist with East Goose Lake water quality management projects.	Connie Taillon Water Resources Engineer	ctaillon@whitebearlake.org 651-429-8587
Identify a funding mechanism for management of contaminated storm water pond dredging materials.	Paul Kauppi Public Works Director	pkauppi@whitebearlake.org 651-429-8563
Seek expansion of opportunities for homeownership and wealth building investment.	Anne Kane Community Dev. Director	akane@whitebearlake.org 651-429-8562
Support statewide licensure for Massage Therapists.	Kara Coustry City Clerk	kcoustry@whitebearlake.org 651-429-8508
Support legislation to allow Chief Law Enforcement Officers access to the National Criminal History Database.	Chief Julie Swanson Police Chief	jswanson@whitebearlake.org 651-762-4890

Increase the Deputy Register filing fees that reimburse offices for costs to provide customer services:

- **Driver's Licenses \$8.00 to \$16.00**
- **Motor Vehicle Title Changes from \$11.00 to \$17.00**
- **Tab Renewals from \$7.00 to \$10.00**

The White Bear Lake License Bureau serves as a Deputy Registrar on behalf of the Minnesota Department of Public Safety. In this capacity, the department offers both driver's license and motor vehicle transaction services. The State of Minnesota sets the transaction filing fees Deputy Registrar offices receive for providing these services.

In 2017, the State of Minnesota launched a two-year process to replace the software platform for all transactions. The first year involved implementing a new vehicle transaction system. Work in 2018 focused on implementing a new driver's license and identification card system to meet the federal requirements listed in the REAL ID Act regarding issuance of Enhanced IDs, REAL IDs in addition to Standard IDs for citizens.

Through the change in both phases, the State of Minnesota transferred data entry and review duties previously completed by its staff to the local Deputy Registrar offices to streamline transaction processing and provide real-time data for the Department of Public Safety and other system users. The State of Minnesota recognized the transfer of duties by increasing the filing fees for Motor Vehicle title change long applications and tab renewal transactions by \$1.00 in August 2019. Though Deputy Registrar offices appreciated the filing fee change, the amount did not cover the costs for the additional duties placed on the departments or recognize the significant impact implementation of the REAL ID Act created for the offices.

Compliance with the federal REAL ID Act is critical as it sets minimum-security standards for state-issued licenses or identification and allows citizens with the Enhanced ID to travel to certain countries without a passport. However, given the security benefits granted through the REAL ID and the Enhanced ID, the application processing time doubled from that needed to process the previous Standard ID. As Deputy Registrar offices accepted the workload changes for data entry and extended customer contact time to handle transactions, the State did not increase the per transaction fee for driver's licenses from the \$8.00 set as the filing fee for the handling the previous Standard ID applications.

The City of White Bear Lake's License Bureau experienced a steady change in customer transactions from the Standard ID to the REAL ID options each month following the implementation of the new identification card system as citizens sought compliance with the State mandates for use by October 2020, which the State extended to October 2021 due to the pandemic.

Since the \$8.00 filing fee does not cover the employee costs to provide the Enhanced and REAL ID services, the License Bureau began losing money as the number of these ID applications increased during the months of 2019. It is not financially feasible to increase the staff count to assist additional driver’s license applicants each day until the office’s revenues can support the required operating expenditures to maintain a fund balance.

The following schedule compares the filing fee rates from before the system implementations and transfer of duties to the Deputy Registrar offices, the current rates and requested rates to support office operations for financial stability.

Transaction Type	Rates as of 1/1/2014	Rates as of 8/1/2019	Requested Rates as of 7/1/2021
Drivers Licenses	\$8.00	\$8.00	\$16.00
Long Forms (Title Changes)	\$10.00	\$11.00	\$17.00
Short Forms (Tab Renewals)	\$6.00	\$7.00	\$10.00

As a Deputy Registrar office struggling to meet the demands of the public and the State we serve, the passage of the increased filing fees for these services we provide are critical this session.

As of January 11, 2021, the Minnesota House of Representatives introduced HF 54 to increase the deputy register filing fees. Rep. Steve Elkins sponsored the legislation on behalf of the Minnesota Deputy Registrars Association. The Minnesota Senate’s companion bill remains to be introduced at this time.

Identify 35% of funding needed to proceed with Public Safety building project

The White Bear Lake Fire Department, first established in 1888, now provides fire suppression and prevention services, special rescue operations and an ambulance service to White Bear Lake and several surrounding communities. The area is served by two stations, one located on the north side of White Bear Lake next to City Hall. The north fire station was constructed in 1961 at a time when the department received a few hundred calls per year and had not yet entered into the ambulance service.

There have been significant changes in the industry over the past several decades including, but not limited to, health and safety standards that prescribe separate zones for contaminated gear and areas where personnel train, rest and do reports. Proper air exchange and handling within the station is an industry standard, which did not exist when the building was constructed. The equipment used today has also changed and is, in most cases, much larger. As one example, the type of ladder truck that the City ordered was limited due to the height of the doors on the station. The collective impact of the overall size of the equipment and the need to add equipment in order to continue to provide adequate service over the last 60 years has created space issues. The Fire Department itself has changed

significantly since this building was constructed; most notably call volumes have grown from a few hundred each year in the 1960's to 4,411 in 2019.

In addition to providing full-time fire and ambulance services, the City operates a police department with 31 sworn officers that also provide service to the community of Gem Lake. In 1993, when the first phase of the public safety building expansion was completed, construction of a police squad garage was intended to follow. However, being an historic, fully-developed community without opportunity for development led infrastructure improvements, the demands of the City's aging infrastructure took precedent.

Currently, the Police Department has four (4) indoor parking spots and 18 total vehicles in their fleet. Two of the four spots are the secured sally port reserved for suspect booking. Today's police squads are equipped with technology and tools that need to stay warm in the winter and cool in the summer. With no indoor parking, squads are left idling and are rotated through the current available indoor parking spots to keep them from getting too warm or too cold. In addition to indoor parking of squad vehicles, the Police Department has a general need for secure, indoor storage for evidence and equipment.

Even more importantly, the urgency to move forward with a project stems from recent concerns related to officer safety as police departments and police vehicles have become the target of vandalism and violence. In addition to exposure of police squads, the parking area lacks basic security and leaves officers, firefighters and other staff members exposed to an easily accessible public street as they enter and exit the facility.

The City has conducted a space needs study and developed a site master plan, which produced cost estimates for a project to include construction of a new fire apparatus bay and police squad garage at \$10,500,000. If the City were to move forward with a 2022 project, it would be compelled to bond for all associated costs. The City is requesting assistance with 35% of the funding for a project, which benefits the broader regional service area, or \$3,675,000.

Seek legislative relief for cities impacted by District Court's order

In 2018, the District Court ruled on a lawsuit against the DNR related to permitting activities that purportedly contributed to the declining water levels of White Bear Lake; the City was an intervening party on the side of the defendants. The District Court ruled in favor of the plaintiffs; this ruling was appealed to the Court of Appeals and ultimately heard by the Minnesota Supreme Court, which remanded the case back to the Court of Appeals to be heard within application of the MERA statute. Ultimately, the Court of Appeals upheld the district court's ruling and subsequent Order. Included in this Order is the requirement that a total residential watering ban be enforced when the lake level drops below 923.5 feet, and to continue until the lake has reached an elevation of 924 feet. The average lake level, as recorded since 1924, is 923.14, which is below the defined threshold. Furthermore, if this ban had been in place, no residential watering would have been allowed between for ten (10) years between 2006 – 2016.

Identify funding to assist with East Goose Lake water quality management projects

East Goose Lake is located in the VLAWMO watershed at the head of tributaries flowing into Lambert Creek, which lead directly into Vadnais Lake. Goose Lake is on the State Impaired Waters list due to high nutrients. Studies show that internal loading is the main reason for the lake's impairment, which has been caused by the historical discharge (1930s-60s) and the lake's modification from a wetland into a lake due to construction of Highway 61, which cut through the middle of the wetland. Water quality data and lake response models show that the required total phosphorus load reductions to meet state standards in the lakes is 91% reduction in East Goose Lake. A combination of internal load management and reduction of phosphorus from watershed runoff will be required to meet phosphorus load reduction goals. To meet these watershed load reductions, a mix of costly capital projects and land-use based BMPs will be necessary.

Identify a funding mechanism for management of contaminated storm water pond dredging materials

Stormwater ponds were typically built to control runoff rates to minimize downstream flooding and erosion. These ponds are now also viewed as a mechanism to capture and settle pollutants. Many stormwater ponds are 20 years and older and continue to fill with sediment and other pollutants. Polycyclic Aromatic Hydrocarbons (PAH) are pollutants found in driveway sealants that have run off and accumulated in stormwater ponds, which has become a major concern. The MPCA requires testing of all stormwater pond sediment prior to removal from any pond, and then disposed of accordingly based on contamination level. It typically costs up to two to three times more to dispose of sediment contaminated with PAHs, which must be trucked to a hazardous materials landfill. White Bear Lake was not directly responsible for this contamination, however is responsible for the additional costs of its removal and disposal. Funding to cover the additional cost to dispose of the contaminated material should be considered.

Seek expansion of opportunities for homeownership and wealth building investment

As White Bear Lake braces for continued growth in real estate values, the opportunities for entry-level homeownership opportunities are extremely limited. The new residential products developed in the City over the past decade reflect record high construction costs and have been

exclusively market rate rental with the monthly rents out of reach for many individuals and families working in our community. The legislature should explore various ways to create affordable homeownership opportunities, perhaps through incentives to encourage the conversion of NOAH (naturally occurring affordable housing) properties from rental to condominium ownership models. The current landlords would likely require a tax or other financial incentive to move the properties from their income property portfolios to the “for sale” market. Protections must be provided to ensure the property infrastructure is upgraded to comply with current Building Code requirements {so that Homeowner Associations are not left with unanticipated expenses to repair costly building systems}. The aim would be to create wealth-building opportunities for working individuals and families with income levels of 60 to 100% AMI who may be employed by White Bear Lake businesses but without such a program cannot afford to own a home within the City.

Support statewide licensure for Massage Therapists

Minnesota, Vermont and Wyoming are the only states that do not regulate Massage Therapy. By 2016, many MN cities created their own massage business regulations in an effort to combat a growing influx of criminal activity associated primarily with out of state applicants who were unable to be licensed in other states. Today the issues are:

- Practitioners desire statewide licensure for consistency. Many work for hospitals and travel to a variety of cities to provide therapeutic massage to their clients. Under the current system, the practitioner must reach out to each MN city in which they have a client and become licensed in that city in order to service that client. This is time consuming, costly and difficult to manage, especially over the long term.
- Cities desire statewide licensure for consistency as well. Under the current system, it is easy for bad players to move around from city to city to avoid being caught in sex trafficking activities. Background checks are time consuming as many therapist do not disclose all past employment if they run into an issue in one city. Statewide licensure would provide a consistent level of education and experience for all practitioners in the field. With one central hub regulating massage licenses, it will be much easier to follow up and track complaints.
- Clients of massage therapists should also desire statewide licensure to ensure a consistent standard of practice is followed in the field. Professional licensing at a statewide level ensures a statewide standard rather than a patchwork of various city declared standards.

Support legislation to allow Chief Law Enforcement Officers access to the National Criminal History Database

The Police Department currently does not have the ability to utilize the resources of the National Criminal History database to conduct background investigations for certain business licenses or certain employment background investigations. This has hindered the department's ability to conduct a thorough background check to ensure the candidate is suitable for licensing as staff is currently only able to search through a statewide database. If an applicant has lived or worked outside of Minnesota, some of this history is unavailable to staff when conducting the background check. Legislation is being introduced to allow Chief Law Enforcement Officers access to the resources of the National Criminal History Database.



City of White Bear Lake
Engineering Department

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: January 26, 2021

Subject: **Receiving Feasibility Report and Ordering Public Hearing for the Proposed 2021 Pavement Rehabilitation Project
City Project Nos. 21-01, 21-06 & 21-13**

BACKGROUND

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, 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.

As with all infrastructure, bituminous pavement requires periodic maintenance and repair. 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.

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 thin 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.

A typical asphalt pavement preservation strategy includes seal coating at 5-7 years, again at 12-14 years, then mill & overlay at 20-25 years.

A mill and overlay project consists of milling (grinding) off 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.

A full pavement replacement project consists of removal of the full depth of the existing deteriorated pavement, re-grading the existing gravel base, and constructing new pavements.

These types of projects extend the length of time required between street reconstructions. The City will need to increase the use of this pavement rehabilitation practice in order to maintain the serviceability of its pavement infrastructure.

SUMMARY

The Engineering Department has prepared a Feasibility Report for a proposed 2021 Street Rehabilitation Project. These streets included in the Pavement Rehabilitation Project have deteriorating asphalt wear courses but the base course and gravel base are in good condition. The streets can be improved by replacing the asphalt wearing course (mill & overlay). The streets included in the 2021 Pavement Rehabilitation Project include:

- **Birch Lake Avenue** (from Otter Lake Road to Fourth Avenue)
- **Elm Street** (from Fair Oaks Drive to Willow Lane)
- **Fair Oaks Drive** (from Elm Street to Savannah Avenue)
- **Fair Oaks Court** (from Fair Oaks Court to Fair Oaks Drive)
- **Savannah Avenue** (from Elm Street to End Cul-De-Sac)
- **Fifth Street** (from Cook Avenue to Stewart Avenue)
- **Sixth Street** (from Banning Avenue to Stewart Avenue)

These streets included in the Pavement Rehabilitation Project have deteriorating asphalt wear courses but the gravel bases are in good condition. Furthermore, these streets can be improved by replacing the asphalt wearing course, and adding a non-wearing course (total pavement replacement). The streets included in the 2021 Pavement Rehabilitation Project include:

- **Campanaro Lane** (from Ninth Street to Garden Lane)
- **Garden Lane** (from Woodcrest Road to Georgia Lane)
- **Georgia Lane** (from Ninth Street to Garden Lane)
- **Woodcrest Road** (from Ninth Street to Garden Lane)
- **Lake Hill Circle** (from County Road F to End Cul-De-Sac)
- **Alley** (Between Cook Avenue and Stewart Avenue from 6th Street to 7th Street)

Also being considered for pavement rehabilitation are the parking lots at Matoska Park and Lakewood Hills Park. Costs to complete these parking lots will be evaluated upon receiving bids and evaluating overall project funding.

All streets included in this report have deteriorated to a point where rehabilitation is necessary. The proposed project will consist of either milling or completely removing the existing pavement surface (depending on the area), along with spot repairs of concrete curb and gutter.

The Feasibility Report also includes the proposed assessment rolls which have been prepared for these projects. The proposed assessment rolls prepared for these projects follow the guidelines of the City Assessment Policy and recommendations from our appraisal consultant Daniel E Dwyer Consulting LLC. Special considerations provided for in the policy for irregular shaped lots, large lots, corner lots and cul-de-sac lots have been followed. Other large and commercial lots are under review.

The assessment rates are based upon the City's historical practice of funding 33% of the improvement cost through assessments to property owners and the remaining 67% of the cost by the City.

Based on current improvement cost estimates, the mill and overlay assessment rates would be \$14.78 per assessable foot for residential properties, \$19.33 per assessable foot for apartments and \$23.53 per assessable foot for commercial properties. The corresponding total pavement replacement assessment rates would be \$29.55 per assessable foot for residential properties, \$38.42 per assessable foot for apartments and \$47.29 per assessable foot for commercial properties. Funding for the proposed 2021 street improvement project is detailed in the feasibility report (Appendix E and Appendix F) and is further explained in a memorandum from Finance Director which will be forwarded to the City Council.

PUBLIC IMPROVEMENT PROCESS

The preparation of a Feasibility Report on the proposed 2021 Pavement Rehabilitation Project is part of the formal process that the City Council must follow (in accordance with MN Statute 429) when proceeding with public improvements that include special assessments to property owners as part of the funding source. If the Council desires to proceed with the improvement process, the next step would be to hold a public hearing for property owners to discuss the project directly with the City Council. At a public hearing, the Engineering Department would present an overview of the proposed improvements, the estimated costs and the proposed funding sources. Property owners would have the opportunity to ask questions regarding the proposed improvements and assessments or express concerns about any aspect of the proposed project. Following the public hearing the Council would consider whether or not to proceed with the project and would order the project advertised for bids if it desired to proceed. Once bids are received, the Council would be asked to consider the award of a contract prior to construction starting in the summer.

RECOMMENDED COUNCIL ACTION

Staff recommends that the City Council formally receive the Feasibility Report for the 2021 Pavement Rehabilitation Project and order public hearing on such improvements for February 23, 2021.

ATTACHMENTS

Resolution

*Feasibility Report: Found on the website under Engineering, 2021 Street Improvement Projects.
https://www.whitebearlake.org/sites/default/files/fileattachments/engineering/page/7365/feasibility_report_proj_no._21-01.pdf

*Hard copies of the Feasibility Report are available upon request.

RESOLUTION NO.:

**A RESOLUTION RECEIVING FEASIBILITY REPORT
AND ORDERING PUBLIC HEARING FOR THE
2021 PAVEMENT REHABILITATION PROJECT
CITY PROJECT NOS. 21-01, 21-06 & 21-13**

WHEREAS, PURSUANT TO City Council direction on October 27, 2020, a Feasibility Report has been prepared by the Engineering Department with reference to the 2021 Pavement Rehabilitation Project, the improvement of:

- Campanaro Lane between Ninth Street and Garden Lane
- Garden Lane between Woodcrest Road and Georgia Lane
- Georgia Lane between Ninth Street and Garden Lane
- Woodcrest Road between Ninth Street and Garden Lane
- Birch Lake Avenue between Otter Lake Road and Fourth Avenue
- Elm Street between Fair Oaks Drive and Willow Avenue
- Fair Oaks Drive between Elm Street and Savannah Avenue
- Fair Oaks Court between Fair Oaks Drive and end of cul-de-sac
- Savannah Avenue between Elm Street and end of cul-de-sac
- Lakehill Circle between County Road F and end of cul-de-sac
- Fifth Street between Cook Avenue and Stewart Avenue
- Sixth Street between Banning Avenue and Stewart Avenue
- Alley between Cook Avenue and Stewart Avenue from 6th Street to 7th Street

and this report was received by the City Council on January 26, 2021.

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The council will consider the improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated cost of the improvement of \$2,240,000.
2. Public hearing shall be held on such proposed improvement on the 23th day of February, 2021, in the City Council Chambers of the City Hall at 7:00 p.m., and the Engineering Department shall give mailed and published notice of such hearing and improvement as required by law. PLEASE NOTE, due to COVID-19, the public hearing may be conducted via telephone or other electronic means as allowed under Minnesota Statutes, Section 13D.021.

Please find detailed meeting information on the City's website at www.whitebearlake.org/ or call the city clerk at 651-429-8508 to learn how to attend the public hearing via telephone or electronically.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

CITY OF WHITE BEAR LAKE
ENGINEERING DEPARTMENT

FEASIBILITY REPORT
for the
2021 PAVEMENT REHABILITATION PROJECT

January 21, 2021



City of White Bear Lake
Engineering Department
4701 Highway 61
White Bear Lake, MN 55110



FEASIBILITY REPORT
for the
2021 PAVEMENT REHABILITATION PROJECT

CITY PROJECT NOS. 21-01, 04, 06, & 13

Campanaro Lane / Garden Lane / Georgia Lane / Woodcrest Road /
Birch Lake Avenue / Elm Street / Fair Oaks Court / Fair Oaks Drive /
Savannah Avenue / Lakehill Circle / Fifth Street / Sixth Street
Alley #1 / Lakewood Hills Park Parking Lots / Matoska Park Parking Lots

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.



Paul Kauppi, P.E.
License No. 41291

January 21, 2021

Date

City of White Bear Lake
Engineering Department
4701 Highway 61
White Bear Lake, MN 55110
Phone: 651-429-8531
Fax: 651-429-8500

TABLE OF CONTENTS

	Page
I. INTRODUCTION	1
II. PROJECT SCOPE	3
III. FUTURE STREET REHABILITATION PLAN	4
IV. EXISTING CONDITIONS	4
A. Storm Sewer	4
B. Street and Alley Pavements	5
C. City Park Parking Lot Improvements	6
V. PROPOSED IMPROVEMENTS	6
A. Storm Sewer Drainage Improvements	6
B. Street and Alley Improvements	6
C. City Park Parking Lot Improvements	7
VI. PERMITS	8
VII. PUBLIC INFORMATIONAL MEETING	9
VIII. ESTIMATED PROJECT COSTS	9
IX. FINANCING AND ASSESSMENTS	10
X. PROJECT SCHEDULE	12
XI. FEASIBILITY, NECESSITY AND COST-EFFECTIVENESS	13
XII. CONCLUSION	13

APPENDICES

- Appendix A - Memo and City Council Resolution No. 12653 Ordering Feasibility Report
- Appendix B - Public Improvement Process Flow Chart
- Appendix C1 - Memo Establishing a Mill & Overlay Program
- Appendix C2 - Memo and City Council Resolution No. 10836 Amending City's Special Assessment Policy
- Appendix D - Letters Announcing Project November 24th, 2020 in lieu of Informational Meeting due to COVID-19 pandemic
- Appendix E - Project Financing Summary
- Appendix F - Preliminary Assessment Rolls for 21-01, 21-06, and 21-13
- Appendix G - Sample Assessment Breakdowns
- Appendix H - Local Improvement Guide (City Assessment Policy)

EXHIBITS

- Exhibit 1 - 2021 Pavement Condition Map
- Exhibit 2 - Street Rehabilitation Map, City Project 21-01
- Exhibit 3 - Matoska Park Parking Lot Rehabilitation Map, City Project 21-04
- Exhibit 4 - Lakewood Hills Park Parking Lot Rehabilitation Map, City Project 21-04
- Exhibit 5 - Pavement Rehabilitation Map, City Project 21-06
- Exhibit 6 - Pavement Rehabilitation Map, City Project 21-13
- Exhibit 7 - Pavement Rehabilitation Map, City Project 21-13
- Exhibit 8 - Pavement Rehabilitation Map, City Project 21-13
- Exhibit 9 - Typical Street Cross Sections, City Project 21-01
- Exhibit 10 - Typical Street Cross Sections, City Project 21-06
- Exhibit 11 - Typical Alley & Street Cross Sections, City Project 21-13
- Exhibit 12 - Typical Street Cross Sections, City Project 21-13
- Exhibit 13 - Typical Street Cross Sections, City Project 21-13
- Exhibit 14 - Non-Motorized Transportation Plan

I. INTRODUCTION

The City of White Bear Lake is continuing to improve and monitor the condition of its 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 80 miles – or 95 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 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 and overlaying to total pavement replacement. Mill and overlay 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 new asphalt layers. As streets 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 2021 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, rehabilitation, 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 2021 Pavement Rehabilitation 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 **2021 Pavement Rehabilitation Project**, are shown in **Exhibits 2 - 8**, as well as City Park parking lots at Matoska Park and Lakewood Hills Park:

- **Campanaro Lane** (from Ninth Street to Garden Lane)
- **Garden Lane** (from Woodcrest Road to Georgia Lane)
- **Georgia Lane** (from Ninth Street to Garden Lane)
- **Woodcrest Road** (from Ninth Street to Garden Lane)

2021 Street Rehabilitation Project 21-01



Total Pavement Replacement

- **Birch Lake Avenue** (from Otter Lake Road to Fourth Avenue)

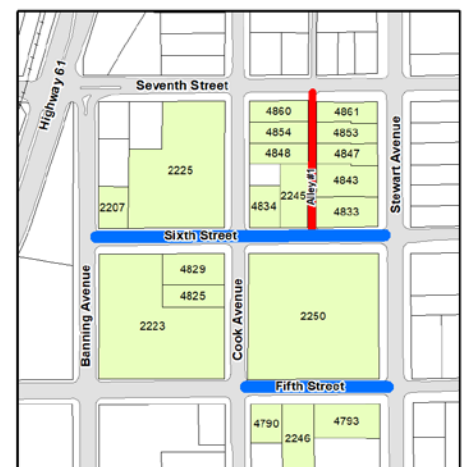
2021 Street Rehabilitation Project 21-06



Mill & Overlay

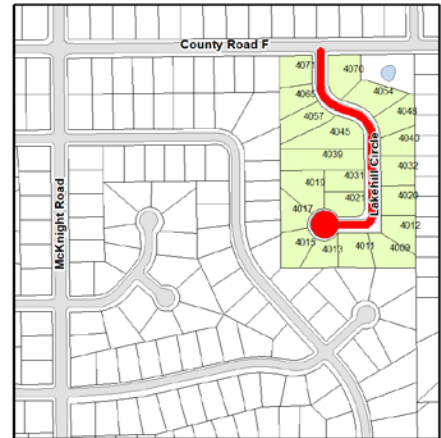
- **Alley #1** (from Sixth Street to Seventh Street)
- **Fifth Street** (from Cook Avenue to Stewart Avenue)
- **Sixth Street** (from Banning Avenue to Stewart Avenue)

2021 Street Rehabilitation Project 21-13



Mill & Overlay
 Alley Reconstruction

2021 Street Rehabilitation Project 21-13



- **Lakehill Circle** (from County Road F to end cul-de-sac)

— Total Pavement Replacement



- **Elm Street** (from Fair Oaks Drive to Willow Avenue)
- **Fair Oaks Drive** (from Elm Street to Savannah Avenue)
- **Fair Oaks Court** (from Fair Oaks Drive to end cul-de-sac)
- **Savannah Avenue** (Elm Street to end cul-de-sac)

On October 27, 2020, the City Council adopted Resolution No. 12653, ordering preparation of this Feasibility Report for the streets listed above. A copy of the memo and resolution are included in **Appendix A**.

If the Council decides to proceed with these utility and street improvements, the next step in the public improvement process (**Appendix B**) would be to conduct a formal public improvement hearing. If the City Council were to order a public hearing at its January 26, 2021 meeting, the hearing could be conducted on February 23, 2021.

II. PROJECT SCOPE

The scope of this report is to analyze the proposed streets 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 STREET 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 C1 & C2** are memos to the City Council from April 7, 2011 and April 21, 2011 regarding establishment of a Mill and 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 and 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 and 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 the next 3 to 5 years before the street reconstruction program is completed and we are primarily undertaking mill and overlay projects. In 2021, the City’s Engineering Department does not plan on reconstructing any of the City streets. Due to COVID-19, revenue shortfalls and basic uncertainty, 2021 will be a good year to maintain what we have and start planning for the City’s 2022 Street Reconstruction Project. Looking forward, the City owned Parking Lots and the Streets in Downtown White Bear Lake are on our plan for reconstruction in the near future. In the current economic climate, we are recommending that these projects are postponed until 2023 & 2024.

IV. EXISTING CONDITIONS

The streets included in the proposed 2021 Pavement Rehabilitation Project are deteriorating and in need of pavement rehabilitation as well as minor curb and gutter, sidewalk and 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 and Alley Pavements

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

Streets proposed for rehabilitation in 2021 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 alley is just a collection of thin patching and seal coats. The pavements have been maintained by the City through a regular patching and seal coating program, but the alley pavement is now near the end of its useful life.

The project maps are shown in **Exhibits 2-8**.

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

STREET	SEGMENT	EXISTING WIDTH (Face – Face)	ORIGINAL CONSTRUCTION YEAR
Campanaro Lane	Ninth Street to Garden Lane	32 feet	1979
Garden Lane	Woodcrest Road to Georgia Lane	32 feet	1979
Georgia Lane	Ninth Street to Garden Lane	32 feet	1979
Woodcrest Road	Ninth Street to Garden Lane	32 feet	1979
Birch Lake Avenue	Otter Lake Road to Fourth Avenue	32 feet	2001
Fifth Street	Cook Avenue to Stewart Avenue	32 feet	1993
Sixth Street	Banning Avenue to Stewart Avenue	32 feet	1993
Lakehill Circle	County Road F to end cul-de-sac	32 feet	1980
Elm Street	Fair Oaks Drive to Willow Avenue	32 feet	1998
Fair Oaks Court	Fair Oaks Drive to end cul-de-sac	32 feet	1998
Fair Oaks Drive	Elm Street to Savannah Avenue	32 feet	1998
Savannah Avenue	Elm Street to end cul-de-sac	32 feet	1998
Alley	Sixth Street to Seventh Street	10 feet	Circa 1920

C. City Park Parking Lot Pavements

The bituminous parking lot pavements in these proposed projects have been maintained by the City through a regular patching and seal coating program, but some of the pavements are now at the end of their useful life, others are just in need of a mill and overlay. These pavements are cracking and exhibiting general pavement failures which can be substantially corrected with a milling and overlaying process, or a total pavement replacement 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 the City's sewer funds.

