

**CITY OF WHITE BEAR LAKE**  
ENGINEERING DEPARTMENT

**FEASIBILITY REPORT**  
for the  
**2024 PAVEMENT REHABILITATION PROJECT**

**February 13, 2024**



**CITY PROJECT NOS. 24-01 & 24-08**



# **FEASIBILITY REPORT**

for the

## **2024 PAVEMENT REHABILITATION PROJECT**

### **CITY PROJECT NO. 24-01**

Campbell Avenue / Second Street / Krech Avenue /  
Third Street / Wood Avenue

### **CITY PROJECT NO. 24-08**

Sports Center Drive

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.



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Paul Kauppi, P.E.  
License No. 41291

**February 13, 2024**

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Date

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## I. INTRODUCTION

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

Historically, a major component of this program was to reconstruct streets which were not constructed to a typical urban section with concrete curb and gutter. Since the City initiated its street reconstruction program in the 1980's, over 80 miles (about 95 percent) of the City's streets have been reconstructed to current standards with engineered pavement sections and concrete curb and gutter. However, as these streets age, they need to be maintained through routine maintenance practices, which can be expected to keep the pavements in good condition for approximately 20-25 years if undertaken at appropriate intervals. When a pavement reaches the point where routine maintenance techniques are no longer effective (usually at about the 20-25 year point or after 2 to 3 sealcoat applications and routine crack sealing), a major rehabilitation procedure is necessary. The life of the pavements between major rehabilitations depends largely on traffic types and volumes. Streets which carry larger vehicles with heavy loads and higher daily traffic volumes typically wear out faster than low volume residential streets.

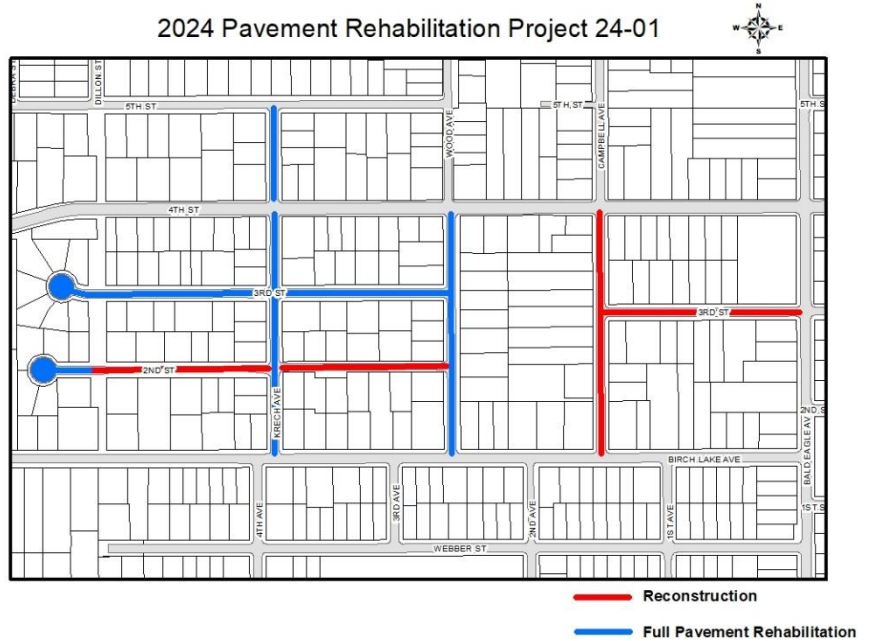
The means of rehabilitating the bituminous pavements could range from milling and overlaying, to full depth reclamation, to complete reconstruction. Mill and overlay involves the removal of the upper layer of asphalt by grinding (or milling) and then replacement of the upper layer of asphalt (wearing course). Full depth reclamation is an in-place recycling method for reconstruction of existing flexible pavements using the existing pavement section material as the base for the new roadway-wearing surface. As streets deteriorate to the point where maintenance is no longer effective, these procedures are the next step in the pavement maintenance process. Once the complete pavement system fails, a complete reconstruction becomes necessary.

The streets proposed for rehabilitation in 2024 have deteriorating bituminous pavements, some poor drainage characteristics, and some public utility facilities which need upgrading. All of the public infrastructure elements proposed for reconstruction, rehabilitation, replacement or upgrading are important to the continuing vitality of the neighborhoods and are necessary improvements to the City's street and utility systems.

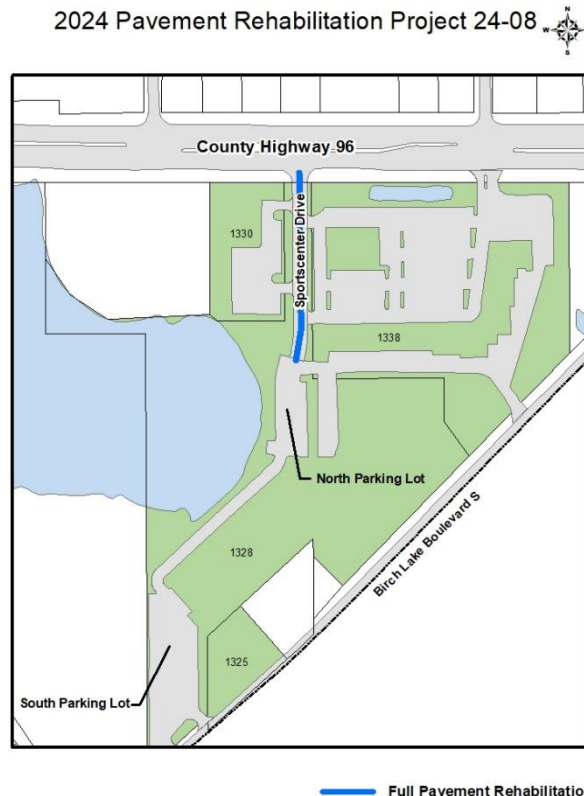
The Engineering and Public Works Departments have evaluated the streets proposed in the 2024 Pavement Rehabilitation Project and will recommend in this Feasibility Report that the City Council include all streets described herein and shown on the map in **Exhibit 1**.

The streets proposed for inclusion in the **2024 Pavement Rehabilitation Project**, are shown in Exhibits 2 - 4:

- **Campbell Avenue** (from Birch Lake Avenue to Fourth Street)
- **Third Street** (from Campbell Avenue to Bald Eagle Avenue)
- **Second Street** (from West cul-de-sac to Wood Avenue)
- **Third Street** (from West cul-de-sac to Wood Avenue)
- **Krech Avenue** (from Birch Lake Avenue to Fifth Street)
- **Wood Avenue** (from Birch Lake Avenue to Fourth Street)



- **Sports Center Drive** (from North Parking Lot to Highway 96)



On October 10, 2023, the City Council adopted Resolution No. 13255, ordering preparation of this Feasibility Report for the streets listed above. A copy of the memo and resolution are included in **Appendix A**.

If the Council decides to proceed with these utility and street improvements, the next step in the public improvement process (**Appendix B**) would be to conduct a required public improvement hearing. If the City Council were to order a public hearing at its February 13, 2024 meeting, the hearing could be conducted on March 12, 2024.

## **II. PROJECT SCOPE**

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

## **III. FUTURE PAVEMENT REHABILITATION PLAN**

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

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 a mill and overlay about 20-25 years after reconstruction and after 2 to 3 seal coat applications. In addition to streets which will be included in the mill and overlay projects at 20-25 years of age will be streets that have premature pavement failure due to other factors.

## **IV. EXISTING CONDITIONS**

The streets included in the proposed 2024 Pavement Rehabilitation Project are deteriorating and in need of pavement rehabilitation as well as minor curb and gutter, sidewalk and storm sewer repairs. Several segments do not have concrete curb and gutter and are in need of full reconstruction. The current condition of the infrastructure is outlined as follows:

#### **A. Watermain**

The watermain in the area west of Campbell Avenue was installed between 1952 and 1980. The watermain from Campbell Avenue to the east was installed prior to 1952. All watermain is either cast iron pipe or ductile iron pipe and are generally in good condition. There have been a total of two (2) watermain breaks in the project area since the Public Works Department began tracking this history in 1991. (Refer to **Exhibits 5 - 7**) 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 area of the city were installed between 1929 and 1978. The majority is clay pipe and is in good condition. The City's Public Works Department has performed a television inspection of all of the existing sewer mains and has identified segments where the pipe is cracked, joints are out of alignment or where the pipe has been damaged by tree root intrusion or other factors. The proposed project will repair as needed any areas identified by the television inspection. With these "spot repairs", the sanitary sewer mains will be in good condition. (Refer to **Exhibits 9-11**) In the future the City will also undertake sanitary sewer pipe lining projects under a separate contract to improve the serviceability and life of older sanitary sewer mains.

#### **C. Storm Sewer**

The existing storm sewer drainage system is in good to fair condition. Some stormwater conveyance systems will need to be upgraded to address drainage issues. Existing Storm sewer from past street reconstruction projects will be utilized. Stormwater treatment facilities necessary to meet current MPCA, watershed district requirements, and the City's Stormwater Ordinance and Engineering Design Standards (Ordinance No. 15-05-2000, **Appendices C1-3**), will also need to be installed throughout the project area, as determined throughout the engineering design process.

The proposed projects falls entirely within the Vadnais Lake Area Water Management Organization (VLAWMO). Stormwater from project 24-01 flows via storm sewer to Whitaker Pond, where stormwater from project 24-08 flows via storm sewer to Birch Lake.

A map indicating the watershed district boundaries within the city is included in **Exhibit 11**.



**D. Street and Parking Lot Pavements**

The bituminous street pavements in the proposed project have been maintained by the City through a regular patching, crack sealing and seal coating program, but some of the pavements are now at the end of their useful life.

Streets proposed for the 2024 Pavement Rehabilitation Project are shown in **Table 1**. These streets are being recommended due to the deteriorating condition. These streets can no longer be effectively maintained using routine pavement maintenance techniques. Rehabilitation of these streets is a high priority.

The Sports Centers’ parking lots contain 2” of bituminous and 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 parking lots pavements are now past its useful life.

The project maps are shown in **Exhibits 2-4**.

**TABLE 1  
 EXISTING STREET ORIGINAL CONSTRUCTION YEAR**

<b>STREET</b>	<b>SEGMENT</b>	<b>CONSTRUCTION YEAR +</b>
Campbell Avenue	Birch Lake Avenue – Fourth Street	1981
Krech Avenue	Birch Lake Avenue – Fifth Street	1979
Second Street	West cul-de-sac – Dillon Street	1980
Second Street	Dillon Street – Krech Avenue	1961*
Second Street	Krech Avenue – Wood Avenue	1963*
Sports Center Drive	North Parking Lot – County Road 96	1989
Third Street	West cul-de-sac – Dillon Street	1980
Third Street	Dillon Street – Wood Avenue	1981
Third Street	Campbell Avenue – Bald Eagle Avenue	1981
Wood Avenue	Birch Lake Avenue – Fourth Street	1981

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

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

## V. PROPOSED IMPROVEMENTS

### A. Watermain Improvements

The majority of existing watermain within the 2024 Pavement Rehabilitation Project area is generally 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. Careful consideration has been given to the possible need to replace watermain pipe. The soil borings indicate sand, and sand with silt materials, which should be a reasonable bedding material for watermain, but can experience some movement during temperature fluctuations. After examination of the geotechnical report, it is believed that movement of these soils is the primary cause of breaks, and not poor condition of the pipe.

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

### B. Private Water Services

The water service material on City Project 24-01 could vary from either lead or galvanized steel, placed in the 1920s & 1930s to newer copper or plastic (pex) lines that are installed today. The lead and galvanized steel water services are a concern. Lead water services or fittings, present health risks and are always removed. Lead water services should be replaced when encountered within the public right of way. Lead pipe was commonly used for water services until the late 1920's (and again for a short period during World War II) when galvanized steel became the preferred material. Due to corrosion, galvanized water services become brittle and lose their durability. By 1960, with soft copper readily available, galvanized steel became outdated and fell out of use. A typical galvanized steel water service (placed in the 1920s and 1930s) will have become quite brittle and should not be reasonably expected to withstand the conditions associated with construction. In August 2022, the EPA released a requirement that all water suppliers must develop and maintain a service line inventory. Part of that requirement is documenting the material of each water service line. Staff will research past project and property files to determine the material of each service line. Any service with an unknown material type will be excavated and verified as part of the 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 curb stop. Property owners are responsible for maintaining their individual sanitary sewer and water service lines from the building to,

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

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

The existing sanitary sewer mains along the streets on the 2024 Pavement Rehabilitation Project are generally in 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 proposed repair locations are shown in **Exhibits 9 & 10**.

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

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

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

The television inspection of the city sanitary sewer mains also identified that most private sanitary sewer services have no root intrusion, almost all of the services looked good. The

Engineering Department has notified all property owners of the condition of their connection to sewer main. Of all of the sewer connections on the project, only 1 of the services were sent individual pictures that indicated moderate or severe root intrusion. This is especially important to determine because property owners are responsible for the maintenance of their sewer line from their home until it reaches the sanitary sewer main in the street including the connection “wye”. If root intrusion is discovered at the service connections, the Engineering Department has strongly recommended that the property owner have their service televised to see if there are any additional problems along the entire length of the service.

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

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

- City staff recommends a 2024 cap of \$1700 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. This amount will continue to be evaluated for future projects.
- Since implementing this program in 2008, over 507 homeowners have participated. It is anticipated that participation in 2024 will be minimal. As stated, most services “look good”. In both street reconstruction projects in these portions of the city, soil conditions are of similar characteristics. Due to the high cost of this work, further changes may be necessary for the program to remain fiscally sound, and not overly burden the City’s Sewer fund. Details on the Residential Sanitary Sewer Wye Replacement Program are included in **Appendices D1-2**.

If problems are discovered during the televising that require repair beyond the sewer wye and clay pipe (typically less than 10 feet) covered under the Residential Sanitary Sewer

Wye Replacement Program, the property owner might have the option to have this work performed by the City's contractor on a time and materials basis, at the property owner's expense.

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

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

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

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

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

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

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

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

The proposed 2024 Pavement Rehabilitation Project will be constructed in the Vadnais Lake Area Water Management Organization (VLAWMO). Stormwater management for these projects will meet watershed district regulations as well as the City's Stormwater Ordinance (Ordinance No. 15-05-2000, **Appendix C3**).

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

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

- Voluntary Rain Garden installation on all projects;
- Installation of an infiltration/filtration system in front of St. Mary's Church; or
- Installation of BMPs at other locations in the project areas.

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

## **G. Street & Parking Lot Improvements**

The proposed 2024 Pavement Rehabilitation Project consists of 2 methods of pavement rehabilitation:

1. Total pavement replacement consists of removal of the full depth of the existing deteriorated pavements, excavating existing sand, grading Class 5, construction of new pavements, and spot repair of damaged curb sections. Generally, all roads were originally constructed with a 2% crown to drain water off of the pavement to the gutter along the edge of the road. Through the years, the road settles and the pavement cross section become flatter and can become relatively flat. The project will increase the crown back to a more desirable 2-2.5%. This will reestablish drainage off of the pavement to the gutter. No changes to the curb line are proposed, therefore the street widths will remain unchanged.
2. Reconstruction areas of the proposed project were originally constructed when these portions of the City were newly developed. They were repaved from 1960-1980 (**Table 1**). The pavements have been maintained

by the City through a regular patching and seal coating program, but the pavements are now near the end of their useful life. The proposed projects will replace the bituminous pavement and the gravel base, and correct any sub-grade soil conditions which could affect the performance of the new streets. Concrete curb and gutter is proposed to control drainage and protect the edge of the pavement on the streets. The proposed street reconstruction consists of removal and replacement of the existing deteriorated pavements and placement of new paving, subgrade and concrete curb and gutter. The streets included in the 24-01/08 Pavement Rehabilitation Project are residential in nature and have low volumes and speeds. The proposed new pavements will be constructed to the width as shown in **Table 2**.

Typical street cross sections are shown on **Exhibits 12-14**

**TABLE 2  
 EXISTING AND PROPOSED STREET WIDTHS**

<b>STREET</b>	<b>SEGMENT</b>	<b>EXISTING WIDTH</b>	<b>PROPOSED WIDTH</b>
Campbell Avenue	Birch Lake Avenue – Fourth Street	32 feet	32 feet**
Krech Avenue	Birch Lake Avenue – Fifth Street	32 feet	32 feet*
Second Street	West cul-de-sac – Dillon Street	32 feet	32 feet*
Second Street	Dillon Street – Wood Avenue	20-24 feet	30 feet**
Sports Center Drive	Parking Lot – County Road 96	32 feet	32 feet*
Third Street	West cul-de-sac – Wood Avenue	32 feet	32 feet*
Third Street	Campbell Avenue – Bald Eagle Avenue	32 feet	32 feet**
Wood Avenue	Birch Lake Avenue – Fourth Street	32 feet	32 feet*

\* Existing curb to remain in place on these streets.

\*\* Full reconstruction with the addition of concrete curb and gutter. These streets to not have existing curb.

**H. Current Parking Restrictions**

Parking conditions are currently un-restricted, and are proposed to remain so.

## **I. Sidewalk Improvements**

The City's 2040 Comprehensive Plan contains a map of existing and proposed sidewalks and trails (see **Exhibit 15** – 2040 Comprehensive Plan Map “Non-Motorized Transportation Plan”). The intent of the proposed routes indicated on this map is to connect places of pedestrian activity such as parks and schools. We feel that it is important to build facilities not only for today but for the future of our community.

As part of the 2024 Pavement Rehabilitation Project, consideration has been given to the addition of a mixed use trail through the Dillon Street right of way from Birch Lake Avenue to 5<sup>th</sup> Street. Connections to the existing sidewalks on Birch Lake Avenue and Fourth Street are outside of the 2024 Pavement Rehabilitation Project limits.

Although the proposed trail is indicated on the Comprehensive Plan Map, we recognize that the Plan is a living document and the City Council may generally implement the trail improvement at its discretion. Staff recommends that the proposed trail be constructed as a whole at a later date, rather than one segment at a time.

Consideration has also been given to replacement of the existing sidewalk along the west side of Wood Avenue. Most of the existing sidewalk is less than four (4) feet wide and does not meet the current ADA minimum width. The City currently requires new sidewalks to be constructed to a minimum of five (5) feet wide, which meets ADA standards but also accommodates the City's snow removal equipment. Staff recommends that the existing sidewalk on Wood Avenue is replaced with a wider, five foot wide as part of this project.

## **J. Private Driveway Improvements**

The City will continue the private driveway replacement program which provides property owners with the opportunity to have their driveway reconstructed during the 2024 Pavement Rehabilitation Project. For those property owners who choose, their private driveway would be reconstructed by the City contractor during the construction project. This option is made available as a benefit and potential cost savings due to a single contractor performing a higher volume of work. The City's Driveway Replacement/Reconstruction Program is included in **Appendix E**.

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



**K. Private Utility Improvements**

Significant gas utilities are in need of upgrading on City Project 24-01 and are planned to be replaced by Xcel Energy as part of this project. Other private utilities including electric, cable, and phone are primarily carried on overhead lines and will likely remain unaffected.

**VI. PERMITS**

Several permits will be required prior to construction of the proposed improvements. The Engineering Department has been working closely with the Vadnais Lake Area Water Management Organization (VLAWMO) in determining the feasibility of the proposed stormwater quality improvements. Required permits include, but are not limited to, the following: (See **Table 3**)

**TABLE 3**

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

**VII. PUBLIC INFORMATIONAL MEETING**

The Engineering Department conducted an initial public information meeting regarding the potential project on November 8, 2023. A copy of the letter announcing this meeting and the outline from the meeting are included in **Appendices F & G**. Sixteen (16) people were in attendance. 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. The primary concerns for residents at this meeting were the proposed assessments (**Appendix H**). 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, 2024.

