

City of Ramsey
Agenda
Regular City Council
Tuesday, October 9, 2018

7:00 pm
Council Chambers, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Presentation**
- 3. Citizen Input**
- 4. Consent Agenda**
 1. Receive Cash and Investments for Period Ending September 30, 2018
 2. Approve the Following Meeting Minutes:
 1. City Council Work Session dated 9/25/2018
 2. City Council Regular dated 9/25/2018
 3. Approve Request to Declare Surplus Property
 4. Adopt Resolution #18-210 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 20, 2018 through October 3, 2018.
 5. Adopt Resolution #18-207 Appointing Election Judges for the General Election on November 6, 2018
 6. Adopt Resolution #18-216 Approving Assessment Agreement for Municipal Utility Connection Fees for 7131-166th Avenue NW
- 5. Approve Agenda**
- 6. Public Hearing**
 1. PUBLIC HEARING: Adopt Resolution #18-213 Adopting Assessment Roll Certifying Assessments for Improvement Project #17-02, River's Bend Street Reconstructions
 2. PUBLIC HEARING: Adopt Resolution #18-214 Adopting Assessment Roll Certifying Assessments for Improvement Project #18-00, Stanhope Terrace Street Reconstructions
 3. PUBLIC HEARING: Adopt Resolution #18-215 Adopting Assessment Roll Certifying Assessments for Improvement Project #18-03, 2018 Street Overlay Improvements
- 7. Council Business**

8. Mayor/Council/Staff Input

9. Adjournment

CC Regular Session

4. 1.

Meeting Date: 10/09/2018

By: Diana Lund, Finance

Information

Title

Receive Cash and Investments for Period Ending September 30, 2018

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending September 30, 2018.

Cash and investment report shows the monthly cash flow - receipts and expenditures through September 30, 2018 with the current listing of the city's investment portfolio.

Action:

No action required. Informational only.

Attachments

Cash & Investments for Period Ending September 30, 2018

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 10/04/2018

Reviewed By

Kurt Ulrich

Date

10/04/2018 01:36 PM

Started On: 09/28/2018 10:50 AM

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended September 30, 2018

	September-18 CURRENT MONTH	2018 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE	\$ 74,917,295.94	\$ 69,531,209.52
CASH INFLOWS:		
Daily Deposit	1,177,389.01	9,853,948.91
Tax Settlements		6,844,668.18
U/B Receipts	37,215.52	1,703,979.01
Credit Cards (Includes Utility Billing)	175,820.63	2,605,665.35
Interest Earnings [Net of Interest Paid on Investments]	84,579.93	881,976.62
Bond Proceeds		1,161,022.39
TOTAL CASH INFLOW	\$ 1,475,005.09	\$ 23,051,260.46
TOTAL CASH AVAILABLE	\$ 76,392,301.03	\$ 92,582,469.98
CASH OUTFLOWS:		
Prepaid Checks	991,151.20	6,391,339.99
Bills Lists	463,721.96	5,135,807.50
Pay Estimates	371,142.83	2,731,988.69
Credit Cards	9,945.88	49,501.66
Payroll - Net	337,091.72	3,143,360.17
Flex Reimbursement	2,014.09	31,350.42
Void Checks/Dormant Checks Paid	(146.69)	(100,633.90)
Debt Service	-	981,899.41
Miscellaneous [Bank Charges; etc.]	63.00	539.00
TOTAL CASH OUTFLOW	\$ 2,174,983.99	\$ 18,365,152.94
POOLED CASH AND TEMPORARY INVESTMENTS		
ENDING BALANCE	\$ 74,217,317.04	\$ 74,217,317.04
MEMO - NET 2018 CASH INFLOW (OUTFLOW)	(699,978.90)	4,686,107.52
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE	\$ 65,864,602.13	61,031,260.23
Purchases	2,125,000.00	25,680,000.95
Maturities/Sales	(574,076.07)	(19,295,735.12)
ENDING BALANCE	\$ 67,415,526.06	\$ 67,415,526.06

2018 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH 2018	SOLD/ MATURE	PRIN	PAR
						BAL 1/1/2018		2018	BAL 12/31/2018	
170202	1/30/2018	4M	Term Series 4M			1,000,000.00		1,000,000.00	0.00	1,000,000.00
171208A	3/29/2018	4M	Term Series 4M		249114	500,000.00		500,000.00	0.00	500,000.00
180130	3/28/2019	4M	Term Series 4M				500,000.00	0.00	500,000.00	500,000.00
18831C	3/28/2019	4M	Term Series 4M				500,000.00	0.00	500,000.00	500,000.00
180831D	9/26/2019	4M	Term Series 4M				750,000.00	0.00	750,000.00	750,000.00
180510	8/31/2018	4M	Term Series 4M		253392	500,000.00		500,000.00	0.00	500,000.00
180406A	10/31/2018	4M	Term Series 4M		252586	500,000.00		0.00	500,000.00	500,000.00
180406B	1/30/2019	4M	Term Series 4M		252589	1,000,000.00		0.00	1,000,000.00	1,000,000.00
180228	7/30/2018	4M	Term Series 4M			1,000,000.00		1,000,000.00	0.00	500,000.00
180629D	10/31/2018	4M	Term Series 4M			500,000.00		0.00	500,000.00	500,000.00
180629E	1/30/2019	4M	Term Series 4M			500,000.00		0.00	500,000.00	500,000.00
180629F	7/30/2019	4M	Term Series 4M			500,000.00		0.00	500,000.00	500,000.00
180731C	1/30/2019	4M	Term Series 4M			1,000,000.00		0.00	1,000,000.00	1,000,000.00
180731D	7/31/2019	4M	Term Series 4M			1,000,000.00		0.00	1,000,000.00	1,000,000.00
171208B	6/28/2018	4M	Term Series 4M		249104	500,000.00		500,000.00	0.00	500,000.00
171208C	12/10/2018	4M	Term Series 4M		249093	1,000,000.00		0.00	1,000,000.00	1,000,000.00
171109A	2/28/2018	4M	Term Series 4M			500,000.00		500,000.00	0.00	500,000.00
171109B	5/10/2018	4M	Term Series 4M			500,000.00		500,000.00	0.00	500,000.00
170831	8/31/2018	4M	Term Series 4M			750,000.00		750,000.00	0.00	750,000.00
170629A	6/29/2018	4M	Term Series 4M			2,000,000.00		2,000,000.00	0.00	2,000,000.00
170406B	4/13/2018	4M	Term Series 4M			1,000,000.00		1,000,000.00	0.00	1,000,000.00
									7,750,000.00	
150701A	2/1/2020	BAIRD	WINTHROP MN TAX		976367ND0	290,000.00		0.00	290,000.00	290,000.00
180223	12/30/2019	BAIRD	FNMA		3136G3VS2		500,000.00	0.00	500,000.00	500,000.00
180703	12/29/2020	BAIRD	FHLMC		3134GSHB4		600,000.00	0.00	600,000.00	600,000.00
180725C	7/25/2022	BAIRD	FFCB		3133EJVE6		350,000.00	0.00	350,000.00	350,000.00
160322A	3/22/2021	BAIRD	FNMA		3136H3BT1	250,000.00		0.00	250,000.00	250,000.00
160322B	1/1/2020	BAIRD	MINNETONKA MN ISD 276		604195D20	100,000.00		0.00	100,000.00	100,000.00
150701B	2/1/2021	BAIRD	WINTHROP MN TAX		976367NE8	305,000.00		0.00	305,000.00	305,000.00
140904	9/1/2021	BAIRD	OKLAHOMA TAXABLE		678519RP6	535,000.00		0.00	535,000.00	535,000.00
									2,930,000.00	
160826A	8/27/2018	ICD SEC	CD-ADMIRALS BANK	27015	007220AM8	200,000.00		200,000.00	0.00	200,000.00
170629B	12/31/2018	ICD SEC	CD-ALLY BANK	57803	02006L3S0	100,000.00		0.00	100,000.00	100,000.00
171012	10/13/2020	ICD SEC	CD-ALLY BANK	57803	03006L5Z2	74,000.00		0.00	74,000.00	74,000.00
160728B	7/30/2018	ICD SEC	CD-ALLY BANK	57803	02006LH30	75,000.00		75,000.00	0.00	75,000.00
170829B	3/1/2019	ICD SEC	CD-AMERICAN EXPRESS	27471	02587DX45	249,000.00		0.00	249,000.00	249,000.00
170829A	8/29/2019	ICD SEC	CD-AMERICAN EXPRESS	35328	02587CFQ8	249,000.00		0.00	249,000.00	249,000.00
160930C	4/6/2018	ICD SEC	CD-AMERICAN NATIONA	24472	02771RAQ6	249,000.00		249,000.00	0.00	249,000.00
160930A	4/2/2018	ICD SEC	CD-AMERICAN NATIONA	38812	02771PNK9	157,000.00		157,000.00	0.00	157,000.00
180302	1/2/2020	ICD SEC	CD-AXIOM BANK	31390	05464LAV3		200,000.00	0.00	200,000.00	200,000.00
170630A	6/29/2018	ICD SEC	CD-BANK BARODA	33681	06062RAU6	98,000.00		98,000.00	0.00	98,000.00
160615	6/15/2018	ICD SEC	CD-BANK LEUMI USA	19842	063248FQ6	250,000.00		250,000.00	0.00	250,000.00
170413	4/13/2018	ICD SEC	CD-BANK OF BARODA	33681	06062Q2P8	151,000.00		151,000.00	0.00	151,000.00
170517	5/17/2018	ICD SEC	CD-BANK OF CHINA	33653	06426WFA5	99,000.00		99,000.00	0.00	99,000.00
171220B	12/20/2018	ICD SEC	CD-BANK OF CHINA-inter	33653	06426WXH0	150,000.00		0.00	150,000.00	150,000.00
160826B	8/27/2018	ICD SEC	CD-BANK OF HOPE	26610	062683AB3	249,000.00		249,000.00	0.00	249,000.00
180215	2/13/2019	ICD SEC	CD-BANK OF INDIA	33648	06279KFK7		200,000.00	0.00	200,000.00	200,000.00
170125B	1/25/2019	ICD SEC	CD-BANKERS West Bank	23210	06610TDQ5	109,000.00		0.00	109,000.00	200,000.00
180125	1/25/2019	ICD SEC	CD-BANNER BANK-Int at 1	28489	06552XFNO		200,000.00	0.00	200,000.00	200,000.00
180921A	9/21/2020	ICD SEC	CD-DISCOVER BANK	5649	254673TS5		145,000.00	0.00	145,000.00	145,000.00
180921B	9/21/2020	ICD SEC	CD-READING COOP BANI	26620	755324BQ2		245,000.00	0.00	245,000.00	245,000.00
180926A	3/26/2020	ICD SEC	CD-QUONTIC BANK	57807	74909QAW9		245,000.00	0.00	245,000.00	245,000.00
170630B	12/28/2018	ICD SEC	CD-BAR HARBOR	11971	066851VR4	249,000.00		0.00	249,000.00	249,000.00
140716	7/16/2019	ICD SEC	CD-BARCLAYS BANK	57203	06740KHF7	250,000.00		0.00	250,000.00	250,000.00
171228C	12/27/2019	ICD SEC	CD-BELL BANK	19581	07815AAT4	249,000.00		0.00	249,000.00	249,000.00
170714A	1/14/2019	ICD SEC	CD-BMW BANK	35141	05580AJP0	149,000.00		0.00	149,000.00	149,000.00
161130	11/30/2018	ICD SEC	CD-BMW BANK OF NORT	35141	05580AFN9	100,000.00		0.00	100,000.00	100,000.00
171229A	12/27/2019	ICD SEC	CD-BRICKELL BANK	21220	10801DAM3	249,000.00		0.00	249,000.00	249,000.00
160729A	4/30/2018	ICD SEC	CD-BROOKLINE BANK	17798	113730CE6	176,000.00		176,000.00	0.00	176,000.00
170131	7/31/2019	ICD SEC	CD-CAPE COD	23287	13934CAB3	249,000.00		0.00	249,000.00	200,000.00
170111	1/11/2019	ICD SEC	CD-CAPITAL ONE BANK	33954	140420S92	148,000.00		0.00	148,000.00	200,000.00
150715A	7/16/2018	ICD SEC	CD-CAPITAL ONE BANK	04297	14042E4R8	250,000.00		250,000.00	0.00	250,000.00
180216	8/16/2019	ICD SEC	CD-CATHAY BANK	18503	149159LY9		249,000.00	0.00	249,000.00	249,000.00
170330B	9/30/2019	ICD SEC	CD-CENTRAL FEDERAL S	27910	15347EAE9	249,000.00		0.00	249,000.00	249,000.00
180329	3/30/2020	ICD SEC	CD-CITIBANK-Semiannual	7213	17312QHS1		249,000.00	0.00	249,000.00	249,000.00
180117	7/17/2020	ICD SEC	CD-CITIZENS NATIONAL	06531	175144DH4		150,000.00	0.00	150,000.00	150,000.00
170728C	7/29/2019	ICD SEC	CD-CITIZENS STATE BAN	00419	17669WGF6	249,000.00		0.00	249,000.00	249,000.00
170331	9/30/2019	ICD SEC	CD-CITIZENS STATE BAN	11778	17668UAP5	103,000.00		0.00	103,000.00	103,000.00

2018 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH 2018	SOLD/ MATURE	PRIN	PAR
						BAL 1/1/2018		2018	BAL 12/31/2018	
160826C	2/28/2019	ICD SEC	CD-COMENITY CAP BAN	57570	20033ARR9	249,000.00		0.00	249,000.00	249,000
180725A	7/25/2023	ICD SEC	CD-COMMERCIAL BANK	18584	201282HW3		245,000.00	0.00	245,000.00	245,000.00
170208	8/8/2018	ICD SEC	CD-COMMERCIAL BANK	12246	20146AAC4	101,000.00		101,000.00	0.00	101,000
170928	3/27/2020	ICD SEC	CD-CONNECTONE BANK	57919	20786ABV6	249,000.00		0.00	249,000.00	249,000
171129B	11/29/2019	ICD SEC	CD-CRESCOM BANK	57135	225862DH1	249,000.00		0.00	249,000.00	249,000
180124A	1/24/2020	ICD SEC	CD-CROSSFIRST BANK	58648	2766ACD5		249,000.00	0.00	249,000.00	249,000
180717	7/16/2021	ICD SEC	CD-CURRIE STATE BANK	8833	23130SDL4		245,000.00	0.00	245,000.00	245,000.00
140723A	1/23/2018	ICD SEC	CD-CUSTOMERS BANK	34444	23204HBR8	200,000.00		200,000.00	0.00	200,000
170719A	7/19/2019	ICD SEC	CD-DISCOVER BANK	05649	2546726A1	100,000.00		0.00	100,000.00	100,000
150730	7/30/2018	ICD SEC	CD-DISCOVER BANK	05649	254672TA6	149,000.00		149,000.00	0.00	149,000.00
160720	7/20/2018	ICD SEC	CD-EAGLE BANK	34742	27002YCX2	249,000.00		249,000.00	0.00	249,000
170724	7/24/2019	ICD SEC	CD-EAST BOSTON SAVIN	33510	27119PBU4	249,000.00		0.00	249,000.00	249,000
170719C	7/19/2019	ICD SEC	CD-ENERBANK	57293	29266N5Q6	249,000.00		0.00	249,000.00	249,000
170228	2/28/2019	ICD SEC	CD-ESSA BANK & TRUST	28262	29667RPN7	249,000.00		0.00	249,000.00	249,000
160129	1/29/2018	ICD SEC	CD-EVERBANK	34775	29976DH94	248,000.00		248,000.00	0.00	250,000
170630C	12/31/2018	ICD SEC	CD-FIRST BANK SOUTHE	15019	31931TEP6	249,000.00		0.00	249,000.00	249,000
170731	1/31/2019	ICD SEC	CD-FIRST COMMERCIAL	57069	31984GEF2	249,000.00		0.00	249,000.00	249,000
180713B	7/13/2021	ICD SEC	CD-FIRST FINANCIAL NW	29058	32022MAW8		245,000.00	0.00	245,000.00	245,000.00
180831A	8/31/2020	ICD SEC	CD-PROVIDENT BANK	90141	743837DK9		204,000.00	0.00	204,000.00	204,000.00
180831B	8/31/2021	ICD SEC	CD-PEOPLES SECURITY E	7514	712303AA4		245,000.00	0.00	245,000.00	245,000.00
180430A	10/30/2019	ICD SEC	CD-FIRST GENERAL BAN	58060	320337CF3		200,000.00	0.00	200,000.00	200,000
180629B	6/1/2020	ICD SEC	CD-FIRST INTERNET BAN	34607	32056GC21		249,000.00	0.00	249,000.00	249,000
160816	2/16/2018	ICD SEC	CD-FIRST NATIONAL BA	05452	332135GM8	249,000.00		249,000.00	0.00	249,000
151218B	6/18/2018	ICD SEC	CD-FIRST SOURCE BANK	09087	33646CFY5	250,000.00		250,000.00	0.00	250,000.00
180129	1/29/2020	ICD SEC	CD-FORTUNE BANK	58107	34969RCD8		248,000.00	0.00	248,000.00	248,000
130301	3/1/2018	ICD SEC	CD-GE CAPITAL BANK	33778	36161TJB2	200,000.00		200,000.00	0.00	200,000
170327	7/27/2018	ICD SEC	CD-GNB BANK	14079	36198JCP7	249,000.00		249,000.00	0.00	249,000
170726	7/27/2020	ICD SEC	CD-GOLDMAN SACHS	33124	38148PLS4	249,000.00		0.00	249,000.00	249,000
180712	4/13/2020	ICD SEC	CD-HADDON SAVINGS B.	28222	404730BV4		245,000.00	0.00	245,000.00	245,000.00
171215A	12/16/2019	ICD SEC	CD-HAMNI BANK	24170	410193CR9	249,000.00		0.00	249,000.00	249,000
171130C	5/29/2020	ICD SEC	CD-HENRY COUNTY BAN	15384	426336BM4	200,000.00		0.00	200,000.00	200,000
180718B	10/18/2021	ICD SEC	CD-HERITAGE BANK	30090	42724JEH4		245,000.00	0.00	245,000.00	245,000.00
160729B	3/29/2018	ICD SEC	CD-HERITAGE BANK	30090	42724JDF9	249,000.00		249,000.00	0.00	249,000
160721A	7/23/2018	ICD SEC	CD-INDEPENDENCE BAN	08136	4534OKDP1	249,000.00		249,000.00	0.00	249,000
161216A	12/17/2018	ICD SEC	CD-INVESTORS SAVINGS	28892	46176PFV2	249,000.00		0.00	249,000.00	249,000
180731B	1/31/2022	ICD SEC	CD-IROQUOIS FEDERAL S	29675	46355PCM8		245,000.00	0.00	245,000.00	245,000.00
160831	8/31/2018	ICD SEC	CD-JP MORGAN CHASE	00628	48126XCN3	249,000.00		249,000.00	0.00	249,000
180727A	7/27/2022	ICD SEC	CD-KANSAS STATE BANK	19899	50116CBY4		245,000.00	0.00	245,000.00	245,000.00
170927	9/27/2019	ICD SEC	CD-KEY BANK	17534	49306SYU4	100,000.00		0.00	100,000.00	100,000
170222	8/22/2019	ICD SEC	CD-KEY BANK	17534	493065XF8	149,000.00		0.00	149,000.00	149,000
171013	10/15/2019	ICD SEC	CD-LAKESIDE BANK	19573	51210SNQ6	101,000.00		0.00	101,000.00	101,000
161019	10/19/2018	ICD SEC	CD-LAKESIDE BANK	19573	51210SLX3	100,000.00		0.00	100,000.00	100,000
170929	3/27/2020	ICD SEC	CD-LANDMARK COMM B	34982	51507LBM5	249,000.00		0.00	249,000.00	249,000
161230A	12/30/2019	ICD SEC	CD-M BANK	14816	55275FKK3	160,000.00		0.00	160,000.00	160,000
180430B	4/30/2020	ICD SEC	CD-MAGYAR BANK-Semi	30704	55977RBP7		225,000.00	0.00	225,000.00	225,000
161215	2/14/2019	ICD SEC	CD-MAIN STREET BANK	57162	56034WAP6	249,000.00		0.00	249,000.00	249,000
171220A	12/20/2019	ICD SEC	CD-MB FINANCIAL	03628	55266CXT8	249,000.00		0.00	249,000.00	249,000
170714B	1/14/2019	ICD SEC	CD-MEDALLION BANK	57449	58403D7B6	249,000.00		0.00	249,000.00	249,000
180621	6/21/2021	ICD SEC	CD-MERCANTILE COMM.	22953	58733AEX3		200,000.00	200,000.00	0.00	200,000
170721	7/22/2019	ICD SEC	CD-MERRICK BANK	34519	59013JZB8	249,000.00		0.00	249,000.00	249,000
180730	2/28/2020	ICD SEC	CD-METABANK	30776	59101LEF0		245,000.00	0.00	245,000.00	245,000.00
171214A	6/14/2019	ICD SEC	CD-MIDLAND STATES BA	01040	59774QFF4	249,000.00		0.00	249,000.00	249,000
170714C	7/15/2019	ICD SEC	CD-MIDSOUTH BANK	25884	59805FAB5	249,000.00		0.00	249,000.00	249,000
171214B	12/16/2019	ICD SEC	CD-MORGAN STANLEY B	32992	61747MD65	249,000.00		0.00	249,000.00	249,000
170728B	1/28/2020	ICD SEC	CD-NATIONWIDE BANK	34710	63861NAH8	249,000.00		0.00	249,000.00	249,000
151031	1/4/2018	ICD SEC	CD-NOA BANK	58657	65487TBD2	150,000.00		150,000.00	0.00	150,000
170330A	4/1/2019	ICD SEC	CD-NORTHFIELD BANK	28710	66612ABG2	249,000.00		0.00	249,000.00	249,000
180706	7/6/2020	ICD SEC	CD-ORIENTAL BANK	31469	68621KBWO		245,000.00	0.00	245,000.00	245,000.00
160210A	2/9/2018	ICD SEC	CD-ORIENTAL BANK	31469	686184WS7	200,000.00		200,000.00	0.00	200,000
161221	6/21/2019	ICD SEC	CD-ORRSTOWN BANK	00713	687377EA5	249,000.00		0.00	249,000.00	249,000
171215B	6/15/2020	ICD SEC	CD-PACIFIC CITY BANK	57463	69406PCT4	249,000.00		0.00	249,000.00	249,000
170719B	7/19/2019	ICD SEC	CD-PEOPLES UNITED BA	27334	71270QQZZ	249,000.00		0.00	249,000.00	249,000
170727	10/28/2019	ICD SEC	CD-PILOT BANK	27045	721531BT7	249,000.00		0.00	249,000.00	249,000
170728A	7/27/2018	ICD SEC	CD-PINNACLE BANK	35583	72345SFJ5	249,000.00		249,000.00	0.00	249,000
180727B	4/27/2020	ICD SEC	CD-PLUS INTERNATIONAL	57083	72940UIH9		245,000.00	0.00	245,000.00	245,000.00
171130B	11/29/2019	ICD SEC	CD-PONCE DELEON	31189	73233AM1	53,000.00		0.00	53,000.00	53,000
161229	6/29/2018	ICD SEC	CD-PREFERRED BANK	33539	740367FE2	249,000.00		249,000.00	0.00	249,000
170317	9/17/2018	ICD SEC	CD-PRIVATE BANK & TR	33306	74267GVR5	200,000.00		200,000.00	0.00	200,000
161228A	6/28/2018	ICD SEC	CD-PROVIDENCE BANK	01643	74374MAD6	249,000.00		249,000.00	0.00	249,000
171127	11/27/2019	ICD SEC	CD-ROCKFORD BANK &	57927	77315PBM3	249,000.00		0.00	249,000.00	249,000
161207	6/7/2018	ICD SEC	CD-ROLLSTONE BANK &	17797	77579ABW5	200,000.00		200,000.00	0.00	200,000
170125C	1/25/2019	ICD SEC	CD-RONDOUT SAVINGS F	15969	77632AR0	200,000.00		0.00	200,000.00	200,000
171222	9/23/2019	ICD SEC	CD-SACO & BIDDEFORD	17743	78577TAV7	249,000.00		0.00	249,000.00	249,000
160916	9/17/2018	ICD SEC	CD-SAFRA NATIONAL BA	26876	78/658QYZ0	249,000.00		249,000.00	0.00	249,000.00

2018 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	PRIN	PAR
						BAL		MATURE	BAL	
						1/1/2018	2018	2018	12/31/2018	
171213	12/13/2019	ICD SEC	CD-SALLIE MAE BANK	58177	795450G41	249,000.00		0.00	249,000.00	249,000
180726	4/26/2021	ICD SEC	CD-SIGNATURE BANK	57269	82668XFZ6		245,000.00	0.00	245,000.00	245,000.00
180417	4/17/2020	ICD SEC	CD-SOUTHWEST NATION	4801	845182BK9		151,000.00	0.00	151,000.00	151,000
180713A	7/13/2021	ICD SEC	CD-SPIRIT BANK	4048	848608DE2		249,000.00	0.00	249,000.00	249,000.00
171229B	12/29/2020	ICD SEC	CD-STATE BANK OF FEN	11406	856188AV9	249,000.00		0.00	249,000.00	249,000
170623	6/24/2019	ICD SEC	CD-STATE BANK OF INDI	33682	856285BZ3	249,000.00		0.00	249,000.00	249,000
180531A	5/29/2020	ICD SEC	CD-STEARN'S BANK	10988	857894WV9		249,000.00	0.00	249,000.00	249,000
160930D	4/30/2018	ICD SEC	CD-STEARN'S BANK	10988	857894RN1	249,000.00		249,000.00	0.00	249,000.00
161228B	6/28/2019	ICD SEC	CD-STEUBEN TR CO	12936	860010BG1	160,000.00		0.00	160,000.00	160,000
170630D	6/28/2019	ICD SEC	CD-SUMMIT COMMUNIT	34102	86604XLX2	205,000.00		0.00	205,000.00	205,000
180406C	4/6/2020	ICD SEC	CD-SYNCHRONY BANK-S	27314	87164WUX4		249,000.00	0.00	249,000.00	249,000
161123	5/23/2018	ICD SEC	CD-TCF NATIONAL BANK	28330	872278KK7	100,000.00		100,000.00	0.00	100,000
170922	5/26/2020	ICD SEC	CD-TEXAS EXCHANGE B.	20096	88241TCA6	249,000.00		0.00	249,000.00	249,000
171027	10/27/2020	ICD SEC	CD-THIRD FEDERAL SAV	30012	88413QBS6	249,000.00		0.00	249,000.00	249,000
160721B	1/22/2018	ICD SEC	CD-TRANSPORTATION A	34781	89388CBE7	249,000.00		249,000.00	0.00	249,000
170421	4/22/2019	ICD SEC	CD-UNITED COMMUNITY	19143	90983HAC8	249,000.00		0.00	249,000.00	249,000
180718A	7/20/2020	ICD SEC	CD-UNITED STATE BANK	12214	91153QAE6		245,000.00	0.00	245,000.00	245,000.00
171130A	11/29/2019	ICD SEC	CD-UNIVEST NATIONAL	07759	91527PBF3	249,000.00		0.00	249,000.00	249,000
161219	12/19/2018	ICD SEC	CD-WEB BANK	34404	947547JJ5	249,000.00		0.00	249,000.00	249,000
180731A	7/31/2020	ICD SEC	CD-WELCH STATE BANK	9472	949095BB8		245,000.00	0.00	245,000.00	245,000.00
160617	6/18/2018	ICD SEC	CD-WELLS FARGO BANK	03511	9497485X1	150,000.00		150,000.00	0.00	150,000
180530	5/29/2020	ICD SEC	CD-WEX BANK-Semiannua	34697	92937CHA9		249,000.00	0.00	249,000.00	249,000
170125A	1/25/2019	ICD SEC	CD-WHITNEY BANK	12441	966594V5	249,000.00		0.00	249,000.00	249,000
160930B	4/2/2018	ICD SEC	CD-WOOD & HUSTON BA	01060	978208AA4	249,000.00		249,000.00	0.00	249,000.00
170112	1/11/2019	ICD SEC	CD-WORLDS FOREMOST	57079	981571CS9	100,000.00		0.00	100,000.00	200,000
170119	1/18/2019	ICD SEC	CD-WORLDS FOREMOST	57079	981571CU4	100,000.00		0.00	100,000.00	200,000
171214C	6/14/2019	ICD SEC	CD-ZB (ZION)	02270	98878BLQ9	249,000.00		0.00	249,000.00	249,000
			2017 Investments & MM						21,951,000.00	
090102B	12/25/2018	Com Sec	FNR 2003-120 BY		31393UGR8	3,572.05		3,534.19	37.86	200,000
									37.86	
160606	5/1/2020	Northland	ANCHOR BAY MI SCH DISTRICT		032879-TC-2	500,000.00		0.00	500,000.00	500,000
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00	300,000.00	300,000
130412	2/1/2024	Northland	BECKER MN TAX		075671LL4	50,000.00		0.00	50,000.00	50,000
160317	2/1/2019	Northland	BECKER MN TAX		075663TG9	645,000.00		0.00	645,000.00	645,000
150903	11/1/2018	Northland	BROOKFIELD WI, TAXABLE		112857-BL-0	500,000.00		0.00	500,000.00	500,000
110310	2/1/2020	Northland	BROOKLYN CENTER ISD#286		113853-KG-9	285,000.00		0.00	285,000.00	285,000
17128A	4/1/2018	Northland	BURLINGTON WIS REFUND		122133-KW-0	25,000.00		25,000.00	0.00	25,000
120215B	6/1/2026	Northland	CEDAR RAPIDS IO TAX		150528-JU-2	50,000.00		0.00	50,000.00	50,000
120606B	6/1/2022	Northland	CEDAR RAPIDS IO TAX		150528-N2-6	135,000.00		0.00	135,000.00	135,000
120606A	6/1/2023	Northland	CEDAR RAPIDS IO TAX		150528-PA-9	140,000.00		0.00	140,000.00	140,000
140620	12/1/2020	Northland	CELINA OHIO SCHOOL DISTR		151069-FD-8	300,000.00		0.00	300,000.00	300,000
130815A	12/1/2020	Northland	CHASKA, MN TAX		161664-DY-0	75,000.00		0.00	75,000.00	75,000
130815B	12/1/2021	Northland	CHASKA, MN TAX		161664-DZ-7	75,000.00		0.00	75,000.00	75,000
171129A	2/1/2019	Northland	CHASKA, MN TAX		161664-G4-7	120,000.00		0.00	120,000.00	120,000
140502	2/15/2020	Northland	COLLINGSWOOD NJ TAX		194756-PQ-9	145,000.00		0.00	145,000.00	145,000
140730A	6/1/2019	Northland	DES MOINES IA TAXABLE		25009X-GB-5	115,000.00		0.00	115,000.00	115,000
140730B	6/1/2020	Northland	DES MOINES IA TAXABLE		25009X-GC-3	145,000.00		0.00	145,000.00	145,000
170109	6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		0.00	200,000.00	200,000
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		0.00	150,000.00	150,000
151217A	12/1/2018	Northland	FARGO ND TAXABLE		30747N-BC-7	435,000.00		0.00	435,000.00	435,000
151216A	6/14/2018	Northland	FFCB		3133EF-SH-1	500,000.00		500,000.00	0.00	500,000
170712	7/1/2021	Northland	GARDENDALE ALA TAX		365478-DQ-6	240,000.00		0.00	240,000.00	240,000
171218B	3/1/2020	Northland	GLENDALE RIVER HILLS WIS TAX		378541-CN-4	135,000.00		0.00	135,000.00	135,000
171218C	2/15/2018	Northland	HALE COUNTY TAX		405468-CN-7	25,000.00		25,000.00	0.00	25,000
170823A	3/1/2018	Northland	HAWLEY MN SCHOOL DISTRICT		420416-EY-1	150,000.00		150,000.00	0.00	150,000
140320A	3/1/2019	Northland	HAWLEY MN SCHOOL DISTRICT		420416-EZ-8	390,000.00		0.00	390,000.00	390,000
140117	11/1/2019	Northland	HONOLULU TAXABLE		438670-Q4-6	275,000.00		0.00	275,000.00	275,000
150109	10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		0.00	135,000.00	140,000
180212A	6/1/2018	Northland	IOWA WESTIN COMM COLLEGE		462612-RZ-7		160,000.00	160,000.00	0.00	160,000
180212B	6/1/2019	Northland	IOWA WESTIN COMM COLLEGE		462612-SA-1		140,000.00	0.00	140,000.00	140,000
180212C	6/1/2020	Northland	IOWA WESTIN COMM COLLEGE		462612-SB-9		160,000.00	0.00	160,000.00	160,000
180725B	7/25/2023	Northland	CD-SMARTBANK		83172H-DT-4		245,000.00	0.00	245,000.00	245,000
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9		100,000.00	0.00	100,000.00	100,000
180917	8/15/2019	Northland	CONNECTICUT STATE GO		20772J-QL-9		100,000.00	0.00	100,000.00	100,000
180913	7/31/2023	Northland	CD-BANK NEW ENGLAND SALEM		06426K-AN-8		245,000.00	0.00	245,000.00	245,000
120321	3/1/2022	Northland	MADISON WI SCHOOL DISTR		558495-KN-6	500,000.00		0.00	500,000.00	500,000
150708	2/1/2019	Northland	MAPLEWOOD MN TAX		56557-UM-5	350,000.00		0.00	350,000.00	350,000
161101	3/1/2019	Northland	MARSHFIELD WI TAX		572852-W4-9	145,000.00		0.00	145,000.00	145,000
121228B	9/1/2023	Northland	MIDDLETON WIS REFUND		596782-T6-7	300,000.00		0.00	300,000.00	300,000
120214B	9/1/2025	Northland	MIDDLETON WIS REFUND		596782-TJ-1	315,000.00		0.00	315,000.00	315,000
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		0.00	270,000.00	270,000

2018 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH 2018	SOLD/ MATURE	BV PRIN	PAR
						BAL 1/1/2018		2018	BAL 12/31/2018	
130702A	1/1/2019	Northland	MINNETONKA ISD #276		604195-VW-4	285,000.00		0.00	285,000.00	285,000
130702B	1/1/2021	Northland	MINNETONKA ISD #276		604195-VY-0	400,000.00		0.00	400,000.00	400,000
120215A	1/1/2028	Northland	MINNETONKA ISD #276		604195-SB-4	50,000.00		50,000.00	0.00	50,000
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00	190,000.00	190,000
130722	2/1/2021	Northland	MOUND MN TAXABLE		620S35-W4-2	95,000.00		0.00	95,000.00	95,000
100803B	2/1/2018	Northland	NEW PRAGUE BAB		648159-TX-9	70,000.00		70,000.00	0.00	70,000
100803C	2/1/2019	Northland	NEW PRAGUE BAB		648159-TY-7	45,000.00		0.00	45,000.00	45,000
100803D	2/1/2020	Northland	NEW PRAGUE BAB		648159-TZ-4	70,000.00		0.00	70,000.00	70,000
141006	6/1/2020	Northland	NORTHEAST IOWA COMM COLLEGE		664214-JQ-7	320,000.00		0.00	320,000.00	320,000
161003A	2/1/2018	Northland	OLIVIA MN TAX		681079-YD-5	45,000.00		45,000.00	0.00	45,000
161003B	2/1/2019	Northland	OLIVIA MN TAX		681079-YE-3	95,000.00		0.00	95,000.00	95,000
161003C	2/1/2020	Northland	OLIVIA MN TAX		681079-YF-0	100,000.00		0.00	100,000.00	100,000
180131	3/1/2021	Northland	PALMYRA EAGE AREA SCHOOL		697165-EH-7		75,000.00	0.00	75,000.00	75,000
111031	6/1/2018	Northland	RACINE WIS TAXABLE		750021-6D-4	755,000.00		755,000.00	0.00	755,000
130624A	2/1/2023	Northland	RAMSEY COUNTY TAXABLE		751622-HH-7	595,000.00		0.00	595,000.00	595,000
130624B	2/1/2022	Northland	RAMSEY COUNTY TAXABLE		751622-HG-9	285,000.00		0.00	285,000.00	285,000
180124B	2/1/2019	Northland	RICHFIELD TAX TIF		763325-6K-8		25,000.00	0.00	25,000.00	25,000
171228A	2/1/2020	Northland	SCOTT COUNTY TAX		809557-AY-7	60,000.00		0.00	60,000.00	60,000
171228B	2/1/2021	Northland	SCOTT COUNTY TAX		809557-AZ-4	115,000.00		0.00	115,000.00	115,000
160420B	10/1/2018	Northland	SHEBOYGAN WIS TAX		82102R-BY-0	250,000.00		0.00	250,000.00	250,000
150804	11/1/2018	Northland	SHEBYGAN WISCON REFUND		82102R-BM-6	800,000.00		0.00	800,000.00	800,000
120308A	12/1/2020	Northland	SHOREWOOD WIS TAX		825230-KU-8	150,000.00		0.00	150,000.00	150,000
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	150,000.00		0.00	150,000.00	150,000
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00	225,000.00	225,000
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00	465,000
170215	5/1/2019	Northland	SPARTA WIS REFUNDING		846748-HC-8	100,000.00		0.00	100,000.00	100,000
161222	2/1/2019	Northland	ST. PAUL MN PORT AUTHORITY TAX		793028-WR-8	145,000.00		0.00	145,000.00	145,000
110608	2/1/2019	Northland	WADENA MN BAB		930217-JD-7	95,000.00		0.00	95,000.00	95,000
170620A	6/1/2019	Northland	WATERLOO IOWA TAXABLE		941647-VS-5	210,000.00		0.00	210,000.00	210,000
170620B	6/1/2020	Northland	WATERLOO IOWA TAXABLE		941647-VT-3	210,000.00		0.00	210,000.00	210,000
130624C	6/1/2018	Northland	WATERLOO IOWA TAXABLE		941647-NZ-8	345,000.00		345,000.00	0.00	345,000
170823B	10/1/2019	Northland	WESTERN LAKE SUPERIOR		958522-XW-9	120,000.00		0.00	120,000.00	120,000
120215C	10/1/2019	Northland	WESTERN LAKE SUPERIOR		958522-WU-4	100,000.00		0.00	100,000.00	100,000
160728A	5/1/2020	Northland	WISCONSIN STATE TAX		97705M-DS-1	500,000.00		0.00	500,000.00	500,000
141205A	9/1/2018	Northland	WYANDOTTE KANSAS SD		982696-QE-9	125,000.00		125,000.00	0.00	125,000
									14,685,000.00	
180628	6/28/2023	UBS	CD-COMENITY BANK	27499	981996UP3		200,000.00	0.00	200,000.00	200,000
150311	3/11/2025	UBS	CD-HBSC BANK	57890	40434ASB6	240,000.00		0.00	240,000.00	240,000
160930E	9/30/2019	UBS	CD-JEFFERSON BANK & T	1071	472376AA0	245,000.00		0.00	245,000.00	245,000.00
161216B	12/16/2022	UBS	CD-MERCANTIL COMM E	22953	58733ADQ9	245,000.00		0.00	245,000.00	245,000
180531B	6/1/2020	UBS	CD-MORGAN STANLY	34221	6176OALP2		245,000.00	0.00	245,000.00	245,000
180723	7/24/2023	UBS	CD-TOYOTA FINANCIAL	57542	89235MJA0		245,000.00	0.00	245,000.00	245,000
180629A	6/29/2021	UBS	CD-WELLS FARGO	3511	949763RX6		245,000.00	0.00	245,000.00	245,000
180907	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271ABO		400,000.00	0.00	400,000.00	400,000
180914	5/28/1931	UBS	FHLB STEP		3130A83X9		300,000.00	0.00	300,000.00	300,000
180926A	9/27/2021	UBS	CD-TOWNEBANK PORTSMOUTH VA		89214PCA5		200,000.00	0.00	200,000.00	200,000
180928	9/28/2023	UBS	CD-JP MORGAN CHASE BANK		48128FVB5		245,000.00	0.00	245,000.00	245,000
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00	300,000.00	300,000
180626	2/1/2023	UBS	FFCB		3133EG5K7		300,000.00	0.00	300,000.00	300,000
180711A	3/6/2023	UBS	FFCB		3133EJET2		350,000.00	0.00	350,000.00	350,000
180614	6/12/2024	UBS	FFCB		3133EH2F9		500,000.00	0.00	500,000.00	500,000
180522	2/5/2025	UBS	FFCB		3133EJBN8		750,000.00	0.00	750,000.00	750,000
180711B	2/20/2026	UBS	FFCB		3133EJDH96		400,000.00	0.00	400,000.00	400,000
010328	6/25/2023	UBS	FHG14A		312916PD5R	2,000.00		0.00	2,000.00	152,000
160928	3/28/2025	UBS	FHLB		3130A9CN9	300,000.00		0.00	300,000.00	300,000.00
160826D	8/24/2026	UBS	FHLB		3130A8Z63	300,000.00		0.00	300,000.00	300,000
160830A	8/28/2026	UBS	FHLB		3130A8ZF3	300,000.00		0.00	300,000.00	300,000
180713C	8/24/2028	UBS	FHLB		3130A8Y56		500,000.00	0.00	500,000.00	500,000
160830B	8/28/2023	UBS	FHLMC		3134GAAK0	300,000.00		0.00	300,000.00	300,000
160726	7/26/2024	UBS	FHLMC		3134G9N78	500,000.00		0.00	500,000.00	500,000
970917B	9/15/2021	UBS	FHLMC REMIC SERIES FH194E		312904GT6C	80.09		80.09	0.00	255,714
020826	10/15/2022	UBS	FHR 1391D		312912LUO	652.07		216.03	436.04	59,990
030630A	6/15/2018	UBS	FHR 2628 AB		31393VMQ1C	553.50		553.50	0.00	200,000
040730A	7/15/2019	UBS	FHR 2822 DB		31395C3S8	865.81		865.81	0.00	500,000
171211	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271AB0	235,000.00		0.00	235,000.00	235,000
130611	5/21/2018	UBS	FNMA		3135GOXD0	750,000.00		750,000.00	0.00	750,000
160428	10/28/2022	UBS	FNMA		3136G3JS5	250,000.00		0.00	250,000.00	250,000
160830D	8/24/2023	UBS	FNMA		3136G3ZY0	250,000.00		0.00	250,000.00	250,000
970625	2/25/2021	UBS	FNMA FNR-1991-7 H		31358FZW2	1,000.00		0.00	1,000.00	129,000
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	803.28		245.54	557.74	52,000