B. Street & Alley Improvements

The proposed 2021 Pavement Rehabilitation Project consists of 2 methods of pavement rehabilitation:

1. Mill & Overlay consists of milling the existing top layer of deteriorated pavements, construction of new pavements, and spot repair of damaged curb sections. All roads were originally constructed with a 2% crown. Through the years the crowns of the roads today can be anywhere from 1% - 2%. The City's Engineering Department plans on increasing the crown to 2.5% - 3.0%. This will decrease the time that the moisture is on the "mat" (black top surface) and increase the life of the pavement. No changes to the curb line are proposed, therefore the street widths will remain unchanged. Although the top 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.
2. Total Pavement Replacement consists of removal of the full depth of the existing deteriorated pavements, re-grading the existing Class 5,

construction of new pavements, and spot repair of damaged curb sections. In some cases additional excavation, and adding gravel will have to take place to ensure we have a proper “engineered section”. All roads were originally constructed with a 2% crown. Through the years the crowns of the roads today can be anywhere from 1% - 2%. The City’s Engineering Department plans on increasing the crown to 2.5% - 3.0%. This will decrease the time that the moisture is on the “mat” (black top surface) and increase the pavements life. No changes to the curb line are proposed, therefore the street widths will remain unchanged.

3. Alley Reconstruction consists of removal of existing deteriorated pavements and construction of new bituminous pavements and 6 inches of Class 5. Additional storm sewer will be constructed to improve drainage in the alley.

Typical street cross sections are shown on **Exhibits 9-13**

C. Parking Lot Improvements

The proposed parking lot projects for the 2021 Pavement Rehabilitation Project consists of 2 separate parking lots:

1. Matoska Park Parking Lot

- Built in 1989 the pavement on the south side of Central Avenue (Island Road) is surrounded by existing B618 curb that’s top layer is in poor condition. On this portion of the parking lot it is anticipated that a full pavement replacement is necessary. On the North Portion (Boat Turnarounds) the City’s Engineering Department recommends replacing the pavement closest to the lake with Concrete. See **Exhibit 3**

2. Lakewood Hills Park Parking Lot

- The original parking lot was built between 1953 & 1974, but added on to in 1988. The pavement is in fair condition. For this parking lot it is anticipated that a full pavement replacement depth in the area of the entire parking lot. The City’s Engineering Department also plans on updating the existing handicap stalls up to current ADA standards, anticipating a future all abilities play ground on the South Side of Lot. The entrance to Lakewood Hills Park is also long overdue to be fixed. Due to the popularity of the park, if the City Council plans to go forward with the project, we anticipate closing the park entrance for one week during the Spring or Fall of 2021. See **Exhibit 4**.

D. Sidewalk Improvements

The existing sidewalks throughout the proposed projects are generally in good condition, but the pedestrian ramps will be updated and reconstructed to current ADA standards as part of this project. In addition to new pedestrian ramps, existing sidewalk panels that are cracked or shifted will be removed and replaced on these City Projects.

E. Proposed Mixed Use Trail Improvement

City's 2040 Comprehensive Plan contains a map of existing and proposed sidewalks and trails (see **Exhibit 14** – 2040 Comprehensive Plan Map “Non-Motorized Transportation Plan”). The intent of the proposed routes indicated on this map is to connect to places of pedestrian activity such as parks and schools. It is important to build facilities not only for today, but for the future of our community.

As part of the 2021 Pavement Rehabilitation Project, consideration has been given to the addition of two mixed use trails. The Engineering Department has given consideration to the inclusion of these proposed mixed use trails as follows:

1. Birch Lake Avenue Trail: Birch Lake Avenue is currently 32 feet wide. There is an existing 5 foot wide sidewalk on the north side of the street from Krech Avenue to Bald Eagle Avenue, and a 5 foot sidewalk on the south side of the street, from Otter Lake Road to Bald Eagle Avenue. There is an 8 foot parking lane on the north side of the street with two 11 foot driving lanes. Parking is heavily used by the school and church along this segment. The long term goal is to install this “trail”. This future proposed trail will connect to the future around the lake trail at Birch Lake, which connects to the County Road 96 Regional Trail. On the East Side it will tie into the existing 8 foot wide off road trail. Cyclists can safely travel on Bald Eagle Avenue from Eugene Street to County Road 96 to the access the County Road 96 Regional Trail and the Around the Lake (White Bear Lake) Trail (Lake Links). We recommend that the trail be constructed at a later date.
2. Willow Marsh Preserve Trail: The proposed trail is from a point on Fair Oaks Drive to a point on Savannah Avenue along City Property to connect to existing sidewalks. This proposed trail would ultimately connect the future Bruce Vento trail along the Railroad Property. The City's Engineering Department recommendation is to build this at the same time that the Bruce Vento Trail is extended along the Rail Road Right of Way. It will be more cost effective to build at the same time as Ramsey County's Regional Trail.

VI. PERMITS

All project areas are pavement rehabilitation projects that are completely within City Right of Way or Easements. There are no MPCA or Watershed permits necessary. Birch Lake Avenue, Campanaro Lane, Georgia Lane, Lakehill Circle, and Woodcrest Road and will require Ramsey

County Right of Way permits. The reconstruction of the Matoska Park parking lot may require a DNR permit. City Staff is in communication with the DNR and will pull a permit if necessary.

VII. PUBLIC INFORMATIONAL MEETING

Much of the city's workforce continues to conduct City of White Bear Lake business from remote locations, with some city services available by appointment and many available online. Essential staff such police, fire, emergency medical response, and public works remain on duty and continue to serve the community.

Conditions in Minnesota surround the COVID-19 (Coronavirus) pandemic continue to be dynamic. As the situation evolves and when appropriate, the City of White Bear Lake is employing a phased reopening strategy based upon guidance from state health officials.

Due to the relatively non-intrusive nature and short duration of this project, City staff has decided to forgo the usual Public Informational Meeting. A letter introducing the project was mailed on November 24, 2020. A copy of this letter is included in **Appendix D**.

In the letters, the Engineering Department discussed details of the proposed project, financing methods, special assessment procedures, and answered potential questions and concerns about the project. The letter also directed residents to visit the City's webpage where the outline and a Power Point presentation are posted.

Questions and concerns will continue to be heard throughout the public involvement process and incorporated in the design of the project as necessary. All affected homeowners are encouraged to call the City's Engineering Department to get their questions answered, and concerns addressed.

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 10% contingency) is **\$2,202,000**. 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
2021 PAVEMENT REHABILITATION PROJECT COST ESTIMATE

Street Improvements	\$ 1,100,000
Storm Sewer	\$ 40,000
Watermain Improvements	\$ 30,000
Alley	\$ 35,000
Parking Lots	<u>\$ 545,000</u>
Construction Cost	\$ 1,750,000
10% Contingency	\$ 175,000
18% Engineering, Legal, Fiscal	<u>\$ 315,000</u>
Total Project Improvement Cost	\$ 2,240,000

IX. FINANCING AND ASSESSMENTS

The improvements discussed in this report for the 2021 Street 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 E** 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 2021 project costs and the City's practice of assessing approximately one third of the project cost to the benefitting properties.

The City's Assessment Policy provides that assessments will only pay for 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 at the Public Assessment Hearing this fall. 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 C1 & C2** 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%
Birch Lake Ave →	20	69%
	21	75.4%
Fair Oaks Ct & Dr, Elm St, & Savannah Ave →	22	81.8%
	23	88.2%
	24	94.6%
	25	100%
		← All other streets are 25+ years old

The Mill & Overlay assessment rates are proposed to be set at a rate of \$14.78 per assessable foot for residential properties, \$19.33 for townhomes/apartment property and \$23.53 for commercial properties. The total pavement replacement assessment rates are proposed to be set at a rate of \$29.55 per assessable foot for residential properties, \$38.42 for townhomes/apartment property and \$47.29 for commercial properties. Streets included in the 2021 project were last constructed between 1979 and 2001. Birch Lake Avenue was built in 2001 and will be assessed 69% of the rate. Fair Oaks Court, Fair Oaks Drive, Elm Street and Savannah Avenue were built in 1998, and will be assessed 88.2% of the rate. All other streets on this project will be assessed 100% of the rate. It is anticipated that alley properties will be assessed 80% of the alley cost, which was the practice in 2018 & 2019. Properties abutting the alley will be assessed on an each basis, not per assessable foot. The assessment for each property abutting the alley is anticipated to be \$2,300.

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 Rolls in **Appendix F** of this report. The assessment spreadsheets indicate the owner,

the address of the property, the assessable footage of the property and the anticipated amount of the proposed assessment.

After the Assessment hearing in the fall, property owners will have 30 days to pay any portion up to the full amount of the Assessment payable to the City of White Bear Lake. The remainder of the balance will be forwarded to Ramsey County and be collected on the property owners' property taxes over the next 10 to 15 years. 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 G**.

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 H**.

X. PROJECT SCHEDULE

The anticipated project schedule is as follows:

PROPOSED 2021 PAVEMENT REHABILITATION PROJECT SCHEDULE

City Council orders Feasibility Report	October 27, 2020
City Council receives Feasibility Report	January 26, 2021
City Council sets date for Public Improvement Hearing	January 26, 2021
City Council holds Public Improvement Hearing	February 23, 2021
City Council approves Plans and Specifications and City Council authorizes Advertisement for Bids	February 23, 2021
Bids Opened	March 25, 2021
City Council awards Bid	April 13, 2021
Begin Construction	May 3, 2021
City Council sets date for Assessment Hearing	August 24, 2021
Construction Substantially Complete	August 27, 2021
City Council holds Assessment Hearing	September 21, 2021

XI. FEASIBILITY, NECESSITY AND COST-EFFECTIVENESS

The proposed improvements included in the 2021 Pavement 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 the 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. 12653 ORDERING FEASIBILITY REPORT



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: October 27, 2020

Subject: **Feasibility Report for Proposed 2021 Mill & Overlay Project**
City Project Nos. 21-01, 21-04, 21-06, & 21-13

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 2020 street reconstruction project, the City has reconstructed over 92% of its streets (79 miles) which leaves just under 7 miles remaining to be improved to current engineering standards.

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 can show signs of wear more 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 & overlay program is starting now even though we have not yet completed the street reconstruction program (approximately 8% or 7 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 the next 4-6 years before the street reconstruction program is completed as we are continuing to undertake mill and overlay projects.

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 2021 Street Reconstruction is highlighted in the color blue on the Proposed Street Projects 2021 Map included with this memo. This includes one alley to be reconstructed as part of the 2021 Project.

Similar to the Street Reconstruction Program, each year the City Council will need to select streets, and occasionally City owned parking lots, 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 2021 Mill & Overlay Project is highlighted in the color red on the Proposed Street Projects 2021 Map included with this memo.

Based upon our analysis, the following are recommended to the City Council for inclusion in a Feasibility Report for the 2021 Mill & Overlay Project:

21-01 Streets being considered:

Campanaro Lane
(Ninth Street to Garden Lane)

Garden Lane
(Woodcrest Road to Georgia Lane)

Georgia Lane
(Ninth Street to Garden Lane)

Woodcrest Road
(Ninth Street to Garden Lane)

21-04 City Parking Lots being considered:

Matoska Park (Parking Lot off of Lake Avenue)

Lakewood Hills Park (Parking Lot off of Orchard Lane)

21-06 Streets being considered:

Birch Lake Avenue
(Otter Lake Road to Fourth Avenue)

21-13 Streets being considered:

Elm Street

(Fair Oaks Drive to Willow Avenue)

Fair Oaks Drive

(Elm Street to Savannah Avenue)

Fair Oaks Court

(Fair Oaks Drive to End Cul-De-Sac)

Lake Hill Circle

(County Road F to End Cul-De-Sac)

Savannah Avenue

(Elm Street to End Cul-De-Sac)

Fifth Street

(Cook Avenue to Stewart Avenue)

Sixth Street

(Banning Avenue to Stewart Avenue)

Alley

(Between Cook Avenue & Stewart Avenue
from 6th Street to 7th Street)

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 2021 will be reviewed in consultation with the City's appraisal consultant to ensure the proposed assessments are fair, uniform, and provide benefit in the amount of the proposed assessments. We have asked the appraiser to specifically look at the large and irregular shaped parcels. A copy of the appraisal report will be provided to the City Council when complete.

RECOMMENDED COUNCIL ACTION

Staff recommends that the Council adopt the resolution and order the preparation of Feasibility Reports for the 2021 Mill & Overlay Project.

ATTACHMENTS

Resolution

Proposed Street Projects 2021 Map

RESOLUTION NO.: 12653

**RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT
FOR THE 2021 MILL & OVERLAY PROJECT**

CITY PROJECT NOs. 21-01, 21-04, 21-06 & 21-13

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 one Alley (between Cook Avenue & Stewart Avenue from 6th Street to 7th Street) by installation of utility, storm sewer improvements and 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 Campanaro Lane (from Ninth Street to Garden Lane), Garden Lane (from Woodcrest Road to Georgia Lane), Georgia Lane (from Ninth Street to Garden Lane), Woodcrest Road (from Ninth Street to Garden Lane), Birch Lake Avenue (from Otter Lake Road to Fourth Avenue), Elm Street (from Fair Oaks Drive to Willow Avenue), Fair Oaks Drive (from Elm Street to Savannah Avenue), Fair Oaks Court (from Fair Oaks Drive to End Cul-De-Sac), Lake Hill Circle (from County Road F to End Cul-De-Sac), Savannah Avenue (from Elm Street to End Cul-De-Sac), Fifth Street (from Cook Avenue to Stewart Avenue), and Sixth Street (from Banning Avenue to Stewart Avenue) 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.

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

Ayes: Biehn, Edberg, Engstran, Jones, Walsh
Nays: None
Passed: October 27, 2020



Jo Emerson, Mayor

ATTEST:

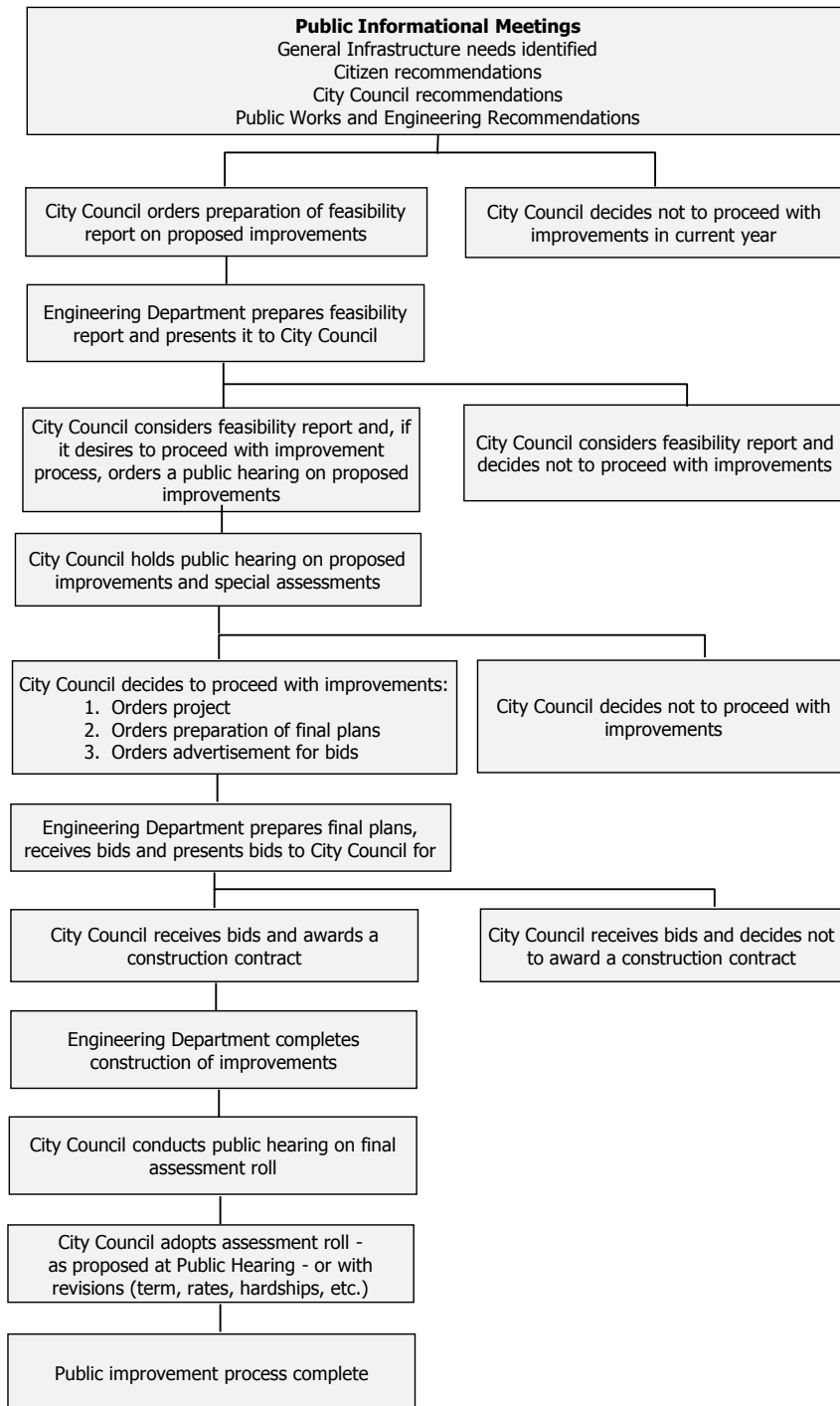


Kara Coustry, City Clerk

APPENDIX B

PUBLIC IMPROVEMENT PROCESS FLOW CHART

City of White Bear Lake Public Improvement Process



APPENDIX C1

MEMORANDUM ESTABLISHING A MILL & OVERLAY PROJECT



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.

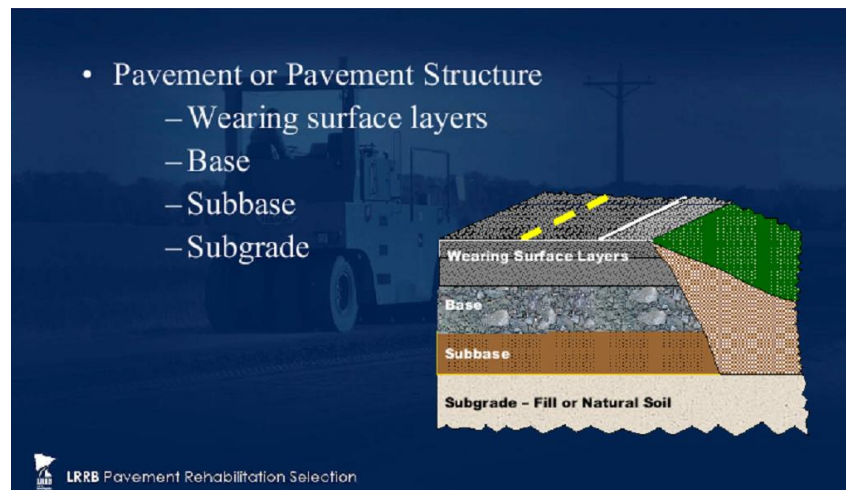
The City's current Pavement Management Program consists of a range of techniques from patching, crack sealing, sealcoating, miscellaneous concrete curb and gutter repair and replacement to full reconstruction of deteriorated streets. With this program the City has been able to maintain its pavements 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

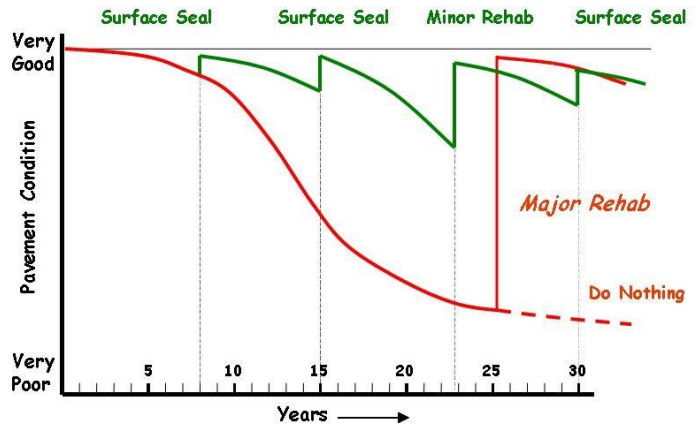


section (usually in two or more layers, the upper most being referred to as a wearing course). When a street has been designed and constructed with these components, it can be expected to last for 20 to 25 years if it receives appropriate and timely routine maintenance throughout this life span. At the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

APPENDIX C2

MEMORANDUM 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 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:

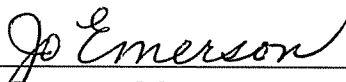
1. The City's Assessment Policy is hereby updated as of April 26, 2011.
2. This resolution is incorporated into the Assessment Policy as Appendix "D".
3. The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting 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 D

LETTER INTRODUCING 2021 CITY PROJECTS



2021 PAVEMENT REHABILITATION PROJECT

November 24, 2020

RE: Proposed 2021 Pavement Rehabilitation Project
City Project No. 21-01, 21-06 and 21-13

Dear Property Owners:

During the 2021 construction season, the City of White Bear Lake is considering:

Mill & Overlay (CP 21-06 & 21-13):

- Birch Lake Avenue (from Otter Lake Road to Fourth Avenue)
- Elm Street (from Fair Oaks Drive to Willow Lane)
- Fair Oaks Drive (from Elm Street to Savannah Avenue)
- Fair Oaks Court (from Fair Oaks Drive to End Cul-de-sac)
- Savannah Avenue (from Elm Street to End Cul-de-sac)
- Fifth Street (Cook Avenue to Stewart Avenue)
- Sixth Street (Banning Avenue to Stewart Avenue)

The mill and overlay process consists of milling (grinding) the upper layer (wearing course) of bituminous from the street, replacing select damaged sections of curb and placing a new wearing course layer of bituminous pavement.

Total Pavement Replacement (CP 21-01 & CP 21-13):

- Campanaro Lane (from Ninth Street to Garden Lane)
- Garden Lane (from Woodcrest Road to Georgia Lane)
- Georgia Lane (from Ninth Street to Garden Lane)
- Woodcrest Road (from Ninth Street to Garden Lane)
- Lake Hill Circle (from County Road F to End Cul-De-Sac)

The total pavement replacement process consists of removing all of the bituminous from the street, re-grading existing gravel, replacing select damaged sections of curb and placing a new non-wearing course layer and a wearing course layer of bituminous pavement.

Alley Reconstruction (CP 21-13):

- Alley between Cook Avenue and Stewart Avenue, from Sixth Street and Seventh Street

The alley reconstruction consists of pavement removal, minor storm sewer installation, earthwork, new gravel, and two (2) lifts of bituminous pavement.

The projects would be undertaken in the summer of 2021 if approved by the City Council. The City usually holds a public informational meeting to introduce the project and answer any questions, however, due to meeting restrictions for COVID-19, we will be doing all communications electronically or by mail. Please see attached project outline on what to expect during this project and how to access online information.

The attached and online material will provide you with information on the proposed improvements, how they may impact your property and how street rehabilitation projects are funded and financed. We would like to receive comments regarding the project from residents and will provide further information on construction.

The City finances street rehabilitation projects with a combination of City funding sources and assessments to property owners. The City assesses approximately one-third of the project cost to benefitted property owners. In 2021 the typical proposed assessments are to be approximately **\$1,200 per 80-ft lot for mill and overlay, \$2,400 per 80-ft lot for total pavement replacement, and \$2,400 per lot for alley reconstruction.** Exact amounts will be available at a later date as staff completes the project feasibility study.

Note: Assessments will be based on the City's assessment policy and are based on actual lot size and location. Commercial and Apartment assessments are also being reviewed. Assessment benefit will be confirmed through a review by an independent property appraiser.

If you have any questions or 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 City of White Bear Lake, Engineering Department, 4701 Highway 61, White Bear Lake, MN 55110

Following State Statute 429 and the City's Public Improvement Process, the anticipated project schedule is as follows:

- Accept the Feasibility Report Order the Public Improvement Hearing – January 26, 2021
- Hold the Public Hearing & Authorize Advertisement for Bids – February 23, 2021
 - At this meeting, City Council can order the proposed improvements and allow the City to advertise for bids for the project. You will receive formal notice of this public hearing.
- City Council awards the construction contract – April 13, 2021
- Construction – Approximately May until September.
- Assessment Public Hearing – September 2021
 - At this meeting, City Council can adopt the assessment roll. You will receive formal notice of the public hearing.

The Engineering Department staff are available to answer your questions or meet with you to review any portion of the proposed project. In addition, the information typically presented at the informational 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**”). Information will be posted as it becomes available so check back frequently.

Sincerely,



Paul Kauppi, P.E.
Public Works Director/City Engineer

APPENDIX E

PROJECT FINANCING SUMMARY

2021 PAVEMENT REHABILITATION PROJECT

PROJECT FINANCING SUMMARY

IMPROVEMENT COSTS:

	CONSTRUCTION COST
Full Depth Pavement/Mill & Overlay	\$ 1,100,000
Storm Sewer	\$ 40,000
Watermain	\$ 30,000
Alley	\$ 35,000
Parking Lots	\$ 545,000
Construction Cost	\$ 1,750,000
10% Contingency	\$ 175,000
18% Engineering, Legal, Fiscal	\$ 315,000
Total Estimated Improvement Costs:	\$ 2,240,000

FUNDING SUMMARY:

SPECIAL ASSESSMENTS TO PROPERTY OWNERS:

Street Assessments	\$ 460,000
Alley Assessments	\$ 20,000
Estimated Special Assessments	\$ 480,000

CITY FUNDS: (Costs Include 18% Engineering, Legal, & Fiscal Costs & 10% Contingency)

Community Reinvestment Fund	\$ 113,000
Bonding	\$ 1,647,000
Estimated City Funds:	\$ 1,760,000

TOTAL MILL & OVERLAY PROJECT FUNDING

(not counting Parking Lots):

Estimated Special Assessments	\$ 480,000	(31%)
Estimated Other Resources	\$ 1,062,000	(69%)
TOTAL	\$ 1,542,000	

APPENDIX F

PRELIMINARY ASSESMENT ROLLS

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-01**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-01**

CREATED: 8/31/2020

UPDATED: 11/17/2020

County Data Current 8/5/2020

ASSESSMENT CODE 93202101

	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	113022430009	25	0 Garden Ln	740.00	100.00	\$2,955.00				\$0.00	\$2,955.00	1
2	113022330036	1	5048 Campanaro Ln	210.40	136.98	\$4,047.76				\$0.00	\$4,047.76	2
3	113022330037	1	5049 Georgia Ln	238.88	127.43	\$3,765.56				\$0.00	\$3,765.56	3
4	113022330038		5048 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	4
5	113022330039		5056 Georgia Ln	100.36	100.00	\$2,955.00				\$0.00	\$2,955.00	5
6	143022220005		5032 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	6
7	143022220006		5040 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	7
8	143022220007		5024 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	8
9	143022220008		5016 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	9
10	143022220009		5008 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	10
11	143022220010		5000 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	11
12	143022220011		4992 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	12
13	143022220012		4984 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	13
14	143022220013		4976 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	14
15	143022220014		4968 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	15
16	143022220015		4960 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	16
17	143022220016	1	4952 Georgia Ln	230.00	67.50	\$1,994.63				\$0.00	\$1,994.63	17
18	143022220017	1	4936 Georgia Ln	235.00	67.50	\$1,994.63				\$0.00	\$1,994.63	18
19	143022220018		4928 Georgia Ln	94.34	94.34	\$2,787.75				\$0.00	\$2,787.75	19
20	143022220019	1	4920 Georgia Ln	235.00	67.50	\$1,994.63				\$0.00	\$1,994.63	20
21	143022220020	1	4921 Georgia Ln	230.00	67.50	\$1,994.63				\$0.00	\$1,994.63	21
22	143022220021		4929 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	22
23	143022220022		4937 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	23
24	143022220023		4945 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	24
25	143022220024		4953 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	25
26	143022220025		4961 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	26
27	143022220026		4969 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	27
28	143022220027		4977 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	28
29	143022220028		4985 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	29
30	143022220029		4993 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	30
31	143022220030		5001 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	31
32	143022220031		5009 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	32
33	143022220032		5017 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	33
34	143022220033		5025 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	34
35	143022220034		5033 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	35
36	143022220035		5041 Georgia Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	36
37	143022220036		5040 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	37
38	143022220037		5032 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	38
39	143022220038		5024 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	39
40	143022220039		5016 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	40
41	143022220040		5008 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	41
42	143022220041		5000 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	42
43	143022220042		4992 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	43
44	143022220043		4984 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	44

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-01**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-01**

CREATED:	8/31/2020
UPDATED:	11/17/2020

County Data Current 8/5/2020

ASSESSMENT CODE 93202101

	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			
45	143022220044		4976 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	45
46	143022220045		4968 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	46
47	143022220046		4960 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	47
48	143022220047		4952 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	48
49	143022220048		4944 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	49
50	143022220049		4936 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	50
51	143022220050		4928 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	51
52	143022220051	1	4920 Campanaro Ln	230.00	67.50	\$1,994.63				\$0.00	\$1,994.63	52
53	143022220052	1	4921 Campanaro Ln	230.00	67.50	\$1,994.63				\$0.00	\$1,994.63	53
54	143022220053		4929 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	54
55	143022220054		4937 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	55
56	143022220055		4945 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	56
57	143022220056		4953 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	57
58	143022220057		4961 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	58
59	143022220058		4969 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	59
60	143022220059		4977 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	60
61	143022220060		4985 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	61
62	143022220061		4993 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	62
63	143022220062		5001 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	63
64	143022220063		5009 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	64
65	143022220064		5017 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	65
66	143022220065		5025 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	66
67	143022220066		5033 Campanaro Ln	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	67
68	143022220067	1	5041 Campanaro Ln	264.53	141.00	\$4,166.55				\$0.00	\$4,166.55	68
69	143022220068	1	5040 Woodcrest Rd	206.35	136.41	\$4,030.92				\$0.00	\$4,030.92	69
70	143022220069		5032 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	70
71	143022220070		5024 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	71
72	143022220071		5016 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	72
73	143022220072		5008 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	73
74	143022220073		5000 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	74
75	143022220074		4992 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	75
76	143022220075		4984 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	76
77	143022220076		4976 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	77
78	143022220077		4968 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	78
79	143022220078		4960 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	79
80	143022220079		4952 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	80
81	143022220080		4944 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	81
82	143022220081		4936 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	82
83	143022220082		4928 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	83
84	143022220083	1	4920 Woodcrest Rd	230.00	67.50	\$1,994.63				\$0.00	\$1,994.63	84
85	143022220084	1	4921 Woodcrest Rd	215.22	67.61	\$1,997.88				\$0.00	\$1,997.88	85
86	143022220085		4929 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	86
87	143022220086		4937 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	87
88	143022220087		4945 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	88

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-01**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-01**

CREATED: 8/31/2020

UPDATED: 11/17/2020

County Data Current 8/5/2020

ASSESSMENT CODE 93202101

	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			
89	143022220088		4953 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	89
90	143022220089		4961 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	90
91	143022220090		4969 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	91
92	143022220091		4977 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	92
93	143022220092		4985 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	93
94	143022220093		4993 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	94
95	143022220094		5001 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	95
96	143022220095		5009 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	96
97	143022220096		5017 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	97
98	143022220097		5025 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	98
99	143022220098		5033 Woodcrest Rd	80.00	80.00	\$2,364.00				\$0.00	\$2,364.00	99
100	143022220099	1	5041 Woodcrest Rd	116.88	100.00	\$2,955.00				\$0.00	\$2,955.00	100
				\$242,199.78					\$0.00		\$242,199.78	

Assessments for Commercial owned parcels being reviewed.