**VIII. ESTIMATED PROJECT COSTS**

The estimated improvement costs for the proposed improvements are summarized in **Table 4**. The estimated total project cost proposed (including a 10% contingency) is **\$2,662,400**. 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 4**  
**2024 PAVEMENT REHABILITATION PROJECT COST ESTIMATE**

Street Improvements	\$ 1,350,000
Sanitary Sewer	\$ 150,000
Storm Sewer	\$ 130,000
Watermain Improvements	\$ 200,000
Sports Center Parking Lots	\$ 200,000
Sidewalk	<u>\$ 50,000</u>
<b>Construction Cost</b>	<b>\$ 2,080,000</b>
10% Contingency	\$ 208,000
18% Engineering, Legal, Fiscal	<u>\$ 374,400</u>
<b>Total Project Improvement Cost</b>	<b>\$ 2,662,400</b>

**IX. FINANCING AND ASSESSMENTS**

The improvements discussed in this report for the 2024 Pavement Rehabilitation Project are proposed to be financed through a combination of special assessments to benefited properties (according to the City’s Assessment Policy), City utility funds and pavement management funds. A summary of the total project cost is provided in **Appendix I**, with a spreadsheet indicating how the total costs could be allocated through both City funds and special assessments.

Proposed assessment rates are as follows and may be adjusted once further estimates are complete after the design phase or after bids are received. Assessment rates for full street reconstruction are proposed to be set at \$55.00 per assessable foot for residential properties, \$74.00 for apartment and townhome properties and \$90.00 for commercial properties. Assessment rates for total pavement replacement are proposed to be set at \$45.00 per assessable foot for residential properties, \$60.15 for apartment and townhome properties and \$74.00 for commercial properties.

All of the property owners who would receive benefits from the proposed improvements and who would be assessed for all or a portion of the improvements are listed on the Proposed Assessment Rolls in **Appendix H** of this report. The assessment roll indicates the owner, the

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

Based on past practice and projects, it is proposed that the assessment to residential properties included in this project 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 actual interest rates charged on assessments will be two percent (2.0%) greater than the interest rate on the bond issue for this year.

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 property owners who would like to take advantage of this City policy.

The City Assessment Policy is included in **Appendix K**.

## **X. PROJECT SCHEDULE**

The anticipated project schedule is as follows:

### **PROPOSED 2024 PAVEMENT REHABILITATION PROJECT SCHEDULE**

City Council orders Feasibility Report	October 11, 2023
City Council receives Feasibility Report	February 13, 2024
City Council sets date for Public Improvement Hearing	February 13, 2024
City Council orders Preparation of Plans	February 13, 2024
City Council holds Public Improvement Hearing	March 12, 2024
City Council approves Plans and Specifications and City Council authorizes Advertisement for Bids	March 12, 2024
Bids Opened	April 3, 2024
City Council awards Bid	April 9, 2024
Begin Construction	May 6, 2024
City Council sets date for Assessment Hearing	August 13, 2024
Construction Substantially Complete	September 6, 2024
City Council holds Assessment Hearing	September 10, 2024

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

The proposed improvements included in the 2024 Pavement Rehabilitation Project consist of pavement rehabilitation and are feasible from an engineering standpoint, necessary, and cost effective if constructed under a single project/single contract as proposed. These improvements would greatly improve the level of service to the residents of these areas and enhance the safety and appearance of the neighborhoods. The improvements can most effectively and economically be constructed if undertaken through a coordinated contract that would cause the improvements to be installed in the proper sequence.

## **XII. CONCLUSION**

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

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

## **APPENDIX A**

### **MEMO and CITY COUNCIL RESOLUTION NO. 13255 ORDERING FEASIBILITY REPORT**



**City of White Bear Lake**  
Engineering Department

# MEMORANDUM

**To:** Lindy Crawford, City Manager  
**From:** Paul Kauppi, Public Works Director/City Engineer  
**Date:** October 10, 2023  
**Subject:** **Feasibility Report for Proposed 2024 Pavement Rehabilitation Project, City Project Nos.: 24-01, 24-08**

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## SUMMARY

The City Council will consider adopting a resolution and order the preparation of Feasibility Reports of the 2024 Pavement Rehabilitation Project.

## BACKGROUND INFORMATION

The City of White Bear Lake has been reconstructing streets since the mid-1980's, replacing deteriorated streets with new engineered gravel bases, concrete curb and gutter and bituminous pavements. Street reconstruction projects also include improvements to the storm sewer system and installation of storm water treatment facilities. The reconstruction program is ongoing and the City has reconstructed over 94% of its streets (80 miles) which leaves just over 5 miles remaining to be improved to an urban design and current engineering standards.

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

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

The City has reached a point in its pavement management program where the implementation of a mill and overlay program is necessary to preserve the investment it has made in its street infrastructure. The City incorporated a mill and overlay component into its overall Pavement Management Program for the first time in 2011. The mill & overlay program is starting now even though we have not yet completed the street reconstruction program (approximately 6% or 5 miles of streets remain). The City will be challenged as it works to complete the street reconstruction program while undertaking mill and overlay projects at the same time to maintain streets reconstructed 20 – 30 plus years ago. We anticipate that the two programs could overlap for the next 4-6 years before the street reconstruction program is completed as we are continuing to undertake mill and overlay projects.

Each year the City Council selects streets for inclusion in the City’s Street Reconstruction Program. The Council receives recommendations for pavement rehabilitation projects from the Engineering and Public Works Departments based upon pavement conditions among other factors. The proposed 2024 Pavement Rehabilitation Project map is included with this memo. Streets proposed for reconstruction are highlighted in red, which includes one alley. Streets proposed for full pavement replacement are highlighted in blue. The street proposed for mill and overlay is shown in green.

Based upon our analysis, the following are recommended to the City Council for inclusion in a Feasibility Report for the 2024 Pavement Rehabilitation Project:

**2024 Streets being considered:**

**Campbell Avenue**  
(Birch Lake Avenue to Fourth Street)

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

**Second Street**  
(West Cul-De-Sac to Wood Avenue)

**Third Street**  
(West Cul-De-Sac to Wood Avenue)

**Wood Avenue**  
(Birch Lake Avenue to Fourth Street)

**Krech Avenue**  
(Birch Lake Avenue to Fifth Street)

**Sports Center Drive**  
(Birch Lake Boulevard South to Highway 96)

In addition to the streets listed above, the City’s parking lots at the Sports Center will also be included in the project. This portion of the project will not be assessed and will be funded by the City.

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 2024 will be reviewed in consultation with the City's appraisal consultant to ensure the proposed assessments are fair, uniform, and provide benefit in the amount of the proposed assessments. We have asked the appraiser to specifically look at the large and irregular shaped parcels. A copy of the appraisal report will be provided to the City Council when complete.

**RECOMMENDATION**

Staff recommends the City Council adopt the resolution and order the preparation of Feasibility Reports for the 2024 Pavement Rehabilitation Project

**ATTACHMENTS**

Resolution  
Proposed Street Projects 2024 Maps



**RESOLUTION NO. 13255**

**RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT  
FOR THE 2024 PAVEMENT REHABILITATION PROJECT  
CITY PROJECT NOs. 24-01, 24-08**

**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 and 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 Campbell Avenue (from Birch Lake Avenue to Fourth Street), Third Street (from Campbell Avenue to Bald Eagle Avenue), Second Street (from West Cul-De-Sac to Wood Avenue), Third Street (from west Cul-De-Sac to Wood Avenue), Krech Avenue (from Birch Lake Avenue to Fifth Street), Wood Avenue (from Birch Lake Avenue to Fourth Street), and Sports Center Drive (from Birch Lake Boulevard South to Highway 96) by installation of utilities, storm sewer improvements and rehabilitating the bituminous pavement, and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429; and

**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.

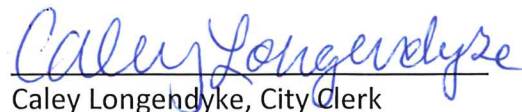
**BE IT FURTHER RESOLVED**, that the City Engineer is hereby instructed to report to the City Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvements are necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

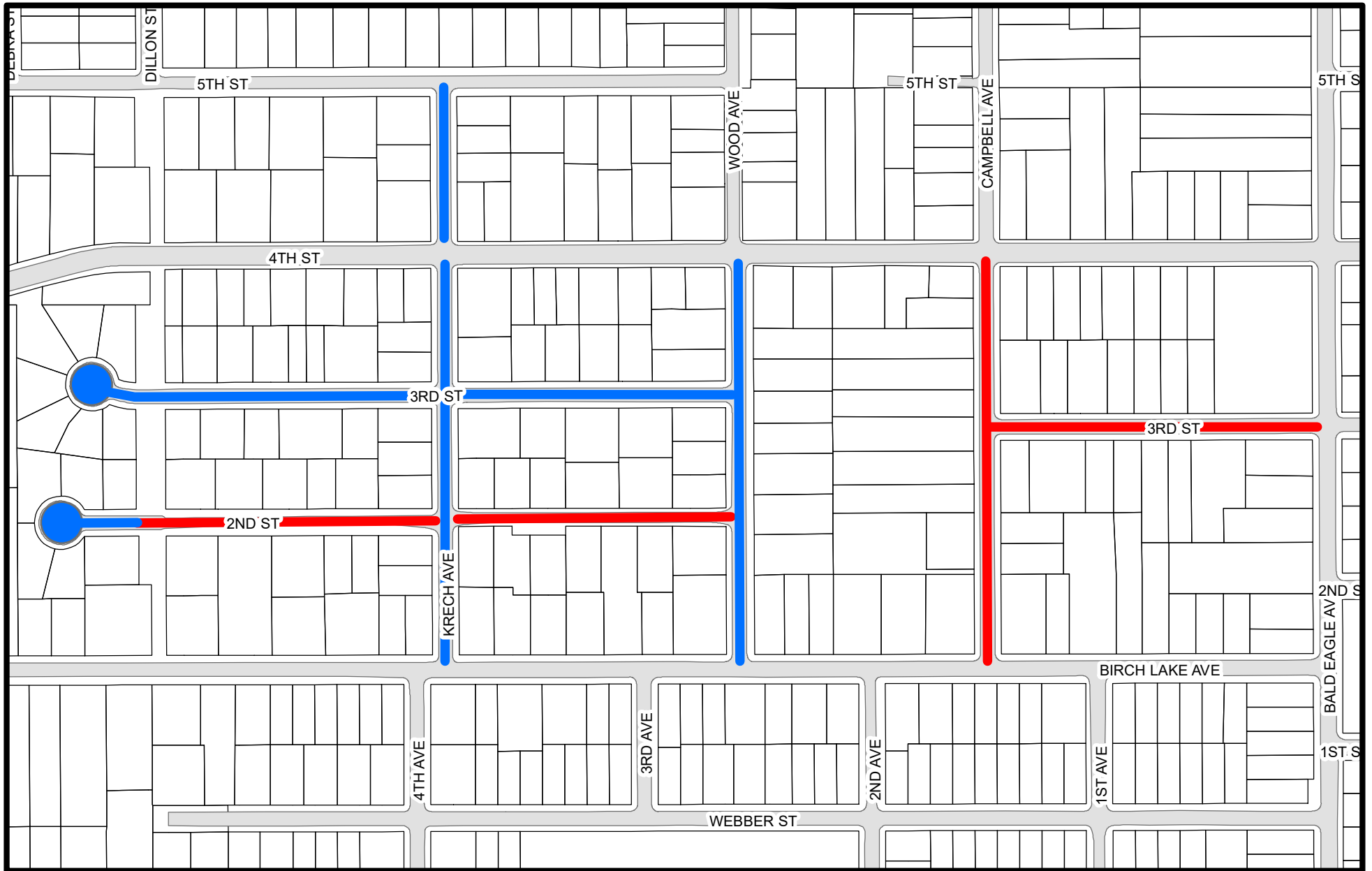
Ayes: Edberg, Hughes, Jones, Walsh  
Absent: Engstran  
Nays: None  
Passed: October 10, 2023

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

**ATTEST:**

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

# 2024 Pavement Rehabilitation Project 24-01



-  Reconstruction
-  Full Pavement Rehabilitation

# 2024 Pavement Rehabilitation Project 24-08

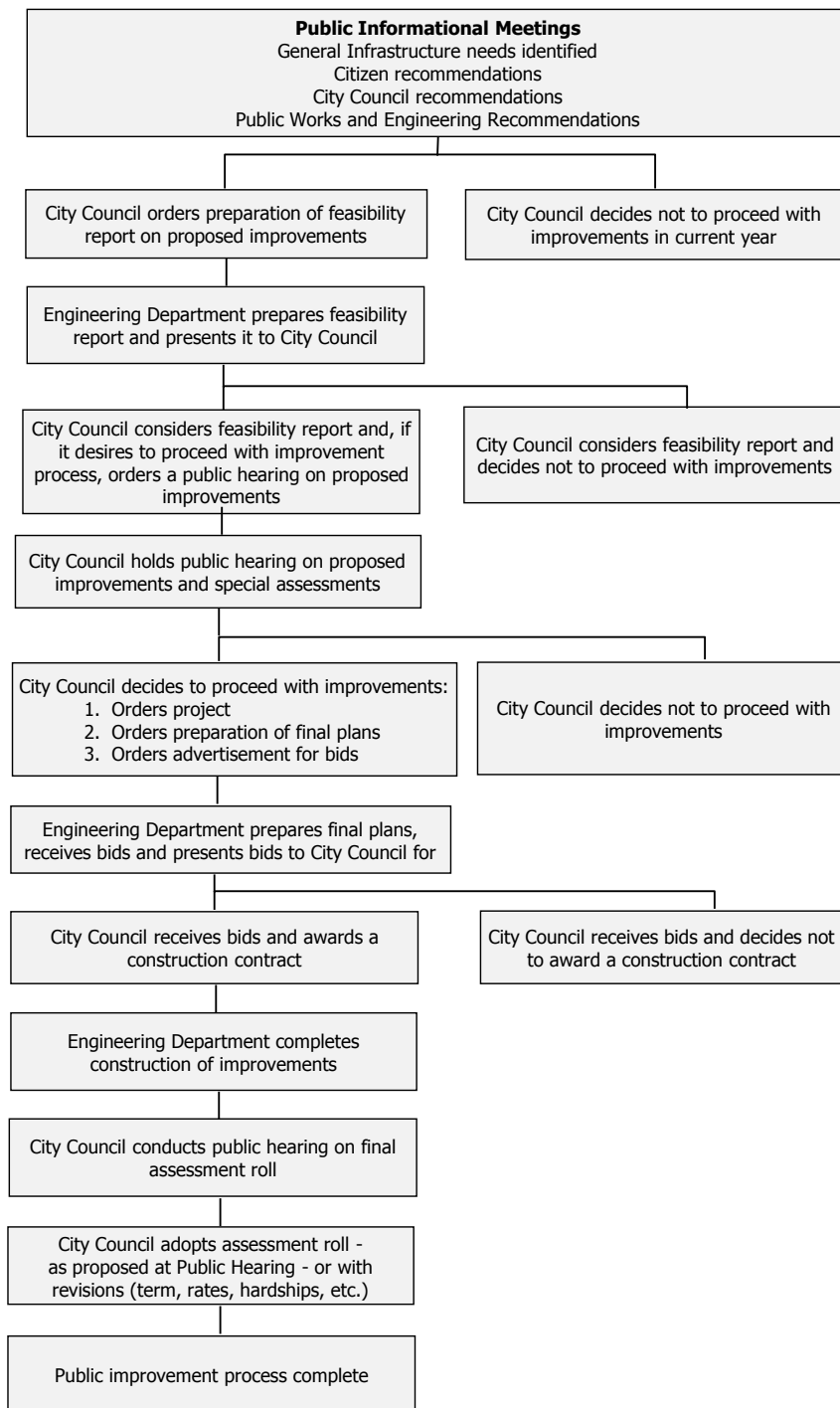


 Full Pavement Rehabilitation

# **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

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

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

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

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

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

### **8.3 Water Quality Control**

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

## **APPENDIX 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:

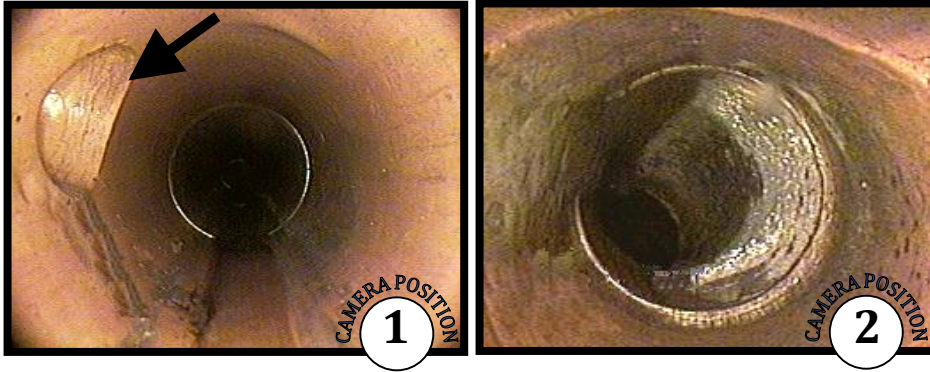
Ellen Richter  
Ellen Richter, City Clerk

## **APPENDIX D1**

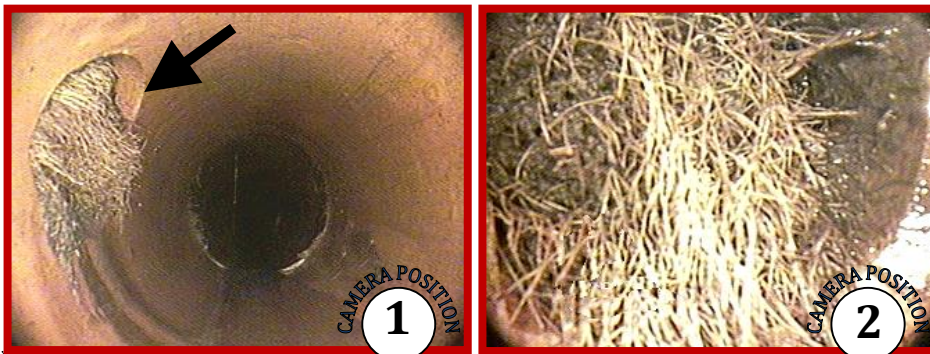
### **RESIDENTIAL SANITARY SEWER WYE REPLACEMENT PROGRAM INFORMATION**

# Sanitary Sewer Televising DIAGRAM

Service "A" None (ideal)

