

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday December 13, 2011**  
**Immediately Following Public Works Committee**  
**Lake Itasca Room 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Topics for Discussion**
  1. Development Costs Study Follow Up
  2. Update on the Armstrong Boulevard Interchange
3. **Future Topics for Discussion - *See Attached Calendar***
  1. Review Future Topics/Calendar
4. **Mayor/Council/Staff Input**
5. **Adjournment**

**Meeting Date:** 12/13/2011**By:** Patrick Brama, Administrative Services**Title:**

Development Costs Study Follow Up

**Background:**

As part of the 2011 City Council Strategic goals, evaluating the City of Ramsey's development/building fees was identified as a high priority. City staff undertook a development costs study in the spring. Results of the Development Costs Study were presented to the City Council in August. Questions and inquires from the August presentation were investigated by city staff and responded to in November. On December 8th the City hosted a developer/builder open house. The purpose of this case is to address inquires from the November meeting and to report the results of the builder/developer open house.

**Notification:**

None required at this time.

**Observations:****Builder/Developer Open House:**

The builder/developer open house took place on Thursday December 8th. About 200 builders and developers, along with five organizations, were invited. As part of the builder/developer open house staff organized an on-line survey; with the purpose of gathering documented input and adding convenience for participants. The on-line survey was available for participants to complete both from home/office and at the builder/developer open house. Attached to this case is a summary of the input received both at the open house and from the survey.

**Proposed Changes:**

In addition to the proposed changes that were presented in the November meeting, staff received direction to adjust fees that are based on the 2004 comprehensive sewer/water studies. Council direction was to reduce sewer/water rates by 3.7% to reflect 2010 rates until results from the new comprehensive sewer/ water study are available.

**Per Unit Breakdown:**

In the November meeting, staff received requests to breakdown the proposed changes to development costs to a per unit basis rather than a development wide basis. Attached to this case is a per unit breakdown of the proposed changes, in development fees, from 2011 to 2012.

**Building Permit Fees Methodology:**

Staff received inquires regarding the methodology of how building permit fees are calculated; and, what are the actual costs to the city for work done regarding a building permit. NOTE: there are two building permit fees; base building permit fee and the plan review fee.

*Base Building Permit Fee:* The City of Ramsey formulates their base building permit fee with two numbers; valuation and the suggested UBC fee (table). "Valuation" is determined by establishing a per square foot value of newly constructed home and then multiplying by the total number of square feet in that home. The City of Ramsey uses per foot valuations developed by the State of Minnesota; which are updated annually. In regards to the Universal Building Code (UBC) table, cities within the metro nearly exclusively use the UBC table. Unfortunately, the UBC no longer exists. Therefore, nearly all cities in the metro are using the 1997 UBC table to formulate their building permit calculations. Some cities have tweaked the table to fit their needs; however, they still use the 1997 UBC table. The reason the table is still viable today is because valuation changes over the years, which allows the building permit fee to adjust to the market. Finally, another reason the 1997 table is still exclusively used is the result of law suits that took place in the

early 2000's (Elk River and Shakopee). Cities were being sued for either over charging developers or not delivering on a service that was paid for (i.e. inspections). In response, most cities either stayed with or re-adopted the UBC fee table. After contacting the League of Minnesota Cities (LMC), MetroCities, the State of Minnesota, LOGIS, by conducting the development costs study, and by reviewing UBC handbooks staff was unable to determine the exact methodology was used in determining the 1997 UBC fee tables.

*Plan Review Fee:* The plan review is calculated by multiplying the base building permit fee by 65%. Based on the development costs study and by contacting multiple other cities, the 65% rule for plan review fees is nearly exclusively used. It should also be noted that recent changes in state law that the plan review on repetitive plans are charged at 25% plan review fee.

The State of Minnesota and the League of Minnesota Cities both suggest that cities calculate building permit fees by balancing total revenues and total expenses of the building department. Furthermore, the State of Minnesota regulates that cities' building departments by requiring annual reports of revenues and expenditures. After review, staff has concluded that the total expenses for the building department are significantly higher than total revenues. Please see the attached 2010 annual report filed with the State of Minnesota (\$423,330 revenue, \$1,146,287 expenses).

A second fee calculation example: On average, it takes 10 inspections for a single family home. The cost that the city charges is \$47 per inspection per the fee schedule, this rate has not been adjusted since the adoption of the UBC schedule. NOTE: this number is listed in the 1997 UBC table. At first glance, the cost of the city is \$470. However, staff would like to note that the actual cost is significantly higher than \$47 per inspection. The actual cost per inspection goes up or down due to the allocation of fixed capital costs (i.e. building, vehicles, software, equipment) depending on the year (i.e. different number of building permits per year) and the staffing allocation performing the work. In the early 2000's development was paying for a large share of it's costs, and in the past few years development has not been paying for a large share of it's costs.

Taking a third perspective of the actual costs of the building department, staff estimates that any given inspection takes 30-45 minutes. The base rate of the building inspector is \$38.65. If that rate is multiplied by 2.3 (multiplier used for other scenarios) we arrive at \$88.89 per hour. Therefore, the actual costs to the city for a 30-45 minute inspection is \$44.44-\$66.48. When compared to the 1997 UBC inspection charge of \$47, which the city is currently using, the actual costs are higher than what is charged.

#### **Example Building Permit:**

In the November meeting, staff was directed to provide an example building permit for an average sized home. Attached to this case is an example building permit for a \$165,000 home (2011). In summary, the charges are: \$4.00 Certificate of Occupancy, \$5.00 License Verification, \$940.39 Plan Review, \$75 City Sewer Connection, \$75 City Water Connection, \$1,500 Erosion Control Escrow, \$100 Erosion Control Admin Fee, \$1,446.75 Base Building Permit, \$150.00 Mechanical Permit, \$434.59 Water Meter/Horn, \$200 Plumbing Permit, \$2,230 SAC, \$200 SAC Handling Fee, \$102.50 State/County Surcharges. NOTE: the \$1,500 erosion control escrow is returned to the builder upon completion of an erosion barrier.

#### **Copper Vs. Plastic Pipe:**

Staff was asked to follow up on the use of plastic pipe versus copper pipe to connect a building to the property line. This item was discussed in detail in two public works meetings (05/18/10 & 07/20/10). In summary, staff was directed to wait for the technology, regarding the use of plastic pipes, to improve before Ramsey adopted it's use. The main concerns were regarding the detection of the pipe and a solution to pipes that freeze. At this point in time, staff is not comfortable with the available solutions. Attached to this case are the meeting minutes from both public works cases.

#### **Developer Vs. Builder Costs:**

In the November meeting, it was suggested to use the certificate of occupancy (CO) as a tool for ensuring that site improvements take place in a new development. Furthermore, there seemed to be some confusion between the requirements/charges placed upon developers versus builders. Staff would like to note that there is an important

distinction between developer requirements and builder requirements and that it may be problematic if that distinction is not clear--most of the time developers are different parties than builders and development (i.e. site improvements) take place months/years before building takes place (i.e. the construction of a home).

**Recommendation:**

Review information and provide direction regarding next steps.

**Funding Source:**

Worked performed as part of normal staff duties.

**Council Action:**

Provide direction regarding next steps.

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**Attachments**

- On line Survey
  - Annual State Report 2010 (Building Dpt)
  - Brief Summary of Comments from Developer-Builder OH 12811
  - Ramsey Development Costs Per Unit (2011 vs 2012 proposed)
  - Development Costs Study (Executive Report)
  - LMC Establishing Building Permits
  - Building Permit Costs Per 100K
  - 1997 UBC Table
  - Minutes Public Works 051810
  - Minutes Public Works 072010
  - Example Building Permit
- 

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Heidi Nelson	Heidi Nelson	12/08/2011 03:45 PM
Kurt Ulrich	Kurt Ulrich	12/08/2011 04:09 PM
Heidi Nelson	Amy Dietl	12/08/2011 04:20 PM
Kurt Ulrich	Amy Dietl	12/08/2011 04:42 PM
Patrick Brama	Patrick Brama	12/08/2011 05:17 PM
Kurt Ulrich	Kurt Ulrich	12/08/2011 05:31 PM

Form Started By: Patrick Brama

Started On: 12/05/2011 09:14 AM

Final Approval Date: 12/08/2011

# Ramsey Developer Input Survey

[Exit this survey](#)

The City of Ramsey is seeking input from both builders/contractors and developers regarding City development fees and approval processes. The City is interested in builders/contractors and developers that have completed projects, or are in the process of completing a project, within the City of Ramsey.

Please complete the following brief survey—your time is genuinely appreciated. Please note there are separate surveys for builders/contractors and for developers.

## 1. How would you characterize the development fees associated with projects in Ramsey?

	Well below surrounding communities	Slightly below surrounding communities	About the same as surrounding communities	Slightly above surrounding communities	Well above surrounding communities
Development Fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 2. How would you characterize the value received as part of the development fees paid.

	Well Above surrounding communities	Slightly Above surrounding communities	About the same as surrounding communities	Slightly Below surrounding communities	Well Below surrounding communities
Value Received	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 3. Please provide feedback regarding development fees in the City of Ramsey.

[Next](#)

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## Ramsey Builder/Contractor Input Survey

Exit this survey

The City of Ramsey is seeking input from both builders/contractors and developers regarding City fees and processes. The City is interested in builders/contractors and developers that have completed a project, or are in the process of completing a project, within the City of Ramsey.

Please complete the following brief survey—your time is genuinely appreciated. Please note there is a separate survey for builders/contractors and for developers.

### 1. Overall, how would you characterize the building permit fees relative to surrounding communities?

	Much Lower	Somewhat Lower	Average	Somewhat Higher	Much Higher
Permit Fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 2. Please provide any additional feedback regarding Building Permit fees for the City of Ramsey. Are there any fees you feel are excessive or unnecessary?

### 3. Please provide feedback regarding construction means, materials and methods required by the City of Ramsey. Are there any specific means, materials or methods that cause you difficulty in your work or result in additional costs?

