

City of Ramsey
Agenda
Housing and Redevelopment Authority (HRA)
Regular Session
Tuesday August 28, 2012
Immediately following City Council
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
5. **HRA Business**
 1. Consider Housing Assistance Policy
 2. Discuss Format and Request for Authorization for Resident Roundtable Discussions
 3. Review COR TWO fees and construction cost allocation
 4. Consider Policy for the Replacement of Streetscape Disturbed by Construction
 5. Review Sign Package and Design Framework Modifications
 6. Consider Policy on COR Facebook Content
6. **Development Team Report**
 - 1) **Update on Game Fair**
 - 2) **Update on Business Appreciation Golf Outing**
7. **Commissioner Input**
8. **Adjournment**

Meeting Date: 08/28/2012**By:** Tim Gladhill, Community Development**Information****Title:**

Consider Housing Assistance Policy

Background:

At previous meetings, staff has brought forward multiple requests related to grant funding and requests for assistance. As a consequence of those discussions, staff was directed to develop a policy. The policy creates a process that will assist the City in ranking and determining projects appropriate for various types of funding and grant opportunities. A draft policy outlining goals of the draft program and draft application questions are included for review.

Notification:

No notification required.

Observations:

Staff is seeking general direction to ensure that Staff is preparing the draft policy consistent with the City Council's policy direction and desired goals. This first draft is intended to address broad goals that the HRA desires as part of this policy. Staff will continue to format an application based on feedback on the content of the Policy and bring back for HRA final adoption at a later date.

Based on various plans and policies, Staff has put together a list of suggested higher priority goals to consider as part of the policy. In addition, included as a separate attachment, is the Goals and Strategies section of the Comprehensive Plan. The general goals to consider include:

- Increase tax base
- Provide housing to support growth of jobs
- Achieve goals as outlined in Housing Action Plan (Livable Communities – Metropolitan Council) and the City's Comprehensive Plan
- Increase affordable housing (30%, 50%, 60% AMI Thresholds)
- Mix of housing types (workforce, market-rate, high amenity, etc.)
- Mix of higher end housing as well as affordable housing
- Increase ridership on Northstar Commuter Rail
- Achieve high architectural standards
- Increase walkability and pedestrian connections
- Maintain high level of property maintenance standards
- Promote revitalization in aging neighborhoods
- Achieve market demand for senior housing
- Protect sensitive natural resources while maintaining ability to develop consistent with the Comprehensive Plan
- Achieve quality density transitioning
- Complete timely studies to ensure market relevance
- Achieve safe neighborhoods through design

Specifically, Staff would like direction on specific schematics of the policy as well. These questions include:

- Does the HRA desire to allow this policy to apply to new development?
- Does the HRA desire to allow this policy to create a program that will assist existing homeowners with exterior maintenance to conform with the Property Maintenance Code?

- Does the HRA desire to allow this program to apply to scattered site programs that would rehabilitate or redevelop existing homes?
- Does the HRA desire to require this program and application for any grant opportunity the City seeks on behalf of a Developer?
- Does the HRA desire to open this program to neighborhood groups to assist with open houses or roundtable discussions that would be directed at achieving one of the above stated goals on behalf of the City?

Recommendation:

Staff recommends that the HRA provide feedback on the draft Housing Assistance Policy.

Funding Source:

Preparation of the draft Housing Assistance Policy is being handled as part of regular Staff duties.

Council Action:

Based on discussion. Provide feedback on the Draft Housing Assistance Policy and direct Staff to prepare a final version.

Attachments

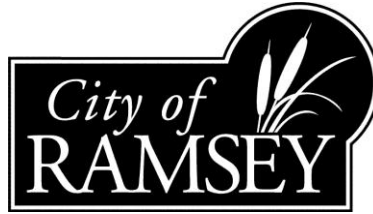
Draft Policy

Comprehensive Plan Goals

Form Review

Inbox	Reviewed By	Date
Chris Anderson	Chris Anderson	08/22/2012 02:47 PM
Kurt Ulrich	Kurt Ulrich	08/23/2012 08:56 AM
Form Started By: Tim Gladhill		Started On: 08/17/2012 08:38 AM
Final Approval Date: 08/23/2012		

Approved _____



Housing Assistance Program Guidelines

The Program

The Housing Assistance Policy has been developed in order to achieve one of the many goals established by the community related to housing:

- Increase tax base
- Provide housing to support growth of jobs
- Achieve goals as outlined in Housing Action Plan (Livable Communities – Metropolitan Council) and the City's Comprehensive Plan
- Increase affordable housing (30%, 50%, 60% AMI Thresholds)
- Mix of housing types (workforce, market-rate, high amenity, etc.)
- Mix of higher end housing as well as affordable housing
- Increase ridership on Northstar Commuter Rail
- Achieve high architectural standards
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- Promote revitalization in aging neighborhoods
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The purpose of the program is to encourage high-quality residential development throughout the community. The program is intended to prioritize the City's efforts in securing various forms of funding opportunities related to housing. The program applies to all residential developments within the City limits. The program can be used for new development or revitalization of existing developments. The program can be used for scattered site projects.

Eligibility

Eligible applicants are residential property owners that desire to construct new housing development or re-habilitate existing housing developments. Eligible businesses must meet at least one of the housing goals referenced above. All applicants must be a permitted use in

compliance with all laws, zoning ordinances, rules and regulations applicable to the business. The Ramsey HRA will review each application on a case-by-case basis and reserves the right to exclude activities not consistent with the City's Comprehensive Plan, or if the concept does not benefit the health, safety and welfare of the community.

Application Process

The applicant must submit a completed Housing Assistance Application and all required attachments to the City's Community Development Department. City staff will make every effort to review completed applications within a three-week period of time. The Ramsey Housing and Redevelopment Authority will make a recommendation on the Housing Assistance Application to the Ramsey City Council. Applicants will be notified of HRA and City Council meetings and may be asked to attend to present their request for assistance. Any financial assistance to housing programs as part of this program is subject to City Council approval. Moreover, such financial assistance is limited by the availability of City funds.

Implementation Procedures

The program does require the applicant pay upfront permit fees. To be in good standing with the City, applicant and/or landlords must be current on all municipal taxes, special assessments, City utility bills, or EDA loans. Principal forgiveness will cease if the applicant and/or landlords fail to be current on these obligations. Principal forgiveness will cease if the applicant discontinues the business, moves the business, or fails to comply with any and all building, fire, health, or zoning codes or regulations.

Sunset Date

The Housing Assistance Policy and Program Guidelines will expire ___ years (and at the end of the month) from the date this policy is approved. Financial assistance that has been approved for projects that have not yet begun by the sunset date would still be valid, unless otherwise determined by the City Council.

DRAFT Requested Responses to Application

1. What is the total amount being requested?
2. What is the estimated increase in valuation added to the community?
3. What is the estimated increase in tax base to be added to the community?
4. Is the project consistent with the City's Comprehensive Plan and Zoning? If not, when do you anticipate requesting a Comprehensive Plan/Zoning Amendment?
5. Does the Applicant have site control of the project? If not, when is the expected closing date? Is there a valid purchase agreement? Please provide a copy of a valid purchase agreement or deed transfer.
6. Has any environmental review been completed on the site?
7. Is this a new development project or a redevelopment project?
8. Please describe the type of housing proposed to be constructed.
 - a. Single Family
 - b. Townhome (own)
 - c. Townhome (rental)
 - d. Multi-family (own)
 - e. Multi-family (rent)
 - f. Senior Housing
9. Please describe the type of housing proposed to be constructed:
 - a. Market Rate
 - b. 80% AMI
 - c. 60% AMI
 - d. 50% AMI
 - e. 30% AMI
10. Please describe the density of the project.
11. Please describe the size of project (acres).
12. Please describe any unique physical conditions to consider (wetlands, uplands, existing vegetation, etc.)
13. How will the project contribute to the life-cycle housing goals of the community?
14. Is the project located within a half-mile of the Ramsey Station – Northstar Commuter Rail?
15. For projects seeking assistance to develop affordable housing, how will the project ensure that the affordable housing component will remain sustainable?
16. How will the project ensure long term sustainability of proper maintenance and high-quality architecture and aesthetics?
17. For rental housing, please describe the proposal to provide on-site maintenance and management.
18. Will the project complete roadway and pedestrian connections for current gaps in the City's network of roads and trails?
19. What is the estimated contribution to the City's Development Fees (fill-in table)?
20. Will the project remove a blight condition? If so, please describe.
21. How will the project contribute to safer neighborhoods through design?

Required enclosures:

1. Proof of ownership or purchase agreement

2. Site plan prepared by licensed civil engineer
3. Architectural renderings prepared by a licensed architect
 - a. List of colors and materials
4. Sources and uses spreadsheet

DRAFT

2. VISION, VALUES AND GOALS

In 2006, Ramsey community members formed Ramsey3, a grassroots organization dedicated to imagining the future of Ramsey. Through a series of community meetings the Ramsey3 process completed a Vision and Values statement with a Checklist for future decision making, summarized in the Introduction chapter. A set of Goals and Strategies, based on comments from the numerous community meetings, was compiled by consultants and City staff. The Goals and Strategies for each chapter of this plan are also repeated within those chapters. The Goals and Strategies were compiled before the final completion of the Vision and Values, so it is the intent of the City that where conflicts arise the Vision and Values will guide city policy decisions.

A. THE VISION:

- 1) Without compromising private property rights and needs of future generations, Ramsey will evolve through citizen driven, collaborative processes that respect the balance and connectivity between its unique urban, rural and natural environments.

B. THE VALUES:

- 1) Encourage walkability through pedestrian friendly neighborhoods and transportation.
- 2) Maintain land owner rights.
- 3) Employ careful foresight in city planning that includes citizen review, reliance on peer-reviewed science, and comprehensive data collection and analysis.
- 4) Involve all citizens in decisions that impact their lives, property and neighborhoods through the use of a facilitated process such as collaborative decision-making.
- 5) Embrace a people-centered, long-term perspective that nurtures neighborhood and community interactions and with flexibility to meet future needs without compromising the needs and interests of current residents.
- 6) Preserve unique natural resources for the community and its current residents.
- 7) Attract and sustain businesses that should serve the whole community.

C. CHECKLIST TO GUIDE REVIEW OF ZONING ALTERNATIVES AND FUTURE PLANNING

- 1) Component I: Commercial/Economic Development
 - a) Attract and retain high-quality industrial and commercial businesses that create higher paying jobs for local residents and increase Ramsey's tax base.
 - b) Concentrate larger commercial/industrial development within MUSA while encouraging smaller neighborhood commercial nodes in more rural areas.
 - c) Plan business development for maximal use of rail and highway arteries with minimal residential, environmental and traffic impacts.

- 2) Component II: Environment
 - a) Balance protection of environmental resources with property rights while providing just compensation.
 - b) Allow for identifying and maintaining open/green space and preservation of unique natural resources.
 - c) Ensure that residents have access to parks and open space within walking distance.
- 3) Component III: Transportation
 - a) Create vehicular and non-vehicular linkages to neighboring communities and between city neighborhoods, trails, recreation, work and shopping.
 - b) Emphasize consideration of non-vehicular modes of transportation in the development process.
 - c) Stress the efficient movement of persons, goods and services over the movement of vehicles.
 - d) Place a high priority on transportation safety.
- 4) Component IV: Administration
 - a) Guide development through reliable zoning that is based on collaborative community input.
 - b) Information on zoning and development process should be easily understandable and available to all.
 - c) Regulate transition requirements between changes in density and differing land uses.
 - d) Create a monitoring and reporting system on growth, development and other planning data.
- 5) Component V: Public Visioning/Involvement
 - a) Provide for a periodic collaborative forum to assess its continuing vision and relevance.
 - b) Supplement such forums with other accessible technologies to inform and collect opinions from residents.

- 6) Component VI: Residential Development
 - a) Maintain and provide a range of housing types to have a variety that encourages people to choose Ramsey as a place to live.
 - b) Include consideration of and attention to architectural and site planning details.
 - c) Allow for the application of appropriate density transitioning techniques that respect the integrity of existing neighborhoods.
 - d) Orient development toward sustainable centers.
 - e) Encourage land uses that can meet essential services and recreation needs within walking distance.

- 7) Recommendations To Council For Changes In Ramsey Not Covered By The Grant Charge
 - a) Any changes to the comprehensive plan shall require a 2/3 majority of Council.
 - b) Focus on Highway 10 redevelopment and Northstar for east-west travel, redesign Highway 47 for north-south travel, and construct additional trails and sidewalks for walkability and connectivity.
 - c) Ramsey absolutely needs a Chamber of Commerce to find and develop diverse businesses.

D. GOALS AND STRATEGIES

1) Land Use

- a) The needs and rights of existing residents are balanced with the needs and rights of those who wish to develop**

STRATEGIES:

1. Encourage a developer-led public involvement process for new development that solicits feedback from the public at the beginning of the process
2. Develop a meaningful density transition ordinance that incorporates lot size, transitioning, screening, space, berms, landscaping, or buffers
3. Protect Ramsey's rural character while providing opportunities for urban growth

- b) A variety of housing densities and types**

STRATEGIES:

1. Develop dense, mixed-use environments in Town Center and other key locations served by sewer and water
2. Assess the market for various housing types and densities and have the Land Use Plan reflect appropriate opportunities to match market demand

c) Fair and consistent land use regulations

STRATEGIES:

1. Develop a policy for processing comprehensive plan amendments
2. Establish a rational, logical staging plan for extension of MUSA consistent with the Comprehensive Sewer Plan and tied to Comprehensive Plan Amendment Policy
3. Re-assess the value of 4 in 40 (rural preserve and rural reserve)

d) Walkable neighborhoods

STRATEGIES:

1. Include a review of infrastructure, including parking for walking and other non-motorized transportation modes when reviewing any transportation improvement projects
2. Explore options for revising the City's sidewalk policy, including requiring sidewalks or trails on both sides of some new public streets, different standards for public versus private roads, high-volume versus low-volume roads, and issues related to long-term maintenance
3. Locate residential development at appropriate densities near services to encourage walking

e) Efficient growth

STRATEGIES:

1. New development should use existing infrastructure where possible
2. New development should be built close to existing or proposed services such as commercial, employment, and government, where possible.

f) Ramsey Town Center is constructed in accordance with its vision

STRATEGIES:

1. Concentrate the highest density residential development in or near Town Center and at other key locations as shown on the future land use map
2. Encourage residential and commercial development in the Town Center before other parts of the City
3. Continue to work to secure a stop on the Northstar Commuter Rail Line for Ramsey
4. Develop incentives for the Town Center to enhance its marketability
5. Maintain high quality design standards for the Town Center

g) Adequate retail and commercial services

STRATEGIES:

1. Locate other neighborhood commercial nodes with basic services available close to existing and future residential neighborhood concentrations
2. Assess the supply of commercial and industrial land available for development

h) New development is well-integrated with existing development

STRATEGIES:

1. New development should protect natural resources, make trail connections, and blend in with surrounding development
2. Use clustering and/or conservation development practices to protect existing neighborhoods and natural resources
3. Develop form-based codes
4. Develop a meaningful density transition ordinance that incorporates lot size, transitioning, screening, space, berms, landscaping, or buffers

i) The rights of property owners are respected and protected within the planning and development process.

STRATEGIES:

1. Private property owners will be allowed the maximum use and enjoyment of their property, as free as practical from excess taxation, assessment, or intrusion consistent with good planning and the well-being of the larger community.
2. The rights of private property owners will be balanced with the need to protect and enhance natural resources in the community.
3. The rights of private property owners will be balanced with the need to provide a safe and efficient transportation system in the community.
4. The rights of private property owners will be balanced with the needs of future development.

j) Property rights are protected along with natural resources

STRATEGIES:

1. Explore options to compensate property owners for development rights to protect natural resources
2. Regularly assess outcomes of ordinances related to natural resources and make changes as necessary
3. Provide incentives to homeowners for the permanent protection of high-value natural resource areas

2) Housing

a) A variety of housing types for all life stages and income levels.

STRATEGIES:

1. Investigate programs and policies to increase affordable housing opportunities in the City
2. Partner with affordable housing developers
3. Use incentives (such as density bonuses) to meet affordable housing goals
4. Explore options for providing higher end housing as well as affordable housing.
5. Implement the city's Housing Plan.

b) High-quality housing.

STRATEGIES:

1. Adopt city-wide design and sustainable standards for new construction
2. Promote green building standards and technologies
3. Enforce existing standards for housing maintenance
4. Investigate options for additional property maintenance policies and ordinances
5. Explore programs to revitalize or rehabilitate aging housing
6. Facilitate the redevelopment of underutilized land
7. Encourage the use of green building systems and technologies in new and remodeled housing.

c) Safe neighborhoods

STRATEGIES:

1. Promote Crime Prevention Through Environmental Design (CPTED) and other techniques
2. Encourage and support neighborhood watch groups

3) Economic Development and Marketing

a) A diverse economic environment where a variety of businesses can grow and thrive

STRATEGIES:

1. Foster communication between the City and the business community
2. Explore programs and activities to attract larger employers and employers that provide high-paying jobs
3. Continue to monitor options for a community-wide technology plan to meet business technology needs (fiber-optic and/or wi-fi)

4. Promote redevelopment of underutilized parcels within industrial areas and along major transportation corridors
5. Explore opportunities for additional city-sponsored business events
6. Enhance communication between City and business community
7. Continue business retention and subsidy programs
8. Continue partnerships with neighboring cities and local chambers of commerce

b) New development in Ramsey Town Center

STRATEGIES:

1. Encourage and assist with new development in Town Center
2. Explore programs and activities to improve the image of Ramsey Town Center
3. Promote Northstar Commuter Rail and commuter bus service as economic development tools

c) A positive community image

STRATEGIES:

1. Explore the opportunity to develop a local chamber of commerce or marketing team to market the unique qualities of Ramsey
2. Consider options for increasing or improving signage at City gateways and other strategic locations
3. Continue to pursue Revolving Acquisition Loan Fund (RALF) for the Highway 10 corridor
4. Purchase land south of the MPCA landfill for industrial park development
5. Identify, acquire and redevelop underutilized and blighted properties, especially within industrial areas and along major transportation corridors
6. Strengthen commercial and industrial development standards in City Code
7. Maintain high standards for citywide property maintenance, including City-owned properties

4) Natural Resources

a) Natural resources are protected

STRATEGIES:

1. Identify and prioritize natural areas in the City based on the Natural resource Inventory (NRI)
2. Use cluster ordinances, density credits, and conservation development practices to minimize impact on identified natural resources
3. Explore ways to put an economic value on habitat and other natural areas
4. Provide incentives to homeowners for the permanent protection of high-value natural resource areas

5. Establish a revenue stream dedicated to the permanent protection of natural resource areas such as a dedicated City tax enacted through referendum
6. Manage invasive species and promote the use and protection of native species for private and public development
7. Develop educational materials, such as kiosks, Ramsey Resident article, and maps to inform public about the value of natural resources

b) Recreation opportunities are integrated into protected natural areas

STRATEGIES:

1. Coordinate protection and enhancement of natural corridors with neighboring communities
2. Develop a suitability analysis method for reviewing new development that measures both environmental suitability and efficiency of infrastructure use
3. Prioritize the preservation of large, contiguous natural areas (greenways) that provide the greatest opportunities for animal and plant habitat, as well as a contiguous trail system

c) Clean water and clean air for the current and future generations of Ramsey citizens and businesses

STRATEGIES:

1. Preserve existing tree canopy and promote additional tree planting in new development, both public and private
2. Explore options other than ground water for municipal water supply
3. Manage stormwater on site by using alternative stormwater treatment systems, as described in the Storm Water Management Plan
4. Monitor the quality and quantity of groundwater in aquifers and adopt measures to ensure long-term sustainability
5. Seek out alliances and partnerships with non-profit and governmental agencies to assist in securing funding and other resources to assist in achieving this goal
6. Continue to participate in the North Metro Water Supply Group organized by the Metropolitan Council

d) Reduce waste that goes to the landfill from both private and public sources

STRATEGIES:

1. Continue to improve upon the City's award-winning recycling program
2. Seek out alliances and partnerships with non-profit and governmental agencies to assist in securing funding and other resources to assist in implementing this goal
3. Develop educational materials, kiosks, Ramsey Resident articles and maps to inform public about the value of natural resources

5) Parks, Trails, and Recreation

- a) A comprehensive, balanced park and trail system consisting of large and small scale parks, active and passive parks, natural preserves, and recreational facilities.**

STRATEGIES:

1. Incorporate planned parks and trails into all new development where appropriate
2. Design for connectivity with local and regional parks
3. Improve coordination of park and trail planning within City and adjacent communities
4. Establish a regional trail along the Mississippi River
5. Develop a Trott Brook Trail Corridor
6. Explore providing pedestrian access from the Mississippi River to the north side of Highway 10
7. Design trails with a variety of surfaces appropriate for different uses
8. Seek out alliances and partnerships with non-profit and governmental agencies to assist in securing funding and other resources that will assist in implementing the park and trail plan
9. Improve quality of existing parks, through careful planning, continued maintenance and adequate funding
10. Explore options for an additional community park
11. Where appropriate, consolidate existing parks to improve quality and provide more efficient service
12. Explore options for a revenue source for permanent protections of parks, trails and open space

- b) A system of safe parks and trails**

STRATEGIES:

1. Promote Crime Prevention Through Environmental Design CPTED and other techniques
2. Locate trails where appropriate in greenway corridors and natural areas
3. Where appropriate, use existing power/utility easements for the trail system
4. Provide adequate signage and pavement markings to warn automobile traffic of park and trail traffic
5. Explore use of pedestrian-activated signals, continuous flashing signage, and mid-block crossings where safe and appropriate, to further increase park and trail safety
6. Minimize at-grade crossings of trails and roads and other interactions between trail users and automobiles, with underpasses or overpasses

c) A variety of park facilities and programs that meet the life cycle needs of residents.