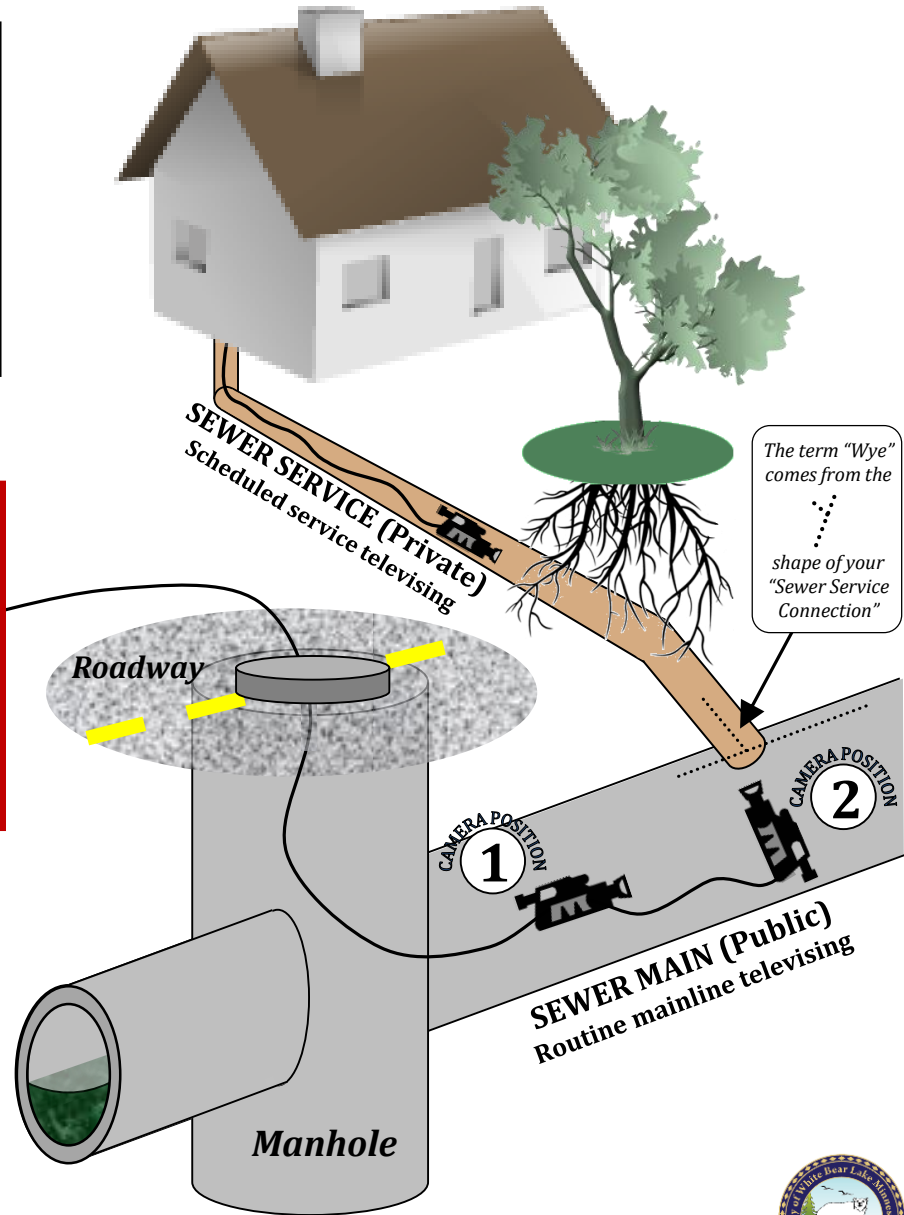


Service "B" Severe roots



**Where  
does your  
service  
rate?**

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



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



# Residential Sanitary Sewer Wye Replacement Program FLOWCHART

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

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

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

**Not recommended!**

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

**OPTIONAL**

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

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

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

City televises sewer service with homeowner present >



Video of televising sent to homeowner

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

'Wye' replacement is *recommended*

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

**Not recommended!**

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

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

**OR**

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



Your service cleanout will look similar to this...



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





## **APPENDIX D2**

### **LETTER REGARDING RESIDENTIAL SANITARY SEWER WYE REPLACEMENT 24-01**



# City of White Bear Lake

4701 Highway 61 N.  
White Bear Lake, Minnesota 55110  
651-429-8531 | [www.whitebearlake.org](http://www.whitebearlake.org)

November 8, 2023

RE: City Project No.: 24-01  
**Residential Sanitary Sewer Wye Replacement Program**

Dear White Bear Lake Resident,

As we prepare for the 2024 Pavement Rehabilitation Project, one of the first steps is reviewing and investigating the condition of underground utilities (sanitary sewer, watermain, and storm sewer infrastructure). Prior to each year's Pavement Rehabilitation Project, the City performs a television inspection of all of the existing City sanitary sewer mains on that year's project. That inspection can reveal problems where the pipe is damaged or is experiencing tree root intrusion. For anyone who was able to attend the Public Information Meeting, you may recall hearing about the **Residential Sanitary Sewer Wye Replacement Program** and seeing pictures of this inspection and the problems roots can cause.

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

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

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





# City of White Bear Lake

4701 Highway 61 N.  
White Bear Lake, Minnesota 55110  
651-429-8531 | [www.whitebearlake.org](http://www.whitebearlake.org)

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

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

The **enclosed DIAGRAM** illustrates the televising of the City sanitary sewer mains. During the televising of the sewer mains, the camera is also able to turn to provide a picture of the service connection, but does not allow us to see the whole length of the service all the way to the house. This diagram includes an example of an *ideal* service connection (Service A) and one that contains *severe* roots (Service B). These pictures were captured on the same segment of sewer main, only about 100 feet apart. As we have described previously, roots like those seen in Service B can potentially cause serious problems. **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 \$90, 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**



## City of White Bear Lake

4701 Highway 61 N.  
White Bear Lake, Minnesota 55110  
651-429-8531 | [www.whitebearlake.org](http://www.whitebearlake.org)

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 specific deadlines will not be accepted due to scheduling requirement.

If you are interested in having your sewer service line televised, please contact the Engineering Department at 651-429-8531 or email [cvermeersch@whitebearlake.org](mailto:cvermeersch@whitebearlake.org). Please let us know that you are part of the pavement rehabilitation project. All televising requests need to be made by Friday, December 1, 2023.

**Appointments will be scheduled between 7:30 AM and 3:00 PM, Monday – Friday from December 4 to December 15, 2023.**

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

### **REPAIR OF THE WYE**

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

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




# City of White Bear Lake

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

## **HOW MUCH DOES IT COST?**

 If your property is within the Pavement Rehabilitation Project area you can have your sanitary sewer service connection and a portion of your sanitary sewer service replaced. The City Council has adopted a policy to assist property owners with replacement of failing sanitary sewer service connections and **up to 10 feet** of service pipe. **The City will assist with funding the individual residential sanitary sewer service connection repairs so that residential property owners pay 50 percent of the cost, in an amount not to exceed \$1,700.** The remaining cost will be paid by the City.

You have two payment options:

### **BY CHECK**

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

**\$1,700** payment must be received  
By **FRIDAY, FEBRUARY 16, 2024**

### **BY ASSESSMENT**

You may also have the \$1,700 cost assessed against your property. A letter requesting this assessment must be signed by the same date, **FRIDAY, FEBRUARY 16, 2024.**

The Engineering Department has form letters available for anyone interested in this payment method.

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

Sincerely,

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

Attachments

## **APPENDIX E**

### **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.



# DRIVEWAY REPLACEMENT PROGRAM

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

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

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



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

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

October 2021

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

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

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

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

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

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

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

### **Other Provisions**

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

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

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

## **SOD RESTORATION**

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

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

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

## **PAYMENT FOR PRIVATE DRIVEWAY WORK**

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



## **APPENDIX F**

### **LETTER ANNOUNCING NOVEMBER 8, 2023 INFORMATIONAL MEETING**



# City of White Bear Lake

4701 Highway 61 N.  
White Bear Lake, Minnesota 55110  
651-429-8531 | [www.whitebearlake.org](http://www.whitebearlake.org)

October 17, 2023

RE: Informational Meeting – November 8, 2023 at 6:30 p.m.  
Proposed 2024 Pavement Rehabilitation Project  
City Project Nos. 24-01 and 24-08

Dear Property Owner(s):

During the 2024 construction season, the City of White Bear Lake is considering street rehabilitation projects on:

- Campbell Avenue (from Birch Lake Avenue to Fourth Street)
- Krech Avenue (from Birch Lake Avenue to Fifth Street)
- Second Street (from west cul-de-sac to Wood Avenue)
- Third Street (from west cul-de-sac to Wood Avenue)
- Third Street (from Campbell Avenue to Bald Eagle Avenue)
- Wood Avenue (from Birch Lake Avenue to Fourth Street)
- Sports Center Drive (from Birch Lake Boulevard South to Highway 96)

The project would be undertaken in the summer of 2024, if approved by the City Council. We are conducting an informational meeting on November 8<sup>th</sup> to review the project and answer questions.

The informational meeting on **Wednesday, November 8<sup>th</sup> at 6:30 p.m. in the Council Chambers at City Hall** will provide you with information on the proposed improvements, how they may impact your property, and how street rehabilitation projects are funded and financed in the City. We would like to receive comments regarding the project from residents and will provide further information on construction.

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

The City finances pavement rehabilitation projects through a combination of City funding sources and assessments to property owners. The City assesses approximately one-third of the project cost to benefitted property owners. Based on historical data, the typical proposed assessments in 2024 are anticipated to be approximately **\$3,000 per 80-ft lot for total pavement**

**replacement, \$4,000 per 80-foot lot for reconstruction.** Exact amounts will be available at a later date as staff completes the project feasibility study.

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

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

If you have any questions or comments to share, there are several ways to do this:

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

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

- Accept the Feasibility Report Order the Public Improvement Hearing – January, 2024
- Hold the Public Hearing & Authorize Advertisement for Bids – February, 2024
  - At this meeting, City Council can order the proposed improvements and allow the City to advertise for bids for the project. You will receive formal notice of this public hearing.
- City Council awards a construction contract – April, 2024
- Construction – Approximately May until September.
- Public Hearing for Assessments – September 2024
  - At this meeting, City Council can adopt the assessment roll. You will receive formal notice of the public hearing.

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

Sincerely,



Paul Kauppi, P.E.

Director of Public Works/City Engineer

## **APPENDIX G**

### **CITY PROJECT NO 24-01 PUBLIC MEETING OUTLINE**



# City of White Bear Lake

City Project Nos.: 24-01/24-08  
Public Informational Meeting  
for 2024 Pavement Rehabilitation Project



# CITY PROJECT NOS. 24-01/24-08

## I. OVERVIEW

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

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

- Reconstruct 2-3 miles per year (over 80 miles reconstructed thru 2023 = 94%)
- Mill/Overlay or Partial Reconstruction (over 25 miles between 2011 – 2023 = 28%)

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

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

We anticipate providing a feasibility report to City Council on January 23, 2024. A public improvement hearing could be held by City Council on February 27, 2024 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 2024. Assessments will be payable in October 2024 or applied to property taxes for 15 years for residential property and 20 years for commercial property starting in 2025.

### Funding:

Street and Curb & Gutter	Special Assessments, Municipal State Aid (MSA) (the City's share of gas taxes collected by the State) and Bond Sales
Water System Improvements	Water Improvement Fund
Water Service Replacement	Special Assessment / Water Improvement Fund
Storm Sewer Improvements	Surface Water Pollution Prevention Fund Special Assessments (Storm Sewer based on lot area, up to \$0.12/sf)

Sanitary Sewer System Improvements	Sewer Improvement Fund
Sanitary Sewer Service Replacement	Private Property Owners / Sewer Improvement Fund
Rain Gardens	90% from the Vadnais Lakes Area Water Management Organization VLAWMO remaining 10% by Property Owner

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

**Communication:**

- City website at [www.whitebearlake.org](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.
- City of White Bear Lake Non-Emergency: (651) 429-8511
- Xcel Energy: (800) 895-2999
- White Bear Lake Post Office: (651) 762-1437

## II. PROPOSED 2024 PAVEMENT REHABILITATION PROJECT

**City Project No. 24-01**

- **Campbell Avenue** (from Birch Lake Avenue to Fourth Street)
- **Krech Avenue** (from Birch Lake Avenue to Fifth Street)
- **Second Street** (from west Cul-De-Sac to Wood Avenue)
- **Third Street** (from west Cul-De-Sac to Wood Avenue)
- **Third Street** (from Campbell Avenue to Bald Eagle Avenue)
- **Wood Avenue** (from Birch Lake Avenue to Fourth Street)

**City Project No. 24-08**

- **Sports Center Drive** (from Parking Lot to Highway 96)

## III. GENERAL INFORMATION

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

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

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

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

Improvements MAY include:

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

Construction Scheduling/Staging/Communication

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

**Driveway Replacement Program:**

- Driveway permit fee waived if driveways are reconstructed by City contractor during the project. Permit fee for driveways (concrete or asphalt) reconstructed by non-City contractor or not inspected by Engineering Department during project is \$50.00.
- Driveways will be evaluated by the Engineering Department. If driveways have poor drainage, we might recommend concrete over asphalt to improve drainage characteristics of new driveway.
- The cost of new private driveways **cannot** be put on your assessment. More information will be mailed in April 2024 once a contractor is selected.

**Residential Sanitary Sewer Wye Replacement Program:**

- Sanitary Sewer Main televising reports will be reviewed by the Engineering Department. Pictures of each individual sewer wye connection will be mailed to property owners with an evaluation of its condition.
- If property owners are interested in participating in the program, we require that the entire sewer service be televised from the house out towards the street.



- Property owners can then decide if they wish to participate in the program at a maximum cost of \$1,700.

**Residential Water Service Replacement Program (NEW in 2018):**

- Water services which are not constructed with copper pipe will be replaced. Services installed generally before the 1960's used galvanized pipe which corrodes and becomes brittle increasing risk of leaks and eventual failure.
- City will share cost of water service upgrades with property owners. Property owners cost is estimated to be \$1,200.

**Construction process overview:**

- Brief Power Point Presentation
- Construction sequence
- **Vibration from compactors will translate to shaky walls – make sure hanging items are secure or removed.**

**IV. PROJECT FUNDING/ASSESSMENT POLICY**

- Special Assessment Process Overview
  - Chapter 429 and City Assessment Policy
  - Uniform, fair and benefits the property
  - Appraisal report to verify benefit
- Assessment Policy has special considerations for large lots, irregular shaped lots, corner lots, etc. to keep assessments fair and uniform. Assessment must also benefit the property by amount assessed. Assessment rates for 2023 will be determined by the City Council.
- Once levied, you will have 30 days to pay any portion (0-100%) of the balance to the City.
- The remaining balance will be placed on your property taxes for 15 years with interest (2023 rate was 5.72%)
- Typical assessments for partial reconstruction (2022 rates 80' lot = \$2,400)
- Typical assessments for full reconstruction (2022 rates 80' lot = \$3,500)
- Typical storm sewer assessments \$0.12/sf minus previously paid storm sewer assessment(s) on property (full reconstruction only)
- Senior deferments/hardship circumstances.
- Updated property owner's list (Ramsey County records are used).

**V. CONSTRUCTION PROCESS**

- Private utility work
- Misc. utility and concrete removal and repairs
- Mill Pavement
- Remove Pavement
- City utility work (Sanitary, Storm, Watermain)
- Earthwork (Excavation)
- Grade existing gravel (full/partial reconstruction only)
- New Curb Installation (full reconstruction only)
- Paving 1<sup>st</sup> lift, driveways, base repairs
- Adjust Castings and Valves
- Paving
- Site clean-up and restoration

## VI. ANTICIPATED SCHEDULE

- City Council ordered City Staff to prepare a Feasibility Report on October 10, 2023
- Accept the Feasibility Report and Order the Public Improvement Hearing in January 2024. Notice of the Public Hearing will be mailed to affected property owners and advertised in the White Bear Press
- Public Improvement Hearing in February 2024
- Construction approximately May – September 2024
- City Council could order public hearing and adopt proposed assessment roll as early as September 2024

## VII. COMMENTS

- All information from tonight will be posted on the City website at [www.whitebearlake.org](http://www.whitebearlake.org). Click on YOUR GOVERNMENT tap found on the top right of the home page and then click on CITY PROJECTS. From the list of options, select 2024 PAVEMENT REHABILITATION PROJECT.
  - Design ideas
  - Questions?

## **APPENDIX H**

### **PRELIMINARY ASSESSMENT ROLLS 24-01 & 24-08**

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

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

CREATED: 8/4/2022  
UPDATED: 1/22/2024

County Data Current 10/2/23

**DRAFT**

**ASSESSMENT CODE 93202401**

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT					
1	143022310030	1, 22	1904 4th St	229.00	69.40	\$3,123.00	12,401.92		\$1,448.28	\$0.00			\$3,123.00	1
2	143022310032	22	4754 Wood Ave	70.00	70.00	\$3,150.00	12,088.40		\$1,460.08	\$0.00			\$3,150.00	2
3	143022310033	22	4746 Wood Ave	70.00	70.00	\$3,150.00	12,776.89		\$1,460.08	\$0.00			\$3,150.00	3
4	143022310034	22	4740 Wood Ave	70.00	70.00	\$3,150.00	12,730.46		\$1,460.08	\$0.00			\$3,150.00	4
5	143022310035	22	4732 Wood Ave	70.00	70.00	\$3,150.00	12,029.97		\$1,460.08	\$0.00			\$3,150.00	5
6	143022310036	22	4722 Wood Ave	90.00	90.00	\$4,050.00	16,274.82		\$1,877.24	\$0.00			\$4,050.00	6
7	143022310037	22	4712 Wood Ave	90.00	90.00	\$4,050.00	15,799.59		\$1,877.24	\$0.00			\$4,050.00	7
8	143022310038	22	4702 Wood Ave	90.40	90.40	\$4,068.00	16,070.64		\$1,885.58	\$0.00			\$4,068.00	8
9	143022310039	1, 22	1905 Birch Lake Ave	248.90	79.73	\$3,587.63	11,975.39		\$1,451.15	\$0.00			\$3,587.63	9
10	143022310044	1, 25	1941 Birch Lake Ave	286.90	98.73	\$5,429.88	19,502.52		\$2,315.76	\$0.00			\$5,429.88	10
11	143022310045	11, 25	4701 Campbell Ave	10.00	80.00	\$4,400.00	30,015.06		\$3,282.57	\$0.00			\$4,400.00	11
12	143022310046	3, 25	4709 Campbell Ave	127.80	100.00	\$5,500.00	13,591.68		\$1,599.36	\$0.00			\$5,500.00	12
13	143022310048	25	4739 Campbell Ave	60.00	60.00	\$3,300.00	19,246.58		\$2,197.07	\$0.00			\$3,300.00	13
14	143022310049	25	4731 Campbell Ave	77.80	77.80	\$4,279.00	24,372.73		\$2,848.89	\$0.00			\$4,279.00	14
15	143022310050	25	4745 Campbell Ave	70.00	70.00	\$3,850.00	22,030.04		\$2,750.29	\$0.00			\$3,850.00	15
16	143022310051	25	4753 Campbell Ave	67.80	67.80	\$3,729.00	21,595.60		\$2,482.71	\$0.00			\$3,729.00	16
17	143022310054	25	4759 Campbell Ave	69.20	69.20	\$3,806.00	10,211.28		\$1,202.82	\$0.00			\$3,806.00	17
18	143022310055	1, 25	1944 4th St	169.00	59.50	\$3,272.50	7,037.66		\$799.57	\$0.00			\$3,272.50	18
19	143022310056	1, 25	4760 Campbell Ave	224.75	71.19	\$3,915.45	9,895.49		\$1,145.46	\$0.00			\$3,915.45	19
20	143022310064	1, 25, 28	4741 Bald Eagle Ave	219.50	219.50	\$12,072.50	72,507.95		\$8,380.95	\$0.00			\$12,072.50	20
21	143022310065	25	1999 3rd St	60.00	60.00	\$3,300.00	9,893.70		\$1,145.46	\$0.00			\$3,300.00	21
22	143022310066	25	1991 3rd St	60.00	60.00	\$3,300.00	9,893.70		\$1,145.46	\$0.00			\$3,300.00	22
23	143022310067	25	1985 3rd St	60.00	60.00	\$3,300.00	9,895.24		\$1,145.46	\$0.00			\$3,300.00	23
24	143022310068	25	1979 3rd St	60.00	60.00	\$3,300.00	9,896.61		\$1,145.46	\$0.00			\$3,300.00	24
25	143022310069	25	1973 3rd St	90.00	90.00	\$4,950.00	14,752.29		\$1,718.25	\$0.00			\$4,950.00	25
26	143022310070	25	1967 3rd St	60.00	60.00	\$3,300.00	9,978.39		\$1,145.46	\$0.00			\$3,300.00	26
27	143022310071	1, 25, 28	1961 3rd St	254.75	142.38	\$7,830.90	14,853.51		\$1,718.25	\$0.00			\$7,830.90	27
28	143022310072	1, 25, 28	1960 3rd St	226.10	145.05	\$7,977.75	10,394.77		\$1,165.02	\$0.00			\$7,977.75	28
29	143022310073	3, 25	1966 3rd St	126.00	100.00	\$5,500.00	20,424.66		\$2,366.83	\$0.00			\$5,500.00	29
30	143022310074	25	1974 3rd St	63.00	63.00	\$3,465.00	10,212.32		\$1,183.36	\$0.00			\$3,465.00	30
31	143022310075	25	1980 3rd St	63.00	63.00	\$3,465.00	10,212.32		\$1,183.36	\$0.00			\$3,465.00	31
32	143022310076	25	1986 3rd St	60.00	60.00	\$3,300.00	13,789.89		\$1,597.74	\$0.00			\$3,300.00	32
33	143022310077	25	1992 3rd St	51.00	51.00	\$2,805.00	11,777.32		\$1,358.10	\$0.00			\$2,805.00	33
34	143022310078	3, 25	2000 3rd St	122.50	100.00	\$5,500.00	24,203.14		\$1,930.66	\$0.00			\$5,500.00	34
35	143022310079	1, 25	4729 Bald Eagle Ave	230.10	75.00	\$4,125.00	12,032.52		\$1,392.29	\$0.00			\$4,125.00	35
36	143022310092	1, 25	1961 Birch Lake Ave	278.90	89.45	\$4,919.75	18,065.61		\$2,148.22	\$0.00			\$4,919.75	36
37	143022310093	25	4702 Campbell Ave	70.00	70.00	\$3,850.00	9,720.09		\$1,534.35	\$0.00			\$3,850.00	37
38	143022310094	25	4710 Campbell Ave	67.80	67.80	\$3,729.00	9,673.64		\$1,099.92	\$0.00			\$3,729.00	38
39	143022310101	25	4721 Campbell Ave	75.00	75.00	\$4,125.00	23,601.69		\$1,741.80	\$0.00			\$4,125.00	39
40	143022310102	25	4711 Campbell Ave	62.00	62.00	\$3,410.00	20,011.32		\$1,741.80	\$0.00			\$3,410.00	40
41	143022320009	1, 22	4792 Krech Ave	184.40	60.00	\$2,700.00	7,851.82		\$2,452.31	\$0.00			\$2,700.00	41
42	143022320010	22	4784 Krech Ave	63.00	63.00	\$2,835.00	7,468.66		\$876.05	\$0.00			\$2,835.00	42