2018 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH 2018	SOLD/	BV	PAR
						BAL 1/1/2018		MATURE 2018	PRIN BAL 12/31/2018	
030730A	8/25/2018	UBS	FNR 2003-74-KN		31393EAL3C	1,042.57		1,042.57	0.00	300,000.00
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	690.86		196.44	494.42	75,215
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00	300,000.00	300,000
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00	300,000
160412	5/1/2019	UBS	LINCOLN SD TAX		533883NG5	500,000.00		0.00	500,000.00	500,000
160718	12/1/2021	UBS	LITTLE MIAMI OHIO SCHOOL		537292KY9	345,000.00		0.00	345,000.00	345,000
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00	640,000.00	640,000
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1		300,000.00	0.00	300,000.00	300,000
160601	2/15/2022	UBS	MCALLEN TAX'		582018FF5	200,000.00		0.00	200,000.00	200,000
160224B	12/1/2019	UBS	MCLEAN COUNTY IL SCHOOL DISTRIC'		582018FF5	450,000.00		0.00	450,000.00	450,000
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2	250,000.00		0.00	250,000.00	250,000
160705	11/1/2021	UBS	MICHIGAN STATE TAX		594612CX9	300,000.00		0.00	300,000.00	300,000
160526	5/1/2020	UBS	MILAN MICH SCHOOL TAX		598801JD1	500,000.00		0.00	500,000.00	500,000
150310	4/1/2020	UBS	MONTGOMERY ALA TAX		613035L69	400,000.00		0.00	400,000.00	400,000
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00	250,000.00	250,000
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7	300,000.00		0.00	300,000.00	300,000
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		0.00	500,000.00	500,000
151009	9/1/2024	UBS	NJ ENVIRONMENTAL INFRASTRUCTUR		645791CAO	270,000.00		0.00	270,000.00	270,000
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50	500,000.00		0.00	500,000.00	500,000
121207	11/1/2018	UBS	NYC GEN TAX		64971QH55	500,000.00		0.00	500,000.00	500,000
130606B	11/1/2019	UBS	NYC GEN TAX		64971QH63	1,000,000.00		0.00	1,000,000.00	1,000,000
120817A	5/1/2018	UBS	NYC-TAXABLE		64971QTU7	500,000.00		500,000.00	0.00	500,000
180108	10/1/2022	UBS	PALM BEACH COUNTY SOLID WASTE				450,000.00	0.00	450,000.00	450,000
180831E	8/28/2020	UBS	CD-FIRST REPUBLIC BAN	59017	33616CBL3		245,000.00	0.00	245,000.00	245,000
180814	8/16/2024	UBS	FHLB-STEP		3130A8UZ4		430,000.00	0.00	430,000.00	430,000
180815A	8/16/2021	UBS	CD-DISCOVER BANK	5649	254673SV9		145,000.00	0.00	145,000.00	145,000
180815B	8/16/2021	UBS	CD-DIETRICH BANK	3787	253720AB2		245,000.00	0.00	245,000.00	245,000
151207	12/1/2020	UBS	SACRAMENTO TAXABLE		786060BB8	300,000.00		0.00	300,000.00	300,000
160613	12/1/2020	UBS	SCHILLER PARK TAX		8062721LM6	325,000.00		0.00	325,000.00	325,000
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00	500,000.00	500,000
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00	400,000
160422	5/15/2021	UBS	UNIVERSITY OF CA TAX		91412GFS9	500,000.00		0.00	500,000.00	500,000
160927A	5/1/2021	UBS	YPSILANTI MI SCHOOL DISTR		987864NY7	405,000.00		0.00	405,000.00	405,000.00
									20,099,488.20	
TOTAL INVESTMENTS						61,031,260.23	25,680,000.00	19,295,734.17	67,415,526.06	
Unamortized Premiums						1,457,335.04			1,457,335.04	
Unamortized Discounts						(3,294,871.24)	(121,933.08)		(3,416,804.32)	
BOW						6,736,009.95	34,119,567.93	35,810,796.14	5,044,781.74	
Money Market Accounts						3,601,475.54	8,365,002.98	8,250,000.00	3,716,478.52	
Net Cash and Investments						69,531,209.52	68,042,637.83	63,356,530.31	74,217,317.04	

CC Regular Session

4. 2.

Meeting Date: 10/09/2018

By: Katie Schmidt, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated 9/25/2018
2. City Council Regular dated 9/25/2018

Purpose/Background:

Purpose: The purpose of this case is for Council review and approval of meeting minutes.

Background: Attached are the meeting minutes referenced above.

Action:

Motion to approve the following Council meeting minutes:

1. City Council Work Session dated 9/25/2018
 2. City Council Regular dated 9/25/2018
-

Attachments

9-25-18 CC Minutes

9-25-18 CCWS Minutes

Form Review

Inbox	Reviewed By	Date
Jo Thieling	Jo Thieling	10/02/2018 11:22 AM
Kurt Ulrich	Kurt Ulrich	10/04/2018 01:34 PM
Form Started By: Katie Schmidt		Started On: 09/28/2018 10:45 AM
Final Approval Date: 10/04/2018		

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**CITY COUNCIL
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a regular meeting on Tuesday, September 25, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Mayor John LeTourneau
 Councilmember Jill Johns
 Councilmember Mark Kuzma
 Councilmember Chris Riley
 Councilmember Melody Shryock

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
 Finance Director Diana Lund
 Police Chief Jeff Katers
 Parks and Assistant Public Works Superintendent Mark Riverblood
 Public Works Superintendent Grant Riemer
 Administrative Services Director Colleen Lasher
 Community Development Director Timothy Gladhill
 City Engineer Bruce Westby
 City Planner Chris Anderson

1. CALL TO ORDER

Acting Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:03 p.m., followed by the Pledge of Allegiance led by Acting Mayor LeTourneau.

2. PRESENTATION

2.01: Proclamation Declaring October 2018 as *Domestic Violence Awareness Month*

Acting Mayor LeTourneau stated that at the request of Alexandra House, and the Purple Lights Initiative, the City Council will consider a resolution on its Consent Agenda this evening, proclaiming October 2018 Domestic Violence Awareness Month. He read aloud the proclamation.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

Motion by Councilmember Shryock, seconded by Councilmember Johns, to approve the following items on the Consent Agenda:

- 4.01: Receive August 2018 Financial Reports – General Fund and Enterprise Funds
- 4.02: Note the Following Boards and Commissions Meeting Minutes:
 - Planning Commission Meeting Minutes dated August 2, 2018
 - Park and Recreation Meeting Minutes dated August 9, 2018
- 4.03: Approve the following Meeting Minutes:
 - 1) City Council Work Session dated August 28, 2018
 - 2) City Council Regular dated August 28, 2018
 - 3) City Council Work Session dated September 11, 2018
 - 4) City Council Regular dated September 11, 2018
- 4.04: Approve Licenses
- 4.05: Adopt Resolution #18-192 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 6, 2018 through September 19, 2018
- 4.06: Adopt Resolution #18-203 Proclaiming October 2018 Domestic Violence Awareness Month
- 4.07: Adopt Resolution #18-197 Approving a Development Agreement for Bunker Lake Industrial Park Second Addition (Project #18-130); Case of PSD, LLC
- 4.08: Adopt Resolution #18-198 Approving a Grading Agreement, Development Agreement, Warranty Deed and Right of Re-Entry for Cottages at the COR (#17-162); Case of Centra North
- 4.09: Adopt Resolution #18-200 Authorizing Payment to Douglas-Kerr Underground, LLC for Improvement Project #18-05, Bunker Lake Boulevard and Puma Street
- 4.10: Adopt Resolution #18-201 Authorizing Partial Payment to Pearson Bros, Inc. Improvement Project #18-04, Crack Seal and Seal Coat Program
- 4.11: Adopt Resolution #18-204 Awarding Contract to North Valley, Inc. for IP #18-07, Sunfish Lake Park, Parking Lot Improvements

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Johns, Kuzma, Riley and Shryock. Voting No: None.

5. APPROVE AGENDA

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to approve the agenda as presented.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Johns, Kuzma, Riley, and Shryock. Voting No: None.

6. PUBLIC HEARING

6.01: Public Hearing to Consider Adoption of Resolution #18-193 Adopting Assessments for Past-Due Charges on Municipal Utility Bills and Current Services Rendered

Presentation

Finance Director Lund reviewed the staff report and recommendation to adopt Resolution #18-193 adopting assessments for past-due charges on municipal utility bills (which may include water, sewer, street lighting, recycling, storm water charges and penalties incurred) and current services rendered.

Public Hearing

Motion by Councilmember Johns, seconded by Councilmember Shryock, to open the public hearing.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Johns, Kuzma, Riley and Shryock. Voting No: None.

The public hearing was opened at 7:11 p.m.

Citizen Input

There was none.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to close the public hearing.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Kuzma, Johns, Riley, and Shryock. Voting No: None.

The public hearing was closed at 7:12 p.m.

Council Business

Motion by Councilmember Riley, seconded by Councilmember Shryock, to Adopt Resolution #18-193 Adopting Assessments for Past-Due Charges on Municipal Utility Bills (Which may Include Water, Sewer, Street Lighting, Recycling, Storm Water Charges and Penalties Incurred) and Current Services Rendered.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Riley, Shryock, Johns, and Kuzma. Voting No: None.

6.02: Public Hearing to Consider Adoption of Ordinance #18-11 Vacating Drainage and Utility Easements Related to the Plat Known as Cottages at the The COR (Project No. 17-162); Case of Centra Homes, LLC

Presentation

Community Development Director Gladhill reviewed the staff report and recommendation to adopt Ordinance #18-11, vacating underlying drainage and utility easements for Cottages at The COR on the subject property.

Public Hearing

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to open the public hearing.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Johns, Kuzma, Riley, and Shryock. Voting No: None.

The public hearing was opened at 7:14 p.m.

Citizen Input

There was none.

Motion by Councilmember Riley, seconded by Councilmember Johns, to close the public hearing.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Riley, Johns, Kuzma, and Shryock. Voting No: None.

The public hearing was closed at 7:15 p.m.

Council Business

Motion by Councilmember Kuzma, seconded by Councilmember Riley, to waive the Charter requirement to read the ordinance aloud and Adopt Ordinance #18-11 Vacating Underlying Drainage and Utility Easements Related to Cottages at The COR.

A roll call vote was performed by the Recording Secretary:

Councilmember Shryock	aye
Councilmember Riley	aye
Councilmember Johns	aye
Councilmember Kuzma	aye
Acting Mayor LeTourneau	aye

Motion carried.

7. COUNCIL BUSINESS

7.01: Consider Adopting Resolution #18-194 Adopting Proposed 2019 Payable Tax Levies (General, EDA, and Debt Service) and Schedule Public Hearing for December 11, 2018

Finance Director Lund reviewed the staff report and stated that based on the consensus of the City Council at its work session on August 28, 2018, staff would recommend authorization of a preliminary levy in the amount of \$11,906,550, with the possibility of reduction prior to the City Council adoption of the final levy on December 11, 2018. She stated to schedule the City of Ramsey's budget/levy public meeting on Tuesday, December 11, 2018 at 7:00 p.m.

Acting Mayor LeTourneau acknowledged the amount of work that has been put into the budget thus far to get to this point.

Councilmember Kuzma stated that the tax statement includes not only the Ramsey portion but also includes taxes from the School District and County.

Finance Director Lund confirmed that the property tax statement includes four components, the City, County, School District, and other. She reviewed some of the items that fall into the other category. She stated that those other entities present their preliminary levies to the County by September 30th to be incorporated into the tax statements. She stated that Ramsey is within both the Anoka Hennepin and Elk River School Districts and therefore residents will see the appropriate district on their statement.

Councilmember Riley asked for details on how the revolving fund is being used to offset the cost of some of the debt.

Finance Director Lund reviewed the road debt amount for the past year and included in the proposed budget. She stated that the Council is choosing to use the Public Improvement Revolving Fund to offset half of the road debt costs for the 2019 budget.

Councilmember Riley confirmed that the fund is composed of previously collected revenue that is used for road improvement purposes.

Councilmember Shryock stated that the levy includes road debt and additional staff positions. She asked the difference between the budget, as proposed with the staffing changes, compared to adding zero staff positions.

Finance Director Lund estimated a difference of about \$225,000.

Acting Mayor LeTourneau asked if any members of the public would like to speak.

Nadine Heinrich, 15791 Neon St NW, stated that when she has been speaking with residents, she has heard residents caution against increasing the budget. She stated that residents care about a safe community and do not want to cut City services but also want to decrease the taxed amount.

Acting Mayor LeTourneau stated that it is reassuring and reaffirming that everyone in the community shares the same concerns. He stated that everyone wants reliable City services while still maintaining an affordable tax rate. He explained that the amount adopted tonight is the highest rate that could be adopted in December but noted that there will be additional discussion and the amount could be lowered before final adoption.

Debra Musgrove, 15247 Fluorine St, asked how the rate for employee raises is decided.

City Administrator Ulrich replied that the 2.75 percent is simply a budget number at this time. He stated that the City compares employee salaries to other peer communities in an attempt to develop an average and stay competitive. He stated that employee contracts are negotiated and consider all forms of compensation.

Councilmember Shryock stated that the Council is also discussing the increases that continue for health insurance coverage, noting that the City is looking at a 12 percent increase. She stated that the City is looking at methods to offset that increase.

Acting Mayor LeTourneau appreciated the input from residents tonight. He noted that this continues to be one of the toughest processes that the Council and staff go through each year. He explained that there is an attempt to balance the need to provide quality City services with a balanced budget to provide a community that everyone wants to live in.

Scott Cords, 7020 158th Lane, stated that he is new to the concept of government as a whole, especially local government. He stated that he has been reading the budgets line by line from 2010 and has found it interesting. He noted that he is retired, but when he worked he had to justify his existence every year. He stated that as he reviewed the budgets and spending, he did not see significant or meaningful reductions. He stated that a person or thing does not deserve more each year just for existing. He asked if each member of the Council is doing everything they can do make the best use of the money that is taken from residents through taxes.

Acting Mayor LeTourneau stated that his intention is to ensure that the City is receiving the best return on the money that it spends. He stated that he believes that he is doing everything he can to ensure that the tax dollars are being spent responsibly for the community.

Richard Wulf, 8309 156th Lane NW, stated that the presentation and numbers were helpful but sometimes people forget that there are people behind those numbers. He stated that there are other elements that are included in the total property tax amount, including increased property values, items from other entities, and reminded the Council that there are people in the community on a fixed income.

Acting Mayor LeTourneau stated that the Council will continue to discuss the topic prior to final adoption in December.

Councilmember Riley stated that when he looks at whether there should be an increase he reviews many factors, including the CPI, future inflation rates, and social security increases. He stated that he does not believe that these factors support a six percent increase. He stated that while he appreciates the offset by the use of the Public Improvement Revolving Fund, he would like to see additional decreases prior to final adoption.

Councilmember Shryock stated that each of the Councilmembers are also paying these taxes and work diligently on this matter. She stated that the Council has heard comments from staff that because of the population growth, there are demands for more City services. She stated that the Council is attempting to find that balance and would welcome input on the services that are valued from residents. She stated that road debt continues to be a large factor of the budget as well, and noted that there will be a continued discussion on that topic in the community throughout the next six months. She urged residents to reach out to the members of the Council with their input on City services and programming. She asked that opportunities for discussion occur prior to the final budget adoption.

City Administrator Ulrich stated that typically the Council would have work session discussions prior to the final adoption of the budget, but noted that an additional format could be discussed as well.

Councilmember Kuzma stated that at a work session meeting each year, the department heads provide a presentation on the needs of their department and demands on service. He stated that because of the demands of the growing community, the Fire Chief has asked for one additional firefighter and the Police Chief has asked for two additional Officers in order to keep up with the number of calls being received. He stated that all the services, using the example of public works and plowing, have a cost. He stated that in order to maintain good employees, the City has to stay competitive and in order to provide the level of services that residents are used to, appropriate staffing levels are needed.

Motion by Councilmember Shryock, seconded by Councilmember Kuzma, to Adopt Resolution #18-194 Approving the Proposed 2018, Payable 2019 Tax Levy and Schedule Budget Public Meeting Date.

Further discussion: Acting Mayor LeTourneau stated that the Council will continue to work on the budget in attempt to find additional ways to be efficient and effective, not only for this year but also for coming years.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Shryock, Kuzma, and Johns. Voting No: Councilmember Riley.

7.02: Consider Adoption of Resolutions #18-195 Adopting Proposed 2019 General Fund Budget and Resolution #18-196 Adopting Proposed 2019 EDA Budget

Finance Director Lund reviewed the staff report and recommendation to adopt the 2019 proposed General Fund Budget and 2019 Proposed EDA Budget as was presented to the City Council at its

final preliminary budget worksession of August 28, 2018, noting again that the budgets are subject to change up until final adoption on December 11, 2018.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to Adopt Resolution #18-195 Adopting the “Proposed” 2019 City of Ramsey General Fund Operating Budget and Resolution #18-196 Adopting the “Proposed” 2019 City of Ramsey Economic Development Authority Fund Budget.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Kuzma, Johns, Kuzma, and Shryock. Voting No: Councilmember Riley.

7.03: Consider Request for Zoning Amendment (Text) to the B-1 and B-2 Business Districts and a Conditional Use Permit to Allow a Religious Institution on the Property Located at 6760 Highway 10; Case of CREES Ministries

- **Introduce Ordinance #18-15**
- **Adopt Resolution #18-182**

City Planner Anderson reviewed the staff report and recommendation to adopt Ordinance #18-15 amending conditional uses in the B-1 and B-2 Business Districts to include religious institutions, and approve Resolution #18-182 granting a Conditional Use Permit for a religious institution on the subject property. He noted that amending the B-1 and B-2 Districts will affect all parcels within these zoning districts, not just the subject property. The subject property is located within the B-2 Business District, and this district is intended to accommodate high intensity commercial and service activities characteristically located along major traffic carriers. He noted that the Planning Commission also supports this action.

Councilmember Shryock invited the applicant to speak to the Council.

Karin Limachi, representing the applicant, thanked the Council for allowing Crees Ministries to be here tonight. She stated that the organization was created in 2006 and rented in Maple Grove. She stated that the organization has grown and is ready to purchase their own property in Ramsey to help facilitate that growth. She stated that Crees Ministries has 50 chaplains, which help to provide service to the community. She stated that they work with both the Police and Fire departments in Maple Grove.

Councilmember Riley asked how the property fits in with the Highway 10 planning and access.

Community Development Director Gladhill stated that the subject property is not impacted by the planning and access study. He stated that Feldspar would be closed off but there would still be access to the property.

Acting Mayor LeTourneau asked if the applicant was aware of the possibility of a lesser access to Highway 10 in the future.

Ms. Limachi replied that she was not aware but thanked staff for that information.

Councilmember Shryock provided additional details noting that the direct access to Highway 10 could be closed in the future, but access would still be provided by the frontage road.

Ms. Limachi replied that would not be a problem and thanked Councilmember Shryock for the information.

Acting Mayor LeTourneau noted that the Planning Commission held a public hearing and asked if there were comments from the community.

City Planner Anderson replied that they did not receive any written or verbal comments from the public.

Motion by Councilmember Shryock, seconded by Councilmember Kuzma, to introduce Ordinance #18-15 amending conditional uses in the B-1 and B-2 Business Districts to allow for religious institutions, and Adopt Resolution #18-182 Approving a Request from Crees Ministries for a Conditional Use Permit to Allow a Religious Institution in the B-2 Business District at the Property Located at 6760 Highway 10 NW in Ramsey, Minnesota, contingent upon adoption of Ordinance #18-15.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Shryock, Kuzma, Johns, and Riley. Voting No: None.

7.04: Review Site Plan and Amended Conditional Use Permit for Green Valley Green House (Project #17-120)

City Planner Anderson reviewed the staff report and recommendation of the Planning Commission and staff to approve Resolution #18-178, granting Site Plan approval and approving an amended Conditional Use Permit for Green Valley Green House's greenhouse operations.

Councilmember Riley invited the applicant to speak to the Council.

Aaron Davis, 6381 178th Lane, stated that the business is thankful that it is in a position to be planning an expansion of the greenhouses. He stated that as the phased expansion moves forward, they are looking at their business and customer base and are requiring more space for their products. He stated that currently they are outsourcing about six acres of other greenhouse facilities, and the proposed expansion would attempt to bring that business back into Ramsey over the course of the next ten years.

Councilmember Shryock stated that it is exciting to see a Ramsey business continue to grow and expand. She stated that she is interested in a possible negotiation of land in the future for trail purposes, as the Trott Brook corridor is important.

Mr. Davis agreed that he hopes to continue discussions with staff.

Councilmember Johns stated that she lives right behind the property and commented that the business has been a great neighbor. She agreed that it would be great to have the Trott Brook corridor connection. She asked the plans for berming and screening.

Mr. Davis stated that they are working to include berming and trees to improve the curb appeal and provide screening. He noted that as part of the expansion, one of their goals is to reduce the amount of truck traffic. He explained how materials are shipped between facilities when they outsource space and noted that the expansion at their facility would reduce the numbers of shipping traffic.

Councilmember Riley stated that Green Valley Nursery is a recent recipient of the Ramsey Business of the Year.

Motion by Councilmember Riley, seconded by Councilmember Johns, to Adopt Resolution #18-178 Approving the Issuance of an Amended Conditional Use Permit to Allow for Expansions of the Green Valley Greenhouse Operations in a Residential District at 6530/6560 Green Valley Road.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Riley, Johns, Kuzma, and Shryock. Voting No: None.

7.05: Consider Adoption of Resolution #18-205 Approving a Development Agreement for Grading and Erosion Control for Lazydays RV

Community Development Director Gladhill reviewed the staff report and recommendation to adopt Resolution #18-205 approving a Development Agreement and grading and erosion control for Lazydays RV.

Councilmember Riley stated that this would essentially allow the applicant to move forward with some elements of their request because of the timing of the seasons.

Community Development Director Gladhill confirmed that something similar was done with another project last fall. He confirmed that staff does not have reservations on moving this forward.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to Adopt Resolution #18-205 Granting Development Agreement Approval for Grading and Erosion Control for Lazydays RV Located on the Property Generally Known as 8930 Highway 10 NW and Outlot "A".

Further discussion: Acting Mayor LeTourneau stated that this is an existing business that was recently purchased by another entity and was excited that the new owner already is interested in improving and expanding the business. He was happy that the City was able to be business friendly and work with the business owner to move elements of the project forward.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Riley, Kuzma, Johns, and Shryock. Voting No: None.

7.06: Receive Update on Highway 47 Land Use Plan

Community Development Director Gladhill reviewed the staff report and provided an update on the Highway 47 Land Use Plan process. He noted that at a future meeting staff will provide a similar update on the transportation chapter of the draft Comprehensive Plan. He stated that now that progress is being made on the Highway 10 and Highway 47 corridors, staff can look to begin a similar study on the Nowthen Boulevard/CR 5 corridor.

Acting Mayor LeTourneau appreciated the leadership of Councilmember Johns in working with staff and keeping the focus of the Council on the Highway 47 corridor.

Councilmember Johns agreed that she has been a huge advocate for both Highway 47 and CR 5. She stated that there is a lot of work still to come but progress is being made. She stated that there is so much more traffic through the City and trail connections need to remain a focus as well as aesthetics and noise. She thanked staff for the hard work that they had put into the process.

Councilmember Shryock also thanked staff for the amount of work that they have put into not only this study but also the transportation plan as a whole within the draft Comprehensive Plan. She stated that Ramsey is doing a good job to try to address what can be done within the corridors, acknowledging that the City is taking a leadership position in what is a collaborative effort as many of the roads are County or State owned.

Acting Mayor LeTourneau also expressed appreciation for the efforts of Councilmember Shryock for her work on the Highway 10 Coalition. He stated that the issue of transportation is not only a Ramsey issue but also a regional issue as the communities in this area continue to age and grow. He stated that the neighborhood nodes will also be reviewed as the process moves forward in response to the growing community and additional traffic.

Councilmember Shryock asked when the next public workshop will be held.

Community Development Director Gladhill noted that the next workshop will be held in early 2019. He stated that interested parties can email planning@cityoframsey.com to be added to a contact list for updates.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

9. ADJOURNMENT

Motion by Councilmember Riley, seconded by Councilmember Johns, to adjourn the meeting.

Motion carried.

The regular meeting of the City Council adjourned at 8:57 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

**CITY COUNCIL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, September 25, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Mayor John LeTourneau
 Councilmember Jill Johns
 Councilmember Mark Kuzma
 Councilmember Chris Riley
 Councilmember Melody Shryock

Also Present: City Administrator Kurtis Ulrich
 Police Chief Jeff Katers
 Parks and Assistant Public Works Superintendent Mark Riverblood
 Public Works Superintendent Grant Riemer
 Administrative Services Director Colleen Lasher
 Community Development Director Timothy Gladhill

1. CALL TO ORDER

Acting Mayor LeTourneau called the City Council Work Session to order at 5:31 p.m.

2. TOPICS FOR DISCUSSION

2.01: Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol, LELS-Sergeants & LELS-Captains (Discussion Closed to the Public)

Administrative Services Director Lasher stated that the Council will discuss the four union contracts and suggested that the Council enter into a closed session to discuss the topic.

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to recess the meeting to Closed Session at 5:33 p.m.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Johns, Kuzma, Riley, and Shryock. Voting No: None.

The Work Session reconvened to Open Session at 6:55 p.m.

2.02: Discuss Comprehensive Transportation Plan Update

Due to time constraints, this item was not discussed.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:55 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CITY COUNCIL WORK SESSION (CLOSED PORTION)
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a Closed Session on Tuesday, September 25, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Mayor John LeTourneau
 Councilmember Jill Johns
 Councilmember Mark Kuzma
 Councilmember Chris Riley
 Councilmember Melody Shryock

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
 Community Development Director Timothy Gladhill
 Administrative Services Director Colleen Lasher
 Police Chief Jeff Katers
 Public Works Superintendent Grant Riemer

1. CALL TO ORDER

Acting Mayor LeTourneau called the Closed Session of the City Council to order at 5:33 p.m.

2. COUNCIL BUSINESS

**2.01: Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol,
 LELS-Sergeants & LELS-Captains**

Administrative Services Director Lasher provided an update on the contract negotiations and the Council provided input.

3. ADJOURNMENT

Motion by Commissioner Shryock, seconded by Commissioner Kuzma, to adjourn the Closed Session.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Shryock, Kuzma, Johns, and Riley. Voting No: None. Motion carried.

The Closed Session was adjourned at 6:55 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session

4.3.

Meeting Date: 10/09/2018

Submitted For: Jo Thieling, Administrative Services

By: Jo Thieling, Administrative Services

Information

Title

Approve Request to Declare Surplus Property

Purpose/Background:

Staff is requesting Council declare the following property surplus and authorize sale/disposal of same:

HP Probook 6450b

Recommendation:

Staff recommends Council declare the above named item as surplus and authorize sale/auction of same.

Action:

Motion to declare the following item as surplus and authorize sale/auction of same:

HP Probook 6450b

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 10/04/2018

Reviewed By

Kurt Ulrich

Date

10/04/2018 01:47 PM

Started On: 10/02/2018 08:15 AM

CC Regular Session

4. 4.

Meeting Date: 10/09/2018

By: Diana Lund, Finance

Information

Title

Adopt Resolution #18-210 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 20, 2018 through October 3, 2018.

Action:

Motion to Adopt Resolution #18-210 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 20, 2018 through October 3, 2018.

Attachments

Bills List 10/09/2018

Reso #18-210 Bills List 10/09/2018

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 10/04/2018

Reviewed By

Kurt Ulrich

Date

10/04/2018 01:38 PM

Started On: 09/28/2018 10:56 AM

RAMSEY CITY COUNCIL MEETING
10/9/2018
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 9/20/18-10/3/18	368,034.54
Accounts Payable 9/20/18-10/3/18	200,511.06
Payroll 9/21/18	177,625.93

TOTAL SUBMITTED FOR APPROVAL THIS MEETING

\$ 746,171.53

	<u>APPROVED PREV. MTG</u>	<u>2018 Y.T.D.</u>
<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>		
NET PAYROLL TOTAL	\$ 159,465.79	\$ 3,109,603.87
- CORRECTION TO PAYROLL		
PREPAIDS	619,854.16	6,162,288.76
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE	3,262.50	989,980.66
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	222,881.72	5,135,807.45
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	371,142.83	2,731,988.69
- CHECKS VOIDED	0.00	0.00

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED **\$ 1,376,607.00** **\$ 18,129,669.43**

CITY OF RAMSEY
Council Check Register by GL
Council Check Register and Summary

9/20/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
106864	9/20/2018		100948 ANOKA COUNTY LICENSE CENTER							
		5,178.22	TITLE #600 2019 WESTERN STAR		93438	091318	0311.6540		HEAVY MACHINERY	STREET MAINTENANCE
		5,178.22								
106865	9/20/2018		115786 BML BUILDERS							
		1,500.00	REF ERO ESC 15240 HELIUM ST		93439	092018A	9804.6433	00115388	REFUNDS	ESCROW ACCOUNTS
		5,000.00	REF LAND ESC 15240 HELIUM ST		93440	092018B	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		6,500.00								
106867	9/20/2018		112663 CAPSTONE HOMES INC							
		1,500.00	REF ERO ESC 8682 149TH CURVE		93441	092018A	9804.6433	00116240	REFUNDS	ESCROW ACCOUNTS
		5,000.00	REF LAND ESC 8682 149TH CUR		93442	092018B	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		1,500.00	REF ERO ESC 8690 149TH CUR		93443	092018C	9804.6433	00116205	REFUNDS	ESCROW ACCOUNTS
		7,000.00	REF LAND/DRIVE 8690 149TH CUR		93444	092018D	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		7,000.00	REF LAND/DRIVE 8708 149TH CUR		93445	092018E	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		1,500.00	REF ERO ESC 8708 149TH CUR		93446	092018F	9804.6433	00116187	REFUNDS	ESCROW ACCOUNTS
		7,000.00	REF LAND/DRIVE 8664 149TH CUR		93447	092018G	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		1,500.00	REF ERO ESC 8664 149TH CUR		93448	092018H	9804.6433	00116091	REFUNDS	ESCROW ACCOUNTS
		2,000.00	REF DRIVE ESC 17302 IODINE ST		93449	092018I	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		1,500.00	REF ERO ESC 8660 149TH CUR NW		93450	092018J	9804.6433	00116074	REFUNDS	ESCROW ACCOUNTS
		7,000.00	REF LAND/DRIVE 8660 149TH CUR		93451	092018K	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		7,000.00	REF LAND/DRIVE 8706 149TH CUR		93452	092018L	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		1,500.00	REF ERO ESC 8706 149TH CUR		93453	092018M	9804.6433	00116171	REFUNDS	ESCROW ACCOUNTS
		7,000.00	REF LAND/DRIVE 14946 QUINTANA		93454	092018N	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		1,500.00	REF ERO ESC 14946 QUINTANA		93455	092018O	9804.6433	00115945	REFUNDS	ESCROW ACCOUNTS
		1,500.00	REF ERO ESC 14942 QUINTANA ST		93456	092018P	9804.6433	00116013	REFUNDS	ESCROW ACCOUNTS
		7,000.00	REF LAND/DRIVE 14942 QUINTANA		93457	092018Q	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		7,000.00	REF LAND/DRIVE 14954 QUINTANA		93458	092018R	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		1,500.00	REF ERO ESC 14954 QUINTANA		93459	092018S	9804.6433	00115944	REFUNDS	ESCROW ACCOUNTS
		1,500.00	REF ERO ESC 14963 RABBIT ST		93460	092018T	9804.6433	00116204	REFUNDS	ESCROW ACCOUNTS
		7,000.00	REF LAND/DRIVE 14963 RABBIT ST		93461	0902018U	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		1,500.00	REF ERO ESC 14952 RABBIT ST		93462	092018V	9804.6433	00116258	REFUNDS	ESCROW ACCOUNTS
		1,500.00	REF AS BUILT 14962 RABBIT ST		93463	092018W	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		1,500.00	REF ERO ESC 14962 RABBIT ST		93464	092018X	9804.6433	00116278	REFUNDS	ESCROW ACCOUNTS
		1,500.00	REF ERO ESC 14930 RABBIT ST		93465	092018Y	9804.6433	00116107	REFUNDS	ESCROW ACCOUNTS
		91,000.00								
106868	9/20/2018		100297 CENTERPOINT ENERGY							
		23.77	15050 ARMSTRONG BLVD		93466	5914352-9 SEPT 18	0220.6373		GAS	FIRE PROTECTION
		72.22	5650 ALPINE DR		93467	5961540-1 SEPT	0220.6373		GAS	FIRE PROTECTION

CITY OF RAMSEY
 Council Check Register by GL
 Council Check Register and Summary

9/20/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
106876	9/20/2018		100510 VERIZON WIRELESS						Continued...	
106877	9/20/2018		116608 YOUNG, DENNY							
		200.00	REFUND ESCROW		93479	092018	9101.4209		CONDITIONAL USE PERMIT	GENERAL FUND
		800.00	REFUND ESCROW		93479	092018	9804.6433	00116587	REFUNDS	ESCROW ACCOUNTS
		<u>1,000.00</u>								
106878	9/24/2018		100257 LAW ENFORCEMENT LABOR SRV INC							
		588.00			93245	0906181245202	9101.2177		UNION DUES	GENERAL FUND
		<u>588.00</u>			93486	0920181029092	9101.2177		UNION DUES	GENERAL FUND
		1,176.00								
106879	9/24/2018		100298 MN AFSCME COUNCIL 5							
		539.22			93246	0906181245203	9101.2177		UNION DUES	GENERAL FUND
		<u>539.00</u>			93487	0920181029093	9101.2177		UNION DUES	GENERAL FUND
		1,078.22								
106968	9/25/2018		116114 AVESIS THIRD PARTY ADMINISTRATORS							
		147.29	VISION INS OCT 2018		93503	2115548	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		<u>147.29</u>								
106969	9/25/2018		106670 CENTRAL POWER DISTRIBUTORS INC							
		76.86	PLASTIC DECK WHEEL KIT		93494	18-597381	0452.6257		OTHER VEHICLE PARTS	PARK & RECREATION
		<u>76.86</u>								
106970	9/25/2018		111471 COMMERCIAL PARTNERS TITLE							
		62,062.30	PARTIAL PYMT 2 YOLITE ST IMPRO		93510	092518	9214.6590	00201715	STREETS	TAX INCREMENT DISTRICT#14
		<u>62,062.30</u>								
106971	9/25/2018		100116 CONNEXUS ENERGY							
		864.77	16300 ST FRANCIS BLVD		93495	444931-267449	0452.6371		ELECTRIC UTILITIES	PARK & RECREATION
						SEPT 18				
		11.57	6401 WHWY 10		93496	444931-270863	9603.6371		ELECTRIC UTILITIES	STREET LIGHTING FUND
						SEPT 18				
		<u>876.34</u>								
106972	9/25/2018		106583 DELTA DENTAL PLAN OF MINNESOTA							
		3,359.55	OCT 18 DENTAL INS		93505	7413744	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		<u>3,359.55</u>								
106973	9/25/2018		115887 DVS RENEWAL							