	Residential street assessment	\$ 42.16
1	Corner lot	
2	Bound by streets on 2, 3, or all sides	
3	Interior lot 100 ft maximum	\$ 4,216.00
4	Maximum residential corner lot assessment	\$ 5,769.43
5	1/2 maximum residential corner lot assessment	\$ 2,884.72
6	Commercial lot per front foot assessment	\$ 67.26
7	Apartment/Townhome per foot assessment	\$ 52.78
8	Lot splits in future to be assessed at future rate per front foot	
9	Lot split in future will be assessed at future rate per sq ft	
10	Cul de sac lot	
11	Residential irregular interior lot	
12	Lot has been assessed maximum storm sewer rate	
13	Alley Assessment (Each)	\$ 2,266.00
14	Residential storm sewer rate	\$ 0.12
15	Commercial storm sewer rate	\$ 0.24
16	Open Space, Park & Public storm sewer rate	\$ 0.06
17	Sanitary sewer service repair	varies on repairs
18	Assessment in lieu of charges	
19	Residential Street Mill & Overlay Rate	\$ 14.78
20	Apartment/Town Home Mill & Overlay Rate	\$ 19.33
21	Commercial Mill and Overlay Rate	\$ 23.53
22	Residential Total Pavement Replacement Rate	\$ 29.55
23	Apartment/Townhome Total Pavement Replacement Rate	\$ 38.42

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-01**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-01**

CREATED:	8/31/2020
UPDATED:	11/17/2020

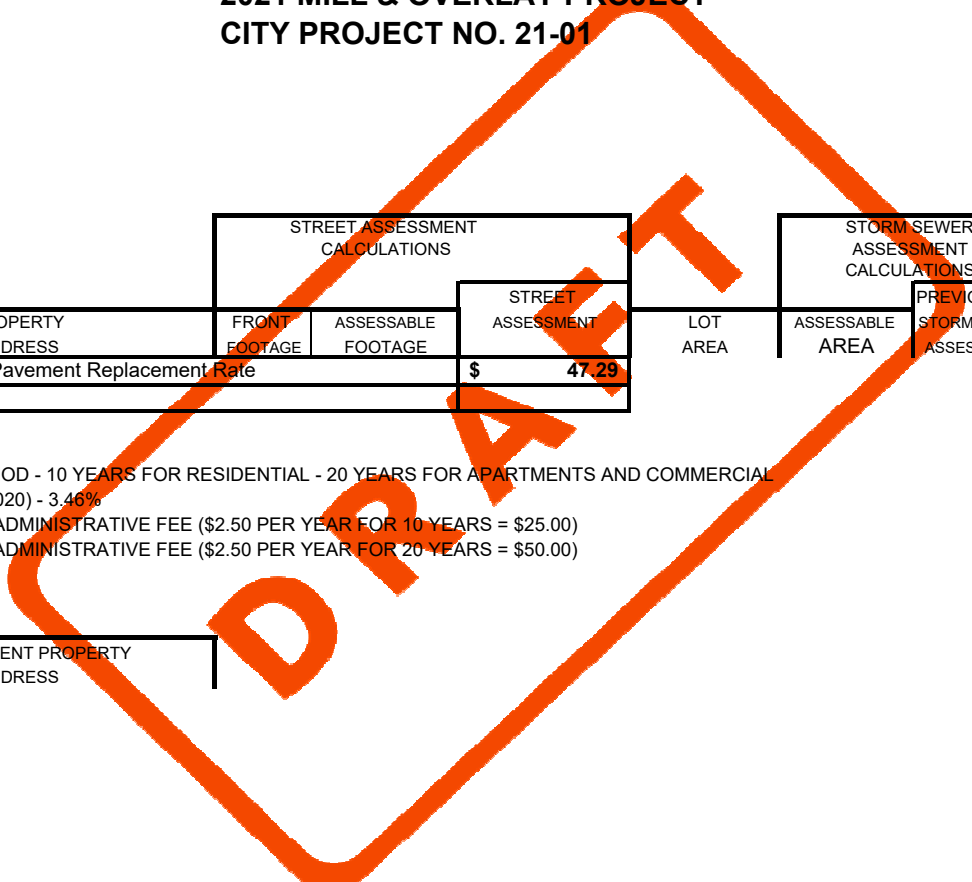
County Data Current 8/5/2020

ASSESSMENT CODE 93202101

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		
	24	Commercial Total Pavement Replacement Rate			\$ 47.29					
	25	Appraiser's Opinion								

ASSESSMENT PERIOD - 10 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL
 INTEREST RATE (2020) - 3.46%
 RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 10 YEARS = \$25.00)
 RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 20 YEARS = \$50.00)

NON-RESIDENT PROPERTY ADDRESS



**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-06**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-06**

CREATED: 8/31/2020

UPDATED: 11/17/2020

County Data Current 8/5/2020

ASSESSMENT CODE 93202106

	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	143022320102		1835 Birch Lake Ave	60.00	60.00	\$611.89				\$0.00	\$611.89	1
2	143022320108		1783 Birch Lake Ave	116.40	100.00	\$1,019.82				\$0.00	\$1,019.82	2
3	143022320111		1823 Birch Lake Ave	120.00	100.00	\$1,019.82				\$0.00	\$1,019.82	3
4	143022320112		1807 Birch Lake Ave	120.00	100.00	\$1,019.82				\$0.00	\$1,019.82	4
5	143022320127		1800 2nd St	120.00	90.00	\$917.84				\$0.00	\$917.84	5
6	143022330010	1	1836 Birch Lake Ave	185.00	58.75	\$599.14				\$0.00	\$599.14	6
7	143022330011		1830 Birch Lake Ave	50.00	50.00	\$509.91				\$0.00	\$509.91	7
8	143022330012		1824 Birch Lake Ave	50.00	50.00	\$509.91				\$0.00	\$509.91	8
9	143022330013		1818 Birch Lake Ave	50.00	50.00	\$509.91				\$0.00	\$509.91	9
10	143022330014		1814 Birch Lake Ave	50.00	50.00	\$509.91				\$0.00	\$509.91	10
11	143022330015		1808 Birch Lake Ave	50.00	50.00	\$509.91				\$0.00	\$509.91	11
12	143022330018		1784 Birch Lake Ave	105.00	100.00	\$1,019.82				\$0.00	\$1,019.82	12
13	143022330137		1790 Birch Lake Ave	147.90	39.70	\$404.87				\$0.00	\$404.87	13
14	143022330138		1800 Birch Lake Ave	80.05	80.05	\$816.37				\$0.00	\$816.37	14
15	153022410060		1765 Birch Lake Ave	150.00	100.00	\$1,019.82				\$0.00	\$1,019.82	15
16	153022410061		1759 Birch Lake Ave	75.00	75.00	\$764.87				\$0.00	\$764.87	16
17	153022410062		1755 Birch Lake Ave	75.00	75.00	\$764.87				\$0.00	\$764.87	17
18	153022410063		1747 Birch Lake Ave	89.13	88.57	\$903.20				\$0.00	\$903.20	18
19	153022410064		1741 Birch Lake Ave	87.00	87.00	\$887.24				\$0.00	\$887.24	19
20	153022410065		1735 Birch Lake Ave	87.00	87.00	\$887.24				\$0.00	\$887.24	20
21	153022410066		1729 Birch Lake Ave	87.00	87.00	\$887.24				\$0.00	\$887.24	21
22	153022410067		1719 Birch Lake Ave	87.00	87.00	\$887.24				\$0.00	\$887.24	22
23	153022410068		1707 Birch Lake Ave	87.00	87.00	\$887.24				\$0.00	\$887.24	23
24	153022410069		1699 Birch Lake Ave	87.00	87.00	\$887.24				\$0.00	\$887.24	24
25	153022410070		1693 Birch Lake Ave	87.00	87.00	\$887.24				\$0.00	\$887.24	25
26	153022410071		1691 Birch Lake Ave	100.00	100.00	\$1,019.82				\$0.00	\$1,019.82	26
27	153022410072	1	1673 Birch Lake Ave	207.91	64.08	\$653.45				\$0.00	\$653.45	27
28	153022420025	1	1655 Birch Lake Ave	210.00	65.00	\$662.88				\$0.00	\$662.88	28
29	153022420026	1	4688 Carolyn Ln	210.00	65.00	\$662.88				\$0.00	\$662.88	29
30	153022420060	1	1625 Birch Lake Ave	210.00	65.00	\$662.88				\$0.00	\$662.88	30
31	153022420061	1	1615 Birch Lake Ave	210.00	65.00	\$662.88				\$0.00	\$662.88	31
32	153022420086	1	1605 Birch Lake Ave	211.14	65.57	\$668.70				\$0.00	\$668.70	32
33	153022420095	1	4686 Otter Lake Rd	302.56	84.64	\$863.12				\$0.00	\$863.12	33
34	153022420096		1603 Birch Lake Ave	105.00	100.00	\$1,019.82				\$0.00	\$1,019.82	34
35	153022430001		1660 Birch Lake Ave	318.34	318.34	\$3,246.49				\$0.00	\$3,246.49	35
36	153022430040		1616 Birch Lake Ave	410.00	410.00	\$4,181.26				\$0.00	\$4,181.26	36
37	153022430043		1616 Birch Lake Ave	160.00	160.00	\$1,631.71				\$0.00	\$1,631.71	37
38	153022430044	1	4680 Otter Lake Rd	250.00	82.50	\$841.35				\$0.00	\$841.35	38
39	153022440001		1776 Birch Lake Ave	103.21	100.00	\$1,019.82				\$0.00	\$1,019.82	39
40	153022440004		1754 Birch Lake Ave	103.23	100.00	\$1,019.82				\$0.00	\$1,019.82	40
41	153022440005		1750 Birch Lake Ave	68.82	68.82	\$701.84				\$0.00	\$701.84	41
42	153022440008		1748 Birch Lake Ave	68.82	68.82	\$701.84				\$0.00	\$701.84	42
43	153022440009		1744 Birch Lake Ave	68.82	68.82	\$701.84				\$0.00	\$701.84	43
44	153022440012		1740 Birch Lake Ave	68.82	68.82	\$701.84				\$0.00	\$701.84	44

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-06**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-06**

CREATED: 8/31/2020

UPDATED: 11/17/2020

County Data Current 8/5/2020

ASSESSMENT CODE 93202106

	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				
45	153022440013		1734 Birch Lake Ave	68.82	68.82	\$701.84				\$0.00	\$701.84	45	
46	153022440016		1730 Birch Lake Ave	68.82	68.82	\$701.84				\$0.00	\$701.84	46	
47	153022440017		1724 Birch Lake Ave	68.82	68.82	\$701.84				\$0.00	\$701.84	47	
48	153022440020		1716 Birch Lake Ave	68.82	68.82	\$701.84				\$0.00	\$701.84	48	
49	153022440028		1700 Birch Lake Ave	100.00	100.00	\$1,019.82				\$0.00	\$1,019.82	49	
50	153022440029		1694 Birch Lake Ave	98.03	98.03	\$999.73				\$0.00	\$999.73	50	
51	153022440031		1692 Birch Lake Ave	103.00	100.00	\$1,019.82				\$0.00	\$1,019.82	51	
52	153022440032		1674 Birch Lake Ave	95.03	95.03	\$969.13				\$0.00	\$969.13	52	
53	153022440033		1666 Birch Lake Ave	100.00	100.00	\$1,019.82				\$0.00	\$1,019.82	53	
54	153022440092		1710 Birch Lake Ave	68.82	68.82	\$701.84				\$0.00	\$701.84	54	
										\$49,804.18	\$0.00	\$49,804.18	

Assessments for Commercial owned parcels being reviewed.

	Residential street assessment	\$ 42.16
1	Corner lot	
2	Bound by streets on 2, 3, or all sides	
3	Interior lot 100 ft maximum	\$ 4,216.00
4	Maximum residential corner lot assessment	\$ 5,769.43
5	1/2 maximum residential corner lot assessment	\$ 2,884.72
6	Commercial lot per front foot assessment	\$ 67.26
7	Apartment/Townhome per foot assessment	\$ 52.78
8	Lot splits in future to be assessed at future rate per front foot	
9	Lot split in future will be assessed at future rate per sq ft	
10	Cul de sac lot	
11	Residential irregular interior lot	
12	Lot has been assessed maximum storm sewer rate	
13	Alley Assessment (Each)	\$ 2,266.00
14	Residential storm sewer rate	\$ 0.12
15	Commercial storm sewer rate	\$ 0.24
16	Open Space, Park & Public storm sewer rate	\$ 0.06
17	Sanitary sewer service repair	varies on repairs
18	Assessment in lieu of charges	
19	Residential Street Mill & Overlay Rate	\$ 14.78
20	Apartment/Town Home Mill & Overlay Rate	\$ 19.33
21	Commercial Mill and Overlay Rate	\$ 23.53
22	Residential Total Pavement Replacement Rate	\$ 29.55
23	Apartment/Townhome Total Pavement Replacement Rate	\$ 38.42
24	Commercial Total Pavement Replacement Rate	\$ 47.29
25	Appraiser's Opinion	

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-06**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-06**

CREATED:	8/31/2020
UPDATED:	11/17/2020

County Data Current 8/5/2020

ASSESSMENT CODE 93202106

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

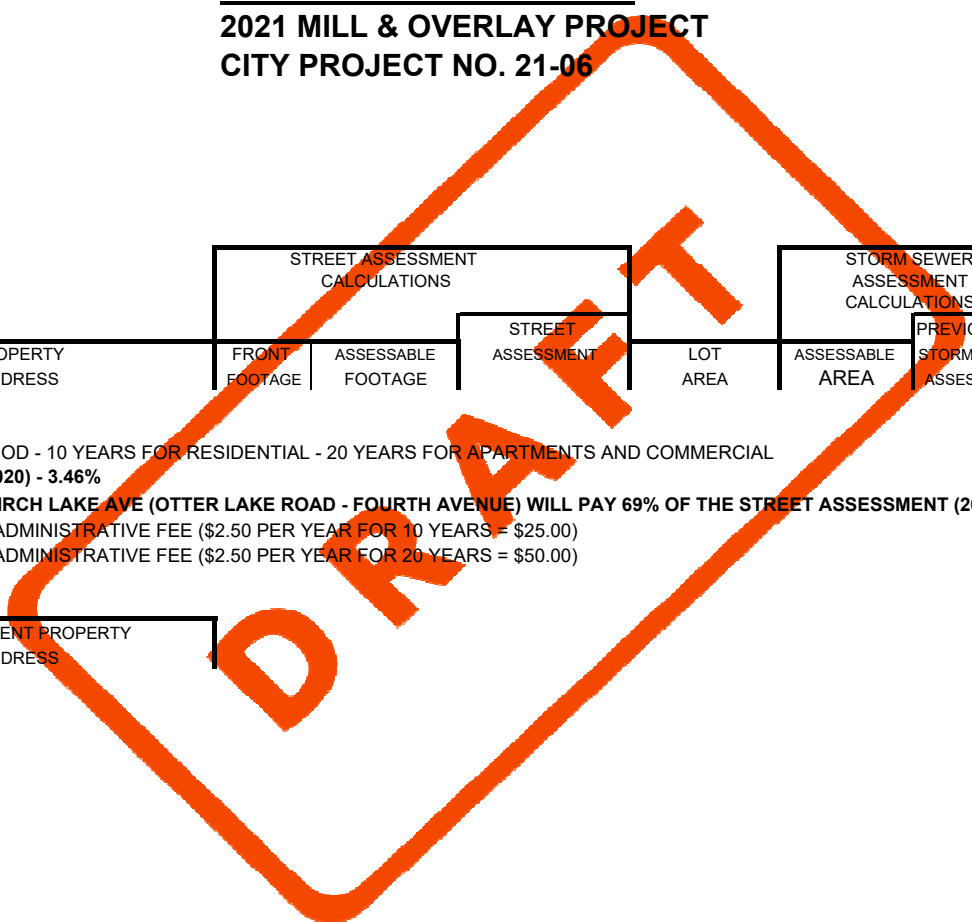
ASSESSMENT PERIOD - 10 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL
INTEREST RATE (2020) - 3.46%

PROPERTIES ON BIRCH LAKE AVE (OTTER LAKE ROAD - FOURTH AVENUE) WILL PAY 69% OF THE STREET ASSESSMENT (2021-06)

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

RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 20 YEARS = \$50.00)

NON-RESIDENT PROPERTY
ADDRESS



**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-13**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-13**

CREATED:	9/1/2020
UPDATED:	12/16/2020

County Data Current 8/5/2020

ASSESSMENT CODE 93202113

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS		TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE			ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		ALLEY ASSESSMENT			
1	143022140028	13	4861 Stewart Ave	191.22							\$2,266.00	\$2,266.00	1	
2	143022140029	13	4853 Stewart Ave	50.50							\$2,266.00	\$2,266.00	2	
3	143022140030	13	4847 Stewart Ave	50.50							\$2,266.00	\$2,266.00	3	
4	143022140031	13	4843 Stewart Ave	75.75							\$2,266.00	\$2,266.00	4	
5	143022140032	13	4833 Stewart Ave	75.75							\$2,266.00	\$2,266.00	5	
6	143022140033	13,19	2245 6th St	65.40	65.40	\$966.61					\$2,266.00	\$3,232.61	6	
7	143022140034	1,19	4834 Cook Ave	176.45	50.75	\$750.09						\$750.09	7	
8	143022140036	13	4848 Cook Ave	50.35							\$2,266.00	\$2,266.00	8	
9	143022140037	13	4854 Cook Ave	50.35							\$2,266.00	\$2,266.00	9	
10	143022140038	13	4860 Cook Ave	191.07							\$2,266.00	\$2,266.00	10	
11	143022140044	20	2207 6th St	75.00	75.00	\$1,449.75						\$1,449.75	11	
12	143022140053		2223 5th St	150.00	0.00	\$0.00						\$0.00	12	
13	143022140055	19	4829 Cook Ave	225.00	75.00	\$1,108.50						\$1,108.50	13	
14	143022140146	20	2225 6th St	225.00	225.00	\$4,349.25						\$4,349.25	14	
15	143022140147	20	2250 6th St	300.00	300.00	\$5,799.00						\$5,799.00	15	
16	143022410001	1, 19	4793 Stewart Ave	232.38	75.00	\$1,108.50						\$1,108.50	16	
17	143022410003	19	2246 5th St	75.00	75.00	\$1,108.50						\$1,108.50	17	
18	143022410004	1,19	4790 Cook Ave	169.00	47.00	\$694.66						\$694.66	18	
19	253022220005		4048 Lakehill Cir	81.09	95.55	\$2,823.50						\$2,823.50	19	
20	253022220006		4040 Lakehill Cir	67.92	80.00	\$2,364.00						\$2,364.00	20	
21	253022220007		4032 Lakehill Cir	110.00	100.00	\$2,955.00						\$2,955.00	21	
22	253022220008		4020 Lakehill Cir	110.00	100.00	\$2,955.00						\$2,955.00	22	
23	253022220009		4012 Lakehill Cir	63.00	80.00	\$2,364.00						\$2,364.00	23	
24	253022220010		4009 Lakehill Cir	50.00	80.00	\$2,364.00						\$2,364.00	24	
25	253022220011		4011 Lakehill Cir	110.30	100.00	\$2,955.00						\$2,955.00	25	
26	253022220012		4013 Lakehill Cir	93.95	80.00	\$2,364.00						\$2,364.00	26	
27	253022220013		4015 Lakehill Cir	52.35	80.00	\$2,364.00						\$2,364.00	27	
28	253022220014		4017 Lakehill Cir	54.16	80.00	\$2,364.00						\$2,364.00	28	
29	253022220015		4019 Lakehill Cir	53.13	80.00	\$2,364.00						\$2,364.00	29	
30	253022220016		4021 Lakehill Cir	238.91	100.00	\$2,955.00						\$2,955.00	30	
31	253022220017		4031 Lakehill Cir	80.00	80.00	\$2,364.00						\$2,364.00	31	
32	253022220018		4039 Lakehill Cir	80.00	80.00	\$2,364.00						\$2,364.00	32	
33	253022220019		4045 Lakehill Cir	186.04	100.00	\$2,955.00						\$2,955.00	33	
34	253022220020		4057 Lakehill Cir	85.09	87.54	\$2,586.81						\$2,586.81	34	
35	253022220021		4065 Lakehill Cir	70.00	80.00	\$2,364.00						\$2,364.00	35	
36	253022220022		4071 Lakehill Cir	224.73	60.37	\$1,783.79						\$1,783.79	36	
37	253022220112		4070 Lakehill Cir	305.41	70.10	\$2,071.46						\$2,071.46	37	
38	253022220113		4054 Lakehill Cir	139.34	100.00	\$2,955.00						\$2,955.00	38	
39	343022110008		1799 Elm St	351.02	0.00	\$0.00						\$0.00	39	
40	343022110016		1777 Elm St	204.50	40.90	\$697.31						\$697.31	40	
41	343022110017		1779 Elm St	204.50	40.90	\$697.31						\$697.31	41	
42	343022110018		1781 Elm St	204.50	40.90	\$697.31						\$697.31	42	
43	343022110019		1783 Elm St	204.50	40.90	\$697.31						\$697.31	43	
44	343022110020		1785 Elm St	204.50	40.90	\$697.31						\$697.31	44	
45	343022130021		3458 Savannah Ave	34.00	80.00	\$1,042.88						\$1,042.88	45	
46	343022130022		3456 Savannah Ave	33.29	80.00	\$1,042.88						\$1,042.88	46	
47	343022130023		0 Unassigned	96.85	96.85	\$1,262.53						\$1,262.53	47	
48	343022130024		3469 Savannah Ave	54.08	80.00	\$1,042.88						\$1,042.88	48	
49	343022130025		3471 Savannah Ave	57.45	57.45	\$748.92						\$748.92	49	
50	343022130026		3473 Savannah Ave	201.68	100.00	\$1,303.60						\$1,303.60	50	
51	343022130027		3475 Savannah Ave	79.18	62.62	\$816.31						\$816.31	51	
52	343022130028		3477 Savannah Ave	60.24	57.23	\$746.05						\$746.05	52	

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-13**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-13**

CREATED:	9/1/2020
UPDATED:	12/16/2020

County Data Current 8/5/2020

ASSESSMENT CODE 93202113

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS		TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		ALLEY ASSESSMENT			
53	343022130029		3479 Savannah Ave	54.76	58.48	\$762.34						\$762.34	53	
54	343022130032		3485 Savannah Ave	58.82	58.28	\$759.74						\$759.74	54	
55	343022130033	1	3487 Savannah Ave	219.89	119.64	\$1,559.62						\$1,559.62	55	
56	343022130034		1710 Fair Oaks Dr	71.47	71.52	\$932.33						\$932.33	56	
57	343022130035	1	1708 Fair Oaks Dr	197.19	116.89	\$1,523.77						\$1,523.77	57	
58	343022130043	1	3487 Fair Oaks Ct	185.03	110.03	\$1,434.35						\$1,434.35	58	
59	343022130044	1	1729 Fair Oaks Dr	210.40	126.64	\$1,650.87						\$1,650.87	59	
60	343022130045		1727 Fair Oaks Dr	52.28	58.79	\$766.38						\$766.38	60	
61	343022130046		1725 Fair Oaks Dr	55.48	55.48	\$723.24						\$723.24	61	
62	343022130047		1723 Fair Oaks Dr	55.31	55.32	\$721.15						\$721.15	62	
63	343022130048		1721 Fair Oaks Dr	55.68	55.73	\$726.49						\$726.49	63	
64	343022130049		1719 Fair Oaks Dr	55.49	55.54	\$724.02						\$724.02	64	
65	343022130050		1717 Fair Oaks Dr	56.07	56.12	\$731.58						\$731.58	65	
66	343022130051		1715 Fair Oaks Dr	203.73	100.00	\$1,303.60						\$1,303.60	66	
67	343022130052		1718 Elm St	189.86	100.00	\$1,303.60						\$1,303.60	67	
68	343022130053		1720 Elm St	55.57	57.95	\$755.43						\$755.43	68	
69	343022130054		1722 Elm St	55.38	56.65	\$738.49						\$738.49	69	
70	343022130055		1724 Elm St	55.33	55.72	\$726.36						\$726.36	70	
71	343022130056		1726 Elm St	61.09	56.25	\$733.27						\$733.27	71	
72	343022130057		1728 Elm St	55.40	55.40	\$722.19						\$722.19	72	
73	343022130058		1730 Elm St	55.31	55.31	\$721.02						\$721.02	73	
74	343022130059		1732 Elm St	203.16	123.53	\$1,610.33						\$1,610.33	74	
75	343022130060		1702 Fair Oaks Dr	45.50	71.91	\$937.42						\$937.42	75	
76	343022130061		1700 Fair Oaks Dr	40.23	74.62	\$972.74						\$972.74	76	
77	343022130065		3482 Savannah Ave	71.47	65.32	\$851.51						\$851.51	77	
78	343022130066		3480 Savannah Ave	72.34	65.32	\$851.51						\$851.51	78	
79	343022130067		3478 Savannah Ave	65.17	65.24	\$850.47						\$850.47	79	
80	343022130068		3476 Savannah Ave	60.22	73.94	\$963.88						\$963.88	80	
81	343022130069		3474 Savannah Ave	62.11	73.35	\$956.19						\$956.19	81	
82	343022130070		3472 Savannah Ave	57.04	58.06	\$756.87						\$756.87	82	
83	343022130071		3470 Savannah Ave	54.27	80.00	\$1,042.88						\$1,042.88	83	
84	343022130072		3468 Savannah Ave	53.96	80.00	\$1,042.88						\$1,042.88	84	
85	343022130073		3466 Savannah Ave	60.33	80.00	\$1,042.88						\$1,042.88	85	
86	343022130074		3464 Savannah Ave	74.61	73.50	\$958.14						\$958.14	86	
87	343022130075	10	3462 Savannah Ave	81.92	80.00	\$1,042.88						\$1,042.88	87	
88	343022130076	10	3460 Savannah Ave	45.46	80.00	\$1,042.88						\$1,042.88	88	
89	343022130077		3481 Savannah Ave	58.30	59.58	\$776.68						\$776.68	89	
90	343022130078		3483 Savannah Ave	60.73	67.64	\$881.75						\$881.75	90	
91	343022130079	10	3486 Fair Oaks Ct	65.33	80.00	\$1,042.88						\$1,042.88	91	
92	343022130080	10	3484 Fair Oaks Ct	46.61	80.00	\$1,042.88						\$1,042.88	92	
93	343022130081	10	3482 Fair Oaks Ct	44.69	80.00	\$1,042.88						\$1,042.88	93	
94	343022130082	10	3481 Fair Oaks Ct	46.79	80.00	\$1,042.88						\$1,042.88	94	
95	343022130083	10	3483 Fair Oaks Ct	52.83	80.00	\$1,042.88						\$1,042.88	95	
96	343022130084	10	3485 Fair Oaks Ct	96.41	80.00	\$1,042.88						\$1,042.88	96	
97	343022130085	23	1701 Elm St	211.80	35.30	\$460.17						\$460.17	97	
98	343022130086	23	1703 Elm St	211.80	35.30	\$460.17						\$460.17	98	
99	343022130087	23	1705 Elm St	211.80	35.30	\$460.17						\$460.17	99	
100	343022130088	23	1707 Elm St	211.80	35.30	\$460.17						\$460.17	100	
101	343022130089	23	1709 Elm St	211.80	35.30	\$460.17						\$460.17	101	
102	343022130090	23	1711 Elm St	211.80	35.30	\$460.17						\$460.17	102	
103	343022130091	23	1713 Elm St	193.82	32.30	\$421.10						\$421.10	103	
104	343022130092	23	1715 Elm St	193.82	32.30	\$421.10						\$421.10	104	