STRATEGIES:

1. Work with the schools and community organizations to plan for athletic fields and facilities that will accommodate the growing community
2. Explore options for a revenue source for recreational facilities and programming
3. Study the need for a Community Center that offers a variety of recreational uses for all age groups

6) Transportation

a) A safe and efficient motorized transportation system throughout the community

STRATEGIES:

1. Complete planning stages for Highway 10 interchanges & Highway 47 expansion/re-alignment improvements
2. Update the access management plans
3. Complete interchange designs
4. Complete RTC AUAR roadway improvement projects
5. Successfully complete turn-back of CR 63 between Nowthen Blvd & Armstrong Blvd
6. Secure funding for transportation projects
7. Assess the need for local traffic control and access improvements
8. Consider roundabouts where appropriate
9. Secure funding for transportation projects
10. Pursue additional east/west collector in the northern portion of the city

b) A safe and efficient non-motorized transportation system throughout community

STRATEGIES:

1. Explore options for revising the City's sidewalk policy, including requiring sidewalks or trails on both sides of some new public streets, different standards for public versus private roads, high-volume versus low-volume roads, and issues related to long-term maintenance
2. Encourage design choices in new and existing development that enhance neighborhood walkability
3. Examine the ability of transportation network to handle pedestrians, bicyclists, and automobiles through design of streets (complete streets policy)
4. Ensure future roadway improvement include sufficient right of way for pedestrian and bicycle paths

5. Secure funding for transportation projects such as additional trails, bike paths, and pedestrian connections
6. Include a review of infrastructure, including parking for walking and other non-motorized transportation modes when reviewing any transportation improvement projects
7. Advocate affordable, dependable and efficient means of public transit in the community
8. Complete the master trail plan
9. Continue efforts to establish the Mississippi River regional trail
10. Explore options for constructing a pedestrian bridge over Highway 10 and the Mississippi River
11. Ensure trail connections to transit stops, employment centers, shopping and other services

c) Connectivity with regional transportation corridors and transit

STRATEGIES:

1. Consider officially mapping the remainder of the Mississippi River bridge crossing corridor
2. Collaborate with adjacent communities and county, state, and federal agencies on the planning, design and construction of regional transportation projects
3. Secure a stop on the Northstar Commuter Rail line
4. Establish numerous, efficient, affordable transportation connections, both within and Ramsey and connecting to other communities, that include multi-modal transportation choices
5. Continue involvement in the Northstar Corridor Development Authority (NCDA)
6. Market the municipal parking facility as a park-and-ride opportunity
7. Develop an affordable, efficient, and reliable transit system that includes commuter rail and bus capabilities
8. Secure funding for transportation projects

7) Urban Services

a) A clean and protected water supply for drinking and recreation for the current and future generations of Ramsey citizens and businesses

STRATEGIES:

1. Use Best Management Practices (BMPs) for managing stormwater on-site to reduce infrastructure costs and protect local groundwater supplies, including alternative stormwater management techniques such as rain gardens and rain barrels, pervious pavement, gray water systems, native landscaping or other BMPs to supplement existing storm water management techniques, and explore the long-term maintenance issues related to these techniques
2. Explore ways to minimize ground water loss

3. Explore alternative sources for water supply, including completion of the study of a new surface water supply/treatment plant on the Mississippi River
4. Coordinate with other agencies to monitor the quality and quantity of groundwater aquifers
5. Explore cost-sharing and/or joint operation of utility systems with adjoining jurisdictions to reduce cost or realize other efficiencies
6. Ensure on-site septic systems are operating within State and local rules and are adequately maintained
7. Implement the surface water management plan
8. Educate homeowners on Individual Sewage Treatment Systems (ISTS) in the Ramsey Resident and other methods of communication

b) Efficient availability of sanitary sewer and water to interested property owners

STRATEGIES:

1. Establish a staging plan for extension of urban services consistent with the Comprehensive Sewer Plan and tied to Comprehensive Plan Amendment Policy
2. Existing residents will not bear the costs of new infrastructure without realizing a benefit that is equal to or greater than those costs
3. Explore cost-sharing and/or joint operation of utility systems with adjoining jurisdictions to reduce cost or realize other efficiencies
4. Manage infiltration & inflow (I & I) into the sanitary sewer system
5. Plan growth that is contiguous to existing development wherever possible and that makes the most efficient use of existing infrastructure
6. When planning and building new infrastructure or replacing systems, use the best technology available

8) Public Facilities

a) Quality public service provision at a reasonable cost

STRATEGIES:

1. Continue to plan for public facility needs into the future
2. Analyze the feasibility and demand for a community center in Town Center

b) Accommodate an increasing demand for public services and facilities

STRATEGIES:

1. Engage residents in assessing need for specific services
2. Work with school districts and surrounding communities to determine the need for additional school facilities
3. Advocate for full-service Post Office and Zip Code in Ramsey

4. Plan adequately for expansion of the fire department (Fire Station #3), schools, post office, public works campus, and the possible construction of a community center.

9) Community Health & Wellness

a) Healthy and active Ramsey residents and a built environment that supports them

STRATEGIES:

1. Use land use and zoning tools, such as planned location of housing, commercial areas, and parks and trails, and appropriate densities, to encourage walking and bicycling
2. Promote physical activity by increasing access to public open space, parks and trails through pedestrian improvements and additional open space connections
3. Use a research-based methodology to quantify and improve public health

b) Fresh healthy food conveniently available to all Ramsey residents

STRATEGIES:

1. Promote a local farmer's market in Ramsey
2. Encourage the location of neighborhood-level supermarkets offering fresh fruits and vegetables, and other fresh foods and goods, beyond Town Center

c) Improved air quality through land use and development decisions

STRATEGIES:

1. Identify opportunities to increase the tree canopy along Highway 10 and other major roadways
2. Locate schools, daycare facilities and outdoor recreational facilities at least 1/3 mile from Highway 10
3. Identify significant point sources of pollution, such as heavy industrial uses, and locate new residential, school, daycare, and other sensitive uses away from them

d) Reduced exposure to lead and other toxic substances

STRATEGIES:

1. Continue to implement the adopted standards on mitigating exposure to lead in existing structures and for eliminating lead and other toxic substances from new construction

e) An environment that promotes better mental health

STRATEGIES:

1. Review all development design approvals to increase views of green spaces from buildings
2. Provide an environment with green space and tree cover near all buildings in public and private development

f) A safe environment for all Ramsey residents

STRATEGIES:

1. Provide adequate outdoor lighting where appropriate along all streets, sidewalks and trails to increase safety
2. Balance the needs of transportation modes and provide design features, including traffic calming, to protect pedestrians and bicyclists

Meeting Date: 08/28/2012

By: Tim Gladhill, Community Development

Information

Title:

Discuss Format and Request for Authorization for Resident Roundtable Discussions

Background:

The 2012 Strategic Goals include developing a Resident Roundtable Discussion for mature neighborhoods. Staff would like to discuss the format of this roundtable and seek authorization to host these meeting(s) over the winter months.

Observations:

Before finalizing details of the Resident Roundtable Discussions, Staff would like to seek some general, broad policy feedback and discuss the format of these meetings. The general questions Staff would like clarification on include:

1. Is the City Council interested in specific geographic areas?
2. Does the City Council prefer an Open House, Open Mic, OST, or other style format?
3. Does the City Council desire the Roundtable Discussions to be completed by the end of the year, or could the meetings continue into the early months of 2013?
4. What is the City Council's desired end-product?
5. Does the City Council want to suggest any additional resources beyond the Property Maintenance Code (consider fix-up funds, etc.)?

Recommendation:

Based on discussion.

Funding Source:

Preparation and hosting of the Roundtable Discussions will be handled as part of regular Staff duties.

Council Action:

Provide feedback on the format of the Resident Roundtable Discussions. Motion to authorize Staff to begin planning and scheduling for Resident Roundtable Discussions.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	08/23/2012 08:56 AM
Form Started By: Tim Gladhill		Started On: 08/17/2012 08:39 AM
Final Approval Date: 08/23/2012		

HRA Regular Session

5.3.

Meeting Date: 08/28/2012

By: Darren Lazan, Housing &
Redevelopment Authority

Information

Title:

Review COR TWO fees and construction cost allocation

Background:

The development of the Sunwood retail area requires considerable shared construction and fee allocation due to the common access and utility improvements associated with the project. The development team has worked with staff, counsel, and the three buyers on this site to establish an equitable allocation of both the development fees associated with the plat, and the construction of common improvements such as access drives, sanitary sewer, watermain, storm sewer, signage, and landscaping.

Notification:

Observations:

The development team will present the current allocations and staging for these improvements, as well as a funding scenario for staging these improvements.

Recommendation:

The development team recommends the HRA approve the proposed allocation of development fees and construction costs, and direct the team to incorporate necessary language into current purchase agreements.

Funding Source:

Land sale proceeds as loan prior to disbursement.

Council Action:

Approve the proposed allocation of development fees and construction costs, and direct the development team to incorporate necessary language into current purchase agreements.

Attachments

Initial Improvements

Proposed Fee Allocation

Proposed Construction Cost Allocation

Form Review

Inbox
Kurt Ulrich

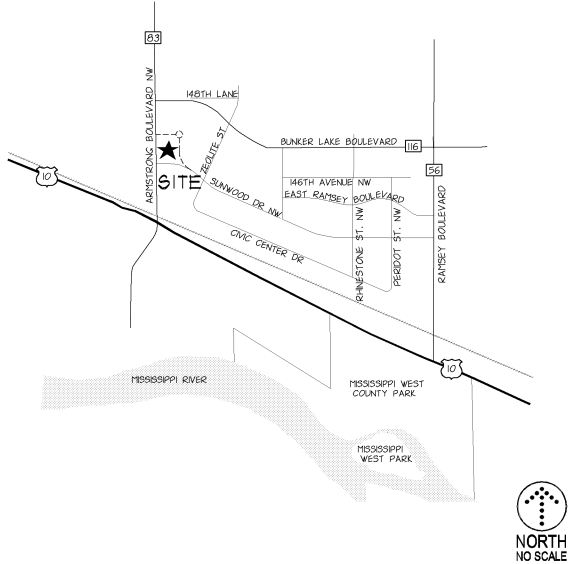
Reviewed By
Kurt Ulrich

Date
08/23/2012 03:48 PM
Started On: 08/23/2012 11:49 AM

Form Started By: Darren Lazan

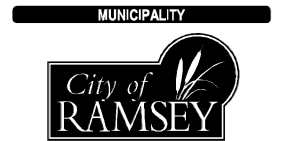
Final Approval Date: 08/23/2012

RAMSEY, MN



SUNWOOD RETAIL RAMSEY, MN

DEVELOPER
RAMSEY HRA
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
TEL (763) 427-1410 • FAX (763) 427-6543



PROJECT
**SUNWOOD RETAIL
COR TWO**
RAMSEY, MINNESOTA

SHEET INDEX	
SHEET	TITLE
C0.1	CIVIL TITLE SHEET
C1.1	EXISTING CONDITIONS
C2.1	PRELIMINARY SITE PLAN
C3.1	GRADING, DRAINAGE, PAVING & EROSION CONTROL UTILITIES

ABBREVIATIONS

D	Angle	JT.	Joint
&	And	L.F.	Lineal Feet
100 YR.	100 Year Flood Elevation	L.P.	Law Plant / Liquid Petroleum
A.B.	Anchor Bolt	L.G.U.	Local Government Unit
A.D.	Area Drain	LONG.	Longitude
A/C	Air Conditioning Unit	LT.	Light / Lighting
ADD.	Addendum	MAINT.	Maintenance
ADDL.	Addendum	M.A.S.	Masonry
ADJ.	Adjacent / Adjust	MATL.	Material
A.H.U.	Air Handling Unit	MAX.	Maximum
ALT.	Alternate	MECH.	Mechanical
ALL.M.	Aluminum	MEH.	Median
AND.	Associated	MFR.	Manufacturer
APPROX.	Approximate	MH.	Manhole
ARCH.	Architect / Architectural	MISC.	Miscellaneous
AUTO.	Automatic	MNDOT	Minnesota Department Of Transportation
AVC.	Average	MOD.	Module / Modular
B.C.	Back of Curb	MUL.	Mulch
B.M.	Benchmark	N.	North
B/W	Bottom of Wall	N.I.C.	Not In Contract
BSF	Basement Floor Elevation	NO. OR #	Number
BIT	Bituminous (Asphaltic)	NTS	Not To Scale
BLDG.	Building	NWE	Normal Water Elevation
BRIT.	Brick	NWL	Normal Water Level
C.F.	Cubic Feet	O.C.	On Center
C.F.S.	Cubic Feet Per Second	O.P.	Outside Dimension
C.G.	Corner Guard	O.E.	Overhead Electric
C.J.	Control Joint	O.H.W.	Ordinary High Water Level
C.L.	Centerline	OPNG.	Opening
C.M.U.	Concrete Masonry Unit	ORIG.	Original
C.O.	Cleanout	P.C.	Point of Curvature
C.O.E.	U.S. Army Corps Of Engineers	P.I.	Point of Intersection
C.Y.	Cubic Yards	P.L.	Proprietary Line
C.B.	Catch Basin	P.O.B.	Point of Beginning
CBH	Catch Basin Manhole	P.S.F.	Pounds Per Square Foot
CER.	Cement	P.S.I.	Pounds Per Square Inch
CH	Cast Iron Pipe	P.T.	Point of Tangency
CHP	Corrugated Metal Pipe	P.V.C.	Pipe of Vertical Curvature
CONC.	Concrete (Portland)	P.V.T.	Point of Vertical Tangency
CONN.	Connection	PE	Polyethylene
CONST.	Construction	PED.	Pedestal / Pedestrian
CONT.	Construction	PEP.	Prepared
CONTR.	Contractor	PREP.	Preparation
COP.	Copper	PROJ.	Project
C.U.	Curb	PROP.	Proposed
D.S.	Down Spout	PVC	Poly-Vinyl-Chloride (Pvc)
DEG.	Degree	PVT.	Government
DEMO.	Demolition / Demolish	QTR.	Quarter
DEPT.	Department	QTY.	Quantity
DET.	Detail	R	Radius
DI.	Diameter	RAD.	Radius
DIAG.	Diagonal	R.D.	Roof Drain
DIM.	Dimension	R.E.	Reinforce Existing
DP	Ductile Iron Pipe	R.O.	Rough Opening
DN	Down	R.P.	Rebar Foot
DWC.	Drawing	RCP	Reinforced Concrete Pipe
E.	East	RE	Rebar
E.I.	Expansion Joint	REIN.	Reinforced
E.O.S.	Emergency Overflow Swale	REQD	Required
E.W.	Each Way	REVS	Revised / Revised
EA.	Each	RGU	Regulatory Government Unit
EL.	Elevation	R/W	Right of Way
ELEC.	Electrical	S.	South
ELEV.	Elevation	S.F.	Square Feet
EMER.	Emergency	SAN.	Sanitary Sewer
ENGR.	Engineer	SECT.	Section
ENTR.	Entrance	SEW	Side Exit
EQ.	Equal	SHT.	Sheet
EQUIP.	Equipment	SHT.	Side Exit Walk Out
EQUIV.	Equivalent	SHR.	Shower
EXIST.	Existing	SLNT.	Slope
EXP.	Expansion	SECT.	Section
F & I	Furnish and Install	SECT.	Section
F.	Furnished by Others	SECT.	Section
F.C.	Face of Curb	SECT.	Section
F.D.	Fire Department Connection	SECT.	Section
F.D.C.	Fire Department Connection	SECT.	Section
F.V.	Field Verify	SECT.	Section
FB	Full Basement	SECT.	Section
FBWO	Full Basement Walk Out	SECT.	Section
FBLO	Full Basement Look Out	SECT.	Section
FN	Foundation	SECT.	Section
FES	Finished End Section	SECT.	Section
FF	Finished Floor Elevation	SECT.	Section
FLR.	Floor	SECT.	Section
FT. OR ()	Foot	SECT.	Section
FUT.	Future	SECT.	Section
G.B.	Grade Break	SECT.	Section
G.C.	General Contractor	SECT.	Section
GALV.	Galvanized	SECT.	Section
G.F.	Garage Floor Elevation	SECT.	Section
GL.	Glass	SECT.	Section
GR.	Grade	SECT.	Section
H.	Height	SECT.	Section
H.P.	High Point	SECT.	Section
HDPPEP	High Density Polyethylene Pipe	SECT.	Section
HCT	Horizontal	SECT.	Section
HORIZ.	Horizontal	SECT.	Section
HVAC	Heating, Ventilation, Air Conditioning	SECT.	Section
HYD.	Hydrant	SECT.	Section
I.D.	Inside Dimension	SECT.	Section
IN.F. ()	Inches	SECT.	Section
IN.F.	Inches	SECT.	Section
INSUL.	Insulation	SECT.	Section
INV.	Invert Elevation	SECT.	Section

SYMBOLS

EXISTING	DESCRIPTION	NEW	DESCRIPTION
[Symbol]	CONTOUR	[Symbol]	CONTOUR
[Symbol]	SPOT ELEVATION	[Symbol]	SPOT ELEVATION
[Symbol]	BUILDING	[Symbol]	BUILDING
[Symbol]	CANOPY / OVER-HANG	[Symbol]	UNDERGROUND STRUCTURE
[Symbol]	CONCRETE	[Symbol]	RAILROAD
[Symbol]	CONCRETE CURB	[Symbol]	CONCRETE
[Symbol]	EDGE OF PAVEMENT	[Symbol]	CONCRETE CURB
[Symbol]	FENCING	[Symbol]	EDGE OF PAVEMENT
[Symbol]	GUARD RAIL	[Symbol]	FENCING
[Symbol]	CONCRETE RETAINING WALL	[Symbol]	GUARD RAIL
[Symbol]	FELDSTONE RETAINING WALL	[Symbol]	CONCRETE RETAINING WALL
[Symbol]	MODULAR RETAINING WALL	[Symbol]	FELDSTONE RETAINING WALL
[Symbol]	SOL BORING	[Symbol]	MODULAR RETAINING WALL
[Symbol]	LIGHT POLE	[Symbol]	DOORWAY
[Symbol]	TREES	[Symbol]	LIGHT STANDARD
[Symbol]	DENOTES TREE LIMITS	[Symbol]	POWER POLE
[Symbol]	MANHOLE	[Symbol]	SLOPE, DIRECTION OF FLOW
[Symbol]	CATCH BASIN	[Symbol]	BOLLARD
[Symbol]	FIRE HYDRANT	[Symbol]	STORM SEWER
[Symbol]	WATER VALVE	[Symbol]	SANITARY SEWER-WASTE
[Symbol]	FLARED END SECTION	[Symbol]	FORCE MAIN
[Symbol]	IRON MONUMENT FOUND	[Symbol]	ROOF DRAIN COLLECTOR
[Symbol]	IRON PIPE MONUMENT SET	[Symbol]	WATER MAIN
[Symbol]	P.K. NAIL	[Symbol]	FIRE LINE (IF SEPARATE)
[Symbol]	POWERPOLE	[Symbol]	FIRE DEPARTMENT CONNECTION
[Symbol]	GUARD POST	[Symbol]	DOMESTIC WATER SERVICE
[Symbol]	UTILITY BOX (TV, TEL, ELEC)	[Symbol]	CULVERT & END SECTION
[Symbol]	TRAFFIC BOX	[Symbol]	GAS LINE
[Symbol]	GAS METER	[Symbol]	SOIL SUBDRAN
[Symbol]	TRAFFIC SIGN	[Symbol]	ELECTRIC-OVERHEAD
[Symbol]	GUY WIRE	[Symbol]	ELECTRIC-UNDERGROUND
[Symbol]	REGISTRAR OF TITLES	[Symbol]	TELEPHONE-OVERHEAD
[Symbol]	COUNTY RECORDER	[Symbol]	TELEPHONE-UNDERGROUND
[Symbol]	STORM SEWER LINE	[Symbol]	UNDERGROUND CABLE/TV
[Symbol]	SANITARY SEWER LINE	[Symbol]	UNDERGROUND CABLE/TV
[Symbol]	WATER MAIN	[Symbol]	LAWN SPRINKLER SLERVE
[Symbol]	UNDERGROUND GAS	[Symbol]	
[Symbol]	OVERHEAD TELEPHONE	[Symbol]	
[Symbol]	UNDERGROUND TELEPHONE	[Symbol]	
[Symbol]	UNDERGROUND ELECTRIC	[Symbol]	
[Symbol]	OVERHEAD ELECTRIC	[Symbol]	
[Symbol]	UNDERGROUND CABLE T.V.	[Symbol]	
[Symbol]	OVERHEAD CABLE T.V.	[Symbol]	
[Symbol]	WELL	[Symbol]	
[Symbol]	RESTRICTED ACCESS	[Symbol]	
[Symbol]	NOTE NUMBER	[Symbol]	
[Symbol]	DENOTES BITUMINOUS SURFACE	[Symbol]	

EROSION CONTROL SYMBOLS

SYMBOL	DESCRIPTION
[Symbol]	SILT FENCE
[Symbol]	CONSTRUCTION LIMITS
[Symbol]	INLET PROTECTION

DRAWING SYMBOLS

SYMBOL	DESCRIPTION
[Symbol]	NOTE REFERENCE
[Symbol]	PARKING STALL COUNT
[Symbol]	LARGE SHEET DETAIL
[Symbol]	COORDINATE POINT
[Symbol]	REVISION - ADDENDUM, BULLETIN, ETC.
[Symbol]	REVISED AREA (THIS ISSUE)

BENCHMARKS

PROJECT BENCHMARKS:
COR CONTROL POINT: "HYATT"
CONTROL POINT LOCATED AT S.E. ANGLE POINT OF ZEBULITE STREET & CIVIC CENTER DRIVE
ELEVATION = 878.61 (NGVD 29)
TOP NUT OF HYDRANT
LOCATED ON SOUTH SIDE OF BUNKER LAKE BLVD APPROX. 600 FT FROM ARMSTRONG BLVD
ELEVATION = 869.96 (NGVD 29)

CITY NOTES

- SITE GRADING, LANDSCAPING AND UTILITY INSTALLATIONS MUST BE COMPLETED AS SHOWN WITHOUT ALTERATION. DEVIATIONS FROM PLANS MUST BE CHECKED AND APPROVED BY THE ENGINEERING DEPARTMENT AND/OR THE PLANNING COMMISSION PRIOR TO SAD CHANGE.
- REQUIRED EROSION CONTROL DEVICES MUST BE INSTALLED AND MAINTAINED THROUGHOUT THE CONSTRUCTION PROCESS AS SHOWN.
- MAN JOB-SITE ENTRANCE MUST BE POSTED WITH THE PROJECT ADDRESS SO THAT IT IS CLEARLY VISIBLE FROM THE STREET. JOB-SITE ADDRESS SIGN MUST BE INSTALLED IN PLACE UNTIL FINAL OCCUPANCY.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN THE LOCATION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY THE LOCATION, ELEVATION AND MARK ALL EXISTING UTILITIES 48 HOURS BEFORE CONSTRUCTION STARTS. THE ENGINEER, ARCHITECT, OR OWNER DOES NOT GUARANTEE THAT ALL UTILITIES ARE HAPPED OR IF HAPPED, ARE SHOWN CORRECTLY. CONTACT ONE CALL AT 811 FOR FELD LOCATING EXISTING UTILITIES. CONTACT UTILITY OWNER IF DAMAGE OCCURS DUE TO CONSTRUCTION.

