



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, FEBRUARY 8, 2022**  
**7:00 P.M. IN THE COUNCIL CHAMBERS**

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

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on January 25, 2022

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

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

- A. Acceptance of Minutes: November White Bear Lake Conservation District, December Environmental Advisory Commission, January Planning Commission
- B. Resolution approving a request by Keith Hisdahl for a setback variance at 1978 Highway 96 E
- C. Resolution approving a requests by Steve Anderson for two setback variances at 4881 Johnson Avenue
- D. Resolution approving a request by Cabin 61 for two variances located at 4150 Hoffman Road

**5. VISITORS AND PRESENTATIONS**

A. Welcoming and Inclusive Community Task Force Report

**6. PUBLIC HEARINGS**

Nothing scheduled

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. NEW BUSINESS**

- A. Resolution denying a request by Jeff McDonnell / Tice Estate for a preliminary plan and planned unit development at 1788 Highway 96 E
- B. Resolution approving a request by Wold Architects and Engineers on behalf of the City of White Bear Lake for site plan approval for the Public Safety Building renovation and expansion at 4701 Highway 61
- C. Resolution accepting feasibility report and ordering public hearing for the 2022 Pavement Rehabilitation Project, City Project No. 22-01
- D. First Reading of a Water Meter Ordinance

**9. DISCUSSION**

Nothing schedule

**10. COMMUNICATIONS FROM THE CITY MANAGER**

- A. Charter Commission proposed Ordinance update

**11. ADJOURNMENT**



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, JANUARY 25, 2022  
7:00 P.M. IN THE COUNCIL CHAMBERS**

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

Mayor Dan Louismet called the meeting to order at 7:02 p.m. The City Clerk took attendance for Councilmembers Heidi Hughes, Kevin Edberg, Steven Engstran, Dan Jones and Bill Walsh. Staff in attendance were City Manager Lindy Crawford, Community Development Director Anne Kane, Housing and Economic Development Coordinator Tracy Shimek, Public Works Director / City Engineer Paul Kauppi, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

**PLEDGE OF ALLEGIENCE**

**2. APPROVAL OF MINUTES**

A. Minutes of the Regular City Council Meeting on January 11, 2022

It was moved by Councilmember **Jones** seconded by Councilmember **Hughes**, to approve the Minutes of the January 11, 2022 City Council meeting with a correction to attendees and to appointed representatives on page 4.

Motion carried unanimously.

B. Minutes of the City Council Work Session on January 18, 2022

It was moved by Councilmember **Walsh** seconded by Councilmember **Jones**, to approve the Minutes of the City Council Work Session on January 18, 2022 as presented.

Motion carried. Councilmember Engstran abstained.

**3. APPROVAL OF THE AGENDA**

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

Motion carried unanimously.

**4. CONSENT AGENDA**

A. Resolution approving a Massage Establishment license. **Resolution No 12929**

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

Motion carried unanimously.

**5. VISITORS AND PRESENTATION**

Nothing scheduled

**6. PUBLIC HEARINGS**

Nothing scheduled

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. NEW BUSINESS**

A. Ordinance First Reading – Amending the City Charter

Charter Commission Secretary Mark Sather provided some history related to the City’s Charter and highlighted four avenues for amending the document. He explained that in this case, the proposed Charter amendment would occur through the Ordinance process, and must be adopted by the unanimous vote of the City Council. Assuming the Ordinance is passed unanimously, the Charter Amendment would not become effective until 90 days after final publication in order to allow public the opportunity for a reverse referendum.

He presented a Charter Commission recommendation to amend the City Charter by correcting references to annual elections, removing gender specific language, and clarifying a reference to State Statutes pertaining to the Uniform Municipal Election Law. Specifically, the Charter was still referencing annual municipal elections, the frequency of which was changed to occur every other year when the Charter was amended in 1990. While clarifying this language the Charter Commission also recommended removal of the term, “foreman” as its inclusion was superfluous in nature and gender specific.

Councilmember Jones thanked Mr. Sather for his time and service. He noted inconsistencies throughout the Charter regarding references to “general election, municipal general elections, and municipal elections.”

City Attorney Gilchrist recommended using “Municipal General Election” throughout the document.

Councilmember Edberg asked if there are additional Charter Commission amendments being considered, to which Mr. Sather explained there was discussion about removing another specific reference to statutory sections, but no formal action is being contemplated at this time.

Mr. Sather referenced Chapter 3 of the Charter in which the Charter Commission also serves as the City’s Redistricting Commission. He relayed that the Charter Commission has sought an opinion from the City Attorney for guidance on State Statute with regard to ward boundary populations being “as close as practicable” and in the City Charter stating that districts shall contain the same number of residents “as nearly as possible”. He said, Ward populations are within +/- 2.5% of their average currently.

Mr. Sather foreshadowed potential timeline issues in establishing the City's ward boundaries, noting that work cannot begin until the State Legislature sets its district boundaries - that deadline being February 15<sup>th</sup>. State Statute requires districts be set within 19 weeks of the Primary, which occurs on March 29<sup>th</sup>. Further, the City Charter describes the need to hold a public hearing to consider the tentative plan, followed by the Redistricting Commission's adoption of the plan, after which the City Council initiates the Ordinance process to adopt the plan.

B. Resolution accepting feasibility report and ordering public hearing for the 2022 South Shore Boulevard Sanitary Sewer Extension Project

Public Works Director / City Engineer Kauppi reviewed the proposed project site in which sanitary sewer would be extended to cover properties near the eastern City limits on South Shore Boulevard. He explained these properties are still currently on septic systems, a couple of which have already failed. This improvement is part of the Lake Links Trail project along South Shore Boulevard – a joint project with Ramsey County, White Bear Township and the City. Mr. Kauppi described the project scope to include 750 feet of sanitary sewer along South Shore Boulevard, which would provide sanitary sewer service for 13 properties and is estimated to cost \$166,400.

Mr. Kauppi forwarded staff's recommendation to adopt the resolution accepting the Feasibility Report and ordering the Public Improvement Hearing. He explained that an independent appraiser is looking at the benefit to affected parcels in order to establish proposed and final assessment costs.

Councilmember Jones asked regarding City's water service not being provided to these same residents currently. Mr. Kauppi confirmed that the Township has been providing water service, but proposed within this project would be the installation of a short inter-connect in which the City would take over water service to these properties.

It was moved by Councilmember **Walsh** seconded by Councilmember **Engstran**, to adopt **Resolution No. 12930** accepting feasibility report and ordering public hearing for the 2022 South Shore Boulevard Sanitary Sewer Extension Project.

Motion carried unanimously.

C. Resolution authorizing a contract with LISC/CDI for the County Road E Corridor Revitalization Study

Community Development Director Kane provided a history of the County Road E Corridor Revitalization effort, which was recognized as a priority in 2016, after which the City purchased 2511 County Road E and prepared it for site redevelopment at the intersection of County Road E and Bellaire. In 2017, the City created the County Road E Revolving Loan and Grant Program from which a minimum of \$295,000 in private investment supported by \$80,000 in loans and \$6,000 in grants has been leveraged for three projects to date: an office conversion, a coffee

shop/ice cream/creperie, and the Barnum site market rate apartments which have increased in market value from \$850,000 in 2019 to \$41 million in 2022.

In 2019, Ms. Kane said, Ramsey County created a Corridor Revitalization Grant Program pilot project to revive important corridors throughout Ramsey County. As a result, staff submitted a joint application with Vadnais Heights and in January 2020, Ramsey County awarded a \$25,000 grant, requiring a 50% match. She explained that \$16,000 of the match comes from White Bear Lake and \$9,000 from Vadnais Heights, reflective of each City's proportionate study area. Ms. Kane added there is a \$6,000 contingency contained in the proposed LISC/CDI contract should Gem Lake decide to participate in the revitalization study.

Ms. Kane reported that after obtaining the grant, staff secured a proposal from Local Initiatives Support Corporation – Twin Cities (LISC) who will lead and coordinate the process using their Corridor Development Initiative (CDI) process. The objectives of their study include:

- Better understanding the factors (financial, land use, design, etc.) that inform development,
- Learn how to leverage community goals and values through redevelopment and infrastructure investments, and
- Building community consensus to guide future development for selected opportunity sites.

This project is anticipated to conclude by year-end with a final report to Council. Ms. Kane elaborated on the project process in which two advisory teams would be created as follows:

- Project Team consisting of government officials and community representatives (business, schools, key stakeholders) to:
  - Identify goals and objectives,
  - Assist with outreach and communication strategies
  - Reach agreement on final recommendations
- Citizen Advisory Group of diverse representation of range of community interests and backgrounds to:
  - Identify outreach strategies to engage underrepresented groups to participate and inform plan
  - Expand range of perspectives & expertise that guide final recommendations

While Ramsey County terminates at Century Avenue, Ms. Kane explained that intentional outreach would extend to include the eastern portion of County Road E in White Bear Lake that falls in Washington County. Noting that the City budgeted \$20,000 in 2022 for this effort, she forwarded staff's recommendation to adopt the resolution accepting grant funds from Ramsey County and authorizing the City Manager to enter into relevant contracts including the Ramsey County Grant Agreement, a project contract with LISC and sub-agreements such as with Vadnais Heights for their apportionment.

Councilmember Edberg inquired as to the corners of E and Bellaire and asked regarding options and development on those four corners. Ms. Kane stated that one of the identified workshops specifically focuses on the four corners of E and Bellaire, which will explore development

scenarios using a block exercise debating things like building height, density, what the community perceives as a desirable land use versus what the market perceives as a feasible project, and what the banks might support. She explained that one of the specialties of LISC is engaging community stakeholders to assume the role of Council contemplating various development scenarios, their viability and desirability.

It was moved by Councilmember **Edberg** seconded by Councilmember **Engstran**, to adopt **Resolution No. 12931** authorizing a contract with LISC/CDI for the County Road E Corridor Revitalization Study.

Motion carried unanimously.

#### D. Resolution establishing the City's 2022 Legislative Priorities

As discussed at the January Work Session, City Manager Crawford forwarded a focused list of three legislative priorities for 2022 as follows, down from eight that were first established last year.

- Increase the Deputy Register filing fees that reimburse offices for costs to provide customer service.
- Identify 50% of funding needed to proceed with the Public Safety Building project.
- Seek legislative relief for cities impacted by District Court's order for a residential watering ban.

Ms. Crawford noted an adjustment in the funding request for the Public Safety Building from 35% to 50%, which has already been communicated to Legislators. Two Legislators have indicated this bill is in the queue.

Councilmember Walsh reiterated Councilmember Hughes's comments from the work session, stating that if staff needs the Council to get involved and make phone calls related to any of these items, to let them know what they can do to assist in forwarding these focused priorities.

It was moved by Councilmember **Walsh** seconded by Councilmember **Jones**, to adopt **Resolution No. 12932** establishing the City's 2022 Legislative Priorities.

Motion carried 4:1. Councilmember Engstran nay.

## 9. DISCUSSION

Nothing scheduled

## 10. COMMUNICATIONS FROM THE CITY MANAGER

City Manager Crawford provided Council with a tentative Work Session calendar for 2022. Council offered differing opinions about when best to hold Work Sessions. Mayor Louismet proposed testing out a flexible Work Session schedule in February, should a topic arise. Ms. Crawford agreed to be as flexible as possible in scheduling Work Sessions, but asked the Council to please

confirm the scheduling of Work Sessions on April 19, August 16 and October 18, to which there was general consensus, with uncertainty about October for Councilmember Engstran.

**11. ADJOURNMENT**

There being no further business before the Council, it was moved by Councilmember **Jones** seconded by Councilmember **Walsh** to adjourn the regular meeting at 8:06 p.m.

Motion carried unanimously.

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Dan Louismet, Mayor

**ATTEST:**

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Kara Coustry, City Clerk



REGULAR MEETING OF THE WHITE BEAR LAKE CONSERVATION DISTRICT

7:00 pm

Minutes of November 16, 2021

APPROVAL DATE: January 18, 2022

1. **CALL TO ORDER** the November 16, 2021 meeting of the White Bear Lake Conservation District was called to order by Chair Bryan DeSmet at 7:00 pm
2. **ROLL CALL** Present were: Chair Bryan DeSmet, Vice Chair Mark Ganz, Sec/Tres Diane Longville, Directors: Scott Costello, Mike Parenteau, Susie Mahoney, Meredith Walburg, Chris Churchill, Darren DeYoung, and Scott O'Connor A quorum was present.
3. **AGENDA** – Chair DeSmet asked for any changes. Motion DeSmet/second to add under New Business a general discussion in regards to Commercial Bay items discussed with the City of White Bear vote all aye Passed
4. **APPROVAL OF MINUTES OF** – October 2021 board meeting. Motion (Parenteau/second) to change third bullet on 2<sup>nd</sup> page invoice submitted by Lake Management not McComas all aye passed.
5. **PUBLIC COMMENT TIME** – None
6. **NEW BUSINESS** – Presentation of annual lake treatment by Steve McComas. A summary report was provided to the board. Samples were taken from 780 sites around the lake July 1, 2021 with 50.53 acres being treated on July 15<sup>th</sup>. He came back in August and rechecked to make sure treatment was working. All was good. They alternate the chemicals used from year to year to avoid areas becoming resistant to the chemicals. This has worked out to be a very effective method of treatment. Starry Stonewort is found is usually found in the public access boat launch sites all were checked and none was found. Water quality was checked and found to be excellent. The entire report can be found on our website.

Public Hearing items discussed with the City of White Bear. To be discussed and action taken at January 2022 meeting.

When determining dock length what is the starting point? Ordinance states from the Ordinary High Water Level this is an elevation, could be determined differently between operators. Should we get with the Commercial Bay operators in the spring and mark the spot each is to start from? How do we confirm if a dock exceeds the allowable distance, what action will the board take if out of compliance? Board will have to determine protocol. Because due date is October 15<sup>th</sup> of each year for submission of applications to avoid any late fees we will need to make adjustment as the public hearing was after the October 15<sup>th</sup> date which the 300 ft. maximum was not changed in the ordinance. Motion (DeSmet/second) to extend date for Commercial Bay properties to February 1, 2022 to resubmit their applications if needed to reflect 300 ft. maximum dock length which is two weeks prior to the February meeting which they will be on the agenda for review. Vote all aye passed

7. **UNFINISHED BUSINESS** – Ordinance changes  
**Ord No.** 2021-01 How to handle if a property exceeds the permitted amount of boat slips

1<sup>st</sup> Reading

Motion (DeSmet/second) to amend ordinance 2021-01 as follows:

ORDINANCE NO. 2021-01

AN ORDINANCE AMENDING THE DISTRICT CODE TO FURTHER DEFINE OPTIONS FOR ENFORCEMENT OF COMMERCIAL BAY PERMITS ON WHITE BEAR LAKE

THE BOARD OF THE WHITE BEAR LAKE CONSERVATION DISTRICT DOES ORDAIN THAT THE TEXT OF ORDINANCE 5 SECTION 4.01 SUBDIVISION 2.1 IS HEREBY AMENDED (see italicized text) TO READ:

Subd. 2.1. Any license issued under this Ordinance may be suspended or revoked by the Board of the District for violation by the licensee of this Ordinance or any other Ordinance of the District. *Any licensee that exceeds their permitted number of slips will have that number of slips removed from their license for the following 2 seasons.* Action to suspend or revoke a license *or reduce subsequent-season's permitted slips* shall not be taken by the Board except upon at least 10 days prior written notice to the licensee, notifying the licensee of the time and place of the meeting at which the Board will consider such suspension or revocation *or reduction*. At such meeting the licensee shall be given a reasonable opportunity to be heard. Any proceedings to suspend or revoke a license *or to temporarily reduce subsequently permitted slips* are not to be deemed to penalize the licensee for violations of the Ordinances of the District but shall constitute regulatory action of the District

Vote all aye passed

Motion (DeSmet/second) to waive the second reading of the ordinance 2021-01 vote all aye passed  
Ordinance amended

Ordinance 2021-03 Markings on items left in the water over the winter

1<sup>st</sup> Reading

Motion (DeSmet/second) amend to insure markings are visible 100 feet and remove the verbiage and or beacons vote all aye

Motion (DeSmet/second) anything left in the water after December 1<sup>st</sup> must be marked, removing beyond OHW vote all aye passed

ORDINANCE NO. 2021-03

AN ORDINANCE AMENDING THE DISTRICT CODE TO FURTHER DEFINE DOCK REGULATIONS ON WHITE BEAR LAKE

THE BOARD OF THE WHITE BEAR LAKE CONSERVATION DISTRICT DOES ORDAIN THAT THE TEXT OF ORDINANCE 5 SECTION 3.01 SUBDIVISION 1.1a IS HEREBY AMENDED (see italicized text) TO READ:

Section 3.01. Subdivision 1. The following regulations are applicable as provided.

Subd. 1.a. No dock, buoy, mooring, or other structure shall be so located as to: (1) obstruct navigable waters, (2) obstruct reasonable use or access to any other dock, buoy, mooring or other structure authorized under this ordinance, (3) present a potential safety hazard, or (4) come within ten feet of any other structure. No dock, buoy, mooring area or other structure shall be located or designed so that it unreasonably or unnecessarily requires or tends to encourage using it to encroach on any other authorized dock use area. *No dock shall be left in the waters ~~beyond the OHW~~ beyond December 1<sup>st</sup> without its vertical supports and terminus being clearly marked with reflective tape or paint ~~and/or beacons~~ visible to a distance of **100 ft.** to ensure their visibility to off-season (winter) users in the interest of public safety.* Mooring buoys must meet additional standards for size, color and marking as specified by State of Minnesota Administrative Rule 6110.1500, which also requires that no buoy may be placed in state waters without first obtaining a permit from the sheriff of the county.

**Second reading to be at January 2022 Board meeting** to allow any further discussions and changes

## **8. REPORTS/ACTION ITEMS**

**Executive Committee** – No meeting

### **9. Lake Quality Committee – Mike Parenteau**

- 923.26 Lake Level less than an inch down from last month
- 40 Degrees

### **10. Lake Utilization Committee** – LUC reviewed the following applications and recommends Board to approve or table the following for 2022 permits. Motion Ganz/second to approve or table the following each voted on individually Vote All aye 1 abstain on vote for ESDA

- Fletcher Driscoll – Approved (Kim to verify amount paid if possible overpayment)
- White Bear Yacht Club – Tabled questions regarding rental slips
- Cottage Park – Tabled checked renewal with changes but did not indicate changes
- Scott Bohnen – Tabled diagram no measurements
- Derek Skeie – Tabled Confusion on amount of boats applying for application different from diagram
- Polar Plunge – Approved fee waived
- Bearly Open – Approved fee waived
- ESDA – Approved 1 abstain from vote
- Redpath water ski course – Approved with stipulations, course is to be moved every two weeks after every move they will contact WBLCD office and let them know so we can keep log of dates each time it is moved to avoid complaints. Also will make sure the WBLCD phone number is on the first and last buoys.

### **11. Lake Education – Scott Costello**

None

**Treasurer's Report** – Motion (Longville/Second) approval November 16, 2021 and Estimated December 31, 2021 Treasurer's reports payment of check numbers 4731-4734 vote All Aye passed.

### **12. Board Counsel** – Alan Kantrud

None

### **13. Announcements** – None

**14. Adjournment** – Motion (Costello/Second) Move to adjourn. All aye Passed.  
**Meeting adjourned**

ATTEST:

Kim Johnson: Kim Johnson  
Executive Administrative Secretary  
Date: 1/18/22

Bryan DeSmet: Bryan DeSmet  
Board Chair  
Date: 1/18/22

# City of White Bear Lake Environmental Advisory Commission

## MINUTES

Date: December 15, 2021	Time: 6:30pm	Location: WBL City Hall
<b>COMMISSION MEMBERS PRESENT</b>	Sheryl Bolstad, Chris Greene, Bonnie Greenleaf, Gary Schroeder (Chair)	
<b>COMMISSION MEMBERS ABSENT</b>	Rick Johnston, Robert Winkler	
<b>STAFF PRESENT</b>	Connie Taillon, Environmental Specialist	
<b>VISITORS</b>	Nick Voss, Vadnais Lake Area Water Management Organization; Joe Crowe, resident.	
<b>NOTETAKER</b>	Connie Taillon	

### 1. CALL TO ORDER

The meeting was called to order at 6:42pm.

### 2. APPROVAL OF AGENDA

The commission members reviewed the agenda and had no changes. Commissioner Greenleaf moved, seconded by Commissioner Bolstad, to approve the agenda as presented. Motion carried, vote 4/0.

### 3. APPROVAL OF MINUTES

a) November 17, 2021 regular meeting

The commission members reviewed the November 17, 2021 draft minutes and had no changes: Commissioner Bolstad moved, seconded by Chair Schroeder, to approve the minutes of the November 17, 2021 meeting as presented. Motion carried, vote 4/0.

### 4. VISITORS & PRESENTATIONS

Joe Crowe, a resident of White Bear Lake, was in attendance to learn more about the Environmental Advisory Commission projects and their interest in reducing plastic use. He is an active member of the Northeast Metro Climate Action Group and Wild Ones native plant organization, and has a prairie meadow in his front yard. Chair Schroeder mentioned that the Environmental Advisory Commission created an interactive pollinator map on the City's website and invited him to add his prairie garden to the map.

Nick Voss was in attendance to gather feedback on a series of draft MS4 education materials on the topics of smart salting, illegal dumping, and pet waste. Nick ask the commission members to review the material and provide comments. Commissioner Greene asked where concrete wastewater should be disposed. Taillon stated that construction site wash areas must be contained, but does not know where to dispose of concrete wastewater. Commission members discussed making pool discharge requirements consistent with City code, adding rain sensors and planting low mow fescues to the water conservation list, and consider creating a list of 'smart salting' private applicators. Commission members also discussed ways to educate dog owners about proper waste disposal, and suggested that proper dog waste disposal information be sent out with dog license renewal letters. Nick invited commission members to contact him with any other comments or customization suggestions to the educational materials in the next two weeks. Commission members thanks Nick for the opportunity to provide feedback.

### 5. UNFINISHED BUSINESS

a) 2021 budget

Commission members discussed purchasing native plant seeds with the remaining 2021 budget of \$168.98.

Commissioner Greenleaf requested that Taillon order the same plant species as last year. Commissioner Greenleaf moved, seconded by Commissioner Bolstad, to use the remaining 2021 budget of \$168.98 to purchase packs of pollinator seeds to be given away at the 2022 Environmental Resources Expo. Motion carried, vote 4/0.

b) 2021 work plan

Taillon noted that she had recently attended the Ramsey County Recycling Coordinators quarterly meeting where County staff announced that they have ended their grant program for recycling containers. The City representatives at the partner meeting expressed interest in having the County renew the grant program to help cover the cost to repair or replace old public recycling containers. County staff said that they will consider reinstating the public space recycling container grant being there is continued interest from the partner City's. Taillon will provide an update to the commission members when the County makes a decision.

c) 2022 draft work plan

Chair Schroeher stated that he created a spreadsheet with a list of 2022 work plan goals. He asked the commission members to review the list and pick the top 5 goals to share at the January meeting. Taillon suggested also reviewing the GreenStep Cities 29 Best Practices list for ideas. Taillon will email the spreadsheet and GreenStep Cities website link to commission members.

Joe mentioned that the Climate Action Group is interested in reducing plastics. The Commission members also stated that this one of the priorities that they are considering in 2022.

Chair Schroeher stated that a representative from Prairie City is scheduled to present at the February Environmental Advisory Commission meeting. He suggested that they invite a Parks Commission Member to attend the presentation.

## 6. NEW BUSINESS

a) Officer elections

Commissioner Bolstad nominated Commissioner Johnston as vice president. She offered to contact him to ask his permission to be nominated at the January meeting. Chair Schroeher offered to continue on as Chair for 2022. Commissioner Greenleaf moved, seconded by Commissioner Bolstad, to nominate Chair Schroeher to continue as the chair of the Environmental Advisory Commission for 2022. Motion carried, vote 3/0. Chair Schroeher abstained.

## 7. DISCUSSION

a) Staff updates

- Environmental updates memo to Council

Taillon provided a brief summary of the Environmental Updates memo that was included in the December 8, 2021 Council packet. VLAWMO received a second grant from the Minnesota Department of Natural Resources to fund the enhancement of native plant species at the 4<sup>th</sup> and Otter woodland site. The raingarden and shoreline maintenance contract wrapped up in November. The maintenance was expanded this year to include buckthorn and other invasives species removal along an additional 250 feet of shoreline on Heiner's pond.

- Priebe Lake outlet replacement

Taillon announced that the Rice Creek Watershed District Priebe Lake outlet project is out for public comment with the Department of Natural Resources. The project is anticipated to start in late winter or early spring if all goes well.

b) Commission member updates

Commission members discussed spotlighting Joe Crowe in a future 'Spotlight on Sustainability' newsletter article.

c) Do-outs

New do-out items for December 15, 2021 include:

- Taillon to research where to properly dispose of concrete wash water
- Commissioner Greenleaf to update PowerPoint to Council and bring to the January EAC meeting.
- Taillon to email 2022 list of potential work plan initiatives and link to the GreenStep Cities 29 best practices.
- Commission members to pick top five initiatives from the spreadsheet list and present at the January meeting.

d) January agenda

Include the Vadnais Heights Park, Recreation, and Trails Commission members under visitors and presentations. Add officer elections and 2022 draft work plan discussion under unfinished business.

**8. ADJOURNMENT**

Commissioner Greenleaf moved, seconded by Commissioner Bolstad to adjourn the meeting at 8:16 pm. Motion carried, vote 4/0.



**MINUTES  
PLANNING COMMISSION MEETING  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
MONDAY, JANUARY 31, 2022  
7:00 P.M. IN THE COUNCIL CHAMBERS**

**1. CALL TO ORDER AND ATTENDANCE**

Chair Ken Baltzer called the meeting to order at 7:00 p.m.

**MEMBERS PRESENT:** Mike Amundsen, Ken Baltzer, Jim Berry, Mark Lynch, Erich Reinhardt and Andrea West

**MEMBERS ABSENT:** Pamela Enz

**STAFF PRESENT:** Anne Kane, Community Development Director, Samantha Crosby, Planning & Zoning Coordinator, and Ashton Miller, Planning Technician

**OTHERS PRESENT:** Keith & Cheryl Hisdahl, Steve and Joanne Anderson, Kurt Carpenter, Derek Gallagher, Melinda Monigold, Jeff McDonell, Carly Rae, and Ralph Talbot

**2. APPROVAL OF AGENDA**

It was moved by Member **Berry** seconded by Member **Lynch**, to approve the agenda as presented.

Motion carried, 6:0

**3. APPROVAL OF THE MINUTES**

A. Minutes of November 29, 2021

It was moved by Member **Amundsen** seconded by Member **West**, to approve the minutes of the November 29, 2021 meeting as presented.

Motion carried, 6:0.

**4. CASE ITEMS**

**A. Case No. 21-1-P & 21-2-PUD:** A request by **Jeff McDonnell / Tice Estate** for a Preliminary Plat, per Code Section 1402.020, to subdivide one parcel into six lots, and a Planned Unit Development, per Code Section 1301.070, in order to construct four twin homes at the property located at 1788 Highway 96 E.

Crosby discussed the case, providing an update on the 5<sup>th</sup> Avenue right-of-way matter. After holding a public hearing and receiving a determination from the City Attorney that the City continues to hold 5<sup>th</sup> Avenue right-of-way south of the north side of Clarence



Street, the City Council decided no action was needed. Staff also added two conditions regarding the front façade of the homes in an attempt to address the Commissioners concerns regarding appearance. Staff recommended approval of the request subject to the revised conditions.

In response to a question from Member Lynch, Crosby confirmed that the property has a right to access Clarence Street. Member Lynch sought clarification regarding staff's statement that two units must be rentals if not for the flexibility granted by the Planned Unit Development (PUD).

Crosby explained that if the lots were split traditionally, as opposed to the envelope lots proposed, the land and building would be owned by one entity, so by default, the second unit would be a rental. The PUD allows flexibility almost like a condominium where the building is split and each half of the duplex can be individually owned.

Member Lynch responded with a question as to whether the lot could be split more traditionally and still allow for each unit to be individually owned. Kane replied that the Code currently requires duplexes in the R-4 zoning district to be on 80 foot wide lots and does not anticipate subdividing that into two 40 foot wide lots to allow for individual ownership. That option is only available through the PUD flexibility.

Member West asked for more information regarding the proposed five foot setback on the east side that staff is not supporting. Crosby stated that, as proposed, there is a fifteen foot setback between the buildings. There is no minimum setback required between structures, so the buildings could be closer together more to achieve the required ten foot setback along the east property line.

Member Berry commented that he does not believe the project fits the character of the surrounding neighborhood. The one-car garages and unit types do not match what is found in the neighborhood.

Member Lynch agreed with Member Berry, noting that he thinks the proposal is too dense. He would support the project if there was higher density residential close by, but the neighborhood is comprised of mostly single-family homes.

Member West expressed her support for the project, explaining that the City needs more housing like what is being proposed. She finds that the design does fit in with the character of the community.

Member Amundsen stated that neighborhoods change and he thinks the proposal is good because it is small incremental change; it is not a twenty unit apartment or large development. The City needs smaller square foot units as proposed.

Member Berry stated that this proposal will put more cars on the street. There is no way to guarantee the units will be bought by couples looking to downsize, the clientele the applicant originally described as likely inhabitants of the units. He believes that there will probably be young couples looking to buy and they will have more than one car, so the one-car garages will not be sufficient. The small cul-de-sac will only be able to hold a few cars. He added that the development will be in the way of residents who use the property to access the park to the west. He is unaware of any rental units in the neighborhood. A more traditional plat could supply affordable housing with rental units.

Member West commented that she did not think too many extra vehicles would be generated from the development based on experience in her own neighborhood.

Member Baltzer stated that when the proposal first came forward, the public hearing was greatly attended by members of the neighborhood who were adamantly against the proposal. This is not an easy decision and he was unsure on how he would vote.

Member Lynch reiterated that he is not against development of the property, he just thinks this proposal is too dense for the area.

It was moved by Member **West** to recommend approval of Case No. 21-1-P & 21-2-PUD, seconded by Member **Amundsen**.

Motion failed, 2:4. Members Reinhardt, Berry, Baltzer and Lynch opposed.

- B. Case No. 21-20-V:** A request by **Keith Hisdahl** for a five foot variance from the ten foot setback required from a drive aisle, per Code Section 1202.040, Subd.2.b.1, in order to construct a freestanding monument sign with a dynamic display five feet from the drive aisle at the property located at 1978 Highway 96 E.

Crosby discussed the case. Staff recommended approval of the request with the deletion of condition number four, since the design has changed to combine the dynamic and static portions of the sign.

Member Baltzer opened the public hearing.

Keith Hisdahl, 1977 Highway 96 E, applicant, stated that he thinks they have a really nice building and he has put a lot of money into the landscaping. He does not want to put the sign in the middle of the rain garden; he would prefer it to the side to enhance the garden.

Member Baltzer closed the public hearing.

It was moved by Member **Lynch** to recommend approval of Case No. 21-20-V, seconded by Member **Reinhardt**.

Motion carried, 6:0.

- C. Case No. 22-1-V:** A request by **Steve Anderson** for a two foot variance from the five foot side yard setback, per Code Section 1302.030, Subd.4.e, and a seven foot variance from the twenty foot rear yard setback, per Code Section 1302.030, Subd.4.h.2, in order to demolish and reconstruct a new detached garage at the property located at 4881 Johnson Avenue.

Miller discussed the case. Staff recommended approval of the request.

Member Baltzer opened the public hearing.

Steve Anderson, 4881 Johnson Avenue, applicant, thanked the Commissioners for hearing his request and staff for the support.

Member Amundsen commended the applicant's efforts to measure the neighboring driveways, stating it helped his understanding of the neighborhood.

Member Baltzer closed the public hearing.

It was moved by Member **Amundsen** to recommend approval of Case No. 22-1-V, seconded by Member **Lynch**.

Motion carried, 6:0.

- D. Case No. 22-3-V:** A request by **Cabin 61** for a two foot height variance from the four foot fence height limit, per Code Section 1302.030, Subd.6.h.7 and a 37.5 foot variance from the 75 foot required setback from the Ordinary High Water Level, per Code Section 1303.230, Subd.5.a.3, in order to retain a six foot fence and unenclosed deck at the property located at 4150 Hoffman Road.

Kane discussed the case, providing background information on how the City has been working with Cabin 61 since the onset of the pandemic to administratively approve these projects. Staff recommended approval of the request.

Member Lynch commented that the fence did not appear six feet tall. Kane replied that at its maximum height, the fence is 70 inches, or just under six feet. She pointed to a section of fencing on the site plan that is five feet five inches and noted that the fence varies in height.

Member Lynch continued that he supports bike racks, especially in anticipation of the Bruce Vento Trail, but does not think it should be mandated in this particular instance. He suggested that staff consider putting strong bike rack requirements in the Zoning

Code as part of the Code update. Kane noted that the Code does require one bike rack for every twenty parking spaces, so with 45 parking stalls, two racks are required and the restaurant currently exceeds that.

Member Baltzer opened the public hearing.

Kurt Carpenter, 1947 Rishworth Lane, applicant, thanked the City for allowing the deck in the first place, the restaurant would not have survived the pandemic without it. The project has allowed them to stay open. He asked the Commissioners to consider the seating plan requirement. The extra space gained from the deck does not mean an increase in capacity, since they are never full both inside and outside on the deck. He is concerned that the seating plan may limit their ability to be flexible on rainy or sunny days in providing tables.

Mr. Carpenter confirmed that the fence is not six feet tall and that it slopes down to about four feet when it hits the bar because they wanted to keep the visibility.

Member Amundsen asked about the current capacity of the restaurant. Mr. Carpenter explained they have 24 low top table seats, 30 high top table seats, and 18 bar seats inside for a total of 67 seats. The kitchen can only handle so much, so it is a natural control to how many people they can serve and from a serving standpoint, they are close to their limit at around 70 or so people.

Member Baltzer closed the public hearing.

Member Berry stated that his family and friends love the seating arrangement on the deck.

Member Amundsen concurred and expressed appreciation for the restaurant owners' willingness to work with the City to find a successful resolution, noting that working together is how we get better.

It was moved by Member **Amundsen** to recommend approval of Case No. 22-3-V, seconded by Member **West**.

Motion carried, 6:0.

- E. **Case No. 22-1-O:** A request by **Wold Architects and Engineers on behalf of the City of White Bear Lake** for Site Plan Approval, per Code Section 1303.245, Subd.5 to allow for significant capital improvements planned for the White Bear Lake Public Safety Building located at 4701 Highway 61.

Kane discussed the case. Staff recommended approval of the request.

Member Lynch asked about the type of vegetation that will be planted along the solid wood fence and sought to confirm that the stormwater treatment is under the parking lot. Kane deferred to the architect on questions pertaining to landscaping. She stated that the City does not have much room for a naturalized detention basin that other municipal campuses enjoy, so the stormwater treatment is located underground. The Engineering Department has been working on the design in detail and will ensure it is properly maintained.

Member Amundsen had several questions pertaining to parking including which part of the lot would be modified and whether the back 45 stalls would be exclusively for police and fire. Kane replied that only the parking lot and driveway in front of the Public Safety building would change, hopefully improving access. The back lot could also be used for City fleet vehicles as well as staff personal vehicles. It will be enclosed with secured access, which is preferred for the safety of first responders.

Kane explained there was a typo in the staff report and the plans are not conceptual, they are as complete as will be. The timeline of the construction will be based on how the City will be able to accommodate the work of the Police Department. The City has a second fire station, but not a second police station to support ongoing operations during construction.

In response to a question from Member Baltzer, Kane confirmed that the back lot would mostly be used for parking first responders' personal vehicles.

Member Reinhardt asked if staff vehicles currently in the front would be moved back. Kane replied that is the plan, as the front area will be designated visitor parking for the Public Safety Building.

Member Baltzer opened the public hearing.

Ralph Talbot, pastor at St. Mary's, 4690 Bald Eagle Avenue, he had three questions regarding the proposal. First, will there be an increase of traffic on Second Street? Second, if safety is a concern, would it be better to restrict exiting onto Second Street across the street from a school? Third, will the garage be only one story?

Kane stated that she does not believe there will be significant change in employee behavior, so she does not anticipate an increase in traffic on Second Street. First responders can enter and exit on both Second and Third Street. She explained that she would talk with the chiefs about the concern about exiting near the school. The police garage will be one level.

Member Lynch asked if officer safety has been a problem in White Bear Lake in the past. Kane replied that fortunately it has not, but due to changes in the broader field of law enforcement across the country, it is prudent to implement this change now proactively.

Derek Gallagher, Wold Architects and Engineers stated that he has been working closely with the City on the design of the building. He confirmed that the plantings on the west side of the parking lot will be shrubs.

Member Baltzer asked what the height of the training tower is proposed to be. Mr. Gallagher replied it will be about 40 feet tall and will have access to the roof of the apparatus bay.

Member Amundsen commented that there is no signage on the northwest corner denoting the police station and wondered if this was intentional. Kane stated that there will be pavement markings on Third Street designating the entrance to the training room and there will be pavement markings for police garage entry.

Member Lynch commented that neither entrance in that area is a public entrance, so perhaps signage is not desirable. Mr. Gallagher replied that the focus of the discussion surrounding signage has been on the front of the building.

Member Baltzer closed the public hearing.

It was moved by Member **Lynch** to recommend approval of Case No. 22-1-O, seconded by Member **Berry**.

Motion carried, 6:0.

## 5. DISCUSSION ITEMS

### A. City Council Summary Minutes of January 11, 2022.

Member Amundsen commented on the new format. Kane noted it is part of the City's new branding guidelines which ensures consistency across departments.

### B. Park Advisory Commission Minutes of October 21, 2021.

Member Amundsen asked if the Lions Park project was ever approved and the shelters ordered. Kane was unsure about the project status and offered to get an update for the Commissioners.

### C. Chair and Vice Chair Elections.

Member Amundsen nominated Member Lynch. Member Reinhardt nominated Member Berry. After some discussion surrounding who most recently chaired the Commission, Member Berry was voted to serve as Chair.

Member Baltzer nominated Member Amundsen for Vice-Chair. Member Amundson

accepted the nomination and the Commissioners voted for Member Amundsen to serve as Vice-Chair.

**6. ADJOURNMENT**

There being no further business before the Commission, it was moved by Member **Lynch** seconded by Member **Amundsen** to adjourn the meeting at **8:35** p.m.

Motion carried, 6:0

DRAFT



**City of White Bear Lake**  
Community Development Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Samantha Crosby, Planning & Zoning Coordinator  
**Date:** February 8, 2022  
**Subject:** Hisdahl's, 1978 Highway 96 E – Case No. 21-20-V

---

## SUMMARY

The City Council will consider adopting a resolution approving a five-foot variance from the ten-foot setback requirement from a drive aisle for the property located at 1978 Hwy 96 E.

## BACKGROUND INFORMATION

Keith Hisdahl, property owner of 1978 Hwy 96 E, is requesting a five-foot variance from the ten-foot setback requirement from a drive aisle, in order to construct a free-standing monument sign with a dynamic display five feet from the drive aisle.

The Planning Commission held a public hearing on January 31, 2022. No one from the public spoke to the matter. With a unanimous vote (6-0), the Commission recommended approval of the request as presented.

## RECOMMENDATIONS

The Planning Commission recommends that the City Council adopt the attached resolution approving the variance as presented.

## ATTACHMENTS

Resolution



**RESOLUTION NO.**

**RESOLUTION GRANTING A SIGN SETBACK VARIANCE  
FOR 1978 HIGHWAY 96 E  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (21-20-V) has been submitted by Keith Hisdahl to the City Council requesting approval of a setback variance from the Zoning Code of the City of White Bear Lake for the following location:

**LOCATION:** 1978 Highway 96, East

**LEGAL DESCRIPTION:** Lot 24 and Lot 25, Block 21, Ramaley's Park, Ramsey County  
(PID: 233022210126)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A 5 foot variance from the 10 foot setback required from a drive aisle, per Code Section 1202.040, Subd.2.b.1, in order to construct a freestanding monument sign with a dynamic display 5 feet from the drive aisle; and

**WHEREAS**, the Planning Commission held a public hearing as required by the Zoning Code on November 29, 2021; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed variance upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake that the City Council accepts and adopts the following findings of the Planning Commission:

1. The requested variance will not:
  - a. Impair an adequate supply of light and air to adjacent property.
  - b. Unreasonably increase the congestion in the public street.
  - c. Increase the danger of fire or endanger the public safety.
  - d. Unreasonably diminish or impair established property values within the neighborhood or in any way be contrary to the intent of this Code.
2. The variance is a reasonable use of the land or building and the variance is the minimum required to accomplish this purpose.
3. The variance will be in harmony with the general purpose and intent of the City Code.
4. The variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

**RESOLUTION NO.**

5. The non-conforming uses of neighboring lands, structures, or buildings in the same district are not the sole grounds for issuance of the variance.

**FURTHER, BE IT RESOLVED**, that the City Council of the City of White Bear Lake hereby approves the requested variance, subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.
2. The variance shall become null and void if the project has not been completed within one (1) calendar year after the approval date, subject to petition for renewal. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. A sign permit shall be obtained prior to construction of the sign.
4. All changes to the raingarden must be submitted to VLAWMO for review and approval. Proof of approval shall be provided to the City prior to issuance of a sign permit.
5. An overland overflow towards either the parking lot or the drive aisle shall be reestablished prior to the operation of the sign.
6. Prior to the issuance of a sign permit for construction of the sign, the applicant shall:
  - a. Either obtain a rental license for the rental dwelling units or sign the Rental Property Licensing Exemption for Relative Homestead Occupancy.
  - b. Either connection the irrigation line or properly abandon it at the main.

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

Ayes:  
Nays:  
Passed:

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

**ATTEST:**

\_\_\_\_\_  
Kara Coustry, City Clerk

**RESOLUTION NO.**

Approval is contingent upon execution and return of this document to the City Planning Office.  
I have read and agree to the conditions of this resolution as outlined above.

---

Keith Hisdahl

Date



**City of White Bear Lake**  
Community Development Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Ashton Miller, Planning Technician  
**Date:** February 8, 2022  
**Subject:** Anderson / 4881 Johnson Avenue / Case No. 22-1-V

---

## SUMMARY

The City Council will consider adopting a resolution approving a two-foot variance from the five-foot side yard setback, and a seven-foot variance from the twenty-foot rear yard setback to allow the applicant, Steve Anderson, to demolish and reconstruct a detached garage on the property.

## BACKGROUND INFORMATION

The Planning Commission held a public hearing on January 31, 2022. No one from the public other than the applicant spoke at the public hearing. On a 6-0 vote, the Commission recommended approval as presented.

## RECOMMENDATIONS

The Planning Commission recommends that the Council adopt the attached resolution approving the variances as presented.

## ATTACHMENTS

Resolution

**RESOLUTION NO.**

**RESOLUTION GRANTING TWO VARIANCES  
FOR 4881 JOHNSON AVENUE  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (22-1-V) has been submitted by Steve Anderson to the City Council requesting approval of a variance from the Zoning Code of the City of White Bear Lake for the following location:

**LOCATION:** 4881 Johnson Avenue

**LEGAL DESCRIPTION:** Lot 4, Block 31 of Auerbach's Rearrangement of White Bear, Ramsey County, Minnesota (PID: 13022230034)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A 2 foot variance from the 5 foot side yard setback, per Code Section 1302.030, Subd.4.e, and a 7 foot variance from the 20 foot rear yard setback, per Code Section 1302.030, Subd.4.h.2, in order to construct a two-car garage; and

**WHEREAS**, the Planning Commission held a public hearing as required by the Zoning Code on January 31, 2022; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed variance upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake that the City Council accepts and adopts the following findings of the Planning Commission:

1. The requested variance will not:
  - a. Impair an adequate supply of light and air to adjacent property.
  - b. Unreasonably increase the congestion in the public street.
  - c. Increase the danger of fire or endanger the public safety.
  - d. Unreasonably diminish or impair established property values within the neighborhood or in any way be contrary to the intent of this Code.
2. The variance is a reasonable use of the land or building and the variance is the minimum required to accomplish this purpose.
3. The variance will be in harmony with the general purpose and intent of the City Code.
4. The variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

**RESOLUTION NO.**

5. The non-conforming uses of neighboring lands, structures, or buildings in the same district are not the sole grounds for issuance of the variance.

**BE IT FURTHER RESOLVED**, that the City Council of the City of White Bear Lake hereby approves the requested variances, subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the permit.
2. Per Section 1301.060, Subd.3, the variance shall become null and void if the project has not been completed or utilized within one (1) calendar year after the approval date, subject to petition for renewal. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. A building permit shall be obtained before any work begins.
4. The applicant shall verify the property lines and have the property pins exposed at the time of inspection.
5. The south side of the garage shall be guttered and water directed towards the driveway/alley.
6. Exterior building, color, design, and material of the garage shall be compatible with the principal structure.

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

Ayes:

Nays:

Passed:

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

**ATTEST:**

\_\_\_\_\_  
Kara Coustry, City Clerk

**RESOLUTION NO.**

\*\*\*\*\*

Approval is contingent upon execution and return of this document to the City Planning Office.  
I have read and agree to the conditions of this resolution as outlined above.

---

Applicant's Signature

Date



**City of White Bear Lake**  
Community Development Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Anne Kane, Community Development Director  
**Date:** February 8, 2022  
**Subject:** Cabin 61 Variances / 4150 Hoffman Road / Case No. 22-3-V

---

## SUMMARY

The City Council will consider adopting a resolution approving a 37.5-foot variance from the 75-foot required setback from the ordinary high water level (“OHWL”) for an unenclosed deck and a 2’-0” height variance to allow a privacy fence up to 6’-0” in the side and rear yard of the business which abuts a navigable lake (Goose Lake).

## BACKGROUND INFORMATION

Lindsey Carpenter, on behalf of Goose Lake Development, LLC (d/b/a Cabin 61) is requesting two variances: a 37.5-foot variance from the 75-foot required setback from the ordinary high water level (“OHWL”) for an unenclosed deck and a 2’-0” height variance to allow a privacy fence up to 6’-0” in the side and rear yard of the business which abuts a navigable lake (Goose Lake).

The Planning Commission conducted a Public Hearing on January 31, 2022. No one from the public spoke to the matter. With a unanimous vote (6-0), the Planning Commission recommended approval of the requests as presented.

## RECOMMENDATION

The Planning Commission recommends that the City Council adopt the attached resolution approving the variances as presented.

## ATTACHMENTS

Resolution



**RESOLUTION NO.**

**RESOLUTION GRANTING TWO VARIANCES  
FOR 4150 HOFFMAN ROAD  
(CABIN 61 RESTAURANT & BAR)  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (22-3-V) has been submitted by Lindsey Carpenter on behalf of Goose Lake Development, LLC to the City Council requesting approval of variances from the Zoning Code of the City of White Bear Lake for the following location:

**LOCATION:** 4150 Hoffman Road

**LEGAL DESCRIPTION:** See Exhibit A (PID: 23 30 22 32 0003)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A 37.5 foot variance from the 75 foot setback from the ordinary high water level (“OHWL”), per Code Section 1302.230, Subd.5,a.3; and, a 2 foot variance from the 4 foot maximum height for fences in the side and rear yard of a property that abuts a navigable lake, per Code Section 1302.030, Subd.6.h.7, in order to retain an outdoor dining deck and a 6 foot privacy fence; and

**WHEREAS**, the Planning Commission held a public hearing as required by the Zoning Code on January 31, 2022; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed variance upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of White Bear Lake that the City Council accepts and adopts the following findings of the Planning Commission:

1. The requested variances will not:
  - a. Impair an adequate supply of light and air to adjacent property.
  - b. Unreasonably increase the congestion in the public street.
  - c. Increase the danger of fire or endanger the public safety.
  - d. Unreasonably diminish or impair established property values within the neighborhood or in any way be contrary to the intent of this Code.
2. The variances are a reasonable use of the land or building and the variance is the minimum required to accomplish this purpose.
3. The variances will be in harmony with the general purpose and intent of the City Code.

**RESOLUTION NO.**

4. The variances will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
5. The non-conforming uses of neighboring lands, structures, or buildings in the same district are not the sole grounds for issuance of the variance.

**BE IT FURTHER RESOLVED**, that the City Council of the City of White Bear Lake hereby approves the requested variances, subject to the following conditions:

1. All application materials, maps, drawings, and descriptive information submitted in this application shall become part of the record.
2. The Applicant shall apply for a SAC determination from Metropolitan Council Environmental Services (MCES) for the outdoor dining deck no later than February 15, 2022.
3. The Applicant shall remove the shed addition restore it to the original dimensions of 11' X 13' no later than May 1, 2022.
4. The Applicant shall submit a Seating Plan for both Indoor/Outdoor seating that demonstrates a maximum of 115 seats no later than May 1, 2022.
5. These variances shall become effective upon the applicant tendering proof to the City of filing a certified copy of this permit with the County Recorder pursuant to Minnesota State Statute 462.3595 to ensure the compliance of the herein-stated conditions.

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

Ayes:

Nays:

Passed:

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

**ATTEST:**

\_\_\_\_\_  
Kara Coustry, City Clerk

**RESOLUTION NO.**

\*\*\*\*\*

Approval is contingent upon execution and return of this document to the City Planning Office.  
I have read and agree to the conditions of this resolution as outlined above.

---

Applicant's Signature

Date



**City of White Bear Lake**  
Community Development Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Tracy Shimek, Housing & Economic Development Coordinator  
**Date:** February 8, 2022  
**Subject:** **Welcoming & Inclusive Community Task Force Report**

---

## **SUMMARY**

The City Council will receive a presentation about the final report from the Welcoming & Inclusive Community (“WIC”) Task Force.

## **BACKGROUND INFORMATION**

In February 2021, then Mayor Jo Emerson appointed an 18-member Task Force to develop a narrative around the following questions: “What does it mean to be a Welcoming & Inclusive Community?” and “How well is White Bear Lake doing?” The Task Force was asked to guide the City through this process and summarize its findings in a report that includes recommendations for ways the City can further its commitment to fostering a welcoming and inclusive community.

As articulated in the Task Force’s statement of purpose, “Access to municipal services and community assets must be inviting to all. This demands that there is no disparity of access based on longevity as a member of this community, nor on race, culture, age, sexual orientation, gender, physical ability, socio-economic status, geographic location in the City or any other characteristic. It is a commitment to all who live, work, and play in White Bear Lake that they feel welcomed and have a sense of belonging”.

The following report is the result of nearly one-year of outreach and discussion by the task force and was written and reviewed through a collective effort. As articulated in the report, the Task Force does not believe the City’s engagement efforts should be viewed as a static, point in time exercise, but rather an iterative and ongoing effort. The Task Force concluded that the changing demographics, the power and influence of social media, along with increasingly competing demands of residents pose new barriers to engagement and community building that must be met with new tools and fresh approaches. Sustained and meaningful community engagement requires a commitment of time and resources and they have recommended the City consider a more robust and sustained approach. Additionally, they are recommending the city adopt efforts to build greater cultural competency within the organization, as well as take an approach to policy making that examines policies and programs through an equity and inclusion lens.

**RECOMMENDEATIONS**

At this time staff is not requesting formal action on the report, however requests the City Council consider the WIC Task Force's recommendation to establish an advisory commission focused on community engagement and fostering a welcoming and inclusive community at a future date in 2022. Staff would therefore request the City Council's comments and direction for future discussions and/or actions.

**ATTACHMENTS**

Welcoming & Inclusive Community Task Force Report - also found on the website at [www.whitebearlake.org/WE](http://www.whitebearlake.org/WE)

# City of White Bear Lake Welcoming & Inclusive Community Task Force Report



February 2022

# ACKNOWLEDGEMENTS

It is with utmost gratitude that we thank the dedicated members of the Welcoming & Inclusive Community Task Force for their time, perseverance and commitment to the community - and to former Mayor Jo Emerson, for the creation of and participation on the Task Force.

Sincere appreciation is also extended to Councilmembers Dan Jones and Bill Walsh for representing the Council in working with staff to identify a path for this work and serve as liaisons to the Task Force.

And to the Cultural Liaisons at White Bear Lake Area Schools for facilitating the connections with youth, whose voices provided great depth and context to the process.

Finally, and most importantly, we thank all of the residents and students who who took the time and, in some cases, risk to participate in conversations that helped inform this report.



## Staff acknowledgements:

Tracy Shimek, Housing and Economic Development Coordinator

Ellen Hiniker, City Manager (retired Dec. 2020)

Lindy Crawford, City Manager

Barbara Raye, Center for Policy Planning and Performance - Consultant

Meyer Beckner, Humphrey School of Public Affairs Graduate Student - Project Intern

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# DEFINITIONS



The following are agreed upon definitions that the Task Force puts forth to define the terms and references used in this report. These definitions are not meant to be a valuative statement on how terms should be used in other contexts. Rather, they are for the purpose of providing a shared understanding of the Task Force's report content.

## BIPOC

Black, Indigenous, and People of Color

## Community Engagement

Community engagement is a strategic process with the specific purpose of working with identified groups of people, whether they are connected by location, special interest, or affiliation to identify, and to address issues affecting them. It's about building long term relationships through intentional interactions with an orientation toward the importance of a community members' lived experience. Community engagement can be complex and require dedicated resources such as time, funding, and people with the necessary skills.

## Community Outreach

A one-way communication that tells community members about an issue, problem, opportunity or decision (examples include postcard mailings, newsletter communication, ads in the newspaper, website and social media postings, etc.)

## Equity

Equity means recognizing that we do not all start from the same place and must acknowledge and make adjustments to imbalances. Equity is distinguished from equality, which means providing the same to all. The practice of equity promotes fairness within programs, policies and procedures.

## Diversity

Diversity is any dimension that can be used to differentiate groups and people from one another. Diversity is defined by who we are as individuals. The Task Force recognizes that a community's strength comes from the experience, talents, and perspectives of all residents. Diversity encompasses the range of similarities and differences each person, business or organization brings to the community. Types of diversity can include but are not limited to longevity in community, national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, and family structures . *In simple terms, diversity is the mix.*

## Inclusion

To be inclusive is to value and respect all people, their needs, and contributions equally with programs and policies in place that foster an experience of belonging. An inclusive community works toward ensuring that all residents have a representative voice in governance and planning, and that all residents have access to services that ensure their basic needs are met.

## LGBTQIA+

Lesbian, gay, bisexual, transgender, queer, intersex and ally; a term encompassing the spectrum of sexual and gender identities.

## Many Faces

Many Faces of the White Bear Lake Area is a collaboration with a goal of building community by connecting the many stories of our area through events that invite personal reflection, a broadened understanding of the community, and neighborly interactions.

<https://manyfaceswblarea.org/>

## WIC

Welcoming and Inclusive Community Task Force

## WBL

White Bear Lake (City/Surrounding Areas)



COMMUNITY	
About White Bear Lake	
+ Around Town	
Calendar of Events	
Community Engagement	
COVID-19	
Demographic Information	
History	
Maps	
Public Mobility Options	
Senior Resources	

Contact Information	
White Bear Lake City Hall	
4701 Highway 61	
White Bear Lake, MN 55110	

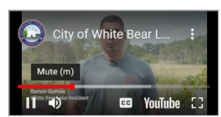
### Join Virtual Conversations

Thank you for exploring this site. The Task Force is hosting virtual conversations designed for small groups of 5-6 people, each lasting no longer than one hour. [Click here](#) to register for a conversation.