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-13**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-13**

CREATED:	9/1/2020
UPDATED:	12/16/2020

County Data Current 8/5/2020

ASSESSMENT CODE 93202113

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS		TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE			ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		ALLEY ASSESSMENT			
105	343022130093	23	1717 Elm St	193.82	32.30	\$421.10						\$421.10	105	
106	343022130094	23	1719 Elm St	193.82	32.30	\$421.10						\$421.10	106	
107	343022130095	23	1721 Elm St	193.82	32.30	\$421.10						\$421.10	107	
108	343022130096	23	1723 Elm St	193.82	32.30	\$421.10						\$421.10	108	
109	343022130097	23	1725 Elm St	244.11	40.69	\$530.37						\$530.37	109	
110	343022130098	23	1727 Elm St	244.11	40.69	\$530.37						\$530.37	110	
111	343022130099	23	1729 Elm St	244.11	40.69	\$530.37						\$530.37	111	
112	343022130100	23	1731 Elm St	244.11	40.69	\$530.37						\$530.37	112	
113	343022130101	23	1733 Elm St	244.11	40.69	\$530.37						\$530.37	113	
114	343022130102	23	1735 Elm St	244.11	40.69	\$530.37						\$530.37	114	
115	343022140003	1	1778 Elm St	181.38	52.30	\$681.72						\$681.72	115	
116	343022140004		1776 Elm St	55.51	55.25	\$720.24						\$720.24	116	
117	343022140005		1774 Elm St	55.51	55.25	\$720.24						\$720.24	117	
118	343022140006		1772 Elm St	55.00	55.00	\$716.98						\$716.98	118	
119	343022140007		1770 Elm St	60.24	52.82	\$688.56						\$688.56	119	
120	343022140008		1768 Elm St	64.15	58.54	\$763.13						\$763.13	120	
121	343022140009		1766 Elm St	63.42	57.53	\$749.96						\$749.96	121	
122	343022140010		1764 Elm St	61.59	56.58	\$737.57						\$737.57	122	
123	343022140011		1762 Elm St	55.08	55.08	\$718.02						\$718.02	123	
124	343022140013		1758 Elm St	53.57	56.29	\$733.79						\$733.79	124	
125	343022140014		1756 Elm St	53.57	57.63	\$751.26						\$751.26	125	
126	343022140015		1754 Elm St	53.58	58.04	\$756.61						\$756.61	126	
127	343022140016		1752 Elm St	53.74	58.17	\$758.30						\$758.30	127	
128	343022140017		1750 Elm St	53.66	59.41	\$774.47						\$774.47	128	
129	343022140018		1748 Elm St	53.62	58.06	\$756.87						\$756.87	129	
130	343022140019		1746 Elm St	53.66	57.85	\$754.13						\$754.13	130	
131	343022140020		1744 Elm St	54.28	56.77	\$740.05						\$740.05	131	
132	343022140021		1742 Elm St	54.65	55.92	\$728.97						\$728.97	132	
133	343022140022		1740 Elm St	54.72	56.29	\$733.79						\$733.79	133	
134	343022140023		1738 Elm St	62.06	56.16	\$732.10						\$732.10	134	
135	343022140024	1	3498 Savannah Ave	199.08	114.77	\$1,496.14						\$1,496.14	135	
136	343022140025		3496 Savannah Ave	54.79	57.76	\$752.96						\$752.96	136	
137	343022140026		3494 Savannah Ave	54.38	58.93	\$768.21						\$768.21	137	
138	343022140027		3492 Savannah Ave	54.46	59.39	\$774.21						\$774.21	138	
139	343022140028		3490 Savannah Ave	54.77	59.17	\$771.34						\$771.34	139	
140	343022140036		1767 Elm St	209.61	41.92	\$714.73						\$714.73	140	
141	343022140037		1769 Elm St	209.61	41.92	\$714.73						\$714.73	141	
142	343022140038		1771 Elm St	209.61	41.92	\$714.73						\$714.73	142	
143	343022140039		1773 Elm St	209.61	41.92	\$714.73						\$714.73	143	
144	343022140040		1775 Elm St	209.61	41.92	\$714.73						\$714.73	144	
145	343022140041		1757 Elm St	215.10	43.02	\$733.45						\$733.45	145	
146	343022140042		1759 Elm St	215.10	43.02	\$733.45						\$733.45	146	
147	343022140043		1761 Elm St	215.10	43.02	\$733.45						\$733.45	147	
148	343022140044		1763 Elm St	215.10	43.02	\$733.45						\$733.45	148	
149	343022140045		1765 Elm St	215.10	43.02	\$733.45						\$733.45	149	
150	343022140046		3488 Savannah Ave	55.00	55.06	\$938.72						\$938.72	150	
151	343022140047		3486 Savannah Ave	55.12	55.17	\$940.60						\$940.60	151	
152	343022140048		3484 Savannah Ave	64.27	66.93	\$1,141.09						\$1,141.09	152	
153	343022140049		1760 Elm St	55.33	55.33	\$721.28						\$721.28	153	
154	343022140050		1747 Elm St	200.52	40.10	\$683.74						\$683.74	154	
155	343022140051		1749 Elm St	200.52	40.10	\$683.74						\$683.74	155	
156	343022140052		1751 Elm St	200.52	40.10	\$683.74						\$683.74	156	

**PROPOSED ASSESSMENT ROLL
STREET IMPROVEMENTS
CITY PROJECT NO. 21-13**

**CITY OF WHITE BEAR LAKE
2021 MILL & OVERLAY PROJECT
CITY PROJECT NO. 21-13**

CREATED:	9/1/2020
UPDATED:	12/16/2020

County Data Current 8/5/2020

ASSESSMENT CODE 93202113

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS		TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE			ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		ALLEY ASSESSMENT			
157	343022140053		1753 Elm St	200.52	40.10	\$683.74							\$683.74	157
158	343022140054		1755 Elm St	200.52	40.10	\$683.74							\$683.74	158
159	343022140055		1737 Elm St	196.89	39.38	\$671.36							\$671.36	159
160	343022140056		1739 Elm St	196.89	39.38	\$671.36							\$671.36	160
161	343022140057		1741 Elm St	196.89	39.38	\$671.36							\$671.36	161
162	343022140058		1743 Elm St	196.89	39.38	\$671.36							\$671.36	162
163	343022140059		1745 Elm St	196.89	39.38	\$671.36							\$671.36	163
													\$167,829.47	
											\$20,394.00	\$188,223.47		

Assessments for Commercial owned parcels being reviewed.

	Residential street assessment	\$ 42.16
1	Corner lot	
2	Bound by streets on 2, 3, or all sides	
3	Interior lot 100 ft maximum	\$ 4,216.00
4	Maximum residential corner lot assessment	\$ 5,769.43
5	1/2 maximum residential corner lot assessment	\$ 2,884.72
6	Commercial lot per front foot assessment	\$ 67.26
7	Apartment/Townhome per foot assessment	\$ 52.78
8	Lot splits in future to be assessed at future rate per front foot	
9	Lot split in future will be assessed at future rate per sq ft	
10	Cul de sac lot	
11	Residential irregular interior lot	
12	Lot has been assessed maximum storm sewer rate	
13	Alley Assessment (Each)	\$ 2,266.00
14	Residential storm sewer rate	\$ 0.12
15	Commercial storm sewer rate	\$ 0.24
16	Open Space, Park & Public storm sewer rate	\$ 0.06
17	Sanitary sewer service repair	varies on repairs
18	Assessment in lieu of charges	
19	Residential Street Mill & Overlay Rate	\$ 14.78
20	Apartment/Town Home Mill & Overlay Rate	\$ 19.33
21	Commercial Mill and Overlay Rate	\$ 23.53
22	Residential Total Pavement Replacement Rate	\$ 29.55
23	Apartment/Townhome Total Pavement Replacement Rate	\$ 38.42
24	Commercial Total Pavement Replacement Rate	\$ 47.29
25	Appraiser's Opinion	

ASSESSMENT PERIOD - 10 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL
INTEREST RATE (2020) - 3.46%

PROPERTIES ON ELM STREET, FAIR OAKS DR, FAIR OAKS CT, AND SAVANNAH DR WILL PAY 88.2% OF THE STREET ASSESSMENT (1998)

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

RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 20 YEARS = \$50.00)

APPENDIX G

SAMPLE ASSESSMENT BREAKDOWNS

SAMPLE Assessment Breakdown

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

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APPENDIX H

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 Deferment of Current Payment of Special Assessment

Deferment 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.

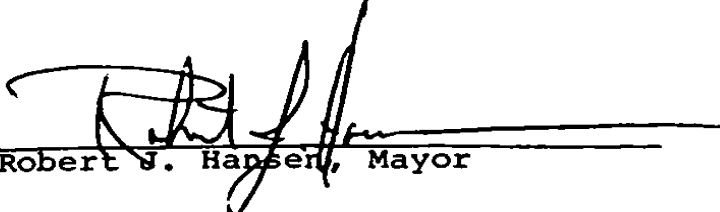
Deferred assessments shall be subject to interest at the rate of 8% per annum on the remaining unpaid balance. The option to defer payment of special assessments shall terminate and all amounts accumulated, including accrued interest, shall become due upon the occurrence of any of the following events:

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 Stanus, 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:

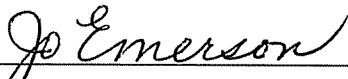
1. The City's Assessment Policy is hereby updated as of April 26, 2011.
2. This resolution is incorporated into the Assessment Policy as Appendix "D".
3. The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting 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

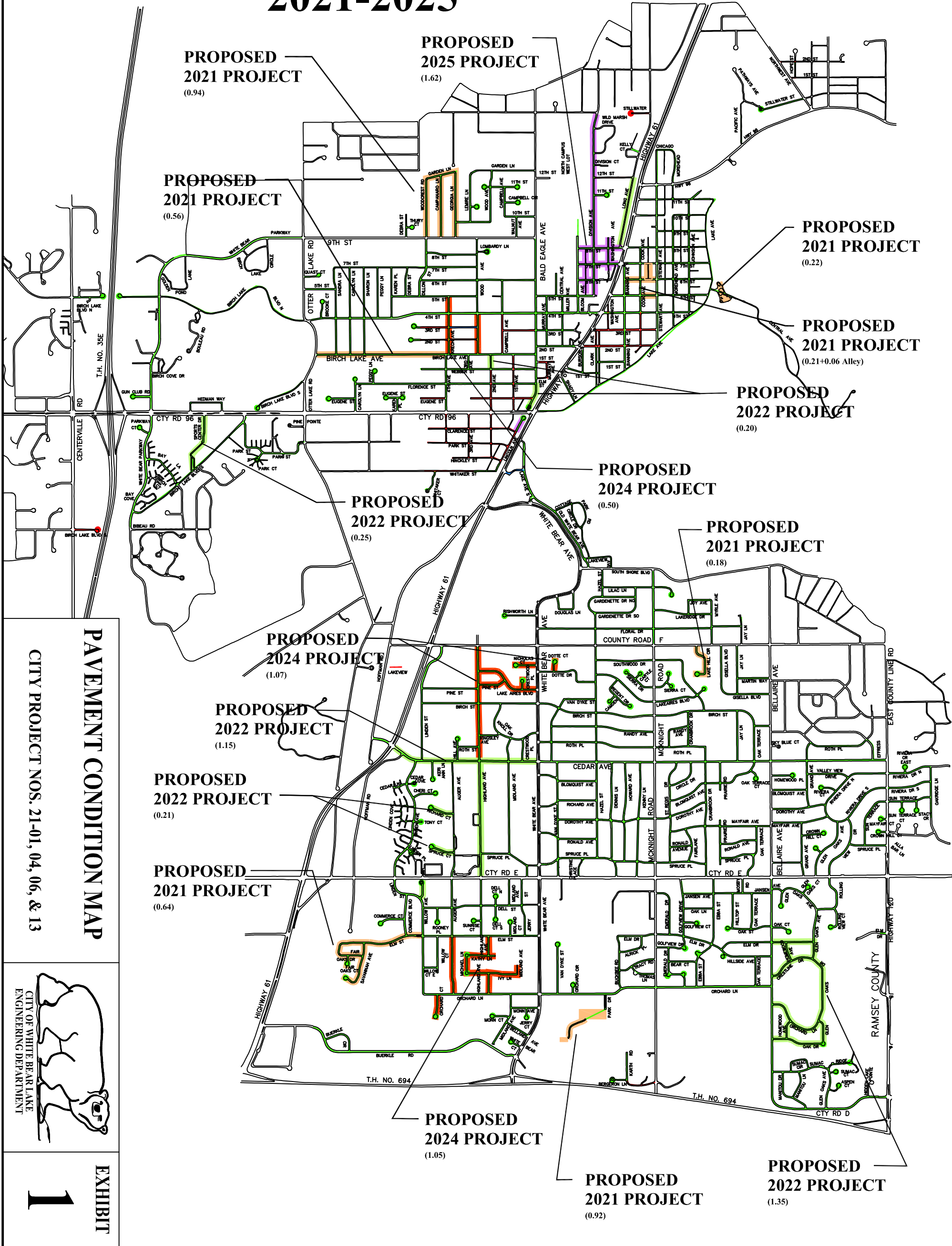
EXHIBITS

- | | |
|-------------------|------------------------------------------------------------------------|
| EXHIBIT 1 | 2021 PAVEMENT CONDITION MAP |
| EXHIBIT 2 | PAVEMENT REHABILITATION MAP
CITY PROJECT NO. 21-01 |
| EXHIBIT 3 | MATOSKA PARK PARKING LOT
MAP – CITY PROJECT NO. 21-04 |
| EXHIBIT 4 | LAKWOOD HILLS PARK PARKING
LOT MAP – CITY PROJECT NO. 21-04 |
| EXHIBIT 5 | PAVEMENT REHABILITATION MAP
CITY PROJECT NO. 21-06 |
| EXHIBIT 6 | PAVEMENT REHABILITATION MAP
CITY PROJECT NO. 21-13 |
| EXHIBIT 7 | PAVEMENT REHABILITATION MAP
CITY PROJECT NO. 21-13 |
| EXHIBIT 8 | PAVEMENT REHABILITATION MAP
CITY PROJECT NO. 21-13 |
| EXHIBIT 9 | TYPICAL STREET CROSS SECTIONS
CITY PROJECT NO. 21-01 |
| EXHIBIT 10 | TYPICAL STREET CROSS SECTIONS
CITY PROJECT NO. 21-06 |
| EXHIBIT 11 | TYPICAL STREET CROSS SECTIONS
CITY PROJECT NO. 21-13 |

CITY OF WHITE BEAR LAKE PROPOSED STREET MILL & OVERLAY PROGRAM 2021-2025

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 NOS. 21-01, 04, 06, & 13

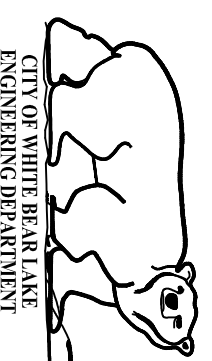
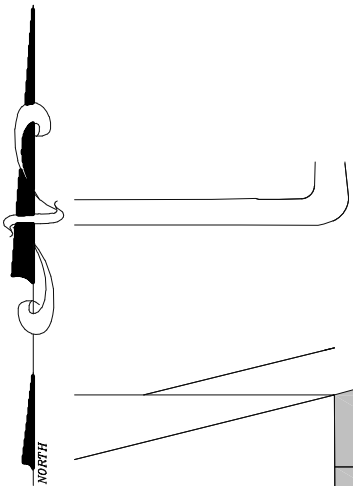
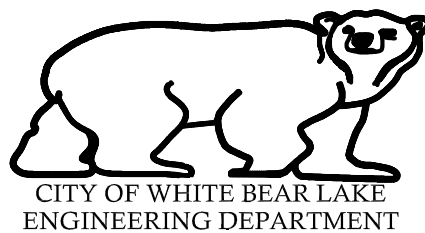


EXHIBIT
1

CITY PROJECT 21-01



PAVEMENT
REHABILITATION
PROJECT MAP
CITY PROJECT NO. 21-01



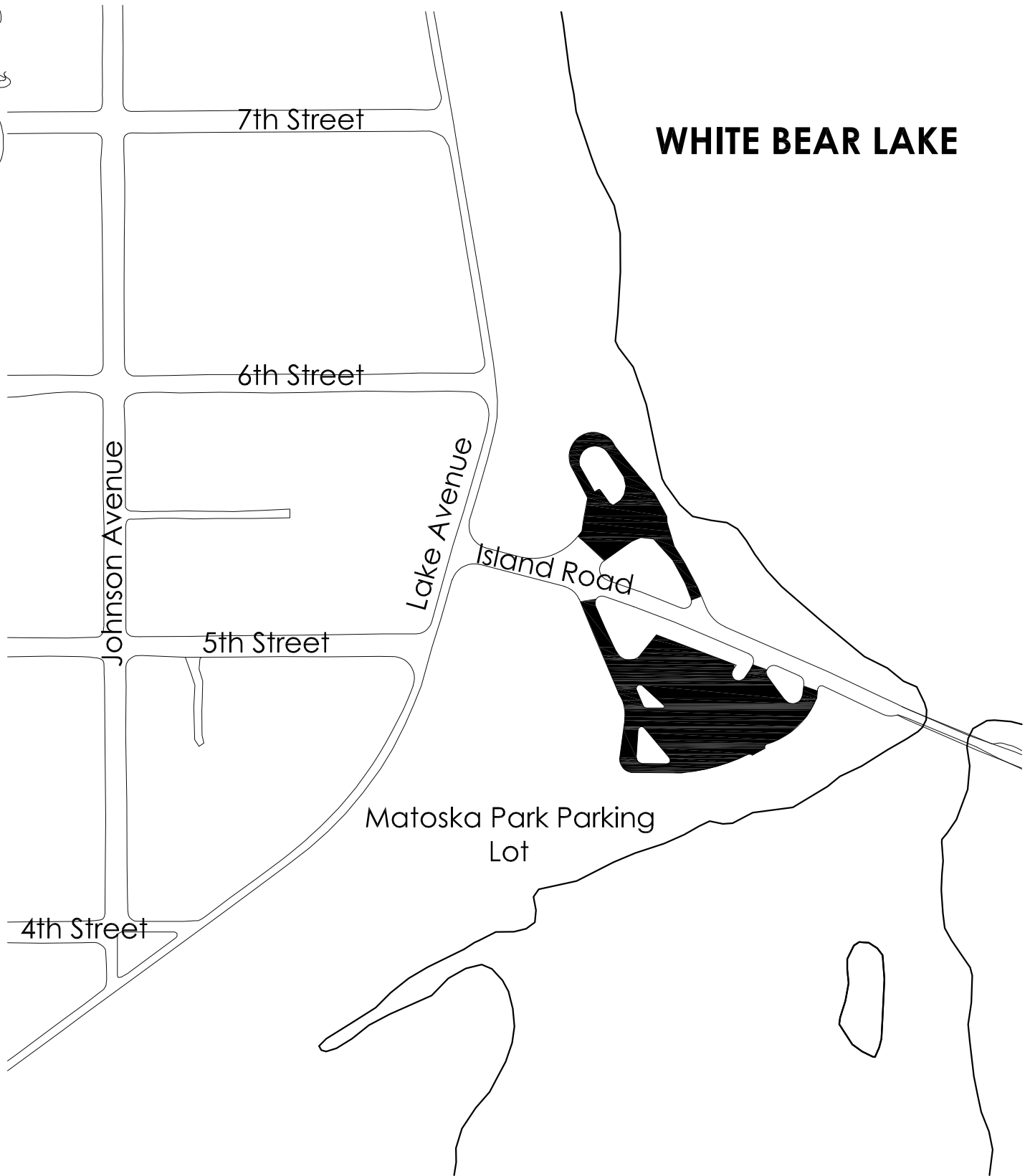
EXHIBIT

2

CITY PROJECT 21-04

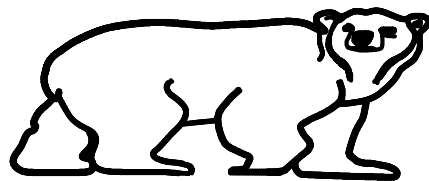


WHITE BEAR LAKE



CITY PARKING LOT PROJECT MAP

CITY PROJECT NO. 21-04



CITY OF WHITE BEAR LAKE
ENGINEERING DEPARTMENT

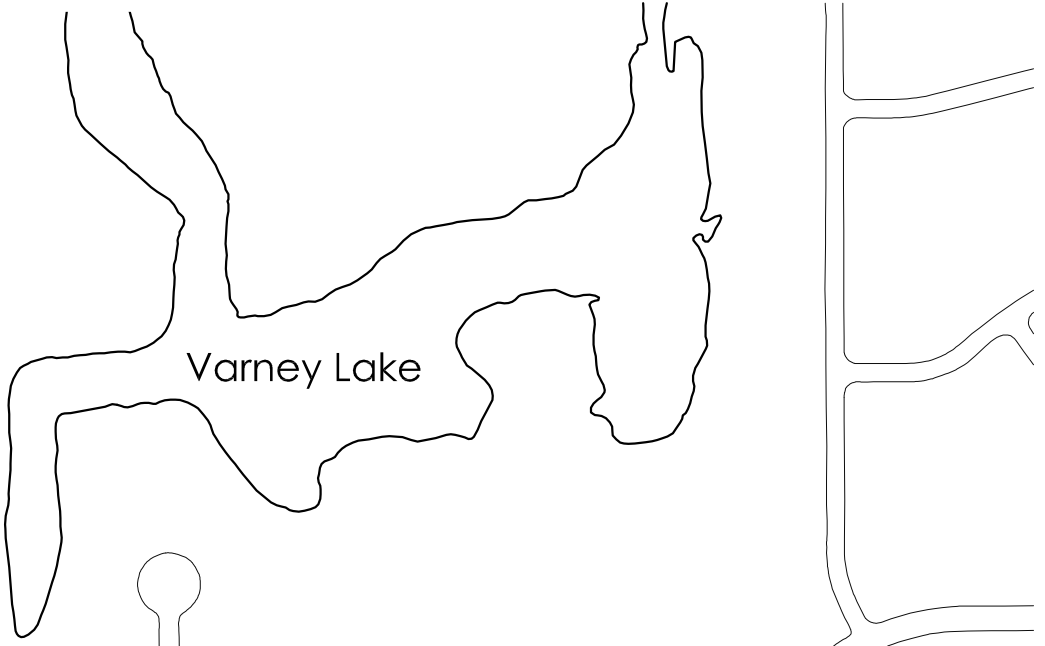
EXHIBIT

3

CITY PROJECT 21-04

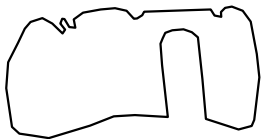


White Bear Avenue



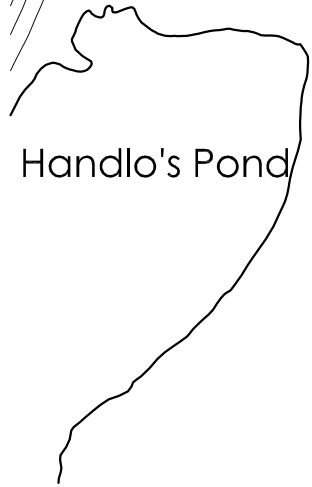
Varney Lake

Orchard Lane



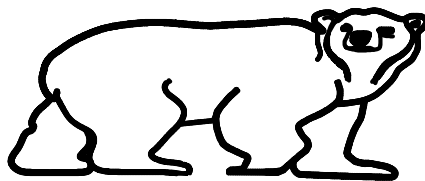
**LAKWOOD HILLS
PARKING LOT**

Handlo's Pond



**CITY PARKING LOT
PROJECT MAP**

CITY PROJECT NO. 21-04



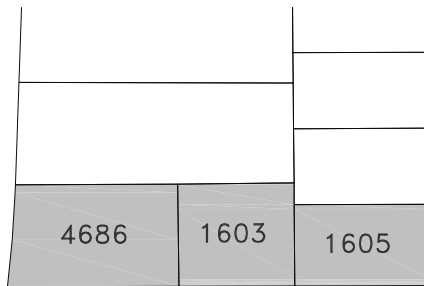
CITY OF WHITE BEAR LAKE
ENGINEERING DEPARTMENT

EXHIBIT

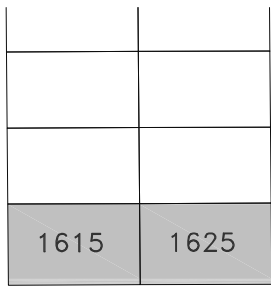
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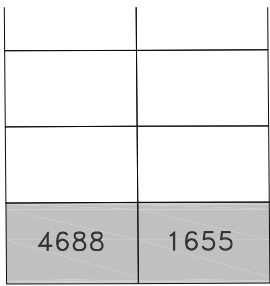
Otter Lake Road



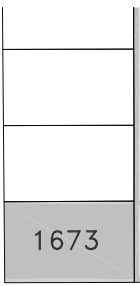
Sandra Lane



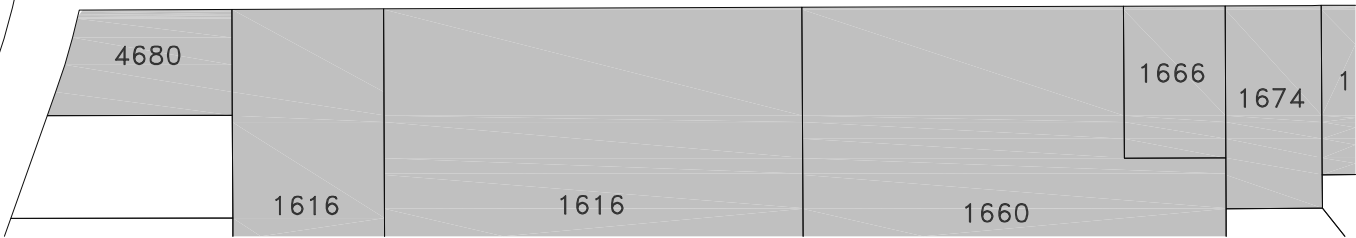
Carolyn Lane



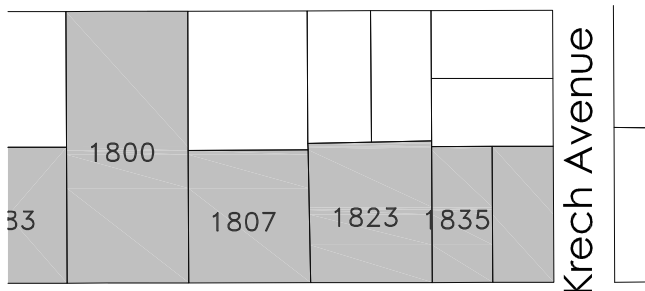
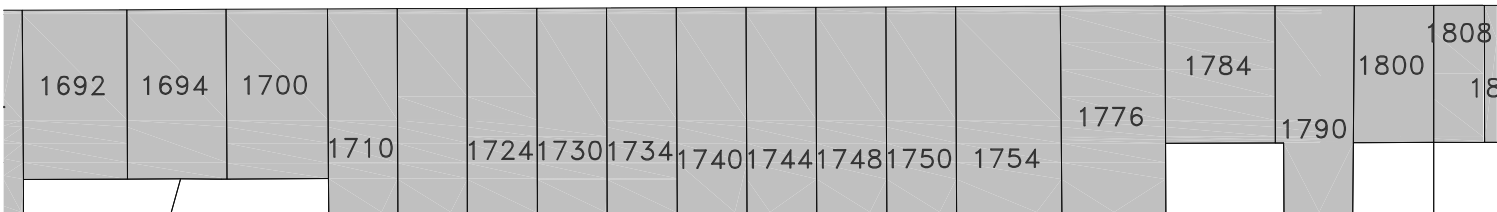
Sharon Lane