SHEET INDEX

C0.1	CIVIL TITLE SHEET
C1.1	EXISTING CONDITIONS
C2.1	SITE PLAN
C3.1	GRADING, DRAINAGE, PAVING, & EROSION CONTROL UTILITIES
C4.1	UTILITIES

REVISION HISTORY

CONTACT ENGINEER FOR ANY PRIOR HISTORY		
DATE	REVISION	REVIEW
05 JUL 2012	PRELIMINARY SITE PLAN SUBMITTAL	CVC
25 JUL 2012	PRELIMINARY SITE PLAN SUBMITTAL	

PROJECT MANAGER REVIEW

BY CVC DATE 07/02/2012

CERTIFICATION

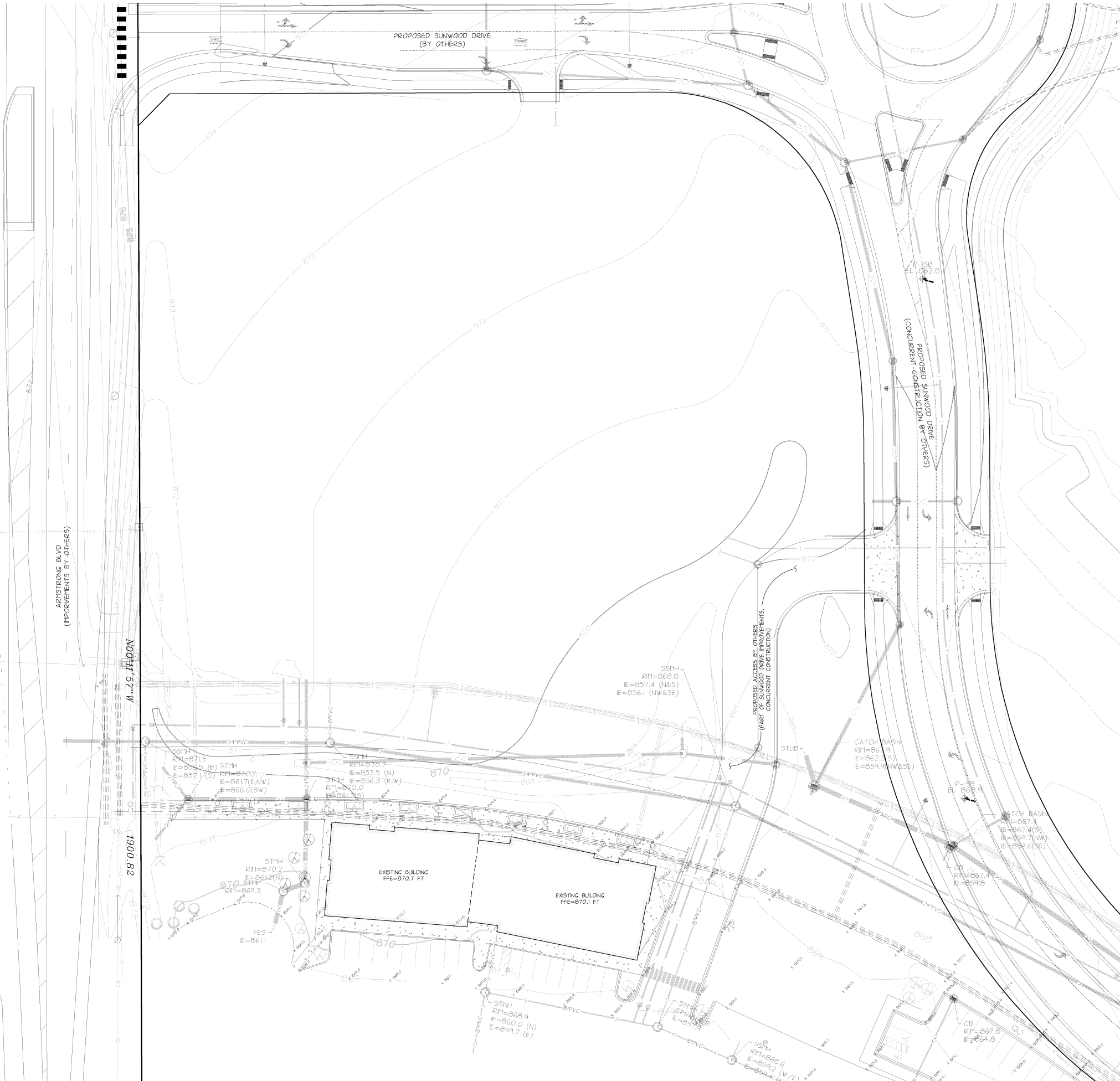
PRELIMINARY SITE PLAN SUBMITTAL
25 JULY 2012



105 South Fifth Avenue Tel: 612-252-9070
Suite 513 Fax: 612-252-9077
Minneapolis, MN 55401 Web: landform.net

FILE NAME C001RAM025 DWG
PROJECT NO RAM 12025

CIVIL TITLE SHEET
C0.1



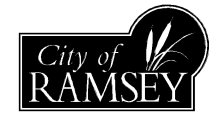
EXISTING CONDITIONS

BACKGROUND INFORMATION SHOWN IS FROM SURVEY BY LANDFORM, MINNEAPOLIS, MN, EXPRESSLY FOR THIS PROJECT, CITY OF RAMSEY, MN RECORD DRAWINGS, AND UTILITY SERVICE PROVIDERS. LANDFORM OFFERS NO WARRANTY, EXPRESSED OR WRITTEN, FOR INFORMATION PROVIDED BY OTHERS. EXISTING PROJECT CONDITIONS SHALL BE VERIFIED PRIOR TO BEGINNING CONSTRUCTION. ERRORS, INCONSISTENCIES, OR OMISSIONS DISCOVERED SHALL BE REPORTED TO THE ENGINEER.

DEVELOPER

RAMSEY HRA
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 TEL (763) 427-1410 - FAX (763) 427-3543

MUNICIPALITY



PROJECT

**SUNWOOD RETAIL
 COR TWO**
 RAMSEY, MINNESOTA

SHEET INDEX

SHEET	TITLE
C01	CIVIL TITLE SHEET
C11	EXISTING CONDITIONS
C21	PRELIMINARY SITE PLAN
C31	GRAVING DRAMAOS, PAVING & EROSION CONTROL
C41	UTILITIES

REVISION HISTORY

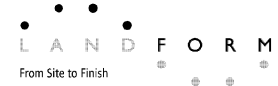
DATE	REVISION	BY	CHK
09 JUL 2012	PRELIMINARY SITE PLAN SUBMITTAL		CVC
25 JUL 2012	PRELIMINARY SITE PLAN SUBMITTAL		

PROJECT MANAGER REVIEW

BY: CVC DATE: 07/25/2012

CERTIFICATION

PRELIMINARY SITE PLAN SUBMITTAL
 25 JULY 2012

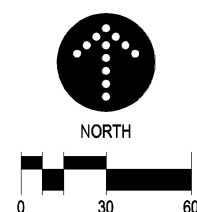


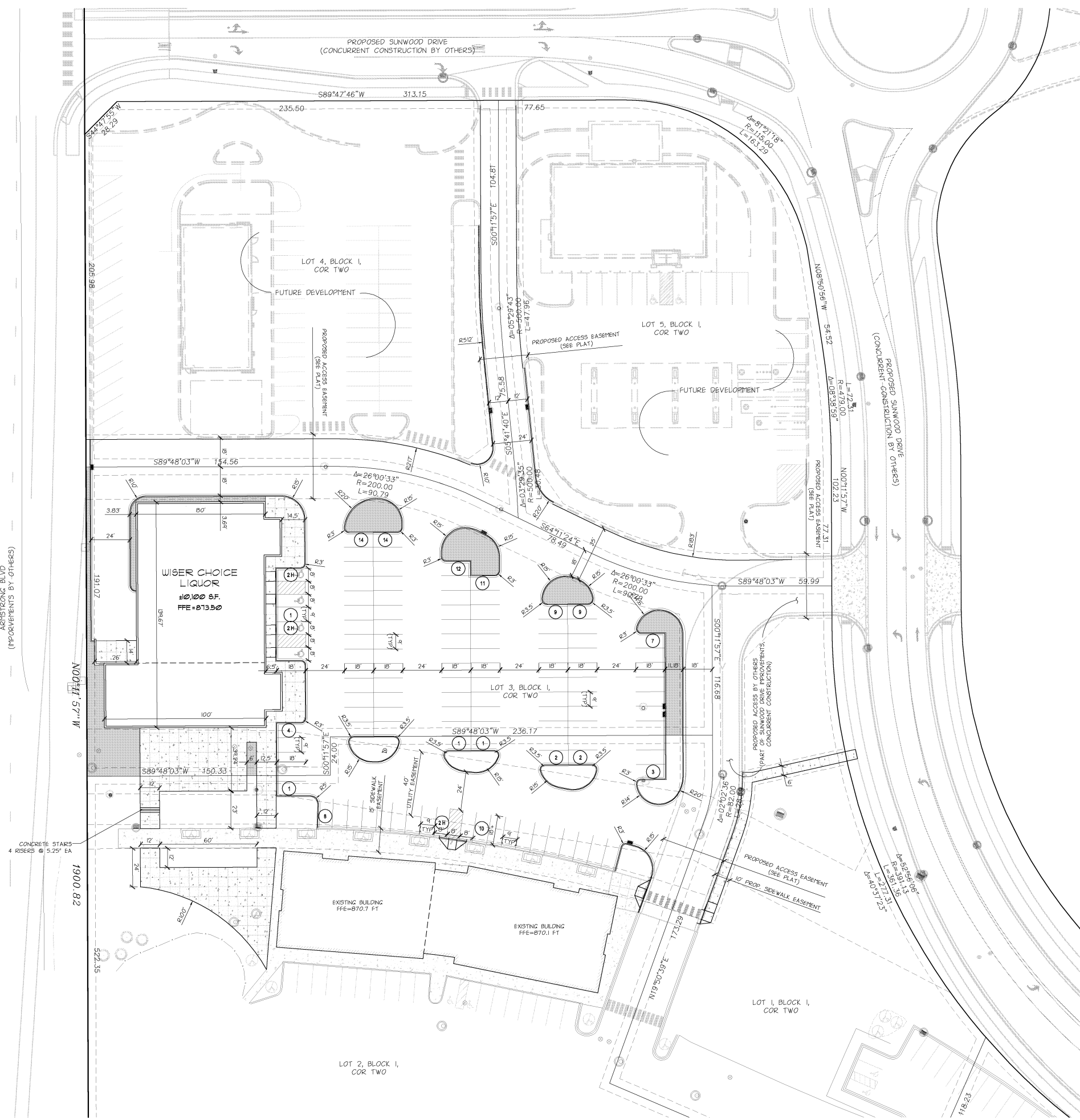
105 South Fifth Avenue Tel: 612-252-9070
 Suite 513 Fax: 612-252-9077
 Minneapolis, MN 55401 Web: landform.net

FILE NAME: C:\01RAM\025.DWG
 PROJECT NO: RAM12025

EXISTING CONDITIONS

C1.1





SITE PLAN NOTES

- OBTAIN ALL NECESSARY PERMITS FOR CONSTRUCTION WITHIN, OR USE OF, PUBLIC RIGHT-OF-WAY.
 - THE DIGITAL FILE, WHICH CAN BE OBTAINED FROM THE ENGINEER, SHALL BE USED FOR STAKING. DISCREPANCIES BETWEEN THE DRAWINGS AND THE DIGITAL FILE SHALL BE REPORTED TO THE ENGINEER. THE BUILDING FOOTPRINT AS SHOWN ON THESE DRAWINGS, AND THE DIGITAL FILE, SHALL BE COMPARED TO THE STRUCTURAL DRAWINGS PRIOR TO STAKING.
 - BUILDING LAYOUT ANGLES ARE PARALLEL WITH OR PERPENDICULAR TO THE PROPERTY LINE AT THE LOCATION INDICATED.
 - DIMENSIONS SHOWN ARE TO FACE OF CURB AND EXTERIOR FACE OF BUILDING UNLESS NOTED OTHERWISE.
 - DELINEATE PARKING STALLS WITH A 4-INCH WIDE WHITE/YELLOW PAINTED STRIPE. DELINEATE ACCESS AISLES WITH 4-INCH WIDE WHITE/YELLOW PAINTED STRIPES 18 INCHES ON CENTER AND AT 45 DEGREE ANGLE TO DIRECTION OF TRAVEL.
 - TRASH/RECYCLING AREAS: SEE ARCHITECTURAL DRAWINGS.
- GREEN SPACE (LANDSCAPE AREA)

PARKING SUMMARY

PROVIDED ADDITIONAL PARKING LOT 1:

ADDITIONAL STANDARD STALLS (9x18)	28 EA.
ADDITIONAL ACCESSIBLE STALLS (5x8)	2 EA.
TOTAL ADDITIONAL PARKING STALLS PROVIDED	30 EA.

REQUIRED PARKING LOT 3:

ONE STALL PER 200 SF OF BUILDING	
10,100 SF TOTAL	
10,100 SF / 200 = 51 STALLS	
TOTAL PARKING STALLS REQUIRED	51 EA.

PROVIDED PARKING LOT 3:

STANDARD STALLS (9x18)	61 EA.
ACCESSIBLE STALLS (5x8)	4 EA.
TOTAL PARKING STALLS PROVIDED	65 EA.

AREA SUMMARY

EXISTING LOT 3:

PERVIOUS	58,827 S.F.	98.0%
IMPERVIOUS	1,187 S.F.	2.0%
TOTAL (1.38 AC)	60,014 S.F.	100.0%

PROPOSED LOT 3:

PERVIOUS	4,433 S.F.	8.2%
IMPERVIOUS	55,081 S.F.	91.8%
TOTAL (1.38 AC)	60,014 S.F.	100.0%

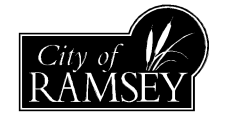
ZONING AND PARKING SUMMARY

THE PROPERTY IS ZONED COR2, COMMERCIAL.
 BUILDING SETBACK INFORMATION IS AS FOLLOWS:
 FRONT YARD = 0-15 FT.
 REAR = 0 FT.
 SIDE = 0 FT.
 LOT COVERAGE INFORMATION IS AS FOLLOWS:
 LOT AREA MINIMUM = NONE
 LOT WIDTH MINIMUM = 80 FT.

DEVELOPER

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MUNICIPALITY



PROJECT

**SUNWOOD RETAIL
 COR TWO
 RAMSEY, MINNESOTA**

SHEET INDEX

SHEET	TITLE
C2.0	CIVIL TITLE SHEET
C2.1	EXISTING CONDITIONS
C2.2	PRELIMINARY SITE PLAN
C2.3	GRADING DRAWINGS, PAVING & EROSION CONTROL
C2.4	UTILITIES

REVISION HISTORY

DATE	REVISION	REVISION
09 JUL 2012	PRELIMINARY SITE PLAN SUBMITTAL	CVC
25 JUL 2012	PRELIMINARY SITE PLAN SUBMITTAL	

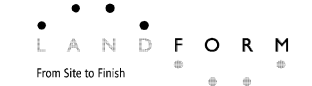
PROJECT MANAGER REVIEW

BY: CVC DATE: 07/25/2012

CERTIFICATION

IF THE SIGNATURE, SEAL OR FOUR LINES DIRECTLY ABOVE ARE NOT VISIBLE, THIS SHEET HAS BEEN REPRODUCED WITHOUT INTERIOR READABILITY AND IS NO LONGER A VALID DOCUMENT. PLEASE CONTACT THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.

**PRELIMINARY SITE PLAN SUBMITTAL
 25 JULY 2012**

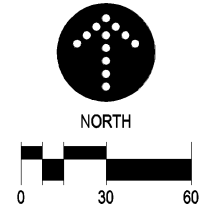


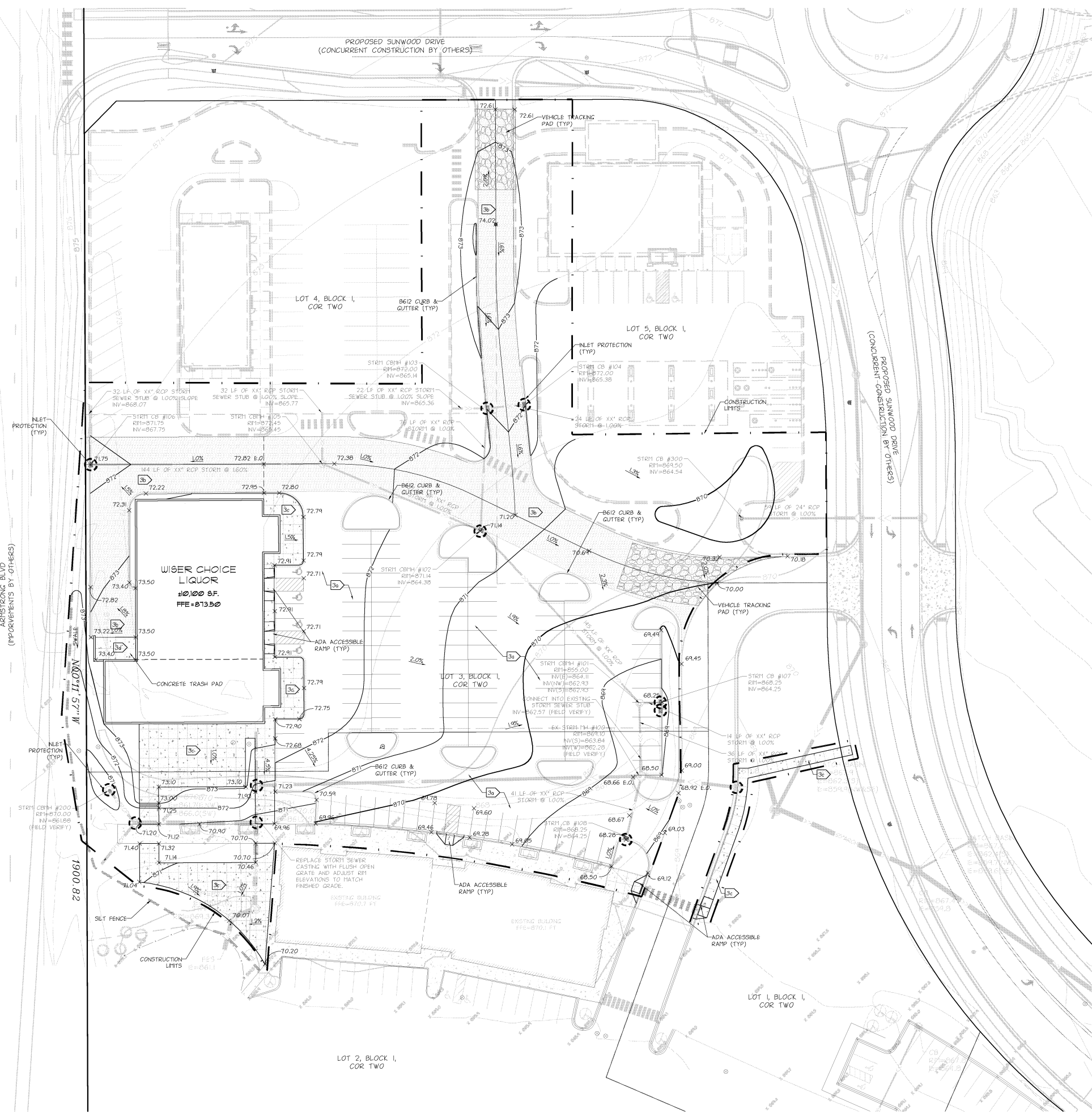
105 South Fifth Avenue Suite 513 Minneapolis, MN 55401
 Tel: 612-252-9070 Fax: 612-252-9077
 Web: landform.net

FILE NAME: C201RAM025.DWG
 PROJECT NO: RAM12025

PRELIMINARY SITE PLAN

C2.1





GRADING NOTES

- CONTACT UTILITY SERVICE PROVIDERS FOR FIELD LOCATION OF SERVICES 72 HOURS PRIOR TO BEGINNING GRADING.
- REMOVE TOPSOIL FROM GRADING AREAS AND STOCKPILE SUFFICIENT QUANTITY FOR REUSE.
- REMOVE SURFACE AND GROUND WATER FROM EXCAVATIONS. PROVIDE INITIAL LIFTS OF STABLE FOUNDATION MATERIAL IF EXPOSED SOILS ARE WET AND UNSTABLE.
- REFER TO STRUCTURAL SPECIFICATIONS FOR EARTHWORK REQUIREMENTS FOR BUILDING PADS.
- AN INDEPENDENT TESTING FIRM SHALL VERIFY THE REMOVAL OF ORGANIC AND UNSUITABLE SOILS, SOIL CORRECTION, AND COMPACTION AND PROVIDE PERIODIC REPORTS TO THE OWNER.
- PLACE AND COMPACT FILL USING LIFT THICKNESSES MATCHED TO SOIL TYPE AND COMPACTION EQUIPMENT TO OBTAIN SPECIFIED COMPACTION THROUGHOUT THE LIFT.
- COMPACT MATERIAL IN PAVED AREAS TO 90% OF MAXIMUM DRY DENSITY, STANDARD PROCTOR (ASTM D698) EXCEPT THE TOP 3 FEET WHICH SHALL BE COMPACTED TO 100%. COMPACT TO 90% DENSITY WHERE FILL DEPTH EXCEEDS 10 FEET.