Conversations will be led by a member of the Task Force with the intention of providing community members an opportunity to discuss their perspectives on what it means to be a welcoming & inclusive community, and how those definitions apply to their experiences in White Bear Lake.

We will continue to add scheduled conversations through the end of August, so check back if there is not a session available that fits your schedule, or call the City Manager's Office at 651-429-8508, or email at [ehiniker@whitebearlake.org](mailto:ehiniker@whitebearlake.org) to schedule a date and time for a meeting to which you would like to invite others.

Some may prefer one-on-one conversations, or in person small group conversations. Both formats will be available in September.



### Participant Survey

After attending a Virtual Conversation, please take a moment to send us your feedback using this short survey.

[Read more](#)

### Web Links

- [Welcoming Video with Spanish Subtitles](#)
- [Welcoming Video with Hmong Subtitles](#)

# INTRODUCTION

White Bear Lake is unique in its appeal to so many; a fully built-out community with a small town feel, yet part of a large metropolitan area. It is a community that is rich in history and strong in spirit. The majority of residents we have encountered through this process have said they feel welcomed and included in our community; they like living here and the life that it offers. However, the demographics of White Bear Lake are changing, and even long term residents who participated in this process wondered aloud if it is a welcoming and inclusive community for everyone.

This report is the collective result of nearly one-year of outreach and discussion. It was written and reviewed through a collective effort involving all members of the Welcoming and Inclusive Task Force appointed in February, 2021 by then Mayor Jo Emerson. As will be demonstrated below, the work of this past year is neither the beginning nor the end. Rather, it is part of a continuum of White Bear Lake's community engagement efforts.

White Bear Lake has a rich tradition of community volunteerism and outreach. However, the Task Force has concluded that the changing demographics, the growing power and influence of social media, along with increasing demands on people's time pose new barriers to engagement and community-building that must be tackled with new tools and fresh approaches.

# BACKGROUND

In February 2021, Mayor Jo Emerson appointed an 18-member Task Force to develop a narrative around the following questions: "What does it mean to be a Welcoming & Inclusive Community?" and "How well is White Bear Lake doing?" The Task Force was asked to guide the City through this process and summarize its findings in a report that includes recommendations for ways the City can further its commitment to fostering a welcoming and inclusive community.

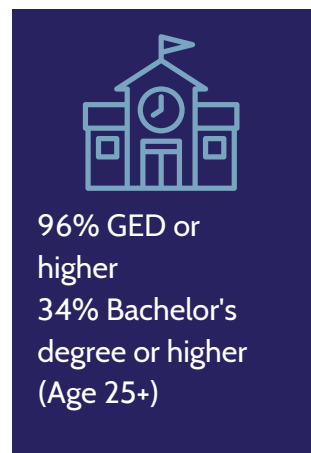
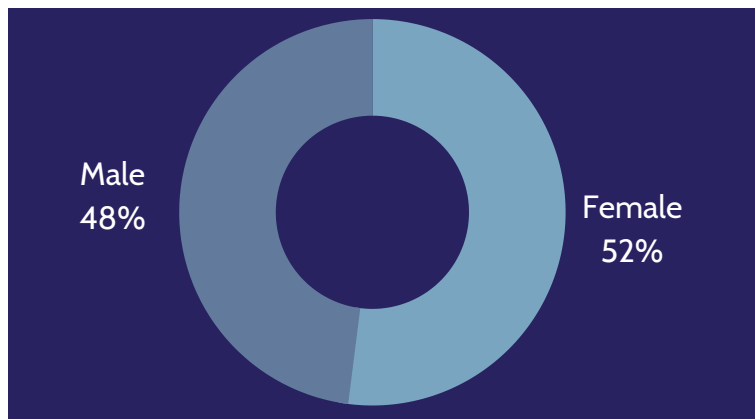
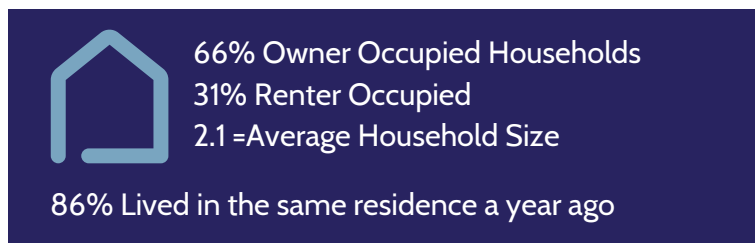
As articulated in the Task Force's statement of purpose, *"Access to municipal services and community assets must be inviting to all. This demands that there is no disparity of access based on longevity as a member of this community, nor on race, culture, age, sexual orientation, gender, physical ability, socio-economic status, geographic location in the City or any other characteristic. It is a commitment to all who live, work, and play in White Bear Lake, that they feel welcomed and have a sense of belonging"*.

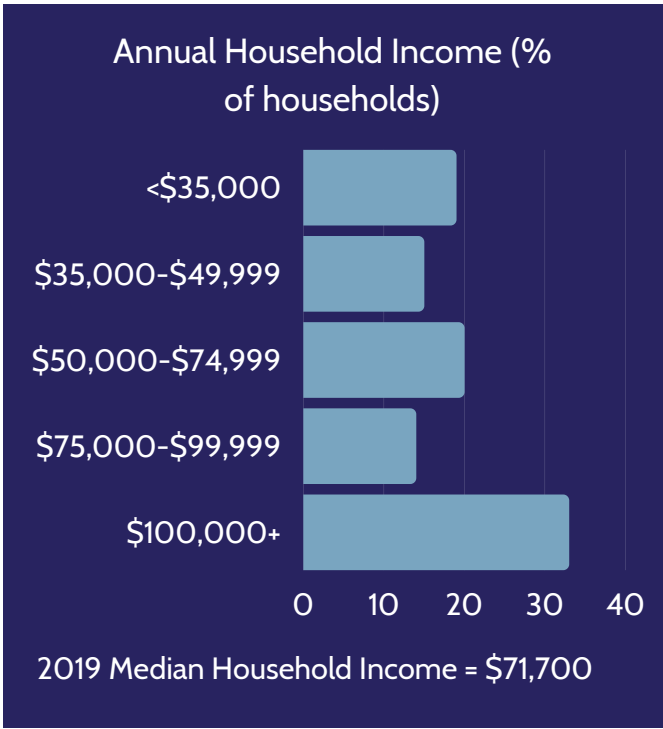
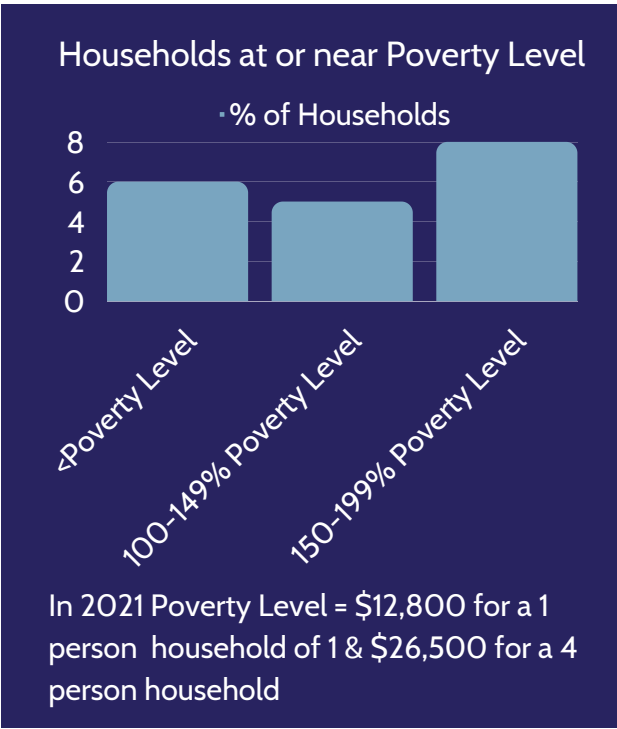
The Task Force was launched with the intent to cast a wide net to capture a broad and diverse representation of experiences of White Bear Lake residents. However, like many communities around the state and nation, critical conversations around race and racial equity have been at the forefront following the murder of George Floyd in 2020. Consequently, many conversations tended toward the topic of race. However, there was certainly discussion among adult and student participants that affirmed the challenges of people with other identities, including but not limited to the LGBTQIA+ community, persons with a disability, persons from a minority ethnic community, socioeconomic status, or where they live within the city.

# COMMUNITY DEMOGRAPHICS

People's experiences and perceptions of belonging within a community can be influenced in part by aspects of their identity. While everyone has a unique set of circumstances that shape their life and outcomes, people who share certain identities, such as gender, race, religious affiliation, or length of residency, may have similar experiences or perceptions. Understanding the diversity in our community is important as we examine whether this is a community where all feel welcomed and included.

Data sources for this section include MN Compass, United States Census Bureau, White Bear Lake Area Schools and the Minnesota Department of Education.





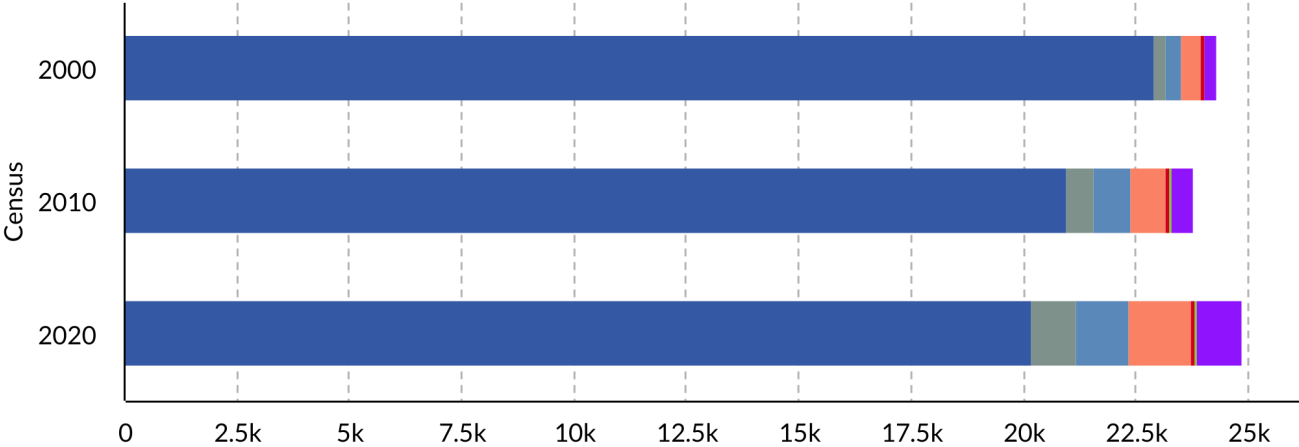
While Minnesota Compass and the U.S. Census Bureau are a wealth of demographic data, not all aspects of identity are easily quantified through current, trusted data sources at the local level. By extrapolating from state and federal data, it estimated that the LGBTQIA+ population in White Bear Lake is between 4.4% to nearly 8% of the U.S. population.

The chart below details the Public Religion Research Institute estimates of Ramsey County residents' religious affiliations based on their polling data from 2020. Data specific to White Bear Lake is not available.

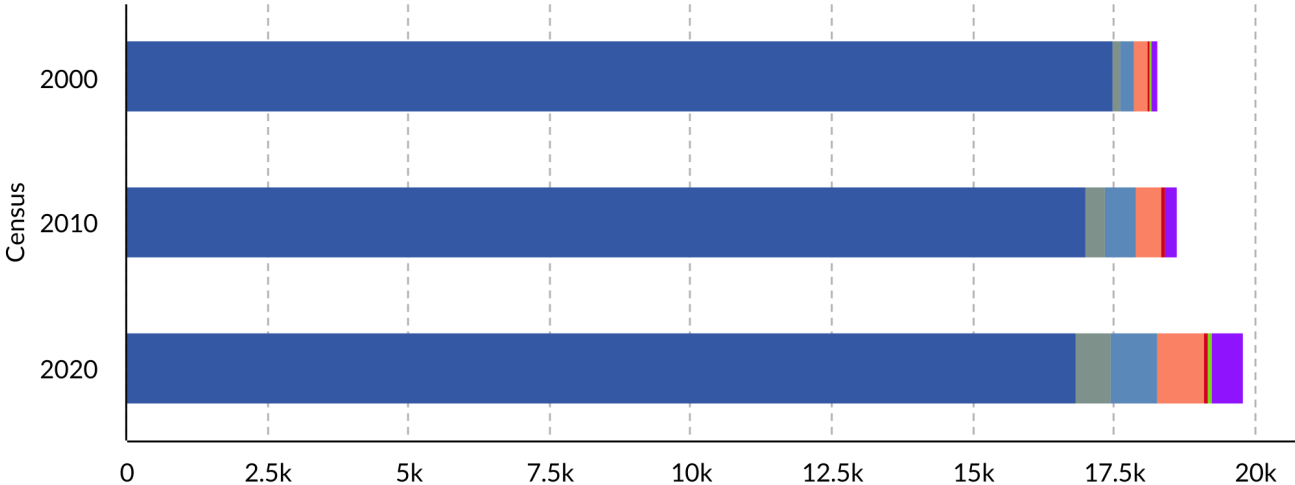
Religious Affiliation	Ramsey County (%)	Religious Affiliation	Ramsey County (%)	Religious Affiliation	Ramsey County (%)	Religious Affiliation	Ramsey County (%)
White Evangelical Protestant	13	Black Protestant	6	Other Christian	5	Buddhist	1
White Mainline Protestant	20	Hispanic Protestant	2	Jewish	1	Hindu	1
White Catholic	19	Hispanic Catholic	3	Muslim	1	Religiously Unaffiliated	29

# City of White Bear Lake Population By Race/Ethnicity

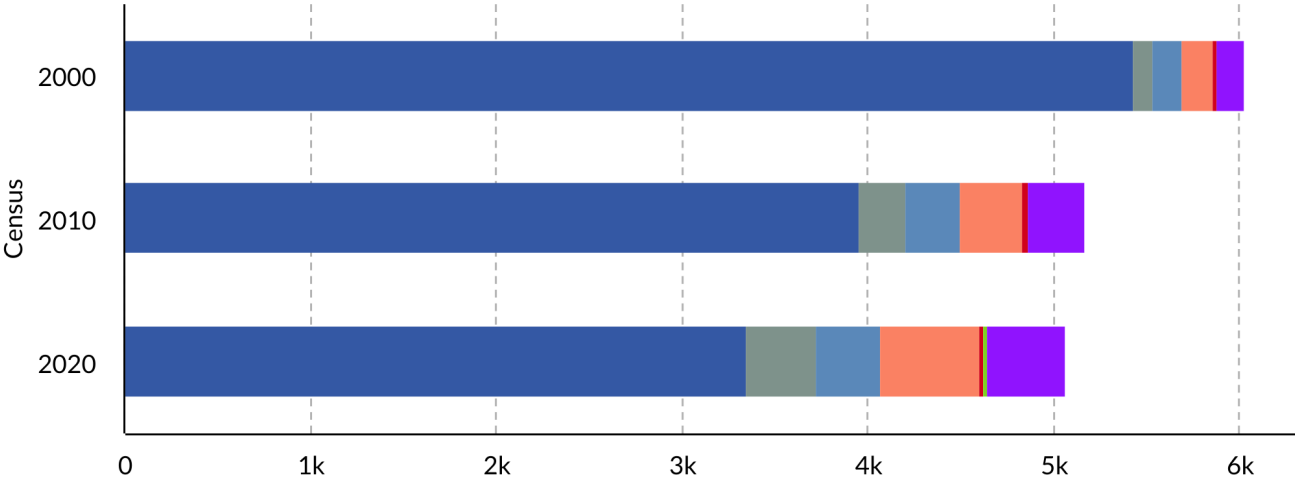
## Total Population 2000-2020 Census



## 18+ Population 2000-2020 Census



## 17 & Under Population 2000-2020 Census







- White, non-Latino
- Black or African American, non-Latino
- Asian or Pacific Islander, non-Latino
- Hispanic or Latino
- American Indian or Alaska Native, non-Latino
- Other race not listed here, non-Latino
- More than one race, non-Latino

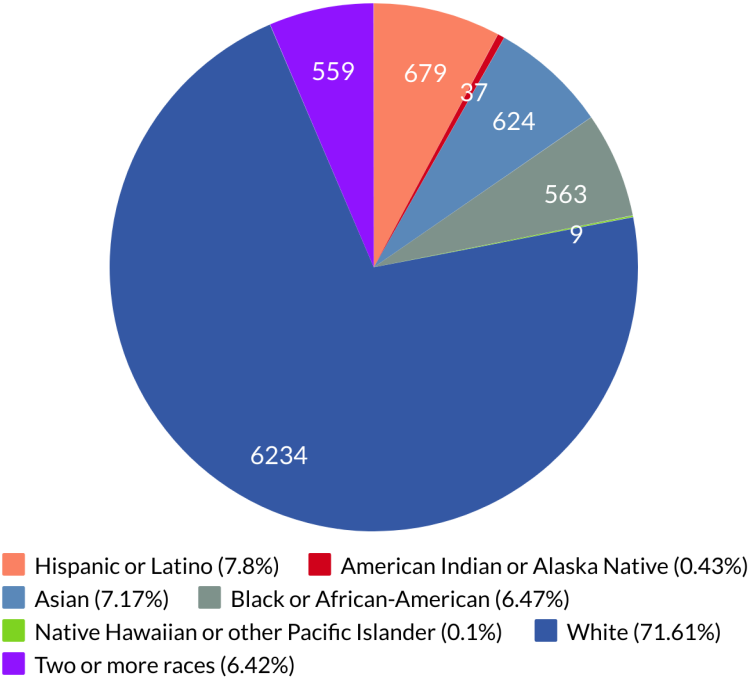
\*\*Chart of figures can be found on page 29 in Appendix

# Diversity Amongst White Bear Lake Area School Students

While not all White Bear Lake Area Schools (WBLAS) students live in the City of White Bear Lake, they will at minimum spend nearly half of their school years in the City if they attend WBLAS district schools throughout their elementary, middle school and high school years. As was demonstrated in the Census data, the younger generations represent growing diversity in the community; that diversity is amplified within area schools. Ensuring these young people feel like they belong and that this is their home will increase the likelihood they return to the area to live, work and raise families of their own. For this reason, Task Force members felt it was important to include WBLAS demographics in the report.

17.6% (1,529) of students utilize Special Education services		In addition to English, district students speak 53 home languages		0.7% (63) of Students were experiencing homelessness
	4% (352) of students are English Learners		27.2% (2,372) of Students are enrolled in the Free/Reduced-Price meals program	

White Bear Lake Area Schools Enrollment by Race/Ethnicity



# PRIMARY FORMATS FOR GATHERING INFORMATION

It was apparent early in the process that gathering information from a broad and diverse representation of the community would be challenging, especially with limitations to gathering in community due to the COVID pandemic. For this reason many of our engagement efforts were directed toward the digital environment, which in itself limits the ability of some community members to participate.

The Task Force decided upon a variety of methods to solicit participation including the development of an online community conversation format, an on-line survey, opportunities for in-person conversations and Task Force participation in the 5-part series, Community Conversations on Race sponsored by Many Faces, with which the City of White Bear Lake is an active partner.

## On-line Conversations

The on-line conversations were made possible through a newly developed web-based application now known as Kazm, (fka Junto). The format provided one-hour conversations facilitated by members of the Task Force and staff using an agenda template developed by the group. Meetings were promoted through the City's newsletter, its social media and the White Bear Press. The on-line conversations were also made available through personal invitation by members of the Task Force. These conversations were held between the months of August to November. A total of 54 conversations were scheduled and available for the public to attend, eight of which resulted in meetings with 32 participants in total.

## Community Survey

The Community Survey was available on-line from March through October, 2021. Despite multiple promotional efforts, participation was limited to 139 people from the White Bear Lake area. Polco, an on-line survey tool that the City subscribes to, did not restrict non-residents from participation; however, the tool was able to identify whether or not the participant lived in the City.

## In-person Meetings

There were five in-person meetings, one held at Redeemer Lutheran Church and the other four with students from South Campus, North Campus and Central Middle School. The meetings held with students were particularly meaningful, as they represented the voices of our youth and were primarily students of color.

## Other Communities

The Task Force invited staff members from two different metropolitan communities, each of which has been actively engaged in racial equity and inclusion work for the past 3-5 years, the cities of Roseville and St. Louis Park. The staff representatives shared past and current initiatives, including lessons learned along the way.



# OUTREACH METHODS

The opportunity to join the Task Force was widely promoted through a variety of organizations, the City Newsletter, and the White Bear Press. Also included were four members selected due to their affiliation with Century College, White Bear Lake School District, White Bear Lake Area Food Shelf and Solid Ground. Once selected, Task Force members worked with staff on community outreach efforts through methods traditionally employed by the City, as well as expanded efforts to connect with community members who may not be as engaged with local government.

## Outreach efforts included:

- Video promoting the task force application (posted to social media channels, YouTube channel and on City website)
- Video promoting the online conversations
- Partnering in the 5-part series, Community Conversations on Race
- Social Media Posts – Added an Instagram account to further reach
- Updates in City Newsletter
- Press Releases to White Bear Press
- Advertisements in White Bear Press
- Direct outreach to community leaders (White Bear Lake Economic Development Corporation, Rotary, Leadership Tomorrow, Many Faces, Religious Organizations, Non-Profit organizations)
- Direct outreach to local institutions/organizations (Century College, White Bear Lake Area Schools, Solid Ground, Food Shelf, White Bear Area Chamber of Commerce)
- Direct outreach to local faith communities
- Direct mail outreach to residents living in multifamily rental housing
- Direct outreach to City Commissions & Council
- Marketfest Booth (5 of 6 weeks)
- White Bear Area Chamber of Commerce newsletter
- Outreach to students through cultural liaisons including listening sessions with student groups

**WHITE BEAR LAKE AREA COMMUNITY CONVERSATIONS ON RACE**  
*Listen, Learn, Lead, Act*

June 24, July 29, August 19 & September 23 from 6:30pm-8:30pm  
Registration and more info at: [ManyFacesWBLArea.org/events](http://ManyFacesWBLArea.org/events)

Presented by:

In partnership with:

**Fostering a welcoming & inclusive community for everyone**



# FINDINGS - WHAT DID WE HEAR?

## Community Survey

The survey was open March - October, 2021. There were 139 participants representing the areas shown in the map below.

While informative, the number of respondents was too small to representatively summarize community sentiment. However, it is important that the results be included to honor the feedback provided by those who did participate.

62% of all respondents were female  
32% of all respondents were male

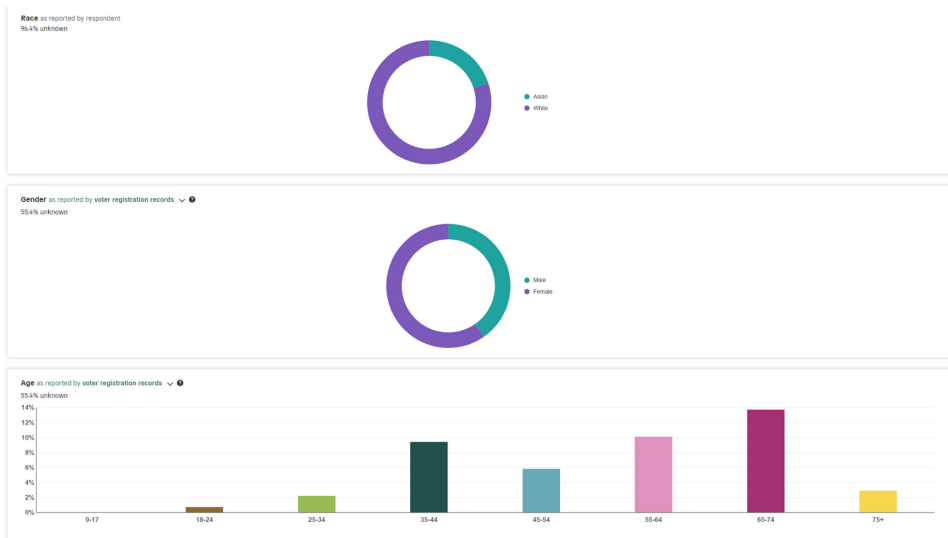
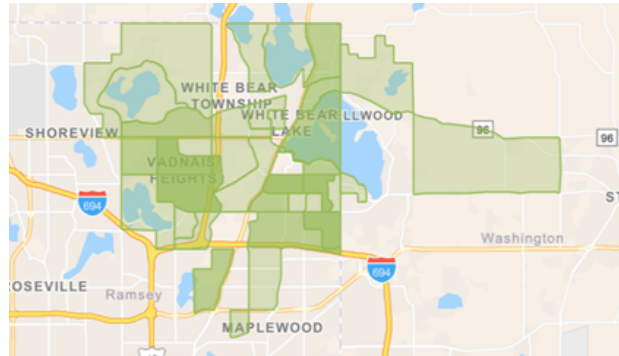
27% of respondents were 35-44 years of age  
25% of respondents were 65-74 years of age  
20% of respondents were 45-54 years of age

82% of respondents identified as White, non-Latino  
23% of respondents identified as BIPOC or Multi-racial  
6% of respondents identified as Other

92% of respondents cited English as their first language

73% of respondents identified as heterosexual

35% of respondents identified their political views as liberal  
30% of respondents identified their political views as moderate  
23% of respondents identified their political views as conservative



### Among those who identified as BIPOC, some common themes emerged:

- Several referenced the importance of feeling safe and having strong community values/ties.
- Many highlighted positive interactions with various City Departments including Admin, Fire, Police were cited as generally positive encounters, as well as friendliness of neighbors and the business community. However, others cited experiences that were not as welcoming.
- Inclusion in decision-making and openness to different identities was emphasized by some.
- Some expressed general concern related to judgment due to race, that race was a factor in feeling like an outsider in the community, or feeling unwelcomed.
- A few respondents did not agree with having race highlighted within City or School District initiatives.
- Some were critical of the on-line survey platform. There was concern expressed that the data would be misused, their identity would be known, and/or a lack of trust in the way the survey was conducted.
- It was suggested that City hiring practices be evaluated.
- Some stressed the need for more frequent outreach and use of multiple modes; social media mentioned most commonly. More language options was also mentioned.
- Having more family and community activities/events was popular among respondents.
- 57% of BIPOC respondents worried that someone in their family has or is experiencing unfair treatment to due their BIPOC identity.

### Among those who identified as White, non-Latino, common themes emerged:

- A welcoming and inclusive community should have diversity, equitable policies, equal treatment and access to services.
- Friendly neighbors and safety were also common responses.
- Many respondents disliked the nature of the survey and felt it was divisive, while others expressed appreciation for the effort.
- Some felt the City should tackle racial equity issues, while others thought the City should not address race at all.
- The majority felt included and welcomed in almost all places including businesses and public spaces. Many remarked about people's friendly and polite interactions.
- There were several acknowledgements by those who identified as White that their experience may be different from those who are not White.
- LGBTQIA\* and those with disabilities raised concerns about accessibility and acceptance
- Many respondents cited political beliefs as a large reason for feeling unwelcome.
- Political division was mentioned as creating heightened tension within the community.



## On-line Conversations - Junto Format

The Task Force developed an on-line discussion format for small groups to facilitate conversation around what it means to be a welcoming and inclusive community, and how well the participants feel White Bear Lake is doing. The hope was to gather a range of views through engagement with a variety of community members. Numerous opportunities to participate were made available to the public and promoted through a variety of means. Ultimately, seven (7) of these formatted small group discussions were held, six (6) on-line and one (1) in-person at a community church.

Getting people to participate in these conversations proved to be much more challenging than anticipated, which was a lesson in itself. There are a variety of reasons why people chose not to participate, but it was clear early on that building momentum for meaningful engagement requires time, time to build relationships and trust. This challenge is not unique to White Bear Lake, as was shared by other cities and described in academic research.

We did hear directly from many BIPOC community members who expressed their reluctance to share their stories and/or expressed doubt that their feedback would lead to meaningful change. Those who attended the community conversations were fully engaged in the discussion with great interest in the process.

## On-line Conversations - Junto Format

Listed below are the major themes that emerged from these conversations. Specific comments and discussion summaries are included in the appendix of this report.

- White people who live in White Bear Lake have different experiences than BIPOC living here.
- Feeling safe is an important part of feeling welcomed in a community.
- Feeling welcomed includes accessibility for people with disabilities, street lights, good sidewalks, accessible signage in other languages, welcoming signs such as “ All are Welcome, Black Lives Matter”, free and affordable activities. The fishing pier at Veterans Park and other park features are great examples of ways the City has worked to enhance park experiences for people with disabilities.
- Many residents in White Bear Lake don't know their neighbors (or haven't made connections with them), so building relationships is hard.
- There are many people who were born in WBL or have lived in the community for many years. It can be difficult to be a newcomer in the community.



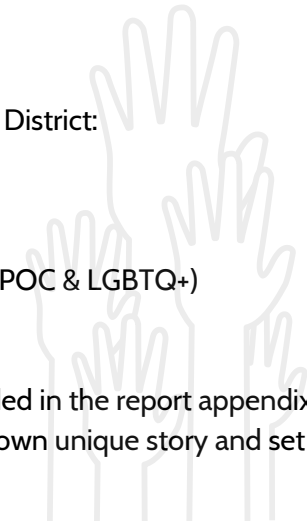
## Conversations with Students

Four meetings were held with students from the White Bear Lake Area School District:

- South Campus Black Excellence Club - 15 student attendees
- North Campus Black Excellence Club - 32 student attendees
- Central Middle School “Speak your Voice” Club - 28 student attendees (BIPOC & LGBTQ+)
- WBLAS Student Culture Club - 16 student attendees

Detailed summaries of comments and feedback from each meeting are included in the report appendix. In summarizing the conversations, we are mindful that each student has their own unique story and set of experiences; however, general themes clearly emerged.

- Many students shared personal experiences about being targets of direct, racially charged comments, both at school and out in the community.
- Many expressed that they felt out of place in a mostly white community.
- Others shared positive feelings about living in the White Bear Lake area, however mostly with qualifying comments, such as noting the limited connection between the BIPOC community and the community-at-large.
- At each of the meetings, students expressed their interest in community events that celebrate the racial and cultural diversity of our community.
- The WBLAS Youth Culture Club was particularly interested in finding ways to work with the City and other organizations to organize community cultural events.
- It is important to note that many of the students shared a concern that their input would not lead to meaningful outcomes, expressing a general distrust of the process and its authenticity.



## Community Conversations on Race - 5 part Series

Many Faces of the White Bear Lake Area partnered with the Minnesota Humanities Center to host a five-part community conversation series with the goal of learning and understanding how we experience and recognize racism in our community, how it impacts the community, and how we can educate ourselves to learn and to lead work in creating a more welcoming and inclusive community for all.

Participation in this series ranged from 50 - 70 people, with the highest number of attendees present at the last event as momentum continued to build. At the end of the series, there was expressed interest among the participants for additional facilitated community conversations on race to expand opportunities for community dialogue.

This session is designed to give community members an opportunity to listen to and learn from neighbors of color sharing about their experiences of racism in the White Bear Lake Area using a story circle format. At this first session, participants heard their neighbors share painful encounters and experiences that informed many robust conversations that followed in the series.

In order to develop shared understanding and prompt the community into action, the series deployed three primary strategies:

- Increase understanding of racism and its impacts on the community by:
  - Listening and learning from BIPOC community members about their experiences
  - Learning from community leaders about local efforts to address racism in the community
  - Providing the economic and business imperative for addressing racism in the region
- Calling in the community to take action in their sphere of influence by:
  - Taking personal responsibility to respond and take action in response to what we learn
  - Identifying where we have the ability to lead
  - Growing their networks
- Demonstrating a cohesive effort to address racism in the community by:
  - Learning from leaders about current efforts
  - Building connections to other initiatives and resources in the community through listening and dialogue
  - Identifying core priorities important to Many Faces leaders and the community



## Initiatives in Other Communities

### *Thomas Brooks, Inclusion Manager for the City of Roseville*

The City of Roseville developed a strategic equity plan in 2018 following its year-long participation in the Government Alliance on Race and Equity (GARE) program, hosted through the League of Minnesota Cities. However, they found the Plan difficult to sustain when put on top of the day-to-day duties of existing staff. Subsequently they hired a consultant to finalize an action plan, which narrowed their focus to three priorities: Diversifying their workforce, diversifying boards/commission, applying racial equity lens to all decisions.

The City then reoriented its communications staff to more intentional community relations/engagement, which included the additions of digital media specialists. The new roles and expertise shifted the day-to-day office work to being out in the community through direct engagement.

The City also has a Human Rights, Inclusion & Engagement Commission which advises the City Council on outreach and engagement efforts with a stated goal of fostering a sense of community for its residents and businesses.

### *Yariet Montes-Huerta, Racial Equity & Inclusion Outreach Assistant for the City of St. Louis Park*

The City of St. Louis Park engaged in a community-wide visioning process in 2017, out of which racial equity was identified as a priority.

Ms. Montes-Huerta was hired in 2018 with a background in community organizing work. She shared that as a Latina, she expected her cultural heritage would help break down barriers with the BIPOC community. However, her identity as a government employee overshadowed her personal identity and created some distrust. After attending more workshops and classes focused on cultural competency, she experienced much more success by modifying her approaches to community engagement.

Fostering trust and building relationships has taken a lot of time and effort through attendance at a variety of school and community events. Ms. Montes-Huerta also organizes pop-up events that include staff from other departments, held at apartment complexes and city parks to connect more directly with residents.

Lastly, Ms. Montes-Huerta described the City's Human Rights Commission which is charged with advising and engaging around activities that promote equal opportunities for and participation of all residents.



## Initiatives in Other Communities

### Q & A - LESSONS LEARNED

The guest speakers emphasized the following:

- Make sure that you always follow up on surveys or conversations; BIPOC communities are over-surveyed and never know what happens with the information.
- Leadership must be on the same page or staff will experience burnout.
- It is important that participation be across all departments so that engagement initiatives are not dependent on “specific people”; rather, they are institutionally engrained.
- Relationship building must be authentic and not simply transactional.
- Once work begins, it must be sustained, or the community will no longer trust that the relationships were authentic and meaningful.



# CONCLUSIONS & RECOMMENDATIONS

Constructive relationships between communities and the institution of local government make community engagement not only desirable, but necessary as it is likely to lead to more equitable, sustainable public decisions and improve the livability, the image and the economic vibrancy of the community.

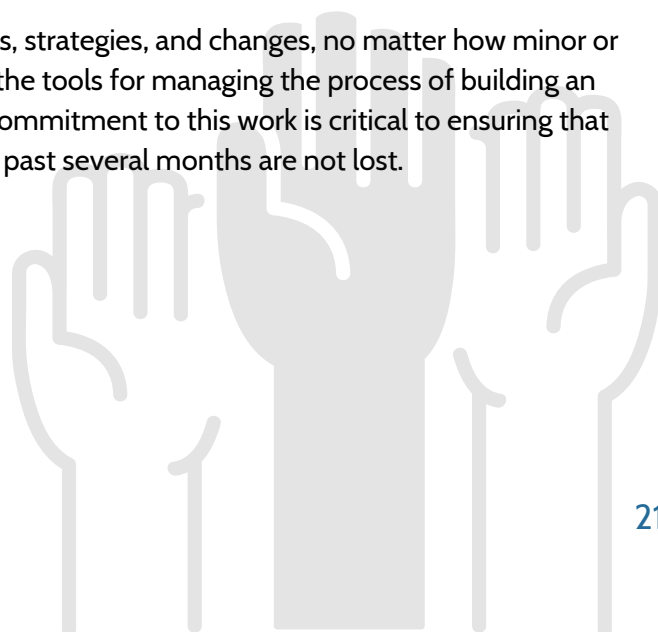
White Bear Lake has demonstrated its commitment to community engagement over the years through community-wide strategic planning efforts, sustained involvement in local civic and non-profit organizations, participation in community events and celebrations, and through its dedication of time and resources toward police and fire events and outreach efforts.

However, as time and attention of its residents become increasingly scarce due to technology and competing demands, community engagement grows more challenging. Through this process, we experienced that many people either do not trust government institutions, including at the local level, or are simply too busy or disinterested. It became evident that the development of trusted relationships toward productive dialogue and engagement with a broader segment of the community is a commitment of dedicated time and resources.

*Reinforcing and building upon intentional and proactive community engagement is especially critical as White Bear Lake demographics continue to change.* With that change comes a shift in community culture, which can create both challenges and opportunities. While proximity of diverse cultures can lead to familiarity and acceptance, without intentionality in community building, it can also lead to division. For that reason, proactive community engagement is necessary to foster learning and understanding through dialogue and relationship building.

*To achieve authentic engagement, all residents must feel included in the dialogue.* Building an inclusive community is not an event that has a beginning or an end. It is a process that continuously evolves. Sometimes, it may feel like a community makes three steps forward and then takes two steps backward. What is considered success and progress, as opposed to failure and regression, depends on the individual, group, and institution.

Regardless, it is important to sustain the relationships, strategies, and changes, no matter how minor or insignificant they may seem, because they become the tools for managing the process of building an inclusive community. The City Council's continued commitment to this work is critical to ensuring that strides made through connections fostered over the past several months are not lost.



## Benefits of Community Engagement

While research regarding the benefits and importance of community engagement varies, the Task Force found a summary of key opportunities provided by Penn State's Department of Agricultural Economics, Sociology and Education instructive:

- **Increase the likelihood that projects or solutions will be widely accepted.**  
Citizens who participate in these processes show significant commitment to help make the projects happen.
- **Create more effective solutions.**  
Drawing on local knowledge from a diverse group creates solutions that are practical and effective.
- **Improve citizens' knowledge and skills in problem solving.**  
Participants learn about the issues in-depth. Greater knowledge allows them to see multiple sides of the problem. Citizens can practice communication and decision-making skills.
- **Empower and integrate people from different backgrounds.**  
Groups that feel ignored can gain greater control over their lives and their community. When people from different areas of the community work together, they often find that they have much in common.
- **Create local networks of community members.**  
The more people who know what is going on and who are willing to work toward a goal, the more likely a community is to be successful in reaching its goals.
- **Create several opportunities for discussing concerns.**  
Regular, ongoing discussions allow people to express concerns before problems become too big or out of control.
- **Increase trust in community organizations and governance.**  
Working together improves communication and understanding. Knowing what government, community citizens and leaders, and organizations can and cannot do may reduce future conflict.

Source: <https://aese.psu.edu/research/centers/cecd/engagement-toolbox/engagement>

## Recommendations

The Task Force discussed a variety of initiatives that could be explored by the City, many of which are included below. The initiatives have been considered through the lens of three intersectional categories:



## Community Engagement

As was so clearly demonstrated through this process, sustained and meaningful community engagement requires a commitment of time and resources. As such, the Task Force would strongly encourage the City Council to *consider adding a position to support this work*. More immediately, however, the Task Force recommends the *creation of a new City Commission to serve in an advisory capacity* similar to the Parks and Environmental Advisory Commissions.

Similar to many other communities, the *purpose* of the Commission could be to *evaluate* the City's outreach efforts, activities and engagement opportunities, *advise* on strategies to improve outreach and communication to help increase engagement and inclusiveness, *advise* on policies and procedures related to inclusion and *engage* in events and projects that support the Commission's mission.

With that in mind, following is a list of suggested initiatives to be further explored by a standing City Commission:

- Identify opportunities to explore, engage and celebrate the diverse cultures and identities within the community, partner with WBLAS Student Culture Club and other community organizations.
- Develop creative outreach efforts to welcome New Residents (i.e., New Resident mixers or dinners, volunteer New Resident Welcoming Corp).
- Host city “pop-up” events in neighborhood parks and in conjunction with other school or community events to create personal connections with residents that may not otherwise have the opportunity, time or understanding of how to engage with local government.

- Partner with the WBLAS District and/or participate in 'Intentional Social Interaction' dinners already taking place in the schools, which draws in many families around topics of interest and concern in the community. *(ISI is an idea generated by Marnita's Table, a 501(c)3 organization that seeks to close gaps across differences through Intentional Social Interaction events where members of the community not typically at the table are invited to participate and connect.)*
- Partner with local businesses, civic and commerce-related organizations, and commercial property owners to support a business community that reflects our population's ever-growing diversity and an environment that fosters and represents the special talents, expertise and knowledge of all backgrounds and perspectives.
- Develop a Citizen Academy (similar to Citizen Police Academy) that provides exposure to how our City works and what are the avenues toward civic participation.
- Foster education about and exposure to different cultures and identities through continued partnerships with Many Faces and the WBLAS Community Education program.
- Collaborate with Public Safety departments to model successful engagement efforts with all city departments.
- Provide resources/support existing community members to work within their neighborhoods/organizations to build community and strengthen relationships within their neighborhoods, (i.e., create a new neighbor ambassador program at the neighborhood level, educate residents how to start a neighborhood night out gathering).

The above-mentioned are a sampling of ideas among many that could be pursued by a standing City Commission focused on community engagement and inclusion.

The Task Force brainstormed a variety of ideas for names of this proposed commission and landed on the following for Council's consideration:

**Community Engagement Welcoming & Inclusion Advisory Commission**

## Organizational and Administrative Systems

The Task Force supports efforts to expand staff development toward strengthening cultural competency skills in order to build organizational capacity as the racial and cultural diversity of our community continues to expand.

In addition to staff development, the Task Force recommends that the City seek opportunities to partner with the WBLAS and Century College to provide internships and work shadowing opportunities for students. Providing these opportunities would serve as an investment in our young professionals, giving stock to setting them up for future success. This would help give an opportunity to explore government positions, learn the intricacies of working for our city, and gain helpful insight for future endeavors, helping to build confidence, success, and experience along the way. Having these opportunities available would also act as a representation to White Bear Lake's commitment to building and supporting thriving community members.

And importantly, the Task Force recommends that the City invest in intentional and creative ways to recruit more diverse candidates for staff positions and City Commissions including BIPOC, LGBTQIA+, multicultural and persons with disabilities. This becomes increasingly important as the community becomes more diverse to ensure the people who serve and lead the community reflect the diversity of the community they serve.

## Equity/Inclusion

The Task Force believes it is ultimately important that all city initiatives and policies be considered through an equity and inclusion lens; in other words, that we continue to ask ourselves how an initiative or policy impacts those who may identify with a culture or lifestyle different than "our own", (decision/policy-makers). Does the initiative or policy unintentionally have a negative impact on underrepresented populations? How do we effectively communicate our messaging in consideration of underrepresented populations? ...and so on.

This exercise is not easy to apply, but is critical to sustaining a livable community, one that feels welcoming and inclusive to all. Specifically, this lens should be used to review all investments and strategic plans within housing, transportation, economic development, policy, and city hiring (recruitment) and retention/promotion practices. We feel this would naturally follow as a result of work done at both the organizational level and through an outwardly focused commission.

# CLOSING STATEMENT

As stated in the introduction, the work of this Task Force was neither the beginning nor the end, but rather, part of a continuum as the City works to engage with its residents toward meaningful and productive exchange. The recommendations in this report provide additional opportunities for the City to provide structure, support, and tools for more engagement and inclusion of its residents and students. Many local governments are taking the next steps to bring together their citizenries and strengthen the trust between local government and residents.

Now more than ever, connections are needed to build trust and to welcome an increasingly diverse community. Task Force members are honored to have been part of the process and stand ready to support the City in its engagement efforts. Additionally, hundreds of community members participated in the process and have expressed their hope for the continuation of relationship-building and dialogue.

While there is clearly no “magic formula” to creating a community in which everyone feels welcomed and included, we believe there are many things that can be done to bring us closer to this aspirational goal. We are confident that with the Council’s leadership and support, the community will continue to move forward in the spirit and tradition of White Bear Lake, a place residents are proud to call home.

# Welcoming & Inclusive Community Task Force Members



**Louis Baheriy**

My name is Louis Baheriy and I am a newer resident to White Bear Lake, and a proud parent of a White Bear Lake HS student. I joined the Task Force because I felt I could bring an outsider's view and experience, as well as be another voice to help share a different perspective. I try to live by the Ghandi quote, "Be the change you wish to see in the world" and thought what better way than to give my time and service to my new community.



**Rebecca Blaesing-Bauer**

My name is Rebecca Blaesing-Bauer and I live in South White Bear Lake. White Bear Lake has been my home for nearly 30 years and I've raised three children in White Bear. Since transplanting from out of state, I still love the lake and being a part of a broader Twin Cities community. It offers so much in arts and entertainment just as much now as when we first moved here. I joined the Task Force because I care about our community. I felt the Mayor was heartfelt and honest in her quest, alongside the Council to make WBL a welcoming and inclusive community for all that work, live and play here.



**Teresa Eberhardt**

My name is Teresa Eberhardt and my husband and I moved to White Bear Lake over 20 years ago to raise our family here. I joined the Task Force because every person in our community is important and should be treated with the respect and dignity we all deserve. As an educator I also believe that there is always room for greater understanding and growth. As Senator Paul Wellstone said, "we all do better when we all do better."



**Mike Greenbaum**

My name is Mike Greenbaum and I have worked and lived in White Bear Lake for over 25 years. I am the father of three current White Bear Area High School students and another that has graduated. I spend my days as the Executive Director of Newtrax, a nonprofit transportation organization located in White Bear Lake. At Newtrax, I lead an organization that provides approximately 1,600 daily rides to adults with intellectual and developmental disabilities and seniors in the NE metro area. Both professionally and personally, I have great pride in the White Bear Lake community and benefited from the terrific people and resources. I joined this Task Force with the hope that I could help in some small way to assist in moving in a direction where everyone has the same access to the wonderful aspects of this community that I have enjoyed.





### Samantha Gunderson

My name is Samantha Gunderson, and I am a lifelong resident of White Bear Lake with experience working in its education system and for the city. I joined the Task Force because as someone who experienced bullying in my youth and witnessed it throughout my life, I personally recognize the significance of inclusion and a welcoming environment. My experiences helped to develop one of my top strengths as "Includer," in which I am naturally inclined and skilled in helping others to feel accepted, valued, and advocated for, and hope to do so in making a difference in our community.



### Ellen Gurrola

My name is Ellen Gurrola and I have lived in White Bear Lake for 3 years. My family and I rented townhomes and apartments until finally settling into a home we bought in the summer of 2021. I have been a science teacher for ten years and understand the important role children play in communities. I joined the Task Force because I have two children of my own in the community as well as being in an interracial marriage. Having children who identify as Latino gives me a strong desire to do what I can to make White Bear Lake a community that is welcoming and inclusive for all.



### Stephen Kelly

My name is Stephen Kelly and I have been a resident of White Bear Lake and member of the local Rotary Club. An anthropologist by training, I have served as the innovation program director in the Minnesota State colleges and universities system, supporting projects that lead to better learning outcomes and help address the technological / sociological challenges confronting systems of higher education. I joined the Task Force because communities are better when they are welcoming and inclusive. I think White Bear Lake is welcoming and inclusive in many ways, but as is the case everywhere, there is always room to do better and be better. I care about our community and want us to be the best we can be, so here I am.



### Greg Moxness

My name is Greg Moxness and I am committed to helping people through assisting students in technology at Century College. I joined the Task Force because I want to help create a culture of inclusivity to help us grow as a community. I hope this work develops more friendships and connections within WBL. I hope my contribution to this task force will help that happen.



### Jodie Nelson

My name is Jodie Nelson and apart from managing a family business, I split my time between business travel and hanging out with my husband. I have been a poet and writer since the age of 12 and enjoy dancing, kiteboarding, and writing. I joined the Task Force because I wanted to see White Bear Lake taking part in creating a better community through dialogue and storytelling.



### Amelia Oslund

My name is Amelia Oslund and White Bear Lake has been my family's home since 2009 where we have experienced a welcome spirit amongst our immediate neighbors . I have met a variety of people in our community and realized that we have a lot of gifts among people, which should be encouraged to be shared. I joined this Task Force because I have grown up caring about people, and want to be part of a community that does the same. My hope is that these conversations will be helpful in letting all people's voices be heard in our community so that together we can care about each other. When we hear each other's stories relationships are created and the community is strengthened.



### Jane Schroeher

My name is Jane Schroeher, and I've lived in White Bear Lake for 36 years with my husband, Gary. We raised our three children here. I enjoyed working with children/youth as a public health nurse and school nurse for many years. I joined the Task Force in White Bear Lake to become a more active participant in my community. I hoped to connect with others who had similar passions to advocate for everyone to feel that they belong and are included in our community. I also wanted to learn more about my neighbors who live and work in White Bear Lake and to discover their perspectives on feeling welcomed and included. Since I retired, I've missed having connection and dialogue with people from more diverse backgrounds and experiences. Getting involved in my community is one way to do this.



### Christina Streiff-Oji

My name is Chris Streiff-Oji and I currently work at my own real estate investment company and recently began serving on the White Bear Lake Area School Board. I have a passion for ensuring all families feel safe and included in their community and schools. I joined the Task Force based upon 26 years of experience serving diverse students and families in K-12 and Higher Education in Minnesota. I bring personal experiences and knowledge around equity and inclusion as a teacher, principal, director and strategic leader.



### Alexis Varner

My name is Alexis Varner and I am currently working through the equity department in Roseville schools where I get to view equity in play right before my eyes. I intend to do equity-based work for my future career, since it is something I am truly passionate about. I joined the Task Force based upon how I felt about my city via my mother's, little sister's, and my own experiences living in the city of White Bear. Growing up in the city I felt like I was never accepted based on my own skin color. I was bullied in elementary school and still received ignorant comments throughout my years in middle school and high school. This is a topic I felt strongly about and since joining the task force

Not Pictured: Rachel Blair-Paladino & Eaden Herbert,

# APPENDIX:

## Census Figures

### Total Population

	2000 Census		2010 Census		2020 Census	
	Number	Percent	Number	Percent	Number	Percent
Total Population	24,325	100.0%	23797	100.0%	24883	100.0%
White, non-Latino	22,919	94.2%	20976	88.1%	20184	81.1%
All BIPOC residents (Black / Indigenous / People of Color)	1406	5.8%	2821	11.9%	4699	18.9%
Black or African American, non-Latino	253	1.0%	582	2.4%	1007	4.0%
Asian or Pacific Islander, non-Latino	377	1.5%	844	3.5%	1179	4.7%
Hispanic or Latino	425	1.7%	791	3.3%	1361	5.5%
American Indian or Alaska Native, non-Latino	71	0.3%	82	0.3%	81	0.3%
Other race not listed above, non-Latino	14	0.1%	19	0.1%	77	0.3%
More than one race, non-Latino	266	1.1%	503	2.1%	994	4.0%

**>0.1%**

### Population 18+

	2000 Census		2010 Census		2020 Census	
	Number	Percent	Number	Percent	Number	Percent
Total Population (18+)	18,295	100.0%	18,622	100.0%	19813	100.0%
White, non-Latino	17,492	95.6%	17,021	91.4%	16,834	85.0%
All BIPOC residents (Black / Indigenous / People of Color)	803	4.4%	1601	8.6%	2979	15.0%
Black or African American, non-Latino	140	0.8%	326	1.8%	636	3.2%
Asian or Pacific Islander, non-Latino	229	1.3%	560	3.0%	829	4.2%
Hispanic or Latino	255	1.4%	446	2.4%	826	4.2%
American Indian or Alaska Native, non-Latino	52	0.3%	59	0.3%	60	0.3%
Other race not listed above, non-Latino	9	0.0%	12	0.1%	60	0.3%
More than one race, non-Latino	118	0.6%	198	1.1%	568	2.9%

### Population 17 & Under

	2000 Census		2010 Census		2020 Census	
	Number	Percent	Number	Percent	Number	Percent
Total Population (17 and younger)	6,030	100.0%	5,175	100.0%	5,070	100.0%
White, non-Latino	5,427	90.0%	3,955	76.4%	3,350	66.1%
All BIPOC residents (Black / Indigenous / People of Color)	603	10.0%	1,220	23.6%	1,720	33.9%
Black or African American, non-Latino	113	1.9%	256	4.9%	371	7.3%
Asian or Pacific Islander, non-Latino	148	2.5%	284	5.5%	350	6.9%
Hispanic or Latino	170	2.8%	345	6.7%	535	10.6%
American Indian or Alaska Native, non-Latino	19	0.3%	23	0.4%	21	0.4%
Other race not listed above, non-Latino	5	0.1%	7	0.1%	17	0.3%
More than one race, non-Latino	148	2.5%	305	5.9%	426	8.4%

## A note on terms used for Census population data

The above tables and graphs used to illustrate the City's demographics by race contain the official terms for race groups as defined by the U.S. Office of Management and Budget. We use these for consistency with the data as reported by the Census Bureau while emphasizing the following: Each of the groups has considerable diversity within it. For example, the Black population includes both descendants of enslaved people and recent African immigrants, while the Asian population includes Asian Indian, Chinese, Hmong, and Vietnamese residents along with many other groups. Many people prefer to be called by those more specific cultural community names rather than the federal government's broad labels. The redistricting dataset does not allow for distinctions among communities within these race groups; please see the Council's Equity Considerations dataset (<https://metro council.org/Data-and-Maps/Research-and-Data/Place-based-Equity-Research.aspx>) for more information. Many people prefer different language for these broad labels. For example, in place of "Latino," some use "Latino/a," "Chicano/a," or gender-neutral alternatives like "Latinx" or "Latine." And in place of "American Indian," some use "Native American" or "Indigenous."



**City of White Bear Lake**  
Community Development Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Samantha Crosby, Planning & Zoning Coordinator  
**Date:** February 8, 2022  
**Subject:** Rose's Park View Addition, 1788 Highway 96 - Case No. 21-2-PUD & 21-1-P

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## SUMMARY

The City Council will consider adopting a resolution denying a Planned Unit Development and Preliminary Plat for property located at 1788 Hwy 96.

## BACKGROUND INFORMATION

The Tice Estate is requesting a Planned Unit Development and Preliminary Plat to subdivide one lot into six: one lot for the existing single-family residence, one common lot for stormwater, and four duplex lots for a total of eight new residential units.

The Planning Commission held a public hearing on the case on October 25, 2021. Eleven people spoke in opposition to the project. Therefore, the Planning Commission decided to continue the case to allow the City time to explore the 5<sup>th</sup> Avenue right-of-way issue.

At its January 31, 2022 meeting, on a 4 to 2 vote, the Planning Commission recommended denial of the project, citing that the site should be developed in a similar way, but this particular proposal was not appropriate.

## RECOMMENDATIONS

The Planning Commission recommends that the City Council adopt the attached resolution denying the request as presented.