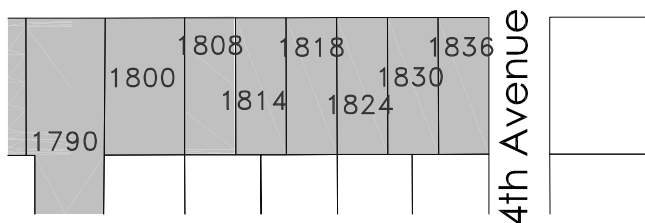
Birch Lake Avenue



Birch Lake Avenue



Krech Avenue



4th Avenue

CITY PROJECT 21-06

PAVEMENT
REHABILITATION
PROJECT MAP
CITY PROJECT NO. 21-06

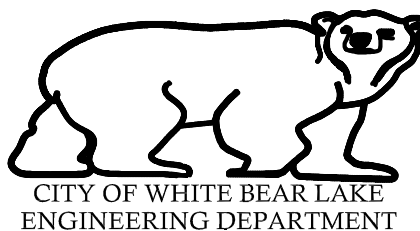
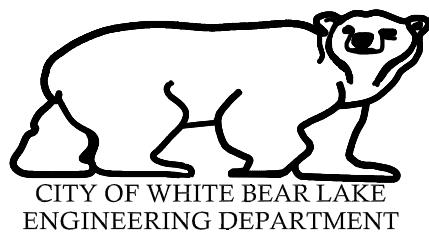


EXHIBIT
5

CITY PROJECT 21-13



PAVEMENT
REHABILITATION
PROJECT MAP
CITY PROJECT NO. 21-13



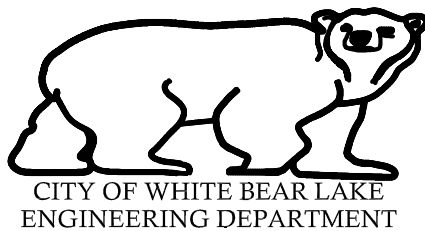
EXHIBIT

6

CITY PROJECT 21-13



PAVEMENT
REHABILITATION
PROJECT MAP
CITY PROJECT NO. 21-13

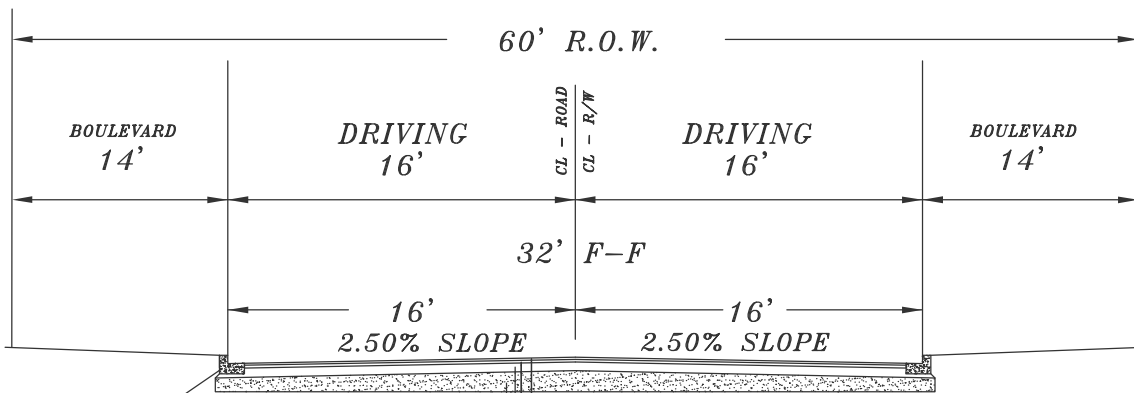


EXHIBIT

7

CAMPANARO LANE
 NINTH STREET TO GARDEN LANE
GARDEN LANE
 WOODCREST ROAD TO GEORGIA LANE
GEORGIA LANE
 NINTH STREET TO GARDEN LANE
WOODCREST ROAD
 NINTH STREET TO GARDEN LANE

32' FACE TO FACE

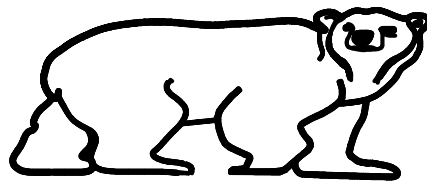


existing B618 curb

- 1.5" Wearing Course Mixture (B)
9.5SPWEA230B
- 2" Wearing Course Mixture (B)
12.5SPWEB230B
- 4-6" existing Class 5 Aggregate Base (to be regraded)
- existing compacted subgrade

TYPICAL STREET
CROSS SECTIONS

CITY PROJECT NO. 21-01

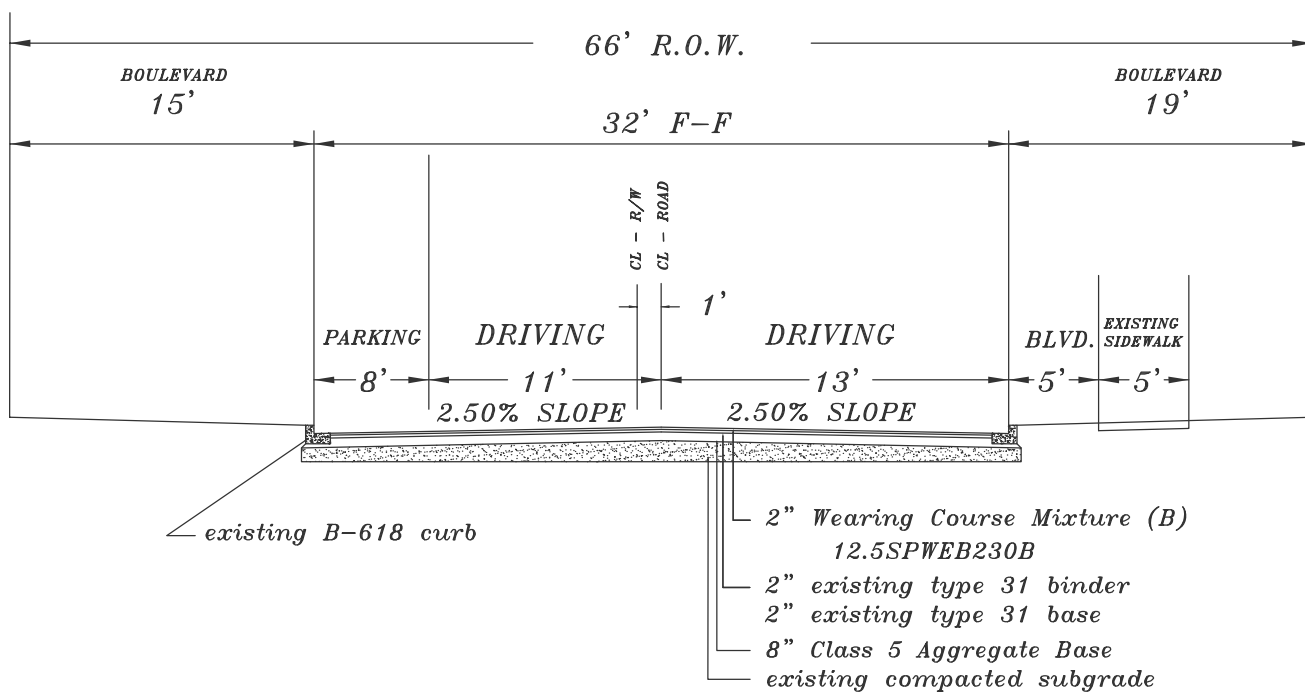


CITY OF WHITE BEAR LAKE
ENGINEERING DEPARTMENT

EXHIBIT

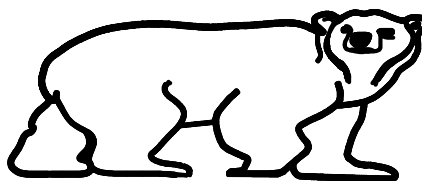
9

BIRCH LAKE AVENUE
 OTTER LAKE ROAD TO FOURTH AVENUE
 32' FACE TO FACE



TYPICAL STREET
 CROSS SECTIONS

CITY PROJECT NO. 21-06



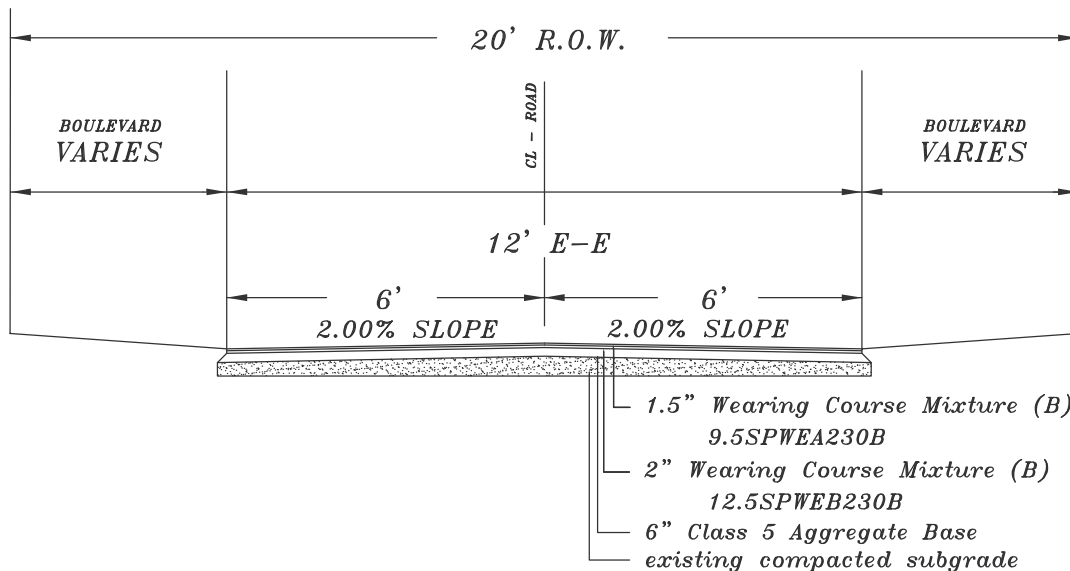
CITY OF WHITE BEAR LAKE
 ENGINEERING DEPARTMENT

EXHIBIT

10

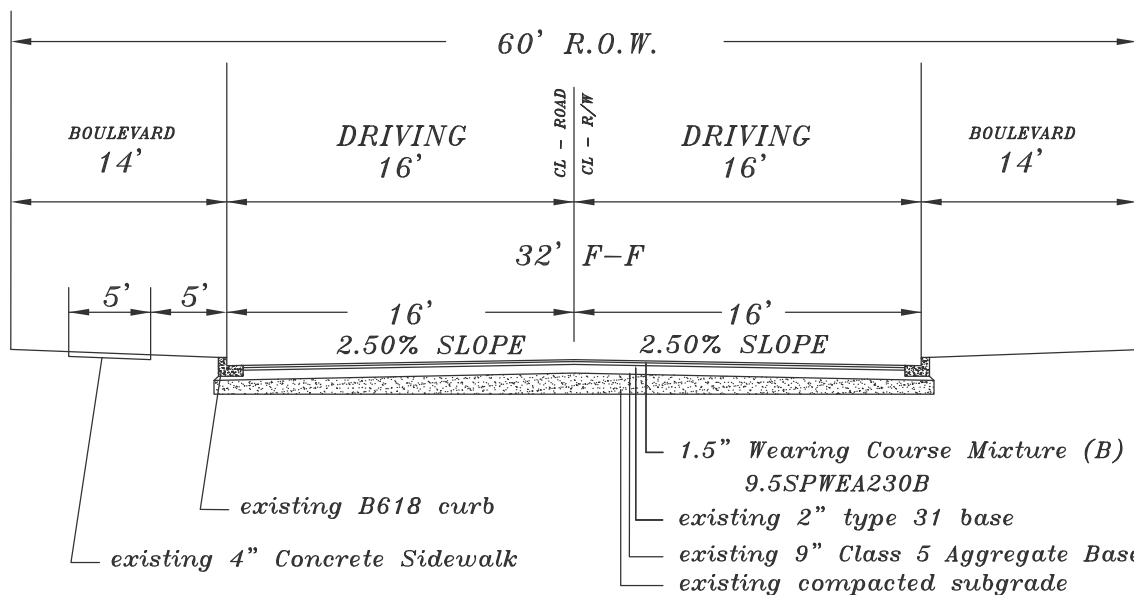
ALLEY

SIXTH STREET TO SEVENTH STREET
 COOK AVENUE TO STEWART AVENUE
 12' EDGE TO EDGE



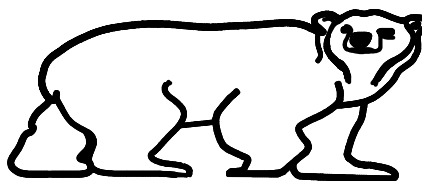
FIFTH STREET

COOK AVENUE TO STEWART AVENUE
 32' FACE TO FACE



TYPICAL STREET
 CROSS SECTIONS

CITY PROJECT NO. 21-13

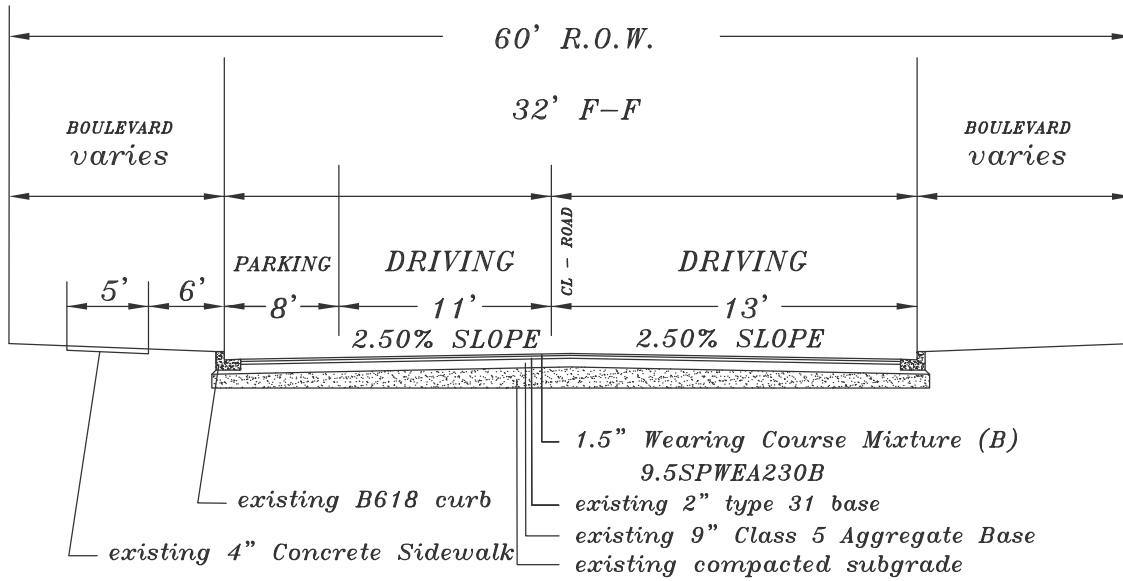


CITY OF WHITE BEAR LAKE
 ENGINEERING DEPARTMENT

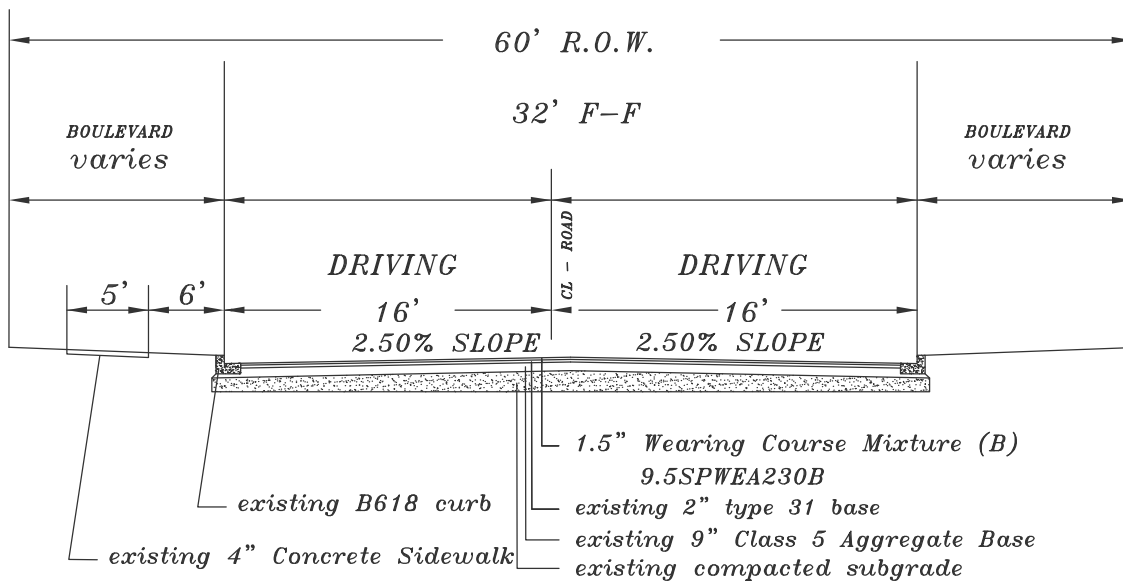
EXHIBIT

11

SIXTH STREET
BANNING AVENUE TO COOK AVENUE
32' FACE TO FACE

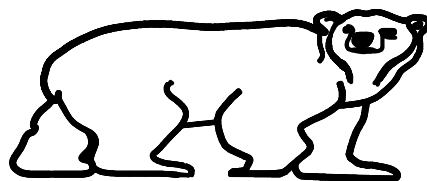


SIXTH STREET
COOK AVENUE TO STEWART AVENUE
32' FACE TO FACE



TYPICAL STREET
 CROSS SECTIONS

CITY PROJECT NO. 21-13



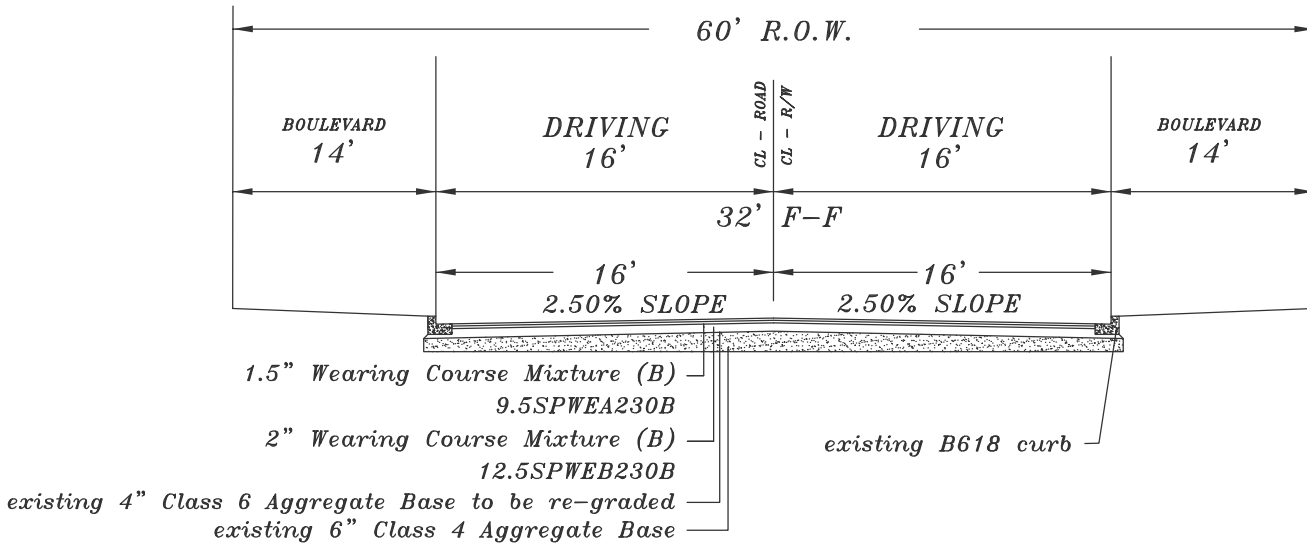
CITY OF WHITE BEAR LAKE
 ENGINEERING DEPARTMENT

EXHIBIT

12

LAKEHILL CIRCLE

COUNTY ROAD F TO END CUL-DE-SAC



ELM STREET

FAIR OAKS DRIVE TO WILLOW AVENUE

FAIR OAKS DRIVE

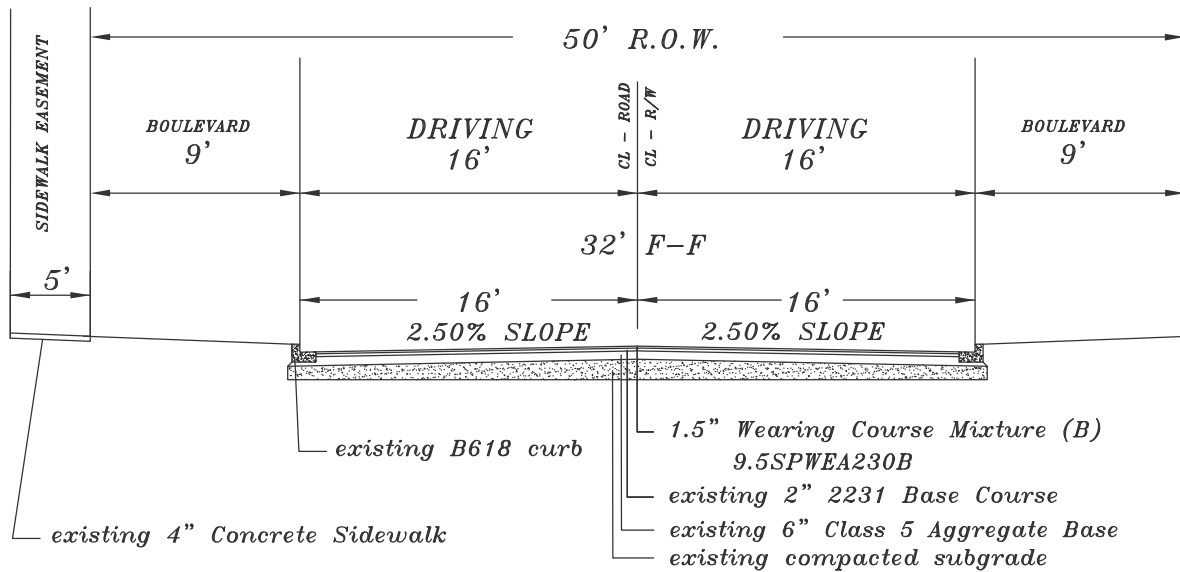
ELM STREET TO SAVANNAH AVENUE

FAIR OAKS COURT

FAIR OAKS DRIVE TO END CUL-DE-SAC

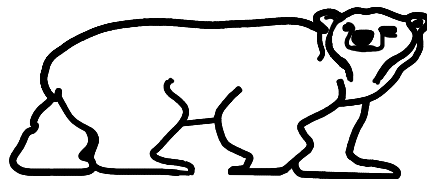
SAVANNAH AVENUE

ELM STREET TO END CUL-DE-SAC



TYPICAL STREET
CROSS SECTIONS

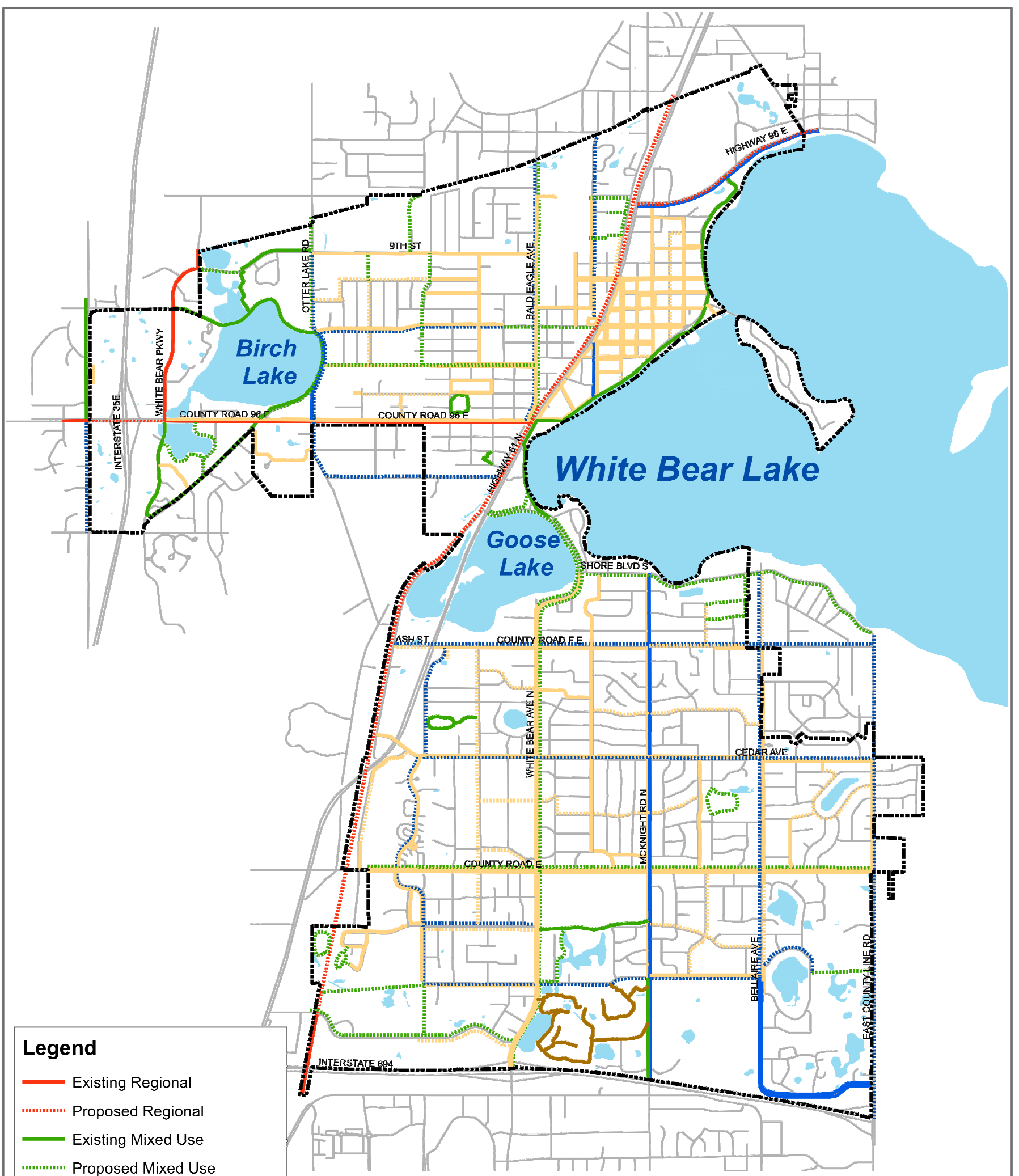
CITY PROJECT NO. 21-13



CITY OF WHITE BEAR LAKE
ENGINEERING DEPARTMENT

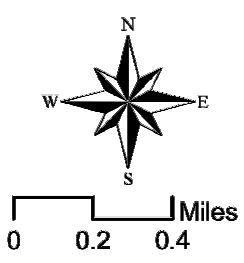
EXHIBIT

13



Legend

- Existing Regional
- - - - - Proposed Regional
- Existing Mixed Use
- - - - - Proposed Mixed Use
- Existing On Road Bike Lane
- - - - - Proposed On Road Bike Lane
- Existing Sidewalk
- - - - - Proposed Sidewalk
- Woodchip



**CITY OF WHITE BEAR LAKE
 2040 COMPREHENSIVE PLAN
 NON-MOTORIZED
 TRANSPORTATION PLAN**
 Created February 2018
 By the Community Development Department
 Utilizing Ramsey County GIS Data
 For More Information, Call 651-429-8561



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer
Rick Juba, Assistant City Manager

Date: January 26, 2021

Subject: **Resolution authorizing advertisement for public bid for the 2021 Water Meter Replacement Project**

BACKGROUND

As has been discussed with Council over the past few years at its Capital Improvement Plan (CIP) work sessions, staff has been replacing the City's aging water meter stock since 2014. As a water meter ages, it loses accuracy, which can drastically under-meter the amount of water being used, leading to loss in revenue needed to provide water services.

It is typically recommended that water meters be replaced at approximately 15-20 year frequency to maintain an acceptable level of accuracy. The majority of the meters that have not yet been replaced are in excess of 25 years old and consist of a variety of different manufacturers and styles that require several different meter reading techniques.

Additionally, the company that the City has traditionally contracted with to read our meters is getting out of the meter reading business at the end of 2021. There are no other meter reading providers available, as the technology is outdated. If the City does not move forward with comprehensive residential meter replacement project, an additional staff person would be needed.

The City also has approximately 570 commercial meters, 170 of which have been replaced. However, due to additional coordination required for these meter change outs, it is recommended that staff continue to use in-house staff to complete the remaining 400 meter replacements over time. It is also important to note that commercial water accounts are required to pay up front for necessary meter replacements.

The outcome of this project will be an up to date modern system that will have a consistent stock of meters citywide that can be read utilizing a very efficient drive by system. This system will also be able to be read utilizing existing City staff in a fraction of the time it currently takes.

