



**AGENDA**  
**REGULAR MEETING OF THE CITY COUNCIL OF**  
**THE CITY OF WHITE BEAR LAKE, MINNESOTA**  
**TUESDAY, FEBRUARY 12, 2019**  
**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 22, 2019

B. Minutes of the Closed City Council Meeting on January 22, 2019

**3. APPROVAL OF THE AGENDA**

**4. VISITORS AND PRESENTATIONS**

A. Emergency response recognition of four members of the Fire Department

B. Don Rambow's retirement recognition

**5. PUBLIC HEARINGS**

Nothing scheduled

**6. LAND USE**

A. Consent

Nothing scheduled

B. Non-Consent

1. Consideration of a Planning Commission recommendation regarding a request by Schafer Richardson for a concept plan Planned Unit Development (Case No. 19-1-PUD)

2. Consideration of a Planning Commission recommendation regarding a request by Lisa Stonehouse for a Planned Unit Development (Case No. 19-2-PUD)

**7. UNFINISHED BUSINESS**

Nothing scheduled

**8. ORDINANCES**

A. First Reading of a revision to the Massage Ordinance

## **9. NEW BUSINESS**

- A. Resolution authorizing the purchase of a new ambulance
- B. Approval of a special event for Tally's Dockside to have music on Thursday night, July 4, 2019
- C. Resolution receiving feasibility report and ordering a public hearing for 2019 Street Reconstruction Project / 2019 Mill and Overlay Project, City Project Nos. 19-01, 19-04, 19-06, 19-13
- D. Resolution approving change orders for the Sports Center Renovation Project, City Project No. 18-09
- E. Resolution accepting work and authorizing final payment for the White Bear Lake Sports Center Renovation, City Project No. 18-09
- F. Resolution accepting work and authorizing final payment to Kraus-Anderson Construction Company for the Sports Center Renovation Project, City Project No.: 18-09

## **10. CONSENT**

- A. Acceptance of minutes of the January Planning Commission Meeting
- B. Approval of temporary liquor license for Frassati Catholic Academy
- C. Resolution amending the Boatworks Commons Declaration of Cross Easements and Restrictive Covenants
- D. Resolution amending the Loan Agreement with Lakeside East, LLC (d/b/a MIZU Japanese Restaurant)

## **11. DISCUSSION**

- A. Rush Line Station Area Planning Update – Summary of On-line survey

## **12. COMMUNICATIONS FROM THE CITY MANAGER**

- General Fund – Year End Report
- Water Gremlin/MPCA update
- 2019 Legislative Session Activity
- Autonomous Vehicles Pilot Project
- Refuse/Recycling contract extension update

## **13. ADJOURNMENT**



**MINUTES  
REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, JANUARY 22, 2019  
7:00 P.M. IN THE COUNCIL CHAMBERS**

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

Mayor Emerson called the meeting to order at 7:00 p.m. Councilmembers Doug Biehn, Dan Jones, Kevin Edberg and Bill Walsh were present. Councilmember Steven Engstran was excused absence. Staff members present were City Manager Ellen Hiniker, Assistant City Manager Rick Juba, Finance Director Don Rambow, Community Development Director Anne Kane, City Engineer/PW Director Paul Kauppi, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

PLEDGE OF ALLEGIANCE

**2. APPROVAL OF MINUTES**

Minutes of the Regular City Council Meeting on January 8, 2019.

It was moved by Councilmember **Biehn** seconded by Councilmember **Edberg**, to approve the Minutes of the Regular City Council Meeting on January 8, 2019.

Motion carried. Councilmember Walsh abstained.

**3. APPROVAL OF THE AGENDA**

Mayor Emerson moved the Closed Session up to item 13 and the Adjournment was pushed down to item 14.

It was moved by Councilmember **Edberg** seconded by Councilmember **Jones**, to approve the agenda as amended.

Motion carried unanimously.

**4. VISITORS AND PRESENTATIONS**

Nothing scheduled

**5. PUBLIC HEARINGS**

Nothing scheduled

**6. LAND USE**

Nothing scheduled

**7. UNFINISHED BUSINESS**

Nothing scheduled

## 8. ORDINANCES

Nothing scheduled

## 9. NEW BUSINESS

- A. Resolution authorizing the Mayor and City Manager to execute a joint powers agreement between the City of White Bear Lake and White Bear Township to enter into an engineering services contract with Short Elliot Hendrickson for trail design work.

Ms. Hiniker reported that the 2017 legislation set aside \$22,000 to fund a concept design of the Lake Links trail segment along Trunk Highway 96. She explained that Trunk Highway 96 is a MN DOT road going through both the City and Township. Ms. Hiniker stated that the Township's consulting engineer, Short Elliot Hendrickson (SEH), provided a proposal for higher level design work that could be completed within the limits of a \$22,000 budget.

Ms. Hiniker forwarded a recommendation to enter into a Joint Power Agreement setting the Town of White Bear as the lead agent working with SEH to identify public and utility right of way, analyze alternative alignments and perform preliminary design work that could be used for general project cost estimates. Ms. Hiniker hoped to bring the results of the study before Council in a few months.

It was moved by Councilmember **Jones**, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12337** authorizing the Mayor and City Manager to execute a joint powers agreement between the City of White Bear Lake and White Bear Township to enter into an engineering services contract with Short Elliot Hendrickson for trail design work.

Motion carried unanimously

- B. Resolution establishing the City Manager's Salary effective January 1, 2019

Mayor Emerson forwarded a recommendation the City Manager's overall compensation including vehicle allowance be adjusted 3.00%, which adheres to the City's 2019 compensation plan.

Councilmember Jones thanked Mayor Emerson for following the process of collecting evaluations.

Councilmember Edberg also expressed gratitude and wanted to ensure the combined evaluation results be placed in the City Manager's file so that the aggregate could be accessed by a future Council request.

It was moved by Councilmember **Walsh**, seconded by Councilmember **Biehn**, to adopt **Resolution No. 12338** establishing the City Manager's Salary effective January 1, 2019.

Motion carried unanimously.

## 10. CONSENT

- A. Acceptance of minutes of the October, November, December Environmental Advisory Commission, November Parks Advisory Commission.
- B. Resolution correcting the insurance contribution amounts of the 2019-2020 LELS – Police Sergeants labor agreement. **Resolution No. 12339**
- C. Resolution authorizing temporary liquor licenses for Church of St. Pius X. **Resolution No. 12340**

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

Motion carried unanimously.

## 11. DISCUSSION

- A. Refuse and recycling contract, expiring August 30, 2019

City Manager Hiniker recapped that in 2014 the City went through an extensive RFP process resulting in the refuse contract being awarded to Troje's Trash. In 2016, Troje's filed for bankruptcy, resulting in the refuse contract going to Vermillion Bank, and ultimately being sold to Republic Services. The refuse contract with Republic Services will expire August 30, 2019.

Ms. Hiniker stated that from a staff standpoint, Republic Services has done a great job being responsive to questions and concerns. She reported there have been some issues with the call center, which emerged about one year ago when it was relocated to a more centralized location out of state. The confusion being that the Township also uses Republic Services, but provides a different level of service than the City.

Ms. Hiniker reported that staff has been meeting with Republic Services since last fall to review the contract and possibility of an extension. Republic Services has reported it is actually losing money under the Troje's contract, which was bid very low comparatively. She felt confident that Republic Services was providing their best rate proposal; however, staff was unable to bring forward a recommendation for an extension based on rates paid in surrounding communities.

Ms. Hiniker informed Council that Edina is in the process of seeking RFPs for refuse service and the responses they get will be informative as the City considers the same.

Councilmember Biehn inquired if there was a strategic advantage to seeking an RFP at a certain time, and would there be an option for a short-term extension with Republic Services to take advantage of a more competitive bidding process. Ms. Hiniker replied, not for us, explaining the City is unique because recycling is brought to Eureka. If both recycling and refuse were bundled into one contract, there would be an advantage.

Councilmember Edberg asked who would oversee the RFP, City Manager Hiniker stated Assistant City Manager Juba would oversee the RFP and she would provide oversight.

Councilmember Walsh mentioned there are other options than going out for RFP for a single hauler. He would like to add this to a future work session.

## 12. COMMUNICATIONS FROM THE CITY MANAGER

### A. Update on Rush Line Station Area Planning Process

City Manager Hiniker reported that the Rush Line Project Team developed additional options for a downtown station location for consideration by the Council after significant public feedback in the fall. These options were presented at two pop-up meetings, one at the YMCA and one at the Library, and again at an Open House held at City Hall on January 10, 2019, which had over 130 attendees. The Rush Line Project Team also developed an online survey, which includes descriptions of the six downtown station location options; the survey will remain open through the end of January. Ms. Hiniker stated the process going forward will include a review of a detailed compilation of the on-line survey results, which will be presented at the February 12<sup>th</sup> City Council meeting. The City Council will then be asked to identify a preferred station location for the downtown area at its February 26<sup>th</sup> meeting. The preferred station location will be forwarded to the Rush Line Policy Advisory Committee (PAC) for its consideration at its February 28<sup>th</sup> meeting. Once the location for all station platforms planned along the future BRT corridor have been approved by the PAC, the Rush Line Project Team will move forward with a comprehensive environmental assessment of each location.

Councilmember Jones pointed out that ridership numbers and funding have not been set forth on the project website (Rushline.org) and these are questions he hears, but is unable to answer. He asked for clarification as to what exactly the Council will be asked to vote on during the February 26<sup>th</sup> Council meeting.

Ms. Hiniker stated that Council will be asked to identify a station location for the downtown area. The Rushline Policy Advisory Committee will consider that selection for approval at its meeting on February 28<sup>th</sup>. While the Rush Line Policy Advisory Committee has the authority to move forward with further study of a downtown site of its choice, the objective is that a majority of Council recommend a preferred site.

Councilmember Walsh shared that he thinks of Rush Line as an application or proposal that has no funding. He explained that the State set aside money to create this proposal in order to ask the federal government for funding. With this proposal, all the cities along this route are expected to provide resolutions and letters of support for the best chance of being considered for federal funding. Councilmember Walsh explained there is a state match component, which is now being supported as a County match through a tax implemented by the Ramsey County Regional Rail Authority.

Councilmember Walsh stated he does not like this process because cities are asked to “pick out the wallpaper” before even being asked if they want this project. He said since Council is asked to pick the best location now, he will do that, but he will continue to push for a broader conversation with public as to whether this is even needed or wanted in White Bear Lake. He also wanted a broader conversation about ridership, stating the current 265C Express bus hauls 196 people daily. This is not many people and if there is a route every 10 minutes, he wondered what that ridership look like.

Councilmember Biehn stated that the west side of the Twin Cities has gotten all of the federal funding for transit, while the east side has none of this infrastructure. He said we need this transit service, which he strongly supports. He understands that people

are afraid, but once it is established, the fear does dissipate. He reaffirmed strong unwavering support of mass transit.

B. Update on 2019 ClimateSmart Exchange

City Manager Hiniker stated that at the December meeting, Council authorized participation in the 2019 ClimateSmart Exchange, a program funded by the Federal Republic of Germany and administered through the University of Minnesota. She explained that White Bear Lake will be the sixth city to join the exchange among Duluth, Elk River, Morris, Rochester and Warren.

Ms. Hiniker stated she would be sending an email to remind Council that the German delegation from Ludenscheid will be here June 8 – 15<sup>th</sup> and a contingency from White Bear Lake will be going to Germany on Sept 20 – 28. Through this grant opportunity, all of the costs of this delegation, except airfare, are covered. The City of White Bear Lake will pay the airfare for Councilmembers who wish to attend.

Ms. Hiniker added that as part of this programs, a German university student will arrive in April to work as an intern for three months at the City. Space has been identified to house him in the Engineering Department while he works on environmental initiatives. The City will provide housing and a stipend of approximately \$2,500 - \$3,000.

**13. CLOSED SESSION**

Mayor Emerson read, “Pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(c)(3), it is proposed for the City Council to move into a closed session to develop or consider offers or counteroffers for the purchase or sale of real or personal property. The property that is subject to the closed session consists of the following parcel identification numbers: 273022140016, 273022140015, 273022140014, 273022140005. A motion and a second is required to go into closed session.”

(It was noted after the meeting that the parcel identification numbers according to Ramsey County should have been 27.30.22.11.0039, 27.30.22.11.0036, 27.30.22.11.038, 27.30.22.11.0010).

It was moved by Councilmember **Walsh**, seconded by Councilmember **Biehn**, to move into closed session.

Motion carried unanimously.

**14. ADJOURNMENT**

There being no further business before the Council, it was moved by Councilmember **Walsh** seconded by Councilmember **Jones** to adjourn the regular meeting at 8:24 p.m.

---

Jo Emerson, Mayor

**ATTEST:**

---

Kara Coustry, City Clerk



**MINUTES  
CLOSED MEETING OF THE CITY COUNCIL OF  
THE CITY OF WHITE BEAR LAKE, MINNESOTA  
TUESDAY, JANUARY 22, 2019  
IN CITY HALL**

1. CALL TO ORDER AND ROLL CALL

Councilmembers Doug Biehn, Dan Jones, Kevin Edberg and Bill Walsh were present. Councilmember Steven Engstran was excused absence. Staff members present were City Manager Ellen Hiniker, Assistant City Manager Rick Juba, Finance Director Don Rambow, Community Development Director Anne Kane, City Engineer/PW Director Paul Kauppi, City Clerk Kara Coustry and City Attorney Troy Gilchrist.

2. Discussion centered on whether the City should pursue purchase of properties: 3996, 3998, 4000, and 4001 Hoffman Road.

3. Reconvene City Council Meeting

There being no further business to come before the Council, it was moved by Councilmember **Jones**, seconded by Councilmember **Biehn**, to reconvene the City Council meeting at 8:24 p.m.

---

Jo Emerson, Mayor

ATTEST:

---

Kara Coustry, City Clerk





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

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Samantha Crosby, Planning & Zoning Coordinator

**Date:** February 6, 2019 for the February 12, 2019 City Council Meeting

**Subject:** **White Bear Lake Apartments – PUD Concept Plan**  
**1711 County Road E - Case No. 19-1- PUD**

---

### **REQUEST**

Concept stage approval of a Planned Unit Development for a new 189 unit multi-family apartment building.

### **SUMMARY**

After the packets were distributed, staff received four written statements, attached. These statements were forwarded to the Planning Commission via email in advance of the meeting. During the public hearing, nine people spoke in opposition to the project and two spoke in favor. Some of the concerns expressed include: traffic impact and overflow parking on Linden Avenue, building height out of scale with immediate neighborhood, loss of views, loss of green space and reduction in safety due to an increase in people and traffic. On a 5-0 vote, the Planning Commission recommended approval as presented by staff.

### **RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution of approval.

### **ATTACHMENTS**

Resolution of Approval  
 Email from Dr. Kazmierczak dated 1-29-19  
 Letter from Mr. Oosten dated 1-30-19  
 Email from Mr. Grambush dated 1-31-19  
 Email from Ms. Strobel dated 2-4-19

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING A GENERAL CONCEPT PLAN FOR  
THE WHITE BEAR LAKE APARTMENTS  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (19-1-PUD) has been submitted by Schafer Richardson, requesting approval of a general concept plan from the City of White Bear Lake at the following site:

**ADDRESS:** 19XX, 1907, 1713, 1715, and the land-locked parcel adjacent thereto:  
PID # 273022440199.

**LEGAL DESCRIPTION:** Attached.

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING:** General Concept Stage approval of a Planned Unit Development, per Code Section 1301.070, for a 189 unit market rate apartment building; and

**WHEREAS**, the Planning Commission has held a Public Hearing as required by the City Zoning Code on January 30, 2019; and

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed Concept PUD 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 after reviewing the proposal, that the City Council accepts and adopts the following findings of the Planning Commission:

1. The proposal is consistent with the City's Comprehensive Plan.
2. The proposal is consistent with existing and future land uses in the area.
3. The proposal conforms to the Zoning Code requirements.
4. The proposal will not depreciate values in the area.
5. The proposal will not overburden the existing public services nor the capacity of the City to service the area.
6. Traffic generation will be within the capabilities of the streets serving the site.
7. The special conditions attached are hereby approved.

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

1. All application materials, maps, drawings, and descriptive information submitted with this application shall form the foundation for the Development Plan Stage of the PUD.
2. All recommendations from the Traffic Study shall be incorporated into the development, except for the one relating to Scheuneman Road.
3. The concept is approved assuming a 3/4ths or right-in/right-out access on County Road E. Complete denial of a County Road E access point will trigger a revisit of the traffic study and re-evaluation of the proposal.
4. The applicant shall apply for a Development Plan PUD within six (6) months from the date the City Council grants General Concept Plan approval. The following items shall be submitted with the Development Plan Stage application:
  - a. Evidence of approval from Ramsey County Traffic Engineering for the access opening onto County Road E
  - b. Existing Conditions Survey
  - c. Tree Survey, Preservation Plan and Replacement Plan
  - d. Detailed Landscape Plan with species chart and planting details
  - e. Grading and Drainage Plan with stormwater infiltration details and calculations
  - f. Erosion Control Plan
  - g. Utility Plan
  - h. Photometric Plan with lighting fixture details
  - i. Demolition Plan
  - j. Complete Floor Plans
  - k. Building Elevations – all four sides
  - l. Building Material Sample Board and Color Palette
  - m. Shadow Study
  - n. Written statement outlining any changes to the plans since General Concept Plan approval, and a summary explaining the rationale behind those changes.

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

Ayes:  
 Nays:  
 Passed:

\_\_\_\_\_  
 Jo Emerson, Mayor

**ATTEST:**

---

Kara Coustry, City Clerk

\*\*\*\*\*

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.

---

Signed

Date

---

Printed Name and Title

**LEGAL DESCRIPTION****Parcel 1:**

That part of Lot 22, "Strawberry Acres", according to the plat thereof, lying Easterly of a line drawn from a point on the North line of said Lot 22, distant 490 feet Easterly of the Northwest corner thereof to a point of the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line.

Ramsey County, Minnesota  
Abstract Property

(PID No. 27-30-22-44-0199)

**Parcel 2:**

All that part of the West 200 feet of the East 330 feet of Lot 26, "Strawberry Acres", according to the plat thereof, lying Easterly of a line drawn from a point on the North line of Lot 22, "Strawberry Acres", distant 490 feet Easterly of the Northwest corner thereof to a point of the North right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2, distant 490 feet Easterly of the Southwest corner of Lot 25 of said "Strawberry Acres", as measured along said North right of way line, EXCEPT, that portion of said Lot 26 lying Southerly of the Northerly right of way line of Minnesota Department of Transportation Right of Way Plat No. 62-2.

Ramsey County, Minnesota  
Abstract Property

(PID No. 27-20-22044-0201)

**Parcel 3:**

The West 65 feet of the East 130 feet of Lot 26, "Strawberry Acres", according to the plat thereof.

Ramsey County, Minnesota  
Abstract Property  
(27-30-22-44-0014)

**Parcel 4:**

The East 65 feet of Lot 26, "Strawberry Acres", according to the plat thereof.

Ramsey County, Minnesota  
Abstract Property

(27-30-22-44-0013)

**Parcel 5:**

Lot 23, "Strawberry Acres", according to the plat thereof.

Ramsey County, Minnesota  
Abstract Property

(PID No. 27-30-22-44-0012)

**From:** Wayne Kazmierczak <wayne.kazmierczak@isd624.org>  
**Sent:** Tuesday, January 29, 2019 3:17 PM  
**To:** Samantha Crosby <scrosby@whitebearlake.org>  
**Subject:** Re: Proposed Project - White Bear Lake Apartments

Sam -

I will gladly share the school district's perspective on this. We would welcome the addition of this apartment building to our community. Additional options for current and potential residents are viewed very positively, and that particular location would be very desirable given the additional transportation options that will likely be available just down the street.

Arriving at an estimate of the number of students who would reside in the apartment building is not an exact science; however, we could make assumptions based on the results of our recently completed demographic study. Assuming 189 units, we would estimate that each of those would yield somewhere between .13 and .20 school aged children, or roughly 25-38 students total in grades K-12 which would mean 2-3 students per grade if they are dispersed uniformly. We would be able to absorb that number of students without any concern.

Please let me know if you need any additional information. Thanks, Sam.

Wayne

Wayne A. Kazmierczak, Ph.D.  
Superintendent  
White Bear Lake Area Schools  
651.407.7563 (office)  
651.407.7566 (fax)

January 30, 2019

To: City of White Bear Lake, MN Planning Commission

Re: Community Feedback on Proposed Schafer-Richardson Multi-Family Apartment Building, County Road E (Case No. 19-PUD).

Like many others in the vicinity of the above referenced high density residential development, as a homeowner, home owners' association member (Linden Place Villas), and White Bear Lake taxpayer, I am concerned about the development project and its current design proposal. I have served on community and county planning commissions, planning and zoning boards, economic development committees, etc., over the past several years in different states. Aspects of this project are objectionable from various community standpoints with only a few topical points discussed below.

Size of development. The development is clearly too large for its setting and is inappropriate since it is essentially an **urban scale plan being squeezed into a suburban environment, medium density residential setting**. Current Proposal: 189 units, 275 parking stalls (1.45/unit), 4 story structure (57 ft), 4.61 acres. Recently re-zoned from "Commercial" to "High Density Residential," the land parcel is located in an area with one- and two-story buildings and will detract from the community in various, predictable ways.

Decline of surrounding real estate prices by 3%-5% may be expected when objectionable development is added that does not blend in or detracts from livability. Primary real estate price drivers include "location, location, location" and "curbside appeal." This project will not inure to the benefit of the area nor its existing residents. The sheer height and footprint size/density of the structure and parking will destroy the community entrance appeal to multiple homeowners associations along Linden Avenue and surrounding streets. I would not have purchased my present home a couple of years ago if this development had existed at the time.

#### Suggestions for Different Design

- Reduce size. Structure should be at most two stories tall and with a reduced footprint.
- Reduce impact on traffic congestion. Currently, the structure looks to hold somewhere between 250 – 370 people based on the proposed bedroom/unit distribution. There is an average of 1.93 persons / renter household. Reduced size commensurate to suburban density rather than the proposed urban density design will help in this regard. Livability and aesthetics are better than sheer density, tax base issues aside.
- Increase parking stalls per unit. Currently at 1.46 stalls/unit, increase to 1.7 stalls/unit to accommodate potential vehicle parking demands. On street parking and vehicle clutter are already issues in the vicinity.
- Increase green space. The current structure and parking proposal is clearly too large and ungainly for the land parcel and surrounding residential low- and medium-density residential subdivisions. Moreover, low profile commercial designs are typically espoused in White Bear Lake. More setback and green space will keep White Bear Lake closer to its objectives of being a pleasant suburban place to visit, live, and promote.
- Increase the proportion of family oriented 3-bedrooms from the low 2% (currently 4 / 189). Also, the ratio of single units (studio, 1-bedroom) is rather high presently at 69% -- typical averages are around 49% of total units.
- The land parcel zoning might have been best kept at low-mid density commercial (or residential) given existing County Road E and Highway 61 zoning layout, building designs, and usages, all things considered.

Sincerely,



Dierck Oosten, White Bear Lake Resident

**From:** Dale Grambush <dale@grambush.com>  
**Sent:** Thursday, January 31, 2019 4:51 PM  
**To:** Samantha Crosby <scrosby@whitebearlake.org>  
**Subject:** Co Rd E

Ms. Crosby,

I don't think I can make the meeting on Monday evening. I would like to give a comment on the White Bear Lake Apartments Concept PUD, case no. 19-1-PUD.

While overall I support this PUD I have a questions or two about the parking plan. As you say, current code calls for 2 spaces per unit or 378 parking spaces. However you would like to use a plan that would call for 297 stalls based more on the size / number of bedrooms (seems to make sense). Then even reduce that amount to 275 because they don't want to paving. I would much rather pave the land (open space) now and not see vehicles parked on Co Rd E and Linden Ave. Side note: If they would purchase 3646 Hoffman Road which then they could add parking, other entrance, more land.

This site is on an arterial road, proper density for the area, no TIF assistance, and setbacks for the 4 stories. I like that the building faces south, lots of windows towards the sunlight, broken roof lines, and it's placement between a business and low-density housing. Even with my question on parking I would still be in favor of this.

Thanks,  
Dale Grambush  
2415 Gisella Blvd  
White Bear Lake MN



From: TEREASA A STROBEL Owner <tas1000@q.com>  
Sent: Monday, February 04, 2019 9:44 AM  
To: Samantha Crosby  
Subject: Proposed Apartment Complex on Linden St. and Co Rd E

Dear commissioners,

I am writing to you about the proposed apartment complex on Linden St. and Co Rd E. Though I understand the need for affordable housing, I am against this current proposal for the following significant reasons. The building has four floors and a gabled roof that adds significant height. I believe that it will have a looming appearance compared to the two-story townhouses across Linden St. Also, according to the city's own report, the tenant density is too high, there are too few parking spaces, and not enough green space per unit.

1) Height and Density:

According to the city planning report, the population density of this project is higher than recommended by city standards. I believe that the developers are trying to use "The Waters" senior housing which is also four stories high as a model, probably to get as many renters as possible for profit. Although I am not impressed with "The Waters" for various reasons,, it should be pointed out that that complex is very sprawling as well as high. The height is offset by the sheer scope of the complex. "The Boulders", another senior building on Willow, uses berms and trees to soften the effect of the height so that the building appears less high than it is .Both of these complexes seem to "fit" into their environments I don't believe that his is true for the proposed apartment on "E" and Linden.. This new building will have a looming appearance, especially compared to the two-story townhouses across Linden Street. The total height with,the four stories and gabled roof (which adds even more height) will be approaching 60 feet. The western wall of the building in particular looks to be very close to the boundary with the property to the west, perhaps as little as 20 or so feet It looks like, from the city report, that in the future there may be development on that property, presently a softball field, too. In fact the proposed entrance for the Linden-Co Rd E project will be used for that property as well If so,the,owners may also expect to put up a four story behemoth of a building, provide fewer parking spaces,and less green area ( increasing the population density even further). How will the city deny them if the city has already let the Linden-Co Rd E project in with all its flaws? Also, care must be given by the city that the south part of the city doesn't become a dumping ground for "affordable" rentals because statistics show that this kind of housing can be associated with increased strife, domestic abuse calls, crime and otherwise quality of life issues with increased police calls.

2) Inadequate Parking:

The city has pointed out that there are too few parking spaces. In fact, even the developers acknowledge that there are too few parking spaces. The developers are saying that they would like to have one space per studio unit, one and a half per one bedroom unit, two per two bedroom, and three for each three bedroom unit. A total of 297 parking spots. However, the development has only room for a 275 spots. Twenty-two fewer than even the developers minimal standards. Realistically, some of the studio units may have a couple living in them and that both people may have cars. Also, are the developers not realizing that in a complex with 189 units that there will be parking space needed for guests of the tenants and even the complexes own workmen?

What happens to the parking in the front of the building if, in the future, the county decides (especially with more high density complexes like this one) that two lanes are not enough on Co Rd E and must widen the road? Will the front parking spaces of this complex be lost or will cars literally be parked right up to the public sidewalk, encouraging theft and vandalism to the vehicles parked there?

Although other apartments in the Twin Cities area may have too few on-site parking spots, they frequently have other options such as on street parking . This development will not have that option since tenants can't park on Co. Rd E and Linden St. only allows parking on one side of the street. The developers have said that if more space is needed for parking, there is a rectangular area to the northeast on the property that can be utilized for parking. I agree that this could solve the parking problem but then the complex loses virtually all of its green space. This proposal is already lacking in green space that is required by the city.

### 3) Inadequate Open- Green Space:

In the city report it is mentioned that the project has less open space available for the tenants than guidelines require per apartment unit. Since it has been established that the only really open space is in the northeast section of the property and that that will probably have to be used for needed parking requirements, it leaves the complex even more deficient in any open, green space for the residents. There are no public parks nearby that I know of except for a small playground almost a half mile to the south (across busy Co. Rd E and beyond a commercial area). I see on the map that the developers have very considerably provided a dog park on the north side of the building complete with trees and surrounded on three sides by the building itself, protecting tenants dogs from the sun and wind and giving them a place to play and socialize. Such a nice touch. However, searching the map of the project I see no area devoted to the children who will be living there. After all, about a third of the proposed apartment units will have two and three bedrooms and families oftentimes are in need of affordable housing just much as young adults and seniors. Are children not at least as precious as dogs? Do they not deserve to have a safe place to play and socialize near the complex? Apparently not if this proposal is adopted as is.

### Conclusion:

This proposal is clearly flawed and deficient in countless ways. It seems to put the need for profit by the developers and owners far above the actual needs of the future tenants. Our city needs to provide quality housing for all residents, not help line the pockets of people who are looking for a fast buck. To okay this proposal will be setting up precedents for future developers to come up with substandard designs, like this one. Clearly, affordable multi-family housing is needed. But that housing should be safe and secure with certain amenities that should be taken for granted by a caring society and I like to think that our city is caring. The density should be such that the residents are not in conflict with their neighbors. There should be parking abundant enough that not only the tenants needs are met but that of occasional guests. There should be green, open space with trees and play areas for children so they don't have to play in dangerous parking lots. And yes, keep the dog park.

I believe that all of these problems can be easily remedied by simply compromising. I think that scaling back the project, knocking off at least one story, and scaling back the "footprint" of the building (but keeping the rough proportion of units, studio to three bedroom) would reduce density and leave adequate parking space. Allow the northeast rectangular parcel to be open space with trees planted, fencing on three sides, modest playground equipment and a few picnic tables that tenants can enjoy. For safe crossing to the open space, put a concrete "bump-out" on the north side of the parking lot to correspond with the one west of the garage entrance. Crosswalk stripes can be put on the pavement with a sign warning of pedestrians crossing.

These changes will reduce strife among the tenants and increase the quality of life for the tenants of this complex as well as neighbors, and will still be profitable for developers and owners.

Sincerely,

Tereasa Strobel  
1956 Elm St.



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

**MEMORANDUM**

**To:** Ellen Hiniker, City Manager

**From:** The Planning Commission

**Through:** Ashton Miller, Planning Technician

**Date:** February 6, 2019 for the February 12, 2019 City Council Meeting

**Subject:** **Stonehouse Planned Unit Development; 4466 Centerville Road- Case No. 19-2-PUD**

---

**REQUEST**

Both general concept phase and development stage approval of a Planned Unit Development (PUD) to allow mixed-use development in the B-3 – Auto-Oriented Business Zoning District, in order to establish a catering business on the main floor and two apartment units on the second floor at 4466 Centerville Avenue.

**SUMMARY**

One neighbor expressed concern with the proposed business using his property as overflow parking and for storing plowed snow. On a 5-0 vote, the Planning Commission recommended approval of the request with the addition of a condition addressing snow removal on the property.

**RECOMMENDED COUNCIL ACTION**

Approval of the attached resolution.

**ATTACHMENTS**

Revised Resolution of Approval.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION GRANTING  
A PLANNED UNIT DEVELOPMENT  
FOR 4466 CENTERVILLE ROAD  
WITHIN THE CITY OF WHITE BEAR LAKE, MINNESOTA**

**WHEREAS**, a proposal (19-2-PUD) has been submitted by Lisa Stonehouse to the City Council requesting approval of a Planned Unit Development for the following location:

**LOCATION:** 4466 Centerville Road

**LEGAL DESCRIPTION:** North 92.71 feet of the west 173 feet of the south 10 acres of the northwest quarter of the northeast quarter of Section 21, Township 30, Range 22, Ramsey County, MN. Subject to Centerville Road over the west 33 feet and a utility easement over the south 30 feet. (PID # 213022120021)

**WHEREAS, THE APPLICANT SEEKS THE FOLLOWING PERMITS:** Both General Concept Phase and Development Stage approval of a Planned Unit Development to establish a catering company on the main floor and two residential units on the second, per Code Section 1301.070.

**WHEREAS**, the Planning Commission has held a public hearing as required by the city Zoning Code on February 4, 2019;

**WHEREAS**, the City Council has considered the advice and recommendations of the Planning Commission regarding the effect of the proposed Planned Unit Development 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 after reviewing the proposal, that the City Council accepts and adopts the following findings of the Planning Commission:

1. The proposal is consistent with the city's Comprehensive Plan.
2. The proposal is consistent with existing and future land uses in the area.
3. The proposal conforms to the Zoning Code requirements.
4. The proposal will not depreciate values in the area.
5. The proposal will not overburden the existing public services nor the capacity of the City to service the area.
6. The traffic generation will be within the capabilities of the streets serving the site.

7. The special conditions attached in the form of planned unit developments are hereby approved.

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

1. All application materials, maps, drawings, and descriptive information submitted with this application shall become part of the building permit.
2. Per Section 1301.050, Subd.4, if within one (1) year after approving the Planned Unit Development, the use as allowed by the permit shall not have been completed or utilized, the PUD shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council. Such petition shall be requested in writing and shall be submitted at least 30 days prior to expiration.
3. This Planned Unit Development shall become effective upon the applicant tendering proof (ie: a receipt) to the City of having filed a certified copy of the signed resolution of approval with the County Recorder pursuant to Minnesota State Statute 462.3595 to ensure the compliance of the herein-stated conditions.
4. An expansion of the business to include retail, deli, takeout, seating, cooking classes or other events shall require an approved amendment to the PUD. Until an expansion is approved, there shall be no seating in the kitchen area.
5. Visitors to the property shall be advised not to park along the access easement on the south side of the subject property.
6. A rental license shall be obtained prior to renting the units out.
7. The applicant shall obtain a sign permit prior to installing any signage.
8. The mechanical equipment shall be screened with vegetation approved by staff.
9. The applicant shall obtain all necessary approvals from the Health Department.
10. The applicant shall obtain a building permit prior to beginning any work.
11. Snow shall either be stored in the green areas on site or hauled off site; whichever way the snow is removed, it shall not end up in the road easement.

Prior to the issuance of a building permit, the applicant shall:

1. Provide a SAC (Sewer Availability Charge) determination letter from the Metropolitan

Council.

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

Ayes:

Nays:

Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

**ATTEST:**

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

\*\*\*\*\*

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.

\_\_\_\_\_  
Lisa Stonehouse

\_\_\_\_\_  
Date



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

## *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Kara Coustry, City Clerk/Administrative Assistant

**Date:** February 5, 2019

**Subject:** **First reading for revision of the Massage Ordinance 1127**

---

### **BACKGROUND**

On January 1, 2016, City Ordinance 1127 went into effect requiring all persons performing massage therapy and related businesses to be licensed. The licensee is required to submit documentation to demonstrate they have received the appropriate training and insurance. A criminal history check and financial review are also conducted and approval from the City Council is required for all massage related licenses.

On December 18<sup>th</sup>, staff mailed a tracked changes copy of the proposed, revised ordinance to all licensed massage establishments in the City, asking for feedback, and providing Council timeline for review, public hearing and adoption. On January 30<sup>th</sup>, staff mailed the massage license renewal notices to all licensed businesses and practitioners, providing instructions for finding proposed revisions to the massage ordinance in the Public Notice field on the website, instructions for feedback, and the Council's timeline for review.

### **SUMMARY**

The Massage Ordinance has been in effect for three years in the City of White Bear Lake. Through administration of this ordinance, staff have encountered a variety of massage licensing scenarios which were not anticipated at the time this ordinance was first drafted.

Highlights of proposed changes and reasoning are provided below.

- Administrative license determination provides the City the ability to streamline issuance of the licensing. Currently, applicants passing the background check must wait additional time for final license approval by the City Council before they may begin practicing massage. The full process can take a month, which is problematic for local spa businesses who are accustomed to hiring employees that can begin work immediately. The revised ordinance provides the City Manager the authority to approve a license that has met the qualifications.

The revised administrative license determination provision also provides the City Manager authority to immediately suspend a license suspension upon the occurrence of

any unlawful acts. Any final revocation, however, must be taken by the City Council. Lastly, the revised ordinance provides the City Manager to deny a license based on a background check, with a provision for the right to appeal to the Council.

- Adverse License Decision, Process and Appeal was added to provide due process for applicants and licensees who disagree with the administrative license determination. In these cases, a timeline and procedure for appeal are set forth, and the City Council shall determine whether to uphold, modify, or overturn the administrative decision for an adverse license action.
- Transfer. This provision allows a licensed therapist to transfer between licensed locations in the City provided the business licensing agent has been notified in advance.
- Letter of Employability. Staff encountered a massage practitioner who was new to town, and to facilitate employment, asked to be licensed as a massage therapist before finding employment. This provision outlines the terms of that arrangement going forward.
- Complementary and alternative health care client bill of rights was added in order to secure the identity of those seeking services and the List of Services was added to tighten the provisions of the ordinance.
- Added to unlawful acts is a restriction on sexually suggestive advertising of services that would violate the law. The federal government recently seized backpage, a website used to advertise adult erotic services. There are similar websites administered from other countries being utilized for the same types of advertising.

Other proposed changes include housekeeping items such as removal of a grandfather clause (now obsolete), the need for workers compensation insurance, and full payment of financial claims (taxes, utilities, etc.) prior to license issuance.

#### **RECOMMENDED COUNCIL ACTION**

No action required. Due to the City's licensing period ending on March 31, and to allow massage business and practitioners time to decide whether they wish to renew their business licenses under new terms, staff suggests holding second reading on February 26, 2019.

Subsequent publication would occur on March 6, 2019 at which time the ordinance would become effective. Business license renewals for business cycle 4/1/19 – 3/31-20 are expected to be approved by the City Council on March 12, 2019 to allow time for staff to generate and mail new licenses to approved businesses before April 1<sup>st</sup>.

**ATTACHMENTS** - Proposed Ordinance Revision



CITY OF WHITE BEAR LAKE  
Ordinance No. \_\_\_\_\_

AN ORDINANCE AMENDING SECTION 1127 OF THE MUNICIPAL  
CODE OF THE CITY OF WHITE BEAR LAKE REGARDING  
MESSAGE THERAPISTS AND MESSAGE THERAPIST BUSINESSES

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

**ARTICLE I.** Section 1127.010 of the Municipal Code of White Bear Lake is hereby amended as follows:

§1127.010 FINDINGS AND PURPOSE. The purpose of this ordinance chapter is to protect the public health, safety and welfare by regulating message businesses and message practitioners.

**ARTICLE II.** Section 1127.020 of the Municipal Code of White Bear Lake is hereby amended as follows:

§1127.020 DEFINITIONS. The following words, terms, and phrases, when used in this ordinance chapter, shall have the meanings ascribed to them in this chapter, except where the context clearly indicates a different meaning:

1. Message Therapist. Any person who practices or administers any message services for a fee.
2. Message Services. ~~which is defined as any~~ Any method of applying pressure on, or friction against, or rubbing, stroking, kneading, tapping or rolling of the external parts of the human body with the hands or with the aid of any mechanical or electrical apparatus, appliance or device with or without such supplemental aids as rubbing (isopropyl) alcohol, liniment, antiseptic oil, powder, cream, lotion, ointment or other similar preparation. ~~The practice of message and bodywork~~ This term shall not include, and is distinct from, the practice of medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry. This term includes, but is not limited to, ~~many~~ manual therapies, such as message therapy, Asian bodywork therapies, ~~or~~ and movement therapies. While these are recognized as separate disciplines, all are considered message services and are subject to the message therapists/message therapist businesses ordinance requirements of this chapter.
23. Message Therapist Business. A place of business where message therapy services are provided to the public for a fee. This term includes businesses which rent/lease space to an independent licensed message therapist.

**ARTICLE III.** Section 1127.030 of the Municipal Code of White Bear Lake is hereby amended as follows:

§1127.030 LICENSES REQUIRED.

1. No person shall perform as a massage therapist without having first secured a license as provided for in this chapter.
2. No person, firm or corporation shall ~~engage, own or~~ operate a massage therapist business without having first secured a license as provided for in this chapter.

ARTICLE IV. Section 1127.050 of the Municipal Code of White Bear Lake is hereby amended as follows:

§1127.050 LICENSE REQUIREMENTS.

Subd. 1. Fee. ~~The annual license fee shall be established by the City Council.~~ There shall be a one-time an initial application background check fee in addition to the annual license fee as established by the City Council in its fee schedule. No license shall be issued or renewed unless all fees associated with the requested license have been paid in full.

Subd. 2. Expiration. Licenses under this chapter shall expire on March 31st of each year, after which the licensee may apply for a renewal through the City's established business license renewal process. ~~The license shall be non-transferrable.~~

Subd. 3. Transfer. Licenses are not transferable to another person. A licensed massage therapist may work at another licensed location massage therapist business, or transfer from one licensed massage therapist business to another licensed business, provided the licensee provides advance notice to the City's licensing agent.

Subd. ~~3~~4. Massage Therapists. All persons providing massage services must have proof of professional liability insurance with coverage of up to \$1,000,000 per occurrence, and at least one of the following:

- A. Certification from National Certification Board for Therapeutic Massage and Bodywork; ~~or~~
- B. Membership with the one of the following accredited professional associations:
  - a. American Massage Therapy Association; or
  - b. Associated Bodywork and Massage Professionals; ~~or~~
- C. ~~Or, a~~ A certificate of graduation from an educational institution which is either registered with the MN Higher Education Office or accredited by a federally recognized accrediting agency ~~requiring completion of a resident course of study of at least 500 hours to obtain certificate.~~

~~Persons who have practiced massage for at least one (1) year within the city limits prior to the effective date of this ordinance, have professional liability insurance as defined above, and who meet the requirements set forth in this subsection within three (3) years of its effective date, may practice at a licensed establishment.~~

Subd. 45. Massage Therapist Business. An applicant for a massage therapist business must show proof of each of the following:

- A. Applicant has superior possessory interest in the premises at the location approved to be licensed;
- B. All massage therapists at licensed location are duly licensed by the City; and
- C. Proof of workers' compensation insurance.

Subd. 56. Application. The initial application for a license shall be made only upon forms furnished by the City of White Bear Lake licensing ~~official~~ agent and when completed by the applicant, shall be filed with the licensing ~~official~~ agent, and a record of the same made therein.

Subd. 67. Application #Review. Such application shall be reviewed by such departments of the ~~City~~ as shall be deemed necessary by the City Manager. A criminal and financial background check will be performed by the Police Department. ~~Final approval must be granted by the City Council.~~ License eligibility shall be determined, and licenses issued, administratively by the City Manager or designee.

Subd. 8. Letter of Employability. A person seeking employment as a massage therapist, but who is not currently employed at a licensed massage business, may request a background check from the City to confirm the person's eligibility to receive a massage therapist license. The person shall submit an application to the City for the background check together with the required fee. If the person passes the background check, the City will issue the person a letter of employability, which shall be valid through March 31<sup>st</sup>. A letter of employability does not authorize the person to perform services as a massage therapist. If the person becomes employed at a licensed massage therapist business, the person shall not provide any massage services until the person obtains a massage therapist license by submitting payment for the license to the City. Upon the receipt of such payment, the City shall issue the person a massage therapist license.

ARTICLE V. The Municipal Code of White Bear Lake is hereby amended by adding a new Section 1127.076 as follows:

§1127.076 LIST OF SERVICES. The operator of the massage therapist business, or responsible employee, shall post or provide to the client a list of services available

and the cost of each. No massage therapist shall offer or perform any services other than those posted or listed.

ARTICLE VI. Section 1127.080 of the Municipal Code of White Bear Lake is hereby amended as follows:

§1127.080 INSPECTION BY CITY OFFICERS OFFICIALS AND IDENTIFICATION OF EMPLOYEES. During any hours in which any person is present on the licensed premises, all massage therapist businesses shall be open to inspection by fire, zoning, building inspectors, police officers and any other appropriate city official. Additionally, during the inspection the massage therapist business and massage therapist shall provide the information required in this section.

Subd. 1. Upon demand by any city ~~officer~~ official, any person engaged in providing massage services in any licensed premises shall identify himself/herself giving his/her true legal name and his/her correct address.

Subd. 2. Employment records, including copies of documents used to determine that the minimum standards for each message therapist are met as set forth in Section 1127.050, Subd. 34, and that each employee employed by the ~~establishment~~ massage therapist business is (18) eighteen years of age or older, shall be kept by the massage therapist business at the licensed premises and made available for immediate review upon request of a city officer official.

Subd. 3. Provide a copy of the massage therapist license issued under this chapter for each massage therapist on the licensed premises of the massage therapy business for immediate review upon request of a city official.

ARTICLE VII. Section 1127.090 of the Municipal Code of White Bear Lake is hereby amended as follows:

§1127.090 VIOLATIONS AND PENALTIES. Every person violating any provision of this chapter is guilty of a misdemeanor and upon conviction shall be punished not more than the maximum penalty for a misdemeanor as prescribed by Minnesota state law. Additionally,

~~Subd. 1. Any violation of this chapter shall be a basis for an adverse license action regarding the suspension or revocation of any license granted hereunder. Adverse license actions shall be taken in accordance with Section 1127.115. In the event that the City Council proposes to revoke or suspend the license, the licensee shall be notified in writing of the basis for such proposed revocation or suspension. The Council shall hold a hearing for the purpose of determining whether to revoke or suspend the license, which hearing shall be within 30 days of notice.~~

~~Subd. 2. The City Council shall determine whether to suspend or revoke a licensee within 30 days after the close of the hearing or within 60 days of the date of the notice, whichever is sooner, and shall notify the licensee of its decision~~

~~within that period.~~

ARTICLE VIII. Section 1127.100 of the Municipal Code of White Bear Lake is hereby amended as follows:

§1127.100 UNLAWFUL ACTS. It shall be unlawful for:

Subd. 1. Any person to engage in or conduct massage therapy without a valid license issued pursuant to this chapter.

Subd. 2. Any person ~~in a massage therapy business~~ practicing as a massage therapist to place his or her hands upon, or to touch with any part of his or her body, or to fondle in any manner, the genital area of any other person, or breasts of any female person, whether or not the area is clothed.

Subd. 3. Any person ~~in a massage therapy business~~ practicing as a massage therapist to expose her female breasts, his or her genital area or any portion thereof to any other person, or to expose the genital area or any portion thereof of any other person.

Subd. 4. Any person, while in the presence of any other person ~~in a massage therapy business~~ practicing as a massage therapist, to fail to conceal with a fully opaque covering the genital area of his or her body or her female breasts.

Subd. 5. Any person to depict, place, publish, distribute or cause to be depicted, placed, published or distributed any advertising matter that suggests to prospective clients that any services are available by a licensee that would constitute a violation of federal, state, or local laws, or a violation of this Chapter.

Subd. ~~5~~6. Any person to employ any person under the age of eighteen (18) years of age to work in any massage therapy business as an employee, agent or independent contractor.

Subd. ~~6~~7. Any person owning, operating or managing a massage therapy business knowingly to cause, allow, suffer or permit in or about such massage and bodywork establishment any agent, employee, independent contractor or any other person under his or her control or supervision to perform or allow such acts prohibited in ~~subsections~~ subdivisions (~~21~~) through (~~67~~) of this section.

ARTICLE IX. Section 1127.110 of the Municipal Code of White Bear Lake is hereby amended as follows:

§1127.110 ADVERSE LICENSE ACTION; GROUNDS. ~~It shall be~~ Any of the following shall constitute sufficient grounds for the denial, revocation, nonrenewal, or suspension of a license, or any other appropriate adverse license sanction if: action.

Subd. 1. The applicant or licensee is not complying with, or has a history of violations of, the laws and ordinances that apply to public health, safety and morals.

Subd. 2. The applicant or licensee is convicted of any violation, reasonably related to the licensed activity and/or occurring on the licensed premises, of any city ordinance or federal or state statute.

Subd. 3. The applicant or licensee has evidenced in the past willful disregard for health codes and regulations.

Subd. 4. The applicant fails to provide all the information and certificates required by this chapter.

Subd. 5. The licensee refuses to permit any authorized police officers or city official to inspect the premises or the operations.

Subd. 6. The massage therapy business or massage therapist is operating on property on which taxes, assessments or any financial claims of the State, County, or City are unpaid or delinquent. The City Manager may elect not to take action under this provision if the licensee provides sufficient proof of having commenced a suit under Minnesota Statutes, sections 278.01 through 278.03 to challenge the amount of taxes due.

Subd. ~~6~~7. The licensee is found to ~~be violating~~ have violated any provisions of this chapter.

ARTICLE X. The Municipal Code of White Bear Lake is hereby amended by adding a new Section 1127.115 as follows:

§1127.115 ADVERSE LICENSE DECISION; PROCESS AND APPEAL.

Subd. 1. The City Manager is authorized to take an adverse license action against a massage therapy business or a massage therapist who violates any provision of this chapter. The City Manager may delegate all or part of the authority provided the City Manager under this chapter to another city official. Adverse license actions include, but are not limited to, the suspension, revocation, denial, or nonrenewal of a license.

Subd. 2. In the event that the City Manager proposes an adverse license action, the City shall provide the licensee a written notice of noncompliance that identifies the items of noncompliance, what must be done to come into compliance, a date by which the required actions must be completed, and the proposed adverse license action. If the licensee fails to come into compliance as indicated in the notice, the City Manager shall provide the licensee a written notice of the adverse license action. The adverse license action shall be effective ten (10) days from the date of the written notice unless the licensee files a written notice of appeal within

that time as provided in this section.

Subd. 3. The City Manager may immediately suspend a license issued under this chapter for up to ten (10) days upon the occurrence of any of the unlawful acts identified in Section 1127.100. Any adverse license action resulting from the violation shall be processed, and is subject to appeal, as provided in this section.

Subd. 4 A licensee may appeal an adverse license action by filling a written statement of appeal with the City within ten (10) days from the date of the written notice of noncompliance. The City Council shall, upon the timely filling of a written statement of appeal, conduct a public hearing on the appeal within thirty (30) days. The City shall provide the licensee at least ten (10) days written notice of the date, time, and place of the public hearing. At the public hearing, the City Council shall provide the licensee an opportunity to be heard and shall determine whether to uphold, modify, or overturn the adverse license action. The City shall provide the licensee written notice of its decision, which shall be effective immediately unless a later effective date is provided in the notice of decision.

Subd. 5. An applicant who has had a license denied, revoked, or not renewed is not eligible to reapply for the same license for one (1) year from the date of the adverse license determination or, if appealed, from the date of the City Council's notice of decision.

ARTICLE XI. This ordinance shall become effective after adoption and upon thirty days following its legal publication.

Adopted this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

Date of Publication \_\_\_\_\_

Effective Date \_\_\_\_\_

(~~Strikeout~~ indicates matter to be deleted, double underline indicates new matter.)



**City of White Bear Lake**  
Fire Department

**MEMORANDUM**

**To:** Ellen Richter, City Manager  
**From:** Greg Peterson, Fire Chief  
**Date:** February 6, 2019  
**Subject:** Purchase of Ambulance

---

**BACKGROUND / SUMMARY**

The White Bear Lake Fire Department provides fire suppression and prevention services for the City, as well as the neighboring communities of White Bear Township, Dellwood, Birchwood Village, and Gem Lake through contract agreements. The City's population of approximately 25,000 represents 65% of the total service population of 38,500.

**Current Fleet:**

There are two fire stations within the geographical service area, each with its own fleet. Station #1 on the north side has eight (8) vehicles. It houses a Tender, Ladder Truck, Engine, Grass Rig, ATV, Boat and two Ambulances. The Tender carries 1,500 gallons of water and was originally built in 1981; it was re-chassied in 2012. The Ladder Truck was purchased in 1998 and is scheduled in the Capital Improvement Plan to be replaced in 2020. The Engine was purchased in 1993 and is scheduled to be taken out of the fleet and not replaced. The Grass Rig was purchased in 2011 and serves continues to serve the department well. The ATV was purchased in 2013 and the Boat, a small inflatable watercraft with a motor, in 1990. One of the ambulances was purchased in 2012, with the other just recently purchased this past year to replace the 2003 ambulance.

On the south side of town, Station #2 houses five (5) vehicles. It houses an Engine, Heavy Rescue, Utility and two Ambulances. The Engine was built in 1998 and its replacement is currently in production as approved by Council in 2018. The Heavy Rescue was built in 2003 and is used as the first-out vehicle most of the time, due to the age of the Engine. The Utility is a pickup truck that is used in multiple roles. One of the ambulances was built in 2010, and the other in 2015.

Within five years, as reflected in the 2018 - 2022 Capital Improvement Plan, three of the four ambulances, a fire engine and the ladder truck are scheduled to be replaced. Each year, the schedule will be reevaluated to determine whether a purchase can be postponed for yet another year. Maintenance costs, reliability of major components, general wear, and age of the equipment relative to advancing technologies are all considerations in evaluating whether it is time for replacement.



**Fleet reduction efforts:**

The department will continue to evaluate the size of its fleet and relative need for its apparatus. For example, it was decided to reduce the fleet by one fire engine last year. The engine was rarely used and had minimal effect on the departments ISO rating. This decision will result in future capital replacement savings of over \$500,000, as well as annual maintenance cost savings. In 2018, two Ford pickup trucks, a Jeep, and Chevy Tahoe were sold. These vehicles had not been used on a regular basis and were removed from the fleet. Additionally, one of the chief's squads was transferred to the police department. It was no longer needed after the department's administrative restructure.

**2019 Ambulance Replacement:**

As reflected in the 2019 budget, Medic 922 is scheduled to be replaced. This vehicle is a 2010 Horton ambulance that has had repetitive expensive engine repairs over the years. In addition to its wear and related maintenance issues, the interior does not have modern safety features for the crew or the patient. The new vehicle will provide for better safety and overall operational efficiencies for the department as a whole.

The City is a member of the Houston-Galveston Cooperative (HGAC), a nationwide government procurement service used by most metropolitan fire departments for major equipment purchases. Most recently, the City went through HGAC for the purchase of the last ambulance. HGAC selects its vendors through a competitive procurement process in accordance with state statutes. After careful review and input from a committee comprised of department membership, Everest Emergency Vehicles, Inc. was selected to build the new ambulance.

The cost of the new ambulance is \$235,124, which is under budget by \$14,867. The ambulance includes a new stretcher and power loading system. Both the ambulance and stretcher will meet current safety standards for crews and patients.

**RECOMMENDED COUNCIL ACTION**

Staff recommends Council adopt the resolution approving the purchase of the new ambulance at a cost of \$235,124. This purchase is reflected in the 2019 annual budget.

**ATTACHMENTS**

Resolution

**RESOLUTION NO.**  
**RESOLUTION AUTHORIZING PURCHASE OF**  
**AN AMBULANCE FOR THE FIRE DEPARTMENT**

**WHEREAS**, the City has established a Capital Improvement Program and long-range financial plan to include the eventual replacement of its Fire Department apparatus; and

**WHEREAS**, an ambulance purchased in 2010 is scheduled for replacement as reflected in the 2019 budget; and

**WHEREAS**, the City of White Bear Lake is a member of the Houston-Galveston (HGAC) Cooperative, which is a competitive government procurement service; and

**WHEREAS**, Everest Emergency Vehicles, Inc., is the preferred vendor through the HGAC Cooperative for the purchase of a new ambulance at a cost of \$235,124.00; and

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

1. The Council hereby approves purchase of a new ambulance from Everest Emergency Vehicles for \$235,124.00 under the HGAC purchasing contract.

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

Ayes:  
Nays:  
Abstained:  
Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

**ATTEST:**

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



City of White Bear Lake  
City Manager's Office

## MEMORANDUM

**To:** Ellen Richter, City Manager  
**From:** Kara Coustry, City Clerk  
**Date:** February 6, 2019  
**Subject:** Special Event Application– Tally's Dockside on Thursday, July 4<sup>th</sup>

---

### BACKGROUND/SUMMARY

The City received an application from Jan and Keith Dehnert for a special event at Tally's Dockside. They are establishing their 2019 summer music schedule and request the City's permission to host live music from noon until 10:00 p.m. on the 4<sup>th</sup> of July, which falls on a Thursday. If approved, and as requested, Tally's would be required to provide shuttle parking service to and from the former public works site.

Daron Close, owner of Acqua Restaurant and Wine Bar, has been notified and has not provided any feedback to staff regarding this request. Notice was also mailed to Ron Trach, owner of the White Bear Shopping Center, who has expressed concerns about use of his parking lot by non-patrons.

### RECOMMENDED COUNCIL ACTION

Staff recommends Council adopt the resolution as presented.

### ATTACHMENTS

Resolution

**RESOLUTION NO.**

**A RESOLUTION APPROVING A SPECIAL EVENT  
FOR MUSIC ON THURSDAY NIGHT, JULY 4<sup>TH</sup> AT TALLY'S DOCKSIDE**

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

WHEREAS, permission is being sought by the applicants to host live music from noon until 10:00 p.m. on July 4<sup>th</sup>, which falls on a Thursday; and

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

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves Dehnert's request to host live music on the patio of Tally's Dockside from noon until no later than 10:00 p.m. on Thursday, July 4, 2019.