### 4. Are there any other barriers or challenges to building in Ramsey that you would like us to be aware of?

Done

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## MUNICIPAL CONSTRUCTION and DEVELOPMENT FEE REVENUE and EXPENSES ANNUAL REPORT

Reporting Period Ending December 31, 2010, as required by Minnesota Statute 326B.145

### I. Municipality

Municipality City of Ramsey	County Anoka	Telephone No. (include area code) 763-427-1410
Address 7550 Sunwood Drive NW	City, State, ZIP Ramsey, MN 55303	

### II. Building Inspection Permits

	TYPE OF PERMIT	Number of Permits	Number of Units	Valuation
1.	New Single-Family Dwelling	60	60	\$12,978,887.00
2.	New Multi-Family Dwelling	0	0	\$0
3.	New Commercial / Industrial / Institutional	2	N/A	\$5,034,100.00
4.	Addition / Alteration	28	N/A	\$679,657.00
5.	Other	612	N/A	\$1,452,895.00

### III. Fee Revenue And Expenses Associated With Building Permits And Inspections

FEE REVENUE			EXPENSES		
6.	Permit Fees	\$227,886	10.	Building Inspection Expenses	\$1,146,287
7.	Plan Review Fees	\$92,494			
8.	Other Fees	\$102,950			
9.	<b>TOTAL FEE REVENUE</b>	<b>\$ 423,330</b>			

### IV. Fee Revenue And Expenses Associated With Development

FEE REVENUE			EXPENSES		
11.	Administrative Fees	\$477,402	16.	Administrative Expenses	\$244,727
12.	Engineering Fees	\$12,715	17.	Engineering Expenses	\$790,796
13.	Planning and Zoning Fees	\$10,125	18.	Planning and Zoning Expenses	\$1,004,532
14.	Other Fees	\$0	19.	Other Expenses	\$0
15.	<b>TOTAL FEE REVENUE</b>	<b>\$ 500,242</b>	20.	<b>TOTAL EXPENSES</b>	<b>\$ 2,040,055</b>

### V. Fee Revenue And Capital Expenditures Associated With Development-Related Infrastructure

FEE REVENUE			CAPITAL EXPENDITURES		
21.	Infrastructure Fees	\$115,917	25.	Infrastructure Expenditures	\$1,383,577
	Cash				
22.	Park Dedication Fees	\$25,934	26.	Park Expenditures	\$3,025,882
	Land	\$0			
23.	Other Fees	\$211,430	27.	Other Expenditures	\$246,785
24.	<b>TOTAL FEE REVENUE</b>	<b>\$353,281</b>	28.	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$4,656,244</b>

**CERTIFICATION:** I hereby certify the information contained herein to be an accurate representation of fees collected and expenses incurred.

Name/Title of Official Completing Form Diana Lund, Finance Director	Telephone No. (include area code) 763-433-9847	Date: 7-12-11	
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EC001\_03\_06

Building Permits & Inspections  
2010

Total Expenses Bldg Dept

250,860

<u>Admin</u>	Actual Yearly Salary & Benefits	% of Salary to Bldg	Total Exp	
Dan	63,713	15%	9,557	
Larry	20,985	15%	3,148	
Don	43,965	15%	6,595	
Amy D	58,593	15%	8,789	
Kurt	147,666	10%	14,767	
Mike M	92,753	90%	83,478	
Aaron M	63,596	90%	57,237	
Jackie	55,571	10%	5,557	
Denelle	56,034	10%	5,603	
Jo T	74,041	10%	7,404	
Givonna	45,997	20%	9,199	
JoAnn S	52,387	20%	10,477	
MaryJo	51,893	15%	7,784	
Steve J	85,849	25%	21,462	
Len	85,042	25%	21,261	
Brian	106,861	25%	26,715	
Tiim H	95,586	25%	23,896	
Heidi	107,921	10%	10,792	
Dean B	87,943	15%	13,191	
Pam	48,285	50%	24,142	
Police Personnel	1,834,146	10%	183,415 (Patrol site)	
Kathy	28,874	15%	4,331	
Colleen	58,642	10%	5,864	
Amber	87,916	25%	21,979	
	-	0%	-	
Tim G	61,836	25%	15,459	
Chris A	71,187	25%	17,797	
	-	25%	-	
Matt K	76,978	25%	19,244	
Sandy	92,142	10%	9,214	
	-	0%	-	
Cindy	3,246	15%	487	
Diana	108,237	10%	10,824	
Joan	28,125	15%	4,219	
	-	0%	-	
			<hr/> <b>663,888</b>	
Admin	<b>Misc Costs</b>			
Dept	Duplicating Supplies	8,074	15%	1,211
	Envelopes & Forms	2,103	10%	210
	operating supplies	3,931	10%	393
	Office Supplies	4,222	10%	422
	Med/Psychol	5,404	5%	270

	Misc Profession _Labc	19,553	5%	978
	Postage	815	10%	82
	Telephone	2,910	15%	437
	Help Wanted Ads	1,598	10%	160
	General Liab	5,551	10%	555
	Postage/Copier Maint	10,206	25%	2,552
Finance				
	Receipt Forms	810	15%	122
	Postage	2,058	10%	206
	Contracted services	3,038	25%	760
	General Liab	4,029	10%	403
	Assessing Contract	138,018	100%	138,018
	Audit	29,285	15%	4,393
	General Notices	267	15%	40
Legal				
	Town Center Issues			
Data Process				
	Back up tapes	561	15%	84
	Computers	15,920	15%	2,388
	Web PageNewsletter		15%	-
	Phone	13,573	15%	2,036
	Training	-	15%	-
	General Liab	1,529	10%	153
	Computer Maint	179,287	25%	44,822
				-
				-
				-
Govt Bldgs				
	Cleaning Supplies	1,928	15%	289
	Gasoline	2,384	5%	119
	Misc Operating	11,475	15%	1,721
	Vehicle Repair (plow)	3,888	15%	583
	cell phones	1,463	15%	219
	General Liabl	9,564	15%	1,435
	Electric	91,868	15%	13,780
	Gas Usage	29,323	15%	4,398
	Recycling	5,713	15%	857
	Bldg Repair	347	15%	52
	Air Condition Maint	1,213	15%	182
	Rug rental	6,022	15%	903
	water	3,924	15%	589
	Cleaning Services	-	15%	-
Newsletter				
	Newsletter	29,975	15%	4,496
	Postage	8,149	15%	1,222
	Total Admin & Overheac			<u>895,427</u>

Total Building Inspection Costs

1,146,287 (line #10)

Development Fees

Community Development Personnel(Less time in bldg)	206,651
60% Engr Personnel Less engr time in bldg	38,076
Total Admin Expense (Line 16)	244,727 (line #16)
Remainder Community Development Expense(not include Personnel)	15,216
Remainder Engineering Expense(not including personnel)	27,018

<u>Admin</u>	Yearly Salary & Benefits	% of Salary Plan & zoning	Total Exp
Dan	63,713	10%	6,371
Larry	20,985	10%	2,099
Don	43,965		
Amy D	58,593	15%	8,789
Kurt	147,666	15%	22,150
Mike M.	92,753	0%	-
Aaron M	63,596	0%	-
Jackie	55,571	10%	5,557
Denelle	56,034	10%	5,603
Jo T	74,041		
Givonna	45,997	15%	6,900
JoAnn S	52,387	0%	-
MaryJo	51,893		
Steve J	85,849	0%	-
Len	85,042		
Brian	106,861		
Tiim H	95,586		
Heidi	107,921	1%	1,079
Dean B	87,943	15%	13,191
Pam	48,285	10%	4,828
s/Starting h Police Personnel	1,834,146		
Kathy	28,874	10%	2,887
Colleen	58,642	15%	8,796
Amber	87,916	0%	-
	-	0%	-
Tim G	61,836	0%	-
Chris A	71,187	0%	-
	-	0%	-
Jerry S	76,978	10%	7,698
Sandy	92,142	10%	9,214
	-	10%	-
	3,246	0%	-
Diana	108,237	10%	10,824
Joan	28,125	15%	4,219
	-	10%	-
Admin Dept	<b>Misc Costs</b>		
	Duplicating Supplies	15%	1,211
	Envelopes & Forms	10%	210
	operating supplies	10%	
	Office Supplies	10%	422
	Med/Psychol	5%	

	Misc Profession _Labor Relation	19,553	5%	
	Postage	815	10%	82
	Telephone	2,910	15%	437
	Help Wanted Ads	1,598	10%	160
	General Liab	5,551	10%	
	Postage/Copier Maint	10,206	25%	2,552
Finance				
	Receipt Forms	810	15%	122
	Postage	2,058	10%	
	Contracted Services	3,038	25%	
	General Liab	4,029	10%	
	Assessing Contract	138,018	0%	
	Audit	29,285	15%	4,393
	General Notices	267	15%	
Legal				
	Compliance with Codes	126,011	20%	25,202
Data Process				
	Back up tapes	561	15%	84
	Computers	15,920	15%	2,388
	Web Page?newsletter		15%	-
	Phone	13,573	15%	2,036
	Training	-	15%	
	General Liab	1,529	15%	229
	Computer Maint	179,287	15%	26,893
	Finance Software Maint	-	15%	-
	Computer Hardware/Soft		15%	-
	Depr Computers	-	20%	-
Govt Bldgs				
	Cleaning Supplies	1,928	15%	289
	Gasoline	2,384	5%	119
	Misc Operating	11,475	15%	1,721
	Vehicle Repair (plow)	3,888	15%	583
	Cell phones	1,463	15%	219
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	Recycling	5,713	15%	857
	Bldg Repair	347	15%	52
	Air Condition Maint	1,213	15%	182
	Rug rental	6,022	15%	903
	Depreciation	4,002	15%	600
	Building Dept Furn	-	15%	-
EDA	Charter & Code Updates			243,613
HRA	TOWN Center Development Driven			499,293
Newsletter				
	Newsletter	29,975	20%	5,995
	Postage	8,149	20%	1,630
	Total Admin & Overhe			1,004,532 (line #18)
				1,249,259

## **Brief Summary of Comments from Developer/Builder Open House (12/8/11) and Survey**

### Development Fees/Process:

- Should not be just comparing to other cities and trying to be average
- Need for an expedited development review process to get projects in the ground fast
- Assessment of how much are trails used/valued, how much are parks used/valued to necessitate fee structure

### Builder Fees/Process:

- Top soil – amount, spec adds cost and inspection that has no flexibility
- Copper water hook-up instead of PVC adds cost
- Plumbing for sump pump expel from house adds cost
- Air test for sewer and water hook-up adds cost
- Radon barrier rock in basement requirement adds cost
- Silt fence requirement –street and pond fenced vs whole lot when neighboring lots are vacant
- Building permit fees viewed as fair, process viewed as generally builder friendly, special inspections for top soil and silt fence can be punitive
- The ability to do e-permits would help the process –prevents a trip to city hall, expedites process for builder
- The ability to defer building permit fees to C of O would help cash flow

## **Survey results for measured responses as of Thursday, December 8<sup>th</sup>, 2011:**

### Builder/Contractor Survey:

Overall, how would you characterize the building permits fees relative to surrounding communities?

Response choices:

Much lower, Somewhat lower, Average, Somewhat higher, Much higher

**8 responses – Average**

### Developer Survey:

How would you characterize the development fees associated with projects in Ramsey?

Response choices:

Well below surrounding communities, Slightly below surrounding communities, About the same as surrounding communities, Slightly above surrounding communities, Well above surrounding communities

**1 response – Slightly above**

**1 response – Well above**

How would you characterize the value received as part of the development fees paid?