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

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

CREATED: 8/4/2022  
UPDATED: 1/22/2024

County Data Current 10/2/23

**DRAFT**

**ASSESSMENT CODE 93202401**

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT					
43	143022320011	22	4776 Krech Ave	63.00	63.00	\$2,835.00	7,671.78		\$876.05	\$0.00			\$2,835.00	43
44	143022320012	1, 22	1847 4th St	195.00	63.75	\$2,868.75	8,076.67		\$938.62	\$0.00			\$2,868.75	44
45	143022320018	22	1892 4th St	185.91	48.00	\$2,160.00	8,317.89		\$2,393.90	\$0.00			\$2,160.00	45
46	143022320025	1, 22	1848 4th St	274.50	77.25	\$3,476.25	18,501.04		\$2,148.40	\$0.00			\$3,476.25	46
47	143022320026	1, 22	4744 Krech Ave	220.00	120.00	\$5,400.00	12,042.60		\$1,390.55	\$0.00			\$5,400.00	47
48	143022320027	22	1857 3rd St	75.00	75.00	\$3,375.00	9,643.37		\$1,105.60	\$0.00			\$3,375.00	48
49	143022320028	22	1867 3rd St	75.00	75.00	\$3,375.00	9,741.99		\$1,105.95	\$0.00			\$3,375.00	49
50	143022320029	22	1871 3rd St	90.00	90.00	\$4,050.00	11,120.89		\$1,179.65	\$0.00			\$4,050.00	50
51	143022320030	22	1881 3rd St	70.00	70.00	\$3,150.00	9,588.35		\$1,178.74	\$0.00			\$3,150.00	51
52	143022320031	22	4755 Wood Ave	88.90	88.90	\$4,000.50	14,874.48		\$2,652.82	\$0.00			\$4,000.50	52
53	143022320032	1, 22	4747 Wood Ave	239.91	154.96	\$6,973.20	11,690.40		\$2,524.38	\$0.00			\$6,973.20	53
54	143022320033	1, 22	1890 3rd St	194.80	119.80	\$5,391.00	8,971.10		\$1,041.17	\$0.00			\$5,391.00	54
55	143022320034	3, 22	1882 3rd St	120.00	100.00	\$4,500.00	13,439.97		\$1,557.14	\$0.00			\$4,500.00	55
56	143022320036	22	1860 3rd St	100.00	100.00	\$4,500.00	11,340.23		\$1,297.84	\$0.00			\$4,500.00	56
57	143022320037	1, 22	4724 Krech Ave	262.00	140.00	\$6,300.00	15,539.66		\$1,816.98	\$0.00			\$6,300.00	57
58	143022320038	1, 22, 25	4712 Krech Ave	192.50	112.50	\$5,625.00	9,001.25		\$1,041.31	\$0.00			\$5,625.00	58
59	143022320039	25	1855 2nd St	80.00	80.00	\$4,400.00	9,005.98		\$1,041.31	\$0.00			\$4,400.00	59
60	143022320040	25	1861 2nd St	80.00	80.00	\$4,400.00	9,010.68		\$1,041.31	\$0.00			\$4,400.00	60
61	143022320042	3, 25	1883 2nd St	119.94	100.00	\$5,500.00	13,535.61		\$1,566.72	\$0.00			\$5,500.00	61
62	143022320043	22	4725 Wood Ave	75.00	75.00	\$3,375.00	8,958.74		\$1,041.17	\$0.00			\$3,375.00	62
63	143022320044	1, 22, 25	4715 Wood Ave	194.63	119.70	\$5,985.00	8,981.64		\$1,039.48	\$0.00			\$5,985.00	63
64	143022320045	1, 22, 25	4701 Wood Ave	229.70	119.70	\$5,985.00	13,149.38		\$1,525.13	\$0.00			\$5,985.00	64
65	143022320047	25	1862 2nd St	80.00	80.00	\$4,400.00	10,740.21		\$1,244.19	\$0.00			\$4,400.00	65
66	143022320050	1, 22	1847 Birch Lake Ave	229.07	74.54	\$3,354.08	11,884.12		\$1,381.97	\$0.00			\$3,354.08	66
67	143022320055	1, 22	1891 Birch Lake Ave	297.90	89.22	\$4,014.90	21,321.92		\$2,472.04	\$0.00			\$4,014.90	67
68	143022320056	22	4777 Krech Ave	80.00	80.00	\$3,600.00	9,624.04		\$1,112.44	\$0.00			\$3,600.00	68
69	143022320057	1, 22	1836 5th St	227.00	60.00	\$2,700.00	12,995.11		\$1,595.09	\$0.00			\$2,700.00	69
70	143022320067	1, 22	1835 4th St	258.40	69.20	\$3,114.00	16,425.36		\$1,924.52	\$0.00			\$3,114.00	70
71	143022320068	1, 22	1838 4th St	180.00	60.00	\$2,700.00	7,336.10		\$834.33	\$0.00			\$2,700.00	71
72	143022320077	22	1783 3rd St	39.00	39.00	\$1,755.00	4,945.70		\$573.95	\$0.00			\$1,755.00	72
73	143022320078	22	1789 3rd St	77.20	77.20	\$3,474.00	9,880.07		\$1,145.00	\$0.00			\$3,474.00	73
74	143022320079	22	1799 3rd St	80.00	80.00	\$3,600.00	10,159.95		\$1,177.33	\$0.00			\$3,600.00	74
75	143022320080	22	1807 3rd St	80.00	80.00	\$3,600.00	10,160.04		\$1,177.33	\$0.00			\$3,600.00	75
76	143022320081	22	1809 3rd St	40.00	40.00	\$1,800.00	5,080.00		\$588.67	\$0.00			\$1,800.00	76
77	143022320082	22	1813 3rd St	40.00	40.00	\$1,800.00	5,080.01		\$588.67	\$0.00			\$1,800.00	77
78	143022320083	3, 22	1827 3rd St	120.00	100.00	\$4,500.00	15,147.59		\$1,766.00	\$0.00			\$4,500.00	78
79	143022320084	22	4749 Krech Ave	68.50	68.50	\$3,082.50	8,036.08		\$951.01	\$0.00			\$3,082.50	79
80	143022320085	1, 22	1835 3rd St	186.00	120.00	\$5,400.00	8,029.90		\$917.76	\$0.00			\$5,400.00	80
81	143022320086	11, 22	4717 Krech Ave	74.83	74.74	\$3,363.30	8,974.39		\$1,039.32	\$0.00			\$3,363.30	81
82	143022320087	1, 22	4725 Krech Ave	194.83	120.00	\$5,400.00	8,976.05		\$1,039.32	\$0.00			\$5,400.00	82
83	143022320089	3, 22	1818 3rd St	140.00	100.00	\$4,500.00	15,899.01		\$1,816.98	\$0.00			\$4,500.00	83
84	143022320090	22	1800 3rd St	80.00	80.00	\$3,600.00	8,771.75		\$1,038.28	\$0.00			\$3,600.00	84

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

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

CREATED: 8/4/2022  
UPDATED: 1/22/2024

County Data Current 10/2/23

**DRAFT**

**ASSESSMENT CODE 93202401**

	PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS			LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT	
				FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT		ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT					
85	143022320091	22	1792 3rd St	99.00	99.00	\$4,455.00	11,057.22	\$1,284.87	\$0.00			\$4,455.00	85	
86	143022320092	22	1784 3rd St	77.70	77.70	\$3,496.50	8,700.54	\$1,008.38	\$0.00			\$3,496.50	86	
87	143022320093	3, 25	1783 2nd St	113.50	100.00	\$5,500.00	12,463.41	\$1,473.98	\$0.00			\$5,500.00	87	
88	143022320094	3, 25	1791 2nd St	104.00	100.00	\$5,500.00	11,933.80	\$1,351.99	\$0.00			\$5,500.00	88	
89	143022320095	25	1801 2nd St	99.00	99.00	\$5,445.00	11,104.59	\$1,287.38	\$0.00			\$5,445.00	89	
90	143022320096	25	1819 2nd St	66.00	66.00	\$3,630.00	7,217.44	\$858.90	\$0.00			\$3,630.00	90	
91	143022320098	1, 22, 25	4709 Krech Ave	194.83	120.00	\$6,000.00	8,977.16	\$1,039.32	\$0.00			\$6,000.00	91	
92	143022320099	1, 22, 25	1840 2nd St	187.04	120.00	\$6,000.00	8,042.35	\$932.25	\$0.00			\$6,000.00	92	
93	143022320100	22	4693 Krech Ave	67.04	67.04	\$3,016.80	8,042.38	\$932.25	\$0.00			\$3,016.80	93	
94	143022320101	22	1841 Birch Lake Ave	194.08	63.52	\$2,858.40	8,085.10	\$933.33	\$0.00			\$2,858.40	94	
95	143022320107	3, 25	1784 2nd St	116.50	100.00	\$5,500.00	15,602.69	\$1,805.50	\$0.00			\$5,500.00	95	
96	143022320109	3, 25	1873 2nd St	120.00	100.00	\$5,500.00	12,412.22	\$1,245.22	\$0.00			\$5,500.00	96	
97	143022320110	3, 22	1872 3rd St	120.00	100.00	\$4,500.00	14,552.69	\$1,877.24	\$0.00			\$4,500.00	97	
98	143022320113	3, 25	1808 2nd St	120.00	100.00	\$5,500.00	16,175.88	\$3,083.43	\$0.00			\$5,500.00	98	
99	143022320114	25	1825 2nd St	94.00	94.00	\$5,170.00	10,749.53	\$1,394.27	\$0.00			\$5,170.00	99	
100	143022320117	1,22,25	4702 Krech Ave	219.07	139.07	\$6,953.50	10,638.10	\$1,711.31	\$0.00			\$6,953.50	100	
101	143022320118	25	1856 2nd St	80.00	80.00	\$4,400.00	11,064.66	\$1,283.50	\$0.00			\$4,400.00	101	
102	143022320119	22	1830 3rd St	80.00	80.00	\$3,600.00	8,960.00	\$1,039.36	\$0.00			\$3,600.00	102	
103	143022320120	25	1824 2nd St	59.95	59.95	\$3,297.25	8,127.09	\$942.74	\$0.00			\$3,297.25	103	
104	143022320121	25	1830 2nd St	60.15	60.15	\$3,308.25	7,681.64	\$891.07	\$0.00			\$3,308.25	104	
105	143022320122	25	1870 2nd St	78.93	78.90	\$4,339.50	11,716.22	\$1,359.08	\$0.00			\$4,339.50	105	
106	143022320123	2, 25	1873 Birch Lake Ave	166.00	61.75	\$3,396.25	23,915.47	\$2,774.19	\$0.00			\$3,396.25	106	
107	143022320124	25	1884 2nd St	80.00	80.00	\$4,400.00	11,864.14	\$1,376.24	\$0.00			\$4,400.00	107	
108	143022320127	2, 25	1800 2nd St	240.00	90.00	\$4,950.00	32,145.51	\$3,728.88	\$0.00			\$4,950.00	108	
109	153022410047	3,11,25	1777 3rd St	114.34	100.00	\$4,500.00	12,131.23	\$1,407.22	\$0.00			\$4,500.00	109	
110	153022410048	10, 25	1765 3rd St	42.95	80.00	\$3,600.00	11,149.24	\$1,293.31	\$0.00			\$3,600.00	110	
111	153022410050	10, 25	1758 3rd St	47.77	80.00	\$3,600.00	10,687.00	\$1,239.69	\$0.00			\$3,600.00	111	
112	153022410053	11, 25	1776 3rd St	78.92	76.96	\$3,463.20	8,708.68	\$1,010.21	\$0.00			\$3,463.20	112	
113	153022410054	25	1777 2nd St	75.00	75.00	\$3,375.00	8,402.67	\$974.71	\$0.00			\$3,375.00	113	
114	153022410055	3, 11, 25	1767 2nd St	105.28	100.00	\$4,500.00	10,005.90	\$1,160.68	\$0.00			\$4,500.00	114	
115	153022410056	3, 11, 25	1755 2nd St	94.05	100.00	\$4,500.00	12,986.45	\$1,506.43	\$0.00			\$4,500.00	115	
116	153022410057	10, 25	1756 2nd St	79.46	80.00	\$3,600.00	10,609.44	\$1,230.69	\$0.00			\$3,600.00	116	
117	153022410058	10, 25	1760 2nd St	77.62	80.00	\$3,600.00	9,410.20	\$1,091.58	\$0.00			\$3,600.00	117	
118	153022410059	3, 25	1778 2nd St	117.00	100.00	\$4,500.00	13,431.00	\$1,558.00	\$0.00			\$4,500.00	118	
119	153022410086	10, 25	1760 3rd St	41.32	80.00	\$3,600.00	10,820.90	\$1,255.22	\$0.00			\$3,600.00	119	
120	153022410087	10, 25	1766 3rd St	48.96	80.00	\$3,600.00	8,778.47	\$1,018.30	\$0.00			\$3,600.00	120	
121	153022410091	10, 25	1761 3rd St	39.88	80.00	\$3,600.00	16,805.31	\$1,949.42	\$0.00			\$3,600.00	121	

\$504,157.48

\$504,157.48

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

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

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

CREATED:	8/4/2022
UPDATED:	1/22/2024

County Data Current 10/2/23

**DRAFT**

**ASSESSMENT CODE 93202401**

PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	LOT AREA	STORM SEWER ASSESSMENT CALCULATIONS		STORM ASSESSMENT	SEWER WYE ASSESSMENT	WATER SERVICE ASSESSMENT	TOTAL ASSESSMENT
			FRONT FOOTAGE	ASSESSABLE FOOTAGE			ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT				
		Residential street assessment			\$ 55.00							
	1	Corner lot										
	2	Bound by streets on 2, 3, or all sides										
	3	Interior lot 100 ft maximum			\$ 5,500.00							
	4	Maximum residential corner lot assessment			\$ 8,000.00							
	5	1/2 maximum residential corner lot assessment			\$ 4,000.00							
	6	Commercial lot per front foot assessment			\$ 95.00							
	7	Apartment/Townhome per foot assessment			\$ 74.00							
	8	Lot splits in future to be assessed at future rate per front foot										
	9	Lot split in future will be assessed at future rate per sq ft										
	10	Cul de sac lot										
	11	Residential irregular interior lot										
	12	Lot has been assessed maximum storm sewer rate										
	13	Alley Assessment (Each)			\$ 3,100.00							
	14	Residential storm sewer rate			\$ 0.12							
	15	Commercial storm sewer rate			\$ 0.24							
	16	Open Space, Park & Public storm sewer rate			\$ 0.06							
	17	Sanitary sewer service repair			varies on repairs							
	18	Assessment in lieu of charges										
	19	Residential Street Mill & Overlay Rate										
	20	Apartment/Town Home Mill & Overlay Rate										
	21	Commercial Mill and Overlay Rate										
	22	Residential Total Pavement Replacement Rate			\$ 45.00							
	23	Apartment/Townhome Total Pavement Replacement Rate			\$ 60.15							
	24	Commercial Total Pavement Replacement Rate			\$ 74.00							
	25	Residential Street Reconstruction Rate			\$ 55.00							
	26	Apartment/Town Home Reconstruction Rate			\$ 74.00							
	27	Commercial Reconstruction Rate			\$ 90.00							
	28	Appraiser's Opinion										

ASSESSMENT PERIOD - 15 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL  
 INTEREST RATE (2023) - 5.72%  
 RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 15 YEARS = \$37.50)  
 RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 20 YEARS = \$50.00)

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

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

CREATED:	10/3/2023
UPDATED:	1/22/2024

County Data Current 8/1/23

**ASSESSMENT CODE 93202408**

**DRAFT**

STREET ASSESSMENT CALCULATIONS	STORM SEWER ASSESSMENT CALCULATIONS
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	PIN	NO *	PROPERTY ADDRESS	FRONT FOOTAGE	ASSESSABLE FOOTAGE	STREET ASSESSMENT	LOT AREA	ASSESSABLE AREA	STORM SEWER ASSESSMENT	STORM ASSESSMENT	TOTAL ASSESSMENT	
1	223022220009	24	1330 HIGHWAY 96	300.00	300.00	\$22,200.00	47896.87	0.00		\$0.00	\$22,200.00	1
2	223022220050	24	1338 HIGHWAY 96	423.50	423.50	\$31,339.00	254174.56	0.00		\$0.00	\$31,339.00	2
3	223022220057	24	1328 HIGHWAY 96	100.00	100.00	\$7,400.00	387292.58	0.00		\$0.00	\$7,400.00	3
						\$60,939.00						