PAVING NOTES

- SPOT ELEVATIONS AT CURBLINES INDICATE FLOWLINES UNLESS NOTED OTHERWISE. SEE SHEET C4.1 FOR RIM ELEVATIONS OF CATCH BASINS.
- MEET AND MATCH EXISTING CURB.
- PAVING SECTIONS
 - a. BITUMINOUS PAVING (LIGHT DUTY)
 - 1.5-INCH WEAR
 - TACK COAT
 - 1.5-INCH BASE
 - 6-INCH AGGREGATE BASE (MNDOT 313B, CLASS 5)
 - COMPACTED SUBSOIL
 - b. BITUMINOUS PAVING (HEAVY DUTY)
 - 1.5-INCH WEAR
 - TACK COAT
 - 2.5-INCH BASE
 - 6-INCH AGGREGATE BASE (MNDOT 313B, CLASS 5)
 - COMPACTED SUBSOIL
 - c. CONCRETE WALKWAYS
 - 4-INCH CONCRETE WALK
 - 4-INCH AGGREGATE BASE (MNDOT 313B, CLASS 5)
 - COMPACTED SUBSOIL
 - d. CONCRETE DRIVES, APRONS, AND EXTERIOR SLABS
 - 8-INCH CONCRETE
 - 4-INCH AGGREGATE BASE (MNDOT 313B, CLASS 5)
 - COMPACTED SUBSOIL

EROSION PREVENTION AND SEDIMENT CONTROL NOTES

- INSTALL PERIMETER SEDIMENT CONTROLS PRIOR TO BEGINNING WORK AND MAINTAIN FOR DURATION OF CONSTRUCTION. REMOVE CONTROLS AFTER AREAS CONTRIBUTING RUN OFF ARE PERMANENTLY STABILIZED AND DISPOSE OF OFF SITE.
- LIMIT SOIL DISTURBANCE TO THE GRADING LIMITS SHOWN. SCHEDULE OPERATIONS TO MINIMIZE LENGTH OF EXPOSURE OF DISTURBED AREAS.
- MANAGEMENT PRACTICES SHOWN ARE THE MINIMUM REQUIREMENT. INSTALL AND MAINTAIN ADDITIONAL CONTROLS AS WORK PROCEEDS TO PREVENT EROSION AND CONTROL SEDIMENT CARRIED BY WIND OR WATER.
- EXCAVATE PONDS EARLY IN THE CONSTRUCTION SEQUENCE. REMOVE SEDIMENT FROM PONDS PERIODICALLY AND AFTER AREAS CONTRIBUTING RUN OFF ARE PERMANENTLY STABILIZED.
- RESTORE DISTURBED OPEN AREAS WITH TEMPORARY SEED OR SOD WITHIN 72 HOURS OF COMPLETING GRADING IN EACH AREA.
- SEED, SOD, MULCH AND FERTILIZER SHALL MEET THE FOLLOWING SPECIFICATIONS, AS MODIFIED.

ITEM	SPECIFICATION NUMBER
SOD	MNDOT 3878
SEED	MNDOT 3876
TYPE 50 @ 40 LB/AC	
TYPE 10A @ 60 LB/AC	
MULCH (TYPE I, DISC ANCHORED)	MNDOT 3882
FERTILIZER	MNDOT 3881
GENERAL PLACEMENT	MNDOT 2975
- SEE LANDSCAPING SHEETS FOR PERMANENT TURF ESTABLISHMENT. **(NOT INCLUDED IN PRELIMINARY SET)**
- SWEEP ADJACENT STREETS CLEAN DAILY.

NPDES AREA SUMMARY

	EXISTING*	PROPOSED	ULTIMATE
PERVIOUS	1.35 ACRES	0.11 ACRES	0.11 ACRES
IMPERVIOUS	.03 ACRES	1.27 ACRES	1.27 ACRES
TOTAL	1.38 ACRES	1.38 ACRES	1.38 ACRES

*EXISTING AREA'S ARE BASED ON THE PROPOSED CONDITIONS OF THE SUNWOOD REALIGNMENT PLANS.

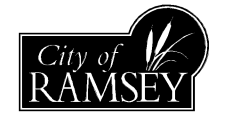
LEGEND

- CONSTRUCTION LIMITS
- SILT FENCE
- INLET PROTECTION
- - - GRADE BREAK

DEVELOPER

RAMSEY HRA
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 TEL (763) 427-1410 - FAX (763) 427-5843

MUNICIPALITY



PROJECT

**SUNWOOD RETAIL
 COR TWO
 RAMSEY, MINNESOTA**

SHEET INDEX

SHEET	TITLE
C0.1	CIVIL TITLE SHEET
C1.1	EXISTING CONDITIONS
C2.1	PRELIMINARY SITE PLAN
C3.1	GRADING, DRAINAGE, PAVING & EROSION CONTROL
C4.1	UTILITIES

REVISION HISTORY

DATE	REVISION	REVISION
09 JUL 2012	PRELIMINARY SITE PLAN SUBMITTAL	CVC
25 JUL 2012	PRELIMINARY SITE PLAN SUBMITTAL	

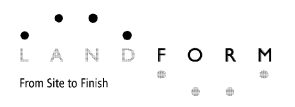
PROJECT MANAGER REVIEW

BY: CMC DATE: 07/23/12

CERTIFICATION

IF THE SIGNATURE, SEAL OR FOURLINES DIRECTLY ABOVE ARE NOT VISIBLE, THIS SHEET HAS BEEN REPRODUCED BEYOND INTENDED READABILITY AND IS NO LONGER A VALID DOCUMENT. PLEASE CONTACT THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.

PRELIMINARY SITE PLAN SUBMITTAL
 25 JULY 2012

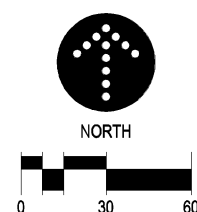


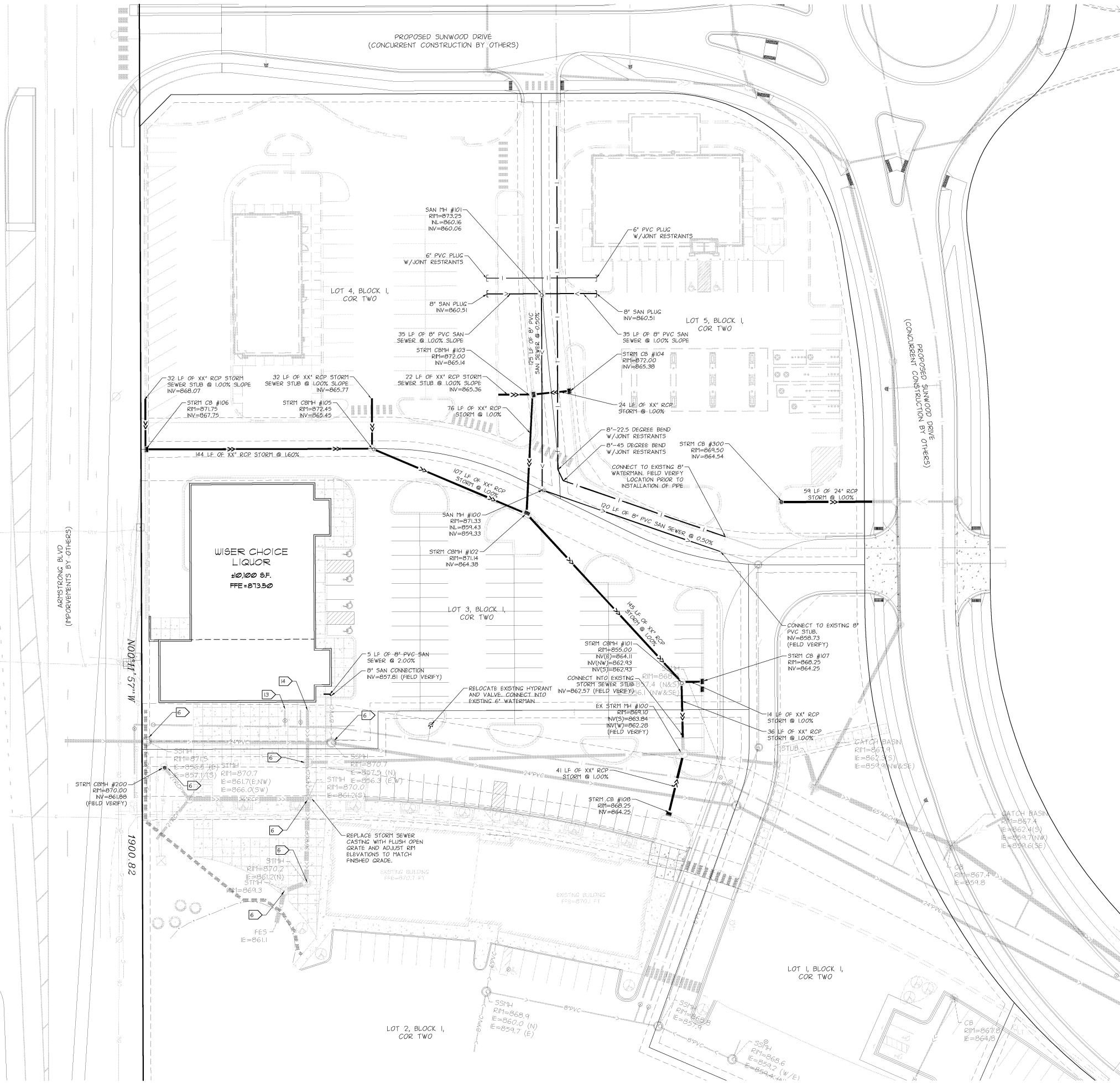
105 South Fifth Avenue Tel: 612-252-9070
 Suite 513 Fax: 612-252-9077
 Minneapolis, MN 55401 Web: landform.net

FILE NAME: C301RAM025.DWG
 PROJECT NO: RAM12025

**GRADING, DRAINAGE, PAVING
 & EROSION CONTROL PLAN**

C3.1





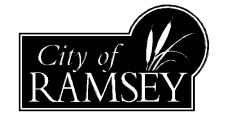
UTILITY NOTES

- PIPE MATERIALS
WATERMAIN DP CLASS 52
SANITARY SEWER PVC SDR 35
STORM SEWER RCP CLASS 5
GREASE TRAP SERVICE PVC SCHEDULE 40
- CONTACT UTILITY SERVICE PROVIDERS FOR FIELD LOCATION OF SERVICES 72 HOURS PRIOR TO BEGINNING.
- COORDINATE WITH PRIVATE UTILITIES TO PROVIDE ELECTRIC, NATURAL GAS, AND COMMUNICATIONS SERVICES TO BUILDING.
- PROVIDE MEANS AND MEASURES TO PROTECT ADJACENT PROPERTY FROM DAMAGE DURING UTILITY INSTALLATION.
- PIPE LENGTHS SHOWN ARE FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE OR END OF END SECTION.
- ADJUST STRUCTURES TO FINAL GRADE WHERE DISTURBED. COMPLY WITH REQUIREMENTS OF UTILITY. MEET REQUIREMENTS FOR TRAFFIC LOADING IN PAVED AREAS.
- INSTALL TRACER WIRE WITH UTILITIES WITHIN THE PUBLIC RIGHT-OF-WAY OR EASEMENTS.
- CONNECT TO CITY UTILITIES IN ACCORDANCE WITH CITY OF RAMSEY STANDARDS.
- CONTACT CITY OF RAMSEY FOR WET TAP INSPECTION.
- MAINTAIN 7.5 FEET OF COVER ON WATER.
- DEFLECT WATER TO MAINTAIN 18-INCH MINIMUM SEPARATION AT SEWER CROSSINGS. CENTER PIPE LENGTHS TO PROVIDE GREATEST SEPARATION BETWEEN JOINTS.
- CONTACT CITY OF RAMSEY BUILDING DEPARTMENT, FOR FLUSHING AND PRESSURE TEST INSPECTIONS.
- BRING WATER AND SEWER SERVICES INTO BUILDING PER MECHANICAL DRAWINGS. JOIN AND ROUTE BUILDING STORM DRAINS AND CONNECT TO STORM SEWER STUB.
- CONNECT TO DOWNSPOUT WITH TRANSITION TO 6-INCH PVC AND ROUTE TO STORM SEWER STUB.
- THE CONTRACTOR IS REQUIRED TO OBTAIN THE APPROPRIATE PERMIT FOR THE 14" DWR IF DEWATERING IS REQUIRED TO COMPLETE ANY WORK. THE CITY NEEDS TO REVIEW EACH PERMIT PRIOR TO IMPLEMENTATION.

DEVELOPER

RAMSEY HRA
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
TEL (763) 427-1410 - FAX (763) 427-5843

MUNICIPALITY



PROJECT

**SUNWOOD RETAIL
COR TWO
RAMSEY, MINNESOTA**

SHEET INDEX

SHEET	TITLE
C4.1	CIVIL TITLE SHEET
C2.1	EXISTING CONDITIONS
C2.2	PRELIMINARY SITE PLAN
C3.1	GROUND DRAINAGE, PAVING & EROSION CONTROL
C4.1	UTILITIES

REVISION HISTORY

DATE	REVISION	BY
09 JUL 2012	PRELIMINARY SITE PLAN SUBMITTAL	CVC
25 JUL 2012	PRELIMINARY SITE PLAN SUBMITTAL	

PROJECT MANAGER REVIEW

BY: CVC DATE: 07/25/2012

CERTIFICATION

PRELIMINARY SITE PLAN SUBMITTAL
25 JULY 2012

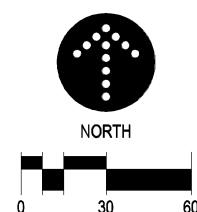


105 South Fifth Avenue Tel: 612-252-9070
Suite 513 Fax: 612-252-9077
Minneapolis, MN 55401 Web: landform.net

FILE NAME C401RAM025.DWG
PROJECT NO. RAM12025

UTILITIES

C4.1



COR TWO Development Fees

DEVELOPMENT FEE CALCULATIONS - COR TWO			
<u>Parcel</u>	<u>Lot Size (Sect. 2)</u>	<u>Connections</u>	<u>Lights</u>
Lot 1* (increased area)	0	0	0
Lot 2* (increased area)	0	0	0
Lot 3	1.38	1	4
Lot 4	1.36	1	4
Lot 5	1.23	1	4
*Based on net increase of developable area.	3.97		Totals

NET BUILDABLE AREA CALCULATIONS chr (IN ACRES)			
Section 1			
<u>Net Lot Size INCREASE Lots 1 & 2</u>	<u>Existing Lot Size</u>	<u>Proposed Lot Size</u>	<u>Net Increase</u>
Lot 1	0.47	1.09	0.62
Lot 2	8.92	9.59	0.67
Lot 3	0	1.38	1.38
Lot 4	0	1.36	1.36
Lot 5	0	1.23	1.23

<u>Current Development Fee Rates</u>	
Park Dedication Fee	\$4,738 per acre
Trail Development Fee	\$1,090 per acre
Sanitary Sewer Trunk Fee	\$3,824 per acre
Water Trunk Fee	\$8,337 per acre
Sanitary Sewer Lateral Fee	\$3,847 per connection
Water Lateral Fee	\$8,777 per connection
Stormwater Management Fee	\$4,465 per acre
Street Lights	\$2,600 per light
Street Lights Operation and Maintenance	\$294 per light

COR TWO Development Fees

<u>Park Dedication</u>	<u>Trail Development</u>	<u>Sanitary Sewer Trunk</u>	<u>Water Trunk</u>	<u>Sanitary Sewer Lateral</u>	<u>Water Lateral</u>	<u>Stormwater Management</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 6,538	\$ 1,504	\$ 5,277	\$ 11,505	\$ -	\$ -	\$ 6,162
\$ 6,444	\$ 1,482	\$ 5,201	\$ 11,338	\$ -	\$ -	\$ 6,072
\$ 5,828	\$ 1,341	\$ 4,704	\$ 10,255	\$ -	\$ -	\$ 5,492
\$ 18,810	\$ 4,327	\$ 15,181	\$ 33,098	\$ -	\$ -	\$ 17,726

Section 2

<u>ROW Vacation</u>	<u>Credit</u>	<u>Final Lot Size</u>
Lot 1		
Lot 2		
Lot 3		
Lot 4		
Lot 5		

Engineers Estimate of Construction Cost

Sewer and Water Laterals - Does not include costs for Lot 3

Sanitary Sewer \$23,600

Watermain \$33,612

Costs EXCEED total Lateral Fees

COR TWO Development Fees

<u>Street Lights</u>	<u>Street Light O & M</u>	<u>Total</u>
\$ -	\$ -	\$0
\$ -	\$ -	\$0
\$ 10,400	\$ 1,176	\$42,569
\$ 10,400	\$ 1,176	\$42,120
\$ 10,400	\$ 1,176	\$39,201
\$ 31,200	\$ 3,528	\$ 123,889