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

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

Ayes:  
Nays:  
Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

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

***CITY OF WHITE BEAR LAKE***  
***ENGINEERING DEPARTMENT***

**FEASIBILITY REPORT**  
**for the**  
**2019 STREET RECONSTRUCTION PROJECT**

**February 7, 2019**



**Streets included in the 2019 Street Reconstruction Project:**

Fourth Street / Fifth Street / Sixth Street / Seventh Street / Morehead  
Avenue / Johnson Avenue / Various Alleys / Garden Lane

**CITY PROJECT NOS. 19-01 & 06**



**FEASIBILITY REPORT**  
**for the**  
**2019 STREET RECONSTRUCTION PROJECT**

**CITY PROJECT NO. 19-01**  
Fourth Street / Fifth Street / Sixth Street / Seventh Street /  
Morehead Avenue / Johnson Avenue / Various Alleys

**CITY PROJECT NO. 19-06**  
Garden Lane

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 7, 2019*

---

Date

## *TABLE OF CONTENTS*

---

	Page
I. INTRODUCTION .....	1
II. PROJECT SCOPE .....	2
III. EXISTING CONDITIONS .....	2
A. Watermain .....	3
B. Sanitary Sewer .....	3
C. Storm Sewer .....	3
D. Street & Alley Pavements .....	4
IV. PROPOSED IMPROVEMENTS .....	4
A. Watermain Improvements .....	4
B. Private Water Services .....	5
C. Sanitary Sewer Improvements .....	6
D. Private Sanitary Sewer Services .....	7
E. Storm Sewer Drainage Improvements .....	9
F. Stormwater Treatment Improvements .....	9
G. Street Improvements .....	11
H. Current Parking Restrictions .....	12
I. Sidewalk Improvements .....	12
J. Private Driveway Improvements .....	13
K. Private Utility Improvements .....	13
V. PERMITS .....	14
VI. PUBLIC INFORMATIONAL MEETING .....	14
VII. ESTIMATED PROJECT COSTS .....	14
VIII. FINANCING AND ASSESSMENTS .....	15
IX. PROJECT SCHEDULE .....	16
X. FEASIBILITY, NECESSITY AND COST-EFFECTIVENESS .....	17
XI. CONCLUSION .....	17

## ***A P P E N D I C E S***

---

Appendix A -	Memo and City Council Resolution No. 12314 Ordering Feasibility Report
Appendix B -	Public Improvement Process Flow Chart
Appendix C1 -	Chapter 406 (Stormwater) of White Bear Lake Municipal Code
Appendix C2 -	Engineering Design Standards
Appendix C3 -	Stormwater Ordinance 15-05-2000
Appendix D -	Complaint Letter Regarding Rusty Water on 5 <sup>th</sup> Street
Appendix E1 -	Residential Sanitary Sewer Wye Replacement Program Information
Appendix E2 -	Letter Regarding Residential Sanitary Sewer Wye Replacement Program
Appendix F -	Residential Driveway Replacement Program
Appendix G1 -	Letter Announcing November 7 <sup>th</sup> 2018 Informational Meeting
Appendix G2 -	City Project Nos. 19-01 & 19-06 Public Meeting Outline
Appendix H -	Project Financing Summary
Appendix I -	Preliminary Assessment Rolls
Appendix J -	Sample Assessment Breakdowns
Appendix K -	Local Improvement Guide (City Assessment Policy)

## ***E X H I B I T S***

---

Exhibit 1 -	2019 Pavement Condition Map
Exhibit 2 -	Street Reconstruction Map, City Project 19-01
Exhibit 3 -	Street Reconstruction Map, City Project 19-06
Exhibit 4 -	Watershed District Boundary Map
Exhibit 5 -	Maps of Historical Watermain Breaks, 19-01
Exhibit 6 -	Maps of Historical Watermain Breaks, 19-06
Exhibit 7 -	Sanitary Sewer Repair Map
Exhibits 8 A-D -	Typical Street Cross Sections, City Project 19-01
Exhibit 9 -	Typical Street Cross Sections, City Project 19-06
Exhibit 10 -	2030 Comprehensive Plan Map “Plan for Bicycles, Pedestrians and Trails”
Exhibit 11 -	Proposed Morehead Avenue Sidewalk
Exhibit 12 -	Proposed Garden Lane Sidewalk



## I. INTRODUCTION

The City’s Engineering Department has proposed streets in the north eastern portion of the City, generally between Stewart Avenue and Lake Avenue North, from Lake Avenue North to Seventh Street (City Project 19-01) and Garden Lane from Lemire Lane to Bald Eagle Avenue (City Project 19-06) for inclusion in the 2019 Street Reconstruction Project. On December 11, 2018 the City Council adopted Resolution No. 12314 ordering preparation of this Feasibility Report. A copy of the memo and resolution ordering the feasibility report is included in **Appendix A**.

Since 1990, 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, improved drainage and surface water treatment systems, and utility infrastructure. To date, over 78 miles of City-owned streets (about 92%) have been reconstructed with new bituminous pavements, concrete curb and gutter, and improvements to the underground utilities. The map in **Exhibit 1** shows the current pavement status of all City streets. As indicated on this map, the focus over the next 2 years is intended to remain in the north eastern portion of the City on the streets in poor condition (colored in red). Due to past reconstruction efforts, nearly all of the streets south of South Shore Boulevard have been constructed to current engineering standards. In 2019 the Street Reconstruction Program will mainly continue in the north half of the City. These streets while sometimes significantly older have provided good service and remained in reasonable condition due to superior, mostly sandy subgrade soils.

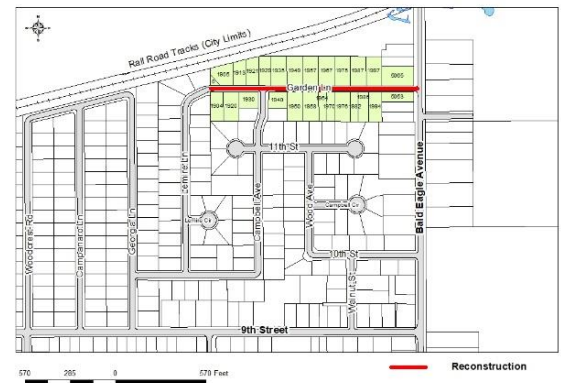
The streets proposed for reconstruction in 2019 have deteriorating bituminous pavements, poor drainage characteristics and public utility facilities which need upgrading. The underground gas utilities are also in need of upgrading and will be replaced by Xcel Energy. All of the public and private infrastructure elements proposed for reconstruction, replacement or upgrading are important to the continuing vitality of the neighborhoods in this portion of the City 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 2019 Street Reconstruction Project and will recommend in this Feasibility Report that the City Council include all streets described in the 19-01 and 19-06 areas.

2019 Street Reconstruction Project 19-01



2019 Street Reconstruction Project 19-06



The streets proposed for inclusion in the **2019 Street Reconstruction Project** as shown in **Exhibits 2 and 3**, respectfully are:

City Project No. 19-01

- Fourth Street (Stewart Avenue to Johnson Avenue)
- Fifth Street (Stewart Avenue to Lake Avenue N)
- Sixth Street (Stewart Avenue to Lake Avenue N)
- Seventh Street (Stewart Avenue to Lake Avenue N)
- Morehead Avenue (Lake Avenue N to Seventh Street)
- Johnson Avenue (Fourth Street to Seventh Street)
- Various Alleys

City Project No. 19-06

- Garden Lane (Lemire Lane to Bald Eagle Avenue)

The streets, which are included in the proposed 2019 project, have been identified due to poor pavement condition, inadequate stormwater drainage and treatment facilities, and the need for sanitary sewer and water main upgrades. Through evaluation of these infrastructure components and input from property owners, the Engineering Department is recommending these improvements to the City Council.

If the Council decides to proceed with these utility and street improvements, the next step in the public improvement process (**Appendix B**) would be to conduct a formal public improvement hearing. A public hearing could be conducted on March 12, 2019, if the City Council were to order the hearing at its February 12, 2019 meeting.

## **II. PROJECT SCOPE**

The scope of this report is to analyze the proposed streets indicated above and to determine the engineering and fiscal feasibility of providing the necessary improvements. In addition, existing sanitary sewer, watermain, and storm sewer systems will be evaluated and necessary improvements proposed. 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. EXISTING CONDITIONS**

The streets included in the proposed 2019 Street Reconstruction Project are deteriorating and in need of both pavement rehabilitation as well as utility (water, sanitary sewer and storm sewer) upgrades. The current condition of the infrastructure is outlined as follows:

### **A. Watermain**

The watermains in these areas of the city were installed between the 1920s – 1965. The majority of the watermain is cast iron pipe and is in good condition. There have been a total of three watermain breaks in the project areas since the Public Works Department began tracking this history in 1991. This is likely due to the shifting of the soils in the area. Cast iron watermain pipe should have a useful life of 100 to 150 years and while it is more brittle (thus more susceptible to cracking) than ductile iron pipe used today, it is recommended that the existing pipe remain in service and that occasional breaks due to ground movement be repaired as needed.

### **B. Sanitary Sewer**

The sanitary sewer mains in this part of the city were installed between the 1920s - 1965. The majority of this clay pipe is in good condition. The City's Public Works Department has performed a television inspection of all of the existing sewer mains and has identified segments where the pipe is cracked, a joint is out of alignment, or where the pipe has been damaged by tree root intrusion or other factors. The proposed project will repair the problem areas identified by the television inspection by replacing short segments of pipe that are cracked or where pieces of the pipe have broken away. With these "spot repairs", the sanitary sewer mains will be in good condition. 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 fair to poor condition. Some stormwater conveyance systems will need to be upgraded to address drainage issues. Existing Storm sewer stubs 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, **Appendix C3**), will also need to be installed throughout the project area, as determined through the engineering design process.

The proposed projects fall entirely within the Rice Creek Watershed District (RCWD).

All of the 19-01 project's stormwater flows to White Bear Lake via storm sewer. The 19-06 project's stormwater flows via storm sewer and ditch system to a wetland north of Garden Lane, and ultimately Bald Eagle Lake.

A map indicating the watershed district boundaries within the city is included in **Exhibit 4**.

#### **D. Street & Alley Pavements**

The bituminous street and alley pavements in the proposed project were constructed when these portions of the City were newly developed. In the City Project 19-01 area, some of the roads are 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 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 and alleys. Concrete curb and gutter is proposed to control drainage and protect the edge of the pavement on the streets.

### **IV. PROPOSED IMPROVEMENTS**

The proposed improvements for the 2019 Street Reconstruction Project include street, alley, sanitary sewer, watermain, and storm sewer conveyance and treatment system construction. A detailed description of each proposed improvement is provided below.

#### **A. Watermain Improvements**

The majority of the watermain included in the 2019 Street Reconstruction Project areas are in good condition. These watermains have experienced only a few breaks since their construction due to the freeze-thaw cycles experienced in the winter and spring. A map of the watermain breaks (3) in these areas of the City from 1991 to 2018 is shown in **Exhibits 5 & 6**. Careful consideration has been given to the possible need to replace watermain pipe. The soil borings indicate a silty/sand material which should be a reasonable bedding material for watermains, but can experience some movement during temperature fluctuations. After examination of the geotechnical report, the Engineering Department believes that movement of these soils is the primary cause of breaks, and not poor condition of the pipe. With certain soil conditions, watermain constructed of cast iron pipe should have a useful life of 100 to 150 years or more, and this pipe is still in good condition.

If warranted, complete replacement of the watermains and service lines could include new watermain pipe, new service connections for each property and installation of a temporary water supply system during construction and would likely cost in excess of \$65 per linear foot, or approximately \$1,000,000 for the entire project. Historically, the City has experienced an average of 17 watermain breaks city-wide each year (over the last 11 years), costing approximately \$5,000 each. Using these averages, the annual cost of repairing watermain breaks is \$85,000 for the entire City. On an annual basis, this \$85,000 would replace less than 1,400 feet of watermain and services while there is over 126 miles of watermain pipe throughout the city.

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.

New watermain and fire hydrants will be added on Seventh Street between Morehead Avenue and Johnson Avenue, and Morehead Avenue, between Fifth and Sixth Street. Homes on these streets currently utilize excessively long water services in order to reach the nearest watermain on Johnson Avenue. These services are up to 300 feet in length, whereas a typical water service is approximately 30 feet long. This segment of new watermain will improve service, and will allow for shorter water services. In most cases the new water services will be readily connected to the existing service. There may be extraordinary situations in which a new water service will be stubbed for future use, but not connected. In certain situations we might require the property owner to undertake the work with a plumbing contractor.

The engineering department was also made aware of residents on Fifth Street, between Johnson Avenue and Lake Avenue complaining of “rusty water”. In one case the resident at 4779 Lake Avenue wrote the City a letter. (**Appendix D**) It would be a good time to do an exploratory dig during the proposed road reconstruction to see if the issue is with the City watermain or the property owner’s service line. The city will then attempt to correct the issue.

The watermain improvements will be funded by the City’s Water Utility Fund.

## **B. Private Water Services**

The water services of City Project 19-06 are copper and the watermain was placed in 1965. Copper is a good material for water services, so this area is not a concern.

The water service material on City Project 19-01 varies from either lead or galvanized steel, placed in the 1920s & 1930s to brand new copper or pex lines that are installed today. The lead and galvanized steel water services are a concern. Lead water services present health risks and are always removed. Lead water services should always 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. Galvanized steel pipes are preferably to lead pipe for water services, but they were found to corrode relatively quickly. 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 in 2019 and should not be reasonably expected to withstand the vibration associated with street construction.

To date, approximately ten properties are assumed to have a shared water service line. Per State of Minnesota Plumbing Code, all homes need to have an individual water service line. We intend to correct these code discrepancies during the project by extending new services from the water main, and by adding watermain on Seventh Street and Morehead Avenue. If correcting the discrepancy requires work on private property, we will work with the property owner and attempt to make the new service connection. There may be situations where a new connection cannot be completed without extraordinary costs. In that type of situation the property owner will need to agree to bear the additional costs or undertake the work independent of the public project.

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 last year, 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 of the curbstop. 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, the property owner might have the option to have this work (between the curb stop and the house) performed by the City's contractor on a time and materials basis, at the property owner's expense.

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

The sanitary sewer mains along the streets on the 2019 Street Reconstruction Project are in generally good condition. The Public Works Department has performed a television inspection of all of the existing sanitary sewer mains and has identified segments where the pipe is cracked, broken, or out of alignment or has been damaged by tree root intrusion or other factors. These segments will be repaired during construction by removing and replacing the damaged sections with new PVC pipe.

The television inspection of the sanitary sewer mains has revealed minor deterioration of the pipe and occasional root intrusion in certain areas with spot repairs recommended on Morehead Avenue. The proposed repair locations are shown in **Exhibit 7**. Some repair work in the manholes is needed and castings will be adjusted and replaced as necessary. Pipe liners have previously been installed on Johnson Avenue in 2014, and an Easement between Fifth & Seventh Streets / Johnson & Lake Avenue and another Easement between Fourth & Fifth Streets / Johnson & Lake Avenue in 2008. Additional lining in this area may be proposed, but would be undertaken as a separate project. 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.

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 Engineering and Public Works Departments will continue to evaluate new technologies, construction techniques and maintenance procedures to manage root intrusion.

The sanitary sewer improvements proposed for this project will be funded by the City Sewer Utility Fund.

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

The television inspection of the city sanitary sewer mains also identified private sanitary sewer services with tree root intrusion. The Engineering Department has notified these property owners of the problem and provided recommendations for repair. This is especially important to determine because property owners are responsible for maintenance of their sewer line from their home until it reaches the sanitary sewer main in the street including the connection “wye”. Where 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 Public Works Department has sewer televising equipment that allows Sewer Division personnel 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 cost to the property owners in the City of White Bear Lake is normally \$150.00. This cost is reduced to \$75.00 for properties along the street reconstruction project. 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.

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. 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.

- In 2012 the City Council had set the cost to each property owner at a maximum of \$900 per service. In 2012, the average cost of each wye repair was \$1806, so the

- \$900 cap was reached. At the completion of the 2013 reconstruction project, the total cost of all wye replacements was tallied and found to cost an average of \$1700 for each of the 65 wyes replaced. Using the 50% cost participation ensured by the program, the cost to each property owner was \$850 and therefore they were given a credit of \$50. In 2017, the average cost of each wye repair was \$2100, so the \$900 cap was reached. The cap was set at \$1000 in 2018 to anticipate increased costs due to the deeper depths of the sanitary sewer lines we would be repairing. The average cost of each wye was \$2575 so the \$1000 cap was reached.
- City staff recommends a 2019 cap of \$1300 because the actual construction costs will not be known upfront. If the final construction costs for this work are lower than projected, each participating property owner will be refunded the appropriate amount.
  - In the past six years of implementing this program, the percentage of property owners participating in this program has ranged from 5% to 40% (42 wyes in 2012, 65 wyes in 2013, 89 wyes in 2014, 53 wyes in 2015, 3 wyes in 2017, and 10 wyes in 2018). It is anticipated that participation will be similar for most street reconstruction projects in this portion of the city as the neighborhoods and 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 further burden the City's Sewer fund. Details on the Residential Sanitary Sewer Wye Replacement Program are included in **Appendices E1 & E2**.
  - To date over 490 residents have participated in the program.

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.

To date, two properties were discovered to have a shared sanitary sewer service. Per State of Minnesota Building Code, all homes need to have an individual sanitary sewer service line. Our Building Department and Engineering Department have discussed these violations. Consideration was given to compel the property owners to undertake corrective action prior to the construction project. In that scenario, each property owner would have needed to independently hire a plumbing contractor. Deep excavation within the right of way would have necessitated significant removal and restorations expense. Property owners on shared services would need to carefully coordinate with one another to solve relatively complex utility problems.

After consideration, a letter will be sent out to these property owners explaining a better approach in which we will work to correct their code violations during the project. Completing the work during road reconstruction will result in significant savings for the affected parties as road removal and restoration costs are borne as project costs. After all



of the work is complete, the City will divide the cost of the work evenly amongst the properties that received a separate service. This work shall be paid for by the property owners.

#### **E. Storm Sewer Drainage Improvements**

The storm sewer drainage improvements proposed for the 2019 Street Reconstruction Project will include the extension of storm sewer on segments of Johnson Avenue, Morehead Avenue, Fourth Street, Fifth Street, Sixth Street and Seventh Street. Additional catch basins will be installed to shorten the length of time stormwater remains on the road surface and to reduce localized flooding during intense rainfall events. Standing water on streets can be a significant cause of pavement deterioration. The project also includes replacement of deteriorating storm sewer structures and installation of sump catch basins to capture sediments contained in the stormwater before it is directed to downstream water bodies.

Currently Garden Lane has drainage pipes, culverts, and ditches that will need to be modified.

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

#### **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 2019 Street Improvement Projects will be constructed in the Rice Creek Watershed District (RCWD). VLAWMO rules require stormwater quality treatment equal to 0.5" over all reconstructed impervious surfaces. RCWD rules now classify public linear projects as exempt to treatment requirements. The City's Stormwater

Ordinance (Ordinance No. 15-05-2000, **Appendix C3**), requires us to treat 0.75-inches over all reconstructed impervious surfaces. 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 will be accomplished by construction of the following:

- Underground Infiltration Systems on Fourth, Fifth, Sixth and Seventh Streets. These infiltration systems will be constructed using 24 and 36 inch diameter perforated pipe surrounded by aggregate and geotextile fabric.
- Underground Infiltration Trenches on Garden Lane. These infiltration systems will be constructed using amended soil and aggregate surrounded by geotextile fabric in the existing ditch system.
- Voluntary Rain Garden installation on all projects.
- Use of Volume Reduction Credits from past projects.

The 2019 project proposes to utilize the RCWD rules for spending stormwater credits. The RCWD allowed, in the past, the City to build excess storm water treatment capacity in more desirable locations within the watershed (in addition to that which is required for a given project) and “bank” that capacity for future projects where infiltration may not be as feasible. This is the benefit of having constructed these large “regional” systems on past projects.

The City has taken advantage in the past of building these systems in what open space the City owns. In 2008 the City built an infiltration system in West Park/Memorial Beach. This year the City planned to take advantage of the Alternative Compliance Sequencing rules that the Watershed Districts have/had. The City exceeded RCWD volume reduction goals on the 2018 project. In short, the systems we have built in the past will allow us to use Volume Reduction Credits in years that these large systems aren’t feasible to build.

The City exceeded RCWD volume reduction goals on the 2018 project.

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

The stormwater treatment improvements will be funded by the City Surface Water Pollution Prevention Fund and special assessments to property owners.

**G. Street Improvements**

The proposed street reconstruction consists of removal and replacement of the existing deteriorated pavements and construction of new bituminous pavements with concrete curb and gutter. The streets included in the 2019 Street Reconstruction Project are generally residential in nature and have low volumes and speeds. The proposed new pavements will be constructed to the width as shown in **Table 1**. Typical street cross sections are shown on **Exhibits 8 & 9**.

**TABLE 1  
 EXISTING AND PROPOSED STREET WIDTHS**

<b>STREET</b>	<b>SEGMENT</b>	<b>EXISTING WIDTH</b>	<b>PROPOSED WIDTH</b>
Johnson Avenue	Fourth Street to Seventh Street	30 feet	30 feet
Morehead Avenue	Lake Avenue N to Fourth Street	26 feet	26 feet
Morehead Avenue	Fourth Street to Seventh Street	22 – 25 feet	30 feet
4 <sup>th</sup> Street	Stewart Avenue to Lake Avenue N	30 feet	30 feet
5 <sup>th</sup> Street	Stewart Avenue to Lake Avenue N	22 - 30 feet	30 feet
6 <sup>th</sup> Street	Highway 61 to Stewart Avenue	24 - 32 feet	30 feet
7 <sup>th</sup> Street	Stewart Ave to Alley East	30 feet	30 feet
Various Alleys	Between 4 <sup>th</sup> Street & 7 <sup>th</sup> Street, Cook Avenue & Lake Avenue N	8-12 feet	10-12 feet
Garden Lane	Lemire Lane to Bald Eagle Avenue	23 - 26 feet	24 feet

**1. 19-01 Project Area**

All of the streets in the 19-01 area will be reconstructed to 26-30 feet wide (Table 1) with concrete curb and gutter and storm sewer improvements. A standard urban street cross section with B-618 curb and gutter will be constructed everywhere possible.

The west ends of Fourth Street and Seventh Street currently have B-618 curb and gutter and roadways that were constructed in 1993. These segments from Stewart Avenue to approximately 75-125 feet east are in fair condition and we propose to mill and overlay the top 2-inches of the pavement surface.

**2. 19-06 Project Area**

Garden Lane (project 19-06) was constructed to 23-26 feet wide in 1966. The road was originally built with a rural section (no curb and a ditch section). The bituminous

pavements on these streets are in poor condition and will be removed, the gravel base regraded and new bituminous pavements constructed. A standard urban street cross section with B-618 curb and gutter will be constructed everywhere possible. Garden Lane will be reconstructed to 24 feet wide.

The street reconstruction portion of this project will be funded with City Funds, State Aid Funds and special assessments to property owners.

Parking conditions are proposed to remain as they currently are as shown below in **Table 2**.

**TABLE 2  
 CURRENT PARKING RESTRICTIONS IN 2019 PROJECT AREAS**

STREET	SEGMENT	PARKING RESTRICTION
Fourth Street	Stewart Avenue to Lake Avenue North	No Parking Boat Trailers (South Side)
Fifth Street	Stewart Avenue to Lake Avenue North	No Parking Boat Trailers (South Side)
Sixth Street	Stewart Avenue to Lake Avenue North	No Parking Boat Trailers (North Side)
Seventh Street	Stewart Avenue to Lake Avenue North	No Parking Boat Trailers (North Side)
Morehead Avenue	Fourth Street to Seventh Street	No Parking Boat Trailers (West Side)
Johnson Avenue	Fourth Street to Seventh Street	No Parking Boat Trailers (West Side)
Garden Lane	Lemire Lane to Bald Eagle Avenue	No Restrictions

**H. Current Parking Restrictions**

Parking conditions are proposed to remain as they currently are as shown above in **Table 2**.

**I. Sidewalk Improvements**

City’s 2030 Comprehensive Plan contains a map of existing and proposed sidewalks and trails (**Exhibit 10**). The intent of the proposed routes indicated on this map is to connect

to places of pedestrian activity such as parks and schools. It is important to build facilities not only for today, but for the future of our community.

As part of the 2019 Street Reconstruction Project, consideration has been given to the addition of one sidewalk. The proposed sidewalk is along Morehead Avenue from Lake Avenue North to Seventh Street. This proposed sidewalk would connect the existing trail along Lake Avenue North to the existing sidewalk on Seventh Street.

Staff is looking for guidance from the City Council. The addition of a new sidewalk could be constructed at this time or at a later date, but is most economical and practical if constructed as part of this project.

If the sidewalk were to be constructed it would be most feasible on the east side of Morehead Avenue. This sidewalk configuration is shown in **Exhibit 11**.

Note: The Garden Lane sidewalk is also on the 2030 Comprehensive Plan Map. This sidewalk is discussed in detail in the Feasibility Report for the 2019 Mill and Overlay Project, and configuration is shown in **Exhibit 12**.

#### **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 2018 Street Reconstruction 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**

The underground gas utilities were replaced on Garden Lane during the 2018 construction season. Significant gas utilities that are in need of upgrading on City Project 19-01, 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, with the exception of some power poles that will have to be relocated.

## V. PERMITS

Several permits will be required prior to construction of the proposed improvements. The Engineering Department has been working closely with Rice Creek Watershed District (RCWD) in determining the feasibility of the proposed stormwater quality improvements. Required permits include, but are not limited to, the following: (See **Table 3**)

**TABLE 3**

<b>AGENCY</b>	<b>PURPOSE</b>
Minnesota Pollution Control Agency (MPCA)	Phase II NPDES – General Stormwater Permit for Construction Activities
Minnesota Department of Health	New Watermain Installation
Minnesota Department of Natural Resources	Work on White Bear Lake
Rice Creek Watershed District	Plan Review
Vadnais Lake Area Water Management Organization	Plan Review
Ramsey County	Work in County Rights-of-Way

## VI. PUBLIC INFORMATIONAL MEETING

The Engineering Department has conducted an initial public information meeting. On November 7, 2018, the City discussed proposed projects 19-01 & 19-06. A copy of the letter announcing this meeting and the outline from the meeting are included in **Appendices G1 & G2**. Over 40 people were in attendance. Issues of concern were raised by residents and these comments have been incorporated into the designs. 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 12, 2019.

## VII. ESTIMATED PROJECT COSTS

The estimated costs for the proposed improvements are summarized in **Table 4**. The estimated total project improvement cost is **\$3,312,000**. Based on past experiences on similar projects in the City, the overhead costs have been estimated at 18% of the total construction cost. The overhead costs include engineering, project administration, fiscal and legal costs. The project will be financed through a combination of City funds and special assessments to the benefited properties.

**TABLE 4  
PROJECT COST ESTIMATE**

Street Improvements	\$1,621,000
Watermain Improvements	\$ 276,000
Sanitary Sewer Improvements	\$ 161,000
Storm Sewer Drainage Improvements	\$ 231,000
Stormwater Treatment Improvements	\$ 152,000
*Sidewalk	\$ 50,000
Alley Improvements	\$ 96,000
10% Contingency	\$ 259,000
Engineering, Legal, Fiscal	<u>\$ 466,000</u>
<b>Total Project Improvement Cost</b>	<b>\$3,312,000</b>

\*This additional work to be decided by the City Council

## **VIII. FINANCING AND ASSESSMENTS**

The improvements discussed in this report for the 2019 Street Reconstruction 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 H**, with a spreadsheet indicating how the total costs could be allocated through both City funds and special assessments. The proposed cost allocation by item is as follows:

1. The improvements to existing watermains will be funded by the City Water Improvement Fund.
2. The improvements to existing sanitary sewer mains will be funded by the City Sewer Improvement Fund.
3. The improvements to storm sewer facilities and stormwater treatment systems will be funded by the City Surface Water Pollution Prevention Fund and special assessments to property owners. The maximum assessed per property is \$0.12 per square foot for residential property and \$0.24 per square foot for commercial property. Some of the properties in both project areas have been assessed a portion of this amount in various

storm sewer assessments in the past. A credit will be given in the amount paid to date and is shown as the “Previous Storm Sewer Assessment” column on the Proposed Assessment Roll.

4. The street reconstruction improvements will be funded by a combination of the City Interim Construction Fund and special assessments to property owners. The City is proposed to raise the rate 3% in 2019 to account for increases in construction prices.

Assessment rates for full street reconstruction are proposed to be set at \$39.34 per assessable foot for residential properties, \$51.73 for apartment and townhome properties and \$62.78 for commercial properties. Assessment rates for partial street reconstruction are proposed to be set at \$21.51 per assessable foot for residential properties, \$27.95 for apartment and townhome properties and \$34.28 for commercial properties. Assessment rates for alley replacement are proposed to be set at \$2,266.00 each.

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 spreadsheets indicate the owner, the address of the property, the assessable footage of the property and the amount of the proposed assessment.

The City’s Assessment Policy for public improvements allows for the distribution of the proposed assessments for residential properties over a 10 year period. 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 J**.

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 K**.

## **IX. PROJECT SCHEDULE**

The proposed project schedule is as follows:

### **PROPOSED PROJECT SCHEDULE**



City Council receives Feasibility Report City Council sets date for Public Improvement Hearing	February 12, 2019
City Council holds Public Improvement Hearing City Council orders Project	March 12, 2019
City Council approves Plans and Specifications City Council authorizes Advertisement for Bids	March 12, 2019
Bids Opened City Council awards Bid	April 3, 2019 April 9, 2019
Begin Construction Construction Substantially Complete	April 22, 2019 September 13, 2019
City Council sets date for Assessment Hearing City Council holds Assessment Hearing	August 27, 2019 September 24, 2019

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

The proposed improvements included in the 2019 Street Reconstruction Project consisting of watermain, sanitary sewer, storm sewer, street, alley and sidewalk reconstruction are feasible from an engineering standpoint, necessary, and cost effective if constructed under a single project as proposed. These improvements would greatly improve the level of public service to the residents of these areas, enhance the safety and appearance of the neighborhoods and improve the quality of the stormwater runoff. 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.

## **XI. CONCLUSION**

Our recommendation to the City Council is that if improvements are to be constructed, that the watermain, sanitary sewer, storm sewer, street, alley and sidewalk be installed 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. 12314 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:** December 5, 2018

**Subject:** **Feasibility Report for Proposed 2019 Street Reconstruction and 2019 Mill & Overlay Projects**  
**City Project Nos. 19-01, 19-04, 19-06, 19-13**

---

## **BACKGROUND / SUMMARY**

The City of White Bear Lake has been reconstructing streets since the mid-1980's, replacing deteriorated streets with new engineered gravel bases, concrete curb and gutter and bituminous pavements. Street reconstruction projects also include improvements to the storm sewer system and installation of storm water treatment facilities. The reconstruction program is ongoing and with completion of the 2019 street reconstruction project, the City has reconstructed over 92% of its streets (78 miles) which leaves 7 miles remaining to be improved to current engineering standards.

Each year the City Council selects streets for inclusion in the City's Street Reconstruction Program. The Council receives recommendations for reconstruction projects from the Engineering and Public Works Departments based upon pavement conditions among other factors. The proposed 2019 Street Reconstruction is highlighted in the color red on the Proposed Street Reconstruction Project Map included with this memo.

Based upon our analysis, the following streets are recommended to the City Council for inclusion in a Feasibility Report for the 2019 Street Reconstruction:

### **19-01 Streets being considered:**

**Morehead Avenue**  
(Lake Avenue to Seventh Street)

**Johnson Avenue**  
(Fourth Street to Seventh Street)

**Fourth Street**  
(Stewart Avenue to Lake Avenue)

**Fifth Street**  
(Stewart Avenue to Lake Avenue)

**Sixth Street**  
(Stewart Avenue to Lake Avenue)

**Seventh Street**  
(Stewart Avenue to Lake Avenue)

**Alleys**  
(Various Alleys throughout the project area)

**19-04 Streets being considered:**

**Glen Oaks Avenue**  
(County Road D to Sumac Ridge)

**Aspen Court**  
(Glen Oaks Avenue to Cul-de-sac)

**Sumac Court**  
(Glen Oaks Avenue to Cul-de-sac)

**Sumac Ridge**  
(Glen Oaks Avenue to Cul-de-sac)

**19-06 Streets being considered:**

**Garden Lane**  
(Lemire Lane to Bald Eagle Avenue)

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

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

The City has reached a point in its pavement management program where the implementation of a mill and overlay program is necessary to preserve the investment it has made in its street infrastructure. The City incorporated a mill and overlay component into its overall Pavement Management Program for the first time in 2011. The mill and overlay program is a technique by which streets will be rehabilitated in the future when total reconstruction of the roadway is not necessary but just pavement rehabilitation. The mill & overlay program is starting now even though we have not yet completed the street reconstruction program (approximately 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 5 to 7 years before the street reconstruction program is completed and we are just undertaking mill and overlay projects.

Similar to the Street Reconstruction Program, each year the City Council will need to select streets for inclusion in the City's Mill & Overlay Program. The Council receives recommendations for mill and overlay projects from the Engineering and Public Works Departments based upon pavement conditions among other factors. The proposed 2019 Mill & Overlay Project is highlighted in the color blue on the Proposed Mill & Overlay Program Map included with this memo.

Based upon our analysis, the following streets are recommended to the City Council for inclusion in a Feasibility Report for the 2019 Mill & Overlay Project:

**19-13 Streets being considered:**

**Campbell Avenue**  
(Tenth Street to Eleventh Street)

**Campbell Circle**  
(Campbell Avenue to End Cul-de-sac)

**Debra Lane**  
(Ninth Street to Parking Lot)

**Eleventh Street**  
(End Cul-de-sac to End Cul-de-sac)

**Lemire Circle**  
(Lemire Lane to End Cul-de-sac)

**Lemire Lane**  
(Tenth Street to Garden Lane)

**Tenth Street**  
(Georgia Lane to Wood Avenue)

**Tenth Street**  
(Campbell Avenue to Bald Eagle Avenue)

**Thury Court**  
(Debra Lane to End Cul-de-sac)

**Walnut Street**  
(Ninth Street to Tenth Street)

**Chicago Avenue**  
(Stewart Avenue to Morehead Avenue)

**Morehead Avenue**  
(State 96 to Chicago Avenue)

**Stewart Avenue**  
(State 96 to Chicago Avenue)

**Alley**  
(Chicago Avenue to South)

**Alley**  
(Chicago Avenue to North)

Also included in the 2019 Mill & Overlay Project, the City will be reconstructing trail segments as part of a Ramsey County Cooperative Project. The trail segments included in the cooperative project are on Hwy 96 (from White Bear Parkway to Speedway) and on White Bear Avenue (from

Highway 61 to South Shore Boulevard). No assessments are anticipated as the part of this trail reconstruction.

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 2019 will be reviewed in consultation with the City's appraisal consultant and presented in the Feasibility Report.

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

#### **RECOMMENDED COUNCIL ACTION**

Staff recommends that the Council adopt the resolution and order preparation of a Feasibility Report for the 2019 Street Reconstruction Project and the 2019 Mill & Overlay Project.

#### **ATTACHMENTS**

Resolution

Proposed Street Reconstruction Project Maps

Proposed Mill & Overlay Project Maps

**RESOLUTION NO.: 12314**

**RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT  
FOR THE 2019 STREET RECONSTRUCTION PROJECT  
AND THE 2019 MILL & OVERLAY PROJECT**

**CITY PROJECT NOs. 19-01, 19-04, 19-06 & 19-13**

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

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

WHEREAS, it is proposed to improve Morehead Avenue (from Lake Avenue to Seventh Street), Johnson Avenue (from Fourth Street to Seventh Street), Fourth Street (from Stewart Avenue to Lake Avenue), Fifth Street (from Stewart Avenue to Lake Avenue), Sixth Street (from Stewart Avenue to Lake Avenue), Seventh Street (from Stewart Avenue to Lake Avenue), Alleys (Various alleys throughout the project area), Glen Oaks Avenue (from County Road D to Sumac Ridge), Aspen Court (from Glen Oaks Avenue to Cul-de-sac), Sumac Court (from Glen Oaks Avenue to Cul-de-sac), Sumac Ridge (from Glen Oaks Avenue to Cul-de-sac) and Garden Lane (from Lemire Lane to Bald Eagle Avenue) by installation of utility, storm sewer improvements and street reconstruction, and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, it is proposed to improve Campbell Avenue (from Tenth Street to Eleventh Street), Campbell Circle (from Campbell Avenue to End Cul-de-sac), Debra Lane (from Ninth Street to Parking Lot), Eleventh Street (from End Cul-de-sac to End Cul-de-sac), Lemire Circle (from Lemire Lane to End Cul-de-sac), Lemire Lane (from Tenth Street to Garden Lane), Tenth Street (from Georgia Lane to Wood Avenue), Tenth Street (from Campbell Avenue to Bald Eagle Avenue), Thury Court (from Debra Lane to End Cul-de-sac), Walnut Street (from Ninth Street to Tenth Street), Chicago Avenue (from Stewart Avenue to Morehead Avenue), Morehead Avenue (from State 96 to Chicago Avenue), Alley (from Chicago Avenue to South) and Alley (from Chicago Avenue to North) by milling and overlaying the bituminous pavement, and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429.

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

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

**RESOLUTION NO.: 12314**

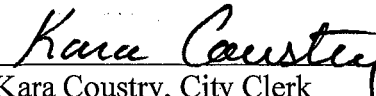
The foregoing resolution offered by Councilmember **Walsh** and supported by Councilmember **Edberg**, was declared carried on the following

vote:

Ayes: Biehn, Edberg, Engstran, Jones, Walsh  
Nays: None  
Passed: December 11, 2018

  
Jo Emerson, Mayor

ATTEST:

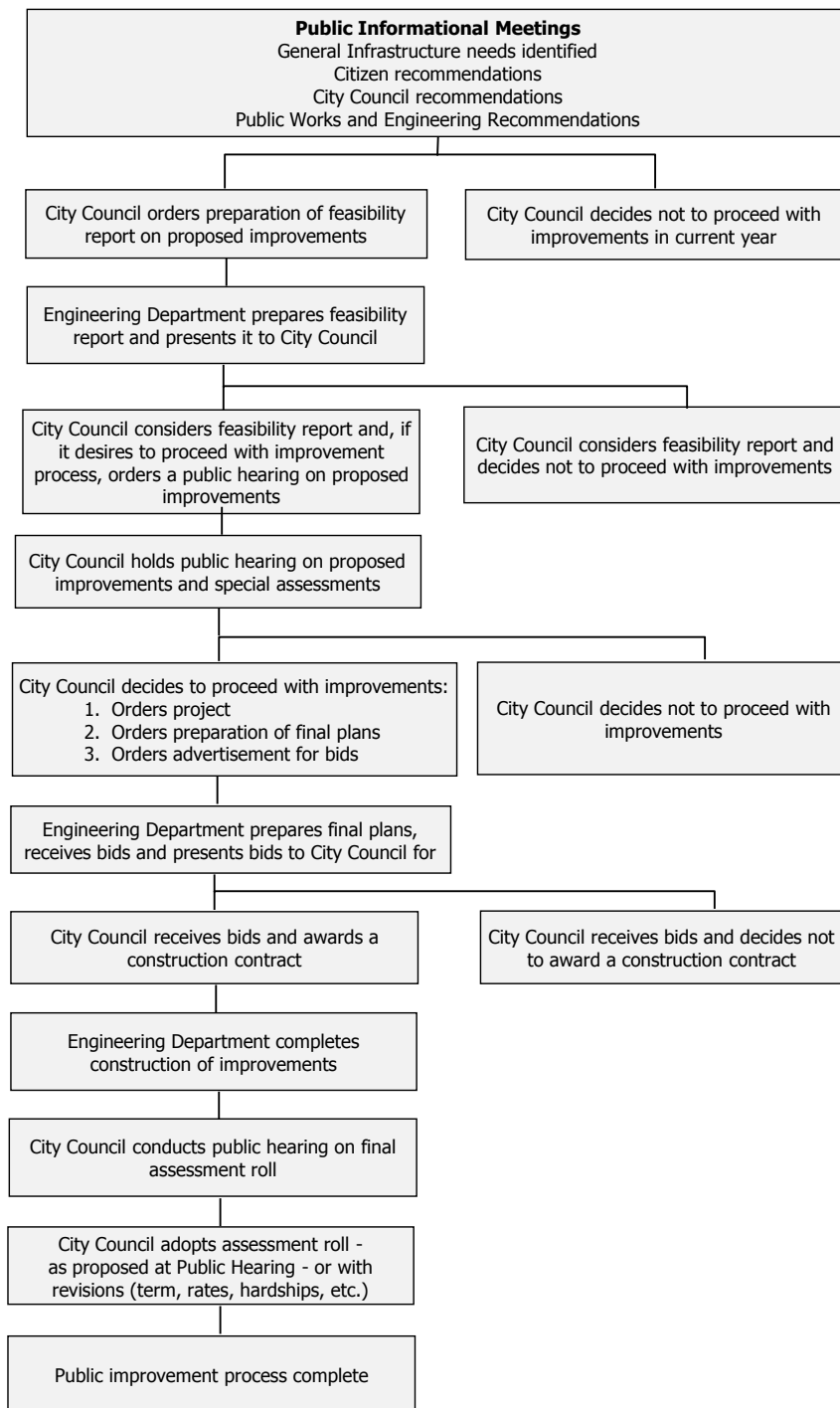
  
Kara Coustry, City Clerk



## **APPENDIX B**

### **PUBLIC IMPROVEMENT PROCESS FLOW CHART**

# City of White Bear Lake Public Improvement Process



## **APPENDIX C1**

### **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 C2**

### **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

---

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 C3**

### **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 D**

### **COMPLAINT LETTER REGARDING RUSTY WATER ON 5<sup>TH</sup> STREET**

November 5, 2018

Brian Hanson  
Jean Kreger  
4779 Lake Ave.  
White Bear Lake, MN 55110-3031  
651-653-0334

To:  
Ms. Ellen Hiniker, City Manager  
Mr. Jesse Farrell, Assist. City Engineer  
City of White Bear Lake  
4701 Highway 61  
White Bear Lake, MN 55110

**Re: Rusty water main problem on 5<sup>th</sup> Street  
Request to replace water main with the roadway replacement project**

Dear Ms. Hiniker & Mr. Farrell,

Rusty water has been a continual problem in our home for the past 28 years! We bought our home in 1990 and when moving in, we removed an old 48-inch high iron filter, thinking it should not be needed. Wrong. Unbeknownst to us we had rusty water. This is an example of how long rusty water has been a problem. To rectify the problem, we added 3 sediment water filters located immediately after the meter in our home, and have had to replace all of them monthly ever since! Regardless, the rusty water still stains our clothes, fixtures and washing machine ruining them.

Ten years ago, Nancy with your Public Works Department, replaced our water meter thinking it might be the solution. It did not help and we still have rusty water. We brought this situation to Mark Burch's attention several times, sending him letters and rusty filters. He suggested that the problem was with the water line leading to our house. It is not. We verified to him that we have copper pipe from the meter to the shut-off valve in the boulevard and also have copper pipe throughout our house. Nothing was done by the city.

Our neighbors across the street, located at 2355-5<sup>th</sup> Street, installed a new tap into the main in 2016 when building their new home. They too have rusty water, staining their bathroom shower tile and grout, illustrating that this is a systemic problem. Neighbors at 5<sup>th</sup> Street and Lake, 4807 Lake and other neighbors also have rusty water. WE NEED THE WATER MAIN REPLACED IN 5<sup>th</sup> STREET.

We are requesting that the water main be replaced during the pavement replacement. I'm attaching a used sample filter to show you how rusty our water is continually. Over 28 years, WBL City has done little to fix this systemic problem. This is an opportune time to rectify this situation by replacing the water main. Action is needed by the city! Thank you.

Sincerely,  
Brian Hanson and Jean Kreger

Cc: Mark & Mary Westra, neighbors

## **APPENDIX E1**

### **RESIDENTIAL SANITARY SEWER WYE REPLACEMENT PROGRAM INFORMATION**

# 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 \$75 (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...

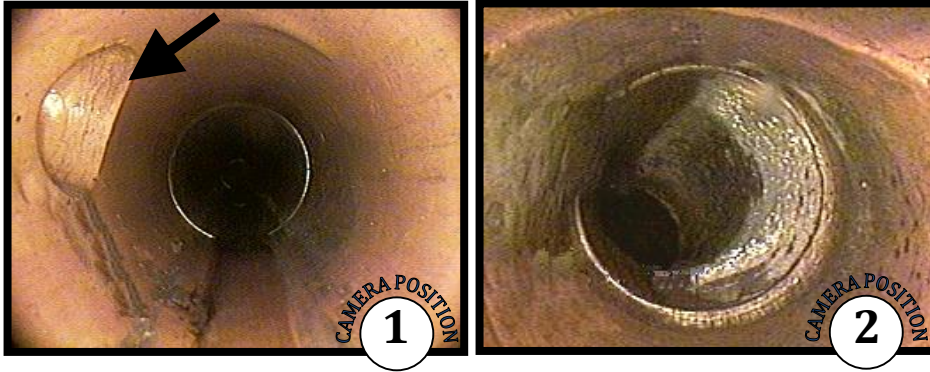


Service 'wye' connection and up to 10 feet of service pipe are replaced during Upcoming construction project

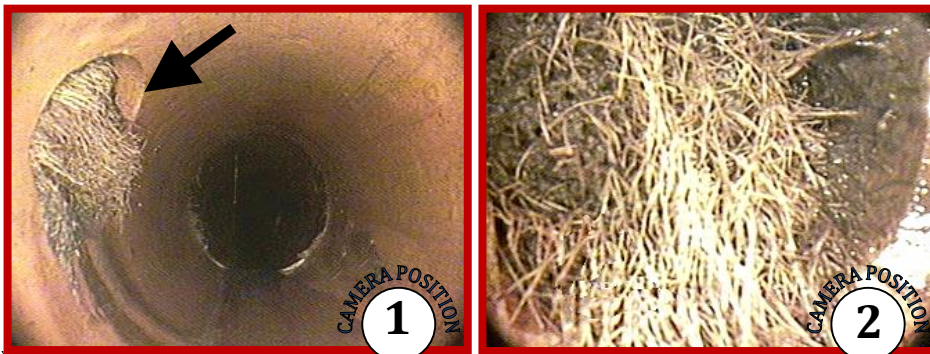


# Sanitary Sewer Televising DIAGRAM

Service "A" None (ideal)

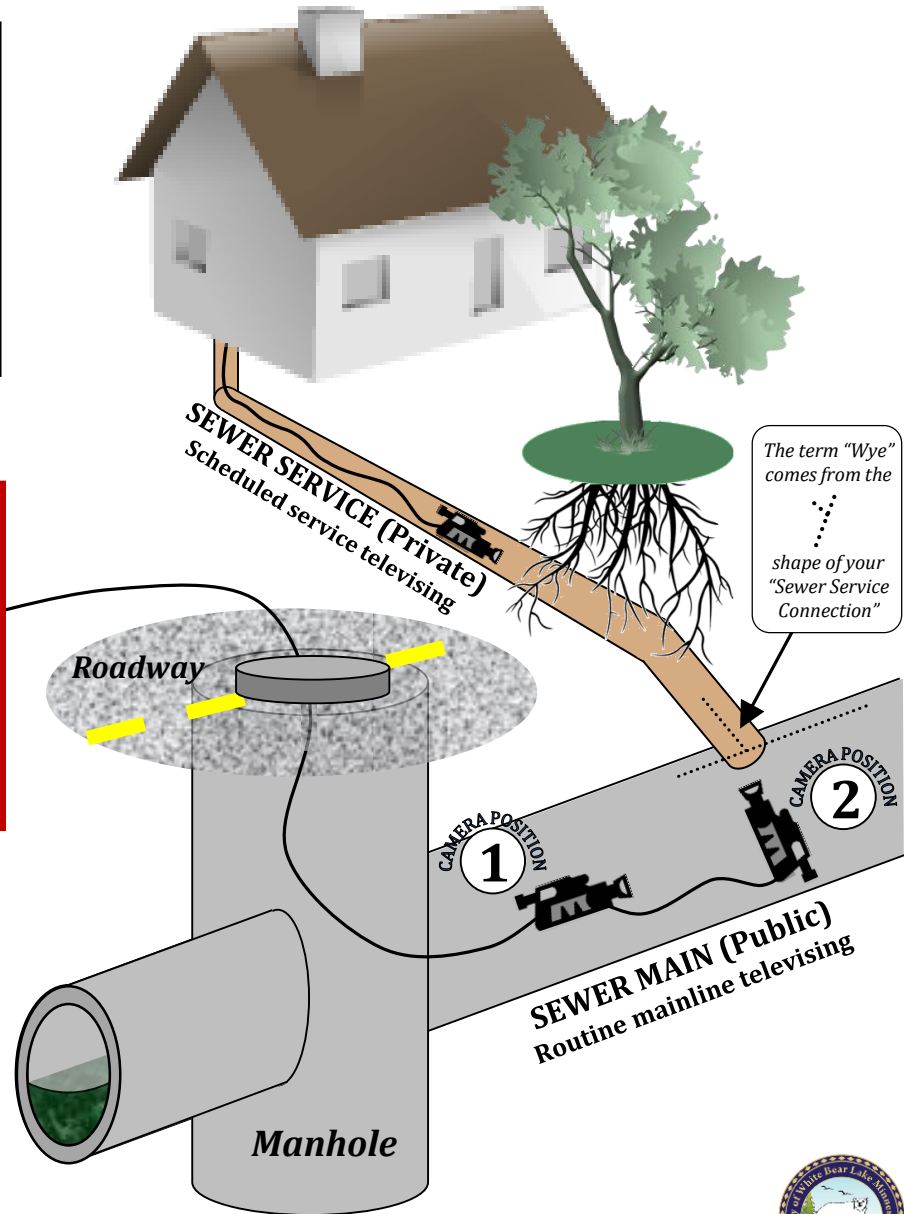


Service "B" Severe roots



**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.



## **APPENDIX E2**

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





## 2019 STREET RECONSTRUCTION PROJECT

November 7, 2018

RE: City Project Nos.: 19-01 /19-06  
**Residential Sanitary Sewer Wye Replacement Program**

Dear White Bear Lake Resident,

As we prepare for the 2019 Street Reconstruction 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 Street Reconstruction 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 street reconstruction 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. **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 **\$75**, 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 street reconstruction project. All televising requests need to be made by **FRIDAY, NOVEMBER 30, 2018**.



Appointments will be scheduled between 7:30 AM and 3 PM, Monday – Friday from December 3 to December 21, 2018.

**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.

## **CONSTRUCTION AND 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 Reconstruction 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.

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 Street Reconstruction 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,**  
**JANUARY 11, 2019.**

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, JANUARY 11, 2019.** 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,



Jesse Farrell, P.E.  
Assistant City Engineer

Attachments

## **APPENDIX F**

### **RESIDENTIAL DRIVEWAY REPLACEMENT PROGRAM**

# 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**.



**WHITE BEAR LAKE**  
MINNESOTA

# 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 blacktop 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 driveways 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.

November 2016

## **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 asphalt pavement. Both the standard asphalt 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 asphalt 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 G1**

### **LETTER ANNOUNCING NOVEMBER 7<sup>TH</sup> INFORMATIONAL MEETING**





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

## 2019 RECONSTRUCTION PROJECT

October 19, 2018

RE: Informational Meeting – November 7, 2018 at 6:30 p.m.  
Proposed 2019 Reconstruction Project  
City Project Nos. 19-01 and 19-06

Dear Property Owners:

During the 2019 construction season, the City of White Bear Lake is considering street rehabilitation projects consisting of reconstructing the street pavements on:

- Morehead Avenue (from Lake Avenue to 7<sup>th</sup> Street)
- Johnson Avenue (from 4<sup>th</sup> Street to 7<sup>th</sup> Street)
- Fourth Street (from Stewart Avenue to Lake Avenue)
- Fifth Street (from Stewart Avenue to Lake Avenue)
- Sixth Street (from Stewart Avenue to Lake Avenue)
- Seventh Street (from Stewart Avenue to Lake Avenue)
- Various Alleys
- Garden Lane (from Lemire Lane to Bald Eagle Avenue)

This project would be undertaken in the summer of 2019 if approved by the City Council. We are conducting an informational meeting on November 7th to review the project and answer questions.

The Street Reconstruction Program emphasizes rebuilding existing roads that are at the end of their useful life, expensive to maintain and are not providing good service. Through 2018, over 77 miles (about 91%) of our streets have been improved, including construction of new bituminous pavements with concrete curb and gutter. When streets are reconstructed, other City-owned infrastructure facilities (alleys, watermains, sanitary sewers, storm sewers and stormwater treatment facilities) 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 street reconstruction project.

In order to prepare plans and estimate construction costs, the Engineering Department has been performing survey work in your neighborhood. We also had a soil boring contractor take soil samples to assist with our design work. You will notice paint markings on various infrastructure components (manholes, gate valves, property irons, etc.) that the survey crew locates and needs to identify. If you have any questions about the work, please ask our engineering technicians in the field or call our office at (651) 429-8531 for more information.

As the City prepares to reconstruct the streets and public infrastructure in your neighborhood, it is 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.

The informational meeting on **Wednesday, November 7th 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 possible driveway and utility service repairs and upgrades.

The City pays for street rehabilitation projects with a combination of City funds and assessments to property owners. At this meeting, the proposed projects will be discussed in detail, including the formal legal process which the City follows when assessing a portion of the cost of the improvements to adjacent property owners. We will have a preliminary assessment roll detailing the projected amount to be assessed to each parcel, provided the street reconstruction project is approved by the City Council. We will discuss the City's assessment policy in detail and answer everyone's questions at the November 7th informational meeting.

We look forward to discussing the City's street reconstruction project at the informational meeting on **Wednesday, November 7th at 6:30 p.m. at City Hall**. If you cannot attend the meeting, but would like additional information or have comments to share, there are several ways to do this:

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

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

We look forward to meeting with you on November 7th.

Sincerely,



Jesse Farrell, P.E.  
Assistant City Engineer

cc: Mayor Jo Emerson  
City Council Members

## **APPENDIX G2**

### **CITY PROJECT NOS. 19-01 & 19-06 PUBLIC MEETING OUTLINE**



# City of White Bear Lake

City Project No.: 19-01/19-06  
Public Informational Meeting  
for 2019 Street Reconstruction Projects



November 7, 2018  
6:30 p.m.  
City Hall Council Chambers

# CITY PROJECT NOS.: 19-01/19-06

---

## I. OVERVIEW

Annual reconstruction program proceeding to improve all City streets to a standard which includes concrete curb and gutter, bituminous pavements, stormwater collection and treatment facilities.

- Approximately 2-3 miles per year (over 77 miles reconstructed thru 2018 = 91%)
- Reconstruction and mill/overlay

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

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

Provide feasibility report to City Council on February 12<sup>th</sup>. A public improvement hearing could be held by City Council on March 12, 2019 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 2019. Assessments will be payable in October 2019 or put on real estate taxes for 15 years for residential property and 20 years for commercial properties starting in 2020.

- Deadlines
  - Legal Notice – Watch Mailbox

### **Communication:**

- Construction updates via newsletters on regular basis. Please provide your e-mail address.
- City website at [www.whitebearlake.org](http://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](mailto:cvermeersch@whitebearlake.org).
- Call the Engineering Department at 651-429-8531.

## II. PROPOSED 2019 STREET IMPROVEMENT PROJECT

### *City Project No. 19-01*

- **Morehead Avenue** (Lake Avenue to Seventh Street)
- **Johnson Avenue** (Fourth Street to Seventh Street)
- **Fourth Street** (Stewart Avenue to Lake Avenue)
- **Fifth Street** (Stewart Avenue to Lake Avenue)
- **Sixth Street** (Stewart Avenue to Lake Avenue)
- **Seventh Street** (Stewart Avenue to Lake Avenue)
- **Alleys** (Various Alleys throughout the project area)

**City Project No. 19-06**

- **Garden Lane** (Lemire Lane to Bald Eagle Avenue)

### **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:**

- 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 as much as possible to minimize impacts to residents and businesses, early completion deadlines and incentives to be used strategically.
- **Communication** – newsletters, City website, e-mail, telephone, on-site Engineering staff, etc.
- **Construction schedules** are impacted by weather here and elsewhere

**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.

**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 are available tonight or 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):**

- 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.

**IV. PROJECT FUNDING/ASSESSMENT POLICY**

**Funding:**

Water System Improvements	Water Improvement Fund
Water Service Replacement	Special Assessment / Water Improvement Fund
Sanitary Sewer System Improvements	Sewer Improvement Fund
Sanitary Sewer Service Replacement	Special Assessment / Sewer Improvement Fund
Sidewalk	Interim Construction Fund
Storm Sewer and Stormwater Treatment Systems	Special Assessments and Surface Water Pollution Prevention Fund
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 Infrastructure Reinvestment Fund.
Alley Improvements	Special Assessment

- Funding for private utilities (gas, electric, phone, CATV) by utility company.

#### **Assessments:**

- 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 2019 will be determined by the City Council. We are estimating a 3% increase to \$39.34. (2018 rate was \$38.19 per assessable foot)
- Storm sewer is assessed on an area basis. (The present maximum rate is \$0.12 per square foot for residential and \$0.24 for commercial. Properties that have paid previous storm sewer assessments are credited with those amounts).
- Alley assessment is estimated to be \$2,200 per lot.
- Senior deferments/hardship circumstances.
- Updated property owner's list (Ramsey County records are used).
- Assessments may be tax deductible (law revised in 2004). Please refer to IRS Publication 530.

## **V. CONSTRUCTION PROCESS**

- Private Utility Work
- Tree Removal (if necessary)
- Pavement Removal
- Underground Utility Work
- Subgrade Compaction and Gravel Base Placement
- Install Curb and Gutter
- Install New Concrete Driveways and Aprons
- Pave First Lift of Bituminous Pavement
- Install New Bituminous Driveways and Aprons
- Sold Installation/Restoration
- Final Life of Bituminous Pavement

## **VI. RAINGARDEN OPPORTUNITY**

- Cost share grants are available for property owners interested in a rain garden.
- As part of the street reconstruction, the City will provide a curb-cut for the raingarden at no cost.