## ATTACHMENTS

Resolution  
Planning Commission Memo

**RESOLUTION NO.**

**RESOLUTION DENYING A PLANNED UNIT DEVELOPMENT AND  
PRELIMINARY PLAT OF ROSE'S PARK VIEW ADDITION AT  
1788 COUNTY HIGHWAY 96 EAST  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (21-2-PUD & 21-1-P) has been submitted by the Tice Estate to the City Council requesting a Planned Unit Development (PUD) & Preliminary Plat from the City of White Bear Lake at the following site:

**ADDRESS:** 1788 County Highway 96 East

**EXISTING LEGAL DESCRIPTION:** The west ten (10) rods of the Northwest Quarter (NW ¼) of the Northwest Quarter (NW ¼) of Section twenty-two (22), Township thirty (30), Range twenty-two (22), except the south 3 acres thereof, according to the United States Government Survey thereof, subject to Easement for drainage ditch and roads as now established upon said premises, including easement for improvement of Highway 96, the taking now pending. (PID #: 233022220161)

**PROPOSED LEGAL DESCRIPTION:** Lots 1 through 6, Block 1, Rose's Park View Addition

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** A Planned Unit Development, per Zoning Code Section 1301.070 and a Preliminary Plat, per Chapter 1400, in order to subdivide one lot into 6: one lot for the existing single-family residence, one common lot for stormwater, and four duplex lots; and

**WHEREAS**, the Planning Commission has held a public hearing as required by the City Zoning Code on October 25, 2021; and

**WHEREAS**, after hearing from the public and considering the applicant's requests, the Planning Commission voted to forward the requests to the City Council with a 4 to 2 recommendation that they both be denied; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission considering the effect of the proposed PUD & Preliminary Plat upon the health, safety, and welfare of the community and its Comprehensive Plan, as well as any concerns related to compatibility of uses, traffic, property values, light, air, danger of fire, and risk to public safety in the surrounding areas;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of White Bear Lake hereby denies the request, based upon the findings and determinations as follows:

**RESOLUTION NO.**

1. The project has not been proven necessary for the reasonable use of the land. Alternative design options exist.
2. That the proposal does not maintain the essential character of the immediate neighborhood because it features one-car garages in a neighborhood that has mostly two-car garages.
3. That the PUD flexibility from the zoning code requested by the project is not commensurate with the amount of public benefit offered by the project.

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

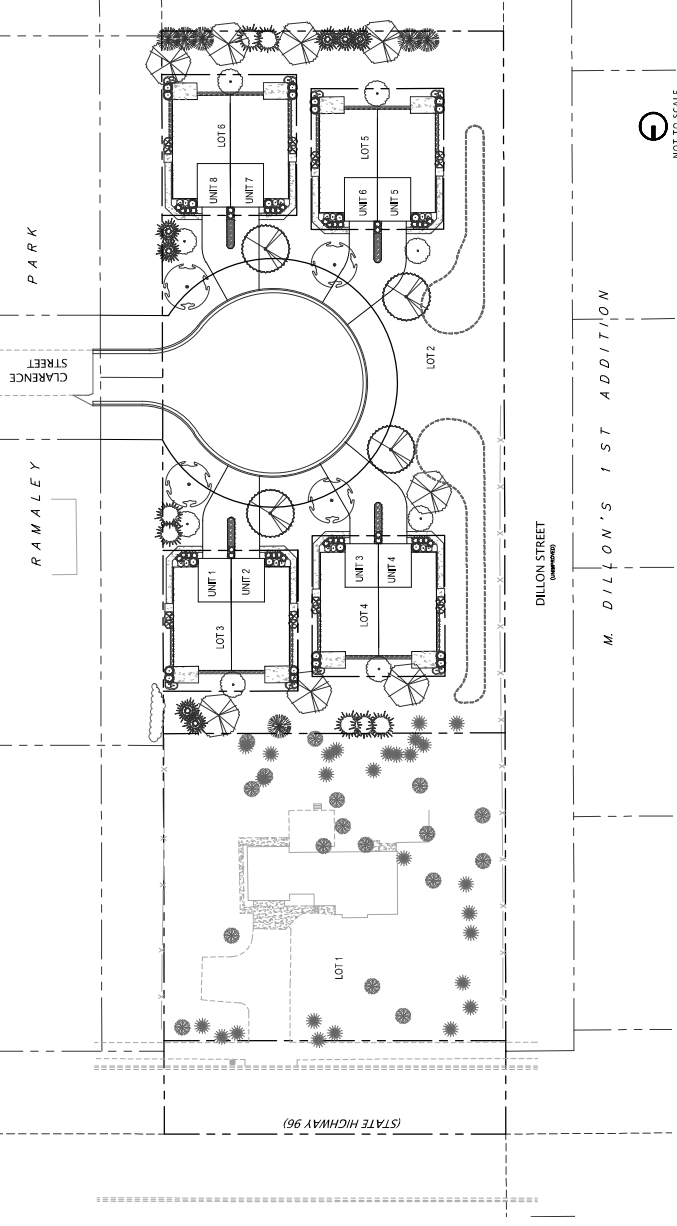
Ayes:  
Nays:  
Passed:

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

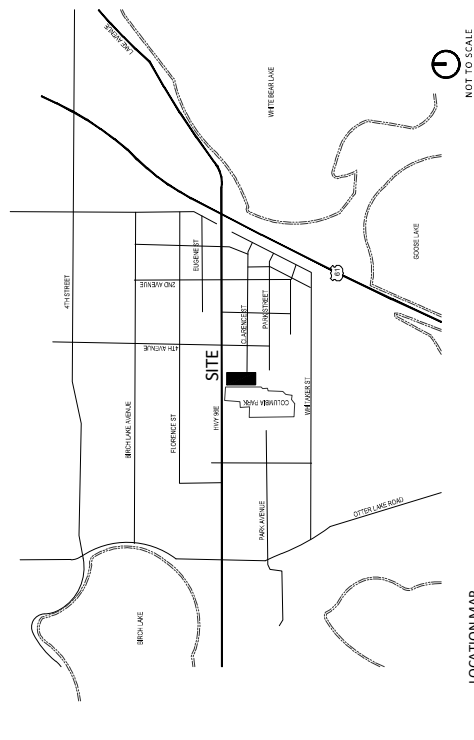
**ATTEST:**

\_\_\_\_\_  
Kara Coustry, City Clerk

1 2 3 4 5 6



VICINITY MAP



LOCATION MAP

# ROSE'S PARK VIEW ADDITION

WHITE BEAR LAKE - MINNESOTA

PRELIMINARY PLAT  
SUBMITTAL  
SEPTEMBER 13, 2021

**OWNER**  
**TICE ESTATE**  
6211 UPPER 51st STREET N  
OAKDALE, MN 55128  
651-439-3837

**DEVELOPER**  
C/O JEFF McDONELL  
612-202-4767

**DESIGNER**  
**TICE-HAUSE  
DESIGN BUILD**  
6211 UPPER 51st STREET N  
OAKDALE, MN 55128  
751-733-0195  
C/O CRAIG TICE

**PROJECT**  
**ROSE'S PARK VIEW  
ADDITION**  
1788 EAST HIGHWAY 96  
WHITE BEAR LAKE,  
MIN 55110

**Elan  
DESIGN**  
310 4TH AVE SOUTH, SUITE 1006  
MINNEAPOLIS, MN 55415  
T 612.260.7900 | www.elandb.com

**SHEET**  
**COVER SHEET**  
**C-000**  
**PROJECT NO.**  
**CS21022**

**SHEET INDEX**

- C-000 COVER SHEET
- C-001 PLANNING REGULATIONS
- C-002 PROJECTIONS
- C-003 RESOLUTION PLAN
- C-004 SITE PLAN
- C-005 GRADING EROSION & SEDIMENT CONTROL PLAN
- C-006 SWMP
- C-007 UTILITY PLAN
- C-008 DETAILS
- C-009 DETAILS
- C-010 TREE PRESERVATION PLAN
- L-001 LANDSCAPE PLAN
- L-002 LANDSCAPE DETAILS

**PROJECT CONTACTS**

OWNER	DEVELOPER	CIVIL ENGINEER	LANDSCAPE ARCHITECT	LAND SURVEYOR	COMMUNITY DEVELOPMENT CITY ENGINEER	PUBLIC WORKS CITY ENGINEER
TICE ESTATE 6211 UPPER 51st STREET N OAKDALE, MN 55128	TICE-HAUSE DESIGN BUILD 6211 UPPER 51st STREET N OAKDALE, MN 55128	ELAN ENGINEERING, INC. 811 N 3rd STREET, SUITE 20 MINNEAPOLIS, MN 55415	ELAN ENGINEERING, INC. 811 N 3rd STREET, SUITE 20 MINNEAPOLIS, MN 55415	COMMUNITY LANDS SURVEYING, INC. 6720 STILLWATER BLVD., N.S. SITE 1 STILLWATER, MN 55082	CITY OF WHITE BEAR LAKE 1701 HARBORWAY WHITE BEAR LAKE, MN 55110	CITY OF WHITE BEAR LAKE 1701 HARBORWAY WHITE BEAR LAKE, MN 55110
JEFF McDONELL T 612.260.7900	CRAIG TICE T 612.260.7900	STEPH GRONSTROM PE T 612.260.7900	PAUL SHARONING, RLA T 612.260.7900	DAN THURMEL LS T 612.260.7900	SAVANNAH GROSSY T 612.260.7900	PAUL MURPHY T 612.260.7900



**ROSES  
PARK VIEW  
ADDITION  
PRELIMINARY PLAT**

**CONTACT:**  
Jeff Mike McDorrell  
Project Manager  
mcdorrell@robeson.com  
mcdorrell@robeson.com  
612-302-4767  
651-358-1033

**COUNTY/CITY:**  
**RAMSEY COUNTY  
CITY OF  
WHITE BEAR LAKE**

**REVISIONS:**  
DATE: 8-17-21  
BY: JMM  
REVISION: PRELIMINARY ISSUE  
DATE: 8-12-21

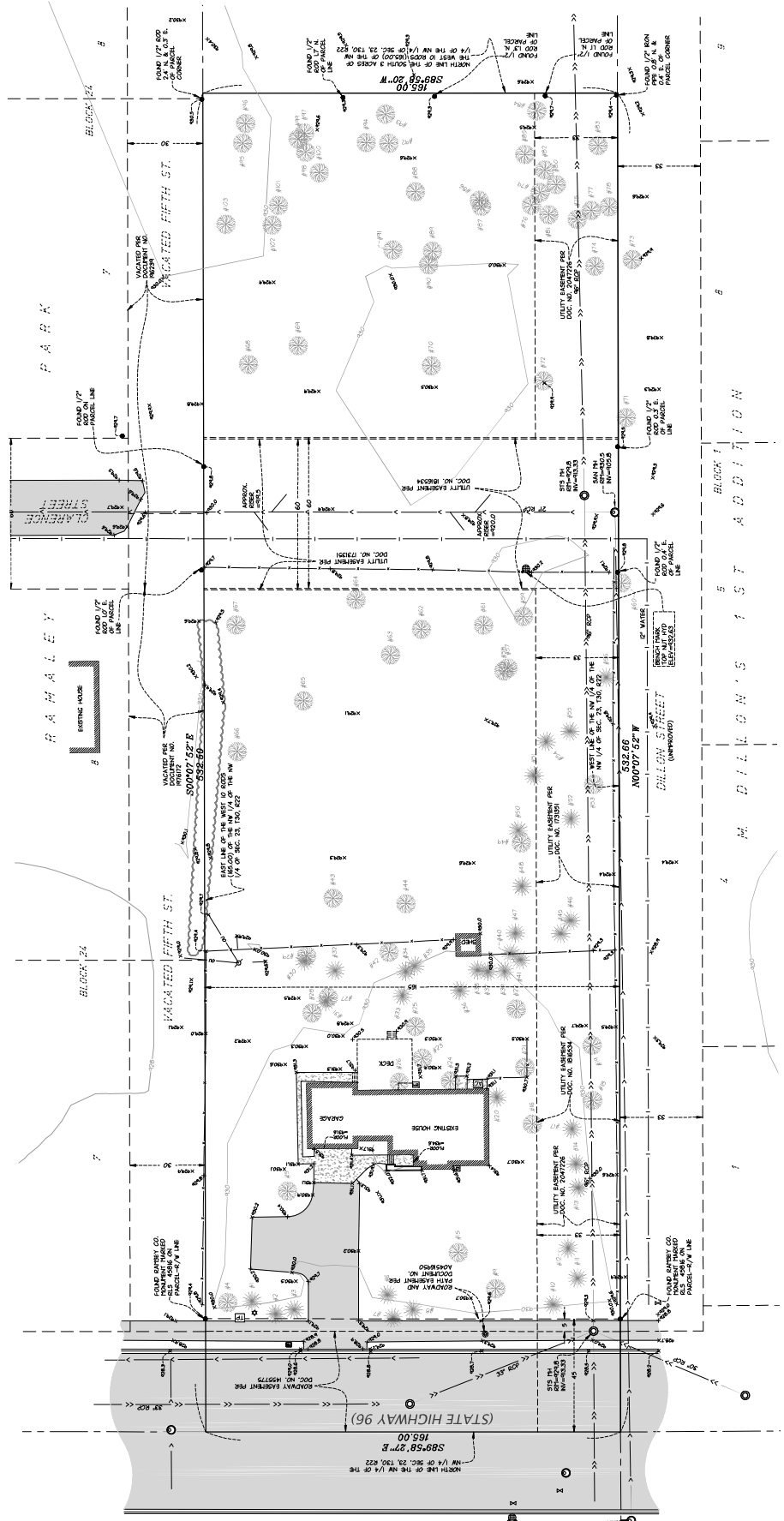
**CERTIFICATION:**  
I hereby certify that this plat has been prepared by me or under my direct supervision and that I am a duly licensed and sworn surveyor of the State of Minnesota.  
J. M. McDORRELL  
Surveyor  
No. 37375  
8/17/21

**PROJECT LOCATION:**  
**1788  
HIGHWAY 96  
PID#2330220161**

Sheet 2/20  
1979 Plats  
Sibley, MN 55122  
Phone 651-275-8989  
Gopher State One Call  
651-261-4116

**CORNERSTONE  
LAND SURVEYING, INC.**  
FILE NAME: SURV9187  
PROJECT NO.: PJ11037

**EXISTING  
CONDITIONS**



**LEGEND:**

Symbol	Description
(Circle with dot)	CONCRETE MONUMENT
(Circle with cross)	WOODEN MONUMENT
(Circle with X)	IRON MONUMENT
(Circle with T)	ALUMINUM MONUMENT
(Circle with H)	BRASS MONUMENT
(Circle with S)	STAINLESS STEEL MONUMENT
(Circle with diamond)	IRON PIPE MONUMENT
(Circle with star)	WOODEN MARKER
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(Circle with diamond)	IRON PIPE BENCHMARK

**UNDERGROUND UTILITIES NOTES:**  
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE UTILITIES SHOWN COMPREHEND ALL SUCH UTILITIES IN THE AREA, INCLUDING BUT NOT LIMITED TO: WATER, SEWER, GAS, AND ELECTRIC. THE SURVEYOR DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES NOT KNOW OF ANY OTHER UTILITIES THAT MAY BE PHYSICALLY LOCATED IN THE UNDERGROUND UTILITY. ADDITIONAL UTILITIES OF WHICH THE SURVEYOR HAS NO KNOWLEDGE.

**SURVEY NOTES:**  
BENCHMARKS ARE BASED ON THE RAMSEY COUNTY COORDINATE SYSTEM NAD 83.  
1. UNDERGROUND UTILITIES SHOWN PER COPPER ONE LOCATES AND FIELD SURVEY INFORMATION.  
2. UNDERGROUND UTILITIES SHOWN PER THE CITY OF WHITE BEAR LAKE PUBLIC WORKS DEPARTMENT.  
3. SHOWN ON LOCATIONS.  
4. CONTOURS SHOWN PER LIDAR DATA OBTAINED FROM THE DNR ANTPOPO WEBSITE, NOT FIELD VERIFIED.

**BENCHMARKS:**  
ELEVATIONS BASED ON GPS DERIVED VALUES FOR (NAVD 83)

**LEGAL DESCRIPTION:**  
AS SHOWN ON RAMSEY COUNTY RECORDS NO. 48303731  
The West 1/4 (320' x 660') of the Northwest Quarter (NW 1/4) of Section 28-10-22, Township 10N, Range 10W, Meridian 12W, County of Ramsey, State of Minnesota, containing approximately 2.12 acres, more or less, as shown on plat recorded in Ramsey County Records No. 48303731, and including all easements, rights, and interests therein, including assessment for improvement of Highway 96, the taking now pending.

**TITLE NOTES:**  
As shown on available Ramsey County Record Imprints  
1. Trail Right-of-Way Easement per Document No. 804516974  
Survey upon receiving a Title Commitment or Title Opinion from the recorder of the parcel surveyed.

**AREA:**  
TOTAL AREA AS SHOWN = 87,876 SQ-FT.  
INCLUDING 7,425 SQ-FT. OF EXISTING ROADWAY EASEMENT.

**UNDERGROUND UTILITIES NOTES:**  
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**LEGEND:**

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(Circle with diamond)	IRON PIPE BENCHMARK

**UNDERGROUND UTILITIES NOTES:**  
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE UTILITIES SHOWN COMPREHEND ALL SUCH UTILITIES IN THE AREA, INCLUDING BUT NOT LIMITED TO: WATER, SEWER, GAS, AND ELECTRIC. THE SURVEYOR DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES NOT KNOW OF ANY OTHER UTILITIES THAT MAY BE PHYSICALLY LOCATED IN THE UNDERGROUND UTILITY. ADDITIONAL UTILITIES OF WHICH THE SURVEYOR HAS NO KNOWLEDGE.

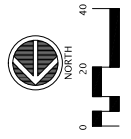
**SURVEY NOTES:**  
BENCHMARKS ARE BASED ON THE RAMSEY COUNTY COORDINATE SYSTEM NAD 83.  
1. UNDERGROUND UTILITIES SHOWN PER COPPER ONE LOCATES AND FIELD SURVEY INFORMATION.  
2. UNDERGROUND UTILITIES SHOWN PER THE CITY OF WHITE BEAR LAKE PUBLIC WORKS DEPARTMENT.  
3. SHOWN ON LOCATIONS.  
4. CONTOURS SHOWN PER LIDAR DATA OBTAINED FROM THE DNR ANTPOPO WEBSITE, NOT FIELD VERIFIED.

**BENCHMARKS:**  
ELEVATIONS BASED ON GPS DERIVED VALUES FOR (NAVD 83)

**LEGAL DESCRIPTION:**  
AS SHOWN ON RAMSEY COUNTY RECORDS NO. 48303731  
The West 1/4 (320' x 660') of the Northwest Quarter (NW 1/4) of Section 28-10-22, Township 10N, Range 10W, Meridian 12W, County of Ramsey, State of Minnesota, containing approximately 2.12 acres, more or less, as shown on plat recorded in Ramsey County Records No. 48303731, and including all easements, rights, and interests therein, including assessment for improvement of Highway 96, the taking now pending.

**TITLE NOTES:**  
As shown on available Ramsey County Record Imprints  
1. Trail Right-of-Way Easement per Document No. 804516974  
Survey upon receiving a Title Commitment or Title Opinion from the recorder of the parcel surveyed.

**AREA:**  
TOTAL AREA AS SHOWN = 87,876 SQ-FT.  
INCLUDING 7,425 SQ-FT. OF EXISTING ROADWAY EASEMENT.





**TICE ESTATE**  
 6211 UPPER 31st STREET N  
 WILKINSON, MN 55127  
 651-439-3837  
 C/O JEFF McDONELL  
 612-202-4767

**TICE-HOUSE DESIGN BUILD**  
 6211 UPPER 31st STREET N  
 OAKDALE, MN 55127  
 751-733-0195  
 C/O CRAIG TICE

**ROSE'S PARK VIEW ADDITION**  
 1788 EAST HIGHWAY 96  
 WHITE BEAR LAKE, MN 55110

**PRELIMINARY PLAT SUBMITTAL**  
 08/13/21

**Elan DESIGN**  
 310 4TH AVE SOUTH, SUITE 1006  
 MINNEAPOLIS, MN 55415  
 612.260.7990 | www.elandesign.com

**CONSTRUCTION NOTIFICATION**

DATE: 08/13/21  
 PROJECT NO: 18014  
 SHEET NO: 08/13/21

**SITE PLAN C-101**  
 PROJECT NO: C1521022

**PROJECT SUMMARY**

EXISTING	PROPOSED
13,776 SF (10%)	13,776 SF (10%)
2,889 SF (4%)	2,889 SF (4%)
75,818 SF (56%)	75,818 SF (56%)
21,262 SF (16%)	21,262 SF (16%)

EXISTING	PROPOSED
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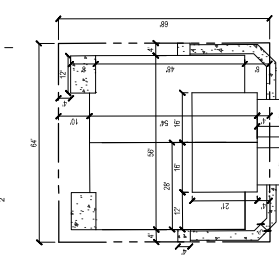
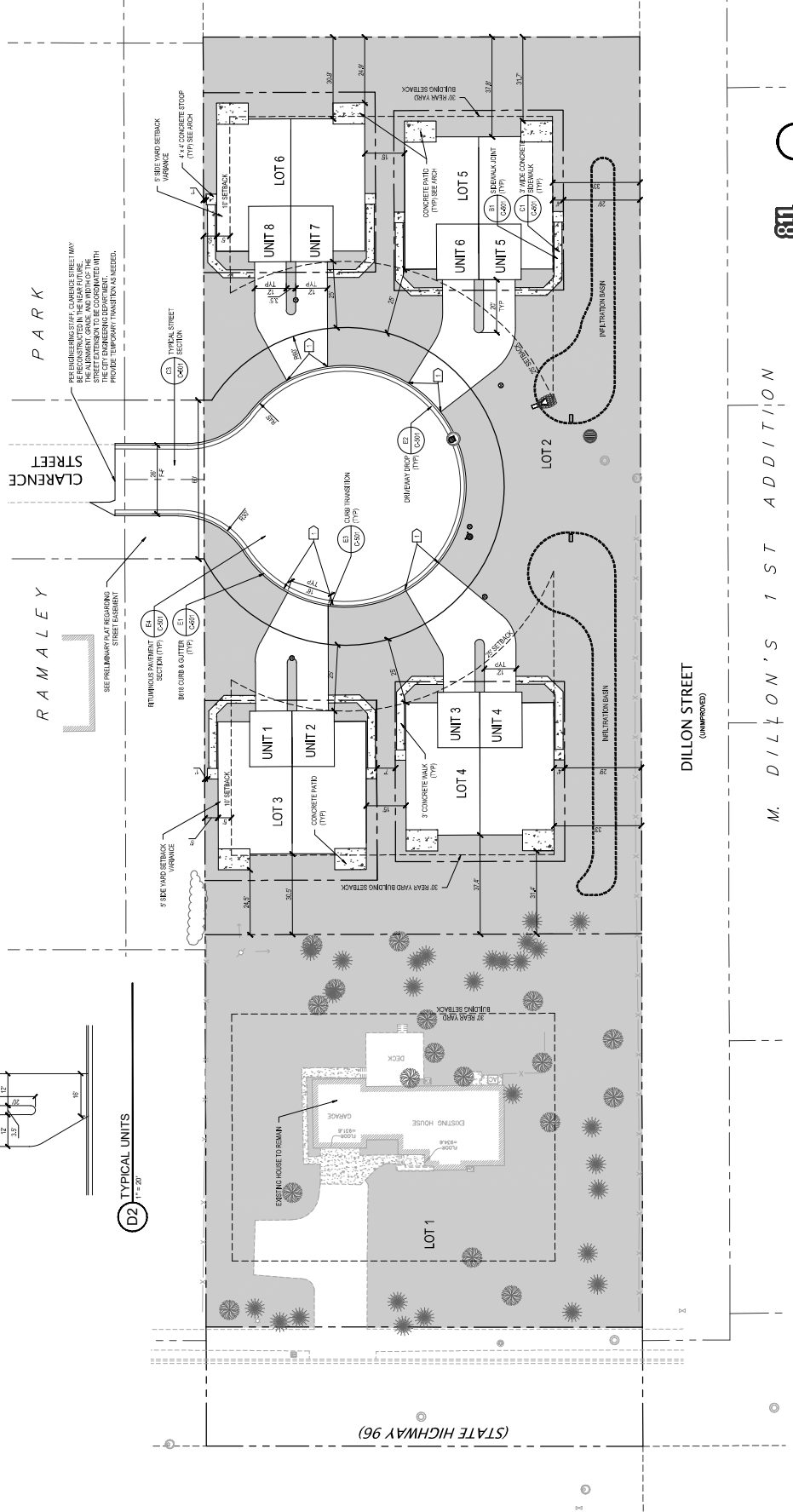
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21,262 SF (16%)	21,262 SF (16%)



**LEGEND**

- PERIMETER AREA
- CONCRETE SIDEWALK OR PAVEMENT

**811** Know what's below. Call before you dig.

**A1** SITE PLAN 17-207

**SCALE IN FEET**  
 0 20 60

**PROJECT NO: C1521022**





**OWNER**

**TICE ESTATE**  
 6211 UPPER 21st, STREET N  
 MINNEAPOLIS, MN 55415  
 612-439-3887  
 C/O JEFF MCDONELL  
 612-202-4767

**DEVELOPER**

**TICE-HOUSE DESIGN BUILD**  
 6211 UPPER 21st, STREET N  
 OAKDALE, MN  
 751-733-0195  
 C/O CRAIG TICE

**PROJECT**

**ROSE'S PARK VIEW ADDITION**  
 1788 EAST HIGHWAY 96  
 WHITE BEAR LAKE, MN 55110

**SUBMITTAL**

**PRELIMINARY PLAT SUBMITTAL**  
 08/13/21

**DATE**

DATE: 08/13/21



310 4TH AVE SOUTH, SUITE 1008  
 MINNEAPOLIS, MN 55415  
 612.260.7990 | www.elandesign.com

**COOPERATION NOTATION**  
 This utility plan was prepared by the undersigned professional engineer or architect under the supervision and control of the undersigned professional engineer or architect.

DATE OF PRELIMINARY PLAT: 08/13/21  
 DATE OF FINAL PLAT: 08/13/21

**UTILITY PLAN**

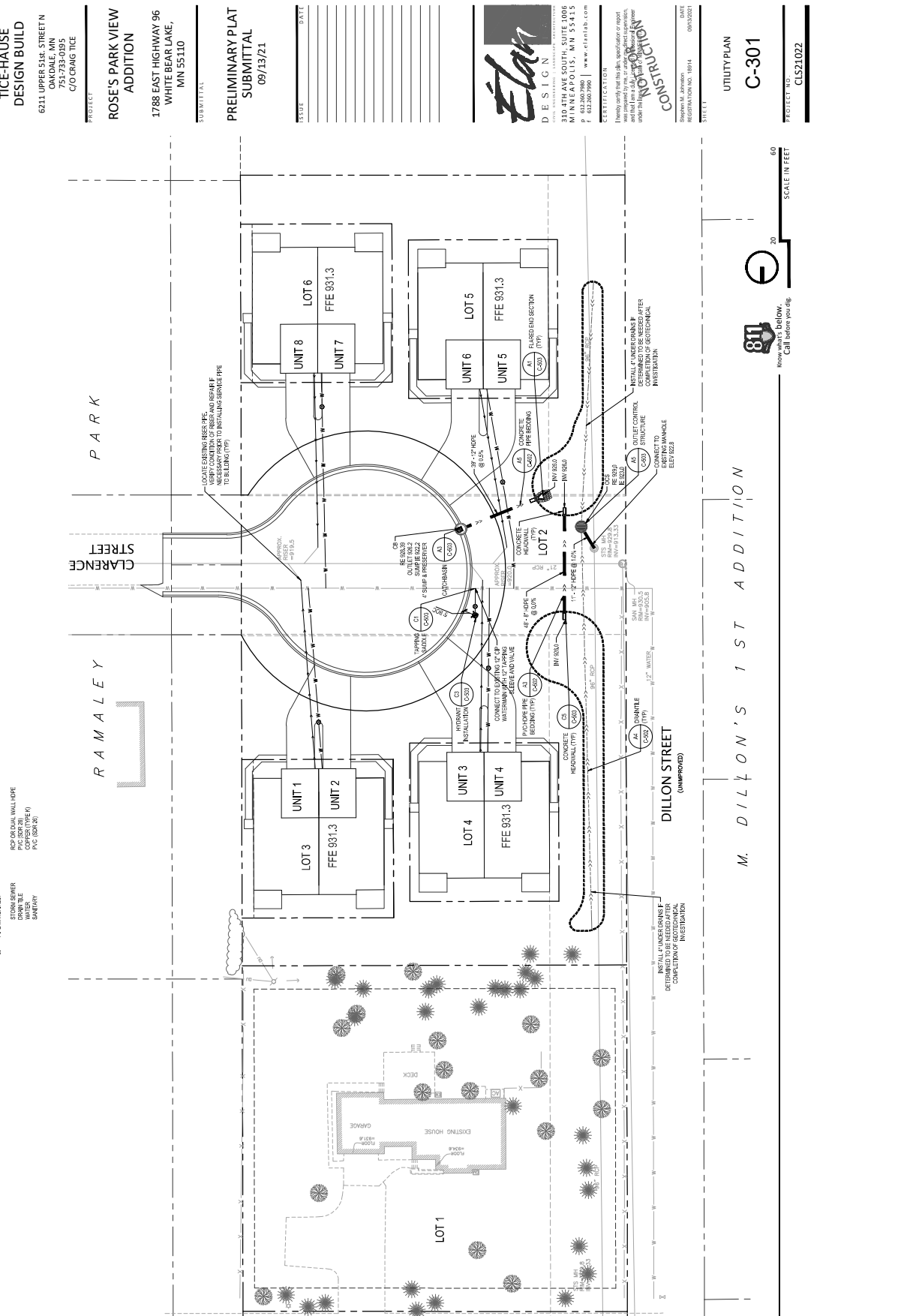
**C-301**  
 PROJECT NO. C1521022

**UTILITY NOTES**

- ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS, FIELD SURVEY AND VISUAL INSPECTION. ANY DISCREPANCIES BETWEEN LOCATED UTILITIES AND THE EXISTING CONDITIONS PLAN SHOULD BE NOTED AND FORWARDED TO THE ENGINEER.
- ADJUST ALL STRUCTURES, PUBLIC AND PRIVATE, TO PRODUCE A TRUE AND CORRECT UTILITIES PLAN. IN ACCORDANCE WITH THE CITY OF WHITE BEAR LAKE'S DESIGN STANDARDS, LATEST EDITION, MEET OWNER REQUIREMENTS FOR TRAFFELOADING.
- CONTRACTOR TO PROVIDE SUFFICIENT MARK AND WORKHOUS TO ASSURE ADJACENT PROPERTY IS NOT DAMAGED DURING UTILITY INSTALLATION.
- PIPE LENGTHS SHOWN ARE MEASURED FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE.
- PIPE MATERIALS:  
 STORM SEWER: RSP OR DUAL WALL HDPE  
 WATER: CPVC (TYPE P)  
 SANITARY: PVC (SOR 40)

**LEGEND**

- SANITARY SEWER
- DOMESTIC WATER SERVICE
- STORM SEWER
- UNDER DRAIN



**M. DILLOON'S 1 ST ADDITION**



Know what's below. Call before you dig.

SCALE IN FEET  
 20 60

**OWNER**

**TICE ESTATE**  
 6211 UPPER 31st STREET N  
 MINNEAPOLIS, MN 55412  
 651-439-3887

**DEVELOPER**

**TICE-HOUSE DESIGN BUILD**  
 6211 UPPER 31st STREET N  
 OAKDALE, MN  
 751-733-0995  
 C/O JEFF McDONELL  
 612-202-4767

**PROJECT**

**ROSE'S PARK VIEW ADDITION**  
 1788 EAST HIGHWAY 96  
 WHITE BEAR LAKE,  
 MN 55110

**SUBMITTAL**

**PRELIMINARY PLAT**  
 08/13/21

**DESIGN**

**Elan DESIGN**  
 310 4TH AVE SOUTH, SUITE 1008  
 MINNEAPOLIS, MN 55415  
 763-260-7990 | www.elandesign.com

**CONSTRUCTION**

**LANDSCAPE PLAN**  
 L-101  
 PROJECT NO. CS21022

**LANDSCAPE NOTES**

- LANDSCAPE CONTRACTOR RESPONSIBLE FOR FINISHED GRADE AND ALL LANDSCAPE CONSTRUCTION. ALL PLANTINGS TO BE INSTALLED BY THE LANDSCAPE CONTRACTOR. ALL PLANTINGS TO BE INSTALLED BY THE LANDSCAPE CONTRACTOR. ALL PLANTINGS TO BE INSTALLED BY THE LANDSCAPE CONTRACTOR.
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**INTEGRATION NOTES**

- LANDSCAPE CONTRACTOR SHALL VERIFY ALL PLANTINGS ARE INSTALLED AS SHOWN ON THIS PLAN. ALL PLANTINGS TO BE INSTALLED BY THE LANDSCAPE CONTRACTOR. ALL PLANTINGS TO BE INSTALLED BY THE LANDSCAPE CONTRACTOR.
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**PLANT SCHEDULE**

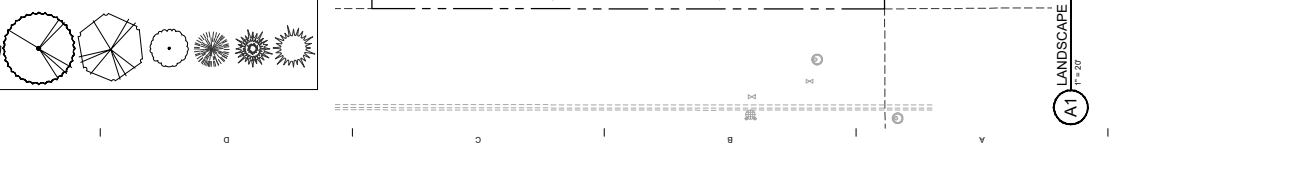
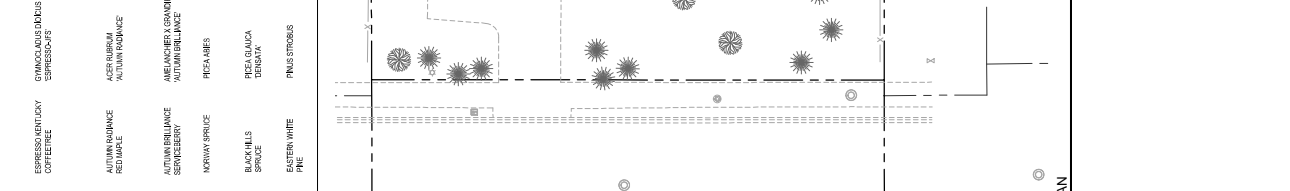
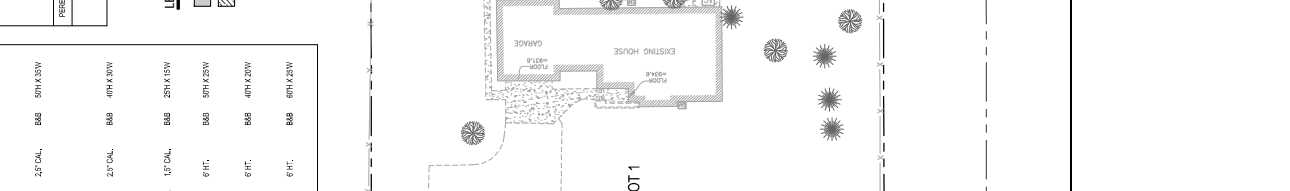
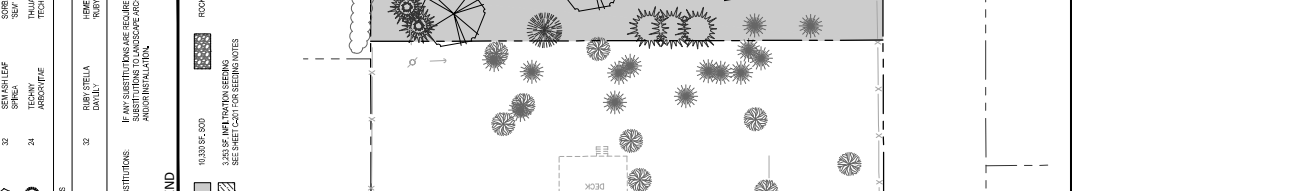
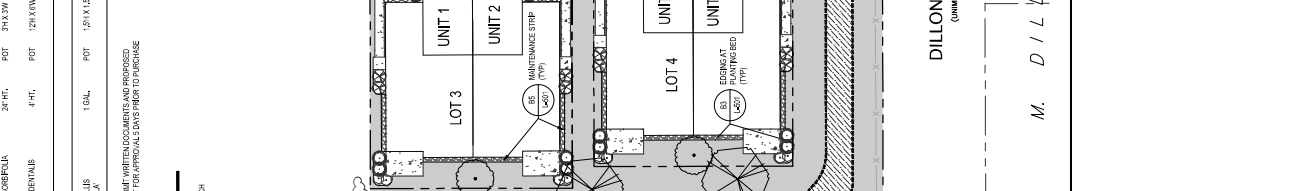
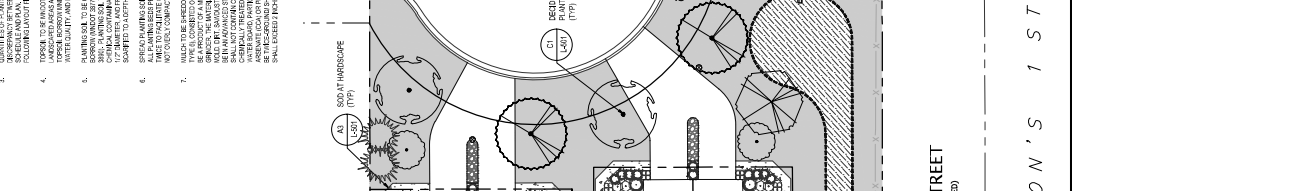
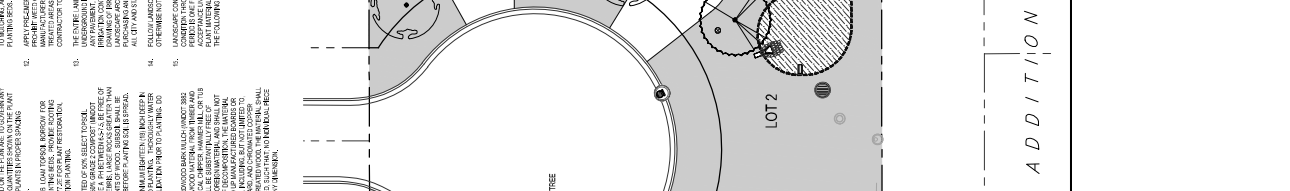
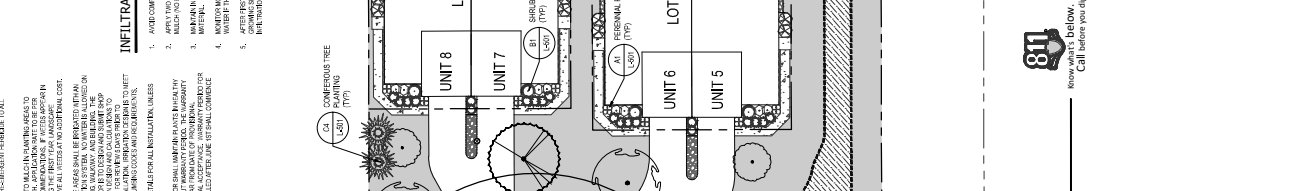
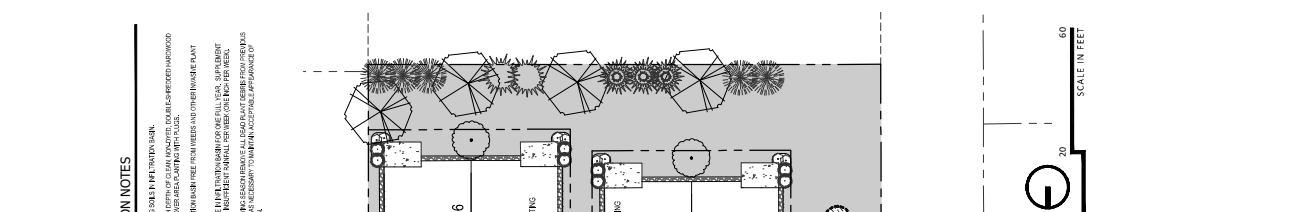
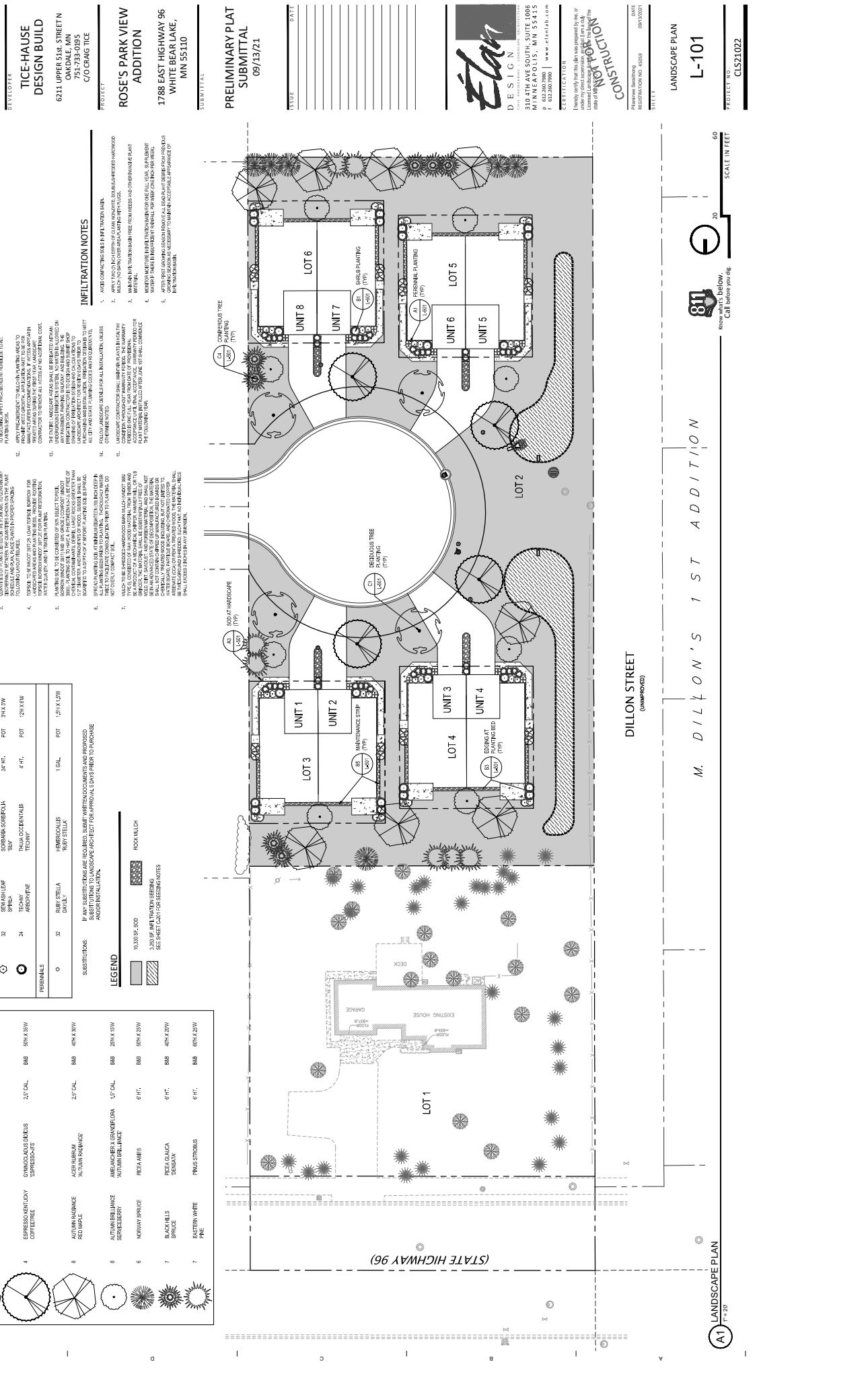
KEY	QUANT.	COMMON NAME	SCIENTIFIC NAME	SEE	ROOT COND.	WATURE	SIZE
TREES							
1	4	WALNUT	JUGLANS REGIA	27" CAL.	B&B	48" X 24" W	
2	4	MAPLE	ACER FRAXINUM	27" CAL.	B&B	48" X 24" W	
3	4	ESPRESSO COFFEE TREE	LIPIUM CITRIFOLIUM	27" CAL.	B&B	30" X 18" W	
4	6	WINTER BURNING SQUAMULE	QUERCUS LAEVIS	27" CAL.	B&B	48" X 24" W	
5	6	AUTUMN BRILLIANCE SERVICE BERRY	AMALANCHIERA ALTA	15" CAL.	B&B	20" X 18" W	
6	6	MORWAY SPRUCE	PICEA ABIES	6" H.T.	B&B	30" X 24" W	
7	7	BLACKHILLS SPURGE	PICEA GLAUCA	6" H.T.	B&B	48" X 24" W	
8	7	EASTERN WHITE PINE	PINUS STROBUS	6" H.T.	B&B	48" X 24" W	

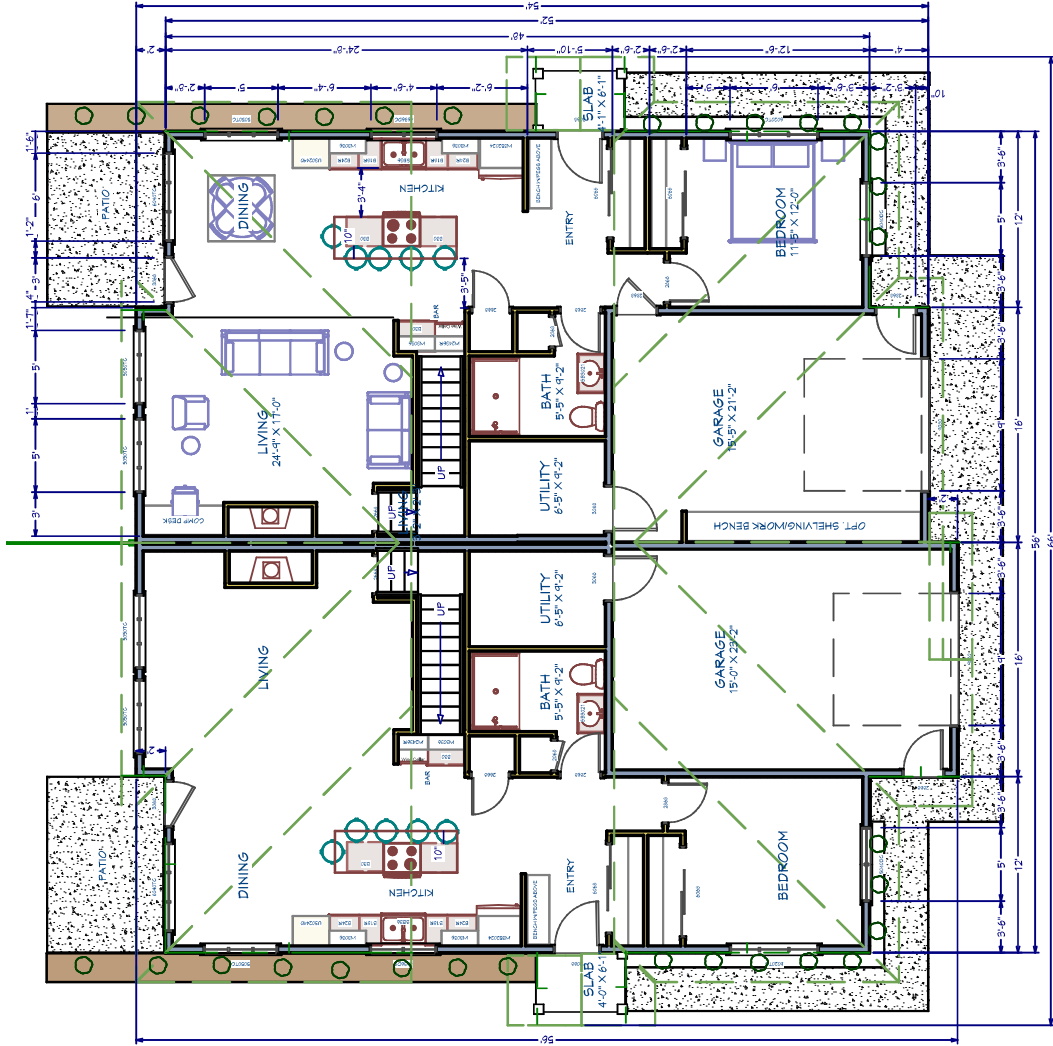
**LEGEND**

- ROCK MULCH
- 3.000 SF INfiltration BEERINGS
- SEE SHEET L-101 FOR SEEINGS NOTES

**LANDSCAPE PLAN**

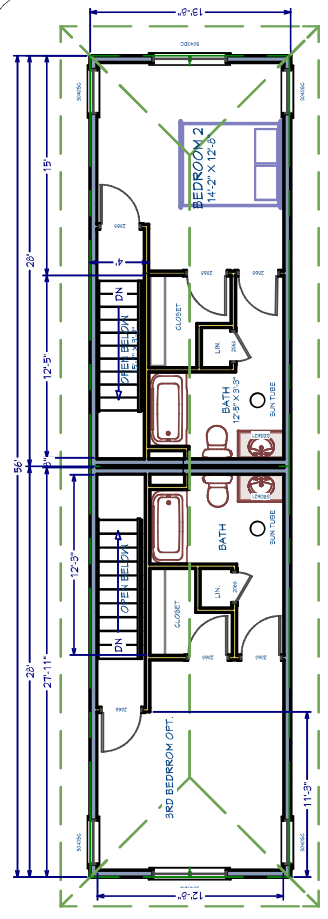
**M. DILLON'S 1ST ADDITION**  
 DILLON STREET (UNIMPROVED)  
 STATE HIGHWAY 96





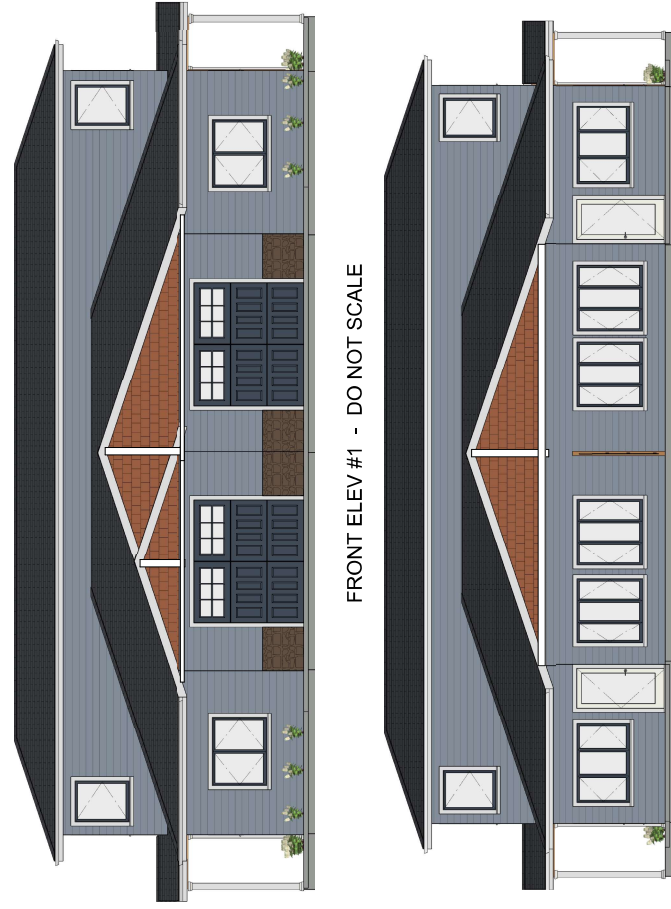
LIVING AREA  
2225 SQ FT  
1.413 SF/UNIT/ BLDG 2.946

PLAN VIEW MAIN LEVEL - SCALE 1/4" = 1'-0"



LIVING AREA  
647 SQ FT

PLAN VIEW UPPER LEVEL - SCALE 1/4" = 1'-0"



FRONT ELEV #1 - DO NOT SCALE

REAR ELEV. - DO NOT SCALE

**TICE-HAUSE**  
DESIGN • BUILD  
NEW HOMES • ADDITIONS • RENOVATIONS  
www.THDBuild.com

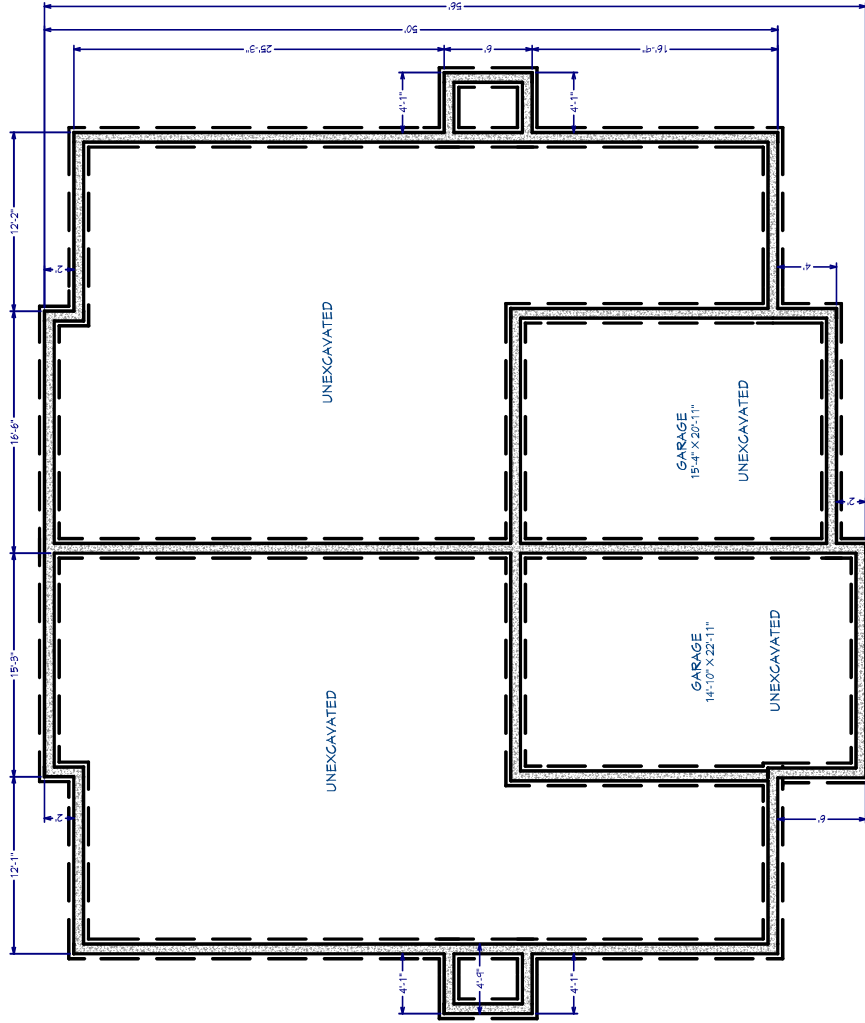
CLIENT: TOWN HOMES AT ROSES PARKSIDE ADDITION  
SITE ADDRESS: XXXX E. HWY 96  
PROJECT TYPE: MULTI-UNIT DEVELOPMENT

PLAN #: 080921-1  
DATE: 8-9-21  
REVISID:

SHEET #  
1 OF 2

EVERY EFFORT HAS BEEN MADE TO MAKE THESE PLANS AS ACCURATE AND COMPLETE AS POSSIBLE. HOWEVER, THEY ARE PROVIDED BY ESTIMATIONS AND ARE NOT TO BE USED AS A BASIS FOR CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CONDITIONS IN THE FIELD. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES.