ENGINEER'S ESTIMATE OF COSTS

Project COR TWO
Ramsey, MN

ESTIMATED QUANTITIES

ITEM NUMBER	Description	Notes	Unit	UNIT PRICE	LOT 1 & 2, BLOCK 1 (HRA)		LOT 3, BLOCK 1 (Wiser Choice)		LOT 4, BLOCK 1 (McDonalds)		LOT 5, BLOCK 1 (Super America)		TOTALS	
					ESTIMATED QUANTITY	ESTIMATED COST	ESTIMATED QUANTITY	ESTIMATED COST	ESTIMATED QUANTITY	ESTIMATED COST	ESTIMATED QUANTITY	ESTIMATED COST		
2021.501	MOBILIZATION		LUMP SUM	\$20,000.00	0.23	\$4,500.00	0.43	\$8,520.00	0.18	\$3,600.00	0.16	\$3,200.00	1.00	\$19,820.00
2101.501	CLEARING		ACRE	\$2,500.00	0.46	\$1,150.00	1.34	\$3,350.00	1.34	\$3,350.00	0.35	\$875.00	3.49	\$8,725.00
2101.507	GRUBBING		TREE	\$35.00	5	\$175.00							5.00	\$175.00
2104.501	REMOVE SEWER PIPE (SANITARY)		LIN FT	\$5.31			15	\$79.65					15.00	\$79.65
2104.501	REMOVE WATER SERVICE		LIN FT	\$7.05			41	\$289.05					41.00	\$289.05
2104.501	REMOVE CURB AND GUTTER		LIN FT	\$5.00	32	\$160.00							32.00	\$160.00
2104.503	REMOVE CONCRETE WALK		SQ FT	\$2.00	132	\$264.00							132.00	\$264.00
2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)		LIN FT	\$6.00	44	\$264.00							44.00	\$264.00
2104.523.	SALVAGE HYDRANT		EACH	\$350.00			1	\$350.00					1.00	\$350.00
2105.501	COMMON EXCAVATION	P	CU YD	\$5.00	5	\$25.00	12	\$60.00	55	\$275.00	33	\$165.00	105.00	\$525.00
2105.523	COMMON BORROW (CV)	P	CU YD	\$5.00	571	\$2,855.00	1633	\$8,165.00	310	\$1,550.00	153	\$765.00	2667.00	\$13,335.00
2105.535	SALVAGED TOP SOIL (LV)	P	CU YD	\$5.50	41	\$226.60		\$308.00	184	\$1,012.55	234	\$1,288.10	515.50	\$2,835.25
2105.601	DEWATERING		LUMP SUM	\$5,000.00			0.35	\$1,735.00	0.34	\$1,710.00	0.31	\$1,555.00	1.00	\$5,000.00
2105.607	HAUL AND STOCKPILE EXCESS TOPSOIL		CU YD	\$4.00	208	\$832.80	670	\$2,680.00	92	\$369.60	72	\$288.00	1042.60	\$4,170.40
2211.503	AGGREGATE BASE (CV) CLASS 5		CU YD	\$17.00	236.7	\$4,023.90	656.9	\$11,167.30	133.4	\$2,267.80	91.04	\$1,547.68	1118.04	\$19,006.68
2360.501	BITUMINOUS WEARING COURSE MIX		TON	\$65.00	120.4	\$7,826.00	330.7	\$21,495.50	67.9	\$4,413.50	46.3	\$3,009.50	565.30	\$36,744.50
2360.502	BITUMINOUS NON WEAR COURSE MIX		TON	\$61.00	154.6	\$9,430.60	409.6	\$24,985.60	113.1	\$6,899.10	77.2	\$4,709.20	754.50	\$46,024.50
2411.603	CONCRETE STAIRS		LIN FT	\$95.00			48	\$4,560.00					48.00	\$4,560.00
2503.541	15" RC PIPE SEWER DESIGN 3006 CLASS V		LIN FT	\$29.00	41	\$1,189.00	387.6	\$11,240.40					428.60	\$12,429.40
2503.541	18" RC PIPE SEWER DESIGN 3006 CL III		LIN FT	\$32.00					347.8	\$11,129.60	42.6	\$1,363.20	390.40	\$12,492.80
2503.541	24" RC PIPE SEWER DESIGN 3006 CL III		LIN FT	\$32.00							30	\$960.00	30.00	\$960.00
2503.602	CONNECT TO EXISTING SANITARY SEWER		EACH	\$800.00			1	\$800.00	0.5	\$400.00	0.5	\$400.00	2.00	\$1,600.00
2503.602	CONNECT TO EXISTING STORM SEWER		EACH	\$500.00	1	\$500.00	2	\$1,000.00	1	\$500.00			4.00	\$2,000.00
2503.603	8" PVC PIPE SEWER		LIN FT	\$40.00					128	\$5,120.00	128	\$5,120.00	256.00	\$10,240.00
2503.603	6" PVC PIPE SEWER		LIN FT	\$38.00					45	\$1,710.00	25	\$950.00	70.00	\$2,660.00
2504.602	CONNECT TO EXISTING WATERMAIN		EACH	\$1,706.00			1	\$1,706.00	1	\$1,706.00	1	\$1,706.00	3.00	\$5,118.00
	RELOCATE EXISTING HYDRANT		EACH	\$3,291.00			1	\$3,291.00					1.00	\$3,291.00
2504.602	INSTALL PLUG		EACH	\$225.00					1	\$225.00	1	\$225.00	2.00	\$450.00
2504.602	6" GATE VALVE		EACH	\$1,371.00					1	\$1,371.00	1	\$1,371.00	2.00	\$2,742.00
2504.602	8" GATE VALVE		EACH	\$1,647.00					0.5	\$823.50	0.5	\$823.50	1.00	\$1,647.00
2504.602	ADJUST VALVE BOX		EACH	\$300.00			2	\$600.00					2.00	\$600.00
2504.603	6" DIP WATERMAIN CLASS 53		LF	\$33.00			13	\$429.00	35	\$1,155.00	35	\$1,155.00	83.00	\$2,739.00
2504.603	8" DIP WATERMAIN CLASS 52		LF	\$39.00					183	\$7,137.00	183	\$7,137.00	366.00	\$14,274.00
2504.608	DIP FITTINGS		LBS	\$3.75					190	\$712.50	190	\$712.50	380.00	\$1,425.00
2504.602	8" PVC PIPE PLUG		EACH	\$100.00					1	\$100.00	1	\$100.00	2.00	\$200.00
2504.602	8"x6" PVC INCREASER		EACH	\$50.00			1	\$50.00					1.00	\$50.00
2506.501	CONST DRAINAGE STRUCTURE CATCHBASIN		EACH	\$800.00	1.0	\$800.00	2.33	\$1,864.00	1.33	\$1,066.67	1.33	\$1,066.67	6.00	\$4,797.33
2506.501	CONST DRAINAGE STRUCTURE MANHOLE		EACH	\$1,360.00			0.83	\$1,133.33	0.83	\$1,133.33	0.33	\$448.80	2.00	\$2,715.46
2506.501	STORMWATER TREATMENT STRUCTURE		LUMP SUM	\$8,000.00			1	\$8,000.00					1.00	\$8,000.00
2506.516	FURNISH & INSTALL CASTING ASSEMBLY		EACH	\$750.00	1	\$750.00	3.17	\$2,375.00	2.17	\$1,625.00	2.17	\$1,625.00	8.50	\$6,375.00
2506.602	ADJUST CASTING		EACH	\$250.00										
2506.603	48" SANITARY MANHOLE		EACH	\$2,000.00					1.5	\$3,000.00	1.5	\$3,000.00	3.00	\$6,000.00
2506.603	48" EXCESS DEPTH MANHOLE		LIN FT	\$250.00					3.6	\$900.00	3.6	\$900.00	7.20	\$1,800.00
2521.501	4" CONCRETE SIDEWALK		SQ FT	\$4.00	3628	\$14,512.00	5475	\$21,900.00					9103.00	\$36,412.00
2531.501	CONCRETE CURB & GUTTER DESIGN B612		LIN FT	\$14.00	520	\$7,280.00	999	\$13,986.00	160	\$2,240.00			1679.00	\$23,506.00
2531.507	8" CONCRETE DRIVEWAY PAVEMENT		SQ YD	\$65.00			35.5	\$2,307.50					35.50	\$2,307.50
2531.618	TRUNCATED DOMES		SQ FT	\$36.00	24	\$864.00							24.00	\$864.00
2571.502	DECIDUOUS TREE - 2.5" CAL. B&B		TREE	\$500.00			6	\$3,000.00					6.00	\$3,000.00
2573.502	SILT FENCE, TYPE MACHINE SLICED		LIN FT	\$1.70	150	\$255.00	150	\$255.00					300.00	\$510.00
2573.530	STORM DRAIN INLET PROTECTION		EACH	\$125.00	4	\$500.00	4	\$500.00	2	\$250.00	2	\$250.00	12.00	\$1,500.00
2573.602	ROCK CONSTRUCTION ENTRANCE		EACH	\$1,500.00	0.5	\$750.00	0.5	\$750.00	0.5	\$750.00	0.5	\$750.00	2.00	\$3,000.00
2573.540	FILTER LOG TYPE WOOD FIBER BIOROLL		LIN FT	\$3.50			32	\$112.00					32.00	\$112.00
2575.502	SEED MIXTURE 190		LBS	\$1.72					20	\$34.40	27	\$46.44	47.00	\$80.84
2575.505	SEED MIXTURE 260		LBS	\$3.25	21	\$68.25	14	\$45.50					35.00	\$113.75

Project COR TWO
 Ramsey, MN

ESTIMATED QUANTITIES

ITEM NUMBER	Description	Notes	Unit	UNIT PRICE	LOT 1 & 2, BLOCK 1 (HRA)		LOT 3, BLOCK 1 (Wiser Choice)		LOT 4, BLOCK 1 (McDonalds)		LOT 5, BLOCK 1 (Super America)		TOTALS	
					ESTIMATED QUANTITY	ESTIMATED COST	ESTIMATED QUANTITY	ESTIMATED COST	ESTIMATED QUANTITY	ESTIMATED COST	ESTIMATED QUANTITY	ESTIMATED COST		
2582.502	4" SOLID LINE, WHITE PAINT		LIN FT	\$0.23	575	\$132.25	2033	\$467.59					2608.00	\$599.84
2582.503	CROSSWALK MARKING, WHITE PAINT		SQ FT	\$13.10	108	\$1,414.80							108.00	\$1,414.80
TOTAL						\$60,748.20		\$163,557.42		\$68,536.55		\$47,512.59		\$340,354.75

Meeting Date: 08/28/2012

By: Darren Lazan, Housing &
Redevelopment Authority

Information

Title:

Consider Policy for the Replacement of Streetscape Disturbed by Construction

Background:

Currently, streetscape improvements have been constructed along Sunwood Drive in The COR. The south side of the roadway is improved between Armstrong and Sapphire, then the north side is complete from Sapphire to Ramsey Boulevard. These improvements include concrete walk, planter beds, boulevard trees, irrigation, and electricity for holiday or event lighting.

A significant portion of this improvement will be removed and replaced as part of the Sunwood Drive relocation project. This is included in the project currently underway.

The challenge we are facing is in protecting these improvements during construction. The streetscape exists in an area of The COR that requires a building to be placed on, or very near the property line. Constructing footing and foundations immediately adjacent to the existing walks is nearly impossible to accomplish without significant damage to the existing streetscapes. Today, an individual developer is responsible to replace portions of the streetscape damaged by construction. This, of course gets subjective as to the extent and definition of "damaged", and will result in a generally inconsistent appearance along Sunwood as projects develop.

The attached photos illustrate the challenges of construction in this area.

Notification:

Observations:

There two general areas where streetscape improvements exist and will have similar issues. The north side of Sunwood from Allina to the existing Ramsey Office Plaza, excepting NAU Insurance, and on the South side of Sunwood from The Residence at The COR to Zeolite.

Discussions to date have indicated a desirable policy would contemplate a pre-construction evaluation and review of the project and potential impacts to the streetscapes. Then, following construction, a second evaluation of the portions damaged during construction to determine the contractors obligation to restore. The development team would than recommend the HRA consider a contribution to this effort to restore additional areas as necessary to provide a consistent final appearance.

Recommendation:

The development team recommends the HRA consider the policy outlined above, provide input, and direct the development team to prepare a policy outlining this process.

Funding Source:

N/A

Council Action:

Provide consensus direction on the preparation of a policy related to the replacement of streetscapes damaged by construction.

Attachments

Photo 1

Photo 2

Photo 3

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
08/23/2012 03:23 PM
Started On: 08/23/2012 12:10 PM

Form Started By: Darren Lazan

Final Approval Date: 08/23/2012







Meeting Date: 08/28/2012**By:** Darren Lazan, Housing &
Redevelopment Authority

Information**Title:**

Review Sign Package and Design Framework Modifications

Background:

The current draft of The COR Design Framework was approved by the HRA and adopted by the City Council on February 28, 2012. As presented in those meetings, this document serves to provide both the necessary zoning and design controls for The COR, and was intended to evolve and expand as the project moved forward.

At the time of adoption, the master signage portion of the project was very schematic. It indicated a desire to have three general components to the project that would be detailed in a future appendix as development occurs. These were generally described as Community Signs, Project Gateway Signs, and directional or informational signs.

Contemplated in the main body of the framework, were some revisions to the building and site signage requirements for individual developments in The COR.

Notification:

In working through the purchase agreements for the three lots in the Sunwood Retail area, we have had the opportunity to spend considerably more time on both the master signage, as well as the individual signage for these projects.

Attached to this case:

- A current draft of the Master Signage Plan
- A working draft of Appendix B to the Design Framework. This contains all the examples of master signage in the project for your consideration and discussion.
- A current draft of a freestanding multi-tenant sign

If the design and signage concepts are acceptable, there are additions and modifications to the design framework necessary to prepare for adaption by the City Council. The planning budget previously allocated to the design framework effort was exhausted with the adapted document effort. Because this effort is predominantly related to the master developers role in establishing a master signage plan, the development team recommends the HRA consider a contribution to the effort to continue the development of these standards. It is estimated to be an professional services effort of approximately \$10,000 in drafting necessary sections and preparing final exhibits.

Observations:

The discussion items for the HRA are as follows:

- Review the proposed master sign plan concepts for gateway and directional signage.
- Review the proposed free-standing tenant signs
- Provide direction on the establishment and adaption of Appendix B to the Design Framework.
- Consider a contribution to the professional services budget necessary to implement and adapt the revised design framework.

Recommendation:

The development team recommends the HRA review the design concepts and structure of the framework modifications, and provide consensus direction on the preparation of necessary revisions.

The development team further recommends the HRA approve a contribution to the professional services budget for the preparation of an amendment to the design framework.

Funding Source:

HRA Professional Services Budget

Council Action:

Provide consensus direction on the draft master signage documents and direct the development team to proceed with the preparation of Appendix B and necessary modifications to the Design Framework.

Approve a contribution of \$10,000 to the professional services budget to prepare necessary amendments to the Design Framework.

Attachments

Master Sign Plan - Draft

Appendix B - Draft

Multi-Tenant Sign - Draft

Form Review

Inbox

Kurt Ulrich

Form Started By: Darren Lazan

Reviewed By

Kurt Ulrich

Date

08/23/2012 03:16 PM

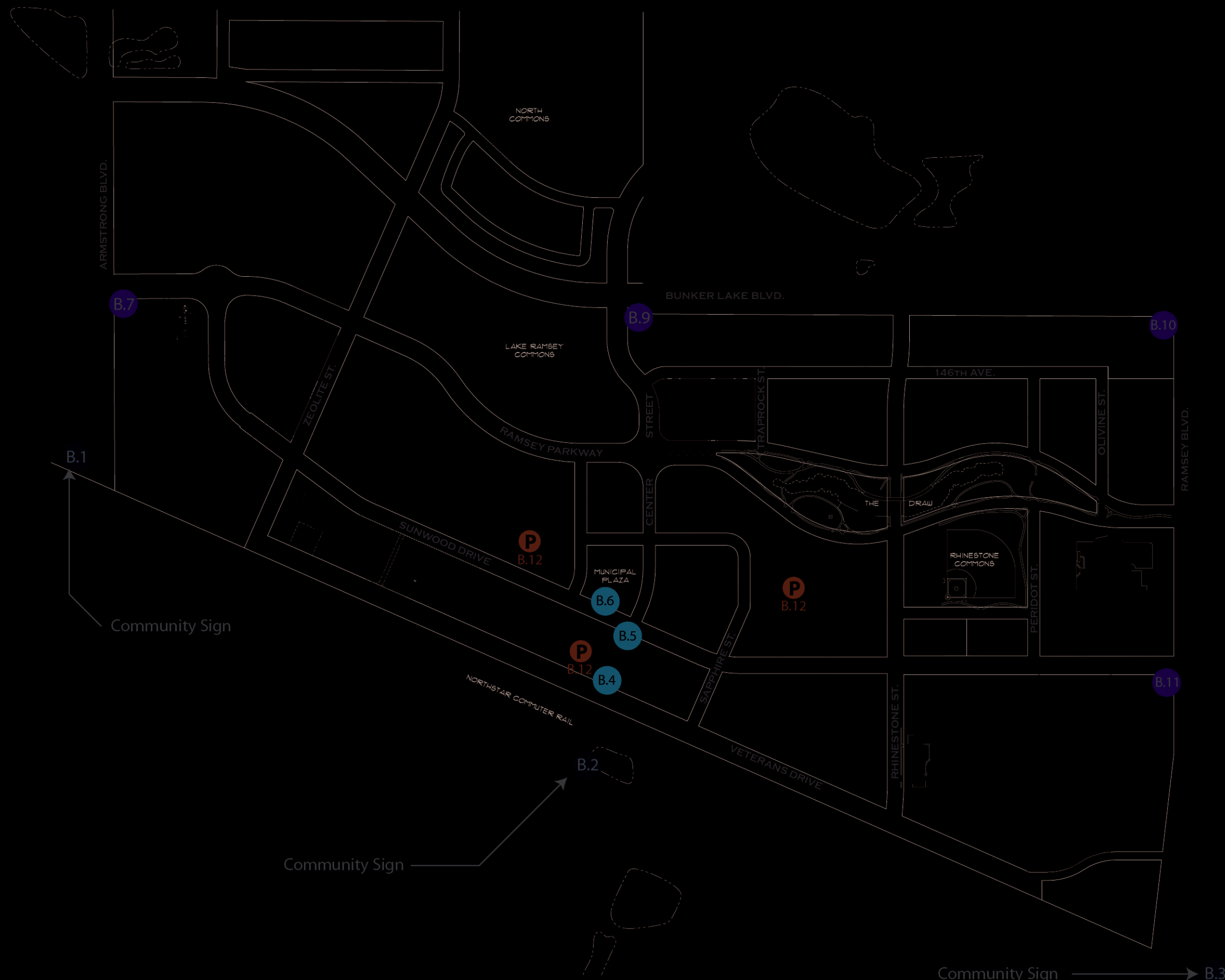
Started On: 08/23/2012 11:48 AM

Final Approval Date: 08/23/2012

PYLON/COMMUNITY SIGNS

-  COMMUNITY KIOSK
-  PROJECT GATEWAY
-  PARKING

*See 'Appendix B' for sign details



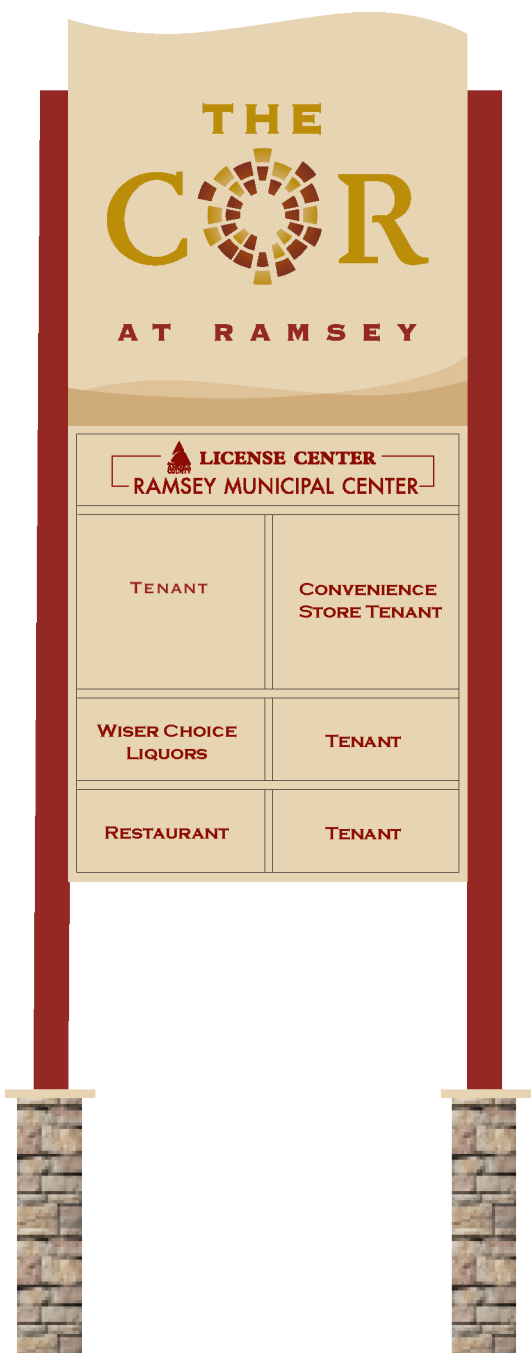


EXHIBIT B.1



Eastbound



Westbound

EXHIBIT B.2

LANDFORM
From Site to Finish

DESIGN FRAMEWORK
The COR at Ramsey
PYLON/COMMUNITY SIGN 'B'
Commuter Rail & Highway 10



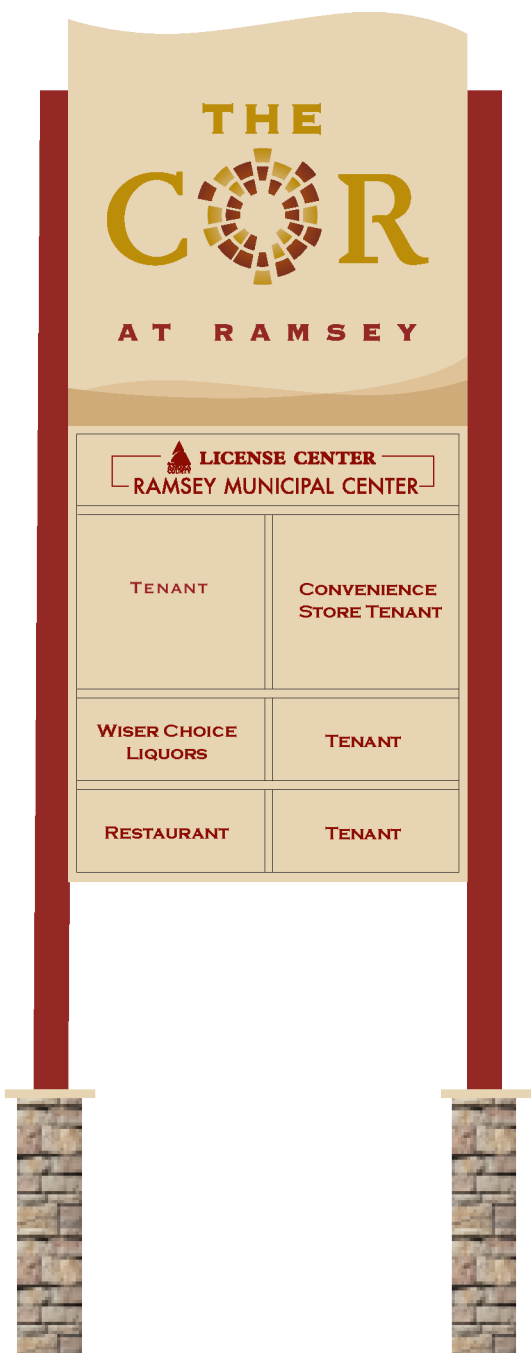


EXHIBIT B.3

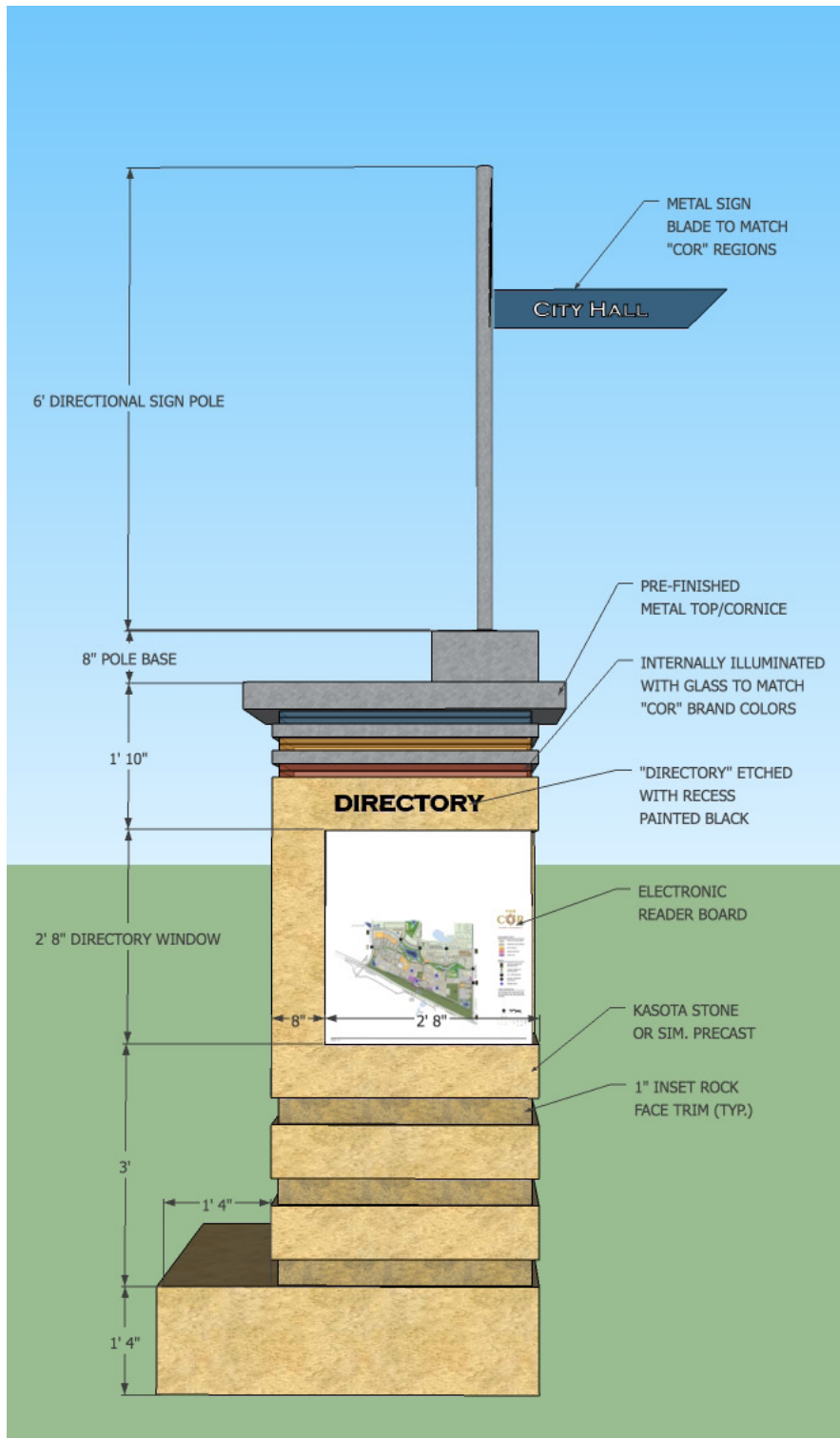
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L A N D F O R M