CITY OF RAMSEY
 Council Check Register by GL
 Council Check Register and Summary

9/20/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
106973	9/25/2018		115887 DVS RENEWAL						Continued...	
		11.00	TAB RENEWAL 377		93497	092118	0211.6249		MISCELLANEOUS OPERATING SUPPLY POLICE PROTECTION	
		11.00								
106974	9/25/2018		116616 KUHN, BRANDON							
		145.36	CANCEL PERMIT RA038157		93499	091918	9101.4205		BUILDING PERMIT	GENERAL FUND
		2.00	CANCEL PERMIT RA038157		93499	091918	9101.2081		SURCHARGES-PERMITS	GENERAL FUND
		147.36								
106975	9/25/2018		116169 LIFE INSURANCE CO OF NORTH AMERICA							
		64.70	SEPT 2018 LIFE INS		93504	092118	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		8.52	SEPT 2018 LIFE INS		93504	092118	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		73.22								
106976	9/25/2018		108616 MN DEPT OF COMMERCE-UNCLAIMED PROP							
		13.32	2018 UNCLAIMED PROPERTY		93506	092418	9601.4651		WATER REVENUE	WATER FUND
		13.32								
106977	9/25/2018		113737 RATWIK ROSZAK AND MALONEY PA							
		3,060.00	AUG 2018 RETAINER		93500	083118	0161.6304		LEGAL FEES	LEGAL
		1,294.50	AUG 2018 SERVICES		93501	62933	0161.6304		LEGAL FEES	LEGAL
		74.00	AUG 2018 SERVICES		93501	62933	9230.6315		MISCELLANEOUS PROFESSIONAL SERECONOMIC DEVELOPMENT AUTHORIT	
		185.00	AUG 2018 SERVICES		93501	62933	9804.6304	00115739	LEGAL FEES	ESCROW ACCOUNTS
		333.00	AUG 2018 SERVICES		93501	62933	9804.6304	00116093	LEGAL FEES	ESCROW ACCOUNTS
		37.00	AUG 2018 SERVICES		93501	62933	9804.6304	00115626	LEGAL FEES	ESCROW ACCOUNTS
		610.50	AUG 2018 SERVICES		93501	62933	9804.6304	00116188	LEGAL FEES	ESCROW ACCOUNTS
		5,594.00								
106978	9/25/2018		116232 RESULTS TITLE INC							
		133.37	UB REFUND 5327 142ND LN		93502	092418	9601.4651		WATER REVENUE	WATER FUND
		133.37								
106979	9/25/2018		113771 RICE CREEK BUILDING AND REMODELING INC							
		5,000.00	REF LAND ESC 15097 152ND TER		93507	092518	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		5,000.00								
106980	9/25/2018		116617 RINK, AUSTIN							
		5,000.00	REF LAND ESC 6978 180TH AVE		93508	092518	9252.1155.1		MANUAL-ACCOUNTS RECEIVABLE	SOD/TREE ESCROWS
		5,000.00								
106981	9/25/2018		115008 THOMSEN CONSTRUCTION SERVICES LLC							

CITY OF RAMSEY
 Council Check Register by GL
 Council Check Register and Summary

9/20/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
99357815	9/21/2018		114790 GREAT WEST LIFE AND ANNUITY INS CO						Continued...	
		2,603.80			93484	09201810290913	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		<u>2,603.80</u>								
99680539	9/21/2018		100223 ICMA RETIREMENT TRUST 457							
		2,191.99			93480	0920181029091	9101.2175		DEFERRED COMPENSATION	GENERAL FUND
		<u>2,191.99</u>								
99724918	9/21/2018		114486 SUN LIFE ASSURANCE COMPANY OF CANADA							
		749.96			93241	09061812452011	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		780.34			93482	09201810290911	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		85.50	COBRA Payment		93482	09201810290911	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		<u>887.85</u>	LTD Premiums		93482	09201810290911	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		<u>2,503.65</u>								
		<u>368,034.54</u>	Grand Total							

Payment Instrument Totals

Checks	242,402.57
EFT Payments	<u>125,631.97</u>
Total Payments	368,034.54

R04570

CITY OF RAMSEY
Create Payment Control Groups

10/4/2018 9:49:43
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Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator DLUND
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
100012	ACE SOLID WASTE INC	Oct 2018 Contract Recycle	PV	93614	001	09604	10/1/2018	4230311	25,906.90		100012	ACE SOLID WASTE INC
	ACE SOLID WASTE INC PO BOX 742695 CINCINNATI OH 45274-2695			Summary Total					25,906.90			
				Payment Amount					25,906.90			
100028	ANDOVER WHEEL AND FRAME INC	Veh #405 Exhaust/Flex Pipe	PV	93615	001	09101	9/25/2018	10778	217.50		100028	ANDOVER WHEEL AND FRAME INC
	ANDOVER WHEEL AND FRAME INC 13476 HANSON BLVD ANDOVER MN 55304			Summary Total					217.50			
				Payment Amount					217.50			
107587	ANOKA COUNTY TREASURY DEPARTMENT	Oct 2018 Broadband	PV	93616	001	09101	9/20/2018	B180920M	604.50		107587	ANOKA COUNTY TREASURY DEPARTMENT
	ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303			Summary Total					604.50			
				Payment Amount					604.50			
100052	ANOKA POLICE DEPARTMENT	AUG 18 ANIMAL CONTAINMENT	PV	93511	001	09101	9/14/2018	091418	1,450.00		100052	ANOKA POLICE DEPARTMENT
	ANOKA POLICE DEPARTMENT 275 HARRISON STREET ANOKA MN 55303			Summary Total					1,450.00			
				Payment Amount					1,450.00			

R04570

CITY OF RAMSEY
Create Payment Control Groups

10/4/2018 9:49:43
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Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator DLUND
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Item Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Name
113871	APPLIED MAINTENANCE SUPPLIES AND SOL.	WHITE TRAFFIC MARKERS	PV	93512 001 09101	9/19/2018	96984298	1,287.60		113871	APPLIED MAINTENANCE SUPPLIES AND SOL.
	APPLIED MAINTENANCE SUPPLIES AND SOL. P O BOX 74186 CLEVELAND OH 44194			Summary Total			1,287.60			
				Payment Amount			1,287.60			
100063	ASPEN MILLS	PD POLO SHIRTS CIT ACADEMY	PV	93513 001 09101	9/20/2018	223577	380.80		100063	ASPEN MILLS
	ASPEN MILLS 8201 C CENTRAL AVE NE SPRING LAKE PARK MN 55432			Summary Total			380.80			
				Payment Amount			380.80			
115781	BIOBAG AMERICAS INC	BIO WASTE BAGS	PV	93514 001 09604	9/8/2018	459057	786.92		115781	BIOBAG AMERICAS INC
	BIOBAG AMERICAS INC DRAWER # 1543 P O BOX 5935 TROY MI 48007-5935			Summary Total			786.92			
				Payment Amount			786.92			
116606	BLACKHAWK PEST CONTROL LLC	SPRAYED RAMP	PV	93515 001 09240	9/2/2018	2666	350.00		116606	BLACKHAWK PEST CONTROL LLC
	BLACKHAWK PEST CONTROL LLC 9120 BURNS PARKWAY NOWTHEN MN 55303			Summary Total			350.00			
				Payment Amount						

R04570

CITY OF RAMSEY
Create Payment Control Groups

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Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator DLUND
Payment Instrument Check Payment
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Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
									350.00			
100647	BOLTON AND MENK INC	BUNKER LK BLVD	PV	93516	001	09437	9/19/2018	0223004	6,240.00		100647	BOLTON AND MENK INC
	BOLTON AND MENK INC								6,240.00			
	1960 PREMIER DRIVE	PARKS RELATED ASSIST.	PV	93517	001	09805	9/19/2018	0222999	350.00			
	MANKATO MN 56001-5900								350.00			
		S&W Compl Plan Prof Services	PV	93617	001	09601	9/19/2018	0223002	1,382.50			
		S&W Compl Plan Prof Services	PV	93617	002	09601	9/19/2018	0223002	1,382.50			
									2,765.00			
		Riverdale/Bowers Dr Prof Serv	PV	93618	001	09230	9/19/2018	0223000	506.50			
									506.50			
									9,861.50			
115596	C AND J ENTERTAINMENT LLC	10/26/2018 Cinema Services	PV	93666	001	09101	9/29/2018	1363	990.00		115596	C AND J ENTERTAINMENT LLC
	C AND J ENTERTAINMENT LLC								990.00			
	4675 VICTOR PATH UNIT 1											
	HUGO MN 55038								990.00			
116197	CINTAS CORPORATION	UNIFORM CLEANING	PV	93518	001	09101	9/19/2018	4009918481	23.00		116197	CINTAS CORPORATION
	CINTAS CORPORATION	UNIFORM CLEANING	PV	93518	002	09101	9/19/2018	4009918481	4.00			
	CINTAS LOC #4K	UNIFORM CLEANING	PV	93518	003	09101	9/19/2018	4009918481	30.97			
	P O BOX 650838	UNIFORM CLEANING	PV	93518	004	09101	9/19/2018	4009918481	30.98			

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Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name
DALLAS TX 75265-0838				Summary Total					88.95			
		Sept 2018 Uniform Cleaning	PV	93619	001	09101	9/26/2018	4010176947	27.00			
		Sept 2018 Uniform Cleaning	PV	93619	002	09101	9/26/2018	4010176947	4.00			
		Sept 2018 Uniform Cleaning	PV	93619	003	09101	9/26/2018	4010176947	30.15			
		Sept 2018 Uniform Cleaning	PV	93619	004	09101	9/26/2018	4010176947	30.14			
				Summary Total					91.29			
				Payment Amount					180.24			
100111	COMMERCIAL ASPHALT COMPANY	ASPHALT	PV	93519	001	09101	9/15/2018	180915	244.76		100111	COMMERCIAL ASPHALT COMPANY
	COMMERCIAL ASPHALT COMPANY P O BOX 1480 MAPLE GROVE MN 55311-6480			Summary Total					244.76			
				Payment Amount					244.76			
100116	CONNEXUS ENERGY	SIRENS	PV	93620	001	09101	9/21/2018	759126-303095 SEP18	85.00		100116	CONNEXUS ENERGY
	CONNEXUS ENERGY PO BOX 1808			Summary Total					85.00			
		STREET LIGHTS	PV	93621	001	09603	9/21/2018	759126-303101 SEP18	9,708.79			
	MINNEAPOLIS MN 55480-1808			Summary Total					9,708.79			
		Misc City Accounts	PV	93622	001	09240	9/21/2018	759126-303107 SEP18	3,174.31			
		Misc City Accounts	PV	93622	002	09240	9/21/2018	759126-303107 SEP18	72.51			

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Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name
	Misc City Accounts		PV	93622	003	09240	9/21/2018	759126-303107 SEP18	1,203.05			
	Misc City Accounts		PV	93622	004	09240	9/21/2018	759126-303107 SEP18	30.94			
	Misc City Accounts		PV	93622	005	09240	9/21/2018	759126-303107 SEP18	1,097.35			
	Misc City Accounts		PV	93622	006	09240	9/21/2018	759126-303107 SEP18	12,913.12			
	Misc City Accounts		PV	93622	007	09240	9/21/2018	759126-303107 SEP18	187.99			
			Summary Total						18,679.27			
	PW MISC ACCOUNTS		PV	93623	001	09101	9/21/2018	759126-303106 SEP18	2,620.89			
	PW MISC ACCOUNTS		PV	93623	002	09101	9/21/2018	759126-303106 SEP18	562.96			
	PW MISC ACCOUNTS		PV	93623	003	09101	9/21/2018	759126-303106 SEP18	187.65			
	PW MISC ACCOUNTS		PV	93623	004	09101	9/21/2018	759126-303106 SEP18	187.67			
	PW MISC ACCOUNTS		PV	93623	005	09101	9/21/2018	759126-303106 SEP18	187.65			
			Summary Total						3,746.82			
	TRAFFIC LIGHTS		PV	93624	001	09101	9/21/2018	759126-303100 SEP18	886.63			
			Summary Total						886.63			
			Payment Amount						33,106.51			
100122 COOP'S LOCKSMITH SERVICES	6 Keys		PV	93625	001	09601	9/27/2018	09272018	12.00		100122 COOP'S LOCKSMITH SERVICES	

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Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name
	COOP'S LOCKSMITH SERVICES 220 WEST MAIN STREET ANOKA MN 55303			Summary Total					12.00			
				Payment Amount					12.00			
115993	CORE AND MAIN LP CORE AND MAIN LP P O BOX 28330 ST LOUIS MO 63146	Hydrant Flags	PV	93626	001	09601	9/19/2018	J516876	643.21		115993	CORE AND MAIN LP
				Summary Total					643.21			
				Payment Amount					643.21			
100167	CORNERSTONE FORD CORNERSTONE FORD 17219 HIGHWAY 10 NW PO BOX 304 ELK RIVER MN 55330	WORK ON 406	PV	93520	001	09101	9/19/2018	16231460/1	784.38		100167	CORNERSTONE FORD
				Summary Total					784.38			
				Payment Amount					784.38			
100125	COUNTRYSIDE PRINTING INC COUNTRYSIDE PRINTING 6250 BUNKER LAKE BLVD NW SUITE 113 RAMSEY MN 55303	Fall Recycle Post Cards	PV	93627	001	09604	9/5/2018	35443	886.80		100125	COUNTRYSIDE PRINTING INC
				Summary Total					886.80			
				Payment Amount					886.80			
100134	CUTTER SALES INC	Sweeper Supplies	PV	93628	001	09605	10/9/2018	130988	70.66		100134	CUTTER SALES INC

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
	CUTTER SALES INC 8844 ZEALAND AVENUE NORTH BROOKLYN PARK MN 55445			Summary Total					70.66			
				Payment Amount					70.66			
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC	Contract 09/22/18 to 10/21/18	PV	93629	001	09101	9/22/2018	170775	240.07		113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC
	DEFINITIVE TECHNOLOGY SOLUTIONS INC 9401 JAMES AVENUE SOUTH SUITE 120 BLOOMINGTON MN 55431			Summary Total					240.07			
				Payment Amount					240.07			
116175	ECKBERG LAMMERS ATTORNEYS AT LAW	Sept 2018 Prosecution Fees	PV	93679	001	09101	9/30/2018	092018	5,736.67		116175	ECKBERG LAMMERS ATTORNEYS AT LAW
	ECKBERG LAMMERS ATTORNEYS AT LAW 1809 NORTHWESTERN AVENUE STILLWATER MN 55082			Summary Total					5,736.67			
				Payment Amount					5,736.67			
100158	ECM PUBLISHERS INC	UB- PUBLIC HEAR NOTICE	PV	93521	001	09601	9/14/2018	631892	172.00		100158	ECM PUBLISHERS INC
	ECM PUBLISHERS INC 4095 COON RAPIDS BLVD	Sept PH Notice - Centra Homes	PV	93630	001	09804	9/14/2018	631893	75.25			
	COON RAPIDS MN 55433			Summary Total					75.25			
		Sept PH notice House of God	PV	93631	001	09804	9/21/2018	633542	64.50			

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
				Summary Total					64.50			
	Shade Tree Hearing notice		PV	93632	001	09804	9/21/2018	633541	107.50			
				Summary Total					107.50			
	Rain for Rent PH notice		PV	93633	001	09804	9/21/2018	633540	69.88			
				Summary Total					69.88			
	On-call Snow Plow Drivers- Adv		PV	93634	001	09101	9/23/2018	633893	232.50			
				Summary Total					232.50			
				Payment Amount					721.63			
107042	ELECTION SYSTEMS AND SOFTWARE	ADA Extenders	PV	93635	001	09101	9/21/2018	1061513	47.97		107042	ELECTION SYSTEMS AN SOFTWARE
	ELECTION SYSTEMS AND SOFTWARE 6055 PAYSHERE CIRCLE CHICAGO IL 60674			Summary Total					47.97			
				Payment Amount					47.97			
104267	ELITE SANITATION	PORTABLE TOILETS	PV	93522	001	09101	9/17/2018	25212	528.00		104267	ELITE SANITATION
	ELITE SANITATION PO BOX 526 ELK RIVER MN 55330			Summary Total					528.00			
				Payment Amount					528.00			
100169	EMERGENCY APPARATUS MAINTENANCE INC	ADAPTER	PV	93523	001	09101	9/19/2018	102190	165.42		100169	EMERGENCY APPARATU MAINTENANCE INC

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
	EMERGENCY APPARATUS MAINTENANCE INC 7512 4TH AVENUE LINO LAKES MN 55014			Summary Total					165.42			
				Payment Amount					165.42			
113991	EMERGENCY RESPONSE SOLUTIONS	SOLARIS SENSOR KIT	PV	93524	001	09101	9/17/2018	11683	251.66		113991	EMERGENCY RESPON SOLUTIONS
	EMERGENCY RESPONSE SOLUTIONS 4817 VIKING BLVD SUITE 102 EAST BETHEL MN 55092	QUICK CONNECT ADAPTER	PV	93525	001	09101	9/14/2018	11695	253.51			
				Summary Total					251.66			
				Payment Amount					253.51			
				Summary Total					253.51			
				Payment Amount					505.17			
104205	EXPRESS SIGNS INC	Firefighter Sign Advertisement	PV	93636	001	09101	9/28/2018	3394	200.00		104205	EXPRESS SIGNS INC
	EXPRESS SIGNS INC PO BOX 475 ANOKA MN 55303			Summary Total					200.00			
				Payment Amount					200.00			
113321	FACTORY MOTOR PARTS CO	AIR FILTER 343	PV	93526	001	09101	9/20/2018	6-1516583	5.99		113321	FACTORY MOTOR PART CO
	FACTORY MOTOR PARTS CO BIN 139107 P O BOX 9107 MINNEAPOLIS MN 55480-9107			Summary Total					5.99			
				Payment Amount					5.99			

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
100211	HAWKINS INC HAWKINS INC P O BOX 860263 MINNEAPOLIS MN 55486-0263	Chemicals	PV	93637	001	09601	9/24/2018	4368191	2,942.14		100211	HAWKINS INC
									Summary Total			
									2,942.14			
									Payment Amount			
									2,942.14			
112564	HEALTH PARTNERS GROUP HEALTH-WORKSITE	EAP 9/1/18 to 10/1/18	PV	93638	001	09101	9/25/2018	W815284	73.00		112564	HEALTH PARTNERS GROUP HEALTH-WORKSITE
	HEALTH PARTNERS GROUP HEALTH-WORKSITE MAIL STOP # 21109A P O BOX 64059 ST PAUL MN 55164-0059								Summary Total			
									73.00			
									Payment Amount			
									73.00			
106911	HENNEPIN TECHNICAL COLLEGE	D. Weigman Rescue Class	PV	93639	001	09101	9/21/2018	387550	700.00		106911	HENNEPIN TECHNICAL COLLEGE
	HENNEPIN TECHNICAL COLLEGE 9000 BROOKLYN BLVD BROOKLYN PARK MN 55445								Summary Total			
									700.00			
									Payment Amount			
									700.00			
115760	HENRY SCHEIN INC HENRY SCHEIN INC DEPT CH 10241 PALATINE IL 60055-0241	FD SUPPLIES	PV	93527	001	09101	9/7/2018	57094413	523.77		115760	HENRY SCHEIN INC
									Summary Total			
									523.77			
									Payment Amount			

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
								523.77				
112475	INNOVATIVE OFFICE SOLUTIONS	Office Supplies	PV	93640	001	09101	9/20/2018	IN2210640	97.17		112475	INNOVATIVE OFFICE SOLUTIONS
	INNOVATIVE OFFICE SOLUTIONS	Office Supplies	PV	93640	002	09101	9/20/2018	IN2210640	191.53			
	P O BOX 3393 INDIANAPOLIS IN 46206		Summary Total						288.70			
			Payment Amount						288.70			
113738	KIM'S PAINTING PROS LLC	Repaint Rhinestone bridge	PV	93641	001	09101	9/25/2018	719	280.00		113738	KIM'S PAINTING PROS LLC
	KIM'S PAINTING PROS LLC 10629 305TH AVENUE PRINCETON MN 55371		Summary Total						280.00			
			Payment Amount						280.00			
100256	LANO EQUIPMENT INC	Bobcat repairs	PV	93643	001	09101	9/21/2018	02-589227	227.99		100256	LANO EQUIPMENT INC
	LANO EQUIPMENT INC	Bobcat repairs	PV	93643	002	09101	9/21/2018	02-589227	227.99			
	6140 HIGHWAY 10 NW	Bobcat repairs	PV	93643	003	09101	9/21/2018	02-589227	202.03			
	ANOKA MN 55303	Bobcat repairs	PV	93643	004	09101	9/21/2018	02-589227	202.03			
			Summary Total						860.04			
			Payment Amount						860.04			
100266	LOGIS	Sept 2018 Service	PV	93680	001	09101	10/1/2018	45960	13,085.00		100266	LOGIS
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS 5750 DULUTH STREET		Summary Total						13,085.00			

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
GOLDEN VALLEY MN 55422-4036									13,085.00			
Payment Amount									13,085.00			
100270	MACQUEEN EQUIPMENT INC	RIM- GD Whl Grey	PV	93644	001	09605	10/9/2018	P15412	478.32		100270	MACQUEEN EQUIPMENT INC
MACQUEEN EQUIPMENT INC 1125 7TH STREET EAST ST PAUL MN 55106									Summary Total	478.32		
Payment Amount									478.32			
100271	MAIN MOTORS	CAP FOR 676	PV	93528	001	09101	9/19/2018	335189	23.11		100271	MAIN MOTORS
MAIN MOTORS 435 WEST MAIN STREET ANOKA MN 55303									Summary Total	23.11		
Payment Amount									23.11			
100280	MED COMPASS INC	6 - SCBA User-Medical Exam	PV	93645	001	09101	9/5/2018	34181	410.00		100280	MED COMPASS INC
MED COMPASS INC 7841 WAYZATA BLVD MINNEAPOLIS MN 55426									Summary Total	410.00		
Payment Amount									410.00			
100284	MENARDS ELK RIVER	MISC SUPPLIES	PV	93529	001	09101	9/13/2018	68676	314.82		100284	MENARDS ELK RIVER
MENARDS ELK RIVER 19521 EVANS STREET NW									Summary Total	314.82		
Infrared Temperature Gun										15.99		

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
ELK RIVER MN 55330-1077				Summary Total					15.99			
		Misc Supplies	PV	93647	001	09601	9/19/2018	69073	181.49			
				Summary Total					181.49			
				Payment Amount					512.30			
100285 MET COUNCIL ENVIRONMENTAL SRV		Waste Water Oct 2018	PV	93681	001	09602	10/3/2018	001087935	63,101.29		100285	MET COUNCIL ENVIRONMENTAL SRV
MET COUNCIL ENVIRONMENTAL SRV P O BOX 866513 MINNEAPOLIS MN 55485-6513				Summary Total					63,101.29			
				Payment Amount					63,101.29			
101164 MILLER CHEVROLET MILLER CHEVROLET		WORK 343	PV	93530	001	09101	9/14/2018	CTCS606235	513.09		101164	MILLER CHEVROLET
P O BOX 130 21150 JOHN MILLESS DRIVE ROGERS MN 55374		WORK 343	PV	93530	002	09101	9/14/2018	CTCS606235	221.00			
				Summary Total					734.09			
				Payment Amount					734.09			
113909 MOBILE VEHICLE INTEGRATION		WORK ON 331 AND 383	PV	93531	001	09101	9/13/2018	1809172	2,257.50		113909	MOBILE VEHICLE INTEGRATION
MOBILE VEHICLE INTEGRATION 835 XENIA AVENUE NW ELK RIVER MN 55330				Summary Total					2,257.50			
				Payment Amount					2,257.50			
116619 MUNICIPAL GROUP LLC		Consulting Services	PV	93648	001	09230	8/31/2018	1005	300.00		116619	MUNICIPAL GROUP LLC

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
	MUNICIPAL GROUP LLC 9436 ULYSSES ST NE UNIT 156 BLAINE MN 55434			Summary Total					300.00			
				Payment Amount					300.00			
100345	NAPA AUTO PARTS ELK RIVER	BATTERY CABLE/FUSE	PV	93532	001	09101	9/19/2018	980362	18.56		100345	NAPA AUTO PARTS ELK RIVER
	NAPA AUTO PARTS ELK RIVER 17137 YALE STREET NW P O BOX 1041 ELK RIVER MN 55330	MIRRORS PD	PV	93533	001	09101	9/14/2018	979774	8.76			
				Summary Total					8.76			
				Payment Amount					27.32			
115167	NET TRANSCRIPTS INC	AUG 18 TRANSCRIPTION	PV	93534	001	09101	8/31/2018	0020296	446.26		115167	NET TRANSCRIPTS INC
	NET TRANSCRIPTS INC 3707 N. 7TH STREET SUITE 320 PHOENIX AZ 85014			Summary Total					446.26			
				Payment Amount					446.26			
114239	NORTH AMERICAN SAFETY	Rain Suits	PV	93649	001	09101	9/25/2018	37615	125.00		114239	NORTH AMERICAN SAFETY
	NORTH AMERICAN SAFETY 326 S. ASH STREET BELLE PLAINE MN 56011			Summary Total					125.00			
				Payment Amount					125.00			
100988	NORTHERN SAFETY	SWITCH CONTROL	PV	93535	001	09601	9/17/2018	46541	199.50		100988	NORTHERN SAFETY

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Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
TECHNOLOGY											TECHNOLOGY	
NORTHERN SAFETY TECHNOLOGY			Summary Total						199.50			
5708 UPPER 147TH STREET W SUITE 107												
APPLE VALLEY MN 55124			Payment Amount						199.50			
100363	NORTHERN SANITARY SUPPLY CO	PAPER PLATES	PV	93536	001	09101	9/17/2018	192449	46.56		100363	NORTHERN SANITARY SUPPLY CO
NORTHERN SANITARY SUPPLY CO			Summary Total						46.56			
341 COON RAPIDS BLVD												
MINNEAPOLIS MN 55433			Payment Amount						46.56			
110547	NORTHWEST LIGHTING SYSTEMS CO.	MISC FOR CH	PV	93537	001	09101	9/17/2018	108729	131.81		110547	NORTHWEST LIGHTING SYSTEMS CO.
NORTHWEST LIGHTING SYSTEMS CO.			Summary Total						131.81			
746 CRAIG AVENUE												
TRACY MN 56175			Payment Amount						147.16			
			Summary Total						147.16			
			Payment Amount						278.97			
100393	PRAIRIE RESTORATIONS INC	Brookfield 2018 Vege Mgmt	PV	93651	001	09101	9/19/2018	14947	153.75		100393	PRAIRIE RESTORATION INC
PRAIRIE RESTORATIONS INC			Summary Total						153.75			
31646 128TH STREET												
2018 Zone A & D Veg Mgmt			Payment Amount						336.00			
PRINCETON MN 55371			Summary Total						336.00			
Central Pk 2018 Vege			Payment Amount						187.50			
			Summary Total						187.50			

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		Mgmt										
									187.50			
									677.25			
113444	PRECISE	Aug 2018 Subscription	PV	93654	001	09101	9/26/2018	IN200-1018369	550.57		113444	PRECISE
	PRECISE								550.57			
	501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337								550.57			
111839	REGENTS OF THE UNIVERSITY OF MINNESOTA	RED OAK ANALYSIS	PV	93542	001	09101	9/13/2018	0230031166	59.00		111839	REGENTS OF THE UNIVERSITY OF MINNESOTA
	REGENTS OF THE UNIVERSITY OF MINNESOTA NW 5957 P O BOX 1450 MINNEAPOLIS MN 55485-5957								59.00			
									59.00			
116637	RENKO CONSTRUCTION INC	Asbestos Insp. 18953 Jasper St	PV	93655	001	09101	9/10/2018	180209	625.00		116637	RENKO CONSTRUCTION INC
	RENKO CONSTRUCTION INC 4484 E SHAMINEAU DRIVE	Asbestos Insp. 20362 Engen Blv	PV	93656	001	09101	9/10/2018	180309	600.00			
	MOTLEY MN 56466								600.00			
									1,225.00			

R04570

CITY OF RAMSEY
Create Payment Control Groups

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Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator DLUND
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
110330	RESHETAR SYSTEM INC	ABATEMENT 7720 147TH LN	PV	93538	001	09101	9/13/2018	18-25331	855.00		110330	RESHETAR SYSTEM INC
	RESHETAR SYSTEM INC			Summary Total					855.00			
	730 BUNKER LAKE BLVD	Remove Light	PV	93657	001	09230	9/28/2018	18-25431	700.00			
	ANOKA MN 55303	Pole/5195 142nd A		Summary Total					700.00			
				Payment Amount					1,555.00			
114269	SPEEDCUTTERS OUTDOOR MAINTENANCE LLC	Sept 2018 Service Month	PV	93658	001	09101	9/24/2018	10882	4,213.12		114269	SPEEDCUTTERS OUTDOOR MAINTENANCE LLC
	SPEEDCUTTERS OUTDOOR MAINTENANCE LLC			Summary Total					4,213.12			
	18523 OLSON STREET NW	Sept 2018 Alpine Firestation	PV	93659	001	09101	9/24/2018	10896	460.64			
	ELK RIVER MN 55330			Summary Total					460.64			
				Payment Amount					4,673.76			
108703	STERLING TROPHY	Medallions for Happy Days	PV	93660	001	09297	9/25/2018	23027	55.00		108703	STERLING TROPHY
	STERLING TROPHY			Summary Total					55.00			
	3824 7TH AVENUE			Payment Amount					55.00			
	ANOKA MN 55303											
100474	SUPERIOR STRIPING INC	Trott Brook Boardwalk	PV	93661	001	09805	9/7/2018	44699	300.00		100474	SUPERIOR STRIPING INC

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CITY OF RAMSEY
Create Payment Control Groups

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Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator DLUND
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
	SUPERIOR STRIPING INC 14021 BASALT STREET NW RAMSEY MN 55303			Summary Total					300.00			
				Payment Amount					300.00			
112736	SWANK MOTION PICTURES INC	Hocus Pocus DVD 10/26/2018	PV	93662	001	09101	9/27/2018	1554483	435.00		112736	SWANK MOTION PICTURES INC
	SWANK MOTION PICTURES INC 2844 PAYSHERE CIRCLE CHICAGO IL 60674			Summary Total					435.00			
				Payment Amount					435.00			
100485	TIMESAVER OFF SITE SECRETARIAL INC	AUG-SEPT 18 MEETINGS	PV	93539	001	09101	9/14/2018	M24110	1,238.00		100485	TIMESAVER OFF SITE SECRETARIAL INC
	TIMESAVER OFF SITE SECRETARIAL INC 5291 RIVER OAK DRIVE SAVAGE MN 55378			Summary Total					1,238.00			
				Payment Amount					1,238.00			
105706	TINKLENBERG GROUP INC	Retainer Agmnt (4 of 12) 10/18	PV	93663	001	09400	9/26/2018	2064	3,300.00		105706	TINKLENBERG GROUP INC
	THE TINKLENBERG GROUP INC 11234 FOREST COURT NE BLAINE MN 55449			Summary Total					3,300.00			
				Payment Amount					3,300.00			
112079	TOKLE INSPECTIONS INC	81 Electrical Insp Aug 2018	PV	93664	001	09101	9/11/2018	091118	4,721.25		112079	TOKLE INSPECTIONS INC

CITY OF RAMSEY
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK
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Originator DLUND
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
	TOKLE INSPECTIONS INC 1748 123RD AVENUE NW COON RAPIDS MN 55448								4,721.25			
				Summary Total					4,721.25			
				Payment Amount					4,721.25			
108522	TOTAL CONTROL SYSTEMS, INC TOTAL CONTROL SYSTEMS, INC P O BOX 40 STANCHFIELD MN 55080	CABLE WEIGHT	PV	93540	001	09602	9/20/2018	8413	79.20		108522	TOTAL CONTROL SYSTEMS, INC
				Summary Total					79.20			
				Payment Amount					79.20			
108110	TRI COUNTY LAW ENFORCEMENT ASSOCIATION TRI COUNTY LAW ENFORCEMENT ASSOCIATION C/O LEGAL FOR GOOD 5354 PARKDALE DRIVE SUITE 103 ST LOUIS PARK MN 55416	2019 Annual Dues	PV	93665	001	09101	9/20/2018	09202018	75.00		108110	TRI COUNTY LAW ENFORCEMENT ASSOCIATION
				Summary Total					75.00			
				Payment Amount					75.00			
106812	TWIN CITY FILTER SERVICE INC TWIN CITY FILTER SERVICE INC 2529 25TH AVE S MINNEAPOLIS MN 55406-1280	FILTERS	PV	93541	001	09101	9/17/2018	0643622	561.26		106812	TWIN CITY FILTER SERVICE INC
				Summary Total					561.26			
				Payment Amount					561.26			

CITY OF RAMSEY
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator DLUND
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name
105628	WELLS CATERING SERVICE	CC MEAL 9/11/2018	PV	93543	001	09101	9/11/2018	44517	87.06		105628	WELLS CATERING SERVICE
	WELLS CATERING SERVICE			Summary Total					87.06			
	7533 SUNWOOD DRIVE	CC Meal 9/25/2018	PV	93667	001	09101	9/25/2018	44566	90.80			
	SUITE 108			Summary Total					90.80			
	RAMSEY MN 55303			Payment Amount					177.86			
100539	WRIGHT TIRE SERVICE INC	PD TIRES INVENTORY	PV	93544	001	09101	9/19/2018	62811	459.60		100539	WRIGHT TIRE SERVICE INC
	WRIGHT TIRE SERVICE INC			Summary Total					459.60			
	710 WEST MAIN STREET	TIRES 676	PV	93545	001	09101	9/17/2018	62752	226.92			
	ANOKA MN 55303			Summary Total					226.92			
		Turf Master B	PV	93668	001	09101	9/25/2018	62993	86.82			
				Summary Total					86.82			
				Payment Amount					773.34			
112515	WSB AND ASSOCIATES INC	COR AUAR 8/1/18 to 8/31/18	PV	93669	001	09101	9/19/2018	R-011954-000-5	528.00		112515	WSB AND ASSOCIATES INC
	WSB AND ASSOCIATES INC			Summary Total					528.00			
	701 XENIA AVENUE SOUTH	Aug 2018 General Planning Serv	PV	93670	001	09101	9/24/2018	R-011112-000-8	4,118.00			
	SUITE 300			Summary Total					4,118.00			
	MINNEAPOLIS MN 55416			Summary Total					115.00			
		Aug 2018/2040 Comp Plan	PV	93671	001	09101	9/24/2018	0-001973-160-23	115.00			
				Summary Total					115.00			
		Aug 2018 Key Nodes &	PV	93672	001	09230	9/24/2018	R-011565-000-4	370.00			

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CITY OF RAMSEY
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Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator DLUND
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	Streets					370.00			
			Summary Total			370.00			
	Aug 2018 Franchise Fee Develop		PV 93673 001 09400	9/24/2018	R-011762-000-5	1,315.50			
			Summary Total			1,315.50			
			Payment Amount			6,446.50			
			Total Amount to be Processed			200,511.06			
			Total Number of Payments to be Processed			67			

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-210

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF SEPTEMBER 20, 2018 THROUGH OCTOBER 3, 2018.

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of September 20, 2018, through October 3, 2018, in the amount of \$746,171.53 and

WHEREAS, the City Council of the City of Ramsey is required to authorize payment for all disbursement transactions.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period September 20, 2018, through October 3, 2018, in the amount of \$746,171.53.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 9th day of October 2018.

Acting Mayor

ATTEST:

City Clerk

CC Regular Session

4. 5.

Meeting Date: 10/09/2018

By: Katie Schmidt, Administrative Services

Information

Title

Adopt Resolution #18-207 Appointing Election Judges for the General Election on November 6, 2018

Purpose/Background:

For each Election, Council is asked to formally appoint Election Judges to work the polling locations. A resolution is attached appointing Election Judges to serve for the General Election scheduled for November 6, 2018.

Funding Source:

Monies have been budgeted in the General Fund under Elections for Election expenses and Election Judge pay.

Recommendation:

Staff recommends Council adopt the Resolution appointing Election Judges for the 2018 General Election.

Action:

Motion to adopt Resolution #18-207 Appointing Election Judges for the General Election on November 6, 2018.

Attachments

Res #18-207 Appting Election Judges for General

Form Review

Inbox	Reviewed By	Date
Jo Thieling	Katie Schmidt	09/27/2018 10:00 AM
Jo Thieling	Jo Thieling	10/02/2018 11:11 AM
Jo Thieling	Jo Thieling	10/02/2018 11:22 AM
Colleen Lasher	Colleen Lasher	10/04/2018 03:47 PM
Kurt Ulrich	Kurt Ulrich	10/04/2018 03:52 PM
Form Started By: Katie Schmidt		Started On: 09/21/2018 09:27 AM
Final Approval Date: 10/04/2018		

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #18-207

RESOLUTION APPOINTING ELECTION JUDGES FOR THE GENERAL ELECTION ON NOVEMBER 6, 2018

WHEREAS, the City of Ramsey will be conducting a General Election on Tuesday, November 6, 2018; and

WHEREAS, pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality; and

WHEREAS, the hourly rate of pay will be \$10.00 for election judge trainees, \$10.00 for regular election judges and \$11.00 for chairs.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the following individuals be appointed to serve as election judges for the General Election to be held on November 6, 2018:

Patricia McGrath, Tim Dusbabek, Vicki Herrmann, Sheila Lemke, Judith Olson, Lonny Suckow, Janet Tracy, Timothy Graber, A.C. (Del) Howe III, Patricia Dusbabek, Kathryn Woodfill, Jan Cameron, Colleen Graber, Deb Koepsell, Jean Lewandowski, Bruce Johnson, David May, Richard (Scott) Cords, Lana Howell, LaVonne Suckow, Michele Elifrits, Al Resler, Margaret (Peggy) Howe, Alice Rasmussen, Kevin Efram, Derek Scheuermann, Paula Chicoine, Michele Larkin, Sylvia Frolik, Tom Hoxter, Darlene Croteau, Carol Rudy, Joyce Prior, Mariann Johnson, Christine Bell, Sharon Schmalzer, Bridget Arnold, Makayla Miller, Megan Warner, Jill Winger, Kathryn Richter, David Newton, Mark Barrett, Becky Smith, Billie Jo Bishop, Julia Bishop, Madeline (Kay) McCulley, Mark Eggleston, James Sather, Stephen Rothstein, Sue Hurd, Katie Schmidt, Barney (Lee) Freshour, Anna Schmidt, Sandra Conlon, Brandee Vobr, Robert Anderson, Pat Maxey, Bruce Anderson, Roger McCulley, Donna Brauer, Andrea Hillebregt, William Kociscak, Isaac Bishop, Caral Kociscak, Linda Anderson, Jerilyn Bates, Cyndi Lemmon, J. Todd Embury, James Lahr, Marie Winger, Sarah Cooper, Katrina Cooper, and Jill Thieling.

- 2) That Council authorize staff to train and hire additional election judges not named here should the need arise.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 9th day of October 2018.