LIVING AREA  
2254.56 FT

FOUNDATION PLAN - DO NOT SCALE



SIDE ELEV #1 - DO NOT SCALE



SIDE ELEV #2 - DO NOT SCALE

# CROSS SECTIONS IN PROCESS

PLAN #:	080921-1
DATE:	8-9-21
REVISED:	

CLIENT: TOWN HOMES AT ROSES PARKSIDE ADDITION  
 SITE ADDRESS: XXXX E. HWY 96  
 PROJECT TYPE: MULTI-UNIT DEVELOPMENT

**TICE-HAUSE**  
 DESIGN + BUILD  
 NEW HOMES + ADDITIONS + RENOVATIONS  
 www.THDBuild.com

**Oakdale Office/Design Center**  
 6211 Upper 51st Street N. Oakdale, MN  
 651-439-3837

EVERY EFFORT HAS BEEN MADE TO MAKE THESE PLANS AS ACCURATE AND COMPLETE AS POSSIBLE. HOWEVER, THEY ARE PROVIDED BY EMPLOYERS WHO ARE NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF THE PROJECT. THE USER OF THESE PLANS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED.



**City of White Bear Lake**  
Community Development Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Anne Kane, Community Development Director  
**Date:** February 8, 2022  
**Subject:** **WBL Public Safety Building Renovation & Expansion / 4701 Highway 61  
Case No. 22-1-O**

---

## **SUMMARY**

The City Council will consider a resolution approving the site plan and exterior building elevations prepared for the City's Public Safety Building renovation and expansion project.

## **BACKGROUND INFORMATION**

Derek Gallagher, with Wold Architects and Engineers, on behalf of the City of White Bear Lake, is requesting review and approval of the site plan and exterior building elevations prepared for the City's Public Safety Building renovation and expansion project.

In accordance with Section 1303.245 Subd. 5 of the Municipal Code, the Planning Commission shall review plans for significant capital improvements to public buildings and forward a recommendation to the City Council for consideration. Therefore, the Planning Commission conducted a Public Hearing on January 31, 2022. No one from the public spoke to the matter. With a unanimous vote (6-0), the Planning Commission recommended approval of the project as presented.

## **RECOMMENDATION**

The Planning Commission recommends that the City Council adopt the attached resolution approving the site plan and exterior building elevations prepared for the City's Public Safety Building renovation and expansion project.

## **ATTACHMENTS**

Resolution  
Site Plan

**RESOLUTION NO.**

**RESOLUTION APPROVING THE SITE PLAN  
FOR THE WHITE BEAR LAKE PUBLIC SAFETY  
EXPANSION AND RENOVATION CAPITAL IMPROVEMENT PROJECT**

**WHEREAS**, a proposal (22-1-O) has been submitted by Wold Architects and Engineers, on behalf of the City of White Bear Lake, for the White Bear Lake Public Safety Expansion and Renovation Project:

**LOCATION:** 4701 Highway 61 North

**LEGAL DESCRIPTION:** Attached as Exhibit A. (PID #143022420094, 143022420134, 143022420053 and 143022420068)

**WHEREAS**, White Bear Lake's Police and Fire Departments provide full-time, 24/7/365 service to the City of White Bear Lake and surrounding communities; and,

**WHEREAS**, the White Bear Lake Police Department has 31 sworn officers who serve the communities of White Bear Lake and Gem Lake; and,

**WHEREAS**, the White Bear Lake Fire Department has 14 full-time Firefighter/Paramedics who serve the communities of White Bear Lake, White Bear Township, Birchwood Village, Gem Lake and Dellwood; and,

**WHEREAS**, in order to continue to serve the City and surrounding communities, the White Bear Lake Public Safety facility is in need of additional space, mechanical upgrades, energy efficient improvements, aesthetic enhancements both inside and out, and must be brought into compliance with federal health and safety standards, as well as comply with IBC storm shelter requirements; and,

**WHEREAS**, the Public Safety Building will continue to serve regional interests not only through the full-time police, fire and ambulance services provided to surrounding communities, but also through its use as a regional training center for the State Patrol and other law enforcement agencies; and,

**WHEREAS**, the City is working in partnership with the Minnesota State Legislature to request partial funding for the Public Safety Expansion and Renovation Project; and,

**WHEREAS**, the City Council has authorized the preparation of final design plans for the White Bear Lake Public Safety Expansion and Renovation Project; and,

**WHEREAS**, the Planning Commission has received and reviewed the proposed site plan for the Public Safety Building at its January 31, 2022 meeting and forwarded a positive recommendation of approval for consideration by the City Council.

**RESOLUTION NO.**

**NOW THEREFORE, BE IT RESOLVED** by the White Bear Lake City Council approves the White Bear Lake Public Safety Expansion and Renovation Project site plan and exterior building elevations located at 4701 Highway 61 N as depicted in plans prepared by Wold Architects and Engineers, dated December 15, 2021.

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

Ayes:

Nays:

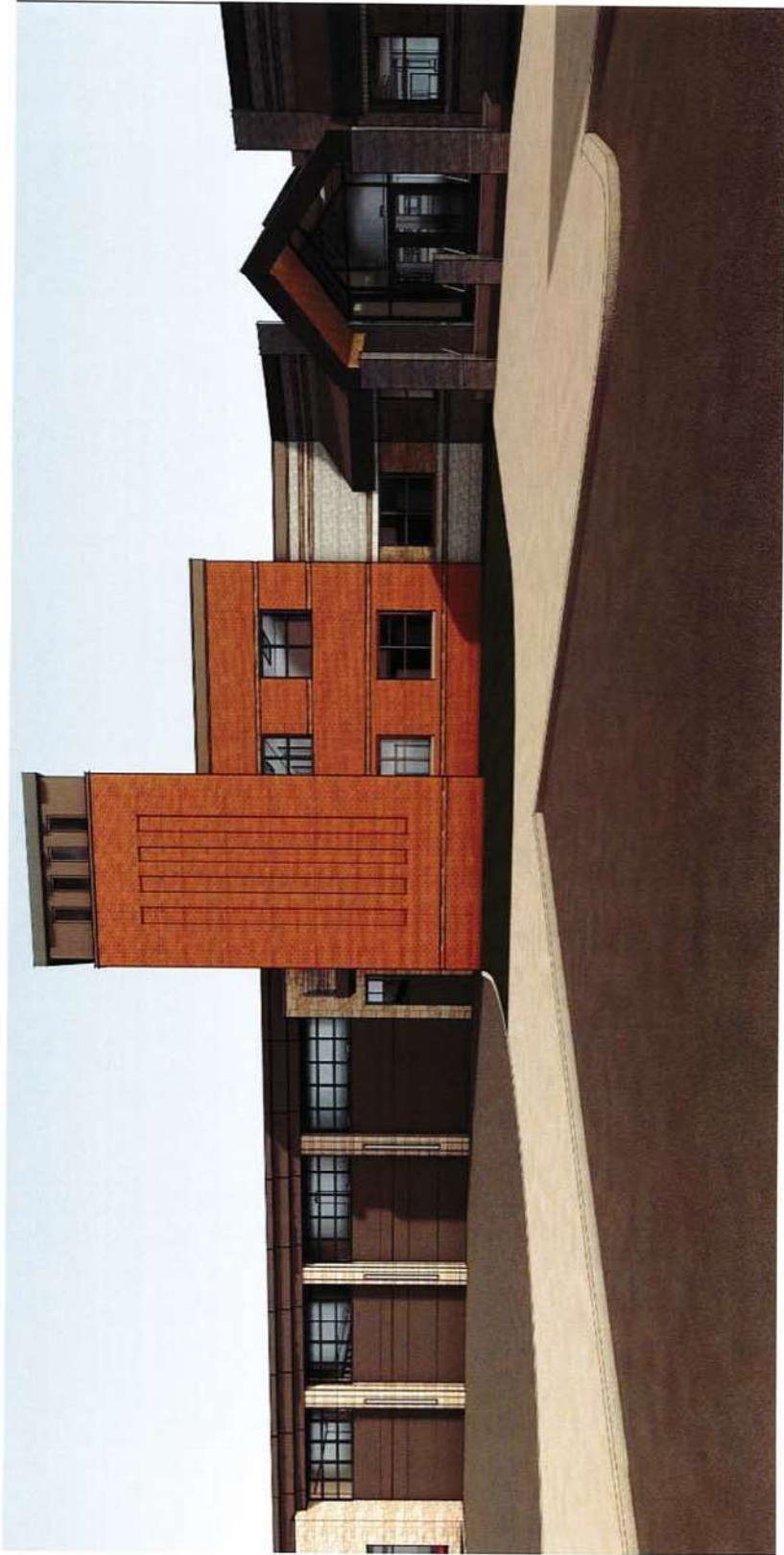
Passed:

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

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk















**City of White Bear Lake**  
Engineering Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Paul Kauppi, Public Works Director/City Engineer  
**Date:** February 8, 2022  
**Subject:** **Accepting Feasibility Report and Ordering Public Hearing for the Proposed 2022 Pavement Rehabilitation Project (City Project No. 22-01)**

---

## SUMMARY

The City Council will consider adopting a resolution receiving the Feasibility Report (Report) for the 2022 Pavement Rehabilitation Project and ordering a public hearing on such improvements for March 8, 2022.

## BACKGROUND INFORMATION

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 routine maintenance will actually be more cost effective 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” must be performed.

“Routine” maintenance is performed annually on city streets. Routine maintenance includes seal coat, crack repair, filling potholes, patching, and 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. Once it is no

longer practical for routine maintenance there are several types of major rehabilitation techniques that can be performed, such as mill and overlay, total pavement replacement, and reconstruction.

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 upper 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.

Once asphalt deterioration is too extensive for a mill and overlay, a total pavement replacement project may be necessary. Total pavement replacement consists of removal of the full depth of the existing deteriorated pavement, re-grading the existing gravel base, and a new asphalt pavement surface.

Mill and overlay and total pavement replacement projects extend the length of time required between full street reconstruction. The City will need to increase the use of pavement rehabilitation practices in order to maintain the serviceability of its pavement infrastructure.

Street reconstruction projects consist of removing the bituminous surface, replacing the subgrade material, adding an engineered section, (which includes gravel and two (2) layers of bituminous) and adding/replacing concrete curb and gutter.

A variety of major rehabilitation techniques described above are proposed for the 2022 Pavement Rehabilitation Project. The attached map identifies which rehabilitation technique is proposed for each street included in the project.

The Engineering Department has prepared a Feasibility Report (Report) for the proposed 2022 Pavement Rehabilitation Project as ordered by the City Council at its meeting on October 12, 2021. The streets included in the Report include:

- **Carolyn Lane** (from C.S.A.H. 96 to End Cul-De-Sac)
- **Eugene Street** (four segments from West Cul-De-Sac to Bald Eagle Avenue)
- **First Avenue** (from C.S.A.H. 96 to Birch Lake Avenue)
- **Florence Street** (from Carolyn Lane to Bald Eagle Avenue)
- **Fourth Avenue** (from C.S.A.H. 96 to Birch Lake Avenue)
- **Karen Place** (from C.S.A.H. 96 to Eugene Street)
- **Peggy Lane** (from Florence Street to End Cul-De-Sac)
- **Second Avenue** (from C.S.A.H. 96 to Birch Lake Avenue)
- **Third Avenue** (from Webber Street to Birch Lake Avenue)
- **Webber Street** (from Dillon Street to Bald Eagle Avenue)
- **Alley** (between First Avenue & Bald Eagle Avenue from C.S.A.H. 96 to Eugene Street)

The Report describes the improvements proposed for each street (watermain, sanitary sewer, storm sewer, stormwater treatment, concrete curb and gutter, sidewalks, and bituminous

pavement), the estimated cost of the various improvements and the resources necessary to fund the project. The Report concludes that the improvements are necessary, cost effective and feasible from an engineering perspective.

As part of the proposed project, consideration has been given to the addition of three sidewalk segments shown on the attached map. The three proposed segments of sidewalk are along Florence Street from Carolyn Lane to Fourth Avenue, along Karen Place from County Road 96 to Eugene Street, and along Fourth Avenue from County Road 96 to Birch Lake Avenue.

The Report also includes the proposed assessment roll which has been prepared for this project. The proposed assessment roll prepared for this project follow the guidelines of the City Assessment Policy and recommendations from our appraisal consultant BRKW Appraisals Inc. 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 further review by the appraiser.

The assessment rates are based upon the City's historical practice of funding approximately one third of the improvement cost through assessments to property owners and the remaining cost funded by the City.

The estimated cost of the proposed improvement is \$2,905,600. The project will be financed through a combination of City funds and special assessments to benefited properties.

The preparation of a Report on the proposed project is part of the formal process that the City 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.

### **RECOMMENDATIONS**

Staff recommends the City Council adopt the attached resolution accepting the Feasibility Report for the 2022 Pavement Rehabilitation Project and ordering a public hearing on such improvements for March 8, 2022.

### **ATTACHMENTS**

Resolution  
Project Map  
Feasibility Report

**RESOLUTION NO.**

**RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PUBLIC HEARING  
FOR THE 2022 PAVEMENT REAHBILITATION PROJECT  
CITY PROJECT NO. 22-01**

**WHEREAS**, PURSUANT TO City Council direction on October 12, 2022, a Feasibility Report has been prepared by the Engineering Department with reference to the 2022 Pavement Rehabilitation Project, the improvement of: Carolyn Lane (between C.S.A.H. 96 and End Cul-De-Sac), the four segments of Eugene Street (between West Cul-De-Sac and Bald Eagle Avenue), First Avenue (between C.S.A.H. 96 and Birch Lake Avenue), Florence Street (between Carolyn Lane and Bald Eagle Avenue), Fourth Avenue (between C.S.A.H. 96 and Birch Lake Avenue), Karen Place (between C.S.A.H. 96 and Eugene Street), Peggy Lane (between Florence Street and End of Cul-De-Sac), Second Avenue (between C.S.A.H. 96 and Birch Lake Avenue), Third Avenue (between Webber Street and Birch Lake Avenue), Webber Street (between Dillon Street and Bald Eagle Avenue) and Alley (between 1<sup>st</sup> Avenue and Bald Eagle Avenue from C.S.A.H. 96 to Eugene Street) and this report was received by the City Council on February 8, 2021. ; and

**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. Council will consider the improvement 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 \$2,905,600.
2. A public hearing shall be held on such proposed improvement on the 8th day of March, 2022, 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 find detailed meeting information on the City's website at [www.whitebearlake.org/](http://www.whitebearlake.org/) or call the city clerk at 651-762.4821 to learn how to attend the public hearing.

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

Ayes:  
Nays:  
Passed:

---

Dan Louismet, Mayor

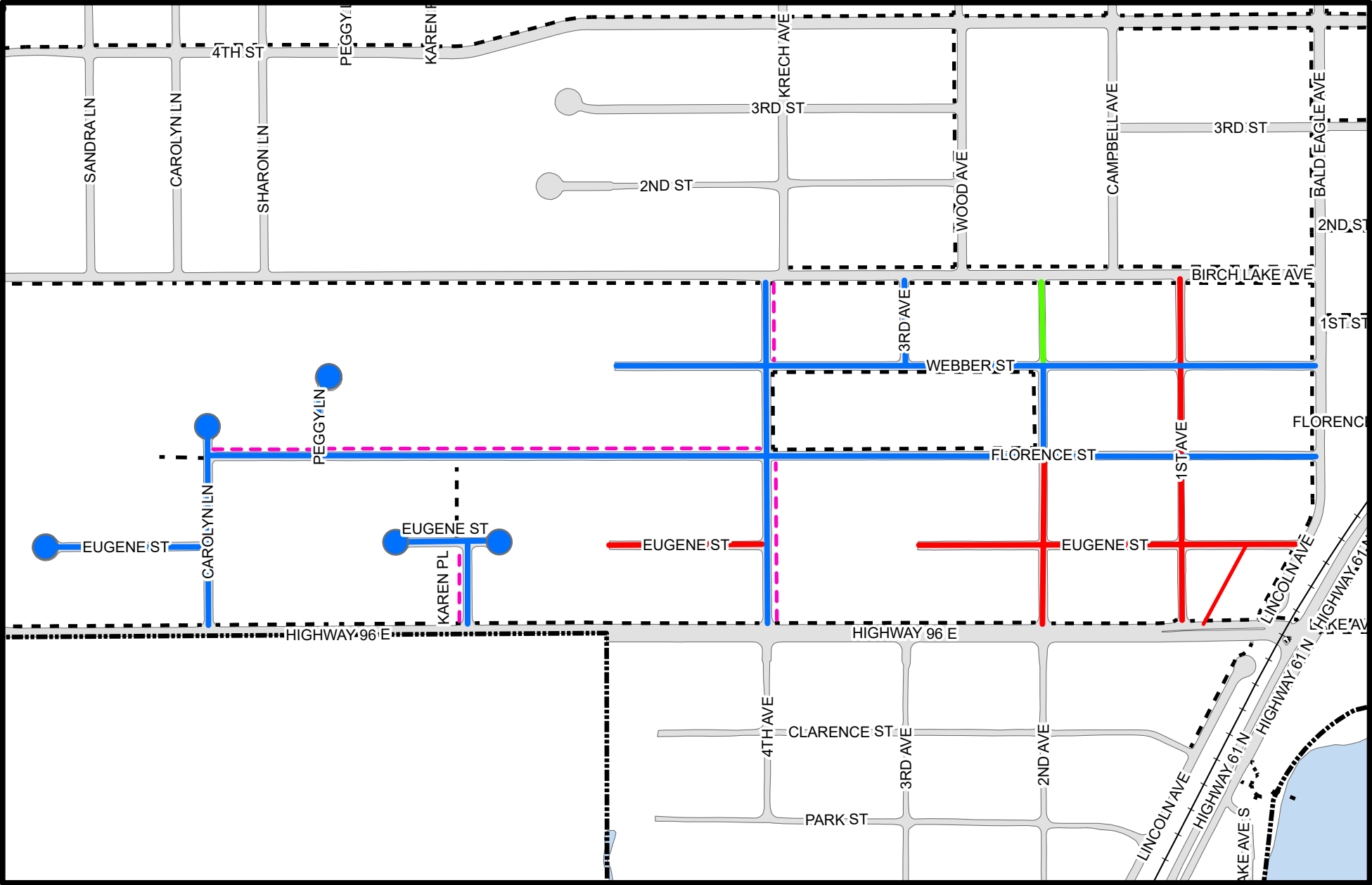
**RESOLUTION NO.**

**ATTEST:**

---

Kara Coustry, City Clerk

# 2022 Pavement Rehabilitation Project 22-01



- Current Sidewalks
- Proposed Sidewalks
- Reconstruction
- Full Pavement Rehabilitation
- Mill & Overlay

**CITY OF WHITE BEAR LAKE**  
ENGINEERING DEPARTMENT

**FEASIBILITY REPORT**  
for the  
**2022 PAVEMENT REHABILITATION PROJECT**

**February 8, 2022**



**CITY PROJECT NO. 22-01**





# **FEASIBILITY REPORT**

for the

## **2022 PAVEMENT REHABILITATION PROJECT**

### **CITY PROJECT NO. 22-01**

First Avenue / Second Avenue / Third Avenue / Fourth Avenue /  
Carolyn Lane / Eugene Street / Florence Street / Karen Place /  
Peggy Lane / Webber Street / Alley #1

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

**February 8, 2022**

---

Date

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

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## ***APPENDICES***

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Appendix A -	Memo and City Council Resolution No. 12865 Ordering Feasibility Report
Appendix B -	Public Improvement Process Flow Chart
Appendix C1 -	Memo Establishing a Mill & Overlay Program
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Appendix E1 -	Residential Sanitary Sewer Wye Replacement Program Information
Appendix E2 -	Letter Regarding Residential Sanitary Sewer Wye Replacement 22-01
Appendix F -	Residential Driveway Replacement Program
Appendix G -	Letter Announcing October 27 <sup>th</sup> 2021 Informational Meeting
Appendix H -	City Project No. 22-01 Public Meeting Outline
Appendix I -	Preliminary Assessment Rolls 22-01
Appendix J -	Project Financing Summary
Appendix K -	Sample Assessment Breakdowns
Appendix L -	Local Improvement Guide (City Assessment Policy)

## ***EXHIBITS***

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Exhibit 1 -	2022 Pavement Condition Map
Exhibits 2 -5	Pavement Rehabilitation Map, City Project 22-01
Exhibits 6 - 8	Maps of Historical Watermain Breaks, 22-01
Exhibits 9 -11	Sanitary Sewer Repair Map
Exhibit 12 -	Watershed District Boundary Map
Exhibit 13 - 17	Typical Street Cross Sections, City Project 22-01
Exhibit 18 -	Non-Motorized Transportation Plan
Exhibit 19 -	Proposed Florence Street Sidewalk
Exhibit 20 -	Proposed Karen Place Sidewalk
Exhibit 21 -	Proposed Fourth Avenue Sidewalk

## I. INTRODUCTION

The City of White Bear Lake continues to monitor the condition of its roadway infrastructure through its Pavement Management Program. The City's Pavement Management Program includes regular patching, crack sealing and sealcoating as routine maintenance techniques to preserve City streets. Once the routine techniques are no longer effective, the program looks to more extensive maintenance techniques including mill and overlay, full pavement replacement and reconstruction.

Historically, a major component of this program was to reconstruct streets which were not constructed to a typical urban section with concrete curb and gutter. Since the City initiated its street reconstruction program in the 1980's, over 80 miles (about 95 percent) of the City's streets have been reconstructed to current standards with engineered pavement sections and concrete curb and gutter. However, as these streets age, they need to be maintained through routine maintenance practices, 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.

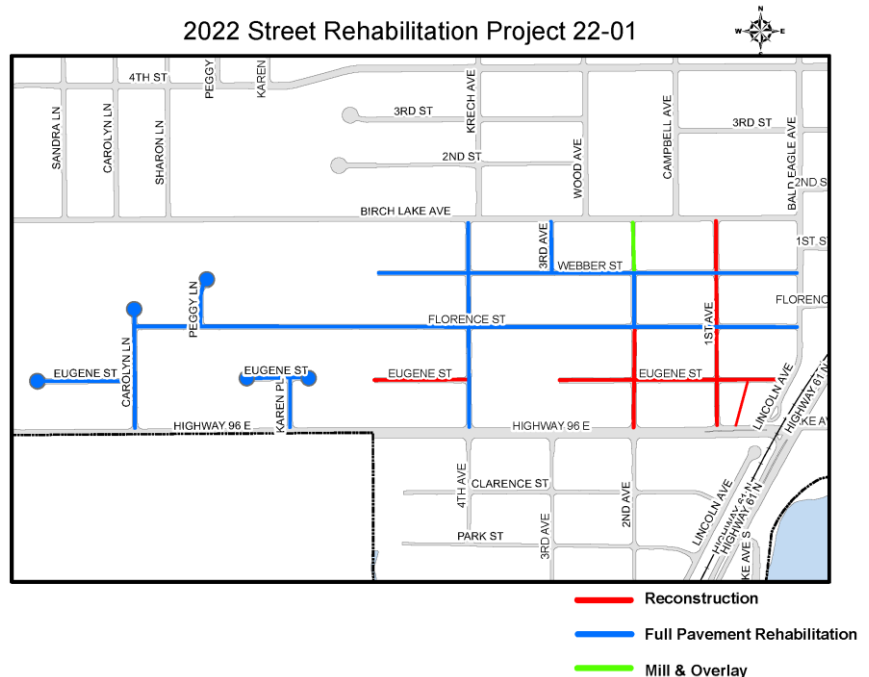
The means of rehabilitating the bituminous pavements could range from milling and overlaying to complete reconstruction. Mill and overlay involves the removal of the upper layer of asphalt by grinding (or milling) and then replacement of the upper layer of asphalt (wearing course). Total pavement replacement involves completely removing all of the asphalt layers, installing and 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. Once the complete pavement system fails, a complete reconstruction becomes necessary.

The streets proposed for rehabilitation in 2022 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 2022 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 **2022 Pavement Rehabilitation Project**, are shown in Exhibits 2 - 5:

- **First Avenue** (from C.S.A.H. 96 to Birch Lake Avenue)
- **Second Avenue** (from C.S.A.H. 96 to Birch Lake Avenue)
- **Third Avenue** (from Webber Street to Birch Lake Avenue)
- **Fourth Avenue** (from C.S.A.H. 96 to Birch Lake Avenue)
- **Carolyn Lane** (from C.S.A.H. 96 to End cul-de-sac)
- **Eugene Street** (four segments from West cul-de-sac at 1604 Eugene Street to Bald Eagle Avenue)
- **Florence Street** (from Carolyn Lane to Bald Eagle Avenue)
- **Karen Place** (from C.S.A.H. 96 to Eugene Street)
- **Peggy Lane** (from Florence Street to End cul-de-sac)
- **Webber Street** (from Dillon Street to Bald Eagle Avenue)
- **Alley #1** (from C.S.A.H. 96 to Eugene Street)



On October 12, 2021, the City Council adopted Resolution No. 12865, 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 required public improvement hearing. If the City Council were to order a public hearing at its February 8, 2022 meeting, the hearing could be conducted on March 8, 2022.

## 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 off the upper wearing course and repaving will provide extended life to the pavement. In areas of significant pavement distress, the project may include some full-depth asphalt replacement and subgrade repair. All project areas will require individual evaluations to ensure proper techniques 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.

In 2022, the proposed project incorporates a combination of techniques including reconstruction of several streets and one alley, along with total pavement replacement and mill and overlay on the remainder.

### **IV. EXISTING CONDITIONS**

The streets included in the proposed 2022 Pavement Rehabilitation Project are deteriorating and in need of pavement rehabilitation as well as minor curb and gutter, sidewalk and storm sewer repairs. Several segments are in need of full reconstruction. The current condition of the infrastructure is outlined as follows:

#### **A. Watermain**

The watermain in the area west of 3<sup>rd</sup> Avenue was installed between 1965 and 1977. The watermain east of 3<sup>rd</sup> Avenue was installed prior to 1965. All watermain is either cast iron pipe or ductile iron pipe and are generally in good condition.

## **B. Sanitary Sewer**

The sanitary sewer mains in this area of the city were installed between 1929 and 1978. The majority is clay pipe and is in good condition. The City's Public Works Department has performed a television inspection of all of the existing sewer mains. Televising is done to identify segments where the pipe is cracked, joints are out of alignment or where the pipe has been damaged by tree root intrusion or other factors. The proposed project will repair as needed any areas identified by the television inspection. With these repairs, the sanitary sewer mains condition will be improved. (Refer to **Exhibits 9-11**) In the future the City will also undertake sanitary sewer pipe lining projects under a separate contract to improve the serviceability and life of older sanitary sewer mains.

## **C. Storm Sewer**

The existing storm sewer drainage system is in good to fair condition. Some stormwater conveyance systems will need to be upgraded to address drainage issues. Existing Storm sewer from past street reconstruction projects will be utilized. Stormwater treatment facilities necessary to meet current MPCA, watershed district requirements, and the City's Stormwater Ordinance and Engineering Design Standards (Ordinance No. 15-05-2000, **Appendices D1-3**), will also need to be installed throughout the project area, as determined throughout the engineering design process.

The proposed projects falls entirely within the Vadnais Lake Area Water Management Organization (VLAWMO). Stormwater from this project flows via storm sewer to Whitaker Pond and ultimately Rice Creek.

A map indicating the watershed district boundaries within the city is included in **Exhibit 12**.

## **D. Street and Alley Pavements**

The bituminous street pavements in the proposed project 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.

Streets proposed for the 2022 Pavement Rehabilitation Project are shown in **Table 1**. These streets are being recommended due to the deteriorating condition. These streets can no longer be effectively maintained using routine pavement maintenance techniques. Rehabilitation of these streets is a high priority.

The alley surface 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 past its useful life.

The project maps are shown in **Exhibits 2-5**.

**TABLE 1  
 EXISTING STREET ORIGINAL CONSTRUCTION YEAR**

<b>STREET</b>	<b>SEGMENT</b>	<b>CONSTRUCTION YEAR +</b>
Carolyn Lane	C.S.A.H. 96 – End cul-de-sac	1975
Eugene Street	West cul-de-sac – Carolyn Lane	1975
Eugene Street	West cul-de-sac – East cul-de-sac	1977
Eugene Street	Dillon Street – Fourth Avenue	1979
Eugene Street	Third Avenue – Bald Eagle Avenue	1979
Florence Street	Carolyn Lane – Bald Eagle Avenue	1979
Karen Place	C.S.A.H. 96 – Eugene Street	1977
Peggy Lane	Florence Street – End cul-de-sac	1979
Webber Street	Dillon Street – Bald Eagle Avenue	1981
First Avenue	C.S.A.H. 96 – Birch Lake Avenue	1979
Second Avenue	C.S.A.H. 96 – Webber Street	1979
Second Avenue	Webber Street – Birch Lake Avenue	1999
Third Avenue	Webber Street – Birch Lake Avenue	1981
Fourth Avenue	C.S.A.H. 96 – Birch Lake Avenue	1979
Alley #1	C.S.A.H. 96 – Eugene Street	1929*

+ Year built refers to most recent year constructed/reconstructed with a section of gravel, bituminous, and concrete curb and gutter (if applicable)

\* This year is an estimate based on best available information



## V. PROPOSED IMPROVEMENTS

### A. Watermain Improvements

The majority of existing watermain within the 2022 Street Rehabilitation Project area is generally in good condition. There have been a total of ten (10) watermain breaks in the project area since the Public Works Department began tracking this history in 1991. (Refer to **Exhibits 6 - 8**) This is likely due to the shifting of the soils in the area. Cast iron and ductile iron watermain pipe should have a useful life of 100 to 150 years. It is recommended that the existing pipe remain in service and that occasional breaks due to ground movement and frost action be repaired as needed. Careful consideration has been given to the possible need to replace watermain pipe. The soil borings indicate sand, and sand with silt materials, which should be a reasonable bedding material for watermain, but can experience some movement during temperature fluctuations. After examination of the geotechnical report, it is believed that movement of these soils is the primary cause of breaks, and not poor condition of the pipe.

Due to the occasional movement of the soils in the area, it is unlikely that replacement of the pipe will remedy the problem. Therefore, it is recommended to leave the existing watermain in place. Minor repairs and adjustments to gate valves, hydrants and curb stop valves should be the extent of watermain work necessary at this point in time.

### B. Private Water Services

Records show the majority of the watermain was installed in this area in 1970 or later. At that time, water services within the right of way were installed using copper. Watermain on Eugene Street (from 3<sup>rd</sup> Avenue to Bald Eagle) was installed in 1965 and earlier.

The water service material on the proposed project could vary from either lead or galvanized steel, placed in the 1920s & 1930s to newer copper or plastic (pex) lines that are installed today. The lead and galvanized steel water services are a concern. Lead water services or fittings, present health risks and are always removed. Lead water services should be replaced when encountered within the public right of way. Lead pipe was commonly used for water services until the late 1920's (and again for a short period during World War II) when galvanized steel became the preferred material. Due to corrosion, galvanized water services become brittle and lose their durability. By 1960, with soft copper readily available, galvanized steel became outdated and fell out of use. A typical galvanized steel water service (placed in the 1920s and 1930s) will have become quite brittle and should not be reasonably expected to withstand the conditions associated with construction.

City staff recommends a special assessment rate to assist property owners with replacement of lead or galvanized water services. In response to durability and public

health concerns, we propose to replace the lead or galvanized pipe with copper under the road, between the watermain and the curbstop. Similar to the prior projects, the City will share the cost of water service upgrades with property owners. Property owners' cost will be capped at \$1,200 for the portion of work from the watermain to the curb stop. At the curbstop, City staff will evaluate the private water service on the other side and if a galvanized or lead water service is observed entering the house, we will encourage the property owner to consider replacing with copper. If other problems are discovered during replacing the water service line, staff will make the property owner aware and encourage repairs.

### **C. Sanitary Sewer Improvements**

The existing sanitary sewer mains along the streets on the 2022 Street Reconstruction Project are generally in good condition. The City has performed a television inspection of all of the existing sanitary sewer mains.

The television inspection of the sanitary sewer mains has revealed minor deterioration of the pipe and occasional groundwater infiltration in certain areas. Some repair work in the manholes is needed and castings will be adjusted and replaced as necessary. Additional joint grouting and lining in this area may be proposed, but would be undertaken as a separate project at a later date. Installation of a liner is more cost effective than replacing the entire existing line with new pipe and it eliminates all joints and significantly reduces the risk of root intrusion and groundwater infiltration.

However, through our television inspection of these pipe segments and past history, we have found that lining will only eliminate root intrusion on joints in the sewer main. This does not prevent roots from growing into the main through services. Once a liner is installed, it typically will require only minimal maintenance involving occasional jetting. The presence of roots, however, can require a "root saw" to remove. The root saw is essentially short pieces of steel chain spinning at high velocity to cut the roots. This abrasive technique could damage a lined sewer main and is not recommended. Therefore, it has become more important than ever to encourage property owners to have their sanitary sewer services inspected and repaired if necessary. The City will continue to evaluate new technologies, construction techniques and maintenance procedures to manage root intrusion and service connection issues.

### **D. Private Sanitary Sewer Services**

The television inspection of the city sanitary sewer mains also identified that most private sanitary sewer services have no root intrusion, almost all of the services looked good. The Engineering Department has notified all property owners of the condition of their connection to sewer main. Of all of the sewer connections on the project, only 11 of the services were sent individual pictures that indicated moderate or severe root intrusion.

This is especially important to determine because property owners are responsible for the maintenance of their sewer line from their home until it reaches the sanitary sewer main in the street including the connection “wye”. If root intrusion is discovered at the service connections, the Engineering Department has strongly recommended that the property owner have their service televised to see if there are any additional problems along the entire length of the service.

The City’s Sewer Department has sewer televising equipment that allows staff to feed a camera down a residential sanitary sewer service to investigate problems. The televising allows City personnel to see if the line is blocked with tree roots, collapsed or blocked with some other obstruction and can determine exactly where the blockage is occurring. The ability to televise a sanitary sewer service line has proven invaluable in helping residents determine which corrective action will work best, saving the homeowner and the City time and expense.

City wide, an ongoing concern that has become more prevalent is the presence of tree roots in private sanitary sewer services. In response to this concern, the City Council adopted a policy in 2008 to assist property owners with replacement of failing sanitary sewer service connections which provides a 50/50 cost split to a set maximum for the resident. This Residential Sanitary Sewer Wye Replacement Program provides, that when requested by property owners on the street reconstruction project areas, the City will coordinate sanitary sewer service connection repairs with its contractor. The cost of the repair is split between the homeowner and the City, with a maximum cost to the homeowner set by the City Council.

- In 2022 City staff recommends keeping the maximum amount of resident participation at \$1,300. This amount will continue to be evaluated for future projects.
- Since implementing this program in 2008, over 501 homeowners have participated. It is anticipated that participation in 2022 will be minimal. As stated, most services “look good”. In both street reconstruction projects in these portions of the city, soil conditions are of similar characteristics. Due to the high cost of this work, further changes may be necessary for the program to remain fiscally sound, and not overly burden the City’s Sewer fund. Details on the Residential Sanitary Sewer Wye Replacement Program are included in **Appendices E1-2**.

If problems are discovered during the televising that require repair beyond the sewer wye and clay pipe (typically less than 10 feet) covered under the Residential Sanitary Sewer Wye Replacement Program, the property owner might have the option to have this work performed by the City’s contractor on a time and materials basis, at the property owner’s expense.

#### **E. 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 enhancements and repairs will be funded with City funds and storm sewer assessments to property owners.

Storm sewer improvements on this project will include replacing catch basins, stubs and leads on roads without concrete curb & gutter. No storm sewer assessments are proposed for this work.

#### **F. Stormwater Treatment Improvements**

To meet the increasing and continuously evolving stormwater quality standards being adopted by federal, state and local agencies, the City will continue to design and construct systems to improve the quality of stormwater runoff before it enters our water bodies. Since the City is fully developed with existing storm sewer systems in place, the opportunity for the application of certain methods is more limited. Soil conditions, which vary from sandy in the north to silty-clay in the south, will affect the use of certain infiltration methods. Groundwater elevations will also be a factor in determining what types of treatment systems will be successful.

As the City considers options for stormwater treatment systems, it will be wise to look forward to future needs as well as requirements for current projects. Since there are many factors which limit the application of various stormwater treatment techniques, it is in the City's best interest to take a "regional" approach and consider construction of larger treatment systems where and when applicable. Such large systems are beneficial because they can be more effective at treating stormwater and can be maintained more efficiently.

The proposed 2022 Street Improvement Project will be constructed in the the Vadnais Lake Area Water Management Organization (VLAWMO). Stormwater management for these projects will meet watershed district regulations as well as the City's Stormwater Ordinance (Ordinance No. 15-05-2000, **Appendix D3**).

Stormwater quality treatment comes in the form of a variety of infiltration practices which collect water diverted from the storm sewer systems and allow it to percolate into the ground rather than being transported downstream through the storm drainage system. As stormwater infiltrates into the ground, natural processes in the soil break down contaminants in the runoff and help to recharge the groundwater table, all of this reducing the volume of runoff flowing directly (by means of piping) to downstream water bodies.

The stormwater volume reduction on these projects could be accomplished by construction of the following:

- Voluntary Rain Garden installation on all projects;
- Installation of an infiltration/filtration system in Yost Park; or
- Installation of BMPs at other locations in the project areas.

We will continue to encourage property owners to install raingardens where feasible and to coordinate with the watershed districts for design and funding assistance.

#### **G. Street & Alley Improvements**

The proposed 2022 Pavement Rehabilitation Project consists of 3 methods of pavement rehabilitation:

1. Mill & Overlay consists of milling the existing upper layer of deteriorated pavement, placement of a new layer of paving, along with spot repair of damaged curb. Generally, all roads were originally constructed with a 2% crown to drain water off of the pavement to the gutter along the edge of the road. Through the years, the road settles and the pavement cross section become flatter and can become relatively flat. The project will increase the crown back to a more desirable 2-2.5%. This will reestablish drainage off of the pavement to the gutter. No changes to the curb line are proposed, therefore the street widths will remain unchanged. Although the upper 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, excavating existing sand, grading Class 5, construction of new pavements, and spot repair of damaged curb sections. Generally, all roads were originally constructed with a 2% crown to drain water off of the pavement to the gutter along the edge of the road. Through the years, the road settles and the pavement cross section become flatter and can become relatively flat. The project will increase the crown back to a more desirable 2-2.5%. This will reestablish drainage off

of the pavement to the gutter. No changes to the curb line are proposed, therefore the street widths will remain unchanged.

3. Alley Reconstruction consists of removal of existing deteriorated pavement and placement of a new pavement and subgrade. Additional storm sewer may be constructed to improve drainage in the alley and will be reviewed during final design.
4. Reconstruction areas of the proposed project were originally constructed when these portions of the City were newly developed. They were repaved in the late 1970s (**Table 1**). The pavements have been maintained by the City through a regular patching and seal coating program, but the pavements are now near the end of their useful life. The proposed projects will replace the bituminous pavement and the gravel base, and correct any sub-grade soil conditions which could affect the performance of the new streets. Concrete curb and gutter is proposed to control drainage and protect the edge of the pavement on the streets. The proposed street reconstruction consists of removal and replacement of the existing deteriorated pavements and placement of new paving, subgrade and concrete curb and gutter. The streets included in the 22-01 Pavement Rehabilitation Project are residential in nature and have low volumes and speeds. The proposed new pavements will be constructed to the width as shown in **Table 2**.

Typical street cross sections are shown on **Exhibits 13-17**

**TABLE 2  
 EXISTING AND PROPOSED STREET WIDTHS**

STREET	SEGMENT	EXISTING WIDTH	PROPOSED WIDTH
Carolyn Lane	C.S.A.H. 96 – End cul-de-sac	32 feet	32 feet
Eugene Street	West cul-de-sac – Carolyn Lane	32 feet	32 feet
Eugene Street	West cul-de-sac – East cul-de-sac	32 feet	32 feet
Eugene Street	Dillon Street – Fourth Avenue	30 feet	30 feet
Eugene Street	Third Avenue – Bald Eagle Avenue	30 feet	30 feet
Florence Street	Carolyn Lane – Bald Eagle Avenue	32 feet	32 feet
Karen Place	C.S.A.H. 96 – Eugene Street	32 feet	32 feet
Peggy Lane	Florence Street – End cul-de-sac	32 feet	32 feet
Webber Street	Dillon Street – Bald Eagle Avenue	32 feet	32 feet

First Avenue	C.S.A.H. 96 – Birch Lake Avenue	24 feet	30 feet
Second Avenue	C.S.A.H. 96 – Webber Street	32 feet	32 feet
Second Avenue	Webber Street – Birch Lake Avenue	22 feet	22 feet
Third Avenue	Webber Street – Birch Lake Avenue	32 feet	32 feet
Fourth Avenue	C.S.A.H. 96 – Birch Lake Avenue	32 feet	32 feet
Alley #1	C.S.A.H. 96 – Eugene Street	9 feet	10 feet

**H. Current Parking Restrictions**

Parking conditions are proposed to remain as they currently are, with the exception of Fourth Avenue, as shown below in **Table 3**.

**TABLE 3  
CURRENT PARKING RESTRICTIONS IN 2022 PROJECT AREAS**

<b>STREET</b>	<b>SEGMENT</b>	<b>PARKING RESTRICTION</b>
Carolyn Lane	C.S.A.H. 96 – End cul-de-sac	No Restrictions
Eugene Street	West cul-de-sac – Bald Eagle Avenue	No Restrictions
Florence Street	Carolyn Lane – 1886 Florence Street	No Restrictions
Florence Street	1886 Florence Street – Second Avenue	No Parking Anytime (South Side)
Florence Street	Second Avenue – Bald Eagle Avenue	No Restrictions
Karen Place	C.S.A.H. 96 – Eugene Street	No Restrictions
Peggy Lane	Florence Street – End cul-de-sac	No Restrictions
Webber Street	1900 Webber Street	No Parking for Handicap Stall
First Avenue	C.S.A.H. 96 – Birch Lake Avenue	No Restrictions
Second Avenue	C.S.A.H. 96 – Birch Lake Avenue	No Restrictions
Third Avenue	Webber Street – Birch Lake Avenue	No Restrictions

Fourth Avenue *	C.S.A.H. 96 – Florence Street	No Parking West Side M-F: 5pm – 9pm
Fourth Avenue *	Florence Street – Birch Lake Avenue	No Restrictions

**\* Fourth Avenue**

Fourth Avenue (from County Road 96 to Birch Lake Avenue) is a Municipal State Aid (MSA) route. Cities with a population of over 5,000 are allowed to place up to 20% of their local streets on the MSA system and then receive funds collected through the state gas tax for improvements on these streets. These streets must meet MSA criteria for design and construction. Fourth Avenue will be 32 feet wide with parking restricted on the west side.

The design standards for construction of an MSA route for an urban street with traffic volumes less than 10,000 vehicles per day and speeds of 30-40 mph require a minimum 32-foot wide street while still allowing parking (restricted to one side).

**I. Sidewalk Improvements**

The City’s 2040 Comprehensive Plan contains a map of existing and proposed sidewalks and trails (see **Exhibit 18** – 2040 Comprehensive Plan Map “Plan for Bicycles, Pedestrians and Trails”). The intent of the proposed routes indicated on this map is to connect places of pedestrian activity such as parks and schools. We feel that it is important to build facilities not only for today but for the future of our community.

As part of the 2022 Pavement Rehabilitation Project, consideration has been given to the addition of three sidewalks. The proposed sidewalk along Florence Street from Carolyn Lane to Fourth Avenue, along Karen Place from County Road 96 to Eugene Street, and along Fourth Avenue from County Road 96 to Birch Lake Avenue.

These sidewalks will connect destinations such as House of Glory Church, Yost Park, Cerenity Care Center, Birch Lake Elementary School and to the other existing trails and sidewalks on the City’s system. There are existing sidewalks and trails nearby on Birch Lake Avenue and County Road 96. The proposed sidewalks will increase project cost, have a loss of boulevard trees and have public and private utility conflicts.

If the sidewalk on Fourth Avenue were to be constructed it would be most feasible on the East side of Fourth Avenue, matching the existing trail in Yost Park, and the existing sidewalk on Fourth Avenue from Florence Street to Webber Street.

If the sidewalk on Florence Street were to be constructed, it would be most feasible on the north side of the street. This side of the street will minimize private electrical transformer relocations, and minimize tree loss.



If the sidewalk on Karen Place were to be constructed it would be most feasible on the West side of Fourth Avenue, lining up with the existing sidewalk to the North.

These sidewalk configurations are shown in **Exhibits 19-21**.

The addition of new sidewalk(s) could be constructed at this time or at a later date, but is most economical and practical if constructed as part of this project.

#### **J. Private Driveway Improvements**

The City will continue the private driveway replacement program which provides property owners with the opportunity to have their driveway reconstructed during the 2022 Pavement Rehabilitation Project. For those property owners who choose, their private driveway would be reconstructed by the City contractor during the construction project. This option is made available as a benefit and potential cost savings due to a single contractor performing a higher volume of work. The City's Driveway Replacement/Reconstruction Program is included in **Appendix F**.

The Engineering Department will evaluate all driveways proposed for reconstruction. If driveways are found to have poor drainage and the new driveway would have a grade of 1% or less, the Engineering Department will recommend replacing the driveway with concrete rather than asphalt to improve the drainage characteristics on these flat surfaces.

#### **K. Private Utility Improvements**

Significant gas utilities are in need of upgrading on City Project 22-01 and are planned to be replaced by Xcel Energy as part of this project. Other private utilities including electric, cable, and phone are primarily carried on overhead lines and will likely remain unaffected. The exception being some power poles and utility pedestals that will have to be relocated, with the possible addition of proposed sidewalk.

### **VI. PERMITS**

Several permits will be required prior to construction of the proposed improvements. The Engineering Department has been working closely with the Vadnais Lake Area Water Management Organization (VLAWMO) in determining the feasibility of the proposed stormwater quality improvements. Required permits include, but are not limited to, the following: (See **Table 4**)

**TABLE 4**

<b>AGENCY</b>	<b>PURPOSE</b>
Minnesota Pollution Control Agency (MPCA)	Phase II NPDES – General Stormwater Permit for Construction Activities
Vadnais Lake Area Water Management Organization	Plan Review
Ramsey County	Work in County Rights-of-Way

**VII. PUBLIC INFORMATIONAL MEETING**

The Engineering Department conducted an initial public information meeting regarding the potential project on October 27<sup>th</sup>, 2021. A copy of the letter announcing this meeting and the outline from the meeting are included in **Appendices G & H**. Eleven (11) people were in attendance. Attendance was low, but expected due to the relatively non-intrusive nature, short duration of this project, and the ongoing COVID-19 pandemic. At this meeting, the Engineering Department discussed details of the proposed project, financing methods, special assessment procedures, and answered questions and concerns about the project. The primary concerns for residents at this meeting were the proposed assessments (**Appendix I**) and the proposed sidewalks on Florence Street and Fourth Avenue (**Exhibits 19 - 21**). Resident concerns will continue to be heard through the remainder of the Public Involvement process. The next public meeting proposed is the Public Hearing to discuss the project on March 8, 2022.

**VIII. ESTIMATED PROJECT COSTS**

The estimated improvement costs for the proposed improvements are summarized in **Table 5**. The estimated total project cost proposed (including a 10% contingency) is **\$2,905,600**. 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 5**  
**2022 PAVEMENT REHABILITATION PROJECT COST ESTIMATE**

Street Improvements	\$ 1,710,000
Sanitary Sewer	\$ 30,000
Storm Sewer	\$ 200,000
Watermain Improvements	\$ 100,000

Alley	\$ 30,000
Sidewalk	<u>\$ 200,000</u>
<b>Construction Cost</b>	<b>\$ 2,270,000</b>
10% Contingency	\$ 227,000
18% Engineering, Legal, Fiscal	<u>\$ 408,600</u>
<b>Total Project Improvement Cost</b>	<b>\$ 2,905,600</b>

## **IX. FINANCING AND ASSESSMENTS**

The improvements discussed in this report for the 2022 Pavement Rehabilitation Project are proposed to be financed through a combination of special assessments to benefited properties (according to the City's Assessment Policy), City utility funds and street reconstruction funds. A summary of the total project cost is provided in **Appendix J**, with a spreadsheet indicating how the total costs could be allocated through both City funds and special assessments.

Proposed assessment rates are as follows and may be adjusted once further estimates are complete after the design phase or after bids are received. Assessment rates for full street reconstruction are proposed to be set at \$43.42 per assessable foot for residential properties, \$54.36 for apartment and townhome properties and \$69.28 for commercial properties. Assessment rates for total pavement replacement are proposed to be set at \$30.44 per assessable foot for residential properties, \$39.57 for apartment and townhome properties and \$48.71 for commercial properties. Assessment rates for mill and overlay are proposed to be set at \$15.22 per assessable foot for residential properties, \$19.91 for apartment and townhome properties and \$24.24 for commercial properties.

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 Proposed Assessment Rolls in **Appendix I** of this report. The assessment roll indicates the owner, the address of the property, the assessable footage of the property and the amount of the proposed assessment.

The City's Assessment Policy for public improvements allows for the distribution of the proposed assessments for residential properties over a 10 year period. In 2009, the City Council chose to have the project assessed over 15 years in order to provide financial assistance to property owners in a difficult economic time. It is proposed that the assessment to residential properties included in this project again be spread over a 15 year period and that the assessments to commercial and apartment properties are spread over a 20 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 (5.0%) is included in **Appendix K**.

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 L**.

The City’s Assessment Policy provides that assessments will only pay for of a portion of the cost of the improvement to benefitting property owners, with the remaining cost funded by the City. The assessment rates for mill & overlay projects will be reviewed and established by the City Council 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 6**.

**TABLE 6  
 MILL & OVERLAY ASSESSMENT ADJUSTMENT CHART**

<u>Pavement Life (Years)</u>	<u>% of Full Mill &amp; 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%

Second Avenue  
 (1999) (Webber  
 Street – Birch Lake  
 Avenue)

→

23      88.2%

## **X. PROJECT SCHEDULE**

The anticipated project schedule is as follows:

### **PROPOSED 2022 PAVEMENT REHABILITATION PROJECT SCHEDULE**

City Council orders Feasibility Report	October 12, 2021
City Council receives Feasibility Report	February 8, 2022
City Council sets date for Public Improvement Hearing	February 8, 2022
City Council holds Public Improvement Hearing	March 8, 2022
City Council approves Plans and Specifications and City Council authorizes Advertisement for Bids	March 8, 2022
Bids Opened	April 6, 2022
City Council awards Bid	April 12, 2022
Begin Construction	May 2, 2022
City Council sets date for Assessment Hearing	August 23, 2022
Construction Substantially Complete	September 2, 2022
City Council holds Assessment Hearing	September 27, 2022

## **XI. FEASIBILITY, NECESSITY AND COST-EFFECTIVENESS**

The proposed improvements included in the 2022 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. 12865 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 12, 2021

**Subject:** **Feasibility Report for Proposed 2022 Pavement Rehabilitation Project  
City Project No. 22-01**

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## **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 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 inches 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 pavement rehabilitation projects from the Engineering and Public Works Departments based upon pavement conditions among other factors. The proposed 2022 Pavement Rehabilitation Project map is included with this memo. Streets proposed for reconstruction are highlighted in red, which includes one alley. Streets proposed for full pavement replacement are highlighted in blue. The street proposed for mill and overlay is shown in green.

Based upon our analysis, the following are recommended to the City Council for inclusion in a Feasibility Report for the 2022 Pavement Rehabilitation Project:

**2022 Streets being considered:**

**Carolyn Lane**  
(C.S.A.H. 96 to End Cul-De-Sac)

**Eugene Street** (four segments)  
(West Cul-De-Sac to Bald Eagle Avenue)

**First Avenue**  
(C.S.A.H. 96 to Birch Lake Avenue)

**Florence Street**  
(Carolyn Lane to Bald Eagle Avenue)

**Fourth Avenue**  
(C.S.A.H. 96 to Birch Lake Avenue)

**Karen Place**  
(C.S.A.H. 96 to Eugene Street)

**Peggy Lane**  
(Florence Street to End Cul-De-Sac)

**Second Avenue**  
(C.S.A.H. 96 to Birch Lake Avenue)

**Third Avenue**  
(Webber Street to Birch Lake Avenue)

**Webber Street**  
(Dillon Street to Bald Eagle Avenue)

**Alley**  
(Between First Avenue & Bald Eagle Avenue from C.S.A.H. 96 to Eugene 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 2022 will be reviewed in consultation with the City’s appraisal consultant to ensure the proposed assessments are fair, uniform, and provide



[Click here to enter text.](#)

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 2022 Pavement Rehabilitation Project.