Response choices:

Well below surrounding communities, Slightly below surrounding communities, About the same as surrounding communities, Slightly above surrounding communities, Well above surrounding communities

**1 response – slightly below**

**1 response – well below**

## DEVELOPMENT

Specs Per Home: \$165,000 valuation, 10,800 sq ft lot, .125 street signs, .266 street lights, 125 sq yds seal coating (120 total units)

Fees/Charges	Jan 2011	2012 Proposed (some changes already made)	
Sewer Trunk	\$1,318.00	\$1,271.00	per unit, -3.7%
Lateral Sewer	\$33.24	\$32.06	flat rate per connection to project, -3.7% (based on 120 units)
Water Trunk	\$2,308.00	\$2,226.00	per unit, -3.7%
Lateral Water	\$75.85	\$73.14	flat rate per connection to project, -3.7% (based on 120 units)
Storm Water Trunk	\$0.00	\$0.00	NO CHARGE
Storm Water Mgmt	\$465.00	\$448.00	per unit
Park Dedication	\$2,475.00	\$2,475.00	per unit
Trail Fees	\$600.00	\$600.00	per unit
Street/Traffic Signs	\$28.12	Devel. Inst.	\$225 per sign (120 unit devel, 15 total signs, .125 per unit)
Future Seal Coating	\$181.25	Devel. Inst.	\$1.45 per sq. yds. (120 unit devel, 15K total yds., 125 per unit)
Street Lights	\$453.32	Devel. Inst.	\$1,700 per light (120 unit devel, 32 total lights, .266 per unit)
Street Lights O&E	\$78.20	\$78.20	\$294 per light (120 unit devel, 32 total lights, .266 per unit)
<b>DEVELOPER SUB TOTAL</b>	<b>\$17,042.32</b>	<b>\$15,904.05</b>	Estimated \$1,134 devel. reduction (6.6%) from 2011 to 2012

## BUILDING

Fees/Charges	Jan 2011	2012 Proposed (some changes already made)	
Certificate of Occupancy	\$4.00	\$0.00	per unit (no charge in 2012)
Builder License Verification	\$5.00	\$5.00	per builder
Base Building Permit Fee	\$1,446.75	\$1,446.75	per unit, 97 UBC (\$165,000 Valuation), (25% for duplicates)
Plan Review Fee	\$940.39	\$940.39	per unit, 65% of 97 UBC (\$165,000 Valuation)
City Sewer Connection	\$75.00	\$75.00	per unit
City Water Connection	\$75.00	\$75.00	per unit
Sewer Availability Charge	\$2,230.00	\$2,365.00	per unit (MetCouncil controlled)
SAC Handling Fee	\$200.00	\$25.00	per address
Water Availability Charge	\$1701.00	\$1,638.06	per address
Water Meter/Horn	\$434.59	\$434.59	per unit
Mechanical Permit	\$150.00	\$150.00	per unit
Plumbing Permit	\$200.00	\$200.00	per unit
Erosion Control Escrow	\$1,500.00	\$1,500.00	per unit
Erosion Control Admin Fee	\$100.00	\$0.00	per unit
<b>BUILDER SUB TOTAL</b>	<b>\$9,061.73</b>	<b>\$8,854.79</b>	Estimated \$206.94 builder reduction (2.3%) from 2011 to 2012

## OTHER REQUIREMENTS

Fees/Charges	Jan 2011	2012 Proposed (some changes already made)	
Top Soil	Yes, 6"	Yes, 4"	MnDOT Premium
Grass/Sod	Yes	Yes	Yes on blvd, "established" elsewhere
Trees	Yes	Yes	2 per home, 1" diameter
Radon Barrier	Yes	Yes	Yes, per state requirements
Foundation Drainage	Yes	Yes	pipe yes, pump no

## CONDITIONAL (if owner wants to occupy before completion)

Fees/Charges	Jan 2011	2012 Proposed (some changes already made)	
Landscape Escrow	\$5,000.00	\$5,000.00	per unit (grass, top soil, trees)
Landscape Escrow Admin Fee	\$100.00	\$0.00	per unit
Driveway Escrow	\$2,000.00	\$2,000.00	per unit
<b>CONDITIONAL SUB TOTAL</b>	<b>\$7,100.00</b>	<b>\$7,000.00</b>	Estimated \$100 reduction (1.40%) from 2011 to 2012

# **2011 Development Costs Study**

Ramsey – Blaine – Coon Rapids – Dayton – Medina – Elk River – Cambridge  
Big Lake – St. Francis – Prior Lake – Monticello

*Study Directed by*



**7550 Sunwood Drive NW  
Ramsey, MN 55303**

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## Executive Report:

### Introduction

Growing municipalities commonly anticipate, and in some cases eagerly await, new development. When a new residential development is proposed, or a new businesses campus is planned, municipalities are faced with many questions. These questions regard the impact of a new development on the environment, demand on public safety services, effect on neighboring properties, the impact on existing and/or new public infrastructure, etc. Furthermore, municipalities need to account for the costs of these impacts to public infrastructure along with the costs to review and inspect new developments.

This study, the “2011 Development Costs Study,” aims to understand how different cities assess the costs of new development. The purpose of the study is to supply decision makers with information as they consider policies that will affect future development.

In late April, the City of Ramsey sent a “Development Costs Survey” to several municipalities. Completed surveys were received into June. The following is a report of the findings.

The City of Ramsey would like to thank each participating city for their time and effort in completing the development costs survey—your participation made this survey possible! We hope that this information will be useful for both city staff and elected officials.

## Survey Results:

### Summary

Each and every city in this survey assesses development costs differently. Some municipalities rely more on developers to install needed infrastructure and to make site improvements than other municipalities. Some municipalities install needed infrastructure and make site improvements independently and then charge developers. Some cities put most of their costs into one part of a building permit and others break down their costs into separate permit fees. Some cities account for nearly all costs through development fees and some cities absorb costs into the general operating budget. Some cities pass on costs to end users rather than developers (i.e. residents and businesses) through utilities and assessments.

Cities also assign expenses in several different ways: flat rates, area specific rates, escrows, per unit rates, per acre rates, type of land use rates, per hour rates, assessments, trunk fees, etc.

Regardless of how development costs are accounted for, and to whom they are charged, the costs are there and they are important to understand. This survey attempts to breakdown the costs of new development and establishes a city-to-city comparison. However, due to the complexity previously referred, a truly apples to apples comparison of development costs is not possible.

The 2011 Development Costs Study displays the complexity of understanding how development costs are accounted for and also reflects a wide range of results from participating cities.

For an overview of the development costs study results please reference:

- Individual development scenarios results tables (four total) Page 3-6
- Utility rates tables Page 7
- Planning fees tables Page 8

For detailed answers on each individual question asked in the Development Costs Study and for a specific explanation of how the survey was conducted please reference the appendix.

**Executive Report: Summary** (continued)

**Scenario 1: Single Family Residential**

\*Cost does not reflect developer installed (DI) and assessed (ASSD) fees/charges. Actual cost to developer is higher than stated.

120 Unit Single Family Development: 29.75 Acres

SECTION B:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION B:
Sewer Trunk	\$124,741	\$119,000	\$212,400	\$249,000	ASSD	\$66,640	\$147,263	\$150,981	\$146,370	\$146,760	\$158,160	Sewer Trunk
Water Trunk	DI	\$104,125	\$36,000	\$789,000	ASSD	\$68,842	\$45,518	\$39,270	\$90,440	\$108,840	\$276,960	Water Trunk
Storm Water Trunk	DI	ASSD	\$163,923	NA	ASSD	NA	NA	NA	\$450,000	\$96,539	NA	Storm Water Trunk
Storm Water Management	NA	UTLY	NA	NA	\$23,520	NA	NA	NA	NA	NA	\$55,800	Storm Water Management
Park Dedication (cash)	\$292,200	\$240,000	\$573,000	\$420,000	\$436,680	\$192,000	\$300,000	\$300,000	\$450,000	\$90,840	\$297,000	Park Dedication (cash)
Trail Fees	OT FE	DI	OT FE	NA	DI	NA	OT FE	DI	NA	NA	\$72,000	Trail Fees
Street/Traffic Signs	DI	\$3,000	DI	DI	DI	\$1,010	DI	DI	DI	DI	\$3,375	Street/Traffic Signs
Future Seal Coating	NA	CTY	NA	NA	\$24,000	\$6,000	NA	NA	NA	NA	\$21,750	Future Seal Coating
Street Lights	DI	DI	DI	DI	\$44,800	\$3,200	DI	DI	DI	NA	\$54,400	Street Lights
<b>SECTION TOTAL:</b>	\$416,941*	\$466,125*	\$985,323*	\$1,458,000*	\$529,000*	\$337,962	\$492,780*	\$490,251*	\$1,136,810*	\$442,979*	\$939,445	<b>SECTION TOTAL:</b>

SECTION C:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION C:
Top Soil	4"	4"	6"	0"	4"	3"	4"	3"	0"	0"	4"	Top Soil
Grass/Sod	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Grass/Sod
Trees	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Trees
Shrubs	No	No	No	No	No	No	No	No	No	No	No	Shrubs
Radon Barrier	No	No	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	Radon Barrier
Foundation Drainage	No	No	No	Yes	Yes	Yes	Yes	No	Yes	No	No	Foundation Drainage

SECTION D:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION D:
Certificate of Occupancy	\$1,200	NA	NA	NA	NA	NA	OT FE	NA	NA	NA	\$480	Certificate of Occupancy
Builder License	NA	NA	\$1,200	NA	\$600	\$600	\$600	NA	NA	\$25	\$600	Builder License
Base Building Permit Fee	\$160,200	\$164,280	\$286,800	\$145,440	\$162,930	\$162,930	\$162,930	\$162,930	\$173,220	\$140,662	\$173,610	Base Building Permit Fee
Internal Plan Review Fee	\$27,600	\$106,302	NA	\$94,560	\$105,905	\$105,905	\$105,905	\$105,905	\$112,594	\$91,430	\$112,847	Internal Plan Review Fee
City Sewer Connection	OT FE	\$12,000	\$18,000	\$12,000	\$7,800	\$6,000	\$4,200	\$6,000	\$3,060	\$7,620	\$9,000	City Sewer Connection
City Water Connection	DI	\$12,000	\$18,000	\$12,000	\$7,800	\$6,000	\$4,200	\$6,000	\$3,060	\$7,620	\$9,000	City Water Connection
Water Availability Charge	\$184,320	NA	NA	NA	\$360,000	\$24,120	\$390,000	\$504,000	\$108,000	\$96,120	\$204,120	Water Availability Charge
Sewer Availability Charge	\$267,600	\$267,600	\$321,000	\$267,600	\$504,120	\$272,760	\$582,600	\$360,000	\$72,000	\$483,600	\$267,600	Sewer Availability Charge
SAC handling Fee	NA	\$6,000	NA	NA	NA	NA	OT FE	NA	NA	NA	\$24,000	SAC handling Fee
Water Meter/Horn	NA	\$36,000	\$36,215	\$50,400	\$30,672	\$57,000	\$33,600	\$180,000	\$73,200	\$44,400	\$52,068	Water Meter/Horn
Mechanical Permit	\$18,000	\$23,350	\$24,000	\$24,000	NA	\$8,520	\$6,600	\$6,000	\$17,940	\$34,560	\$18,000	Mechanical Permit
Plumbing Permit	\$24,000	\$16,740	\$24,000	\$26,400	NA	\$18,000	\$10,200	\$6,000	\$17,940	\$10,200	\$24,000	Plumbing Permit
<b>SECTION TOTAL:</b>	\$682,920.00	\$644,271.60	\$729,214.80	\$632,400.00	\$1,179,826.80	\$661,834.80	\$1,300,834.80	\$1,336,834.80	\$581,013.60	\$916,237.00	\$895,325.00	<b>SECTION TOTAL:</b>
<b>GRAND TOTAL:</b>	\$1,099,861*	\$1,110,396.60*	\$1,714,537.30*	\$2,090,400.00*	\$1,708,826.80*	\$999,526.80	\$1,793,614.80*	\$1,827,086.05*	\$1,717,823.60*	\$1,359,215.75*	\$1,834,770.00	<b>GRAND TOTAL:</b>