Acting Mayor

ATTEST:

City Clerk

Meeting Date: 10/09/2018

By: Bruce Westby, Engineering/Public Works

Information

Title

Adopt Resolution #18-216 Approving Assessment Agreement for Municipal Utility Connection Fees for 7131-166th Avenue NW

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #18-216 approving an Assessment Agreement for municipal utility connection fees for 7131-166th Avenue NW.

Background:

The property at 7131 - 166th Avenue NW is currently served by a private well and septic system. The property owner is proposing to expand the single-family residential home but the current septic system is too small to accommodate the expansion. Instead of removing the existing septic system and installing a larger one, the property owner wishes to connect to the existing municipal utilities within the 166th Avenue right-of-way.

The property owner is unable to pay for the required utility connection fees at this time and is therefore requesting financial assistance from the City. The property owner is requesting that the City enter into an Assessment Agreement (Petition and Waiver Agreement) with him, allowing the property owner to pay the required utility connection fees with interest over a period of ten (10) years.

Attached is a copy of an Assessment Agreement that was developed by City Staff and reviewed and approved by the City Attorney. The property owner has subsequently reviewed and approved the attached agreement, and has signed two hard copies. Upon receiving Council approval, the agreements will be executed by the City, and the property owner will be directed to bring his agreement to the Anoka County Government Center to have it recorded. The property owner will then be allowed to connect to municipal utilities.

This is the first time the City has received such a request, but Staff believes it is in the City's best interest to assist property owners to connect to municipal utilities due to the numerous environmental and public health benefits.

Notification:

No notice was required for this case. The attached Assessment Agreement prohibits the property owner from requesting a hearing.

Observations/Alternatives:

Observations:

City Staff will inspect and test the utility connection work.

As previously discussed, Staff believes it is in the City's best interest to assist property owners to connect to municipal utilities due to the numerous environmental and public health benefits. The City currently has a septic system repair policy that provides financial assistance to property owners who cannot afford needed septic system repairs using a similar Assessment Agreement. Staff therefore plans to circle back with Council to discuss the potential adoption of a policy for assisting property owners to pay for required municipal utility connection fees, which can be cost prohibitive in allowing connections to municipal utilities.

Alternatives:

Alternative #1 – Motion to adopt Resolution #18-216 approving an Assessment Agreement for municipal utility connection fees for 7131-166th Avenue NW.

Funding Source:

The total cost of the municipal utility connection fees is \$13,611. Based on the attached Assessment Agreement and payment schedule, the property owner will pay the fees over a period of 10 years at a proposed interest rate of 5.10%.

Recommendation:

The City Attorney and Finance Director reviewed and approved the attached Assessment Agreement. Staff recommends Council approval of alternative #1.

Action:

Motion to adopt Resolution #18-216 approving an Assessment Agreement for municipal utility connection fees for 7131-166th Avenue NW.

Attachments

- Resolution 18-216
- Assessment Agreement
- Payment Schedule
- Property Location Map

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	10/04/2018 10:45 AM
Joe Langel	Kathy Schmitz	10/04/2018 03:31 PM
Kurt Ulrich	Kurt Ulrich	10/04/2018 03:56 PM
Form Started By: Bruce Westby		Started On: 09/29/2018 12:01 PM
Final Approval Date: 10/04/2018		

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #18-216

RESOLUTION APPROVING ASSESSMENT AGREEMENT FOR MUNICIPAL UTILITY CONNECTION FEES FOR 7131 – 166TH AVENUE NW

WHEREAS, Ivan Artyomenko (Owner) owns real property at 7131 – 166th Avenue NW (PID 10-32-25-33-0025); and

WHEREAS, said property is currently served by private well and septic system; and

WHEREAS, Owner proposes to expand the single-family residential principal structure on said property which would require replacing the existing private septic system with a larger septic system or connecting to municipal sanitary sewer and water supply utilities; and

WHEREAS, Owner requests to connect to municipal utilities; and

WHEREAS, Owner requests to enter into an Assessment Agreement with the City to pay for the required municipal utility connection fees over a ten-year term; and

WHEREAS, the City has an interest in promoting municipal sanitary sewer and water supply utility connections due to environmental and public health benefits.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA:

- 1) That said Assessment Agreement is hereby approved allowing the City to assess the required municipal utility connection fees to Ivan Artyomenko, owner of real property at 7131-166th Avenue NW, PID 10-32-25-33-0025, at a cost not to exceed \$13,611.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Shryock, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 9th day of October, 2018.

Mayor

ATTEST:

City Clerk

[Space reserved for recording data]

PETITION AND WAIVER AGREEMENT

This Agreement is made this ____ day of _____, 2018, by and between the **City of Ramsey**, a Minnesota municipal corporation (“City”), and **Ivan Artyomenko**, (“Owner”).

RECITALS

WHEREAS, the Owner is the fee title owner of certain real property with a street address of 7131 166th Avenue NW, Ramsey, Minnesota, PID 10-32-25-33-0025 (the “Subject Property”); and

WHEREAS, the Owner desires to connect to existing municipal sanitary sewer and water supply utilities located within the 166th Avenue NW right-of-way to serve the Subject Property (hereinafter referred to as the “Utility Connections”); and

WHEREAS, the Owner is unable to finance the sewer and water connection fees associated with the Utility Connections; and

WHEREAS, the Owner wishes to make the Utility Connections without notice of hearing or hearing on the special assessments levied to finance the sewer and water connection fees associated with the Utility Connections, and to levy **\$13,611** against the Subject Property; and

WHEREAS, the City will allow the Owner to construct the Utility Connections provided the assurances and covenants hereinafter stated are made by the Owner to ensure that the City will have valid and collectable special assessments as they relate to the Subject Property to finance the sewer and water connection fees associated with the Utility Connections; and

WHEREAS, were it not for the assurances and covenants hereinafter provided, the City would not grant the Utility Connections without such notices and hearings and is doing so solely at the behest, and for the benefit of, the Owner.

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Owner hereby petitions the City to finance the sewer and water connection fees associated with the Utility Connections.

2. The Owner represents and warrants that he is the owner of 100 percent of the Subject Property, that he has full legal power and authority to encumber the Subject Property as herein provided, and that as of the date hereof, he has fee simple absolute title in the Subject Property.

3. The Owner requests that 100% of the cost of the sewer and water connection fees associated with the Utility Connections be assessed against the Subject Property. The parties agree and understand that the principal amount to be assessed for the sewer and water connection fees associated with the Utility Connections will not exceed \$13,611.

4. The Owner waives notice of hearing and hearing on the Utility Connections pursuant to Minnesota Statutes section 429.031, and notice of hearing and hearing on the special assessments levied to finance the sewer and water connection fees associated with the Utility Connections pursuant to Minnesota Statutes section 429.061, and specifically requests that the City grant the Utility Connections and levy special assessments against the Subject Property without hearings.

5. The Owner waives the right to appeal the levy of the special assessments in accordance with this Agreement pursuant to Minnesota Statute section 429.081, or reapportionment thereof upon land division pursuant to Minnesota Statute section 429.071, subdivision 3, or otherwise, and further specifically agrees with respect to such special assessments against the Subject Property or reapportionment that:

- a. Any requirements of Minnesota Statutes chapter 429 with which the City does not comply are hereby waived by the Owner;

- b. The increase in fair market value of the Subject Property resulting from the Utility Connections will be at least equal to the amount specified in paragraph 3, and that such increase in fair market value is special benefit to the Subject Property;
- c. Assessment of the above-specified cost of the Utility Connections against the Subject Property is reasonable, fair and equitable and there are no other properties against which such cost should be assessed.

6. The City shall provide for the payment of such special assessments in installments over a period of **10 years** bearing an interest rate of **5.10 percent**.

7. The Owner agrees to restore disturbed City right-of-way to a condition at least as good as the existing condition upon completing the Utility Connections, at no cost to the City.

8. The Owner represents and warrants that the Subject Property is not so classified for tax purposes as to result in deferral of the obligation to pay special assessments; and Owner agrees that it will take no action to secure such tax status for the Subject Property during the term of this Agreement.

9. The covenants, waivers and agreements contained in this Agreement shall bind the successors and assigns of the Owner and shall run with the Subject Property and bind all successors in interest thereof. It is the intent of the parties hereto that this Agreement be in a form that is recordable among the land records of Anoka County, Minnesota; and they agree to make any changes in this Agreement which may be necessary to effect the recording and filing of this Agreement against the title of the Subject Property.

10. This Agreement shall terminate upon the final payment of all special assessments levied against the Subject Property regarding the Utility Connections, and the City shall thereupon execute and deliver such documents, in recordable form, as are necessary to extinguish its rights hereunder.

IN WITNESS WHEREOF, the parties have set their hands the day and year first written above.

CITY OF RAMSEY

OWNER

By _____
John LeTourneau, Acting Mayor

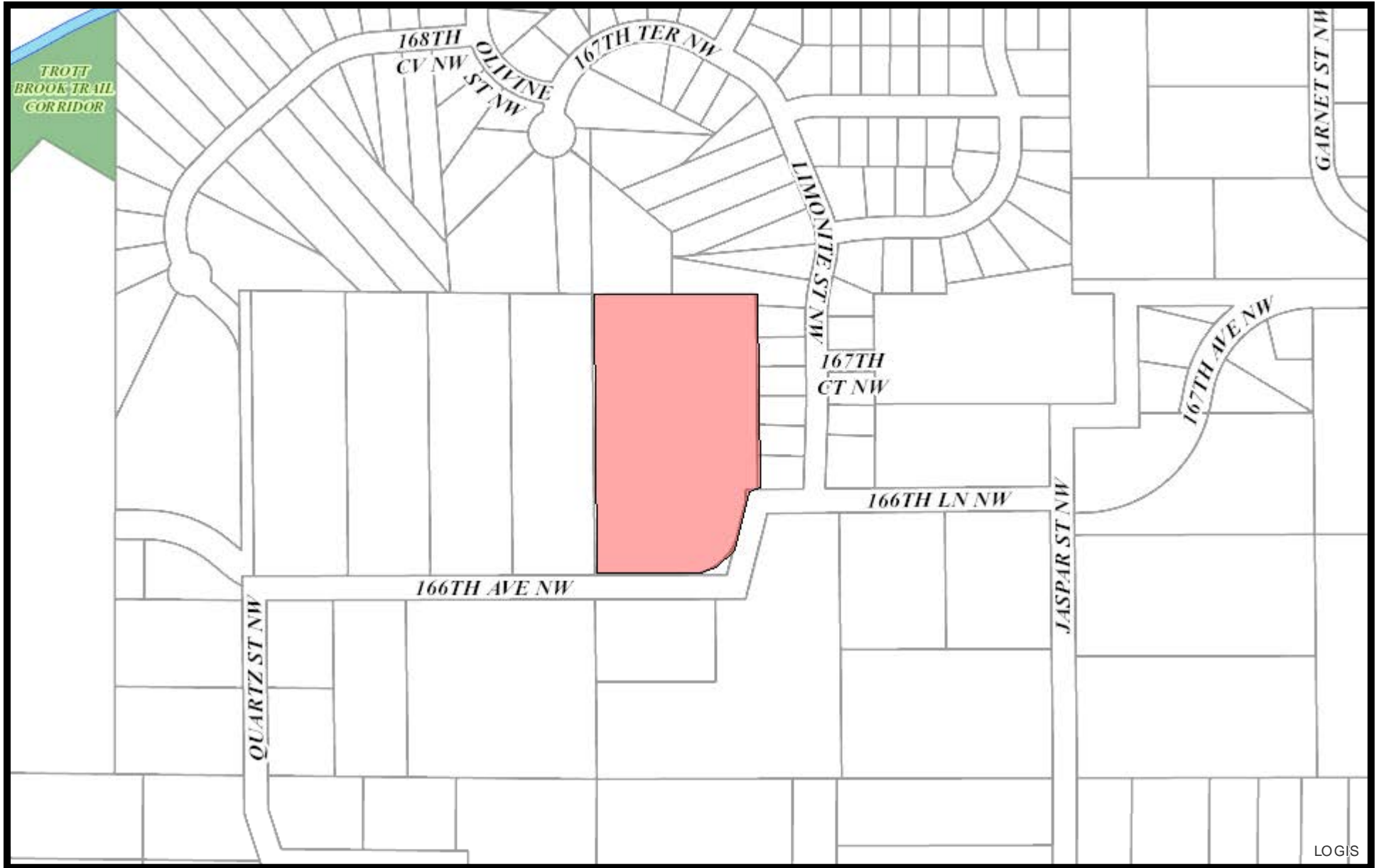
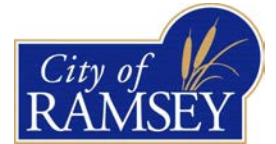
By _____
Ivan Artyomenko

By _____
Kurtis G. Ulrich, City Administrator

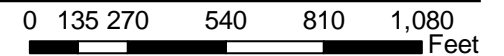
[Owner]

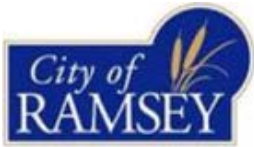
Ivan Artyomenko-7131 166th Avenue NW Connect to Sewer & Water					
10 -Year Oct 9, 2018 Assess Date 448 Days 1st year int					
Int rate = 10 Year Treasury + 2 basis points	Principal	5.100% Interest	Payment Amount	Pay-off Balance	
				13,611.00	
	2019	1361.10	852.01	2213.11	12,249.90
	2020	1361.10	624.74	1985.84	10,888.80
	2021	1361.10	555.33	1916.43	9,527.70
	2022	1361.10	485.91	1847.01	8,166.60
	2023	1361.10	416.50	1777.60	6,805.50
	2024	1361.10	347.08	1708.18	5,444.40
	2025	1361.10	277.66	1638.76	4,083.30
	2026	1361.10	208.25	1569.35	2,722.20
	2027	1361.10	138.83	1499.93	1,361.10
	2028	1361.10	69.42	1430.52	(0.00)
Total		\$ 13,611.00	\$ 3,975.74	\$ 17,586.74	

7131 - 166th Avenue NW



Print Date: October 3, 2018





Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

CC Regular Session

6. 1.

Meeting Date: 10/09/2018

By: Bruce Westby, Engineering/Public Works

Information

Title:

PUBLIC HEARING: Adopt Resolution #18-213 Adopting Assessment Roll Certifying Assessments for Improvement Project #17-02, River's Bend Street Reconstructions

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #18-213 adopting the final assessment roll certifying assessments for Improvement Project #17-02, River's Bend Street Reconstructions.

Background:

City Improvement Project 17-02 involved reconstructing the following street segments within the River's Bend residential neighborhood;

- 147th Lane from the west River's Bend plat line to Waco Street,
- 148th Avenue from the west River's Bend plat line to Xkimo Street,
- Xkimo Street between 147th Lane and 149th Avenue/Sunwood Drive, and
- Yakima Street between 148th Avenue and 149th Avenue/Sunwood Drive.

These street segments total approximately 2,774 linear feet, or 0.53 miles. A map showing the scope of the improvements is included as *Figure 1* in *Appendix A* of the attached Feasibility Report.

Pre-Existing Conditions

These street segments in the River's Bend neighborhood were constructed in 1985 with between 2 and 3½-inches of bituminous pavement, 4-inches of class 5 aggregate base, surmountable concrete curb and gutter, and concrete storm sewer. The streets were 30-foot wide from face-of-curb to face-of-curb, and were centered within a 60-foot wide right-of-way. The pavement was cracksealed and sealcoated in 1988 and in 1995. Spot patching was applied on an as-needed basis since.

In the fall of 2016, the pavement sections of the above-referenced street segments had PASER ratings of 3, meaning they were past the point of overlaying and instead required complete reconstruction.

The existing storm sewer system consisted of concrete catch basins and pipes, which drain runoff from the street to adjacent low-lying areas. Based on design calculations completed by City staff, no modifications were required to the existing storm sewer system.

Municipal sanitary sewer and water utilities existed under many of the pavement sections. The existing utilities were inspected and were found to be in good condition therefore no improvements were required before reconstructing the pavement.

Completed Improvements

All streets were reconstructed matching their existing widths and locations.

After damaged concrete curb and gutter sections were removed and replaced, the existing bituminous pavement sections were reconstructed using the Full Depth Reclamation (FDR) process. This involved grinding the existing bituminous pavement with an inch or more of existing aggregate base (pavement reclamation), then placing and compacting some of the reclaimed material on top of the reshaped and compacted existing aggregate base. Then, 2-inches of bituminous base course and 1½-inches of bituminous wear course was placed and compacted on top of the compacted reclaim material to provide a pavement section with a 7-ton structural capacity and a 30-plus year design life.

Storm sewer castings were reset after replacing adjusting rings and grouting the insides of the catch basins.

Municipal sanitary sewer and water utility castings were adjusted and reset.

Notification:

Notice for this Assessment Hearing was published in the City's official newspaper, the Anoka Union Herald, on Friday, September 21, 2018. Assessment Hearing Notices were also mailed to all property owners proposed to be assessed for the improvements as required per Minnesota State Statute Chapter 429. Attached is a copy of the Assessment Hearing Notice as mailed to benefiting property owners.

Anoka County requires that assessments be certified to the County Auditor by November 16, 2018 for collection on 2019 taxes. This deadline will be met by conducting the Assessment Hearing at the October 9th City Council meeting.

Observations/Alternatives:

Observations:

Public Comment

Staff met with several benefiting property owners prior to construction to discuss the improvements and their preliminary assessments. Most generally understood the need for the improvements, and a few questioned the use of special assessments to help pay for the improvements.

Staff met with numerous property owners during construction to coordinate construction of various improvements adjacent to or otherwise affecting the use of their properties.

Before this case was published, no formal comments or objections regarding final proposed assessments had been received by Staff. If any formal comments or objections are received after this case is published, Staff will share this information with Council prior to the Public Hearing.

Alternatives:

Alternative #1 – Motion to adopt Resolution #18-213 adopting the final assessment roll certifying assessments for Improvement Project #17-02, River's Bend Street Reconstructions.

Alternative #2 – Motion to deny adoption of Resolution #18-213 at this time.

Funding Source:

Funding sources for this project include a combination of Street Reconstruction and Overlay Program (SROP) bond funds, special assessments to benefiting properties, some stormwater utility funds, and a small amount of sewer and water funds. A more detailed cost accounting will be presented prior to the Assessment Hearing.

Street Reconstruction and Overlay Program (SROP) bond funds

These bond funds will initially pay for all project costs not covered by stormwater utility funds and sewer and water funds. Over the next 10 years, all special assessments collected for this project, which could total up to

\$61,454.80, will be applied to offset a portion of the bond payments.

Special Assessments

Construction of this project is complete, and the Contractor and City project inspector have agreed upon final construction costs in the amount of \$199,853.23. Final project costs, which include final construction costs plus 23% indirect costs to cover administrative (6%), engineering (15%), finance (1%), and legal (1%) costs, were used to calculate the final proposed assessments.

The final proposed assessment amount for this project is \$1,396.70 per each of the forty-four (44) benefiting properties, resulting in a total project assessment of \$61,454.80. Each of the properties proposed to be assessed has their primary access onto an improved street section. The preliminary assessment amount adopted by Council as found in the attached Feasibility Report was \$1,714.42 per benefiting property. Attached are copies of the final assessment map and roll for this project.

The City's Special Assessments Policy calls for special assessments to recover 25% of eligible street reconstruction and overlay improvement costs. On this project, all project costs are eligible for assessments. The final assessments as proposed recover 25% of eligible project costs.

Special assessments are calculated using methods resulting in reasonable and equitable distribution of assessments that are uniform upon the same class of properties within the assessable area. The test for determining the validity of a special assessment is whether the improvement for which the assessment was levied has increased the market value of the property against which the assessment was levied in at least the amount of the assessment.

The City's Special Assessments Policy identifies three optional methods for calculating assessments; adjusted front footage, area, and per lot. Because each assessable property generally received the same benefit from the project improvements, assessments are proposed to be spread equally among benefiting properties using the "per lot" method.

The proposed final assessments conform to the requirements set forth in Minnesota Statutes Chapter 429, Chapter 8 of the City Charter, applicable City code, and the City's adopted Special Assessments Policy. Attached are copies of Minnesota Statutes Chapter 429, the City's adopted Special Assessments Policy, and Chapter 8 of the City Charter that provides additional controls on the use of special assessments for public improvements within the City of Ramsey.

Final assessments for this project are proposed to carry a 10-year term at an interest rate of 5.22%. A schedule of payments showing annual payments including principal and interest is included on page 3 of the attached Assessment Hearing Notice.

No assessment deferral requests were received for this project.

The Special Benefit Consultation report completed for this project by the firm of Patchin Messner Dodd & Brumm anticipates that all benefiting properties will be enhanced in value between \$7,000 and \$7,500 per property. A copy of the report is not attached to this case but will be available at the Assessment Hearing.

Recommendation:

Staff recommends Alternative #1.

Action:

Motion to adopt Resolution #18-213 adopting the final assessment roll certifying assessments for Improvement Project #17-02, River's Bend Street Reconstructions.

Resolution 18-213

Feasibility Report

Hearing Notice

Assessment Roll

Assessment Map

MN Statutes Chap 429

Spec Assessments Policy

Charter Chap 8

Form Review

Inbox

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 10/04/2018

Reviewed By

Kurt Ulrich

Date

10/04/2018 01:40 PM

Started On: 09/29/2018 11:55 AM

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #18-213

RESOLUTION ADOPTING ASSESSMENT ROLL CERTIFYING ASSESSMENTS FOR IMPROVEMENT PROJECT #17-02, RIVER'S BEND STREET RECONSTRUCTIONS

WHEREAS, pursuant to proper notice duly given as required by law, the Council met, heard and passed upon all objections to the proposed assessment for the reconstruction of 147th Lane between Xkimo Street and Waco Street, 148th Avenue between Yakima Street and Xkimo Street, Xkimo Street between 147th Lane and 149th Avenue, and Yakima Street between 148th Avenue and 149th Avenue in the River's Bend residential development, along with miscellaneous appurtenant improvements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) Such proposed assessment, a copy of which is attached and incorporated herein, is hereby accepted and constitutes the special assessment against the listed properties. Each listed property is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
- 2) Such assessment shall be payable in equal annual installments extending over a period of 10 years, and shall bear interest at the rate of 5.22 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.
- 3) The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Office, except that no interest shall be charged if the entire assessment is paid before November 16, 2018. Such payment must be made by November 16 or interest will be charged through December 31 of the succeeding year. In subsequent years, the property owner may at any time pay to the City the balance of the assessment remaining unpaid after the current year, provided such payment is made before November 16.
- 4) The City Clerk shall transmit a certification of this assessment to the Anoka County Auditor's Office to be extended on the property tax lists of the County. Such assessments shall be collected and paid in the same manner as other municipal taxes.

The motion of the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 9th day of October, 2018.

Mayor

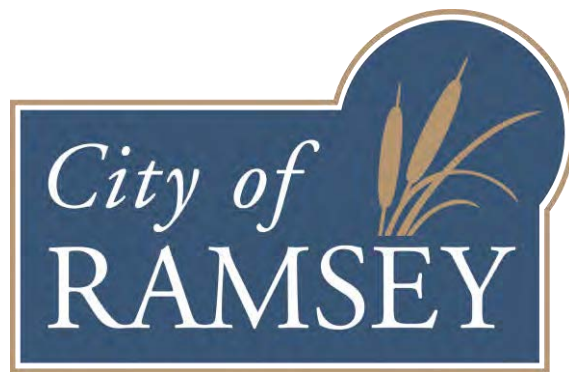
ATTEST:

City Clerk

FEASIBILITY REPORT

RIVER'S BEND STREET RECONSTRUCTIONS

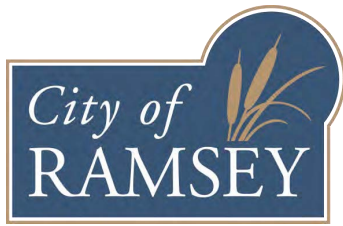
CITY IMPROVEMENT PROJECT NO. 17-02



October 20, 2017

Prepared By:

**City of Ramsey
Engineering Department
7550 Sunwood Drive NW
Ramsey, MN 55303
763-433-9820
763-433-9848 (Fax)**



October 20, 2017

Honorable Mayor and City Council
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Re: Feasibility Report - City of Ramsey Improvement Project #17-02
River's Bend Street Reconstructions

Dear Mayor and City Council Members:

Transmitted herewith is a Feasibility Report for the proposed River's Bend Street Reconstructions project, which examines the feasibility of reconstructing the bituminous street section and completing other appurtenant improvements.

This Feasibility Report examines the scope of the proposed improvements, explores estimated costs and available funding sources, defines a preliminary project schedule, and determines the necessity, feasibility and general cost-effectiveness of the proposed improvements, including any alternate designs, as well as whether the improvements would best be completed separately or in conjunction with another project.

I would be happy to discuss this report with you at your convenience. Please feel free to contact me at 763-433-9825 or bwestby@cityoframsey.com with any questions.

Sincerely,

City of Ramsey

A handwritten signature in blue ink that reads "Bruce Westby". The signature is written in a cursive style.

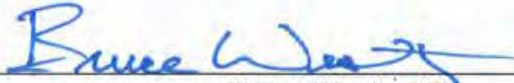
Bruce Westby, PE
City Engineer

Enclosure

C: Kurt Ulrich, City Administrator
Leonard Linton, Civil Engineer IV

CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Bruce Westby, PE

Date: October 20, 2017

License No. 40116

I hereby certify that this plan, specification or report was reviewed for Quality Control and Quality Assurance purposes and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Leonard Linton, PE

Date: October 20, 2017

License No. 21112

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TITLE SHEET

LETTER OF TRANSMITTAL

CERTIFICATION SHEET

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Appendix A

Figure 1 – Project Scope
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Project Site Pictures

Appendix B

Opinion of Probable Costs

Appendix C

Preliminary Assessment Map
Preliminary Assessment Roll

Appendix D

Pavement Evaluations and Recommendations (WSB & Associates – 11 pages)

1. EXECUTIVE SUMMARY

City Improvement Project #17-02 proposes to reconstruct four street segments within the River's Bend residential neighborhood including 147th Lane between Xkimo Street and Waco Street, 148th Avenue between Yakima Street and Xkimo Street, Xkimo Street between 147th Lane and 149th Avenue, and Yakima Street between 148th Avenue and 149th Avenue. These streets total approximately 2,774 linear feet (0.53 miles) in length. A map showing the location and scope of the proposed improvements is included as *Figure 1* in *Appendix A*.

These street segments in the River's Bend neighborhood were constructed in 1985 with between 2 and 3½-inches of bituminous pavement, 4-inches of class 5 aggregate base, surmountable concrete curb and gutter, and concrete storm sewer. The street was constructed to a width of 30-foot from face-of-curb to face-of-curb, and is centered within a 60-foot wide right-of-way.

City staff evaluates and rates the condition of pavement sections on all city streets on an annual basis using the Pavement and Surface Evaluation Rating (PASER) system. In the fall of 2016, these street segments within the River's Bend neighborhood were rated with PASER ratings of 3, which indicates this street is past the point of applying mill and overlay improvements. The current condition of these streets requires City staff to patch the streets at least once per year, particularly before winter so the street can be plowed without further damaging the pavement in the process. Pictures of this street segment are located in *Appendix A*.

Proposed improvements include removing and replacing all damaged concrete curb and gutter sections, and reconstructing the existing bituminous pavement section using the Full Depth Reclamation (FDR) process. This process would involve milling the entire existing bituminous pavement section, along with one inch or so of existing aggregate base. This reclaim material would then be spread over the reshaped and compacted subgrade between the curb and gutter, then the top 3½ inches of reclaim material would be removed and hauled off site, after which 3½ inches of new bituminous pavement would be installed over the remaining compacted reclaim material. This would result in a 7-ton pavement design, which is standard for residential streets.

The existing sanitary sewer and watermain infrastructure are in good condition. The existing storm sewer system is also in good condition with only minor work being proposed.

The engineer's opinion of probable costs for completing the proposed improvements outlined in this report is \$301,738.31. Estimated project costs include 5-percent contingency costs and 23-percent indirect costs for administrative, engineering, finance and legal costs. A summary of the engineer's opinion of probable costs is included in *Appendix B*.

A total of forty-four (44) parcels have been identified as receiving special benefit from the improvements. These parcels are identified in the preliminary Assessment Map and Roll, which are attached in *Appendix C*.

A total of twelve (12) pavement corings were completed by WSB and Associates (WSB) to assist with the preparation of this report. WSB offered pavement design recommendations, which were considered and incorporated to varying degrees while preparing this report. A copy of WSB's report is attached in *Appendix D*.

This improvement project, which is listed in the City's current Capital Improvement Program, is proposed to be funded using a combination of special assessments to benefiting properties, street reconstructions bond proceeds, and stormwater utility funds.

Staff recommends using special assessments to pay for 25-percent of eligible improvement costs, which will be applied across 44 assessable properties using the "per lot" method of assessment, which is the typical method used for single family parcels having approximately the same size. All costs for this project are eligible for special assessments since the street is proposed to be reconstructed at its existing width, and since the existing and proposed pavement sections both meet 7-ton design standards meaning they are equivalent sections. This project does not include any ineligible project costs related to the use of special assessments.

Staff recommends ordering a special benefit consultation report for this project to verify that the proposed assessment amounts will not exceed the amount of benefit to any of these properties. If the report concludes that the benefit to any of the properties is less than the proposed preliminary assessment rate, Staff would propose to lower the assessment rate accordingly at the Assessment Hearing. However, if the special benefit consultation report verifies that the assessment rates as proposed are justified, Staff would propose to adopt the final assessment roll using the rate as preliminarily proposed.

Staff has not yet discussed the proposed improvements or the use of special assessments to pay for a portion of the improvements with the identified 44 benefiting property owners. However, Staff has scheduled a neighborhood information meeting and has mailed invitations to these property owners and will explain the proposed improvements and assessments in detail at the meeting, and will gather their input on the project, including any information which should be explored in more detail during development of plans and specifications. Staff will present the feedback received to Council during the Public Hearing process.

On January 24, 2017, the City Council directed Staff to postpone the River's Bend Street Reconstructions project until the 2018 construction season, allowing the project to be constructed in conjunction with the Stanhope Terrace Street Reconstructions project. The intent of this direction was to provide for the most cost-effective project by combining it with a similar project in close proximity, thereby potentially realizing a cost savings due to economies of scale.

This project was initially intended to be a mill and overlay improvements project, but after learning that the existing bituminous pavement section would not allow for a mill and overlay due to pavement thicknesses in some locations of only 2-inches, the project was converted to a full pavement reconstruction.

This project is necessary, feasible, and cost-effective from an engineering standpoint, and can be constructed as proposed herein. However, it would be most cost-effective to construct this project in conjunction with the Stanhope Terrace and The North Forty Street Reconstructions projects in 2018.

2. INTRODUCTION

2.1 Authorization

The preparation of this report was authorized by the Ramsey City Council on January 10, 2017. This project has been designated as City Improvement Project No. #17-02.

2.2 Program Overview

In support of the City's long-term Street Maintenance Program, the existing bituminous pavement section is proposed to be reconstructed, damaged concrete curb and gutter sections will be removed and replaced, and other appurtenant work will be completed as outlined in this report.

The City's pavement evaluation process involves a visual evaluation of each street's pavement surface based on the type, extent and severity of each pavement distress observed. Numerous types of pavement distresses may exist within a pavement section including, but not limited to, alligator cracking, block cracking, longitudinal cracking, transverse cracking, rutting, raveling, shoving, potholes and patches. This field data is then used to rate the pavement condition.

The City uses the Pavement and Surface Evaluation Rating (PASER) system to rate pavement condition. A PASER rating is a numerical index between 1 and 10 indicating the condition of a pavement based on the various pavement distresses recorded during visual observations. A PASER rating of 10 represents brand new pavement, while a PASER rating of 1 represents a pavement section that has fallen into complete disrepair requiring full street reconstructions.

In the fall of 2016, these street segments in the River's Bend neighborhood were rated with PASER ratings of 3.

2.3 Scope

City of Ramsey Improvement Project 17-02 proposes to reconstruct the existing bituminous pavement, to remove and replace damaged concrete curb and gutter sections, and to complete other appurtenant work on four street segments within the River's Bend residential neighborhood including 147th Lane between Xkimo Street and Waco Street, 148th Avenue between Yakima Street and Xkimo Street, Xkimo Street between 147th Lane and 149th Avenue, and Yakima Street between 148th Avenue and 149th Avenue. These street segments total approximately 2,774 linear feet (0.53 miles) in length.

The existing bituminous pavement is proposed to be reconstructed using the full depth reclamation (FDR) process. This involves reclaiming the bituminous pavement section between the existing concrete curb and gutter sections, along with one inch or so of the existing aggregate base, then hauling and disposing of any excess reclaim material off site, spreading and compacting the remaining reclaim material on top of the reshaped and compacted subgrade, then placing 3½-inches of new bituminous pavement on top of the compacted reclaim material. The resulting pavement design would meet current City design standards.

A map showing the location and scope of the proposed improvements is included as *Figure 1* in *Appendix A*.

3. EXISTING CONDITIONS

3.1 Existing Pavement and Soil Conditions

All four street segments were constructed in 1985 with 2 to 3½-inches of bituminous pavement, 4-inches of class 5 aggregate base, and surmountable concrete curb and gutter. The streets were all constructed to a width of 30-feet from face-of-curb to face-of-curb, and are all centered within a 60-foot wide right-of-way. The existing speed limit is 30 mph along all street segments.

The pavement was cracksealed and sealcoated in 1988 and 1995, and spot patching has been applied on an as-needed basis since. In 2016, Staff observed Pavement and Surface Evaluation Ratings (PASER) of 3 on all street segments.

While traffic counts for these streets are not available, Staff believes it is reasonable to assume the average annual daily traffic (AADT) count is less than 1,000 vehicles, and that less than 5 percent of vehicles using these streets can be classified as truck traffic.

WSB and Associates (WSB) was employed to complete a total of twelve pavement corings. Their results showed an average bituminous pavement thickness between 2 and 3¼-inches, which was constructed over 4-inches class 5 aggregate base.

3.2 Watermain

Watermain was installed under all street segments in River's Bend. Staff believes the existing watermain is in good condition, and that no repairs will be required prior to reconstructing the pavement. However, if plans and specifications are ordered for the proposed improvements, staff proposes to hire a leak detection expert to ensure there are no detectable leaks. If leaks are detected, repairs would be made under separate contract before work commences on this project. Leak detection testing is estimated to cost \$500.

3.3 Sanitary Sewer

Sanitary sewer was installed under each of the street segments in River's Bend. Staff believes the existing sanitary sewer is in good condition, and that no repairs will be required prior to reconstructing the pavement. However, if plans and specifications are ordered for the proposed improvements, staff proposes to hire a firm to televise the sewer to ensure the pipes are not deformed, cracked, or broken, and that all joints are sealed. If any issues are detected, repairs would be made under separate contract before work commences on this project. Sewer televising for this project is estimated to cost \$2,800.

3.4 Storm Sewer/Drainage

Storm sewer exists along Xkimo Street. Based on design calculations completed by City staff, no modifications will be required to the existing storm sewer system.

3.5 Streets

3.5.1 Existing Typical Sections

The street was constructed to a width of 30 feet from face-of-curb to face-of-curb, and is centered within a 60-foot wide City-owned right-of-way.

3.5.2 Maintenance History

The pavement was cracksealed and sealcoated in 1988, and again in 1995. Spot patching has been applied on an as-needed basis since.

3.6 Land Use

Properties in the River's Bend neighborhood are zoned single family residential.

4. PROPOSED IMPROVEMENTS

4.1 Street and Stormwater Improvements

The four street segments within the River's Bend residential neighborhood proposed to be reconstructed include 147th Lane between Xkimo Street and Waco Street, 148th Avenue between Yakima Street and Xkimo Street, Xkimo Street between 147th Lane and 149th Avenue, and Yakima Street between 148th Avenue and 149th Avenue.

The scope of the proposed surface improvements is shown in *Figure 1* in *Appendix A*.

4.1.1 Street Improvements

The streets in River's Bend are proposed to be reconstructed to match their existing width of 30-feet. All damaged surmountable concrete curb and gutter is proposed to be removed and replaced in kind. A typical section for the proposed pavement street reconstructions improvements is shown in *Figure 2* in *Appendix A*.

The proposed reconstructed bituminous pavement design is designed to accommodate a 7-ton design in accordance with the City of Ramsey's design standards. City staff is proposing a pavement section design of 1½-inches bituminous wear course, 2-inches bituminous base course, over 4-inches of existing aggregate base material after reshaping and compacting the base.

The proposed pavement design should result in a minimum pavement life of 30 years, assuming that proactive, regular pavement maintenance treatments are performed during the life of the pavement. While a 60-year design life would typically be targeted for a reconstructed street, this project is not proposing a full street reconstruction due to the good condition of the majority of the existing 30-year old curb and gutter. Therefore, only the bituminous pavement is proposed to be reconstructed at this time as it may make sense to replace the pavement section at the time the rest of the existing curb and gutter is replaced, which may be 30 or more years in the future.

4.1.2 Storm Sewer Improvements

The existing storm sewer system is in good condition and is not proposed to be improved. The only proposed storm sewer improvements include resetting catch basin castings and grouting the catch basins. No stormwater quality treatment improvements are required for this project since the street is proposed to be reconstructed at its current width.

4.1.3 Geotechnical Considerations

WSB completed twelve (12) pavement cores along the streets in River's Bend as shown in their Pavement Evaluations and Recommendations report, attached in *Appendix D*.

WSB recommended leaving all intact existing curb and gutter in place, which staff estimates accounts for over 80-percent of the existing curb and gutter, which is only 30 years old.

WSB also recommended reconstructing only the bituminous pavement. In total, this work is estimated to cost about half as much as a total street reconstruction while resulting in a serviceable pavement design life of at least 30-years. Considering that much or all of the remaining curb and gutter may need to be replaced in 30-years or so, a total street reconstruction could be evaluated at that time. Another benefit to this design is that it would result in minimal impacts to site access and traffic during construction.

4.1.4 Other Considerations

Driveways:

One or more existing driveways may need to be reconstructed to varying degrees. The limits of construction will vary with each driveway based on the extent of curb and gutter removal and replacement required, the elevations of the street, and the driveway type. During design, staff will evaluate the construction limits for any impacted driveways and will incorporate this into the plans, but as with all street reconstruction projects the exact limits of construction will be determined in the field during construction. Right-of-entry forms would be obtained from private property owners if work is required outside City right-of-ways and easements.

Irrigation Systems:

Developed properties along the project corridor may have private irrigation systems. Impacts to these systems may occur where the existing curb and gutter is being replaced. On past street reconstruction projects, the City repaired private irrigation systems that were damaged as part of the project. Staff recommends foregoing this practice on future projects. Instead, staff recommends notifying property owners in writing of the pending construction as far in advance of construction as possible to allow them to move their irrigation systems out of the construction area, and then replace it once work is complete.

Parking Restrictions:

Parking is currently allowed along both sides of the streets except for overnight parking per City code. During this project, parking is proposed to be restricted during allowable working hours also.