 From Site to Finish

DESIGN FRAMEWORK
 The COR at Ramsey
 PYLON/COMMUNITY SIGN 'C'
 Ramsey Blvd. & Highway 10

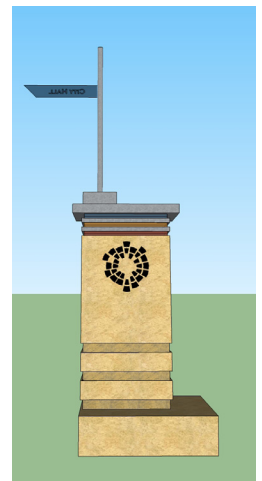




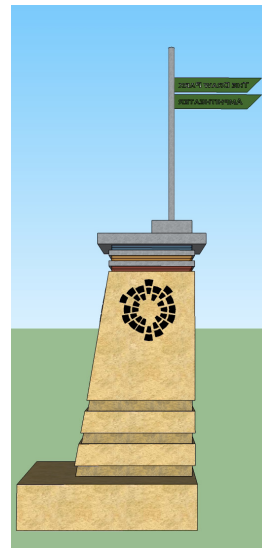
DIRECTORY PANEL VIEW



EVENTS PANEL VIEW



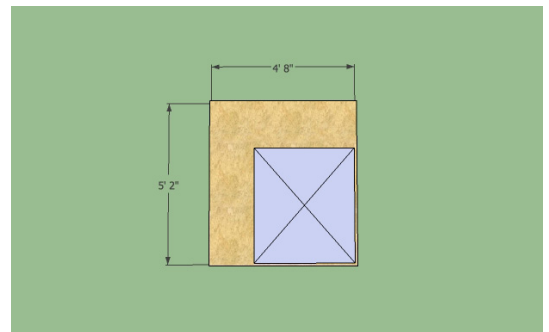
REAR VIEW



SIDE VIEW



PERSPECTIVE



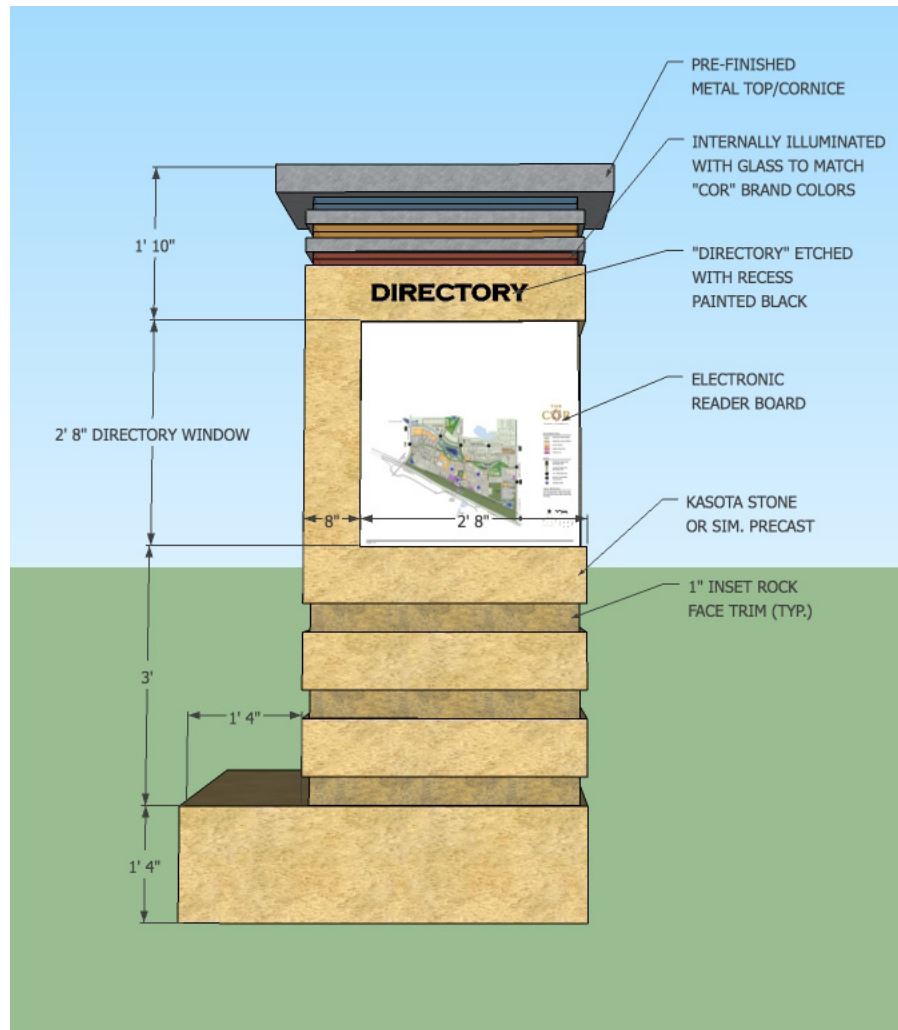
PLAN VIEW

EXHIBIT B.4

LANDFORM
From Site to Finish

DESIGN FRAMEWORK
The COR at Ramsey
COMMUNITY KIOSK 'A'
Commuter Rail & Veterans Dr.

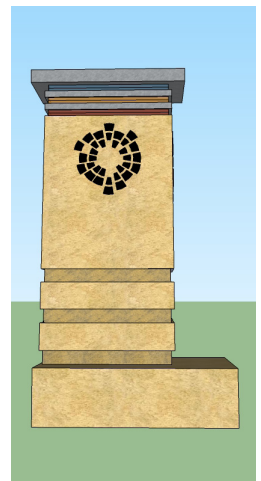




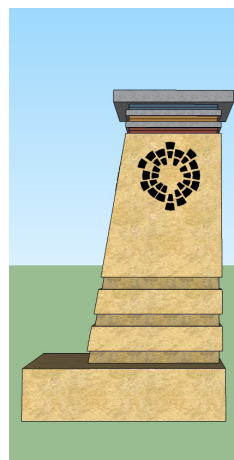
DIRECTORY PANEL VIEW



EVENTS PANEL VIEW



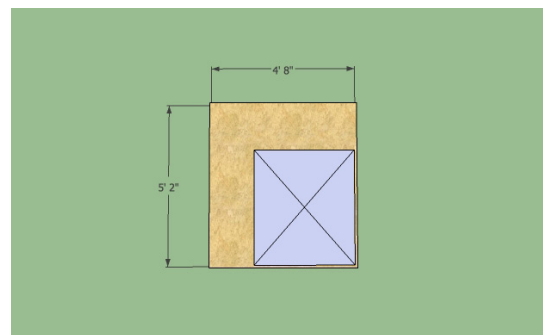
REAR VIEW



SIDE VIEW



PERSPECTIVE



PLAN VIEW

EXHIBIT B.5

LANDFORM

From Site to Finish

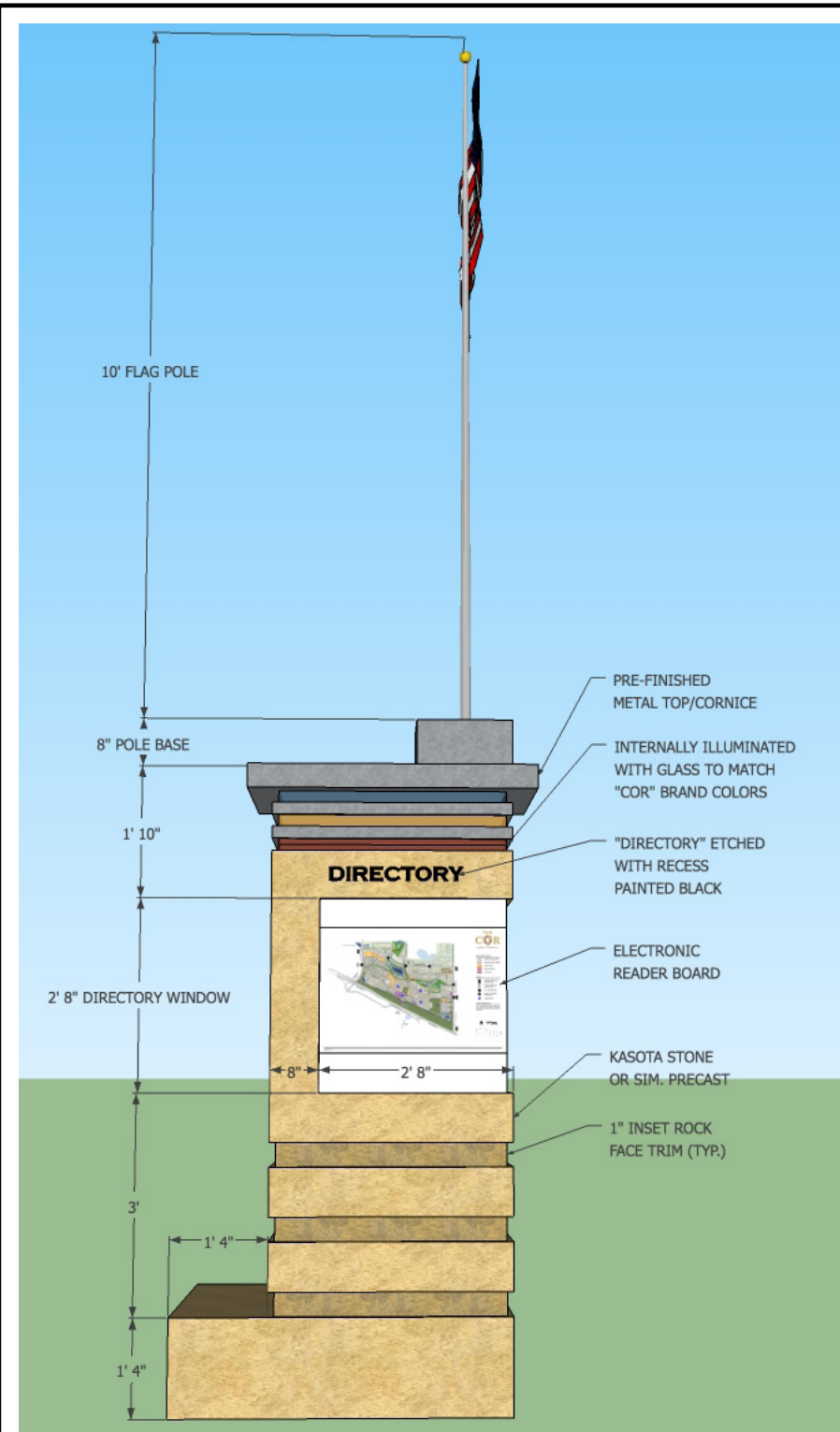
DESIGN FRAMEWORK

The COR at Ramsey

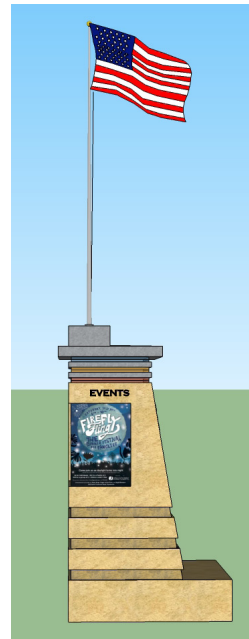
COMMUNITY KIOSK 'B'

Sunwood Dr. & Center St.

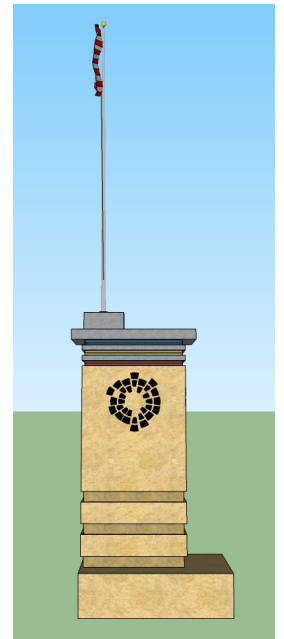




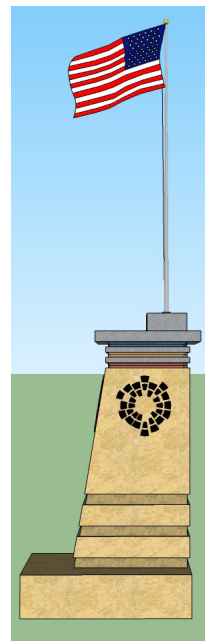
DIRECTORY PANEL VIEW



EVENTS PANEL VIEW



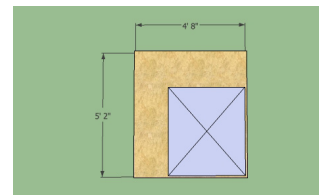
REAR VIEW



SIDE VIEW



PERSPECTIVE



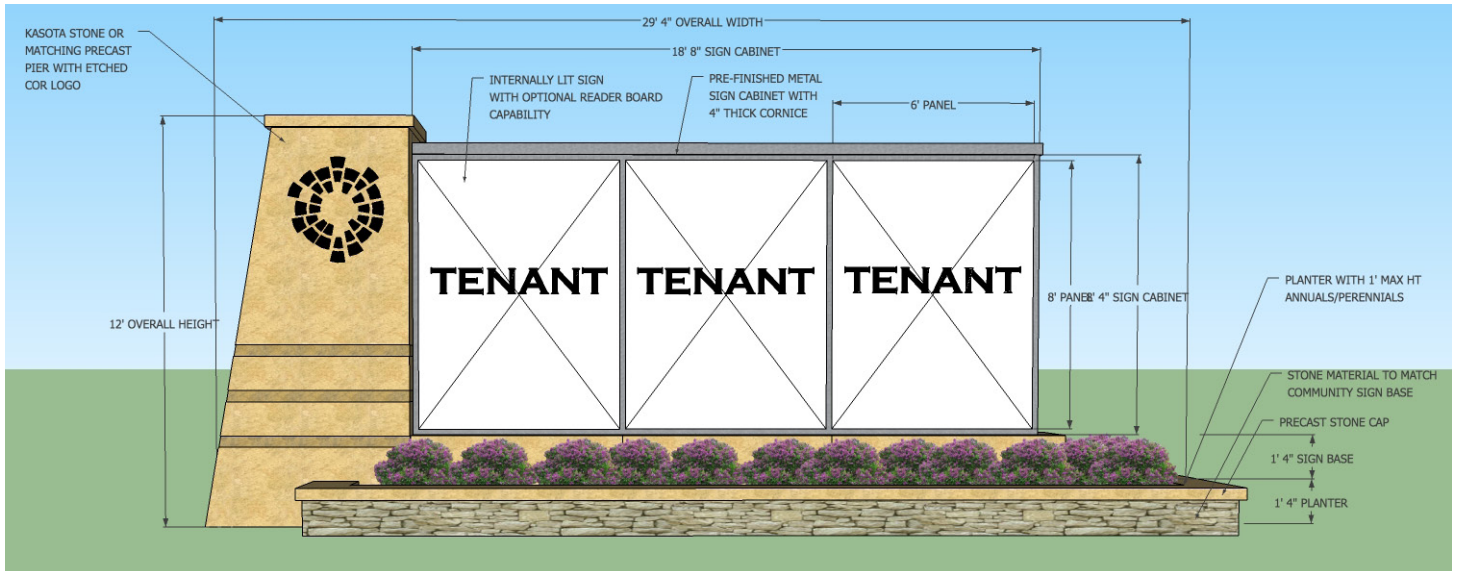
PLAN VIEW

EXHIBIT B.6

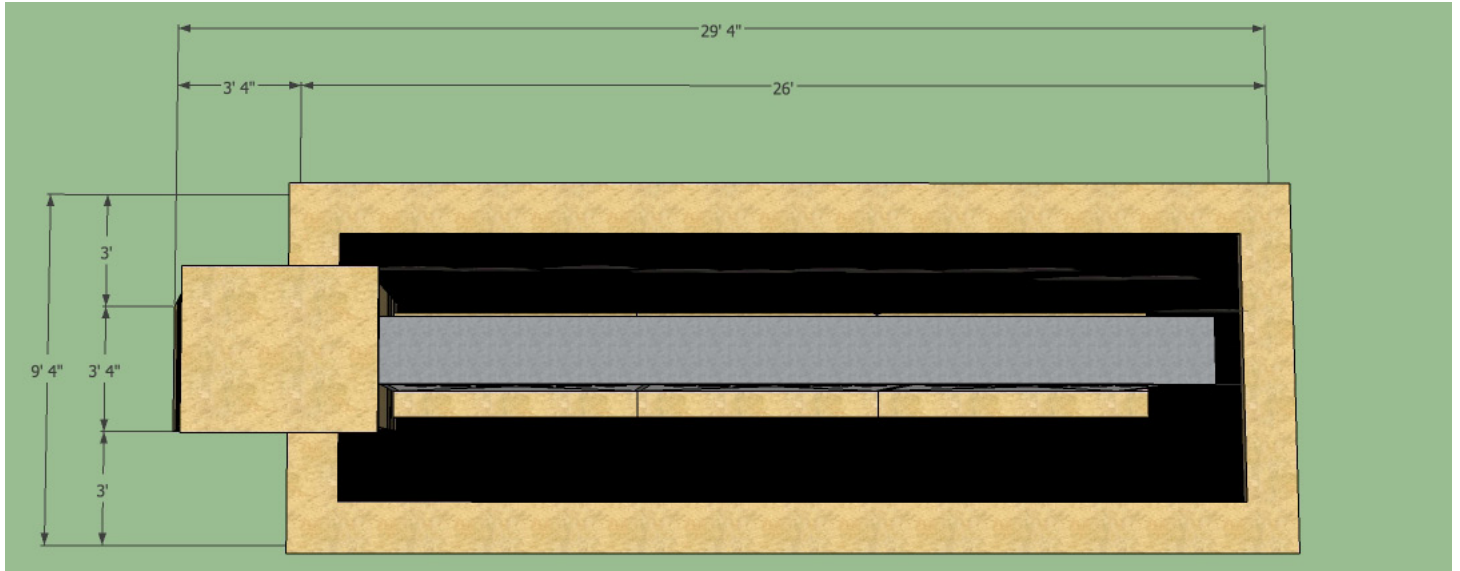
LANDFORM
From Site to Finish

DESIGN FRAMEWORK
The COR at Ramsey
COMMUNITY KIOSK 'C'
Sunwood Dr. at Municipal Plaza

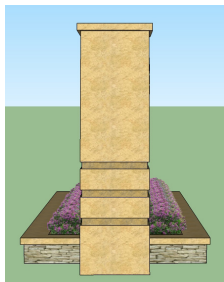




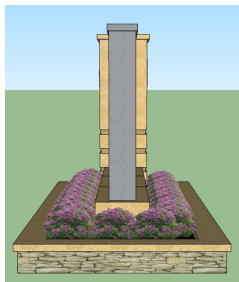
ELEVATION AT SUNWOOD



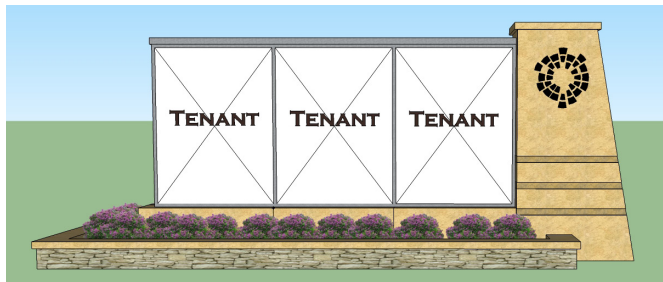
PLAN VIEW



PROFILE VIEW



PROFILE VIEW



ELEVATION

EXHIBIT B.7



DESIGN FRAMEWORK
 The COR at Ramsey
 PROJECT GATEWAY SIGN 'A'
 Sunwood Dr. & Armstrong Blvd.