NA: Not applicable/No answer	ASSD: Assessed based on actual construction cost	<b>PLEASE NOTE:</b> <ul style="list-style-type: none"> <li>PLEASE SEE APPENDIX FOR ACTUAL ANSWERS GIVEN FOR EACH SPECIFIC QUESTION—ANSWERS ABOVE MAY BE SHORTENED</li> <li>PLEASE NOTE: APPENDIX INCLUDES FEES/CHARGES NOT LISTED IN THIS TABLE –SEE “OTHER/FEES CHARGES” IN EACH INDIVIDUAL SCENARIO</li> </ul>
DI: Developer installed	OT FE: Accounted for in other fee	
UTLY: Paid for through utilities	CITY: City Responsibility	

\*Cost does not reflect developer installed (DI) and assessed (ASSD) fees/charges. Actual cost to developer is higher than stated.

**Executive Report: Summary** (continued)

**Scenario 2: Town Homes**

\*Cost does not reflect developer installed (DI) and assessed (ASSD) fees/charges. Actual cost to developer is higher than stated.

8 Unit Town Home Development: 1 Acre

SECTION B:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION B:
Sewer Trunk	\$4,193	\$16,000	\$14,160	\$16,600	ASSD	\$2,240	\$4,950	\$5,075	\$4,920	\$9,784	\$10,544	Sewer Trunk
Water Trunk	DI	\$3,500	\$2,400	\$52,600	ASSD	\$2,314	\$1,530	\$1,320	\$3,040	\$907	\$18,464	Water Trunk
Storm Water Trunk	DI	ASSD	\$5,510	NA	ASSD	NA	NA	NA	\$2,790	\$3,245	NA	Storm Water Trunk
Storm Water Management	NA	UTLY	NA	UTLY	\$1,179	NA	NA	NA	NA	NA	\$29,760	Storm Water Management
Park Dedication (cash)	\$19,480	\$16,000	\$4,775	\$28,000	\$29,112	\$12,800	\$20,000	\$16,000	\$30,000	\$6,056	\$19,800	Park Dedication (cash)
Trail Fees	OT FE	\$4,200	OT FE	NA	DI	NA	OT FE	DI	NA	NA	\$4,800	Trail Fees
Street/Traffic Signs	DI	\$400	NA	DI	DI	\$270	DI	DI	DI	DI	\$450	Street/Traffic Signs
Future Seal Coating	NA	CTY	NA	NA	\$800	\$200	NA	NA	NA	NA	\$725	Future Seal Coating
Street Lights	DI	DI	DI	DI	\$7,455	\$500	DI	DI	DI	NA	\$8,500	Street Lights
<b>SECTION TOTAL:</b>	\$23,673*	\$40,100*	\$26,845*	\$97,200*	\$38,546*	\$18,324*	\$26,480*	\$22,395*	\$40,750*	\$19,992	\$93,043	<b>SECTION TOTAL:</b>

SECTION C:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION C:
Top Soil	4"	4"	6"	0"	4"	3"	4"	3"	0"	0"	4"	Top Soil
Grass/Sod	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Grass/Sod
Trees	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Trees
Shrubs	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Shrubs
Radon Barrier	No	No	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	Radon Barrier
Foundation Drainage	No	No	No	Yes	Yes	Yes	Yes	No	Yes	No	No	Foundation Drainage

SECTION D:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION D:
Certificate of Occupancy	\$80	\$800	NA	NA	NA	NA	OT FE	NA	NA	NA	\$32	Certificate of Occupancy
Builder License	NA	NA	\$80	NA	\$40	\$40	\$40	NA	NA	\$25	\$40	Builder License
Base Building Permit Fee	\$9,384	\$9,384	\$10,298	\$8,296	\$9,294	\$9,294	\$9,294	\$9,294	\$9,852	\$9,853	\$9,894	Base Building Permit Fee
Internal Plan Review Fee	\$2,080	\$6,100	NA	\$5,400	\$6,041	\$6,041	\$6,041	\$6,041	\$6,414	\$6,404	\$2,968	Internal Plan Review Fee
City Sewer Connection	OT FE	\$800	\$1,200	\$800	\$520	\$400	\$280	\$400	\$204	\$508	\$600	City Sewer Connection
City Water Connection	DI	\$800	\$1,200	\$800	NA	\$400	\$280	\$400	\$204	\$508	\$600	City Water Connection
Water Availability Charge	\$12,288	NA	NA	NA	\$24,000	\$1,608	\$15,600	\$33,600	\$7,200	\$6,408	\$13,608	Water Availability Charge
Sewer Availability Charge	\$17,840	\$17,840	\$21,400	\$17,840	\$33,608	\$18,184	\$23,304	\$24,000	\$4,800	\$32,240	\$17,840	Sewer Availability Charge
SAC handling Fee	NA	\$400	NA	NA	NA	NA	OT FE	NA	NA	NA	\$1,600	SAC handling Fee
Water Meter/Horn	NA	\$2,400	\$2,414	\$3,360	\$560	\$2,256	\$2,240	\$12,000	\$4,880	\$2,960	\$3,464	Water Meter/Horn
Mechanical Permit	\$1,200	\$1,347	\$1,600	\$1,600	\$1,020	\$568	\$440	\$400	\$1,196	\$512	\$1,200	Mechanical Permit
Plumbing Permit	\$1,600	\$998	\$1,600	\$1,760	\$840	\$1,200	\$680	\$400	\$1,196	\$648	\$1,600	Plumbing Permit
<b>SECTION TOTAL:</b>	\$44,472.00*	\$40,868.60	\$39,792.00	\$39,856.00	\$75,923.12	\$39,991.00	\$58,199.00	\$86,535.00	\$35,946.00	\$60,065.88	\$53,446.00	<b>SECTION TOTAL:</b>
<b>GRAND TOTAL:</b>	\$68,145.00*	\$80,968.60*	\$66,637.00*	\$137,056.00*	\$114,469.12*	\$58,315.00*	\$84,679.00*	\$108,930.00*	\$76,696.00*	\$80,057.88	\$146,489.00	<b>GRAND TOTAL:</b>

NA: Not applicable/No answer	ASSD: Assessed based on actual construction cost	<b>PLEASE NOTE:</b> • PLEASE SEE APPENDIX FOR ACTUAL ANSWERS GIVEN FOR EACH SPECIFIC QUESTION—ANSWERS ABOVE MAY BE SHORTENED • PLEASE NOTE: APPENDIX INCLUDES FEES/CHARGES NOT LISTED IN THIS TABLE—SEE “OTHER/FEES CHARGES” IN EACH INDIVIDUAL SCENARIO
DI: Developer installed	OT FE: Accounted for in other fee	
UTLY: Paid for through utilities	CITY: City Responsibility	

\*Cost does not reflect developer installed (DI) and assessed (ASSD) fees/charges. Actual cost to developer is higher than stated.

**Executive Report: Summary** (continued)

**Scenario 3: Apartment Building**

\*Cost does not reflect developer installed (DI) and assessed (ASSD) fees/charges. Actual cost to developer is higher than stated.

120 Unit Apartment Development: 8.8 Acres

SECTION B:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION B:
Sewer Trunk	\$36,898	\$35,200	\$212,400	\$249,000	ASSD	\$19,712	\$43,560	\$44,660	\$43,296	\$146,760	\$158,160	Sewer Trunk
Water Trunk	DI	\$30,800	\$36,000	\$789,000	ASSD	\$20,363	\$13,464	\$11,616	\$26,752	\$108,840	\$276,960	Water Trunk
Storm Water Trunk	DI	ASSD	\$48,488	NA	ASSD	NA	NA	NA	\$40,480	\$28,556	NA	Storm Water Trunk
Storm Water Management	NA	UTLY	NA	UTLY	\$10,375	UTLY	NA	NA	NA	NA	\$55,800	Storm Water Management
Park Dedication (cash)	\$292,200	\$163,200	\$42,020	\$49,280	\$436,680	\$192,000	\$300,000	\$300,000	\$450,000	\$98,840	\$252,480	Park Dedication (cash)
Trail Fees	OT FE	\$12,000	OT FE	NA	DI	NA	OT FE	DI	NA	NA	\$72,000	Trail Fees
Street/Traffic Signs	DI	\$400	NA	DI	DI	\$270	DI	DI	DI	DI	\$450	Street/Traffic Signs
Future Seal Coating	NA	CTY	NA	NA	\$1,600	\$400	NA	NA	NA	NA	\$1,450	Future Seal Coating
Street Lights	DI	DI	DI	DI	\$5,964	\$400	DI	DI	DI	NA	\$6,800	Street Lights
<b>SECTION TOTAL:</b>	\$329,098*	\$241,600*	\$338,908*	\$1,087,280*	\$454,619*	\$233,145*	\$357,024*	\$356,276*	\$560,528*	\$382,996	\$824,100	<b>SECTION TOTAL:</b>

SECTION C:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION C:
Top Soil	4"	4"	6"	0"	4"	3"	4"	3"	0"	0"	4"	Top Soil
Grass/Sod	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Grass/Sod
Trees	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Trees
Shrubs	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Shrubs
Radon Barrier	No	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	Radon Barrier
Foundation Drainage	No	No	No	Yes	Yes	Yes	Yes	No	Yes	No	No	Foundation Drainage