Pavement Corings:

Staff has been finding inconsistent existing pavement thicknesses on existing streets within the City during recent reconstruction projects. It is standard City practice to have staff on-site during pavement installation to insure the proper quantities are being placed. As further conformation, staff is proposing to have pavement corings taken at the conclusion of reconstruction projects. This is already a requirement on all State Aid projects, and will leave more data on the pavement section for future street maintenance projects.

4.2 Stormwater Treatment

Stormwater retention and/or treatment improvements are not required for this project.

4.3 Water Main Improvements

No watermain improvements are proposed with this project.

4.4 Sanitary Sewer Improvements

No sanitary sewer improvements are proposed with this project.

4.5 Construction Methods

The existing bituminous pavement section will be reconstructed as outlined within this report.

4.6 Private Utilities

Staff has not yet met with the telephone, gas, power and cable utilities regarding this project. During preparation of plans and specifications, staff will meet with the private utility companies to discuss the proposed improvements as noted in the project schedule within this report. The alignment and footprint of the streets will be considered to minimize impacts to private utilities. No impacts to power poles or street lights are anticipated with this project.

Should any utility company indicate they wish to upgrade, replace and/or otherwise modify their services during this project, any such upgrades, replacements and/or modifications will be at the sole discretion and cost of the utility company.

4.7 Permits

Permits that are anticipated to be required as part of the proposed improvements include:

- MPCA General Stormwater Permit (NPDES)..... Grading and Storm Water

A stormwater permit from the Lower Rum River Watershed Management Organization will not be required with this project.

4.8 Right-of-Ways/Easements

It is anticipated that all improvements will occur within existing City right-of-ways and/or easements, with the possible exception of tying into private driveways and yards. It is therefore not anticipated that the City will need to acquire additional permanent right-of-way or easements for this project. As such, costs for right-of-way or easement acquisitions are not included in the probable project costs.

City staff will obtain any required right of entries.

5. FINANCING

5.1 Opinion of Cost

A detailed opinion of probable costs for the proposed improvements can be found in *Appendix B* of this report. The opinion of probable costs incorporates anticipated 2018 construction costs for the proposed improvements, plus 5-percent contingency costs and 23-percent indirect costs for administrative, engineering, financing and legal costs.

City staff prepared the Feasibility Report in-house as part of staff's normal duties.

WSB and Associates, Inc. prepared their Pavement Evaluations and Recommendations report, which is included in *Appendix D*, at a not-to-exceed cost of \$3,290.

5.2 Funding

5.2.1 Assessments

The City's adopted Special Assessments Policy allows special assessments in an amount not to exceed 25-percent of eligible street reconstruction project costs to be levied against benefiting properties. Eligible project costs include costs required to reconstruct the street at its current width, and to reconstruct the pavement without increasing its structural capacity. Benefiting properties are considered to be any parcel that has their primary access onto any of the street segments being reconstructed. A total of 44 benefiting properties have been identified for this project. The Preliminary Assessment Map and Roll are included in *Appendix C*.

The engineer's opinion of probable costs for eligible assessment costs totals \$301,738.31. Assessable residential parcels are preliminarily proposed to be assessed for 25-percent of eligible project costs, which totals \$75,434.58 and equals \$1,714.42 per parcel. Assessment terms are proposed at ten years. Interest rates are proposed at two percent above the bond interest rate.

The "per lot" method of assessment identified in the City of Ramsey's Special Assessments Policy is proposed to be used to calculate assessments for this project considering that all parcels are roughly equivalent in size and will benefit equally. All properties having their primary access onto any of the reconstructed streets are considered to benefit and are proposed to be assessed.

The City is still in the early years of applying special assessments on street reconstruction projects. In addition, State Statute and the City Charter do not allow assessments to exceed the benefit to the property. Therefore, Staff is requesting Council authorization to order a benefit appraisal consultation report for this project in accordance with the City's Special Assessments Policy at the time a construction contract is awarded.

5.2.2 City Contribution

The City contribution to the project will include all funding in excess of the amount collected through special assessments to benefiting properties, which equals 75-percent of eligible project costs. No funds have been budgeted for this project.

The City's share of eligible project costs related to surface (street) improvements is proposed to come from the previously encumbered 5-year Street Reconstruction and Overlay Program bonds. Stormwater Utility Funds are proposed to pay for all storm sewer improvements.

Special assessments are proposed to pay back a portion of these costs based on the final assessments adopted by Council at the end of the project.

Table 1 illustrates the proposed project funding based on the proposed design outlined within this report. This funding program assumes construction will occur in 2018.

**TABLE 1
Proposed Project Funding**

	ASSESSMENTS	CITY FUNDS	TOTAL
Estimated Costs	\$75,434.58	\$226,303.73	\$301,738.31

Total Estimated Project Cost		\$301,738.31
Less Special Assessments (25%)	-	<u>\$75,434.58</u>
Subtotal	=	\$226,303.73
Less City Bonding Funds	-	<u>\$224,803.73</u>
Subtotal	=	\$1,500.00
Less Stormwater Utility Funds	-	<u>\$1,500.00</u>
Total Remaining Cost	=	\$0

6. PROJECT SCHEDULE

The proposed project schedule is as follows:

Council Orders Feasibility Report	January 10, 2017
Council Accepts Feasibility Report	January 24, 2017
Council Accepts Updated Feasibility Report/Orders Public Hearing.....	October 24, 2017
Staff Publishes Notice of Public Hearing	October 27 & November 3, 2017
Neighborhood Information Meeting	November 2, 2017
Council Conducts Public Hearing/Authorizes Plans and Specifications	November 14, 2017
Staff Conducts Private Utility Coordination Meeting	December, 2017
Council Approves Plans and Specifications/Authorizes Ad for Bids.....	January 9, 2018
Staff Advertises for Bids.....	January 12 & 19, 2018
Staff Receives Bids	February 6, 2018
Council Awards Contract	February 13, 2018
Contractor Begins Construction	May/June 2018
Contractor Completes Construction	September 7, 2018
Council Orders Assessment Roll/Hearing	September 11, 2018
Council Conducts Assessment Hearing.....	October 9, 2018

7. CONCLUSIONS AND RECOMMENDATIONS

City of Ramsey Improvement Project #17-02 proposes to reconstruct the existing bituminous pavement, remove and replace damaged concrete curb and gutter, and complete miscellaneous appurtenant work on four street segments within the River's Bend residential neighborhood including 147th Lane between Xkimo Street and Waco Street, 148th Avenue between Yakima Street and Xkimo Street, Xkimo Street between 147th Lane and 149th Avenue, and Yakima Street between 148th Avenue and 149th Avenue. These street segments measure approximately 2,774 linear feet (0.53 miles).

It is the recommendation of City staff that City Project #17-02 is feasible, necessary, and cost-effective from an engineering standpoint. However, it would be most cost-effective to construct this project in conjunction with the Stanhope Terrace and The North Forty Street Reconstructions projects in 2018.

The following Staff recommendations related to the proposed project are presented for Council consideration and concurrence:

1. Staff recommends reconstructing the four street segments within the River's Bend residential neighborhood including 147th Lane between Xkimo Street and Waco Street, 148th Avenue between Yakima Street and Xkimo Street, Xkimo Street between 147th Lane and 149th Avenue, and Yakima Street between 148th Avenue and 149th Avenue in conjunction with the Stanhope Terrace and The North Forty Street Reconstructions projects in 2018.
2. Staff recommends ordering a benefit appraisal consultation to ensure that the preliminary special assessments proposed herein will not exceed the benefit received as a result of the improvements in accordance with the City's Special Assessments Policy.
3. Staff recommends excluding private irrigation system work from this project, and from all future City Improvement Projects, and instead recommends notifying property owners of pending construction as far in advance as possible and instructing them to relocate the irrigation system(s) away from the construction area during construction, then allow replacement in or near the original location after construction is complete.
4. Staff recommends meeting with all owners of assessable properties on November 2, 2017, to inform them of the proposed improvements, the proposed use of special assessments, and to gather their input prior to conducting the Public Hearing and requesting Council authorization to prepare plans and specifications on November 14, 2017.

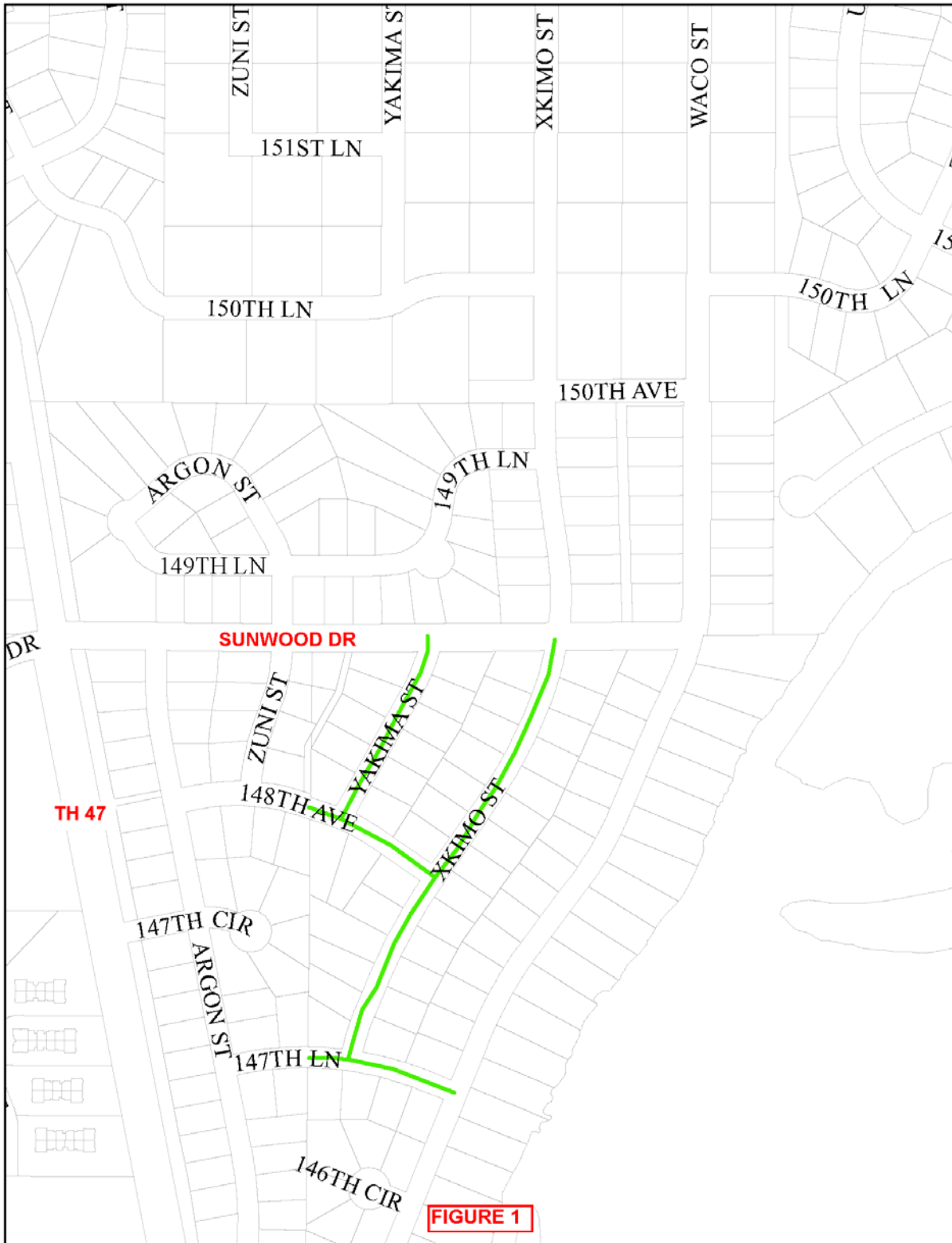
The City Council is asked to act on the following items related to the proposed project:

1. Accept the preliminary residential special assessment rates proposed herein.
2. Authorize a benefit appraisal consultation report to ensure all special assessments are commensurate with the benefit received as a result of the improvements.

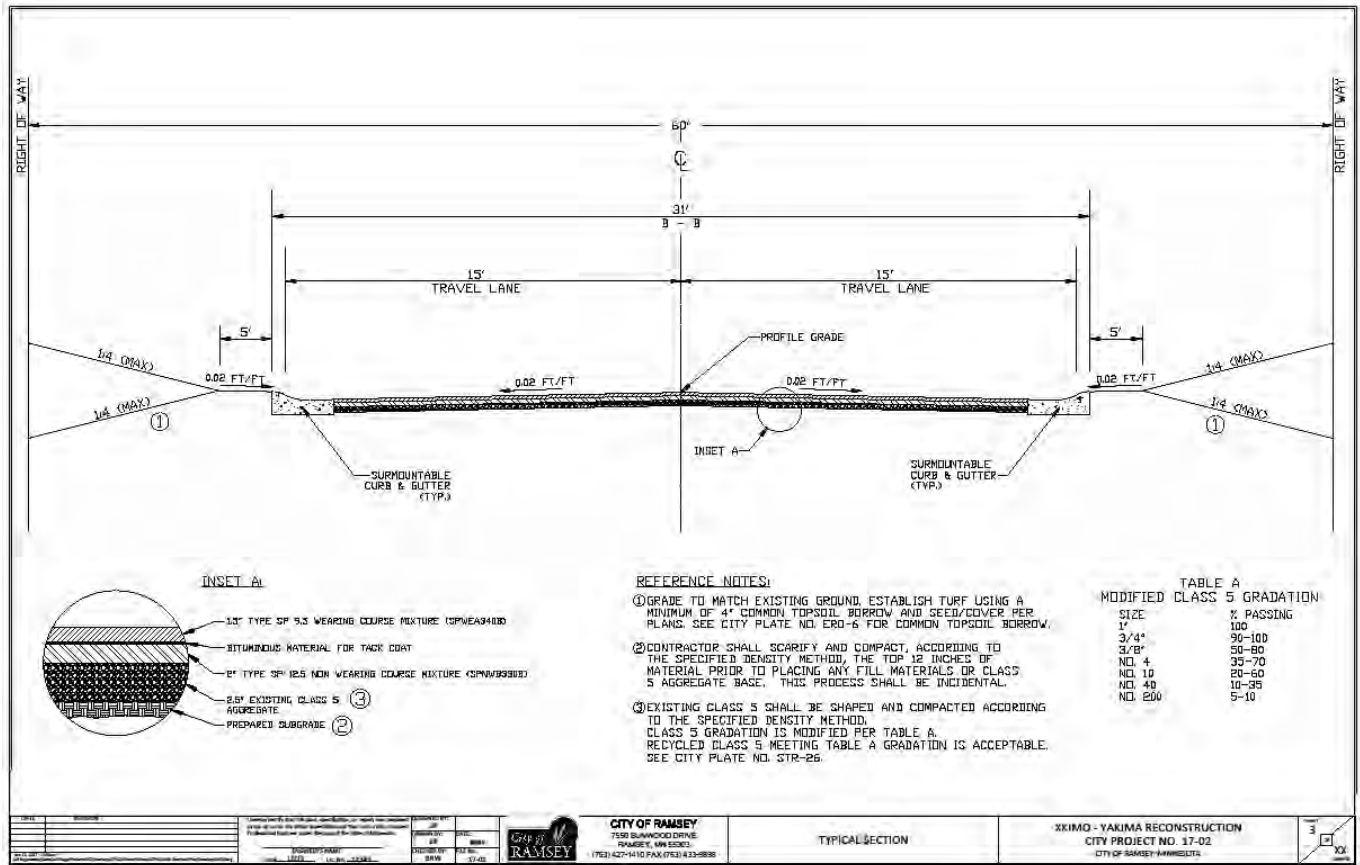
3. Adopt Resolution #17-10-273 accepting this Feasibility Report and ordering the Public Hearing for November 14, 2017.

APPENDIX A

Figure 1 – Project Scope
Figure 2 – Typical Section
Project Site Pictures



**FIGURE 1
PROJECT SCOPE**



**FIGURE 2
TYPICAL SECTION**

PROJECT SITE PICTURES









APPENDIX B

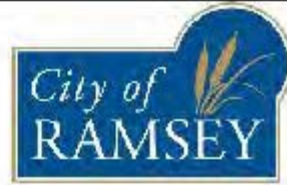
Opinion of Probable Costs

17-02 RIVER'S BEND STREET RECONSTRUCTIONS						
ENGINEER'S ESTIMATE						
10/19/2017						
ITEM NO.	MNDOT NO.	ITEM DESCRIPTION	UNIT	UNIT COST	ESTIMATED QUANTITY	COST EXTENSION
1	2021.501	MOBILIZATION	LS	\$ 11,000.00	1	\$ 11,000.00
2	2104.501	REMOVE CONCRETE CURB AND GUTTER	LF	\$ 5.50	500	\$ 2,750.00
3	2104.505	REMOVE CONCRETE VALLEY GUTTER	SY	\$ 25.00	65	\$ 1,625.00
4	2104.511	SAWING CONCRETE PAVEMENT - FULL DEPTH	LF	\$ 6.00	100	\$ 600.00
5	2104.513	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LF	\$ 3.00	200	\$ 600.00
6	2105.201	COMMON EXCAVATION (EV)	CY	\$ 12.00	220	\$ 2,640.00
7	2112.501	SUBGRADE PREPARATION	RDST	\$ 200.00	26	\$ 5,200.00
8	2130.501	WATER	MGAL	\$ 30.00	50	\$ 1,500.00
9	2211.503	AGGREGATE BASE CLASS 5 MODIFIED (CV)	CY	\$ 20.00	1060	\$ 21,200.00
10	2215.501	BITUMINOUS PAVEMENT RECLAMATION (FULL DEPTH)	SY	\$ 2.00	7929	\$ 15,858.00
11	2232.501	MILL BITUMINOUS PAVEMENT (1.5" D X 18" W)	SY	\$ 20.00	45	\$ 900.00
12	2331.607	HAUL BIT PAVEMENT RECLAMATION (LV)	CY	\$ 11.00	1718	\$ 18,898.00
13	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$ 3.00	555	\$ 1,665.00
14	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (SPWEA340B) (1.5")	TON	\$ 68.00	785	\$ 53,380.00
15	2360.502	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (SPNWB330B) (2.0")	TON	\$ 60.00	1047	\$ 62,820.00
16	2504.602	ADJUST VALVE BOX	EA	\$ 300.00	9	\$ 2,700.00
17	2506.522	ADJUST FRAME AND RING CASTING	EA	\$ 550.00	13	\$ 7,150.00
18	2531.501	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE (HE)	LF	\$ 25.00	300	\$ 7,500.00
19	2531.501	CONCRETE CURB & GUTTER DESIGN B618 (HE)	LF	\$ 25.00	200	\$ 5,000.00
20	2531.604	7" CONCRETE VALLEY GUTTER (HE)	SY	\$ 80.00	65	\$ 5,200.00
21	2563.601	TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00
22	2575.505	SODDING TYPE LAWN	SY	\$ 18.00	111	\$ 1,998.00
23	2575.525	COMMON TOPSOIL BORROW (LV)	CY	\$ 30.00	15	\$ 450.00
TOTAL ESTIMATED CONSTRUCTION COST						\$ 233,634.00
5% CONTINGENCY COSTS						\$ 11,681.70
23% INDIRECT COSTS						\$ 56,422.61
TOTAL ESTIMATED PROJECT COST						\$ 301,738.31

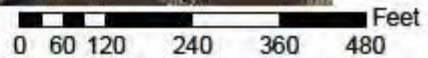
APPENDIX C

Preliminary Assessment Map Preliminary Assessment Roll

RIVERS BEND ASSESSABLE PROPERTIES IP #17-02



PRELIMINARY ASSESSMENT MAP



PRELIMINARY ASSESSMENT MAP

PRELIMINARY ASSESSMENT ROLL - IP # 17-02 RIVER'S BEND STREET RECONSTRUCTIONS							
PID	Name/Owner	Address 1	City	State	Zip	Assessable Units	Proposed Assessment
253225120056	RONDO ANGELA M & JERRY D	5195 147TH LN NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120057	CICH JONATHAN	5194 147TH LN NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120058	CLOBES ADELE	5178 147TH LN NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225130002	GEORGES ROBERT J & RUTH F	5164 147TH LN NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225130003	SPOHN PAMELA A	5150 147TH LN NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120049	NEWBERGER JAKE	5192 148TH AVE NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120050	UPHOFF ROGER	5178 148TH AVE NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120007	TAMBA PATRICK	14882 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120008	JANIAK MICHAEL L & TINA M	14866 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120009	HEFFRON GLEN R & PAMELA J	14854 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120010	MORGAN JR JOE	14842 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120011	BUBANY BRETON	14830 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120012	COMSTOCK GREGORY J & LYNN A	14820 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120013	MARSHALL JAMES & AUDREY	14810 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120035	EMERSON EDWARD J & AMY C	14725 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120036	MALEK DAVID J & CINDY L	14737 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120037	MERKL CHRIS S & JESSICA A	14751 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120038	BAUER DANIEL	14765 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120039	BRUNEAU STEPHANIE	14777 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120040	SCHULTE ERICA	14787 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120041	DRAYNA ROBERT	14801 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120042	PAYNE RYAN L	14811 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120043	TOVSEN CAITLIN	14823 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120044	TESSMAN JILEEN	14835 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120045	HENNES RICHARD & JUDITH	14847 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120046	MANCINI FRANK E	14859 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120047	JOHNSON MARK	14871 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120048	HIGH DANIEL	14885 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120051	CLAYTON JEFFREY	14788 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120052	STROUP TIMOTHY D & VICTORIA E	14778 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120053	ROMANCHUK GERALD	14764 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120054	REYNOLDS BRIAN R & SHEILA B	14752 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120055	DANIELS JULIE A	14740 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120002	ACEVES II WILLIAM & ACEVES CHRISTY	14884 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120003	RUMPCA JAMES L & SUSAN A	14872 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120004	DUNAWAY ANDREW & LAURA M	14860 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120005	FLORES ANTHONY JR	14848 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120006	DESONIA ELIZABETH	14834 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120014	HOFF WENDY	14827 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120015	MILLER CORY	14839 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120016	WINDOM LADELL	14851 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120017	MARDAUS JOHN M & RENEE	14863 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120018	FOWLKES CHERYL	14873 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
253225120019	AUGUSTSON TRUSTEE DEBORAH & AUGUSTSON TRUSTEE TERRANCE	14887 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,714.42
TOTALS						44	\$ 75,434.58

APPENDIX D

Pavement Evaluations and Recommendations (WSB & Associates – 11 pages)



December 27, 2016

Mr. Bruce Westby P.E.
City Engineer
7550 Sunwood Drive NW.
Ramsey, MN 55303

Re: Pavement Evaluations and Recommendations for City of Ramsey Improvement Project #17-02
2017 Mill and Overlay Improvements

Observation: On December 20, 2016 WSB & Associates cored the 147th, 148th, Yakima, and Xkimo roadways in the City of Ramsey, MN. The following observations were made during the investigation. The Hot Mix Asphalt (HMA) cores ranged in thickness from 2 inches to 3.25 inches, with the average thickness being 2.4 inches. The base material observed appears to be a mainly sandy select granular material. With the frozen ground, we were only able to chisel to depth of approximately 4 inches with no change in the base material observed. The coring locations can be found in Appendix A of this report. Pictures of each core can be found in Appendix B. Due to the streets being covered by snow it was hard to observe existing crack patterns, but the cores taken appear to be in very good condition for the age of the HMA.

Recommendations: Based on the following information, these streets are true residual streets, constructed in the mid-1980s, and have performed satisfactorily. It would be our recommendation to remove the existing HMA, then re-compact the granular (sand) base and repave with 3 inches of level 3 Super Pave with ½ inch mixture with 3 percent air voids made with a PG -34 binder. An example would be SPWEA330C or A, mix. Using a ½ minus mix with 3 percent air voids design should yield a very tight surface that should greatly diminish the infiltration of water into the HMA surface. Using a PG-34 binder should delay cracking over a PG-28 binder. One last suggestion to think about is possibly priming the granular base with a penetrating emulsion prime (PEP) to protect the bottoms of the HMA from damage from water coming thru the base materials.

Please let me know if you have any other questions or comments regarding this report.

Sincerely,

WSB & Associates, Inc.

Thomas J. Wood
Project Manager

Mr. Bruce Westby, P.E.
December 27, 2016

Appendix A

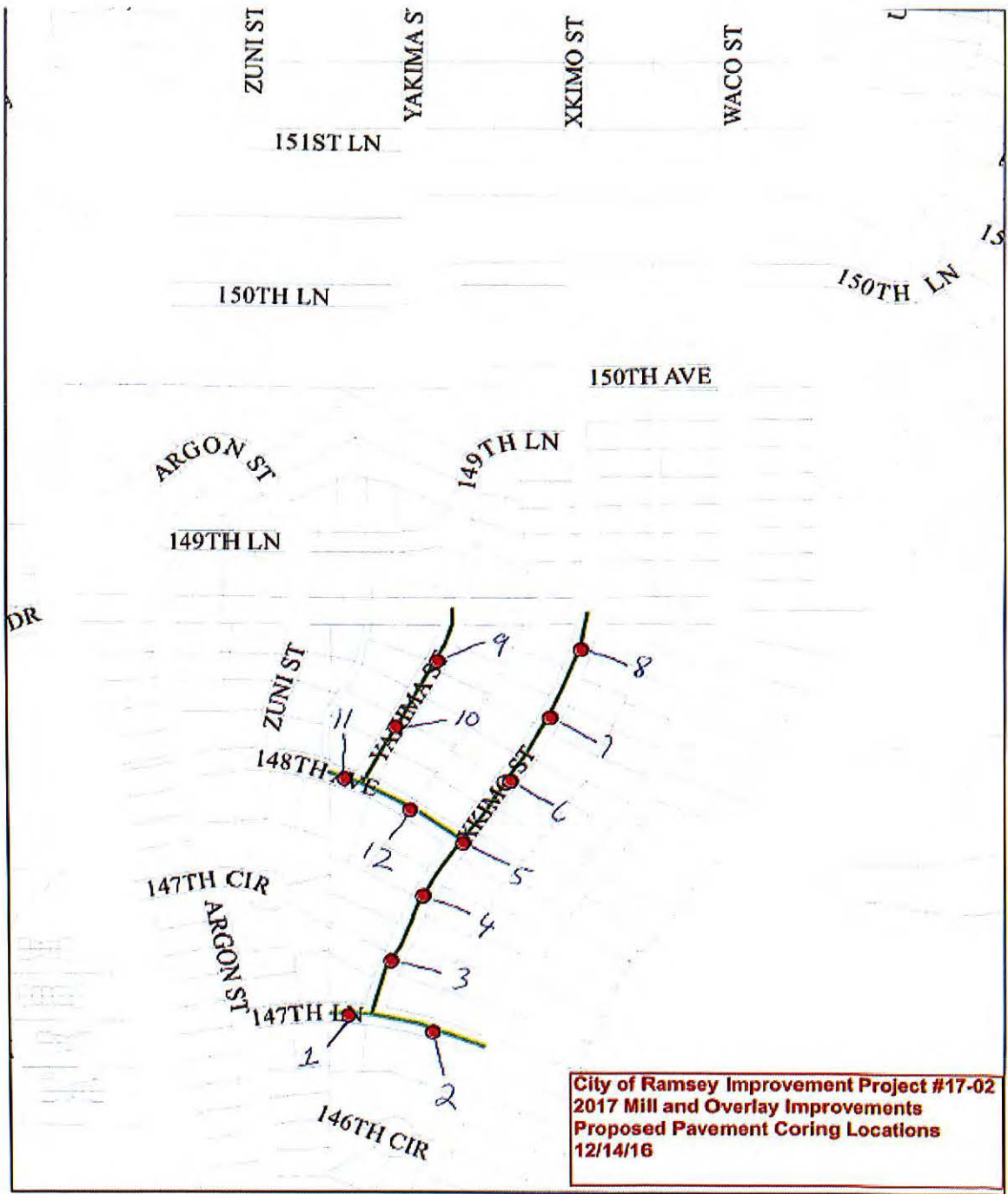


Figure 1: Coring Locations

Mr. Bruce Westby, P.E.
December 27, 2016

Appendix B

Core 1



Core 2



Core 3



Core 4



Core 5



Core 6



Core 7



Core 8



Core 9



Core 10



Core 11



Core 12



**NOTICE OF PUBLIC HEARING AND ASSESSMENT FOR
CITY IMPROVEMENT PROJECT 17-02
RIVER'S BEND STREET RECONSTRUCTIONS**

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Ramsey City Council will hold a public hearing at 7:00 p.m. on Tuesday, October 9, 2018 in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive NW, to consider, and possibly adopt, proposed assessments against benefiting properties for Improvement Project #17-02, which generally consists of the reconstruction of 147th Lane between Xkimo Street and Waco Street, 148th Avenue between Yakima Street and Xkimo Street, Xkimo Street between 147th Lane and 149th Avenue, and Yakima Street between 148th Avenue and 149th Avenue. Benefiting properties are generally considered to be those with direct access to an improved street.

Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land (the property identification number is listed on your mailing envelope) is **\$ 1,396.70**. The total estimated cost of the above described project is \$ 245,819.47. The total amount of the proposed assessment for this project is estimated to be \$ 61,454.80, which equals 25 percent of the cost of the improvements, pursuant to Minnesota Statutes Sections 429.011 to 429.111, Chapter 8 of the Ramsey City Charter, and the City of Ramsey Special Assessments Policy.

Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, and will bear interest at the rate of 5.22 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.

Prior to certification of the assessment to the county auditor, the owner of any property so assessed may pay the entire assessment on such property, with interest accrued to the date of payment, to the City Finance Office. No interest shall be charged if the entire assessment is paid before November 16, 2018. At any time thereafter, payment may be made to the City Finance Office for the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the succeeding year. The right to partially prepay the assessment is not available.

The proposed assessment roll is on file for public inspection at the City Clerk's office. Written or oral objections will be considered at the hearing. No appeal to District Court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

Assessment deferral for senior citizens and totally disabled persons

Under Minnesota Statute Sections 435.193 to 435.195, and City Code Section 46.4, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by persons 65 years of age or older or by persons retired by virtue of a permanent and total disability. When deferment of the special assessment has been granted and is terminated for any other reason provided in that law and City Code Section 46.4, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirement of this law and City Code Section 46.4, may, within 30 days of the confirmation of the assessment, apply to the City Clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

Right to appeal to District Court

An owner may appeal an assessment to District Court pursuant to Minnesota Statute Section 429.081 by serving notice of the appeal upon the mayor or clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within 10 days after service upon the mayor or clerk.

Dated: September 21, 2018

Bruce Westby, P.E.
City Engineer

SCHEDULE OF PAYMENT

The special assessment of such improvement to your property is \$1,396.70. This cost will be assessed over 10 years at 5.22 percent interest per year. Listed below is a breakdown of the yearly principal and interest costs. Please note the change in the first year's interest cost. The first year's interest covers a period of 448 days from October 9, 2018 to December 31, 2019.

Year	Principal	5.22% Interest	Payment Amount	Pay-off Balance
				\$1,396.70
2019	\$139.67	\$89.49	\$229.16	\$1,257.03
2020	\$139.67	\$65.62	\$205.29	\$1,117.36
2021	\$139.67	\$58.33	\$198.00	\$977.69
2022	\$139.67	\$51.04	\$190.71	\$838.02
2023	\$139.67	\$43.74	\$183.41	\$698.35
2024	\$139.67	\$36.45	\$176.12	\$558.68
2025	\$139.67	\$29.16	\$168.83	\$419.01
2026	\$139.67	\$21.87	\$161.54	\$279.34
2027	\$139.67	\$14.58	\$154.25	\$139.67
2028	\$139.67	\$7.29	\$146.96	\$0.00
Total	\$1396.70	\$417.57	\$1,814.27	

Please call Bruce Westby, City Engineer, at 763-427-1410 with questions.

REMITTANCE ADVICE

PROJECT # IP 17-02 – River’s Bend Street Reconstructions

AMOUNT DUE \$ **1,396.70**

In order to pay the above Special Assessment IN FULL before it is certified to the County and included on your property tax statement for 2019, payment for the full amount must be made to the City of Ramsey between October 9 and November 16, 2018.

For your records:

Check #: _____ Amount \$ _____ Date: _____

PAYMENT OPTIONS

Credit/Debit Card

Access account balance and make payment using the city’s online web store, RamsEPay. Enjoy fast and free 24 hour access and acceptance of VISA, MasterCard, Discover Card, and debit cards. Credit cards are also accepted over the phone by calling (763) 427-1410.



U.S. Mail

Payments sent via the U.S. Postal Service are received at our processing center. Please include the bottom portion of this form with your check payment. Mail to:

City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Drop Box

A drop box is conveniently located at the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Drive NW and the drop box is located on the south side of the building in the main parking lot. Please include the bottom portion of this form with your check payment.

In-Person

Resident’s may bring their payment directly to the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Drive NW. This is the best option if you are paying in cash. A receipt will be given by our cashier.

Please detach and return this portion with your payment.

Payment must be received at the City before November 16, 2018.

City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303

Project # IP 17-02 – River’s Bend Street Reconstructions

Amount Enclosed \$ _____

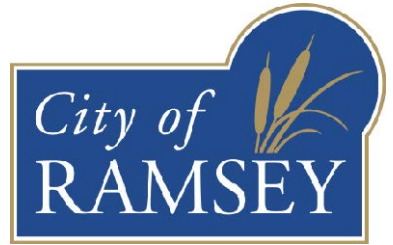
PIN #: _____

(this # can be found on the front of the envelope just above your name)

Property Address: _____

FINAL ASSESSMENT ROLL - IP #17-02 RIVER'S BEND STREET RECONSTRUCTIONS						
PID	Address	City	State	Zip	Assessable Units	Final Assessment
253225120056	5195 147TH LN NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120057	5194 147TH LN NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120058	5178 147TH LN NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225130002	5164 147TH LN NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225130003	5150 147TH LN NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120049	5192 148TH AVE NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120050	5178 148TH AVE NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120007	14882 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120008	14866 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120009	14854 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120010	14842 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120011	14830 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120012	14820 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120013	14810 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120035	14725 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120036	14737 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120037	14751 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120038	14765 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120039	14777 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120040	14787 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120041	14801 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120042	14811 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120043	14823 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120044	14835 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120045	14847 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120046	14859 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120047	14871 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120048	14885 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120051	14788 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120052	14778 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120053	14764 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120054	14752 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120055	14740 XKIMO ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120002	14884 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120003	14872 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120004	14860 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120005	14848 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120006	14834 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120014	14827 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120015	14839 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120016	14851 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120017	14863 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120018	14873 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
253225120019	14887 YAKIMA ST NW	RAMSEY	MN	55303	1	\$ 1,396.70
TOTALS					44	\$ 61,454.80

RIVER'S BEND ASSESSABLE PROPERTIES IP #17-02



FINAL ASSESSMENT MAP

0 60 120 240 360 480 Feet

CHAPTER 429

LOCAL IMPROVEMENTS, SPECIAL ASSESSMENTS

429.011	DEFINITIONS.	429.052	STREET OR ROAD IMPROVEMENTS OUTSIDE MUNICIPAL BOUNDARIES.
429.021	LOCAL IMPROVEMENTS, COUNCIL POWERS.	429.061	ASSESSMENT PROCEDURE.
429.031	PRELIMINARY PLANS, HEARINGS.	429.071	SUPPLEMENTAL ASSESSMENTS; REASSESSMENT.
429.035	IMPROVEMENTS, PETITION.	429.081	APPEAL TO DISTRICT COURT.
429.036	APPEAL FROM DETERMINATION OF LEGALITY OF PETITION.	429.091	FINANCING.
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429.051	APPORTIONMENT OF COST.	429.111	CHARTER PROVISIONS, EFFECT.

429.01 [Repealed, 1953 c 398 s 13 subd 1]

429.011 DEFINITIONS.

Subdivision 1. **Application.** For the purpose of this chapter the terms defined in this section shall have the meanings ascribed to them.

Subd. 2. **Municipality; certain cities and towns.** "Municipality" means any city of the second, third, or fourth class however organized, or any statutory city or any town as defined in section 368.01.

Subd. 2a. **Municipality; certain counties.** "Municipality" also includes the following:

- (1) a county in the case of construction, reconstruction, or improvement of a county state-aid highway;
- (2) a county in the case of construction, reconstruction, or improvement of a county highway as defined in section 160.02 including curbs and gutters and storm sewers;
- (3) a county exercising its powers and duties under section 444.075, subdivision 1;
- (4) a county for expenses not paid for under section 403.113, subdivision 3, paragraph (b), clause (3);
- (5) a county in the case of the abatement of nuisances; and
- (6) a county operating an energy improvements financing program under section 216C.436 or 216C.437.

Subd. 2b. **Municipality; certain towns.** "Municipality" also includes any town not having the powers granted herein pursuant to any other law in the case of construction, reconstruction or improvement of a town road including curbs and gutters and storm sewers and in the case of those improvements designated in section 429.021, subdivision 1, clauses (1), (2), (4), (5), (6), (7), (8), and (10).

Subd. 3. **Council.** "Council" means the body of the city having general legislative powers, the town board of the town, or the county board of a county.

Subd. 4. **Clerk.** "Clerk" means the chief clerical officer of the municipality.

Subd. 5. **Improvement.** "Improvement" means any type of improvement made under authority granted by section 429.021, and in the case of a county is limited to the construction, reconstruction, or improvement of a county state-aid highway or county highway including curbs and gutters and storm sewers, and to the purchase, installation, or maintenance of signs, posts, and markers for addressing related to the operation of enhanced 911 telephone service.

Subd. 6. **Newspaper.** "Newspaper" means the official newspaper of the municipality, or if there is no official newspaper, a legal newspaper of general circulation in the municipality.

Subd. 7. **Street.** "Street" means any street, alley, or other public way, or any part thereof.

Subd. 8. **Utilities commission.** "Utilities commission" means the municipal board or commission, other than the council, which exercises any authority or control over the operation of any municipally owned public utility.

Subd. 9. **Pedestrian skyway system.** "Pedestrian skyway system" means any system of providing for pedestrian traffic circulation, mechanical or otherwise, elevated above ground, within and without the public right-of-way, and through or above private property and buildings, and includes overpasses, bridges, passageways, walkways, concourses, hallways, corridors, arcades, courts, plazas, elevators, escalators, heated canopies, and accesses and all fixtures, furniture, equipment, facilities, services, and appurtenances which in the judgment of the council will enhance the movement, safety, security, convenience and enjoyment of pedestrians and benefit the city and adjoining properties.

Subd. 10. **Underground pedestrian concourse.** "Underground pedestrian concourse" means any system of providing for pedestrian traffic circulation, mechanical or otherwise, below ground, within and without the public right-of-way, and through or below private property, and includes tunnels, passageways, walkways, concourses, hallways, corridors, arcades, plazas, elevators, escalators, heated canopies, and accesses and all fixtures, furniture, equipment, facilities, and appurtenances which in the judgment of the council will enhance the movement, safety, security, convenience and enjoyment of pedestrians and benefit the city and adjoining properties.