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



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

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

CREATED:	10/3/2023
UPDATED:	1/22/2024

County Data Current 8/1/23

**ASSESSMENT CODE 93202408**

**DRAFT**

PIN	NO *	PROPERTY ADDRESS	STREET ASSESSMENT CALCULATIONS		STREET ASSESSMENT	STORM SEWER ASSESSMENT CALCULATIONS			STORM ASSESSMENT	TOTAL ASSESSMENT
			FRONT FOOTAGE	ASSESSABLE FOOTAGE		LOT AREA	ASSESSABLE AREA	PREVIOUS STORM SEWER ASSESSMENT		
		Residential street assessment			\$ 55.00					
	1	Corner lot								
	2	Bound by streets on 2, 3, or all sides								
	3	Interior lot 100 ft maximum			\$ 5,500.00					
	4	Maximum residential corner lot assessment			\$ 8,000.00					
	5	1/2 maximum residential corner lot assessment			\$ 4,000.00					
	6	Commercial lot per front foot assessment			\$ 95.00					
	7	Apartment/Townhome per foot assessment			\$ 74.00					
	8	Lot splits in future to be assessed at future rate per front foot								
	9	Lot split in future will be assessed at future rate per sq ft								
	10	Cul de sac lot								
	11	Residential irregular interior lot								
	12	Lot has been assessed maximum storm sewer rate								
	13	Alley Assessment (Each)			\$ 3,100.00					
	14	Residential storm sewer rate			\$ 0.12					
	15	Commercial storm sewer rate			\$ 0.24					
	16	Open Space, Park & Public storm sewer rate			\$ 0.06					
	17	Sanitary sewer service repair			varies on repairs					
	18	Assessment in lieu of charges								
	19	Residential Street Mill & Overlay Rate								
	20	Apartment/Town Home Mill & Overlay Rate								
	21	Commercial Mill and Overlay Rate								
	22	Residential Total Pavement Replacement Rate			\$ 43.00					
	23	Apartment/Townhome Total Pavement Replacement Rate			\$ 60.15					
	24	Commercial Total Pavement Replacement Rate			\$ 74.00					
	25	Residential Street Reconstruction Rate			\$ 55.00					
	26	Apartment/Town Home Reconstruction Rate			\$ 74.00					
	27	Commercial Reconstruction Rate			\$ 90.00					
	28	Appraiser's Opinion								

ASSESSMENT PERIOD - 15 YEARS FOR RESIDENTIAL - 20 YEARS FOR APARTMENTS AND COMMERCIAL  
 INTEREST RATE (2023) - 5.72%  
 RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 15 YEARS = \$37.50)  
 RAMSEY COUNTY ADMINISTRATIVE FEE (\$2.50 PER YEAR FOR 20 YEARS = \$50.00)

# **APPENDIX I**

## **PROJECT FINANCING SUMMARY**

# 2024 PAVEMENT REHABILITATION PROJECT

## PROJECT FINANCING SUMMARY

### **IMPROVEMENT COSTS:**

	CONSTRUCTION COST
Street Reconstruction/Full Depth Pavement	\$ 1,350,000
Sanitary Sewer	\$ 150,000
Storm Sewer	\$ 130,000
Watermain	\$ 200,000
Sports Center Parking Lots	\$ 200,000
Sidewalk	\$ 50,000
Construction Cost	\$ <b>2,080,000</b>
10% Contingency	\$ 208,000
18% Engineering, Legal, Fiscal	\$ 374,400
<b>Total Estimated Improvement Costs:</b>	<b>\$ 2,662,400</b>

### **FUNDING SUMMARY:**

#### **SPECIAL ASSESSMENTS TO PROPERTY OWNERS:**

Street Assessments	\$ 565,000
Estimated Special Assessments	\$ <b>565,000</b>

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

Improvement Bond	\$ 2,097,400
<b>Estimated City Funds:</b>	<b>\$ 2,097,400</b>

### **TOTAL PROJECT FUNDING:**

Estimated Special Assessments	\$ 565,000	(21.2% , 32.7% of Street)
Estimated Other Resources	\$ 2,097,400	(78.8%)
<b>TOTAL</b>	<b>\$ 2,662,400</b>	

## **APPENDIX J**

### **SAMPLE ASSESSMENT BREAKDOWNS**

**SAMPLE Assessment Breakdown**  
 (based on 15 years with an *assumed* interest rate of 5.0%)

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**SAMPLE Assessment Breakdown**  
 (based on 15 years with an *assumed* interest rate of 5.0%)

ASSESSMENT AMOUNT	<b>\$4,500.00</b>	
COUNTY FEE \$2.50/15YR	<b>\$37.50</b>	
TOTAL ASSESSMENT	<b>\$4,537.50</b>	
PRINCIPAL PER YEAR	\$302.50	
ASSUMED INTEREST RATE	5.0%	
	ANNUAL	PRINCIPAL
YEAR	PAYMENT	BALANCE
		\$4,537.50
1	\$586.09	\$4,235.00
2	\$514.25	\$3,932.50
3	\$499.13	\$3,630.00
4	\$484.00	\$3,327.50
5	\$468.88	\$3,025.00
6	\$453.75	\$2,722.50
7	\$438.63	\$2,420.00
8	\$423.50	\$2,117.50
9	\$408.38	\$1,815.00
10	\$393.25	\$1,512.50
11	\$378.13	\$1,210.00
12	\$363.00	\$907.50
13	\$347.88	\$605.00
14	\$332.75	\$302.50
15	\$317.63	\$0.00

ASSESSMENT AMOUNT	<b>\$5,000.00</b>	
COUNTY FEE \$2.50/15YR	<b>\$37.50</b>	
TOTAL ASSESSMENT	<b>\$5,037.50</b>	
PRINCIPAL PER YEAR	\$335.83	
ASSUMED INTEREST RATE	5.0%	
	ANNUAL	PRINCIPAL
YEAR	PAYMENT	BALANCE
		\$5,037.50
1	\$650.68	\$4,701.67
2	\$570.92	\$4,365.83
3	\$554.13	\$4,030.00
4	\$537.33	\$3,694.17
5	\$520.54	\$3,358.33
6	\$503.75	\$3,022.50
7	\$486.96	\$2,686.67
8	\$470.17	\$2,350.83
9	\$453.38	\$2,015.00
10	\$436.58	\$1,679.17
11	\$419.79	\$1,343.33
12	\$403.00	\$1,007.50
13	\$386.21	\$671.67
14	\$369.42	\$335.83
15	\$352.63	\$0.00

ASSESSMENT AMOUNT	<b>\$6,000.00</b>	
COUNTY FEE \$2.50/15YR	<b>\$25.00</b>	
TOTAL ASSESSMENT	<b>\$6,025.00</b>	
PRINCIPAL PER YEAR	\$401.67	
ASSUMED INTEREST RATE	5.0%	
	ANNUAL	PRINCIPAL
YEAR	PAYMENT	BALANCE
		\$6,025.00
1	\$778.23	\$5,623.33
2	\$682.83	\$5,221.67
3	\$662.75	\$4,820.00
4	\$642.67	\$4,418.33
5	\$622.58	\$4,016.67
6	\$602.50	\$3,615.00
7	\$582.42	\$3,213.33
8	\$562.33	\$2,811.67
9	\$542.25	\$2,410.00
10	\$522.17	\$2,008.33
11	\$502.08	\$1,606.67
12	\$482.00	\$1,205.00
13	\$461.92	\$803.33
14	\$441.83	\$401.67
15	\$421.75	\$0.00

ASSESSMENT AMOUNT	<b>\$7,000.00</b>	
COUNTY FEE \$2.50/15YR	<b>\$25.00</b>	
TOTAL ASSESSMENT	<b>\$7,025.00</b>	
PRINCIPAL PER YEAR	\$468.33	
ASSUMED INTEREST RATE	5.0%	
	ANNUAL	PRINCIPAL
YEAR	PAYMENT	BALANCE
		\$7,025.00
1	\$907.40	\$6,556.67
2	\$796.17	\$6,088.33
3	\$772.75	\$5,620.00
4	\$749.33	\$5,151.67
5	\$725.92	\$4,683.33
6	\$702.50	\$4,215.00
7	\$679.08	\$3,746.67
8	\$655.67	\$3,278.33
9	\$632.25	\$2,810.00
10	\$608.83	\$2,341.67
11	\$585.42	\$1,873.33
12	\$562.00	\$1,405.00
13	\$538.58	\$936.67
14	\$515.17	\$468.33
15	\$491.75	\$0.00

# **APPENDIX 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.

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# 1 GENERAL POLICIES

## 1.1 Types of Improvements

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

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

## 1.2 Definitions

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

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

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

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

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

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

### 1.3 Initiation of Public Improvement Project

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

#### CONSTRUCTION IMPROVEMENT PROGRAM TIME SCHEDULE

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

### 1.4 Developer’s Agreements

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

## 2 GUIDELINES FOR DETERMINING ASSESSABLE AMOUNT

### 2.1 General Statement

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

### 2.2 Determination of Project Cost

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

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

### 2.3 Determination of Assessable Cost

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

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

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

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

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

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

### 3 METHOD OF ASSESSMENT AND APPORTIONMENT

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

#### 4 DESIGN STANDARDS

#### **4.1 Surface Improvements**

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

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

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

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

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

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

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

#### **4.2 Subsurface Improvements**

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

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

## 5 STORM SEWER ASSESSMENT

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

### 5.1 Project Area

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

### 5.2 Specific Land Use

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

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

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

## 6 CONDITIONS OF PAYMENT OF ASSESSMENT

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

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

### **6.1 Term of Assessment**

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

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

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

### **6.2 Interest Rate**

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

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

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

### **6.3 Connection Charge in Lieu of Assessment (Ordinance 638)**

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

### **6.4 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 Stanus, Mayor

ATTEST:

  
Raymond R. Siebenaler, City Clerk

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

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

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

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

Sincerely,



Sharon Legg  
Finance Director

SL/el  
Attachments

RESOLUTION NO.: 10261

RESOLUTION UPDATING THE CITY'S SPECIAL ASSESSMENT POLICY

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

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

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


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

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


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

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

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

  
Paul L. Auger, Mayor

ATTEST:

  
Cory L. Vadnais, City Clerk

**RESOLUTION NO.: 10836**

**RESOLUTION AMENDING THE CITY’S SPECIAL ASSESSMENT POLICY**

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

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

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

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

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

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

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

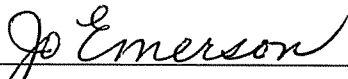
1. The City’s Assessment Policy is hereby updated as of April 26, 2011.
2. This resolution is incorporated into the Assessment Policy as Appendix “D”.
3. The Mill & Overlay assessment rate is proposed to be based on assessing 33% of the total improvement project cost at the 25 year mark to benefitting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

**Mill & Overlay Assessment Adjustment Table**

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

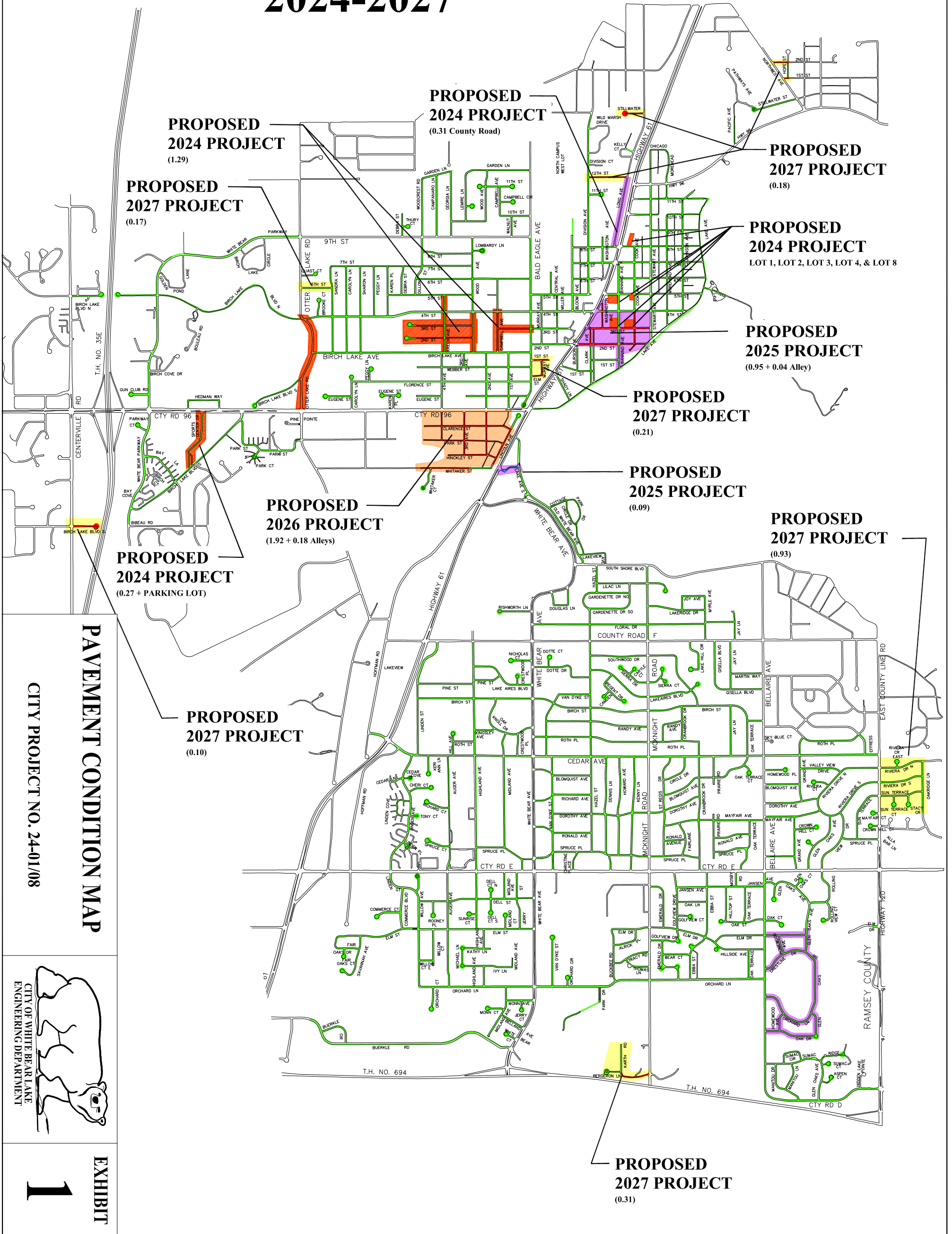
<b>EXHIBIT 1</b>	<b>2024 PAVEMENT CONDITION MAP</b>
<b>EXHIBIT 2</b>	<b>PAVEMENT REHABILITATION MAP CITY PROJECT NO. 24-01</b>
<b>EXHIBIT 3</b>	<b>PAVEMENT REHABILITATION MAP CITY PROJECT NO. 24-01</b>
<b>EXHIBIT 4</b>	<b>PAVEMENT REHABILITATION MAP CITY PROJECT NO. 24-08</b>
<b>EXHIBIT 5</b>	<b>MAPS OF HISTORICAL WATERMAIN BREAKS</b>
<b>EXHIBIT 6</b>	<b>MAPS OF HISTORICAL WATERMAIN BREAKS</b>
<b>EXHIBIT 7</b>	<b>MAPS OF HISTORICAL WATERMAIN BREAKS</b>
<b>EXHIBIT 8</b>	<b>SANITARY SEWER REPAIR MAP</b>
<b>EXHIBIT 9</b>	<b>SANITARY SEWER REPAIR MAP</b>
<b>EXHIBIT 10</b>	<b>SANITARY SEWER REPAIR MAP</b>
<b>EXHIBIT 11</b>	<b>WATERSHED DISTRICT BOUNDARY MAP</b>