SECTION D:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION D:
Certificate of Occupancy	\$1,200	\$2,364	NA	NA	NA	NA	OT FE	NA	NA	NA	\$480	Certificate of Occupancy
Builder License	NA	NA	\$10	NA	\$5	NA	\$5	NA	NA	\$25	NA	Builder License
Base Building Permit Fee	NA	\$47,270	\$70,565	\$31,932	\$41,379	\$41,379	\$41,379	\$41,379	\$41,379	\$38,677	\$117,810	Base Building Permit Fee
Internal Plan Review Fee	NA	\$30,726	NA	\$20,726	\$26,896	\$26,896	\$23,716	\$31,034	\$29,344	\$25,140	\$76,577	Internal Plan Review Fee
City Sewer Connection	OT FE	\$12,000	\$18,000	NA	\$7,800	\$6,000	\$6,000	\$6,000	\$108,000	\$7,800	OT FE	City Sewer Connection
City Water Connection	DI	\$12,000	\$18,000	NA	NA	\$6,000	\$6,000	\$6,000	\$108,000	\$6,600	OT FE	City Water Connection
Water Availability Charge	\$184,320	NA	NA	NA	\$360,000	\$24,120	\$234,000	\$204,120	\$108,000	NA	\$204,120	Water Availability Charge
Sewer Availability Charge	\$267,600	\$267,600	\$321,000	\$267,600	\$504,120	\$272,760	\$349,560	\$360,000	\$72,000	\$483,600	\$267,600	Sewer Availability Charge
SAC handling Fee	NA	\$72,000	NA	NA	NA	NA	OT FE	NA	NA	NA	\$24,000	SAC handling Fee
Water Meter/Horn	NA	\$1,200	\$302	NA	\$3,305	\$689	NA	\$1,500	\$925	NA	NA	Water Meter/Horn
Mechanical Permit	NA	\$20,000	\$24,000	\$5,465	\$9,000	\$12,000	\$6,073	\$6,411	\$6,000	\$5,000	\$6,000	Mechanical Permit
Plumbing Permit	NA	\$14,400	\$24,000	\$3,939	\$6,000	\$18,000	\$14,918	\$4,612	\$4,000	\$7,500	\$4,000	Plumbing Permit
<b>SECTION TOTAL:</b>	\$453,120.00*	\$479,559.00	\$475,876.73	\$11,341.50	\$958,504.94	\$407,843.94	\$681,650.69	\$661,055.88	\$477,648.16	\$574,342.51	\$700,586.80	<b>SECTION TOTAL:</b>
<b>GRAND TOTAL:</b>	\$782,218.00*	\$721,159.00*	\$814,784.73*	\$1,416,941.50*	\$1,413,124.14*	\$640,989.14*	\$1,038,674.69*	\$1,017,331.88*	\$1,038,176.16*	\$957,338.51*	\$1,524,686.80*	<b>GRAND TOTAL:</b>

NA: Not applicable/No answer	ASSD: Assessed based on actual construction cost	<b>PLEASE NOTE:</b> • PLEASE SEE APPENDIX FOR ACTUAL ANSWERS GIVEN FOR EACH SPECIFIC QUESTION—ANSWERS ABOVE MAY BE SHORTENED • PLEASE NOTE: APPENDIX INCLUDES FEES/CHARGES NOT LISTED IN THIS TABLE—SEE “OTHER/FEES CHARGES” IN EACH INDIVIDUAL SCENARIO
DI: Developer installed	OT FE: Accounted for in other fee	
UTLY: Paid for through utilities	CITY: City Responsibility	

\*Cost does not reflect developer installed (DI) and assessed (ASSD) fees/charges. Actual cost to developer is higher than stated.

**Executive Report: Summary** (continued)

**Scenario 4: Industrial Development**

\*Cost does not reflect developer installed (DI) and assessed (ASSD) fees/charges. Actual cost to developer is higher than stated.

40,000 sq. ft. Industrial Development: 4 Acre Lot

SECTION B:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION B:
Sewer Trunk	16,772	\$16,000	\$14,120	\$14,525	ASSD	\$8,960	\$19,800	\$20,300	\$12,160	\$12,260	\$15,860	Sewer Trunk
Water Trunk	DI	\$14,000	\$4,800	\$46,025	ASSD	\$9,256	\$6,120	\$5,280	\$22,000	\$9,068	\$34,580	Water Trunk
Storm Water Trunk	DI	ASSD	\$22,040	NA	ASSD	NA	NA	NA	\$23,120	\$12,980	NA	Storm Water Trunk
Storm Water Management	NA	UTLY	NA	UTLY	\$4,716	NA	NA	NA	\$23,120	NA	\$18,520	Storm Water Management
Park Dedication (cash)	\$19,480	\$16,000	\$36,800	\$25,000	\$38,976	\$11,760	NA	NA	\$25,600	NA	\$18,952	Park Dedication (cash)
Trail Fees	OT FE	\$7,200	OT FE	NA	DI	NA	NA	DI	NA	NA	\$4,360	Trail Fees
Street/Traffic Signs	DI	\$400	DI	NA	DI	\$270	DI	DI	\$19,680	DI	\$450	Street/Traffic Signs
Future Seal Coating	NA	CTY	NA	NA	\$800	\$200	NA	NA	NA	NA	\$725	Future Seal Coating
Street Lights	DI	DI	NA	NA	\$2,982	\$200	DI	DI	DI	NA	\$3,400	Street Lights
<b>SECTION TOTAL:</b>	\$36,252*	\$53,600*	\$77,760*	\$85,550*	\$47,474*	\$30,646*	\$25,920*	\$25,580*	\$125,680*	\$34,308*	\$96,847*	<b>SECTION TOTAL:</b>

SECTION C:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION C:
Top Soil	4"	0"	6"	0"	4"	3"	4"	3"	0"	0"	4"	Top Soil
Grass/Sod	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Grass/Sod
Trees	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Trees
Shrubs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	Yes	Shrubs
Foundation Drainage	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Foundation Drainage

SECTION D:	Blaine	Coon Rapids	Dayton	Medina	Elk River	Cambridge	Big Lake	St. Francis	Prior Lake	Monticello	Ramsey	SECTION D:
Certificate of Occupancy	\$10	\$600	NA	NA	NA	NA	OT FE	NA	NA	NA	\$16	Certificate of Occupancy
Builder License	NA	NA	\$10	NA	\$5	NA	NA	NA	NA	\$25	NA	Builder License
Base Building Permit Fee	\$12,040	\$11,995	\$19,838	\$9,138	\$11,084	\$11,084	\$10,334	\$11,084	\$11,945	\$10,955	\$11,957	Base Building Permit Fee
Internal Plan Review Fee	\$6,800	\$7,796	NA	\$5,939	\$7,204	\$7,204	\$6,717	\$7,204	\$7,764	\$7,121	\$7,772	Internal Plan Review Fee
City Sewer Connection	OT FE	\$100	\$150	NA	\$100	\$50	\$35	NA	\$25,000	\$65	OT FE	City Sewer Connection
City Water Connection	DI	\$100	\$150	NA	NA	\$50	\$35	\$25,000	NA	\$55	OT FE	City Water Connection
Water Availability Charge	\$15,524	NA	NA	NA	\$21,000	\$1,407	\$13,650	\$4,200	\$6,300	NA	\$11,907	Water Availability Charge
Sewer Availability Charge	\$15,610	\$15,610	\$25,480	\$15,610	\$29,407	\$15,911	\$28,391	\$3,000	\$4,200	\$28,210	\$15,610	Sewer Availability Charge
SAC handling Fee	NA	\$350	NA	NA	NA	NA	OT FE	NA	NA	NA	\$200	SAC handling Fee
Water Meter/Horn	NA	\$1,000	\$450	NA	\$570	NA	NA	NA	NA	\$1,200	NA	Water Meter/Horn
Mechanical Permit	NA	\$1,672	\$500	\$1,150	\$1,050	\$1,400	\$1,333	\$1,328	\$700	\$910	\$700	Mechanical Permit
Plumbing Permit	NA	\$1,145	\$500	\$950	\$750	\$1,000	\$1,092	\$1,087	\$500	\$625	\$500	Plumbing Permit
<b>SECTION TOTAL:</b>	\$49,984.00*	\$40,367.75	\$47,078.19	\$32,786.71	\$71,170.19	\$38,106.19	\$61,586.88	\$52,903.57	\$56,409.66	\$49,166.21	\$48,661.64	<b>SECTION TOTAL:</b>
<b>GRAND TOTAL:</b>	\$86,236.00*	\$93,967.75*	\$124,838.19*	\$118,336.71*	\$118,644.19*	\$68,752.19*	\$87,506.88*	\$78,483.57*	\$182,089.66*	\$83,474.21*	\$145,508.64	<b>GRAND TOTAL:</b>

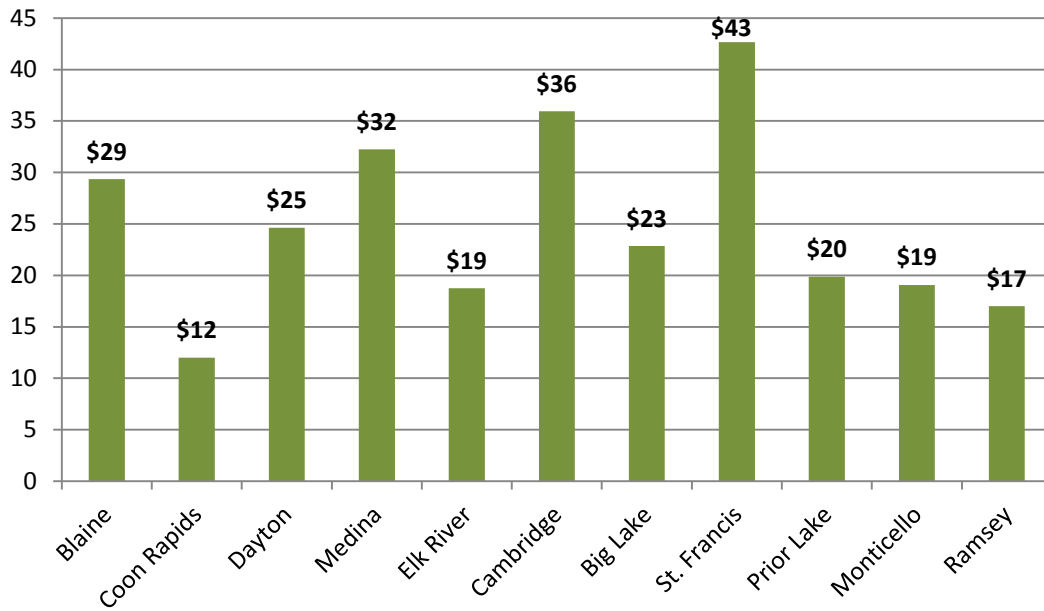
NA: Not applicable/No answer	ASSD: Assessed based on actual construction cost	<b>PLEASE NOTE:</b> <ul style="list-style-type: none"> <li>PLEASE SEE APPENDIX FOR ACTUAL ANSWERS GIVEN FOR EACH SPECIFIC QUESTION—ANSWERS ABOVE MAY BE SHORTENED</li> <li>PLEASE NOTE: APPENDIX INCLUDES FEES/CHARGES NOT LISTED IN THIS TABLE—SEE “OTHER/FEES CHARGES” IN EACH INDIVIDUAL SCENARIO</li> </ul>
DI: Developer installed	OT FE: Accounted for in other fee	
UTLY: Paid for through utilities	CITY: City Responsibility	

\*Cost does not reflect developer installed (DI) and assessed (ASSD) fees/charges. Actual cost to developer is higher than stated.