### **ATTACHMENTS**

Resolution

Proposed Street Projects 2022 Map

RESOLUTION NO.: 12865

RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT  
FOR THE 2022 PAVEMENT REHABILITATION PROJECT  
CITY PROJECT NO. 22-01

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

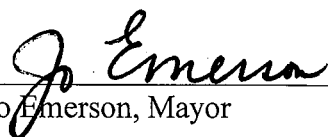
WHEREAS, it is proposed to improve Carolyn Lane (from C.S.A.H. 96 to End Cul-De-Sac), the four segments of Eugene Street (from west Cul-De-Sac to Bald Eagle Avenue), First Avenue (from C.S.A.H. 96 to Birch Lake Avenue), Florence Street (from Carolyn Lane to Bald Eagle Avenue), Fourth Avenue (from C.S.A.H. 96 to Birch Lake Avenue), Karen Place (from C.S.A.H. 96 to Eugene Street), Peggy Lane (from Florence Street to End Cul-De-Sac), Second Avenue (from C.S.A.H. 96 to Birch Lake Avenue), Third Avenue (from Webber Street to Birch Lake Avenue), Webber Street (from Dillon Street to Bald Eagle Avenue) and Alley (between First Avenue and Bald Eagle Avenue from C.S.A.H. 96 to Eugene Street) by rehabilitating 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 person 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 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 improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

Ayes: Biehn, Edberg, Engstran, Jones, Walsh  
Nays: None  
Passed: October 12, 2021

  
Jo Emerson, Mayor

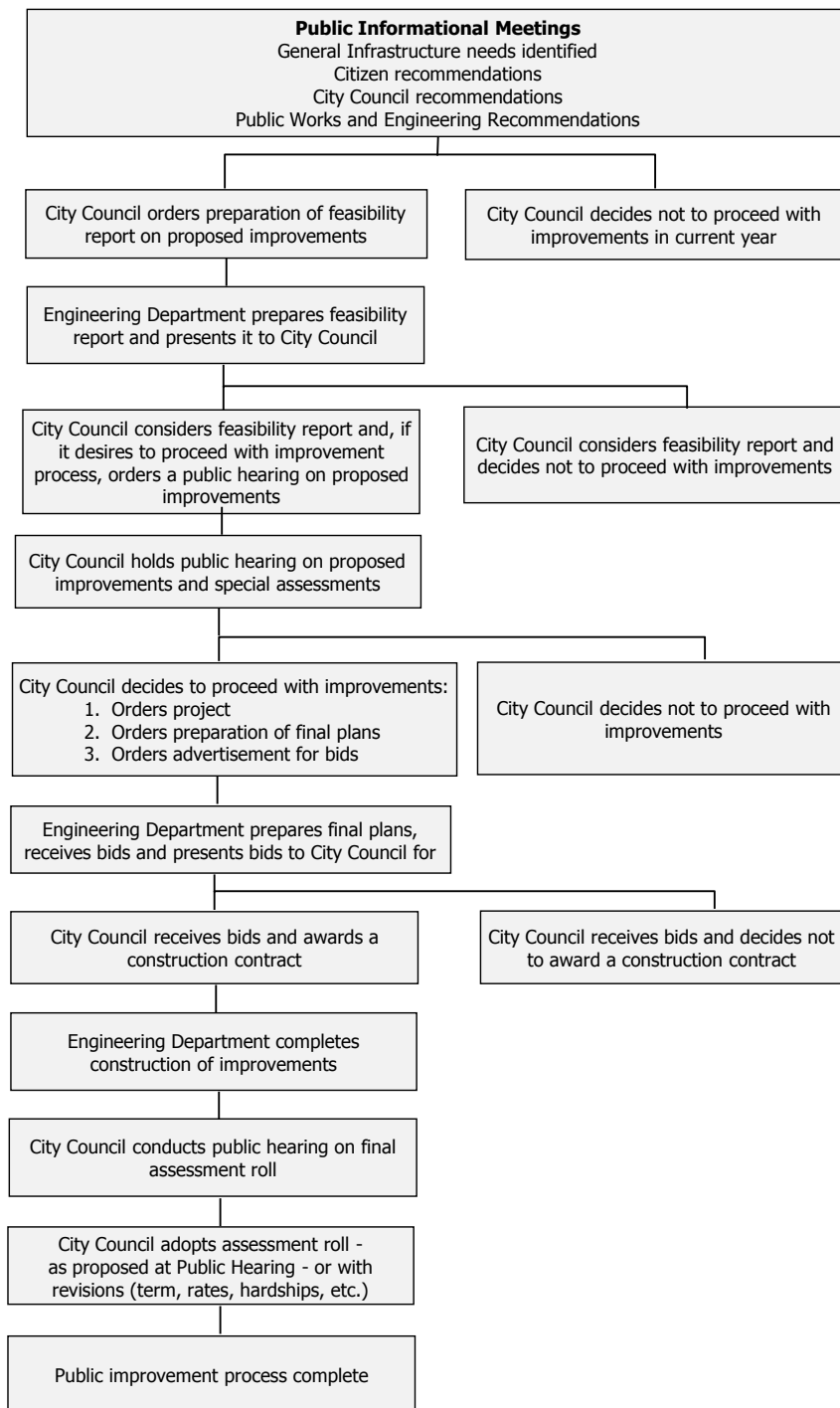
ATTEST:

  
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

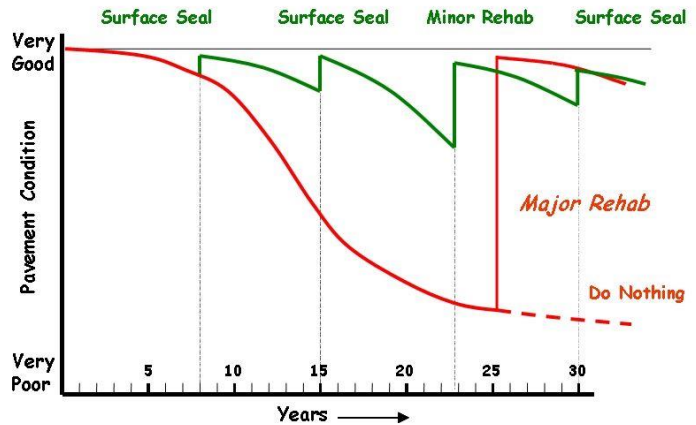


section (usually in two or more layers, the upper most being referred to as a wearing course). When a street has been designed and constructed with these components, it can be expected to last for 20 to 25 years if it receives appropriate and timely routine maintenance throughout this life span. At the 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 &amp; 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 &amp; 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 12<sup>th</sup> and present recommendations along with the Feasibility Report on April 26<sup>th</sup>.

## **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

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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 &amp; 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 26<sup>th</sup> 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:

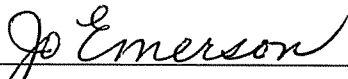
1. The City's Assessment Policy is hereby updated as of April 26, 2011.
2. This resolution is incorporated into the Assessment Policy as Appendix "D".
3. The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting 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 &amp; 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 D1**

### **CHAPTER 406 – (STORMWATER) OF WHITE BEAR LAKE MUNICIPAL CODE**

## 406. Stormwater

**§406.010 AUTHORIZATION, FINDINGS, PURPOSE AND SCOPE.**

Subd. 1. Statutory Authorization. This ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes Chapters 103B and 462, Minnesota Rules, Parts 6120.2500-6120.3900, and Minnesota Rules Chapters 8410, 8420 and 7050.0210, and to be consistent with regional watershed organization rules.

Subd. 2. Findings. The City of White Bear Lake finds that stormwater runoff and erosion from land development and land disturbing activity can have significant adverse impacts upon local and regional water resources diminishing the quality of public health, safety, public and private property and natural resources of the City. Specifically, land development and land disturbing activity can:

- a) Threaten public health, safety, property, and general welfare by increasing runoff volumes and peak flood flows and overburdening storm sewers, drainage ways and other storm drainage systems;
- b) Diminish the capacity of lakes and streams to support fish, aquatic life, recreational and water supply uses by increasing pollutant loadings of sediment, suspended solids, nutrients, heavy metals, bacteria, pathogens and other urban pollutants;
- c) Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, diminishing stream base flows and increasing stream temperatures;
- d) Undermine floodplain management efforts by increasing the incidence and levels of flooding;
- e) Alter wetland communities by changing wetland hydrology and increasing pollutant loading; and
- f) Generate airborne particulate concentrations that are health threatening or may cause other damage to property or the environment.

Subd. 3. Purpose. The purpose of this ordinance is to promote, preserve, and enhance the natural resources within the City and protect them from adverse effects by activities that would have an adverse and potentially irreversible impact on water quality. This ordinance will set forth minimum requirements for stormwater management that will diminish threats to public health, safety, public and private property and natural resources within the City by:

- a) Protecting life and property from dangers associated with flooding;
- b) Protecting public and private property and the natural resources from damage resulting from runoff and erosion;
- c) Ensuring site design minimizes the generation of stormwater runoff and maximizes pervious areas for stormwater treatment;
- d) Promoting regional stormwater management;
- e) Providing a single, consistent set of performance standards that apply to all developments;
- f) Protecting water quality from nutrients, pathogens, toxics, debris, and thermal stress;
- g) Promoting infiltration and groundwater recharge;
- h) Providing vegetated corridors (buffers) to protect water resources from degradation;



- i) Protecting functional values of all types of natural waterbodies (e.g., rivers, streams, wetlands, lakes, seasonal ponds);
- j) Complying with requirements of the Minnesota Pollution Control Agency (MPCA) Municipal Separate Storm Sewer System (MS4) Permit and General Permit for Construction Activities; and
- k) Meeting requirements set forth by the Ramsey-Washington Metro Watershed District (RWMWD), Rice Creek Watershed District (RCWD), Vadnais Lake Area Water Management Organization (VLAWMO), or Valley Branch Watershed District (VBWD) depending on the appropriate boundaries.

Subd. 4. Scope.

- a) The City's Municipal Stormwater Management System consists of lift stations, catch basins and manholes, collection piping, forcemain, ditches, ponds, lakes, structural BMPs (Best Management Practices), and associated appurtenances located within public right-of-way and applicable easements;
- b) No person, firm or corporation shall disturb any land for residential, commercial, industrial, or institutional uses without having provided stormwater management measures as required by the City's Engineering Design Standards. No person, firm or corporation shall connect any drainage system to the municipal stormwater management system or make use of any drainage system extension connected to the municipal stormwater management system except in a manner provided in this chapter.

Subd. 5. Permits.

- a) Persons undertaking land disturbance activity and/or desiring a connection to the municipal stormwater system shall apply to the City for a permit;
- b) The applications shall be accompanied by plans, specifications, and other required information, complying with the City's Zoning Code, Subdivision Code, and Engineering Design Standards, as amended from time to time;
- c) The fee for each permit shall be as determined by the City Council. All costs and expenses associated with the installation and connection shall be borne by the owner and installer. The owner and installer shall indemnify the City for any loss or damage that may, directly or indirectly, be occasioned by the installation of the stormwater system connection, including restoring streets and street surfaces.

Subd. 6. Right of Entry and Inspection.

- a) The issuance of a permit constitutes a right-of-entry for the City or its contractor to enter upon the construction site. The applicant shall allow the City and their authorized representatives, upon presentation of credentials to:
  - 1. Enter upon the permitted site for the purpose of obtaining information, examination of records, conducting investigations or surveys.
  - 2. Bring such equipment upon the permitted site as is necessary to conduct such surveys and investigations.
  - 3. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permitted site.
  - 4. Inspect the stormwater pollution control measures.

- 5. Sample and monitor any items or activities pertaining to stormwater pollution control measures.
- 6. Correcting deficiencies in stormwater and erosion and sediment control measures.

Subd. 6. Severability.

- a) The provisions of this ordinance are severable, and if any provision of this ordinance, or application of any provision of this ordinance to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this ordinance must not be affected thereby.

**§406.020. ILLICIT DISCHARGE DETECTION AND ELIMINATION**

Subd. 1. Findings. The City Council hereby finds that nonstormwater discharges to the City's municipal separate storm sewer system are subject to higher levels of pollutants that enter into receiving water bodies adversely affecting the public health, safety and general welfare by impacting water quality, creating nuisances, impairing other beneficial uses of environmental resources and hindering the ability of the City to provide adequate water, sewage, flood control and other community services.

Subd. 2. Purpose. The purpose of the ordinance is to promote, preserve and enhance the natural resources within the City and protect them from adverse effects occasioned by nonstormwater discharges by regulating discharges that would have an adverse and potentially irreversible impact on water quality and environmentally sensitive land. In addition to requirements relative to the City's sanitary sewer system, this article establishes methods for controlling the introduction of pollutants into the City's municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process and for controlling the introduction. The objectives of this ordinance are:

- a) To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user.
- b) To prohibit illicit connections and discharges to the municipal separate storm sewer system, and
- c) To establish legal authority to carry out all inspection, surveillance, enforcement, and monitoring procedures necessary to ensure compliance with this ordinance.
- d) This Section is adopted pursuant to the authorization and policies contained in Minnesota Statutes Chapters 103B and 462; Minnesota Rules, Parts 6120.2500-6120.3900, Minnesota Rules Chapters 8410, 8420 and 70510.0210.

Subd. 3. Definitions. The following words, terms and phrases, when used in this article shall have the meanings ascribed to them in this section, except when the context clearly indicates a different meaning:

- a) *Best management practice or BMP*. Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.
- b) *Discharge*. Adding, introducing, releasing, leaking, spilling, casting, throwing, or emitting any pollutant, or placing any pollutant in a location where it is likely to pollute public waters.
- c) *Erosion*. The process by which ground surface is worn away by action of wind, water, ice, or gravity.
- d) *Groundwater*. Water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under confined, unconfined, or perched conditions, in near surface unconsolidated sediment or in rock formations deeper underground.
- e) *Hazardous materials*. Any material including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
- f) *Illicit connection*. Either of the following:
  - 1) Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system (including any nonstormwater discharge) including sewage, process wastewater, and wash water and any connections to the storm drain system from indoor drains and sinks, regardless of whether the drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency; or
  - 2) Any drain or conveyance connected from a residential, commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the City.
- g) *Illicit discharge*. Any direct or indirect nonstormwater discharge to the storm sewer system, except as exempted in Subd. 7. of this article.
- h) *Industrial activity*. Activities subject to NPDES Industrial Stormwater Permits as defined in 40 CFR, Section 122.26 (b)(14).
- i) *MPCA*. The Minnesota Pollution Control Agency.

- j) *Municipal separate storm sewer system or MS4.* The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catchbasins, curbs, gutters, ditches, manmade channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying stormwater, and which is not used for collecting or conveying sewage.
- k) *NPDES.* The National Pollutant Discharge Elimination System, which is the program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (Section 301, 318, 402, and 405) and United States Code of Federal Regulations Title 33, Section 1317, 1328, 1342, and 1345 authorizing the discharge of pollutants to water of the United States.
- l) *Person.* Any individual, firm, corporation, partnership, franchise, association, or government entity.
- m) *Pollutant.* Any substance which, when discharged has potential to or does any of the following:
- 1) Interferes with state designated water uses;
  - 2) Obstructs or causes damage to public waters;
  - 3) Changes water color, odor, or usability as a drinking water source through causes not attributable to natural stream processes affecting surface water or subsurface processes affecting groundwater;
  - 4) Adds an unnatural surface film on the water;
  - 5) Adversely changes other chemical, biological, thermal, or physical condition, in any surface water or stream channel;
  - 6) Degrades the quality of ground water; or
  - 7) Harms human life, aquatic life, or terrestrial plant and wildlife.
  - 8) Includes but is not limited to dredged soil, solid waste, incinerator residue, garbage, wastewater sludge, chemical waste, biological materials, radioactive materials, rock, sand, dust, industrial waste, sediment, nutrients, toxic substance, pesticide, herbicide, trace metal, automotive fluid, petroleum-based substance, and oxygen-demanding material.
- n) *Pollute.* To discharge pollutants into public waters.
- o) *Pollution.* The direct or indirect distribution of pollutants into public waters.
- p) *Public waters.* Waters of the state, as defined in Minn. Stat. §103G.055(15).
- q) *Storm sewer system.* A conveyance or system of conveyances that is owned and operated by the City or other entity and designed or used for collecting or conveying stormwater.

- r) *Stormwater*. Defined under Minnesota Rule 7077.0105, subpart 41(b), and means precipitation runoff, stormwater runoff, snow melt runoff and any other surface runoff and drainage.
- s) *Surface waters*. All public waters other than ground waters, which include ponds, lakes, rivers, streams, tidal and nontidal wetlands, public ditches, tax ditches, and public drainage systems except those designed and used to collect, convey, or dispose of sanitary sewage.

Subd. 4. Compatibility with Other Regulations. This ordinance is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this ordinance are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or

imposes higher protective standards for human health or the environment shall control.

Subd. 5. Illegal Disposal and Dumping.

- a) No person shall throw, deposit, place, leave, maintain, or keep any substance upon any street, alley, sidewalk, storm drain, inlet, catchbasin conduit or drainage structure, business, or upon any public or private land, so that the same might be or become a pollutant, unless the substance is in containers, recycling bags, or any other lawfully established waste disposal device.
- b) No person shall intentionally dispose of grass, leaves, dirt, or landscape material into a water resource, buffer, street, road, alley, catchbasin, culvert, curb, gutter, inlet, ditch, natural watercourse, flood control channel, canal, storm drain or any fabricated natural conveyance.

Subd. 6. Illicit Discharges.

- a) *Provisions.* No person shall cause any illicit discharge to enter the storm sewer system or any surface water.
- b) *Exemptions.* The following discharges are exempt from this section:
- 1) Nonstormwater that is authorized by an NPDES point source permit obtained from the MPCA;
  - 2) Firefighting activities or other activities necessary to protect public health and safety;
  - 3) Dye testing for which the City has been provided a verbal notification prior to the time of the test;
  - 4) Water line flushing or other potable water sources;
  - 5) Landscape irrigation or lawn watering;
  - 6) Diverted stream flows;
  - 7) Rising ground water;
  - 8) Ground water infiltration to storm drains;
  - 9) Uncontaminated pumped ground water;
  - 10) Foundation or footing drains (not including active groundwater dewatering systems);
  - 11) Crawl space pumps;
  - 12) Air conditioning condensation;
  - 13) Natural springs;
  - 14) Noncommercial washing of vehicles;
  - 15) Natural riparian habitat or wetland flows;
  - 16) Dechlorinated swimming pools (for pools to be considered "dechlorinated," water must be allowed to sit seven (7) days without the addition of chlorine to allow for chlorine to evaporate before discharging. **It is recommended that the dechlorinated water be discharged to the ground surface to encourage infiltration, however, it may be discharged in an area where drainage to streets or storm sewer systems occurs**); or
  - 17) Any other water source not containing a pollutant.

Subd. 7. Illicit Connections. No person shall construct, use, or maintain any illicit connection to intentionally convey nonstormwater to the City's storm sewer system. This prohibition expressly includes, without limitation, illicit connections made in the past regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection. A person is considered to be in violation of this article if the person connects a line conveying sewage to the storm sewer system, or allows such a connection to continue.

Subd. 8. General Provisions. All owners or occupants of property shall comply with the following general requirements:

- a) *Septic systems*. No person shall leave, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm sewer system may occur. This section shall apply to both actual and potential discharges.
  - 1) Individual septic systems must be maintained to prevent failure, which has the potential to pollute surface water.
  - 2) No part of any individual septic system requiring on-land or in-ground disposal of waste shall be located closer than 150 feet from the ordinary high water level in the case of DNR protected waters, or the wetland boundary in the case of all other water bodies, unless it is proven by the applicant that no effluent will immediately or gradually reach the water bodies because of existing physical characteristics of the site or the system.
  - 3) Recreational vehicle sewage shall be disposed to a proper sanitary waste facility. Waste shall not be discharged in an area where drainage to streets or storm sewer systems may occur.
- b) *Water runoff*. Runoff of water from residential property shall be minimized to the maximum extent practicable. Runoff of water from the washing down of equipment, vehicles, and paved areas in commercial or industrial property shall be conducted in a manner so as to not directly discharge wastewater where drainage to streets or storm sewer system may occur, unless necessary for health or safety purposes and not in violation of any other provisions of the City code.
- c) *Mobile washing businesses*. Business that use significant amounts of water at various locations in the city, such as, but not limited to mobile vehicle washing and carpet cleaning, shall dispose of wastewater into the sanitary sewer at a location permitted by the City. Wastewater must not be discharged where drainage to streets or storm sewer system may occur.
- d) *Motor vehicle repair and maintenance*. Storage of materials, machinery and equipment for motor vehicle repair and maintenance must comply with the following requirements:
  - 1) Motor vehicle parts containing grease, oil or other hazardous substances and unsealed receptacles containing hazardous materials shall not be stored in areas susceptible to runoff.

- 2) Any machinery or equipment that is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain leaks, spills, or discharges.
- e) *Parking lots and private streets.* Debris such as grass, leaves, dirt, and landscape material shall be removed from impervious surfaces such as parking lots and private streets to the maximum extent practicable and at least twice a year in the spring and fall. Such debris shall be collected and properly disposed.
- f) *Watercourse Protection.* Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse
- g) *Other.* Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries shall be removed as soon as possible and disposed of properly. Household hazardous waste may be disposed of through the county collection program or at any other appropriate disposal site and shall not be placed in a trash container.

Subd. 9. Industrial Activity Discharges. Any person subject to an industrial activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with the permit may be required in a form acceptable to the City prior to the allowing of discharges to the storm sewer system. Any person responsible for a facility that has stormwater discharges associated with industrial activity, who is or may be the source of an illicit discharge, may be required to implement, at the person's expense, additional structural and nonstructural BMPs to prevent the further discharge of pollutants to the storm sewer system. These BMPs shall be part of a stormwater pollution prevention plan as necessary for compliance with requirements of the NPDES permit.

Subd. 10. Notification of Spills. Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into the storm sewer system, or public water the person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials, the person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of nonhazardous materials, the person shall notify the City no later than the next business day.

Subd. 11. Inspection and Sampling. The City shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance.

- a) If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the City.



- b) Facility operators shall allow the City ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an MPCA NPDES Industrial General Permit, and the performance of any additional duties as defined by state and federal law.
- c) The City shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the City to conduct monitoring and/or sampling of the facility's storm water discharge.
- d) The City has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure storm water flow and quality shall be calibrated to ensure their accuracy.
- e) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the City and shall not be replaced. The costs of clearing such access shall be borne by the operator.

Subd. 12. Access. If the City has been refused access to any part of the premises from which stormwater is discharged, and is able to demonstrate probable cause to believe that there may be a violation of this section or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this article or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the City may seek an administrative search warrant from any court of competent jurisdiction.

Subd. 13. Enforcement.

- a) When the City finds that any person has violated, or continues to violate, any provision of this ordinance, or any order issued hereunder and that the violation(s) has (have) caused or contributed to an actual or threatened discharge to the stormwater management system or waters of the state which reasonably appears to present an imminent and substantial endangerment to the environment, or to the health or welfare of persons, the City may issue and order to the violator to immediately cease and desist all violations.
- b) *Suspension due to the detection of illicit discharge*. All persons discharging to the storm sewer system in violation of this article may have their storm sewer system access terminated if such termination serves to abate or reduce an illicit discharge. It is a violation of this section to reinstate storm sewer system access to premises that have been terminated pursuant to this section without the prior approval of the City.
- c) If the violator fails to comply with a suspension order issued, the City may take such steps as deemed necessary to prevent or minimize damage to the stormwater management system or public waters, or to minimize danger to persons. If the violation is not immediately abated, action may be initiated by the City and all

reasonable costs of abatement shall be assessed against the property and collected along with ordinary taxes by the City.

Subd. 14. Notice of Violation.

- a) Whenever the City finds that a person has violated a prohibition or failed to meet a requirement of this ordinance, the City may order compliance by written notice of violation to the responsible person. The Notice of Violation shall contain:
- 1) The nature of the violation and associated fine;
  - 2) The performance of monitoring, analysis, and reporting;
  - 3) The implementation of source control or treatment BMPs;
  - 4) Any other requirement deemed necessary.
- b) In the event the violator fails to take the remedial measures set forth in the notice of violation or otherwise fails to cure the violations described therein within 7 days, or such greater period as the City shall deem appropriate, after the City has taken one or more of the actions described above, the City may impose a penalty not to exceed \$1,000 (depending on the severity of the violation) for each day the violation remains unremedied after receipt of the notice of violation.

Subd. 15. Remedies not exclusive. The remedies lists in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City to seek cumulative remedies.

Subd. 16. Severability. The provisions of this ordinance are hereby declared to be severable. If any provision of this ordinance or application thereof to any person, establishment, or circumstance, is held invalid, such invalidity shall not affect the other provisions or applications of this ordinance. (Ref. Ord. 15-05-2001, 5/12/15).

## **APPENDIX D2**

### **ENGINEERING DESIGN STANDARDS**

## 8. STORMWATER TREATMENT PLAN DESIGN CRITERIA

Proposed Stormwater Management Plans must incorporate Volume Control, Water Quality Control, and Rate Control as the basis for stormwater management in the proposed development plan. The City of White Bear Lake, as a permitted MS4, requires for new development projects to have a no net increase from pre-project conditions of total volume, TSS, and TP; in addition, for redevelopment projects within the city, it is required to have a net reduction from pre-project conditions of total volume, TSS and TP.

### 8.1 Volume Control Requirements

Volume control measures are required on projects to meet the water quality criteria of the White Bear Lake City Code, the MS4 Permit, and NPDES Construction General Permit. Volume control shall be required for proposed new impervious areas greater than 10,000 square feet or redevelopment of impervious areas greater than 10,000 square feet. If an applicant can demonstrate that the volume control standard has been met, then the water quality sizing criteria shall be considered satisfied.

Volume control may be waived by the City for sites with impermeable soil, where the seasonally high groundwater table is less than three feet, bedrock depth is less than three feet, in a stormwater hot spot, or is in an area where groundwater has a high vulnerability for contamination. If the applicant claims that infiltration is not feasible on site, the applicant must provide supporting documentation to the City. If the City agrees that infiltration is not feasible, the applicant shall design alternative stormwater runoff treatment methods meeting the requirements as established in Section 8.3.

### 8.2 Volume Control Calculations

Any applicant for a permit resulting in site disturbance that will require volume control must meet all of the following stormwater performance goals:

- a) *New Development/Redevelopment Volume Control.* For nonlinear developments that create and/or fully reconstruct more than 10,000 square feet of impervious surface on sites, stormwater runoff volumes will be controlled and the post-construction runoff volume shall be retained on site for 1.1 inches of runoff from all impervious surfaces on the site.
- b) *Linear Development Volume Control.* Linear projects on sites that create 10,000 square feet or greater of new and/or fully reconstructed impervious surfaces, shall capture and retain 0.75 inches of runoff from the new and fully reconstructed impervious surfaces on the site.

## Engineering Design Standards

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Mill and overlay and other resurfacing activities are not considered fully reconstructed, and are exempt from the volume control requirements.

The use of infiltration techniques shall be restricted and subject to additional City review where the infiltration BMP will be constructed in any of the following areas:

- Where industrial facilities are not authorized to infiltrate industrial stormwater under and NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
- Where vehicle fueling and maintenance occur.
- With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of the bedrock.
- Where high levels of contaminant in soil or groundwater will be mobilized by the infiltrating stormwater.
- Soils are predominately Hydrologic Soil Group D (clay) soils.
- Drinking Water Supply Management Areas are present, as defined by Minn. R. 4720.51000, subp. 13, unless precluded by a local unit of government with an MS4 permit.
- Soil infiltration rates are more than 8.3 inches per hour unless soils are amended to flow the infiltration rate below 8.3 inches per hour.

Where the site factors listed above limit the construction of infiltration systems, the project proposer shall provide appropriate documentation to the City regarding the limitations. If the City determines that infiltration is restricted or prohibited onsite, the applicant will follow the flexible treatment options outlined in the Minimal Impact Design Standards (MIDS) sequencing guidance.

For linear projects with lack of right-of-way, easements or other permissions from property owners to install treatments systems that are capable of treating the total water quality volume on site, the project must maximize treatment through other methods or combination of methods before runoff is released to nearby surface waters. Alternative treatment options include: grassed swales, filtration systems, smaller ponds, or grit chambers. In all circumstances, a reasonable attempt must be made to obtain right-of-way during the project planning and all attempts of infeasibility must be recorded.

### **8.3 Water Quality Control**

The water quality control standard shall be considered satisfied if the volume control standard has been satisfied. In the event that it is infeasible to meet the volume control standard due to contaminated soils, site constraints, etc., the proposed STP will need to maintain the TSS and TP loading to satisfy the water quality standards using the MIDS

## **APPENDIX D3**

### **STORMWATER ORDINANCE 15-05-2000**

ORDINANCE NO. 15-05-2000

AN ORDINANCE AMENDING THE CITY OF WHITE BEAR LAKE  
MUNICIPAL ZONING CODE, SECTION 1302,  
AS IT RELATES TO DRAINAGE AND STORMWATER

THE CITY COUNCIL OF THE CITY OF WHITE BEAR LAKE, MINNESOTA DOES ORDAIN THE  
FOLLOWING:

SECTION 1. The Municipal Code of the City of White Bear Lake is hereby amended at Zoning  
Code Section 1302 "General Provisions" as follows:

§1302.030 GENERAL BUILDING AND PERFORMANCE REQUIREMENTS.

Subd. 5. Drainage.

- a) No land shall be developed and no use shall be permitted that results in additional water runoff, causing flooding or erosion on adjacent properties. Such runoff shall be properly channeled into a storm drain, water course, ponding area, or other public facility. All new developments shall provide for curbs and gutters along public streets. All site plans shall be designed in accordance to the City's Engineering Design Standards and be reviewed and subject to the approval of the City Engineer relative to storm water runoff, based on the following fees:
- i) 1) Review of new grading and/or drainage plans for parcels of a half acre in size or greater shall be subject to an Engineering review fee of two hundred and fifty (\$250) dollars. (Ref. Ord. 08-01-1047, 1/8/08.)
  - ii) 2) Review of amendments to existing grading and/or drainage plans and new grading/drainage plans for parcels less than a half acre in size shall be subject to an Engineering review fee of seventy-five (\$75) dollars. (Ref. Ord. 08-01-1047, 1/8/08)
  - iii) 3) Grading plans for individual single family parcels shall be exempt from Engineering fees. (Ref. Ord. No. 08-01-1047, 1/8/08)
- b) In the case of all residential subdivisions, multiple family, business and industrial developments, the drainage plans shall be submitted to the City Engineer for his review and the final drainage plan shall be subject to his written approval. In the case of such uses, no modification in grade and drainage flow through fill, erection of retaining walls or other such actions shall be permitted until such plans have been reviewed and received written approval from the City Engineer. Approval from a Watershed District may also be required.
- c) Except for written authorization of the City Engineer, the top of the foundation and garage floor of all structures shall be eighteen (18) inches above the grade of the crown of the street.
- d) All new single-family subdivisions greater than 3 lots that rely on common drainage facilities for stormwater management, and all multiple-family residential, commercial, mixed-use and industrial developments that create or re-create 10,000 square feet or more of impervious area shall have stormwater facilities designed and constructed in accordance with the City's Engineering Design Standards, where These stormwater

~~improvements facilities will requiring future maintenance (as determined by the City Engineer), and as such, these developments shall enter into a Stormwater Operation and Maintenance Agreement (SOMA) with the City in order to insure that the stormwater facilities provided are appropriately maintained. Said agreement shall meet the requirements of the City's Engineering Design Standards and be recorded at the County Recorder's Office for all properties associated with the referenced drainage facilities. (Ref. Ord. 10-1-1062, 1/12/10)~~

Subd. 6. Fences: no changes

Subd. 7. Required Fencing, Screening, and Landscaping.

- a) Fencing and Screening. Where any business or industrial use (i.e., structure, parking or storage) abuts property zoned for residential use, that business or industry shall provide screening along the boundary of the residential property. Screening shall also be provided where a business or industry is across the street from a residential zone, but not on that side of a business or industry considered to be the front (as determined by the Building Official). All the fencing and screening specifically required by this Code shall be subject to Section 1302.030, Subd. 8 and shall consist of either a fence or a green belt planting strip as provided for below:
- 1) A green belt planting strip shall consist of evergreen trees and/or deciduous trees and plants and shall be of sufficient width and density to provide an effective visual screen. This planting strip shall be designed to provide complete visual screening to a minimum height of six (6) feet. Earth mounding or berms may be used, but shall not be used to achieve more than three (3) feet of the required screen. The planting plan and type of plantings shall require the approval of the City Council.
  - 2) A required screening fence shall be constructed of masonry, brick, wood or metal. Such fence shall provide a solid screening effect six (6) feet in height. The design and materials used in constructing a required screening fence shall be subject to the approval of the City Council. Fences in excess of six (6) feet in height shall require approval of the Zoning Administrator and Building Official.
- b) Landscaping, General Residential. The lot area remaining after providing for off-street parking, off-street loading, sidewalks, driveways, building site and/or other requirements shall be landscaped using ornamental grass, shrubs, trees or other acceptable vegetation or treatment generally used in landscaping within one (1) year following the date of building occupancy. Fences or trees placed upon utility easements are subject to removal if required for the maintenance or improvement of the utility. Landscape treatment within boulevard areas may be required to be removed for public works activities at no expense to the City. The City will not be responsible for damage to landscape treatments resulting from public works activity. (Ref. Ord. 913, 9/14/94, 01-03-983, 3/13/01)
- c) Landscaping, New Residential Subdivisions, Semi-Public and All Income-Producing Property Uses. (Excluding residential structures containing less than four [4] dwelling units). Prior to approval of a building permit, all above referenced uses shall be subject to mandatory landscape plan and specification requirements. Said landscape plan (2 copies) shall include the following information:
1. General: Name and address of developer/owner, name and address of architect/designer, date of plan preparation, date and description of all revisions, name of project or development, scale of plan, north point indication.



2. Site Analysis: Boundary lines of property line with dimensions based upon certified survey, name and alignment of proposed and existing adjacent on-site streets, location of all proposed utility easements and right-of-way, location of existing and proposed buildings, topographic contours at two (2) foot contour intervals, location of parking areas, water bodies, proposed sidewalks, and percent of site not covered by structures.
  3. Landscape Data: A planting schedule table shall contain the following information including symbols, quantities, common names, botanical names, size of plant materials, root specifications, and special planting instructions.
  4. Typical sections and details of fences, tywalls, planting boxes, retaining walls, totlots, picnic areas, berms and other landscape improvements.
  5. Typical sections of landscape islands and planter beds with identification of materials used.
  6. Details of planting beds and foundation plantings.
  7. Delineation of both sodded and seeded areas indicated in square footage.
  8. Where landscape or manmade materials are used to provide required screening from adjacent and neighboring properties, a cross section shall be provided at a legible scale illustrating the prospective of the site from the neighboring property and property line elevation.
- d) All landscaping incorporated in said plan shall conform to the following standards and criteria:

1. Minimum Size of Plantings:
  - a. Over story deciduous -- 2-1/2 inch caliper.
  - b. Coniferous -- 6 feet in height.
  - c. Shrubs -- 24 inch (pot)
  - d. Ornamental trees -- 1-1/2 inch caliper.
2. Method of Installation: All deciduous and coniferous trees shall be ball and burlap and staked and guyed per National Nurserymen's Standards. All shrubs and ornamental trees shall be potted. Bare root materials may be used with approval of the City Planner.
3. Sodding and Ground Cover: All areas of any site not occupied by building, parking, or storage, shall be sodded. Exceptions to this are as follows:
  - a. Seeding of future expansion areas as shown on approved plans.
  - b. Undisturbed areas containing existing natural vegetation which can be maintained free to foreign and noxious materials.
  - c. Areas designated as open space for future expansion area properly planted and maintained with grass.
4. Slopes and Berms:

- a. Final slope grade steeper than the ratio of 3:1 will not be permitted without special approval or treatment, such as terracing or retaining walls.
  - b. Berming used to provide required screening of parking lots and other open areas shall not have a slope to exceed 3:1.
5. Use of Landscaping for Screening: Where natural materials, such as trees or hedges are approved in lieu of the required screening by means of walls or fences, density and species of planting shall be such to achieve ninety percent (90%) opaqueness year round.
6. Maintenance Policy: It is the responsibility of the property owner to insure that the landscaping is maintained in an attractive condition. The owner shall replace any damaged or dead trees, shrubs, ground covers, and sodding.
7. Erosion Control: All open disturbed areas of any site shall be seeded stabilized as an erosion control measure in accordance with the provisions of Section 33.16 the City's Engineering Design Standards. (Ref. Ord: 724, 8/12/86)
8. Spacing:
- a. Plant material shall not be planted to conflict with public plantings, based on the judgement judgment of the City staff.
  - b. Where plant materials are planted in two or more rows, plantings shall be staggered in rows unless otherwise approved by the City staff.
  - c. Deciduous trees shall be planted not more than forty (40) feet apart.
  - d. Where massing of plants or screening is intended, large deciduous shrubs shall not be planted more than four (4) feet on center, and/or, evergreen shrubs shall not be planted more than three (3) feet on center.
9. Prohibited Trees: It shall be unlawful to plant any of the following trees within the City of White Bear Lake:

<u>Genus</u>	<u>Species</u>	<u>Common Name</u>
Ginkgo	Biloba	Ginkgo (Maidenhair tree female only)
Acer		Negundo Boxelder (ash-leaved maple)
Populus	Deltoides	Eastern Cottonwood
Populus	Nigra Italica	Lombardy Poplar

10. Design Standards:
- a. The landscape plan must show some form of designed site amenities (i.e., composition of plant materials, and/or creative grading, decorative lighting, exterior sculpture, etc., which are largely intended for aesthetic purposes).
  - b. All areas within the property lines (or beyond, if site grading extends beyond) shall be treated. All exterior areas not paved or designated as roads, parking, or storage must be planted into ornamental vegetation (lawns, ground covers, or shrubs) unless otherwise approved by the Zoning Administrator.

- c. All ground areas under the building roof overhang must be treated with a decorative mulch and/or foundation planting.
- d. All buildings must have an exterior water spigot to insure that landscape maintenance can be accomplished.

11. Landscape Guarantee:

- a. The City Planner/Zoning Administrator may require a surety bond, irrevocable letter of credit, cash escrow, certificate of deposit, securities, or cash deposit prior to approval of the landscaping plan or initiation of work on the proposed improvement or development. Said security shall guarantee conformance and compliance with the provisions of this section, and where applicable, the conditions of the Conditional Use Permit.
- b. The security shall be in an amount to be determined by the Zoning Administrator, but no less than one hundred twenty-five (125) percent of the cost of construction and materials to guarantee the completion of the required landscaping and to insure proper planting and growth.

12. Existing Trees: With respect to existing trees in new developments, trees on the site shall be preserved and replaced in accordance to §1302.075 of this code. (Ref. Ord. 724, 8/12/86; 876, 8-92)

**§1302.070 LAND ALTERATION AND MINING** (Ref. Ord. 778, 1/10/89)

Subd. 1. Land Alteration Purpose. The purpose of this ordinance is to promote, preserve, and enhance the natural resources within the City and protect them from adverse effects by activities that would have an adverse and potentially irreversible impact on water quality.

Subd. 2. Definitions.

- a) Land alteration, shall be interpreted as ~~the grading or depositing of fill on the same property from which it was excavated or importation of fill on any lands within the City. Land alteration shall be allowed only upon written approval of the City Engineer.~~
- b) Mining. The extraction and removal of sand, gravel, or other material from any lands in the City in an amount exceeding four hundred (400) cubic yards.

Subd. 3. Provisions.

~~The Engineer's approval shall include, as a condition thereof, a finished grade plan which has determined that the alteration will not adversely affect the adjacent land, and as conditions thereof, shall regulate: the type of fill permitted; program for rodent control; program for regulation of vehicular ingress and egress; control of material disbursed from wind or hauling of material; program for erosion control and turf restoration.~~

- a) No development, utility or street construction will be allowed and no permits will be issued unless the development is in full compliance with the requirements of this Ordinance.
- b) All land disturbing activities within the City that will result in more than 6,000 square feet of disturbed area or will result in more than 100 cubic yards of cut or fill are required to follow the Erosion and Sediment Control standards set within the City's Engineering Design

Standards.

c) Projects that meet either of the following criteria are required to develop both a Stormwater Management Plan and Erosion and Sediment Control Plan as specified by the City's Engineering Design Standards and the MPCA Construction General Permit:

- 1) Create 4 10,000 or more acres square feet of new impervious surface or fully reconstruct 4 10,000 or more acres square feet of impervious surface.
- 2) Single-family subdivisions greater than 3 lots that rely on common drainage facilities for stormwater management, and all multiple family residential, commercial, mix-use and industrial developments.

d) The conduct of mining shall be permitted only upon issuance of a conditional use permit. Such permit shall include, as a condition thereof, a plan for a finished grade and land reclamation which will not adversely affect the surrounding land or the development of the site on which the mining is being conducted, and the route of trucks moving to and from the site.

Subd. 4. Inspection. The Permittee must inspect the construction project as detailed in the City's Engineering Design Standards. The City may conduct inspections as needed to ensure that both Erosion and Sediment Control and Stormwater Management measures are properly installed and maintained prior to construction, during construction, and at the completion of the project. The Applicant shall notify the City a minimum of seventy-two (72) hours prior to the following required City inspections:

- a) Initial Inspection - When all Erosion and Sediment Control BMPs are installed. This inspection must be completed before a Building Permit can be issued.
- b) Project Complete Inspection - When the project is complete including, but not limited to, Final Grading, installation of all Stormwater Management Facilities, and Final Stabilization measures are complete.

Subd. 5. Site Maintenance. All site maintenance activities shall be performed to the requirements within the City's Engineering Design Standards.

Subd. 6. Final Stabilization. The Permittee(s) must ensure Final Stabilization of the site after the completion of construction activities and prior to the termination of the permit. Final Stabilization is not complete until all of the requirements within the City's Engineering Design Standards are complete that are intended to prevent discharge of pollutants associated with stormwater discharges from the project.

Subd. 7. Enforcement. Any person, firm or corporation violating any provision of this ordinance shall be fined for each offence, and a separate offence shall be deemed committed on each day during or on which a violation occurs or continues, in accordance with Zoning Code, §1301.090.

- a) Restoration of Lands. Any violator may be required to restore land to its undisturbed condition. In the event that restoration is not undertaken within a reasonable time after notice, the City may take necessary corrective action, the cost of which may, after notice and opportunity for hearing, be specially assessed against the property and collected along with the ordinary taxes by the City.

## §1302.150 PLAN REVIEW

Subd. 1. Purpose. The purpose of this Section is to establish a formal plan review procedure and provide regulations pertaining to the enforcement of site design and construction standards as agreed to by the contractor through his officially submitted plan documents.

Subd. 2. Plans Required. In addition to other plan requirements outlined in this Code, site and construction plans will be required and shall be submitted to and approved by the Building Official prior to the issuance of any building permit.

Subd. 3. Plan Agreements. All site and construction plans officially submitted to the City shall be treated as a formal agreement between the Building Contractor and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard or specification without prior submission of a plan modification request to the Building Official for his review and approval.

Subd. 4. Erosion and Sediment Control Plan. Every applicant for a building permit, grading permit, or any other permit that allows land disturbing activities that will result in more than 6,000 square feet of disturbed area or 100 cubic yards of cut or fill must submit an Erosion and Sediment Control Plan in accordance with the City's Engineering Design Standards.

Subd. 5. Stormwater Management Plan. Every applicant for a building permit, grading permit, or any other permit that creates or fully reconstructs one 10,000 or more acres square feet of impervious surface, including all single family subdivisions greater than 3 lots, multiple family residential developments, commercial developments, mixed-use developments, or industrial developments is required to submit a Stormwater Management Plan in accordance with the City's Engineering Design Standards as well as obtain a separate NPDES Construction Site Permit. A copy of the NPDES permit shall be submitted to the City. All projects that require a Stormwater Management Plan shall also submit an Erosion and Sediment Control Plan as outlined in Subd. 4 above.

Subd. 6. Maintenance Agreement. All projects that require permanent stormwater facilities must enter into a Maintenance Agreement with acceptable to the City. The Stormwater Operation and Maintenance Agreement (SOMA) shall be in accordance with the City's Engineering Design Standards.

Subd. 47. Enforcement. The Building Official shall have the authority to order the stopping of any and all site improvement activities, when and where a violation of the provisions of this Section has been officially documented by the Building Official.

(Ref. Ord. 10-1-1062, 1/12/10)

SECTION 2: This ordinance becomes effective after approval shall take effect and be in force following its passage and publication (or, on "date").

Passed by the City Council of the City of White Bear Lake, Minnesota.

First Reading: April 14, 2015

Initial Publication: April 29, 2015

Second Reading: May 12, 2015

Final Publication: May 27, 2015

Codified: May 2015

Posted on web: June 5, 2015

KC.  
City Clerk Initials

Jo Emerson  
Jo Emerson, Mayor

ATTEST:

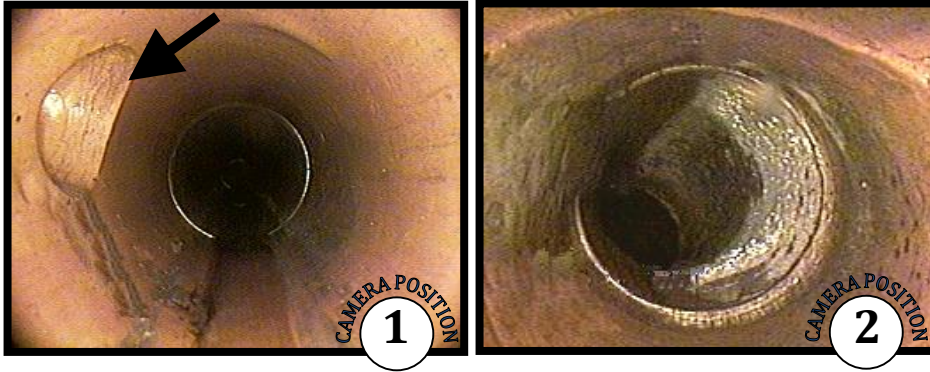
Ellen Richter  
Ellen Richter, City Clerk

## **APPENDIX E1**

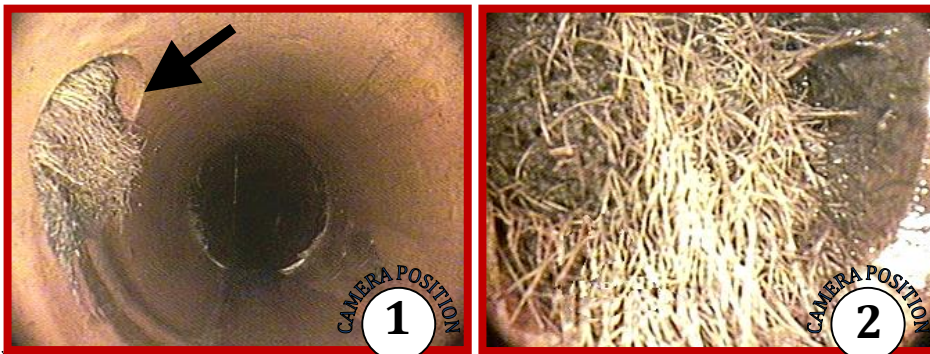
### **RESIDENTIAL SANITARY SEWER WYE REPLACEMENT PROGRAM INFORMATIONAL BROCHURE**

# Sanitary Sewer Televising DIAGRAM

Service "A" None (ideal)

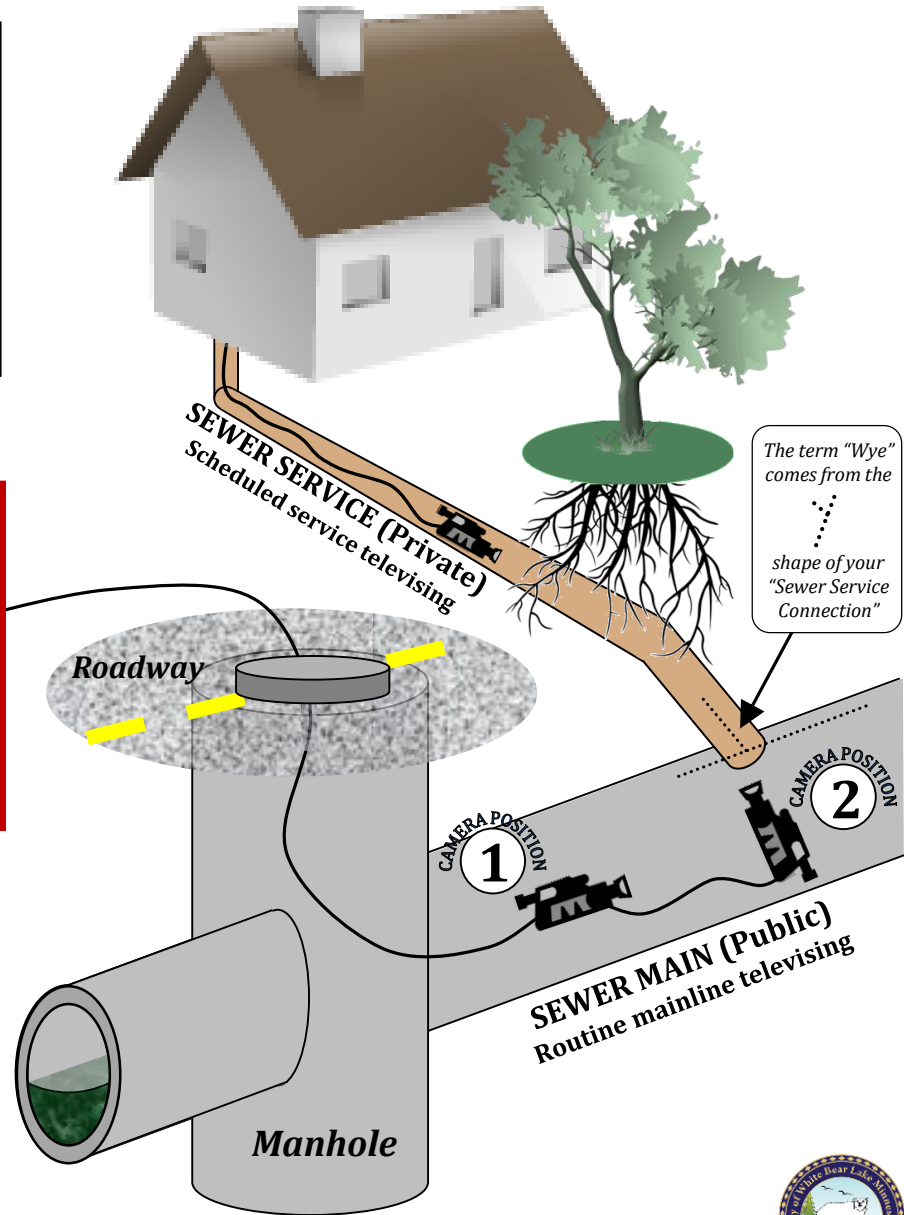


Service "B" Severe roots



**Where  
does your  
service  
rate?**

The severity of roots in your sanitary service is described as either *none*, *light*, *moderate*, or *severe*. These conditions vary from connection to connection. In fact, these two services are located 100 feet apart on the same mainline. Also, having a tree in your front yard doesn't guarantee you will or will not have root damage.



The term "Wye" comes from the shape of your "Sewer Service Connection"





# Residential Sanitary Sewer Wye Replacement Program FLOWCHART

**START: City televises sanitary main and evaluates individual service connections**

Sewer service connection at City's main appears to be in good condition, repair not necessary

Service 'wye' connection at City main appears to have *root intrusion*

**Not recommended!**

TAKE NO ACTION: Higher potential for sewer backup and increased cost of repair

**OPTIONAL**

Homeowner calls City to Schedule televising of service from inside house \$77 (not assessable)

Homeowner *unable* to locate or open cover of cleanout (Call a plumber or friendly neighbor for help)

Homeowner *locates and opens* access cover to sewer service cleanout

City televises sewer service with homeowner present >



Video of televising sent to homeowner

Sewer service appears to be in good condition, repair not necessary

'Wye' replacement is *recommended*

TAKE NO ACTION: Higher potential for sewer backup and increased cost of repair

**Not recommended!**

Homeowner calls City to sign up for Sanitary 'Wye' Replacement

**ASSESS:** Submit completed form to have cost assessed along with project assessments

**OR**

**PAY NOW:** Submit check or cash to City by deadline



Your service cleanout will look similar to this...



Service 'wye' connection and up to 10 feet of service pipe are replaced during Upcoming construction project



## **APPENDIX E2**

### **LETTER REGARDING RESIDENTIAL SANITARY SEWER WYE REPLACEMENT PROGRAM**



## 2022 PAVEMENT REHABILITATION PROJECT

December 27, 2021

RE: City Project No.: 22-01  
**Residential Sanitary Sewer Wye Replacement Program**

Dear White Bear Lake Resident,

As we prepare for the 2022 Pavement Rehabilitation Project, one of the first steps is reviewing and investigating the condition of underground utilities (sanitary sewer, watermain, and storm sewer infrastructure). Prior to each year's Pavement Rehabilitation Project, the City performs a television inspection of all of the existing City sanitary sewer mains on that year's project. That inspection can reveal problems where the pipe is damaged or is experiencing tree root intrusion. For anyone who was able to attend the Public Information Meeting, you may recall hearing about the **Residential Sanitary Sewer Wye Replacement Program** and seeing pictures of this inspection and the problems roots can cause.

As pipes age, they tend to become more brittle and are more susceptible to cracking as the ground shifts around them. In many cases, there are not mechanical fittings holding sections of pipe together, rather it is the soil compacted around these pipes that holds them in place. Minor shifts in soils over time may cause these joints to separate slightly. Both cases of cracking and joint separation can create an opening in a pipe that becomes attractive for tree roots seeking water. It may begin as a hairline root, but these grow and multiply, causing the crack in the pipe to become larger. Soon, a large mass of roots can develop inside a sanitary sewer pipe. The roots grow so tightly together that they can significantly block the flow of water in a pipe, creating the potential for a backup. This can happen in a service pipe as well as a City main and while the City keeps the mains clean and flowing, it is the responsibility of individual property owners to keep their service line clean.

*Do you know what happens to wastewater once it goes down your drain?*

- All of the drain pipes in your house are connected to one central sanitary sewer drain that goes through the foundation and out to the City main in the street.
- The pipe coming out of your house is generally referred to as a "service" and is the responsibility of the property owner from the house to where it connects with a larger "main" under the street.
- Typically the main is the responsibility of the City or Metropolitan Council. The City and Metropolitan Council maintain a vast network of underground sanitary sewer pipes to convey wastewater to regional treatment plants.



## HOW DO I KNOW IF I HAVE A PROBLEM?

Problems tend to occur at the point of connection where the individual service meets the main. This connection is commonly referred to as a “wye”. In the past few years, an increasing concern has become the presence of tree roots in private sanitary services. Recognizing this concern, the City developed the **Residential Sanitary Sewer Wye Replacement Program** to assist property owners with replacement of their sanitary sewer wye connections in conjunction with the pavement rehabilitation program.

The **enclosed DIAGRAM** illustrates the televising of the City sanitary sewer mains. During the televising of the sewer mains, the camera is also able to turn to provide a picture of the service connection, but does not allow us to see the whole length of the service all the way to the house. This diagram includes an example of an *ideal* service connection (Service A) and one that contains *severe* roots (Service B). These pictures were captured on the same segment of sewer main, only about 100 feet apart. As we have described previously, roots like those seen in Service B can potentially cause serious problems. **If we noticed a potential issue at your wye, enclosed with this letter is a picture of YOUR individual service connection.** You can see where your service ranks compared to the examples, with a rating indicated from *none* to *severe*.

\*\* Please note that the Residential Sanitary Sewer Wye Replacement Program is **VOLUNTARY** and you are not required to participate.

## TELEVISIONING YOUR PRIVATE SERVICE (FOLLOW THE ENCLOSED FLOWCHART)

1. In order to determine if problems exist beyond this connection point, you may wish to have your entire sanitary sewer service televised. If you have experienced problems in the past or your service has roots (see attached picture), we recommend having your service televised. This televising can be performed by the City’s Public Works Department for **\$77**, or can be done by a private plumber. You **MUST** have your service televised in order to participate in the **Residential Sanitary Sewer Wye Replacement Program**.



2. If you are interested in having your service televised, contact the Engineering Department to set up an appointment. Prior to this appointment, **you must locate and open the access cover to your sewer service cleanout**. If you are unable to open the cap, a plumber (or friendly neighbor) should be called to assist with this. A picture of what this cleanout might look like can be seen in the enclosed **FLOWCHART**.

3. The Public Works crew will then arrive at your home for the scheduled appointment and televise the service from inside the house out towards the street. They will discuss their observations and recommendations with you on site, and provide you with a video for your records.



## **HOW DO I PARTICIPATE?**

Deadlines for participation in the Sanitary Sewer Wye Replacement Program are below. ***Requests received after the specified deadlines will not be accepted due to scheduling requirements.***

If you are interested in having your sewer service line televised, please contact the **Engineering Department** at **651-429-8531** or email us at **cvermeersch@whitebearlake.org**. Please let us know that you are part of the pavement rehabilitation project. All televising requests need to be made by **FRIDAY, JANUARY 14, 2022**.



Appointments will be scheduled between 7:30 AM and 3 PM, Monday – Friday from January 17 to January 28, 2021.

***NOTE:*** Please notify the City **as soon as possible if you would like your service televised**. This will allow sufficient time for City staff to accommodate televising requests as personnel and resources are also being used on regular City maintenance during this time.

## **REPAIR OF THE WYE**

If repairs to your service pipe and wye are needed, the failing portion of the pipe should be replaced by digging it up.

- ☑ It is highly advantageous to repair damaged sanitary sewer service wye during Street Projects when it can be coordinated with other work thereby reducing the mobilization and restoration cost and disruption of performing such repairs.
- ☑ Having your private sanitary sewer wye replaced during the project allows you to avoid paying the street restoration costs, which can range from \$3,000 - \$5,000 if the repair is done outside of a reconstruction project.
- ☑ After televising the service line, if the City's Engineering department determines that the sewer connection is in good shape, the City will not partner with the home owner in this program.
- ☑ If there is damage beyond the 10 feet, responsibility of these repairs fall completely on the homeowner. You may need to hire your own contractor to do this work.