Subd. 11. **Special lighting system.** "Special lighting system" means lights or light displays of any type located within or without the public right-of-way.

Subd. 12. **Acquire.** "Acquire" includes, but is not limited to, the obtaining by purchase, condemnation, or leasing rights or interests in the areas above or below the surface of the ground of real property or structures or improvements thereon.

Subd. 13. **Public mall, plaza, or courtyard.** "Public mall, plaza, or courtyard" means any wholly or partly opened or enclosed public area adjacent to or attached to a wall, fence, commercial structure, hotel, or any other building and designed as a place for passive recreation, public entertainment, exhibition and education, or a pedestrian walk.

Subd. 14. **Fire protection system.** "Fire protection system" means pipes, standpipes, sprinklers, control systems and other devices and equipment installed in or outside a building for the primary purpose of eliminating or reducing the spread of fire in the building or providing for safe evacuation of the building, whether the devices and equipment are publicly or privately owned.

Subd. 15. **Highway sound barriers.** "Highway sound barriers" means sound abatement walls erected along highways to reduce noise levels attributable to vehicular traffic.

Subd. 16. **On-site water contaminant improvements.** "On-site water contaminant improvements" means pipes, wells, and other devices and equipment installed in or outside a building for the primary purpose of eliminating water contamination caused by lead or other toxic or health threatening substances in the water, whether the improvements so installed are publicly or privately owned.

History: 1953 c 398 s 1; 1961 c 338 s 1; 1969 c 741 s 1-3; 1971 c 617 s 1-4; 1973 c 123 art 5 s 7; 1973 c 636 s 1; 1973 c 702 s 22; 1974 c 233 s 1; 1976 c 147 s 1; 1978 c 634 s 1,2; 1979 c 330 s 1; 1983 c 9 s 1;

1984 c 478 s 1; 1984 c 591 s 1; 1986 c 315 s 1; 1987 c 138 s 1; 1988 c 564 s 1; 1994 c 614 s 5; 2000 c 490 art 5 s 29,30; 2009 c 88 art 2 s 31; 2010 c 389 art 7 s 4; 2018 c 155 s 34

429.02 [Repealed, 1953 c 398 s 13 subd 1]

429.021 LOCAL IMPROVEMENTS, COUNCIL POWERS.

Subdivision 1. **Improvements authorized.** The council of a municipality shall have power to make the following improvements:

(1) To acquire, open, and widen any street, and to improve the same by constructing, reconstructing, and maintaining sidewalks, pavement, gutters, curbs, and vehicle parking strips of any material, or by grading, graveling, oiling, or otherwise improving the same, including the beautification thereof and including storm sewers or other street drainage and connections from sewer, water, or similar mains to curb lines.

(2) To acquire, develop, construct, reconstruct, extend, and maintain storm and sanitary sewers and systems, including outlets, holding areas and ponds, treatment plants, pumps, lift stations, service connections, and other appurtenances of a sewer system, within and without the corporate limits.

(3) To construct, reconstruct, extend, and maintain steam heating mains.

(4) To install, replace, extend, and maintain street lights and street lighting systems and special lighting systems.

(5) To acquire, improve, construct, reconstruct, extend, and maintain water works systems, including mains, valves, hydrants, service connections, wells, pumps, reservoirs, tanks, treatment plants, and other appurtenances of a water works system, within and without the corporate limits.

(6) To acquire, improve and equip parks, open space areas, playgrounds, and recreational facilities within or without the corporate limits.

(7) To plant trees on streets and provide for their trimming, care, and removal.

(8) To abate nuisances and to drain swamps, marshes, and ponds on public or private property and to fill the same.

(9) To construct, reconstruct, extend, and maintain dikes and other flood control works.

(10) To construct, reconstruct, extend, and maintain retaining walls and area walls.

(11) To acquire, construct, reconstruct, improve, alter, extend, operate, maintain, and promote a pedestrian skyway system. Such improvement may be made upon a petition pursuant to section 429.031, subdivision 3.

(12) To acquire, construct, reconstruct, extend, operate, maintain, and promote underground pedestrian concourses.

(13) To acquire, construct, improve, alter, extend, operate, maintain, and promote public malls, plazas or courtyards.

(14) To construct, reconstruct, extend, and maintain district heating systems.

(15) To construct, reconstruct, alter, extend, operate, maintain, and promote fire protection systems in existing buildings, but only upon a petition pursuant to section 429.031, subdivision 3.

(16) To acquire, construct, reconstruct, improve, alter, extend, and maintain highway sound barriers.

(17) To improve, construct, reconstruct, extend, and maintain gas and electric distribution facilities owned by a municipal gas or electric utility.

(18) To purchase, install, and maintain signs, posts, and other markers for addressing related to the operation of enhanced 911 telephone service.

(19) To improve, construct, extend, and maintain facilities for Internet access and other communications purposes, if the council finds that:

(i) the facilities are necessary to make available Internet access or other communications services that are not and will not be available through other providers or the private market in the reasonably foreseeable future; and

(ii) the service to be provided by the facilities will not compete with service provided by private entities.

(20) To assess affected property owners for all or a portion of the costs agreed to with an electric utility, telecommunications carrier, or cable system operator to bury or alter a new or existing distribution system within the public right-of-way that exceeds the utility's design and construction standards, or those set by law, tariff, or franchise, but only upon petition under section 429.031, subdivision 3.

(21) To assess affected property owners for repayment of voluntary energy improvement financings under section 216C.436, subdivision 7, or 216C.437, subdivision 28.

Subd. 2. Combining improvements. An improvement on two or more streets or two or more types of improvement in or on the same street or streets or different streets may be included in one proceeding and conducted as one improvement.

Subd. 3. Relation to charter and other laws. When any portion of the cost of an improvement is defrayed by special assessments, the procedure prescribed in this chapter shall be followed unless the council determines to proceed under charter provisions; but this chapter does not prescribe the procedure to be followed by a municipality in making improvements financed without the use of special assessments.

If the council determines to proceed under charter provisions for special assessments, such provisions shall be deemed to include a requirement that notices of proposed assessments inform property owners of the procedures they must follow under the charter in order to appeal the assessments to district court. The notices shall also inform property owners of the provisions of sections 435.193 to 435.195 and the existence of any deferment procedure established pursuant thereto in the municipality.

Charter provisions shall also be deemed to require that when the council determines to make any improvement, it shall let the contract for all or part of the work, or order all or part of the work done by day labor or otherwise as may be authorized by the charter, no later than one year after the adoption of the resolution ordering such improvement, unless a different time limit is specifically stated in the resolution ordering the improvement.

History: 1953 c 398 s 2; 1965 c 877 s 1; 1971 c 617 s 5; 1973 c 201 s 1; 1974 c 233 s 2; 1974 c 314 s 1; 1976 c 195 s 1; 1978 c 518 s 1; 1979 c 330 s 2; 1981 c 334 s 5; 1984 c 548 s 4; 1984 c 582 s 3; 1984 c 591 s 2; 1984 c 633 s 2; 1987 c 138 s 2; 1997 c 219 s 5; 2000 c 490 art 5 s 31; 2000 c 493 s 5; 2005 c 67 s 1; 2010 c 216 s 21; 2018 c 155 s 35

429.03 [Repealed, 1953 c 398 s 13 subd 1]

429.031 PRELIMINARY PLANS, HEARINGS.

Subdivision 1. **Preparation of plans, notice of hearing.** (a) Before the municipality awards a contract for an improvement or orders it made by day labor, or before the municipality may assess any portion of the cost of an improvement to be made under a cooperative agreement with the state or another political subdivision for sharing the cost of making the improvement, the council shall hold a public hearing on the proposed improvement following two publications in the newspaper of a notice stating the time and place of the hearing, the general nature of the improvement, the estimated cost, and the area proposed to be assessed. The two publications must be a week apart, and the hearing must be at least three days after the second publication. Not less than ten days before the hearing, notice of the hearing must also be mailed to the owner of each parcel within the area proposed to be assessed and must contain a statement that a reasonable estimate of the impact of the assessment will be available at the hearing, but failure to give mailed notice or any defects in the notice does not invalidate the proceedings. For the purpose of giving mailed notice, owners are those shown as owners on the records of the county auditor or, in any county where tax statements are mailed by the county treasurer, on the records of the county treasurer; but other appropriate records may be used for this purpose. For properties that are tax exempt or subject to taxation on a gross earnings basis and are not listed on the records of the county auditor or the county treasurer, the owners may be ascertained by any practicable means, and mailed notice must be given them as provided in this subdivision.

(b) Before the adoption of a resolution ordering the improvement, the council shall secure from the city engineer or some other competent person of its selection a report advising it in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement. The report must also include the estimated cost of the improvement as recommended. A reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels, must be available at the hearing. No error or omission in the report invalidates the proceeding unless it materially prejudices the interests of an owner.

(c) If the report is not prepared by an employee of a municipality, the compensation for preparing the report under this subdivision must be based on the following factors:

- (1) the time and labor required;
- (2) the experience and knowledge of the preparer;
- (3) the complexity and novelty of the problems involved; and
- (4) the extent of the responsibilities assumed.

(d) The compensation must not be based primarily on a percentage of the estimated cost of the improvement.

(e) The council may also take other steps prior to the hearing, including, among other things, the preparation of plans and specifications and the advertisement for bids that will in its judgment provide helpful information in determining the desirability and feasibility of the improvement.

(f) The hearing may be adjourned from time to time, and a resolution ordering the improvement may be adopted at any time within six months after the date of the hearing by vote of a majority of all members of the council when the improvement has been petitioned for by the owners of not less than 35 percent in frontage of the real property abutting on the streets named in the petition as the location of the improvement. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council; provided that if the mayor of the municipality is a member of the council but has

no vote or votes only in case of a tie, the mayor is not deemed to be a member for the purpose of determining a four-fifths majority vote.

(g) The resolution ordering the improvement may reduce, but not increase, the extent of the improvement as stated in the notice of hearing.

Subd. 2. Approval by park board or utilities commission. A resolution ordering a park improvement may be adopted only by a four-fifths vote of the council and shall also be approved by the park board, if there is one; provided, that if the mayor of the municipality is a member of the council but has no vote or votes only in case of a tie, the mayor shall not be deemed to be a member for the purpose of determining such four-fifths majority vote. A resolution ordering an improvement of the water, sewer, steam heating, street lighting or other facility over which a utilities commission has jurisdiction shall also be approved by the utilities commission.

Subd. 3. Petition by all owners. Whenever all owners of real property abutting upon any street named as the location of any improvement shall petition the council to construct the improvement and to assess the entire cost against their property, the council may, without a public hearing, adopt a resolution determining such fact and ordering the improvement. The validity of the resolution shall not be questioned by any taxpayer or property owner or the municipality unless an action for that purpose is commenced within 30 days after adoption of the resolution as provided in section 429.036. Nothing herein prevents any property owner from questioning the amount or validity of the special assessment against the owner's property pursuant to section 429.081. In the case of a petition for the municipality to own and install a fire protection system, a pedestrian skyway system, or on-site water contaminant improvements, the petition must contain or be accompanied by an undertaking satisfactory to the city by the petitioner that the petitioner will grant the municipality the necessary property interest in the building to permit the city to enter upon the property and the building to construct, maintain, and operate the fire protection system, pedestrian skyway system, or on-site water contaminant improvements. In the case of a petition for the installation of a privately owned fire protection system, a privately owned pedestrian skyway system, or privately owned on-site water contaminant improvements, the petition shall contain the plans and specifications for the improvement, the estimated cost of the improvement and a statement indicating whether the city or the owner will contract for the construction of the improvement. If the owner is contracting for the construction of the improvement, the city shall not approve the petition until it has reviewed and approved the plans, specifications, and cost estimates contained in the petition. The construction cost financed under section 429.091 shall not exceed the amount of the cost estimate contained in the petition. In the case of a petition for the installation of a fire protection system, a pedestrian skyway system, or on-site water contaminant improvements, the petitioner may request abandonment of the improvement at any time after it has been ordered pursuant to subdivision 1 and before contracts have been awarded for the construction of the improvement under section 429.041, subdivision 2. If such a request is received, the city council shall abandon the proceedings but in such case the petitioner shall reimburse the city for any and all expenses incurred by the city in connection with the improvement.

History: 1953 c 398 s 3; 1955 c 811 s 1; 1957 c 430 s 1; 1961 c 525 s 1,2; 1963 c 771 s 1; 1965 c 877 s 2; 1967 c 57 s 1,2; 1973 c 123 art 5 s 7; 1984 c 548 s 5; 1984 c 582 s 4; 1984 c 591 s 3; 1984 c 633 s 3; 1986 c 444; 1994 c 614 s 6; 1996 c 402 s 1; 2000 c 490 art 5 s 32

429.035 IMPROVEMENTS, PETITION.

When any petition for the making of any improvement in any statutory city, town, or city of the second, third, or fourth class, however organized, for the cost of which special assessments may be, in whole or in part, levied therefor, is presented to the governing body of the municipality, this body shall, by resolution,

determine whether or not the petition has been signed by the required percentage of owners of property affected thereby.

History: (1918-33) 1927 c 311 s 1; 1953 c 398 s 12; 1961 c 338 s 2; 1973 c 123 art 5 s 7

429.036 APPEAL FROM DETERMINATION OF LEGALITY OF PETITION.

Any person, being aggrieved by this determination, may appeal to the district court of the county in which the property is located by serving upon the clerk of the municipality, within 30 days after the adoption and publication of the resolution, a notice of appeal briefly stating the grounds of appeal and giving a bond in the penal sum of \$250, in which the municipality shall be named as obligee, to be approved by the clerk of the municipality, conditioned that the appellant will duly prosecute the appeal, pay all costs and disbursements which may be adjudged against the appellant, and abide by the order of the court. The clerk shall furnish the appellant a certified copy of the petition, or any part thereof, on being paid by appellant of the proper charges therefor. The appeal shall be placed upon the calendar of the next general term commencing more than 30 days after the date of serving the notice and filing the bond and shall be tried as are other appeals in such cases. Unless reversed upon the appeal, the determination of the governing body as to the sufficiency of the petition shall be final and conclusive.

History: (1918-34) 1927 c 311 s 2; 1986 c 444

429.04 [Repealed, 1953 c 398 s 13]

429.041 COUNCIL PROCEDURE.

Subdivision 1. **Plans and specifications, advertisement for bids.** When the council determines to make any improvement, it shall let the contract for all or part of the work, or order all or part of the work done by day labor or otherwise as authorized by subdivision 2, no later than one year after the adoption of the resolution ordering such improvement, unless a different time limit is specifically stated in the resolution ordering the improvement. The council shall cause plans and specifications of the improvement to be made, or if previously made, to be modified, if necessary, and to be approved and filed with the clerk, and if the estimated cost exceeds the amount in section 471.345, subdivision 3, shall advertise for bids for the improvement in the newspaper or recognized industry trade journal as defined in section 331A.01, subdivision 11, and for such length of time as it may deem advisable. If the estimated cost exceeds twice the amount in section 471.345, subdivision 3, publication shall be made no less than three weeks before the last day for submission of bids once in the newspaper and at least once in either a newspaper published in a city of the first class or a recognized industry trade journal. The advertisement shall specify the work to be done, shall state the time when the bids will be publicly opened for consideration by the council, which shall be not less than ten days after the first publication of the advertisement when the estimated cost is less than twice the amount in section 471.345, subdivision 3, and not less than three weeks after such publication in other cases, and shall state that no bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the clerk, for such percentage of the amount of the bid as the council may specify. In providing for the advertisement for bids the council may direct that the bids shall be opened publicly by two or more designated officers or agents of the municipality and tabulated in advance of the meeting at which they are to be considered by the council. Nothing herein shall prevent the council from advertising separately for various portions of the work involved in an improvement, or from itself, supplying by such means as may be otherwise authorized by law, all or any part of the materials, supplies, or equipment to be used in the improvement or from combining two or more improvements in a single set of plans and specifications or a single contract.

Subd. 2. **Contracts; day labor.** In contracting for an improvement, the council shall require the execution of one or more written contracts and bonds, conditioned as required by law. The council shall award the contract to the lowest responsible bidder or it may reject all bids. If any bidder to whom a contract is awarded fails to enter promptly into a written contract and to furnish the required bond, the defaulting bidder shall forfeit to the municipality the amount of the defaulter's cash deposit, cashier's check, bid bond, or certified check, and the council may thereupon award the contract to the next lowest responsible bidder. When it appears to the council that the cost of the entire work projected will be less than the amount in section 471.345, subdivision 3, or whenever no bid is submitted after proper advertisement or the only bids submitted are higher than the engineer's estimate, the council may advertise for new bids or, without advertising for bids, directly purchase the materials for the work and do it by the employment of day labor or in any other manner the council considers proper. The council may have the work supervised by the city engineer or other qualified person but shall have the work supervised by a registered engineer if done by day labor and it appears to the council that the entire cost of all work and materials for the improvement will be more than the lowest amount in section 471.345, subdivision 4. In case of improper construction or unreasonable delay in the prosecution of the work by the contractor, the council may order and cause the suspension of the work at any time and relet the contract, or order a reconstruction of any portion of the work improperly done, and where the cost of completion or reconstruction necessary will be less than the amount in section 471.345, subdivision 3, the council may do it by the employment of day labor.

Subd. 2a. **Best value alternative.** As an alternative to the procurement method described in subdivision 2, the council may issue a request for proposals and award the contract to the vendor or contractor offering the best value as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 3. **Day labor; detailed report.** When the council has performed construction work by day labor, it shall cause a detailed report to be filed with the clerk and certified by the registered engineer or other person in charge, if there is no registered engineer. The report shall show:

- (a) the complete cost of the construction;
- (b) final quantities of the various units of work done;
- (c) materials furnished for the project and the cost of each item thereof;
- (d) cost of labor, cost of equipment hired, and supervisory costs.

The report shall have attached a certificate by the registered engineer or other person in charge that the work was done according to the plans and specifications, or, if there were any deviations from them, an itemized statement of those deviations.

Subd. 4. **Alternate procedure on street improvements.** As to any improvement or improvements consisting of grading, graveling, or bituminous surfacing of streets and alleys, the council may proceed in the manner provided in this chapter, except that it may

(1) order the work done by day labor, regardless of the estimated cost of such improvement or improvements,

(2) use municipal equipment or hire equipment and purchase materials for all such improvements to be done by day labor in any 12-month period by advertising once therefor, such advertisement to call for bids for the furnishing of equipment, if the municipality does not use its own equipment, and for materials at unit prices based on the quantities which the council estimates will be required, and

(3) contract at one time on a unit price basis for part or all of the street improvements to be constructed by the municipality during the current year, including improvements which may thereafter be ordered constructed.

Subd. 5. Cooperation with state or local government. When an improvement is made under a cooperative agreement with the state or another political subdivision by the terms of which the state or other subdivision is to construct or contract to construct the improvement, it shall not be necessary to comply with subdivisions 1 and 2.

Subd. 6. Percentage payment on engineer's estimate. In case the contractor properly performs the work, the council shall, from month to month before completion of the work, pay the contractor not to exceed 95 percent of the amount already earned under the contract, upon the estimate of the engineer or other competent person selected by the council, and the contract shall so provide, and shall further agree that when the work is 95 percent or more completed upon the recommendation of the engineer such portions of the retained price shall be released as the governing body of the municipality determines are not required to be retained to protect the municipality's interest in satisfactory completion of the contract. Failure to pay any amount due and payable under the terms of the contract within 30 days of a monthly estimate or 90 days after the final estimate of the amount earned shall obligate the municipality to pay to the contractor simple interest on the past due amount at an annual rate equal to the monthly index of long term United States bond yields for the month prior to the month in which this obligation is incurred plus an additional one percent per annum. Interest shall not be imposed with respect to any amount which a municipality may legally withhold as a result of breach of contract or other contractual claim or if the delay is caused by the contractor.

Subd. 7. Modification of contracts. After work has been commenced on an improvement undertaken pursuant to a contract awarded on a unit price basis the council may, without advertising for bids, authorize changes in the contract so as to include additional units of work at the same unit price if the cost of the additional work does not exceed 25 percent of the original contract price. Original contract price means that figure determined by multiplying the estimated number of units required by the unit price.

History: 1953 c 398 s 4; 1957 c 430 s 2,3; 1961 c 525 s 3,4; 1973 c 123 art 5 s 7; 1976 c 156 s 1; 1977 c 278 s 1; 1978 c 518 s 2; 1980 c 464 s 8; 1985 c 174 s 3; 1986 c 444; 1993 c 38 s 1,2; 2001 c 5 s 1,2; 2004 c 278 s 6,7; 2007 c 148 art 3 s 25; 2009 c 152 s 18,19; 2013 c 46 s 2

429.05 [Repealed, 1953 c 398 s 13 subd 1]

429.051 APPORTIONMENT OF COST.

The cost of any improvement, or any part thereof, may be assessed upon property benefited by the improvement, based upon the benefits received, whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from the county state-aid highway fund, the municipal state-aid street fund, or the trunk highway fund. The area assessed may be less than but may not exceed the area proposed to be assessed as stated in the notice of hearing on the improvement, except as provided below. The municipality may pay such portion of the cost of the improvement as the council may determine from general ad valorem tax levies or from other revenues or funds of the municipality available for the purpose. The municipality may subsequently reimburse itself for all or any of the portion of the cost of a water, storm sewer, or sanitary sewer improvement so paid by levying additional assessments upon any properties abutting on but not previously assessed for the improvement, on notice and hearing as provided for the assessments initially made. To the extent that such an improvement benefits nonabutting properties which may be served by the improvement when one or more later extensions or improvements are made but which are not initially assessed therefor, the municipality may also reimburse itself by adding all or any

of the portion of the cost so paid to the assessments levied for any of such later extensions or improvements, provided that notice that such additional amount will be assessed is included in the notice of hearing on the making of such extensions or improvements. The additional assessments herein authorized may be made whether or not the properties assessed were included in the area described in the notice of hearing on the making of the original improvement.

In any city of the fourth class electing to proceed under a home rule charter as provided in this chapter, which charter provides for a board of water commissioners and authorizes such board to assess a water frontage tax to defray the cost of construction of water mains, such board may assess the tax based upon the benefits received and without regard to any charter limitation on the amount that may be assessed for each lineal foot of property abutting on the water main. The water frontage tax shall be imposed according to the procedure and, except as herein provided, subject to the limitations of the charter of the city.

History: 1953 c 398 s 5; 1955 c 842 s 1; 1957 c 40 s 1; 1959 c 490 s 1; 1961 c 286 s 1

429.052 STREET OR ROAD IMPROVEMENTS OUTSIDE MUNICIPAL BOUNDARIES.

A municipality may construct street or road improvements outside its jurisdiction with the consent of the affected township, or if the property is located in unorganized territory, the county. When property is brought within the corporate limits of the municipality, the municipality may subsequently reimburse itself for all or any portion of the cost of the improvement for which municipal funds have been expended, by levying an assessment upon any property abutting on, but not previously assessed for, the improvement. No assessment may be so levied unless the property to be assessed was given notice and hearing of the improvements under section 429.031 at the time the improvement was ordered, and subsequently in accordance with the notice, hearing, and appeal rights, provided for under sections 429.061 and 429.081.

History: 2005 c 152 art 1 s 12

429.06 [Repealed, 1953 c 398 s 13 subd 1]

429.061 ASSESSMENT PROCEDURE.

Subdivision 1. **Calculation, notice.** At any time after the expense incurred or to be incurred in making an improvement shall be calculated under the direction of the council, the council shall determine by resolution the amount of the total expense the municipality will pay, other than the amount, if any, which it will pay as a property owner, and the amount to be assessed. If a county proposes to assess within the boundaries of a city for a county state-aid highway or county highway, including curbs, gutters, and storm sewers, the resolution must include the portion of the cost proposed to be assessed within the city. The county shall forward the resolution to the city and it may not proceed with the assessment procedure nor may the county allocate any cost under this section for property within the city unless the city council adopts the resolution approving the assessment. Thereupon the clerk, with the assistance of the engineer or other qualified person selected by the council, shall calculate the proper amount to be specially assessed for the improvement against every assessable lot, piece or parcel of land, without regard to cash valuation, in accordance with the provisions of section 429.051. The proposed assessment roll shall be filed with the clerk and be open to public inspection. The clerk shall thereupon, under the council's direction, publish notice that the council will meet to consider the proposed assessment. Such notice shall be published in the newspaper at least once and shall be mailed to the owner of each parcel described in the assessment roll. For the purpose of giving mailed notice under this subdivision, owners shall be those shown to be such on the records of the county auditor or, in any county where tax statements are mailed by the county treasurer, on the records of the county treasurer; but other appropriate records may be used for this purpose. Such publication and mailing shall be no less than two weeks prior to such meeting of the council. Except as to the owners of tax-exempt

property or property taxes on a gross earnings basis, every property owner whose name does not appear on the records of the county auditor or the county treasurer shall be deemed to have waived such mailed notice unless the owner has requested in writing that the county auditor or county treasurer, as the case may be, include the name on the records for such purpose. Such notice shall state the date, time, and place of such meeting, the general nature of the improvement, the area proposed to be assessed, the total amount of the proposed assessment, that the proposed assessment roll is on the file with the clerk, and that written or oral objections thereto by any property owner will be considered. The notice must also state that no appeal may be taken as to the amount of any assessment adopted pursuant to subdivision 2, unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The notice shall also state that an owner may appeal an assessment to district court pursuant to section 429.081 by serving notice of the appeal upon the mayor or clerk of the municipality within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk. The notice shall also inform property owners of the provisions of sections 435.193 to 435.195 and the existence of any deferment procedure established pursuant thereto in the municipality. In addition, the notice mailed to the owner must state in clear language the following information:

- (1) the amount to be specially assessed against that particular lot, piece, or parcel of land;
- (2) adoption by the council of the proposed assessment may be taken at the hearing;
- (3) the right of the property owner to prepay the entire assessment and the person to whom prepayment must be made;
- (4) whether partial prepayment of the assessment has been authorized by ordinance;
- (5) the time within which prepayment may be made without the assessment of interest; and
- (6) the rate of interest to be accrued if the assessment is not prepaid within the required time period.

Subd. 2. **Adoption; interest.** At such meeting or at any adjournment thereof the council shall hear and pass upon all objections to the proposed assessment, whether presented orally or in writing. The council may amend the proposed assessment as to any parcel and by resolution adopt the same as the special assessment against the lands named in the assessment roll. Notice of any adjournment of the hearing shall be adequate if the minutes of the meeting so adjourned show the time and place when and where the hearing is to be continued.

The council may consider any objection to the amount of a proposed assessment as to a specific parcel of land at an adjourned hearing upon further notice to the affected property owner as it deems advisable. At the adjourned hearing the council or a committee of it may hear further written or oral testimony on behalf of the objecting property owner and may consider further written or oral testimony from appropriate city officials and other witnesses as to the amount of the assessment. The council or committee shall prepare a record of the proceedings at the adjourned hearing and written findings as to the amount of the assessment. The amount of the assessment as finally determined by the council shall become a part of the adopted assessment roll. No appeal may be taken as to the amount of any assessment adopted under this section unless written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by this subdivision are waived, unless the failure to object at the assessment hearing is due to a reasonable cause.

If the adopted assessment differs from the proposed assessment as to any particular lot, piece, or parcel of land, the clerk must mail to the owner a notice stating the amount of the adopted assessment. Owners must also be notified by mail of any changes adopted by the council in interest rates or prepayment requirements from those contained in the notice of the proposed assessment.

The assessment, with accruing interest, shall be a lien upon all private and public property included therein, from the date of the resolution adopting the assessment, concurrent with general taxes; but the lien shall not be enforceable against public property as long as it is publicly owned, and during such period the assessment shall be recoverable from the owner of such property only in the manner and to the extent provided in section 435.19. Unless otherwise provided in the resolution, all assessments shall be payable in equal annual installments extending over such period, not exceeding 30 years, as the resolution determines, payable on the first Monday in January in each year, but the number of installments need not be uniform for all assessments included in a single assessment roll if a uniform criterion for determining the number of installments is provided by the resolution. Assessments on property located in a targeted neighborhood as defined in Laws 1987, chapter 386, article 6, section 4, may be payable in variable annual installments if the resolution provides for a variable payment. The first installment of each assessment shall be included in the first tax rolls completed after its adoption and shall be payable in the same year as the taxes contained therein; except that the payment of the first installment of any assessment levied upon unimproved property may be deferred until a designated future year, or until the platting of the property or the construction of improvements thereon, upon such terms and conditions and based upon such standards and criteria as may be provided by resolution of the council. If special assessments against the property have been deferred pursuant to this subdivision, the governmental unit shall record with the county recorder in the county in which the property is located a certificate containing the legal description of the affected property and of the amount deferred. In any event, every assessment the payment of which is so deferred, when it becomes payable, shall be divided into a number of installments such that the last installment thereof will be payable not more than 30 years after the levy of the assessment. All assessments shall bear interest at such rate as the resolution determines. To the first installment of each assessment shall be added interest on the entire assessment from a date specified in the resolution levying the assessment, not earlier than the date of the resolution, until December 31 of the year in which the first installment is payable, and to each subsequent installment shall be added interest for one year on all unpaid installments; or alternatively, any assessment may be made payable in equal annual installments including principal and interest, each in the amount annually required to pay the principal over such period with interest at such rate as the resolution determines, not exceeding the maximum period and rate specified above. In the latter event no prepayment shall be accepted under subdivision 3 without payment of all installments due to and including December 31 of the year of prepayment, together with the original principal amount reduced only by the amounts of principal included in such installments, computed on an annual amortization basis. When payment of an assessment is deferred, as authorized in this subdivision, interest thereon for the period of deferment may be made payable annually at the same times as the principal installments of the assessment would have been payable if not deferred; or interest for this period may be added to the principal amount of the assessment when it becomes payable; or, if so provided in the resolution levying the assessment, interest thereon to December 31 of the year before the first installment is payable may be forgiven.

Subd. 3. Transmitted to auditor, prepayment. After the adoption of the assessment, the clerk shall transmit a certified duplicate of the assessment roll with each installment, including interest, set forth separately to the county auditor of the county to be extended on the proper tax lists of the county; but in lieu of such certification, the council may in its discretion direct the clerk to file all assessment rolls in the clerk's office and to certify annually to the county auditor, on or before November 30 in each year, the total amount of installments of and interest on assessments on each parcel of land in the municipality which are to become due in the following year. If any installment and interest has not been so certified prior to the year when it

is due, the clerk shall forthwith certify the same to the county auditor for collection in the then succeeding year; and if the municipality has issued improvement warrants to finance the improvement, it shall pay out of its general funds into the fund of the improvement interest on the then unpaid balance of the assessment for the year or years during which the collection of such installment is postponed. All assessments and interest thereon shall be collected and paid over in the same manner as other municipal taxes. The owner of any property so assessed may, at any time prior to certification of the assessment or the first installment thereof to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the municipal treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption thereof; and, except as hereinafter provided, the owner may at any time prior to November 15 of any year, prepay to the treasurer of the municipality having levied said assessments, the whole assessment remaining due with interest accrued to December 31 of the year in which said prepayment is made. If the assessment roll is retained by the municipal clerk, the installment and interest in process of collection on the current tax list shall be paid to the county treasurer and the remaining principal balance of the assessment, if paid, shall be paid to the municipal treasurer. The council may by ordinance authorize the partial prepayment of assessments, in such manner as the ordinance may provide, prior to certification of the assessment or the first installment thereof to the county auditor.

Subd. 4. Collection, tax-exempt property. On the confirmation of any assessments the clerk shall mail to the county auditor a notice specifying the amount payable by any county, to the clerk or recorder of any other political subdivision a notice specifying the amount payable by the political subdivision and to the owner of any right-of-way, at its principal office in the state, a notice specifying the amount payable on account of any right-of-way. The amount payable on account of any right-of-way or public property shall be payable to the municipality's treasurer and shall be payable in like installments and with like interest and penalties as provided for in reference to the installments payable on account of assessable real property, except that interest accruing shall not begin to run until the notice provided in this subdivision has been properly given and 30 days thereafter have elapsed. The governing body of any such political subdivision shall provide for the payment of these amounts and shall take appropriate action to that end. If the assessment is not paid in a single installment, the municipal treasurer shall annually mail to the owner of any right-of-way and, as long as the property is publicly owned, to the owner of any public property a notice stating that an installment is due and should be paid to the municipal treasurer of the municipality which levied the special assessment. The municipality may collect the amount due on account of the right-of-way of any railroad or privately owned public utility by distress and sale of personal property in the manner provided by law in case of taxes levied upon personal property or by suit brought to enforce the collection of this indebtedness unless a different method of collecting such amounts is provided for by any contract between the owner of any right-of-way and the municipality.

Subd. 5. Special assessments; administrative expenses. Notwithstanding any general or special law to the contrary, a municipality shall pay to the county auditor all administrative expenses incurred by the county under subdivision 3 for each special assessment of any local improvement certified by the municipality to the county auditor.

History: 1953 c 398 s 6; 1955 c 811 s 2; 1957 c 510 s 2; 1957 c 699 s 1; 1961 c 77 s 1; 1961 c 525 s 5-7; 1963 c 771 s 2-4; 1965 c 877 s 3; 1969 c 1045 s 1; 1969 c 1095 s 1; 1974 c 314 s 2; 1976 c 195 s 2; 1976 c 324 s 18; 1980 c 509 s 164; 1980 c 560 s 5; 1980 c 607 art 11 s 1,2; 1984 c 478 s 2; 1984 c 543 s 50; 1Sp1985 c 16 art 1 s 3; 1986 c 315 s 2; 1986 c 444; 1986 c 473 s 10,11; 1987 c 344 s 3; 1987 c 386 art 6 s 2; 1991 c 342 s 8; 1993 c 375 art 5 s 33; art 17 s 17; 2005 c 4 s 106

429.07 [Repealed, 1953 c 398 s 13]

429.071 SUPPLEMENTAL ASSESSMENTS; REASSESSMENT.

Subdivision 1. **Supplemental assessments.** The council may make supplemental assessments to correct omissions, errors, or mistakes in the assessment relating to the total cost of the improvement or any other particular. A supplemental assessment shall be preceded by personal or mailed notice to the owner of each parcel included in the supplemental assessment and a hearing as provided for the original assessment.

Subd. 2. **Reassessment.** When an assessment is, for any reason whatever, set aside by a court of competent jurisdiction as to any parcel or parcels of land, or in event the council finds that the assessment or any part thereof is excessive or determines on advice of the municipal attorney that the assessment or proposed assessment or any part thereof is or may be invalid for any reason, the council may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.

Subd. 3. **Reapportionment upon land division.** When a tract of land against which a special assessment has been levied is thereafter divided or subdivided by plat or otherwise, the council may, on application of the owner of any part of the tract or on its own motion equitably apportion among the various lots or parcels in the tract all the installments of the assessment against the tract remaining unpaid and not then due if it determines that such apportionment will not materially impair collection of the unpaid balance of the original assessment against the tract. The council may, and if the special assessment has been pledged to the payment of improvement warrants shall, require the owner or owners, as a condition of such apportionment, to furnish a satisfactory surety bond fully protecting the municipality against any loss resulting from failure to pay any part of the reapportionment assessment when due. Notice of such apportionment and of the right to appeal shall be mailed to or personally served upon all owners of any part of the tract. Within 30 days after the mailing or service of the notice of such apportionment any such owner may appeal as provided in section 429.081.

Subd. 4. **Reassessment, tax-forfeited land.** When a parcel of tax-forfeited land is returned to private ownership and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the municipality that made the improvement may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to the parcel in an amount equal to the amount remaining unpaid on the original assessment.

History: 1953 c 398 s 7; 1957 c 366 s 1; 1961 c 525 s 8; 1965 c 877 s 4; 1976 c 259 s 1

429.08 [Repealed, 1953 c 398 s 13 subd 1]

429.081 APPEAL TO DISTRICT COURT.

Within 30 days after the adoption of the assessment, any person aggrieved, who is not precluded by failure to object prior to or at the assessment hearing, or whose failure to so object is due to a reasonable cause, may appeal to the district court by serving a notice upon the mayor or clerk of the municipality. The notice shall be filed with the court administrator of the district court within ten days after its service. The municipal clerk shall furnish appellant a certified copy of objections filed in the assessment proceedings, the assessment roll or part complained of, and all papers necessary to present the appeal. The appeal shall be placed upon the calendar of the next general term commencing more than five days after the date of serving the notice and shall be tried as other appeals in such cases. The court shall either affirm the assessment or set it aside and order a reassessment as provided in section 429.071, subdivision 2. If appellant does not prevail upon the appeal, the costs incurred shall be taxed by the court and judgment entered therefor. All

objections to the assessment shall be deemed waived unless presented on such appeal. This section provides the exclusive method of appeal from a special assessment levied pursuant to this chapter.

History: 1953 c 398 s 8; 1961 c 525 s 9; 1978 c 749 s 2; 1980 c 607 art 11 s 3; 1Sp1986 c 3 art 1 s 82

429.09 [Repealed, 1953 c 398 s 13]

429.091 FINANCING.

Subdivision 1. **Authority.** At any time after one or more improvements are ordered as contemplated in section 429.031, the council may issue obligations in such amount as it deems necessary to defray in whole or in part the expense incurred and estimated to be incurred in making the improvement or improvements, including every item of cost of the kinds authorized in section 475.65. In the event of any omission, error, or mistake in any of the proceedings required precedent to the ordering of any improvement, the validity of the obligations shall not be affected thereby. The council shall cause all further actions and proceedings to be taken with due diligence that are required for the construction of each improvement financed wholly or partly from the proceeds of obligations issued hereunder, and for the final and valid levy of special assessments and the appropriation of any other funds needed to pay the obligations and interest thereon when due.

Subd. 2. **Types of obligations permitted.** The council may by resolution adopted prior to the sale of obligations pledge the full faith, credit, and taxing power of the municipality for the payment of the principal and interest. Such obligations shall be called improvement bonds and the council shall pay the principal and interest out of any fund of the municipality when the amount credited to the specified fund is insufficient for the purpose and shall each year levy a sufficient amount to take care of accumulated or anticipated deficiencies, which levy shall not be subject to any statutory or charter tax limitation. Obligations for the payment of which the full faith and credit of the municipality is not pledged shall be called assessment revenue notes or, in the case of bonds for fire protection, revenue bonds and shall contain a promise to pay solely out of the proper special fund or funds pledged to their payment. It shall be the duty of the municipal treasurer to pay maturing principal and interest on warrants or revenue bonds out of funds on hand in the proper funds and not otherwise.

Subd. 3. **Method of issuance.** All obligations shall be issued in accordance with the provisions of chapter 475, except as provided in this subdivision.

An election shall be required for bonds if less than 20 percent of the cost of the improvement to the municipality is to be assessed against benefited property.