## Survey Results: Executive Summary (continued)

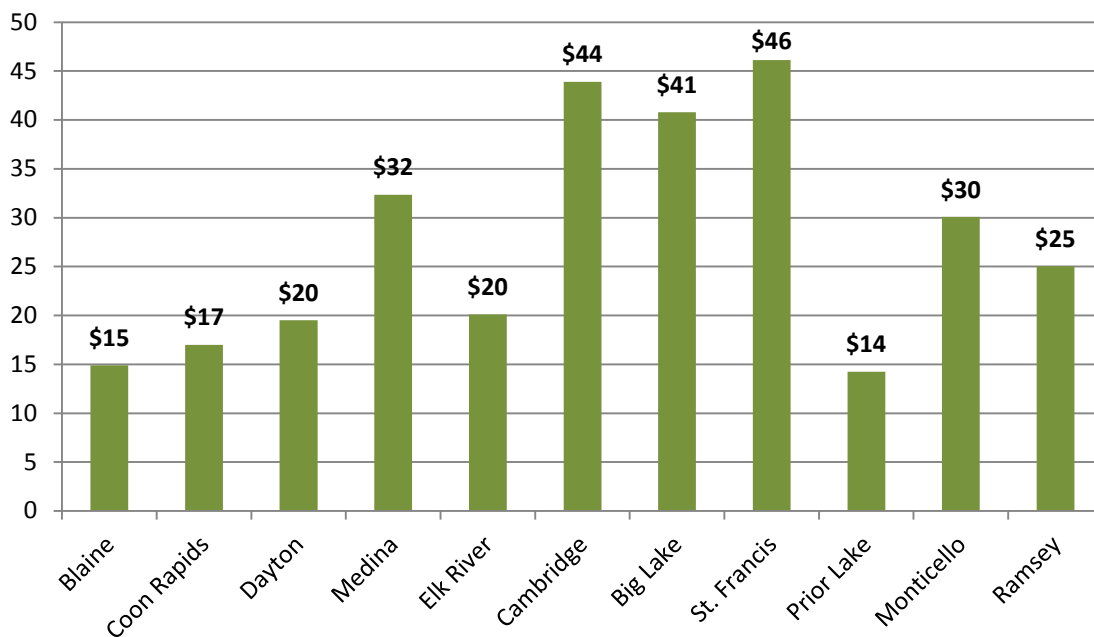
### Utility Rates:

#### Water



Results based on 7,500 gallons per month

#### Sanitary Sewer



Results based on 7,500 gallons per month

## Survey Results: Executive Summary (continued)

### Planning Fees:

#### Site Plan Review

Site Plan Review	Pre Plat			Final Plat			Combined		
	Fee	Escrow	Per Lot	Fee	Escrow	Per Lot	Fee	Escrow	Per Lot
Blaine							1100		10
Coon Rapids	440			150					
Dayton							100	500	
Medina								5000	
Elk River	1000	1500	5/lot after 50	200					
Cambridge	250	500	100 (in excess of 5)	100		10 (in excess of 5)			
Big Lake	950	10000		500 (incl'd devel contract)					
St. Francis	400	425	175 per lot	350	650				
Prior Lake							200	5000	5 per lot
Monticello				50 with devel. contract			300		1-5 (100 per) 6+ (150 per)
Ramsey							200	800	

- Cities either charge for pre plat and final plat individually –or– they combine the fees into one charge
- Cities that charge escrows typically charge an hourly rate to perform reviews.

#### Re-Zoning Application

Re-Zoning Application	Fee	Escrow/Deposit
Blaine	700	
Coon Rapids	415	
Dayton		
Medina		1000
Elk River	400	
Cambridge	250	
Big Lake	950	
St. Francis	350	350
Prior Lake	300 (10 per lot)	
Monticello		Variable Based on Acreage
Ramsey	200	
	200	400



RISK MANAGEMENT INFORMATION  
**ESTABLISHING BUILDING AND DEVELOPMENT FEES**

**Introduction**

Over the past few years, there have been several legislative, administrative, and legal developments that have put the spotlight on municipal building and development fees. Builders have claimed that city fees are excessive and they have undertaken several initiatives to make municipal officials more accountable.

In light of those initiatives and challenges, we thought it important to review the relevant statutes, rules and legal filings, and make some recommendations about what cities can do to minimize their exposure to lawsuits.

**Statutes and Rules**

The first statute worth reviewing is Minn. Stat. 16B.685 that reads as follows:

*16B.685 Annual Report*

*Beginning with the first report filed on June 30, 2003, each municipality shall annually report by June 30 to the department, in a format prescribed by the department, all construction and development-related fees collected by the municipality from developers, builders, and subcontractors, if the cumulative fees collected exceeded \$5,000 in the reporting year. The report must include:*

- (1) The number and valuation of units for which fees were paid;*
- (2) The amount of building permit fees, plan review fees, administrative fees, engineering fees, infrastructure fees, and other construction and development-related fees; and*
- (3) The expenses associated with the municipal activities for which fees were collected.*

This statute requires cities to annually report fee revenue, but more importantly, it requires cities to identify “the expenses associated with municipal activities for which fees were collected.” Because other statutes and regulations discussed below require that fees be “fair, reasonable and proportionate” to the cost associated with the service provided, it is imperative that cities give careful thought to filling out the reporting form and do a good job of identifying “all” related expenses. Cities with fee revenue well in excess of reported expenditures could be susceptible to challenge.

The next two laws relate to the requirement that fees be “fair, reasonable, and proportionate . . .” Specifically, with regard to development fees, Minn. Stat. 462.353 subd. 4(a) and (b) reads:

This material is provided as general information and is not a substitute for legal advice.  
Consult your attorney for advice concerning specific situations.

*Subd. 4. Fees*

- (a) *A municipality may prescribe fees sufficient to defray the costs incurred by it in reviewing, investigating, and administering an application for an amendment to an official control established pursuant to sections 462.351 to 462.364 or an application for a permit or other approval required under an official control established pursuant to those sections. Except as provided in subdivision 4a, fees as prescribed must be by ordinance. **Fees must be fair, reasonable, and proportionate and have a nexus to the actual cost of the service for which the fee is imposed.***
- (b) *A municipality must adopt management and accounting procedures to ensure that fees are maintained and used only for the purpose for which they are collected. Upon request, a municipality must explain the basis of its fees.*

Regarding building permit fees, Section 1300.0165 subp. 2 of the State Building Code reads:

*Subp. 2. Fees commensurate with service.*

*Fees established by the municipality must be by ordinance and must be **fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed.***

Finally, it is instructive to review the “purpose” section of the building code to see that the code is intended to accomplish a fairly broad set of goals.

*1300.0030 Purpose and Application*

*Subp. 1. Purpose.*

*The purpose of the code is to provide minimum standards to safeguard life and limb, health, property, and public welfare, by regulating and controlling the design, construction, quality of materials, use and occupancy, location, and maintenance of all structures and equipment specifically covered by the code in a jurisdiction that adopts and enforces the code.*

**Legal Challenges**

At least three cities have been sued challenging the amount of fees being collected by the cities. The two most recent suits brought against the cities of Shakopee and Elk River by the Builders Association of the Twin Cities and the Builders Association Minnesota, claim that the cities charged excessive fees. The following are excerpts from the complaints in the two suits.

“To the extent that Elk Rivers[/Shakopees] building permit fees have exceeded the cost of reviewing, investigating and administering applications for building permits, the City has charged an unreasonable and unauthorized charge on builders.”

“As such building permit fee applicants from 1998 to 2004 are entitled to a full refund of all building permit fees charged by the City that exceed the cost of reviewing, investigating and administering applications for building permit . . .”

“Elk Rivers/[Shakopees] collection, retention and use of building permit fee revenue that exceeds its costs of reviewing, investigating and administering applications for building permits constitutes a taking of private property under the Fifth and Fourteenth Amendment of the United States Constitution and Article 1, Section 13 of the Minnesota Constitution.”

## **Recommendations**

In light of these legal requirements we suggest that the cities adopt the following practices:

- 1) Cities should review, evaluate, and adopt their fees on an annual basis in order to make sure the fees are “fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed.”
- 2) Prior to filing the city’s annual report with the Department of Administration, the city should consult with its finance department and possibly its auditor, to make sure that all expenses reasonably associated with building code administration and enforcement, and development activity are adequately captured on the reporting form. (See, Methodology below)
- 3) In adopting building and development fees, cities should not blindly rely on boilerplate fee schedules that may have been established without closely reviewing the costs associated with the services provided.

## **Methodology for establishing defensible fees**

### **Step 1**

Identify all direct cost associated with the building code administration activities. These would include:

- most, if not all, of the salary and benefits associated with staff involved directly in the building code administration function;
- the annualized cost of supplies, equipment and materials associated with the building code administration function.

### **Step 2**

Identify city’s general overhead charges such as building costs, insurance, heating, sewer, water, fleet costs, IT costs, administration, finance and city council, and then allocate to the building codes administration function, a proportionate share of these costs.

### **Step 3**

Interview the other city departments to determine what percentage of those departments’ time is reasonably related to supporting building codes administration activities. Once that "time spent" evaluation is completed, allocate a percentage of the cost of those department budgets to the building codes administration function. The following departments are likely to devote at least some time to support the code administration function:

- Planning, zoning and development
- Engineering and Public works
- Public safety (police and fire)
- Park and recreation

**Step 4**

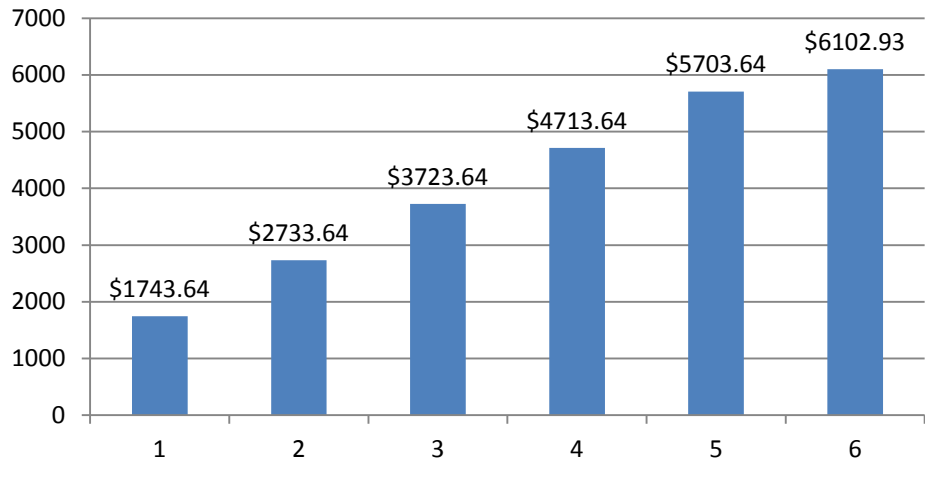
Arrive at an overall annualized cost to support the building codes administration activities. This will be the total of the direct cost identified in Step 1, plus the allocation of the general city overhead identified in Step 2, plus the allocation of a percentage of other departments' time identified in Step 3.