SUMMARY

Staff has been very satisfied with the Neptune meters it has been installing since 2014 and recommends using the same meters with radio read technology to complete the replacement

project. So far, City staff has replaced nearly 1,600 of the 7,700 residential meters in the system, leaving approximately 6,100 meters to be replaced with this project.

Staff has reviewed recent meter replacement projects in other cities to help in its development of the project parameters. Under this project, staff recommends the vendor be required to replace the remaining 6,100 residential meters, including scheduling, furnishing the meter and installation. It would also include all communications and notifications to the residents and coordination with our finance department and LOGIS to update our utility billing accounts. This process has been used locally and seems to be the most efficient.

The estimated cost of the project is \$2,500,000 or approximately \$400 per meter and would be funded through bonding in which the debt service would be paid for by the water enterprise fund.

It is anticipated that bids would be received for the project sometime in March and a consideration of contract award by Council in April. The project would then begin in May with communications and coordination with actual installation to begin in June. Substantial completion would be expected in December with an excess of 90% of the meters installed.

RECOMMENDED COUNCIL ACTION

Staff recommends that the City Council adopt the attached resolution authorizing advertisement for public bids for the 2021 Water Meter Replacement Project.

ATTACHMENTS

Resolution Authorizing Advertisement for Public Bids

RESOLUTION NO.:

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR PUBLIC BIDS
FOR THE 2021 WATER METER REPLACEMENT PROJECT**

WHEREAS, a majority of the City's aging water meter stock is beyond its useful life and is no longer able to accurately read the amount of water used by a customer; and

WHEREAS, the City's aging water meter stock is no longer able to be efficiently read as the technology has become obsolete and has become increasingly difficult to read; and

WHEREAS, the Engineering Department has prepared plans and specifications for the 2021 Water Meter Replacement Project to complete the replacement of 6,100 residential water meters.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota hereby authorizes the Public Works Director/City Engineer to prepare and cause to be inserted in the official paper an advertisement for bids for the 2021 Water Meter Replacement Project. The advertisement shall be published for 10 days and shall specify the work to be done and shall state that bids will be received by the Public Works Director/City Engineer.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: January 26, 2021

Subject: **Agreement with Advanced Engineering and Environmental Services, Inc. (AE2S) for the completion of a Water System Risk and Resilience Assessment and Emergency Response Plan**

BACKGROUND

The City of White Bear Lake is required to comply with new legislation as part of the Safe Drinking Water Act amendment named the America's Water Infrastructure Act (AWIA). This law requires community water systems with a total population served greater than 3,300 to conduct: 1) a Risk and Resilience Assessment (RRA); and 2) a corresponding Emergency Response Plan (ERP) according to a tiered timeline and schedule. White Bear Lake has an estimated 2020 population of 24,300 requiring the completion of the RRA by June 30, 2021 and the ERP within 6 months of the completion of the RRA.

SUMMARY

Staff went through a Request for Proposal (RFP) process to select a consultant to complete this project. The RFP was sent to three qualified consultants to submit a response. Based on a review of the RFP responses, staff is recommending the City enter into a contract with Advanced Engineering and Environmental Services, Inc. (AE2S) in the amount of \$9,800 to complete the work as was detailed in the RFP. AE2S was found not only to be very qualified to complete this work, but also had the lowest fee proposal.

This project was included in the 2021 budget and the proposed fee of \$9,800 falls well with the budget amount.

RECOMMENDED COUNCIL ACTION

Staff recommends that the City Council approve the attached resolution authorizing the City Manager to enter into an agreement with Advanced Engineering and Environmental Services, Inc. (AE2S) for the completion of a Water System Risk and Resilience Assessment and Emergency Response Plan.

ATTACHMENTS

Resolution

RESOLUTION NO.:

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, INC. (AE2S) TO COMPLETE A WATER SYSTEM RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN

WHEREAS, the City of White Bear Lake is required to comply with new legislation as part of the Safe Drinking Water Act amendment named the America's Water Infrastructure Act; and

WHEREAS, this law requires community water systems with a total population served greater than 3,300 to conduct a Risk and Resilience Assessment and a corresponding Emergency Response Plan according to a tiered timeline and schedule; and

WHEREAS, based on population, the City is required to complete the Risk and Resilience Assessment by June 30, 2021 and the Emergency Response Plan within 6 months of the completion of the Risk and Resilience Assessment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota hereby authorizes the City Manager to enter into an agreement with Advanced Engineering and Environmental Services, Inc. (AE2S) to complete a Water System Risk and Resilience Assessment and Emergency Response Plan in compliance with the America's Water Infrastructure Act.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

City of White Bear Lake Environmental Advisory Commission

MINUTES

Date: November 18, 2020	Time: 6:30pm	Location: WBL City Hall
COMMISSION MEMBERS PRESENT	Sheryl Bolstad, Chris Greene, Bonnie Greenleaf, Rick Johnston, Gary Schroeher (Chair), Robert Winkler, Valeria Diaz, Sage Durdle	
COMMISSION MEMBERS ABSENT	None	
STAFF PRESENT	Connie Taillon, Environmental Specialist	
VISITORS	None	
NOTETAKER	Connie Taillon	

1. CALL TO ORDER

The meeting was called to order at 6:39pm.

2. APPROVAL OF AGENDA

The commission members reviewed the agenda and had no changes. Commissioner Johnston moved, seconded by Commissioner Bolstad, to approve the agenda as presented.

Roll call vote:

Bolstad: Aye
Greene: Absent
Greenleaf: Aye
Johnston: Aye
Schroeher: Aye
Winkler: Aye
Diaz: Aye
Durdle: Absent

Motion carried.

3. APPROVAL OF MINUTES

a) October 21, 2020 regular meeting

The commission members reviewed the October 21, 2020 draft minutes and had no changes.

Commissioner Johnston moved, seconded by Commissioner Bolstad, to approve the minutes of the October 21, 2020 meeting as presented.

Roll call vote:

Bolstad: Aye
Greene: Absent
Greenleaf: Aye
Johnston: Aye
Schroeher: Aye
Winkler: Aye
Diaz: Aye
Durdle: Absent

Motion carried.

4. VISITORS & PRESENTATIONS

None

5. UNFINISHED BUSINESS

a) 2020 work plan high priority goals

Commissioner Greenleaf asked staff about the status of the Zero Waste policy. Taillon stated that the policy will be presented at a Council meeting in the near future. She will email the commission members when the Council meeting date is set. Commissioner Johnston reminded commission members to start saving milk jugs to be used as tent weights at the 2021 Expo.

b) 2020 budget

Commissioner Greenleaf stated that she would like the commission to purchase native seeds to give away at the Expo with the remaining 2020 budget. Commissioner Greenleaf and Commissioner Bolstad will meet and come up with ideas for seed purchases. Taillon will place the order with a native seed company.

c) 2021 draft work plan

- Top 3 projects

Each commission member listed their top three priority projects they would like to see on the 2021 work plan. Taillon will tally the top three 2021 work plan priorities from each commission member for discussion at the December meeting.

- Chair Schroeder: pollinator plantings, zero waste City events, plastic bag ordinance
- Commissioner Bolstad: downtown area recycling, zero waste City events, plastic bag ordinance
- Commissioner Greenleaf: pollinator plantings, solar on buildings, plastic bag ordinance
- Commissioner Johnston: plastic bag ordinance, downtown recycling and expand to other areas, zero waste events
- Commissioner Winkler: IDDE lawn clippings and trash, partnering with Xcel Energy on special projects, salt management education

Commissioner Johnston stated that in addition to the top three priorities, the commissioner members should continue to focus on educating the public.

- EAC Roles

The commission members discussed possible additional roles. Commissioner Greenleaf would like to see the commission take on more projects. Commissioner Johnston stated that he reviewed the Environmental Advisory Commission web page and would like to add language to expand the commissioner's duties without being too specific and locking the commission into certain roles. Commissioner Johnston offered to revise the language on the website.

Commission member joined the meeting

6. NEW BUSINESS

a) Surface Water Management Plan review

Taillon provided an overview of the draft Surface Water Management Plan which is currently out for a 60-day agency review. The plan was submitted to the four Watershed Management Organizations, Ramsey County, Washington County, and Metropolitan Council for review. Taillon asked the commission members to review the plan in the next month and bring comments and questions to the December meeting. The draft plan is found on the City's website at whitebearlake.org/engineering/page/surface-water-management-plan.

7. DISCUSSION

a) Staff updates

- VLAWMO Award

Taillon mentioned that the City recently received the VLAWMO Watershed Partner award for our work on the 4th and Otter iron sand filter project. Formal recognition will take place at the VLAWMO Board of Directors meeting on December 9, 2020. Taillon will attend the meeting.

b) Commission member updates

- Recycling ambassador program, Chair Schroeher

Chair Schroeher stated that he is participating in the master recycling ambassador program, and is currently attending the training sessions. There are approximately 23 people in the program from communities including St. Paul and Roseville. He showed a few slides from one of the training sessions. One slide showed the trash composition at the Newport facility, with 49% of the trash made up of organics. The Counties started an organics recycling program to try remove this material from the trash. Ramsey and Washington County's goal is to have curbside organics recycling available by 2022. The organic waste would go to Specialized Environmental Technologies, a commercial compost site in Dakota County. The current organic waste contamination rate is at 6%; anything over 10% contamination and the load is rejected. Chair Schroeher suggested inviting Specialized Environmental Technologies to a future commission meeting. Chair Schroeher showed other slides from the training that depicted how raw materials and organics are distributed. Trash brought to the Newport Facility from both Ramsey and Washington Counties is burned to provide electricity for 44,000 homes. Only 11% of the trash generated in both Counties is landfilled. Commission members discussed scheduling a tour of the Newport facility in the future.

Commission member joined the meeting

- Duluth and Minneapolis plastic bag restrictions, Commissioner Greenleaf

Commissioner Greenleaf provided an update on her plastic bag restriction research. She stated that there are 300 community's nationwide that have implemented a plastic bag restriction using different approaches such as charging for plastic bags, charging for both plastic and paper, or eliminating plastic bags altogether. The Cities of Duluth and Minneapolis are currently the only Cities in Minnesota that have implemented a bag restriction. Duluth eliminated plastic bags and require stores to charge 5 cents for paper bags. Minneapolis requires stores to charge 5 cents for both paper and plastic bags. Commissioner Greenleaf wants the City to be a leader and create a plastic bag ordinance. The commission members discussed next steps, such as involving the business community and City Council.

- Other reports

The student commission representatives provided an update about the High School Environmental Club. The club's general mission is to make the school more environmentally friendly. One initiative is to look at ways of reducing waste by offering edible cups for liquid to hand out during races. Because of the recent lock down, the Environmental Club activities have been put on hold.

Taillon updated the commission on the food scraps dumpster audit provided by Ramsey County. The audit was conducted at the Public Works site over a period of two weeks, from September 14th through September 25th. For each of the two 4-yard dumpsters, the weight, visual fullness, and volume was recorded each week. The first week recorded 90% full for one dumpster and 10% full for the second dumpster. Week two recorded 60% full and 0% full. Chair Schroeher mentioned that he is interested in how many people use it per day. Commissioner Greenleaf stated that we need to keep providing education, and suggested including an article in the spring newsletter on organics recycling.

c) Do-outs

New do-out items for November 18, 2020 include:

- Commission members or staff to purchase native seed packets with the remaining 2020 EAC budget
- Staff to tally top three 2021 work plan priorities from each commission member to discuss at the December meeting.
- Commissioner Johnston to review the EAC website language
- Commission members to review the draft Surface Water Management Plan and bring their comments and questions to the December meeting.
- Commission members to consider inviting Jake from Specialized Technologies to speak at a future EAC meeting.
- Staff to schedule tour of Newport facility at a date TBD.
- Staff to include a food scraps recycling article in the spring newsletter.

d) December agenda

Include SWMP discussion and 2021 work plan on the December agenda.

8. ADJOURNMENT

Commissioner Greenleaf moved, seconded by Commissioner Johnston to adjourn the meeting at 8:28 pm.

Roll call vote:

Bolstad: Aye

Greene: Aye

Greenleaf: Aye

Johnston: Aye

Schroeher: Aye

Winkler: Aye

Diaz: Aye

Durdle: Aye

Motion carried.



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kara Coustry, City Clerk

Date: January 20, 2021

Subject: **Adoption of Summary Resolution for publication of Ordinance 21-1-2046 establishing the 2021 fee schedule**

BACKGROUND/SUMMARY

At its December 8, 2020 meeting, the City Council held first reading of an ordinance establishing the 2021 fee schedule. Notice of a public hearing for second reading of this ordinance at the January 12, 2021 City Council meeting was published in the White Bear Press on Dec. 23, 2020.

The City Council held second reading of the annual fee schedule ordinance on January 12, 2021 and after conducting a public hearing, voted unanimously to pass the fee schedule ordinance 21-1-2046, which becomes effective upon publication in the official newspaper for the City. The attached summary resolution authorizes an abbreviated publication of this ordinance.

RECOMMENDED COUNCIL ACTION

Staff recommends adoption of the attached summary resolution to facilitate publication of the Fee Schedule Ordinance.

ATTACHMENTS

Summary Resolution

RESOLUTION NO.

**A RESOLUTION ESTABLISHING THE TITLE AND
SUMMARY APPROVAL OF ORDINANCE NO. 21-2-2046**

**AN ORDINANCE ESTABLISHING A FEE SCHEDULE
FOR SERVICES, PERMITS AND LICENSES**

FOR PUBLISHED NOTICE.

WHEREAS, the City of White Bear Lake City Council may, pursuant to Ordinance No. 83-6-666, adopt a title and summary of a proposed ordinance to be published in lieu of lengthy entire ordinances, and

WHEREAS, in addition to adopting a title and ordinance summary, the Council shall direct the City Clerk to:

1. Have available for inspection during regular office hours a copy of the entire ordinance.
2. Post a copy of the entire ordinance at the White Bear Lake Branch of the Ramsey County Public Library.
3. Receive an affidavit of publication of the title and summary from the official newspaper.

NOW, THEREFORE, BE IT RESOLVED, that the City of White Bear Lake City Council hereby adopts the aforementioned title and summary for approved Ordinance No. 21-2-2046 as listed below:

**AN ORDINANCE ESTABLISHING A FEE SCHEDULE
FOR SERVICES, PERMITS AND LICENSES**

The ordinance consolidates the City's fee schedule for services, permits and licenses for efficient administration and to facilitate annual review as an integral part of the budget process.

FURTHER, BE IT RESOLVED, that the City of White Bear Lake City Council hereby directs the City Clerk to provide the inspection and publication requirements as listed above.

The foregoing resolution offered by Councilmember X and supported by Councilmember X carried on the following vote:

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Kara Coustry, City Clerk
Date: January 21, 2020
Subject: **Special Event Application– Tally's Dockside on July 4th**

BACKGROUND/SUMMARY

The City received an application from Jan and Keith Dehnert for a special event at Tally's Dockside. They are establishing their 2021 summer music schedule and request the City's permission to host live music from 2:00 p.m. until 10:00 p.m. on the 4th of July, which falls on a Sunday. If approved, Tally's would provide shuttle parking service to and from the former public works site as required for their regular music nights.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution as presented.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING A SPECIAL EVENT
FOR MUSIC ON SUNDAY NIGHT, JULY 4TH AT TALLY'S DOCKSIDE**

WHEREAS, an application has been submitted by Jan and Keith Dehnert for a special event at Tally's Dockside; and

WHEREAS, permission is being sought by the applicants to host live music from 2:00 p.m. until 10:00 p.m. on July 4th, which falls on a Sunday in 2021; and

WHEREAS, if approved, Tally's would be required to provide shuttle parking service to and from the former public works site; and

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves Dehnert's request to host live music on the patio of Tally's Dockside from 2:00 p.m. until no later than 10:00 p.m. on Sunday, July 4, 2021.

BE IT FURTHER RESOLVED that approval is contingent upon Tally's requirement to promote and provide shuttle service to and from the former public works site to mitigate parking constraints of this business.

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

Ayes:

Nays:

Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Kara Coustry, City Clerk

Date: January 20, 2021

Subject: **Special Event Request at Railroad Park by Liberty Classical Academy**

BACKGROUND

The City allows for special events in public spaces including City Parks. Special event permits are typically approved by staff. On occasion the City receives an application that involves a unique circumstance such as the sale of alcohol by a licensed vendor, or as in this case, the use of Railroad Park which is not typically authorized by Staff.

Liberty Classical Academy is a private, pre-K through 12th grade Christian school in White Bear Lake. The Spring fundraiser for Liberty is a 5-week Scholarship Drive that raises the funds necessary to make a Liberty education attainable for more families. Approximately 35% of families receive some form of financial assistance. At the end of the 5-week fundraising campaign, the school hosts a celebration for its families to gather and be in community with one another to celebrate achievements. With COVID-19 present, and ever-changing, the opportunity to gather with one another for a large celebration is more complex.

SUMMARY

The City received a special event request by Liberty Classical Academy requesting use of Railroad Park Gazebo in downtown White Bear Lake on Friday, May 14, 2021 from 5:00 p.m. – 8:00 p.m. The school is celebrating the culmination of their annual fundraising efforts. They envision a simple, relaxed, outdoor, social gathering to connect with one another and support local businesses as well. Liberty families would gather in downtown White Bear Lake on the evening of May 14th, with the Gazebo being the main connection point for families to meet up throughout the evening. Smaller groups will naturally form and spread out for happy hour, appetizers, dinner and drinks around town, but the Gazebo will remain the featured area of gathering for the school.

Staff is in the process of working with the Main Street group downtown regarding the request for an amplified band and traffic impacts. Staff will continue to work out solutions with the neighborhood stakeholders that would be most impacted by this portion of the request. As with all special event requests in the COVID era, contingencies will need to be identified to ensure compliance with any standing orders or crowd size limits.

RECOMMENDATION

Staff recommends the City Council adopt the resolution authorizing use of Railroad Park at the resident fee.

ATTACHMENTS

Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING THE USE OF RAILROAD PARK BY
LIBERTY CLASSICAL ACADEMY**

WHEREAS, an application has been submitted by Liberty Classical Academy to host a celebration for Liberty Classical Academy event at Railroad Park on Friday, May 14, 2021; and

WHEREAS, Liberty Classical Academy is a private, non-profit, based in White Bear Lake, and

WHEREAS, Liberty Classical Academy has requested use of Railroad Park on Friday, May 14, 2021 from 5:00 p.m. – 8:00 p.m. to celebrate its fundraising efforts; and

WHEREAS, a band playing amplified music and seating of some kind will be brought in by the group and placed on park grounds; and

WHEREAS, the group will be following health department guidelines to provide treats and non-alcoholic beverages to attendees, however, attendees will rely on local restaurants for food adult beverages.

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves the use of Railroad Park by Liberty Classical Academy for an event on Friday, May 14, 2021, subject to the following conditions:

1. No stakes are permitted to be placed into the ground.
2. No vehicles are permitted on park grounds to protect irrigation systems.
3. Park rental at the same rate as Podvin Park's local non-profit organization fee.
4. Health Department guidelines will be followed.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
Community Development Department

MEMORANDUM

To: Mayor and City Councilmembers
From: Ellen Hiniker, City Manager
Date: January 21, 2021
Subject: CARES Relief Funding Program Opportunity for Cerenity Senior Care

BACKGROUND

At its August 25, 2020 meeting City Council approved a COVID Relief Funding grant allocation plan that included funding for businesses, non-profits and residents. The City Council also approved a PPE reimbursement grant program for places of worship, a meal delivery program supporting both local restaurants and residents in need through a local transportation provider, and a mental health support program for residents and people who have a place of employment in the city.

Staff received consensus from the City Council during the January 12, 2021 Council meeting to extend this grant opportunity to Cerenity Senior Care.

SUMMARY

To date all grant opportunity programs have been launched and non-profit grant period has since expired. During the time the non-profit grant was active, Cerenity Senior Care (a qualifying non-profit) decided to pass on the opportunity. Their circumstances have since changed and they asked whether the opportunity for funding was still available. Funding set aside in the Economic Development Fund for COVID relief purposes is still available and staff recommends appropriating \$10,000 in non-profit grant funds to Cerenity Senior Care, equal to the amount extended to other qualified non-profits in White Bear Lake.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the attached resolution authorizing a \$10,000 appropriation to Cerenity Care Center, consistent with grants appropriated to other area non-profits through the City's non-profit COVID relief grant program.

ATTACHMENTS

Resolution

RESOLUTION NO.:

RESOLUTION AUTHORIZING A \$10,000 GRANT TO CERENITY CARE CENTER CONSISTENT WITH DISTRIBUTIONS PROVIDED TO QUALIFIED NON-PROFITS IN 2020 THROUGH THE CITY'S NON-PROFIT COVID RELIEF GRANT PROGRAM

WHEREAS, the City of White Bear Lake established local grant programs to distribute a portion of the remaining Coronavirus Relief Funds to White Bear Lake businesses, residents and non-profits with a demonstrated economic impact from COVID-19; and

WHEREAS, a Non-Profit Grant program was established in which qualifying local non-profits could apply to receive up to \$10,000 in grant funds due to the COVID-19 pandemic; and

WHEREAS, during the grant period, Cerenity Senior Care chose not to apply for these funds; however, there has since been a change in their circumstances; and

WHEREAS, although the non-profit grant period has expired, there remain some funds set aside in the Economic Development Fund for COVID relief grants.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the City Manager is hereby authorized to grant \$10,000 to Cerenity Care Center, consistent with distribution provided to qualified non-profits in 2020.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and Council

From: Ellen Hiniker, City Manager

Date: December 3, 2020

Subject: **Allowable items in the Farmers' Market Purpose and Regulations document**

BACKGROUND & SUMMARY

Each Friday beginning the last week of June through the end of October, the City facilitates a weekly Farmers' Market in downtown White Bear Lake. Governed by its Purpose and Regulations document, the Farmers' Market was established to encourage commerce and expand the availability of fresh produce to residents. In recognizing its worth as a public produce market, it is also intended to preserve the interests of permanent retail business in the central business district. To avoid direct competition with downtown businesses, farmers' market merchants are only permitted to sell from a pre-approved list of produce (refer to the attached Farmer's Market Purpose and Regulations).

Fresh cut flowers are currently permitted at the Farmers' Market as long as they are not arranged. This was because there once was a florist situated in the downtown area. A resident who would like to be a vendor at the market, asked to allow fresh cut floral arrangements. Fake floral arrangements are considered crafty items, which will not be permitted at the market.

Staff received approval by the downtown Main Street Group to allow flower arrangements at the Farmers' Market as there are no conflicts with this offering in any of the brick and mortar stores.

RECOMMENDATION

Staff recommends Council adopt the resolution amending the Purpose and Regulations document governing Farmers' Market offerings to allow fresh cut flower arrangements.

ATTACHMENTS

Resolution
Purpose and Regulations

RESOLUTION NO.:

**RESOLUTION AMENDING THE GOVERNING RULES AND REGULATIONS FOR
THE WHITE BEAR LAKE FARMERS' MARKET**

WHEREAS, the City of White Bear Lake facilitates an outdoor farmer's market held in the downtown area between mid June and late October; and

WHEREAS, the purpose of the market is two-fold; to provide fresh produce for city residents and to attract shoppers to the downtown area; and

WHEREAS, only items on the allowable list as found in the city's governing rules may be sold at the farmer's market; and

WHEREAS, the City Council may modify the allowable list in response to requests or concerns; and

WHEREAS, it has been the practice of the City Council to consider the impact that the addition of allowable items to the list may have on the downtown merchants, and that the downtown merchants have been consulted regarding this request.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the following modification be made to the City's Governing Rules and Regulations for the White Bear Lake Farmer's Market:

Arranged or cut flowers and bedding plants if grown by the merchant

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk

WHITE BEAR LAKE FARMER'S MARKET

Purpose and Regulations

STATEMENT OF PURPOSE

To encourage commerce and expand the availability of fresh produce to its residents, the City of White Bear Lake provides a Farmer's Market in its Central Business District. The City recognizes the worth of a public produce market, but also desires to preserve the interests of permanent retail businesses of the City. Therefore, the following rules shall govern the White Bear Lake Farmer's Market.

SEASON

The White Bear Lake Farmer's Market shall operate on Fridays beginning the last Friday in June and concluding on the last Friday of October.

TIME

The White Bear Lake Farmer's Market shall be open for public sale from 8:00 a.m. to 12:00 p.m. Merchants selling produce at the Farmer's Market are allowed to set up beginning at 7:00 a.m. and all vehicles and materials must be removed no later than 1:30 p.m. on the day of the market. The White Bear Lake Public Works Department will barricade Washington Avenue between Third and Fourth Streets beginning at 7:00 a.m. each Friday on which the market is operated. The barriers will be removed when the last vehicle has left the public street; however, no later than 12:00 p.m. At the discretion of the Public Works Director, a portion of Washington Avenue may be open to traffic and parking prior to this time if the entire space is not required for the market.

RESERVED LOCATIONS

Merchants wishing to sell produce or other allowed products at the market are required to apply to the Public Works Department to reserve a sale space. An individual or farm may reserve only one space. An annual reservation fee of \$120 is required at the time of application. If space is not available, the fee will be returned and the application will be placed on a waiting list. Priority for space assignment will be given to the individual who reserved the space the previous year.

If a space is reserved or unassigned but not occupied by 9:00 a.m. a merchant may rent the space for one day upon the purchase of a temporary permit for a fee of \$10.

SALES AREA

Merchants selling from vehicles must park in the identified parking spaces and buyers are allowed to use the street for shopping. Merchants are not allowed to park, drive or sell on the mall boulevard, sidewalks, or park property.

Upon approval of a reservation application or temporary permit, a merchant will be provided with an identification sign which must be clearly displayed at all times the assigned space is occupied. The identification sign shall distinguish between individuals/merchants who grow or prepare their produce or product and those who purchase all or a portion of their produce or product for resale.

ITEMS ALLOWED FOR SALE

The following items are allowed for sale at the White Bear Lake Farmer's Market:

- All forms of fresh and preserved vegetables and fruits grown and prepared by the merchant in a licensed facility
- Cheese, specialty meats, and eggs, if produced or raised by the merchant,
- Honey and preserves, if packages are canned in accordance with rules established by the Minnesota Department of Agriculture
- Bakery goods prepared in a licensed bakery
- Dried flowers or plants which are not arranged for decorative purposes
- Spices and home canning ingredients (dill, etc.)
- Arranged or cut flowers and bedding plants if grown by the merchant
- Organic Beverages
- Minnesota Grown Certified gelato
- Minnesota Grown Certified home-made pasta
- Minnesota Grown Certified kettle corn
- Fertilizer that is local and natural recycled and produced by the merchant.
- All natural baking mixes created by the merchant with some MN grown products.
- Milled flours created by the merchant with some MN grown products.

** All items allowed for sale at the Farmer's Market must be made in compliance with the Minnesota Department of Health.

The following items are specifically disallowed for sale in the White Bear Lake Farmer's Market:

- Clothing; handicraft items and art objects including wreaths; arranged flowers; non-organic beverages; prepared food other than bakery items; toys; tools; candles; soap; and any food other than that specifically allowed above.

CLEAN-UP

Prior to leaving the Farmer's Market, each merchant is expected to collect and remove any paper, bags, boxes or miscellaneous debris, which is placed near the site as a result of his/her sales. Merchants responsible for leaving debris behind will be prohibited from selling in the Farmer's Market for a period of twelve months.

GENERAL INFORMATION

The White Bear Lake Farmer's Market is listed with the Minnesota Department of Agriculture for produce growers who request information on farmers markets. General information about the Farmer's Market or space availability information can be obtained by calling the City's Public Works Department at 651-747-3650.



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager

From: Paul Kauppi, Public Works Director/City Engineer

Date: January 26, 2021

Subject: **Lease Amendment No. 2 for T-Mobile at the Centerville Road Water Tower Site**

BACKGROUND / SUMMARY

T-Mobile has requested permission to modify the cellular equipment installed at the Centerville Road Water Tower site. This will be the second amendment to this lease agreement. This amendment will allow for a modification to equipment installed at the site.

The Engineering department has reviewed the proposed equipment modifications by T-Mobile and has approved the plans.

RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution approving amendments to the T-Mobile lease at the Centerville Road Water Tower site.

ATTACHMENTS

Resolution

RESOLUTION NO.:

**RESOLUTION APPROVING LEASE AMENDMENTS WITH T-MOBILE
FOR PLACEMENT OF COMMUNICATIONS EQUIPMENT
ON THE CITY'S WATER TOWER AT 4636 CENTERVILLE ROAD**

WHEREAS, T-Mobile has been operating telecommunications equipment from the City's water tower at 4636 Centerville Road, and

WHEREAS, T-Mobile desires to amend its lease with the City to accommodate equipment modifications which are necessary to be competitive in the current mobile communication business, and

WHEREAS, the City desires to work with T-Mobile to accommodate their needs, and

WHEREAS, the existing lease agreement needs to be amended to accommodate the proposed equipment modifications and term of the lease.