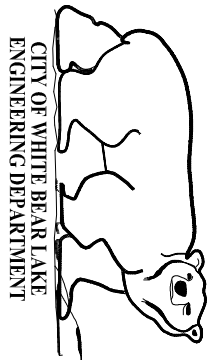
# CITY OF WHITE BEAR LAKE PROPOSED STREET RECONSTRUCTION PROGRAM 2024-2027

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



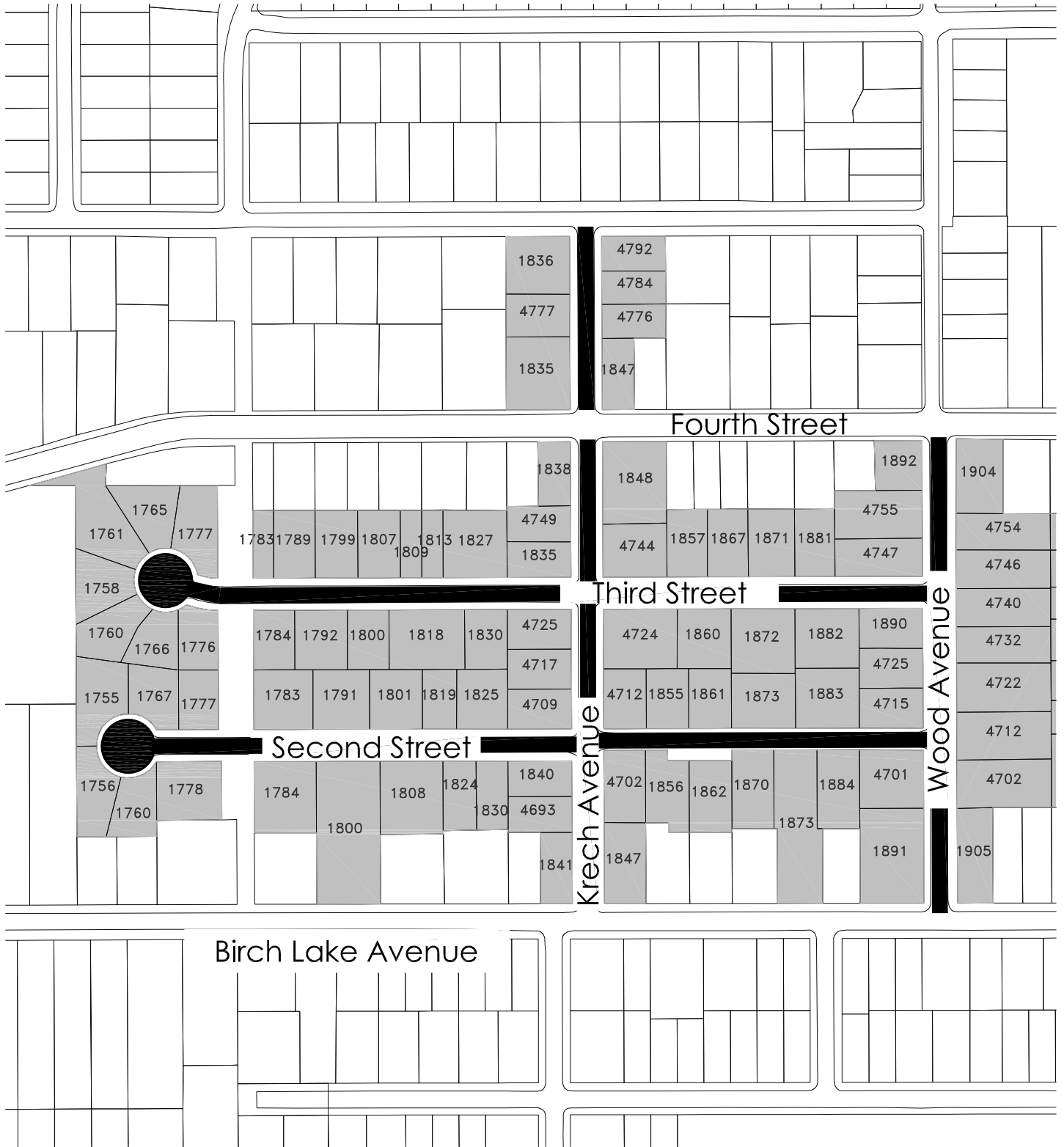
**PAVEMENT CONDITION MAP**

CITY PROJECT NO. 24-01/08



**EXHIBIT 1**

# CITY PROJECT 24-01



PAVEMENT  
REHABILITATION  
PROJECT MAP  
CITY PROJECT NO. 24-01

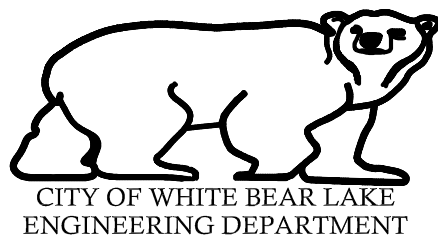


EXHIBIT  
2

# CITY PROJECT 24-01



PAVEMENT  
REHABILITATION  
PROJECT MAP  
CITY PROJECT NO. 24-01

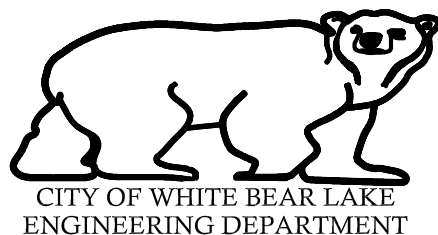
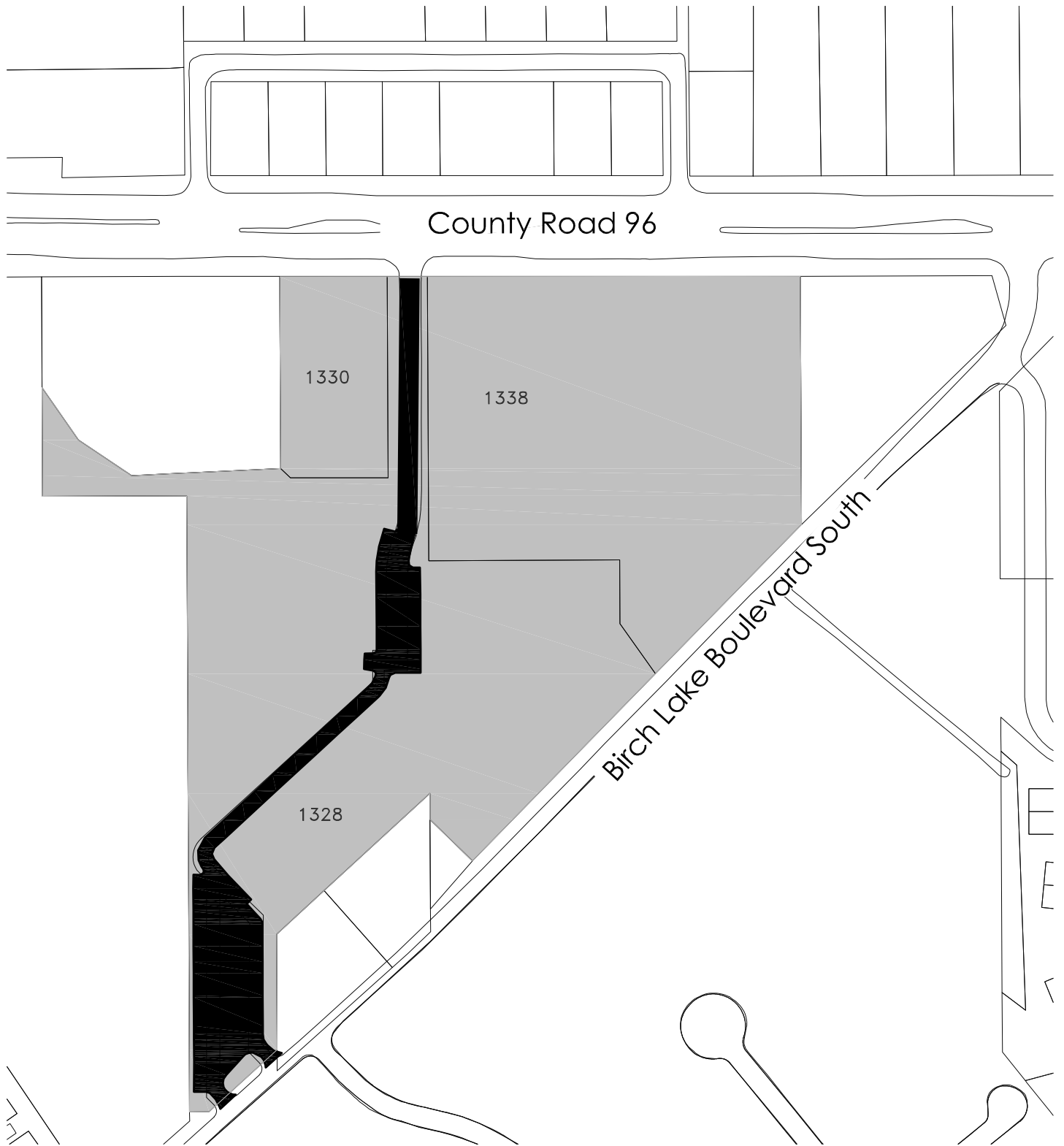
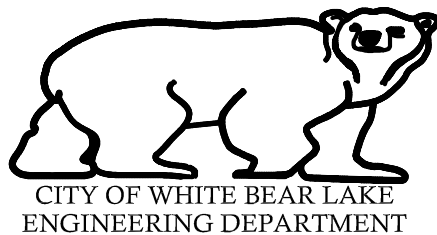


EXHIBIT  
3

# CITY PROJECT 24-08



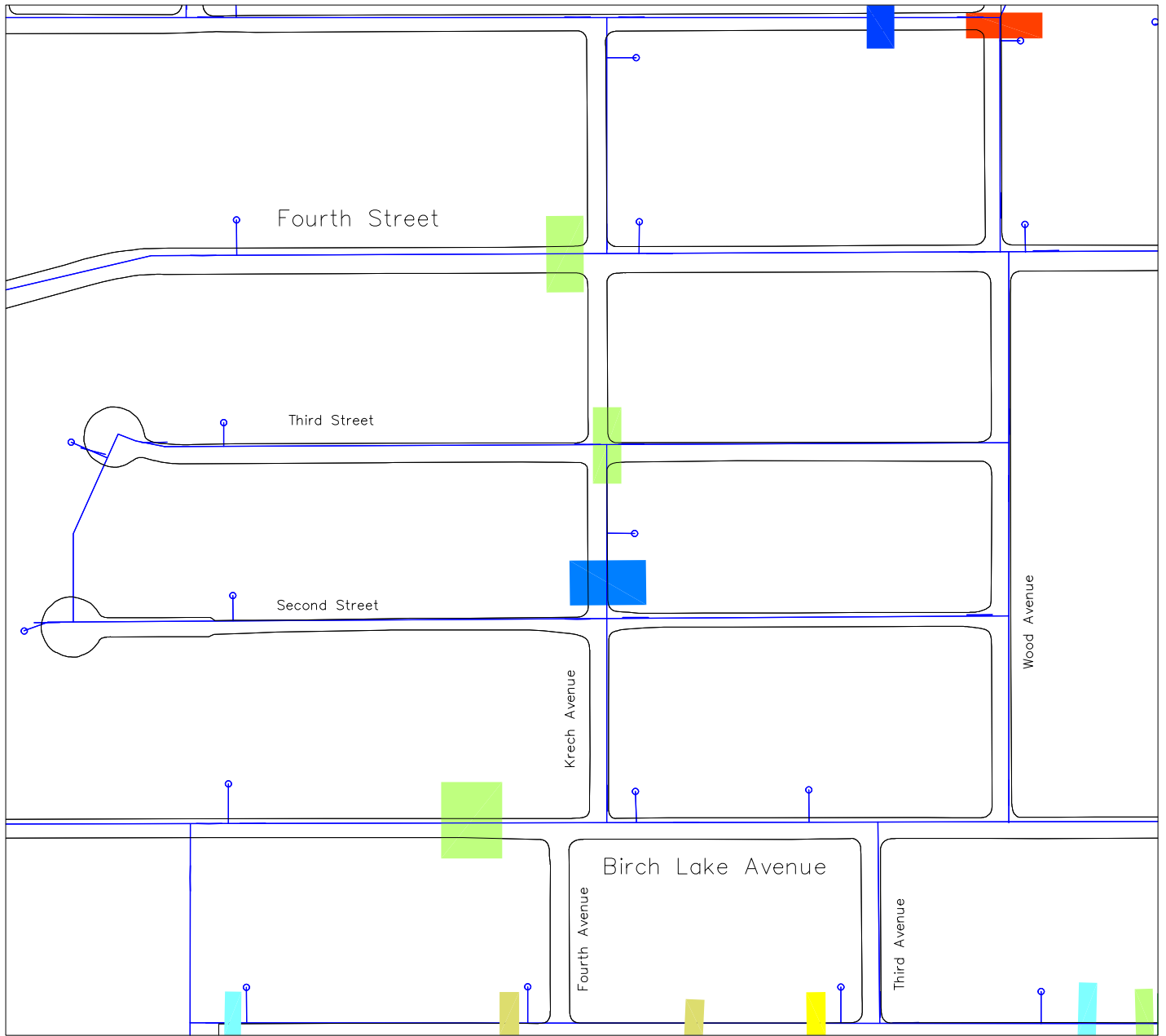
PAVEMENT  
REHABILITATION  
PROJECT MAP  
CITY PROJECT NO. 24-08



EXHIBIT

4

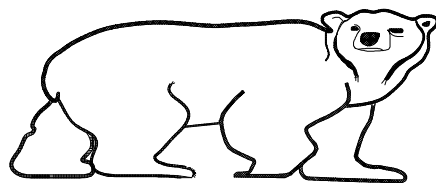
Project Area 24-01



1991-2008 BREAKS		2012 BREAKS		2016 BREAKS		2020 BREAKS	
2009 BREAKS		2013 BREAKS		2017 BREAKS		2021 BREAKS	
2010 BREAKS		2014 BREAKS		2018 BREAKS		2022 BREAKS	
2011 BREAKS		2015 BREAKS		2019 BREAKS		2023 BREAKS	

# HISTORICAL WATERMAIN BREAKS PROJECT MAP

CITY PROJECT NO. 24-01

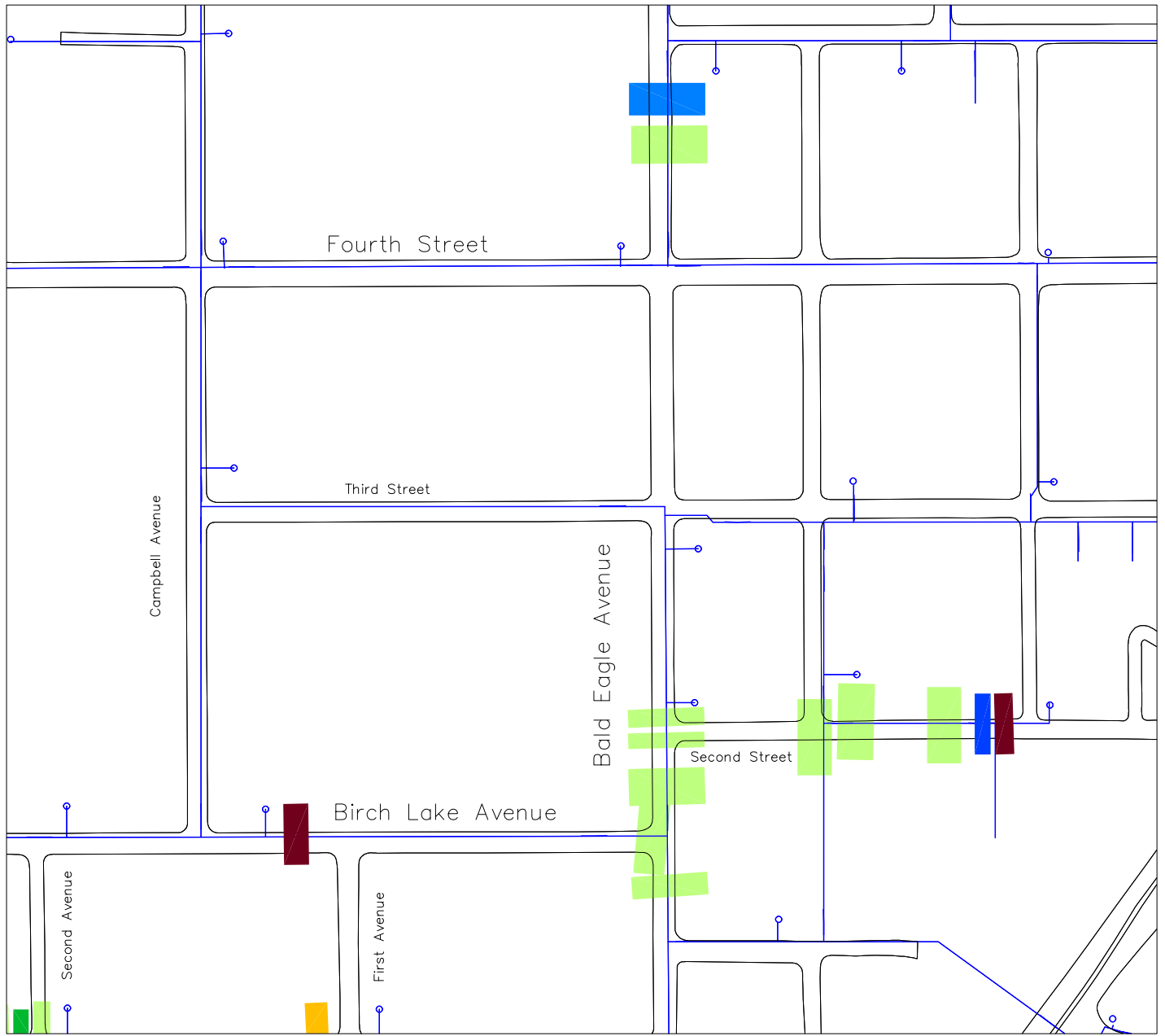


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

5

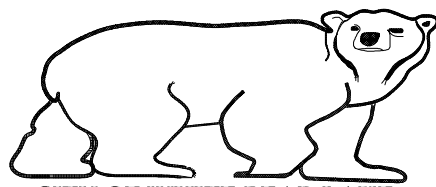
Project Area 24-01



1991-2008 BREAKS		2012 BREAKS		2016 BREAKS		2020 BREAKS	
2009 BREAKS		2013 BREAKS		2017 BREAKS		2021 BREAKS	
2010 BREAKS		2014 BREAKS		2018 BREAKS		2022 BREAKS	
2011 BREAKS		2015 BREAKS		2019 BREAKS		2023 BREAKS	

# HISTORICAL WATERMAIN BREAKS PROJECT MAP

CITY PROJECT NO. 24-01

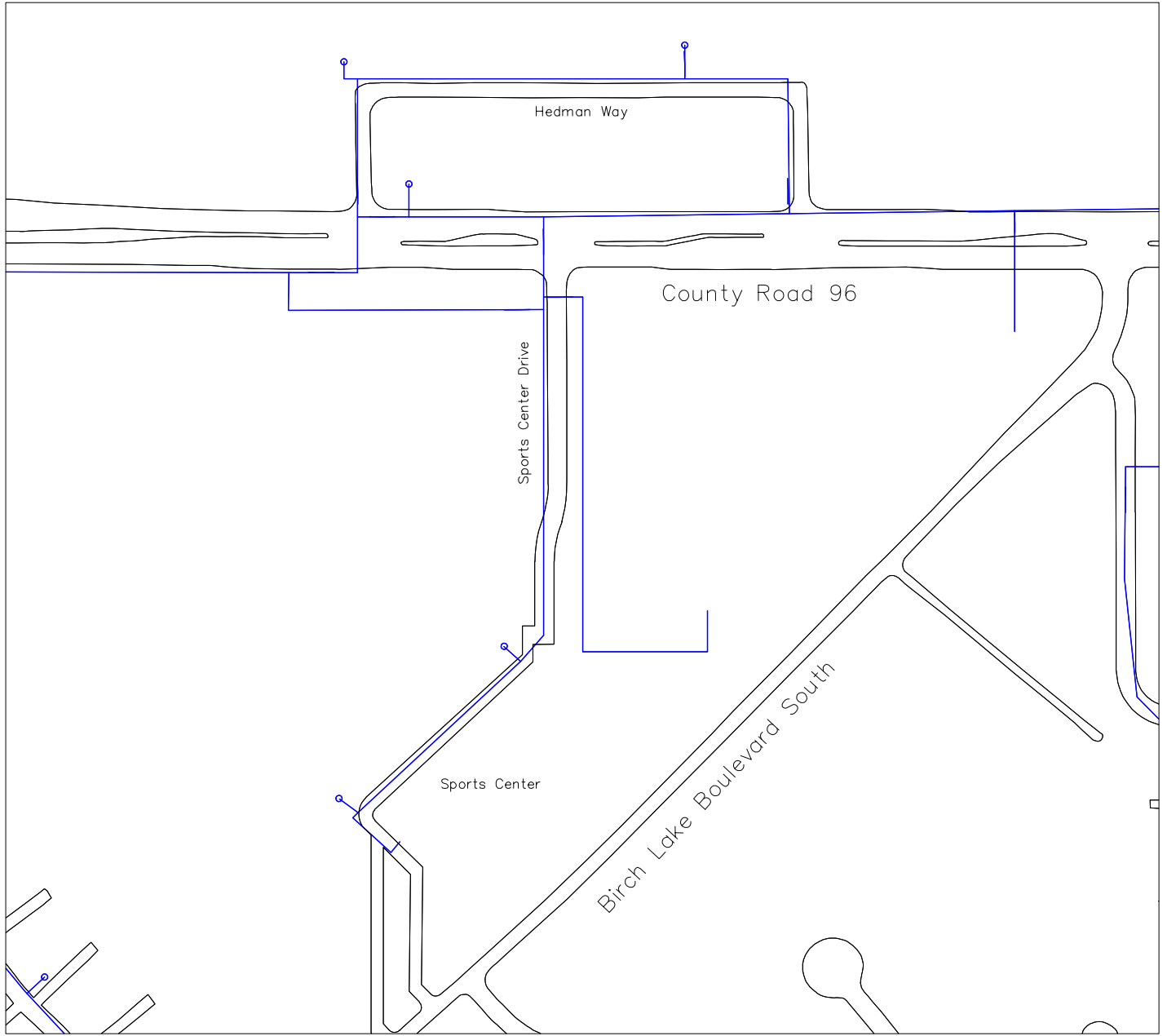


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

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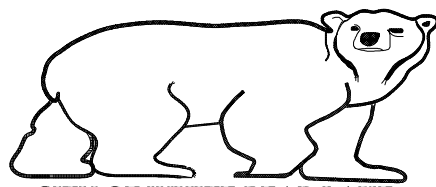
Project Area 24-08