## **VII. NEXT STEPS**

- Order Feasibility Report on December 11, 2018
- Feasibility Report to City Council on February 12, 2019
- Public Hearing on Tuesday, March 12, 2019
- Construction approximately May – September of 2019

## **VIII. COMMENTS**

- Design ideas
- Questions?



## **APPENDIX H**

### **PROJECT FINANCING SUMMARY**

# 2019 STREET RECONSTRUCTION PROJECT

## City Projects 19-01 & 19-06

### PROJECT FINANCING SUMMARY

#### **IMPROVEMENT COSTS:**

	CONSTRUCTION COST
Street Reconstruction	\$ 1,621,000
Watermain	\$ 276,000
Sanitary Sewer	\$ 161,000
Storm Sewer	\$ 231,000
Stormwater Treatment	\$ 152,000
Sidewalk	\$ 50,000
Alley Reconstruction	\$ 96,000
<hr/>	
Construction Cost	\$ 2,587,000
10% Contingency	\$ 259,000
18% Engineering, Legal, Fiscal	\$ 466,000
<hr/>	
<b>Total Estimated Improvement Costs:</b>	<b>\$ 3,312,000</b>

#### **FUNDING SUMMARY:**

##### **ASSESSMENTS:**

Street Assessment	\$ 392,000
Storm Assessment	\$ 133,000
Alley Assessment	\$ 109,000
<hr/>	
<b>Special Assessments</b>	<b>\$ 634,000</b>

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

Municipal State Aid	\$ 725,000
Community Reinvestment	\$ 105,000
Interest	\$ 40,000
Bonding	\$ 1,808,000
<hr/>	
<b>Estimated City Funds:</b>	<b>\$ 2,678,000</b>

#### **TOTAL PROJECT FUNDING:**

Estimated Special Assessments	\$ 634,000	(19%)
Estimated Other Resources	\$ 2,678,000	(81%)
<b>TOTAL</b>	<b>\$ 3,312,000</b>	

# **APPENDIX I**

## **PRELIMINARY ASSESSMENT ROLLS**

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-01**

**CITY OF WHITE BEAR LAKE  
2019 STREET RECONSTRUCTION PROJECT  
CITY PROJECT NO. 19-01**

CREATED: 10/9/2018  
UPDATED: 2/4/2019  
County Data Current: 9/5/18

ASSESSMENT CODE 93201901

PIN	NO	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			STREET ASSESSMENT	LOT AREA	ASSESSABLE AREA	STORM SEWER CALCULATIONS	PREVIOUS STORM SEWER ASSESSMENT	STORM ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS	SEWER WVE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT
			FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT										
1	133022230028	4874 Morehead Ave	191.63	60.52	\$2,380.86	7121.72	7121.72	\$0.00	\$854.61	\$0.00	\$0.00	\$0.00	\$0.00	\$2,380.86	
2	133022230029	4872 Stewart Ave	191.61	60.50	\$2,379.28	7050.00	7050.00	\$0.00	\$853.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,379.28	
3	133022230036	4871 Johnson Ave	191.35	60.48	\$2,379.54	6947.24	6947.24	\$0.00	\$853.67	\$0.00	\$0.00	\$0.00	\$0.00	\$2,379.54	
4	133022230038	2299 7th St	70.40	70.40	\$2,377.32	7288.14	7288.14	\$0.00	\$874.58	\$0.00	\$0.00	\$0.00	\$0.00	\$2,377.32	
5	133022230038	2245 7th St	87.00	81.00	\$3,186.54	12595.30	12595.30	\$0.00	\$1,511.44	\$1,511.44	\$0.00	\$0.00	\$0.00	\$4,697.98	
6	133022230047	2335 7th St	100.00	100.00	\$3,934.00	15127.28	15127.28	\$0.00	\$634.34	\$1,815.27	\$0.00	\$0.00	\$0.00	\$5,749.27	
7	133022230049	4870 Johnson Ave	190.00	50.00	\$1,967.00	5286.19	5286.19	\$0.00	\$634.34	\$0.00	\$0.00	\$0.00	\$0.00	\$1,967.00	
8	133022230054	4859 Lake Ave	240.00	75.00	\$2,692.42	12365.29	12365.29	\$0.00	\$1,483.84	\$0.00	\$0.00	\$0.00	\$0.00	\$2,692.42	
9	133022230056	2346 7th St	75.00	75.00	\$2,950.50	11568.31	11568.31	\$0.00	\$1,388.20	\$1,388.20	\$0.00	\$0.00	\$0.00	\$6,604.70	
10	133022230056	2358 7th St	50.00	50.00	\$1,967.00	7769.03	7769.03	\$0.00	\$932.28	\$932.28	\$0.00	\$0.00	\$0.00	\$5,165.28	
11	133022230057	2330 7th St	50.00	50.00	\$1,967.00	7401.72	7401.72	\$0.00	\$888.21	\$888.21	\$0.00	\$0.00	\$0.00	\$5,121.21	
12	133022230058	2328 7th St	50.00	50.00	\$1,967.00	7811.40	7811.40	\$0.00	\$937.37	\$937.37	\$0.00	\$0.00	\$0.00	\$5,170.37	
13	133022230059	4860 Johnson Ave	200.00	125.00	\$4,917.50	7667.65	7667.65	\$0.00	\$920.12	\$1,206.10	\$0.00	\$0.00	\$0.00	\$8,103.62	
14	133022230060	2337 6th St	65.00	65.00	\$2,557.10	10050.82	10050.82	\$0.00	\$815.71	\$815.71	\$0.00	\$0.00	\$0.00	\$6,029.20	
15	133022230062	2355 6th St	90.00	90.00	\$3,540.80	6797.61	6797.61	\$0.00	\$1,000.49	\$1,000.49	\$0.00	\$0.00	\$0.00	\$4,541.29	
16	133022230063	4835 Lake Ave	200.00	62.50	\$2,458.75	8837.40	8837.40	\$0.00	\$963.73	\$963.73	\$0.00	\$0.00	\$0.00	\$3,550.94	
17	133022230064	4835 Johnson Ave	194.64	124.23	\$4,887.21	8031.10	8031.10	\$0.00	\$787.40	\$787.40	\$0.00	\$0.00	\$0.00	\$2,636.38	
18	133022230066	4859 Johnson Ave	47.00	47.00	\$1,848.98	6561.69	6561.69	\$0.00	\$3,600.90	\$3,600.90	\$0.00	\$0.00	\$0.00	\$8,985.30	
19	133022230067	4853 Johnson Ave	342.64	201.64	\$5,384.40	30007.47	30007.47	\$0.00	\$1,248.47	\$1,248.47	\$0.00	\$0.00	\$0.00	\$4,238.31	
20	133022230068	2209 6th St	76.00	76.00	\$2,989.84	10403.91	10403.91	\$0.00	\$927.48	\$927.48	\$0.00	\$0.00	\$0.00	\$4,916.32	
21	133022230069	2291 6th St	175.84	100.84	\$3,967.05	7729.99	7729.99	\$0.00	\$1,511.56	\$1,511.56	\$0.00	\$0.00	\$0.00	\$5,445.56	
22	133022230070	4846 Morehead Ave	100.84	100.84	\$3,934.00	12596.32	12596.32	\$0.00	\$847.19	\$847.19	\$0.00	\$0.00	\$0.00	\$5,066.50	
23	133022230071	191.74	124.10	\$4,764.07	7059.90	7059.90	\$0.00	\$911.40	\$911.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6,729.25	
24	133022230073	4859 Morehead Ave	50.46	50.46	\$1,985.10	6796.07	6796.07	\$0.00	\$1,404.85	\$1,404.85	\$0.00	\$0.00	\$0.00	\$3,390.95	
25	133022230074	4853 Morehead Ave	232.66	151.38	\$1,985.10	7995.02	7995.02	\$0.00	\$1,057.30	\$1,057.30	\$0.00	\$0.00	\$0.00	\$5,683.70	
26	133022230075	4847 Morehead Ave	60.00	60.00	\$2,360.40	11707.10	11707.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,645.28	
27	133022230076	2287 6th St	60.00	60.00	\$2,360.40	8810.87	8810.87	\$0.00	\$810.75	\$810.75	\$0.00	\$0.00	\$0.00	\$2,766.00	
28	133022230077	2281 6th St	60.00	60.00	\$2,360.40	7050.00	7050.00	\$0.00	\$810.75	\$810.75	\$0.00	\$0.00	\$0.00	\$2,766.00	
29	133022230078	4834 Stewart Ave	191.62	60.48	\$2,379.28	7050.00	7050.00	\$0.00	\$810.75	\$810.75	\$0.00	\$0.00	\$0.00	\$4,645.28	
30	133022230079	4838 Stewart Ave	0.00	0.00	\$0.00	7050.00	7050.00	\$0.00	\$810.75	\$810.75	\$0.00	\$0.00	\$0.00	\$2,766.00	
31	133022230080	4842 Stewart Ave	0.00	0.00	\$0.00	7050.00	7050.00	\$0.00	\$810.75	\$810.75	\$0.00	\$0.00	\$0.00	\$2,766.00	
32	133022230081	4846 Stewart Ave	0.00	0.00	\$0.00	7050.00	7050.00	\$0.00	\$810.75	\$810.75	\$0.00	\$0.00	\$0.00	\$2,766.00	
33	133022230082	4854 Stewart Ave	191.59	70.64	\$2,378.98	7050.00	7050.00	\$0.00	\$810.75	\$810.75	\$0.00	\$0.00	\$0.00	\$5,044.98	
34	133022230083	4860 Stewart Ave	50.43	50.43	\$1,983.92	6634.00	6634.00	\$0.00	\$796.08	\$796.08	\$0.00	\$0.00	\$0.00	\$5,044.98	
35	133022230085	4819 Morehead Ave	80.86	80.86	\$3,181.03	11065.60	11065.60	\$0.00	\$1,327.87	\$1,327.87	\$0.00	\$0.00	\$0.00	\$6,774.90	
36	133022230086	4815 Morehead Ave	210.53	140.10	\$5,384.40	10170.17	10170.17	\$0.00	\$1,220.42	\$1,220.42	\$0.00	\$0.00	\$0.00	\$8,870.82	
37	133022230087	2287 5th St	70.55	70.55	\$2,775.44	10726.13	10726.13	\$0.00	\$1,287.14	\$1,287.14	\$0.00	\$0.00	\$0.00	\$6,328.57	
38	133022230088	2277 5th St	146.10	73.05	\$2,692.42	11058.90	11058.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,692.42	
39	133022230089	2269 5th St	50.37	0.00	\$0.00	6768.62	6768.62	\$0.00	\$810.75	\$810.75	\$0.00	\$0.00	\$0.00	\$2,692.42	
40	133022230090	4818 Stewart Ave	241.99	70.62	\$2,692.42	14230.00	14230.00	\$0.00	\$1,636.45	\$1,636.45	\$0.00	\$0.00	\$0.00	\$4,958.42	
41	133022230091	4820 Stewart Ave	230.00	150.00	\$5,384.40	12172.22	12172.22	\$0.00	\$1,460.87	\$1,460.87	\$0.00	\$0.00	\$0.00	\$6,845.07	
42	133022230092	4821 Stewart Ave	55.08	55.08	\$2,163.70	8663.06	8663.06	\$0.00	\$1,003.57	\$1,003.57	\$0.00	\$0.00	\$0.00	\$3,167.27	
43	133022230093	2304 6th St	75.00	75.00	\$2,950.50	11131.17	11131.17	\$0.00	\$1,335.74	\$1,335.74	\$0.00	\$0.00	\$0.00	\$6,845.07	
44	133022230094	2298 6th St	240.00	150.00	\$2,950.50	11131.17	11131.17	\$0.00	\$1,335.74	\$1,335.74	\$0.00	\$0.00	\$0.00	\$4,286.24	
45	133022230095	2292 6th St	210.00	135.00	\$5,310.90	9421.61	9421.61	\$0.00	\$1,575.28	\$1,575.28	\$0.00	\$0.00	\$0.00	\$6,889.68	
46	133022230096	2291 5th St	90.00	90.00	\$3,540.80	13272.90	13272.90	\$0.00	\$1,647.35	\$1,647.35	\$0.00	\$0.00	\$0.00	\$6,441.49	
47	133022230097	2297 5th St	2309.5th St	75.00	\$2,950.50	11412.81	11412.81	\$0.00	\$1,369.54	\$1,369.54	\$0.00	\$0.00	\$0.00	\$5,187.95	
48	133022230098	2309 5th St	225.00	150.00	\$5,384.40	11187.83	11187.83	\$0.00	\$1,342.54	\$1,342.54	\$0.00	\$0.00	\$0.00	\$4,320.04	
49	133022230099	4807 Johnson Ave	111.85	55.93	\$2,200.29	6358.23	6358.23	\$0.00	\$762.99	\$762.99	\$0.00	\$0.00	\$0.00	\$6,726.94	
50	133022230100	4823 Lake Ave	63.00	63.00	\$2,478.42	7406.45	7406.45	\$0.00	\$888.77	\$888.77	\$0.00	\$0.00	\$0.00	\$6,726.94	
51	133022230101	2296 6th St	0.00	0.00	\$0.00	9350.99	9350.99	\$0.00	\$1,122.12	\$1,122.12	\$0.00	\$0.00	\$0.00	\$2,200.29	
52	133022230102	4821 Lake Ave	110.00	55.00	\$2,163.70	9677.99	9677.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,367.19	
53	133022230103	4819 Lake Ave	45.00	45.00	\$2,321.06	8173.01	8173.01	\$0.00	\$960.76	\$960.76	\$0.00	\$0.00	\$0.00	\$0.00	
54	133022230106	2355 5th St	47.50	47.50	\$1,868.65	6658.39	6658.39	\$0.00	\$799.01	\$799.01	\$0.00	\$0.00	\$0.00	\$2,666.00	
55	133022230107	2345 5th St	157.50	100.00	\$3,934.00	21763.48	21763.48	\$0.00	\$2,611.62	\$2,611.62	\$0.00	\$0.00	\$0.00	\$8,811.62	
56	133022230108	2329 5th St	200.00	130.00	\$5,114.20	8371.90	8371.90	\$0.00	\$1,004.63	\$1,004.63	\$0.00	\$0.00	\$0.00	\$8,811.62	
57	133022230109	2321 5th St	190.00	120.00	\$4,720.80	6968.86	6968.86	\$0.00	\$836.26	\$836.26	\$0.00	\$0.00	\$0.00	\$8,811.62	
58	133022230110	2322 6th St	50.00	50.00	\$1,967.00	7109.34	7109.34	\$0.00	\$853.12	\$853.12	\$0.00	\$0.00	\$0.00	\$2,823.06	
59	133022230111	2326 6th St	50.00	50.00	\$1,967.00	7109.34	7109.34	\$0.00	\$853.12	\$853.12	\$0.00	\$0.00	\$0.00	\$5,086.12	

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-01**

**CITY OF WHITE BEAR LAKE  
2019 STREET RECONSTRUCTION PROJECT  
CITY PROJECT NO. 19-01**

CREATED: 10/9/2018  
UPDATED: 2/4/2019

County Data Current 9/5/18

ASSESSMENT CODE 93201901

PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			STREET ASSESSMENT	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		PREVIOUS STORM SEWER ASSESSMENT	STORM ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS	SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT
			FRONT FOOTAGE	ASSESSABLE FOOTAGE	ASSESSMENT			ASSESSABLE AREA	STORM SEWER ASSESSMENT						
60	13302230112	2338 6th St	90.00	90.00	\$3,540.60	13413.29	13413.29	\$1,669.69	\$0.00	\$1,669.69	\$2,266.00	\$0.00	\$0.00	\$7,415.20	
61	13302230113	2348 6th St	50.00	50.00	\$1,967.00	6036.56	6036.56	\$724.27	\$0.00	\$724.27	\$2,266.00	\$0.00	\$0.00	\$4,957.27	
62	13302230116	4871 Lake Ave	161.50	80.75	\$2,692.42	18278.70	1278.17	\$1,533.88	\$0.00	\$1,533.88	\$2,266.00	\$0.00	\$0.00	\$6,522.42	
63	13302230117	2290 7th St	176.84	126.42	\$4,973.36	7384.53	7384.53	\$856.14	\$856.14	\$856.14	\$2,266.00	\$0.00	\$0.00	\$5,859.51	
64	13302230118	2292 7th St	74.80	74.80	\$2,942.63	7462.76	7462.76	\$841.01	\$841.01	\$841.01	\$2,266.00	\$0.00	\$0.00	\$3,833.16	
65	13302230121	4825 Morehead Ave	191.68	121.05	\$4,762.11	7008.42	7008.42	\$841.01	\$841.01	\$841.01	\$2,266.00	\$0.00	\$0.00	\$7,869.12	
66	13302230122	4825 Morehead Ave	50.43	50.43	\$1,983.92	7010.64	7010.64	\$841.01	\$841.01	\$841.01	\$2,266.00	\$0.00	\$0.00	\$5,091.19	
67	13302230125	2327 6th St	230.00	150.00	\$5,384.40	11726.44	11726.44	\$1,407.17	\$1,407.17	\$1,407.17	\$2,266.00	\$0.00	\$0.00	\$9,957.47	
68	13302230126	4830 Johnson Ave	80.00	80.00	\$3,147.20	12118.70	12118.70	\$1,454.24	\$1,454.24	\$1,454.24	\$2,266.00	\$0.00	\$0.00	\$6,867.44	
69	133022302001	4779 Lake Ave	150.00	75.00	\$2,692.42	9566.31	9566.31	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,692.42	
70	133022302002	2330 5th St	121.35	100.00	\$3,934.00	6312.77	6312.77	\$757.53	\$757.53	\$757.53	\$2,266.00	\$0.00	\$0.00	\$6,957.53	
71	133022302003	2322 5th St	0.00	40.00	\$1,573.60	5082.20	5082.20	\$609.86	\$609.86	\$609.86	\$2,266.00	\$0.00	\$0.00	\$4,449.46	
72	133022302007	4763 Lake Ave	180.80	87.20	\$2,692.42	20362.25	17426.16	\$2,091.14	\$2,091.14	\$2,091.14	\$2,266.00	\$0.00	\$0.00	\$2,692.42	
73	133022302008	4780 Johnson Ave	63.00	63.00	\$2,478.42	4602.19	4602.19	\$552.26	\$552.26	\$552.26	\$2,266.00	\$0.00	\$0.00	\$3,030.68	
74	133022302009	4790 Johnson Ave	101.75	100.00	\$3,934.00	7579.86	7579.86	\$969.58	\$969.58	\$969.58	\$2,266.00	\$0.00	\$0.00	\$7,109.58	
75	133022302010	4798 Johnson Ave	135.00	75.00	\$2,950.50	4274.55	4274.55	\$512.95	\$512.95	\$512.95	\$2,266.00	\$0.00	\$0.00	\$5,729.45	
76	133022302011	4799 Johnson Ave	167.37	85.00	\$3,343.90	8596.17	8596.17	\$791.54	\$791.54	\$791.54	\$2,266.00	\$0.00	\$0.00	\$4,135.44	
77	133022302012	2902 5th St	65.00	65.00	\$2,957.10	5209.17	5209.17	\$625.10	\$625.10	\$625.10	\$2,266.00	\$0.00	\$0.00	\$5,182.20	
78	133022302013	4791 Johnson Ave	82.37	75.00	\$3,240.44	11957.73	11957.73	\$1,454.93	\$1,454.93	\$1,454.93	\$2,266.00	\$0.00	\$0.00	\$4,675.36	
79	133022302014	2298 5th St	75.00	75.00	\$2,950.50	12095.71	12095.71	\$1,505.73	\$1,505.73	\$1,505.73	\$2,266.00	\$0.00	\$0.00	\$6,890.13	
80	133022302015	2290 5th St	239.75	157.37	\$5,384.40	12547.76	12547.76	\$1,588.41	\$1,588.41	\$1,588.41	\$2,266.00	\$0.00	\$0.00	\$4,401.99	
81	133022302016	2297 4th St	239.75	157.37	\$5,384.40	13236.75	13236.75	\$1,490.06	\$1,490.06	\$1,490.06	\$2,266.00	\$0.00	\$0.00	\$6,972.81	
82	133022302017	2297 4th St	75.00	75.00	\$2,950.50	12417.14	12417.14	\$1,511.57	\$1,511.57	\$1,511.57	\$2,266.00	\$0.00	\$0.00	\$4,462.07	
83	133022302018	2303 4th St	75.00	75.00	\$2,950.50	12596.44	12596.44	\$1,463.85	\$1,463.85	\$1,463.85	\$2,266.00	\$0.00	\$0.00	\$6,846.25	
84	133022302019	2209 4th St	239.75	157.37	\$5,384.40	12198.77	12198.77	\$2,171.45	\$2,171.45	\$2,171.45	\$2,266.00	\$0.00	\$0.00	\$7,555.85	
85	133022302020	4759 Morehead Ave	274.75	164.75	\$5,384.40	18095.41	18095.41	\$2,254.40	\$2,254.40	\$2,254.40	\$2,266.00	\$0.00	\$0.00	\$6,183.40	
86	133022302021	2270 5th St	115.00	100.00	\$3,934.00	18786.63	18786.63	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$1,667.23	
87	133022302022	2276 5th St	159.75	42.38	\$1,667.23	6375.00	6375.00	\$733.13	\$733.13	\$733.13	\$2,266.00	\$0.00	\$0.00	\$5,000.88	
88	133022302023	4790 Stewart Ave	0.00	0.00	\$0.00	12375.00	12375.00	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,692.42	
89	133022302024	2269 4th St	239.75	78.69	\$2,692.42	12263.97	12263.97	\$1,423.13	\$1,423.13	\$1,423.13	\$2,266.00	\$0.00	\$0.00	\$4,422.18	
90	133022302025	2275 4th St	75.00	75.00	\$2,950.50	12645.34	12645.34	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$4,422.18	
91	133022302026	2281 4th St	75.00	75.00	\$2,950.50	12545.34	12545.34	\$1,505.44	\$1,505.44	\$1,505.44	\$2,266.00	\$0.00	\$0.00	\$4,455.94	
92	133022302027	2287 4th St	239.75	157.38	\$5,384.40	12321.95	12321.95	\$1,478.63	\$1,478.63	\$1,478.63	\$2,266.00	\$0.00	\$0.00	\$6,863.03	
93	133022302030	4753 Lake Ave	141.70	70.85	\$2,767.24	14360.63	14360.63	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,767.24	
94	133022302031	4743 Lake Ave	124.00	62.00	\$2,439.08	14154.16	14154.16	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,439.08	
95	133022302032	4735 Lake Ave	113.50	98.62	\$3,879.71	14985.21	14985.21	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$3,879.71	
96	133022302033	2286 4th St	214.75	132.37	\$5,207.44	8213.94	8213.94	\$985.67	\$985.67	\$985.67	\$2,266.00	\$0.00	\$0.00	\$6,193.11	
97	133022302034	2284 4th St	50.00	50.00	\$1,967.00	8702.36	8702.36	\$1,044.28	\$1,044.28	\$1,044.28	\$2,266.00	\$0.00	\$0.00	\$3,011.28	
98	133022302035	2280 4th St	65.00	65.00	\$2,557.10	10440.64	10440.64	\$878.50	\$878.50	\$878.50	\$2,266.00	\$0.00	\$0.00	\$3,238.90	
99	133022302036	2278 4th St	60.00	60.00	\$2,360.40	7320.84	7320.84	\$878.50	\$878.50	\$878.50	\$2,266.00	\$0.00	\$0.00	\$3,238.90	
100	133022302037	2268 4th St	185.00	60.00	\$2,360.40	8838.30	8838.30	\$1,060.50	\$1,060.50	\$1,060.50	\$2,266.00	\$0.00	\$0.00	\$3,421.00	
101	133022302044	4725 Lake Ave	150.00	75.00	\$2,692.42	30197.19	30197.19	\$3,838.50	\$3,838.50	\$3,838.50	\$2,266.00	\$0.00	\$0.00	\$2,692.42	
102	133022302050	4767 Lake Ave	150.00	0.00	\$0.00	15041.73	15041.73	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,266.00	
103	143022140028	4861 Stewart Ave	191.22	0.00	\$0.00	7056.27	7056.27	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,266.00	
104	143022140029	4853 Stewart Ave	50.50	0.00	\$0.00	7281.36	7281.36	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,266.00	
105	143022140030	4847 Stewart Ave	50.50	0.00	\$0.00	7599.77	7599.77	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,266.00	
106	143022140031	4843 Stewart Ave	75.75	0.00	\$0.00	11065.91	11065.91	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,266.00	
107	143022140032	4833 Stewart Ave	216.58	0.00	\$0.00	10831.83	10831.83	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,266.00	
108	143022140033	2245 6th St	65.40	0.00	\$0.00	10132.85	10132.85	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,266.00	
109	143022140036	4848 Cook Ave	50.35	0.00	\$0.00	7007.81	7007.81	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,266.00	
110	143022140037	4854 Cook Ave	50.35	0.00	\$0.00	7151.95	7151.95	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,266.00	
111	143022140038	4860 Cook Ave	191.07	0.00	\$0.00	7079.47	7079.47	\$0.00	\$0.00	\$0.00	\$2,266.00	\$0.00	\$0.00	\$2,266.00	
														\$502,128.43	
														\$66,762.65	
														\$108,768.00	
														\$306,597.78	
														\$39.34	

Assessments for Commercial owned parcels being reviewed.  
2019 Proposed Water Wye Assessments will be a 50/50 split with the City, capped at \$1,300.00  
2019 Proposed Street Assessments will be a 50/50 split with the City, capped at \$1,200.00

1	Residential street assessment	\$
1	Corner lot	\$

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-01**

**CITY OF WHITE BEAR LAKE  
2019 STREET RECONSTRUCTION PROJECT  
CITY PROJECT NO. 19-01**

CREATED: 10/9/2018  
UPDATED: 2/4/2019

County Data Current 9/5/18

ASSESSMENT CODE 93201901

PIN	NO	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM SEWER ASSESSMENT	ALLEY ASSESSMENT CALCULATIONS	ALLEY ASSESSMENT	SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT
			FRONT FOOTAGE	ASSESSABLE FOOTAGE			ASSESSABLE AREA	STORM SEWER ASSESSMENT						
	2	Bound by streets on 3 or all sides			\$ 3,934.00									
	3	Interior lot 100 ft maximum			\$ 5,384.40									
	4	Maximum residential corner lot assessment			\$ 2,692.42									
	5	1/2 maximum residential corner lot assessment			\$ 62.78									
	6	Commercial lot per front foot assessment			\$ 51.73									
	7	Apartment/townhome per foot assessment												
	8	Lot splits in future to be assessed at future rate per front foot												
	9	Lot split in future will be assessed at future rate per sq ft												
	10	Cul de sac lot												
	11	Residential irregular interior lot												
	12	Lot has been assessed maximum storm sewer rate			\$ 2,266.00									
	13	Alley Assessment (Each)			\$ 0.12									
	14	Residential storm sewer rate			\$ 0.24									
	15	Commercial storm sewer rate			\$ 0.06									
	16	Park & public storm sewer rate			varies on repairs									
	17	Sanitary sewer service repair												
	18	Assessment in lieu of charges												
	19	Residential Street Mill & Overlay Rate			\$ 13.79									
	20	Apartment/Town Home Mill & Overlay Rate			\$ 18.04									
	21	Commercial Mill and Overlay Rate			\$ 21.96									
	22	Appraiser's Opinion												

ASSESSMENT PERIOD: 15 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL  
INTEREST RATE (2018) - 5.23%  
RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 15 YEARS = \$37.50)  
RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 20 YEARS = \$50.00)

NON-RESIDENT PROPERTY	
NO	ADDRESS
1	15945 37th Ave N, Plymouth MN 55446-3212
5	12314 Everton Cir N, Saint Paul, MN 55110-5992
14	13435 White Pine Ln, Hayward WI 54843-2231
25	52 Nord Circle, North Oaks, MN 55127
31	4890 Johnson Ave, WBL MN 55110
32	6303 Saint Croix Trl N, Stillwater MN 55082-6935
36	4379 Lenox Blvd, Venice FL 34295-3816
59	4685 Lake Ave, WBL MN 55110-2627
64	2661 S Shore Blvd, WBL MN 55110-3943
79	133022320014
84	9310 White Hickory Ln, Fort Myers FL 33912-6856
95	PO Box 10543, WBL MN 55110-0543
96	4686 Banning Ave, WBL MN 55110-2870
108	143022140053
	1407 Mound Trl, Centerville MN 55038-9722

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-06**

Garden Lane (Lemire Lane - Bald Eagle Avenue)

**CITY OF WHITE BEAR LAKE  
2019 Street Reconstruction Project  
CITY PROJECT NO. 19-06**

CREATED: 9/26/2017  
UPDATED: 2/4/2019

County Data Current 9/5/18

ASSESSMENT CODE 93201906

PIN	NO	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			STORM SEWER ASSESSMENT CALCULATIONS			STORM ASSESSMENT	SANITARY WYE ASSESSMENT	TOTAL ASSESSMENT
			FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	LOT AREA	ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT			
1	1,5,25	5065 Bald Eagle Ave	323.32	100.00	\$2,692.42	24963.77	24963.77	\$0.00	\$1,497.83	\$4,190.25	
2	1,19,25	1997 Garden Ln	100.00	100.00	\$3,934.00	18564.97	18564.97	\$0.00	\$1,112.94	\$5,047.26	
3	1,19,25	1987 Garden Ln	100.00	100.00	\$3,934.00	18548.97	18548.97	\$0.00	\$1,112.94	\$5,046.94	
4	1,19,25	1975 Garden Ln	100.00	100.00	\$3,934.00	18543.99	18543.99	\$0.00	\$1,112.29	\$5,046.62	
5	1,19,25	1967 Garden Ln	100.00	100.00	\$3,934.00	18538.21	18538.21	\$0.00	\$1,111.97	\$5,045.97	
6	1,19,25	1957 Garden Ln	100.00	100.00	\$3,934.00	18532.82	18532.82	\$0.00	\$1,111.64	\$5,045.64	
7	1,19,25	1949 Garden Ln	100.00	100.00	\$3,934.00	18527.36	18527.36	\$0.00	\$1,111.32	\$5,045.32	
8	1,19,25	1935 Garden Ln	100.00	100.00	\$3,147.20	14161.90	14161.90	\$0.00	\$849.68	\$3,996.88	
9	1,19,25	1929 Garden Ln	80.00	80.00	\$3,147.20	14029.89	14029.89	\$0.00	\$841.79	\$3,996.99	
10	1,19,25	1921 Garden Ln	80.00	80.00	\$3,147.20	12907.13	12907.13	\$0.00	\$750.43	\$3,897.63	
11	1,19,25	1913 Garden Ln	80.00	80.00	\$3,334.00	15788.78	15788.78	\$0.00	\$947.33	\$4,881.33	
12	3	1905 Garden Ln	100.00	100.00	\$3,334.00	1988.57	1988.57	\$0.00	\$119.31	\$4,061.47	
13	1,19,25	0 Garden Ln	0.00	0.00	\$0.00	14909.98	14909.98	\$0.00	\$894.60	\$5,045.13	
14	1,19,25	1904 Garden Ln	80.50	80.50	\$3,166.87	13578.89	13578.89	\$0.00	\$1,111.13	\$5,045.13	
15	1,19,25	1920 Garden Ln	100.00	100.00	\$3,934.00	12007.90	12007.90	\$910.55	\$0.00	\$3,900.02	
16	1,19,25	1930 Garden Ln	220.00	120.00	\$3,187.80	11870.41	11870.41	\$0.00	\$712.22	\$3,900.02	
17	1,19,25	1940 Garden Ln	220.00	120.00	\$3,187.80	18498.03	18498.03	\$0.00	\$1,109.88	\$5,043.88	
18	1,19,25	1950 Garden Ln	100.00	100.00	\$3,934.00	18614.06	18614.06	\$0.00	\$1,116.84	\$5,050.84	
19	1,19,25	1958 Garden Ln	100.00	100.00	\$3,934.00	9022.84	9022.84	\$0.00	\$541.37	\$2,508.37	
20	1,19,25	1964 Garden Ln	50.00	50.00	\$1,967.00	9367.79	9367.79	\$0.00	\$562.07	\$2,529.07	
21	1,19,25	1970 Garden Ln	50.00	50.00	\$1,967.00	18489.99	18489.99	\$0.00	\$1,109.40	\$5,043.40	
22	1,19,25	1976 Garden Ln	100.00	100.00	\$3,934.00	9249.20	9249.20	\$0.00	\$554.95	\$2,521.95	
23	1,19,25	1982 Garden Ln	50.00	50.00	\$1,967.00	12024.03	12024.03	\$0.00	\$721.44	\$3,278.54	
24	1,19,25	1986 Garden Ln	65.00	65.00	\$2,557.10	15723.73	15723.73	\$0.00	\$943.42	\$4,287.32	
25	1,19,25	1994 Garden Ln	85.00	85.00	\$3,343.90	12378.60	12378.60	\$0.00	\$742.72	\$3,435.14	
26	1,19,25	5053 Bald Eagle Ave	261.66	80.83	\$2,692.42				\$22,912.46	\$106,291.37	

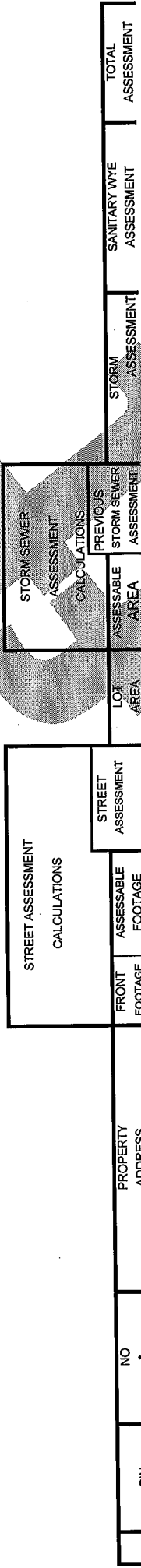
**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-06**

Garden Lane (Lemire Lane - Bald Eagle Avenue)

**CITY OF WHITE BEAR LAKE  
2019 Street Reconstruction Project  
CITY PROJECT NO. 19-06**

CREATED: 9/26/2017  
UPDATED: 2/4/2019  
County Data Current 9/5/18

ASSESSMENT CODE 93201906



Assessments for Commercial owned parcels being reviewed.  
2019 Proposed Sewer Wye Assessments will be a 50/50 split with the City, capped at \$1,300.00

NO.	PIN	PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT CALCULATIONS	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS	PREVIOUS STORM SEWER ASSESSMENT	STORM ASSESSMENT	SANITARY WYE ASSESSMENT	TOTAL ASSESSMENT
1		Residential street assessment			\$ 39.34						
2		Corner lot									
3		Bound by streets on 3 or all sides			\$ 3,934.00						
4		Interior lot 100 ft maximum			\$ 5,384.40						
5		Maximum residential corner lot assessment			\$ 2,692.42						
6		1/2 maximum residential corner lot assessment			\$ 62.78						
7		Commercial lot per front foot assessment			\$ 51.73						
8		Apartment/Townhome per foot assessment									
9		Lot splits in future to be assessed at future rate per front foot									
10		Lot split in future will be assessed at future rate per sq ft									
11		Cul de sac lot									
12		Residential irregular interior lot									
13		Lot has been assessed maximum storm sewer rate			\$ 2,200.00						
14		Alley Assessment			\$ 0.06						
15		Residential storm sewer rate			\$ 0.24						
16		Commercial storm sewer rate			\$ 0.06						
17		Park & public storm sewer rate									
18		Sanitary sewer service repair			varies on repairs						
19		Assessment in lieu of charges									
20		Residential Street Mill & Overlay Rate			\$ 13.79						
21		Apartment/Town Home Mill & Overlay Rate			\$ 18.04						
22		Commercial Mill and Overlay Rate			\$ 21.96						
23		Residential Total Pavement Replacement Rate			\$ 27.58						
24		Apartment Total Pavement Replacement Rate			\$ 35.85						
25		Commercial Total Pavement Replacement Rate			\$ 44.14						
		Appraiser's Opinion									

ASSESSMENT PERIOD - 15 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL  
INTEREST RATE (2019) - 5.25%  
RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 15 YEARS = \$37.50)  
RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 20 YEARS = \$50.00)

NON-RESIDENT PROPERTY ADDRESS
18 113022340056 1905 Garden Ln, WBL MN 55110
22 113022340060 1717 Main St Ste 2000, Dallas TX 75201-4657
27 113022340065 23833 Jensen Ave N, Forest Lake MN 55025-8564
45 143022210027 3951 Stockdale Dr, Vadnais Heights MN 55127-7519
70 143022210097 262 Bruening Ct, Mahtomedi MN 55115-6811
92 143022210124 5842 Hobbe Ln, WBT MN 55110-6477



## **APPENDIX J**

### **SAMPLE ASSESSMENT BREAKDOWNS**

**SAMPLE** Assessment Breakdown

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

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

## **APPENDIX K**

### **LOCAL IMPROVEMENT GUIDE (CITY ASSESSMENT POLICY)**

# City of White Bear Lake

## LOCAL IMPROVEMENT GUIDE

Adopted by the City Council  
April 1983

REVISED  
January 22, 2008

REVISED  
April 26, 2011



# Policies for Public Improvements

## INTRODUCTION

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

# Table of Contents

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

# 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:

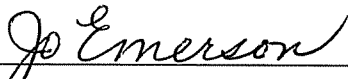
1. The City’s Assessment Policy is hereby updated as of April 26, 2011.
2. This resolution is incorporated into the Assessment Policy as Appendix “D”.
3. The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting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

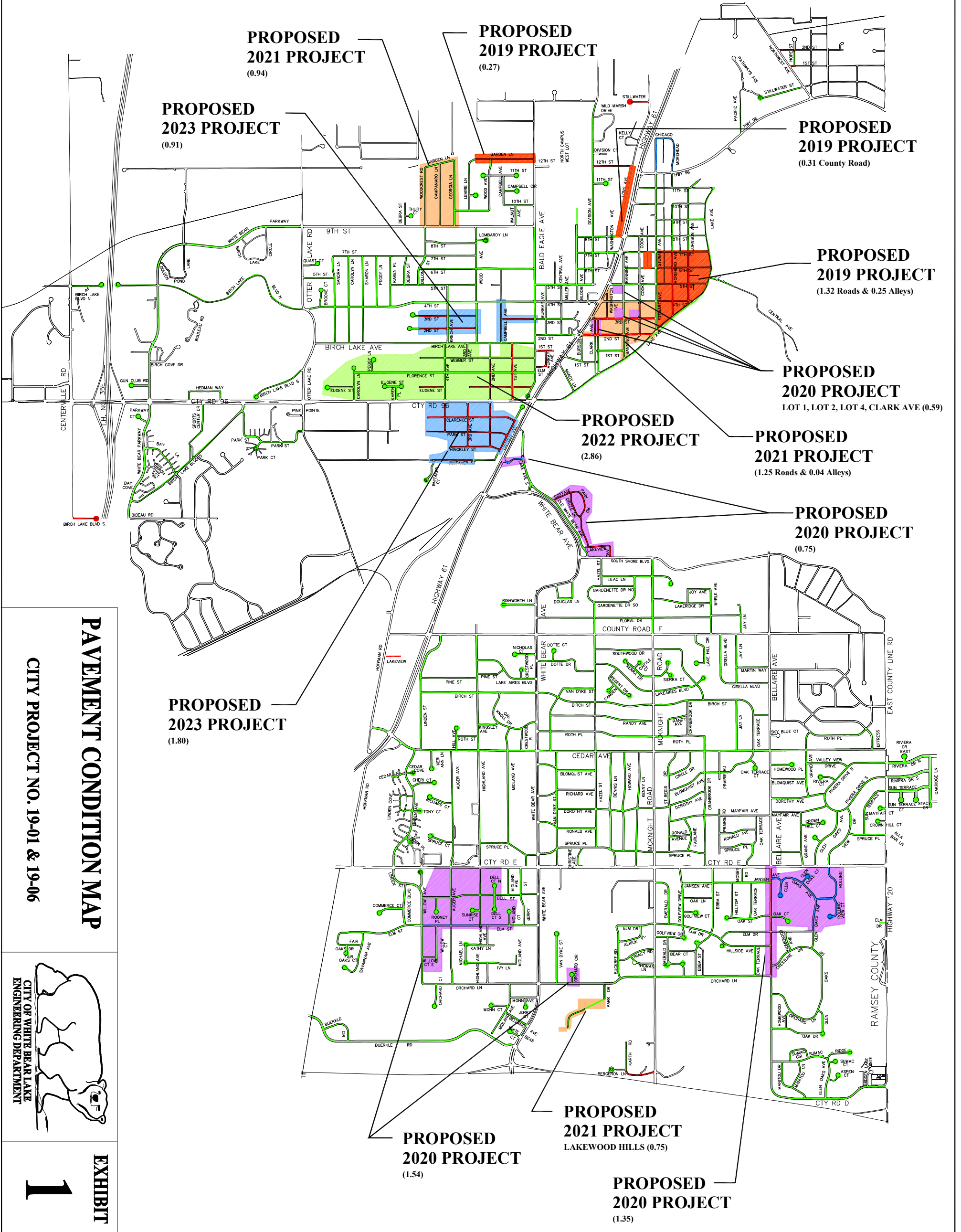
## **EXHIBITS**

<b>EXHIBIT 1</b>	<b>2019 PAVEMENT CONDITION MAP</b>
<b>EXHIBIT 2</b>	<b>STREET RECONSTRUCTION MAP – CITY PROJECT 19-01</b>
<b>EXHIBIT 3</b>	<b>STREET RECONSTRUCTION MAP – CITY PROJECT 19-06</b>
<b>EXHIBIT 4</b>	<b>WATERSHED DISTRICT BOUNDARY MAP</b>
<b>EXHIBIT 5</b>	<b>MAP OF HISTORICAL WATERMAIN BREAKS – CITY PROJECT 19-01</b>
<b>EXHIBIT 6</b>	<b>MAP OF HISTORICAL WATERMAIN BREAKS – CITY PROJECT 19-06</b>
<b>EXHIBIT 7</b>	<b>SANITARY SEWER REPAIR MAP</b>
<b>EXHIBIT 8A</b>	<b>TYPICAL STREET CROSS SECTIONS CITY PROJECT 19-01</b>
<b>EXHIBIT 8B</b>	<b>TYPICAL STREET CROSS SECTIONS CITY PROJECT 19-01</b>
<b>EXHIBIT 8C</b>	<b>TYPICAL STREET CROSS SECTIONS CITY PROJECT 19-01</b>
<b>EXHIBIT 8D</b>	<b>TYPICAL STREET CROSS SECTIONS CITY PROJECT 19-01</b>

- |                   |  |
|-------------------|--|
| <b>EXHIBIT 9</b>  | <b>TYPICAL STREET CROSS SECTIONS<br/>CITY PROJECT 19-06</b>                            |
| <b>EXHIBIT 10</b> | <b>2030 COMPREHENSIVE PLAN MAP<br/>“PLAN FOR BICYCLES,<br/>PEDESTRIANS AND TRAILS“</b> |
| <b>EXHIBIT 11</b> | <b>PROPOSED MOREHEAD AVENUE<br/>SIDEWALK</b>   |
| <b>EXHIBIT 12</b> | <b>PROPOSED GARDEN LANE<br/>SIDEWALK</b>   |

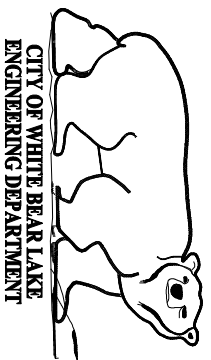
# CITY OF WHITE BEAR LAKE PROPOSED STREET RECONSTRUCTION PROGRAM 2019-2023

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



## PAVEMENT CONDITION MAP

CITY PROJECT NO. 19-01 & 19-06



1

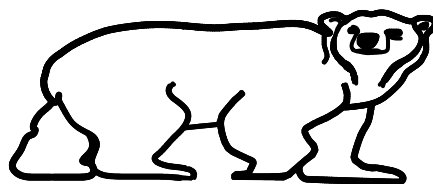
EXHIBIT

# CITY PROJECT 19-01



## STREET RECONSTRUCTION PROJECT MAP

CITY PROJECT NO. 19-01



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

2

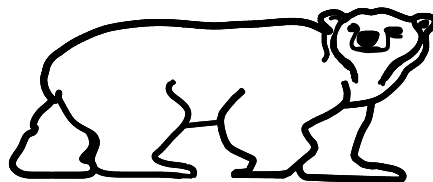
# CITY PROJECT 19-06

City Limits



## STREET RECONSTRUCTION PROJECT MAP

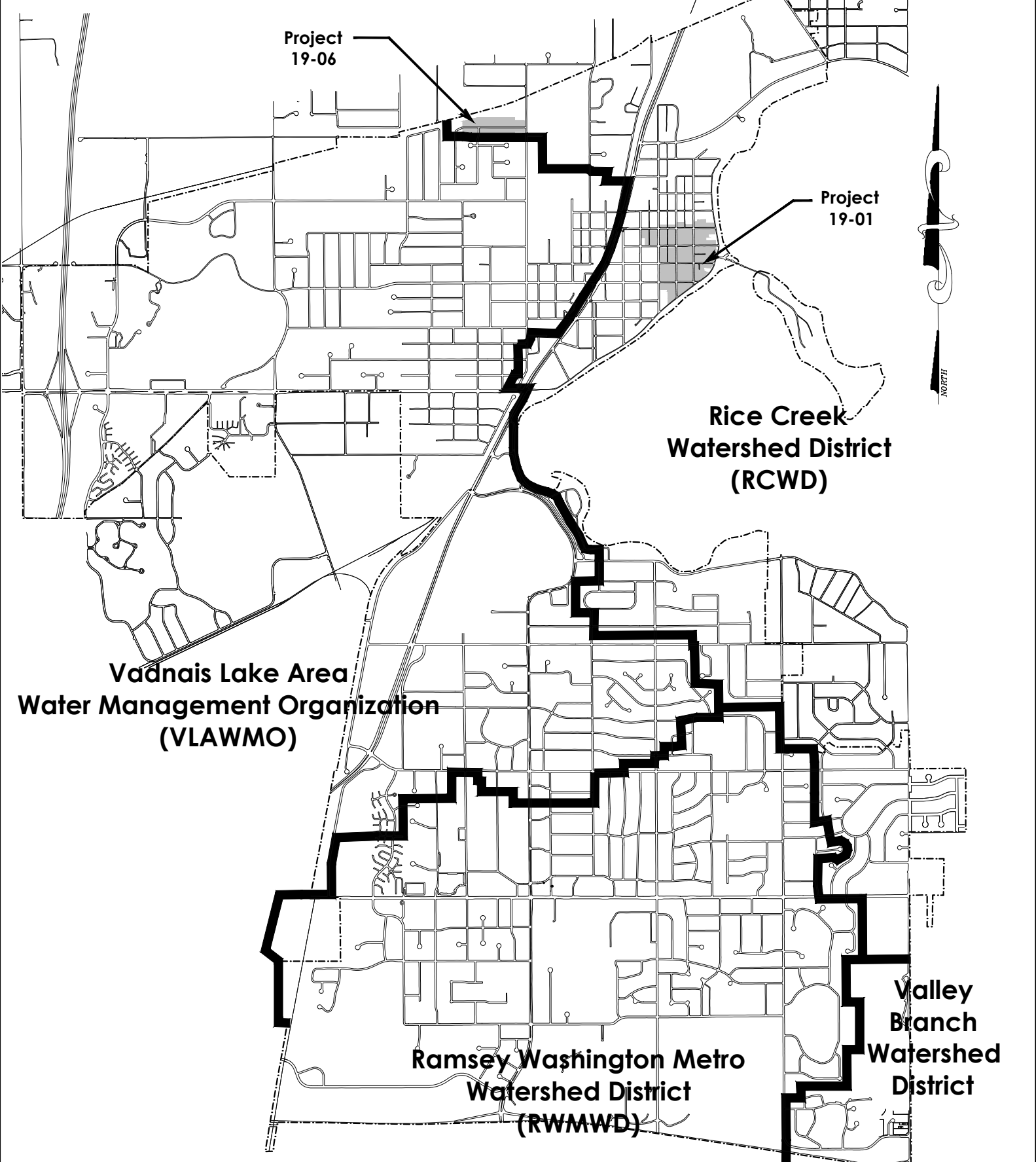
CITY PROJECT NO. 19-06



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

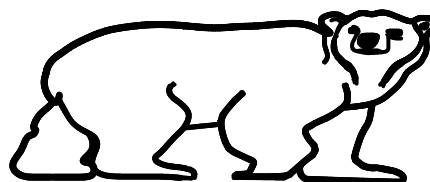
EXHIBIT

3



**WATERSHED DISTRICT  
BOUNDARY MAP**

CITY PROJECT NO. 19-01/19-06

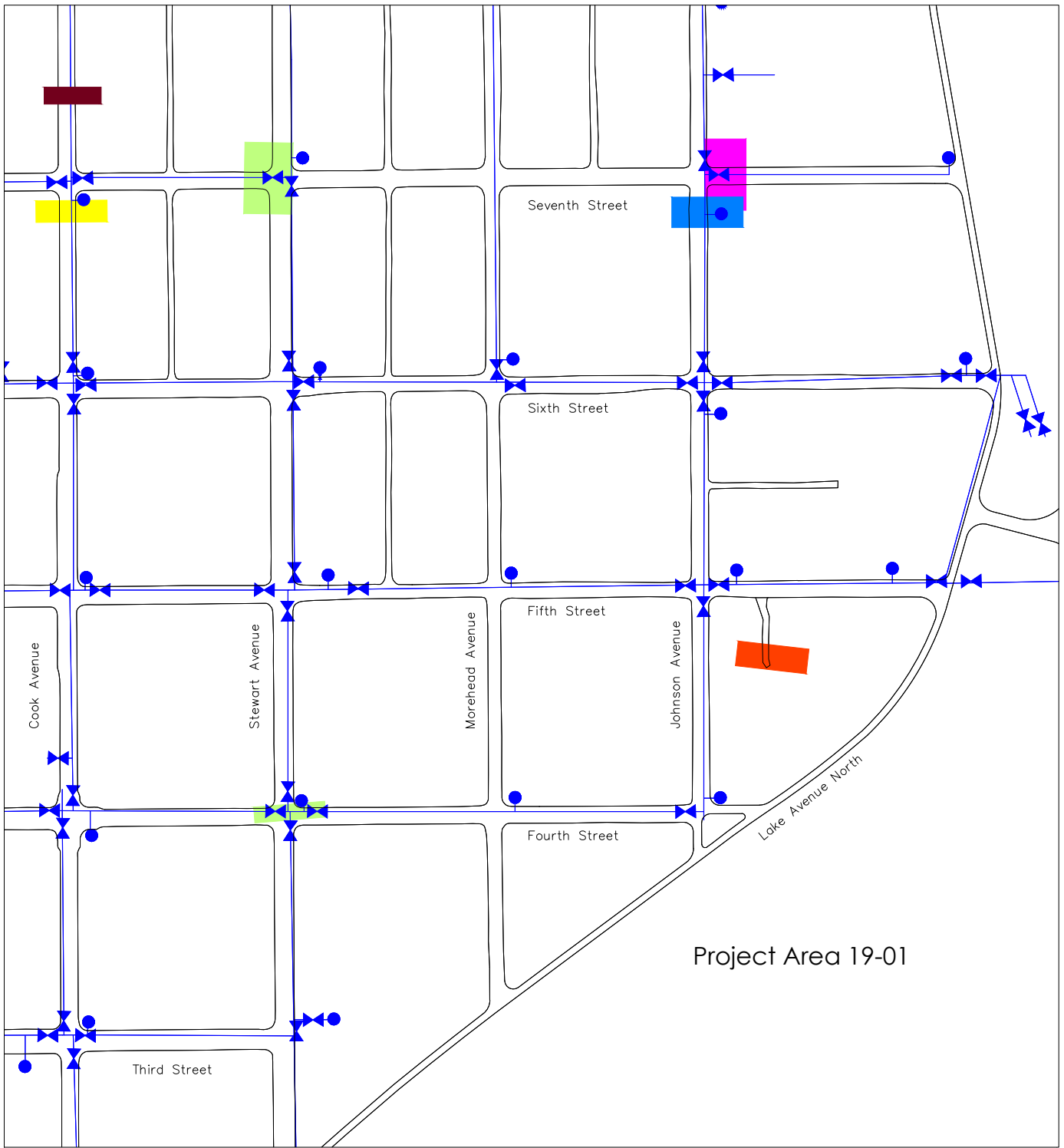
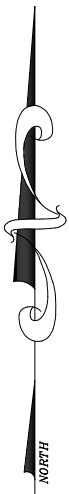


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

4



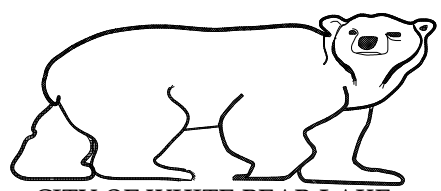


Project Area 19-01

1991-2003 BREAKS		2007 BREAKS		2011 BREAKS		2015 BREAKS	
2004 BREAKS		2008 BREAKS		2012 BREAKS		2016 BREAKS	
2005 BREAKS		2009 BREAKS		2013 BREAKS		2017 BREAKS	
2006 BREAKS		2010 BREAKS		2014 BREAKS		2018 BREAKS	

# HISTORICAL WATERMAIN BREAKS PROJECT MAP

CITY PROJECT NO. 19-01

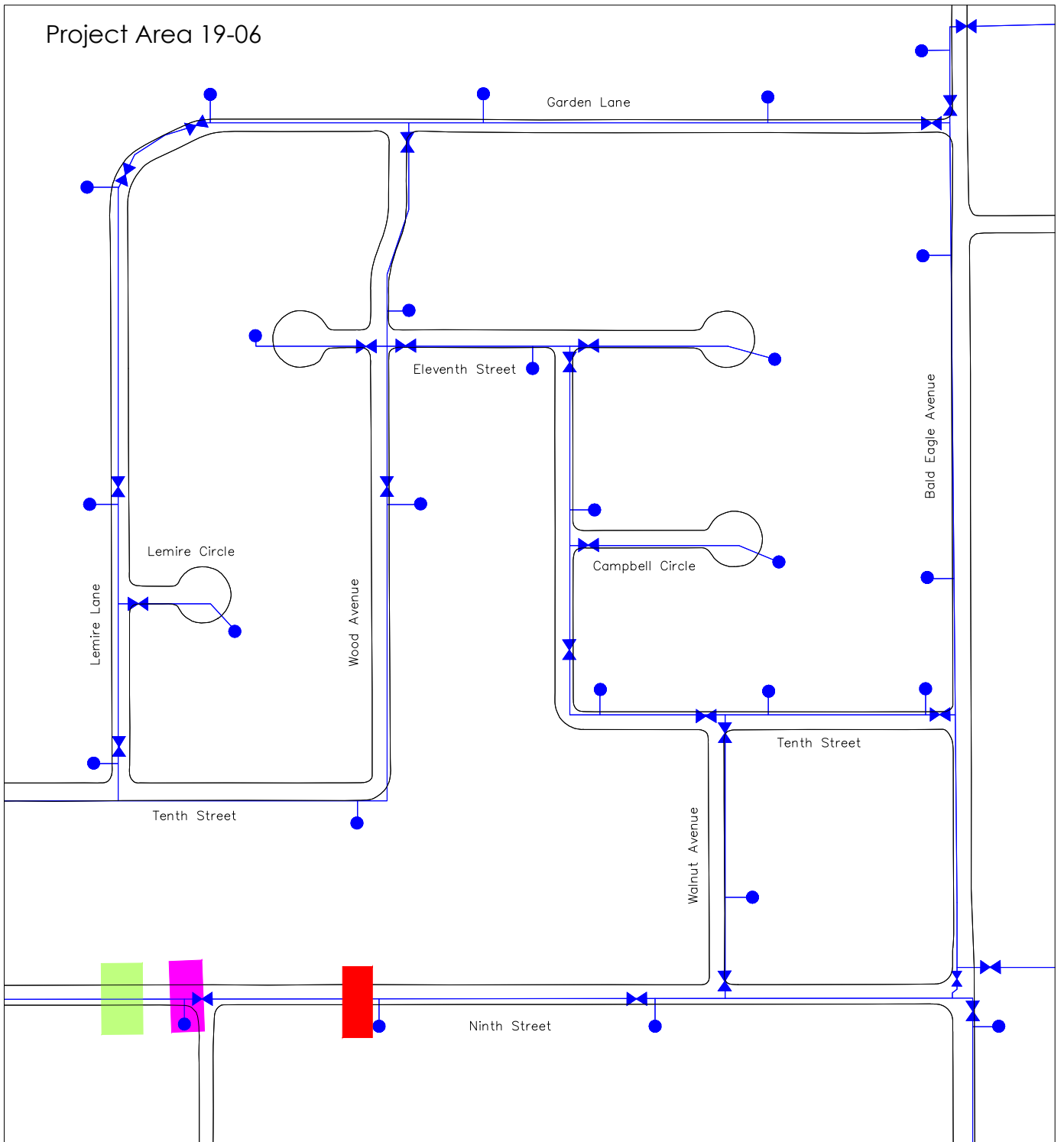


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

5

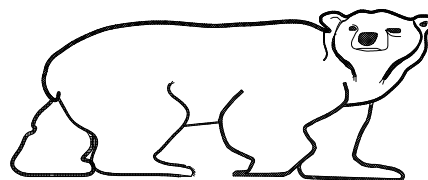
Project Area 19-06



1991-2003 BREAKS		2007 BREAKS		2011 BREAKS		2015 BREAKS	
2004 BREAKS		2008 BREAKS		2012 BREAKS		2016 BREAKS	
2005 BREAKS		2009 BREAKS		2013 BREAKS		2017 BREAKS	
2006 BREAKS		2010 BREAKS		2014 BREAKS		2018 BREAKS	