**Step 5**

Since building permit fees must be based on valuation, you then have to make an estimate of potential valuation and set your fees accordingly, to generate sufficient revenue to cover all or a portion of the costs calculated in Step 4.

Paul Merwin 2005

## Building Permit Costs, Per 100K



**EXTRACTED FROM 1997 UNIFORM BUILDING CODE**



**TABLE NO. 1-A – BUILDING PERMIT FEES**

**\*This is a “valuation” based permit schedule\***

<b>TOTAL VALUATION</b>	<b>FEE</b>
\$1.00 to \$500.00	\$23.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours . . . . .	\$47.00 per hour *
2. Reinspection fees assessed under provisions of Section 305.8 . . . . .	\$47.00 per hour *
3. Inspections for which no fee is specifically indicated . . . . . (minimum charge – one-half hour)	\$47.00 per hour *
4. Additional plan review required by changes, additions or revisions to plans . . . . .	\$47.00 per hour *
5. For use of outside consultants for plan checking and inspections, or both . . . . .	Actual costs **

\* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\* Actual costs include administrative and overhead costs.

**PUBLIC WORKS COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, May 18, 2010 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:           Chairperson David Elvig  
                                  Councilmember John Dehen  
                                  Councilmember Colin McGlone

Also Present:               Mayor Bob Ramsey  
                                  Councilmember Matt Look  
                                  Deputy City Administrator Heidi Nelson  
                                  Public Works Director Brian Olson  
                                  Planning Manager Amber Miller  
                                  City Engineer Tim Himmer  
                                  Public Works Street Supervisor Grant Reimer

**CALL TO ORDER**

Chairperson Elvig called the regular meeting of the Public Works Committee to order at 5:05 p.m.

**CITIZEN INPUT**

There was none.

**APPROVE AGENDA**

Motion by Councilmember McGlone, seconded by Councilmember Dehen, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Elvig and Councilmembers McGlone and Dehen.  
Voting No: None.

**APPROVE MINUTES**

Motion by Councilmember Dehen, seconded by Councilmember McGlone, to approve the minutes from the April 20, 2010 Public Works Meeting.

Motion carried. Voting Yes: Chairperson Elvig and Councilmembers Dehen and McGlone.  
Voting No: None.

## **COMMITTEE BUSINESS**

### **Case #1: Public Works Site Inventory**

Planning Manager Miller reviewed the staff report.

The Committee discussed screening, using Class 5, tire storage/disposal, dumpster access, and organics.

### **Case #2: Update on 161<sup>st</sup> Avenue & Armstrong Blvd Pedestrian Crossing**

City Engineer Himmer reviewed the staff report.

Public Works Director Olson updated the Committee on recent conversations he has had regarding signage.

Councilmember McGlone believed on a high speed road whatever the City could do, would be good.

Councilmember Dehen stated increasing the sign by six inches was not worth the expense.

Chairperson Elvig stated because this was a busy road, it might be worth getting other resident support for increased site lines.

Motion by Councilmember McGlone, seconded by Councilmember Dehen, to recommend that the City Council allow staff to contact the owners to inquire about expanding the site triangles.

Motion carried. Voting Yes: Chairperson Elvig and Councilmembers McGlone and Dehen.  
Voting No: None.

### **Case #3: Review City Policy Regarding Neighborhood Speeding and Posting of Children at Play Signs**

Assistant City Engineer Jankowski reviewed the staff report.

Chairperson Elvig stated if there was a daycare in the neighborhood, the residents should police the situation.

Motion by Councilmember Dehen, seconded by Councilmember McGlone, to recommend that the City Council make no change in existing policy for not posting Children at play signs.

Motion carried. Voting Yes: Chairperson Elvig and Councilmembers Dehen and McGlone.  
Voting No: None.

**Case #4: Discuss Use of Plastic Pipe for Water Services Lines**

City Engineer Himmer reviewed the staff report.

Chairperson Elvig stated he had no interest in downgrading the systems. He did not know if this was the right product, but recommended looking into the options further.

The Committee discussed the pros and cons of the plastic pipes.

It was the Committee's consensus to remain with the metal pipes, and to request staff keep open to looking at new systems as they were developed.

Motion by Chairperson Elvig, seconded by Councilmember McGlone, to recommend that the City Council to continue with the existing City policy for metal pipes only on the outside of structures and to direct staff to keep open to looking at new systems.

Motion carried. Voting Yes: Chairperson Elvig and Councilmembers McGlone and Dehen.  
Voting No: None.

**COMMITTEE INPUT**

None.

**ADJOURNMENT**

Motion by Councilmember McGlone, seconded by Councilmember Dehen to adjourn the Public Works Meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 5:52 p.m.

Respectfully submitted,  
Brian Olson  
Public Works Director

Drafted by Kathy Altman  
*TimeSaver Off Site Secretarial, Inc.*

**PUBLIC WORKS COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, July 20, 2010 at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson David Elvig  
Councilmember John Dehen  
Councilmember Colin McGlone

Also Present: Public Works Director/Principal City Engineer Brian Olson  
City Engineer Tim Himmer  
Public Works Street Supervisor Grant Reimer  
Parks Supervisor, Mark Riverblood

**CALL TO ORDER**

Chairperson Elvig called the regular meeting of the Public Works Committee to order at 5:35 p.m.

**CITIZEN INPUT**

There was none.

**APPROVE AGENDA**

Motion by Chairperson Elvig, seconded by Councilmember McGlone to approve the agenda as presented.

Motion carried. Voting Yes: Chairperson Elvig and Councilmembers Dehen and McGlone.  
Voting No: None.

**APPROVE MINUTES**

Chairperson Elvig wanted to add this comment to Case #2. Chairperson Elvig stated this similar situation that this neighborhood maneuver itself into a few years back because of rumors and pure factures the neighborhood ended up counter petitioning the roadway improvements in its own initial petition.

Motion by Councilmember McGlone, seconded by Councilmember Dehen, to approve the minutes from the June 15, 2010 Public Works Meeting.

Motion carried. Voting Yes: Chairperson Elvig and Councilmembers Dehen and McGlone.  
Voting No: None.

## **COMMITTEE BUSINESS**

### **Case #1: Consider Paving Bituminous Trail Along Alpine Drive**

City Engineer Himmer presented additional trail segments which coincide with the mill and overlay projects scheduled for this fall which might be considered to increase connectivity of the City trail system.

Chairperson Elvig wanted to add into this discussion about getting golf carts on these trails.

Public Works Director Olson stated, what staff is asking is the timing right, the idea was to bring this forward now because we are already doing an overlay from Puma Street to Highway 10 and maybe the opportunity is there to piggy back on that project and see if there is a potential cost savings involved.

Chairperson Elvig stated that it should be staff's opinion if the timing right.

Councilmember McGlone commented we would be getting savings for the contractor using the millings from the road as base for the trail and Public Works Director Olson said that could put in the specifications.

Councilmember McGlone would like staff to look into following the road contour instead of going north up to Lake Itasca. City Engineer Himmer said staff will investigate the wetland implications and if it's feasible and if there would be any easement requirements.

Motion by Chairperson Elvig seconded by Councilmember McGlone to propose Segment B from Armstrong Boulevard to the golf course parking lot, and investigate the ability for a straighter alignment trail near Lake Itasca.

Motion carried. Voting Yes: Chairperson Elvig and Councilmembers Dehen and McGlone.  
Voting No: None.

### **Case #2: Consider Pedestrian Crosswalk Modifications on Ramsey Boulevard North of 149<sup>th</sup> Avenue**

Staff is proposing to go to the County to look request relocating the existing crosswalk on Ramsey Boulevard south approximately 400' to the intersection of 149<sup>th</sup> Avenue and is asking for authorization to advance this with Anoka County.

Motion by Councilmember Dehen, seconded by Councilmember McGlone to authorize staff to draft a letter to Anoka County requesting the relocation of the crosswalk on Ramsey Boulevard to the intersection of 149<sup>th</sup> Avenue.

Motion carried. Voting Yes: Chairperson Elvig and Councilmembers Dehen and McGlone.  
Voting No: None.

**Case #3: Upgrades to Well House #3 Exterior**

Utilities Supervisor Nelson reviewed the staff report and would like to discuss improving the exterior finish of well house #3.

The consensus of the Committee is for staff to get pricing on the removal of the propane, hooking up to natural gas, painting or siding the brick and then bring forward those figures to a future Public Works meeting.

**Case #4 Discuss Use of Plastic Pipe for Water Service Lines**

City Engineer Himmer stated that a local builder, Mr. Tom Purmort was present with his sales representative, Mr. Brad Anderson to discuss the use of polyethylene pipe for water services to residential homes in the City.

The consensus of the Committee was this is an engineering decision more than it is a City Council decision and staff should work with Mr. Purmort and his representative to see if this type of technology makes sense to bring into the City.

**Case #5 Policy Regarding Traffic Sign Retro Reflectivity**

Street Supervisor Reimer reviewed the schedule that the Minnesota Manual on Uniform Traffic Control Devices requires of all agencies that maintain roadways open to the public and adopt a sign maintenance program designed to maintain traffic sign retro reflectivity at specific levels.

Chairperson Elvig discussed that we haven't had a policy on our major crossroads to rename them and to go along with that upgrade on those major roadway signs to larger ones and asks that staff start moving on it and develop a program.

Motion by Chairperson Elvig, seconded by Councilmember Dehen to recommend to the City Council adopts the Sign Maintenance Policy.

Motion carried. Voting Yes: Chairperson Elvig, Councilmember Dehen and McGlone. Voting No: None

**COMMITTEE INPUT**

**Discuss Creation of Survey for Proposed Street Reconstruction Policy**

Staff is asking the Committee for input for distributing a survey to the residents on the street reconstruction policy.

Chairperson Elvig thought we had a great tool with the utility billing.

Councilmember McGlone likes the website or Ramsey Resident and suggested they can return their response through the website or return with their bill.

Councilmember Dehen thinks a City Council survey should be done.

Motion by Chairperson Elvig, second by Councilmember McGlone to advance the survey by drafting some sample questions and bringing them forward for Council review at a future work session

Motion carried. Voting Yes: Chairperson Elvig, Councilmember McGlone. Voting No: Councilmember Dehen.