Once construction is underway, there is little more you need to do. While working on your service, the contractor will request that you not use any water. This is typically a short duration, usually less than two hours.



## HOW MUCH DOES IT COST?

If your property is within the Pavement Rehabilitation Project area you can have your sanitary sewer service connection and a portion of your sanitary sewer service replaced. The City Council has adopted a policy to assist property owners with replacement of failing sanitary sewer service connections and **up to** 10 feet of service pipe. **The City will assist with funding the individual residential sanitary sewer service connection repairs so that residential property owners pay 50 percent of the cost, in an amount not to exceed \$1,300.** The remaining cost will be paid by the City.

You have two payment options:

### BY CHECK

Please make checks payable to:  
City of White Bear Lake  
4701 Highway 61  
White Bear Lake, MN 55110

**\$1,300** payment must be  
received by **FRIDAY,**  
**FEBRUARY 18, 2022.**

### BY ASSESSMENT

You may also have the **\$1,300** cost assessed against your property. A letter requesting this assessment must be signed by the same date, **FRIDAY, FEBRUARY 18, 2022.** The Engineering Department has form letters available for anyone interested in this payment method.

If you have any questions or concerns regarding this letter, please contact the Engineering Department at (651) 429-8531.

Sincerely,

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

Attachments

## **APPENDIX F**

### **RESIDENTIAL DRIVEWAY REPLACEMENT PROGRAM BROCHURE**

# Private Driveway Specifications



## Bituminous Driveways

Bituminous driveways will be replaced with MnDOT Bituminous Mix 2360 wear. Thickness after compaction shall be a minimum of 2 inches. Base material shall meet MnDOT Standards for Class 5 aggregate and shall be a minimum of 6 inches thick.



## Concrete Driveways

Concrete driveways will be replaced in accordance with MnDOT Specification 2531 at a minimum thickness of 6 inches. Base material shall be MnDOT Class 5 aggregate and shall be a minimum of 6 inches thick.



All questions regarding the Driveway Replacement Program can be directed to the City of White Bear Lake Engineering Department at 651-429-8531.



# DRIVEWAY REPLACEMENT PROGRAM

White Bear Lake residents who live on streets scheduled for reconstruction may take advantage of a unique opportunity to replace their driveways during the street construction process.

If your driveway connects with one of the reconstructed streets, you can have it replaced (in bituminous or concrete) as part of the project.

During street reconstruction, a portion of every driveway will be removed and replaced to properly conform to the new construction (shown here). The removal limits (typically 5-15 feet) are based on the grade of your existing driveway, surrounding yard and other factors that vary for each driveway. The City of White Bear Lake pays to replace that portion of your driveway (also referred to as the “City’s portion”).



Property owners will have the opportunity to have their entire driveway replaced during the construction process by the General Contractor responsible for the entire project. **The City will notify all property owners of the driveway reconstruction program schedule with specific deadlines.**

All property owners desiring to replace their driveways must notify the City by the specified deadline. Requests after the specified deadline **will not** be processed.

October 2021



## **PRIVATE DRIVEWAY REPLACEMENT DONE BY CITY CONTRACTOR**

Cost estimates for the optional complete driveway replacement are based on the unit prices for driveway work outlined in the street reconstruction contract. Estimates will be based on either 6-inch thick concrete pavement or 2-inch thick bituminous pavement. Both the standard bituminous and concrete will include 6 inches of compacted aggregate base. The costs available through this program may or may not be a savings from hiring your own contractor. Therefore, if you are considering this program, you are strongly encouraged to seek private competitive bids.

At the property owner's request, the Engineering Department will measure the area of a private driveway to be replaced and provide a written quote based on the contract unit price. This quote will delineate the areas to be paid by the property owner and the areas paid for by the City. Property owners desiring to proceed with construction of a new driveway will be required to return a signed authorization form and payment for the full amount of the driveway improvement to the City's Engineering Department by the specified deadline. Driveway replacement costs cannot be put on your assessment.

**A driveway construction permit will be required for driveways constructed through this program, but there will be no fee charged due to City supervision of construction of the driveway. This permit will be given to you for signature as part of the paperwork you receive.**

***Requests received after the specified deadline will not be processed and will be returned.***

### **Provision for Driveways with Poor Drainage**

The Engineering Department will evaluate all driveways proposed for reconstruction. If driveways are found to have poor drainage and the new driveway would have a grade of 1% or less, the Engineering Department will recommend replacing the driveway with concrete rather than bituminous to improve the drainage characteristics on these flat surfaces. If this situation pertains to you, City staff will discuss options with you on an individual basis.

### **Other Provisions**

Property owners desiring an upgrade of materials for their driveway and/or apron (i.e. bituminous to concrete) will be given credit for the cost differential on the City portion of the driveway. For example, if the entire driveway was upgraded from bituminous to concrete, the City would credit the property owner for the cost of replacing the City portion in bituminous.

## **Other Provisions (con't)**

Property owners desiring to widen their driveway will be billed for 100 percent of all construction beyond what existed prior to the project. There will be no charge to property owners for widening of curb openings of driveways for future expansion if work is coordinated with street curb replacement by calling our office or speaking to a City representative in the field. By City Code, residential curb openings are limited to a maximum width of 24 feet.

## **SOD RESTORATION**

The quoted price **DOES NOT** include restoration of sod disturbed during the driveway reconstruction work. The Contractor makes every effort to minimize the disturbance to the surrounding yard, however it is likely that some restoration may be required. Restoration will vary for each driveway, but averages about 4 feet wide on each side of the driveway. Restoration costs are quoted by the square foot and consist of 4" of graded topsoil and sod placed along the edges of the driveway. Residents can choose to either add this cost to their total estimate or forego this restoration and complete the work on their own.

## **PRIVATE DRIVEWAY REPLACEMENT DONE BY OTHER PRIVATE CONTRACTORS**

If property owners desire to have another contractor replace their driveway, that contractor will need to coordinate the work schedule with the City's contractor. **A driveway replacement permit and fee of \$30.00 will be applicable.** The permit will require that the driveway cannot be removed or replaced until after the new curb has been placed and cured. In addition, the permit will need to be obtained by the same specified deadline as those driveways being reconstructed by the City contractor. No credit will be given for the portion of the driveway that would have otherwise been replaced by the City.

## **PAYMENT FOR PRIVATE DRIVEWAY WORK**

**Payment in full (check or cash only) for requested driveway improvements shall be made to the City of White Bear Lake by the specified deadline. REPLACEMENT OF DRIVEWAYS CANNOT BE PUT ON YOUR ASSESSMENTS.**

## **APPENDIX G**

### **LETTER ANNOUNCING PUBLIC INFORMATIONAL MEETING**



## 2022 PAVEMENT REHABILITATION PROJECT

October 8, 2021

RE: Informational meeting – October 27, 2021 at 6:30 p.m.  
Proposed 2022 Pavement Rehabilitation Project  
City Project No. 22-01

Dear Property Owners:

During the 2022 construction season, the City of White Bear Lake is considering street rehabilitation projects on:

- Carolyn Lane (from C.S.A.H. 96 to End Cul-De-Sac)
- Eugene Street (four segments between Otter Lake Road and Bald Eagle Avenue)
- First Avenue (from C.S.A.H. 96 to Birch Lake Avenue)
- Florence Street (from Carolyn Lane to Bald Eagle Avenue)
- Fourth Avenue (from C.S.A.H. 96 to Birch Lake Avenue)
- Karen Place (from C.S.A.H. 96 to Eugene Street)
- Peggy Lane (from Florence Street to End Cul-De-Sac)
- Second Avenue (from C.S.A.H. 96 to Birch Lake Avenue)
- Third Avenue (from Webber Street to Birch Lake Avenue)
- Webber Street (from Dillon Street to Bald Eagle Avenue)
- Alley between First Avenue and Bald Eagle Avenue, from C.S.A.H. 96 to Eugene Street

The project would be undertaken in the summer of 2022 if approved by the City Council. We are conducting an informational meeting on October 27<sup>th</sup> to review the project and answer questions.

The informational meeting on **Wednesday, October 27<sup>th</sup> at 6:30 p.m. in the Council Chambers at City Hall** will provide you with information on the proposed improvements, how they may impact your property, and how street rehabilitation projects are funded and financed in the City. We would like to receive comments regarding the project from residents and will provide further information on construction.

The Street Rehabilitation Program emphasizes resurfacing or reconstructing existing roads that are at the end of their useful life, expensive to maintain and are not providing good service. When streets are rehabilitated, other City-owned infrastructure facilities (alleys, watermains, sanitary sewers and storm sewers) are also examined and improved as necessary. Private utilities in the street right-of-way are also reviewed by the appropriate companies (electric, gas, telephone and cable TV) for maintenance activities which can be coordinated with a pavement rehabilitation project.

The City finances pavement 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 2022 the typical proposed assessments are to be approximately **\$1,300 per 80-ft lot for mill and overlay, \$2,600 per 80-ft lot for total pavement replacement, \$3,300 per 80-foot lot for reconstruction, 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.

As the City prepares for this project, it is a good opportunity for property owners to evaluate their private driveways and water and sanitary sewer services. If you are experiencing problems with your water or sanitary sewer services, it will be a good time to have them repaired while the streets are under construction. If you think you might have a problem, call us and we will help you evaluate your particular service.

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](mailto: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, 2022
- Hold the Public Hearing & Authorize Advertisement for Bids – February, 2022
  - 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, 2022
- Construction – Approximately May until September.
- Assessment Public Hearing – September 2022
  - 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 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](http://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 H**

### **PUBLIC INFORMATIONAL MEETING OUTLINE**



# City of White Bear Lake

City Project No.: 22-01  
Public Informational Meeting  
for 2022 Pavement Rehabilitation Project



# CITY PROJECT NO. 22-01

## I. OVERVIEW

The annual reconstruction program's purpose is to improve all City streets to a standard which includes concrete curb and gutter, bituminous pavements, stormwater collection and treatment facilities.

The mill and overlay program is a maintenance technique used to help prolong the overall life of the street. This includes replacing small segments of deteriorated curb and gutter, grinding off the top layer of the street, and placing a new layer of bituminous thus creating a new road surface.

- Reconstruct 2-3 miles per year (over 80 miles reconstructed thru 2021 = 94%)
- Mill/Overlay or Partial Reconstruction (over 21 miles between 2011 - 2021 = 23%)

Prioritization by rating system (pavement condition, drainage problems, etc), area, special projects and/or request of property owners.

Process includes public informational meeting, preliminary engineering design and estimates, soil borings, TV inspections of sanitary sewers, evaluation of water infrastructure, preparation of plans and preliminary assessment rolls.

We anticipate providing a feasibility report to City Council on January 25, 2022. A public improvement hearing could be held by City Council on February 22, 2022 at 7:00 p.m. Notification procedures are adhered to via newspaper, website updates, e-mail notifications, and letters. If project proceeds, the next steps will be final design, plans and specifications, advertisement for bids and award of contract by City Council.

Construction takes place during the summer, followed by a final assessment hearing in the fall of 2022. Assessments will be payable in October 2022 or applied to property taxes for 15 years for residential property and 20 years for commercial property starting in 2023.

### Funding:

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. (Which is partly funded by the City's License Bureau)
Water System Improvements	Water Improvement Fund
Storm Sewer Improvements	Surface Water Pollution Prevention Fund Special Assessments (Storm Sewer based on lot area, up to \$0.12/sf)
Sanitary Sewer Service Replacement	Private Property Owners / Sewer Improvement Fund

Rain Gardens	50% - 90% from the Vadnais Lakes Area Water Management Organization VLAWMO remaining 50%-10% by Property Owner
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- Assessments may be tax deductible (tax law in 2004). Please refer to IRS Publication 530.
- Funding for private utilities (gas, electric, phone, CATV) by utility company.

**Communication:**

- City website at **www.whitebearlake.org**. Click on YOUR GOVERNMENT tab found on the top right of the home page and then click on ENGINEERING under the Departments heading.
- E-mail the Engineering Department at **cvermeersch@whitebearlake.org**.
- Call the Engineering Department at (651) 429-8531.
- City of White Bear Lake Non-Emergency : (651) 429-8511
- Xcel Energy: (800) 895-2999
- White Bear Lake Post Office: (651) 762-1437

## II. PROPOSED 2022 PAVEMENT REHABILITATION PROJECT

*City Project No. 22-01*

- **Carolyn Lane** (from C.S.A.H. 96 to End Cul-De-Sac)
- **Eugene Street** (four segments between Otter Lake Road and Bald Eagle Avenue)
- **First Avenue** (from C.S.A.H. 96 to Birch Lake Avenue)
- **Florence Street** (from Carolyn Lane to Bald Eagle Avenue)
- **Fourth Avenue** (from C.S.A.H. 96 to Birch Lake Avenue)
- **Karen Place** (from C.S.A.H. 96 to Eugene Street)
- **Peggy Lane** (from Florence Street to End Cul-De-Sac)
- **Second Avenue** (from C.S.A.H. 96 to Birch Lake Avenue)
- **Third Avenue** (from Webber Street to Birch Lake Avenue)
- **Webber Street** (from Dillon Street to Bald Eagle Avenue)
- **Alley** (between First Avenue and Bald Eagle Avenue from C.S.A.H. 96 to Eugene Street)

## III. GENERAL INFORMATION

- Reconstruction projects include utility improvements (water, sanitary sewer, storm sewer as well as gas, electric, telephone and CATV), in addition to the street reconstruction.
- Ask property owners if they are aware of any problems (water – frozen lines), sanitary sewer (sewer backups), surface drainage problems, etc.
- Vibration from compactors will translate to shaky walls – make sure hanging items are secure or removed.
- Talk to staff **after meeting** about specific problems regarding:
  - Water service
  - Sanitary sewer service/backups (televise sewer services)



- Drainage problems
- Tree trimming of branches over streets
- Other utilities
- Specific events (weddings, graduations, etc., garage sales not included)
- Special medical problems/hardships
- Driveway problems (drainage, etc.)

**Property owners responsible for relocating and/or replacing private improvements on public right-of-way (usually within 15 feet of the edge of the road):**

- Landscaping, fences, irrigation systems, invisible dog fences, sump drains, decorative mailboxes, decorative sidewalks, decorative driveways, etc.

Improvements MAY include:

- **Watermain** repair of gate valves and hydrants
- **Water service** repair / replacement.
- **Sanitary sewer** main repair
- **Sanitary sewer** service wye repair
- **Storm sewer** new catch basins and leads, storm water treatment structures as well as sump catch basins
- New concrete **curb and gutter**
- New **street**
- New **sidewalk**
- **Gas** main replacement (Xcel Energy)
- **Electric** line upgrades (Xcel Energy)
- **Telephone** and **CATV** by private companies

Construction Scheduling/Staging/Communication

- **Construction** will be staged in segments to minimize impacts to residents and businesses
- **Communication** includes newsletters, City website, e-mail, telephone, on-site Engineering staff, etc.
- **Construction schedules** are impacted by weather

**Driveway Replacement Program:**

- Driveway permit fee waived if driveways are reconstructed by City contractor during the project. Permit fee for driveways (concrete or asphalt) reconstructed by non-City contractor or not inspected by Engineering Department during project is \$50.00.
- Driveways will be evaluated by the Engineering Department. If driveways have poor drainage, we might recommend concrete over asphalt to improve drainage characteristics of new driveway.
- The cost of new private driveways **cannot** be put on your assessment. More information will be mailed in April 2022 once a contractor is selected.

**Residential Sanitary Sewer Wye Replacement Program:**

- Sanitary Sewer Main televising reports will be reviewed by the Engineering Department. Pictures of each individual sewer wye connection will be mailed to property owners with an evaluation of its condition.
- If property owners are interested in participating in the program, we require that the entire sewer service be televised from the house out towards the street.

- Property owners can then decide if they wish to participate in the program at a maximum cost of \$1,300.

#### **Residential Water Service Replacement Program (NEW in 2018):**

- Water services which are not constructed with copper pipe will be replaced. Services installed generally before the 1960's used galvanized pipe which corrodes and becomes brittle increasing risk of leaks and eventual failure.
- City will share cost of water service upgrades with property owners. Property owners cost is estimated to be \$1,200.

#### **Construction process overview:**

- Brief Power Point Presentation
- Construction sequence
- **Vibration from compactors will translate to shaky walls - make sure hanging items are secure or removed.**

### **IV. PROJECT FUNDING/ASSESSMENT POLICY**

- Special Assessment Process Overview
  - Chapter 429 and City Assessment Policy
  - Uniform, fair and benefits the property
  - Appraisal report to verify benefit
- Assessment Policy has special considerations for large lots, irregular shaped lots, corner lots, etc. to keep assessments fair and uniform. Assessment must also benefit the property by amount assessed. Assessment rates for 2022 will be determined by the City Council.
- Once levied, you will have 30 days to pay any portion (0-100%) of the balance to the City.
- The remaining balance will be placed on your property taxes for 15 years with interest (2021 rate was 3.29%)
- Typical assessments proposed for mill and overlay (2021 rates 80' lot = \$1,200)
- Typical assessments for partial reconstruction (2021 rates 80' lot = \$2,400)
- Typical assessments for full reconstruction (2021 rates 80' lot = \$3,400)
- Typical storm sewer assessments \$0.12/sf minus previously paid storm sewer assessment(s) on property (full reconstruction only)
- Typical assessment for alley (2021 rates = \$2,300 each)
- Senior deferments/hardship circumstances.
- Updated property owner's list (Ramsey County records are used).

### **V. CONSTRUCTION PROCESS**

- Private utility work
- Misc. utility and concrete removal and repairs
- Mill Pavement
- Remove Pavement
- City utility work (Sanitary, Storm, Watermain)
- Earthwork (Excavation)
- Grade existing gravel (full/partial reconstruction only)
- New Curb Installation (full reconstruction only)
- Paving 1<sup>st</sup> lift, driveways, base repairs
- Adjust Castings and Valves
- Paving
- Site clean-up and restoration

## **VI. ANTICIPATED SCHEDULE**

- City Council ordered City Staff to prepare a Feasibility Report on October 12, 2021
- Accept the Feasibility Report and Order the Public Improvement Hearing on January 25 2022. Notice of the Public Hearing will be mailed to affected property owners and advertised in the White Bear Press
- Public Improvement Hearing in February 2022
- Construction approximately May – September 2022
- City Council could order public hearing and adopt proposed assessment roll as early as September 2022

## **VII. COMMENTS**

- All information from tonight will be posted on the City website at [www.whitebearlake.org](http://www.whitebearlake.org). Click on YOUR GOVERNMENT tap found on the top right of the home page and then click on CITY PROJECTS. From the list of options, select 2022 PAVEMENT REHABILITATION PROJECT.
- Design ideas
- Questions?

# **APPENDIX I**

## **PRELIMINARY ASSESSMENT ROLL**

### **CITY PROJECT NO 22-01**

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 22-01**

**CITY OF WHITE BEAR LAKE  
2022 STREET RECONSTRUCTION PROJECT  
CITY PROJECT NO. 22-01**

CREATED: 10/8/2021  
UPDATED: 2/2/2022

County Data Current 11/30/21

**DRAFT**

ASSESSMENT CODE 93202201

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS			ALLEY ASSESSMENT CALCULATIONS		SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT	STORM ASSESSMENT	ALLEY ASSESSMENT					
1	143022330004	1	1874 Birch Lake Ave	185.00	58.75	\$1,788.14	6727.01	0.00	\$773.61	\$0.00				\$1,788.14	1	
2	143022330009	1	1842 Birch Lake Ave	235.00	67.50	\$2,054.46	13522.88	0.00	\$1,555.13	\$0.00				\$2,054.46	2	
3	143022330010	1	1836 Birch Lake Ave	185.00	58.75	\$1,788.14	6727.02	0.00	\$773.61	\$0.00				\$1,788.14	3	
4	143022330019	3, 25	1783 Webber St	111.50	100.00	\$3,043.65	15760.51	0.00	\$1,812.46	\$0.00				\$3,043.65	4	
5	143022330020		1799 Webber St	83.83	83.83	\$2,551.49	10788.30	0.00	\$1,240.65	\$0.00				\$2,551.49	5	
6	143022330021		1807 Webber St	75.00	75.00	\$2,282.74	10175.13	0.00	\$1,170.14	\$0.00				\$2,282.74	6	
7	143022330022		1815 Webber St	75.00	75.00	\$2,282.74	10143.58	0.00	\$1,166.51	\$0.00				\$2,282.74	7	
8	143022330023		1825 Webber St	75.00	75.00	\$2,282.74	9981.43	0.00	\$1,147.86	\$0.00				\$2,282.74	8	
9	143022330024	1	4655 4th Ave	210.00	135.00	\$4,108.93	10199.65	0.00	\$1,172.96	\$0.00				\$4,108.93	9	
10	143022330025	1	1843 Webber St	210.00	135.00	\$4,108.93	13568.80	0.00	\$1,560.41	\$0.00				\$4,108.93	10	
11	143022330026		1863 Webber St	50.00	50.00	\$1,521.83	6749.99	0.00	\$776.25	\$0.00				\$1,521.83	11	
12	143022330027		1867 Webber St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	12	
13	143022330028		1871 Webber St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	13	
14	143022330029	1	4671 3rd Ave	185.00	117.50	\$3,576.29	6681.14	0.00	\$768.33	\$0.00				\$3,576.29	14	
15	143022330031		1889 Webber St	50.00	50.00	\$1,521.83	6750.02	0.00	\$776.25	\$0.00				\$1,521.83	15	
16	143022330032		1895 Webber St	70.00	70.00	\$2,130.56	9352.15	0.00	\$1,075.50	\$0.00				\$2,130.56	16	
17	143022330039		1854 Webber St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	17	
18	143022330040		1850 Webber St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	18	
19	143022330043	1	4641 4th Ave	235.00	135.00	\$4,108.93	13364.82	0.00	\$1,536.95	\$0.00				\$4,108.93	19	
20	143022330044		1824 Webber St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00				\$1,521.83	20	
21	143022330045		1818 Webber St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00				\$1,521.83	21	
22	143022330046		1814 Webber St	50.00	50.00	\$1,521.83	6749.96	0.00	\$776.25	\$0.00				\$1,521.83	22	
23	143022330047		1808 Webber St	70.00	70.00	\$2,130.56	9963.48	0.00	\$1,145.80	\$0.00				\$2,130.56	23	
24	143022330048	11	1800 Webber St	79.12	78.92	\$2,402.05	9639.14	0.00	\$1,108.50	\$0.00				\$2,402.05	24	
25	143022330049		0 5th Ave (Webber R/W)	0.00	0.00	\$0.00	10179.60	0.00	\$1,170.65	\$0.00				\$0.00	25	
26	143022330050		1792 Webber St	82.50	82.50	\$2,511.01	11274.03	0.00	\$1,296.51	\$0.00				\$2,511.01	26	
27	143022330051		1784 Webber St	82.50	82.50	\$2,511.01	11387.08	0.00	\$1,309.51	\$0.00				\$2,511.01	27	
28	143022330052		1779 Florence St	82.50	82.50	\$2,511.01	11313.01	0.00	\$1,301.00	\$0.00				\$2,511.01	28	
29	143022330053		1783 Florence St	82.50	82.50	\$2,511.01	11311.69	0.00	\$1,300.84	\$0.00				\$2,511.01	29	
30	143022330054	11	1799 Florence St	78.89	78.81	\$2,398.70	9598.63	0.00	\$1,103.84	\$0.00				\$2,398.70	30	
31	143022330055		1807 Florence St	70.00	70.00	\$2,130.56	9976.50	0.00	\$1,147.30	\$0.00				\$2,130.56	31	
32	143022330056		1813 Florence St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	32	
33	143022330057		1819 Florence St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	33	
34	143022330058		1825 Florence St	100.00	100.00	\$3,043.65	13499.94	0.00	\$1,552.49	\$0.00				\$3,043.65	34	
35	143022330059	1	4633 4th Ave	185.00	117.50	\$3,576.29	6569.00	0.00	\$755.43	\$0.00				\$3,576.29	35	
36	143022330068		1896 Florence St	100.00	100.00	\$3,043.65	13499.98	0.00	\$1,552.50	\$0.00				\$3,043.65	36	
37	143022330069		1890 Florence St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	37	
38	143022330070		1886 Florence St	80.00	80.00	\$2,434.92	11047.17	0.00	\$1,270.42	\$0.00				\$2,434.92	38	
39	143022330075		4605 4th Ave	235.00	135.00	\$4,108.93	13252.66	0.00	\$1,524.06	\$0.00				\$4,108.93	39	
40	143022330076		1824 Florence St	50.00	50.00	\$1,521.83	6749.96	0.00	\$776.25	\$0.00				\$1,521.83	40	
41	143022330077		1818 Florence St	50.00	50.00	\$1,521.83	6749.96	0.00	\$776.25	\$0.00				\$1,521.83	41	
42	143022330078		1814 Florence St	50.00	50.00	\$1,521.83	6749.96	0.00	\$776.25	\$0.00				\$1,521.83	42	
43	143022330079		1808 Florence St	50.00	50.00	\$1,521.83	6997.26	0.00	\$804.69	\$0.00				\$1,521.83	43	
44	143022330080	11	1800 Florence St	98.00	97.96	\$2,981.56	12534.39	0.00	\$1,441.45	\$0.00				\$2,981.56	44	
45	143022330081		1792 Florence St	75.00	75.00	\$2,282.74	10646.76	0.00	\$1,224.38	\$0.00				\$2,282.74	45	
46	143022330082		1784 Florence St	90.00	90.00	\$2,739.29	12635.34	0.00	\$1,453.06	\$0.00				\$2,739.29	46	
47	143022330083		1783 Eugene St	90.00	90.00	\$2,739.29	9841.51	0.00	\$1,131.77	\$0.00				\$2,739.29	47	
48	143022330084		1791 Eugene St	75.00	75.00	\$2,282.74	10338.75	0.00	\$1,188.96	\$0.00				\$2,282.74	48	

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				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		ALLEY ASSESSMENT					
49	143022330085	11	1799 Eugene St	97.61	97.76	\$2,975.47	12592.91	0.00	\$1,448.18	\$0.00				\$2,975.47	49	
50	143022330086		1807 Eugene St	50.00	50.00	\$1,521.83	7043.15	0.00	\$809.96	\$0.00				\$1,521.83	50	
51	143022330087		1813 Eugene St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	51	
52	143022330088		1819 Eugene St	50.00	50.00	\$1,521.83	6749.99	0.00	\$776.25	\$0.00				\$1,521.83	52	
53	143022330089		1825 Eugene St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	53	
54	143022330090	1	4583 4th Ave	235.00	135.00	\$4,108.93	13206.77	0.00	\$1,518.78	\$0.00				\$4,108.93	54	
55	143022330094		1889 Eugene St	100.00	100.00	\$3,043.65	13499.96	0.00	\$1,552.50	\$0.00				\$3,043.65	55	
56	143022330095		1898 Eugene St	50.00	50.00	\$1,521.83	6317.57	0.00	\$726.52	\$0.00				\$1,521.83	56	
57	143022330096		1894 Eugene St	50.00	50.00	\$1,521.83	6313.93	0.00	\$726.10	\$0.00				\$1,521.83	57	
58	143022330097		1890 Eugene St	100.00	100.00	\$3,043.65	12617.14	0.00	\$1,450.97	\$0.00				\$3,043.65	58	
59	143022330104	1	4573 4th Ave	212.88	126.88	\$3,861.78	10302.78	0.00	\$1,184.82	\$0.00				\$3,861.78	59	
60	143022330105		1824 Eugene St	64.00	64.00	\$1,947.94	8488.96	0.00	\$976.23	\$0.00				\$1,947.94	60	
61	143022330106		1818 Eugene St	50.00	50.00	\$1,521.83	6371.45	0.00	\$732.72	\$0.00				\$1,521.83	61	
62	143022330107		1814 Eugene St	50.00	50.00	\$1,521.83	6368.81	0.00	\$732.41	\$0.00				\$1,521.83	62	
63	143022330108		1808 Eugene St	50.00	50.00	\$1,521.83	6703.80	0.00	\$770.94	\$0.00				\$1,521.83	63	
64	143022330109	11	1800 Eugene St	97.60	97.48	\$2,966.95	11783.68	0.00	\$1,355.12	\$0.00				\$2,966.95	64	
65	143022330110		1792 Eugene St	82.50	82.50	\$2,511.01	10292.36	0.00	\$1,183.62	\$0.00				\$2,511.01	65	
66	143022330111	2	1783 Highway 96	165.00	61.88	\$1,883.41	21576.36	0.00	\$2,481.28	\$0.00				\$1,883.41	66	
67	143022330131		1851 Webber St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00				\$1,521.83	67	
68	143022330132		1859 Webber St	50.00	50.00	\$1,521.83	6005.29	0.00	\$690.61	\$0.00				\$1,521.83	68	
69	143022330135		1855 Webber St	50.00	50.00	\$1,521.83	5993.62	0.00	\$689.27	\$0.00				\$1,521.83	69	
70	143022330136	1	1846 Webber St	235.00	135.00	\$4,108.93	13635.10	0.00	\$1,568.04	\$0.00				\$4,108.93	70	
71	143022330137	2	1790 Birch Lake Ave	158.50	56.75	\$1,727.27	19645.07	0.00	\$2,259.18	\$0.00				\$1,727.27	71	
72	143022330139	1	1837 Highway 96	226.88	63.44	\$1,930.89	12378.04	0.00	\$1,423.47	\$0.00				\$1,930.89	72	
73	143022330140	1	1843 Highway 96	226.88	63.44	\$1,930.89	13104.16	0.00	\$1,506.98	\$0.00				\$1,930.89	73	
74	143022330141	1	1884 Birch Lake Ave	192.00	60.50	\$1,841.41	7126.51	0.00	\$819.55	\$0.00				\$1,841.41	74	
75	143022330142	1	1885 Webber St	178.00	114.00	\$3,469.76	6465.21	0.00	\$743.50	\$0.00				\$3,469.76	75	
76	143022330146	23, 28	1900 Webber St	2125.00	2125.00	\$84,091.78	245745.16	0.00	\$28,260.69	\$0.00				\$84,091.78	76	
77	143022330147		0 Eugene St	126.88	126.88	\$3,861.78	57562.28	0.00	\$6,619.66	\$0.00				\$3,861.78	77	
78	143022330148		1856 Florence St	750.00	750.00	\$22,827.38	125549.02	0.00	\$14,438.14	\$0.00				\$22,827.38	78	
79	143022330149		0 Eugene St	100.00	100.00	\$4,342.48	13793.15	0.00	\$1,586.21	\$0.00				\$4,342.48	79	
80	143022340008	1	1982 Birch Lake Ave	185.00	56.25	\$2,442.65	6772.96	0.00	\$778.89	\$0.00				\$2,442.65	80	
81	143022340009	1	1966 Birch Lake Ave	235.00	67.50	\$2,931.17				\$0.00				\$2,931.17		
82	143022340016	1	1920 Birch Lake Ave	205.00	66.25	\$889.54	9724.13	0.00	\$1,118.28	\$0.00				\$889.54	82	
83	143022340020		1897 Webber St	70.00	70.00	\$2,130.56	9455.45	0.00	\$1,087.38	\$0.00				\$2,130.56	83	
84	143022340021		1905 Webber St	60.00	60.00	\$1,826.19	8192.30	0.00	\$942.12	\$0.00				\$1,826.19	84	
85	143022340022		1915 Webber St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	85	
86	143022340023		1917 Webber St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00				\$1,521.83	86	
87	143022340024		1921 Webber St	185.00	117.50	\$2,471.52	6681.14	0.00	\$768.33	\$0.00				\$2,471.52	87	
88	143022340026		1933 Webber St	50.00	50.00	\$1,521.83	6749.95	0.00	\$776.24	\$0.00				\$1,521.83	88	
89	143022340027		1941 Webber St	50.00	50.00	\$1,521.83	6750.00	0.00	\$776.25	\$0.00				\$1,521.83	89	
90	143022340028		1947 Webber St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00				\$1,521.83	90	
91	143022340029		1953 Webber St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00				\$1,521.83	91	
92	143022340030		1959 Webber St	50.00	50.00	\$1,521.83	6750.00	0.00	\$776.25	\$0.00				\$1,521.83	92	
93	143022340032	1	1971 Webber St	185.00	117.50	\$4,339.35	6681.14	0.00	\$768.33	\$0.00				\$4,339.35	93	
94	143022340033	1	1983 Webber St	185.00	117.50	\$4,339.35	6818.82	0.00	\$784.16	\$0.00				\$4,339.35	94	
95	143022340034		1987 Webber St	50.00	50.00	\$1,521.83	6750.00	0.00	\$776.25	\$0.00				\$1,521.83	95	
96	143022340035		1991 Webber St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00				\$1,521.83	96	

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				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		ALLEY ASSESSMENT					
97	143022340036		1995 Webber St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00					\$1,521.83	97
98	143022340037		1999 Webber St	51.00	51.00	\$1,552.26	6749.98	0.00	\$776.25	\$0.00					\$1,552.26	98
99	143022340038		2005 Webber St	49.00	49.00	\$1,491.39	6749.98	0.00	\$776.25	\$0.00					\$1,491.39	99
100	143022340040	1	2013 Webber St	194.00	62.00	\$1,887.06	7427.42	0.00	\$854.15	\$0.00					\$1,887.06	100
101	143022340041	1	4655 Bald Eagle Ave	204.00	64.50	\$1,963.15	8099.97	0.00	\$931.50	\$0.00					\$1,963.15	101
102	143022340043		2004 Webber St	95.00	95.00	\$2,891.47	12508.57	0.00	\$1,438.49	\$0.00					\$2,891.47	102
103	143022340044		1994 Webber St	55.00	55.00	\$1,674.01	7741.37	0.00	\$890.26	\$0.00					\$1,674.01	103
104	143022340045		1986 Webber St	100.00	100.00	\$3,043.65	13500.02	0.00	\$1,552.50	\$0.00					\$3,043.65	104
105	143022340046	1	1982 Webber St	185.00	117.50	\$4,339.35	6885.13	0.00	\$791.79	\$0.00					\$4,339.35	105
106	143022340047	1	4655 1st Ave	185.00	117.50	\$4,339.35	6614.83	0.00	\$760.71	\$0.00					\$4,339.35	106
107	143022340048		1966 Webber St	50.00	50.00	\$1,521.83	6750.02	0.00	\$776.25	\$0.00					\$1,521.83	107
108	143022340049		1962 Webber St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00					\$1,521.83	108
109	143022340050		1958 Webber St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00					\$1,521.83	109
110	143022340051		1954 Webber St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00					\$1,521.83	110
111	143022340052		1946 Webber St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00					\$1,521.83	111
112	143022340053		1942 Webber St	50.00	50.00	\$1,521.83	6750.00	0.00	\$776.25	\$0.00					\$1,521.83	112
113	143022340054	1	4656 2nd Ave	167.50	100.00	\$3,043.65	6823.34	0.00	\$784.68	\$0.00					\$3,043.65	113
114	143022340055		4648 2nd Ave	67.50	67.50	\$2,054.46	6811.76	0.00	\$783.35	\$0.00					\$2,054.46	114
115	143022340060		1931 Florence St	50.00	50.00	\$1,521.83	6750.00	0.00	\$776.25	\$0.00					\$1,521.83	115
116	143022340061		1947 Florence St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00					\$1,521.83	116
117	143022340062		1953 Florence St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00					\$1,521.83	117
118	143022340063		1959 Florence St	50.00	50.00	\$1,521.83	6749.99	0.00	\$776.25	\$0.00					\$1,521.83	118
119	143022340064		1967 Florence St	100.00	100.00	\$3,043.65	13500.00	0.00	\$1,552.50	\$0.00					\$3,043.65	119
120	143022340065	1	4643 1st Ave	185.00	117.50	\$4,339.35	6568.96	0.00	\$755.43	\$0.00					\$4,339.35	120
121	143022340066	1	4644 1st Ave	185.00	117.50	\$4,339.35	6931.04	0.00	\$797.07	\$0.00					\$4,339.35	121
122	143022340067		1991 Florence St	100.00	100.00	\$3,043.65	13500.01	0.00	\$1,552.50	\$0.00					\$3,043.65	122
123	143022340068		1999 Florence St	100.00	100.00	\$3,043.65	13499.97	0.00	\$1,552.50	\$0.00					\$3,043.65	123
124	143022340069		2005 Florence St	65.00	65.00	\$1,978.37	8002.79	0.00	\$920.32	\$0.00					\$1,978.37	124
125	143022340071	1	4633 Bald Eagle Ave	216.00	67.50	\$2,054.46	10476.61	0.00	\$1,204.81	\$0.00					\$2,054.46	125
126	143022340072	1	4611 Bald Eagle Ave	204.00	64.50	\$1,963.15	8099.96	0.00	\$931.50	\$0.00					\$1,963.15	126
127	143022340075		1986 Florence St	100.00	100.00	\$3,043.65	13500.01	0.00	\$1,552.50	\$0.00					\$3,043.65	127
128	143022340077	1	1970 Florence St	235.00	135.00	\$4,985.64	13252.61	0.00	\$1,524.05	\$0.00					\$4,985.64	128
129	143022340078		1962 Florence St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00					\$1,521.83	129
130	143022340079		1958 Florence St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00					\$1,521.83	130
131	143022340080		1954 Florence St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00					\$1,521.83	131
132	143022340082		1934 Florence St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00					\$1,521.83	132
133	143022340083	1	0 Florence St	185.00	117.50	\$4,339.35	6997.30	0.00	\$804.69	\$0.00					\$4,339.35	133
134	143022340084	1	1920 Florence St	185.00	117.50	\$4,339.35	6502.67	0.00	\$747.81	\$0.00					\$4,339.35	134
135	143022340085		1916 Florence St	50.00	50.00	\$1,521.83	6749.96	0.00	\$776.25	\$0.00					\$1,521.83	135
136	143022340086		1910 Florence St	50.00	50.00	\$1,521.83	6749.96	0.00	\$776.25	\$0.00					\$1,521.83	136
137	143022340087		1906 Florence St	50.00	50.00	\$1,521.83	6749.96	0.00	\$776.25	\$0.00					\$1,521.83	137
138	143022340088		1902 Florence St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00					\$1,521.83	138
139	143022340089		1903 Eugene St	100.00	100.00	\$3,043.65	13499.97	0.00	\$1,552.50	\$0.00					\$3,043.65	139
140	143022340091	1	4596 2nd Ave	185.00	117.50	\$5,102.41	7043.19	0.00	\$809.97	\$0.00					\$5,102.41	140
141	143022340092		1937 Eugene St	50.00	50.00	\$2,171.24	6749.98	0.00	\$776.25	\$0.00					\$2,171.24	141
142	143022340093		1941 Eugene St	50.00	50.00	\$2,171.24	6750.00	0.00	\$776.25	\$0.00					\$2,171.24	142
143	143022340094		1947 Eugene St	50.00	50.00	\$2,171.24	6749.98	0.00	\$776.25	\$0.00					\$2,171.24	143
144	143022340095		1955 Eugene St	50.00	50.00	\$2,171.24	6750.00	0.00	\$776.25	\$0.00					\$2,171.24	144

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 22-01**

**CITY OF WHITE BEAR LAKE  
2022 STREET RECONSTRUCTION PROJECT  
CITY PROJECT NO. 22-01**

CREATED:	10/8/2021
UPDATED:	2/2/2022

County Data Current 11/30/21

**DRAFT**

**ASSESSMENT CODE 93202201**

PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS		SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT	
			FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		ALLEY ASSESSMENT					
145		1959 Eugene St	50.00	50.00	\$2,171.24	6749.98	0.00	\$776.25	\$0.00				\$2,171.24	145	
146		1965 Eugene St	50.00	50.00	\$2,171.24	6749.97	0.00	\$776.25	\$0.00				\$2,171.24	146	
147		1967 Eugene St	50.00	50.00	\$2,171.24	6749.97	0.00	\$776.25	\$0.00				\$2,171.24	147	
148		4585 1st Ave	185.00	117.50	\$5,102.41	6456.73	0.00	\$742.52	\$0.00				\$5,102.41	148	
149		1983 Eugene St	185.00	117.50	\$5,102.41	7043.23	0.00	\$809.97	\$0.00				\$5,102.41	149	
150		1987 Eugene St	50.00	50.00	\$2,171.24	6749.98	0.00	\$776.25	\$0.00				\$2,171.24	150	
151		1995 Eugene St	100.00	100.00	\$4,342.48	13499.99	0.00	\$1,552.50	\$0.00				\$4,342.48	151	
152		1999 Eugene St	50.00	50.00	\$2,171.24	6750.01	0.00	\$776.25	\$0.00				\$2,171.24	152	
153		2005 Eugene St	50.00	50.00	\$2,171.24	6749.99	0.00	\$776.25	\$0.00				\$2,171.24	153	
154	1	4589 Bald Eagle Ave	160.96	59.12	\$2,567.27	7009.72	0.00	\$806.12	\$0.00				\$2,567.27	154	
155	1	4579 Bald Eagle Ave	210.40	70.00	\$3,039.74	4227.44	0.00	\$486.16	\$0.00				\$3,039.74	155	
156		4573 Bald Eagle Ave	32.00	32.00	\$1,389.59	14918.78	0.00	\$1,715.66	\$0.00	\$2,266.00			\$3,655.59	156	
157		4563 Bald Eagle Ave	50.00	0.00	\$0.00	7478.92	0.00	\$860.08	\$0.00	\$2,266.00			\$2,266.00	157	
158	1	4572 1st Ave	176.88	113.44	\$4,926.11	6809.53	0.00	\$783.10	\$0.00				\$4,926.11	158	
159	1	4571 1st Ave	213.44	138.44	\$6,011.73	9572.61	0.00	\$1,100.85	\$0.00				\$6,011.73	159	
160		4565 1st Ave	63.44	63.44	\$2,754.87	9584.44	0.00	\$1,102.21	\$0.00				\$2,754.87	160	
161		1960 Eugene St	50.00	50.00	\$2,171.24	6386.55	0.00	\$734.45	\$0.00				\$2,171.24	161	
162		1964 Eugene St	50.00	50.00	\$2,171.24	6388.81	0.00	\$734.71	\$0.00				\$2,171.24	162	
163		1948 Eugene St	100.00	100.00	\$4,342.48	12783.64	0.00	\$1,470.12	\$0.00				\$4,342.48	163	
164		1936 Eugene St	50.00	50.00	\$2,171.24	6357.15	0.00	\$731.07	\$0.00				\$2,171.24	164	
165	1	1932 Eugene St	176.88	113.44	\$4,926.11	6439.82	0.00	\$740.58	\$0.00				\$4,926.11	165	
166	1	1920 Eugene St	176.88	113.44	\$4,926.11	6335.50	0.00	\$728.58	\$0.00				\$4,926.11	166	
167		1916 Eugene St	50.00	50.00	\$2,171.24	6331.90	0.00	\$728.17	\$0.00				\$2,171.24	167	
168		1910 Eugene St	50.00	50.00	\$2,171.24	6328.31	0.00	\$727.76	\$0.00				\$2,171.24	168	
169		1906 Eugene St	50.00	50.00	\$2,171.24	6324.72	0.00	\$727.34	\$0.00				\$2,171.24	169	
170		1902 Eugene St	50.00	50.00	\$2,171.24	6321.13	0.00	\$726.93	\$0.00				\$2,171.24	170	
171	1	1932 Birch Lake Ave	225.00	75.00	\$1,007.03	10922.65	0.00	\$1,256.10	\$0.00				\$1,007.03	171	
172	1	4668 2nd Ave	170.00	110.00	\$2,412.49	6017.17	0.00	\$691.98	\$0.00				\$2,412.49	172	
173		1998 Florence St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00				\$1,521.83	173	
174		2002 Florence St	50.00	50.00	\$1,521.83	6749.98	0.00	\$776.25	\$0.00				\$1,521.83	174	
175		1961 Webber St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	175	
176		1963 Webber St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	176	
177		1988 Florence St	235.00	135.00	\$4,985.64	13747.31	0.00	\$1,580.94	\$0.00				\$4,985.64	177	
178		4559 Bald Eagle Ave		0.00	\$0.00	15136.05	0.00	\$1,740.65	\$0.00	\$2,266.00			\$2,266.00	178	
179		1911 Eugene St	50.00	50.00	\$2,171.24	6749.98	0.00	\$776.25	\$0.00				\$2,171.24	179	
180	28	1988 Eugene St	126.00	88.00	\$3,821.38	12026.26	0.00	\$1,383.02	\$0.00	\$2,266.00			\$6,087.38	180	
181	1	4562 1st Ave	161.88	55.94	\$2,429.18	9438.17	0.00	\$1,085.39	\$0.00	\$2,266.00			\$4,695.18	181	
182		1950 Florence St	50.00	50.00	\$1,521.83	6750.00	0.00	\$776.25	\$0.00				\$1,521.83	182	
183		1940 Florence St	50.00	50.00	\$1,521.83	6749.97	0.00	\$776.25	\$0.00				\$1,521.83	183	
184	1	1931 Highway 96	172.38	56.16	\$2,438.74	6338.98	0.00	\$728.98	\$0.00				\$2,438.74	184	
185	1	4561 1st Ave	214.88	57.44	\$2,494.32	12554.99	0.00	\$1,443.82	\$0.00				\$2,494.32	185	
186	1	1919 Highway 96	171.88	56.10	\$2,435.91	6287.81	0.00	\$723.10	\$0.00				\$2,435.91	186	
187		1915 Eugene St	50.00	50.00	\$2,171.24	6749.98	0.00	\$776.25	\$0.00				\$2,171.24	187	
188	1	4583 2nd Ave	185.00	117.50	\$5,102.41	6456.79	0.00	\$742.53	\$0.00				\$5,102.41	188	
189	10	4640 Carolyn Ln	63.24	80.00	\$2,434.92	13814.71	0.00	\$1,588.69	\$0.00				\$2,434.92	189	
190	1	4632 Carolyn Ln	234.94	123.90	\$3,771.08	13276.23	0.00	\$1,526.77	\$0.00				\$3,771.08	190	
191	1	4624 Carolyn Ln	230.78	135.00	\$4,108.93	13177.46	0.00	\$1,515.41	\$0.00				\$4,108.93	191	
192		4616 Carolyn Ln	80.00	80.00	\$2,434.92	10536.30	0.00	\$1,211.67	\$0.00				\$2,434.92	192	



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CREATED: 10/8/2021

UPDATED: 2/2/2022

County Data Current 11/30/21

**DRAFT**

**ASSESSMENT CODE 93202201**

PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS		SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT	
			FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		ALLEY ASSESSMENT					
193	153022430006	4608 Carolyn Ln	80.00	80.00	\$2,434.92	16623.85	0.00	\$1,911.74	\$0.00				\$2,434.92	193	
194	153022430007	4600 Carolyn Ln	80.00	80.00	\$2,434.92	17247.17	0.00	\$1,983.42	\$0.00				\$2,434.92	194	
195	153022430008	3 4592 Carolyn Ln	115.00	100.00	\$3,043.65	10889.86	0.00	\$1,252.33	\$0.00				\$3,043.65	195	
196	153022430009	1 4584 Carolyn Ln	222.50	65.00	\$1,978.37	11979.33	0.00	\$1,377.62	\$0.00				\$1,978.37	196	
197	153022430010	1 4571 Carolyn Ln	227.50	71.25	\$2,168.60	12128.13	0.00	\$1,394.74	\$0.00				\$2,168.60	197	
198	153022430011	4579 Carolyn Ln	65.00	65.00	\$1,978.37	9262.50	0.00	\$1,065.19	\$0.00				\$1,978.37	198	
199	153022430012	1 4587 Carolyn Ln	200.00	100.00	\$3,043.65	9999.98	0.00	\$1,150.00	\$0.00				\$3,043.65	199	
200	153022430013	3 1630 Eugene St	115.00	100.00	\$3,043.65	9622.94	0.00	\$1,106.64	\$0.00				\$3,043.65	200	
201	153022430017	3 1616 Eugene St	122.50	100.00	\$3,043.65	12268.62	0.00	\$1,410.89	\$0.00				\$3,043.65	201	
202	153022430018	1612 Eugene St	101.17	95.58	\$2,909.12	10361.05	0.00	\$1,191.52	\$0.00				\$2,909.12	202	
203	153022430022	10 1608 Eugene St	66.47	80.00	\$2,434.92	10209.94	0.00	\$1,174.14	\$0.00				\$2,434.92	203	
204	153022430023	10 1604 Eugene St	66.62	80.00	\$2,434.92	10377.66	0.00	\$1,193.43	\$0.00				\$2,434.92	204	
205	153022430024	10 1603 Eugene St	50.27	80.00	\$2,434.92	11109.07	0.00	\$1,277.54	\$0.00				\$2,434.92	205	
206	153022430025	10 1607 Eugene St	67.78	80.00	\$2,434.92	13095.65	0.00	\$1,506.00	\$0.00				\$2,434.92	206	
207	153022430026	1611 Eugene St	88.49	84.24	\$2,563.97	12143.36	0.00	\$1,396.49	\$0.00				\$2,563.97	207	
208	153022430027	1615 Eugene St	80.00	80.00	\$2,434.92	11163.80	0.00	\$1,283.84	\$0.00				\$2,434.92	208	
209	153022430028	1619 Eugene St	80.00	80.00	\$2,434.92	12636.75	0.00	\$1,453.23	\$0.00				\$2,434.92	209	
210	153022430029	1623 Eugene St	85.00	85.00	\$2,587.10	14071.94	0.00	\$1,618.27	\$0.00				\$2,587.10	210	
211	153022430030	1629 Eugene St	72.50	72.50	\$2,206.65	11201.33	0.00	\$1,288.15	\$0.00				\$2,206.65	211	
212	153022430031	1 4603 Carolyn Ln	248.50	142.50	\$4,337.20	15104.96	0.00	\$1,737.07	\$0.00				\$4,337.20	212	
213	153022430032	4609 Carolyn Ln	90.00	90.00	\$2,739.29	12825.04	0.00	\$1,474.88	\$0.00				\$2,739.29	213	
214	153022430033	4615 Carolyn Ln	90.00	90.00	\$2,739.29	12824.98	0.00	\$1,474.87	\$0.00				\$2,739.29	214	
215	153022430034	4623 Carolyn Ln	78.56	76.28	\$2,321.70	10471.54	0.00	\$1,204.23	\$0.00				\$2,321.70	215	
216	153022430035	10 4631 Carolyn Ln	60.14	80.00	\$2,434.92	10239.88	0.00	\$1,177.59	\$0.00				\$2,434.92	216	
217	153022430036	4637 Carolyn Ln	48.47	80.00	\$2,434.92	12126.43	0.00	\$1,394.54	\$0.00				\$2,434.92	217	
218	153022430058	3 1624 Eugene St	122.50	100.00	\$3,043.65	17003.34	0.00	\$1,955.38	\$0.00				\$3,043.65	218	
219	153022440003	3 1757 Florence St	103.23	100.00	\$3,043.65	29039.36	0.00	\$3,339.53	\$0.00				\$3,043.65	219	
220	153022440006	1753 Florence St	68.82	68.82	\$2,094.64	19367.54	0.00	\$2,227.27	\$0.00				\$2,094.64	220	
221	153022440007	1749 Florence St	68.82	68.82	\$2,094.64	19452.08	0.00	\$2,236.99	\$0.00				\$2,094.64	221	
222	153022440010	1743 Florence St	68.82	68.82	\$2,094.64	19295.18	0.00	\$2,218.95	\$0.00				\$2,094.64	222	
223	153022440011	1741 Florence St	68.82	68.82	\$2,094.64	19260.37	0.00	\$2,214.94	\$0.00				\$2,094.64	223	
224	153022440014	1735 Florence St	68.82	68.82	\$2,094.64	20720.09	0.00	\$2,382.81	\$0.00				\$2,094.64	224	
225	153022440015	1729 Florence St	68.82	68.82	\$2,094.64	20525.72	0.00	\$2,360.46	\$0.00				\$2,094.64	225	
226	153022440018	1723 Florence St	68.82	68.82	\$2,094.64	20779.76	0.00	\$2,389.67	\$0.00				\$2,094.64	226	
227	153022440019	1717 Florence St	68.82	68.82	\$2,094.64	9214.99	0.00	\$1,059.72	\$0.00				\$2,094.64	227	
228	153022440022	1707 Florence St	68.82	68.82	\$2,094.64	9358.35	0.00	\$1,076.21	\$0.00				\$2,094.64	228	
229	153022440023	1703 Florence St	95.00	95.00	\$2,891.47	12064.98	0.00	\$1,387.47	\$0.00				\$2,891.47	229	
230	153022440024	1 1697 Florence St	233.05	127.00	\$3,865.44	13468.89	0.00	\$1,548.92	\$0.00				\$3,865.44	230	
231	153022440025	4638 Peggy Ln	114.40	99.70	\$3,034.52	16652.06	0.00	\$1,914.99	\$0.00				\$3,034.52	231	
232	153022440027	10 4648 Peggy Ln	56.67	80.00	\$2,434.92	20139.01	0.00	\$2,315.99	\$0.00				\$2,434.92	232	
233	153022440030	10 4649 Peggy Ln	56.22	80.00	\$2,434.92	13277.47	0.00	\$1,526.91	\$0.00				\$2,434.92	233	
234	153022440034	10 4645 Peggy Ln	60.00	80.00	\$2,434.92	16201.87	0.00	\$1,863.21	\$0.00				\$2,434.92	234	
235	153022440035	4639 Peggy Ln	81.14	93.07	\$2,832.73	13044.94	0.00	\$1,500.17	\$0.00				\$2,832.73	235	
236	153022440036	4635 Peggy Ln	74.97	80.00	\$2,434.92	11449.48	0.00	\$1,316.69	\$0.00				\$2,434.92	236	
237	153022440037	1 1685 Florence St	237.00	135.00	\$4,108.93	13770.00	0.00	\$1,583.55	\$0.00				\$4,108.93	237	
238	153022440038	1679 Florence St	85.00	85.00	\$2,587.10	16827.76	0.00	\$1,935.19	\$0.00				\$2,587.10	238	
239	153022440039	1678 Florence St	80.00	80.00	\$2,434.92	14233.96	0.00	\$1,636.91	\$0.00				\$2,434.92	239	
240	153022440044	1692 Florence St	99.02	99.02	\$3,013.82	12969.50	0.00	\$1,491.49	\$0.00				\$3,013.82	240	