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

- 1) The proposed amendment to the lease agreement with T-Mobile for equipment installed at the Centerville Road water tower site is hereby approved which details the equipment modifications and terms of the lease.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



City of White Bear Lake
City Manager's Office

MEMORANDUM

To: Mayor and Council

From: Kerri Kindsvater, Finance Director
Ellen Hiniker, City Manager

Date: January 21, 2021

Subject: **Financial Policies**

BACKGROUND & SUMMARY

The Government Finance Officers Association (GFOA) recommends government entities formally adopt financial policies because they are essential to a strategic and long-term approach to financial management. They promote approving policies as a “best practice” for the following reasons:

- Promote stability and continuity in operations
- Define how the organization will manage its resources to provide for the community
- Provide a framework of financial management guidelines for City staff
- Support good bond ratings
- Identify and manage important risks to financial condition

Upon review of current City Council approved policies for Finance operations, staff felt the Investment Policy needed updating and created three additional policies for implementation in 2021.

RECOMMENDED COUNCIL ACTION

Staff recommends adoption of the attached the resolution approving the Investment Policy, Capital Asset Policy, Electronic Funds Transfer (EFT) Policy and Federal Grant Policy.

ATTACHMENTS

Resolution
3.01 Investment Policy
3.08 Capital Asset Policy
3.09 Electronic Funds Transfer (EFT) Policy
3.10 Federal Grant Policy

RESOLUTION NO.

**A RESOLUTION ADOPTING FINANCIAL POLICIES AND
INCORPORATING THEM INTO THE POLICY MANUAL**

WHEREAS, the Government Finance Officers Association (GFOA) recommends that government entities formally adopt financial policies as they are essential to a strategic and long-term approach to financial management; and

WHEREAS, these policies are approved as “best practices”; and

WHEREAS, upon review of the city’s current financial policies, the investment policy was updated and three new policies have been added; and

WHEREAS, the City of White Bear Lake finds value in following best practices for the following reasons:

- Promote stability and continuity in operations
- Define how the organization will manage its resources to provide for the community
- Provide a framework of financial management guidelines for City staff
- Support good bond ratings
- Identify and manage import risks to financial condition

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake adopts the following financial related policies:

- 3.01 Investment Policy as modified
- 3.08 Capital Asset Policy
- 3.09 Electronic Funds Transfer (EFT) Policy
- 3.10 Federal Grant Policy

BE IT FURTHER RESOLVED that the city clerk is hereby directed to incorporate these new and revised policies in the City’s Policy Manual.

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

Ayes:
Nays:
Passed:

Jo Emerson, Mayor

ATTEST:

Kara Coustry, City Clerk



3.01 Investment Policy

Purpose

The City of White Bear Lake established this investment policy to protect the capital in the overall portfolio. Liquidity and yield are also important considerations but secondary to capital preservation. Funds will be invested to gain the highest investment return from investment vehicles, which have the lowest risk of principal loss, while meeting the daily cash flow demands of the City and conforming to all federal, state, and local statutes governing the investment of public funds.

Scope

This policy applies to all financial assets of the City of White Bear Lake. These funds are accounted for in the City's Comprehensive Annual Financial Report and include the General Fund, Special Revenue funds, Debt Service funds, Capital Project funds, Enterprise funds, Internal Service funds, and any new funds created by the City.

Objectives

At all times, investments of the City shall be in accordance with Minnesota Statutes Chapter 118A and amendments thereto. The primary objectives of the City's investment activities shall be in the following order of priority:

Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, interest rate risk, and custodial risk.

- *Credit Risk:* Credit risk is the risk of loss due to failure of the security issuer or backer. Thus, designated depositories shall have insurance through the FDIC (Federal Deposit Insurance Corporation) or the SIPC (Securities Investor Protection Corporation). To ensure safety, when evaluating an investment for purchase, it is the City's policy to crosscheck all depositories under consideration against existing investments to make certain that funds in excess of insurance limits are not invested in the same institution unless collateralized as outlined below.

- *Interest Rate Risk:* Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The City will minimize interest rate risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- *Custodial Risk:* The City will minimize deposit custodial risk, which is the risk of loss due to failure of the depository bank (or credit union), by obtaining collateral or a bond for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance with state law and perfected security interest under federal law.

Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Generally, investments shall have "laddered" maturities so that money becomes available on a regular schedule. Liquid funds will allow the City to meet possible cash emergencies without being penalized on investments.

Return on Investments: The City's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority

The City Council delegates the management of the City's investment portfolio to the City Manager, Finance Director and the Assistant Finance Director with the direction of strict compliance with this policy.

Prudence

Investments shall be made with judgment and care under prevailing circumstances, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from investing the City's overall portfolio.

Investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Internal Controls

The Finance Director and Assistant Finance Director are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuses. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Director and Assistant Finance Director shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record-keeping
- Safekeeping account
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investment and wire transfers

Authorized Financial Dealers and Institutions

The City Council approves a resolution that includes a list of financial institutions authorized to provide investment services to the City each year. Prior to any investment transactions with the City, all brokers/dealers who desire to become qualified bidders for investment transactions must supply audited financial statements, proof of National Association of Security Dealers certification, proof of Minnesota registration, a certificate of insurance for excess SIPC coverage, and completion of the broker notification and certification form required by Minnesota Statutes 118A.

Safekeeping

The City will minimize deposit custodial credit risk, which is the risk of loss due to failure of the depository bank, by holding all securities in segregated accounts for the City's benefit at a third-party trustee as a safekeeping agent. The investment dealer or bank in which the security is purchased shall deliver all securities on the delivery versus payment method to the designated third party. Delivery versus payment is a way of controlling risk to which securities market participants are exposed. Delivery of securities (i.e. the change in their ownership) is done simultaneously with payment. This means that neither the buyer nor the seller is exposed to the risk that the other will default.

Suitable and Authorized Investments

Consistent with Minnesota Statute 118A, the following investments will be permitted by this policy:

1. U.S. Treasury Obligations (bills, notes, bonds)
2. U.S. Government Agency and Federally Sponsored Agency Securities, excluding mortgage backed securities that fail the FFEIC test
3. General Obligation of the State of Minnesota or any of its subsidiaries that is rated by at least one national rating agency with a rating level of at least the following rating:
 - general obligation rated “A” or better
 - revenue obligation rated “AA” or better
 - general obligations of the Minnesota Housing Finance Agency rated “A” or better
4. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the amount provided by the Federal Deposit Insurance Corporation coverage limit
5. Commercial paper issued by the U.S. Corporations or their Canadian subsidiaries that is of the highest quality (A1, P1) and matures in 270 days or less
6. Bankers Acceptances shall be restricted to those of U.S. banks eligible for purchases by the Federal Reserve System.
7. Repurchase agreements - must be from a national or state bank in the U.S. that is a member of the Federal Reserve system and whose capital and surplus is at least \$10,000,000 or is primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York.
8. Mutual Funds - The City may purchase shares in mutual fund holdings pursuant to M.S. 118A.04. The City will monitor the market value of the fund(s) to ensure against potential losses. The City will not invest in the following instruments:
 - Reverse Repurchase agreements
 - Mortgage-Back securities
 - Future Contracts
 - Options
 - Guaranteed investment contracts

Diversification

The City will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields. No more than 30% of the portfolio should have maturities exceeding 5 years. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the City’s total investment portfolio will be invested in a single security type.

Reporting and Review

The City will provide the City Council with a monthly investment report, which includes the current status of its investment portfolio. This investment report will include at a minimum the following information on each investment:

- Type of investment
- Financial institution involved in the transaction
- Actual yield on the instrument
- Purchase date
- Maturity date
- Amount invested

The City's investment policy shall be adopted by resolution by the City Council and will be reviewed on an annual basis.

Statutory Authority

Specific investment parameters for the investment of public funds by the City are found in Minnesota Statutes Chapter 118A.

History

Adopted by the City Council on December 9, 1997 by Resolution No. 8164
Revised by the City Council on January XX, 2021 by Resolution No. XXXXX

City Manager



3.08 Capital Asset Policy

Introduction

The City of White Bear Lake is required to follow Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. GASB 34 establishes financial reporting requirements for state and local governments throughout the United States and is intended to make annual reports more comprehensive and easier to understand.

GASB 34 requires governments to report general infrastructure assets and depreciate general governmental capital assets over their estimated useful lives.

While the City’s capital asset policy is not all encompassing, it provides general guidance on complying with capital asset reporting requirements for financial reporting purposes only. The primary objectives of financial reporting generally pertain to valuation, allocation, presentation, and disclosure. This policy is not intended to be used for property control purposes.

Capital Assets and Capitalization Thresholds

A capital asset is real or personal property that has an estimated useful life greater than two years and a value equal to or greater than the corresponding capitalization threshold. The City reports capital assets in the following categories:

- Land and Land improvements
- Other Improvements
- Buildings & building improvements
- Machinery, equipment and vehicles
- Infrastructure
- Work in progress
- Other assets

For financial statement purposes, a capitalization threshold is established for each capital asset category as follows:

Capital Asset Category	Capitalization Threshold
Land	\$10,000
Land improvements	10,000
Infrastructure	100,000
Building and building improvements	25,000
Machinery, equipment and vehicles	5,000
Work in progress	Accumulate all costs and capitalize if over \$100,000 when complete
Other assets	5,000

Reporting Capital Assets

A capital asset should be recorded and reported at its historical cost, which includes the vendor's invoice plus the value of any trade-in or allowance. The historical cost also includes freight, sales tax, installation, modifications, accessories, and professional fees.

When the historical cost of a capital asset is not practicably determinable, the estimated historical cost of the asset should be determined. The basis of valuation for capital assets constructed by personnel is the cost of material, direct labor and overhead identifiable to the project.

A donated capital asset should be reported at fair value at the time of acquisition plus ancillary charges; if any. Fair value is the amount at which an asset could be exchanged in a current transaction between willing parties.

Depreciating Capital Assets

Depreciation is the process of allocating the cost of an asset over the period of time the asset is used for its intended purpose. Capital assets should be depreciated over their estimated useful lives unless they are inexhaustible (i.e. land, certain works of art and historical treasures).

For financial statement purposes, the straight-line method will be used to calculate depreciation for each capital asset recorded. Under the straight-line depreciation method, the cost of the asset less the salvage value is written off evenly over the useful life of the asset. The same amount of depreciation is taken each year. At the end of the asset's estimated life, the salvage value will remain.

Improvements vs. Repairs/Maintenance

Capital asset improvement costs should be capitalized if:

1. The costs exceed the capitalization thresholds, and
2. One of the following criteria is met:
 - a) The value of the asset is increased by at least 25% of the original cost,
 - b) The life of the asset is increased by at least 25% of the original life,

- c) The efficiency of the asset is increased by at least 25% or
- d) The capacity of the asset is increased by at least 25%.

Otherwise, the cost should be recorded as a repair and maintenance expense within the appropriate expense function.

Capital Asset Definitions and Categories

1. Land

Land is the surface of the earth, which can be used to support structures and grow plants. Land is characterized as having an unlimited life.

Examples of items to be capitalized as land are:

- Purchase price or fair market value at time of gift
- Commissions
- Professional fees
- Accrued and unpaid taxes at date of purchase
- Other costs incurred in acquiring the land

2. Land Improvements

Land improvements consist of site improvements and assets built, installed or established to facilitate the use of land for a particular purpose.

Examples of items to be capitalized as land improvements are:

- Fencing and gates
- Landscaping
- Parking lots, driveways and parking barriers
- Outside sprinkler systems
- Recreation areas and athletic fields
- Paths and trails
- Softball fields, soccer fields, basketball courts and skateboard parks
- Fountains
- Pavilions
- Retaining walls

3. Infrastructure

Infrastructure assets are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets.

Examples of expenditures to be capitalized as infrastructure:

- Highways
- Roads, streets, curbs, gutter, alleyways and sidewalks
- Dams and storm sewer (drainage) systems
- Water and wastewater systems
- Electric lines-overhead and underground
- Fire hydrants
- Signage

4. Building and building improvements

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls and is not intended to be transportable or moveable. A building is generally used to house persons, property and fixtures attached to and forming a permanent part of such a structure. Certain buildings or structures that are an ancillary part of infrastructure networks, such as a pumping station, should be reported as infrastructure rather than as buildings.

Building improvements are capital events that materially extend the useful life of a building or increase the value of a building beyond one year.

Examples of items to be capitalized as buildings and building improvements are:

Purchased Buildings

- Original purchase price
- Expenses for remodeling a building to make it ready for use
- Environmental compliance (i.e. asbestos abatement)
- Professional fees
- Payment of unpaid or accrued taxes on the building to date of purchase
- Cancellation or buyout of existing leases
- Other costs required to place or render the asset into operation

Constructed Buildings

- Completed project costs
- Cost of excavation or grading or filling of land for a specific building
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Cost of building permits
- Professional fees
- Costs of temporary buildings used during construction
- Unanticipated costs such as rock blasting or relocation of an underground stream
- Permanently attached fixtures that cannot be removed without impairing the use of the building
- Additions to buildings

Building Improvements

- Conversions of attics, basements, etc. to usable office space

- Structures attached to the building such as garages, enclosed stairwells, etc.
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids or other interior framing
- Exterior renovation such as installation or replacement of siding, roofing, masonry, etc.
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable or wiring required in the installation of equipment that will remain in the building
- Other costs associated with the above improvements

5. Machinery, equipment, and vehicles

Machinery, equipment and vehicles described as fixed or movable tangible assets include those items to be used for operations; the benefits of which extend beyond one year from date of receipt and placed into service. Personal property paid jointly by the city and other governmental entities should be capitalized by the entity responsible for future maintenance.

Examples of expenditures to be capitalized as equipment and vehicles:

- Original contract or invoice price
- Freight charges
- Handling and storage charges
- In-transit insurance charges
- Sales, use and other taxes imposed on the acquisition
- Installation charges
- Charges for testing and preparation for use
- Cost of reconditioning used items when purchased
- Parts and labor associated with the construction of equipment

Cost of extended warranties or maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.

Leased Equipment

Equipment should be capitalized if the lease agreement transfers ownership of the property to the lessee by the end of the lease term.

Capital Assets Estimated Useful Lives

Land improvements

Fencing, gates	10 years
Landscaping	10 years
Outside sprinkler systems	20 years
Ball fields and soccer fields	20 years
Retaining walls	20 years

Infrastructure

Roads and highways (including curb & gutter)	20 years
Parking lots – public	20 years
Pathways and trails	20 years
Sidewalks	20 years
Bridges	30 years
Wastewater treatment plant	25 years
Water and wastewater mains	25 years
Storm sewer system	25 years
Street lighting	25 years
Wells	20 years

Buildings and building improvements

Buildings – excavation, foundation, frame/structure	50 years
Temporary/portable buildings	20 years
Roof	20 years
HVAC – heating, ventilation, air conditioning	20 years
Electrical	20 years
Plumbing	20 years
Sprinkler system	20 years
Security/fire alarm system	10 years
Cabling	10 years
Floor covering (other than carpet)	20 years
Carpeting	10 years
Rubber floor covering (arena)	10 years
Interior construction	10 years
Interior renovation	10 years
Elevators	20 years
Generators	20 years

Machinery, equipment, and vehicles

Athletic equipment	10 years
Business machines/office equipment	5 years

Radio/communications equipment	10 years
Computer equipment/software	5 years
Fire department equipment - ladders, hoses, gear, etc	10 years
Office furniture	15 years
Grounds equipment – mowers, tractors, etc.	10 years
Kitchen equipment – appliances	10 years
Law enforcement equipment - light bars, radar, etc	10 years
Tools and other equipment	5 years
Outdoor equipment – playgrounds and scoreboards	10 years
Ice resurfacing equipment (Zamboni)	10 years
Custodial equipment	10 years
Ambulance defibrillators	10 years
Photocopiers	5 years
Motor vehicles:	
Cars, light trucks	5 years
Heavy trucks (13,000 lbs and greater)	7 years
Fire Department vehicles	15 years
Ambulances	10 years
Generators	20 years
Heavy equipment: front loaders, graders, etc.	10 years

Approval of Capital Asset Policy

The useful lives are intended to be guidance, not absolutes. The useful life of a capital asset may be adjusted based on the professional judgment of a qualified individual. Determinations must be made on a case-by-case basis.

History

Adopted by the City Council on January XX, 2021 by Resolution No. XXXXX

City Manager



3.09 EFT Policy

Purpose

The purpose of this policy is to set forth the circumstances in which the City of White Bear Lake may make electronic funds transfers.

Policy

It is the policy of the City to abide by Minnesota Statute § 471.38 when making an electronic funds transfer.

A. Transfers Allowed for Certain Purposes

The City may make an electronic funds transfer for the following:

1. For a claim for a payment from an imprest payroll bank account or investment of excess money;
2. For a payment of tax or aid anticipation certificates;
3. For a payment of contributions to pension or retirement funds;
4. For vendor payments; and
5. For payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

B. Policy Controls

The City will only make payments via electronic funds if the following policy controls are met:

1. The City Council must annually delegate the authority to make electronic fund transfers to the City Manager, Finance Director and the Assistant Finance Director;
2. The disbursing bank must keep on file a certified copy of the delegation of authority;
3. The initiator of the electronic transfer must be identified;
4. A written confirmation of the transaction within one business day;
5. The Finance Department will maintain a list of all transactions made by electronic funds transfer for review by elected officials at any time.

Legal References: Minnesota Statute § 124E.16, subd. 1
Minnesota Statute § 471.38, subds. 3 and 3a

History

Adopted by the City Council on January XX, 2021 by Resolution No. XXXXX

City Manager



3.10 Federal Grant Policy

Purpose

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the City.

Definitions

A. Grants

1. “State-administered grants” are those grants that pass through a state agency.
2. “Direct grants” are those grants that do not pass through another agency and are awarded directly by the federal awarding agency to the grantee organization.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1.
 - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor operated facilities.

- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.

- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the City.

Conflict of Interest

A. Employee Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the City may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the City.

B. Organizational Conflicts of Interest

The City is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest

The City must disclose in writing any potential conflict of interest in accordance with applicable federal awarding agency policy.

Acceptable Methods of Procurement

A. General Procurement Standards

The City must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

- B. The City must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The City's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The City must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The City must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The City alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts.
- G. Methods of Procurement

The City must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the City must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the City considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources.
 - c. The City must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

- e. The City may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. After solicitation of a number of sources, competition is determined inadequate.

H. Competition

The City must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- I. The City must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the City must not preclude potential bidders from qualifying during the solicitation period.
- J. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

- K. All non-procurement transactions entered into by a recipient (i.e., subawards to sub-recipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

Managing Equipment and Safeguarding Assets

A. Property Standards

The City must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the nonfederal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The City must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the City is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Financial Management Requirements

A. Financial Management

The City's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment

The City must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the City and the financial management systems that meet the standards for fund control. Advance payments to a City must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the City in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The City must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls

The City must establish and maintain effective internal control over the federal award that provides reasonable assurance that the City is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). The City must comply with federal statutes, regulations, and the terms and conditions of the federal award. The City must also evaluate and monitor the City’s compliance with statutes, regulations, and the terms and conditions of the federal award. The City must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings. The City must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

Allowable Use of Funds and Cost Principles

A. Allowable Use of Funds. The City administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

3. “Advance payment” means a payment that a federal awarding agency or pass through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs

All grant expenditures will be in compliance with OMB Uniform Guidance, State law, city policy, and the provisions of the grant award agreement, which will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program. Any indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement. When allowable, indirect costs will be charged based on the City’s budget allocation.

D. Costs Forbidden by Federal Law

2 CFR Part 200s identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and

E. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

F. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the City's grants.

G. Training

1. The City will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The City will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

H. Employee Sanctions

Any City employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

Compensation – Personal Services Expenses and Reporting

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the City consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a City's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a City must follow its written non-federal, entity wide policies and practices concerning the permissible extent of professional services that can be provided outside the City for nonorganizational compensation.

B. Compensation – Fringe Benefits

1. During Leave

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the City.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the City's accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the City follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the City.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the City.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the City's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the City's policy and sound business practice.
- D. Relocation Costs of Employees
Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the City's reimbursement policy.
- E. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the City's non-federally funded activities and in accordance with the City's reimbursement policies. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the City in its regular operations according to the City's written reimbursement and/or travel policies. In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the City's established travel policy.

Legal References:

- 2 C.F.R. § 200.12 (Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.212 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Real Property)
- 2 C.F.R. § 200.313(d) (Equipment)

- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
- 2 C.F.R. § 200.338 (Remedies for Noncompliance)
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)
- 2 C.F.R. § 200.473 (Transportation Costs)
- 2 C.F.R. § 200.474 (Travel Costs)

History

Adopted by the City Council on January XX, 2021 by Resolution No. XXXXX

City Manager



City of White Bear Lake
City Engineer's Office

MEMORANDUM

To: Ellen Hiniker, City Manager
From: Connie Taillon, Environmental Specialist/Water Resource Engineer
Date: January 21, 2021
Subject: Environmental Updates

CURBSIDE RECYCLING PROGRAM ANALYSIS

Eureka Recycling, the City's curbside recycling processor, conducts a materials composition analysis of the City's recyclables each year to estimate the amount by weight of recyclable and non-recyclable materials, called 'residuals'. The City was notified by Eureka Recycling in December that a recent materials composition analysis found that residuals increased from 9.56% in 2019 to just over 13%, which is a trigger point for action in the City's processing contract with Eureka. One action is to educate the public about what can and can't be recycled. Staff developed advertising materials focused on the types of residual materials most encountered in the latest composition analysis that cannot be placed in a curbside recycling cart such as plastic bags, batteries, small electronics, and scrap metal (wire hangers, pots and pans, car parts, etc.). Staff also reached out to Republic Services to remind drivers to tag recycling carts when they see obvious contamination problems and to log that information. It should be noted that increased residuals in curbside recycling has been a widespread issue during the pandemic and is not unique to White Bear Lake.

2020 INVASIVE SPECIES CONTROL PROJECTS

Numerous invasive plant control projects were completed in 2020:

- The City and Ramsey County Soil and Water Conservation Division (SWCD) entered into an agreement in the spring of 2020 for the SWCD to continue managing invasive Japanese Knotweed along the shoreline of White Bear Lake at Matoska Park. The SWCD received funding for this project from the Minnesota Department of Agriculture Noxious Weed Grant Program and the Board of Water and Soil Resources Cooperative Weed Management Area grant. A second knotweed control site was added this fall after Planning Commission Member Jim Berry identified a large patch of Japanese Knotweed growing along the trailhead to Willow Marsh at Fair Oaks Drive.
- Vadnais Lake Area Water Management Organization (VLAWMO) organized numerous volunteers throughout the year to remove buckthorn and other invasive plants from the City-owned wooded parcel at 4th and Otter.

- The City contracted with Natural Shore Technologies (NST) again in 2020 to control invasive shoreline plants on City owned property. NST continued to manage Purple Loosestrife on the shoreline of Heiner's Pond, Lion's Park, and Boatworks; and Japanese Knotweed on Heiner's Pond.



Volunteers clearing buckthorn at the 4th and Otter site



Natural Shore Technologies removing Purple Loosestrife from Heiner's Pond



FYI

White Bear Lake, Minnesota

Emerald Ash Borer Municipal Program

2020 Communication & Ash Protection Summary

CONFIDENTIAL

Information included in this marketing summary is strictly confidential and is supplied with the understanding that it will be held confidentially within the city management team, and not disclosed to third parties without the prior written consent of Rainbow Treecare.



Overall Impact of Emerald Ash Borer Protection

Total Protected Ash Trees	
Total Protected DBH Inches	31,100
Average DBH	581,530
	18.7

Annual Tree Benefits	
Lbs. of Atmospheric CO2 Avoided	30,942,666
Gallons of Stormwater Intercepted	67,822,896



Program Impact of Emerald Ash Borer Protection

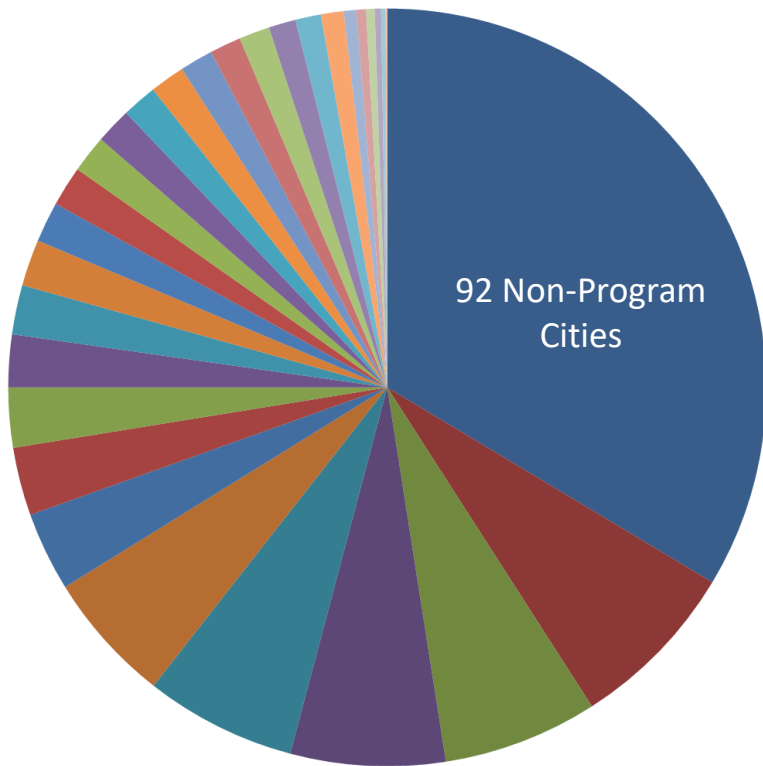
Total Program Protected Ash Trees		20,729
Total Protected DBH Inches		381,895
Average DBH		18.4

Annual Tree Benefits	
Lbs. of Atmospheric CO2 Avoided	20,320,089
Gallons of Stormwater Intercepted	44,539,384