If the full faith, credit, and taxing power of the municipality is not pledged and the bonds are issued to finance a fire protection system, a public sale shall not be required and the obligations may

(1) mature at any time or times within 30 years from date of issue; or 40 years or the useful life of the asset, whichever is less, for municipal water and wastewater treatment systems and essential community facilities financed or guaranteed by the United States Department of Agriculture;

(2) mature in the amount or amounts;

(3) be sold at a price equal to the percentage of their par value, plus accrued interest; and

(4) bear interest at the rate or rates,

as agreed by the purchaser and the municipality, notwithstanding any limitation of interest rate or cost or of the amounts of annual maturities contained in any other law.

The maturities shall be such as in the opinion of the council are warranted by the anticipated collections of assessments and ad valorem levies for the municipality's share of the cost; except that the council may in its discretion issue and sell temporary improvement bonds maturing and subject to further conditions as set forth in subdivision 5. All obligations shall state upon their face the purpose of the issue and the fund from which they are payable. The amount of any obligations issued hereunder shall not be included in determining the net indebtedness of any municipality under the provisions of any law limiting such indebtedness.

Subd. 4. **Funds.** The proceeds from the sale of each issue of obligations and from collections of special assessments levied and other moneys appropriated for each improvement to be financed wholly or partly from such proceeds shall be credited to a separate construction fund which shall be used solely to defray expenses of such improvements and payment of principal and interest due upon the obligations prior to completion and payment of all costs of the improvements so financed. Any balance of the proceeds of bonds remaining therein may be used to pay the cost, in whole or in part, of any other improvement instituted pursuant to this chapter. A separate account shall be maintained in the construction fund to record expenditures for each improvement, and when the total cost thereof has been paid all subsequent collections of special assessments levied for the improvement shall be credited and paid into the debt service fund for the obligations issued to finance the improvement, as provided in section 475.61. Any taxes levied for improvements financed by an issue of obligations shall be credited directly to the debt service fund.

Subd. 5. **Temporary improvement bonds.** In anticipation of the issuance of improvement bonds, the council may by resolution issue and sell temporary improvement bonds maturing within not more than three years from their date of issue to pay any part or all of the cost of one or more improvements. To the extent that the principal of and interest on the temporary improvement bonds cannot be paid when due from receipts of special assessments, taxes, or other funds appropriated for the purpose, they shall be paid from the proceeds of improvement bonds or additional temporary improvement bonds which the council shall offer for sale in advance of their maturity but the indebtedness funded by an issue of temporary improvement bonds shall not be extended by the issue of additional temporary improvement bonds for more than six years from the date of the first issue. The holders of any temporary improvement bonds shall have and may enforce, by mandamus or other appropriate proceedings, all rights respecting the levy and collection of sufficient special assessments and taxes to pay the cost of the improvements financed by them which are granted by law to holders of improvement bonds, except the right to require the levies to be collected prior to the maturity of the temporary improvement bonds. If any temporary improvement bonds are not paid in full at maturity, the holders may require the issuance in exchange for them, at par, of new temporary improvement bonds maturing within one year from their date of issue (but not subject to any other maturity limitation), and bearing interest at the maximum rate permitted by law.

Subd. 6. **Investment of other municipal funds.** Funds of a municipality may be invested in its temporary improvement bonds in accordance with the provisions of section 118A.04, and may be purchased upon their initial issue, but shall be purchased only from funds which the council determines will not be required for other purposes before the maturity date, and shall be resold before maturity only in case of emergency. If purchased from a debt service fund securing other bonds, the holders of those bonds may enforce the municipality's obligations on the temporary improvement bonds in the same manner as if they held the temporary improvement bonds.

Subd. 7. **General obligation temporary improvement bonds.** The council may by resolution adopted prior to the sale of any temporary improvement bonds pledge the full faith, credit, and taxing power of the municipality for the payment of the principal and interest, in addition to all provisions made for their security in subdivision 5. In this event the bonds shall be designated as general obligation temporary improvement

bonds, and the council shall levy taxes for their payment in accordance with section 475.61. Proceeds of improvement bonds or temporary improvement bonds not yet sold may be treated as pledged revenues, in reduction of the tax otherwise required by section 475.61 to be levied prior to delivery of the obligations.

Subd. 7a. **Revolving fund bonds.** The council may by resolution establish a revolving fund for the payment of the costs of any improvement or any waterworks systems, sewer systems, or storm sewer systems described in section 444.075, the costs of facilities to maintain streets and water, sewer, and storm sewer systems and for the payment of any obligations issued to pay the costs of the facilities and systems referred to in this subdivision or to refund obligations issued for those purposes. The council may create within the revolving fund a separate construction account into which the municipality may deposit the proceeds of any obligations payable from the fund, the proceeds of any special assessments collected with respect to any improvement, any net revenues of a waterworks, sewer system, or storm sewer system described in section 444.075 or any other available funds of the municipality appropriated to it. Amounts on deposit in the construction account may be used to pay the costs of any improvement or any waterworks, sewer system, or storm sewer system described in section 444.075 or any street or water, sewer, or storm sewer maintenance facilities. No funds may be expended for an improvement unless at least 20 percent of the costs of each such improvement is to be assessed against benefited property. No funds may be expended for a waterworks, sewer system, or storm sewer system, other than a sewer system described in section 115.46, or maintenance facilities unless the council estimates that the costs will be recovered from the net revenues of the system or any combined waterworks, sewer systems, or storm sewer systems operated by the municipality. The council may also create a separate debt service account within the revolving fund for the payment of principal of and interest on any obligations payable therefrom. Notwithstanding subdivision 4, the council is not required to pledge any particular assessments or other revenues to the payment of the obligations. Collections of special assessments or net revenues may be deposited in either the construction account or the debt service account as the council or an officer designated by the council may determine, having due regard for anticipated collections of special assessments and net revenues from improvements or waterworks, sewer systems, or storm sewer systems financed in whole or in part from the construction account, and taxes levied for the payment of the obligations. The council may issue obligations that are payable primarily from the debt service account for the purpose of providing funds to defray in whole or in part any expenses incurred or estimated to be incurred in making the improvement or improvements or in constructing the waterworks, sewer system, or storm sewer system, including every item of cost of the kinds authorized by section 475.65, and street and water, sewer, and storm sewer maintenance facilities or to refund obligations previously issued under this section or section 115.46 or 444.075. The obligations may be general obligations to which the full faith and credit of the municipality are pledged. If the special assessments to be levied and net revenues estimated to be available for their payment are estimated to be at least 20 percent of the principal amount of the obligations, the obligations may be issued without an election and shall not be included in determining the net indebtedness of the municipality under the provisions of any law limiting net indebtedness. The cost of a maintenance facility that may be financed under this subdivision is limited only to the portion of the facility that is fairly allocable to the maintenance of streets and water, sewer, and storm sewer systems.

Subd. 8. **Application; limitations under federal tax law.** Sections 474A.01 to 474A.21 apply to any issuance of obligations under this section which are subject to limitation under a federal tax law as defined in section 474A.02, subdivision 8.

History: 1953 c 398 s 9; 1955 c 811 s 3-5; 1957 c 385 s 1; 1965 c 877 s 5; 1976 c 324 s 19-21; 1981 c 171 s 1-4; 1984 c 548 s 6; 1984 c 582 s 5,6,23; 1984 c 591 s 4,5; 1984 c 633 s 4; 1Sp1985 c 14 art 8 s 63; 1986 c 465 art 1 s 3; 1987 c 344 s 4,5; 1992 c 545 art 2 s 4; 1996 c 297 s 1; 1996 c 399 art 2 s 12; 2000 c 260 s 57; 2001 c 214 s 11

429.10 [Repealed, 1953 c 398 s 13]

429.101 UNPAID SPECIAL CHARGES MAY BE SPECIAL ASSESSMENTS.

Subdivision 1. **Ordinances.** (a) In addition to any other method authorized by law or charter, the governing body of any municipality may provide for the collection of unpaid special charges as a special assessment against the property benefited for all or any part of the cost of:

- (1) snow, ice, or rubbish removal from sidewalks;
- (2) weed elimination from streets or private property;
- (3) removal or elimination of public health or safety hazards from private property, excluding any structure included under the provisions of sections 463.15 to 463.26;
- (4) installation or repair of water service lines, street sprinkling or other dust treatment of streets;
- (5) the trimming and care of trees and the removal of unsound trees from any street;
- (6) the treatment and removal of insect infested or diseased trees on private property, the repair of sidewalks and alleys;
- (7) the operation of a street lighting system;
- (8) the operation and maintenance of a fire protection or a pedestrian skyway system;
- (9) inspections relating to a municipal housing maintenance code violation;
- (10) the recovery of any disbursements under section 504B.445, subdivision 4, clause (5), including disbursements for payment of utility bills and other services, even if provided by a third party, necessary to remedy violations as described in section 504B.445, subdivision 4, clause (2); or
- (11) [Repealed, 2004 c 275 s 5]
- (12) the recovery of delinquent vacant building registration fees under a municipal program designed to identify and register vacant buildings.

(b) The council may by ordinance adopt regulations consistent with this section to make this authority effective, including, at the option of the council, provisions for placing primary responsibility upon the property owner or occupant to do the work personally (except in the case of street sprinkling or other dust treatment, alley repair, tree trimming, care, and removal, or the operation of a street lighting system) upon notice before the work is undertaken, and for collection from the property owner or other person served of the charges when due before unpaid charges are made a special assessment.

(c) A home rule charter city, statutory city, county, or town operating an energy improvements financing program under section 216C.436 or 216C.437 has the authority granted to a municipality under paragraph (a) with respect to energy improvements financed under that section.

Subd. 2. **Procedure for assessment.** Any special assessment levied under subdivision 1 shall be payable in a single installment, or by up to ten equal annual installments as the council may provide, except that a special assessment made under an energy improvements financing program under subdivision 1, paragraph (c), may be repayable in up to 20 equal installments. With these exceptions, sections 429.061, 429.071, and 429.081 shall apply to assessments made under this section.

Subd. 3. **Issuance of obligations.** (a) After a contract for any of the work enumerated in subdivision 1 has been let, or the work commenced, the council may issue obligations to defray the expense of any such work financed in whole or in part by special charges and assessments imposed upon benefited property under this section.

(b) Section 429.091 shall apply to such obligations with the following modifications:

(1) such obligations shall be payable not more than two years from the date of issuance;

(2) the amount of such obligations issued at one time in a municipality shall not exceed the cost of such work during the ensuing six months as estimated by the council;

(3) a separate improvement fund shall be set up for each of the enumerated services referred to in subdivision 1 and financed under this section.

(c) Proceeds of special charges as well as special assessments and taxes shall be credited to such improvement fund.

History: 1953 c 398 s 10; 1955 c 811 s 6; 1963 c 771 s 5; 1965 c 323 s 2; 1973 c 337 s 1; 1974 c 340 s 1,2; 1984 c 548 s 7; 1984 c 582 s 7; 1984 c 591 s 6; 1984 c 633 s 5; 1986 c 444; 1Sp2003 c 21 art 11 s 29; 2004 c 275 s 2; 2008 c 366 art 6 s 42; 2010 c 216 s 22; 2013 c 85 art 8 s 6; 2018 c 155 s 36

429.11 [Repealed, 1953 c 398 s 13]

429.111 CHARTER PROVISIONS, EFFECT.

Any city operating under a home rule charter may proceed either under this chapter or under its charter in making an improvement unless a home rule charter or amendment adopted after April 17, 1953, provides for making such improvement under this chapter or under the charter exclusively.

History: 1953 c 398 s 11; 1955 c 811 s 7; 1976 c 44 s 39

429.12 [Repealed, 1953 c 398 s 13]

429.13 [Repealed, 1953 c 398 s 13]

429.14 [Repealed, 1953 c 398 s 13]

429.15 [Repealed, 1953 c 398 s 13]

429.16 [Repealed, 1953 c 398 s 13]

429.17 [Repealed, 1953 c 398 s 13]

429.18 [Repealed, 1953 c 398 s 13]

429.185 [Repealed, 1949 c 314 s 3]

429.19 [Renumbered 429.035]

429.20 [Renumbered 429.036]

429.21 [Repealed, 1953 c 398 s 13]

429.22 [Repealed, 1953 c 398 s 13]

429.23 [Repealed, 1953 c 398 s 13]

429.24 [Repealed, 1953 c 398 s 13]

429.25 [Repealed, 1953 c 398 s 13]

429.27 [Repealed, 1953 c 398 s 13]

429.28 [Repealed, 1953 c 398 s 13]

429.29 [Repealed, 1953 c 398 s 13]

429.30 [Renumbered 435.36, subdivision 1]

429.31 [Renumbered 435.36, subd 2]



SPECIAL ASSESSMENTS POLICY AND PROCEDURES FOR PUBLIC IMPROVEMENTS AND MAINTENANCE COSTS

- SECTION 1. General Policy Statement.
- SECTION 2. Improvements and Maintenance Costs Eligible for Special Assessment.
- SECTION 3. Initiation of Public Improvement Projects.
- SECTION 4. Public Improvement Procedures.
- SECTION 5. Financing of Public Improvements.
- SECTION 6. General Assessment Policies.
- SECTION 7. Methods of Assessment.
- SECTION 8. Standards for Public Improvement Projects.
- SECTION 9. Policies of Reassessment.
- SECTION 10. Assessment Computations.
- SECTION 11. Deferment of Assessments.

SECTION 1. GENERAL POLICY STATEMENT.

The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements. The procedures used by the City for levying special assessments are those specified by the City Charter and Minnesota Statutes Chapter 429, which provide that all or a part of the cost of improvements may be assessed against benefiting properties.

Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending an improvement past or through a particular parcel is not the controlling factor in determining the amount to be assessed. However, in many cases the method for assigning the value of the benefit received by the improvement, and therefore the amount to be assessed, will focus on calculating the proportionate cost of providing the improvement, provided the cost does not exceed the increase in property market value resulting from the improvement. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event City staff has doubt as to whether the costs of the project may exceed the special benefits to the property, the City Council may obtain such appraisals as may be necessary to support the proposed assessment.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the policy or unique circumstances or situations that may require special consideration and discretion by City staff and the City Council.

SECTION 2. IMPROVEMENTS AND MAINTENANCE COSTS ELIGIBLE FOR SPECIAL ASSESSMENT.

Subd. 1. Public improvements, and related acquisition, construction, extension, and maintenance of such improvements, authorized by Minnesota Statutes, Sections 429.021 and 459.14, subd. 7, that are eligible for special assessment within the City include the following:

1. Streets, sidewalks, pavement, curbs and gutters, including the beautification thereof.
2. Parking lots.
3. Water works systems and appurtenances, within and without the corporate limits.
4. Sanitary sewer and storm sewer systems including appurtenances, within and without the corporate limits.
5. Street boulevard trees.
6. Street lights, street lighting systems and special lighting systems.
7. Steam heating mains.
8. Parks, playgrounds, and recreational facilities, including the purchase of equipment, within or without the corporate limits.
9. Abatement of nuisances, including but not limited to, draining and filling swamps, marshes, and ponds on public and private property.
10. Dikes and other flood control works.
11. Retaining walls and area walls.
12. A pedestrian skyway system upon a petition pursuant to section 429.031, subdivision 3.
13. Underground pedestrian concourses.
14. Public malls, plazas or courtyards.
15. District heating systems.
16. Fire protection systems in existing buildings upon a petition pursuant to section 429.031, subdivision 3.
17. Highway sound barriers.
18. Gas and electric distribution facilities.

Subd. 2. The City is also authorized by ordinance adopted pursuant to Minnesota Statutes Section 429.101 to recover, through special assessment, certain costs, including the following:

1. Snow, ice, or rubbish removal from sidewalks.
2. Weed elimination from streets or private property.
3. Removal or elimination of public health or safety hazards from private property excluding any structure included under the provisions of Minnesota Statutes, sections 463.15 to 463.26.
4. Installation or repair of water service lines, street sprinkling, sweeping, or other dust treatment of streets.
5. The trimming and care of trees and the removal of unsound trees from any street.
6. The treatment and removal of insect infested or diseased trees on private property.
7. The repair of sidewalks and alleys.
8. The operation of a street lighting system.
9. The operation and maintenance of a fire protection or a pedestrian skyway system.

SECTION 3. INITIATION OF PUBLIC IMPROVEMENT PROJECTS.

Public improvement projects can be initiated in the following ways.

1. Public improvement projects may be initiated by petition of owners of not less than 50% in frontage of the property abutting the proposed improvement in accordance with the provisions of Section 8.4.2 of the City Charter.
2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required and is in accordance with the provisions of Chapter 8 of the City Charter.
3. A resolution ordering any improvements initiated by the Council requires a four-fifths majority vote of all members of the Council. A resolution ordering any improvements petitioned for by owners of not less than 50% of abutting property owners requires a majority vote of all members of the Council. A resolution ordering any improvements initiated by all owners of abutting property, and assessing the entire cost against their property, may be adopted without a public hearing. The Council may consider the request of a Developer to construct the improvements and assess them.

SECTION 4. PUBLIC IMPROVEMENT PROCEDURE.

The following is the general procedure followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City. **Applicable state law and City Charter provisions take precedence over the following general procedure.**

1. Staff reviews the petition or Developer's request for submission to Council.
2. Council accepts or rejects the petition or request. If based upon a petition, the Council adopts a resolution declaring whether the required percentage of property owners signed the petition. If the petition or request is accepted, Council orders the preparation of a feasibility report.
3. Staff prepares the feasibility report. The report shall preliminarily evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the cost of the improvement as proposed. Council may refer the report to the Planning and Zoning Commission.
4. Council accepts or rejects the feasibility report. If accepted, Council orders a public hearing on the improvements.
5. Staff posts and publishes the hearing notice and mails notices to affected property owners as provided in Minn. Stat. § 429.031(a).
6. Council conducts a public hearing.
7. Within six (6) months of the hearing date, but no sooner than sixty (60) days after per City Charter § 8.4.1, Council adopts or rejects a resolution ordering the improvement to be constructed and advertisement of bids. If adopted, staff prepares final plans, advertises for and opens bids as provided in Minn. Stat. § 429.041, prepares a bid tabulation, makes a recommendation to City Council for award, and prepares a proposed assessment roll. Bonds to finance project costs may be issued at any time after the improvements are ordered.

8. Council reviews the proposed assessment roll and orders an assessment hearing.
9. Staff publishes a hearing notice and mails notice of the hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. § 429.061.
10. Council conducts the assessment hearing and adopts, revises, or rejects the resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor.
11. Council awards contracts based on the bids received.
12. Staff certifies the assessment roll to the County Auditor.
13. Staff supervises construction and prepares payments.

SECTION 5. FINANCING OF PUBLIC IMPROVEMENTS.

The City encourages public improvement projects when the area benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owners.

Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing assessment is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time can cause an undue hardship on the City.

It is the policy of the City to not defer assessments except in cases where hardship to senior citizens 65 years of age or older, or persons retired by virtue of a permanent and total disability, would result. Also, the City Council may elect to defer assessments on undeveloped land for a specified length of time or until the lands are developed. Terms and conditions of any such deferral will be established in the resolution adopting the assessments.

SECTION 6. GENERAL ASSESSMENT POLICIES APPLICABLE TO ALL TYPES OF IMPROVEMENTS.

The cost of any improvement shall be assessed based upon benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. **Project Cost.** The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement (direct costs), plus engineering, legal, administrative, financing and other contingent costs, including acquisition of right-of-way and other property (indirect costs). The finance charges include all costs of financing the project. These costs include, but are not limited to, financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.

2. **City Cost.** The “city cost” of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by the improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such “city cost.”
3. **Assessable Cost.** The “assessable cost” of an improvement is equal to the “project cost” minus the “city cost.”
4. **Interest.** The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be equal to the interest rate of the bonds plus 2% (2% above bond rate), rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at the U.S. Treasury rate (10-year for 10 year assessment; 15-Year for 15 year assessment) plus 2 percentage points.
5. **Prepayment.** Property owners may pay their assessments in full, interest free, for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel that are to become due in the following year.
6. **Extensions.** Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future extension immediately based on the value of benefit received.
7. **Project Assistance.** If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used first to reduce the “city cost” of the improvement. If the financial assistance received is greater than the “city cost,” the remainder of the aid will be placed in the Public Improvement Revolving Fund to be applied towards other City projects.
8. **Assessable Property.** Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
9. **Individual Benefits.** The City may construct improvements specifically designed for or shown to be of benefit solely to one or more properties. The costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example would be utility service lines running from the main lines to the property.
10. **Benefit Appraisals.** In the event that City staff has doubt as to whether the proposed assessments exceed the special benefits to the property(ies) in question, the City Council may order benefit appraisals or benefit appraisal consultations as deemed necessary to support the proposed assessments. As a general rule, benefit appraisals or benefit appraisal consultations may be ordered when the proposed assessment exceeds \$5,000 for a standard city street

reconstruction project on a residential lot, or \$20,000 per acre for commercial or industrial property.

11. **Condemnation Awards.** A property owner may elect to offset special assessments against condemnation awards. In such case, the property owner must execute an agreement (Net Assessment Agreement) with the City.
12. **Subgrade Corrections.** All costs relative to subgrade soil corrections deemed necessary to construct or reconstruct City streets will be considered a “city cost” and will not be assessed.
13. **Rural to Urban Conversion.** All costs relative to converting an existing rural street section to an urban street section by filling roadside drainage ditches and adding curb and gutter and storm sewer will be considered a “city cost” and will not be assessed.
14. **Oversizing.** All costs relative to oversizing an existing City street by increasing the width of the street and/or the load carrying capacity of the pavement section will be considered a “city cost” and will not be assessed.

SECTION 7. METHODS OF ASSESSMENT.

Subd. 1. General Statement. There are three different methods of assessment: adjusted front footage, area, and per lot. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculating the assessments along with other applicable assessment criteria.

Subd. 2. Policy Statement. The following methods of assessment, as described and defined below, are hereby established as the preferred methods of assessment in the City.

A. “Adjusted Front Footage” Method of Assessment.

The “adjusted front footage” method of assessment is based on the quotient of the “assessable cost” divided by the total assessable frontage benefiting from the improvement. This method is typically applied to commercial, industrial, and multi-family residential properties. For the purpose of determining the “assessable frontage,” all properties, including those owned by governmental entities, shall have their frontages included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an “adjusted front footage” will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted.

1. *Rectangular Interior Lots.* The rectangular lot is defined as having no more than 2 feet of difference between the front and rear lot lines. The adjusted front footage is the actual front footage of the lot. For rectangular lots whose frontage is greater than its depth, the “odd shaped lot” method shall be used.

2. *Odd Shaped Lots.* For odd shaped lots such as exist on cul-de-sacs and curved streets where there is more than 2 feet of difference between the front and rear lot lines, and where the lots frontage is greater than its depth, the “odd shaped lot” method of determining the adjusted front footage shall be used. The adjusted front footage shall be computed by dividing the area of the lot by 12,000 square feet to determine the equivalent number of front footage units in the parcel. The number of units multiplied by 65 feet will give the adjusted front footage.
3. *Corner Lot Adjustment.* For street and trail assessments, the short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage. Sanitary sewer and watermain will only be assessed on the short side of a corner lot.
4. *Zonal Assessment.* When the street along the long side of a corner lot is improved, the cost shall be assessed equally to all lots within ½ block in each direction of the street improved. This method may be selected rather than the “corner lot adjustment”.
5. *Double Fronting Lots.* When a lot has frontage on two streets, the lot is subject to assessments for improvements to both streets, consistent with this policy, regardless of the timing of the improvements.

B. “Area” Method of Assessment.

The “area” method of assessment is based on the number of square feet or acres within the boundaries of the appropriate property lines of the parcels benefiting from the project. This method is most often applied to commercial and industrial lots. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot depth for the calculations equal to the benefit received.

All properties included in the benefited area, including those owned by governmental entities, churches, etc., shall be assessable. The following items may not be included in area calculations: public right-of-ways, and natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources or the City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

C. “Per Lot” Method of Assessment.

The “per lot” method of assessment is based on equal assessment of all lots within the benefited area. This method is typically applied to single-family residential lots with similar sizes and configurations. The “assessment per lot” shall be the quotient of the “assessable cost” divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the “lots” or “parcels” all parcels, including those owned by governmental entities, shall be included in such calculations.

SECTION 8. STANDARDS FOR PUBLIC IMPROVEMENT PROJECTS.

The following standards are hereby established by the City to provide a uniform guide for improvements within the City.

A. Surface Improvements

Surface improvements shall normally include all improvements visible on or above the ground within the right-of-way, and include, but are not limited to, trees, lighting, sidewalks, trails, signing, street and accessory improvements such as drainage ponds and facilities, parking lots, parks and playgrounds. Surface improvements shall also normally include aggregate or granular base materials for bituminous and concrete pavements.

Policy Statement. Prior to construction or completion of surface improvements, all utilities and utility service lines (including sanitary sewers, storm sewers, water lines, gas and electric service) shall be installed to all planned service locations such as residences or buildings.

When practicable, no surface improvements to less than both sides of a full block of street shall be approved except as necessary to complete partially completed improvements initiated previously. Concrete or bituminous curbing, or concrete curb and gutter, shall be installed at the same time as street surfacing.

B. Sub-Surface Improvements

Sub-surface improvements shall normally include such items as water distribution, sanitary sewer and storm sewer lines and appurtenant infrastructure, and electric and gas utilities.

Main lines are the publicly owned and maintained lines or facilities such as trunk lines, interceptors, mains, and laterals. Service lines are those privately owned lines or facilities extending from the main line to the property line.

Policy Statement. Sub-surface improvements shall be made to serve current and projected land use. All installations shall conform to applicable standards established by local, state and/or federal agencies of competent jurisdiction. All installations shall also comply, to the maximum extent feasible, with nationally recognized standards such as those of the American Insurance Association.

Service lines from the lateral or trunk utility to the property line of all planned service locations such as residences or buildings on properties whose owner has requested service shall be installed in conjunction with the construction of the mains.

C. Subgrade Improvements

Subgrade improvements shall normally include such items as subgrade corrections (removing layers/pockets of unsuitable soils and replacing them with aggregate base, select granular material, or other more suitable soils) and installation of geotextile fabrics.

Policy Statement. Prior to construction or completion of subgrade improvements, all utilities and utility service lines (including sanitary sewers, storm sewers, water lines, gas and electric service) shall be installed to all planned service locations such as residences or buildings.

SECTION 9. POLICIES OF REASSESSMENT.

The City shall design public improvements to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering improvement and preparation of plans.

Policy Statement

The following are the “life expectancies” or “service lives” of public improvements except as may be otherwise stated in the resolution ordering improvement and preparation of plans.

1. Sidewalks and Trails – 30 years.
2. Street improvements, including surfacing and curb and gutter – 60 years.
3. Ornamental street lighting – 30 years.
4. Water Mains – 60 years.
5. Sanitary Sewers – 60 years.
6. Storm Sewers – 60 years.

SECTION 10. ASSESSMENT COMPUTATIONS.

The following is the typical city assessment for various specified improvements. The City Council reserves the right to vary from the following computations when conditions warrant. All computations are subject to the criteria set forth in Section 1.

A. Street and Curb and Gutter Improvements

1. **New Construction.** New streets are assessed 100% to the abutting benefited properties. Street and curb and gutter improvements will normally be assessed by the adjusted front footage method for commercial, industrial and multi-family residential properties, or by the per lot method for single-family residential properties, however other methods including the area method may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the minimum design of 7-ton axle load in residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs that are incurred in excess of the above may be paid by: (1) State funds, (2) larger assessment rates to other benefited properties, (3) general obligation funds, or (4) any other method or combination of methods authorized by the City Council.
2. **Reconstruction and Overlays.** Street reconstructions and overlays, including the associated removal and replacement of curb and gutter, are assessed 25% to the abutting benefited properties or as otherwise determined by Council ordered benefit appraisals.
3. **Gravel Streets.** Upgrading existing gravel streets by adding pavement, curb and gutter, and storm sewer are assessed 50% to the abutting benefited properties or as otherwise determined by Council ordered benefit appraisals.
4. **Seal Coats.** Sealcoats are not assessed.
5. **Alleys.** Upgrading existing gravel alleys by adding pavement is assessed 50% to all lots abutting on the alley in the block being improved or as otherwise determined by Council ordered benefit appraisals. Reconstructing existing paved alleys is 25% assessed to all lots abutting on the alley or as otherwise determined by Council ordered benefit appraisals.

B. Sidewalks and Trails

1. ***New Construction.*** New sidewalks and trails are not assessed to the abutting property on which the sidewalk is located, but rather are funded 100% by the City. In new subdivisions, the City will require the developer to finance sidewalk and trail improvements rather than assessing the cost.
2. ***Reconstruction.*** Replacement sidewalks are assessed 25% to the abutting property owner and 75% City funded.

C. Storm Sewer Improvements

Storm sewers are assessed on a project-by-project basis. Storm sewers in new subdivisions are considered an assessable improvement on an area basis.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area storm sewer charges are levied to all unplatted property at the time of platting, to re-plats that have not been charged trunk area charges when the land was originally platted, and to re-plats that have been charged trunk area charges when the land was originally platted but where the use is increasing (only the cost difference based on current and prior use is charged). The charges will be set in the annual fee schedule approved by the City Council.

Normally, storm sewers are assessed on an area basis (square foot or acres), but in certain situations the per lot method or adjusted front footage method may be utilized at the City Council's discretion.

The replacement of existing storm sewers is paid for entirely through the Stormwater Utility Fund.

D. Sanitary Sewer Assessments

Assessments for sanitary sewer in residential areas are based upon the cost of construction of 8-inch mains, which is the smallest size installed in residential areas of the City. Assessments for sanitary sewers in commercial and industrial areas are based upon a standard size of 12-inch mains. Sanitary sewer assessments must conform to Chapter 8 of the City Charter.

Oversizing costs due to larger mains and larger appurtenances will be paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area sanitary sewer charges shall be levied on all un-platted property at the time of platting and on re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule approved by the City Council. Services installed to individual properties are assessed to the benefiting property as allowed under Chapter 8 of the City Charter.

Normally, sanitary sewers are assessed on an area basis (square foot or acres), but in certain situations the per lot method or adjusted front footage method may be utilized at the City Council's discretion.

Lateral benefit from major trunk sewers or interceptors is assessed to the properties benefited by the sewer. Any oversizing cost is assessed as described above.

The replacement of existing sewers is funded entirely by the City through the sewer enterprise funds.

Individual sanitary sewer service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing private sanitary services, but do not have mainline sewers adjacent to, across or abutting their property lines pay 0% of the assessment rate for the new mainline sanitary sewer, and 100% of the cost associated with replacing the service lines.

Any existing sanitary sewer service lines found to be defective as part of a project are replaced as part of the project and are assessed to the benefiting property as allowed under Chapter 8 of the City Charter.

Property owners electing to connect to City sewer during street reconstruction projects will receive a credit to offset those costs that would have been incurred by the City to reconstruct the street and boulevard after connecting to City sewer if the street were not being reconstructed. The amount of the credit will be set in the annual fee schedule approved by the City Council. Connecting to City sewer requires a City water connection.

E. Watermain Assessments

Assessments for watermains in residential areas are based upon the cost of construction of 8-inch mains, which is the smallest size installed in residential areas of the City. Assessments for watermains in commercial and industrial areas are based upon the standard size of 12-inch mains. Watermain assessments must conform to Chapter 8 of the City Charter.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area water charges shall be levied on all un-platted property at the time of platting and on re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule approved by the City Council. Services installed to individual properties shall be fully assessed to the benefiting property.

Normally, watermains are assessed on a per lot basis, but in certain situations the area or adjusted front footage method may be utilized at the City Council's discretion.

The replacement of existing watermains is funded entirely by the City through the water enterprise funds.

Lateral benefit from major trunk watermains is assessed to properties benefited by the watermain. Lateral watermain assessments are based on the costs for an equivalent 8-inch diameter watermain for residential properties and for an equivalent 12-inch diameter watermain for commercial/industrial properties.

Individual water service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing private water services, but do not have

mainline watermains adjacent to, across or abutting their property lines pay 0% of the assessment rate for the new watermain but 100% of the cost associated with replacing their service lines.

Any existing water service lines found to be defective as part of the project, are replaced as part of the project and are assessed directly to the benefiting property as allowed under Chapter 8 of the City Charter.

Property owners electing to connect to City water during street reconstruction projects will receive a credit to offset those costs that would have been incurred by the City to reconstruct the street and boulevard after connecting to City water if the street were not being reconstructed. The amount of the credit will be set in the annual fee schedule approved by the City Council.

F. Street Boulevard Trees

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

G. Street Lights

All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets are included in the overall project costs and included in the assessment calculations, unless otherwise directed by the City Council. In new subdivisions, the City will require the developer to finance street light improvements rather than assessing the cost.

H. Other Improvements

Based on the City Council's determination, any other eligible improvements may be fully assessed or assessed in part.

SECTION 11. DEFERMENT OF SPECIAL ASSESSMENTS.

Subd. 1. The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability, and the City Clerk is hereby authorized to record the deferment of special assessments where all of the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be 65 years of age or older or retired by virtue of permanent and total disability at the time the assessment is adopted.
3. The applicant must be the owner of the property.
4. The applicant must occupy the property as his or her principal place of residence.
5. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.

Subd. 2. The deferment shall be granted for as long a period of time as the hardship exists and the conditions in subdivision 1 remain true. It shall be the duty of the applicant to notify the City Clerk of any change in his or her status that would affect eligibility for deferment.

Subd. 3. The entire amount of deferred special assessments shall be due within sixty days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty (60) days, the City Clerk shall add thereto interest accruing from the first date the applicant loses eligibility at the rate as defined in section 6.4 and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

Subd. 4. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:

1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

State Law References(s): Minn. Stat. § 435.193, Senior Citizens or retired & disabled persons hardship special assessment deferral.

*Original Adoption: 12/9/14 by Resolution #14-12-250

*Amended: 1/13/15 by Resolution #15-01-016 – *Section 6 - #4 Interest to reflect interest rate on bonded projects*

CHAPTER 8. - PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

Sec. 8.1. - Power to make improvements and levy assessments.

The city may make any type of local improvement not forbidden by law and levy special assessments to pay all or part of the cost of such local improvements. The total of the assessments for any local improvement may not exceed the cost of the local improvement, plus all costs and expenses connected therewith, including interest. No assessment shall exceed the benefit to the property assessed as measured by the increase in the market value of the property assessed as a result of the local improvement.

(Ord. of 1-25-1993)

Sec. 8.2. - Application of Charter.

All local improvement projects shall be carried out exclusively under the provisions of this Charter. The term "local improvement" as used in this section shall mean a public improvement financed partly or wholly from special assessments.

(Ord. of 1-25-1993)

Sec. 8.3. - Assessments for services.

The council may provide by ordinance that the cost of the city services to streets, sidewalks, or other public or private property may be assessed against property benefited and may be collected in the same manner as special assessments.

(Ord. of 1-25-1993)

Sec. 8.4. - Local improvement procedure.

When the city undertakes any local improvement to which the state local improvement code, Minn. Stats. chapter 429 applies, it shall comply with the provisions of that law, except as modified below. The council may by ordinance prescribe the procedure to be followed in making any other local improvement and levying assessments therefor.

8.4.1 *Sixty-day waiting period.* A period of 60 days shall elapse after the conclusion of the public hearing required by law to precede the ordering of the construction of a local improvement project (the "public hearing") before the actual ordering of the local improvement by the council and the council entering into a contract for the local improvement construction.

8.4.2 *Percentage of owners required.* When the local improvement has been petitioned for by the owners of not less than 50 percent in frontage of the real property abutting on streets named in the petition as the location of the local improvement the resolution ordering the local improvement by the council may be approved by vote of a majority of all members of the council. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council.

8.4.3 *Petition against the local improvement.* A proposed local improvement may be initiated by petition of the owners of real property abutting on the streets named in the petition. If, within 30 days of the conclusion of the public hearing, a petition against such local improvement is filed with the city administrator which petition is signed by a percentage of the owners of real property abutting on the streets named in the initiating petition as the location of the improvement which

percentage is greater than the percentage of owners of real property who signed the initiating petition, the council shall not make such local improvement at the expense of the abutting property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.4 *Counter petition in favor of the improvement.* If within 30 days of the filing with the city administrator of a petition against the local improvement as described in section 8.4.3 above, there is filed with the city administrator a petition in favor of the local improvement, signed by owners of real property abutting on the streets named in the initiating petition as the location of the improvement, in a percentage greater than the percent of owners of real property who signed the petition against the local improvement, then in such event the council may disregard the petition against the local improvement and proceed with the local improvement.

8.4.5 *Petition against council initiated improvement.* If the local improvement was initiated by council resolution without an initiating petition and, within 60 days of the conclusion of the public hearing, a petition is filed with the city administrator against such local improvement and which petition is signed by 60 percent or more of the owners of real property proposed to be assessed for and benefited by the local improvement, the council shall not make such local improvement at the expense of the benefited property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.6 *Withdrawal of name from petition.* Any person whose name appears on a petition to the council in favor of a local improvement, or on a petition to the council filed against a local improvement, may withdraw his/her name by a statement in writing filed with the city administrator before such petition is presented to the council or in person at a city council meeting before the city council accepts said petition.

8.4.7 *Filing of petition with city council.* All completed petitions filed with the city administrator as described herein shall be presented to the council by the city administrator at the council's next regularly scheduled meeting.

8.4.8 *One year before any further action.* When a proposed local improvement is disallowed pursuant to the petition process described in the foregoing sections, the council shall not vote on the same improvement within a period of one year after the public hearing on said improvement.

(Ord. of 1-25-1993; Ord. No. 06-22, § 2, 7-5-2006; Ord. No. 12-08, § 2, 6-26-2012; Ord. No. 14-07, § 2, 8-11-2014)

Sec. 8.5. - Computation of time.

Where the performance or doing of any act or matter is required by this Charter, and the period of time is prescribed and fixed by this Charter, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. When the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

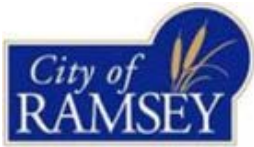
(Ord. of 1-25-1993)

Sec. 8.6. - Sewer and water projects.

This section applies to any local improvement project completed after January 1, 1996, which includes extending urban services (sewer and/or water) to an existing home or neighborhood.

- 8.6.1 *Connection policy.* The city may not compel any property owner with a functional private sewer and water system to connect to city sewer and/or water.
- 8.6.2 *Assessment policy.* The city may not levy an assessment for any component of any project which includes sewer and/or water improvements against a property whose owner elects to remain on a functional private sewer and/or water system.
- 8.6.3 *Request for urban services.* Property owners who remain on private sewer and water systems after urban services become available may request connection to urban services at any time. Upon connection to urban services an assessment may be levied provided it is consistent with the original assessment.

(Ref. of 5-20-1996; Ord. of 1-24-2001)



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

CC Regular Session

6. 2.

Meeting Date: 10/09/2018

By: Bruce Westby, Engineering/Public Works

Information

Title:

PUBLIC HEARING: Adopt Resolution #18-214 Adopting Assessment Roll Certifying Assessments for Improvement Project #18-00, Stanhope Terrace Street Reconstructions

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #18-214 adopting the final assessment roll certifying assessments for Improvement Project #18-00, Stanhope Terrace Street Reconstructions.