Chairperson Elvig asked staff to take another look at other alignment options for 167<sup>th</sup> Avenue going through to Variolite and bring it back to the Committee.

#### **ADJOURNMENT**

Motion by Councilmember McGlone, seconded by Councilmember Dehen to adjourn the Public Works Committee Meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:55 p.m.

Respectfully submitted,  
Brian Olson  
Public Works Director

Drafted by Mary Jo Warner  
*City of Ramsey Public Works Secretary*



## CC Work Session

2. 2.

**Meeting Date:** 12/13/2011

**By:** Tim Himmer, Engineering/Public Works

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### **Title:**

Update on the Armstrong Boulevard Interchange

### **Background:**

City and County staff, and our consultant (WSB), are preparing to submit the draft Environmental Assessment (EA) for the Armstrong interchange project to the Federal Highway Administration (FHWA) for review and comment. Once the FHWA review is complete, the EA will then be going out for public comment in approximately March or April of 2012. Staff wanted to update the Council on the project, and provide you with an opportunity to review the draft EA at this time so we have the ability to potentially address any concerns that may be brought forward before it enters the public comment period. Due to the size of the document and all the attachments/exhibits, we could not attach it to this case but have rather placed a copy on the City's ftp site for your review. Please take the opportunity to review the EA over the next few weeks and forward any comments and/or concerns you may have to the engineering department.

### **Observations:**

Staff would like to draw your attention to a couple of items within the preliminary interchange design that conflict with the layout that is being advanced in the feasibility study that is currently underway for the Sunwood Drive realignment project.

1. The location of 147th Avenue NW is currently shown in its existing location on the interchange design, but it is shifted slightly south of its current location in the Sunwood realignment project. This was done to improve the primary access into the COR from Armstrong Boulevard, and be consistent with the HRA approved development plan. As a side note, the signal proposed at this intersection will be owned and maintained by the City in perpetuity.
2. Armstrong Boulevard is shown to diverge to the east slightly out of the existing right-of-way into the COR property on the interchange design, but remains in its current alignment on the Sunwood project. The interchange project has been designed to avoid total takings of the properties along the west side of Armstrong, and therefore the roadway is proposed to move slightly east onto vacant HRA land in an effort to keep acquisition costs down. The Sunwood project proposes holding the existing Armstrong alignment to remain consistent with the recent HRA direction to investigate purchasing properties on the west side of Armstrong in an attempt to solve right-of-way acquisition issues for both projects. If we are able to successfully acquire these parcels Armstrong would be able to remain in its current alignment, thereby resulting in improved roadway geometrics and reduced interchange costs.
3. Staff was recently approached by Coborn's requesting a right-in condition be included in the interchange project to better access their site. Attached to this case is an exhibit prepared by their consultant that shows their desired access location on Armstrong Boulevard. Their proposal still needs to be discussed with MnDOT and Anoka County to determine its feasibility, but the City will also have to provide input as to whether it should be included in the future, and if so who would pay for it.

As opposed to re-designing the interchange project (and all associated approvals and documents that go with it) at this late date, staff decided to continue with the plans as designed and referenced in all public meetings to date. If the Sunwood realignment project moves forward revisions to the interchange design can be accommodated prior to final design. The revisions being contemplated would only reduce the total project costs of the interchange, as we would be preconstructing improvements that would have been attributed to the interchange, and would not adversely affect the interchange project.

### **Recommendation:**

Staff is requesting the Council to review the draft EA on the City ftp site and provide comments in the near future. We would also like your feedback on the items identified above that impact both transportation projects to determine whether we are staying consistent with previous direction.

**Funding Source:**

This is strictly an informational case, no funding is required/requested.

**Council Action:**

Review the draft EA and provide comments to staff.

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**Attachments**

Solomon/Mid-America Right-in Access Request

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Olson	Brian Olson	12/08/2011 02:54 PM
Kurt Ulrich	Kurt Ulrich	12/08/2011 03:25 PM
Form Started By: Tim Himmer		Started On: 12/06/2011 04:42 PM
	Final Approval Date: 12/08/2011	



engineering surveying planning energy

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Plymouth, Minnesota 55447  
(763) 476.6010 telephone  
(763) 476.8532 facsimile  
www.mfra.com

Client  
**SOPHIA-  
RAMSEY LLC**

Project  
**RIGHT-IN  
ACCESS LANE**

Location  
**RAMSEY, MN**

**Certification**

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed professional ENGINEER under the laws of the state of Minnesota.

PAUL W. PEARSON  
Registration No. 12795 Date: 11/03/2011  
If applicable, contact us for a wet signed copy of this plan which is available upon request at MFRA, Inc., Plymouth, MN office.

**Summary**

Approved: PWP Drawn: DJD

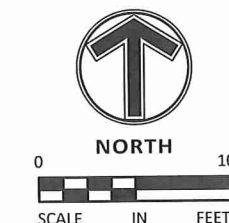
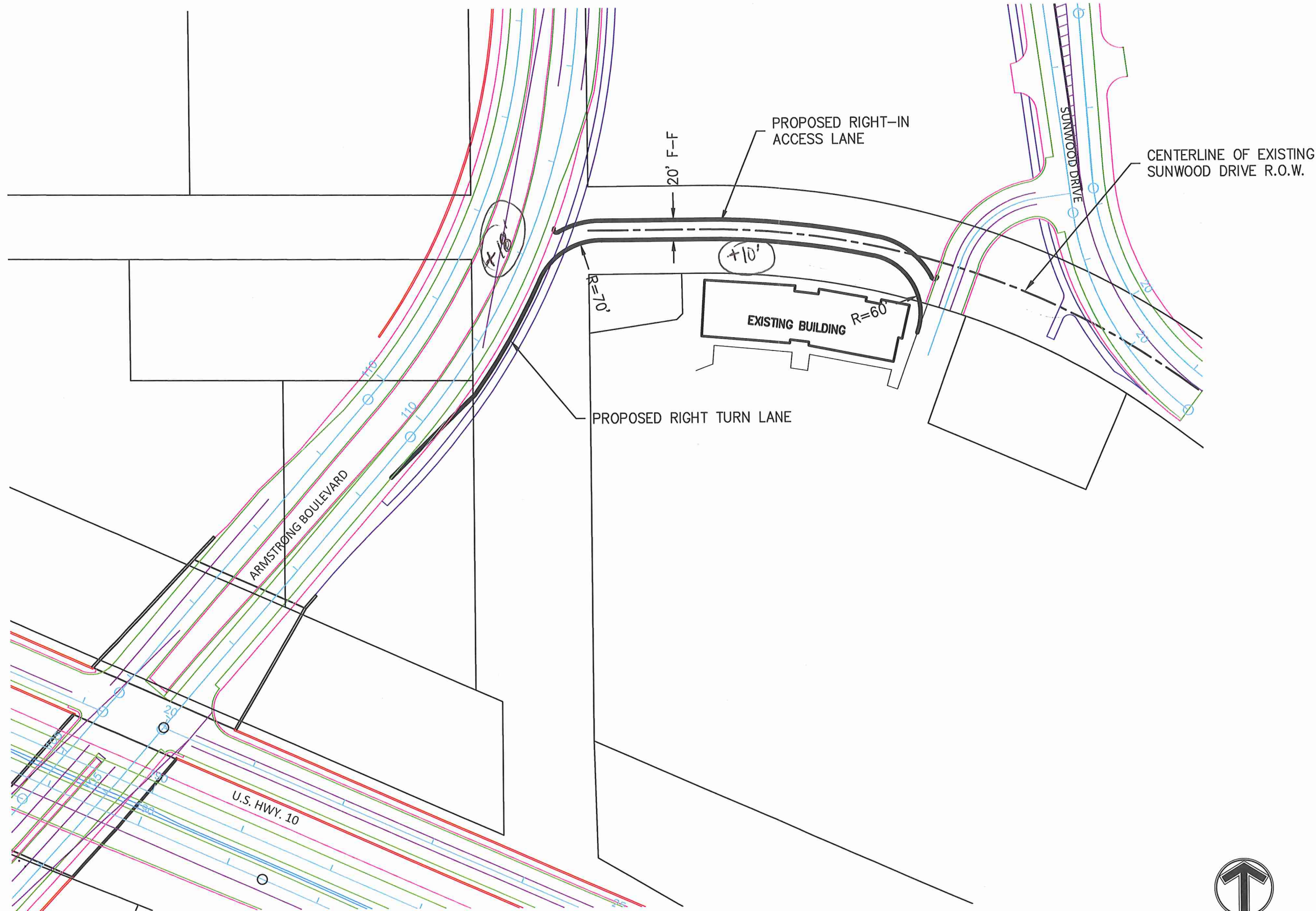
**Revision History**

No. Date By Submittal / Rev.

Sheet Title  
**PRELIMINARY  
PLAN**

Sheet No. Revision  
**1/1**

Project No. SOL18892



**CC Work Session**

**3. 1.**

**Meeting Date:** 12/13/2011

**By:** Jo Thieling, Administrative Services

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**Title:**

Review Future Topics/Calendar

**Background:**

Attached for Council review is the list of future work session topics.

**Funding Source:**

N/A

**Council Action:**

No formal action necessary - for review.

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**Attachments**

Future Topics/Calendar

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

**Reviewed By**

Kurt Ulrich

**Date**

12/08/2011 10:57 AM

Started On: 12/02/2011 10:53 AM

Final Approval Date: 12/08/2011

**Work Session Calendar  
2011**

<b>Month</b>	<b>Date</b>	<b>Topics for Discussion</b>
Others on List – including 2011 Strategic Planning Items		<ul style="list-style-type: none"> <li>• Discuss Leash Law (JW)</li> <li>• 167<sup>th</sup> &amp; 47 Water Services Extension/Master Planning</li> <li>• Look at pilot programs (e.g. volunteer programs – low maintenance options)</li> <li>• Proactively recruit residential development and seek builders input</li> <li>• City-owned lands status report</li> <li>• Build on outdoors/sportsmen’s market (e.g. stock pond/lake)</li> <li>• Coordinate COR marketing and City marketing</li> <li>• Develop community center/indoor sports complex</li> <li>• Old Town Hall relocation</li> <li>• Strategic Action Plan Update</li> <li>• Seek grant funding for transportation projects and service delivery</li> <li>• Complete US 10/ County Road 83 interchange design – pursue funding</li> <li>• Establish position on TH #47 South of Bunker to Highway #10</li> </ul> <p><b><u>Public Works</u></b></p> <ul style="list-style-type: none"> <li>• Review plan for US Highway #10 pedestrian overpass and connection with Municipal Center ramp</li> <li>• Consider opportunities for four-wheeler &amp; golf cart use</li> <li>• Review Project Management Issues (e.g. 151<sup>st</sup> &amp; 167<sup>th</sup> Projects)</li> </ul>
<b>March 5, 2012</b>		<ul style="list-style-type: none"> <li>• Interviews for Boards and Commissions</li> </ul>