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 22-01**

**CITY OF WHITE BEAR LAKE  
2022 STREET RECONSTRUCTION PROJECT  
CITY PROJECT NO. 22-01**

CREATED: 10/8/2021

UPDATED: 2/2/2022

County Data Current 11/30/21

**DRAFT**

**ASSESSMENT CODE 93202201**

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS		SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		ALLEY ASSESSMENT					
241	153022440045		1698 Florence St	99.00	99.00	\$3,013.21	12910.39	0.00	\$1,484.69	\$0.00				\$3,013.21	241	
242	153022440046		1704 Florence St	99.00	99.00	\$3,013.21	12905.74	0.00	\$1,484.16	\$0.00				\$3,013.21	242	
243	153022440047		1710 Florence St	68.82	68.82	\$2,094.64	8932.12	0.00	\$1,027.19	\$0.00				\$2,094.64	243	
244	153022440048		1716 Florence St	68.82	68.82	\$2,094.64	8826.02	0.00	\$1,014.99	\$0.00				\$2,094.64	244	
245	153022440049		1724 Florence St	68.82	68.82	\$2,094.64	8987.86	0.00	\$1,033.60	\$0.00				\$2,094.64	245	
246	153022440050		1730 Florence St	61.32	61.32	\$1,866.37	7905.15	0.00	\$909.09	\$0.00				\$1,866.37	246	
247	153022440051		1736 Florence St	61.32	61.32	\$1,866.37	7869.39	0.00	\$904.98	\$0.00				\$1,866.37	247	
248	153022440052		1740 Florence St	68.82	68.82	\$2,094.64	8797.52	0.00	\$1,011.71	\$0.00				\$2,094.64	248	
249	153022440053		1744 Florence St	68.82	68.82	\$2,094.64	8795.21	0.00	\$1,011.45	\$0.00				\$2,094.64	249	
250	153022440054		1748 Florence St	68.82	68.82	\$2,094.64	8876.81	0.00	\$1,020.83	\$0.00				\$2,094.64	250	
251	153022440055		1752 Florence St	68.82	68.82	\$2,094.64	8789.94	0.00	\$1,010.84	\$0.00				\$2,094.64	251	
252	153022440056		1756 Florence St	68.82	68.82	\$2,094.64	10238.60	0.00	\$1,177.44	\$0.00				\$2,094.64	252	
253	153022440057		1762 Florence St	68.82	68.82	\$2,094.64	8996.24	0.00	\$1,034.57	\$0.00				\$2,094.64	253	
254	153022440058	2	1775 Highway 96	206.42	68.81	\$2,094.18	70856.37	0.00	\$8,148.48	\$0.00				\$2,094.18	254	
255	153022440062	1	1741 Highway 96	245.00	80.00	\$2,434.92	11541.09	0.00	\$1,327.22	\$0.00				\$2,434.92	255	
256	153022440063	1	1740 Eugene St	190.60	92.95	\$2,829.07	7256.83	0.00	\$834.54	\$0.00				\$2,829.07	256	
257	153022440064	10	1744 Eugene St	74.37	80.00	\$2,434.92	7847.16	0.00	\$902.42	\$0.00				\$2,434.92	257	
258	153022440066	10	1751 Eugene St	37.94	80.00	\$2,434.92	12866.92	0.00	\$1,479.70	\$0.00				\$2,434.92	258	
259	153022440067	10	1747 Eugene St	30.67	80.00	\$2,434.92	11331.01	0.00	\$1,303.07	\$0.00				\$2,434.92	259	
260	153022440068	10	1743 Eugene St	61.23	80.00	\$2,434.92	7107.39	0.00	\$817.35	\$0.00				\$2,434.92	260	
261	153022440069		1739 Eugene St	74.52	69.26	\$2,108.03	7668.92	0.00	\$881.93	\$0.00				\$2,108.03	261	
262	153022440070		1735 Eugene St	64.00	64.00	\$1,947.94	8300.07	0.00	\$954.51	\$0.00				\$1,947.94	262	
263	153022440071		1729 Eugene St	65.14	65.14	\$1,982.63	8529.43	0.00	\$980.88	\$0.00				\$1,982.63	263	
264	153022440072		1723 Eugene St	65.00	65.00	\$1,978.37	8447.07	0.00	\$971.41	\$0.00				\$1,978.37	264	
265	153022440073		1717 Eugene St	75.40	70.20	\$2,136.64	7925.02	0.00	\$911.38	\$0.00				\$2,136.64	265	
266	153022440074		1711 Eugene St	83.98	78.31	\$2,383.48	7666.94	0.00	\$881.70	\$0.00				\$2,383.48	266	
267	153022440075		1710 Eugene St	88.03	82.24	\$2,503.10	8225.01	0.00	\$945.88	\$0.00				\$2,503.10	267	
268	153022440076		1716 Eugene St	75.15	70.07	\$2,132.69	8095.22	0.00	\$930.95	\$0.00				\$2,132.69	268	
269	153022440077		1724 Eugene St	65.00	65.00	\$1,978.37	8449.12	0.00	\$971.65	\$0.00				\$1,978.37	269	
270	153022440082		1686 Florence St	99.02	99.02	\$3,013.82	17696.23	0.00	\$2,035.07	\$0.00				\$3,013.82	270	
271	153022440085	3	1775 Florence St	103.21	100.00	\$3,043.65	13797.65	0.00	\$1,586.73	\$0.00				\$3,043.65	271	
272	153022440086	10	1774 Webber St	60.00	80.00	\$2,434.92	23602.53	0.00	\$2,714.29	\$0.00				\$2,434.92	272	
273	153022440087	1	1730 Eugene St	186.46	100.00	\$3,043.65	7789.80	0.00	\$895.83	\$0.00				\$3,043.65	273	
274	153022440088	1	1727 Highway 96	246.46	80.00	\$2,434.92	12665.85	0.00	\$1,456.57	\$0.00				\$2,434.92	274	
275	153022440089	10	1707 Eugene St	68.00	80.00	\$2,434.92	16343.54	0.00	\$1,879.51	\$0.00				\$2,434.92	275	
276	153022440090		1691 Highway 96	8.00	8.00	\$243.49	117719.63	0.00	\$13,537.76	\$0.00				\$243.49	276	
277	153022440091	10	4644 Peggy Ln	76.93	80.00	\$2,434.92	24466.95	0.00	\$2,813.70	\$0.00				\$2,434.92	277	
278	153022440093	10	1755 Highway 96	14.68	80.00	\$2,434.92	36099.26	0.00	\$4,151.42	\$0.00				\$2,434.92	278	
						\$775,027.21				\$0.00	\$11,330.00	\$0.00	\$0.00	\$786,357.21		

Assessments for Commercial owned parcels being reviewed.  
2022 Proposed Sewer Wye Assessments will be a 50/50 split with the City, capped at \$1,300.00

	Residential street assessment	\$ 43.42
1	Corner lot	
2	Bound by streets on 2, 3, or all sides	
3	Interior lot 100 ft maximum	\$ 4,342.48

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 22-01**

**CITY OF WHITE BEAR LAKE  
2022 STREET RECONSTRUCTION PROJECT  
CITY PROJECT NO. 22-01**

CREATED:	10/8/2021
UPDATED:	2/2/2022

County Data Current 11/30/21

**DRAFT**

ASSESSMENT CODE 93202201

PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS		SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT
			FRONT FOOTAGE	ASSESSABLE FOOTAGE			ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		ALLEY ASSESSMENT				
	4	Maximum residential corner lot assessment			\$ 5,942.51									
	5	1/2 maximum residential corner lot assessment			\$ 2,971.26									
	6	Commercial lot per front foot assessment			\$ 69.28									
	7	Apartment/Townhome per foot assessment			\$ 54.36									
	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			\$ 15.22									
	20	Apartment/Town Home Mill & Overlay Rate			\$ 19.91									
	21	Commercial Mill and Overlay Rate			\$ 24.24									
	22	Residential Total Pavement Replacement Rate			\$ 30.44									
	23	Apartment/Townhome Total Pavement Replacement Rate			\$ 39.57									
	24	Commercial Total Pavement Replacement Rate			\$ 48.71									
	25	Residential Street Reconstruction Rate			\$ 43.42									
	26	Apartment/Town Home Reconstruction Rate			\$ 54.36									
	27	Commercial Reconstruction Rate			\$ 69.28									
	28	Appraiser's Opinion												

ASSESSMENT PERIOD - 15 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL

INTEREST RATE (2021) - 3.29%

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

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

**PROPERTIES ON SECOND AVENUE (WEBBER ST - BIRCH LAKE AVE) WILL PAY 88.2% OF THE RESIDENTIAL STREET MILL & OVERLAY (1999)**

## **APPENDIX J**

### **PROJECT COST SUMMARY**

# 2022 PAVEMENT REHABILITATION PROJECT

## PROJECT FINANCING SUMMARY

### **IMPROVEMENT COSTS:**

	CONSTRUCTION COST
Street Reconstruction/Full Depth Pavement	\$ 1,710,000
Sanitary Sewer	\$ 30,000
Storm Sewer	\$ 200,000
Watermain	\$ 100,000
Alley	\$ 30,000
Sidewalk	\$ 200,000
Construction Cost	\$ <b>2,270,000</b>
10% Contingency	\$ 227,000
18% Engineering, Legal, Fiscal	\$ 408,600
<b>Total Estimated Improvement Costs:</b>	<b>\$ 2,905,600</b>

### **FUNDING SUMMARY:**

#### **SPECIAL ASSESSMENTS TO PROPERTY OWNERS:**

Street Assessments	\$ 775,000
Alley Assessments	\$ 11,000
Estimated Special Assessments	\$ <b>786,000</b>

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

Improvement Bond	\$ 2,119,600
<b>Estimated City Funds:</b>	<b>\$ 2,119,600</b>

### **TOTAL PROJECT FUNDING:**

Estimated Special Assessments	\$ 786,000	(27%)
Estimated Other Resources	\$ 2,119,600	(73%)
<b>TOTAL</b>	<b>\$ 2,905,600</b>	

## **APPENDIX K**

### **SAMPLE ASSESSMENT BREAKDOWNS**

**SAMPLE Assessment Breakdown**  
 (based on 15 years with an *assumed* interest rate of 5.0%)

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">ASSESSMENT AMOUNT</td> <td style="text-align: right;"><b>\$2,000.00</b></td> </tr> <tr> <td>COUNTY FEE \$2.50/15YR</td> <td style="text-align: right;"><b>\$37.50</b></td> </tr> <tr> <td>TOTAL ASSESSMENT</td> <td style="text-align: right;"><b>\$2,037.50</b></td> </tr> <tr> <td>PRINCIPAL PER YEAR</td> <td style="text-align: right;">\$135.83</td> </tr> <tr> <td>ASSUMED INTEREST RATE</td> <td style="text-align: right;">5.0%</td> </tr> </table>	ASSESSMENT AMOUNT	<b>\$2,000.00</b>	COUNTY FEE \$2.50/15YR	<b>\$37.50</b>	TOTAL ASSESSMENT	<b>\$2,037.50</b>	PRINCIPAL PER YEAR	\$135.83	ASSUMED INTEREST RATE	5.0%	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">ASSESSMENT AMOUNT</td> <td style="text-align: right;"><b>\$3,000.00</b></td> </tr> <tr> <td>COUNTY FEE \$2.50/15YR</td> <td style="text-align: right;"><b>\$37.50</b></td> </tr> <tr> <td>TOTAL ASSESSMENT</td> <td style="text-align: right;"><b>\$3,037.50</b></td> </tr> <tr> <td>PRINCIPAL PER YEAR</td> <td style="text-align: right;">\$202.50</td> </tr> <tr> <td>ASSUMED INTEREST RATE</td> <td style="text-align: right;">5.0%</td> </tr> </table>	ASSESSMENT AMOUNT	<b>\$3,000.00</b>	COUNTY FEE \$2.50/15YR	<b>\$37.50</b>	TOTAL ASSESSMENT	<b>\$3,037.50</b>	PRINCIPAL PER YEAR	\$202.50	ASSUMED INTEREST RATE	5.0%																																																																																		
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**SAMPLE Assessment Breakdown**  
 (based on 15 years with an *assumed* interest rate of 5.0%)

ASSESSMENT AMOUNT	<b>\$4,500.00</b>	
COUNTY FEE \$2.50/15YR	<b>\$37.50</b>	
TOTAL ASSESSMENT	<b>\$4,537.50</b>	
PRINCIPAL PER YEAR	\$302.50	
ASSUMED INTEREST RATE	5.0%	
	ANNUAL PAYMENT	PRINCIPAL BALANCE
YEAR		
		\$4,537.50
1	\$586.09	\$4,235.00
2	\$514.25	\$3,932.50
3	\$499.13	\$3,630.00
4	\$484.00	\$3,327.50
5	\$468.88	\$3,025.00
6	\$453.75	\$2,722.50
7	\$438.63	\$2,420.00
8	\$423.50	\$2,117.50
9	\$408.38	\$1,815.00
10	\$393.25	\$1,512.50
11	\$378.13	\$1,210.00
12	\$363.00	\$907.50
13	\$347.88	\$605.00
14	\$332.75	\$302.50
15	\$317.63	\$0.00

ASSESSMENT AMOUNT	<b>\$5,000.00</b>	
COUNTY FEE \$2.50/15YR	<b>\$37.50</b>	
TOTAL ASSESSMENT	<b>\$5,037.50</b>	
PRINCIPAL PER YEAR	\$335.83	
ASSUMED INTEREST RATE	5.0%	
	ANNUAL PAYMENT	PRINCIPAL BALANCE
YEAR		
		\$5,037.50
1	\$650.68	\$4,701.67
2	\$570.92	\$4,365.83
3	\$554.13	\$4,030.00
4	\$537.33	\$3,694.17
5	\$520.54	\$3,358.33
6	\$503.75	\$3,022.50
7	\$486.96	\$2,686.67
8	\$470.17	\$2,350.83
9	\$453.38	\$2,015.00
10	\$436.58	\$1,679.17
11	\$419.79	\$1,343.33
12	\$403.00	\$1,007.50
13	\$386.21	\$671.67
14	\$369.42	\$335.83
15	\$352.63	\$0.00

ASSESSMENT AMOUNT	<b>\$6,000.00</b>	
COUNTY FEE \$2.50/15YR	<b>\$25.00</b>	
TOTAL ASSESSMENT	<b>\$6,025.00</b>	
PRINCIPAL PER YEAR	\$401.67	
ASSUMED INTEREST RATE	5.0%	
	ANNUAL PAYMENT	PRINCIPAL BALANCE
YEAR		
		\$6,025.00
1	\$778.23	\$5,623.33
2	\$682.83	\$5,221.67
3	\$662.75	\$4,820.00
4	\$642.67	\$4,418.33
5	\$622.58	\$4,016.67
6	\$602.50	\$3,615.00
7	\$582.42	\$3,213.33
8	\$562.33	\$2,811.67
9	\$542.25	\$2,410.00
10	\$522.17	\$2,008.33
11	\$502.08	\$1,606.67
12	\$482.00	\$1,205.00
13	\$461.92	\$803.33
14	\$441.83	\$401.67
15	\$421.75	\$0.00

ASSESSMENT AMOUNT	<b>\$7,000.00</b>	
COUNTY FEE \$2.50/15YR	<b>\$25.00</b>	
TOTAL ASSESSMENT	<b>\$7,025.00</b>	
PRINCIPAL PER YEAR	\$468.33	
ASSUMED INTEREST RATE	5.0%	
	ANNUAL PAYMENT	PRINCIPAL BALANCE
YEAR		
		\$7,025.00
1	\$907.40	\$6,556.67
2	\$796.17	\$6,088.33
3	\$772.75	\$5,620.00
4	\$749.33	\$5,151.67
5	\$725.92	\$4,683.33
6	\$702.50	\$4,215.00
7	\$679.08	\$3,746.67
8	\$655.67	\$3,278.33
9	\$632.25	\$2,810.00
10	\$608.83	\$2,341.67
11	\$585.42	\$1,873.33
12	\$562.00	\$1,405.00
13	\$538.58	\$936.67
14	\$515.17	\$468.33
15	\$491.75	\$0.00



## **APPENDIX L**

### **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.

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# 1 GENERAL POLICIES

## 1.1 Types of Improvements

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

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

## 1.2 Definitions

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

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

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

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

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

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

### 1.3 Initiation of Public Improvement Project

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

#### CONSTRUCTION IMPROVEMENT PROGRAM TIME SCHEDULE

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

### 1.4 Developer’s Agreements

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

## 2 GUIDELINES FOR DETERMINING ASSESSABLE AMOUNT

### 2.1 General Statement

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

### 2.2 Determination of Project Cost

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

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

### 2.3 Determination of Assessable Cost

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

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

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

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

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



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

### 3 METHOD OF ASSESSMENT AND APPORTIONMENT

#### 3.1 Method of Assessment by Type of Improvement

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

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

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

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

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

### **3.2 Apportionment of Non-Standard and Public Parcels**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 4 DESIGN STANDARDS

#### **4.1 Surface Improvements**

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

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

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

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

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

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

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

#### **4.2 Subsurface Improvements**

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

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

## 5 STORM SEWER ASSESSMENT

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

### 5.1 Project Area

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

### 5.2 Specific Land Use

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

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

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

## 6 CONDITIONS OF PAYMENT OF ASSESSMENT

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

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

### **6.1 Term of Assessment**

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

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

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

### **6.2 Interest Rate**

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

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

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

### **6.3 Connection Charge in Lieu of Assessment (Ordinance 638)**

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

### **6.4 Deferral of Current Payment of Special Assessment**

Deferral of Current Payment of Special Assessment: State law permits property owners to be deferred from the current payment of special assessment in three cases: agricultural uses "green acres", senior citizens, and disabled retired persons. Green acres is administered by the County and is beyond the control of the City. Senior citizen deferrals are at the jurisdiction of the City, and this City has adopted such policy in Ordinance 612. Disabled, retired persons are provided deferrals under conditions established in Resolution 4131. The City at times has gone beyond State law to grant deferrals in other cases. The two present policies regarding deferrals shall continue; first, that all existent deferrals and any future deferrals would be subject to an interest charge payable with the amount of the deferral equal to the current rate on the assessment roll, and that the payment term of deferral 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 deferrals, this policy provides that for any deferral granted after the adoption of this document, the term of such deferral 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

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:

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

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

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

  
Robert J. Hansen, Mayor

ATTEST:

  
Raymond R. Siebenaler, City Clerk

RESOLUTION ESTABLISHING GUIDELINES FOR SENIOR CITIZEN  
OR DISABLED RETIREE HARDSHIP DEFERRAL

APPENDIX B

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ayes: Auger, Rask, Chesebrough, Ditzrich, McCarty

Nays: None

Passed: October 13, 1981

  
Brad Stanis, Mayor

ATTEST:

  
Raymond R. Siebenaler, City Clerk

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

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

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

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

Sincerely,



Sharon Legg  
Finance Director

SL/el  
Attachments

RESOLUTION NO.: 10261

RESOLUTION UPDATING THE CITY'S SPECIAL ASSESSMENT POLICY

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

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

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


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

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


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

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

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

  
Paul L. Auger, Mayor

ATTEST:

  
Cory L. Vadnais, City Clerk

**RESOLUTION NO.: 10836**

**RESOLUTION AMENDING THE CITY'S SPECIAL ASSESSMENT POLICY**

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

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

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

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

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

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

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

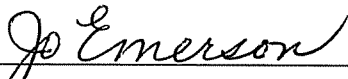
1. The City's Assessment Policy is hereby updated as of April 26, 2011.
2. This resolution is incorporated into the Assessment Policy as Appendix "D".
3. The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting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

**Mill & Overlay Assessment Adjustment Table**

<u>Pavement Life (Years)</u>	<u>% of Full Mill &amp; 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



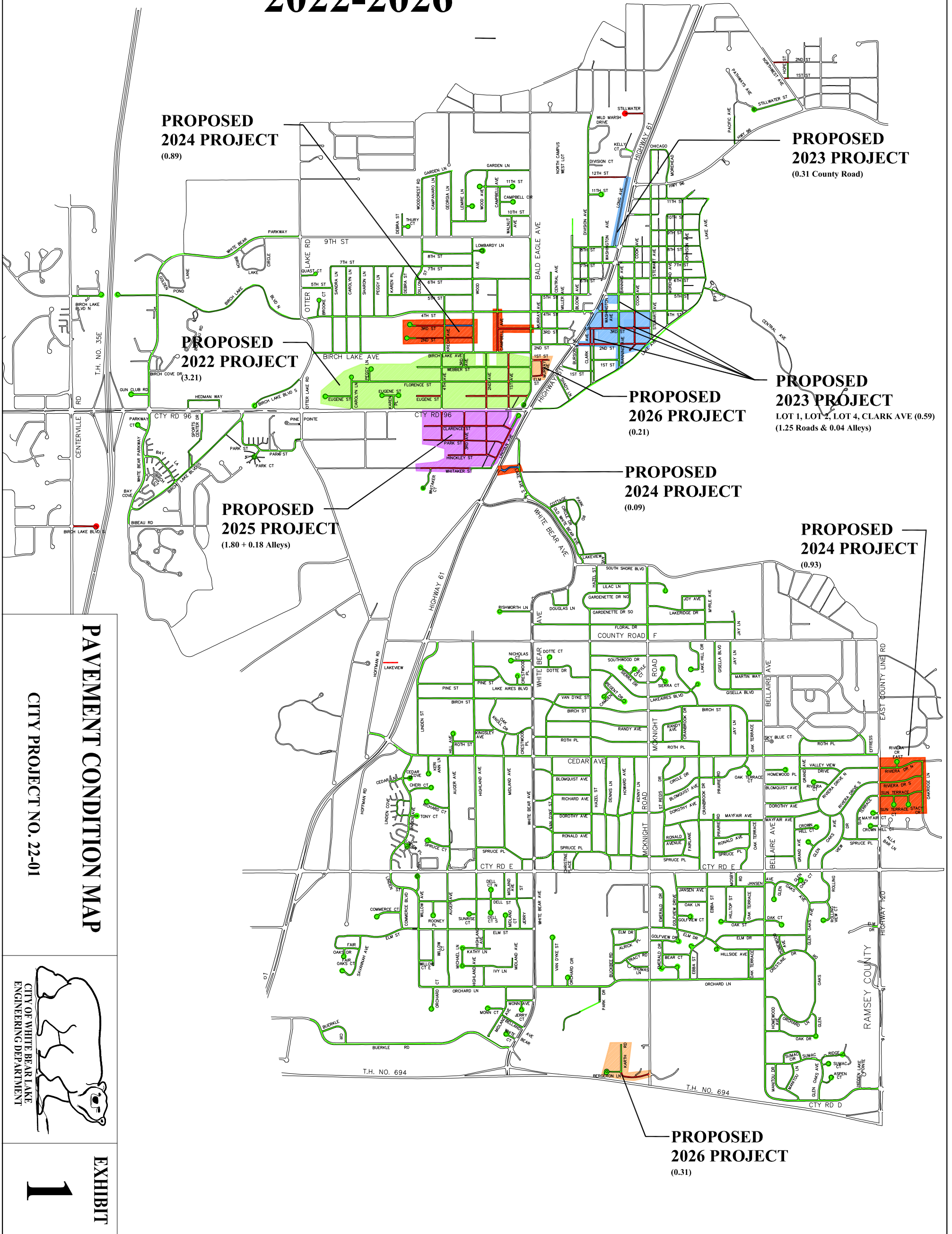
## **EXHIBITS**

<b>EXHIBIT 1</b>	<b>2022 PAVEMENT CONDITION MAP</b>
<b>EXHIBIT 2</b>	<b>PAVEMENT REHABILITATION MAP</b>
<b>EXHIBIT 3</b>	<b>PAVEMENT REHABILITATION MAP</b>
<b>EXHIBIT 4</b>	<b>PAVEMENT REHABILITATION MAP</b>
<b>EXHIBIT 5</b>	<b>PAVEMENT REHABILITATION MAP</b>
<b>EXHIBIT 6</b>	<b>HISTORICAL WATERMAIN BREAKS MAP</b>
<b>EXHIBIT 7</b>	<b>HISTORICAL WATERMAIN BREAKS MAP</b>
<b>EXHIBIT 8</b>	<b>HISTORICAL WATERMAIN BREAKS MAP</b>
<b>EXHIBIT 9</b>	<b>SANITARY SEWER REPAIR MAP</b>
<b>EXHIBIT 10</b>	<b>SANITARY SEWER REPAIR MAP</b>
<b>EXHIBIT 11</b>	<b>SANITARY SEWER REPAIR MAP</b>
<b>EXHIBIT 12</b>	<b>WATERSHED DISTRICT BOUNDARY MAP</b>
<b>EXHIBIT 13</b>	<b>TYPICAL STREET CROSS SECTIONS</b>
<b>EXHIBIT 14</b>	<b>TYPICAL STREET CROSS SECTIONS</b>
<b>EXHIBIT 15</b>	<b>TYPICAL STREET CROSS SECTIONS</b>

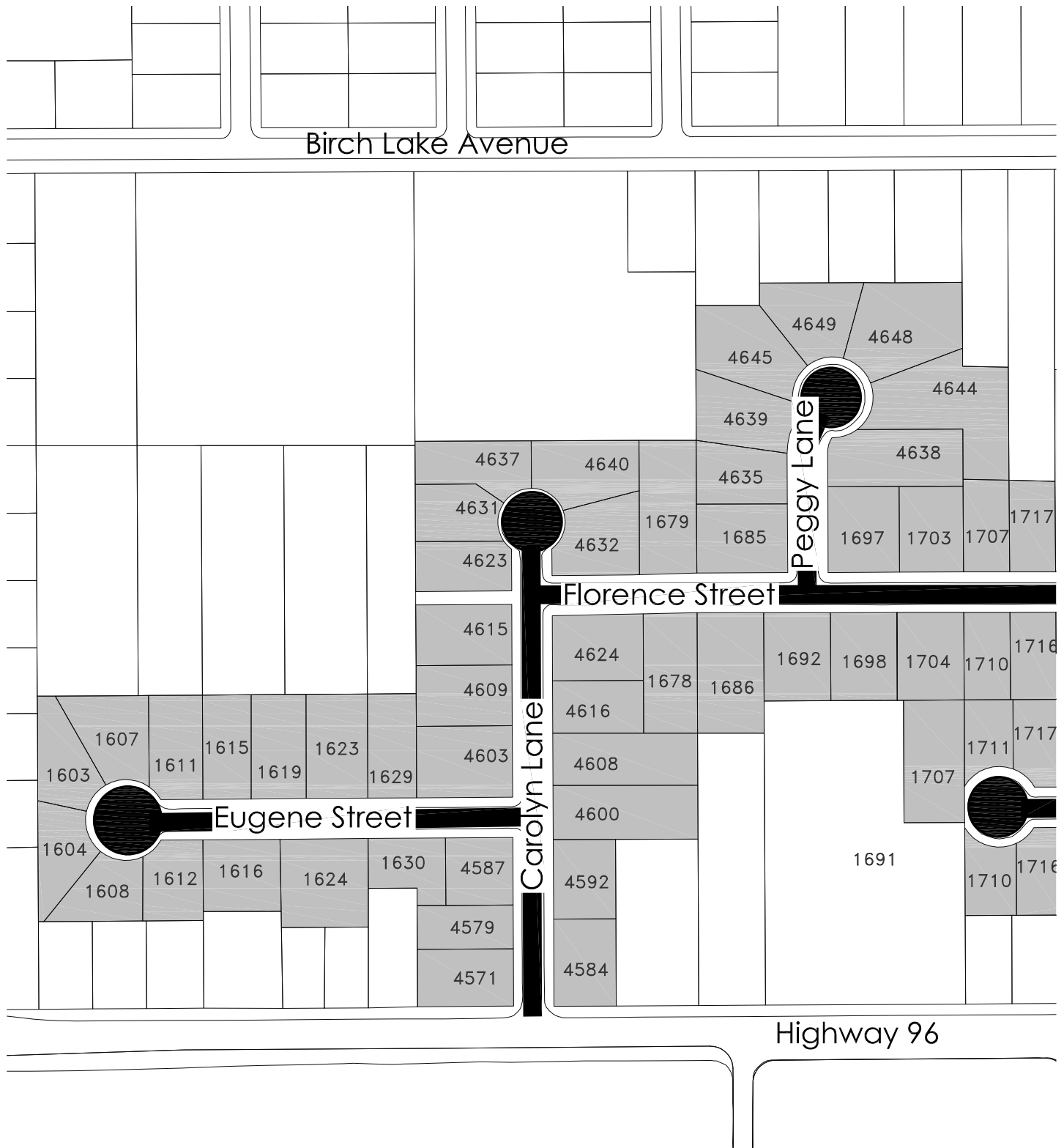
<b>EXHIBIT 16</b>	<b>TYPICAL STREET CROSS SECTIONS</b>
<b>EXHIBIT 17</b>	<b>TYPICAL STREET CROSS SECTIONS</b>
<b>EXHIBIT 18</b>	<b>NON-MOTORIZED TRANSPORTATION PLAN</b>
<b>EXHIBIT 19</b>	<b>PROPOSED FLORENCE STREET SIDEWALK</b>
<b>EXHIBIT 20</b>	<b>PROPOSED KAREN PLACE SIDEWALK</b>
<b>EXHIBIT 21</b>	<b>PROPOSED FOURTH AVENUE SIDEWALK</b>

# CITY OF WHITE BEAR LAKE PROPOSED STREET RECONSTRUCTION PROGRAM 2022-2026

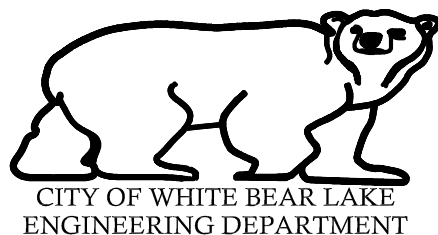
- PAVEMENT CONDITION**
- LEVEL 1** █  
(RECONSTRUCTED TO CURRENT ENGINEERING STANDARDS)
  - LEVEL 2** █  
(DEVELOPER-BUILT STREETS WITH CONCRETE CURB & GUTTER)
  - LEVEL 3** █  
(BITUMINOUS STREETS)



# CITY PROJECT 22-01



PAVEMENT  
REHABILITATION  
PROJECT MAP  
CITY PROJECT NO. 22-01



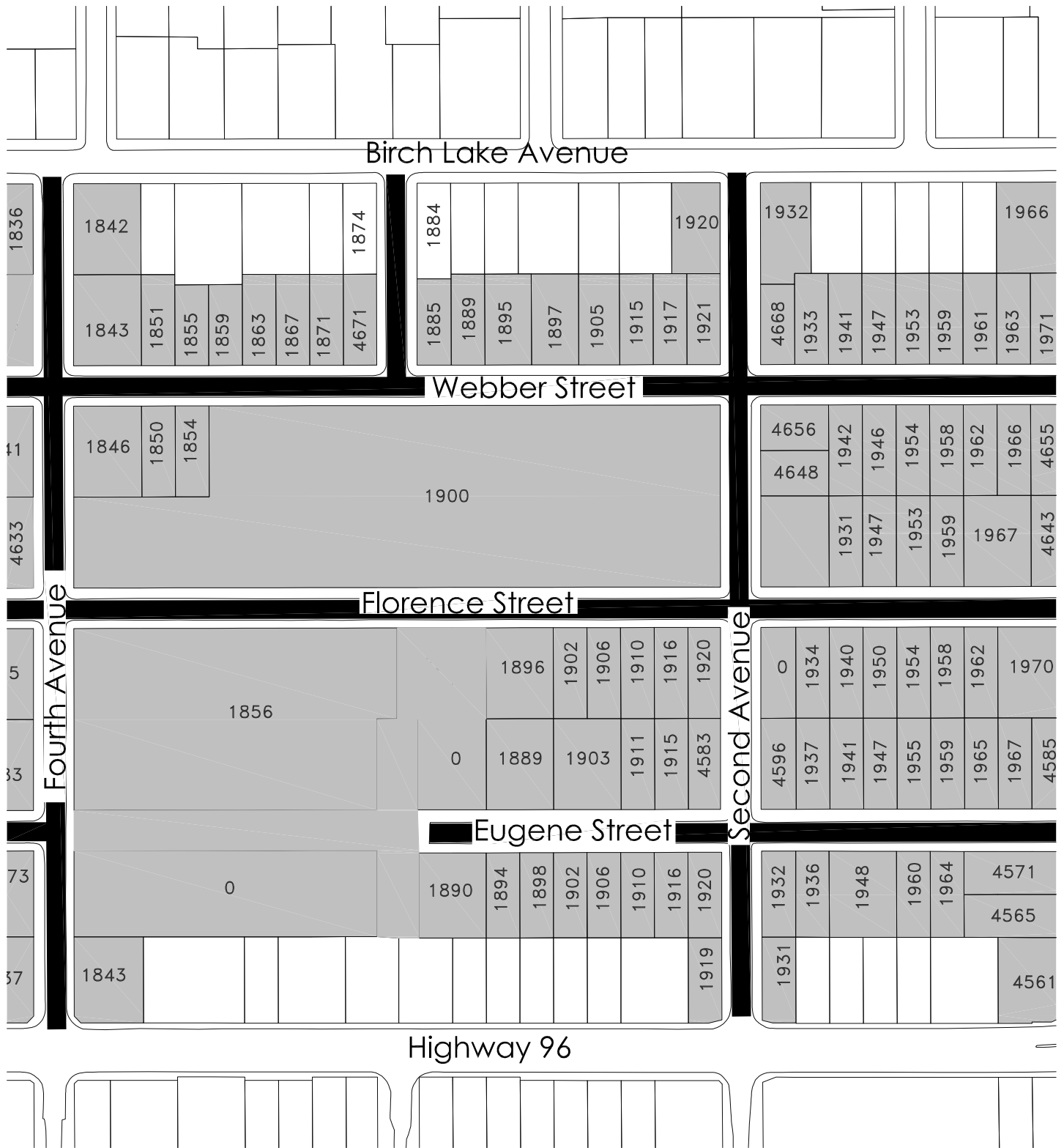
CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

2



# CITY PROJECT 22-01



PAVEMENT  
REHABILITATION  
PROJECT MAP  
CITY PROJECT NO. 22-01

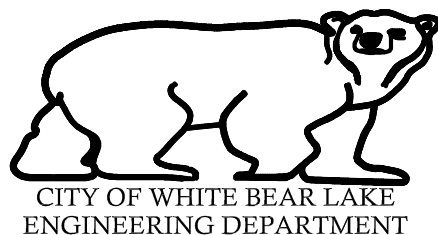
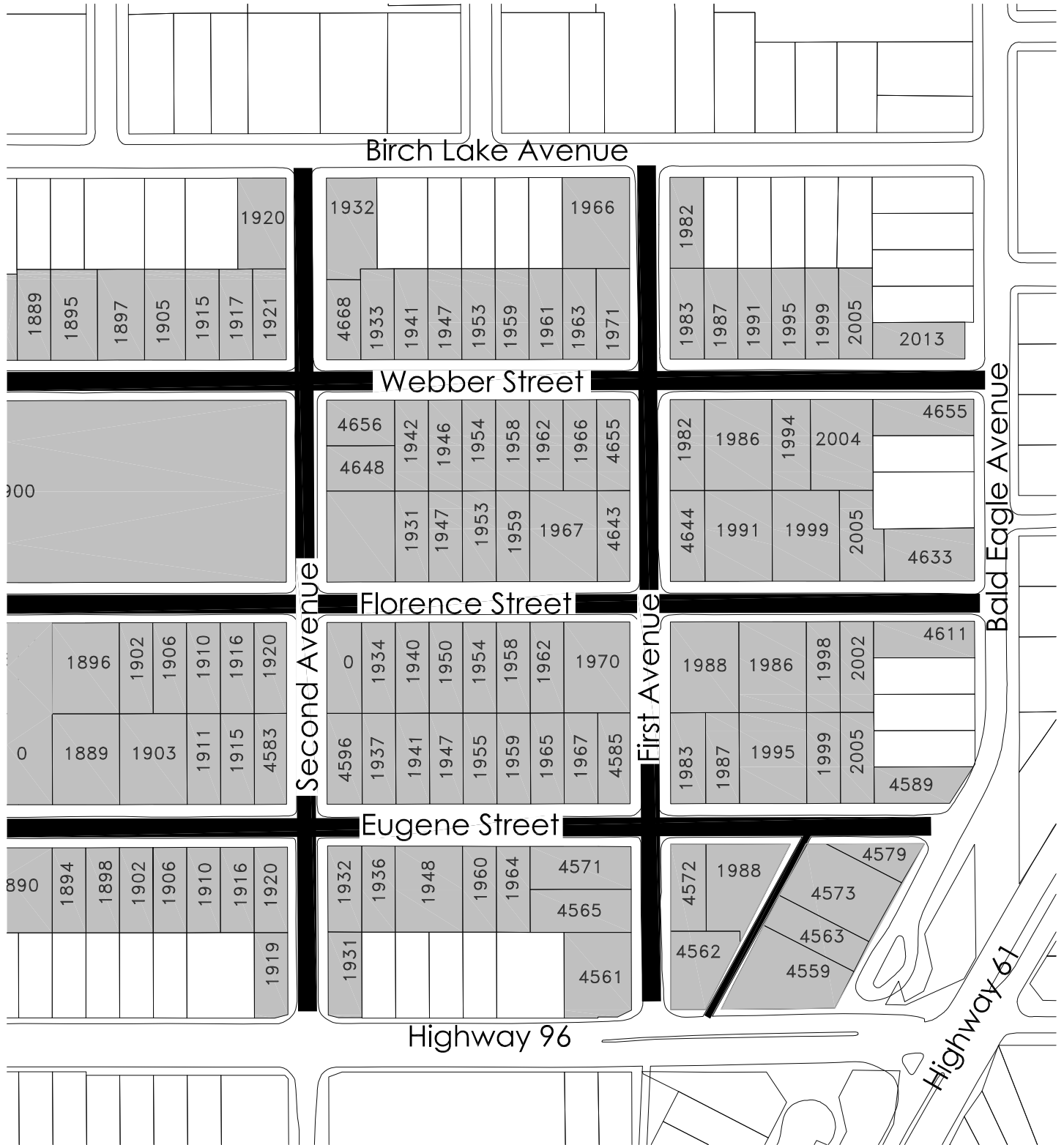


EXHIBIT  
4

# CITY PROJECT 22-01



PAVEMENT  
REHABILITATION  
PROJECT MAP  
CITY PROJECT NO. 22-01

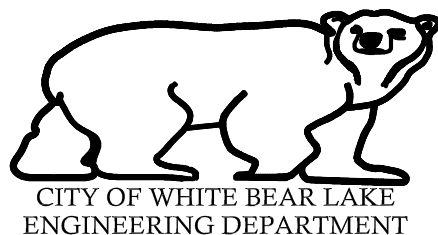
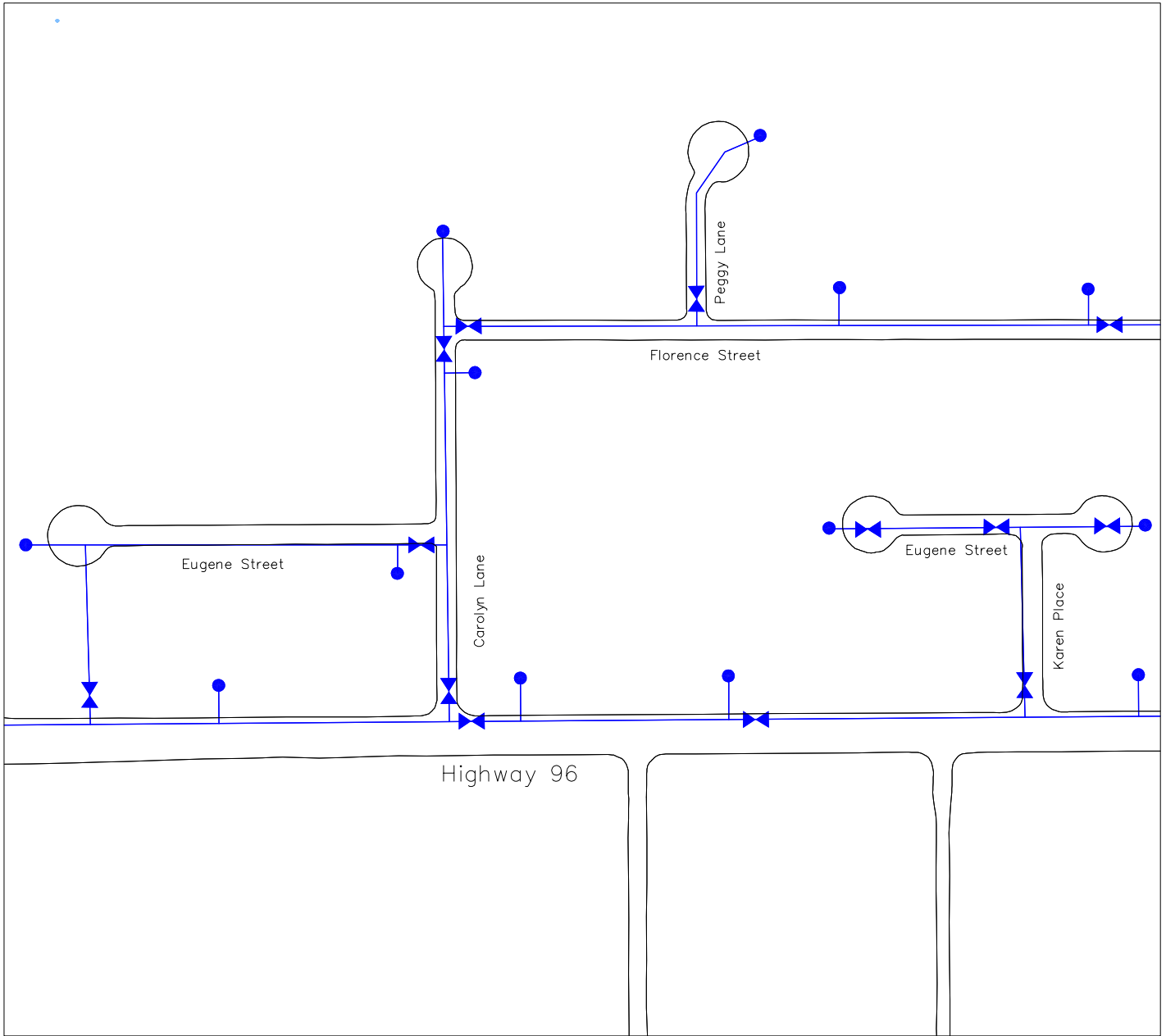


EXHIBIT  
**5**

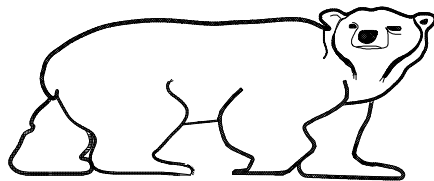
Project Area 22-01



1991-2006 BREAKS		2010 BREAKS		2014 BREAKS		2018 BREAKS	
2007 BREAKS		2011 BREAKS		2015 BREAKS		2019 BREAKS	
2008 BREAKS		2012 BREAKS		2016 BREAKS		2020 BREAKS	
2009 BREAKS		2013 BREAKS		2017 BREAKS		2021 BREAKS	

# HISTORICAL WATERMAIN BREAKS PROJECT MAP

CITY PROJECT NO. 22-01



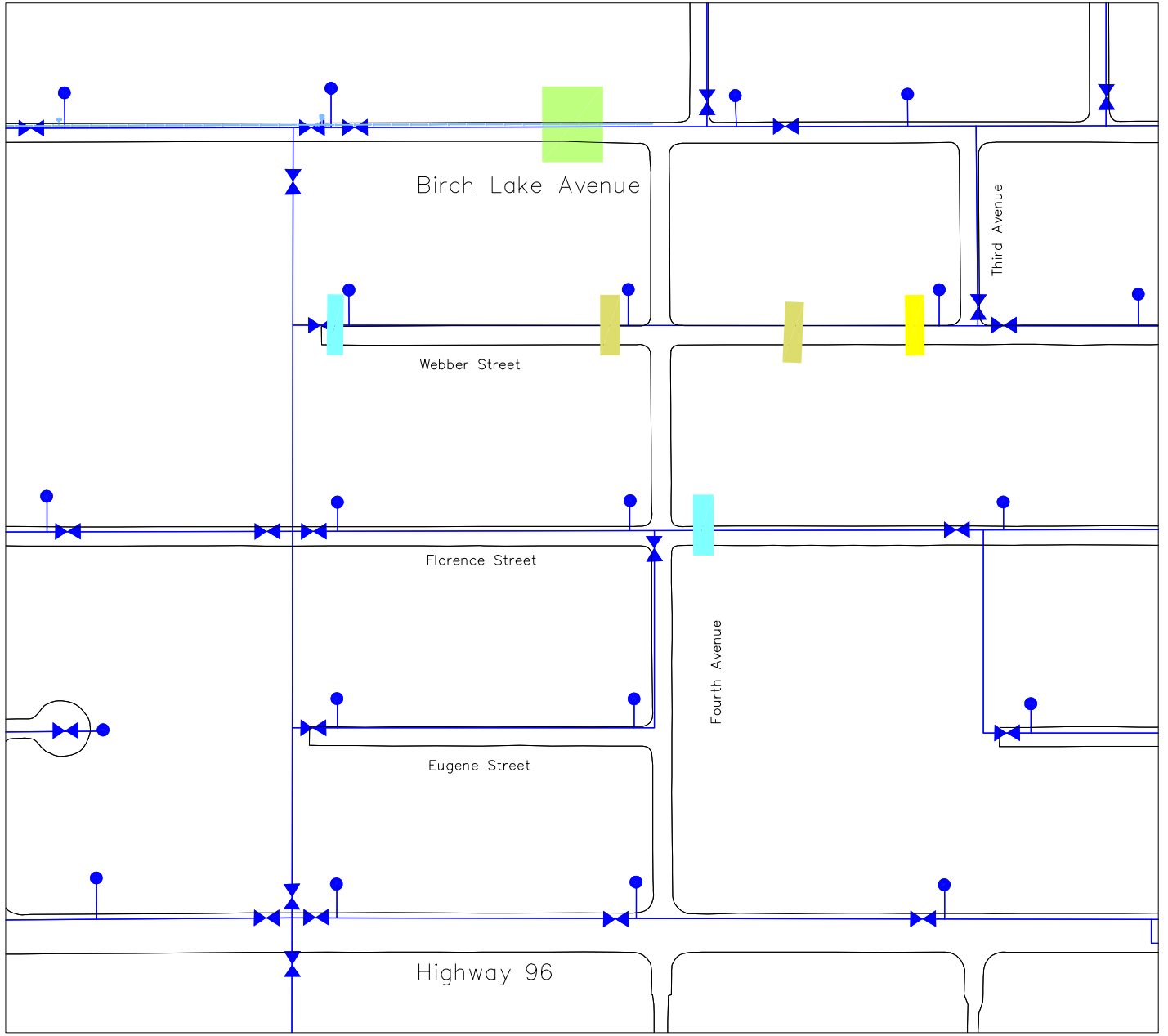
CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

6



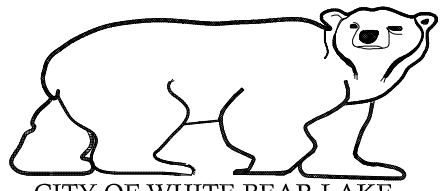
Project Area 22-01



1991-2006 BREAKS		2010 BREAKS		2014 BREAKS		2018 BREAKS	
2007 BREAKS		2011 BREAKS		2015 BREAKS		2019 BREAKS	
2008 BREAKS		2012 BREAKS		2016 BREAKS		2020 BREAKS	
2009 BREAKS		2013 BREAKS		2017 BREAKS		2021 BREAKS	

# HISTORICAL WATERMAIN BREAKS PROJECT MAP

CITY PROJECT NO. 22-01

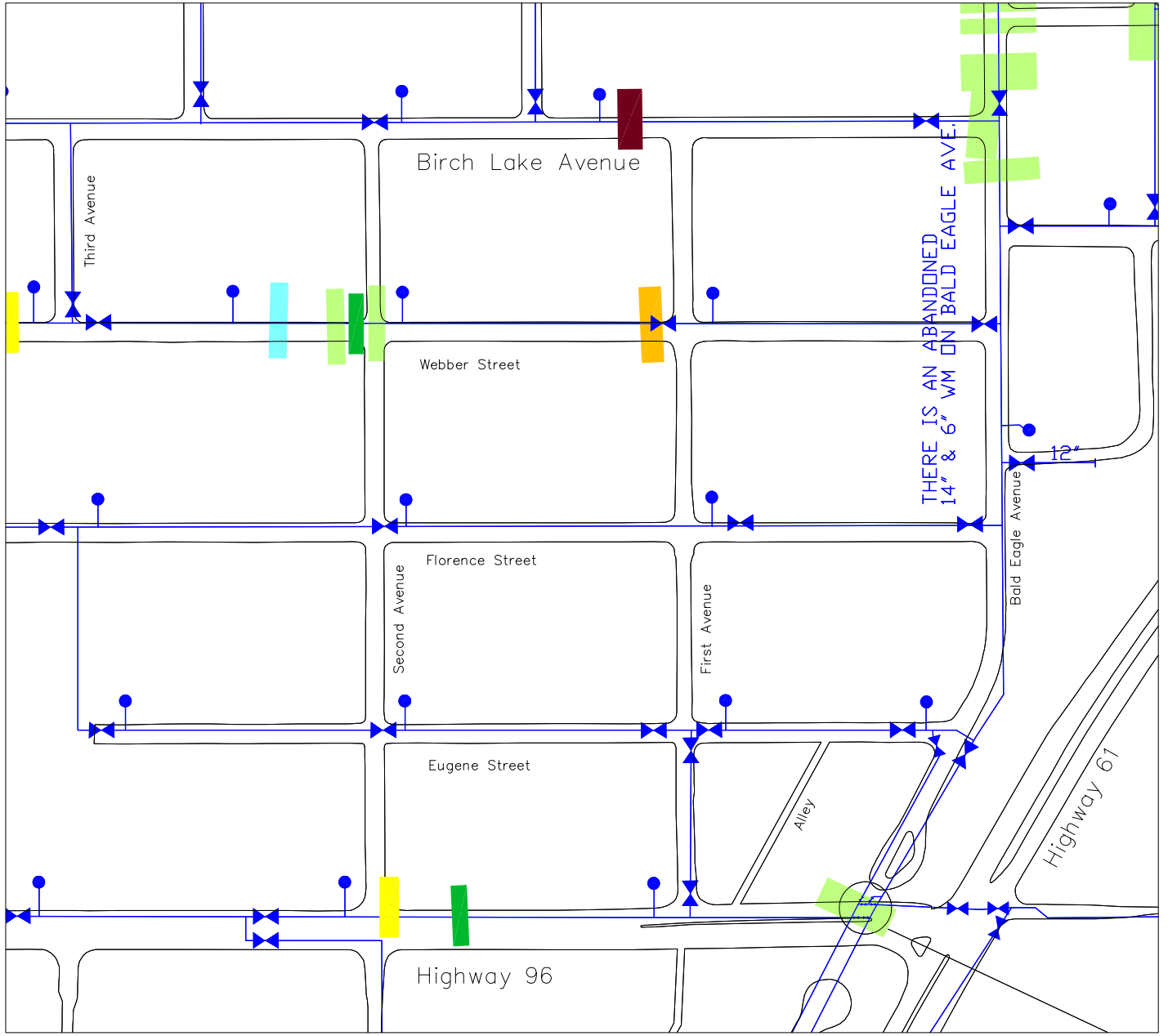


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

7

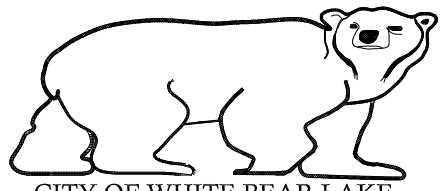
Project Area 22-01



1991-2006 BREAKS		2010 BREAKS		2014 BREAKS		2018 BREAKS	
2007 BREAKS		2011 BREAKS		2015 BREAKS		2019 BREAKS	
2008 BREAKS		2012 BREAKS		2016 BREAKS		2020 BREAKS	
2009 BREAKS		2013 BREAKS		2017 BREAKS		2021 BREAKS	