# HISTORICAL WATERMAIN BREAKS PROJECT MAP

CITY PROJECT NO. 19-06

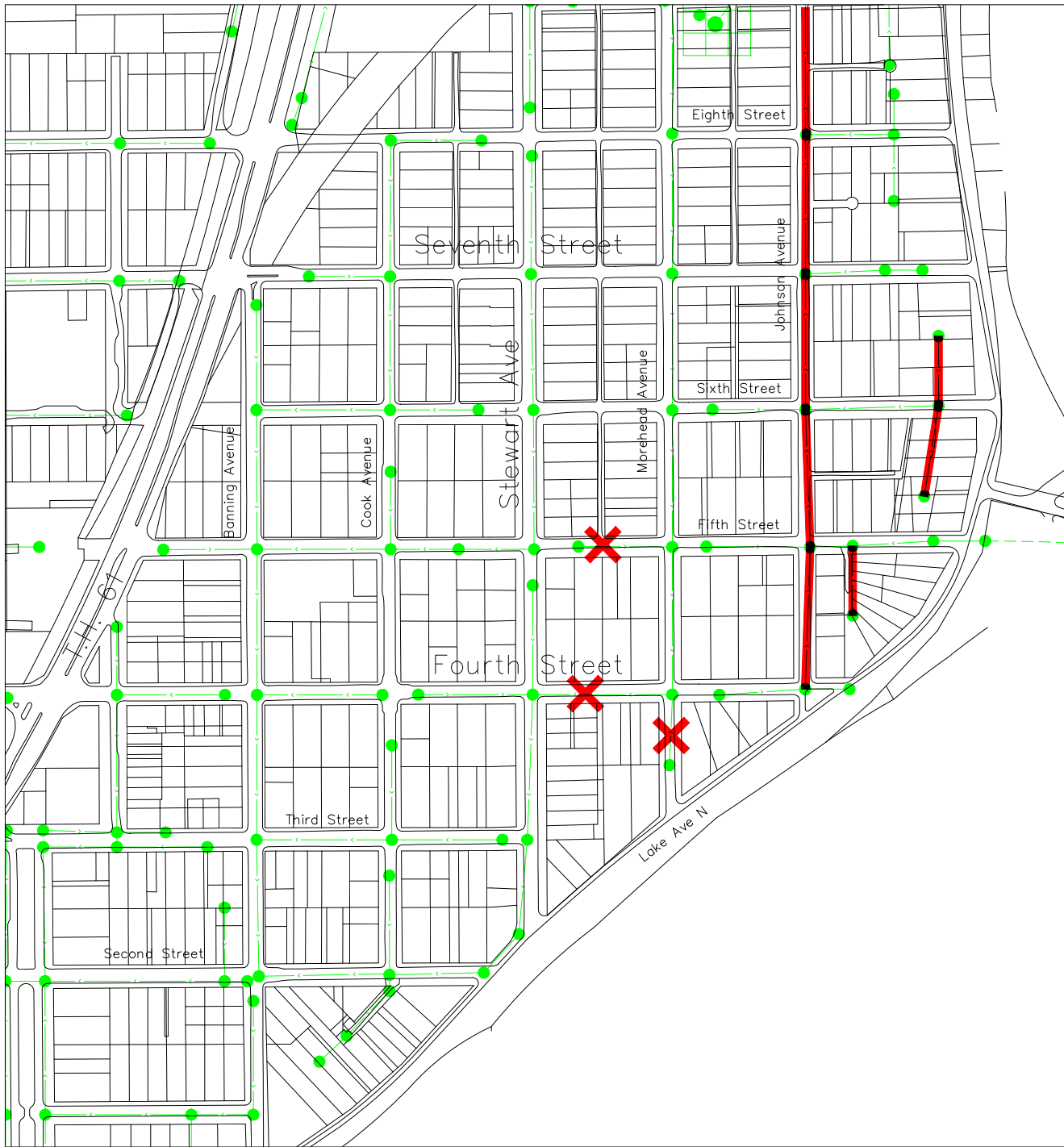



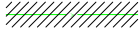


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

6

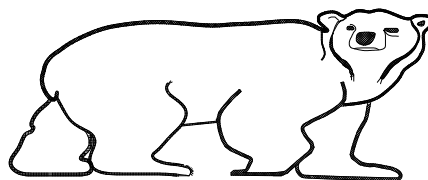
Project Area 19-01



- CITY SANITARY SEWER 
- MCES SANITARY SEWER 
- PROPOSED STRUCTURE REPAIR 
- PREVIOUSLY LINED 

# SANITARY SEWER REPAIR PROJECT MAP

CITY PROJECT NO. 19-01

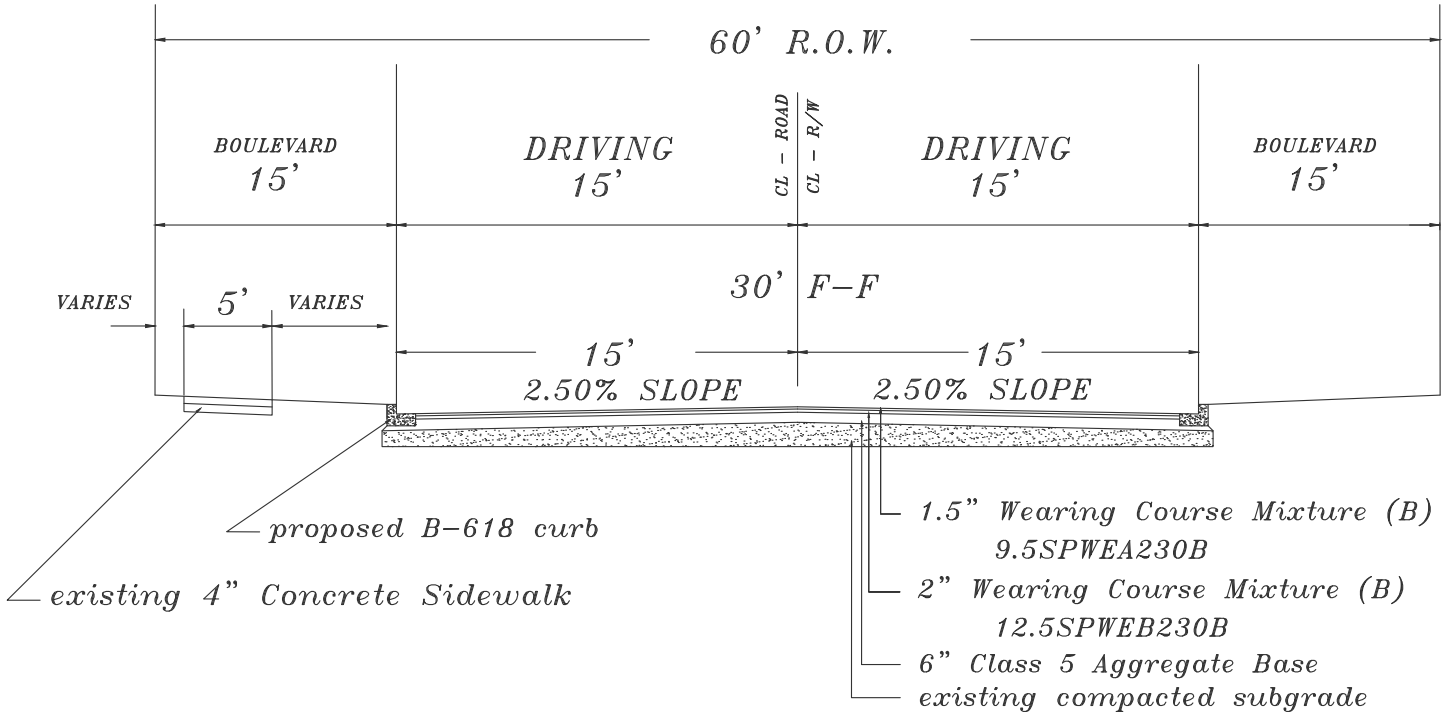


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

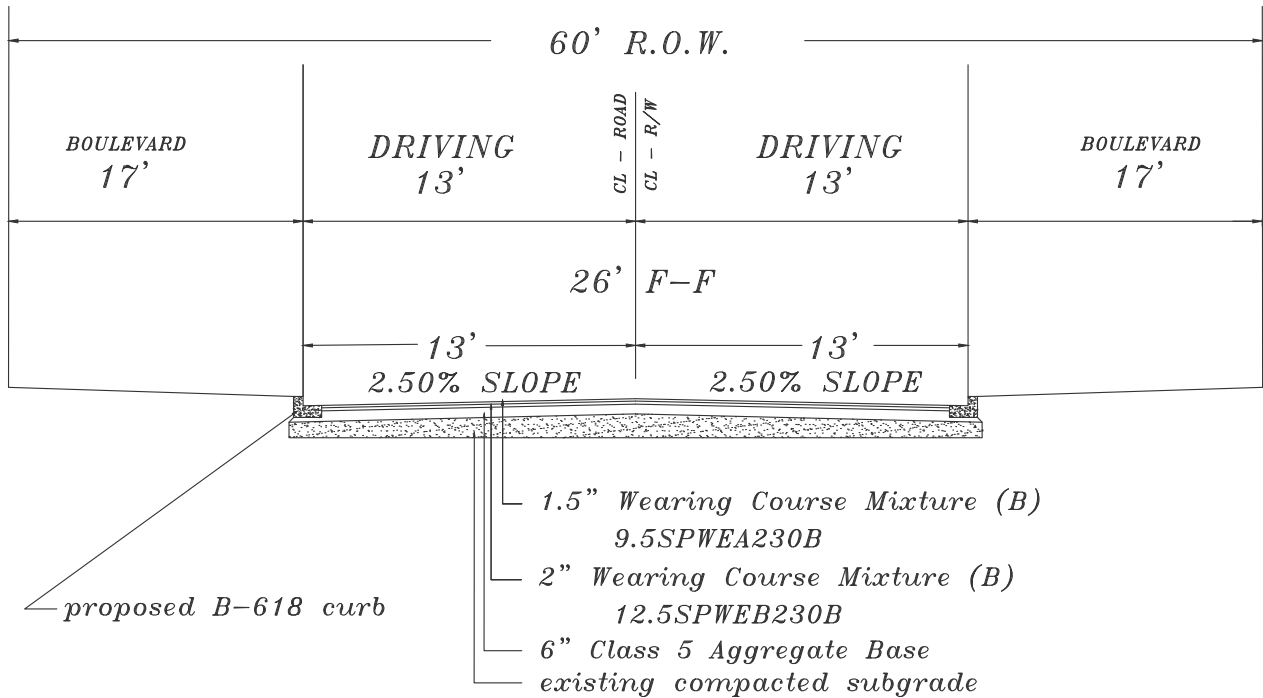
EXHIBIT

7

**JOHNSON AVENUE**  
**4TH STREET TO 7TH STREET**  
**30' FACE TO FACE**

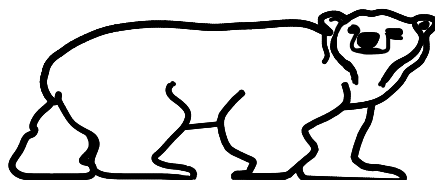


**MOREHEAD AVENUE**  
**LAKE AVENUE TO FOURTH STREET**  
**26' FACE TO FACE**



**TYPICAL STREET  
 CROSS SECTIONS**

CITY PROJECT NO. 19-01

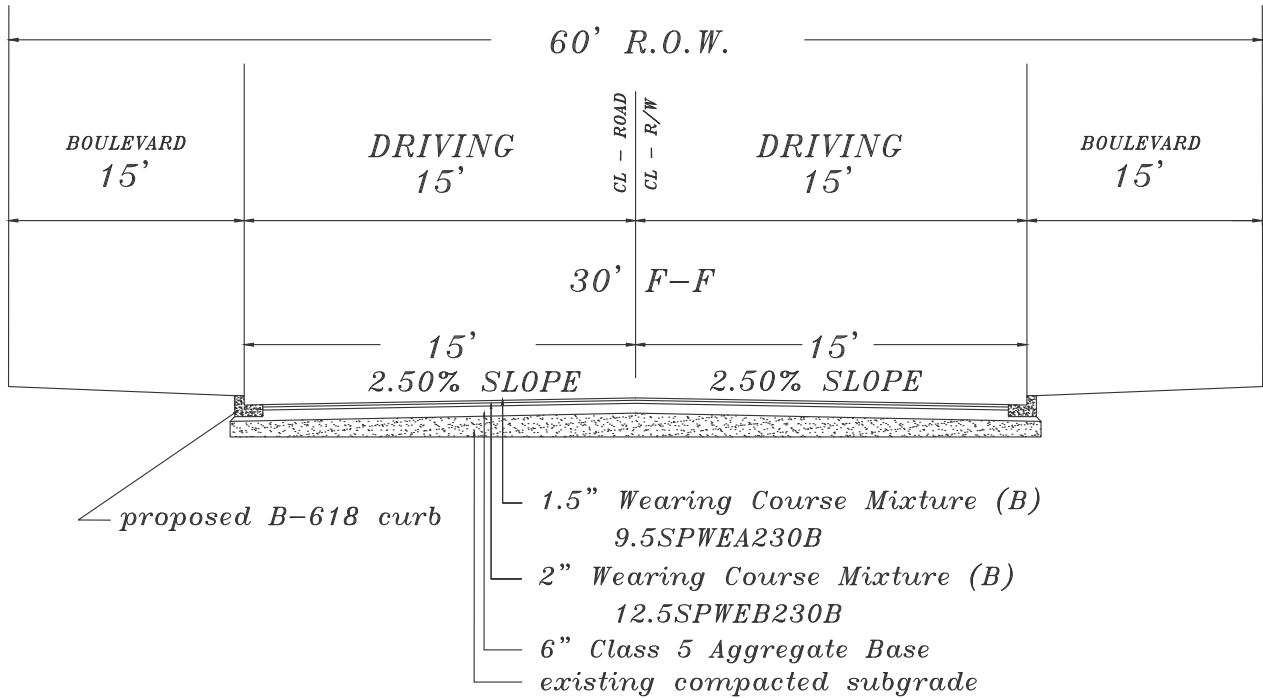


CITY OF WHITE BEAR LAKE  
 ENGINEERING DEPARTMENT

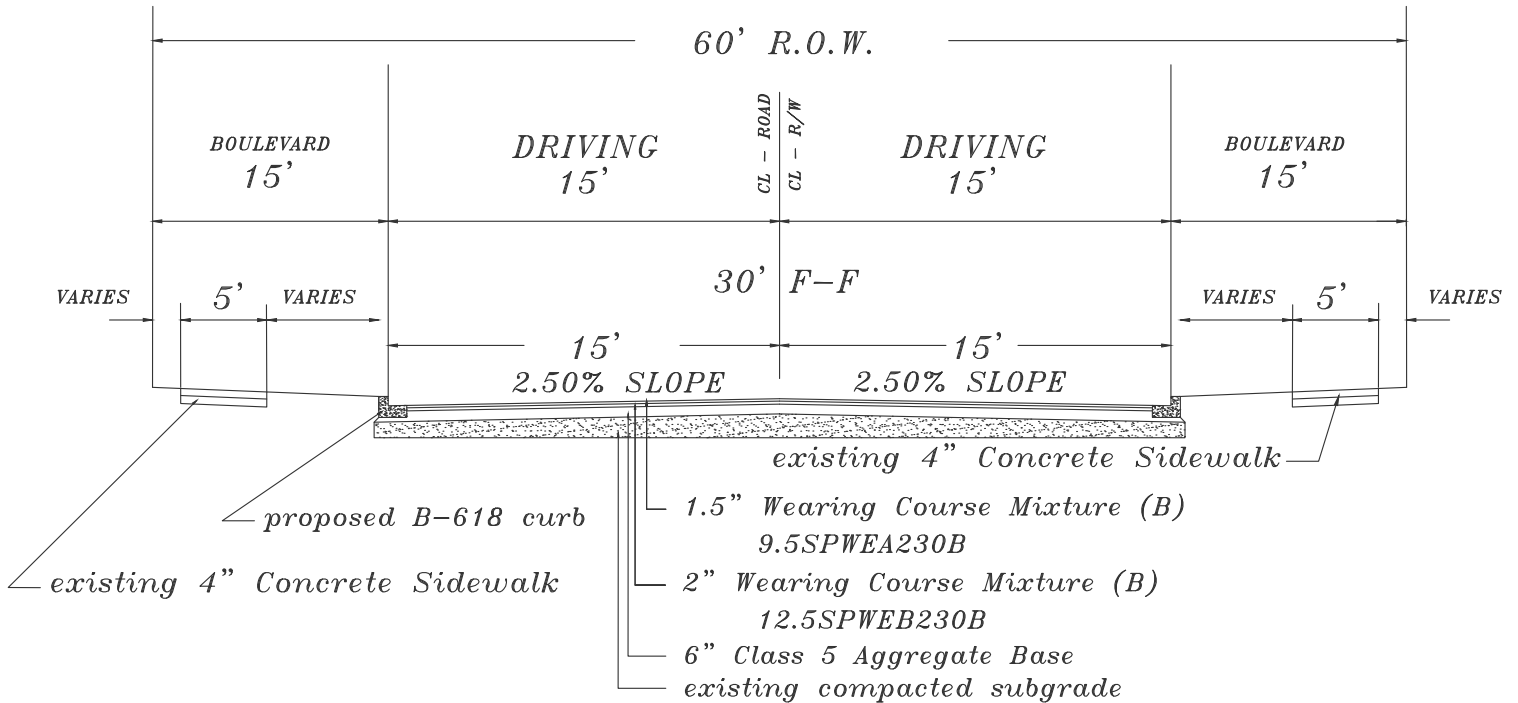
**EXHIBIT**

**8A**

**MOREHEAD AVENUE**  
**FOURTH STREET TO SEVENTH STREET**  
**30' FACE TO FACE**



**FOURTH STREET**  
**STEWART AVENUE TO JOHNSON AVENUE**  
**30' FACE TO FACE**



**TYPICAL STREET  
 CROSS SECTIONS**

CITY PROJECT NO. 19-01



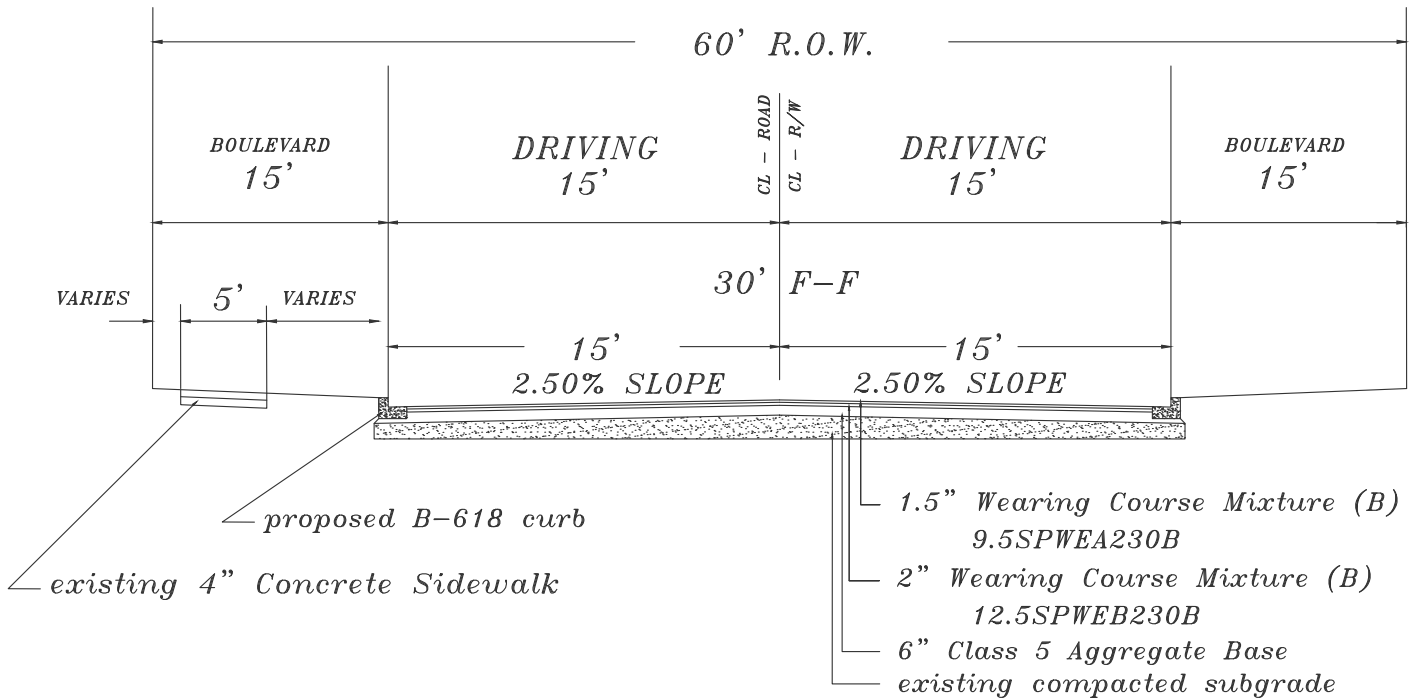
CITY OF WHITE BEAR LAKE  
 ENGINEERING DEPARTMENT

**EXHIBIT**

**8B**

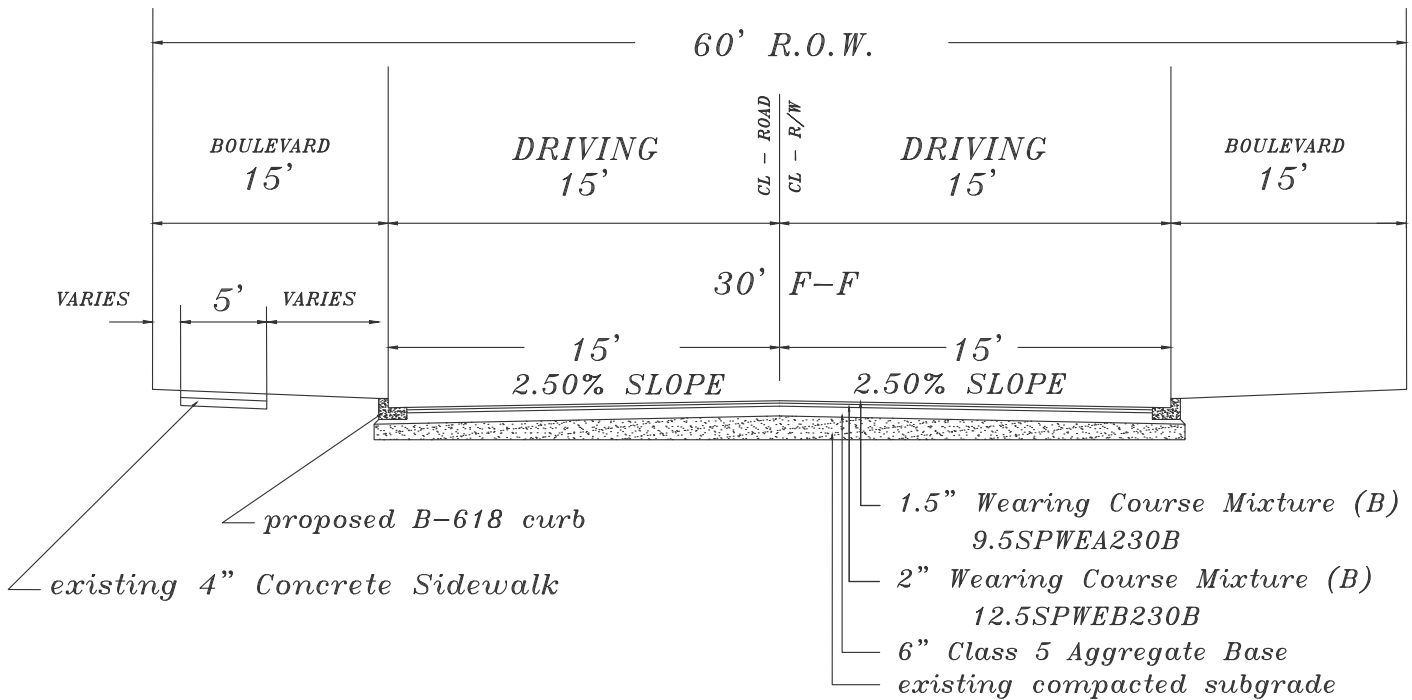
# FIFTH STREET

STEWART AVENUE TO LAKE AVENUE  
30' FACE TO FACE



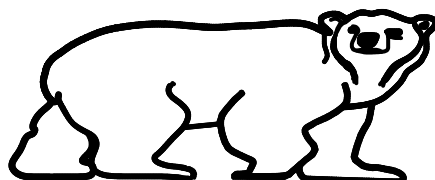
# SIXTH STREET

STEWART AVENUE TO LAKE AVENUE  
30' FACE TO FACE



TYPICAL STREET  
CROSS SECTIONS

CITY PROJECT NO. 19-01

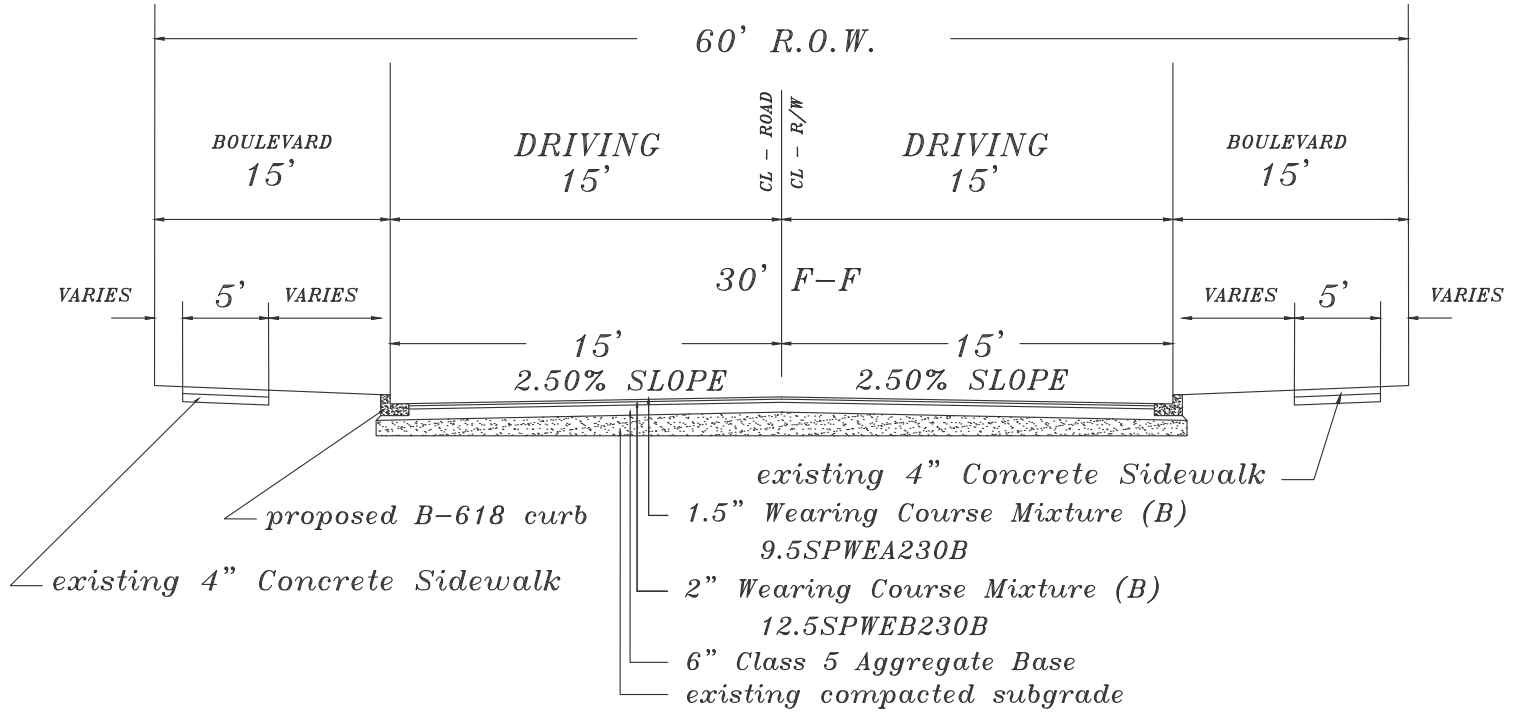


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

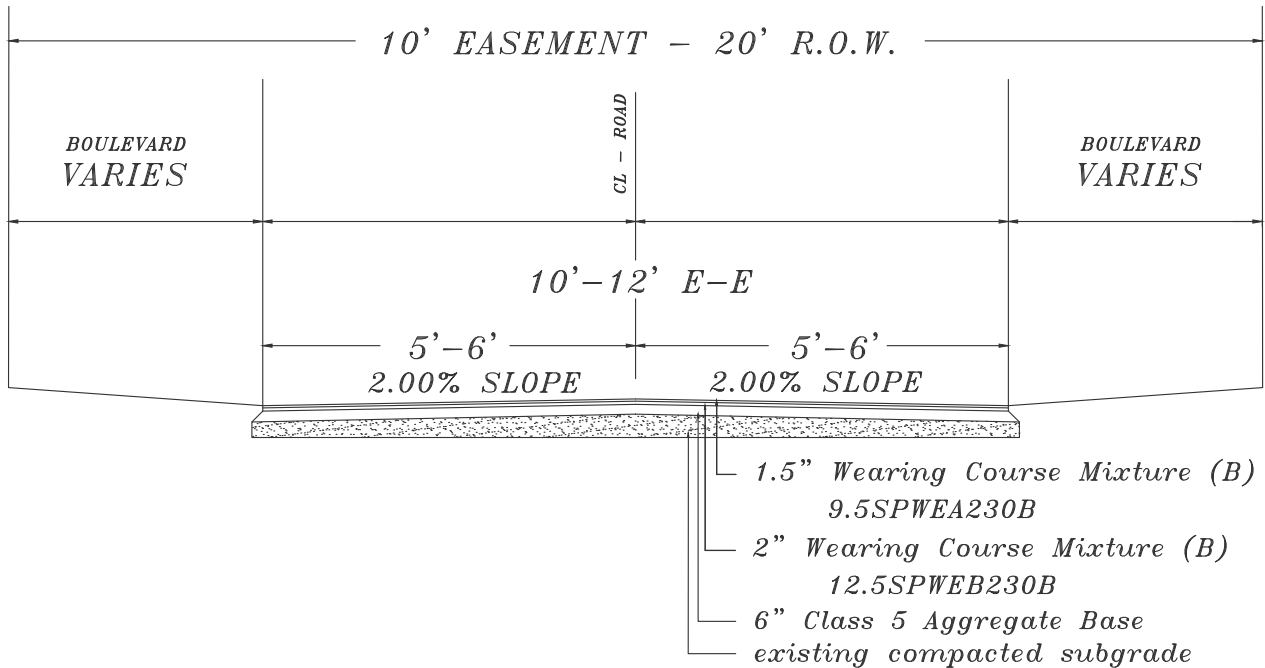
EXHIBIT

8C

**SEVENTH STREET**  
**STEWART AVENUE TO LAKE AVENUE**  
**30' FACE TO FACE**

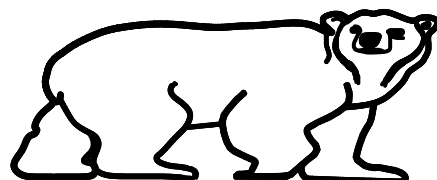


**VARIOUS ALLEYS**  
**LAKE AVENUE TO SEVENTH STREET**  
**COOK AVENUE TO LAKE AVENUE**  
**12' EDGE TO EDGE**



**TYPICAL STREET  
 CROSS SECTIONS**

CITY PROJECT NO. 19-01



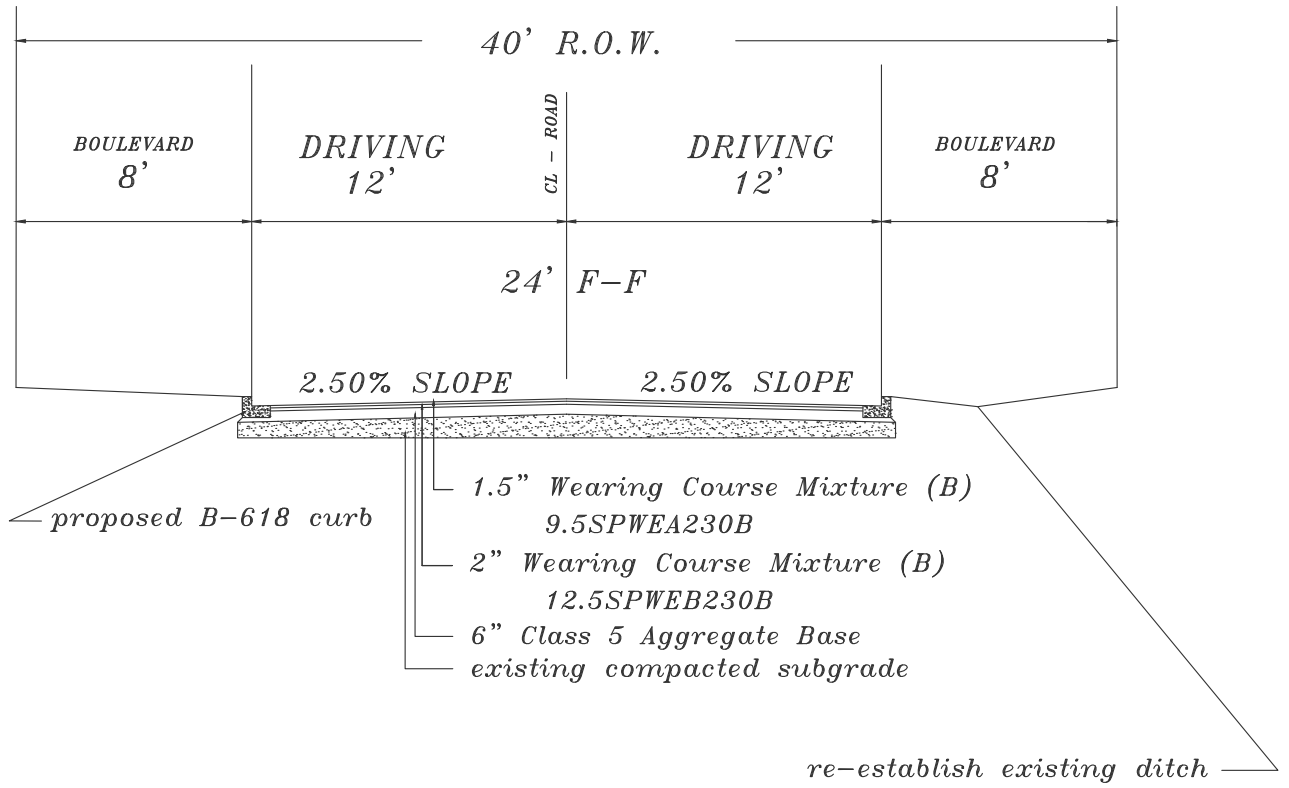
CITY OF WHITE BEAR LAKE  
 ENGINEERING DEPARTMENT

**EXHIBIT**

**8D**

# GARDEN LANE

LEMIRE LANE - BALD EAGLE AVENUE  
24' FACE TO FACE



TYPICAL STREET  
CROSS SECTIONS

CITY PROJECT NO. 19-06

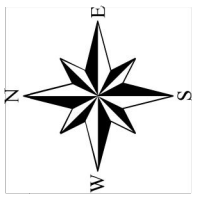
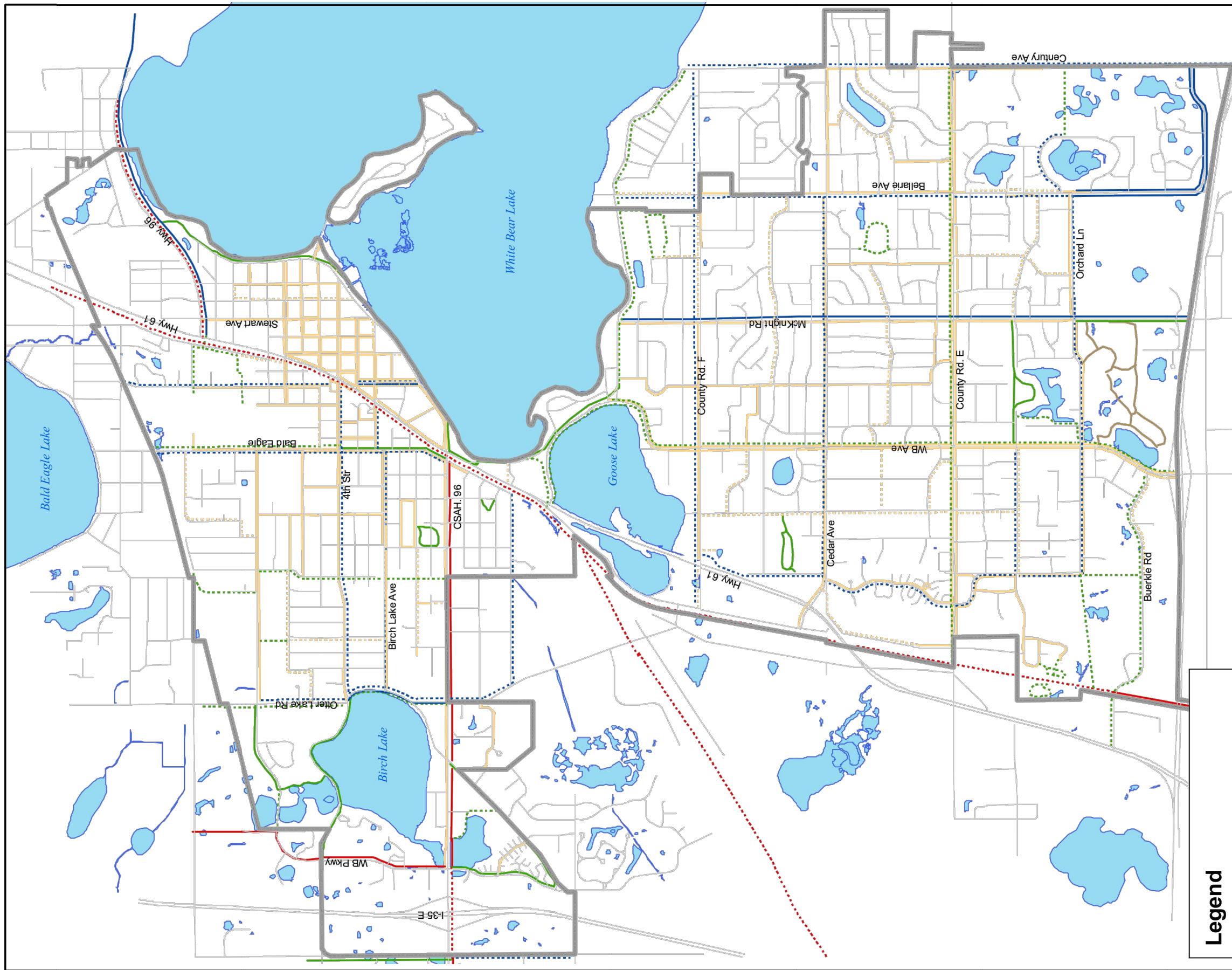


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

9



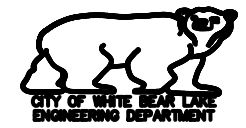


This plan is part of the City's long-range vision. All proposed routes are conceptual and may or may not be built depending upon a variety of factors.

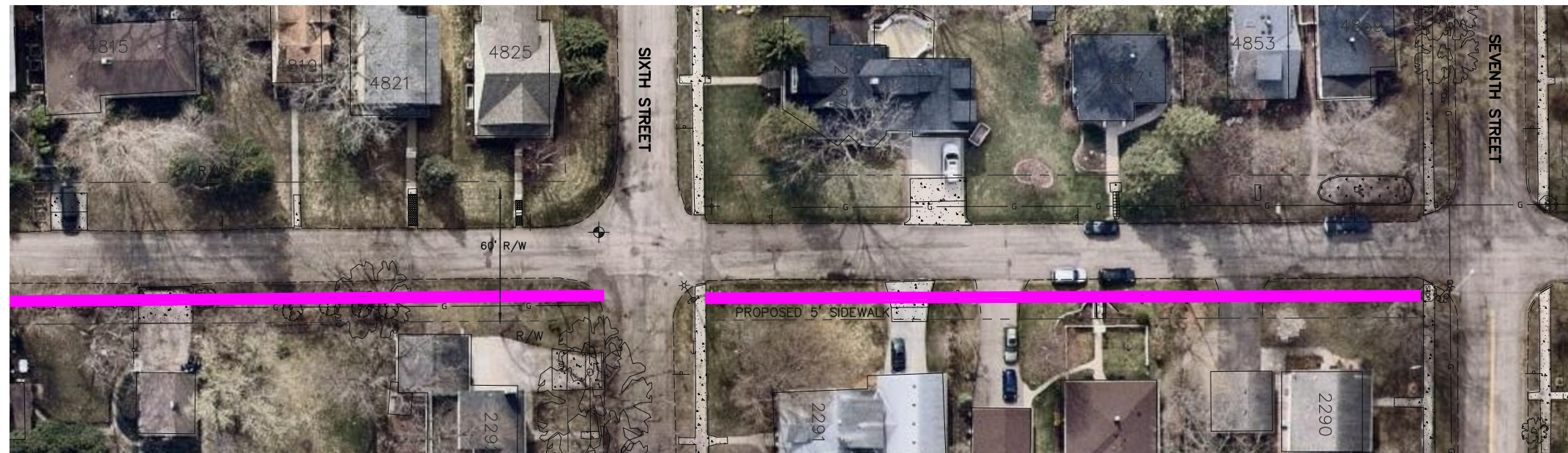
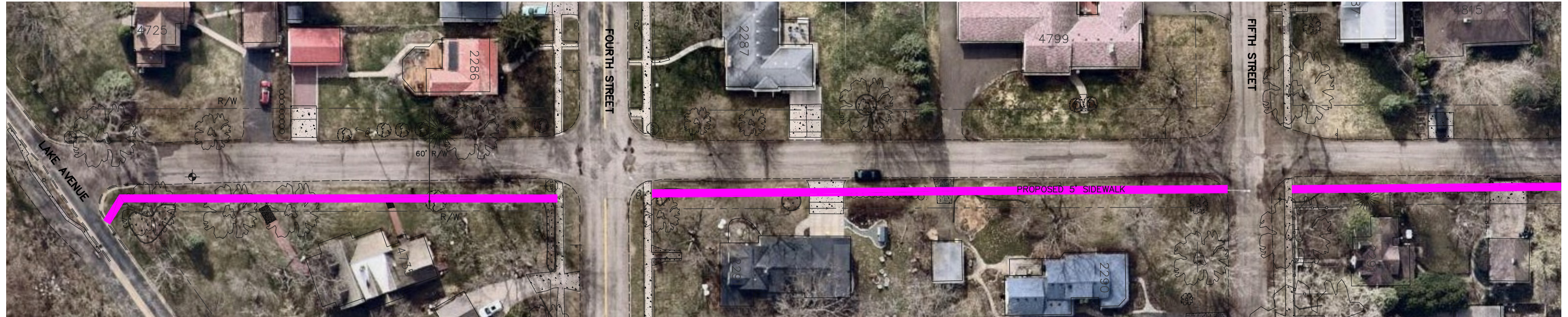
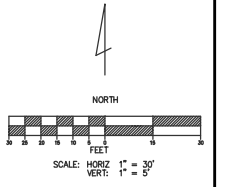
**CITY OF WHITE BEAR LAKE**  
**NON-MOTORIZED**  
**TRANSPORTATION PLAN**  
 Updated June 9, 2015  
 Community Development Dept.  
 For More Info, Call 651-429-8561

**Legend**

- Existing Regional Trail (Met-Council Approved)
- - - Proposed Regional Trail
- Existing Mixed-Use Trail
- - - Proposed Mixed-Use Trail
- Existing On-Road Bike Lane
- - - Proposed On-Road Bike Lane
- Existing Sidewalk
- - - Proposed Sidewalk
- Woodchip or Gravel



# MOREHEAD AVENUE



**MOREHEAD AVENUE**  
LAKE AVENUE NORTH TO 7TH STREET  
26' - 30' FACE TO FACE

60' R.O.W.				
BOULEVARD varies	DRIVING 13' - 15'	ROAD CL - 5'	DRIVING 13' - 15'	BOULEVARD varies
26' - 30' F-F		2.50% SLOPE		5' SIDEWALK

CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT  
4701 HIGHWAY 61  
WHITE BEAR LAKE  
MINNESOTA 55110-3227

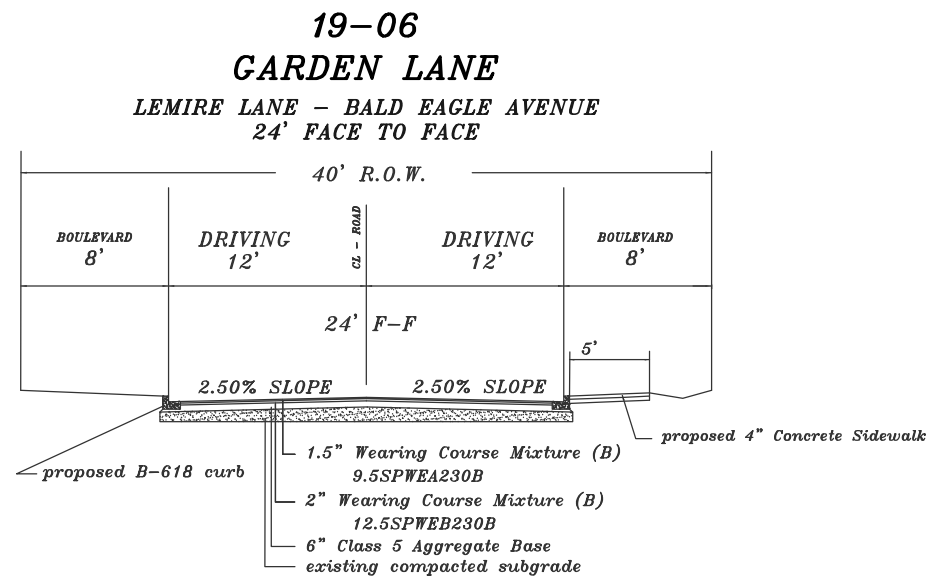
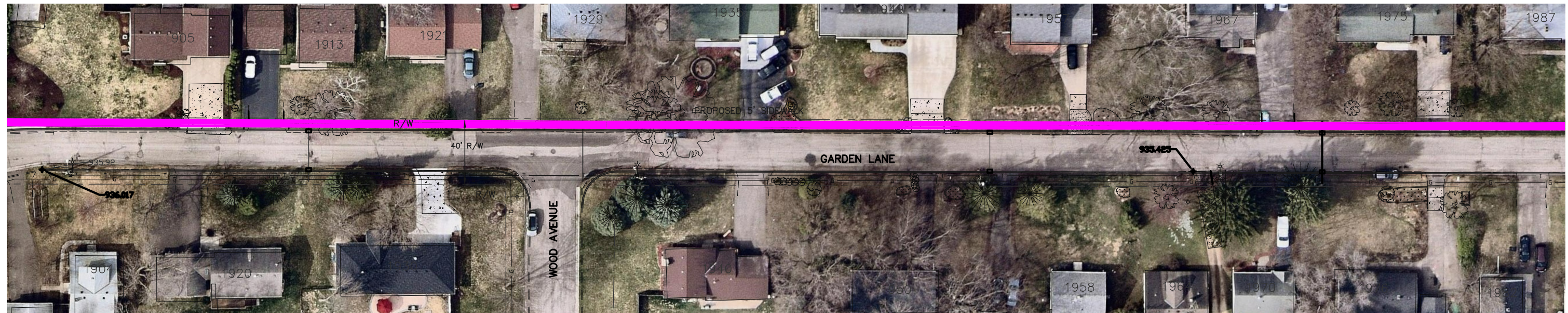
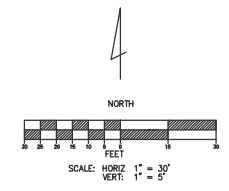
(651) 429-8531 FAX (651) 429-8500

## PROPOSED SIDEWALK MOREHEAD AVENUE

PROJECT MAP  
CITY PROJECT NO. 19-01



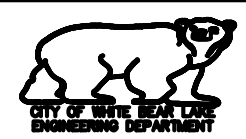
## EXHIBIT 11



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT  
4701 HIGHWAY 61  
WHITE BEAR LAKE  
MINNESOTA 55110-3227  
(651) 429-8531 FAX (651) 429-8500

## PROPOSED SIDEWALK GARDEN LANE

PROJECT MAP  
CITY PROJECT NO. 19-06

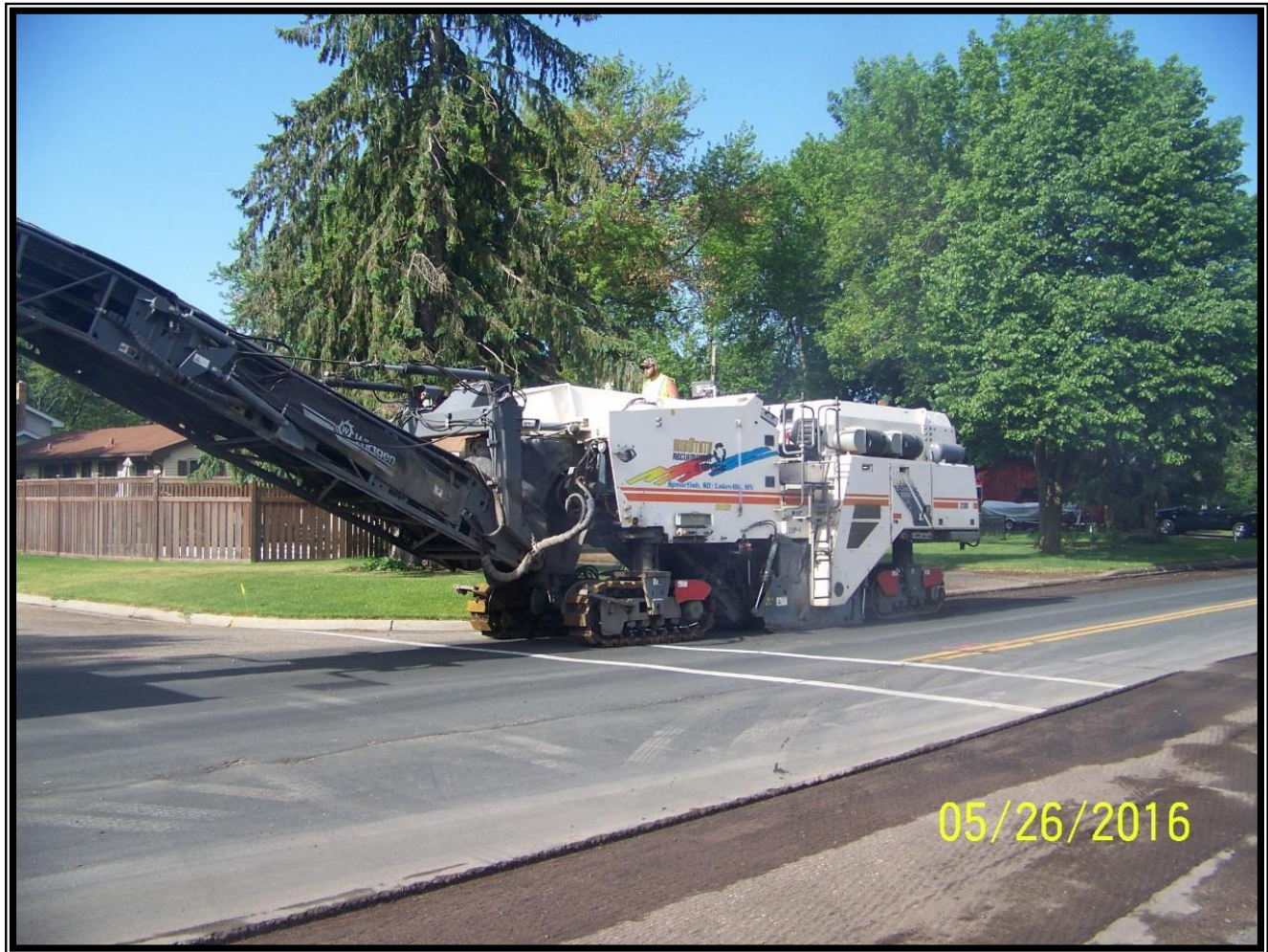


# EXHIBIT 12

***CITY OF WHITE BEAR LAKE***  
***ENGINEERING DEPARTMENT***

**FEASIBILITY REPORT**  
**for the**  
**2019 MILL AND OVERLAY PROJECT**  
**& 2019 TRAIL REHABILITATION PROJECT**

**February 7, 2019**



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



**FEASIBILITY REPORT**  
**for the**  
**2019 MILL AND OVERLAY PROJECT & 2019 TRAIL**  
**REHABILITATION PROJECT**

**CITY PROJECT NO. 19-04**

Aspen Court / Glen Oaks Avenue / Sumac Court / Sumac Ridge

**CITY PROJECT NO. 19-13**

Chicago Avenue / Morehead Avenue / Stewart Avenue / Alley /  
Campbell Avenue / Campbell Circle / Debra Street / Eleventh Street /  
Lemire Circle / Lemire Lane / Tenth Street / Thury Court /  
Walnut Street / Wood Avenue

**CITY PROJECT NO. 19-14**

County Road 96 Trail / White Bear Avenue Trail

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 7, 2019*

---

Date

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

## *TABLE OF CONTENTS*

---

	Page
I. INTRODUCTION .....	1
II. PROJECT SCOPE .....	3
III. FUTURE MILL AND OVERLAY REHABILITATION PLAN .....	3
IV. EXISTING CONDITIONS .....	4
A. Storm Sewer .....	4
B. Street Pavements .....	4
C. Trail Pavements .....	5
V. PROPOSED IMPROVEMENTS .....	6
A. Storm Sewer Drainage Improvements .....	6
B. Street & Alley Improvements .....	6
C. Trail Improvements .....	7
D. Sidewalk Improvements.....	7
VI. PERMITS .....	8
VII. PUBLIC INFORMATIONAL MEETING .....	8
VIII. ESTIMATED PROJECT COSTS .....	8
IX. FINANCING AND ASSESSMENTS .....	9
X. PROJECT SCHEDULE .....	11
XI. FEASIBILITY, NECESSITY AND COST-EFFECTIVENESS .....	11
XII. CONCLUSION .....	12

## ***APPENDICES***

---

- Appendix A - Memo and City Council Resolution No. 12314 Ordering Feasibility Report
- Appendix B - Public Improvement Process Flow Chart
- Appendix C1 - Memo Establishing a Mill & Overlay Program
- Appendix C2 - Memo and City Council Resolution No. 10836 Amending City's Special Assessment Policy
- Appendix D - Project Financing Summary
- Appendix E1 - Letters Announcing January 16<sup>th</sup>, 2019 Informational Meeting, City Project 19-04
- Appendix E2 - Letters Announcing January 16<sup>th</sup>, 2019 Informational Meeting, City Project 19-13
- Appendix E3 - City Project No. 19-04 & 19-13 Public Meeting Outline
- Appendix F - Preliminary Assessment Rolls
- Appendix G - Sample Assessment Breakdowns
- Appendix H - Local Improvement Guide (City Assessment Policy)

## ***EXHIBITS***

---

- Exhibit 1 - 2019 Pavement Condition Map
- Exhibit 2 - Mill & Overlay Project Map, City Project 19-04
- Exhibit 3 - Mill & Overlay Project Map, City Project 19-04
- Exhibit 4 - Mill & Overlay Project Map, City Project 19-13
- Exhibit 5 - Mill & Overlay Project Map, City Project 19-13
- Exhibit 6 - Trail Rehabilitation Project Map, City Project 19-14
- Exhibit 7 - Trail Rehabilitation Project Map, City Project 19-14
- Exhibit 8 - Typical Street Cross Sections, City Project 19-04
- Exhibit 9 - Typical Street Cross Sections, City Project 19-04
- Exhibit 10 - Typical Street Cross Sections, City Project 19-13
- Exhibit 11 - Typical Street Cross Sections, City Project 19-13
- Exhibit 12 - Typical Street Cross Sections, City Project 19-13
- Exhibit 13 - Typical Street Cross Sections, City Project 19-13
- Exhibit 14 - Typical Trail Cross Sections, City Project 19-14
- Exhibit 15 - Non-Motorized Transportation Plan
- Exhibit 16 - Proposed Sidewalk Lemire Lane – City Project 19-13

## I. INTRODUCTION

The City of White Bear Lake is continuing to improve and monitor the condition of its infrastructure through implementation of a Pavement Management Program. The City's Pavement Management Program includes regular patching, crack sealing and sealcoating as routine maintenance techniques to preserve City streets. In addition, total reconstruction of 2-1/2 to 3 miles of streets is undertaken each year to improve pavements that cannot be maintained by routine techniques. Since the City initiated its street reconstruction program in the 1980's, over 78 miles – or 92 percent – of the City's streets have been reconstructed to current standards with engineered pavement sections and concrete curb and gutter. As these streets age, they are maintained by the City using routine maintenance procedures, which can be expected to keep the pavements in good condition for approximately 20-25 years if undertaken at appropriate intervals. When a pavement reaches the point where routine maintenance techniques are no longer effective (usually at about the 20-25 year point or after 2 to 3 sealcoat applications), a major rehabilitation procedure is necessary. The life of the pavements between major rehabilitations depends largely on traffic types and volumes. Streets which carry larger vehicles with heavy loads and higher daily traffic volumes typically wear out faster than low volume residential streets.