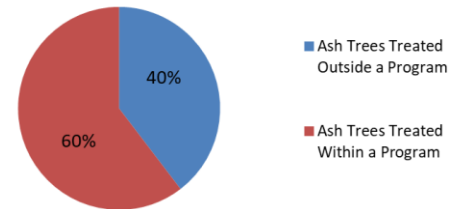


Overall Contribution of City Programs

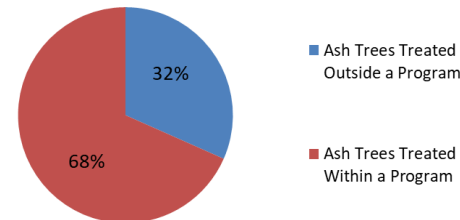
2020 Total Protected Ash Trees



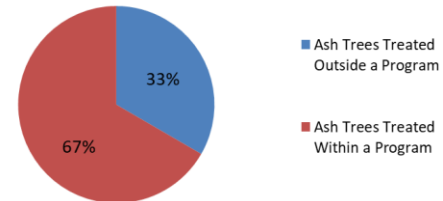
2018 - 25,000 Treated Ash Trees



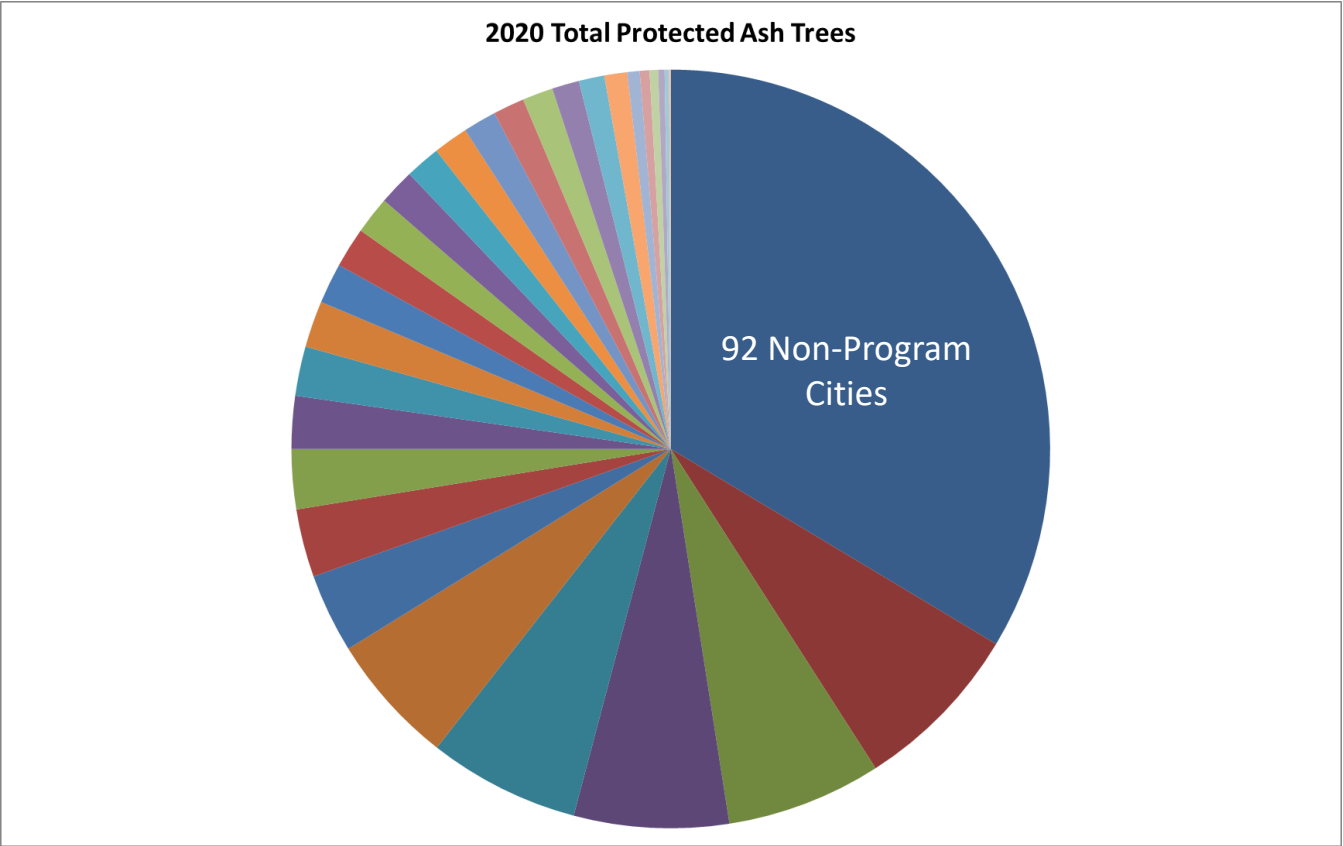
2019 - 25,550 Treated Ash Trees



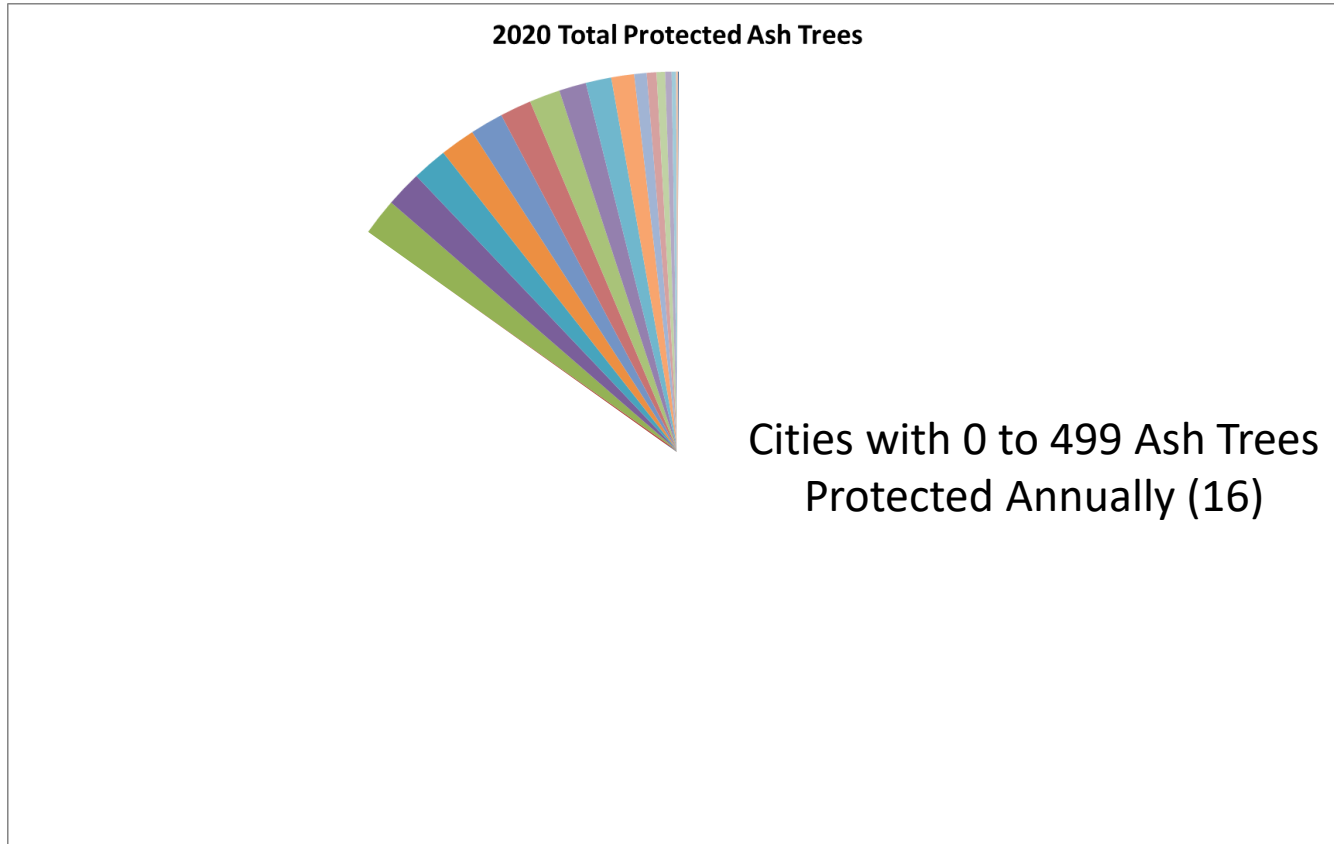
2020 - 31,100 Treated Ash Trees



Overall Impact of Emerald Ash Borer Protection



Overall Impact of Emerald Ash Borer Protection



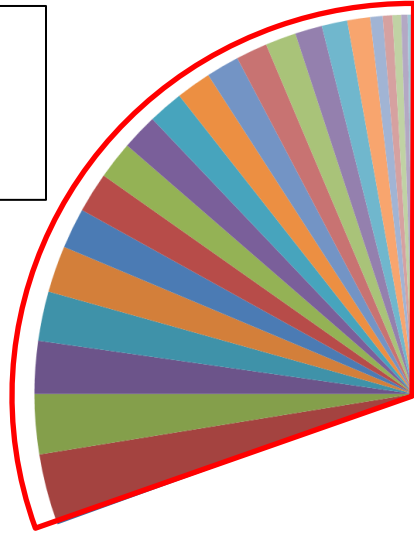
Overall Impact of Emerald Ash Borer Protection



Overall Impact of Emerald Ash Borer Protection

2020 Total Protected Ash Trees

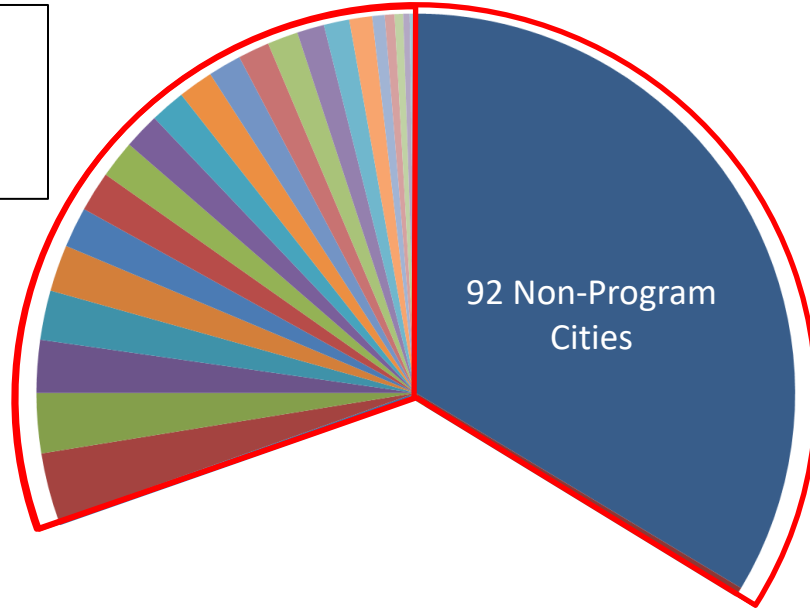
Cities with 0 to 999
Ash Trees Protected
Annually (23)



Overall Impact of Emerald Ash Borer Protection

2020 Total Protected Ash Trees

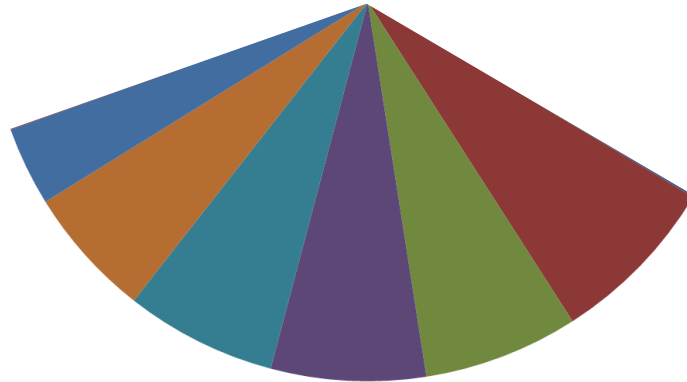
Cities with 0 to 999
Ash Trees Protected
Annually (23)



Overall Impact of Emerald Ash Borer Protection

2020 Total Protected Ash Trees

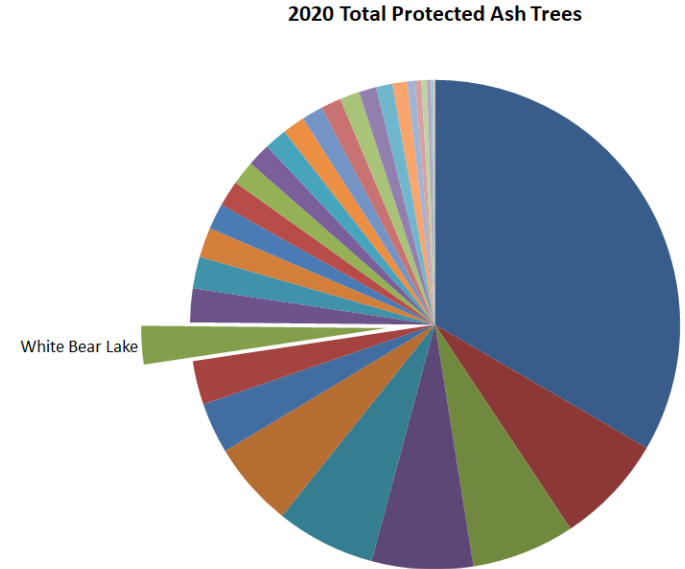
Cities with 1,000 or More Ash Trees
Protected Annually (6)



White Bear Lake Ash Protection Results

Number of Ash Trees Treated in White Bear Lake over Last Three Years

	2018	2019	2020
Public	316	326	298
Private	342	105	397
Annual Total	658	431	695



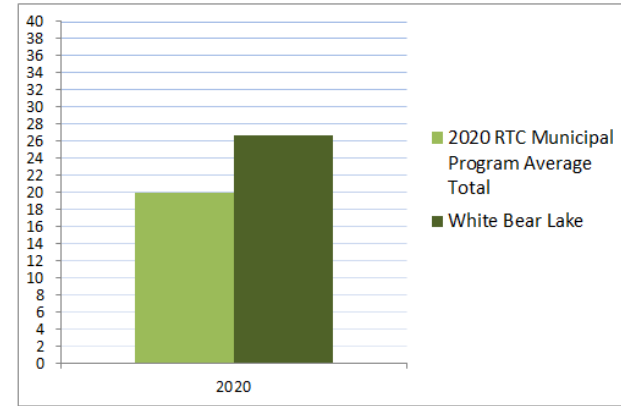
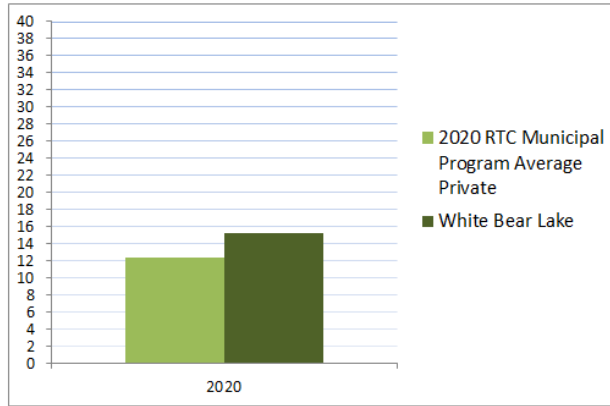
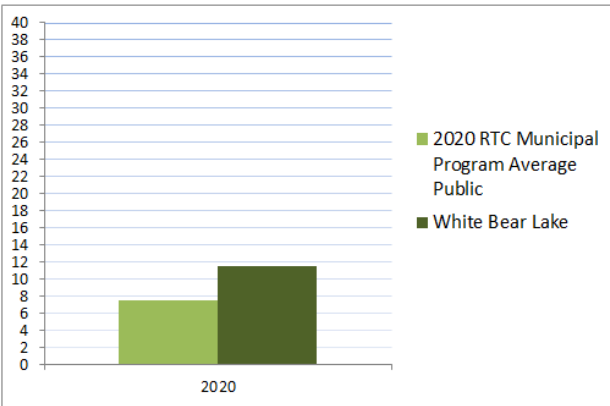
White Bear Lake Demographic & Ash Protection Results

2020 Ash Trees Treated Per 1,000 Residents

Public Protected Ash Trees

Private Protected Ash Trees

Total Protected Ash Trees



Overall Impact of City Emerald Ash Borer Protection

2020 Total Protected Ash Trees		695
Total DBH Inches Protected		14,456
Average DBH		20.8

2020 Annual Tree Benefits	
Lbs. of Atmospheric CO2 Avoided	769,371
Gallons of Stormwater Intercepted	1,686,376



2020 Overall Website Traffic

All City Landing Pages	Sessions	% New Sessions	Lead Form
30	4,784	87%	684

City Landing Page	Date Range	Sessions	% New Sessions	Lead Form
White Bear Lake	2020	329	93.92%	23
White Bear Lake	2019	37	81.08%	6
% Change		789%	16%	283%



White Bear Lake Marketing Summary

2020 Landing Page Traffic (all sources)

Channel	Traffic	Web Leads
Display	225	0
Organic Search	50	5
Direct	45	16
City Referral	8	2
Email	1	0
Total	329	23

Key Takeaways:

- Direct traffic (likely postcards) was up 181% YOY and leads increase by 700% (16 vs. 2)
- Majority of the leads also came from direct traffic
- City referral traffic was 8x higher than 2019
- Organic search also increased YOY with traffic up 150%
- Display advertising added during postcard drop

Rainbow Marketing Efforts

Number of Housing Units: **10,479**

Number of Postcards Mailed: **7,723**

Marketing Contribution from Rainbow: **\$3,862**
(.50 per postcard, postage, & design)

Marketing Activities Led By Rainbow:

City postcard, social media, email, display, PR




White Bear Lake Postcard

**EMERALD ASH BORER
PREVENTION**
Injection Treatment Program

Protecting your ash tree for **20 YEARS** is **LESS** than the cost to remove it

ACT NOW
before it's too late!

rainbowtreecare.com/white-bear-lake
952.767.6920



**EMERALD ASH BORER
PREVENTION**
Injection Treatment Program

Treatment
LOW Cost
BIG Gain!

vs.

Removal
HIGH Cost
BIG Loss!

2 Year Protection
Treated

Un-treated

**CITY-WIDE RESIDENT DISCOUNT
NOW AVAILABLE!**

Due to the discovery of emerald ash borer (EAB), the City of White Bear Lake has chosen Rainbow Treecare as its contractor to selectively treat public ash trees. This includes ash trees growing on public property and in parks.

A city-wide discount is being offered to White Bear Lake homeowners through 2020 for trees on private property that are at least 10" in diameter and in good physical condition. **Rainbow Treecare** will inspect your tree[s] at no cost to you to determine if treatment is the best option.

EAB larvae damage on ash tree.



Rainbow Digital Outreach

Rainbow Treecare, Lawncare, Pest Experts posted a video ... to playlist Ash Video Series. April 21 · 🌐

Learn why management options for ash trees are important to protect communities from large scale tree death.



6:03 / 4:48

6 Likes 6 Shares

Like Comment Share

Rainbow Treecare, Lawncare, Pest Experts July 1 · 🌐

Rainbow has protected 12405 ash trees in the month of June this year!



👍👍👍 32 9 Shares

Like Comment Share

Rainbow Treecare, Lawncare, Pest Experts posted a video ... to playlist Ash Video Series. April 1 · 🌐

Tired of staring out your window and wondering if you're looking at an ash tree? Check out this video to help find out!



0:03 / 3:30

You and 39 others 7 Comments 20 Shares

Like Comment Share

Rainbow Treecare, Lawncare, Pest Experts July 9 · 🌐

Did you know, a 19" diameter ash tree will reduce atmospheric carbon by 865 pounds in 1 year? [#protectyourash](#)

👍👍👍 57 3 Comments 19 Shares

Like Comment Share

Rainbow Treecare, Lawncare, Pest Experts April 30 · 🌐

Jeff Hafner explains how such a tiny insect can take down such a large tree.




0:03 / 4:21

13 13 Shares

Like Comment Share

Rainbow Treecare, Lawncare, Pest Experts June 16 · 🌐

It's true! One out of every 5 trees in the Twin Cities is at risk of being infected by the Emerald Ash Borer. Rainbow Treecare's Jeff Hafner talked to [WCCO-TV](#) | [CBS Minnesota](#) about how you can protect your ash tree for years to come. [#treecare](#) [#emeraldashborer](#)



MINNESOTA.CBSLOCAL.COM
1 Of 5 Trees In Twin Cities At Risk For Emerald Ash Borer
Certified arborist Jeff Hafner, from Rainbow Treecare, talks about taking care of ash trees and the rest of your landscape (3:18). WCCO Mid-...

You, Julie Stepanek Gann and 11 others 4 Shares

Like Comment Share

White Bear Lake Digital Outreach



City of White Bear Lake - Government shared a video from the playlist Ash Video Series. ...

June 9, 2020 · 🌐



WWW.RAINBOWTRECARE.COM

Treating Ash Trees for Emerald Ash Borer

Learn More

Rainbow Treecare, Lawncare, Pest Experts posted a video to playlist Ash Video Series.

May 14, 2020 · 🌐

Learn how Rainbow protects ash trees from emerald ash borer.

👍 2

1 Share

2020 EAB Program

Recap

- Even with the disruptions and uncertainty in 2020, we continued to see increases in numbers of people requesting ash tree protection.
- The 31,100 trees protected this year (a record annual total) was up almost 20% from 2018, indicating strong renewal percentages while adding new trees.
- Increased digital efforts in 2020 helped drive a higher engagement on social media as well as increased web traffic. These increases encourage us to maintain that focus into 2021.

2020 EAB Program

Recommendations

- The rebound and increase of private trees reinforces the positive results of us working together. We recommend continued support of our combined collaboration efforts.
- Data has shown that cities that coordinate with Rainbow marketing efforts have higher resident engagement and trees treated.
- We believe there are still many ash tree owners who have not made a decision to protect or remove their tree and we continue to look for ways to craft messaging and find the channels that can reach them.

2021 EAB Program

New for 2021

Expanded Community Outreach Campaigns

In 2021, Rainbow is putting additional efforts to educate homeowners throughout the Twin Cities of the impact EAB will have on ash trees in the coming years and inform them of their options of treatment or removal.

Commercial & HOA Strategy

We see a need to create a separate strategy to reach HOA's and commercial property owners/managers. We believe that by partnering together to reach this group we will create the most value and provide a consistent approach.

2021 EAB Program

New for 2021

Content Creation

Over the winter and throughout the summer, we will expand our EAB content library of articles, video, and social posts to be ready for easy sharing.

Digital Asset Management (DAM)

As we continue to expand our creative assets for messaging, we have also expanded our ability to share these assets digitally. Through our new Digital Asset Management (DAM) software, we can provide open access to our evolving library of EAB text, art, and video materials for download or social media sharing.

2021 EAB Program

Thank You

In 2009, Rainbow Treecare made a commitment that the Twin Cities Metro Area would be the most educated and prepared metro area for EAB in the country. Our valued partnership with the City of White Bear Lake allows us to make a big difference for our community forests.

Contact Info

Jeff Hafner	Director of Municipal Consulting	952-252-0596	jhafner@rainbowtreecare.com
Renee Crawford	Marketing Manager	952-252-0539	rcrawford@treecarescience.com
Matt Karst	Marketing Specialist	952-252-0594	mkarst@treecarescience.com

WHITE BEAR LAKE & MAHTOMEDI COMPARISON OF PERMITS FOR

MONTHLY COMPARISONS DECEMBER 2020	2020 WBL YTD	2020 MA YTD	2020 WBL & MA YTD	2019 WBL YTD	2019 MA YTD	2019 WBL & MA YTD	WBL CHANGE IN NUMBERS	WBL % CHANGE	WBL & MA CHANGE IN NUMBERS	WBL & MA % CHANGE	MA % OF TOTAL ACTIVITY
--------------------------------------------------	-----------------------------	----------------------------	--------------------------------------	-----------------------------	----------------------------	--------------------------------------	--------------------------------------	-------------------------	-----------------------------------------------	----------------------------------	---------------------------------------

PERMIT TOTALS:

Comm./Ind. (New)	1	0	1	3	1	4	-2	-67%	-3	-75%	0%
Comm./Ind. (Alt)	40	7	47	39	10	49	1	3%	-2	-4%	15%
S.F. Dwelling (New)	4	10	14	13	13	26	-9	-69%	-12	-46%	71%
S.F. Dwelling (Alt)	919	314	1233	972	272	1244	-53	-5%	-11	-1%	25%
Garage Only	18	10	28	22	11	33	-4	-18%	-5	-15%	36%
Other Building Permits	31	11	42	29	14	43	2	7%	-1	-2%	26%
Demolition	11	2	13	15	9	24	-4	-27%	-11	-46%	15%
Electrical	500	215	715	495	192	687	5	1%	28	4%	30%
All Other Permit Types	1075	411	1486	1099	431	1530	-24	-2%	-44	-3%	28%
ALL PERMIT TYPE TOTALS:	2599	980	3579	2687	953	3640	-88	-3%	-61	-2%	27%

PERMIT VALUATION:

Comm./Ind. (New)	\$8,600,000	\$0	\$8,600,000	\$25,000,000	\$5,063,234	\$30,063,234	-\$16,400,000	-66%	-\$21,463,234	-71%	0%
Comm./Ind. (Alt)	\$21,436,133	\$5,639,072	\$27,075,205	\$4,345,449	\$6,452,500	\$10,797,949	\$17,090,684	393%	\$16,277,256	151%	21%
S.F. Dwelling (New)	\$2,540,000	\$6,776,509	\$9,316,509	\$12,575,730	\$6,482,128	\$19,057,858	-\$10,035,730	-80%	-\$9,741,349	-51%	73%
S.F. Dwelling (Alt)	\$16,588,169	\$5,762,028	\$22,350,197	\$15,911,400	\$4,886,434	\$20,797,834	\$676,769	4%	\$1,552,363	7%	26%
Garage Only	\$363,776	\$288,600	\$652,376	\$557,365	\$577,125	\$1,134,490	-\$193,589	-35%	-\$482,114	-42%	44%
Fire Suppression	\$722,364	\$161,664	\$884,028	\$362,286	\$130,660	\$492,946	\$360,078	99%	\$391,082	79%	18%
Heating (HVAC)	\$3,975,807	\$1,955,092	\$5,930,899	\$4,964,692	\$1,745,356	\$6,710,048	-\$988,885	-20%	-\$779,149	-12%	33%
Other Building Permits	\$504,247	\$153,558	\$657,805	\$1,611,505	\$1,008,824	\$2,620,329	-\$1,107,258	-69%	-\$1,962,524	-75%	23%
VALUATION TOTALS:	\$54,730,496	\$20,736,523	\$75,467,019	\$65,328,427	\$26,346,261	\$91,674,688	-\$10,597,931	-16%	-\$16,207,669	-18%	27%

PERMIT FEES:

Comm./Ind. (New)	\$46,312	\$0	\$46,312	\$106,852	\$22,248	\$129,100	-\$60,540	-57%	-\$82,788	-64%	0%
Comm./Ind. (Alt)	\$118,605	\$29,263	\$147,868	\$37,475	\$39,789	\$77,264	\$81,130	216%	\$70,604	91%	20%
S.F. Dwelling(New)	\$23,321	\$47,254	\$70,575	\$76,320	\$35,903	\$112,223	-\$52,999	-69%	-\$41,648	-37%	67%
S.F. Dwelling (Alt)	\$207,109	\$72,162	\$279,271	\$175,406	\$71,933	\$247,339	\$31,703	18%	\$31,932	13%	26%
Garage Only	\$6,539	\$4,378	\$10,917	\$8,987	\$7,054	\$16,041	-\$2,448	-27%	-\$5,124	-32%	40%
Other Building Permits	\$6,969	\$2,241	\$9,210	\$5,676	\$1,896	\$7,572	\$1,293	23%	\$1,638	22%	24%
Demolition	\$2,235	\$400	\$2,635	\$3,000	\$1,829	\$4,829	-\$765	-26%	-\$2,194	-45%	15%
Electrical	\$48,170	\$20,673	\$68,843	\$50,339	\$25,439	\$75,778	-\$2,169	-4%	-\$6,935	-9%	30%
All Other Permit Types	\$108,072	\$55,186	\$163,258	\$125,310	\$48,427	\$173,737	-\$17,238	-14%	-\$10,479	-6%	34%
PERMIT FEE TOTALS:	\$567,332	\$231,557	\$798,889	\$589,365	\$254,518	\$843,883	-\$22,033	-4%	-\$44,994	-5%	29%
PLAN FEES:	\$136,149	\$58,334	\$194,483	\$146,959	\$75,978	\$222,937	-\$10,810	-7%	-\$28,454	-13%	30%
TOTAL PERMIT & PLAN FEES:	\$703,481	\$289,891	\$993,372	\$736,324	\$330,496	\$1,066,820	-\$32,843	-4%	-\$73,448	-7%	29%
Park Fees	\$1,200	\$0	\$1,200	\$37,474	\$0	\$37,474	-\$36,274	-97%	-\$36,274	-97%	0%
SAC Fees	\$111,825	\$44,730	\$156,555	\$524,335	\$47,215	\$571,550	-\$412,510	-79%	-\$414,995	-73%	29%

LICENSE BUREAU PERFORMANCE INDICATORS

December 31, 2020

FEES AND TRANSACTION COUNTS

	MONTHLY				CUMULATIVE		
	2020	2019	%		2020	2019	%
FEES	\$39,437	\$65,691	-40.0%		\$521,304	\$860,081	-39.4%
TAB RENEWALS	1,006	3,358	-70.0%		23,497	55,351	-57.5%
TITLE TRANSACTIONS	2,201	2,367	-7.0%		25,242	29,747	-15.1%
DEALERS	1,599	1,720	-7.0%		18,481	22,509	-17.9%
TOTAL MV	3,207	5,725	-44.0%		48,739	80,122	-39.2%
D.L.	190	1,701	-88.8%		6,609	20,880	-68.3%
DNR	155	433	-64.2%		4,162	5,938	-29.9%
GAME & FISH	1	12	-91.7%		55	292	-81.2%
GRAND TOTAL	3,553	7,871	-54.9%		59,565	107,232	-44.5%

***NEW SYSTEM ROLLOUT REQUIRED LICENSE BUREAU TO CLOSE 11/11-11/15**

PERFORMANCE BY HOURS

	MONTHLY				CUMULATIVE		
	2020	2019	%		2020	2019	%
TOTAL EMPLOYEE HRS	933.04	1,559.84	-40.2%		16,167.31	20,006.93	-19.2%
OVERTIME HOURS	0.00	0.50	-100.0%		70.00	134.18	-47.8%
TRANS PER HOUR*	3.81	5.05	-24.6%		3.68	5.36	-31.3%

PASSPORTS PERFORMANCE INDICATORS

	MONTHLY				CUMULATIVE		
	2020	2019	%		2020	2019	%
APPLICATION #	0	157	-100.0%		420	2,093	-79.9%
APPLICATION \$	\$0	\$5,495	-100.0%		\$14,700	\$73,255	-79.9%
PHOTO #	0	197	-100.0%		429	3,150	-86.4%
PHOTO \$	\$0	\$2,955	-100.0%		\$6,435	\$47,250	-86.4%

CITY OF WHITE BEAR LAKE SUMMARY OF ZONING ACTIVITY

DECEMBER 2020

SIGN PERMITS	02
ZONING PERMITS	05
OTHER PERMITS	02
ZONING LETTERS ¹	02
ZONING CALLS ²	00
ADMINISTRATIVE VARIANCES	01
LAND USE CASES*	00
MEETINGS ³	11
COUNTER INQUIRIES	20
SITE INSPECTIONS	00
ENFORCEMENT LETTERS	00
OTHER / MISC [^]	02
<hr/>	
TOTAL	45

1. A zoning letter indicates that a commercial property is being sold or refinanced.
2. A zoning call indicates that a residential property is being sold or refinanced.
3. Does not include night meetings.

* --

^ ACE Study neighborhood notice and responses, started zoning code update.