1991-2008 BREAKS		2012 BREAKS		2016 BREAKS		2020 BREAKS	
2009 BREAKS		2013 BREAKS		2017 BREAKS		2021 BREAKS	
2010 BREAKS		2014 BREAKS		2018 BREAKS		2022 BREAKS	
2011 BREAKS		2015 BREAKS		2019 BREAKS		2023 BREAKS	

# HISTORICAL WATERMAIN BREAKS PROJECT MAP

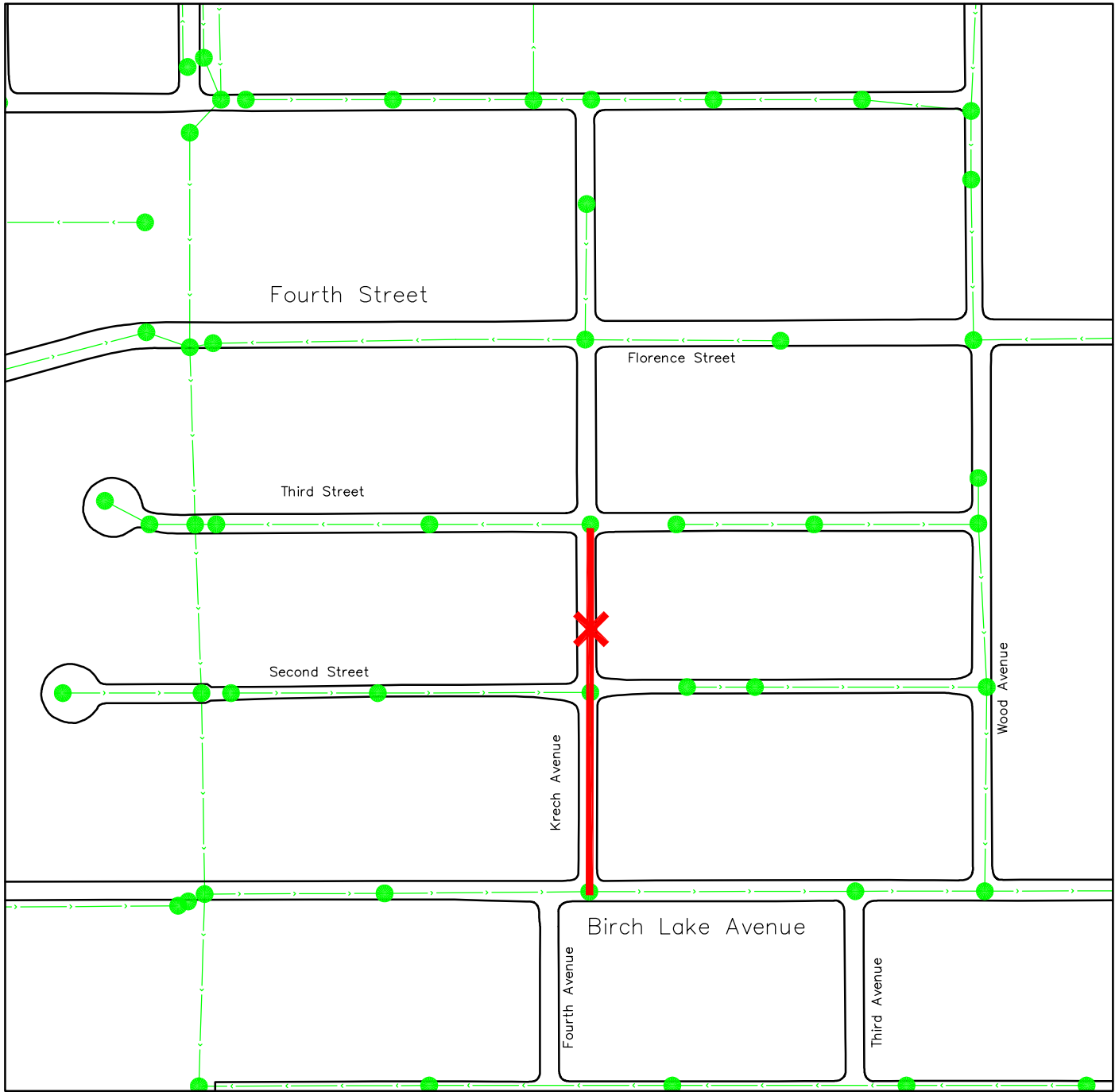
CITY PROJECT NO. 24-08







CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

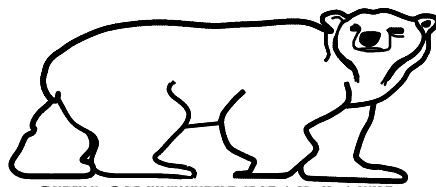
7



CITY SANITARY SEWER   
 MCES SANITARY SEWER   
 PROPOSED REPAIR   
 PROPOSED LINING 

**SANITARY SEWER REPAIR  
PROJECT MAP**

CITY PROJECT NO. 24-01

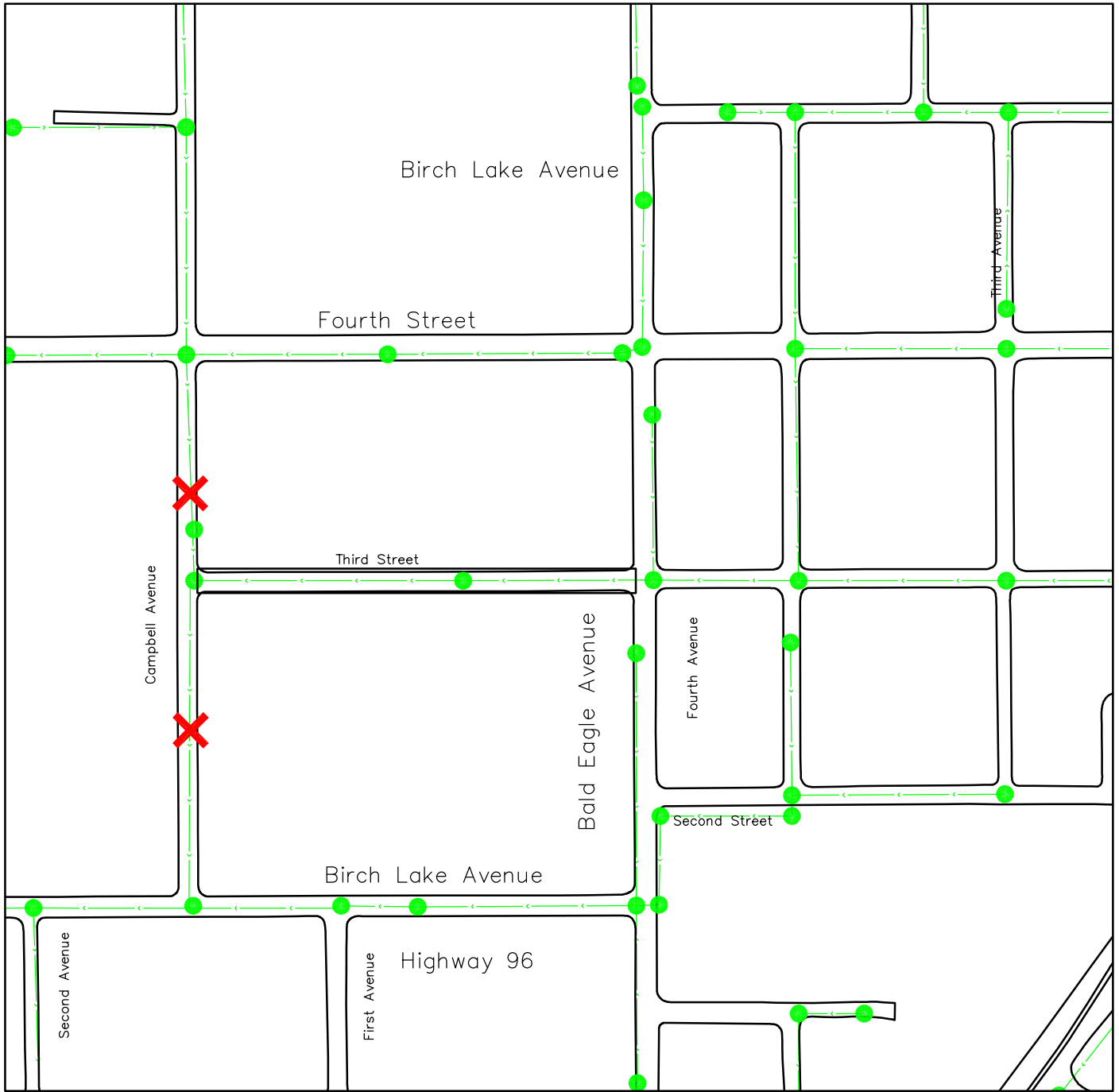


CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

8

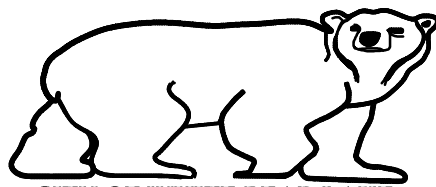




- CITY SANITARY SEWER
- MCES SANITARY SEWER
- PROPOSED REPAIR
- PROPOSED LINING

# SANITARY SEWER REPAIR PROJECT MAP

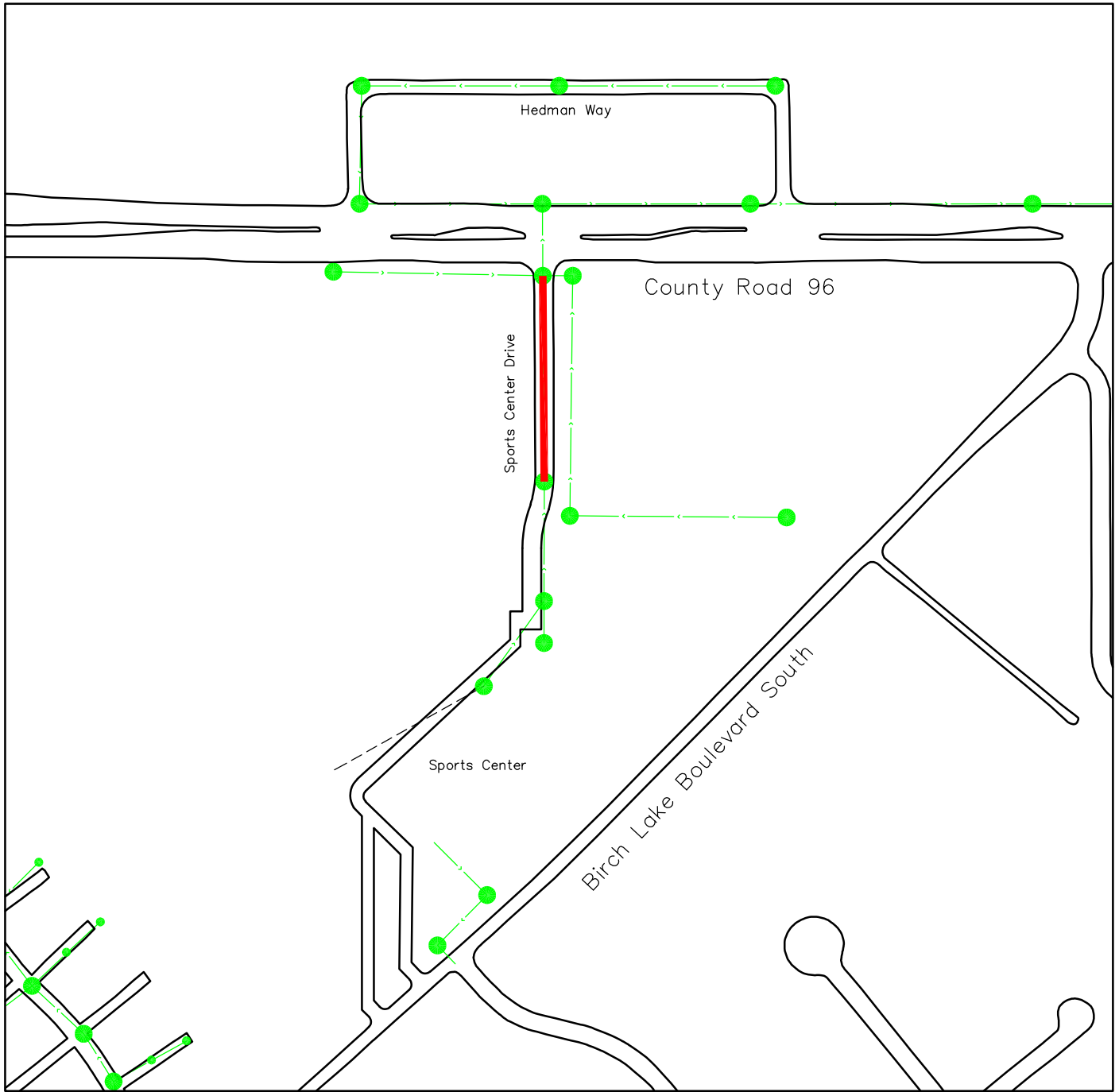
CITY PROJECT NO. 24-01





CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT


EXHIBIT


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CITY SANITARY SEWER 

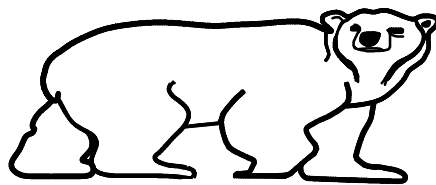
MCES SANITARY SEWER 

PROPOSED REPAIR 

PROPOSED LINING 

SANITARY SEWER REPAIR  
PROJECT MAP

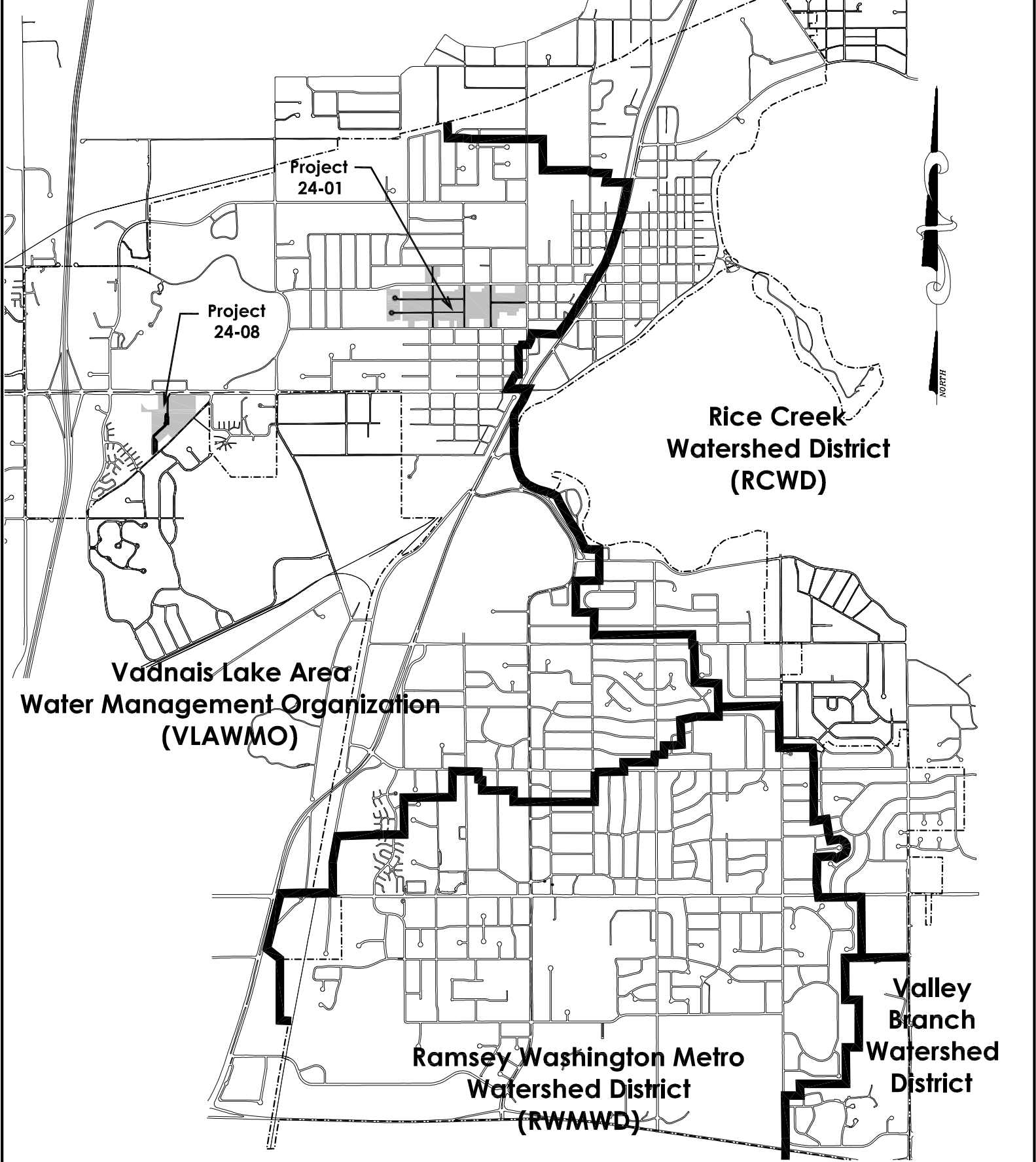
CITY PROJECT NO. 24-08



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

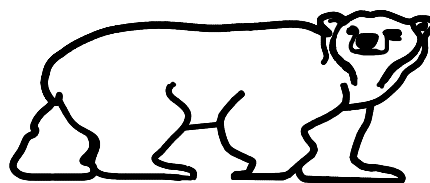
EXHIBIT

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**WATERSHED DISTRICT  
BOUNDARY MAP**