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

The streets proposed for rehabilitation in 2019 have deteriorating bituminous pavements, some poor drainage characteristics and some public utility facilities which need upgrading. All of the public infrastructure elements proposed for reconstruction, replacement or upgrading are important to the continuing vitality of the neighborhoods and are necessary improvements to the City's street and utility systems.

The Engineering and Public Works Departments have evaluated the streets proposed in the 2019 Mill & Overlay Project and will recommend in this Feasibility Report that the City Council include all streets described herein and shown on the map in **Exhibit 1**.



The streets proposed for inclusion in the **2019 Mill & Overlay Project**, as shown in detail in Exhibits 2 -5, respectively are:

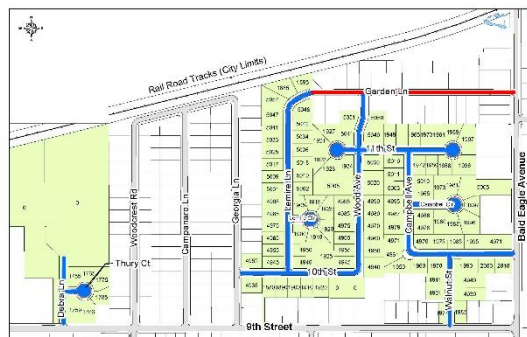
- **Aspen Court** (from Glen Oaks Avenue to End cul-de-sac)
- **Glen Oaks Avenue** (from County Road D to Sumac Ridge)
- **Sumac Ridge** (300' West of Glen Oaks Avenue to End cul-de-sac)
- **Sumac Court** (from Glen Oaks Avenue to End cul-de-sac)
  
- **Campbell Avenue** (from Tenth Street to Eleventh Street)
- **Campbell Circle** (from Campbell Avenue to End Cul-de-sac)
- **Debra Lane** (from Ninth Street to Parking Lot)
- **Eleventh Street** (from End Cul-de-sac to End Cul-de-sac)
- **Lemire Circle** (from Lemire Lane to End Cul-de-sac)
- **Lemire Lane** (from 10<sup>th</sup> Street to Garden Lane)
- **Tenth Street** (from Georgia Lane to Wood Avenue)
- **Tenth Street** (from Campbell Avenue to Bald Eagle Avenue)
- **Thury Court** (from Debra Lane to End Cul-de-sac)
- **Walnut Street** (from Ninth Street to Tenth St)
- **Wood Avenue** (from Tenth Street to Garden Ln)
  
- **Chicago Avenue** (from Stewart Ave to Morehead Ave)
- **Morehead Avenue** (from State 96 to Chicago Ave)
- **Stewart Avenue** (from State 96 to Chicago Ave)
- **Alley** (from Chicago Ave to South)

2019 Mill & Overlay Project 19-04



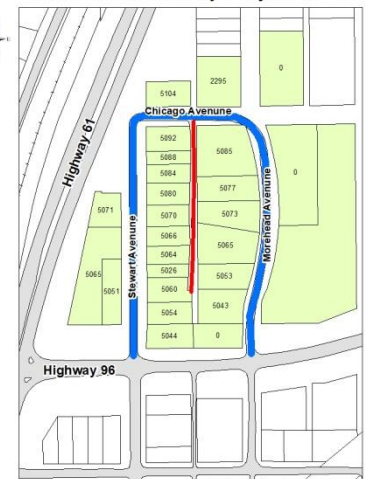
— Mill & Overlay

2019 Mill & Overlay Project 19-13



— Reconstruction  
 — Mill & Overlay

2019 Mill & Overlay Project 19-13



— Mill & Overlay  
 — Alley Reconstruction

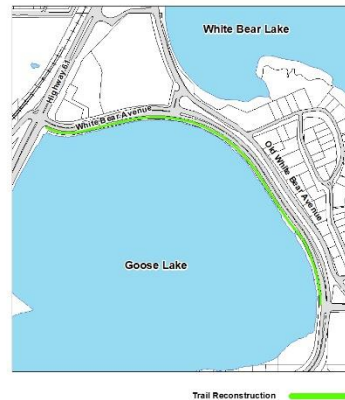
The trails for inclusion in the **2019 Trail Rehabilitation Project**, as shown in detail in **Exhibits 6-7**, respectively are:

- **County Road 96 Trail** (from White Bear Parkway to Birch Lake Blvd South)
- **White Bear Avenue Trail** (from Highway 61 to South Shore Blvd)

2019 Trail Rehabilitation Project 19-14



2019 Trail Rehabilitation Project 19-14



On December 11, 2018, the City Council adopted Resolution No. 12314, ordering preparation of this Feasibility Report for the streets listed above. A copy of the memo and resolution are included in **Appendix A**.

If the Council decides to proceed with these utility and street improvements, the next step in the public improvement process (**Appendix B**) would be to conduct a formal public improvement hearing. A public hearing could be conducted on March 12, 2019, if the City Council were to order the hearing at its February 12, 2019 meeting.

## II. PROJECT SCOPE

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

## III. FUTURE MILL AND OVERLAY REHABILITATION PLAN

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

The City incorporated a mill and overlay component into its comprehensive Pavement Management Program for the first time in 2011. Included in **Appendices C1 & C2** are memos to the City Council from April 7, 2011 and April 21, 2011 regarding establishment of a Mill & Overlay Program and Resolution No. 10836 amending the City's Special Assessment Policy. These memos help to outline the history of our Pavement Management Program and the importance of preventative maintenance on our infrastructure.

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

#### **IV. EXISTING CONDITIONS**

The streets included in the proposed 2019 Mill & Overlay Project are deteriorating and in need of pavement rehabilitation as well as minor storm sewer repairs. The current condition of the infrastructure is outlined as follows:

##### **A. Storm Sewer**

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

##### **B. Street Pavements**

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

Streets proposed for rehabilitation in 2019 are shown in **Table 1**. These streets are being recommended due to the deteriorating condition of the top (wearing course) layer of asphalt. These streets can no longer be effectively maintained using routine pavement maintenance techniques (patching, crack sealing and sealcoating). Rehabilitation of these streets is a high priority.

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

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

<b>STREET</b>	<b>SEGMENT</b>	<b>EXISTING WIDTH (Face – Face)</b>	<b>ORIGINAL CONSTRUCTION YEAR</b>
Aspen Court	Glen Oaks Avenue to end cul-de-sac	24 feet	1978
Glen Oaks Avenue	County Road D to Sumac Ridge	30 feet	1978
Sumac Court	Glen Oaks Avenue to end cul-de-sac	24 feet	1978
Sumac Ridge	300' West of Glen Oaks Avenue to end cul-de-sac	24 - 30 feet	1978
Campbell Avenue	Tenth Street to Campbell Circle	32 feet	1983
Campbell Avenue	Campbell Circle to Eleventh Street	32 feet	1989
Campbell Circle	Campbell Avenue to end cul-de-sac	30 feet	1989
Debra Lane	Ninth Street to parking lot	28 feet	1989
Eleventh Street	End cul-de-sac to end cul-de-sac	30 feet	1989
Lemire Circle	Lemire Lane to end cul-de-sac	32 feet	1989
Lemire Lane	Tenth Street to Lemire Circle	32 feet	1989
Lemire Lane	Lemire Circle to Garden Lane	32 feet	1984
Tenth Street	Georgia Lane to Wood Avenue	32 feet	1988
Tenth Street	Campbell Avenue to Bald Eagle Avenue	32 feet	1983
Thury Court	Debra Lane to end cul-de-sac	32 feet	1989
Walnut Avenue	Ninth Street to Tenth Street	26 feet	1984
Wood Avenue	Ninth Street to Garden Lane	32 feet	1988
Chicago Avenue	Stewart Avenue to Morehead Avenue	22 feet	1994
Morehead Avenue	Highway 96 to Chicago Avenue	24 feet	1994
Stewart Avenue	Highway 96 to Chicago Avenue	24 feet	1994
Alley	Chicago Avenue to dead end	10 feet	Circa 1950

**C. Trail Pavements**

The bituminous trail pavements in these proposed projects have not required maintenance since they were built in 1971 (White Bear Avenue Trail) and 1995 (County Road 96 Trail). The City & County have been hesitant to do maintenance activities on these trails

because they have been performing year after year. The pavements are starting to show cracking and exhibiting early signs of general pavement failures. These can be substantially corrected with a remove and replace process.

## **V. PROPOSED IMPROVEMENTS**

### **A. Storm Sewer Drainage Improvements**

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

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

The storm sewer repairs will be funded with City funds.

### **B. Street & Alley Improvements**

The proposed street rehabilitation for the 2019 Mill & Overlay Project consists of milling the existing deteriorated pavements, construction of new pavements, and spot repair of damaged curb sections. No changes to the curb line are proposed, therefore the street widths will remain unchanged. Although the top 1.5 inch layer (wearing course) for these streets are exhibiting fatigue, the bituminous layer(s) below are not exhibiting any failure characteristics and do not warrant replacement.

The proposed alley reconstruction consists of removal and replacement of the existing deteriorated pavements and construction of new bituminous pavements and 6 inches of Class 5.

Typical street cross sections are shown on **Exhibits 8-13**

Parking conditions are proposed to remain as they currently are as shown below in **Table 2**.

**TABLE 2  
CURRENT PARKING RESTRICTIONS IN 2019 PROJECT AREAS**

Aspen Court	Glen Oaks Ave to end cul-de-sac	No Restrictions
Glen Oaks Avenue	County Road D to Sumac Ridge	No Restrictions
Sumac Court	Glen Oaks Ave to end cul-de-sac	No Restrictions
Sumac Ridge	200' East of Sumac Cir to Glen Oaks Ave	No Restrictions
Sumac Ridge	Glen Oaks Ave to end cul-de-sac	No Restrictions *
All Other Roads		No Restrictions

\* This roadway does not have parking restrictions, however “No Parking Signs” have been installed without City permission between 2013 and 2018. These signs were never approved by City and therefore are not legally enforceable. Adopting a no parking resolution prior to completion of the proposed project will be required if determined that parking restrictions are warranted.

**C. Trail Improvements**

This project includes repaving the City/County owned trails along White Bear Avenue and County Road 96. Trails are shown on **Exhibits 6 & 7**. Typical trail cross sections are shown on **Exhibit 14**.

These trails were built in 1971 & 1995. Over the past 48 years minimal maintenance has been required on these trails. The trails are starting to deteriorate. In order to protect the City’s asset, we recommend repaving these trails now, while the base is in good condition. The City’s Engineering Department recommends bidding them as part of the Mill & Overlay Project. There are no assessments proposed to adjacent property owners for this work. The work will be paid with a variety of funds (**Appendix D**).

**D. Sidewalk Improvements**

City’s 2030 Comprehensive Plan contains a map of existing and proposed sidewalks and trails (see **Exhibit 15** – 2030 Comprehensive Plan Map “Plan for Bicycles, Pedestrians and Trails”). The intent of the proposed routes indicated on this map is to connect to places of pedestrian activity such as parks and schools. It is important to build facilities not only for today, but for the future of our community.

As part of the 2019 Mill & Overlay Project, consideration has been given to the addition of one sidewalk. The proposed sidewalk is along Lemire Lane from 10<sup>th</sup> Street to Garden Lane, Garden Lane from Lemire Lane to Bald Eagle Avenue. This proposed sidewalk would ultimately connect the existing sidewalk on 9<sup>th</sup> Street to the existing sidewalk on Bald Eagle Avenue and ultimately White Bear High School North Campus.

Unlike past sidewalk construction projects, the proposed Lemire Lane sidewalk may not fill a major gap in the sidewalk network. There is an existing sidewalk one block away on 9<sup>th</sup> Street, and the Georgia Lane/10<sup>th</sup> Street and Bald Eagle Avenue sidewalks may not be built in the near future. The proposed Lemire Lane sidewalk would also connect to a potential sidewalk along Garden Lane which is in the 2019 Reconstruct project area. Other challenges with adding this sidewalk segment include the potential loss of boulevard trees, public and private utility relocation, mailbox relocation, drainage issues and increased project cost.

Staff is looking for guidance from the City Council. The addition of a new sidewalk could be constructed at this time or at a later date.

If the sidewalk were to be constructed it would be most feasible on the west side of Lemire Lane and north side of Garden Lane. This sidewalk configuration is shown in **Exhibit 16**.

## **VI. PERMITS**

City Projects 19-04 and 19-13 are pavement rehabilitation project that are mostly within City Right of Way. There are no MPCA or Watershed permits necessary. City Projects 19-13 and 19-14 will require Mn/DOT and Ramsey County Right of Way permits.

## **VII. PUBLIC INFORMATIONAL MEETING**

A letter introducing the project and announcing the Public Informational Meeting was mailed on December 18, 2018. A copy of this letter is included in **Appendices E1 & E2**.

An initial public information meeting was held on January 16<sup>th</sup>, 2019. At this meeting, 23 residents attended. Attendance was low, but expected due to the relatively non-intrusive nature and short duration of this project. At this meeting, the Engineering Department discussed details of the proposed project, financing methods, special assessment procedures, and answered questions and concerns about the project. Questions and concerns will continue to be heard throughout the public involvement process and incorporated in the design of the project as necessary.

## **VIII. ESTIMATED PROJECT COSTS**

The estimated improvement costs for the proposed improvements are summarized in **Table 2**. The estimated total project cost proposed (including a 5% contingency) is **\$1,006,000**. Based on past experiences on similar projects in the City, the overhead costs have been estimated at 18% of the total construction cost. The overhead costs include engineering, project administration, fiscal and legal costs. The project will be financed through a combination of City funds and special assessments to benefited properties.

**TABLE 2**  
**2019 MILL AND OVERLAY PROJECT COST ESTIMATE**

Street Improvements	\$ 600,000
Alley Improvements	\$ 36,000
Storm Sewer Drainage Improvements	\$ 10,000
Watermain Improvements	\$ 30,000
Trail Improvements	\$ 142,000
5% Contingency	\$ 41,000
Engineering, Legal, Fiscal	<u>\$ 147,000</u>
<b>Total Project Improvement Cost</b>	<b>\$ 1,006,000</b>
*Additional Sidewalk	\$ 105,000

\*This additional work to be decided by the City Council

## **IX. FINANCING AND ASSESSMENTS**

The improvements discussed in this report for the 2019 Mill and Overlay Project and 2019 Trail Rehabilitation Project are proposed to be funded through a combination of special assessments to benefitted properties according to the City's Assessment Policy, City funds, and County Cooperative Funds. A summary of the total project cost is provided in **Appendix D** with a spreadsheet indicating how the total costs could be allocated through both City funds and special assessments. The proposed special assessment rates are based upon estimated 2019 project costs and the City's practice of assessing 33% of the project cost to the benefitting properties.

The City's Assessment Policy provides for assessment of a portion of the cost of the improvement to benefitting property owners, with the remaining cost funded by the City. The assessment rates for mill & overlay projects will be reviewed and established by the City Council annually. When the Mill & Overlay Program was established in 2011, the City's Assessment Policy was amended to include a means to adjust mill & overlay assessment rates on projects where premature pavement failure occurs (based upon a 25 year expected life for reconstructed pavements). The memos and resolution included in **Appendices C1 & C2** outline the policy amendment adopted in 2011 that established this adjustment. The rate adjustments will keep private property investment in street pavement maintenance uniform and fair. This adjustment chart is shown in **Table 3**.



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

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

All streets are 25+ years old



Assessment rates for the 2019 Mill and Overlay project are proposed to be set at a maximum of \$13.79 per assessable foot for residential properties, \$18.04 for townhomes/apartment property and \$21.96 for commercial properties. The alley assessment rate is proposed to be at \$2,266 per unit. Streets included in the 2019 project were constructed between 1978 and 1994. The alley first showed up on aerial pictures in the 1950s. All streets on this project will be assessed 100% of the maximum rate.

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

All of the property owners who would receive benefits from the proposed improvements and who would be assessed for all or a portion of the improvements are listed on the Preliminary Assessment Rolls in **Appendix F** of this report. The assessment spreadsheets indicate the owner, the address of the property, the assessable footage of the property and the amount of the proposed assessment.

The City’s Assessment Policy for public improvements allows for the distribution of the proposed assessments for residential properties over a 10 year period. It is proposed that the

assessment to residential properties included in this project be spread over a 10 year period and that the assessments to commercial and apartment properties are spread over a 15 year period due to the higher cost. A sample breakdown of the annual payments on assessments for several assessment amounts based on an interest rate of five percent (5%) is included in **Appendix G**.

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

## **X. PROJECT SCHEDULE**

The proposed project schedule is as follows:

### **PROPOSED 2019 MILL & OVERLAY PROJECT SCHEDULE**

City Council orders Feasibility Report	December 11, 2018
City Council receives Feasibility Report	February 12, 2019
City Council sets date for Public Improvement Hearing	February 12, 2019
City Council holds Public Improvement Hearing	March 12, 2019
City Council approves Plans and Specifications and authorizes Advertisement for Bids	March 12, 2019
Bids Opened	April 4, 2019
City Council awards Bid	April 9, 2019
Begin Construction	May 6, 2019
Construction Substantially Complete	August 4, 2019
City Council sets date for Assessment Hearing	August 27, 2019
City Council holds Assessment Hearing	September 24, 2019

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

The proposed improvements included in the 2019 Mill and Overlay Project & 2019 Trail Rehabilitation Project consist of pavement rehabilitation and are feasible from an engineering standpoint, necessary, and cost effective if constructed under a single project/single contract as proposed. These improvements would greatly improve the level of service to the residents of these areas and enhance the safety and appearance of the neighborhoods. The improvements can most effectively and economically be constructed if undertaken through a coordinated contract that would cause the improvements to be installed in the proper sequence.

## **XII. CONCLUSION**

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

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

## **APPENDIX A**

### **MEMO and CITY COUNCIL RESOLUTION NO. 12314 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:** December 5, 2018

**Subject:** **Feasibility Report for Proposed 2019 Street Reconstruction and 2019 Mill & Overlay Projects**  
**City Project Nos. 19-01, 19-04, 19-06, 19-13**

---

## **BACKGROUND / SUMMARY**

The City of White Bear Lake has been reconstructing streets since the mid-1980's, replacing deteriorated streets with new engineered gravel bases, concrete curb and gutter and bituminous pavements. Street reconstruction projects also include improvements to the storm sewer system and installation of storm water treatment facilities. The reconstruction program is ongoing and with completion of the 2019 street reconstruction project, the City has reconstructed over 92% of its streets (78 miles) which leaves 7 miles remaining to be improved to current engineering standards.

Each year the City Council selects streets for inclusion in the City's Street Reconstruction Program. The Council receives recommendations for reconstruction projects from the Engineering and Public Works Departments based upon pavement conditions among other factors. The proposed 2019 Street Reconstruction is highlighted in the color red on the Proposed Street Reconstruction Project Map included with this memo.

Based upon our analysis, the following streets are recommended to the City Council for inclusion in a Feasibility Report for the 2019 Street Reconstruction:

### **19-01 Streets being considered:**

**Morehead Avenue**  
(Lake Avenue to Seventh Street)

**Johnson Avenue**  
(Fourth Street to Seventh Street)

**Fourth Street**  
(Stewart Avenue to Lake Avenue)

**Fifth Street**  
(Stewart Avenue to Lake Avenue)

**Sixth Street**  
(Stewart Avenue to Lake Avenue)

**Seventh Street**  
(Stewart Avenue to Lake Avenue)

**Alleys**  
(Various Alleys throughout the project area)

**19-04 Streets being considered:**

**Glen Oaks Avenue**  
(County Road D to Sumac Ridge)

**Aspen Court**  
(Glen Oaks Avenue to Cul-de-sac)

**Sumac Court**  
(Glen Oaks Avenue to Cul-de-sac)

**Sumac Ridge**  
(Glen Oaks Avenue to Cul-de-sac)

**19-06 Streets being considered:**

**Garden Lane**  
(Lemire Lane to Bald Eagle Avenue)

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

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

The City has reached a point in its pavement management program where the implementation of a mill and overlay program is necessary to preserve the investment it has made in its street infrastructure. The City incorporated a mill and overlay component into its overall Pavement Management Program for the first time in 2011. The mill and overlay program is a technique by which streets will be rehabilitated in the future when total reconstruction of the roadway is not necessary but just pavement rehabilitation. The mill & overlay program is starting now even though we have not yet completed the street reconstruction program (approximately 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 5 to 7 years before the street reconstruction program is completed and we are just undertaking mill and overlay projects.

Similar to the Street Reconstruction Program, each year the City Council will need to select streets for inclusion in the City's Mill & Overlay Program. The Council receives recommendations for mill and overlay projects from the Engineering and Public Works Departments based upon pavement conditions among other factors. The proposed 2019 Mill & Overlay Project is highlighted in the color blue on the Proposed Mill & Overlay Program Map included with this memo.

Based upon our analysis, the following streets are recommended to the City Council for inclusion in a Feasibility Report for the 2019 Mill & Overlay Project:

**19-13 Streets being considered:**

**Campbell Avenue**  
(Tenth Street to Eleventh Street)

**Campbell Circle**  
(Campbell Avenue to End Cul-de-sac)

**Debra Lane**  
(Ninth Street to Parking Lot)

**Eleventh Street**  
(End Cul-de-sac to End Cul-de-sac)

**Lemire Circle**  
(Lemire Lane to End Cul-de-sac)

**Lemire Lane**  
(Tenth Street to Garden Lane)

**Tenth Street**  
(Georgia Lane to Wood Avenue)

**Tenth Street**  
(Campbell Avenue to Bald Eagle Avenue)

**Thury Court**  
(Debra Lane to End Cul-de-sac)

**Walnut Street**  
(Ninth Street to Tenth Street)

**Chicago Avenue**  
(Stewart Avenue to Morehead Avenue)

**Morehead Avenue**  
(State 96 to Chicago Avenue)

**Stewart Avenue**  
(State 96 to Chicago Avenue)

**Alley**  
(Chicago Avenue to South)

**Alley**  
(Chicago Avenue to North)

Also included in the 2019 Mill & Overlay Project, the City will be reconstructing trail segments as part of a Ramsey County Cooperative Project. The trail segments included in the cooperative project are on Hwy 96 (from White Bear Parkway to Speedway) and on White Bear Avenue (from

Highway 61 to South Shore Boulevard). No assessments are anticipated as the part of this trail reconstruction.

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 2019 will be reviewed in consultation with the City's appraisal consultant and presented in the Feasibility Report.

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

#### **RECOMMENDED COUNCIL ACTION**

Staff recommends that the Council adopt the resolution and order preparation of a Feasibility Report for the 2019 Street Reconstruction Project and the 2019 Mill & Overlay Project.

#### **ATTACHMENTS**

Resolution

Proposed Street Reconstruction Project Maps

Proposed Mill & Overlay Project Maps



**RESOLUTION NO.: 12314**

**RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT  
FOR THE 2019 STREET RECONSTRUCTION PROJECT  
AND THE 2019 MILL & OVERLAY PROJECT**

**CITY PROJECT NOs. 19-01, 19-04, 19-06 & 19-13**

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

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

WHEREAS, it is proposed to improve Morehead Avenue (from Lake Avenue to Seventh Street), Johnson Avenue (from Fourth Street to Seventh Street), Fourth Street (from Stewart Avenue to Lake Avenue), Fifth Street (from Stewart Avenue to Lake Avenue), Sixth Street (from Stewart Avenue to Lake Avenue), Seventh Street (from Stewart Avenue to Lake Avenue), Alleys (Various alleys throughout the project area), Glen Oaks Avenue (from County Road D to Sumac Ridge), Aspen Court (from Glen Oaks Avenue to Cul-de-sac), Sumac Court (from Glen Oaks Avenue to Cul-de-sac), Sumac Ridge (from Glen Oaks Avenue to Cul-de-sac) and Garden Lane (from Lemire Lane to Bald Eagle Avenue) by installation of utility, storm sewer improvements and street reconstruction, and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, it is proposed to improve Campbell Avenue (from Tenth Street to Eleventh Street), Campbell Circle (from Campbell Avenue to End Cul-de-sac), Debra Lane (from Ninth Street to Parking Lot), Eleventh Street (from End Cul-de-sac to End Cul-de-sac), Lemire Circle (from Lemire Lane to End Cul-de-sac), Lemire Lane (from Tenth Street to Garden Lane), Tenth Street (from Georgia Lane to Wood Avenue), Tenth Street (from Campbell Avenue to Bald Eagle Avenue), Thury Court (from Debra Lane to End Cul-de-sac), Walnut Street (from Ninth Street to Tenth Street), Chicago Avenue (from Stewart Avenue to Morehead Avenue), Morehead Avenue (from State 96 to Chicago Avenue), Alley (from Chicago Avenue to South) and Alley (from Chicago Avenue to North) by milling and overlaying the bituminous pavement, and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429.

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

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

**RESOLUTION NO.: 12314**

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

vote:

Ayes: Biehn, Edberg, Engstran, Jones, Walsh  
Nays: None  
Passed: December 11, 2018

  
Jo Emerson, Mayor

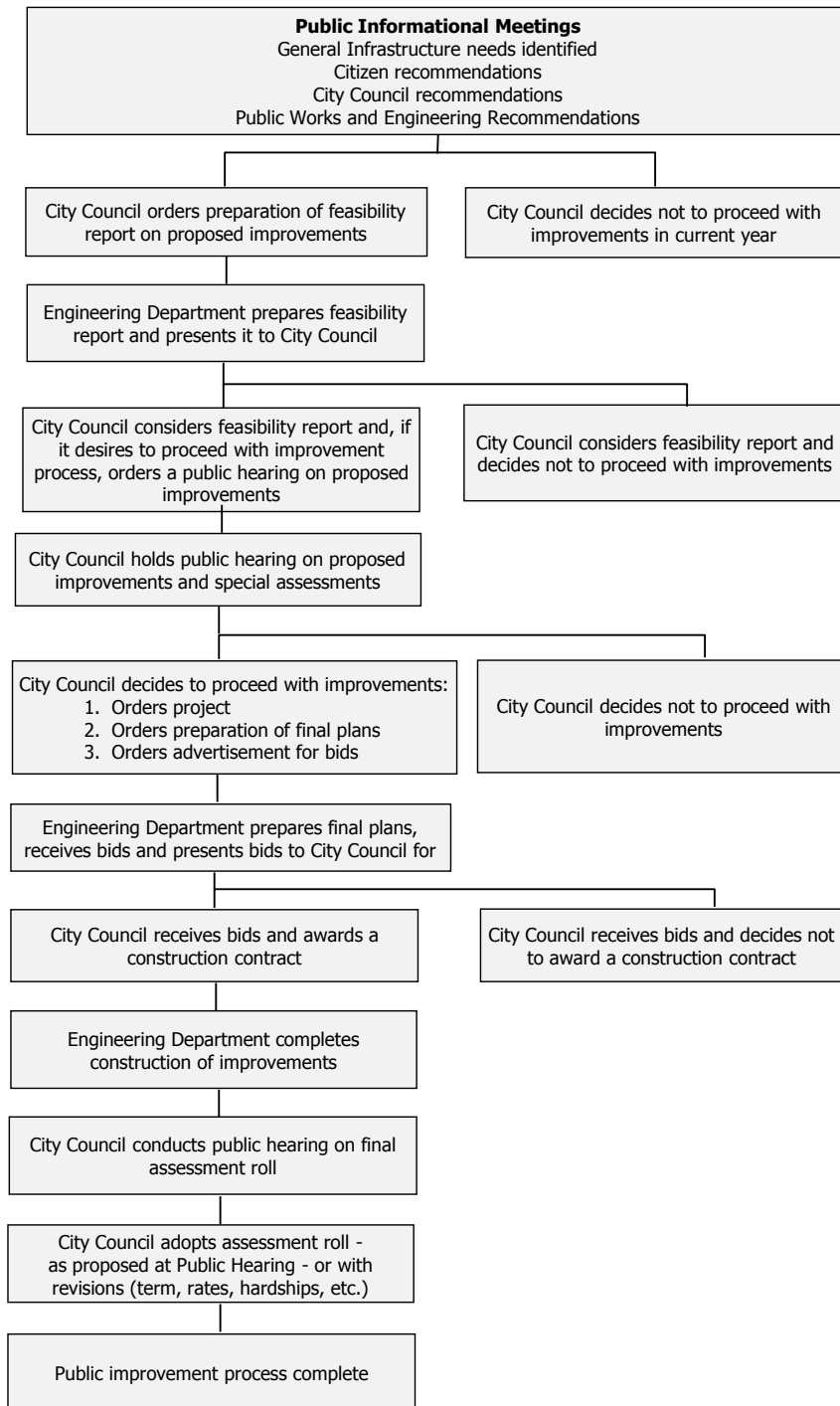
ATTEST:

  
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 PROGRAM**



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

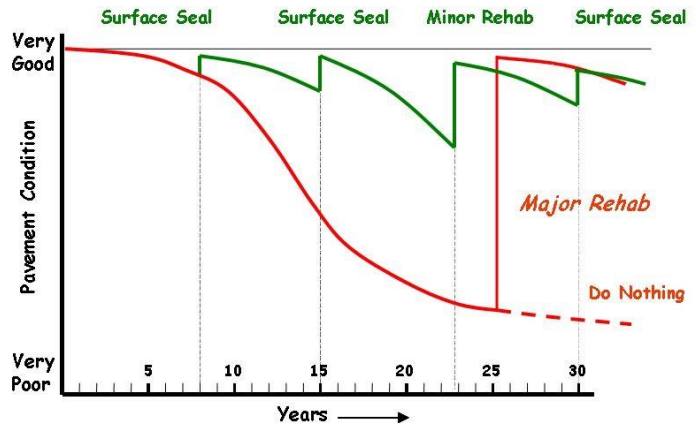


section (usually in two or more layers, the upper most being referred to as a wearing course). When a street has been designed and constructed with these components, it can be expected to last for 20 to 25 years if it receives appropriate and timely routine maintenance throughout this life span. At the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

### **MEMO and CITY COUNCIL RESOLUTION NO. 10836 AMENDING CITY'S SPECIAL ASSESSMENT POLICY**





City of White Bear Lake  
Engineering Department

# MEMORANDUM

**TO:** Mark Sather, City Manager

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

**DATE:** April 21, 2011

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

---

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

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

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

## CURRENT SPECIAL ASSESSMENT POLICY

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

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

## ASSESSMENT POLICY CONSIDERATIONS

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

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

## ASSESSMENT POLICY REVISION

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

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

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

**Mill & Overlay Assessment Adjustment Table**

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

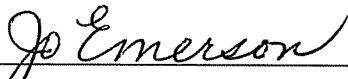
1. The City's Assessment Policy is hereby updated as of April 26, 2011.
2. This resolution is incorporated into the Assessment Policy as Appendix "D".
3. The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting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

### **PROJECT FINANCING SUMMARY**

**2019 MILL AND OVERLAY/ALLEY PROJECT  
2019 TRAIL REHABILITATION PROJECT  
PROJECT FINANCING SUMMARY**

**IMPROVEMENT COSTS:**

	CONSTRUCTION COST
Mill & Overlay	\$ 600,000
Alley	\$ 36,000
Storm Sewer	\$ 10,000
Watermain	\$ 30,000
Trail Rehabilitation #19-14	\$ 142,000
Construction Cost	\$ <b>818,000</b>
5% Contingency	\$ 41,000
18% Engineering, Legal, Fiscal	\$ 147,000
<b>Total Estimated Improvement Costs:</b>	<b>\$ 1,006,000</b>

**FUNDING SUMMARY:**

**SPECIAL ASSESSMENTS TO PROPERTY OWNERS:**

Mill & Overlay Street Assessment	\$ 267,000
Alley Assessment	\$ 36,000
Estimated Special Assessments	\$ <b>303,000</b>

**CITY FUNDS:** (Costs Include 18% Engineering, Legal, & Fiscal Costs  
& 5% Contingency)

License Bureau	\$ 150,000
Ramsey County Cost Share Program	\$ 90,000
Bonding	\$ 463,000
<b>Estimated City/County Funds:</b>	<b>\$ 703,000</b>

**TOTAL MILL & OVERLAY PROJECT FUNDING:**

Estimated Special Assessments	\$ 303,000	(37%)
Estimated Other Resources	\$ 519,000	(63%)
<b>TOTAL</b>	<b>\$ 822,000</b>	

**TOTAL TRAIL REHAB PROJECT FUNDING:**

Ramsey County Cost Share	\$ 92,000	(50%)
Estimated Other City Resources	\$ 92,000	(50%)
<b>TOTAL</b>	<b>\$ 184,000</b>	



## **APPENDIX E1**

### **LETTERS ANNOUNCING JANUARY 16, 2019 INFORMATIONAL MEETING FOR CITY PROJECT NO. 19-04**



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

## 2019 PARTIAL RECONSTRUCTION PROJECT

December 18, 2018

RE: Informational Meeting – January 16, 2019 at 6:30 p.m.  
Proposed 2019 Partial Reconstruction Project  
City Project Nos. 19-04

Dear Property Owners:

During the 2019 construction season, the City of White Bear Lake is considering street rehabilitation projects consisting of reconstructing the street pavements on:

- Glen Oaks Avenue (from County Road D to Sumac Ridge)
- Aspen Court (from Glen Oaks Avenue to Cul-de-sac)
- Sumac Court (from Glen Oaks Avenue to Cul-de-sac)
- Sumac Ridge (from 250' West of Glen Oaks Avenue to Cul-de-sac)

This project would be undertaken in the summer of 2019 if approved by the City Council. We are conducting an informational meeting on January 16th to review the project and answer questions.

The Partial Street Reconstruction Program emphasizes rebuilding existing roads that are at the end of their useful life, expensive to maintain and are not providing good service. Through 2018, over 77 miles (about 91%) of our streets have been improved, including construction of new bituminous pavements with concrete curb and gutter. When streets are reconstructed, other City-owned infrastructure facilities (alleys, watermains, sanitary sewers, storm sewers and stormwater treatment facilities) 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 partial street reconstruction project.

In order to prepare plans and estimate construction costs, the Engineering Department has been performing survey work in your neighborhood. We also had a soil boring contractor take soil samples to assist with our design work. You will notice paint markings on various infrastructure components (manholes, gate valves, property irons, etc.) that the survey crew locates and needs to identify. If you have any questions about the work, please ask our engineering technicians in the field or call our office at (651) 429-8531 for more information.

The informational meeting on **Wednesday, January 16th 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 possible driveway and utility service repairs and upgrades.

The City pays for street rehabilitation projects with a combination of City funds and assessments to property owners. At this meeting, the proposed projects will be discussed in detail, including the formal legal process which the City follows when assessing a portion of the cost of the improvements to adjacent property owners. We will have a preliminary assessment roll detailing the projected amount to be assessed to each parcel, provided the partial street reconstruction project is approved by the City Council. We will discuss the City's assessment policy in detail and answer everyone's questions at the January 16th informational meeting.

We look forward to discussing the City's partial street reconstruction project at the informational meeting on **Wednesday, January 16th at 6:30 p.m. at City Hall**. If you cannot attend the meeting, but would like additional information or have comments to share, there are several ways to do this:

- contact our Engineering Department via phone at (651) 429-8531
- send an email to [cvermeersch@whitebearlake.org](mailto:cvermeersch@whitebearlake.org)
- mail written correspondence to City of White Bear Lake, Engineering Department, 4701 Highway 61, White Bear Lake, MN 55110

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

We look forward to meeting with you on January 16th.

Sincerely,



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

cc: Mayor Jo Emerson  
City Council Members

## **APPENDIX E2**

### **LETTERS ANNOUNCING JANUARY 16, 2019 INFORMATIONAL MEETING FOR CITY PROJECT NO. 19-13**



## 2019 MILL AND OVERLAY PROJECT

December 13, 2018

RE: Informational Meeting – January 16, 2019 at 6:30 p.m.  
Proposed 2019 Mill and Overlay Project  
City Project No. 19-13

Dear Property Owners:

During the 2019 construction season, the City of White Bear Lake is considering street rehabilitation projects consisting of milling and overlaying the street pavements on:

- Campbell Avenue (from Tenth Street to Eleventh Street)
- Campbell Circle (from Campbell Avenue to End Cul-de-sac)
- Debra Lane (from Ninth Street of Parking Lot)
- Eleventh Street (from End Cul-de-sac to End Cul-de-sac)
- Lemire Circle (from Lemire Lane to End Cul-de-sac)
- Lemire Lane (from Tenth Street to Garden Lane)
- Tenth Street (from Georgia Lane to Wood Avenue)
- Tenth Street (from Campbell Avenue to Bald Eagle Avenue)
- Thury Court (from Debra Lane to End Cul-de-sac)
- Walnut Street (from Ninth Street to Tenth Street)
- Chicago Avenue (from Stewart Avenue to Morehead Avenue)
- Morehead Avenue (from State 96 to Chicago Avenue)
- Stewart Avenue (from State 96 to Chicago Avenue)
- Alley (from Chicago Avenue to South)

The mill and overlay process consists of milling (grinding) the upper layer (wearing course) of bituminous from the street and placing a new wearing course layer of bituminous pavement. The project would be undertaken in the summer of 2019 if approved by the City Council. We are conducting an informational meeting on January 16<sup>th</sup> to review the project and answer questions.

The informational meeting on **Wednesday, January 16<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 mill and overlay construction.

The City pays for street rehabilitation projects with a combination of City funds and assessments to property owners. The City assesses approximately one-third of the project cost to property owners. At this meeting, the proposed projects will be discussed in detail,

including the formal legal process which the City follows when assessing a portion of the cost of the improvements to adjacent property owners. We will have a preliminary assessment roll detailing the projected amount to be assessed to each parcel, providing the mill and overlay project is approved by the City Council. We will discuss the City's assessment policy in detail and answer everyone's questions at the informational meeting.

We look forward to discussing the City's street rehabilitation project at the informational meeting on **Wednesday, January 16<sup>th</sup> at 6:30 p.m. at City Hall**. If you cannot attend the meeting, but would like additional information or have comments to share, there are several ways to do this:

- contact our Engineering Department via phone at (651) 429-8531
- send an email to [cvermeersch@whitebearlake.org](mailto:cvermeersch@whitebearlake.org)
- mail written correspondence to City of White Bear Lake, Engineering Department, 4701 Highway 61, White Bear Lake, MN 55110

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

We look forward to meeting with you.

Sincerely,



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

## **APPENDIX E3**

### **PUBLIC INFORMATIONAL MEETING OUTLINE**



# City of White Bear Lake

City Project No.: 19-04 & 19-13  
Public Informational Meeting  
for 2019 Mill and Overlay Project



January 16, 2019  
6:30 p.m.  
City Hall Council Chambers  
4701 Highway 61 - White Bear Lake, MN



# CITY PROJECT No. 19-04 & 19-13

## I. OVERVIEW

Annual 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 creating a new road surface.

- Mill/overlay (over 13 miles between 2011 – 2018 = 15%)

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, preparation of plans and preliminary assessment rolls.

Provide Feasibility Report to City Council on February 12, 2019. A public improvement hearing could be held by City Council on March 12, 2019 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 2019. Assessments will be payable in October 2019 or applied to property taxes for 10 years starting in 2020.

### Construction process overview:

- Milling and overlaying construction sequence
- **Vibration from compactors will translate to shaky walls – make sure hanging items are secure or removed.**

### 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.
--------------------------	---

- Assessments may be tax deductible (new law in 2004). Please refer to IRS Publication 530.
- Funding for private utilities (gas, electric, phone, CATV) by utility company.

### Communication:

- Construction updates via newsletters on regular basis.

- City website at [www.whitebearlake.org](http://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](mailto:cvermeersch@whitebearlake.org).
- Call the Engineering Department at (651) 429-8531.

## II. PROPOSED 2019 MILL AND OVERLAY PROJECT

### *City Project No. 19-04*

- **Glen Oaks Avenue** (from County Road D to Sumac Ridge)
- **Aspen Court** (from Glen Oaks Avenue to Cul-de-sac)
- **Sumac Court** (from Glen Oaks Avenue to Cul-de-sac)
- **Sumac Ridge** (from Glen Oaks Avenue to Cul-de-sac)

### *City Project No. 19-13*

- **Campbell Avenue** (from Tenth Street to Eleventh Street)
- **Campbell Circle** (from Campbell Avenue to End Cul-de-sac)
- **Debra Lane** (from Ninth Street to Parking Lot)
- **Eleventh Street** (from End Cul-de-sac to End Cul-de-sac)
- **Lemire Circle** (from Lemire Lane to End Cul-de-sac)
- **Lemire Lane** (from Tenth Street to Garden Lane)
- **Tenth Street** (from Georgia Lane to Wood Avenue)
- **Tenth Street** (from Campbell Avenue to Bald Eagle Avenue)
- **Thury Court** (from Debra Lane to End Cul-de-sac)
- **Walnut Street** (from Ninth Street to Tenth Street)
- **Wood Avenue** (from Tenth Street to Garden Lane)
- **Chicago Avenue** (from Stewart Avenue to Morehead Avenue)
- **Morehead Avenue** (from State 96 to Chicago Avenue)
- **Stewart Avenue** (from State 96 to Chicago Avenue)
- **Alley** (from Chicago Avenue to South)

Improvements WILL include gas main replacement (Xcel Energy) on all project areas.

### 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 here and elsewhere

## III. 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 2019 will be determined by the City Council.
  - Proposed rates for mill & overlay:
    - \$13.79 per assessable foot for residential property

- \$18.04 per assessable foot for apartments
- \$21.96 per assessable foot for commercial property
- Proposed rates for alley reconstruction:
  - \$2,266 per lot
- Senior deferments/hardship circumstances.
- Updated property owner's list (Ramsey County records are used).

#### **IV. CONSTRUCTION PROCESS**

- Private utility work
- Misc. utility and concrete removal and repairs
- Mill pavement
- Adjust Castings and Valves
- Paving
- Site clean-up and restoration

#### **V. NEXT STEPS**

- Feasibility report to City Council on February 12, 2019.
- Public Hearing notice to property owners on March 1, 2019
- Public Hearing on Tuesday, March 12, 2019
- Construction approximately May – September, 2019

#### **VI. COMMENTS**

- Design ideas
- Questions?

## **APPENDIX F**

### **PRELIMINARY ASSESSMENT ROLLS**

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-04**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-04**

CREATED:	10/9/2018
UPDATED:	2/4/2019

County Data Current 12/4/18

Aspen Ct, Glen Oaks Ave, Sumac Ct, & Sumac Rdge

**ASSESSMENT CODE 93201904**

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			STORM SEWER ASSESSMENT CALCULATIONS			STORM ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	LOT AREA	ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT			
1	363022430030	1	3150 Glen Oaks Ave 101A		18.49	\$333.56				\$0.00	\$333.56	1
2	363022430032		3150 Glen Oaks Ave 103A		18.49	\$333.56				\$0.00	\$333.56	2
3	363022430033		3150 Glen Oaks Ave 104A		18.49	\$333.56				\$0.00	\$333.56	3
4	363022430034		3150 Glen Oaks Ave 105A		18.49	\$333.56				\$0.00	\$333.56	4
5	363022430035		3150 Glen Oaks Ave 106A		18.49	\$333.56				\$0.00	\$333.56	5
6	363022430036		3150 Glen Oaks Ave 107A		18.49	\$333.56				\$0.00	\$333.56	6
7	363022430037		3150 Glen Oaks Ave 108A		18.49	\$333.56				\$0.00	\$333.56	7
8	363022430038		3150 Glen Oaks Ave 109		18.49	\$333.56				\$0.00	\$333.56	8
9	363022430039		3150 Glen Oaks Ave 110A		18.49	\$333.56				\$0.00	\$333.56	9
10	363022430040		3150 Glen Oaks Ave 111A		18.49	\$333.56				\$0.00	\$333.56	10
11	363022430041		3150 Glen Oaks Ave 112		18.49	\$333.56				\$0.00	\$333.56	11
12	363022430042		3150 Glen Oaks Ave 114		18.49	\$333.56				\$0.00	\$333.56	12
13	363022430043		3150 Glen Oaks Ave 115A		18.49	\$333.56				\$0.00	\$333.56	13
14	363022430044		3150 Glen Oaks Ave 201		18.49	\$333.56				\$0.00	\$333.56	14
15	363022430045		3150 Glen Oaks Ave 202		18.49	\$333.56				\$0.00	\$333.56	15
16	363022430046		3150 Glen Oaks Ave 203A		18.49	\$333.56				\$0.00	\$333.56	16
17	363022430047		3150 Glen Oaks Ave 204A		18.49	\$333.56				\$0.00	\$333.56	17
18	363022430048		3150 Glen Oaks Ave 205A		18.49	\$333.56				\$0.00	\$333.56	18
19	363022430049		3150 Glen Oaks Ave 206A		18.49	\$333.56				\$0.00	\$333.56	19
20	363022430050		3150 Glen Oaks Ave 207A		18.49	\$333.56				\$0.00	\$333.56	20
21	363022430051		3150 Glen Oaks Ave 208A		18.49	\$333.56				\$0.00	\$333.56	21
22	363022430052		3150 Glen Oaks Ave 209		18.49	\$333.56				\$0.00	\$333.56	22
23	363022430053		3150 Glen Oaks Ave 210A		18.49	\$333.56				\$0.00	\$333.56	23
24	363022430054		3150 Glen Oaks Ave 211A		18.49	\$333.56				\$0.00	\$333.56	24
25	363022430055		3150 Glen Oaks Ave 212		18.49	\$333.56				\$0.00	\$333.56	25
26	363022430056		3150 Glen Oaks Ave 214A		18.49	\$333.56				\$0.00	\$333.56	26
27	363022430057		3150 Glen Oaks Ave 215A		18.49	\$333.56				\$0.00	\$333.56	27
28	363022430058		3150 Glen Oaks Ave 301A		18.49	\$333.56				\$0.00	\$333.56	28
29	363022430060		3150 Glen Oaks Ave 303A		18.49	\$333.56				\$0.00	\$333.56	29
30	363022430062		3150 Glen Oaks Ave 305		18.49	\$333.56				\$0.00	\$333.56	30
31	363022430063		3150 Glen Oaks Ave 306		18.49	\$333.56				\$0.00	\$333.56	31
32	363022430065		3150 Glen Oaks Ave 308A		18.49	\$333.56				\$0.00	\$333.56	32
33	363022430066		3150 Glen Oaks Ave 309A		18.49	\$333.56				\$0.00	\$333.56	33
34	363022430067		3150 Glen Oaks Ave 310		18.49	\$333.56				\$0.00	\$333.56	34
35	363022430068		3150 Glen Oaks Ave 311		18.49	\$333.56				\$0.00	\$333.56	35
36	363022430069		3150 Glen Oaks Ave 312A		18.49	\$333.56				\$0.00	\$333.56	36
37	363022430070		3150 Glen Oaks Ave 314A		18.49	\$333.56				\$0.00	\$333.56	37
38	363022430071		3150 Glen Oaks Ave 315A		18.49	\$333.56				\$0.00	\$333.56	38
39	363022430074		3150 Glen Oaks Ave 102A		18.49	\$333.56				\$0.00	\$333.56	39
40	363022430075		3150 Glen Oaks Ave 307A		18.49	\$333.56				\$0.00	\$333.56	40
41	363022430223		3150 Glen Oaks Ave 302A		18.49	\$333.56				\$0.00	\$333.56	41
42	363022430254		3150 Glen Oaks Ave 304A		18.49	\$333.56				\$0.00	\$333.56	42
43	363022430259		2607 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	43

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-04**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-04**

CREATED:	10/9/2018
UPDATED:	2/4/2019

County Data Current 12/4/18

Aspen Ct, Glen Oaks Ave, Sumac Ct, & Sumac Rdge

**ASSESSMENT CODE 93201904**

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			STORM SEWER ASSESSMENT CALCULATIONS			STORM ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	LOT AREA	ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT			
44	363022430260		2608 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	44
45	363022430261		2609 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	45
46	363022430262		2590 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	46
47	363022430263		2589 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	47
48	363022430264		2588 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	48
49	363022430265		2587 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	49
50	363022430266		2586 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	50
51	363022430267		2605 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	51
52	363022430268		2604 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	52
53	363022430269		2603 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	53
54	363022430270		2602 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	54
55	363022430271		2601 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	55
56	363022430272		2600 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	56
57	363022430273		2599 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	57
58	363022430274		2598 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	58
59	363022430275		2597 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	59
60	363022430276		2596 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	60
61	363022430277		2595 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	61
62	363022430278		2594 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	62
63	363022430279		2593 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	63
64	363022430280		2592 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	64
65	363022430281		2591 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	65
66	363022430290		2585 Sumac Rdg		45.50	\$820.82				\$0.00	\$820.82	66
67	363022430291		2584 Sumac Rdg		45.50	\$820.82				\$0.00	\$820.82	67
68	363022430292		2583 Sumac Rdg		45.50	\$820.82				\$0.00	\$820.82	68
69	363022430293		2582 Sumac Rdg		45.50	\$820.82				\$0.00	\$820.82	69
70	363022430294		2581 Sumac Rdg		45.50	\$820.82				\$0.00	\$820.82	70
71	363022430295		2580 Sumac Rdg		45.50	\$820.82				\$0.00	\$820.82	71
72	363022440129		2610 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	73
73	363022440130		2611 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	74
74	363022440131		2612 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	75
75	363022440132		2613 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	76
76	363022440133		2614 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	77
77	363022440134		2615 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	78
78	363022440135		2616 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	79
79	363022440136		2638 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	80
80	363022440137		2637 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	81
81	363022440138		2636 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	82
82	363022440139		2635 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	83
83	363022440140		2634 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	84
84	363022440141		2633 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	85
85	363022440142		2628 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	86
86	363022440143		2627 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	87

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-04**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-04**

CREATED:	10/9/2018
UPDATED:	2/4/2019

County Data Current 12/4/18

Aspen Ct, Glen Oaks Ave, Sumac Ct, & Sumac Rdge

ASSESSMENT CODE 93201904

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			STORM SEWER ASSESSMENT CALCULATIONS			STORM ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	LOT AREA	ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT			
87	363022440144		2626 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	88
88	363022440145		2625 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	89
89	363022440146		2624 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	90
90	363022440147		2623 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	91
91	363022440148		2622 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	92
92	363022440149		2621 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	93
93	363022440150		2620 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	94
94	363022440151		2619 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	95
95	363022440152		2618 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	96
96	363022440153		2617 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	97
97	363022440154		2632 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	98
98	363022440155		2631 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	99
99	363022440156		2630 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	100
100	363022440157		2629 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	101
101	363022440159		2663 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	102
102	363022440160		2662 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	103
103	363022440161		2661 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	104
104	363022440162		2660 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	105
105	363022440163		2659 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	106
106	363022440164		2658 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	107
107	363022440166		2664 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	108
108	363022440167		2665 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	109
109	363022440168		2666 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	110
110	363022440169		2667 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	111
111	363022440170		2668 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	112
112	363022440171		2669 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	113
113	363022440172		2670 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	114
114	363022440173		2671 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	115
115	363022440174		2672 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	116
116	363022440175		2673 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	117
117	363022440176		2674 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	118
118	363022440177		2675 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	119
119	363022440178		2676 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	120
120	363022440179		2677 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	121
121	363022440180		2678 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	122
122	363022440181		2679 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	123
123	363022440182		2680 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	124
124	363022440183		2681 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	125
125	363022440184		2682 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	126
126	363022440185		2686 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	127
127	363022440186		2687 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	128
128	363022440187		2688 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	129
129	363022440188		2689 Sumac Rdg		13.59	\$245.16				\$0.00	\$245.16	130

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-04**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-04**

CREATED:	10/9/2018
UPDATED:	2/4/2019

County Data Current 12/4/18

Aspen Ct, Glen Oaks Ave, Sumac Ct, & Sumac Rdge

ASSESSMENT CODE 93201904

	PIN	NO	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	LOT AREA	ASSESSABLE AREA			
130	363022440189		2691 Sumac Rdg		13.59	\$245.16			\$0.00	\$245.16	131
131	363022440190		2690 Sumac Rdg		13.59	\$245.16			\$0.00	\$245.16	132
132	363022440191		2685 Sumac Rdg		13.59	\$245.16			\$0.00	\$245.16	133
133	363022440192		2684 Sumac Rdg		13.59	\$245.16			\$0.00	\$245.16	134
134	363022440193		2683 Sumac Rdg		13.59	\$245.16			\$0.00	\$245.16	135
135	363022440195		2613 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	136
136	363022440196		2612 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	137
137	363022440197		2614 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	138
138	363022440198		2615 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	139
139	363022440199		2617 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	140
140	363022440200		2616 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	141
141	363022440201		2618 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	142
142	363022440202		2619 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	143
143	363022440203		2629 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	144
144	363022440204		2628 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	145
145	363022440205		2630 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	146
146	363022440206		2631 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	147
147	363022440207		2625 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	148
148	363022440208		2624 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	149
149	363022440209		2626 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	150
150	363022440210		2627 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	151
151	363022440211		2621 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	152
152	363022440212		3162 Glen Oaks Ave		45.50	\$820.82			\$0.00	\$820.82	153
153	363022440213		3160 Glen Oaks Ave		45.50	\$820.82			\$0.00	\$820.82	154
154	363022440214		2623 Sumac Ct		45.50	\$820.82			\$0.00	\$820.82	155
155	363022440215		2613 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	156
156	363022440216		2612 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	157
157	363022440217		2614 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	158
158	363022440218		2615 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	159
159	363022440219		2618 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	160
160	363022440220		2616 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	161
161	363022440221		2617 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	162
162	363022440222		2619 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	163
163	363022440223		2622 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	164
164	363022440224		2620 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	165
165	363022440225		2621 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	166
166	363022440226		2623 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	167
167	363022440227		2626 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	168
168	363022440228		2624 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	169
169	363022440229		2625 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	170
170	363022440230		2627 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	171
171	363022440231		2628 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	172
172	363022440232		2630 Aspen Ct		45.50	\$820.82			\$0.00	\$820.82	173



**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-04**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-04**

CREATED:	10/9/2018
UPDATED:	2/4/2019

County Data Current 12/4/18

Aspen Ct, Glen Oaks Ave, Sumac Ct, & Sumac Rdg

**ASSESSMENT CODE 93201904**

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			STORM SEWER ASSESSMENT CALCULATIONS			TOTAL ASSESSMENT		
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	LOT AREA	ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT			STORM ASSESSMENT
173	363022440233		2631 Aspen Ct		45.50	\$820.82				\$0.00	\$820.82	174
174	363022440234		2629 Aspen Ct		45.50	\$820.82				\$0.00	\$820.82	175
175	363022440235		2632 Aspen Ct		45.50	\$820.82				\$0.00	\$820.82	176
176	363022440236		2634 Aspen Ct		45.50	\$820.82				\$0.00	\$820.82	177
177	363022440237		2635 Aspen Ct		45.50	\$820.82				\$0.00	\$820.82	178
178	363022440238		2633 Aspen Ct		45.50	\$820.82				\$0.00	\$820.82	179
179	363022440239		2636 Aspen Ct		45.50	\$820.82				\$0.00	\$820.82	180
180	363022440240		2638 Aspen Ct		45.50	\$820.82				\$0.00	\$820.82	181
181	363022440241		2639 Aspen Ct		45.50	\$820.82				\$0.00	\$820.82	182
182	363022440242		2637 Aspen Ct		45.50	\$820.82				\$0.00	\$820.82	183
183	363022440286		3100 Glen Oaks Ave		235.50	\$4,248.42				\$0.00	\$4,248.42	185
						<b>\$83,666.27</b>				<b>\$0.00</b>	<b>\$83,666.27</b>	

	Residential street assessment	
1	Corner lot	
2	Bound by streets on 3 or all sides	
3	Interior lot 100 ft maximum	
4	Maximum residential corner lot assessment	
5	1/2 maximum residential corner lot assessment	
6	Commercial lot per front foot assessment	
7	Apartment/Townhome per foot assessment	
8	Lot splits in future to be assessed at future rate per front foot	
9	Lot split in future will be assessed at future rate per sq ft	
10	Cul de sac lot	
11	Residential irregular interior lot	
12	Lot has been assessed maximum storm sewer rate	
13	Alley Assessment (Each)	
14	Residential storm sewer rate	
15	Commercial storm sewer rate	
16	Park & public storm sewer rate	
17	Sanitary sewer service repair	
18	Assessment in lieu of charges	
19	Residential Street Mill & Overlay Rate	\$ 13.79
20	Apartment/Town Home Mill & Overlay Rate	\$ 18.04
21	Commercial Mill and Overlay Rate	\$ 21.96
22	Appraiser's Opinion	

ASSESSMENT PERIOD - 15 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-04**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-04**

CREATED:	10/9/2018
UPDATED:	2/4/2019

County Data Current 12/4/18

Aspen Ct, Glen Oaks Ave, Sumac Ct, & Sumac Rdge

ASSESSMENT CODE 93201904

PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		PREVIOUS STORM SEWER ASSESSMENT	STORM ASSESSMENT	TOTAL ASSESSMENT
			FRONT FOOTAGE	ASSESSABLE FOOTAGE			ASSESSABLE AREA	STORM SEWER ASSESSMENT			
INTEREST RATE TBD (2018 - 5.25%) RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 15 YEARS = \$37.50) RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 20 YEARS = \$50.00)											