# HISTORICAL WATERMAIN BREAKS PROJECT MAP

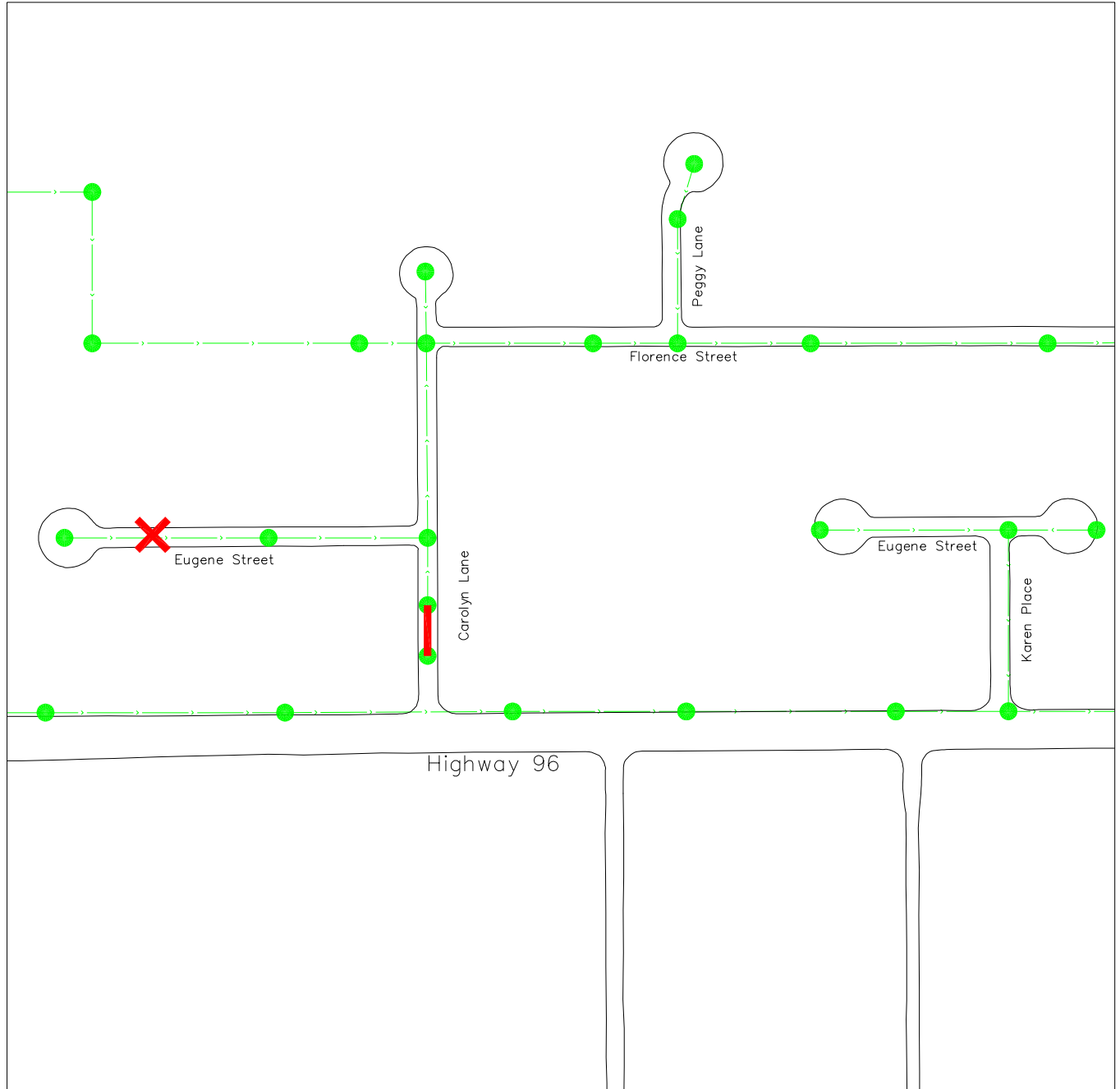
CITY PROJECT NO. 22-01


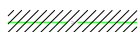




CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

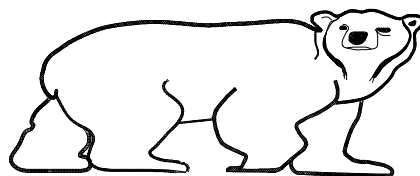
8



CITY SANITARY SEWER   
MCES SANITARY SEWER   
PROPOSED REPAIR   
PLASTIC 

# SANITARY SEWER REPAIR PROJECT MAP

CITY PROJECT NO. 22-01

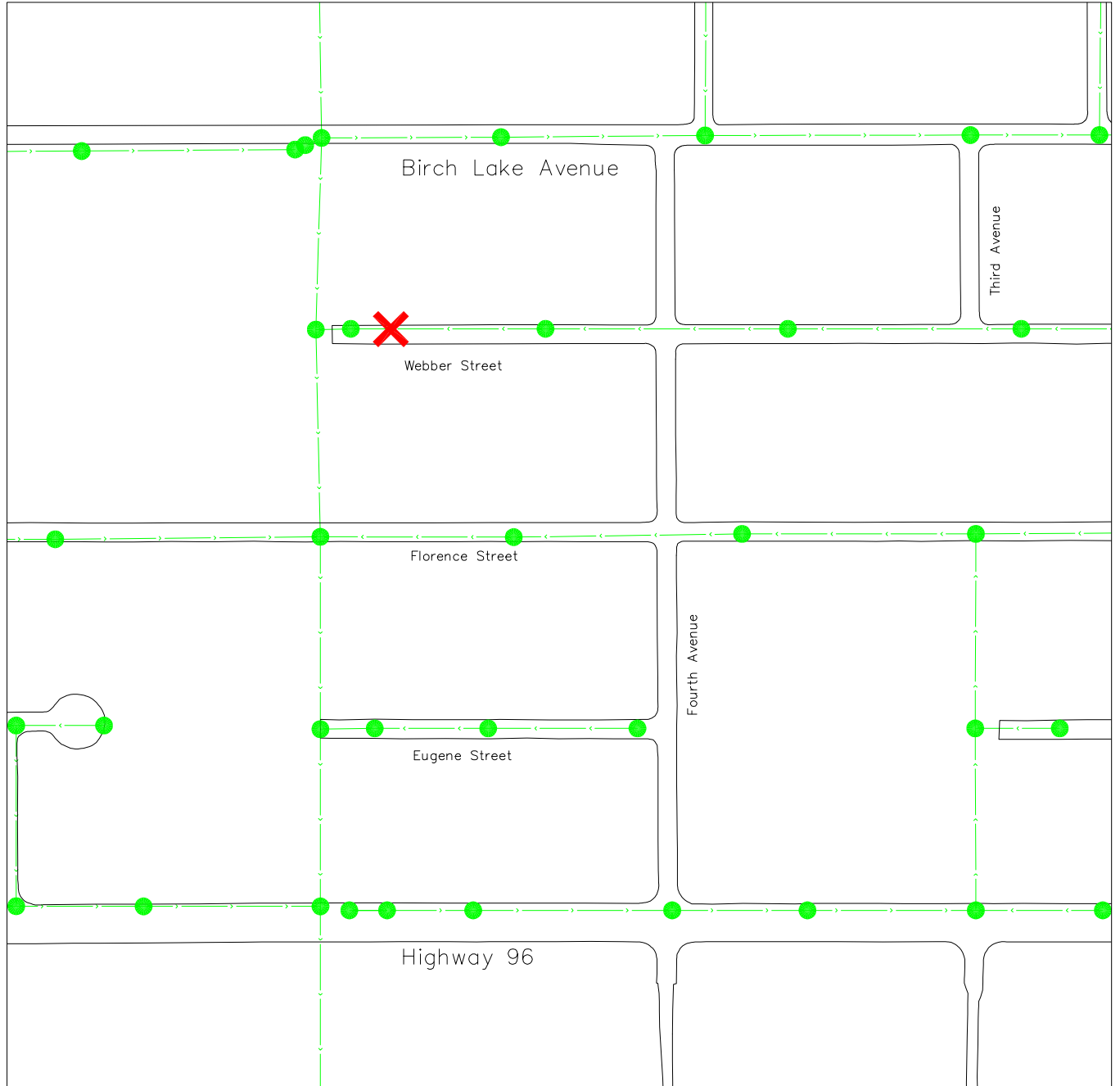



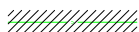


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

9

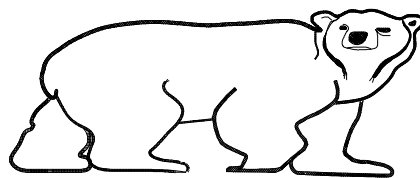
Project Area 22-01



CITY SANITARY SEWER   
MCES SANITARY SEWER   
PROPOSED REPAIR   
PLASTIC 

**SANITARY SEWER REPAIR  
PROJECT MAP**

CITY PROJECT NO. 22-01




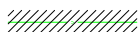


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

10

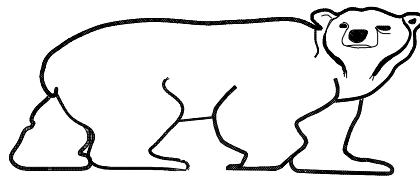
Project Area 22-01



CITY SANITARY SEWER   
MCES SANITARY SEWER   
PROPOSED REPAIR   
PLASTIC 

SANITARY SEWER REPAIR  
PROJECT MAP

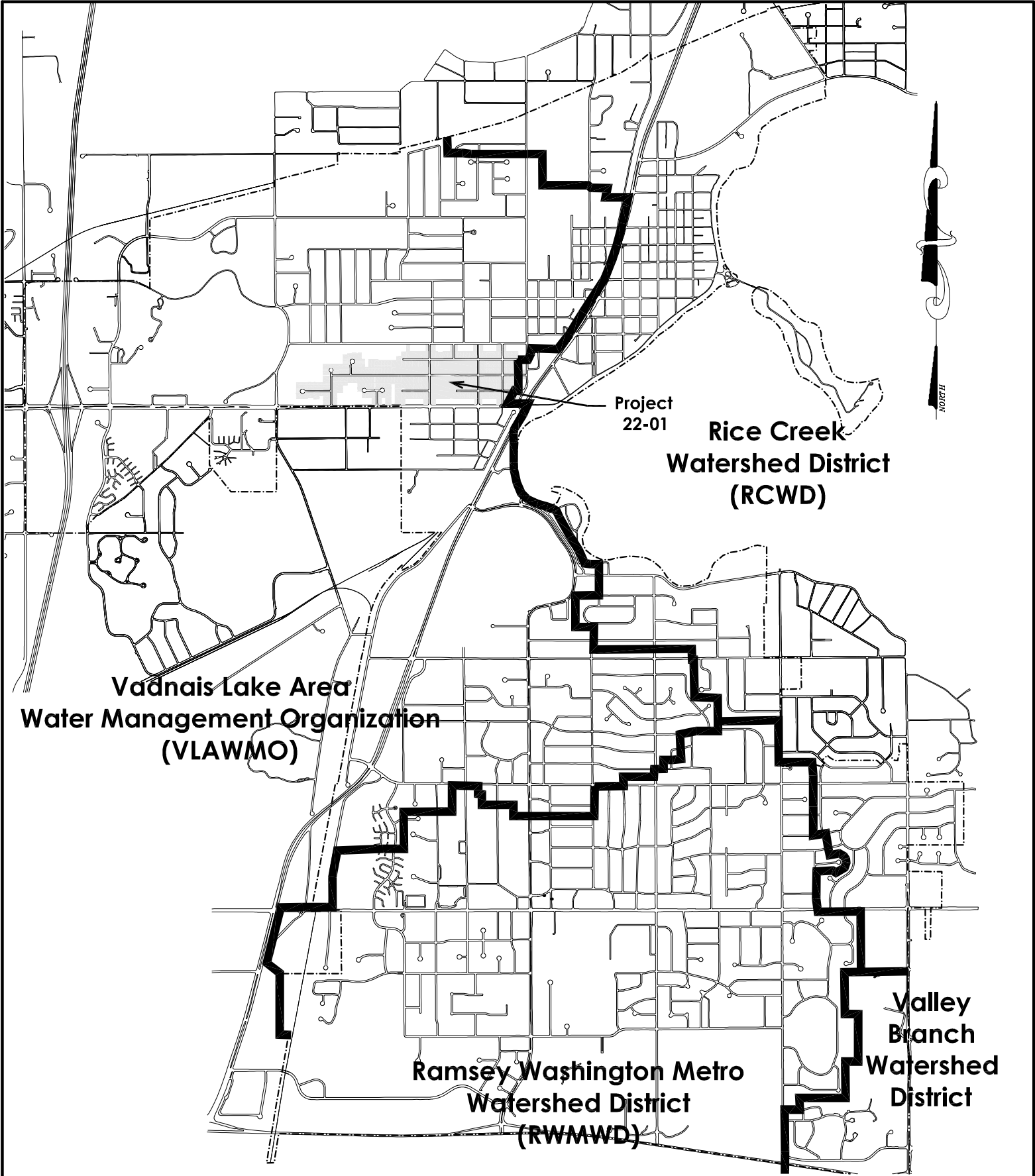
CITY PROJECT NO. 22-01



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

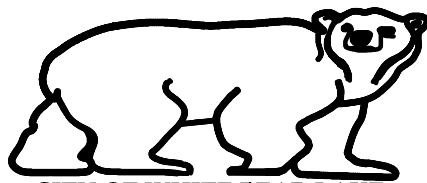
EXHIBIT

11



**WATERSHED DISTRICT  
BOUNDARY MAP**

CITY PROJECT NO. 22-01



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

12

**CAROLYN LANE**

HIGHWAY 96 TO END CUL-DE-SAC

**EUGENE STREET**

CAROLYN LANE TO END CUL-DE-SAC  
END CUL-DE-SAC TO END CUL-DE-SAC

**FLORENCE STREET**

FOURTH AVENUE TO BALD EAGLE AVENUE

**PEGGY LANE**

FLORENCE STREET TO END CUL-DE-SAC

**WEBBER STREET**

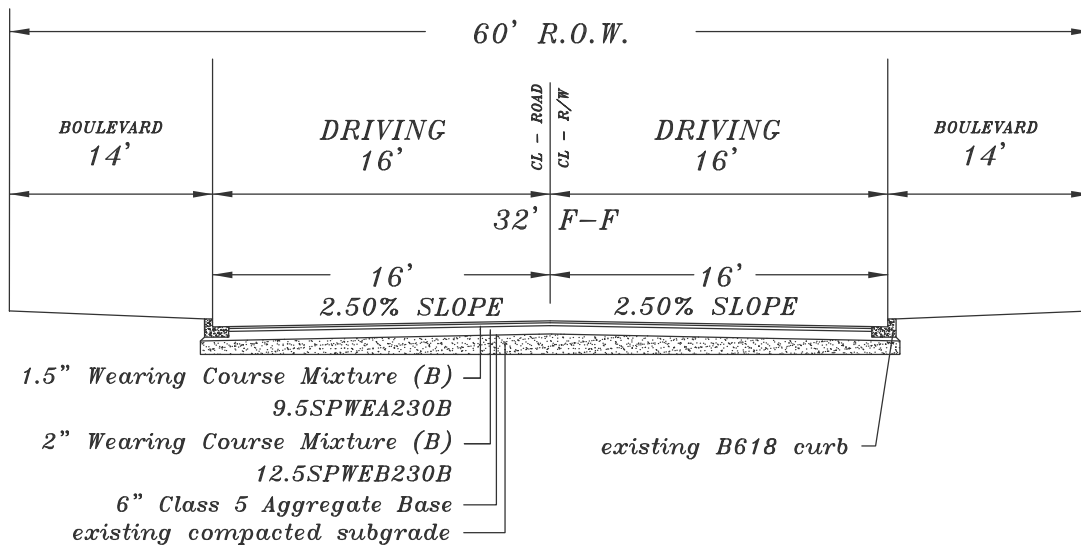
BALD EAGLE AVENUE TO DILLON STREET

**SECOND AVENUE**

FLORENCE STREET - WEBBER STREET

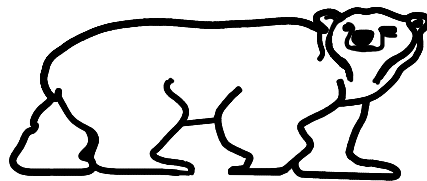
**THIRD AVENUE**

WEBBER STREET - BIRCH LAKE AVENUE



**TYPICAL STREET  
CROSS SECTIONS**

CITY PROJECT NO. 22-01

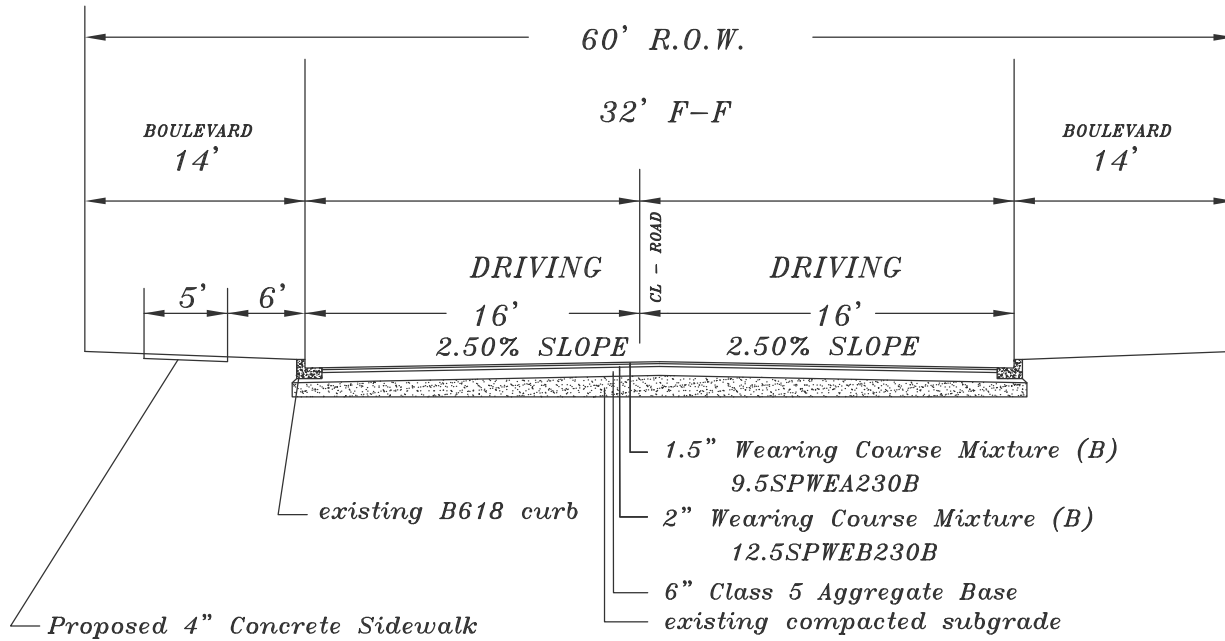


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

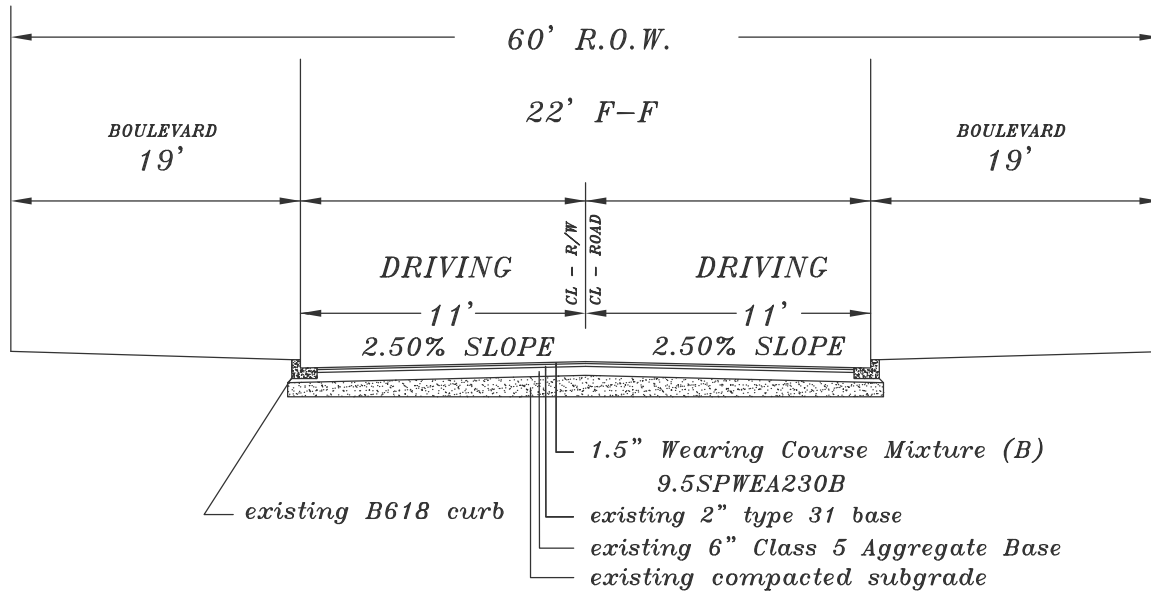
EXHIBIT

13

**FLORENCE STREET**  
 CAROLYN LANE TO FOURTH AVENUE  
 32' FACE TO FACE

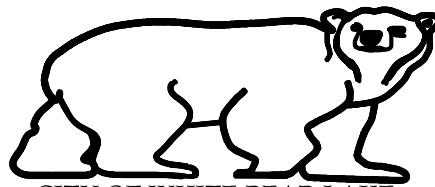


**SECOND AVENUE**  
 FLORENCE STREET TO BIRCH LAKE AVENUE  
 22' FACE TO FACE



TYPICAL STREET  
 CROSS SECTIONS

CITY PROJECT NO. 22-01



CITY OF WHITE BEAR LAKE  
 ENGINEERING DEPARTMENT

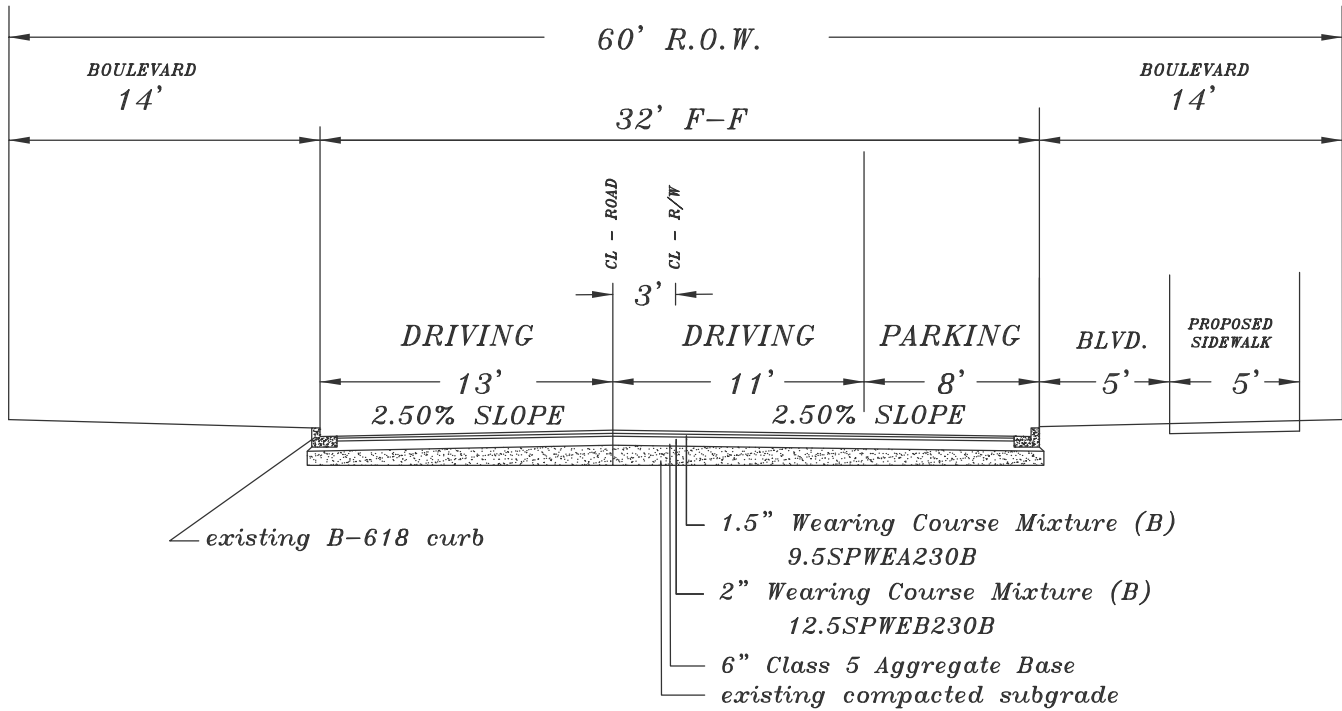
EXHIBIT

14



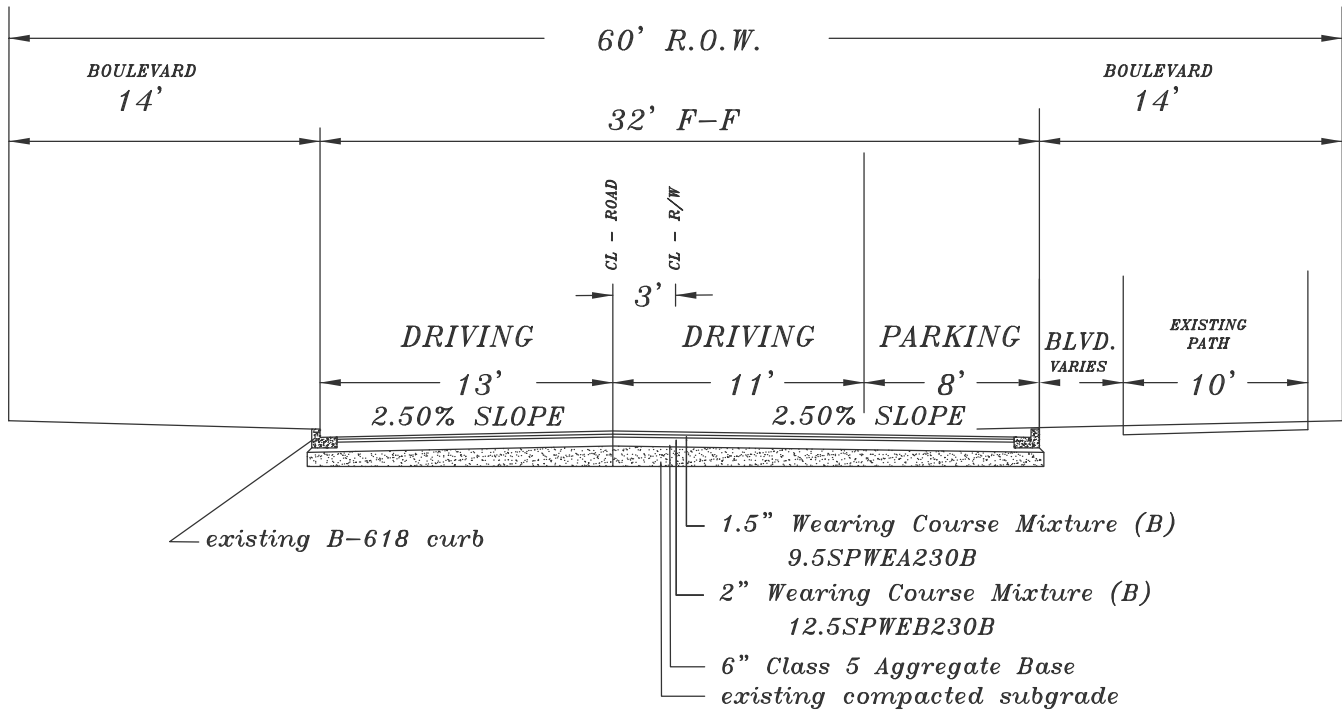
# FOURTH AVENUE

HIGHWAY 96 – EUGENE STREET  
32' FACE TO FACE



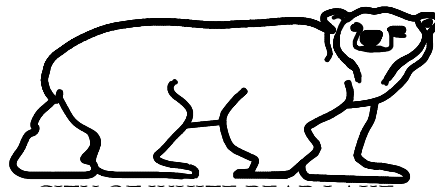
# FOURTH AVENUE

EUGENE STREET TO FLORENCE STREET  
32' FACE TO FACE



TYPICAL STREET  
CROSS SECTIONS

CITY PROJECT NO. 22-01



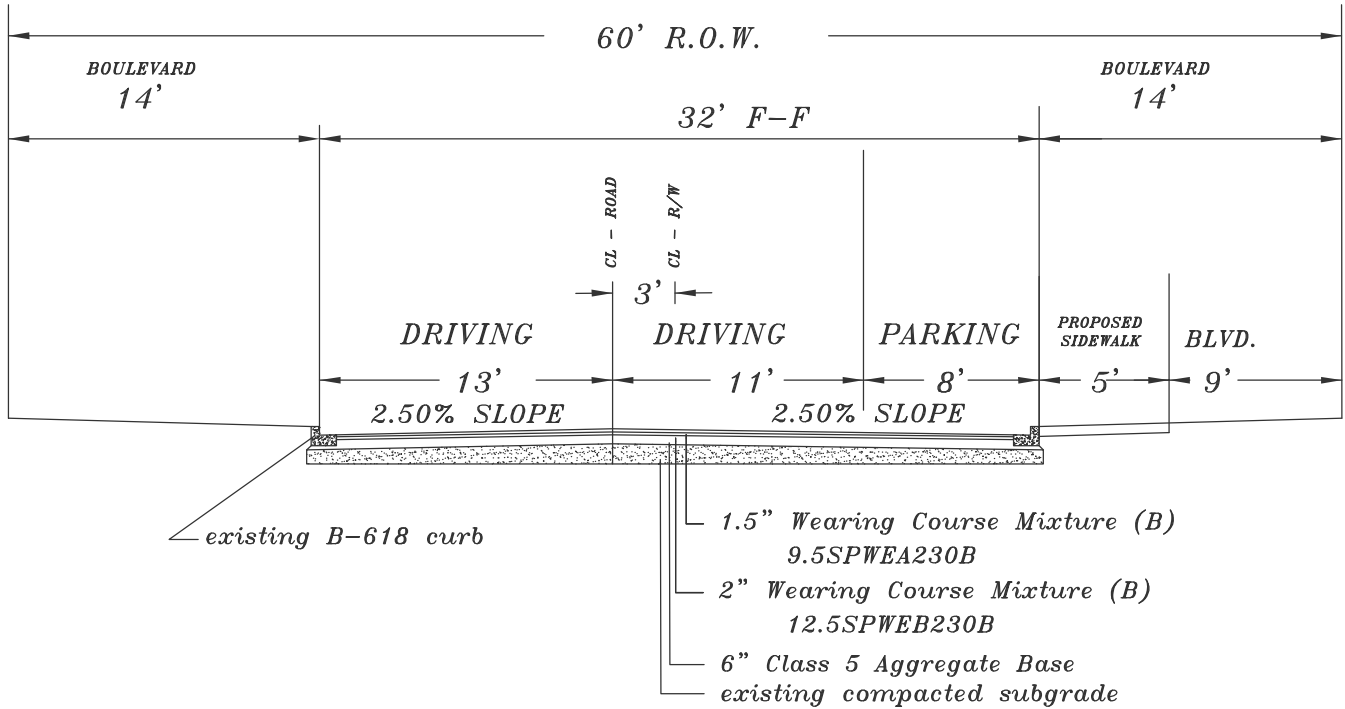
CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

15

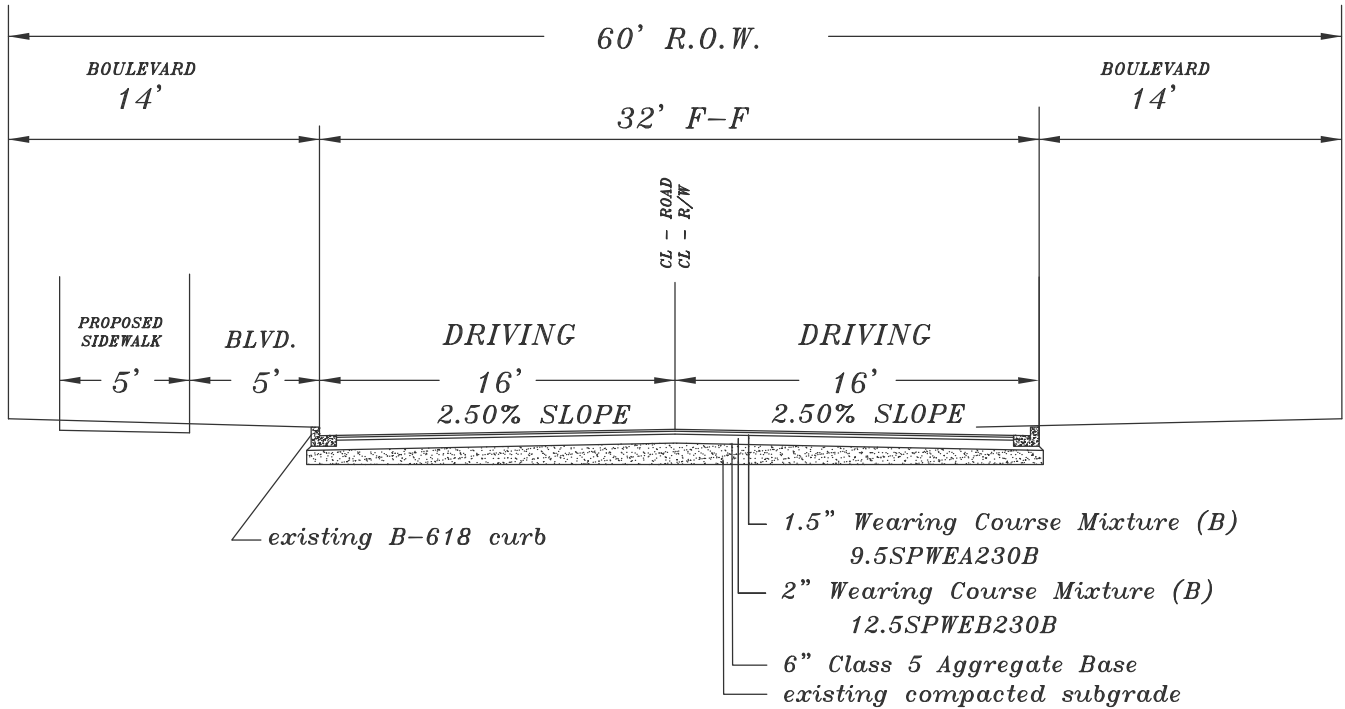
# FOURTH AVENUE

WEBBER STREET TO BIRCH LAKE AVENUE  
32' FACE TO FACE



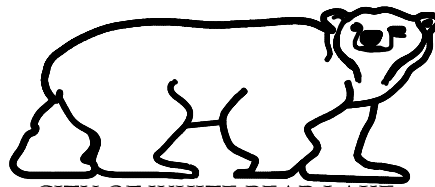
# KAREN PLACE

HIGHWAY 96 TO EUGENE STREET  
32' FACE TO FACE



TYPICAL STREET  
CROSS SECTIONS

CITY PROJECT NO. 22-01



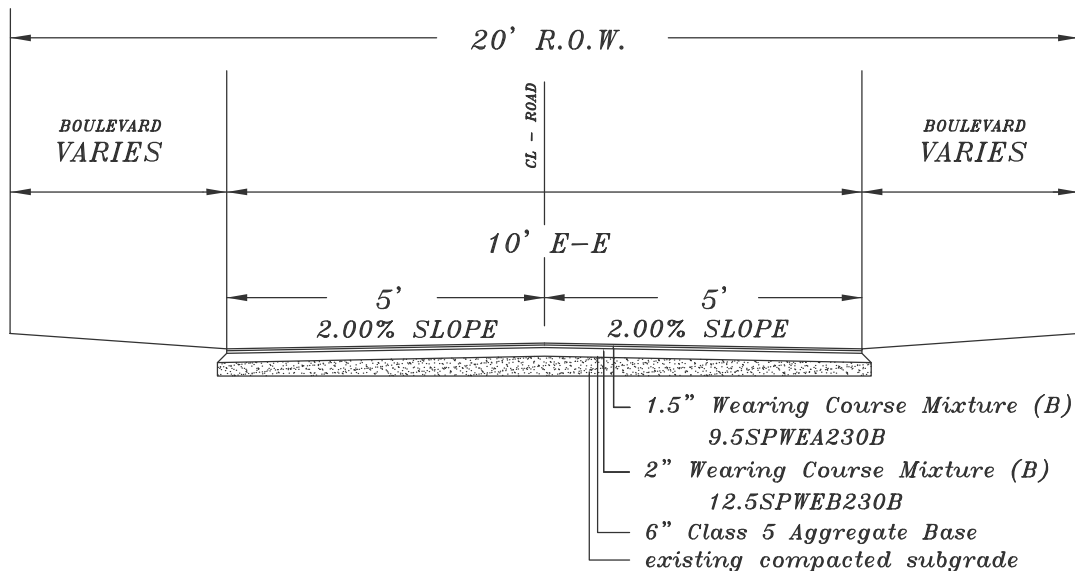
CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

16

# ALLEY

HIGHWAY 96 TO EUGENE STREET  
10' EDGE TO EDGE



# FIRST AVENUE

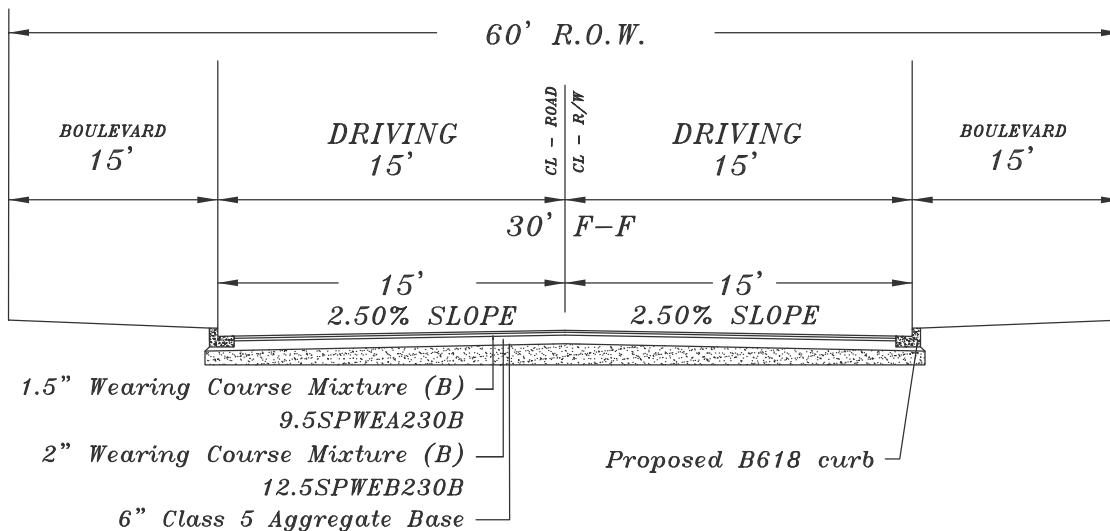
HIGHWAY 96 TO BIRCH LAKE BOULEVARD

# EUGENE STREET

FOURTH AVENUE TO DILLON STREET  
BALD EAGLE AVENUE TO THIRD AVENUE

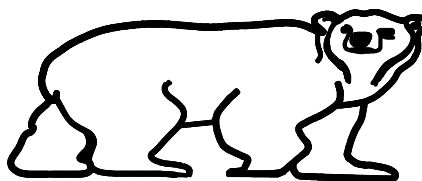
# SECOND AVENUE

HIGHWAY 96 TO FLORENCE STREET



TYPICAL STREET  
CROSS SECTIONS

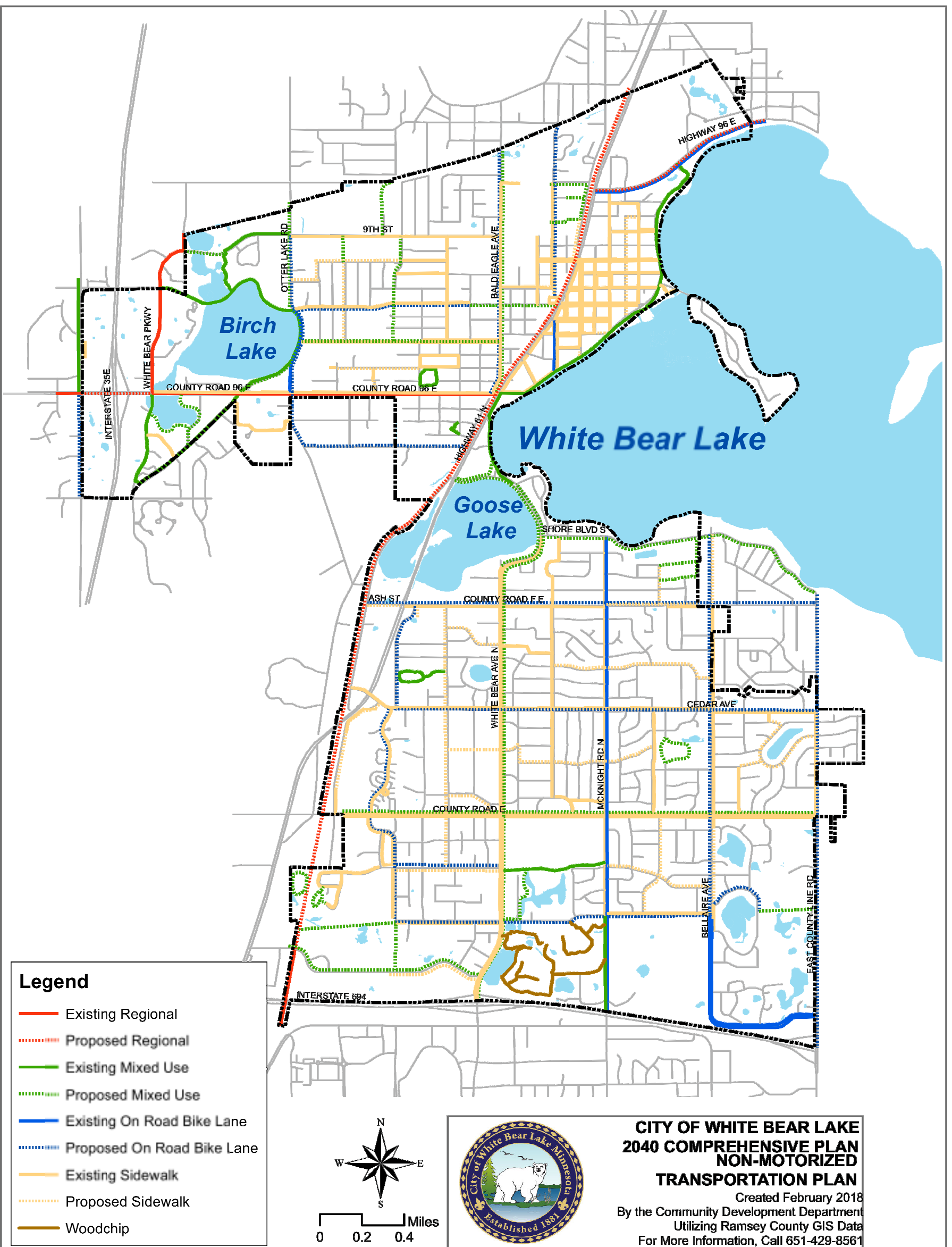
CITY PROJECT NO. 22-01



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

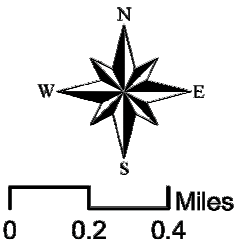
EXHIBIT

17



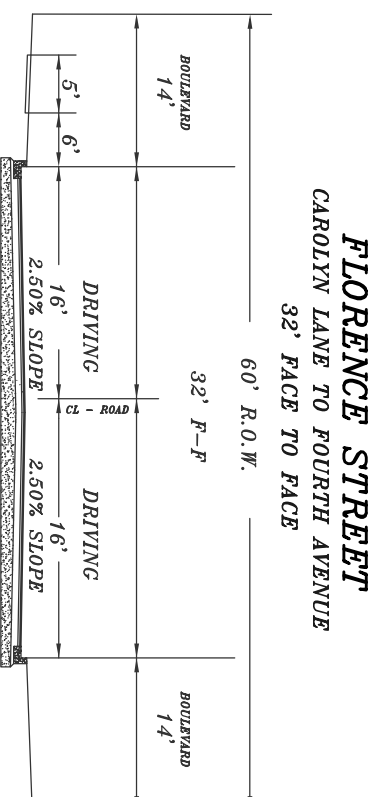
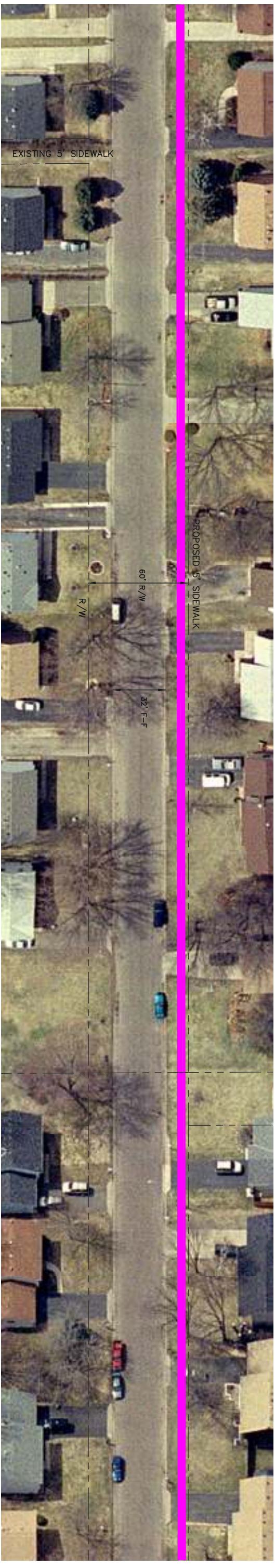
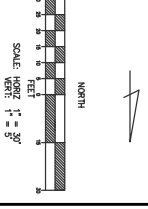
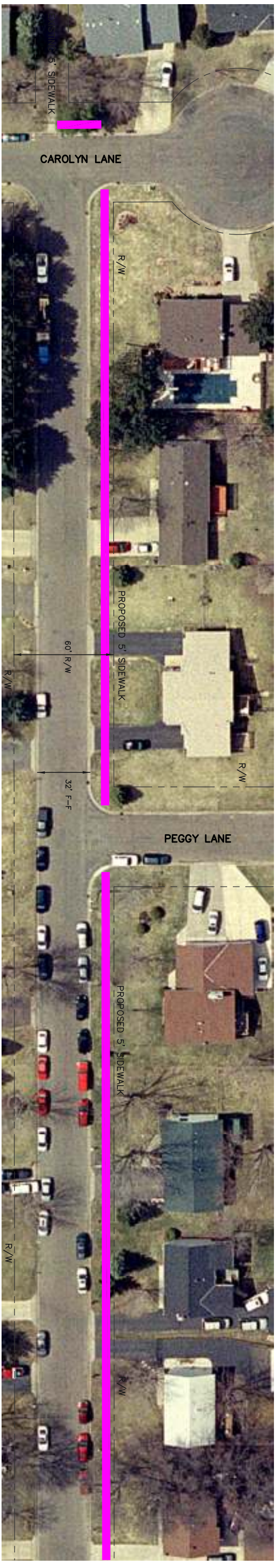
**Legend**

- 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

# FLORENCE STREET



# PROPOSED SIDEWALK

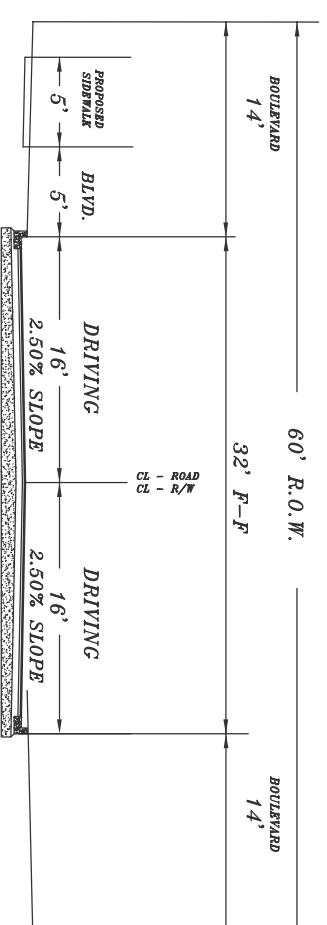
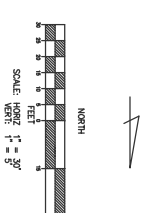
CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT  
4701 HIGHWAY 61  
WHITE BEAR LAKE  
MINNESOTA 55110-3227  
FAX: (651) 429-8800

PROJECT MAP  
CITY PROJECT NO. 22-01



# EXHIBIT 19

# KAREN PLACE



# PROPOSED SIDEWALK

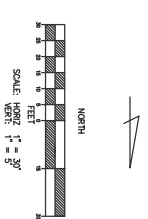
CITY OF WHITE BEAR LAKE  
 ENGINEERING DEPARTMENT  
 4701 HIGHWAY 61  
 WHITE BEAR LAKE  
 MINNESOTA 55110-3227  
 FAX: (651) 429-8500

PROJECT MAP  
 CITY PROJECT NO. 22-01

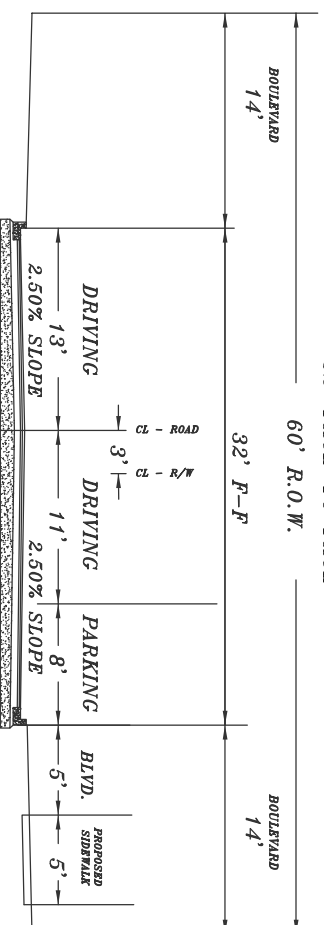


# EXHIBIT 20

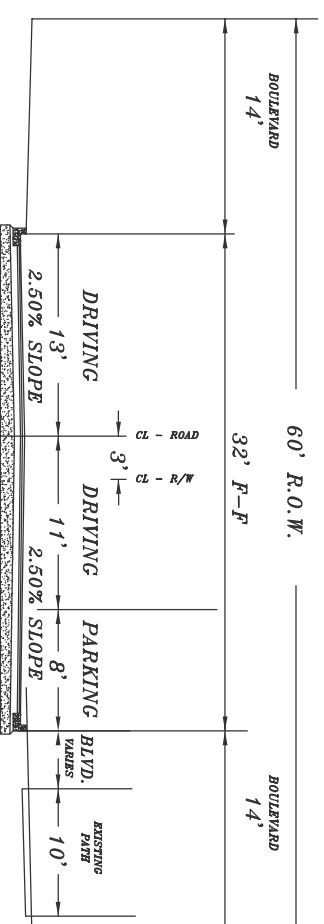
# FOURTH AVENUE



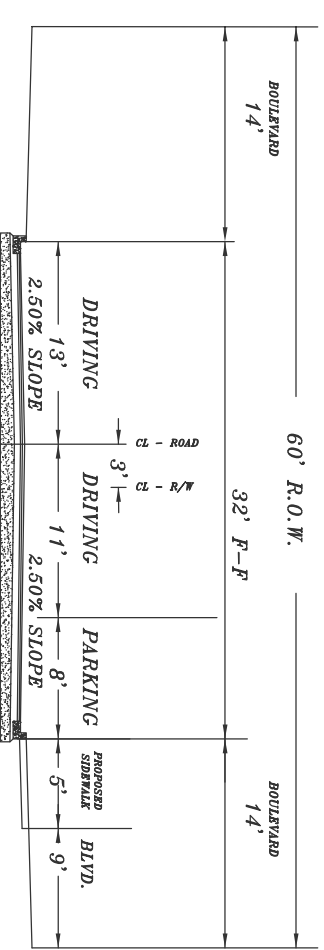
## FOURTH AVENUE HIGHWAY 96 – EUGENE STREET 32' FACE TO FACE



## FOURTH AVENUE EUGENE STREET TO FLORENCE STREET 32' FACE TO FACE



## FOURTH AVENUE WEBBER STREET TO BIRCH LAKE AVENUE 32' FACE TO FACE



# PROPOSED SIDEWALK

## PROJECT MAP

CITY PROJECT NO. 22-01



# EXHIBIT 21

CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT  
4701 HIGHWAY 61  
WHITE BEAR LAKE  
MINNESOTA 55110-3227

PHONE (651) 429-8500  
FAX (651) 429-8500



**City of White Bear Lake**  
Engineering Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Paul Kauppi, Public Works Director/City Engineer  
**Date:** February 8, 2022  
**Subject:** **First reading of an ordinance amending Chapter 401 of the Municipal Code pertaining to water meters**

---

## SUMMARY

The City Council will conduct the first reading of an ordinance amending Sections 401.020 and 401.030 of the Municipal Code pertaining to water meters.

## BACKGROUND INFORMATION

In June of 2021, the City contracted with Ferguson Water Works of Blaine, Minnesota to replace approximately 6,500 water meters. Prior to this project, the majority of the water meters in the City were in excess of 25 years old and consisted of a variety of manufacturers and styles that required several different meter reading techniques. The new water meters have a radio read technology that can be read utilizing a very efficient drive by system.

Throughout this project, property owners were sent several notices requesting that they schedule an appointment to have their water meter replaced. To date, approximately 92% of the water meters have been installed, showing that most property owners have been responsive to these notices. We anticipate that 200 – 300 water meters will still need to be replaced after this project with Ferguson Water Works is completed. We believe that most of the remaining water meters left to replace are due to property owners disregarding meter replacement requests.

In addition, several property owners have requested a non-radio water meter for various reasons. To accommodate those requests, the City has worked with Ferguson Water Works to install water meters with an external reading device, also known as a touchpad. Touchpads are not compatible with the City's drive by meter reading system. The only way to read a touchpad is for the meter reader to get out of the vehicle and physically touch a meter reading device to the touchpad on the exterior of the home.

In the adopted 2022 Fee Schedule, there are two new fees related to water meters. The first is a manual quarterly reading fee of \$50 per quarter that is meant to cover the cost of additional labor and special equipment required to read a water meter not equipped with a radio signal. The other fee is a non-compliance fee of \$100 per quarter for defective water meters that have



not been replaced due to property owners not responding to multiple notices.

The proposed ordinance amending Sections 401.020 and 401.030 of the Municipal Code support the two new fees in the adopted 2022 Fee Schedule.

**RECOMMENDEDATIONS**

No action needs to be taken at this time. After the first reading and Pursuant City Charter 4.14, staff will publish a notice of the second reading, which will be scheduled for the March 8, 2022 regular City Council meeting. After the second reading, the City Council may adopt the ordinance for publication.

**ATTACHMENT**

Ordinance Amending Municipal Code 401

**ORDINANCE NO.**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF  
THE CITY OF WHITE BEAR LAKE REGARDING WATER METERS**

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

ARTICLE I. Section 401.020 of the Municipal Code of the City of White Bear Lake is hereby deleted in its entirety and replaced with the following:

§401.020 MUNICIPAL WATER SYSTEM; METERS. No person other than an authorized City employee shall use water from the City water system or permit water to be drawn therefrom unless the water passes through a meter supplied by and approved by the City. All meters shall be the property of the City and shall remain under the control and supervision of the City. Meters may be removed and replaced only by the City when deemed necessary, in the City's sole discretion. No person not authorized by the City shall connect, disconnect, take apart or in any manner change, interfere or tamper with any water meter or its use.

City-approved meters will be installed, replaced, and repaired, when deemed necessary by the City at all locations with City water service. Installation of standard size meters will be at the City's expense, except that larger meters may be installed at the customer's expense. Customers not complying with installation or replacement of standard City meters will be subject to a manual meter reading fee, which may be established by the City Council in its fee schedule, or, if deemed necessary by the City, water service shut-off pursuant to Municipal Code sections §401.090.

ARTICLE II. Section 401.030 of the Municipal Code of the City of White Bear Lake is hereby deleted in its entirety and replaced with the following:

§401.030 MUNICIPAL WATER SYSTEM; METER MAINTENANCE AND ACCESS. The City shall maintain and repair at its expense any meter that has become unserviceable through ordinary wear and use and shall replace said meter, if necessary, at no cost to the customer. Where meter repair or replacement is made necessary by act or neglect of the customer or any occupant of the premises it serves, City replacement and repair costs shall be a charge against and collected from the customer. Customers must keep their service lines, attachments and water meters in order, and must protect them from frost. In case of the breakage or stoppage of any meter, the customer shall immediately notify the City.

Authorized City employees and contractors shall have free access at reasonable hours of the day to all parts of every building connected with the City water supply in order to install and replace meters, obtain meter readings, maintain meters, and make meter inspections, as deemed necessary in the City's sole discretion. Water meters shall be kept unobstructed and accessible by the customer at all such times.

**ORDINANCE NO.**

If after reasonable efforts the City is unable to gain access to a building or property to install, read, maintain, replace, or inspect any water meter, irrespective of the reason, the water customer shall be subject to a quarterly non-compliance fee to account for the City's inability to determine usage and properly maintain its water meters and its overall municipal water system. Said fee may be established by the City Council in the City's fee schedule. If deemed necessary by the City, water service shut-off pursuant to Municipal Code sections §401.090 may also be utilized when meter access is not provided to the City.

ARTICLE III. This ordinance shall become effective on the first day of publication after adoption.

Adopted by the City Council of the City of White Bear Lake, Minnesota on the \_\_ day of \_\_\_\_\_, 2022.

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

ATTEST:

\_\_\_\_\_  
Kara Coustry, City Clerk

First Reading: \_\_\_\_\_

Initial Publication: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Final Publication: \_\_\_\_\_

Codified: \_\_\_\_\_

Posted on web: \_\_\_\_\_



## City of White Bear Lake

4701 Highway 61 N.  
White Bear Lake, Minnesota 55110  
651-429-8526 | [www.whitebearlake.org](http://www.whitebearlake.org)

February 2, 2022

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

Dear Mayor Louismet:

In the course of discussing several amendments to the White Bear Lake City Charter at its meeting on January 25, 2022, the City Council suggested additional changes to those proposed by the Charter Commission. While the additional amendments are minor, they do change the text of the original proposal and while intended to add clarification I believe additional review may be needed to make certain that inconsistencies in the charter's wording are not created. In one section the revised title for city elections may actually cause confusion.

Statutes allowing amendment of the charter by ordinance set a specific timeframe which may not allow sufficient time for another review by the Charter Commission prior to the required publication and public hearing. To ensure that inadvertent inconsistencies do not result from the recommended changes I will ask the Charter Commission to review its proposal one additional time which will require withdrawal of its original resolution. The Commission will be meeting as the Redistricting Committee in the coming weeks and I expect it will be able to address the proposed amendments at that time and submit a revised resolution to the City Council and reset the public hearing schedule.

Sincerely,

Tim Geck, Chair  
White Bear Lake Charter Commission

c.c. White Bear Lake City Council  
Lindy Crawford, City Manager  
Kara Coustry, City Clerk