CITY PROJECT NO. 24-01/08



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

EXHIBIT

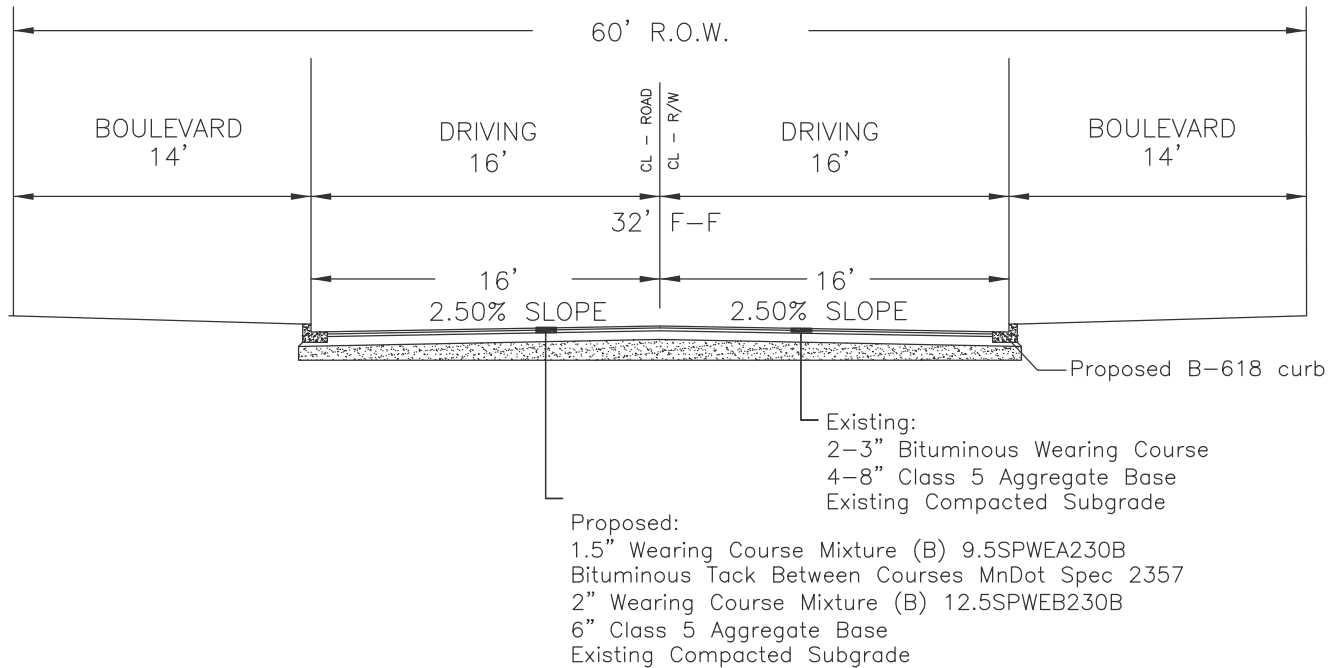
11

# CAMPBELL AVENUE

BIRCH LAKE AVENUE TO FOURTH STREET  
32' FACE TO FACE

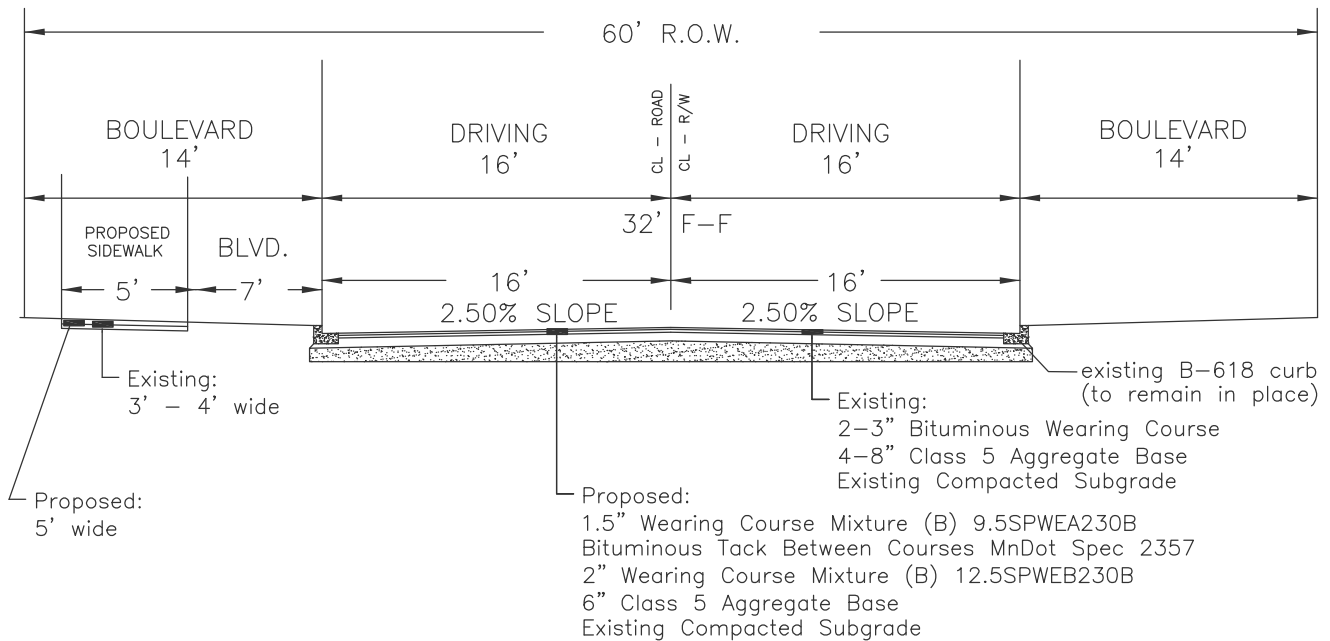
## THIRD STREET

CAMPBELL AVENUE TO BALD EAGLE AVENUE  
32' FACE TO FACE



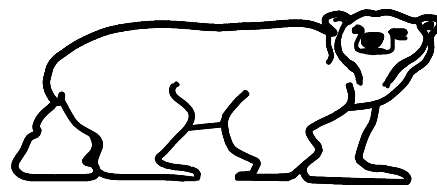
# WOOD AVENUE

BIRCH LAKE AVENUE - FOURTH STREET  
32' FACE TO FACE



TYPICAL STREET  
CROSS SECTIONS

CITY PROJECT NO. 24-01



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

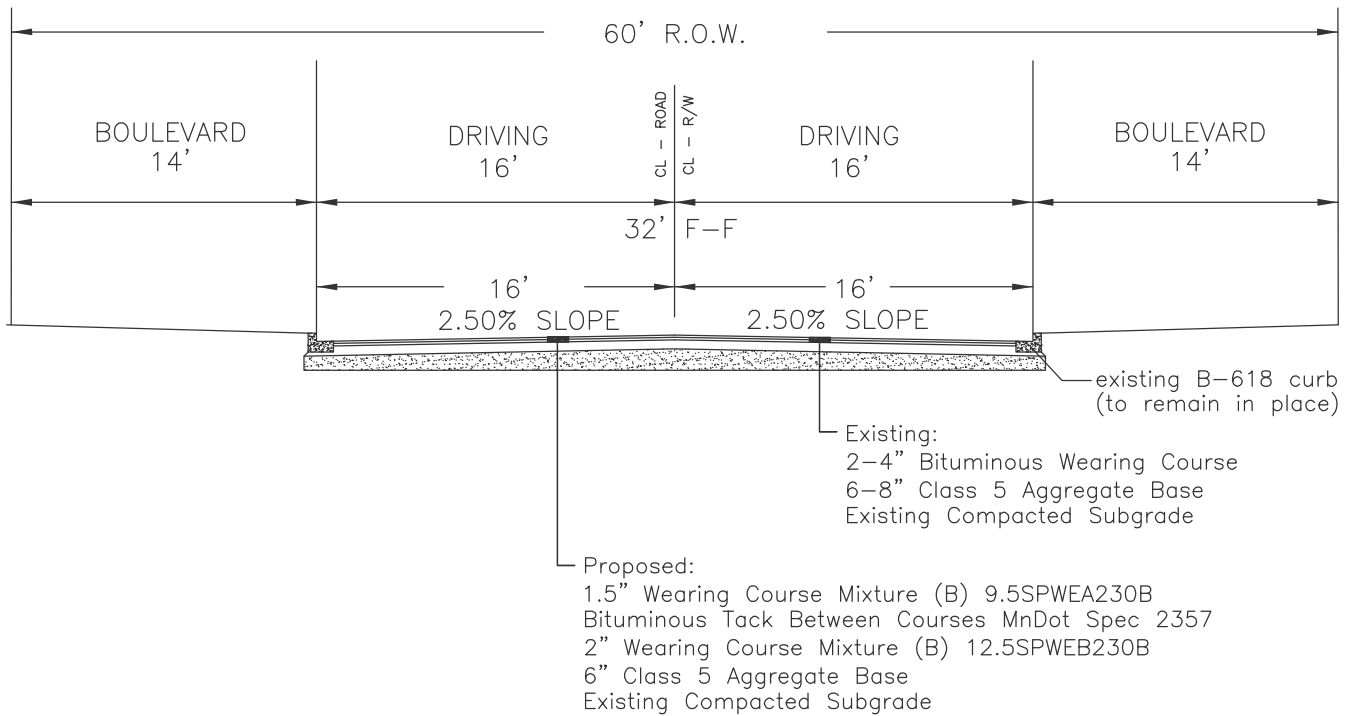
EXHIBIT

12

**KRECH AVENUE**  
*BIRCH LAKE AVENUE TO FIFTH STREET*  
 32' FACE TO FACE

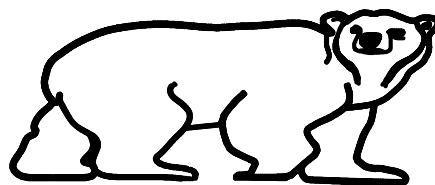
**THIRD STREET**  
*END CUL-DE-SAC TO WOOD AVENUE*  
 32' FACE TO FACE

**SECOND STREET**  
*END CUL-DE-SAC TO DILLON DITCH*  
 32' FACE TO FACE



**TYPICAL STREET  
 CROSS SECTIONS**

CITY PROJECT NO. 24-01



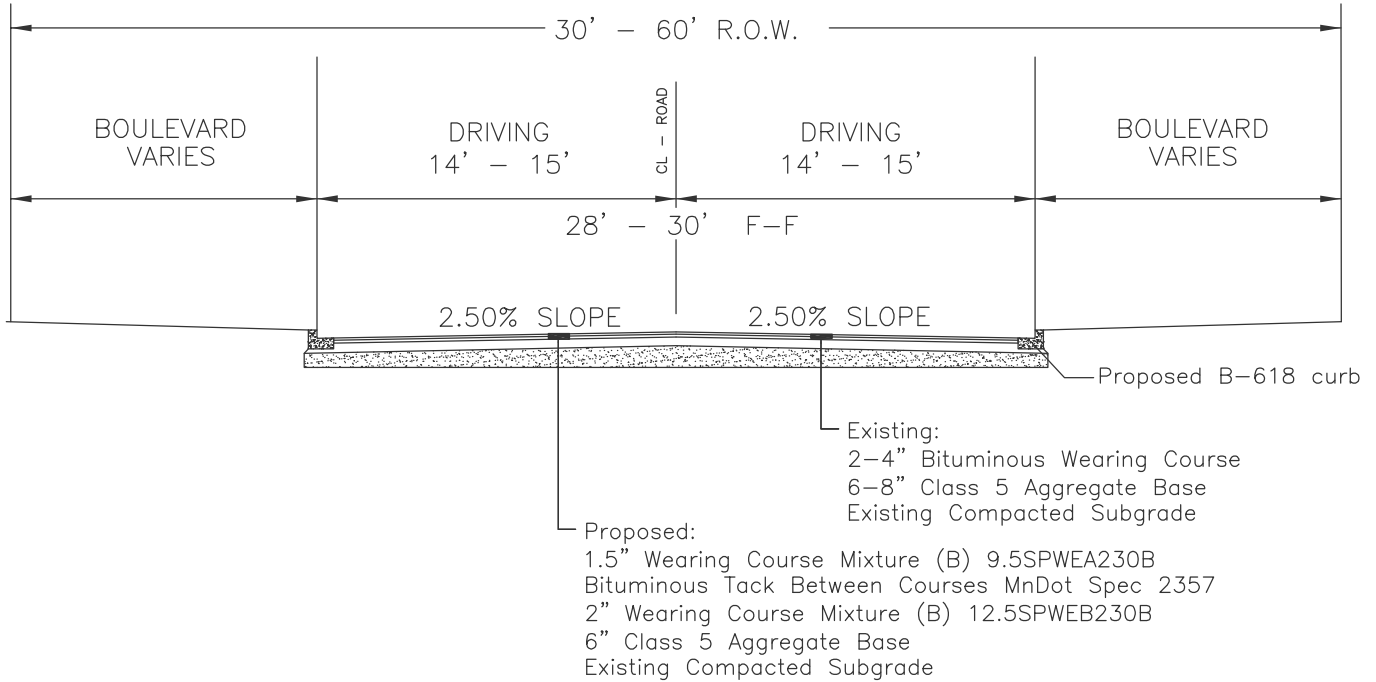
CITY OF WHITE BEAR LAKE  
 ENGINEERING DEPARTMENT

EXHIBIT

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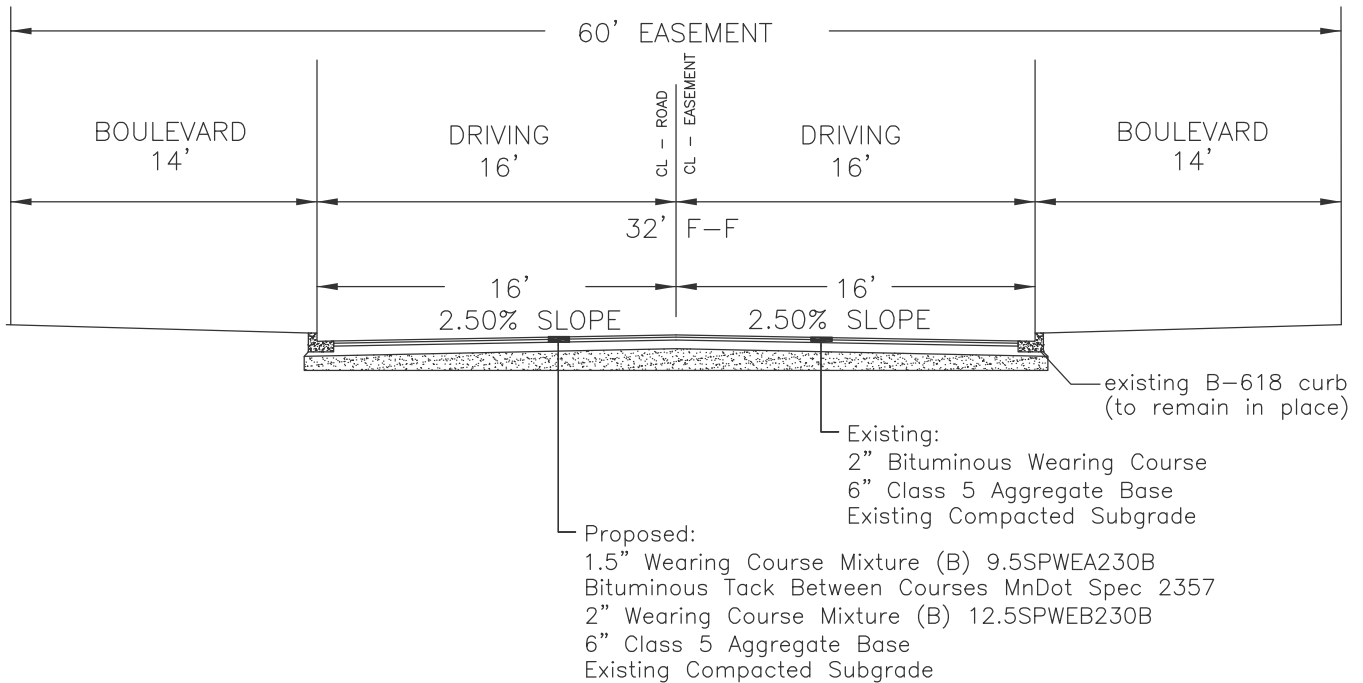
# SECOND STREET

DILLON DITCH TO WOOD AVENUE  
28'-30' FACE TO FACE



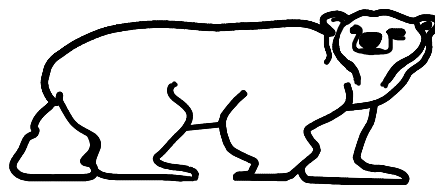
# SPORTS CENTER DRIVE

NORTH PARKING LOT TO COUNTY ROAD 96  
32' FACE TO FACE



TYPICAL STREET  
CROSS SECTIONS

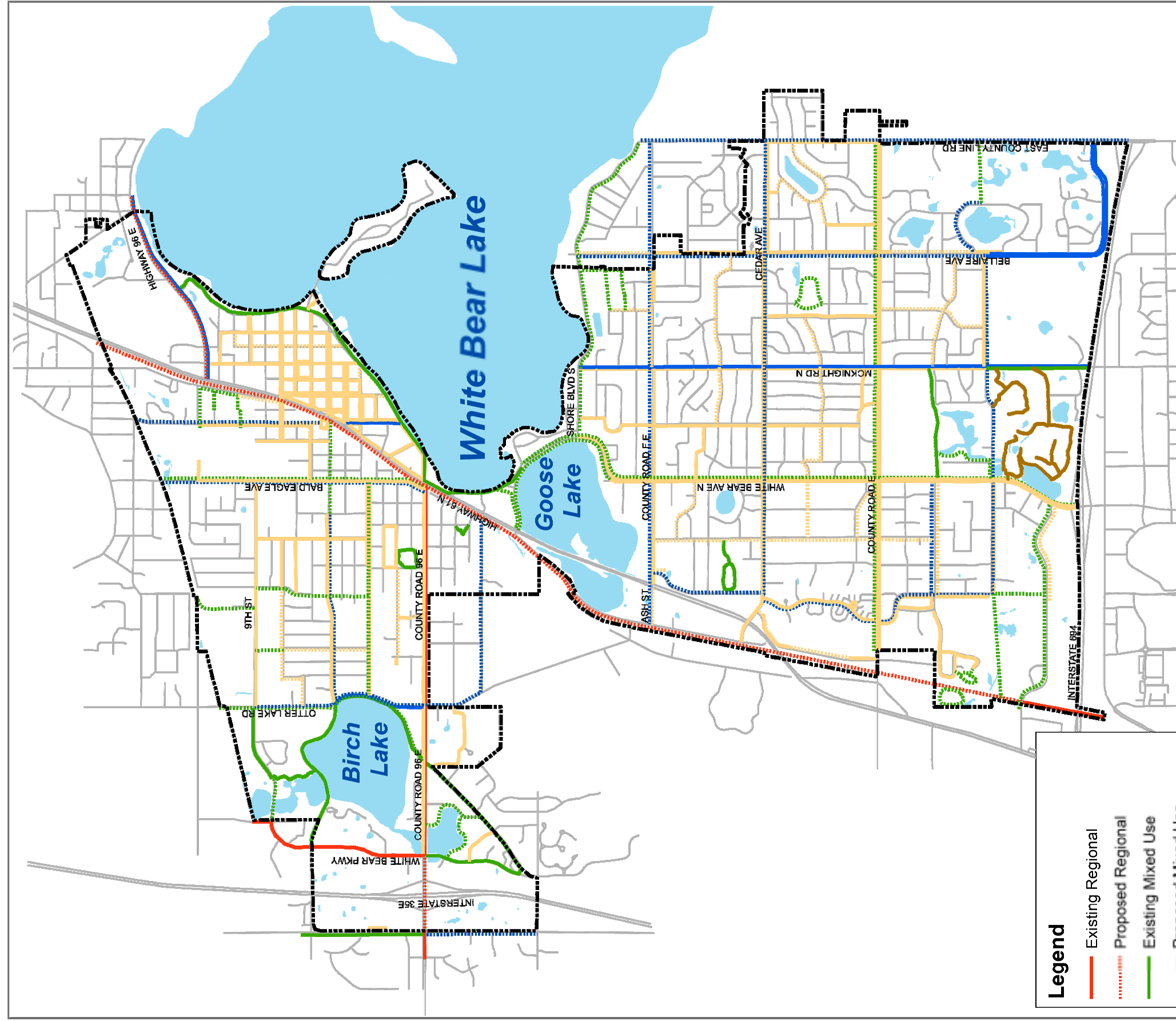
CITY PROJECT NO. 24-01/08



CITY OF WHITE BEAR LAKE  
ENGINEERING DEPARTMENT

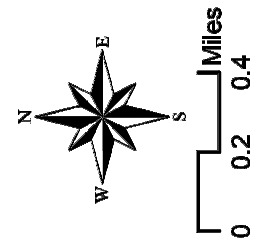
EXHIBIT

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**CITY OF WHITE BEAR LAKE  
2040 COMPREHENSIVE PLAN  
NON-MOTORIZED  
TRANSPORTATION PLAN**

Created February 2018  
By the Community Development Department  
Utilizing Ramsey County GIS Data  
For More Information, Call 651-429-8561



**Legend**

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