NON-RESIDENT PROPERTY ADDRESS		
7	363022430037	3068 Copper Oaks Trl, Woodbury MN 55125
11	363022430041	17059 W Links Dr, Surprise AZ 85387
33	363022430066	9705 Lake Bess Rd Lot 812, Winter Haven FL 33884-3236
34	363022430067	5980 Grey Fox Run, Fort Myers FL 33912-2234
59	363022430275	300 Floral Dr W, Shoreview MN 55126-2307
61	363022430277	2405 W Country Club Dr S, Fargo ND 58103-5738
67	363022430291	4800 Division Ave Apt. 310, White Bear Lake MN 55110-5946
72	363022430296	Po Box 729, Willemie MN 55090-0729
79	363022440136	3077 Milton St N, Roseville MN 55113-1930
95	363022440152	2959 Lake Blvd, North St Paul MN 55109-1652
98	363022440155	2663 Sumac Rdg, WBL MN 55110
107	363022440166	2410 Orchard Ln, White Bear Lk MN 55110-7528
112	363022440171	5480 157th St N, Hugo MN 55038-8794
118	363022440177	8402 Foxtail Loop, Pensacola FL 32526-3240
119	363022440178	3150 Glen Oaks Ave Unit 206, White Bear Lake MN 55110-5672
120	363022440179	2585 South Shore Blvd, White Bear Town MN 55110-3934
124	363022440183	6366 Otter Lake, Saint Paul MN 55110-1018
130	363022440189	4615 Victor Path Unit 8, Hugo MN 55308-6031
141	363022440201	760 Eldridge Ave E, Maplewood MN 55117-0528
144	363022440204	195 5th St E Unit 1505, St. Paul MN 55101-2916
155	363022440215	5124 Millenia Waters Dr Unit 2309, Orlando FL 32839-1987
158	363022440218	1428 Sargent Ave, Saint Paul MN 55105-2329
164	363022440224	5741 Willow Trl, Shoreview MN 55126-4786
179	363022440239	53 Glen Edge Rd, Dellwood MN 55110-1419
180	363022440240	65205 E Canyon Dr, Tucson AZ 85739-3025
	363022440243	Po Box 729, Willemie MN 55090-0729
183	363022440286	3564 Rolling View Dr, White Bear Lake MN 55110-5676

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-13**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-13**

CREATED:	11/14/2018
UPDATED:	1/24/2019

County Data Current 12/4/18

Debra Street, Thury Court, Lemire Lane, Lemire Circle, Wood Avenue,  
Campbell Avenue, Campbell Circle, 10th Street, 11th Street,  
Walnut Street, Chicago Avenue, Morehead Avenue, & Stewart Avenue

**ASSESSMENT CODE 93201913**

**STREET ASSESSMENT  
CALCULATIONS**

	PIN	NO *	PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	STORM ASSESSMENT	ALLEY ASSESSMENT	TOTAL ASSESSMENT
1	113022330040	3,19	1895 Garden Ln	100.00	100.00	\$1,379.00	\$0.00		\$1,379.00
2	113022330041	19	1885 Garden Ln	70.00	80.00	\$1,103.20	\$0.00		\$1,103.20
3	113022330042	19	5057 Lemire Ln	71.44	80.00	\$1,103.20	\$0.00		\$1,103.20
4	113022330043	19	5047 Lemire Ln	80.23	80.23	\$1,106.37	\$0.00		\$1,106.37
5	113022330044	3, 19	5048 Lemire Ln	203.51	100.00	\$1,379.00	\$0.00		\$1,379.00
6	113022340060	19	5051 Wood Ave	87.32	87.32	\$1,204.14	\$0.00		\$1,204.14
7	113022340061	19	5050 Wood Ave	86.29	86.29	\$1,189.94	\$0.00		\$1,189.94
8	113022440108	21	5065 Stewart Ave	100.00	154.95	\$3,402.70	\$0.00		\$3,402.70
9	123022330002	3, 19	5104 Stewart Ave	140.00	100.00	\$1,379.00	\$0.00		\$1,379.00
10	123022330003	3, 19	2295 Chicago Ave	140.00	100.00	\$1,379.00	\$0.00		\$1,379.00
11	123022330013	19	0 Morehead Ave	0.00	0.00	\$0.00	\$0.00		\$0.00
12	123022330062	21	5051 Stewart Ave	209.90	154.95	\$3,402.70	\$0.00		\$3,402.70
13	123022330063	1, 13, 19	5092 Stewart Ave	220.00	140.00	\$1,930.60	\$0.00	\$2,266.00	\$4,196.60
14	123022330064	13, 19	5088 Stewart Ave	40.00	40.00	\$551.60	\$0.00	\$2,266.00	\$2,817.60
15	123022330065	13, 19	5084 Stewart Ave	60.00	60.00	\$827.40	\$0.00	\$2,266.00	\$3,093.40
16	123022330068	13, 19, 25	5026 Stewart Ave	40.00	40.00	\$551.60	\$0.00	\$2,266.00	\$2,817.60
17	123022330069	13, 19	5060 Stewart Ave	80.00	80.00	\$1,103.20	\$0.00	\$2,266.00	\$3,369.20
18	123022330072	3, 19	5043 Morehead Ave	111.30	100.00	\$1,379.00	\$0.00		\$1,379.00
19	123022330073	13, 19	5053 Morehead Ave	81.84	81.84	\$1,128.57	\$0.00	\$2,266.00	\$3,394.57
20	123022330074	3, 13, 19	5065 Morehead Ave	107.76	100.00	\$1,379.00	\$0.00	\$2,266.00	\$3,645.00
21	123022330075	13, 19	5073 Morehead Ave	96.84	96.84	\$1,335.42	\$0.00	\$2,266.00	\$3,601.42
22	123022330076	13, 19	5077 Morehead Ave	81.84	81.84	\$1,128.57	\$0.00	\$2,266.00	\$3,394.57
23	123022330077	1	5085 Morehead Ave	321.93	163.68	\$2,257.15	\$0.00	\$2,266.00	\$4,523.15
24	123022330078		0 Morehead Ave		0.00	\$0.00	\$0.00		\$0.00
25	123022330094	3,19	5071 Stewart Ave	109.90	100.00	\$1,379.00	\$0.00		\$1,379.00
26	123022330095	19, 25	0 Morehead Ave	317.59	158.80	\$2,189.78	\$0.00		\$2,189.78
27	123022330096	19	5054 Stewart Ave	70.00	70.00	\$965.30	\$0.00		\$965.30
28	123022330097	13, 19	5064 Stewart Ave	60.00	60.00	\$827.40	\$0.00	\$2,266.00	\$3,093.40
29	123022330098	13, 19	5066 Stewart Ave	60.00	60.00	\$827.40	\$0.00	\$2,266.00	\$3,093.40
30	123022330099	13, 19	5070 Stewart Ave	70.00	70.00	\$965.30	\$0.00	\$2,266.00	\$3,231.30
31	123022330100	13, 19	5080 Stewart Ave	70.00	70.00	\$965.30	\$0.00	\$2,266.00	\$3,231.30
32	133022220004	1	0 Morehead Ave	237.00	75.00	\$1,034.25	\$0.00		\$1,034.25
33	133022220005	1	5044 Stewart Ave	232.00	75.00	\$1,034.25	\$0.00		\$1,034.25
34	143022210007	1, 19	4971 Bald Eagle Ave	295.55	98.03	\$1,351.83	\$0.00		\$1,351.83

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-13**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-13**

CREATED:	11/14/2018
UPDATED:	1/24/2019

County Data Current 12/4/18

Debra Street, Thury Court, Lemire Lane, Lemire Circle, Wood Avenue,  
Campbell Avenue, Campbell Circle, 10th Street, 11th Street,  
Walnut Street, Chicago Avenue, Morehead Avenue, & Stewart Avenue

**ASSESSMENT CODE 93201913**

**STREET ASSESSMENT  
CALCULATIONS**

	PIN	NO *	PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	STORM ASSESSMENT	ALLEY ASSESSMENT	TOTAL ASSESSMENT
35	143022210008	3, 19	1995 10th St	109.00	100.00	\$1,379.00	\$0.00		\$1,379.00
36	143022210009	3, 19	1985 10th St	109.00	100.00	\$1,379.00	\$0.00		\$1,379.00
37	143022210010	3, 19	1975 10th St	109.00	100.00	\$1,379.00	\$0.00		\$1,379.00
38	143022210011	1, 19	4970 Campbell Ave	194.74	110.00	\$1,516.90	\$0.00		\$1,516.90
39	143022210012	19	4971 Campbell Ave	81.00	81.00	\$1,116.99	\$0.00		\$1,116.99
40	143022210013	10, 19	4961 Campbell Ave	67.78	80.00	\$1,103.20	\$0.00		\$1,103.20
41	143022210014	10, 19	1950 10th St	55.81	80.00	\$1,103.20	\$0.00		\$1,103.20
42	143022210015	3, 19	1960 10th St	111.75	100.00	\$1,379.00	\$0.00		\$1,379.00
43	143022210019	3, 19	2000 10th St	109.00	100.00	\$1,379.00	\$0.00		\$1,379.00
44	143022210020	1, 19	2010 10th St	205.54	54.50	\$751.56	\$0.00		\$751.56
45	143022210027	1, 19	1977 9th St	177.17	54.29	\$748.66	\$0.00		\$748.66
46	143022210049	1, 19	5030 Wood Ave	233.76	132.00	\$1,820.28	\$0.00		\$1,820.28
47	143022210050	1, 19	1934 11th St	240.00	140.00	\$1,930.60	\$0.00		\$1,930.60
48	143022210051	3, 19	5005 Wood Ave	121.76	100.00	\$1,379.00	\$0.00		\$1,379.00
49	143022210052	10, 19	1926 11th St	53.37	80.00	\$1,103.20	\$0.00		\$1,103.20
50	143022210053	10, 19	1922 11th St	49.03	80.00	\$1,103.20	\$0.00		\$1,103.20
51	143022210054	10, 19	1921 11th St	49.08	80.00	\$1,103.20	\$0.00		\$1,103.20
52	143022210055	10, 19	1927 11th St	53.02	80.00	\$1,103.20	\$0.00		\$1,103.20
53	143022210056	1, 19	5041 Wood Ave	253.57	142.66	\$1,967.28	\$0.00		\$1,967.28
54	143022210057	1, 19	5040 Wood Ave	275.52	143.52	\$1,979.14	\$0.00		\$1,979.14
55	143022210063	1, 19	1990 10th St W	248.54	152.00	\$2,096.08	\$0.00		\$2,096.08
56	143022210064	1, 19	4940 Walnut St	88.58	88.58	\$1,221.52	\$0.00		\$1,221.52
57	143022210065	1, 19	4930 Walnut St	88.59	88.59	\$1,221.66	\$0.00		\$1,221.66
58	143022210066	1, 19	1970 10th St	211.54	115.00	\$1,585.85	\$0.00		\$1,585.85
59	143022210067	19	4941 Walnut St	83.58	83.58	\$1,152.57	\$0.00		\$1,152.57
60	143022210068	19	4931 Walnut St	83.59	83.59	\$1,152.71	\$0.00		\$1,152.71
61	143022210071	3, 19, 25	5020 Wood Ave	160.00	100.00	\$1,379.00	\$0.00		\$1,379.00
62	143022210079	1, 19	1985 9th St	217.17	68.59	\$945.86	\$0.00		\$945.86
63	143022210090	10, 19	1915 Lemire Cir	53.08	80.00	\$1,103.20	\$0.00		\$1,103.20
64	143022210091	10, 19	1925 Lemire Cir	55.55	80.00	\$1,103.20	\$0.00		\$1,103.20
65	143022210092	10, 19	1920 Lemire Cir	54.12	80.00	\$1,103.20	\$0.00		\$1,103.20
66	143022210093	10, 19	1910 Lemire Cir	55.35	80.00	\$1,103.20	\$0.00		\$1,103.20
67	143022210094	3, 19	1925 10th St	101.29	100.00	\$1,379.00	\$0.00		\$1,379.00
68	143022210095	1, 19	4945 Wood Ave	212.00	132.00	\$1,820.28	\$0.00		\$1,820.28

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-13**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-13**

CREATED:	11/14/2018
UPDATED:	1/24/2019

County Data Current 12/4/18

Debra Street, Thury Court, Lemire Lane, Lemire Circle, Wood Avenue,  
Campbell Avenue, Campbell Circle, 10th Street, 11th Street,  
Walnut Street, Chicago Avenue, Morehead Avenue, & Stewart Avenue

**ASSESSMENT CODE 93201913**

**STREET ASSESSMENT  
CALCULATIONS**

	PIN	NO *	PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	STORM ASSESSMENT	ALLEY ASSESSMENT	TOTAL ASSESSMENT
69	143022210096	19	4955 Wood Ave	78.53	78.53	\$1,082.93	\$0.00		\$1,082.93
70	143022210097	19	4965 Wood Ave	78.53	78.53	\$1,082.93	\$0.00		\$1,082.93
71	143022210098	19	4975 Wood Ave	78.53	78.53	\$1,082.93	\$0.00		\$1,082.93
72	143022210099	19	4985 Wood Ave	78.53	78.53	\$1,082.93	\$0.00		\$1,082.93
73	143022210100	19	4995 Wood Ave	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
74	143022210101	3, 19	4940 Wood Ave	134.16	100.00	\$1,379.00	\$0.00		\$1,379.00
75	143022210102	19	4950 Wood Ave	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
76	143022210103	19	4960 Wood Ave	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
77	143022210104	19	4970 Wood Ave	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
78	143022210105	19	4980 Wood Ave	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
79	143022210106	19	4990 Wood Ave	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
80	143022210107	19	1920 10th St	100.26	100.00	\$1,379.00	\$0.00		\$1,379.00
81	143022210113	19	4979 Campbell Ave	88.15	88.15	\$1,215.59	\$0.00		\$1,215.59
82	143022210114	19	4987 Campbell Ave	85.00	85.00	\$1,172.15	\$0.00		\$1,172.15
83	143022210115	19	4995 Campbell Ave	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
84	143022210116	19	5003 Campbell Ave	92.08	92.08	\$1,269.78	\$0.00		\$1,269.78
85	143022210117	19	5011 Campbell Ave	85.00	85.00	\$1,172.15	\$0.00		\$1,172.15
86	143022210118	1, 19	5019 Campbell Ave	216.90	131.90	\$1,818.90	\$0.00		\$1,818.90
87	143022210119	1, 19	4986 Campbell Ave	213.00	131.50	\$1,813.39	\$0.00		\$1,813.39
88	143022210120	19	4978 Campbell Ave	81.50	81.50	\$1,123.89	\$0.00		\$1,123.89
89	143022210121	19	1980 Campbell Cir	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
90	143022210122	19	1988 Campbell Cir	84.87	84.87	\$1,170.36	\$0.00		\$1,170.36
91	143022210123	3, 19	1996 Campbell Cir	50.47	80.00	\$1,103.20	\$0.00		\$1,103.20
92	143022210124	3, 19	1997 Campbell Cir	56.73	80.00	\$1,103.20	\$0.00		\$1,103.20
93	143022210127	19	1973 Campbell Cir	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
94	143022210128	1, 19	1965 Campbell Cir	211.50	131.50	\$1,813.39	\$0.00		\$1,813.39
95	143022210129	19	5010 Campbell Ave	80.30	80.30	\$1,107.34	\$0.00		\$1,107.34
96	143022210130	1, 19	1972 11th St	211.50	131.50	\$1,813.39	\$0.00		\$1,813.39
97	143022210131	19	1980 11th St	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
98	143022210132	3, 19	1988 11th St	100.92	80.00	\$1,103.20	\$0.00		\$1,103.20
99	143022210133	3, 19	1996 11th St	69.09	80.00	\$1,103.20	\$0.00		\$1,103.20
100	143022210134	3, 19	1997 11th St	100.42	80.00	\$1,103.20	\$0.00		\$1,103.20
101	143022210135	3, 19	1989 11th St	79.49	80.00	\$1,103.20	\$0.00		\$1,103.20
102	143022210136	19	1981 11th St	82.97	80.00	\$1,103.20	\$0.00		\$1,103.20

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-13**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-13**

CREATED: 11/14/2018  
UPDATED: 1/24/2019

County Data Current 12/4/18

Debra Street, Thury Court, Lemire Lane, Lemire Circle, Wood Avenue,  
Campbell Avenue, Campbell Circle, 10th Street, 11th Street,  
Walnut Street, Chicago Avenue, Morehead Avenue, & Stewart Avenue

ASSESSMENT CODE 93201913

**STREET ASSESSMENT  
CALCULATIONS**

	PIN	NO *	PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	STORM ASSESSMENT	ALLEY ASSESSMENT	TOTAL ASSESSMENT
103	143022210137	19	1973 11th St	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
104	143022210138	19	1965 11th St	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
105	143022210139	19	1957 11th St	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
106	143022210140	19	1949 11th St	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
107	143022210142	10, 19	1981 Campbell Cir	82.30	80.00	\$1,103.20	\$0.00		\$1,103.20
108	143022210143	10, 19	5005 Bald Eagle Ave	52.87	80.00	\$1,103.20	\$0.00		\$1,103.20
109	143022210146	3, 19	0 10th Street	110.00	100.00	\$1,379.00	\$0.00		\$1,379.00
110	143022210147	3, 19	0 10th Street	125.00	100.00	\$1,379.00	\$0.00		\$1,379.00
111	143022220016	1, 19	4952 Georgia Ln	230.00	67.50	\$930.83	\$0.00		\$930.83
112	143022220017	1, 19	4936 Georgia Ln	235.00	67.50	\$930.83	\$0.00		\$930.83
113	143022220100	19	5041 Lemire Ln	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
114	143022220101	19	5033 Lemire Ln	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
115	143022220102	19	5025 Lemire Ln	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
116	143022220103	19	5017 Lemire Ln	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
117	143022220104	19	5009 Lemire Ln	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
118	143022220105	19	5001 Lemire Ln	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
119	143022220106	19	5042 Lemire Ln	84.00	84.00	\$1,158.36	\$0.00		\$1,158.36
120	143022220107	19	5034 Lemire Ln	84.00	84.00	\$1,158.36	\$0.00		\$1,158.36
121	143022220108	19	5026 Lemire Ln	84.00	84.00	\$1,158.36	\$0.00		\$1,158.36
122	143022220109	19	5018 Lemire Ln	84.00	84.00	\$1,158.36	\$0.00		\$1,158.36
123	143022220110	19	5010 Lemire Ln	84.00	84.00	\$1,158.36	\$0.00		\$1,158.36
124	143022220111	19	5002 Lemire Ln	84.00	84.00	\$1,158.36	\$0.00		\$1,158.36
125	143022220116	1, 19	4945 Lemire Ln	220.39	140.39	\$1,935.98	\$0.00		\$1,935.98
126	143022220117	19	4955 Lemire Ln	78.50	78.50	\$1,082.52	\$0.00		\$1,082.52
127	143022220118	19	4965 Lemire Ln	78.50	78.50	\$1,082.52	\$0.00		\$1,082.52
128	143022220119	19	4975 Lemire Ln	78.50	78.50	\$1,082.52	\$0.00		\$1,082.52
129	143022220120	19	4985 Lemire Ln	78.49	78.49	\$1,082.38	\$0.00		\$1,082.38
130	143022220121	19	4995 Lemire Ln	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
131	143022220122	1, 19	1905 Lemire Cir	237.52	128.00	\$1,765.12	\$0.00		\$1,765.12
132	143022220123	1, 19	1900 Lemire Cir	237.98	125.36	\$1,728.71	\$0.00		\$1,728.71
133	143022220124	19	4950 Lemire Ln	80.00	80.00	\$1,103.20	\$0.00		\$1,103.20
134	143022220125	1, 19	4940 Lemire Ln	245.64	163.14	\$2,249.70	\$0.00		\$2,249.70
135	143022220126	19	1910 10th St	82.50	82.50	\$1,137.68	\$0.00		\$1,137.68
136	143022220127	19	1900 10th St	82.50	82.50	\$1,137.68	\$0.00		\$1,137.68

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-13**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-13**

CREATED:	11/14/2018
UPDATED:	1/24/2019

County Data Current 12/4/18

Debra Street, Thury Court, Lemire Lane, Lemire Circle, Wood Avenue,  
Campbell Avenue, Campbell Circle, 10th Street, 11th Street,  
Walnut Street, Chicago Avenue, Morehead Avenue, & Stewart Avenue

**ASSESSMENT CODE 93201913**

**STREET ASSESSMENT  
CALCULATIONS**

	PIN	NO *	PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	STORM ASSESSMENT	ALLEY ASSESSMENT	TOTAL ASSESSMENT
137	143022220128	19	1890 10th St	82.50	82.50	\$1,137.68	\$0.00		\$1,137.68
138	143022220129	19	1880 10th St	82.50	82.50	\$1,137.68	\$0.00		\$1,137.68
139	153022110010	1, 19, 25	1755 Thury Ct	225.38	80.00	\$1,103.20	\$0.00		\$1,103.20
140	153022110011	10, 19	1765 Thury Ct	60.26	80.00	\$1,103.20	\$0.00		\$1,103.20
141	153022110012	10, 19	1775 Thury Ct	55.33	80.00	\$1,103.20	\$0.00		\$1,103.20
142	153022110013	10, 19	1785 Thury Ct	55.15	80.00	\$1,103.20	\$0.00		\$1,103.20
143	153022110015	10, 19	1763 9th St	55.31	80.00	\$1,103.20	\$0.00		\$1,103.20
144	153022110016	1, 19, 25	1759 9th St	277.81	80.00	\$1,103.20	\$0.00		\$1,103.20
145	153022110019	19	0 9th St	367.00	367.00	\$8,059.32	\$0.00		\$8,059.32
146	153022110020		0 9th St	0.00	0.00	\$0.00	\$0.00		\$0.00
						\$187,819.80	\$0.00	\$31,724.00	\$219,543.80

	Residential street assessment	\$ 39.34
1	Corner lot	
2	Bound by streets on 3 or all sides	
3	Interior lot 100 ft maximum	
4	Maximum residential corner lot assessment	\$ 5,384.40
5	1/2 maximum residential corner lot assessment	\$ 2,692.42
6	Commercial lot per front foot assessment	\$ 62.78
7	Apartment/Townhome per foot assessment	\$ 51.73
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	\$ 2,266.00
14	Residential storm sewer rate	\$ 0.12
15	Commercial storm sewer rate	\$ 0.24
16	Park & public storm sewer rate	\$ 0.06
17	Sanitary sewer service repair	varies on repairs
18	Assessment in lieu of charges	

**PROPOSED ASSESSMENT ROLL  
STREET IMPROVEMENTS  
CITY PROJECT NO. 19-13**

**CITY OF WHITE BEAR LAKE  
2019 STREET MILL & OVERLAY PROJECT  
CITY PROJECT NO. 19-13**

CREATED:	11/14/2018
UPDATED:	1/24/2019

County Data Current 12/4/18

Debra Street, Thury Court, Lemire Lane, Lemire Circle, Wood Avenue,  
Campbell Avenue, Campbell Circle, 10th Street, 11th Street,  
Walnut Street, Chicago Avenue, Morehead Avenue, & Stewart Avenue

**ASSESSMENT CODE 93201913**

**STREET ASSESSMENT  
CALCULATIONS**

PIN	NO *	PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	STORM ASSESSMENT	ALLEY ASSESSMENT	TOTAL ASSESSMENT
	19	Residential Street Mill & Overlay Rate			\$ 13.79			
	20	Apartment/Town Home Mill & Overlay Rate			\$ 18.04			
	21	Commercial Mill and Overlay Rate			\$ 21.96			
	22	Residential Total Pavement Replacement Rate			\$ 27.58			
	23	Apartment Total Pavement Replacement Rate			\$ 35.85			
	24	Commercial Total Pavement Replacement Rate			\$ 44.14			
	25	Appraiser's Opinion						

ASSESSMENT PERIOD - 15 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL  
INTEREST RATE (2018) - 5.25%  
RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 15 YEARS = \$37.50)  
RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 20 YEARS = \$50.00)

NON-RESIDENT PROPERTY ADDRESS	
6	113022340060
11	123022330013
16	123022330068
17	123022330069
18	123022330072
19	123022330073
24	123022330078
25	123022330094
26	123022330095
27	123022330096
32	133022220004
45	143022210027
70	143022210097
92	143022210124

			NON-RESIDENT PROPERTY ADDRESS
	19		1717 Main St Ste 2000, Dallas TX 75201-4657
			4701 Highway 61, WBL MN 55110
			9590 Jamaca Ave N, Mahtomedi MN 55115
			9590 Jamaca Ave N, Mahtomedi MN 55115
			6230 10th St N Unit 430, Oakdale MN 55128
			5065 Morehead Ave, St. Paul MN 55110
			4701 Highway 61 N, WBL MN 55110
			3662 Auger Ave, St. Paul MN 55110
			2327 Isalona Ln, South St. Paul MN 55075
			5051 Stewart Ave Unit 3, WBL MN 55110
			8996 110th St N, Stillwater MN 55082
	1		3951 Stockdale Dr, Vadnais Heights MN 55127-7519
			262 Bruening Ct, Mahtomedi MN 55115-6811
	3		5842 Hobe Ln, WBT MN 55110-6477



## **APPENDIX G**

### **SAMPLE ASSESSMENT BREAKDOWNS**

**SAMPLE** Assessment Breakdown

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

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

## **APPENDIX H**

### **LOCAL IMPROVEMENT GUIDE (CITY ASSESSMENT POLICY)**

# City of White Bear Lake

## LOCAL IMPROVEMENT GUIDE

Adopted by the City Council  
April 1983

REVISED  
January 22, 2008

REVISED  
April 26, 2011



# Policies for Public Improvements

## INTRODUCTION

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

# Table of Contents

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

# 1 GENERAL POLICIES

## 1.1 Types of Improvements

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

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

## 1.2 Definitions

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

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

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

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

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

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

**1.3 Initiation of Public Improvement Project**

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

CONSTRUCTION IMPROVEMENT PROGRAM TIME SCHEDULE

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

**1.4 Developer’s Agreements**



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

## 2 GUIDELINES FOR DETERMINING ASSESSABLE AMOUNT

### 2.1 General Statement

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

### 2.2 Determination of Project Cost

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

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

### 2.3 Determination of Assessable Cost

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

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

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

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

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

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

### 3 METHOD OF ASSESSMENT AND APPORTIONMENT

#### 3.1 Method of Assessment by Type of Improvement

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

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

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

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

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

### **3.2 Apportionment of Non-Standard and Public Parcels**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 4 DESIGN STANDARDS

#### **4.1 Surface Improvements**

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

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

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

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

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

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

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

#### **4.2 Subsurface Improvements**

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

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

## 5 STORM SEWER ASSESSMENT

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

### 5.1 Project Area

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

### 5.2 Specific Land Use

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

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

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

## 6 CONDITIONS OF PAYMENT OF ASSESSMENT

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

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

### **6.1 Term of Assessment**

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

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

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

### **6.2 Interest Rate**

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

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



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

### **6.3 Connection Charge in Lieu of Assessment (Ordinance 638)**

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

### **6.4 Deferment of Current Payment of Special Assessment**

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

### **6.5 Assessment of Connection Charges**

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

## 7 RELATED ISSUES

### 7.1 Connection to Utility System

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

### 7.2 Payment of Connection Fees

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

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

### 7.3 Replacement of Previously Constructed Improvements

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

## 8 AMENDMENTS

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

**APPENDIX A**

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

**APPENDIX B**

Resolution Establishing Guidelines for Senior Citizen or Disabled Retiree Hardship Deferral

**APPENDIX C**

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

**APPENDIX D**

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

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:

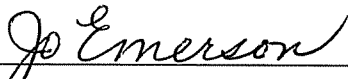
1. The City’s Assessment Policy is hereby updated as of April 26, 2011.
2. This resolution is incorporated into the Assessment Policy as Appendix “D”.
3. The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting 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>2019 PAVEMENT CONDITION MAP</b>                             |
| <b>EXHIBIT 2</b>  | <b>MILL &amp; OVERLAY PROJECT MAP –<br/>CITY PROJECT 19-04</b> |
| <b>EXHIBIT 3</b>  | <b>MILL &amp; OVERLAY MAP –<br/>CITY PROJECT 19-13</b>         |
| <b>EXHIBIT 4</b>  | <b>MILL &amp; OVERLAY MAP –<br/>CITY PROJECT 19-13</b>         |
| <b>EXHIBIT 5</b>  | <b>MILL &amp; OVERLAY MAP –<br/>CITY PROJECT 19-13</b>         |
| <b>EXHIBIT 6</b>  | <b>TRAIL REHABILITATION PROJECT–<br/>CITY PROJECT 19-14</b>    |
| <b>EXHIBIT 7</b>  | <b>TRAIL REHABILITATION PROJECT–<br/>CITY PROJECT 19-14</b>    |
| <b>EXHIBIT 8</b>  | <b>TYPICAL STREET CROSS SECTIONS<br/>CITY PROJECT 19-04</b>    |
| <b>EXHIBIT 9</b>  | <b>TYPICAL STREET CROSS SECTIONS<br/>CITY PROJECT 19-04</b>    |
| <b>EXHIBIT 10</b> | <b>TYPICAL STREET CROSS SECTIONS<br/>CITY PROJECT 19-13</b>    |

<b>EXHIBIT 11</b>	<b>TYPICAL STREET CROSS SECTIONS CITY PROJECT 19-13</b>
<b>EXHIBIT 12</b>	<b>TYPICAL STREET CROSS SECTIONS CITY PROJECT 19-13</b>
<b>EXHIBIT 13</b>	<b>TYPICAL STREET CROSS SECTIONS CITY PROJECT 19-13</b>
<b>EXHIBIT 14</b>	<b>TYPICAL TRAIL CROSS SECTIONS CITY PROJECT 19-14</b>
<b>EXHIBIT 15</b>	<b>NON-MOTORIZED TRANSPORTATION PLAN</b>
<b>EXHIBIT 16</b>	<b>PROPOSED LEMIRE LANE SIDEWALK</b>

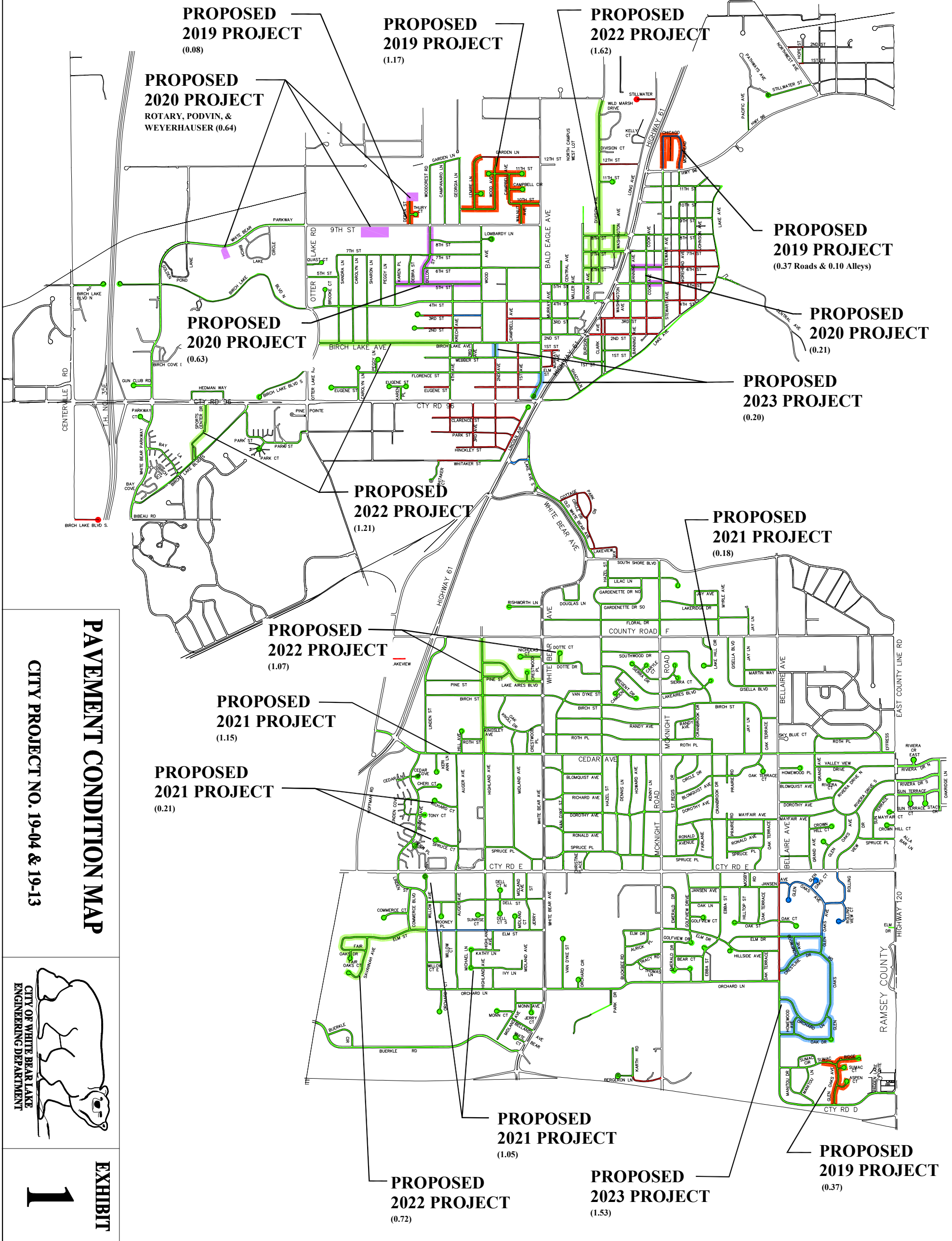
# CITY OF WHITE BEAR LAKE PROPOSED MILL & OVERLAY REHABILITATION PROGRAM 2019-2023

**PAVEMENT CONDITION**

**LEVEL 1** █  
(RECONSTRUCTED TO CURRENT  
ENGINEERING STANDARDS)

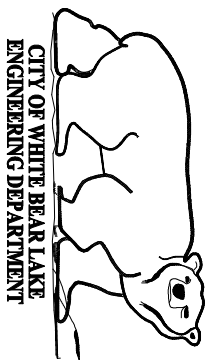
**LEVEL 2** █  
(DEVELOPER-BUILT STREETS WITH  
CONCRETE CURB & GUTTER)

**LEVEL 3** █  
(BITUMINOUS STREETS)



**PAVEMENT CONDITION MAP**

**CITY PROJECT NO. 19-04 & 19-13**



**1**

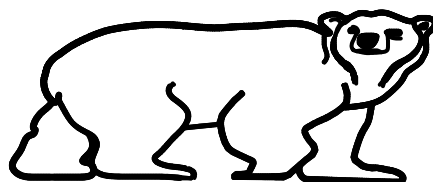
**EXHIBIT**

# CITY PROJECT 19-04



## STREET MILL & OVERLAY PROJECT MAP

CITY PROJECT NO. 19-04



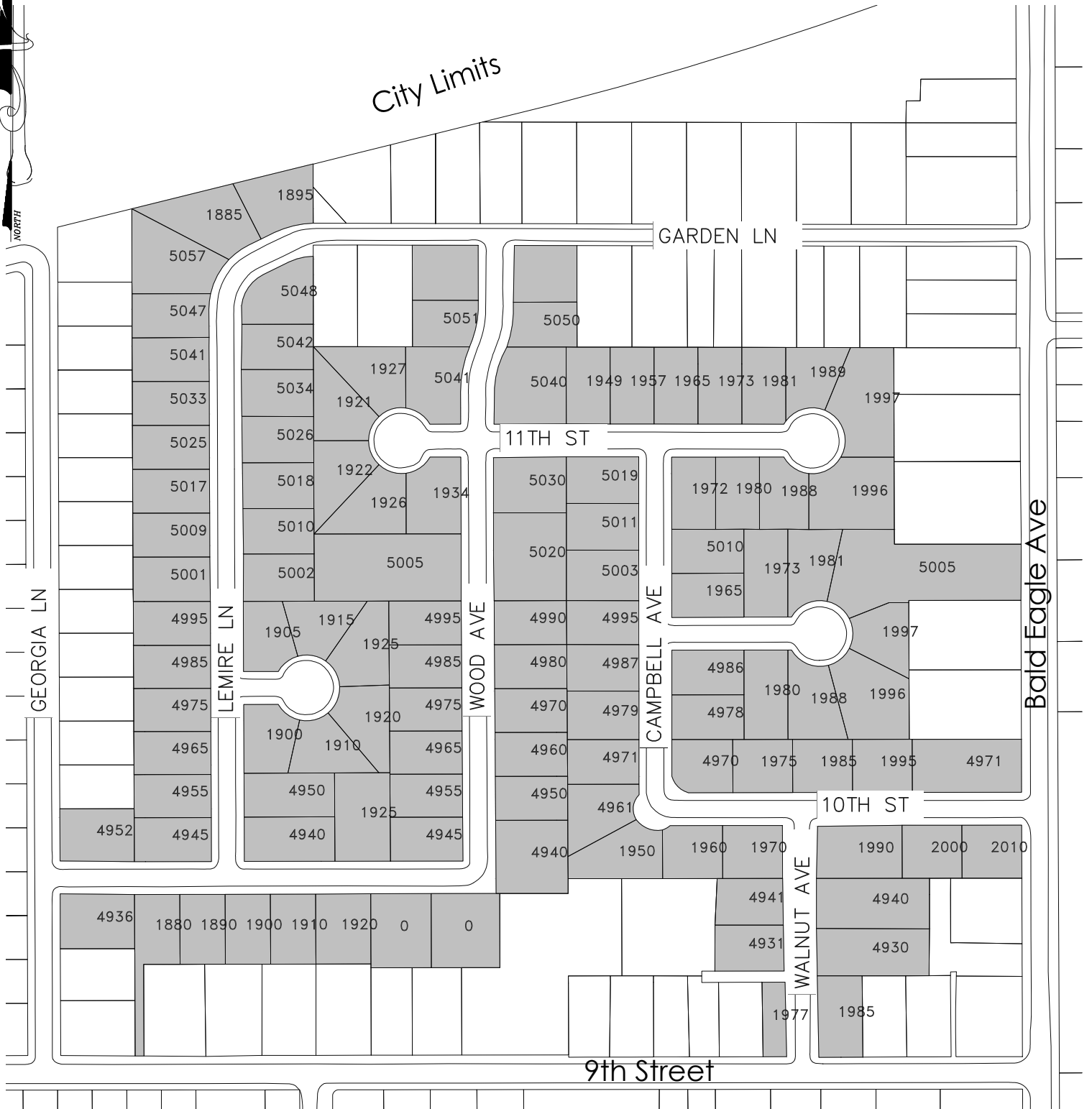
CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

2

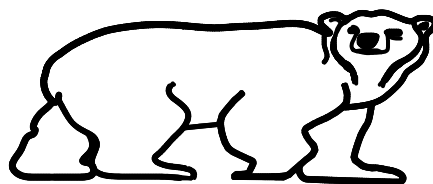
# CITY PROJECT 19-13

City Limits



## STREET MILL & OVERLAY PROJECT MAP

CITY PROJECT NO. 19-13

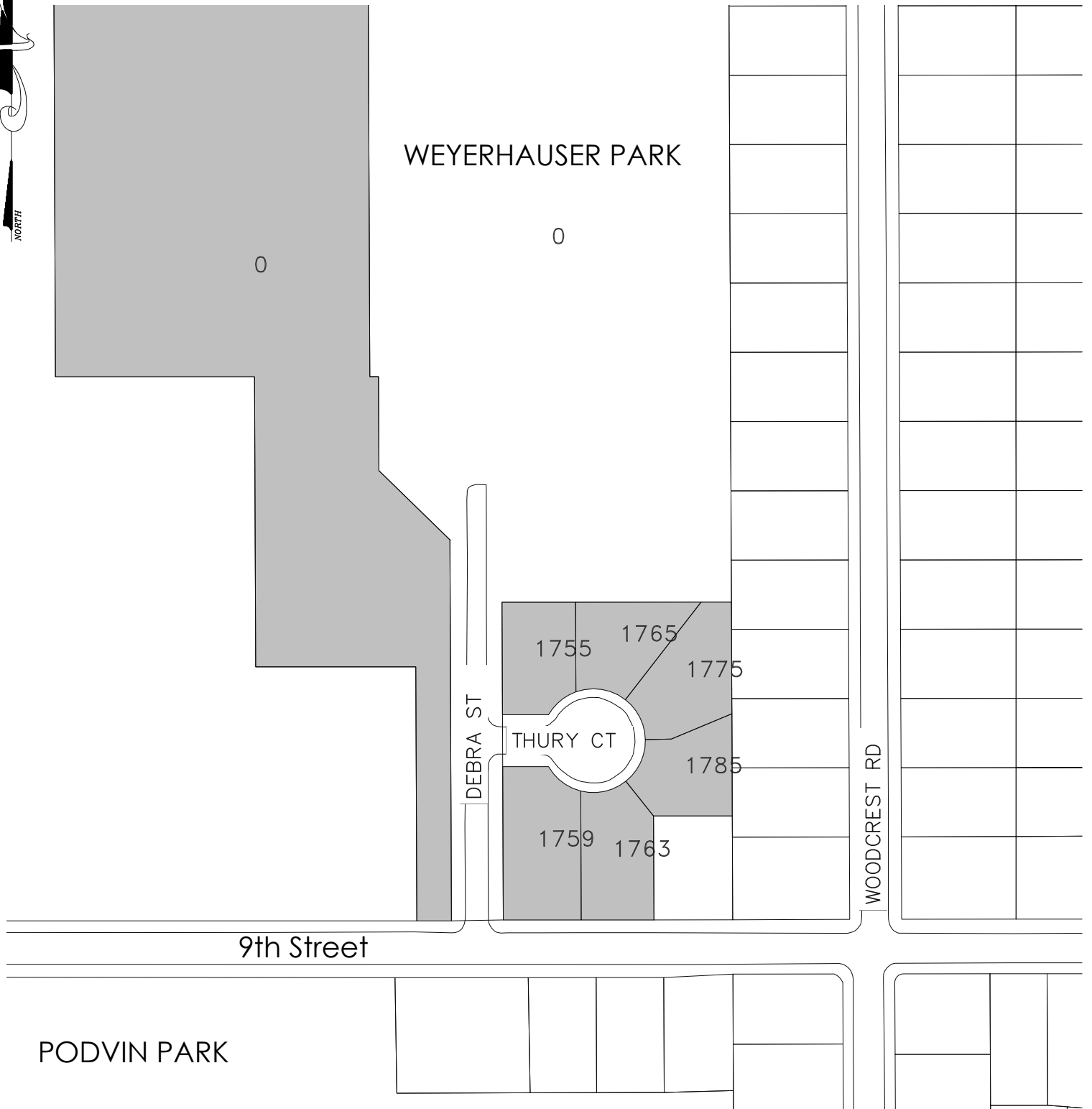


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

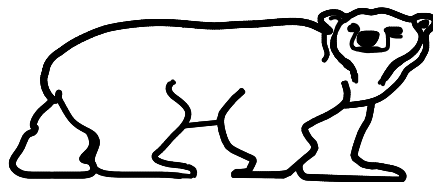
3

# CITY PROJECT 19-13



## STREET MILL & OVERLAY PROJECT MAP

CITY PROJECT NO. 19-13



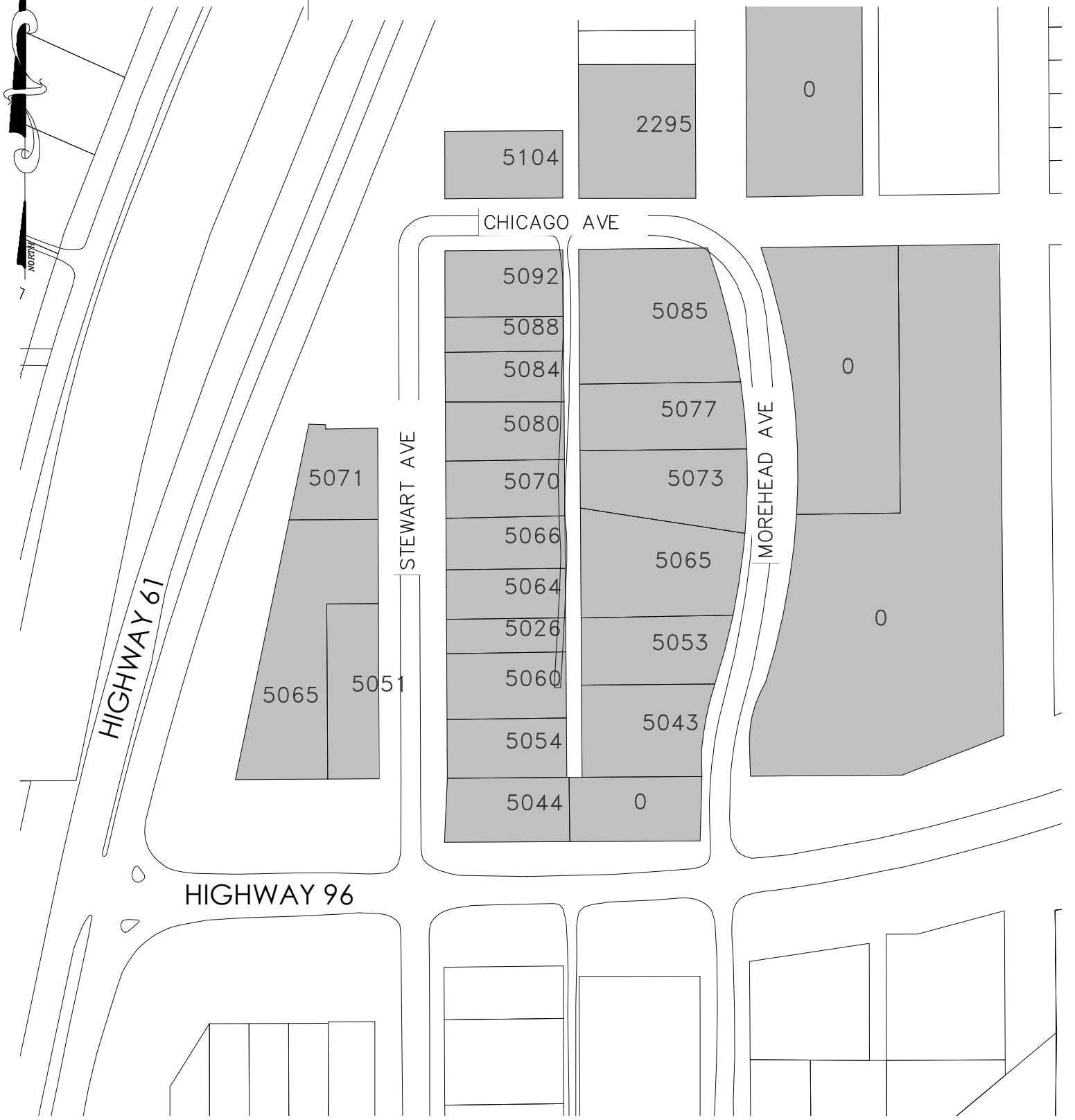
CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

4

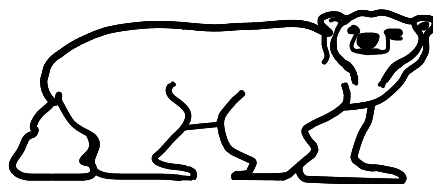


# CITY PROJECT 19-13



## STREET MILL & OVERLAY PROJECT MAP

CITY PROJECT NO. 19-13



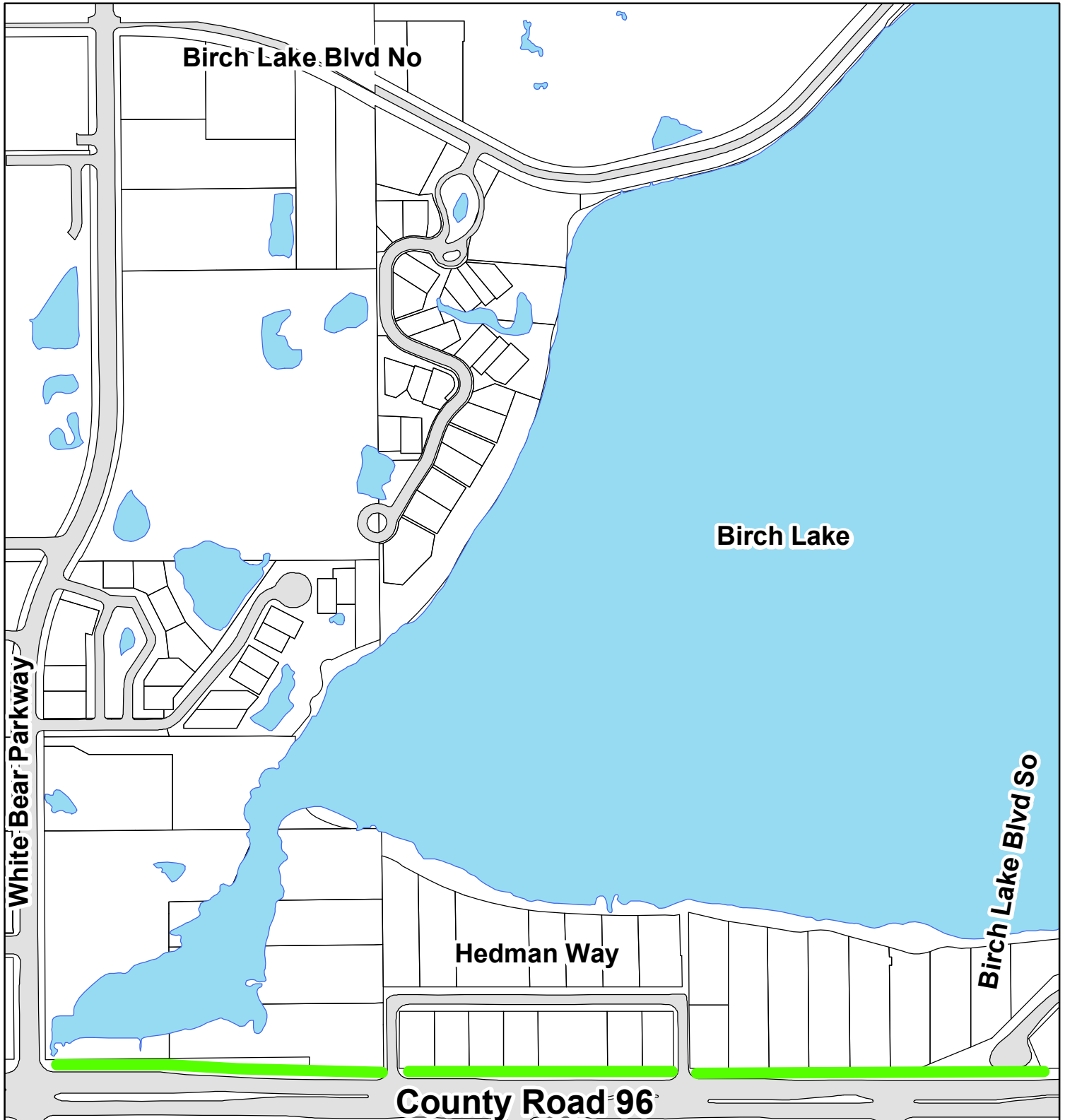
CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

5



# 2019 Trail Rehabilitation Project 19-14



Trail Reconstruction





# 2019 Trail Rehabilitation Project 19-14

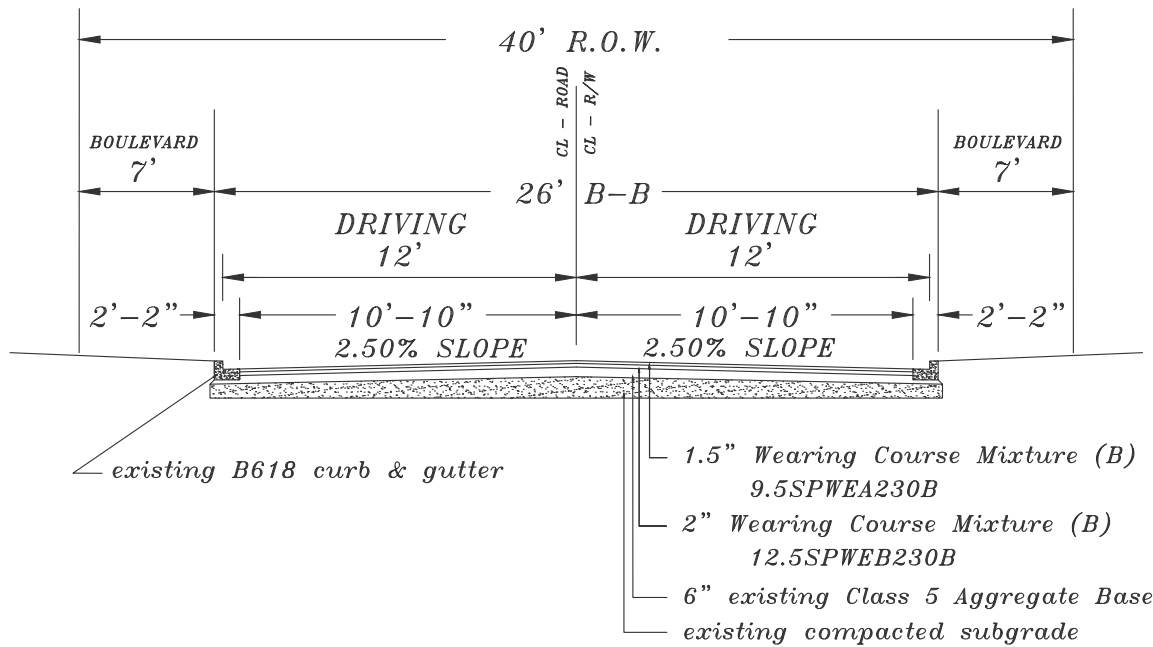


Trail Reconstruction



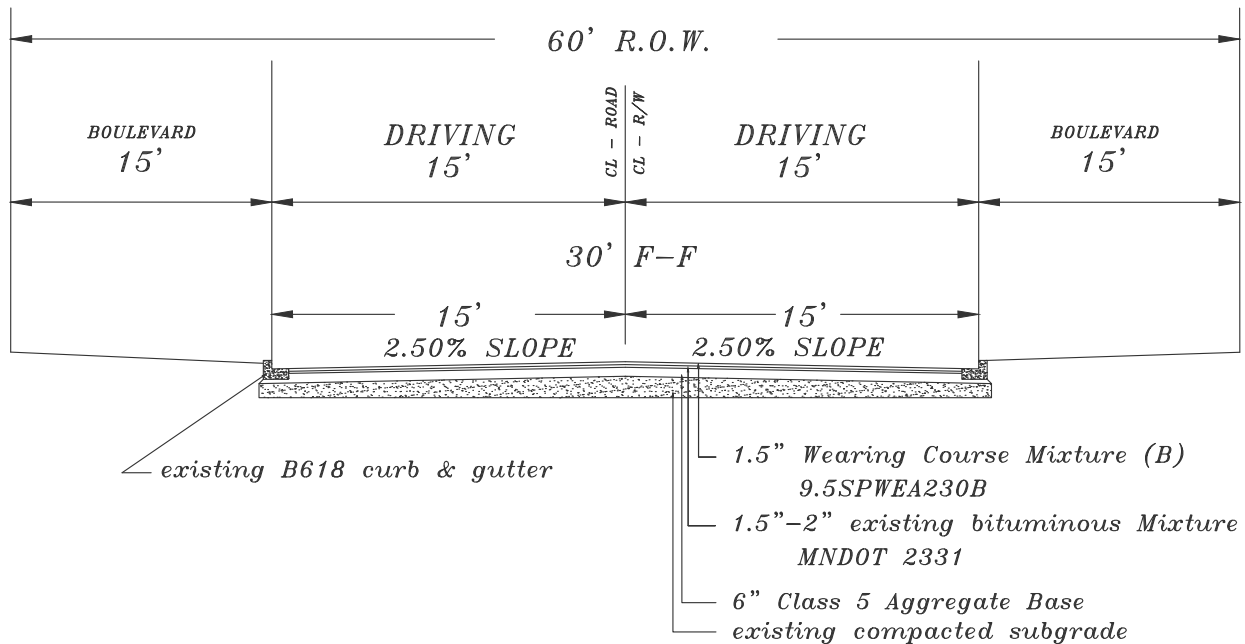
# ASPEN COURT & SUMAC COURT

GLEN OAKS AVENUE TO END CUL-DE-SAC  
26' BACK TO BACK



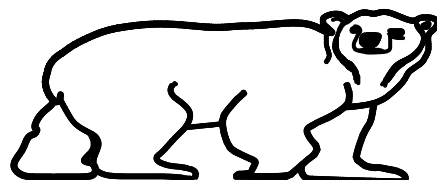
# GLEN OAKS AVENUE

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



TYPICAL STREET  
CROSS SECTIONS

CITY PROJECT NO. 19-04



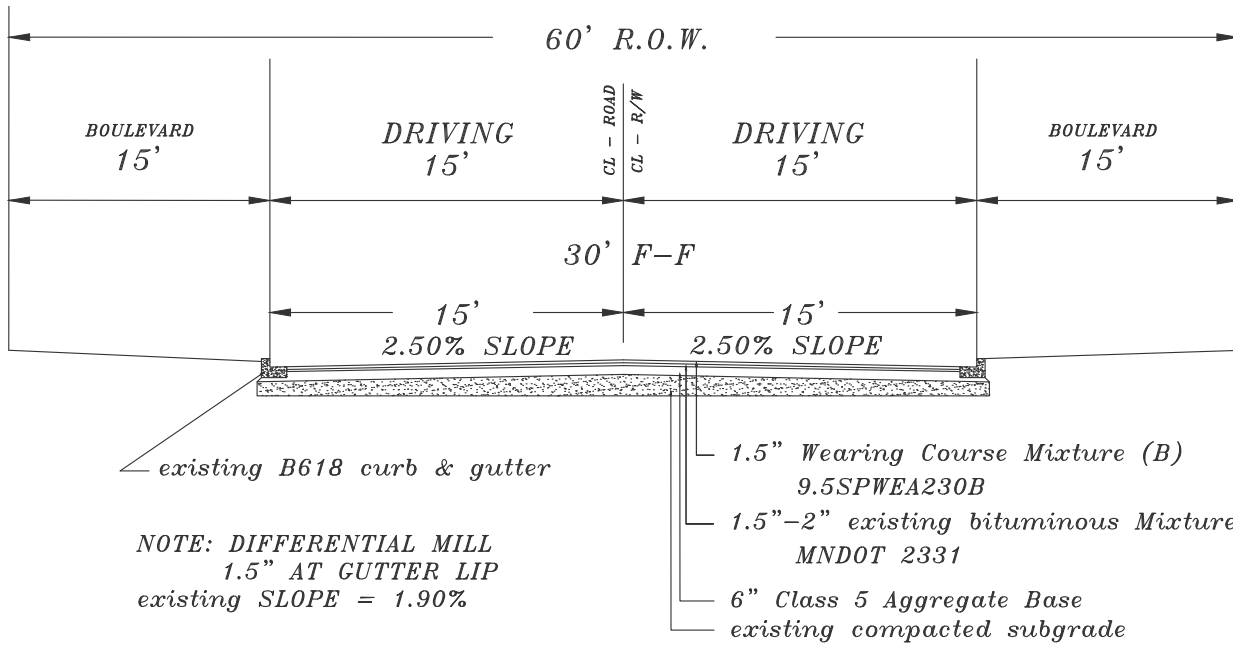
CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