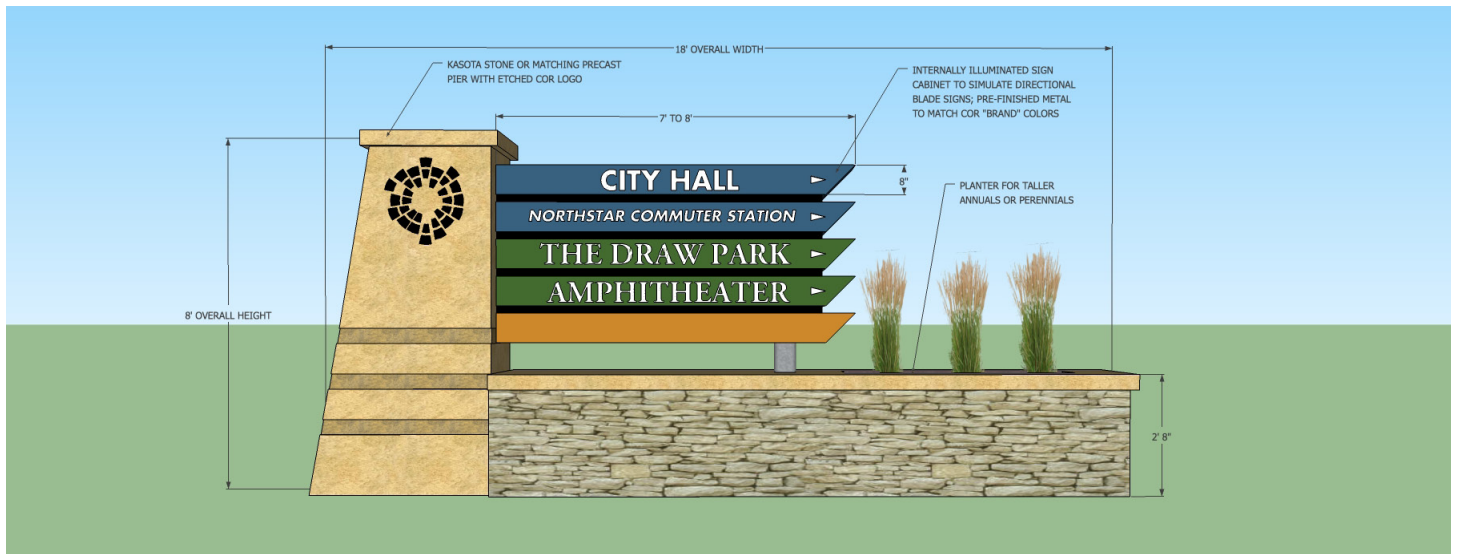
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EXHIBIT B.8

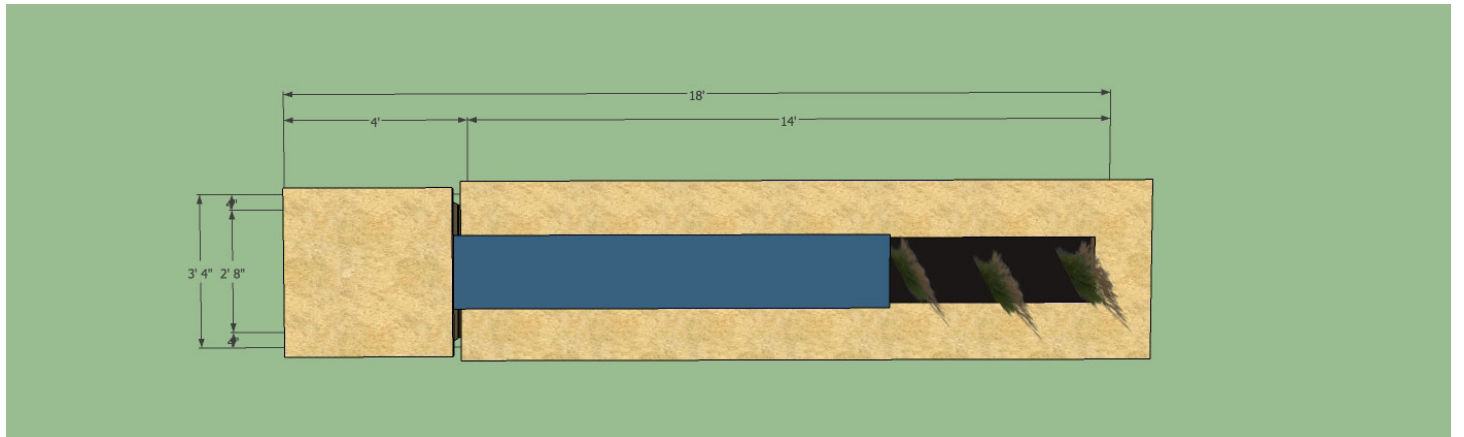


DESIGN FRAMEWORK
The COR at Ramsey





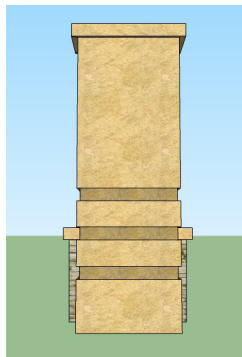
ELEVATION AT EASTBOUND BUNKER LAKE



PLAN VIEW



PROFILE VIEW



PROFILE VIEW



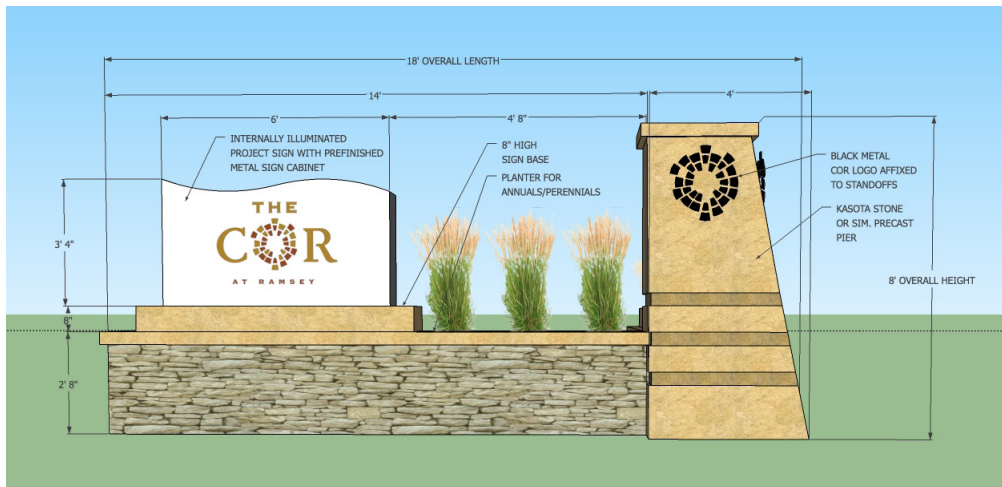
ELEVATION AT WESTBOUND BUNKER LAKE

EXHIBIT B.9

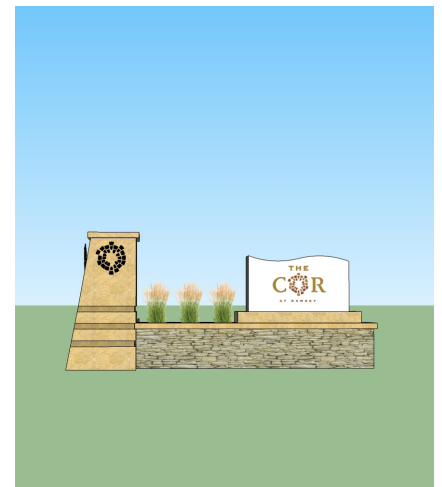
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L A N D F O R M
 From Site to Finish

DESIGN FRAMEWORK
 The COR at Ramsey
 PROJECT GATEWAY SIGN 'C'
 Bunker Lake Blvd. & Center St.

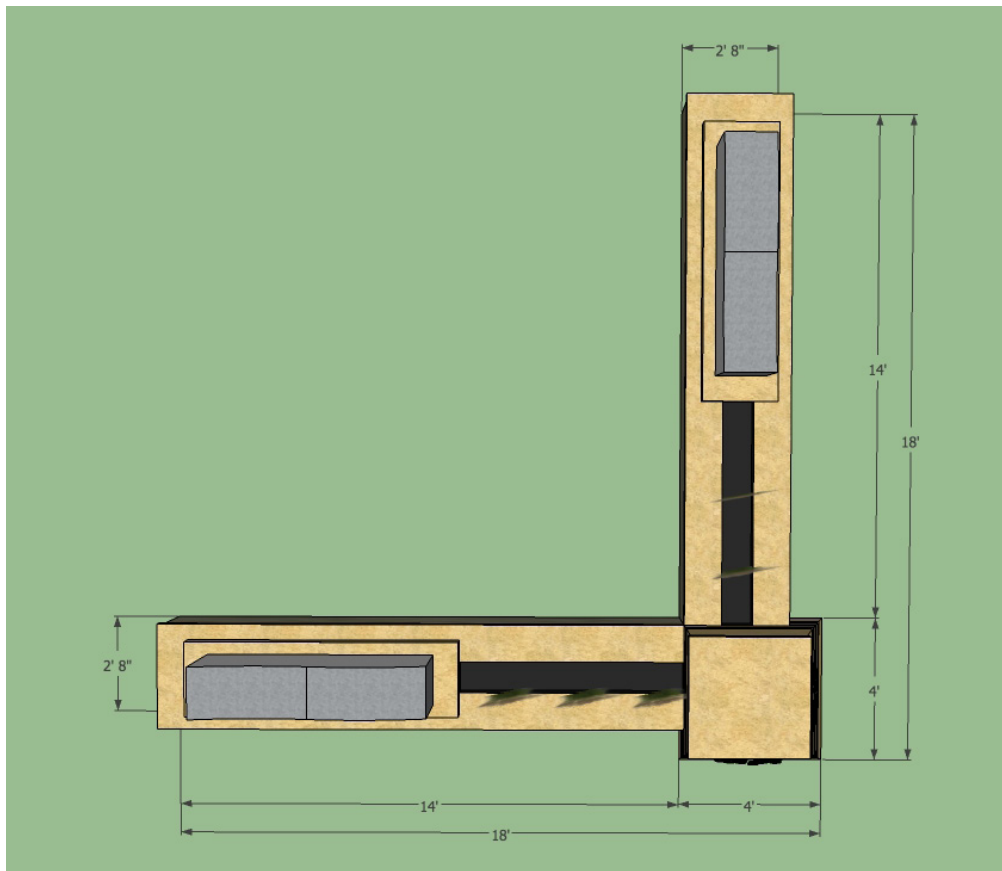




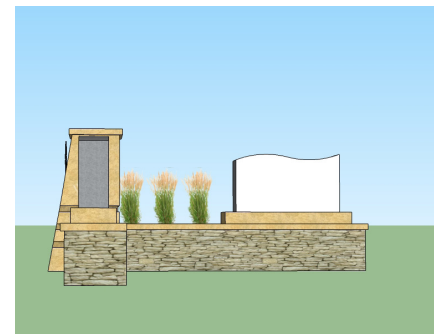
ELEVATION AT WESTBOUND BUNKER LAKE



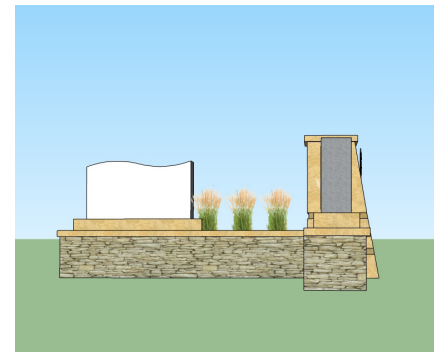
ELEVATION AT SOUTH BOUND RAMSEY



PLAN VIEW



REAR PROFILE



REAR PROFILE



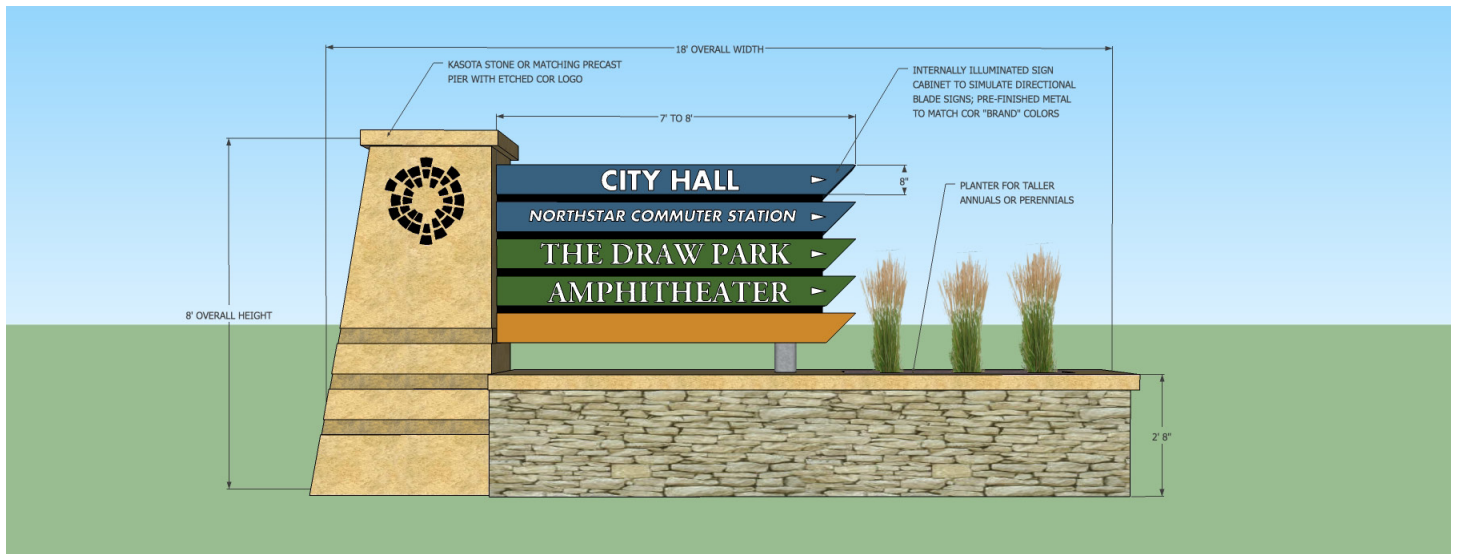
PERSPECTIVE

EXHIBIT B.10

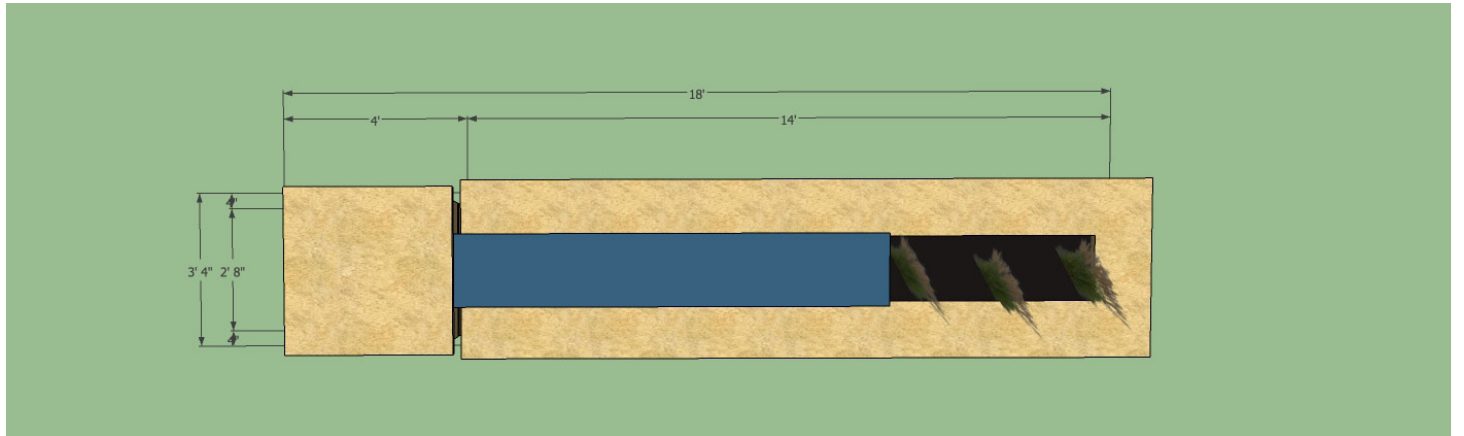
LANDFORM
From Site to Finish

DESIGN FRAMEWORK
The COR at Ramsey
PROJECT GATEWAY SIGN 'D'
Bunker Lake Blvd. & Ramsey Blvd.





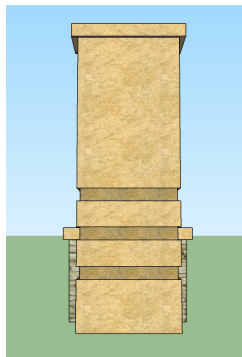
ELEVATION AT SOUTHBOUND RAMSEY



PLAN VIEW



PROFILE VIEW



PROFILE VIEW



ELEVATION AT NORTHBOUND RAMSEY

EXHIBIT B.11

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L A N D F O R M
 From Site to Finish

DESIGN FRAMEWORK
 The COR at Ramsey
 PROJECT GATEWAY SIGN 'E'
 Sunwood Dr. & Ramsey Blvd.



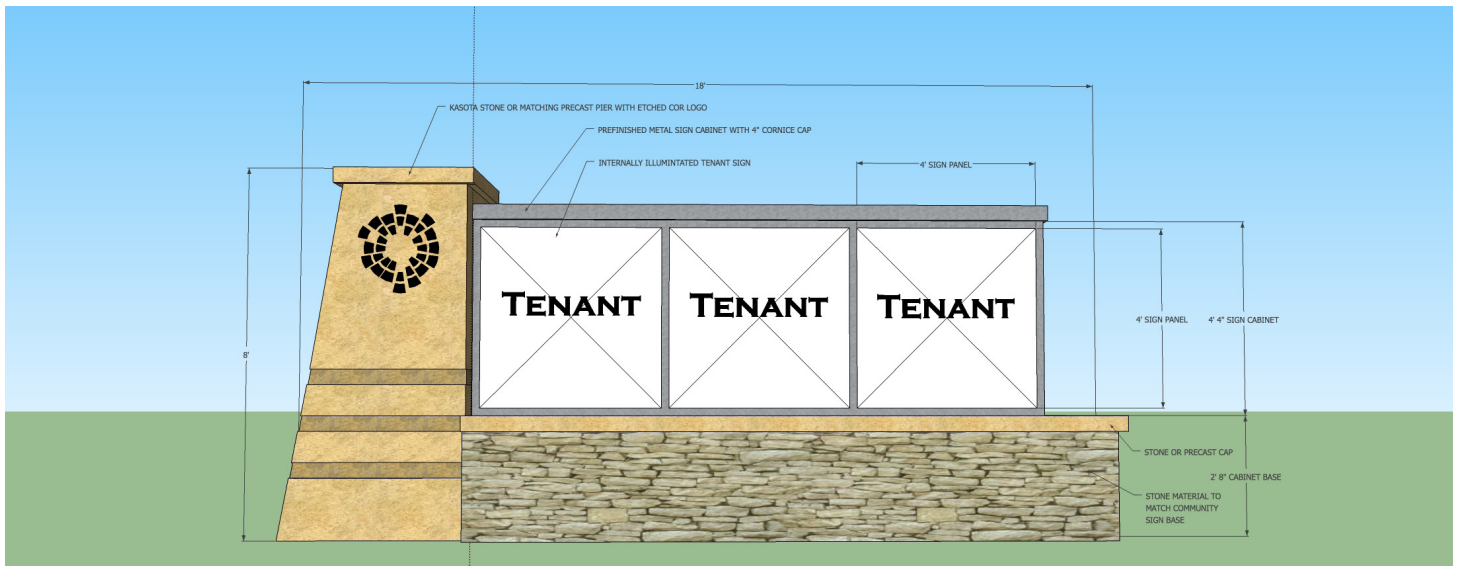
EXHIBIT B.12



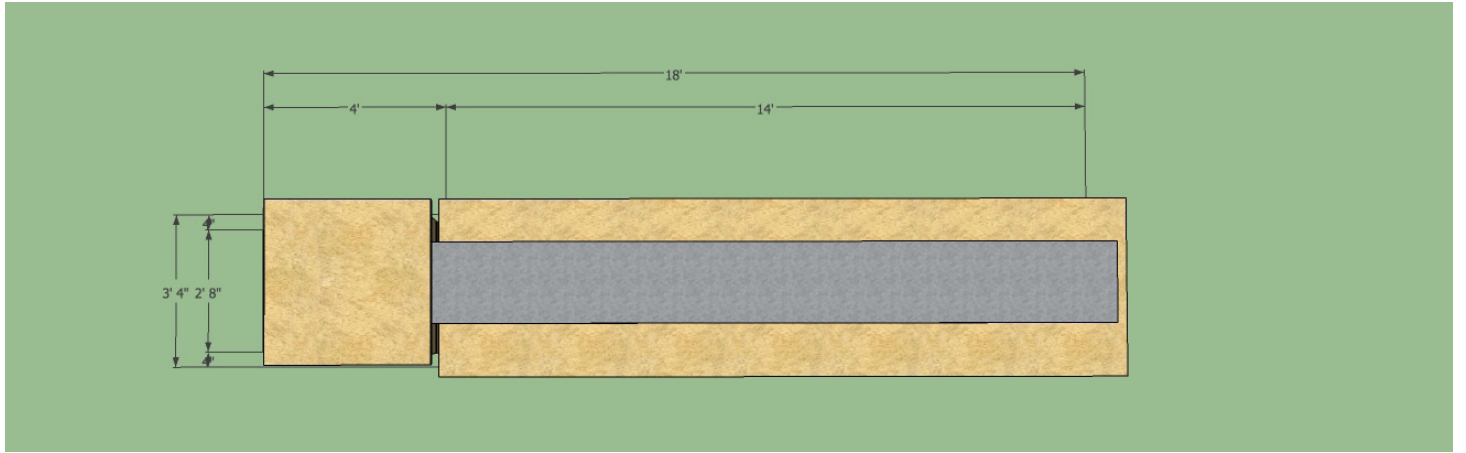
DESIGN FRAMEWORK
The COR at Ramsey

PUBLIC PARKING SIGNAGE
Standard Signage

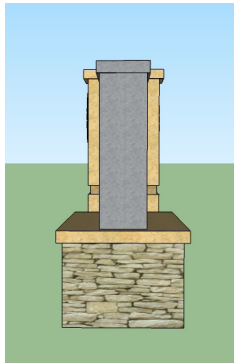




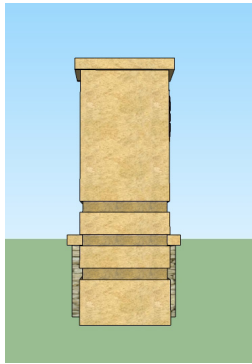
ELEVATION AT NORTHBOUND SUNWOOD



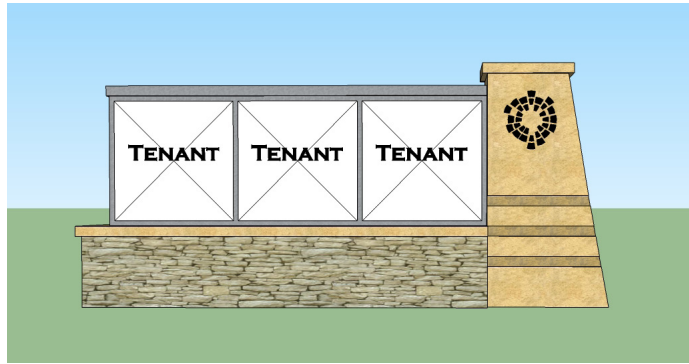
PLAN VIEW



PROFILE VIEW



PROFILE VIEW



ELEVATION FROM SOUTHBOUND SUNWOOD

● ●
L A N D F O R M
 From Site to Finish

DESIGN FRAMEWORK
 The COR at Ramsey
 Multi-tenant Sign
 Sunwood Dr. & East COR II Entry