8

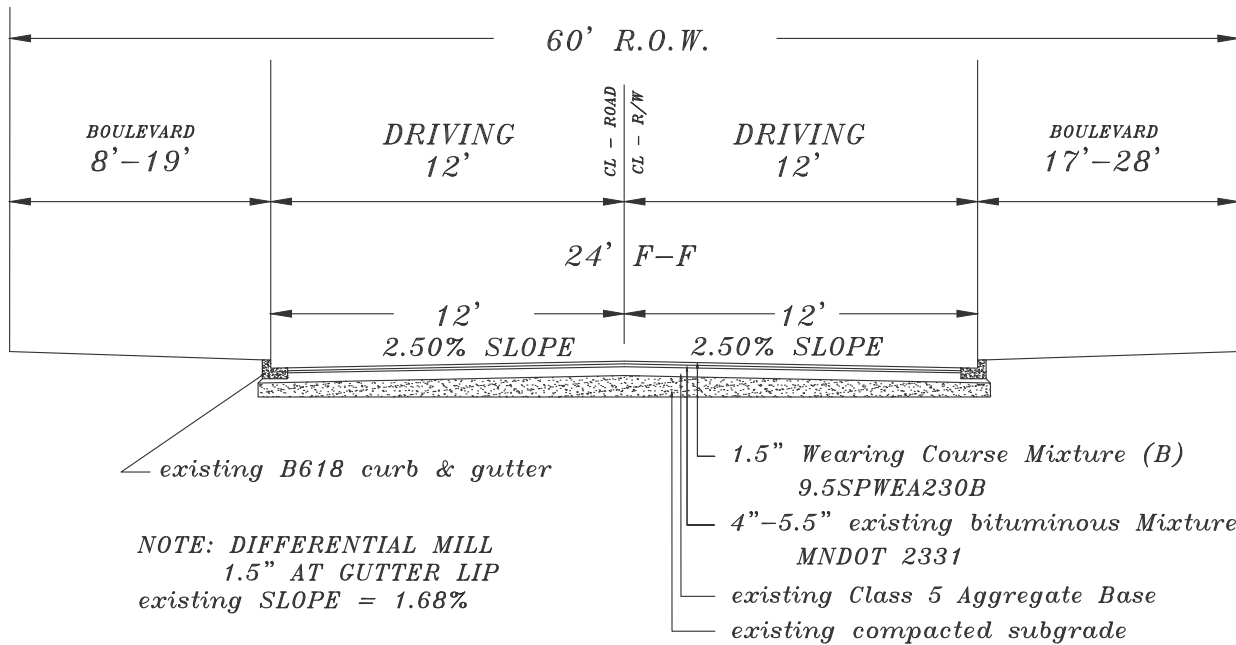
# SUMAC RIDGE

WEST END TO GLEN OAKS AVENUE  
30' FACE TO FACE



# SUMAC RIDGE

GLEN OAKS AVE TO END CUL-DE-SAC  
24' FACE TO FACE



TYPICAL STREET  
CROSS SECTIONS

CITY PROJECT NO. 19-04



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

9

# CAMPBELL AVENUE

TENTH STREET TO ELEVENTH STREET

# CAMPBELL CIRCLE

CAMPBELL AVENUE TO EAST CUL-DE-SAC

# ELEVENTH STREET EAST

WOOD AVENUE TO EAST CUL-DE-SAC

# LEMIRE CIRCLE

LEMIRE LANE TO EAST CUL-DE-SAC

# LEMIRE LANE

TENTH STREET TO LEMIRE CIRCLE

# TENTH STREET WEST

GEORGIA LANE TO WOOD AVENUE

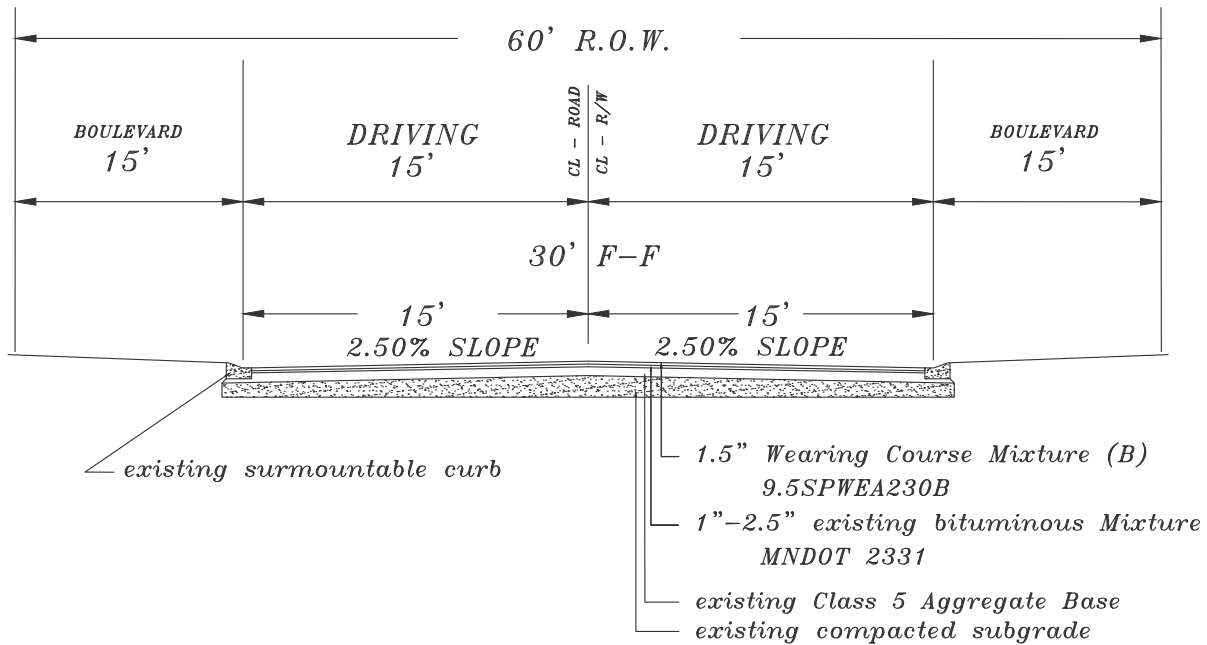
# THURY COURT

DEBRA STREET TO EAST CUL-DE-SAC

# WOOD AVENUE

TENTH STREET TO ELEVENTH STREET

30' FACE TO FACE



## TYPICAL STREET CROSS SECTIONS

CITY PROJECT NO. 19-13



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

## EXHIBIT

# 10

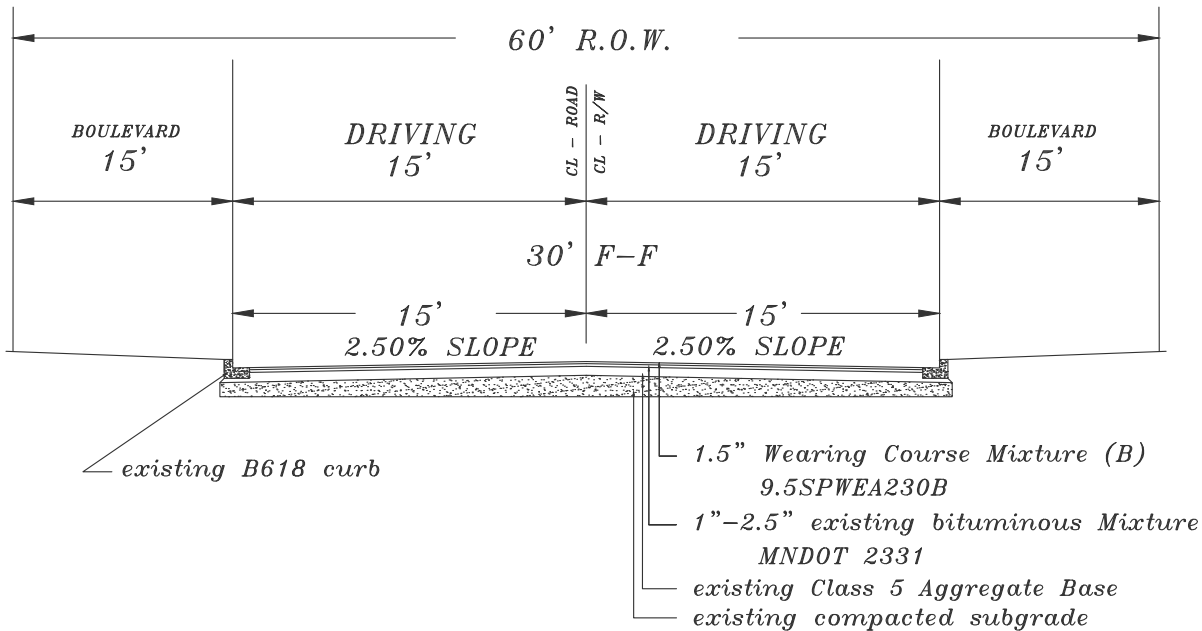
**CAMPBELL AVENUE**  
*TENTH STREET TO CAMPBELL CIRCLE*

**LEMIRE LANE**  
*LEMIRE CIRCLE TO GARDEN LANE*

**TENTH STREET EAST**  
*BALD EAGLE AVENUE TO CAMPBELL AVENUE*

**WALNUT AVENUE**  
*NINTH STREET TO TENTH STREET*

**WOOD AVENUE**  
*ELEVENTH STREET TO GARDEN LANE*  
 30' FACE TO FACE



TYPICAL STREET  
 CROSS SECTIONS

CITY PROJECT NO. 19-13



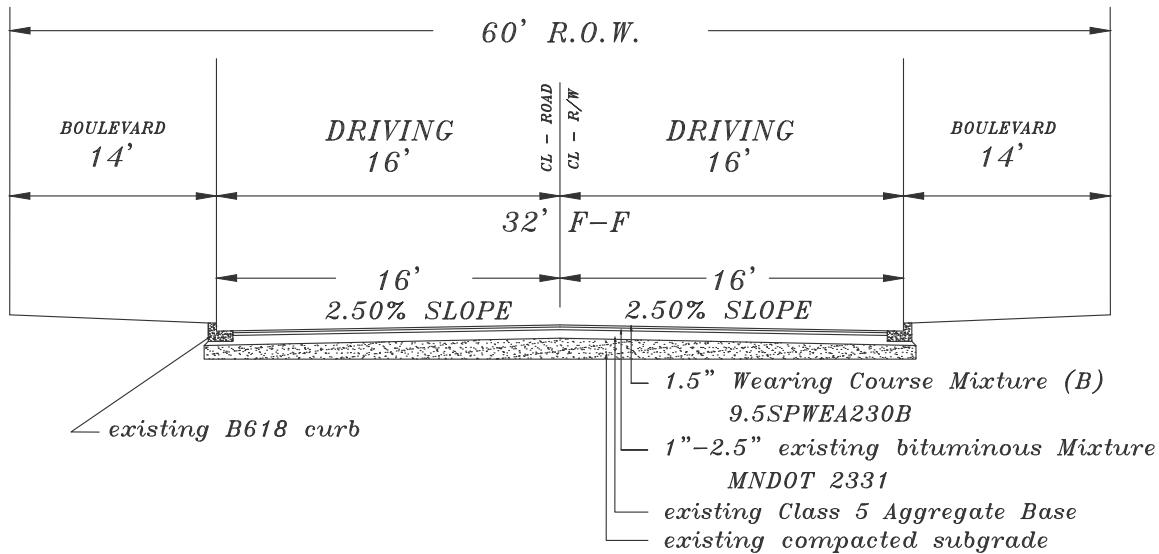
CITY OF WHITE BEAR LAKE  
 ENGINEERING DEPARTMENT

EXHIBIT

11

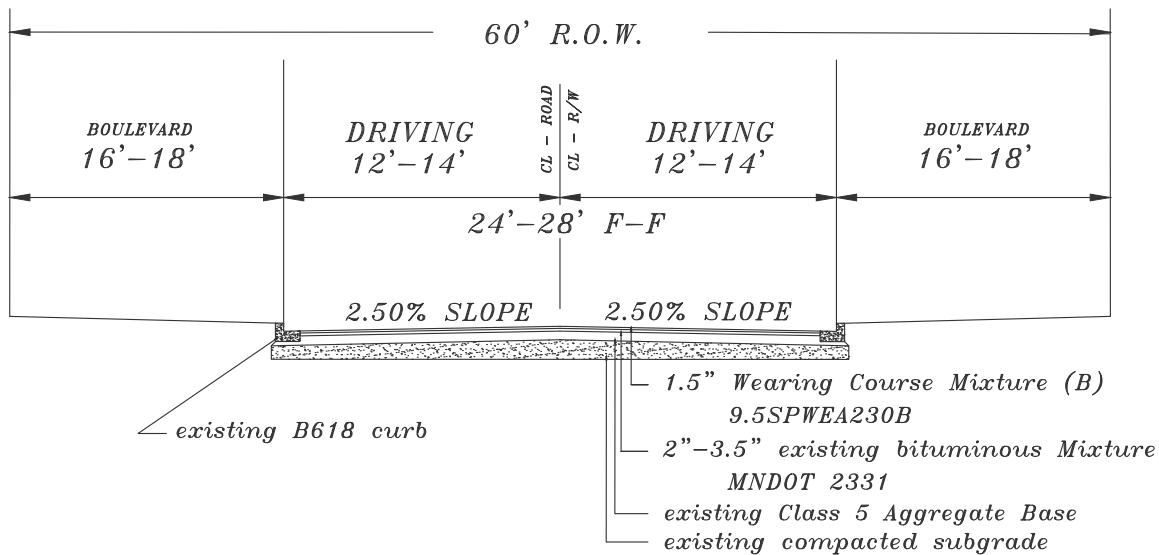
# ELEVENTH STREET WEST

WOOD AVENUE TO WEST CUL-DE-SAC  
32' FACE TO FACE



# DEBRA STREET

NINTH STREET TO THURY COURT  
24' FACE TO FACE



TYPICAL STREET  
CROSS SECTIONS

CITY PROJECT NO. 19-13



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

12



# CHICAGO AVENUE

STEWART AVE TO MOREHEAD AVE

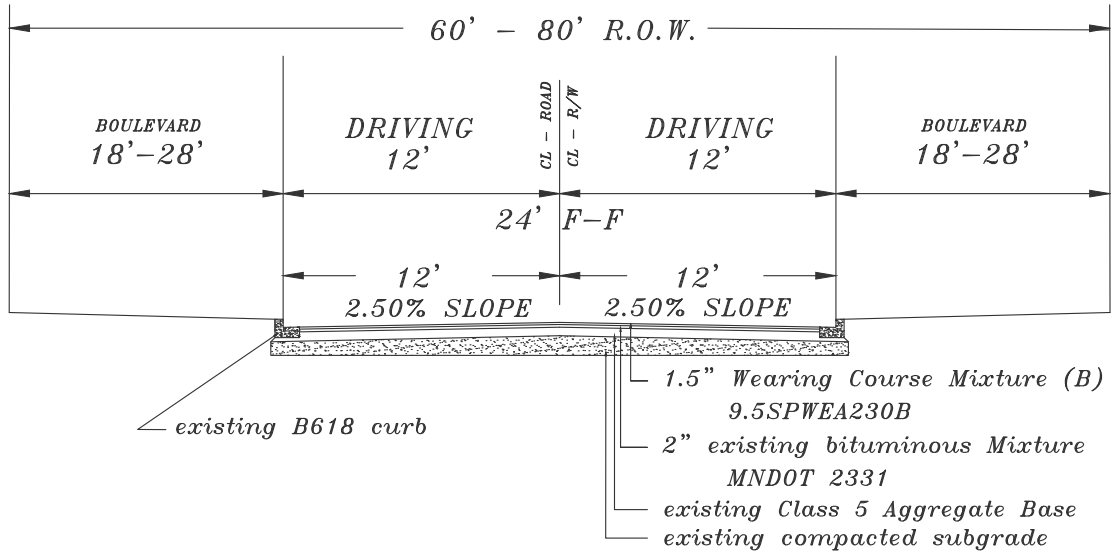
# MOREHEAD AVENUE

CHICAGO AVE TO HIGHWAY 96

# STEWART AVENUE

HIGHWAY 96 TO CHICAGO AVE

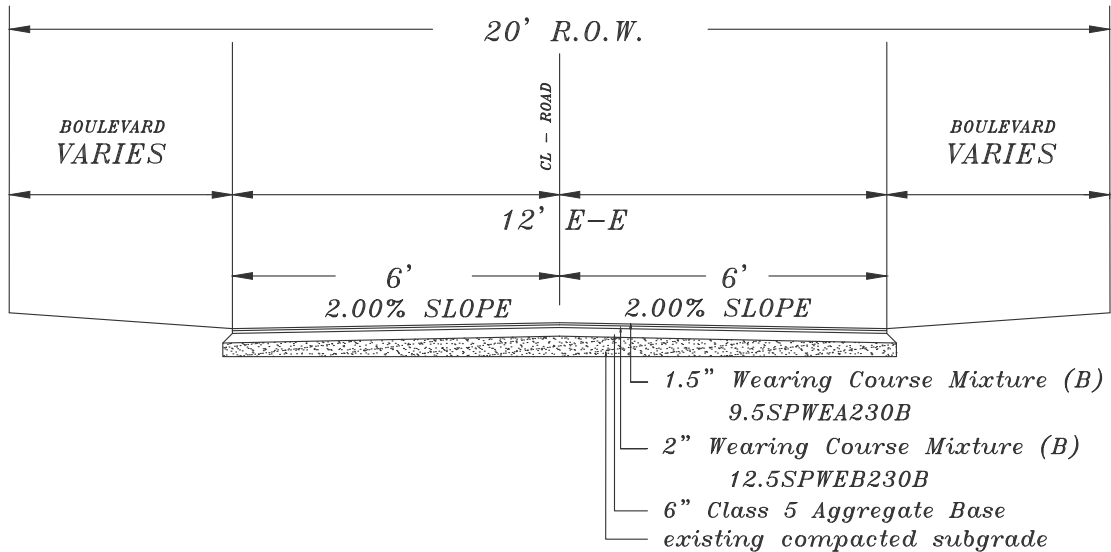
24' FACE TO FACE



# ALLEY

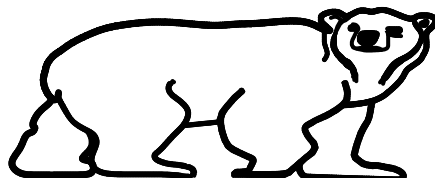
CHICAGO AVENUE TO DEAD END SOUTH

12' EDGE TO EDGE



TYPICAL STREET  
CROSS SECTIONS

CITY PROJECT NO. 19-13



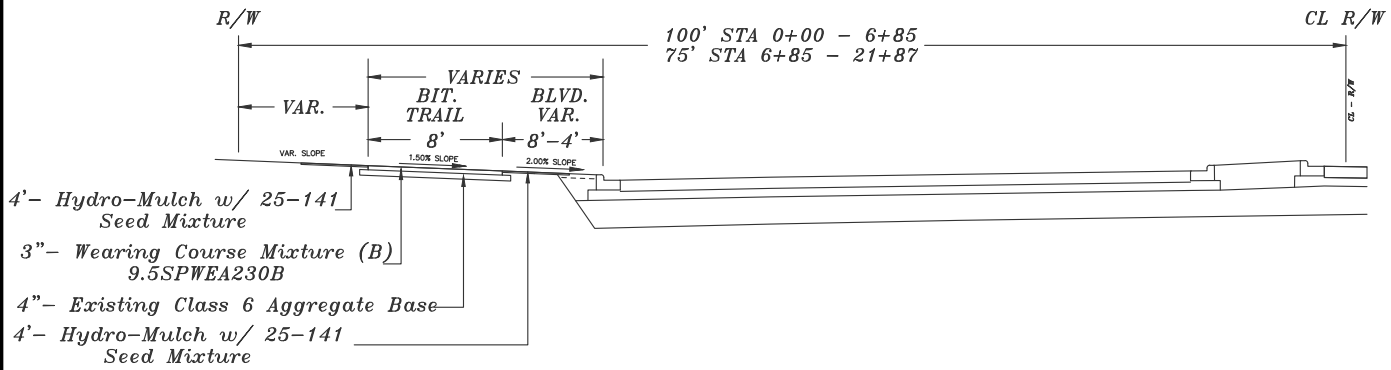
CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

13

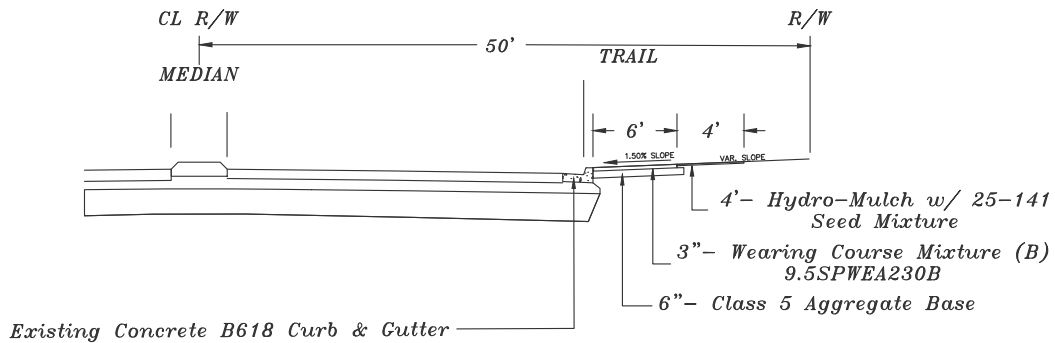
# COUNTY ROAD 96

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



# WHITE BEAR AVENUE

HIGHWAY 61 TO SOUTH SHORE BOULEVARD  
 0+60 TO 30+30  
 6' TRAIL EDGE TO EDGE



TYPICAL TRAIL  
 CROSS SECTIONS

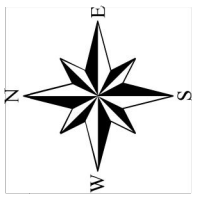
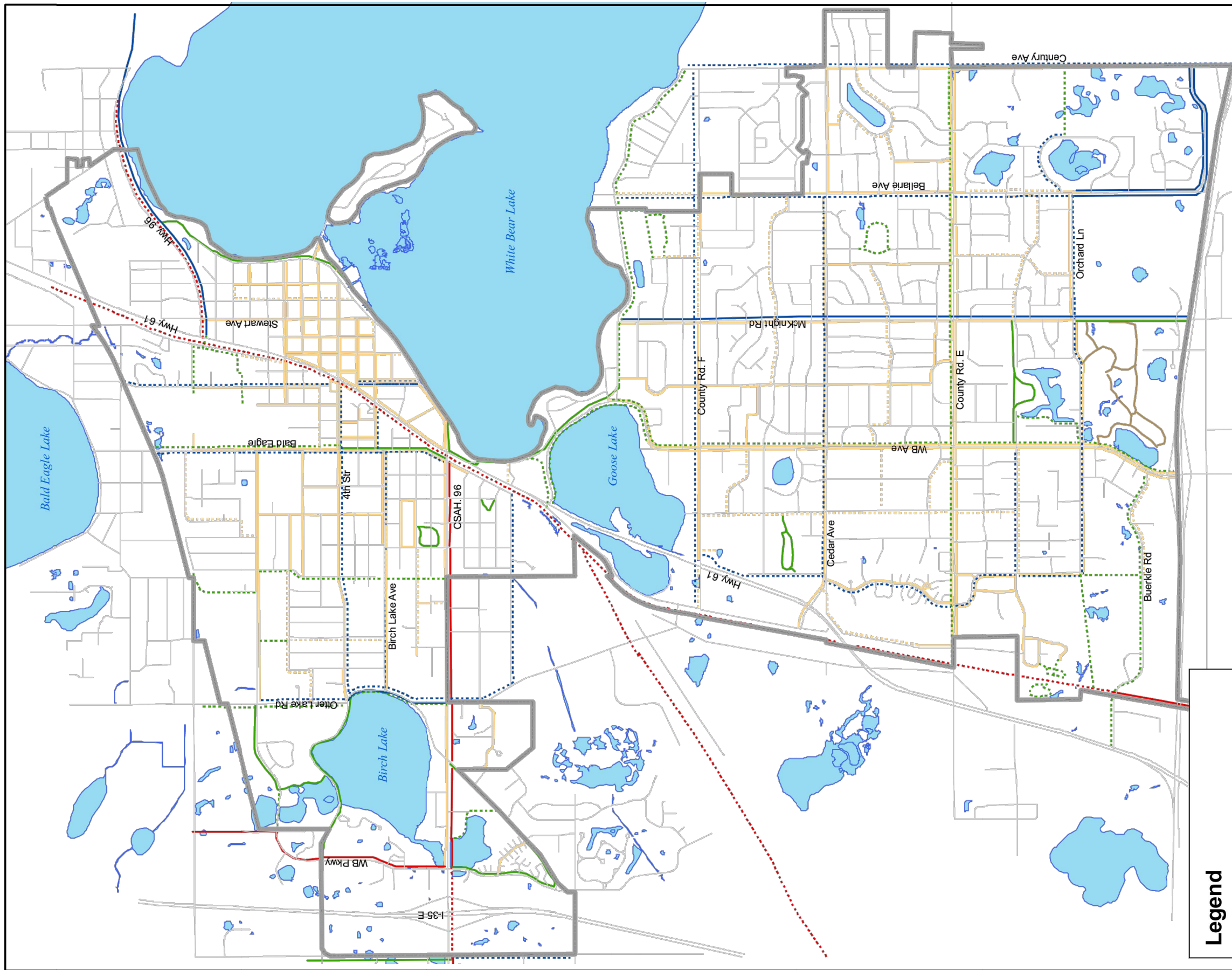
CITY PROJECT NO. 19-14



CITY OF WHITE BEAR LAKE  
 ENGINEERING DEPARTMENT

EXHIBIT

14

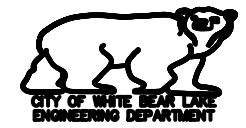


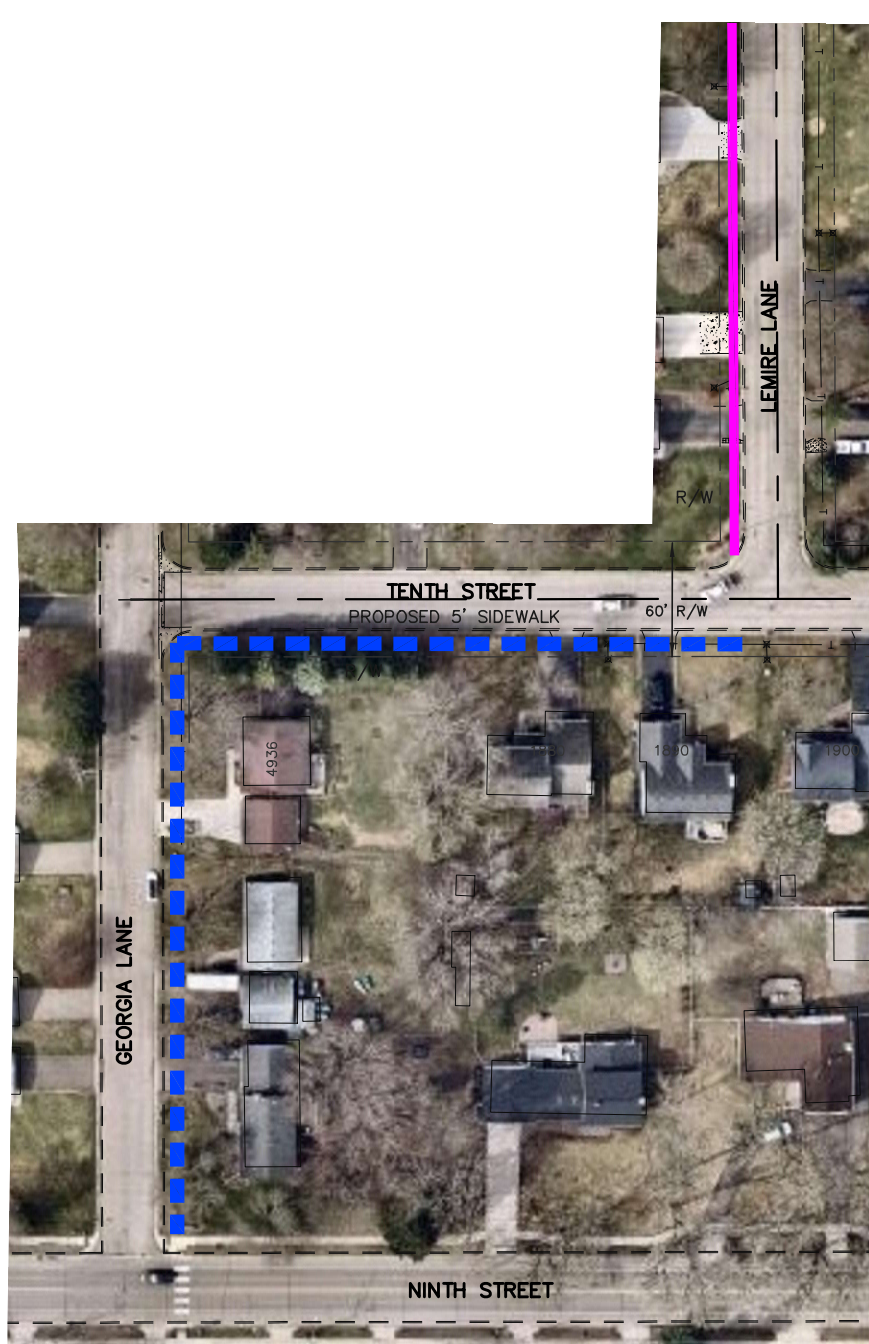
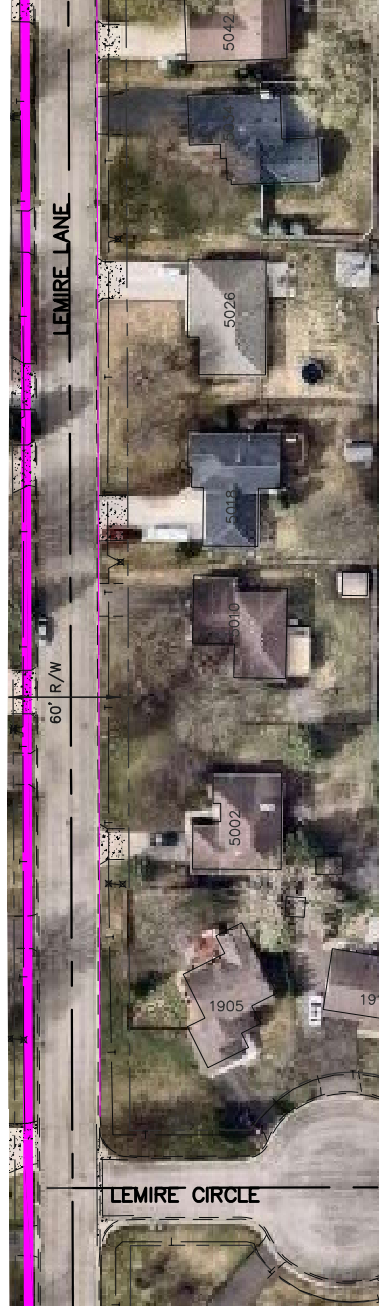
This plan is part of the City's long-range vision. All proposed routes are conceptual and may or may not be built depending upon a variety of factors.

**CITY OF WHITE BEAR LAKE  
NON-MOTORIZED  
TRANSPORTATION PLAN**  
Updated June 9, 2015  
Community Development Dept.  
For More Info, Call 651-429-8561

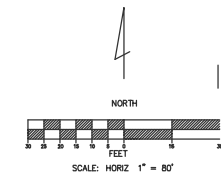
**Legend**

	Existing Regional Trail (Met-Council Approved)
	Proposed Regional Trail
	Existing Mixed-Use Trail
	Proposed Mixed-Use Trail
	Existing On-Road Bike Lane
	Proposed On-Road Bike Lane
	Existing Sidewalk
	Proposed Sidewalk
	Woodchip or Gravel

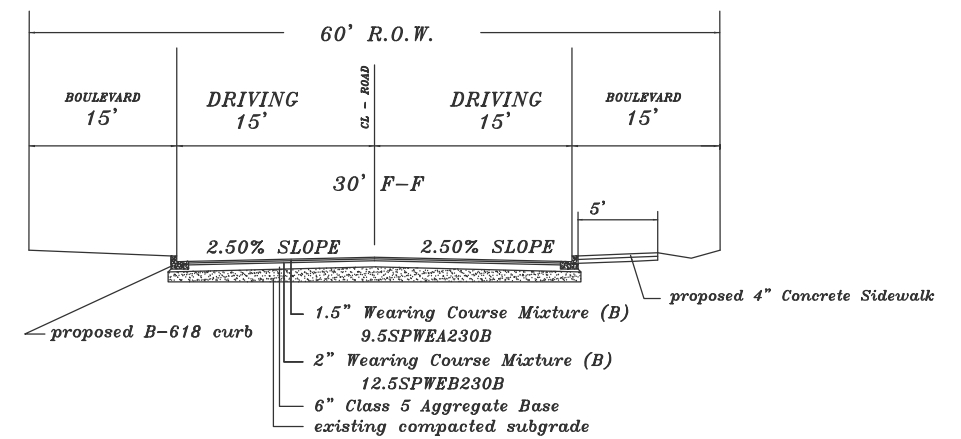




PROPOSED SIDEWALK 2019  
 PROPOSED SIDEWALK FUTURE



**19-06**  
**LEMIRE LANE**  
 LEMIRE LANE - BALD EAGLE AVENUE  
 30' FACE TO FACE





City of White Bear Lake  
Engineering Department

## MEMORANDUM

**To:** Ellen Hiniker, City Manager

**From:** Paul Kauppi, Public Works Director/City Engineer

**Date:** February 7, 2019

**Subject:** **Receiving Feasibility Reports and Ordering Public Hearings for the Proposed 2019 Street Reconstruction Project and 2019 Mill & Overlay Project, City Project Nos. 19-01, 19-04, 19-06 & 19-13**

---

### BACKGROUND

The City of White Bear Lake owns and maintains a large network of public infrastructure including pavement, underground utilities, a water treatment plant and storage reservoirs, decorative street lighting, municipal buildings, parks grounds, and much more. Like everything 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.

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.

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

“Routine” maintenance is performed annually on city streets. Routine maintenance includes crack repair, filling potholes, patching, and temporary thin overlays. New streets typically receive minimal routine maintenance; however, as the roadway ages and becomes more distressed, the required maintenance becomes more frequent and expensive.

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

A mill and overlay project consists of milling (grinding) off the top surface of asphalt. Then a new layer of asphalt is applied creating a smooth even driving surface, which extends the overall life of the roadway. This type of project extends the length of time required between street reconstruction. The City will need to increase the use of this pavement rehabilitation practice in order to maintain the serviceability of its pavement infrastructure.

### **SUMMARY**

The Engineering Department has prepared a Feasibility Report for a proposed 2019 Street Reconstruction Project. The streets included in the Feasibility Report for 2019 Street Reconstruction are:

- **Morehead Avenue** (from Lake Avenue to Seventh Street)
- **Johnson Avenue** (from Fourth Street to Seventh Street)
- **Fourth Street** (from Stewart Avenue to Johnson Avenue)
- **Fifth Street** (from Stewart Avenue to Lake Avenue)
- **Sixth Street** (from Stewart Avenue to Lake Avenue)
- **Seventh Street** (from Stewart Avenue to Lake Avenue)
- **Alleys** (Various alleys throughout the project area)
- **Garden Lane** (from Lemire Lane to Bald Eagle Avenue)

The Feasibility Report describes the current condition of the pavements, 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 projects. The report concludes that the improvements are necessary and feasible from an engineering perspective.

The Engineering Department has also prepared a Feasibility Report for a proposed 2019 Mill & Overlay Project. These streets included in the Mill & Overlay Project have deteriorating asphalt wear courses but the base course and gravel base are in good condition. The streets can be improved by replacing the asphalt wearing course. The streets included in the 2019 Mill & Overlay Project include:

- **Glen Oaks Avenue** (from County Road D to Sumac Ridge)
- **Aspen Court** (from Glen Oaks Avenue to Cul-de-sac)
- **Sumac Court** (from Glen Oaks Avenue to Cul-de-sac)
- **Sumac Ridge** (300' West of Glen Oaks Avenue to Cul-de-sac)
- **Chicago Avenue** (from Stewart Avenue to Morehead Avenue)
- **Morehead Avenue** (from State 96 to Chicago Avenue)
- **Stewart Avenue** (from State 96 to Chicago Avenue)
- **Alley** (from Chicago Avenue to South)
- **Campbell Avenue** (from Tenth Street to Eleventh Street)
- **Campbell Circle** (from Campbell Avenue to End Cul-de-sac)
- **Debra Street** (from Ninth Street to Parking Lot)
- **Eleventh Street** (from End Cul-de-sac to End Cul-de-sac)
- **Lemire Circle** (from Lemire Lane to End Cul-de-sac)
- **Lemire Lane** (from Tenth Street to Garden Lane)
- **Tenth Street** (from Georgia Lane to Wood Avenue)
- **Tenth Street** (from Campbell Avenue to Bald Eagle Avenue)

- **Thury Court** (from Debra Street to End Cul-de-sac)
- **Walnut Street** (from Ninth Street to Tenth Street)
- **Wood Avenue** (from Tenth Street to Garden Lane)

All streets included in this report have deteriorated to a point where rehabilitation is necessary. The proposed project will consist of milling off the existing pavement surface along with spot repairs of concrete curb and gutter.

The Feasibility Report also includes the proposed assessment rolls, which have been prepared for these projects. The proposed assessment rolls prepared for these projects follow the guidelines of the City Assessment Policy and recommendations from our appraisal consultant Dahlen, Dwyer, Foley & Tinker, Inc. Special considerations provided for in the policy for irregular shaped lots, large lots, corner lots and cul-de-sac lots have been followed.

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

Based on current improvement cost estimates, the proposed street reconstruction assessment rates would be \$39.34 per assessable foot for residential properties, \$51.73 per assessable foot for apartments and \$62.78 per assessable foot for commercial properties. The corresponding mill and overlay assessment rates would be \$13.79 per assessable foot for residential properties, \$18.04 per assessable foot for apartments and \$21.96 per assessable foot for commercial properties. These rates are 3% higher than the rates used in 2018 to account for increases in construction prices. Funding for the proposed 2019 street improvement projects is detailed in the feasibility report (Appendix H and Appendix D) and is further explained in a memorandum from Finance Director, which will be forwarded to the City Council.

### **PUBLIC IMPROVEMENT PROCESS**

The preparation of a Feasibility Report on the proposed 2019 Street Reconstruction Project and 2019 Mill & Overlay Project is part of the formal process that the City Council must follow (in accordance with MN Statute 429) when proceeding with public improvements that include special assessments to property owners as part of the funding source. If the Council desires to proceed with the improvement process, the next step would be to hold a public hearing for property owners to discuss the project directly with the City Council. At a public hearing, the Engineering Department would present an overview of the proposed improvements, the estimated costs and the proposed funding sources. Property owners would have the opportunity to ask questions regarding the proposed improvements and assessments or express concerns about any aspect of the process. Following the public hearing, the Council will be asked to consider whether or not to proceed with the project and order the project advertised for bids, if it desired to proceed. Once bids are received, the Council will be asked to consider the award of a contract prior to construction starting in the summer.

### **RECOMMENDED COUNCIL ACTION**

Staff recommends the Council formally receive the Feasibility Report and order public hearings on the improvements for March 12, 2019.

### **ATTACHMENTS**

Resolution

Feasibility Reports

**RESOLUTION NO.:**

**A RESOLUTION RECEIVING FEASIBILITY REPORT  
AND ORDERING A PUBLIC HEARING FOR  
2019 STREET RECONSTRUCTION PROJECT /  
2019 MILL AND OVERLAY PROJECT  
CITY PROJECT NOS. 19-01, 19-04, 19-06 & 19-13**

WHEREAS, PURSUANT TO City Council direction on December 11, 2018, a Feasibility Report has been prepared by the Engineering Department with reference to the 2019 Street Reconstruction Project and the 2019 Mill and Overlay Project, City Project Nos. 19-01, 19-06 & 19-13 – and these reports were received by the City Council on February 12, 2019.

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

1. The City Council accepts the Feasibility Report for the 2019 Street Reconstruction Project and 2019 Mill and Overlay Project.
2. The City Council will consider the improvement of such Street Reconstruction on **Morehead Avenue** (Lake Avenue to Seventh Street), **Johnson Avenue** (Fourth Street to Seventh Street), **Fourth Street** (Stewart Avenue to Johnson Avenue), **Fifth Street** (Stewart Avenue to Lake Avenue), **Sixth Street** (Stewart Avenue to Lake Avenue), **Seventh Street** (Stewart Avenue to Lake Avenue), **Various Alleys** and **Garden Lane** (Lemire Lane to Bald Eagle Avenue) 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.
3. The City Council will consider the improvement of such Mill and Overlay on **Glen Oaks Avenue** (County Road D to Sumac Ridge), **Aspen Court** (Glen Oaks Avenue to Cul-de-sac), **Sumac Court** (Glen Oaks Avenue to Cul-de-sac), **Sumac Ridge** (300' West of Glen Oaks Avenue to Cul-de-Sac), **Chicago Avenue** (Stewart Avenue to Morehead Avenue), **Morehead Avenue** (State 96 to Chicago Avenue), **Stewart Avenue** (State 96 to Chicago Avenue), **Alley** (Chicago Avenue to South), **Campbell Avenue** (Tenth Street to Eleventh Street), **Campbell Circle** (Campbell Avenue to End Cul-de-sac), **Debra Street** (Ninth Street to Parking Lot), **Eleventh Street** (End Cul-de-sac to End Cul-de-sac), **Lemire Circle** (Lemire Lane to End Cul-de-sac), **Lemire Lane** (Tenth Street to Garden Lane), **Tenth Street** (Georgia Lane to Wood Avenue), **Tenth Street** (Campbell Avenue to Bald Eagle Avenue), **Thury Court** (Debra Street to End Cul-de-sac), **Walnut Street** (Ninth Street to Tenth Street), and **Wood Avenue** (Tenth Street to Garden Lane) 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.



**RESOLUTION NO.:**

4. A public hearing shall be held on such proposed improvements on the 12<sup>th</sup> day of March, 2019, 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 State Statute 429.

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

Ayes:  
Nays:  
Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

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



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

# M E M O R A N D U M

**To:** Ellen Richter, City Manager

**From:** Paul Kauppi, Public Works Director/City Engineer

**Date:** February 5, 2019

**Subject:** **Approval of Change Orders for the White Bear Lake Sports Center Renovation Project, City Project 18-09**

## **BACKGROUND / SUMMARY**

The City entered into contracts with 16 work divisions for the White Bear Lake Sports Center Renovation Project. During the course of the project, additional work/changes were made in each of the 16 work divisions. While the details will be outlined in the resolution, the basic changes in each contract are as follows:

<b>Contractor</b>	<b>Original Amount</b>	<b>Revised Contract Amount</b>	<b>Difference</b>
Northland Concrete & Masonry Company	\$154,970.00	\$177,172.00	\$22,202.00
Ebert, Inc.	\$344,000.00	\$365,910.84	\$21,910.84
Palmer West Construction Co, Inc	\$33,400.00	\$34,180.00	\$780.00
Minnkota Architectural Products Co., Inc.	\$824,428.00	\$831,935.36	\$7,507.36
Brin Glass Company (Labor)	\$34,300.00	\$38,913.00	\$4,613.00
Brin Glass Company (Materials)	\$127,700.00	\$130,175.00	\$2,475.00
Grazzini Brothers & Company	\$19,250.00	\$19,979.00	\$729.00
All-American Area Products (Labor)	\$9,050.00	\$10,800.00	\$1,750.00
All-American Area Products (Products)	\$29,500.00	\$39,520.00	\$10,020.00
Steinbrecher Painting Comp	\$20,000.00	\$59,000.00	\$39,000.00
Rink-Tec International, Inc.	1,259,79.00	\$1,296,633.07	\$36,836.07
Becker Arena Products, Inc. (Labor)	\$33,682.00	\$33,922.00	\$240.00
Becker Arena Products, Inc. (Materials)	\$28,276.74	\$31,083.74	\$2,807.00
SCR, Inc.	\$508,000.00	\$531,866.73	\$23,886.73
AE2 Construction, LLC dba EIM	\$369,883.00	\$380,826.12	\$10,943.12

Company			
Minnesota Utilities and Excavating, LLC	\$165,985.00	\$173,672.00	\$7,687.00

The total change order will result in an increased cost of \$193,387.12. The original amount of the contracts was \$4,072,418.03 with alternates of \$43,591.71 for a total project contract amount of \$4,116,009.74. The final contract amount including alternates and Change Order #1 will be \$4,309,396.86.

**RECOMMENDED COUNCIL ACTION**

Staff recommends Council approve Change Order No. 1 for \$193,387.12 for the White Bear Lake Sports Center Renovation Project. This change order brings in final project costs under budget by approximately \$50,000, (\$5.3M project budget).

**ATTACHMENTS**

Resolution

**RESOLUTION NO.:**

**RESOLUTION APPROVING CHANGE ORDERS  
FOR THE SPORTS CENTER RENOVATION PROJECT**

**CITY PROJECT NO.: 18-09**

WHEREAS, the Sports Center Renovation Project has been completed, and

WHEREAS, the Project was constructed with 23 separate contracts to take advantage of tax savings where materials were purchased by the City, and

WHEREAS, the City desires to revise 16 contracts which incurred changes during the course of the work for the White Bear Lake Sports Center Renovation; and

WHEREAS, the City Council, on December 12, 2017, awarded the contract for the White Bear Lake Sports Center Renovation in the amount of \$4,072,418.03 with the total amount of alternates of \$43,591.71 for a total contract amount of \$4,116,009.74; and

WHEREAS, it has now become desirable to modify the original contracts as follows:

<b>Subcontract: 1721044-WS 03-A WS 03-A Concrete - Northland Concrete &amp; Masonry Company, LL</b>				
<b>Original Amount: 154,970.00</b>				
1	Concrete changes per JLG PR #1.	7/9/2018	\$490.00	
1	Changes per JLG PR #2.	7/9/2018	\$2,580.00	
1	No cost change per REVISED ASI #1.	7/9/2018	\$0.00	
2	Foundation Insulation.	9/17/2018	\$1,080.00	
3	CO #10 - Added stoop per RFI #6.	10/3/2018	\$2,390.00	
3	CO #9 - Infill patch block in bathrooms.	10/3/2018	\$3,180.00	
3	Patch block at bathrooms.	10/3/2018	\$3,220.00	
4	Added Curb and Gutter.	10/29/2018	\$660.00	
4	Deduct underslab insulation.	10/29/2018	(\$930.00)	
4	Block patching at bathrooms.	10/29/2018	\$1,310.00	
4	PR #3 - Updates to first aid room.	10/29/2018	(\$668.00)	
5	CO #12 - Poured stoop on Northside.	11/27/2018	\$4,730.00	
5	CO #14 - Remove and replace damaged sidewalk.	11/27/2018	\$1,930.00	
5	CO #13 - Tear out & thicken footings for bleachers.	11/27/2018	\$2,230.00	
	<b>Change Order Amount</b>		\$22,202.00	
	<b>New Contract Amount</b>			\$177,172.00

<b>Subcontract: 1721044-WS 06-A Carpentry Package - Ebert, Inc.</b>				
<b>Original Amount: 344,000.00</b>				
1	Changes per JLG PR #2.	7/23/2018	\$4,729.66	
1	No cost change per REVISED ASI #1.	7/23/2018	\$0.00	
1	No cost change per ASI #1.	7/23/2018	\$0.00	
1	BC - Room 105 changes.	7/23/2018	(\$5,595.00)	
1	Illuminated Signage.	7/23/2018	\$13,927.20	
2	Changes per JLG PR #3.	7/23/2018	\$652.30	
2	Air Barrier 1 product change.	7/23/2018	(\$7,824.00)	
2	Work Order's #1-3.	7/23/2018	\$2,092.77	

3	Changes per JLG PR #4.	7/23/2018	\$6,394.22	
4	Extra ACT.	10/29/2018	\$1,029.00	
5	WS 06-A: Ebert Allowance	11/13/2018	(\$303.09)	
5	JLG PR #7 - Added hardware per State Inspector.	11/13/2018	\$4,338.60	
5	WO #6 - Hang baby changing station.	11/13/2018	\$937.50	
5	Infill windows in vestibule 100.	11/13/2018	\$777.68	
5	WO #5 - Exterior Demoed door openings.	11/13/2018	\$754.00	
	<b>Change Order Amount</b>		\$21,910.84	
	<b>New Contract Amount</b>			\$365,910.84

**Subcontract: 1721044-WS 07-A Roofing Package – Palmer WestConstruction, Inc.**

**Original Amount: 33,400.00**

1	Added penetrations and repair work.	10/26/2018	\$780.00	
	<b>Change Order Amount</b>		\$780.00	
	<b>New Contract Amount</b>			\$34,180.00

**Subcontract: 1721044-WS 07-B Roof & Wall Panels - Minnkota Architectural Products Co., Inc.**

**Original Amount: 824,428.00**

1	No cost change per REVISED ASI #1.	11/13/2018	\$0.00	
1	Wall Girts.	11/13/2018	\$2,980.01	
1	No cost change per ASI #1.	11/13/2018	\$0.00	
2	Translucent Panels Gutter Re-Work/	1/17/2019	\$4,527.35	
	<b>Change Order Amount</b>		\$7,507.36	
	<b>New Contract Amount</b>			\$831,935.36

**Subcontract: 1721044-WS 08-A (L) Storefront/Translucent/Glazing - Brin Glass CompanyDBA Br**

**Original Amount: 34,300.00**

1	Weld and bolt 100 lineal ft. of steel.	10/3/2018	\$1,317.00	
1	(L) 100 Lineal ft. of aluminum flashing.	10/3/2018	\$3,296.00	
	<b>Change Order Amount</b>		\$4,613.00	
	<b>New Contract Amount</b>			\$38,913.00

**Subcontract: 1721044-WS 08-A (M) Storefront/Translucent/Glazing - BrinGlass Company**

**Original Amount: 127,700.00**

1	(M) 100 Lineal ft. of aluminum flashing.	10/3/2018	\$2,475.00	
	<b>Change Order Amount</b>		\$2,475.00	
	<b>New Contract Amount</b>			\$130,175.00

**Subcontract: 1721044-WS 09-A (L) Tile Package - Grazzini Brothers & Company**

**Original Amount: 19,250.00**

1	Floor prep in room 120.	10/29/2018	\$729.00	
---	-------------------------	------------	----------	--

<b>Change Order Amount</b>		\$729.00	
<b>New Contract Amount</b>			\$19,979.00

<b>Subcontract: 1721044-WS 09-B (L) Flooring Package - All-American Arena Products</b>			
<b>Original Amount: 9,050.00</b>			
1	Add for room 138 (ATH FL - 10 or ATH FL - 20)	5/21/2018	\$500.00
2	Room 105 changes.	7/23/2018	\$990.00
2	Room 136 changes.	7/23/2018	\$260.00
	<b>Change Order Amount</b>		\$1,750.00
	<b>New Contract Amount</b>		\$10,800.00

<b>Subcontract: 1721044-WS 09-B (M) WS 09-B Flooring Package - All-American Arena Products</b>			
<b>Original Amount: 29,500.00</b>			
1	Add for room 138 (ATH FL - 10 or ATH FL - 20)	5/21/2018	\$3,470.00
2	Room 136 changes.	7/9/2018	\$1,555.00
2	Room 105 changes.	7/9/2018	\$4,605.00
3	Black mats in the bantam room.	10/29/2018	\$390.00
	<b>Change Order Amount</b>		\$10,020.00
	<b>New Contract Amount</b>		\$39,520.00

<b>Subcontract: 1721044-WS 09-C Painting &amp; Wall Covering Package - Steinbrecher Painting Comp</b>			
<b>Original Amount: 20,000.00</b>			
1	Paint new duct	7/9/2018	\$26,500.00
1	Paint Columns & Beams.	7/9/2018	\$17,500.00
1	Lift Rental if columns, beams, duct & sprinkler pipe.	7/9/2018	(\$2,500.00)
2	WS 09-C: Steinbrecher Allowance	10/3/2018	(\$2,500.00)
	<b>Change Order Amount</b>		\$39,000.00
	<b>New Contract Amount</b>		\$59,000.00

<b>Subcontract: 1721044-WS 13-A Ice Rinks - Rink-Tec International, Inc.</b>			
<b>Original Amount: 1,259,797.00</b>			
1	Removal of equipment pads & replace concrete.	5/3/2018	\$4,430.00
1	No cost change per REVISED ASI #1.	5/3/2018	\$0.00
2	Air Barrier 1 product change.	7/23/2018	\$32,406.07
	<b>Change Order Amount</b>		\$36,836.07
	<b>New Contract Amount</b>		\$1,296,633.07

<b>Subcontract: 1721044-WS 13-B (L) Dasher Boards – Becker Arena Products, Inc.</b>			
<b>Original Amount: 33,682.00</b>			
1	Gray protect-all rubber sheets in (2) player boxes.	10/29/2018	\$240.00
	<b>Change Order Amount</b>		\$240.00

	<b>New Contract Amount</b>			\$33,922.00
--	----------------------------	--	--	-------------

<b>Subcontract: 1721044-WS 13-B (M) WS 13-B Dasher Boards - Becker Arena Products, Inc.</b>				
<b>Original Amount: 28,276.74</b>				
1	New fire treated plywood floor decking.	10/29/2018	\$655.00	
1	Gray protect-all rubber sheets in (2) player boxes.	10/29/2018	\$2,152.00	
	<b>Change Order Amount</b>		\$2,807.00	
	<b>New Contract Amount</b>			\$31,083.74

<b>Subcontract: 1721044-WS 23-A Mechanical Package - SCR, Inc.</b>				
<b>Original Amount: 508,000.00</b>				
1	Mechanical changes per JLG PR #1.	10/29/2018	(\$1,821.44)	
1	RFI #15 - Eliminate demolition of ductwork.	10/29/2018	(\$480.00)	
2	RFI #33 - Extra duct insulation.	11/13/2018	\$4,303.95	
2	Gas Line changes per PR #2.	11/13/2018	\$4,223.10	
2	Mechanical changes per JLG PR #4.	11/13/2018	\$4,100.10	
2	Mechanical changes per PR #5.	11/13/2018	\$3,927.25	
2	Misc pipe modes due to siding or roofing.	11/13/2018	\$1,294.65	
3	Infrared Condensate Pump.		\$2,727.90	
3	Concrete cutting & unit heater termination kits.		\$1,935.17	
4	Added mechanical items.		\$3,676.05	
	<b>Change Order Amount</b>		\$23,886.73	
	<b>New Contract Amount</b>			\$531,886.73

<b>Subcontract: 1721044-WS 26-A Electrical Package - EIM Company</b>				
<b>Original Amount: 369,883.00</b>				
1	No cost change per REVISED ASI #1.	10/3/2018	\$0.00	
1	Electrical changes per JLG PR #1.	10/3/2018	(\$300.00)	
1	No cost change per ASI #1.	10/3/2018	\$0.00	
2	Electrical changes per JLG PR #4.	10/29/2018	\$10,618.12	
2	Flood Light	10/29/2018	\$625.00	
2	No cost change per JLG PR #3.	10/29/2018	\$0.00	
	<b>Change Order Amount</b>		\$10,943.12	
	<b>New Contract Amount</b>			\$380,826.12

<b>Subcontract: 1721044-WS 31-A Earthwork Package - Minnesota Utilities and Excavating, LLC</b>				
<b>Original Amount: 165,985.00</b>				
1	Dig in stoop on West side of building.	10/29/2018	\$817.00	
2	Storm line extension per JLG PR #6.	10/29/2018	\$4,049.00	
3	Fix up black dirt - ruts from the trade traffic.	12/26/2018	\$1,097.00	
3	Grade out West edge of South parking lot.	12/26/2018	\$1,724.00	
	<b>Change Order Amount</b>		\$7,687.00	
	<b>New Contract Amount</b>			\$173,672.00

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

1. Change Order No. 1 in the amount of \$193,387.12 which includes revisions to 16 of the contracts for the White Bear Lake Sports Center Renovation is hereby approved.