Meeting Date: 08/28/2012

By: Darren Lazan, Housing &
Redevelopment Authority

Information

Title:

Consider Policy on COR Facebook Content

Background:

Over the past several years, the development team has maintained a facebook page for The COR. This page is intended specifically for the promotion and marketing of The COR and communication with residents in an attempt to provide the most current information.

With the initial branding and the establishment of a project mission for The COR, the development team and the HRA identified the need to make concerted efforts to overcome the prevalent negative perceptions of Ramsey Town Center. Specifically of concern was the history of alleged dealings between the City, the developer, and the banking community.

For the last two years we have worked to replace this negative perception with very positive successes in The COR. We have grown the facebook page from 0 to almost 500 followers, over 400 of which are Ramsey residents. This platform is used routinely to convey positive stories and achievements, as well as promoting events that occur in The COR. This has received overwhelming positive feedback from comments, likes, and personal messages received on the site.

Over the same period there have been a few instances of derogatory or abusive behavior on the site. These comments have been managed by the development team on a case-by-case basis. Rather than limiting comments we have deleted offending posts and reminded the person posting that this is not an appropriate venue. This has worked well to date.

Notification:

The City Council will be reviewing this, and other policies related to social networking at an upcoming work session.

Below is a current excerpt from city policy related to City Personal Social Networking while off duty and the City's Responsibility:

The City of Ramsey has a duty to protect the reputation of the organization and its employees as well as guard against any liability and potential legal risk regardless of when and where social networking activity occurs. With this in mind, employees must use social media in a manner that follows the following guidelines:

- *Individuals should exercise caution and good judgment when social networking*
- *Individuals shall not represent that they are speaking or acting on behalf of the City of Ramsey or presenting any interests of the City of Ramsey*
- *Content that violates existing City policies that exhibit hate, bias, discrimination, pornography, libelous or otherwise defamatory content will not be tolerated*
- *Individuals are prohibited from using social networking sites to harass or attack others, including those who work for the City of Ramsey*

Observations:

The development team feels the Facebook platform is an essential and effective marketing tool for The COR. We would like to continue it's current use, including allowing commenting as it is today.

We would like the HRA's thoughts on developing a policy that allows us to maintain the positive benefits of the site, and allows the management of comments in a way that promotes the project and allows resident and industry contacts to provide comment and feedback.

Recommendation:

The development team recommends the HRA adapt an interim policy until such time as a more comprehensive policy can be considered and adapted.

The development team recommends the HRA continue to allow commenting and messaging on The COR facebook page, and that offending comments are removed manually as necessary. Continued offenders can be banned individually, as necessary.

Funding Source:

N/A

Council Action:

Approve an interim policy on the use of facebook to promote The COR that continues to allow commenting and messaging on The COR facebook page, and that offending comments are removed manually as necessary. Continued offenders can be banned individually, as necessary.

Attachments

IT Policy

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	08/23/2012 04:07 PM
Form Started By: Darren Lazan		Started On: 08/23/2012 11:47 AM

Final Approval Date: 08/23/2012

12.3 Information Technology Policy

Purpose

The purpose of the City of Ramsey IT Policy is to set standards to protect the City's IT systems from business interruption, unauthorized or inappropriate access, and to maintain appropriate security. The policy is to be adhered to by all users (full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others) who have access to or use the City of Ramsey IT systems both on and off City property. IT systems include, but are not limited to, computers, e-mail, Internet, Intranet, printers, software, telephone, voice mail, cell phone, Blackberrys, etc.

There are two subsections of this policy. The first is related to IT usage and the second is related to IT Security.

Violations

Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include disciplinary action up to and including termination.

Exceptions

Exceptions to the following policy must be reviewed on a case by case basis by the department head and approved by the City Administrator.

Glossary of Terms

Configuration: The way a system is set up or the assortment of components that make up the system. Configuration can refer to either hardware or software or both.

Downloads: To copy data, from a main source to a computer device.

Electronic Mail (e-mail): A network application that allows users to exchange messages over communications networks with others.

File Server: An enhanced computer with network operating software that is used for file storage, application functionality, and managing network resources.

Information Technology (IT): Managing and processing information.

Information Technology Systems: Includes, but not limited to, computers, printers, software, e-mail, Internet, telephone, voice mail, cell phones, etc.

Internet: A global network connecting millions of computers.

Intranet: Network base access accessible only within an organization. An intranet's Web sites look and act just like any other web site, but firewall security restricts unauthorized access.

Local Area Network (LAN) – A computer network.

Licensing: Legal compliancy of assets.

Social Networking Sites: Sites which focus on building online communities of people who share interests and activities and /or exploring the interests and activities of others. Examples of social networking websites include: Facebook, MySpace, Friendster, Linked In, Twitter, and sites that allow users to post personal blogs, etc.

Software: Software includes the operating system and all utilities that enable the computer to function. Application software includes programs that do real work for users (i.e. word processors, spreadsheets, and database management systems).

Portable Equipment: Hardware that is small and lightweight (i.e. laptop computers, hand-held computers, tablets, smart phones, Blackberrys, projectors, digital cameras, etc).

Users: Full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others.

Information Technology Use

Purpose

Inform and provide direction to all users regarding appropriate usage and management of the City's IT systems and resources. All users must be authorized to use City IT systems by their department head, supervisor, or IT.

Auditing

The City of Ramsey reserves the right to monitor and audit use of its IT systems at any time without the user's consent. An audit may result in the removal of hardware and/or software not compliant with this policy.

Reporting

Users should notify their immediate supervisor, the IT Manager, Human Resources, the City Administrator or any member of management upon learning of violations of this policy.

Expectation of Privacy

As a government agency, the City is subject to public disclosure laws. All files and documents, including personal messages and Internet logs, are owned by the City and may be subject to open records requests under law. Users should have no expectation of privacy.

Violation of Policy

Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include discipline up to and including termination.

Hardware and Software Acquisition

The IT Manager must approve all hardware and software prior to acquisition to ensure consistency with the design and architecture of the City's IT network. Users are prohibited from installing, downloading, or acquiring hardware and software, including product demonstrations, without prior approval from the IT Manager. Software applications not required for official City business are strictly prohibited.

Installation, Downloads, and Configuration

No user will be allowed to manipulate hardware and software standard configurations. The IT Manager must be contacted for hardware and software support. No user should change the computer setup or configuration files. Customizing a computer should be limited to items including City-owned software such as wallpaper, screen savers, icons, toolbars and colors. Users are prohibited from downloading, or installing any software including personal, through the Internet, e-mail, and/or vendor demonstrations without prior approval from the IT Department. In order to maintain optimal functioning, users are encouraged to accept updates to currently authorized programs such as Adobe Acrobat and other previously installed software.

Licensing

To ensure license compliancy all software must be purchased by and licensed to the City.

- **Development:** Any software programs (i.e. custom designed Microsoft Access databases, etc.) developed for use by the City becomes the property of the City. Software programs may not be sold or distributed without prior approval.
- **Home:** City-owned software may not be loaded on non-City owned equipment unless there is prior approval of department head and IT Manager.
- **Copyright Laws:** City users are required to abide by software and documentation copyright laws and licensing agreements. Question about the legality of the software and documentation should be directed to the IT Manager. At no time should any users make copies of City-owned software and documentation. To prove legal ownership of software, the City must have the original media and manuals stored on City property. The IT Manager will periodically check for software that may be in violation of the above policy.

Data Management and Protection

- Under the provisions of the Minnesota Data Practices Act, all data stored on computer media owned, leased or rented by the City is considered to be owned by the City and for the most part is non-private/public, including information stored on local hard drives. Data is subject to the Minnesota Data Practices Act and its use and dissemination is consistent with the data classification under the Minnesota Data Practices Act. This data is also subject to review and investigation at the discretion of the City Administrator, department heads, IT Manager, and/or law enforcement. The City Clerk should be contacted with questions regarding the classification of public and private data.

- **Data Ownership:** All information developed or introduced to a City technology system by a user in conjunction with employment with the City is the property of the City.
- **Data Storage:** All City data must be saved to a network drive on a City server.
- **Data Deletion:** Users are responsible for deleting outdated files that are no longer needed for the compliancy of the City Records Retention Schedule; this includes data files and e-mail messages. The City Clerk should be contacted with questions regarding the City Records Retention Schedule.
- **Data Back-up:** The IT department backs up all data stored on the file servers. Workstation hard drives or any other devices are not backed up.
- **Portable files:** To facilitate off-site work, users may copy appropriate files to and from jump sticks/CDs including word processing, spreadsheets, and presentation graphic files. No other files or information may be copied to or from the City computers. A current copy of the portable file(s) must be maintained on the City server.
- **Password Protection:** If any software product that the City has purchased has the option to have file's password protected, the password must always be shared with the appropriate management personnel and/or the IT Manager.

Portable Information Systems

Portable personal computer(s), digital cameras, projectors, and other City owned portable equipment can be used for City business, outside of City facilities. When users check out portable equipment they are expected to provide appropriate "common sense" protection against theft, accidental breakage, environmental damage and other risks. Desktop computers and attached devices are not to be removed from City buildings. The user is responsible for the backup of or loss of any data stored on the standalone or portable computer. IT staff is available to assist in the development of procedures for disaster recovery of portable units.

City Issued Cellular Phones

- City issued cellular telephones are intended for the use by City employees in the conduct of their work to perform services to Ramsey citizens and businesses. Department heads are responsible for the cellular telephones assigned to their departments, determining service levels for their employees, and exercising discretion in their use. Employees will manage their cell phone use so as not to exceed their service level as approved by their supervisor. Occasional overages will be reviewed by the supervisor on a case by case basis. After a review of the monthly billing statement, employees may be required to reimburse the City for overages in cell use and/or texts, depending on the nature of the calls/texts made during the month. Employees will make an effort to utilize the Nextel Direct Connect and/or a land line before utilizing cellular minutes. Nothing in this policy will limit department head discretion to allow reasonable and prudent use of such telephones or equipment provided that:
 - Its use in no way limits the conduct of work of the employee or other employees
 - No personal profit is gained or outside employment is served

- A department head may authorize an employee to use their own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his or her department head. Department heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.
- Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited. Incidental and occasional personal use may be permitted with the consent of the department director and direct supervisor.
- Personal calls made by employees on a City-provided cellular phone will be made or received only when absolutely necessary and when they do not interfere with working operations and should be completed as quickly as possible.
- The Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All department heads and supervisors will be responsible for enforcement within their departments and divisions.

Smart Phones/Tablets

Users acting within the scope of their job responsibilities and with department head approval, may personally purchase smart phone/tablet from an IT approved and published list of brands and models. IT staff will install approved smart phones/tablets on City owned equipment. The city may at its discretion provide devices to members of staff it deems appropriate.

Electronic Mail (e-mail)/SMS (text) Messaging

- The City e-mail system is a tool to be used for matters directly related to the business activities of the City and as a means to provide services that are efficient, accurate, timely and complete. E-mail messages and texts are subject to regulation under the Minnesota Data Practices Act. The content of the message determines whether a message is public or non-public/private. E-mail is intended as a medium of communication, not for information storage; therefore, e-mail should not be used for the storage or maintenance of official City records or other City information. Users may receive inappropriate and unsolicited e-mail messages. Any such messages should be reported immediately to the IT department.
- Inappropriate non-business use of the City e-mail system includes, but is not limited to; the transmission of non-business audio, graphic or movie files; games; jokes; instant messaging; chain emails; content of an offensive or pornographic nature; copyrighted material and large data files not directly related to City business. These items must not be sent or accepted as e-mail attachments. These types of files can be large and affect the network or computer performance or carry viruses.

- Users must practice the utmost respect while texting and may not use text messaging to harass another employee, citizen or the like. “Textual harassment” is considered harassment and is subject to investigation and disciplinary action as described in the Anti-harassment Policy.
- The City retains the right to use management software to eliminate the delivery of junk e-mail (SPAM), including e-mails that contain profanity.

Internet/World Wide Web

- The Internet is available to users for research, education, and communications directly related to the mission, charter, or work tasks of the City. Users must honor copyright laws regarding protected commercial software or intellectual property. Users of the Internet should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource. Users are responsible for adhering to City standards when browsing the Internet. Failure to adhere to City standards puts the City and the individual at risk for legal or financial liabilities, potential embarrassment and other consequences.
- The City retains the right to use management software to monitor end user activity. This software may monitor and limit Internet activity in order to ensure the most efficient use of the valuable resource.

Prohibited Use

- The following list provides examples of inappropriate and prohibited content. This list includes, but is not limited to:
 - illegal activities
 - profit or commercial activities
 - outside employment
 - any other public office or employment which is incompatible with City employment responsibilities, as determined by the City Administrator
 - wagering, betting, or selling chances
 - annoying or harassing other individuals
 - fund-raising, except for City approved activities
 - any political or religious activities
 - unethical activities
 - pornographic images or content
 - forwarding of junk e-mail and/or chain email

Personal Use

- The City of Ramsey offers users the privilege of personal use of its technology. Personal use is allowed under the following guidelines listed below and only during break times or before/after normal business hours:
 - Users must obtain approval from their immediate supervisor prior to personal use of IT systems

- Only City users are to use the computers and computer related peripherals
- Users must use their own media (flash drives, CD's) and paper. No personal files or data are to be stored on the City file servers
- Users must not use IT systems for items listed above in Prohibited Use
- E-mail: E-mail may, on a very limited basis, be used for personal correspondence, as long as it does not interfere with the normal duties of the employee and the above-listed guidelines are followed. Using the City Internet e-mail to participate in any kind personal listservs or broadcast mailing list is prohibited.
- Inappropriate non-business use of e-mail and the Internet can cause a burden on resources or carry viruses. Examples of this includes, but is not limited to: the transmission of non-business audio, graphic or movie files; games; jokes; instant messaging; content of an offensive or prongraphic nature; copyrighted material and large data files not directly related to business. These items must not be downloaded from the Internet. These types of files can be large and affect the network or computer performance or carry viruses.
- Desk Telephones: Desk telephones may be used for short, infrequent personal use as long as it does not interfere with the normal duties of the employee and the above guidelines are followed. In the event that an employee needs to make a personal toll call, the preferred method of payment is a personal credit card. If a situation arises where users do not have access to a personal calling card they must notify the finance department of the date, time and location of where the call was placed. The charge for the call will be the actual charge, plus tax, that would normally be incurred by the City. Payment is due within 7 days after receipt of the long distance bill.
- Copiers, Fax Machines, Printers: Users will reimburse the City of Ramsey for personal copies, faxes, and print requests, at the rate listed in the City fee schedule. Personal use fees must be reimbursed within 24 hours from the date the expense was incurred.

Personal Social Networking on City-owned equipment

- Individuals must not use City-owned or operated equipment to post to personal sites, except during break times or before/after work.

Personal Social Networking while off duty and the City's Responsibility:

- The City of Ramsey has a duty to protect the reputation of the organization and its employees as well as guard against any liability and potential legal risk regardless of when and where social networking activity occurs. With this in mind, employees must use social media in a manner that follows the following guidelines:
 - Individuals should exercise caution and good judgment when social networking
 - Individuals shall not represent that they are speaking or acting on behalf of the City of Ramsey or presenting any interests of the City of Ramsey
 - Individuals are not permitted to display the City of Ramsey logo on any part of their online profiles

- Individuals never have the right to post non-public and confidential information such as information related to coworkers (without their expressed consent), personnel data, medical information, or claims or lawsuits against the City
- Individuals who use personal social media accounts are not immune from the law. In general, all users of social networking should be aware that the content of these social networking sites can be subpoenaed and used in criminal and civil trials to impeach testimony
- Individuals need to be aware that they have no reasonable expectation of privacy when social networking and use of personal social media accounts are subject to all pertinent City of Ramsey policies, as well as local, state and federal laws
- Content that violates existing City policies that exhibit hate, bias, discrimination, pornography, libelous or otherwise defamatory content will not be tolerated
- Individuals are prohibited from using social networking sites to harass or attack others, including those who work for the City of Ramsey

Information Technology Security

Purpose

Ensure secure, protect, and allow appropriate access to City of Ramsey IT systems and resources.

Logins and Passwords

All users must use and maintain unique IT-issued login IDs for computer and network-related access. Login IDs are not to be shared with others, and corresponding passwords must remain confidential. Multi-user or generic login IDs are permissible only in special circumstances approved and maintained by IT. User passwords must adhere to the following requirements:

- Have a minimum of at least six alphanumeric characters in length
- Must be changed every 180 days
- Have at least one numeric digit as well as letters, for example: jarg0n5
- Have not been previously used in the last five password rotations
- Automatic screen lock is initiated with the screensaver after 15 minutes of inactivity.

Appropriate network access shall be assigned by the IT department to each user login ID, and users may only log into computers and equipment with their assigned login ID. Passwords are not to be shared with anyone, and will be forced to change periodically. New passwords should not be easily guessed. Any employee who forgets their password or suspects that their password's security has been compromised, may contact the IT department to be issued a new one, which must then be changed immediately.

Physical Security

- City users are expected to provide reasonable security to their computer workstations and related IT equipment. This includes ensuring that passwords are not written down in accessible places, removable media must be kept in a secured area, and that confidential data is not displayed in such a manner that unauthorized personnel can view it.

- All IT equipment is City property and must remain on current premises. Users may not move IT equipment outside of its assigned area without prior approval from the IT department. Designated portable equipment, such as projectors, laptop computers, and digital cameras, may be removed from City buildings only for City business. Portable equipment must be reserved and checked out only to City users. Users are expected to provide appropriate “common sense” protection against theft, breakage, environmental damage, and other risks.
- Users are required to log off computer workstations when absent for an extended time, such as end of day. Users may, however, “lock” their workstation instead when absent for a short period of time, such as during a meeting or over lunch.

Virus Protection

- All computer workstations, laptops, and servers must be protected from viruses using up-to-date antivirus software. Users may not alter their system’s configuration or take other steps to defeat virus protection devices or systems. All files on removable media must be scanned for viruses prior to installation onto or access from City computer equipment. Any files suspected or known to contain viruses must be immediately reported to the IT department for proper handling.

Wireless Access

- Unauthorized wireless access into the City’s computer network is strictly prohibited. Wireless access is defined as, but not limited to, 802.11 (Wi-Fi), Bluetooth, WiMax, and cellular technologies. Users may not attempt to scan, connect to, or install any wireless computing device on City equipment or property. Wireless access must be authorized and configured by the City’s IT department. Any authorized wireless access must utilize standards-based encryption, and conform to adopted security practices as governed by LOGIS and/or state and federal government guidelines.