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

Ayes:  
Nays:  
Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

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





City of White Bear Lake  
Engineering Department

## MEMORANDUM

**To:** Ellen Hiniker, City Manager

**From:** Paul Kauppi, Public Works Director/City Engineer

**Date:** February 7, 2019

**Subject:** **Final payments for the White Bear Lake Sports Center Renovation Project, City Project No. 18-09**

---

### SUMMARY

The majority of work specified in their contract for the White Bear Lake Sports Center Renovation has been completed. The White Bear Lake Sports Center Renovation Project included:

- Replacement of the ice refrigeration system, which included the concrete rink floor and construction of a new addition to house the new ammonia refrigerant ice making equipment. The new addition and equipment were designed to accommodate future equipment expansion if a second rink is desired in the future and accomplished a conversion from Freon R-22 refrigerant to an ammonia refrigerant to meet current environmental standards.
- Installed new insulated metal panels on the roof and sides of the building to improve the energy efficiency, weather resistance and appearance of the building. The new building exterior included a section of translucent panels on the western wall as an architectural feature and new bear logo signage.
- All electrical lighting in the building was replaced with LED fixtures, including the lighting over the rink floor.
- All restrooms and plumbing fixtures were remodeled and upgraded to meet current ADA standards.
- Exterior site improvements included removing large trees overhanging the eastern portion of the building, grading to improve drainage, tree trimming and new landscaping at the north entrance and along Birch Lake Boulevard South.
- Replacement of the bleacher system with new bleachers, which meet current ADA standards.
- Interior improvements such as painting, new ceilings in small spaces, replacement of exterior doors, and new tile in restroom/locker room areas.

- Replacement of the dehumidification system in the arena and enhancement of the air circulating system.

The original contract amount was \$4,072,418.03 with alternates of \$43,591.71 and change order in the amount of \$193,387.12. The value of the work completed is \$4,309,396.86. The Engineering Department recommends that the City Council accept the work and authorize the following final payments:

<b>Contractor</b>	<b>Original Amount</b>	<b>Revised Contract Amount</b>	<b>Final Payment Amount</b>
AE2S Construction dba EIM	\$369,883.00	\$380,826.12	\$29,437.27
All-American Area Products (Labor)	\$9,050.00	\$10,800.00	\$1,956.50
All-American Area Products (Materials)	\$29,500.00	\$39,130.00	\$6,508.75
Becker Arena Products, Inc. (Labor)	\$33,682.00	\$33,922.00	\$1,924.10 (Paid)
Becker Arena Products, Inc. (Materials)	\$28,276.74	\$31,083.74	\$2,176.44 (Paid)
Brin Glass Company (Labor)	\$34,300.00	\$38,913.00	\$1,945.65
Brin Glass Company (Materials)	\$127,700.00	\$130,175.00	\$6,508.75
Ebert, Inc.	\$344,000.00	\$365,910.84	24,762.84 (Paid)
Grazzini Brothers & Company (Labor)	\$19,250.00	\$19,979.00	\$998.95
Grazzini Brothers & Company (Materials)	\$9,960.00		\$498.00
Minnesota Utilities and Excavating, LLC	\$165,985.00	\$173,672.00	\$15,211.00
Minnkota Architectural Products Co., Inc.	\$824,428.00	\$831,935.36	\$41,596.77
Molin Concrete Products Co (Labor)	\$8,762.00		\$438.10
Molin Concrete Products Co (Materials)	\$19,153.00		\$957.65
Northland Concrete & Masonry Company	\$154,970.00	\$177,172.00	\$8,858.60
Palmer West Construction Co, Inc	\$33,400.00	\$34,180.00	\$1,709.00
Rink-Tec International, Inc.	1,259,79.00	\$1,296,633.07	\$64,831.65
SCR, Inc.	\$508,000.00	\$523,547.61	\$26,594.35
Seating & Athletic Facility Enterprises, LLC (Labor)	\$12,710.00		\$635.50
Seating & Athletic Facility Enterprises, LLC (Materials)	\$103,203.00		\$5,160.15
Steinbrecher Painting Comp	\$20,000.00	\$59,000.00	\$2,950.00
Viking Automatic Sprinkler Co			

(Labor)	\$37,240.00		\$1,862.00
Viking Automatic Sprinkler Co (Materials)	\$15,960.00		\$798.00

**RECOMMENDED COUNCIL ACTION**

Staff recommends Council adopt the resolution finalizing payments for completion of the White Bear Lake Sports Center Renovation Project

**ATTACHMENTS**

Resolution

**RESOLUTION NO.:**

**RESOLUTION ACCEPTING WORK AND AUTHORIZING  
FINAL PAYMENTS FOR THE WHITE BEAR LAKE  
SPORTS CENTER RENOVATION  
CITY PROJECT NO.: 18-09**

WHEREAS, the City of White Bear Lake performed renovations to the White Bear Lake Sports Center to replace aging refrigeration, mechanical, electrical, plumbing and building envelope systems; and

WHEREAS, the City engaged the professional services of Kraus-Anderson Construction Co. and JLG Architects to design and prepare plans, specifications, bid documents and contracts for the Sports Center Renovation Project; and

WHEREAS, the contractors listed below have satisfactorily completed the work included in the White Bear Lake Sports Center Renovation, in accordance with their written contracts signed with the City of White Bear Lake.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the work completed under said contracts in the amount of \$4,309,396.86 are hereby accepted and approved; and

BE IT FURTHER RESOLVED that the City Clerk and Mayor are hereby directed to issue a proper order for final payments in the amounts listed below:

<b>Contractor</b>	<b>Original Amount</b>	<b>Revised Contract Amount</b>	<b>Final Payment Amount</b>
AE2S Construction dba EIM	\$369,883.00	\$380,826.12	\$29,437.27
All-American Area Products (Labor)	\$9,050.00	\$10,800.00	\$1,956.50
All-American Area Products (Materials)	\$29,500.00	\$39,130.00	\$6,508.75
Becker Arena Products, Inc. (Labor)	\$33,682.00	\$33,922.00	\$1,924.10 (Paid)
Becker Arena Products, Inc. (Materials)	\$28,276.74	\$31,083.74	\$2,176.44 (Paid)
Brin Glass Company (Labor)	\$34,300.00	\$38,913.00	\$1,945.65
Brin Glass Company (Materials)	\$127,700.00	\$130,175.00	\$6,508.75
Ebert, Inc.	\$344,000.00	\$365,910.84	24,762.84 (Paid)

Grazzini Brothers & Company (Labor)	\$19,250.00	\$19,979.00	\$998.95
Grazzini Brothers & Company (Material)	\$9,960.00		\$498.00
Minnesota Utilities and Excavating, LLC	\$165,985.00	\$173,672.00	\$15,211.00
Minnkota Architectural Products Co., Inc.	\$824,428.00	\$831,935.36	\$41,596.77
Molin Concrete Products Co (Labor)	\$8,762.00		\$438.10
Molin Concrete Products Co (Materials)	\$19,153.00		\$957.65
Northland Concrete & Masonry Company	\$154,970.00	\$177,172.00	\$8,858.60
Palmer West Construction Co, Inc	\$33,400.00	\$34,180.00	\$1,709.00
Rink-Tec International, Inc.	1,259,79.00	\$1,296,633.07	\$64,831.65
SCR, Inc.	\$508,000.00	\$523,547.61	\$26,594.35
Seating & Athletic Facility Enterprises, LLC (Labor)	\$12,710.00		\$635.50
Seating & Athletic Facility Enterprises, LLC (Materials)	\$103,203.00		\$5,160.15
Steinbrecher Painting Comp	\$20,000.00	\$59,000.00	\$2,950.00
Viking Automatic Sprinkler Co (Labor)	\$37,240.00		\$1,862.00
Viking Automatic Sprinkler Co (Materials)	\$15,960.00		\$798.00

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

Ayes:  
Nays:  
Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

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



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

# *MEMORANDUM*

**To:** Ellen Richter, City Manager

**From:** Paul Kauppi, Public Works Director/City Engineer

**Date:** February 5, 2019

**Subject:** **Final Payment to Kraus-Anderson Construction Company for Completion of the Sports Center Renovation Project - City Project No. 18-09**

---

## **SUMMARY**

Kraus-Anderson Construction Company has completed all work specified in their contract for the Sports Center Renovation Project that included construction management services. The Engineering Department recommends that the City Council accept the work and authorize the final payment to Kraus-Anderson Construction Company in the amount of \$27,594.44 for a total contract amount of \$578,751.12. The original contract for this project was \$579,288.00 and was based on a percentage of the construction costs.

## **RECOMMENDED COUNCIL ACTION**

Our recommendation is that the Council adopt the resolution authorizing final payment in the amount of \$27,594.44 for completion of the Sports Center Renovation Project.

## **ATTACHMENTS**

Resolution

**RESOLUTION NO.:**

**RESOLUTION ACCEPTING WORK AND AUTHORIZING  
FINAL PAYMENTS FOR THE WHITE BEAR LAKE  
SPORTS CENTER RENOVATION  
CITY PROJECT NO.: 18-09**

WHEREAS, the City of White Bear Lake performed renovations to the White Bear Lake Sports Center to replace aging refrigeration, mechanical, electrical, plumbing and building envelope systems; and

WHEREAS, the City engaged the professional services of Kraus-Anderson Construction Co. and JLG Architects to design and prepare plans, specifications, bid documents and contracts for the Sports Center Renovation Project; and

WHEREAS, pursuant to a written contract in the amount of \$579,288.00 with Kraus-Anderson Construction Company of Minneapolis, Minnesota, has satisfactorily completed construction management services for the Sports Center Renovation Project; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of White Bear Lake, Minnesota that the work completed under said contracts in the amount of \$578,751.12 are hereby accepted and approved; and

BE IT FURTHER RESOLVED that the City Clerk and Mayor are hereby directed to issue a proper order for final payment in the amount of \$27,594.44, for a final contract amount of \$578,751.12 for the Sports Center Renovation Project.

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

Ayes:  
Nays:  
Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

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

**MINUTES  
PLANNING COMMISSION MEETING  
CITY OF WHITE BEAR LAKE  
FEBRUARY 4, 2019**

The regular monthly meeting of the White Bear Lake Planning Commission was called to order on Monday, February 4, 2019, beginning at 7:00 p.m. in the White Bear Lake City Hall Council Chambers, 4701 Highway 61, White Bear Lake, Minnesota by Chair Jim Berry.

**1. CALL TO ORDER/ROLL CALL:**

MEMBERS PRESENT: Jim Berry, Ken Baltzer, Peter Reis, Mark Lynch, and Erich Reinhardt.

MEMBERS EXCUSED: Mary Alice Divine and Marvin Reed.

MEMBERS UNEXCUSED: None.

STAFF PRESENT: Anne Kane, Community Development Director, Samantha Crosby, Planning & Zoning Coordinator, Tracy Shimek, Housing & Economic Development Coordinator & Ashton Miller, Planning Technician.

OTHERS PRESENT: Trevor Martinez, Maureen Michalski, Laura Kunde, Noah Young, Peggy Van Sickle, Diane Bennett, Julie Decoster, Mark Smith, Dierck Oosten, Tom Snell, Jason Stonehouse, Jim Gilles, Marcia Jesinski, Michael Amundsen, Nicole Schultz, and Karen Bushee.

**2. APPROVAL OF THE FEBRUARY 4, 2019 AGENDA:**

Member Reis moved for approval of the agenda. Member Baltzer seconded the motion, and the agenda was approved (5-0).

**3. APPROVAL OF THE NOVEMBER 26, 2018 PLANNING COMMISSION MEETING MINUTES:**

Member Reis moved for approval of the minutes. Member Baltzer seconded the motion, and the minutes were approved (5-0).

**4. CASE ITEMS:**

A. **Case No. 19-1-PUD:** A request by **Schafer Richardson** for concept stage approval of a Planned Unit Development, per Code Section 1301.070, in order to construct a new 189 unit multi-family apartment building at the northwest corner of County Road E and Linden Avenue.

Crosby discussed the case. Staff recommended approval of the case, subject to a number of conditions outlined in the staff report.

Member Reinhardt wondered if the parcel earmarked for parking is the only available park space or if there is another outlet. Crosby stated there is no area in terms of making new space and acknowledged that the closest park is across County Road E.



Member Reis asked about the proposed Hy-Vee development and the Bruce Vento trailhead, and whether they were factored into the traffic study. Crosby informed the Commission that the Hy-Vee development was taken into consideration when the traffic study was conducted. The Bruce Vento trail was not, however, not a lot of vehicle traffic is expected from the trail access.

Member Lynch sought to clarify the difference between concept plan approval and development stage approval. Tonight, at the concept phase, is when the Commission decides if we want this project. The general development stage is when we discuss how we want to do the project. Crosby affirmed this was the process, emphasizing that it will be more difficult to pull back after saying “yes” and having the applicant spend much time and effort on the application.

Member Lynch then asked if the \$30 million quoted by staff in the report is the investment or value of the project after the fact, what that impact is on the City, and whether TIF financing will be involved. Crosby reported that is the value afterwards, which translates into \$450,000 a year in tax rolls, \$75,000 of which will go to the City. There is no TIF financing; it is all coming from private investment.

Finally, Member Lynch asked what else could go in the B-4 zoning district. Crosby listed a number of businesses including a bar, gas station or fast food restaurant with a drive-thru.

Member Berry questioned, and Crosby confirmed, that all the rental units will be market rate. Member Berry expressed concern over how the only open green space disappears if more parking is needed. Crosby explained that because the area is 20,000 square feet there is potential for a hybrid solution where the 22 parking stalls are created, and some green space is preserved.

Member Berry asked about the parking ratio used by staff for this project. Crosby replied that it is based on the number of bedrooms. She explained that two parking stalls per unit is excessive for smaller units. Staff looked at other cities and the proposed ratio is a little more nuanced.

Member Berry suggested the apartment could be three stories in one or more of the building segments.

Member Lynch inquired about changing the parking requirements as a part of the Comprehensive Plan update. Crosby stated that after the Comp Plan is updated, the Metropolitan Council requires the City to update the zoning code to align with the update, which is when the parking requirements will be reviewed.

Member Reinhardt asked how the number of parking stalls at White Bear Woods matched the number of units, as it appears there is some wasted space on the site. Unsure of the exact number, Crosby assumed it was the two stalls per unit.

Berry opened the public hearing.

Maureen Michalski, Vice President and Trevor Martinez, Project Manager, Schafer Richardson. Michalski explained how the development company is interested in White Bear Lake. This project will provide an increase in investment and an increased tax base for the community and will fill a need for a product type that is not widely available in the community.

Martinez explained, within the primary market area, there has been a 20% increase in renter households, less so for single-family homes. Studios and one bedrooms are highest in demand in the company's other suburban area properties. He described how parking is best based on a bedroom ratio, not unit ratio, because needs vary greatly.

Member Reinhardt asked about the number of stalls at the company's other properties and what the stall vacancy rates are. Martinez replied that parking is mostly the same ratio elsewhere with stall occupancy rates around 93 to 97%.

Member Lynch requested an update to the neighborhood meeting that occurred in November.

Martinez described various issues that were brought up during the meeting. Light pollution was addressed by adding a berm to shield the townhomes across the street. They looked at moving the parking to another side, but that pushed the building closer to the townhomes. They added stone elements to create a more lakeshore type exterior. They also reexamined the slope of the roof to fit the neighborhood better.

Michalski added that while current renderings show a lack of landscaping along Linden Avenue, there are plans to place trees and other plants between the road and the apartment, these graphics are intended to highlight the building elevations.

Laura Kunde, 3692 Linden Place, Linden Place Townhome Association President. She acknowledged that the developers did ask for feedback from neighbors, but the homeowners on Linden Avenue do not want this development project. Those directly across from the building will no longer be able to see the sky. There is not enough outdoor space and the green space that does exist to the north abuts townhomes on two sides, impeding the privacy of those residents. She pointed out that staff does not address the possibility of this project turning into low-income housing.

She voiced concern with parking, stating that it is already an issue in the neighborhood, and this project will only make it worse. Similarly, traffic will increase to unsustainable levels from this and Hy-Vee going in, with few people using the bus line. Increased foot traffic will also be an issue. She asked about utilities and the potential to bury the power lines. Crosby replied that there may be a possibility along County Road E in the future. Kunde concluded by reinforcing that the neighbors along Linden Avenue do not see this as a positive experience and urged the Planning Commission to think about what current residents want – we don't want this.

Tom Snell, Executive Director of Chamber of Commerce, declared that the Chamber Board unanimously supports this project. This will give a lot of our older residents an opportunity to stay here and give young people ability to move here.

Jim Gilles, 3730 Big Linden Curve, stated he has been a resident of his townhome since 1993. He feels that what the developer is doing is not an issue as he understands this type of development is inevitable. His concern is with a second twin building going in where the Stadium Bar is now. If the two parking lots are connected along the north side, it would cause even more parking issues along Linden. He questioned whether the increased tax revenue is worth it if there are increases in police calls, fire, etc. He asked where boats and recreational vehicles will be

stored. If this project is so good, why don't we split it up and put five buildings all over the City? He wants to see the project scaled down a story or two.

Marcia Jesinski, 3652 Linden Avenue, has been a resident here since 1994. She discussed the traffic issues that will impact her as a resident next to the proposed Linden Avenue entrance. There is not enough room to turn right and left at the same time at the Linden and County Road E intersection, causing backups. No one is going to use the County Road E entrance. Increased parking along Linden Avenue will take away the townhomes' guest parking. This area is not walkable. More people bring more security issues. Kids play around this area, and this project is concerning for their safety.

Dierck Oosten, 3720 Big Linden Curve, is a fairly new resident to White Bear Lake. He described the project as urban scale project planning squeezed into a suburban lot environment. Quality of life versus economic development is a balance. He believes that the City has white washed some facts and the residents have brought up legitimate concerns. Home values will decrease and the curb appeal will not add to quality of life. He asked the Commissioners what kind of community they envision for White Bear Lake. He added that green space is always an issue, Boatworks Commons is an eyesore, the proposed development is too big, and parking is inadequate. He worries this will become low-income housing, which will bring down land values. He recommended that the building be no more than two stories and provide more setbacks and green space.

Diane Bennett, 3726 Linden Avenue, is totally against the building. She asked that the developers consider three stories, or something not as high. She asked about moving the parking to the west. Member Berry reiterated that this pushes the building closer to the townhomes.

Peggy Van Sickle, 3835 Linden Avenue, President of Cedar Cove Townhome Association, echoed concerns of traffic, indicating that several accidents have occurred because of erratic drivers along Linden. She asked if the County has approved the access off County Road E. Why can't there be a road accessing Hoffman? Crosby replied that there is a condition that if the County does not approve of the access, it will trigger the City to reevaluate the project. Further, the current project does not have access to Hoffman Road.

Noah Young, 3744 Linden Avenue, just purchased his home last June and wants to stay in the area. As a millennial, he feels many in his generation want to buy, not rent. He wondered what the possible market price will be. He is now paying less in mortgage than when he was renting. He recommended putting in townhomes in this location. He would rather have people purchase equity in the City.

Michael Amundsen, 1880 Ivy Lane, is excited to see something like this going in as White Bear Lake needs more development. He agrees with the City's approach to the parking and thinks the bus line and trail will be an asset. He does not view this as a high rise and the setback is more than ample. He believes that the mature trees could be saved and used to draw people to live at the apartment. He stated that this property is not good as a commercial use and residential will be much more beneficial.

Nicole Schultz, 3145 Manitou Drive, chose a townhome in White Bear Lake as opposed to Saint Paul because of the environment. More apartments bring more people and cause more problems. There are plenty of apartments here for people.

Karen Bushee, 3614 Linden Avenue, lives at the corner of County Road E and Linden Avenue and people use her turn around driveway all the time. She moved in 24 years ago and traffic was not as bad back then. She described how the noise is so bad now that residents cannot open their patio doors to enjoy the fresh air. She explained that this proposal will have a dramatic effect on her quality of life and decrease her property value. She mentioned how difficult it is to turn left from County Road E onto Highway 61, which will become even more difficult after this apartment is built. She suggested that the left turn lane from County Road E to Linden Avenue be lengthened to avoid backups.

Trevor Martinez, Schafer Richardson. Member Berry asked if pets, campers, trailers, or other toys will be allowed at the property. Martinez responded that pets are allowed, but they have not seen demand for recreational vehicles at their other developments. The management company has rules pertaining to these things, which Schafer Richardson does not have on hand, but can obtain.

Member Berry then asked if Schafer Richardson held or sold their properties. Martinez stated that it depends on the situation, as the company has done both.

Member Lynch asked about the life cycle of the apartment. What happens 10 years from now? Martinez described how capital investments are made to keep properties marketable, through aesthetic upgrades and by responding to market demands.

Member Berry asked what the potential market rates would be. Martinez listed the following price points: studio \$1100-\$1300, one bedroom \$1400-\$1600, two bedroom \$1800-\$2000, and three bedroom \$2200-\$2400.

Member Lynch inquired as to how a new apartment affects current apartment rates in the City. Martinez replied that different classes of products are independent, so rates at the older buildings may not be affected.

Karen Bushee, 3614 Linden Avenue, asked what alternatives there are for roadway access. Member Berry explained there are no other options because the site does not front on any other roads. Kane added that directing traffic to Linden Avenue is preferred because it has a traffic light, so traffic can be controlled. The Hoffman Road and County Road E intersection does not have a signal.

As no one else came forward, Berry closed the public hearing.

Member Reinhardt commented that with one percent vacancy, there is no downward pressure on rent. The proposed rent is well over average mortgage rates for the area. This is not “poor people” housing.

Member Lynch discussed the condition that the timing of the traffic signals be studied, noting that changes to timing may improve traffic. He asked what efforts can be made to reduce speeding along Linden Avenue.

Kane explained how parking was reduced to one side of Linden Avenue based on homeowners desire to increase safety. A study regarding speed had previously been conducted by the City's Traffic Committee, which found a speed change was not warranted at the time. She indicated this is a matter that can be looked at independent of the current proposal.

Member Lynch asked if the recent road assessment for Linden Avenue residents was the same as other resurfacing assessments throughout the City. Kane replied that yes, everyone is assessed every 15-20 years. Next time, the apartment will also be assessed its fair share.

Member Lynch spoke of how he likes the project and wants more people to move into White Bear Lake. He thinks that this will help people eventually buy houses within the City. He supports market rate, but wishes there was a way to sprinkle affordable housing throughout the City. He believes that County Road E is a really good place to provide this type of living experience in the City and it is a perfect buffer between commercial and residential districts.

Member Berry stated that the parking originally provided along Linden Avenue for the townhomes was inadequate and this project cannot solve it. This site has been zoned commercial and will eventually change into something other than single-family homes. He expressed concern with the number of parking stalls, the lack of green space, and the size of the building. He felt he was at an impasse at being completely supportive of the proposal.

Member Baltzer explained that he understood the concerns of those who spoke against the project as he had been in a similar situation when he lost his view of the lake. He did not like it, but his neighbor had the right to build. Someone new is buying this property and has the right to make this change. Change is hard, but it keeps coming at us.

Member Reis stated that the property is owned by private individuals and they have the right to maximize the result they receive when they sell it. It has been commercial for the past 20 years, and as he noted in the last meeting, an apartment is a fairly benign use as compared to what can be there. He surmised that in terms of size, this property would not cash flow at only two or three stories. He described his involvement with the Boatworks Commons project and how condos were originally marketed by real estate brokers and failed. Finally, he finds this to be a good segue from commercial to residential properties.

Member Reinhardt asked if traffic generated from a commercial use would be more than that from a residential use. Crosby confirmed that it would.

Member Lynch moved to recommend approval of Case No. 19-1-PUD. Member Reis seconded the motion. The motion passed by a vote of 5-0.

- B. **Case No. 19-2-PUD:** A request by **Lisa Stonehouse** for a Planned Unit Development, per Code Section 1301.070, to allow mixed-use development in the B-3 – Auto-Oriented Business Zoning District, in order to establish a catering business on the main floor and two apartment units on the second floor at 4466 Centerville Avenue.

Miller discussed the case.

Member Berry noted that in the letter the City received from the neighboring business owner, most of the issues raised were the result of a misunderstanding that the business would be more of a restaurant than a catering company. The proposed use will not exacerbate the current misuse of the easement by the neighboring property.

Kane stated that the City can reach out to the owner of the auto business to clarify that he does not have the right to park in the easement, but it is a separate issue from the current request.

Member Reis suggested a condition that the City communicate with the property owner at 4470 Centerville Road to rectify the parking and storage issues. Kane affirmed that such action could be directed to staff.

Member Lynch confirmed that a parking agreement could be entered between the applicant and either property owner to the north or south, but it would need to be in place before the additional parking was needed and changes to the catering facility implemented.

Berry opened the public hearing.

Mark Smith, 4444 Centerville Road, has owned the property for 12 years and has been fighting with the auto shop owner since he purchased the land. He is afraid that this will become an issue with the new business as well. He asked whether the PUD would run with the person or the land. Kane responded it runs with the land, so future owners would be held to the conditions of the PUD if they wished to continue operating a catering company.

Mr. Smith stated that another issue is snow removal and that is often ends up on his property. He asked if a condition of approval could be added that prohibited snow from being plowed into the easement. Kane responded that condition could be included that snow either be stored onsite or be taken offsite, so long as it did not end up in the easement or street.

Jason Stonehouse, informed the Commission that his wife is very excited to be a part of White Bear Lake. He explained that Lisa's dream is to have scheduled events, and will never intend to operate the site as a restaurant. He noted that the former owners had two units in the building illegally, and they are working to make those units legal.

As no one else came forward, Berry closed the public hearing.

Member Reis moved to recommend approval of Case No. 19-2-PUD with the two additional conditions, one for staff to work to declutter the easement, and one on the applicant regarding snow removal. Member Baltzer seconded the motion. The motion passed by a vote of 5-0.

## **5. DISCUSSION ITEMS:**

### **A. 2040 Comprehensive Plan Public Hearing Preview**

Kane discussed the 2040 Comp Plan. She explained how during the process, City Staff asked the question, what is the appetite for density in the City? She presented some potential changes in residential densities and several new land use categories that will be proposed in the Draft 2040 Comp Plan that will be scheduled for a Public Hearing at next month's Planning Commission meeting.

**B. City Council Meeting Minutes of January 8, 2019.**

No discussion

**C. Park Advisory Commission Meeting Minutes of November 15, 2018.**

No discussion

**6. ADJOURNMENT:**

Member Baltzer moved to adjourn, seconded by Member Lynch. The motion passed unanimously (5-0), and the February 4, 2019 Planning Commission meeting was adjourned at 10:19 p.m.

DRAFT



City of White Bear Lake  
City Manager's Office

## MEMORANDUM

**To:** Ellen Richter, City Manager  
**From:** Kara Coustry, City Clerk  
**Date:** February 6, 2019  
**Subject:** Temporary on-sale liquor license – Frassati Catholic Academy

---

### BACKGROUND

Minnesota Statute section 340A.404, Subd. 10 states that municipalities may issue temporary on-sale liquor licenses to nonprofit organizations in existence for at least three (3) years. The license may not exceed more than four consecutive days. City Code requires proof of liquor liability insurance.

### SUMMARY

The City received an application from Patrick Gallivan on behalf of Frassati Catholic Academy for a temporary liquor license. Frassati Catholic Academy is a nonprofit organization that plans to sell alcohol on the premises at 4690 Bald Eagle Avenue. The event takes place on Friday, April 26, 2019, and will be confined inside the school gymnasium and cafeteria area.

The applicant meets State regulations for temporary liquor licenses, and has provided a copy of the liquor liability insurance certificate required by City Code.

### RECOMMENDED COUNCIL ACTION

Staff recommends approval of the temporary liquor license.

### ATTACHMENTS

Resolution



**RESOLUTION NO.**

**A RESOLUTION APPROVING A TEMPORARY ON-SALE LIQUOR LICENSE  
FRASSATI CATHOLIC ACADEMY**

WHEREAS an application for a Temporary On-Sale Liquor License has been made by Frassati Catholic Academy; and,

WHEREAS the Frassati Catholic Academy is a nonprofit organization that is sponsoring their event on the premises of the Frassati Catholic Academy 4690 Bald Eagle Avenue; and,

WHEREAS the organization has provided the appropriate liquor liability insurance as required by City Code and,

NOW THEREFORE, BE IT RESOLVED that the White Bear Lake City Council approves the Temporary On-Sale Liquor License for the following organization for the date and location indicated

Frassati Catholic Academy  
April 26, 2019  
on the premises of  
Frassati Catholic Academy  
4690 Bald Eagle Avenue  
White Bear Lake MN 55110

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

Ayes:  
Nays:  
Passed:

\_\_\_\_\_  
Jo Emerson, Mayor

ATTEST:

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



City of White Bear Lake  
Community Development Department

## MEMORANDUM

**To:** Ellen Hiniker, City Manager

**From:** Anne Kane, Community Development Director

**Date:** February 7, 2019 for the February 12<sup>th</sup> City Council Meeting

**Subject:** **BOATWORKS COMMONS/First Amendment to Declaration of Cross Easements and Restrictive Covenants**

---

### BACKGROUND

In September, 2015, the City and Boatworks Commons, LLC entered into a Declaration which outlined parcel ownership and addressed the common elements, shared costs, assigned maintenance/repair responsibilities, established rules and regulations, and created reciprocal easements. The document provides the basis by which the Boatworks Commons, a true public-private partnership, has operated over the past four years.

### SUMMARY

Many of the on-going operations and facility maintenance (lawn care, snow removal, window washing, etc...) common to both public and private components at Boatworks Commons benefit from the collective buying power of both parties. As such, the original Declaration requires the preparation of an itemized budget for the maintenance and management on an annual basis no later than October 15<sup>th</sup> in anticipation of the following fiscal year. In response to City's modified Annual Budget Calendar, staff requested and Boatworks Commons agreed to, provide the Management Plan and budget by July 1<sup>st</sup> on an annual basis. This minor change in the calendar needs to be reflects in an Amended Declaration.

### RECOMMENDED COUNCIL ACTION

Please forward the attached resolution to the City Council for consideration at its February 12<sup>th</sup> meeting, which, if approved, approves the Amended Declaration and authorizes the Mayor and City Manager to sign and execute the document. Staff recommends the Council adopt the resolution as presented.

### ATTACHMENT

Resolution

**CITY OF WHITE BEAR LAKE, MINNESOTA**

**RESOLUTION NO.**

**RESOLUTION APPROVING AND DIRECTING THE EXECUTION OF A FIRST AMENDMENT TO DECLARATION OF CROSS EASEMENTS AND RESTRICTIVE COVENANTS WITH BOATWORKS COMMONS LLC**

WHEREAS, the City of White Bear Lake, Minnesota (the “City”) and Boatworks Commons, LLC, a Minnesota limited liability company (“Housing”), previously entered into a Declaration of Cross Easements and Restrictive Covenants, dated September 15, 2015 (the “Original Declaration”), setting forth the terms of various easements, restrictions, and covenants for certain parcels owned by the City and certain parcels owned by Housing in connection with a development consisting of one level of resident parking, one level of public parking, restaurant space, a public park, a public community room, public restrooms, a private community room and eighty-five (85) residential apartment units in the City; and

WHEREAS, the parties have determined to amend certain provisions of the Original Declaration; and

WHEREAS, there has been presented before this City Council a form of First Amendment to Declaration of Cross Easements and Restrictive Covenants (the “Amended Declaration”) proposed to be entered into between the City and Housing, which sets forth certain amendments to the Original Declaration, including a change in the date by which the Operator (as defined in the Original Declaration) must submit to the City a budget of all City Costs (as defined in the Original Declaration) expected to be incurred by the Operator during the next calendar year; and

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

1. The Amended Declaration is hereby in all respects authorized, approved, and confirmed, and the Mayor and City Manager are hereby authorized and directed to execute the Amended Declaration for and on behalf of the City in substantially the form now on file at City Hall but with such modifications as shall be deemed necessary, desirable, or appropriate, the execution thereof to constitute conclusive evidence of their approval of any and all modifications therein.

2. The Mayor and City Manager are authorized and directed to execute and deliver any and all documents or certificates necessary to carry out the intentions of this resolution.

Approved by the City Council of the City of White Bear Lake, Minnesota this 12<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



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

# *MEMORANDUM*

**To:** Ellen Hiniker, City Manager

**From:** Anne Kane, Community Development Director

**Date:** February 7, 2019 for the February 12<sup>th</sup> City Council Meeting

**Subject:** **Amendment to the Loan Agreement with Lakeside East, LLC  
(d/b/a MIZU Japanese Restaurant)**

---

## **BACKGROUND**

In December 2016, the City Council approved a Loan Agreement with Daron Close and John Maleitzke, as partners in Lakeside Eats, LLC, to assist in the build-out of an 86-seat restaurant in the commercial building of the Boatworks Commons redevelopment project. MIZU Japanese Restaurant opened in July 2017 and continues to offer a year round dining option in the Marina Triangle District.

## **SUMMARY**

In December, staff was advised that John Maleitzke would be leaving the LLC partnership effective 12/31/2018 and requested that his obligations as a personal guarantor with regard to the Loan Agreement be relieved and replaced with Todd Jensen as a new guarantor in addition to Daron Close. The City Attorney's Office has reviewed the request and draft an Amended and Restated Loan Agreement to reflect the change in corporate officers and personal guarantees. Installments on the existing loan are current and up to date

## **RECOMMENDED COUNCIL ACTION**

Please forward the attached resolution to the City Council for consideration at its February 12<sup>th</sup> meeting, which, if approved, approves the modifications to the Amended Loan Agreement to reflect the new Guarantor and authorizes the Mayor and City Manager to execute the Amended Loan Agreement. Staff recommends the Council adopt the resolution as presented.

## **ATTACHMENT**

Resolution

**CITY OF WHITE BEAR LAKE, MINNESOTA**

**RESOLUTION NO.**

**RESOLUTION APPROVING AND DIRECTING THE EXECUTION OF AMENDMENT DOCUMENTS IN CONNECTION WITH A LOAN PROVIDED TO LAKESIDE EATS LLC**

WHEREAS, the City of White Bear Lake, Minnesota (the “City”) and Lakeside Eats LLC, a Minnesota limited liability company (the “Borrower”), entered into a Loan Agreement, dated December 7, 2016 (the “Original Loan Agreement”), pursuant to which the City provided a loan to the Borrower in the amount of \$150,000 for the purpose of assisting the Borrower in constructing a build-out of an 86-seat restaurant on the first floor of the existing two-story commercial buildings located at 4475 Lake Avenue South in the Boatworks Commons redevelopment project in the City’s Marina Triangle District; and

WHEREAS, the Borrower delivered a Promissory Note, dated December 7, 2016 (the “Note”), to the City in the principal amount of \$150,000, and Daron Close and John Maleitzke provided a Guarantee, dated December 7, 2016 (the “Original Guarantee”), to the City to guarantee the financial obligations of the Borrower to the City under the Original Loan Agreement and the Note; and

WHEREAS, John Maleitzke is no longer a partner in the Borrower and will no longer provide his guarantee under the Original Guarantee, and instead Todd Jensen will become a guarantor under the Original Guarantee; and

WHEREAS, there have been presented before this City Council forms of an Amended and Restated Loan Agreement (the “Amended Loan Agreement”) and an Amended and Restated Guarantee (the “Amended Guarantee”), which document the removal of John Maleitzke from the Original Loan Agreement and the Original Guarantee and the addition of Todd Jensen as a guarantor of the financial obligations of the Borrower; and

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

1. The Amended Loan Agreement and the Amended Guarantee are hereby in all respects authorized, approved, and confirmed, and the Mayor and City Manager are hereby authorized and directed to execute the Amended Loan Agreement and the Amended Guarantee for and on behalf of the City in substantially the forms now on file at City Hall but with such modifications as shall be deemed necessary, desirable, or appropriate, the execution thereof to constitute conclusive evidence of their approval of any and all modifications therein.

2. The Mayor and City Manager are authorized and directed to execute and deliver any and all documents or certificates necessary to carry out the intentions of this resolution.

**CITY OF WHITE BEAR LAKE, MINNESOTA**

**RESOLUTION NO.**

Approved by the City Council of the City of White Bear Lake, Minnesota this 12<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



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

## *MEMORANDUM*

**To:** Mayor and Councilmembers  
**From:** Ellen Hiniker, City Manager  
**Date:** February 7, 2019  
**Subject:** **Rush Line Station Area Planning Update; On-line survey results**

---

### **SUMMARY**

The Ramsey County Rail Authority continues to work through the environmental analysis phase of its overall transitway development process for the future Rush Line Bus Rapid Transit Corridor; the process is expected to extend another 4-5 years before construction begins. The environmental analysis phase, which began spring of 2018, is a two-year process with the Ramsey County Regional Railroad Authority serving as lead local agency. The project will be handed off to the Metropolitan Council after this phase as it enters the project development phase of the Federal Transit Administration's Capital Investment Grants program.

### **Environmental Analysis Phase & Station Area Planning**

The past 10-12 months of the environmental analysis phase have focused on the selection of station platform locations. Months 12 to 18 will focus on technical analysis and documentation for the environmental review and conceptual engineering plans.

A critical component of the environmental analysis phase has been the identification of potential sites for station platforms along the corridor, some of which would include a parking component. There will be twenty-one (21) locations along the corridor, four of which will be located within the City of White Bear Lake: Buerkle Road, Cedar Avenue, White Bear Avenue/Whitaker area and the downtown area, with the downtown serving as the corridor's turn-around.

To help evaluate the potential for site options in these selected areas, staff worked with the City Council to select a committee of twelve, both residents and business owners, to serve on the Station Area Planning Working Group. This group met three times over the summer to evaluate options. Of the seven site areas considered in the downtown, three (3) were considered to best fit the above-referenced criteria: the post-office site, the site on the northeast corner of 4<sup>th</sup> Street and Bloom Avenue, and Clark Avenue north of 2<sup>nd</sup> Street. The Clark Avenue site was selected as the preferred alternative by the group.

After the Station Area Planning Work Group's findings were released, the Rush Line planning staff held two (2) listening sessions on October 11<sup>th</sup> and 12<sup>th</sup> to solicit community feedback. A comment portal was also made available through the Rush Line website. Through a variety of

means, there was considerable opposition expressed about the Clark Avenue location, which included but was not limited to concerns over its impact on the character of the historical downtown and the availability of on-street parking. Following considerable discussion at the October 23<sup>rd</sup> City Council meeting, the Rush Line Project Team was asked to develop alternative options for a downtown station platform location.

As described in the attached memorandum from the Rush Line Project Team, seven (7) alternatives were developed and brought back to the community for input. In addition to the pop-up sessions and an open house held in January, the County developed an on-line survey to broaden the opportunity for feedback.

While the results of the on-line survey are not a statistically valid representation of the community, they are informative and may be helpful as the Council deliberates its selection of a preferred site location. The survey was open through the end of January and the results will be presented by the Rush Line Project Team at the City Council's February 12<sup>th</sup> meeting.

### **Next Steps**

The Rush Line Project Team will present the results of the on-line survey and feedback from the January 10<sup>th</sup> Open House at the upcoming City Council meeting, and will be available to respond to any questions the Council may have about the project and/or process. At its regular meeting on February 26, 2019, the City Council will be asked to consider selection of a preferred station platform location in the downtown area. The Council's selection will then be forwarded to the Rush Line Policy Advisory Committee for final consideration at its meeting on February 28<sup>th</sup>.

### **ATTACHMENT**

Memorandum from the Rush Line BRT Project Staff



# MEMORANDUM RUSH LINE BRT PROJECT BACKGROUND



**To:** White Bear Lake City Council  
**From:** Rush Line BRT Project Staff  
**Date:** February 7, 2019  
**Subject:** Rush Line BRT Project Background Memo

---

## ABOUT THE RUSH LINE BRT PROJECT

The Rush Line Bus Rapid Transit (BRT) Project is a proposed 14-mile transit route connecting Union Depot in Saint Paul to the east side of Saint Paul and the communities of Maplewood, White Bear Township, Vadnais Heights, Gem Lake and White Bear Lake.

In early 2018 the Rush Line BRT Project entered the environmental analysis phase. This phase is expected to last through the beginning of 2020. The purpose of the environmental analysis phase is to advance the project's design while seeking to maximize the potential benefits of the project and minimize potential social and environmental impacts along the route. The Rush Line BRT Project is led by Ramsey County during the environmental phase, and would be operated by Metro Transit, who would lead its engineering phase as well. The Minnesota Department of Transportation is responsible for Highway 61 and all improvements made to the highway.

### Existing Transit Service in White Bear Lake

#### *Express Route 265*

Express Route 265 provides some service to White Bear Lake with four trips from White Bear Lake to downtown Saint Paul in the morning peak period and four return trips in the evening peak period. Route 265 serves downtown White Bear Lake, then travels down White Bear Avenue to serve the Maplewood Mall Transit Center and St. John's Hospital. It then travels south on Highway 61 before using Highway 36 and I-35E to reach downtown Saint Paul. Route 265 offers regular route service between downtown White Bear Lake and Highway 36, meaning that buses will pick up or drop off customers at any bus stop along this part of the route. Once the bus enters Highway 36 it does not make any stops until it reaches downtown Saint Paul.

Offering four weekday trips per day in each direction, Route 265 service is limited and serves only inbound commuter trips in the peak periods. It does not provide opportunities for reverse commute to White Bear Lake, or midday, evening or weekend service.

#### *Local Route 219*

Local Route 219 serves the southern part of White Bear Lake on its route through Maplewood, White Bear Lake, Mahtomedi, Oakdale, North St. Paul, Landfall and Saint Paul. The route begins at St. John's Hospital and serves Maplewood Mall, then uses McKnight Road to serve White Bear Lake High School, follows Wildwood Road to Highway 120 where it serves Century College and continues south to 15<sup>th</sup> Street in Oakdale. It then serves Landfall and 3M Headquarters before terminating at Sun Ray Transit Center. Service operates every 30 minutes during the day and hourly in the evening and on Saturdays. There is no service on Sundays.

# DOWNTOWN WHITE BEAR LAKE STATION LOCATION SELECTION

## Express Route 270

Express Route 270 offers express service to downtown Minneapolis from Mahtomedi. It provides one morning trip southbound and one afternoon trip northbound serve White Bear Lake each day. The route operates in White Bear Lake on Highway 120, County Road F and Bellaire Avenue.

In comparison to the existing express route service, Rush Line BRT would provide all day, frequent, bi-directional service seven days a week. It would capture a much wider range of trips and customers than the Routes 265 and 270, and offer a faster trip, higher level of frequency and better station amenities than the Route 219.

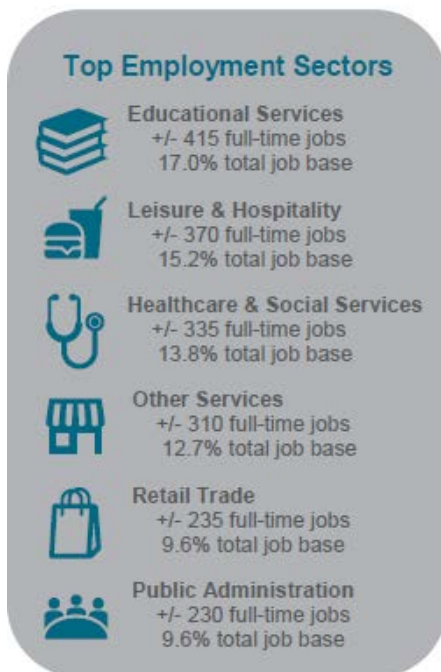
## Ridership

Preliminary Rush Line BRT ridership estimates from the Pre-Project Development Study in 2017 show a range of 5,700 to 9,600 daily rides. Updated Rush Line BRT ridership forecasts are currently being prepared and are under review by the Federal Transit Administration. Updated and revised ridership numbers are anticipated to be available in spring 2019.

The downtown White Bear Lake station is intended to be a neighborhood station, which is a walkable destination for people in downtown and adjacent neighborhoods and scaled to fit into the neighborhood. Ridership at the downtown White Bear Lake station is anticipated to come from people who can walk, bike or perhaps be dropped off at the station; preliminary estimates are that up to 200 people a day would use the station platform. Some riders may also drive to the stop. All visitors arriving in White Bear Lake via Rush Line BRT would be either new visitors who could not previously reach the area because it lacked regular transit service, or previous visitors who will no longer have to park a car downtown when arriving via Rush Line BRT.

## Economic Development

The Rush Line BRT would connect to 106,000 jobs within a half mile of its 21 stations; more than 8,500 of those jobs are within a half mile of the Buerkle Road, County Road E, Cedar Avenue, Whitaker Street and Downtown White Bear Lake stations. The approximately 2,400 jobs within a half-mile of the Downtown White Bear Lake station are a mix of education-related, leisure and hospitality, healthcare and social services, retail and public administration jobs, as well as other uncategorized services.



The high number of educational jobs is driven by the presence of Lincoln Elementary, Central Junior High, the Frassati Catholic Academy, the District Center and the North and South campuses of White Bear Lake Area High School. The concentration of shops and restaurants in downtown White Bear Lake is particularly influential in bolstering the Leisure and Hospitality and Retail Trade Sectors in the station area. On average, these industries typically pay comparatively lower wages than other industries, which often affects commuting patterns, as workers in lower-wage jobs are more likely to depend on and use transit service. In Ramsey County, the Leisure and Hospitality and Retail Trade sectors have annual wages that are 61.2 percent and 36.5 percent lower than the county-wide average, respectively.

# DOWNTOWN WHITE BEAR LAKE STATION LOCATION SELECTION

While Rush Line BRT would provide the economic benefit of increased access to jobs along its corridor, the presence of a BRT station can also encourage development of nearby vacant and underused properties. The increased pedestrian traffic, visible public amenity and reliable transportation that come with a BRT station can drive new interest in tired sites.

## PUBLIC ENGAGEMENT IN WHITE BEAR LAKE

Ramsey County conducted public engagement efforts in White Bear Lake throughout spring, summer and fall 2018. The purpose of these efforts was to raise awareness about the Rush Line BRT Project and gather community input on the project. Project staff attended the Northeast Metro Community Expo, MarketFest and White Bear Township Day, and set up project-specific pop-up events in downtown White Bear Lake and at Century College.

In spring 2018, Ramsey County worked with City of White Bear Lake staff to convene a station area planning working group. The working group was composed of area residents, business people and elected and appointed officials. This group met three times over the course of summer 2018 to advise on station and platform locations and consider economic development opportunities in station areas and non-motorized access to stations. Additionally, Ramsey County conducted approximately 20 individual meetings with stakeholders in White Bear Lake in summer and fall 2018.

On September 27, 2018, the Policy Advisory Committee confirmed a Rush Line BRT Project definition that included a downtown White Bear Lake Station at 2nd Street and Clark Avenue as recommended by the station area planning working group. However, as a result of feedback from White Bear Lake residents and business people, the Policy Advisory Committee also directed Ramsey County to seek additional input on the location of the downtown White Bear Lake station from residents and the White Bear Lake City Council.

Ramsey County then hosted listening sessions at the White Bear Lake branch of the Ramsey County Library on October 11 and 12, which drew more than 70 community members, and presented a project update at the White Bear Lake City Council meeting on October 23.

Following these meetings, Ramsey County worked closely with City of White Bear Lake staff to develop additional downtown station location options for study. Once these options were developed, Ramsey County and the City hosted an open house at City Hall on January 10, with supporting pop-up events at the White Bear Lake branch of the Ramsey County Library on January 4 and at the White Bear Area YMCA on January 8. The purpose of the open house was to share the station location options with residents and ask for feedback and station location preferences. Concurrently, an online survey was made available from January 9 to January 31, with the same information as at the open house and requesting the same feedback. Approximately 130 people attended the open house, and members of the project team talked with approximately 30 people at the two pop-up events. More than 350 people completed the online survey.

**GENERAL FUND  
FUND SUMMARY  
PRELIMINARY 2/7/19**

ITEM	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2018 REVISED	BUDGET VARIANCE
Revenue:					
Operating					
Property taxes	4,549,911	4,828,315	5,116,594	5,117,000	(406)
Franchise fees & fines	380,548	390,525	387,129	398,000	(10,871)
Licenses & permits	637,247	687,807	774,592	738,600	35,992
Intergovernmental	2,204,001	2,431,198	2,604,171	2,600,744	3,427
Charges for services	455,529	489,299	562,967	554,000	8,967
Miscellaneous	81,151	87,646	151,149	154,122	(2,973)
Total operating revenue	8,308,387	8,914,790	9,596,602	9,562,466	34,136
Transfers In	673,985	710,000	686,920	686,920	
Total revenues	8,982,372	9,624,790	10,283,522	10,249,386	34,136
Expenditures:					
Operating					
General government	1,522,735	1,706,978	1,793,496	1,809,400	(15,904)
Public safety	5,702,709	6,053,454	6,340,998	6,353,754	(12,756)
Public works	1,474,409	1,604,294	1,904,517	2,008,216	(103,699)
General svc. / contingency	84,498	73,806	43,325	43,325	
Total operating expenditures	8,784,351	9,438,532	10,082,336	10,214,695	(132,359)
Transfers Out					
Armory	30,000	25,000	25,000	25,000	
Total transfers out	30,000	25,000	25,000	25,000	
Total expenditures	8,814,351	9,463,532	10,107,336	10,239,695	(132,359)
Revenues Over (Under) Expenditures	168,021	161,258	176,186	9,691	166,495
Reserve adjustment	215,000	105,000	85,000	85,000	
Fund Balance January 1	245,500	198,521	254,779	254,779	
Fund Balance December 31	198,521	254,779	345,965	179,470	166,495
Reserves for operations	3,245,000	3,350,000	3,435,000	3,435,000	

**GENERAL FUND  
DETAIL OF REVENUE BY SOURCE  
PRELIMINARY 2/7/19**

CODE NO.	SOURCE	2017 ACTUAL	2018 ACTUAL	2018 REVISED	BUDGET VARIANCE
	General Property Taxes				
	Current ad valorem:				
4015	Current	\$4,102,145	\$4,381,973	\$4,376,800	\$5,173
4040	Fiscal Disparities	698,900	695,791	705,200	(9,409)
	Total Current ad valorem:	4,801,045	5,077,764	5,082,000	(4,236)
4025	Delinquent	24,185	37,245	30,000	7,245
4030	Penalties and Interest	3,085	1,585	5,000	(3,415)
	Total General Property Tax	4,828,315	5,116,594	5,117,000	(406)
5095	Franchise Fee	301,463	308,569	308,000	569
	Licenses and Permits				
	Business:				
4305	Liquor, intoxicating	85,510	84,731	85,600	(869)
4307	Liquor, nonintoxicating	3,525	3,837	5,000	(1,163)
4309	Cigarette	3,750	4,050	4,000	50
4311	Entertainment	1,245	745	1,200	(455)
4315	Apartment Reg Fee	16,383	20,629	18,600	2,029
4317	General Contractor	9,532	12,295	12,000	295
4319	Solicitor	2,450	1,950	2,000	(50)
4321	Service Station	5,925	5,925	6,000	(75)
4323	Other	5,380	5,033	4,800	233
4325	Gambling permits	2,325	2,675	2,400	275
	Total business	136,025	141,870	141,600	270
	Non Business:				
4405	Building	410,876	477,083	450,000	27,083
4415	Electrical	36,589	37,389	40,000	(2,611)
4420	Heating/Air Conditioning	44,412	56,133	45,000	11,133
4425	Plumbing	29,705	32,472	35,000	(2,528)
4430	Sewer & Water	3,175	4,170	3,000	1,170
4435	Sign	9,595	7,251	8,000	(749)
4437	Driveway	4,000	5,980	4,000	1,980
4345	Animal	4,430	2,244	2,000	244
4350	Other-Launch	9,000	10,000	10,000	
	Total non business	551,782	632,722	597,000	35,722
	Total licenses and permits	687,807	774,592	738,600	35,992

**GENERAL FUND  
DETAIL OF REVENUE BY SOURCE  
PRELIMINARY 2/7/19**

CODE NO.	SOURCE	2017 ACTUAL	2018 ACTUAL	2018 REVISED	BUDGET VARIANCE
	Fines				
4510	County	\$75,573	\$64,363	\$75,000	(\$10,637)
4520	Administrative	13,489	14,197	15,000	(803)
	Total fines	89,062	78,560	90,000	(11,440)
	Intergovernmental Revenue				
4624	State Local Govt Aid	1,456,765	1,500,002	1,500,000	2
4626	MN State Aid Street Maint	126,000	290,000	290,000	
4630	State Police Relief Aid	249,820	250,128	250,128	
4632	State Fire Relief Aid	232,194	241,116	241,116	
4636	911 Distribution	33,850	11,283	11,000	283
4644	State Aid Other-Post Board	8,901	26,796	9,000	17,796
4662	County Aid-other		3,000	3,000	
4662	Other - Police Services	3,302	1,484	6,000	(4,516)
4662	Other - Police Services	30,000	30,000	35,000	(5,000)
4682	Other - highway maintenance	1,481	1,296	1,000	296
4666	Other - School District - Resource Officer	143,000	147,000	147,000	
4604	Other - Grant - Fire/Police Rem.	49,355	9,708	30,000	(20,292)
4604	Other - Grant - Safe & Sober	56,110	62,207	55,000	7,207
4604	Other - Grant - DUI Enforce.		30,151	22,500	7,651
4604	Other - Grant - Recruitment	40,420			
	Total Intergovernmental	2,431,198	2,604,171	2,600,744	3,427
	Charges for Services				
4807	Cust Service Taxable	476	531	500	31
4809	Cust Service NonTaxable	31,678	21,110	25,000	(3,890)
4819	Charges to other Dept		50		50
4832	Fire Service	308,511	328,733	328,000	733
4834	Police Service	11,544	71,812	63,500	8,312
4842	Misc Public Works	2,155	10,740	2,000	8,740
4875	Misc Current Services	78	212		212
4845	Inspection services	134,857	129,779	135,000	(5,221)
	Total Charges for Services	489,299	562,967	554,000	8,967

GENERAL FUND					
DETAIL OF REVENUE BY SOURCE					
PRELIMINARY 2/7/19					
CODE NO.	SOURCE	2017 ACTUAL	2018 ACTUAL	2018 REVISED	BUDGET VARIANCE
	Miscellaneous Revenue				
4955	Interest		\$90,000	\$90,000	
4975	Rental Income	71,613	45,485	59,122	(13,637)
5010	Sale of Property	5,549	2,384	1,000	1,384
4990	Donations	2,767	2,311	2,000	311
5360	Refunds/Reimbursements	7,717	10,969	2,000	8,969
	Total Miscellaneous	87,646	151,149	154,122	(2,973)
	Transfers				
	Administrative Charge				
5205	Water Distribution	99,300	102,280	102,280	
5205	Water Treatment	18,000	18,540	18,540	
5205	Sewer	103,300	106,400	106,400	
5205	Refuse	105,900	109,000	109,000	
5205	Ambulance	282,800	254,000	254,000	
5205	License Bureau	30,700	31,700	31,700	
5205	HRA Redevelop - District # 25	70,000	25,000	25,000	
5205	Marina		40,000	40,000	
		710,000	686,920	686,920	
	TOTAL GENERAL FUND	9,624,790	10,283,522	10,249,386	34,136

**GENERAL FUND  
SUMMARY OF EXPENDITURES  
BY DEPARTMENT, DIVISION AND ACTIVITY  
PRELIMINARY 2/7/19**

ITEMS	2017 ACTUAL	2018 ACTUAL	2018 REVISED	BUDGET VARIANCE
<u>Legislative</u>	\$144,568	\$141,087	\$143,544	(\$2,457)
<u>Department of Administration</u>				
Administration	323,578	354,744	355,342	(598)
Finance	543,036	591,754	593,010	(1,256)
Legal	62,450	51,298	63,889	(12,591)
City Hall	227,354	256,707	238,968	17,739
Elections	34,976	95,569	94,438	1,131
Planning	371,016	302,337	320,209	(17,872)
Total Administration	1,562,410	1,652,409	1,665,856	(13,447)
<u>Department of Public Safety</u>				
Police	3,844,389	4,147,485	4,117,087	30,398
Fire	983,033	919,557	938,094	(18,537)
Dispatch	539,772	504,172	524,174	(20,002)
Prosecution	148,879	153,731	153,970	(239)
Animal Control	14,789	14,833	18,725	(3,892)
Emergency Preparedness	11,505	11,364	14,754	(3,390)
Building & Code Enforcement	511,087	589,856	586,950	2,906
Total Public Safety	6,053,454	6,340,998	6,353,754	(12,756)
<u>Department of Public Works</u>				
Public Works Facility		163,118	178,802	(15,684)
Garage	136,021	114,156	126,920	(12,764)
Streets	545,166	561,561	561,044	517
Snow / Ice Removal	107,384	234,400	280,728	(46,328)
Street Lighting & Signals	170,161	186,306	201,935	(15,629)
Parks	645,562	644,976	658,787	(13,811)
Total Public Works	1,604,294	1,904,517	2,008,216	(103,699)
<u>Non-Departmental</u>				
Lake Conservation District	34,777			
Northeast Youth & Family Svc.	39,029	39,575	39,575	
Senior Bus		3,750	3,750	
Total Non Departmental	73,806	43,325	43,325	
Total operational expenditures	9,438,532	10,082,336	10,214,695	(132,359)
<u>Transfers</u>				
Armory	25,000	25,000	25,000	
Total Transfers	25,000	25,000	25,000	
Total General Fund	9,463,532	10,107,336	10,239,695	(132,359)