Background:

City Improvement Project 18-00 involved reconstructing Ute Street, 154th Avenue, and 153rd Court within the Stanhope Terrace residential neighborhood. These street segments total approximately 2,800 linear feet, or 0.53 miles. A map showing the scope of the improvements is included as *Figure 1* in *Appendix A* of the attached Feasibility Report.

Pre-Existing Conditions

These street segments in the Stanhope Terrace neighborhood were constructed in 1991. The bituminous pavement section ranged from 1.6 to 6.1 inches thick, with an average of 2.9 inches. The aggregate base section ranged from 2.1 to 10.6 inches thick, with an average of 4.9 inches. The road section was built on sandy subgrade material generally considered suitable for pavement support. The streets were constructed with bituminous curb at 29-foot wide from face-of-curb to face-of-curb. The streets are generally centered within a 66 foot wide right-of-way. Ute Street and 154th Lane were cracksealed and sealcoated in 1996, and 153rd Court was cracksealed and sealcoated in 1998. The street segments have regularly received spot patching on an as-needed basis.

In the fall of 2017, the pavement sections of the above-referenced street segments had PASER ratings of 3, meaning they were past the point of overlaying and instead required complete reconstruction.

The existing storm sewer system consists of catch basins along 154th Lane which drain runoff from the street to a low-lying area with storm sewer and utility easements located on the northern 75 feet of 4851 154th Lane. Stormwater runoff not collected by the catch basins is carried to Roanoke Street and collected within its storm sewer system.

Municipal sanitary sewer and water utilities do not exist under any of these streets.

Completed Improvements

All streets were reconstructed matching their existing widths and locations.

The existing bituminous curb and gutter was replaced with concrete curb and gutter. The existing bituminous

pavement sections were reconstructed using the Full Depth Reclamation (FDR) process. This involved grinding the existing bituminous pavement with an inch or more of existing aggregate base (pavement reclamation), then placing and compacting some of the reclaimed material on top of the reshaped and compacted existing aggregate base. Then, 2-inches of bituminous base course and 1½-inches of bituminous wear course was placed and compacted on top of the compacted reclaim material to provide a pavement section with a 7-ton structural capacity and a 60-year design life.

Storm sewer castings were reset after replacing adjusting rings and grouting the insides of the catch basins.

Notification:

Notice for this Assessment Hearing was published in the City’s official newspaper, the Anoka Union Herald, on Friday, September 21, 2018. Assessment Hearing Notices were also mailed to all property owners proposed to be assessed for the improvements as required per Minnesota State Statute Chapter 429. Attached is a copy of the Assessment Hearing Notice as mailed to benefiting property owners.

Anoka County requires that assessments be certified to the County Auditor by November 16, 2018 for collection on 2019 taxes. This deadline will be met by conducting the Assessment Hearing at the October 9th City Council meeting.

Observations/Alternatives:

Observations:

Public Comment

Staff met with several of the property owners prior to construction to discuss the improvements and their preliminary assessments. Most generally understood the need for the improvements, and a few questioned the use of special assessments to help pay for the improvements.

Staff met with numerous property owners during construction to coordinate construction of various improvements adjacent to or otherwise affecting the use of their properties.

Before this case was published, no formal comments or objections regarding final proposed assessments had been received by Staff. If any formal comments or objections are received after this case is published, Staff will share this information with Council prior to the Public Hearing.

Alternatives:

Alternative #1 – Motion to adopt Resolution #18-214 adopting the final assessment roll certifying assessments for Improvement Project #18-00, Stanhope Terrace Street Reconstructions.

Alternative #2 – Motion to deny adoption of Resolution #18-214 at this time.

Funding Source:

Funding sources for this project include a combination of Street Reconstruction and Overlay Program (SROP) bond funds, special assessments to benefiting properties, and some stormwater utility funds. A more detailed cost accounting will be presented prior to the Assessment Hearing.

Street Reconstruction and Overlay Program (SROP) bond funds

These bond funds will initially pay for all project costs not covered by stormwater utility funds and sewer and water funds. Over the next 10 years, all special assessments collected for this project, which could total up to \$91,364.80, will be applied to offset a portion of the bond payments.

Special Assessments

Construction of this project is complete, and the Contractor and City project inspector have agreed upon final construction costs in the amount of \$297,119.28. Final project costs, which include final construction costs plus 23% indirect costs to cover administrative (6%), engineering (15%), finance (1%), and legal (1%) costs, were used to calculate the final proposed assessments.

The final proposed assessment amount for this project is \$5,710.30 per each of the sixteen (16) benefiting properties, resulting in a total project assessment of \$91,364.80. Each of the properties proposed to be assessed has their primary access onto an improved street section. The preliminary assessment amount adopted by Council as found in the attached Feasibility Report was \$6,733.36 per benefiting property. Attached are copies of the final assessment map and roll for this project.

The City's Special Assessments Policy calls for special assessments to recover 25% of eligible street reconstruction and overlay improvement costs. On this project, all project costs are eligible for assessments. The final assessments as proposed recover 25% of eligible project costs.

Special assessments are calculated using methods resulting in reasonable and equitable distribution of assessments that are uniform upon the same class of properties within the assessable area. The test for determining the validity of a special assessment is whether the improvement for which the assessment was levied has increased the market value of the property against which the assessment was levied in at least the amount of the assessment.

The City's Special Assessments Policy identifies three optional methods for calculating assessments; adjusted front footage, area, and per lot. Because each assessable property generally received the same benefit from the project improvements, assessments are proposed to be spread equally among benefiting properties using the "per lot" method.

The proposed final assessments conform to the requirements set forth in Minnesota Statutes Chapter 429, Chapter 8 of the City Charter, applicable City code, and the City's adopted Special Assessments Policy. Attached are copies of Minnesota Statutes Chapter 429, the City's adopted Special Assessments Policy, and Chapter 8 of the City Charter that provides additional controls on the use of special assessments for public improvements within the City of Ramsey.

Final assessments for this project are proposed to carry a 10-year term at an interest rate of 5.22%. A schedule of payments showing annual payments including principal and interest is included on page 3 of the attached Assessment Hearing Notice.

No assessment deferral requests were received for this project.

The Special Benefit Consultation report completed for this project by the firm of Patchin Messner Dodd & Brumm anticipates that all benefiting properties will be enhanced in value between \$8,500 and \$9,500 per property. A copy of the report is not attached to this case but will be available at the Assessment Hearing.

Recommendation:

Staff recommends Alternative #1.

Action:

Motion to adopt Resolution #18-214 adopting the final assessment roll certifying assessments for Improvement Project #18-00, Stanhope Terrace Street Reconstructions.

Attachments

[Resolution 18-214](#)

[Feasibility Report](#)

[Hearing Notice](#)

[Assessment Roll](#)

[Assessment Map](#)

[MN Statutes Chap 429](#)

Spec Assessments Policy

Charter Chap 8

Form Review

Inbox

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 10/04/2018

Reviewed By

Kurt Ulrich

Date

10/04/2018 01:42 PM

Started On: 09/29/2018 11:58 AM

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #18-214

RESOLUTION ADOPTING ASSESSMENT ROLL CERTIFYING ASSESSMENTS FOR IMPROVEMENT PROJECT #18-00, STANHOPE TERRACE STREET RECONSTRUCTIONS

WHEREAS, pursuant to proper notice duly given as required by law, the Council met, heard and passed upon all objections to the proposed assessment for the reconstruction of Ute Street, 154th Avenue, and 153rd Court in the Stanhope Terrace residential development, along with miscellaneous appurtenant improvements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) Such proposed assessment, a copy of which is attached and incorporated herein, is hereby accepted and constitutes the special assessment against the listed properties. Each listed property is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
- 2) Such assessment shall be payable in equal annual installments extending over a period of 10 years, and shall bear interest at the rate of 5.22 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.
- 3) The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Office, except that no interest shall be charged if the entire assessment is paid before November 16, 2018. Such payment must be made by November 16 or interest will be charged through December 31 of the succeeding year. In subsequent years, the property owner may at any time pay to the City the balance of the assessment remaining unpaid after the current year, provided such payment is made before November 16.
- 4) The City Clerk shall transmit a certification of this assessment to the Anoka County Auditor's Office to be extended on the property tax lists of the County. Such assessments shall be collected and paid in the same manner as other municipal taxes.

The motion of the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 9th day of October, 2018.

Mayor

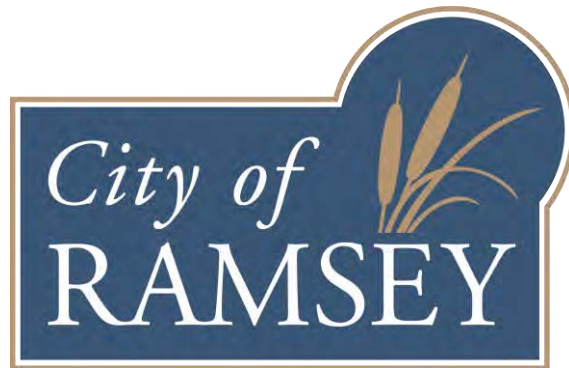
ATTEST:

City Clerk

FEASIBILITY REPORT

STANHOPE TERRACE STREET RECONSTRUCTIONS

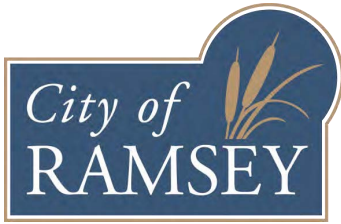
CITY IMPROVEMENT PROJECT NO. 18-00



October 20, 2017

Prepared By:

**City of Ramsey
Engineering Department
7550 Sunwood Drive NW
Ramsey, MN 55303
763-433-9820
763-433-9848 (Fax)**



October 20, 2017

Honorable Mayor and City Council
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Re: Feasibility Report - City of Ramsey Improvement Project #18-00
Stanhope Terrace Reconstruction

Dear Mayor and City Council Members:

Transmitted herewith is a Feasibility Report for the proposed Stanhope Terrace Reconstruction project including; Ute Street from Alpine Drive to its termini cul-de-sac, 154th Avenue between Ute Street and Roanoke Street, and 153rd Court from Roanoke Street to its termini cul-de-sac. The report examines the feasibility of reconstructing the bituminous street section and completing other appurtenant improvements.

This Feasibility Report examines the scope of the proposed improvements, explores estimated costs and available funding sources, defines a preliminary project schedule, and determines the necessity, feasibility and general cost-effectiveness of the proposed improvements, including any alternate designs, as well as whether the improvements would best be completed separately or in conjunction with another project.

I would be happy to discuss this report with you at your convenience. Please feel free to contact me at 763-433-9825 or bwestby@cityoframsey.com with any questions.

Sincerely,

City of Ramsey

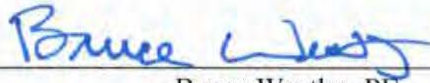
Bruce Westby, PE
City Engineer

Enclosure

C: Kurt Ulrich, City Administrator
Leonard Linton, Civil Engineer IV

CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Bruce Westby, PE

Date: October 20, 2017

License No. 40116

I hereby certify that this plan, specification or report was reviewed for Quality Control and Quality Assurance purposes and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Leonard Linton, PE

Date: October 20, 2017

License No. 21112

**TITLE SHEET
 LETTER OF TRANSMITTAL
 CERTIFICATION SHEET
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Appendix A

Figure 1 – Project Scope
Figure 2 – Typical Section
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Opinion of Probable Costs
Preliminary Assessment Map
Preliminary Assessment Roll

Appendix C

Ground Penetrating Radar Summary
Geotechnical Exploration and Engineering Review (Braun 49 pages)

1. EXECUTIVE SUMMARY

City Improvement Project No. 18-00 proposes to reconstruct streets within the Stanhope Terrace neighborhood including Ute Street, 154th Avenue, and 153rd Court. The streets total approximately 2,800 linear feet (0.52 miles) in length. A map showing the location and scope of the proposed improvements is included as *Figure 1* in *Appendix A*.

The streets were constructed in 1991. Based on results from the geotechnical report and ground penetrating radar (GPR) analysis performed by Braun Intertec, field observation and record plan documents, the bituminous pavement section ranges from 1.6 to 6.1 inches thick with an average of 2.9 inches. The aggregate base ranges from 2.1 to 10.6 inches thick with an average of 4.9 inches. The road section was built on sandy subgrade material generally considered suitable for pavement support. The streets were constructed with bituminous curb to a width of 29 feet from face-of-curb to face-of-curb. The streets are generally centered within a 66 foot wide right-of-way. The storm sewer system consists of catch basins along 154th Lane which drain runoff from the street to a low-lying area with storm sewer and utility easements located on the northern 75 feet of 4851 154th Lane. Storm runoff not collected by the catch basins is carried to Roanoke Street and collected within its storm sewer system.

City staff evaluates and rates the condition of pavement sections on all City streets on an annual basis using the Pavement Surface Evaluation and Rating (PASER) system. In the summer of 2017, the pavement section of the above-referenced street segments were rated with a PASER rating of 3 which indicates these streets require complete reconstruction, and for City staff to patch the streets at least once per year, particularly before winter so the street can be plowed without damaging the pavement in the process. Pictures of the street are located in *Appendix A*.

Proposed improvements include removing existing bituminous curb and replacing with B618 concrete curb and gutter, and reconstructing the existing bituminous pavement section using the Full Depth Reclamation (FDR) process. This process involves reclaiming the entire existing bituminous pavement section, along with the existing aggregate base material. A portion of this reclaimed (ground and mixed) material would then be spread and compacted on top of the reshaped and compacted subgrade. Then, 3.5 inches of bituminous pavement would be placed, generally meeting the City of Ramsey's standard pavement design.

The existing storm sewer system is in good condition and generally meets City design standards and therefore requires only minimal improvements, including resetting the castings after concrete curb and gutter placement, which will include replacing adjustment rings and re-grouting the inside of the catch basins to a smooth finish.

The engineer's opinion of probable costs for completing the proposed improvements outlined in this report is \$430,934.81. Estimated costs include 5-percent contingency costs plus 23-percent indirect costs for administrative, engineering, finance and legal costs. A summary of the engineer's opinion of probable costs is included in *Appendix B*.

A total of 16 assessable parcels have been identified. Staff recommends applying 25-percent of the eligible project costs equally across the 16 assessable properties using the "per lot" assessment method. This results in a proposed preliminary assessment rate of \$6,733.36 per assessable parcel.

Staff recommends ordering a special benefit consultation report for this project to verify the proposed assessment amount will not exceed the benefit to the properties. If the report concludes the benefit to the properties is less than the proposed preliminary assessment rate, Staff will then propose to lower the assessment rate accordingly during the Assessment Hearing, which is scheduled for October 9, 2018. If the report verifies the assessment rate as proposed is justified, Staff will propose to adopt the final assessment roll using the rate as preliminarily proposed.

Five (5) soil borings were completed by Braun Intertec to assist with the preparation of this report. Pavement design recommendations were offered by Braun Intertec, and Staff considered and incorporated Braun's recommendations to varying degrees while preparing this report. Ground Penetrating Radar (GPR) was conducted on all street segments within the project. The GPR identifies existing bituminous pavement and aggregate base thicknesses, and is used to help staff determine the appropriate treatment. Copies of Braun Intertec's GPR results and Geotechnical Exploration are attached in *Appendix C*.

This improvement project, which is listed in the City's current 10-year Capital Improvement Plan, is proposed to be funded using a combination of special assessments to benefiting properties, street reconstruction bond proceeds, and storm sewer funds.

Staff has not yet discussed the proposed improvements with local property owners. However, Staff has scheduled a neighborhood information meeting for November 1, 2017 for the purpose of explaining the proposed improvements and assessments in more detail, and to gather their input on the project, including any information which should be explored in more detail during development of plans and specifications. Staff will incorporate comments and present this information to Council during the Public Hearing.

This project would best be constructed in conjunction with the River's Bend and The North Forty Street Reconstruction projects, is necessary, feasible, and cost-effective from an engineering standpoint, and can be constructed as proposed herein.

2. INTRODUCTION

2.1 Authorization

The preparation of this report was authorized by the Ramsey City Council on July 11, 2017. This project has been designated as City Improvement Project No. 18-00.

2.2 Program Overview

In support of the City's long-term Street Maintenance Program, the entire existing bituminous pavement section will be reconstructed using a full-depth reclamation (FDR) process. The existing bituminous curb will be replaced with B618 concrete curb and gutter, plus other appurtenant work will be completed as outlined in this report.

The City's pavement evaluation process involves a visual evaluation of each street's pavement surface based on the type, extent and severity of each pavement distress observed. Numerous types of pavement distresses may exist within a pavement section including, but not limited to, alligator cracking, block cracking, longitudinal cracking, transverse cracking, rutting, raveling, shoving, potholes and patches. This field data is then used to rate the pavement condition.

The City uses the Pavement Surface Evaluation and Rating (PASER) system to rate pavement condition. A PASER rating is a numerical index between 1 and 10 indicating the condition of a pavement based on the various pavement distresses recorded during visual observations. A PASER rating of 10 represents brand new pavement, while a PASER rating of 1 represents a pavement section that has fallen into complete disrepair requiring full reconstruction.

In the summer of 2017, City staff evaluated and rated the condition of the pavement along the Stanhope Terrace street segments. A PASER rating of 3 was determined for Ute Street, 154th Lane and 153rd Court.

2.3 Scope

City of Ramsey Improvement Project 18-00 proposes to reconstruct the existing bituminous pavement, remove existing bituminous curb and replace with B618 concrete curb and gutter, and to complete other appurtenant work on Ute Street from Alpine Drive to its termini cul-de-sac, 154th Lane between Ute Street and Roanoke Street, and 153rd Court from Roanoke Street to its termini cul-de-sac which totals approximately 2,800 linear feet (0.52 miles) in length.

The existing bituminous pavement section is proposed to be reconstructed using the FDR process. This involves reclaiming the entire bituminous pavement section from back of curb to back of curb, along with a portion of the existing aggregate base, hauling and disposing of excess reclaim material off site, spreading and compacting the reclaimed material on top of the reshaped and compacted subgrade, then placing 3.5 inches of new bituminous pavement on top. The resulting pavement design will generally meet current City design standards.

A map showing the location and scope of the proposed improvements is included as *Figure 1* in *Appendix A*.

3. EXISTING CONDITIONS

3.1 Existing Pavement and Soil Conditions

All streets proposed to be improved were constructed in 1991 with bituminous pavement, class 5 aggregate base, bituminous curb, and concrete storm sewer. The streets were constructed to a width of 29-feet from face-of-curb to face-of-curb. The streets are generally centered within a 66-foot wide right-of-way.

The only pavement maintenance treatments applied to the street segments included cracksealing and sealcoating Ute Street and 154th Lane in 1996, and 153rd Court in 1998. Spot patching has been performed on an as-needed basis, and has been a yearly treatment recently. In 2017, Staff observed a PASER of 3 on all the street segments.

In July of 2017, City staff recorded a traffic volume of 114 average annual daily traffic (AADT) on Ute Street north of Alpine Drive, and 43 AADT on Ute Street west of Roanoke Street. Traffic counts were not taken on 153rd Court, however it can be reasonably expected 153rd Court would have similar traffic volumes. The speed limit is 30 mph for these street segments.

Braun Intertec was employed to complete a Geotechnical Exploration and Engineering Review for this project, which included five (5) soil borings spaced at approximately 600 feet along Ute Street/154th Lane and 1 boring in each cul-de-sac. The locations of the borings are shown in the Soil Boring Location Map in the Appendix of Braun's report, attached in *Appendix C*.

The soil borings provide information on existing bituminous pavement and aggregate base course thicknesses, subsurface soil conditions, existing ground water elevations, and potential issues, which may be encountered during construction. All borings terminated at a nominal depth of 11 feet below the existing ground surface. There was no groundwater observed during the soil borings. Based on the work proposed and the lack of groundwater at a depth of 11 feet below the existing ground surface, groundwater is not anticipated to be a significant issue for work completed with this proposed project.

The soil borings generally indicate the existing bituminous pavement thickness ranges between 3 to 4 inches, and aggregate base thickness ranges between 4 to 6 inches. The subgrade generally consists of poorly graded sand with silt at depths ranging from 2.0 to 6.0 feet below the top of pavement. Native alluvial soils consisting of poorly grades sand (SP) generally extend to the bottom of the borings (11 feet).

Braun Intertec was employed to complete a ground penetrating radar (GPR) analysis for the project area, which included driving the GPR equipped vehicle throughout all street segments within the project area. A summary table and charts of the GPR Analysis are attached in *Appendix C*. The GPR data determined an average bituminous pavement thickness of 2.9 inches, and an average aggregate base thickness of 4.9 inches. The average street pavement and base section thickness was 7.7 inches, with a minimum section of 5.1 inches located on Ute Street, 91 feet south of the intersection with 154th Lane.

3.2 Watermain

Watermain does not exist on site.

3.3 Sanitary Sewer

Sanitary sewer does not exist on site.

3.4 Storm Sewer/Drainage

The storm sewer system consists of catch basins along 154th Lane which drain runoff from the street to a low-lying area with storm sewer and utility easements located on the northern 75 feet of 4851 154th Lane. Storm runoff not collected by the catch basins is carried to Roanoke Street and collected within its storm sewer system.

3.5 Streets

3.5.1 Existing Typical Sections

The width of Ute Street, 154th Lane, and 153rd Court is 29 feet from face-of-curb to face-of-curb. The cul-de-sacs on Ute Street and 153rd Court have a 50 foot radius to the back of curb. The streets are centered within a 66-foot wide City-owned right-of-way, with a 65-foot wide right-of-way around the cul-de-sac on 153rd Court. The cul-de-sac on Ute Street was not platted with a widened City-owned right-of-way, therefore the City will have to obtain a right of entry from the property owners to complete the proposed work.

3.5.2 Maintenance History

Stanhope Terrace was originally constructed in 1991. Ute Street and 154th Lane received crack seal and seal coat in 1996, 153rd Court received crack seal and seal coat in 1998. The street segments have regularly received spot patching on an as-needed basis.

3.6 Land Use

The parcels within the construction area are zoned residential.

4. PROPOSED IMPROVEMENTS

4.1 Street and Stormwater Improvements

4.1.1 Street Improvements

Stanhope Terrace is proposed to be reconstructed with bituminous pavement and concrete curb and gutter, which will better facilitate drainage over time. Numerous streets exist throughout the City with bituminous curbing and almost all of them are deteriorating more rapidly than streets with concrete curb and gutter due to their inability to rapidly convey drainage off of the pavement surface, particularly along edges of streets.

The proposed surface improvements are shown on *Figure 1 in Appendix A*.

Street Design:

Ute Street, 154th Lane, and 153rd Court are currently urban residential streets with bituminous curb and pavement, 30-feet wide from back-of-curb to back-of-curb. The cul-de-sacs on Ute Street and 153rd Court are 100-feet in diameter from back-of-curb to back-of-curb. Existing and proposed traffic counts are consistent with typical residential streets.

All street segments are proposed to be reconstructed at their current width. A typical section for the proposed pavement reconstruction improvements is shown in *Figure 2 in Appendix A*.

City staff is proposing a pavement section design of 1.5 inches bituminous wear course, 2 inches bituminous base course, and 4 inches of aggregate base composed of full depth reclamation material. This pavement section would be constructed over the existing subgrade after it is reshaped and compacted.

4.1.2 Storm Sewer Improvements

The existing storm sewer system is in good condition. Catch basin castings will require new rings and will be regouted. No stormwater treatment improvements are required for this project since the street is proposed to be reconstructed at its current width.

4.1.3 Geotechnical Considerations

Braun Intertec, Inc. (Braun) completed a Geotechnical Exploration and Engineering Review including five (5) soil borings spaced at approximate 600-foot intervals along Ute Street and 154th Lane, and one (1) soil boring in each cul-de-sac. The locations of the borings are shown in the Boring Location Map in the Appendix of Braun's report, attached in *Appendix C*. Braun recommends completing a 6 - 8 inch deep reclamation of the existing bituminous pavement and placing 6-inches of aggregate base class 5 or reclaim material, and 3.5-inches of new bituminous pavement. City staff is in close agreement and proposes completing a full-depth reclamation of the existing pavement by placing 4-inches of aggregate base class 5 or reclaim material, and 3.5-inches of new bituminous pavement.

The proposed improvements should have a service life of approximately 60-years, assuming maintenance such as overlays, crack sealing and seal coating is routinely performed.

4.1.4 Other Considerations

Driveways:

Existing driveway aprons may need to be reconstructed to varying degrees. The limits of construction will vary with each driveway apron based on the elevation of the street abutting the driveway and the driveway pavement type. During design, staff will evaluate the construction limits for each driveway and will incorporate this into the plans, but as with all street reconstruction projects, the exact limits of construction will be determined in the field during construction. Right-of-entry forms will be obtained from private property owners where work is required outside City right-of-ways and easements.

Irrigation Systems:

Developed properties along the project corridor may have private irrigation systems. Staff will notify property owners of pending construction as far in advance as practical to allow them time to move their irrigation systems out of harm's way before work begins.

Parking Restrictions:

Parking is currently provided along both sides of the streets and is not currently restricted except for overnight parking per City code. During this project, parking will be restricted during allowable working hours.

Pavement Corings:

Existing pavement thicknesses have been found to be inconsistent throughout the City. It is now standard practice to have City staff on-site during pavement installation to insure the proper quantities are being placed. As further conformation, staff is proposing to have pavement corings taken at the conclusion of all reconstruction projects. This is already a requirement on all State Aid projects, and will leave more data on the pavement section for future street maintenance projects.

4.2 Stormwater Treatment

No stormwater retention and/or treatment improvements will be required as a result of this project.

4.3 Water Main Improvements

No watermain improvements are proposed with this project.

4.4 Sanitary Sewer Improvements

No sanitary sewer improvements are proposed with this project.

4.5 Construction Methods

The existing bituminous pavement section will be reconstructed using the FDR process outlined within this report.

4.6 Private Utilities

Staff has not yet met with the telephone, gas, power and cable utilities regarding this project. During preparation of plans and specifications, staff will meet with the private utility companies to discuss the proposed improvements as noted in the project schedule within this report. The alignment and footprint of the streets will be considered to minimize impacts to private utilities. No impacts to power poles or street lights are anticipated with this project.

Should any utility company indicate they wish to upgrade, replace and/or otherwise modify their services during this project, any such upgrades, replacements and/or modifications will be at the sole discretion and cost of the utility company.

4.7 Permits

Permits that are anticipated to be required as part of the proposed improvements include:

- MPCA General Stormwater Permit (NPDES)..... Grading and Storm Water

A stormwater permit from the Lower Rum River Watershed Management Organization will not be required with this project.

4.8 Right-of-Ways/Easements

During preparation of this report, City staff found the Ute Street cul-de-sac was constructed without the necessary permanent easement. It is likely this cul-de-sac was built as a temporary cul-de-sac before development to the north took place, with the intention of extending Ute Street at a later date. Unfortunately the Highlands at River Park 3rd Addition did not extend Ute Street, and additional right-of-way was never secured. Three properties access Ute Street including one from the cul-de-sac. City staff will contact the two property owners to discuss options for securing easements. The costs for easement acquisitions are not included in the probable project costs.

City staff will obtain required right of entries on a case by case basis.

5. FINANCING

5.1 Opinion of Cost

A detailed opinion of probable costs for the proposed improvements can be found in *Appendix B* of this report. The opinion of probable costs incorporates anticipated 2018 construction costs for the proposed improvements with 5-percent contingency costs, plus 23-percent indirect costs for administrative, engineering, financing and legal costs.

City staff prepared the Feasibility Report in-house as part of staff's normal duties.

Braun Intertec prepared the Geotechnical Exploration and Engineering Review, included in *Appendix C*, at a cost of \$3,228.67.

5.2 Funding

5.2.1 Assessments

A portion of the project costs is proposed to be recovered through special assessments levied against the 16 identified benefiting properties; 7 along Ute Street, 5 along 154th Lane, and 4 along 153rd Court. Assessments are proposed to be collected for eligible improvements benefiting residential properties with direct access to the improved segments of Stanhope Terrace as described below. A preliminary assessment summary is included below in *Table 1*.

Residential Assessments:

Special assessments are proposed to be levied against residential properties having direct access to improved streets. To be consistent with previous applications of the Special Assessments Policy, each residential property is proposed to be assessed using the "per lot" method.

Each residential property is preliminarily proposed to be assessed at the rate of \$6,733.36 per lot. Since State Statute and the City Charter do not allow for assessments to exceed the benefit to the property, staff requests Council authorization to order a benefit appraisal consultation for this project in accordance with the City's Special Assessment Policy.

The Preliminary Assessment Map and Roll are included in *Appendix B*.

TABLE 1
Proposed Preliminary Assessments – Ute Street, 154th Lane, and 153rd Court

STREET SEGMENT	ASSESSMENT PER LOT	NO. OF LOTS	TOTAL ASSESSMENTS
Ute Street Residential Assessment	\$6,733.36	7	\$47,133.50
154 th Lane Residential Assessment	\$6,733.36	5	\$33,666.80
153 rd Court Residential Assessment	\$6,733.36	4	\$26,933.40
TOTAL PROJECT ASSESSMENTS			\$107,733.70

5.2.2 City Contribution

The City contribution to the project would include all funding in excess of the amount collected through special assessments to benefiting properties. No funds have been budgeted for this project. The City’s share of eligible project costs related to surface (street) improvements is proposed to come from the previously encumbered 5-year Street Reconstruction and Overlay Program bonds. Stormwater Utility Funds are proposed to pay for all storm sewer improvements.

Table 2 illustrates the proposed project funding based on the design proposed within this report. This funding program assumes construction will occur in 2018.

TABLE 2
Proposed Project Funding

	ASSESSMENTS	CITY FUNDS	TOTAL
Surface	\$106,119.33	\$318,357.98	\$424,477.31
Storm Sewer	\$1,614.37	\$4,843.13	\$6,457.50
TOTALS	\$107,733.70	\$323,201.11	\$430,934.81

Total Project Cost		\$430,934.81
Less Special Assessments	-	<u>\$107,733.70</u>
Subtotal	=	\$323,201.11
Less City Bonding Funds	-	<u>\$318,357.98</u>
Subtotal	=	\$4,843.13
Less Stormwater Utility Funds	-	<u>\$4,843.13</u>
TOTAL Remaining Cost	=	\$0

6. PROJECT SCHEDULE

The proposed project schedule is as follows:

Council Orders Feasibility Report	July 11, 2017
Council Accepts Feasibility Report/Orders Public Hearing	October 24, 2017
Staff Conducts Neighborhood Information Meeting	November 1, 2017
Council Conducts Public Hearing Authorizes Plans and Specifications	November 14, 2017
Staff Conducts Private Utility Coordination Meeting	December, 2017
Council Approves Plans and Specifications / Authorizes Ad for Bids.....	January 9, 2018
Staff Receives Bids	February 6, 2018
Council Awards Contract.....	February 13, 2018
Contractor Begins Construction.....	May / June, 2018
Contractor Completes Construction.....	September, 2018
Council Conducts Assessment Hearing	October 9, 2018

7. CONCLUSIONS AND RECOMMENDATIONS

City of Ramsey Improvement Project No. 18-00 proposes to reconstruct the bituminous pavement section, to remove the existing bituminous curb and replace it with B618 concrete curb and gutter, and to complete miscellaneous appurtenant work on the following street segments within the Stanhope Terrace residential subdivision:

1. Ute Street (approx. 1,320 linear feet) – Alpine Drive to north cul-de-sac.
2. 154th Lane (approx. 950 linear feet) – Ute Street to Roanoke Street.
3. 153rd Court (approx. 300 linear feet) – Roanoke Street to west cul-de-sac.

It is the recommendation of City staff that City Project No. 18-00 is feasible, necessary, and cost-effective from an engineering standpoint, and this project would best be constructed in conjunction with the River's Bend and The North Forty Street Reconstruction projects as proposed herein.

The following Staff recommendations related to the proposed project are presented for Council consideration and concurrence:

1. Remove existing bituminous curb and replace with B618 concrete curb and gutter.
2. Reconstruct existing bituminous pavement using full-depth reclamation process, meeting the City's standard residential pavement section of 4-inches aggregate base class 5 or (reclaim), 2-inches new bituminous base course, and 1½-inches new bituminous wear course.
3. Staff recommends excluding private irrigation system work from this project. Instead, staff will notify property owners of pending construction as far in advance as possible, and instruct them to relocate their irrigation system(s) away from the construction area during construction, then allow replacement in or near the original location after construction is complete.
4. Staff recommends holding a neighborhood information meeting on November 1, 2017 to inform property owners of the proposed improvements and to gather their input prior to competing plans and specifications and requesting Council approval to advertise for bids as outlined in the project schedule.
5. Order an assessment appraisal consultation to ensure special assessments do not exceed the benefit received as a result of the improvements.
6. Meet with Ute Street property owners to discuss acquisition of easements for cul-de-sac.

The City Council is asked to act on the following items related to the proposed project:

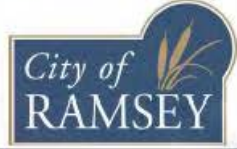
1. Accept the preliminary residential special assessment rate of \$6,733.36 per lot.
2. Authorize an assessment appraisal consultation to ensure all special assessments are commensurate with benefit received from the proposed improvements.
3. Adopt Resolution #17-10-271 approving this Feasibility Report and ordering the Public Hearing for November 14, 2017.

APPENDIX A

Figure 1 – Project Scope
Figure 2 – Typical Section
Project Site Pictures



**STANHOPE TERRACE
STREET RECONSTRUCTIONS
IMPROVEMENT PROJECT 18-00**



**FIGURE 1
PROJECT SCOPE**

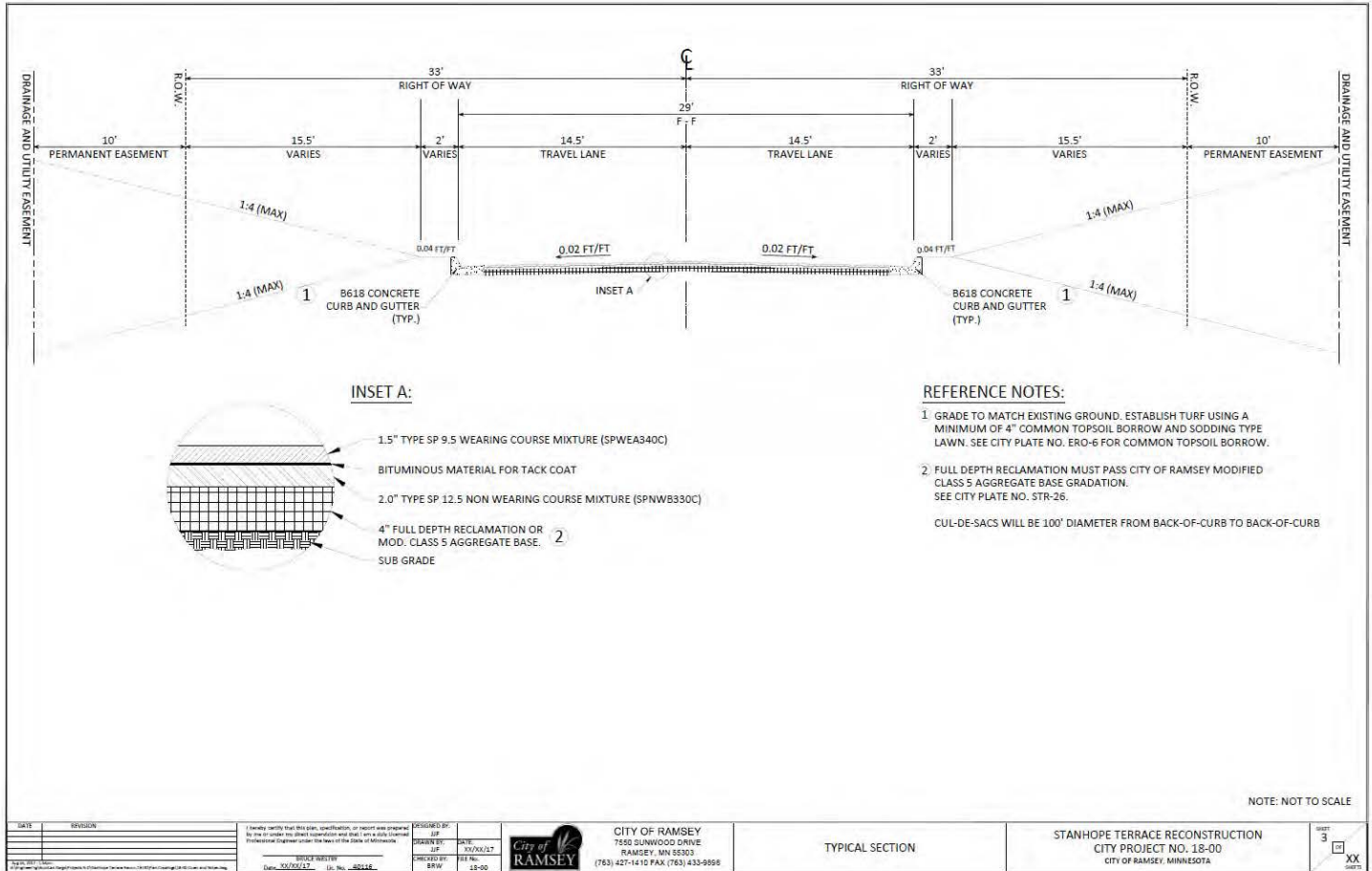


FIGURE 2
TYPICAL SECTION – PROPOSED IMPROVEMENTS

PROJECT SITE PICTURES



1: Ute Street from Alpine Drive



2: Ute Street Cul-de-Sac from the North



3: 154th Lane from Roanoke Street



4: 153rd Court from Roanoke Street

APPENDIX B

**Opinion of Probable Costs
Preliminary Assessment Map
Preliminary Assessment Roll**

18-00 STANHOPE TERRACE RECONSTRUCTION

Preliminary Engineer's Estimate 10/19/2017

STREET CONSTRUCTION

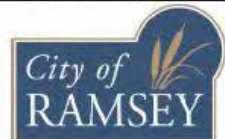
Item No.	Description	Unit	Estimated Quantity	Unit Cost	Cost Extension
1	Mobilization	LS	1	\$12,000.00	\$12,000.00
2	Remove Concrete Curb and Gutter	LF	64	\$5.50	\$352.00
3	Remove Concrete Driveway Pavement	SF	600	\$3.00	\$1,800.00
4	Remove Bituminous Driveway Pavement	SY	160	\$8.00	\$1,280.00
5	Remove Concrete Valley Gutter	EA	3	\$500.00	\$1,500.00
6	Sawing Concrete Pavement – Full Depth	LF	190	\$6.00	\$1,140.00
7	Sawing Bituminous Pavement – Full Depth	LF	375	\$3.00	\$1,125.00
8	Salvage Mail Box Support	EA	16	\$50.00	\$800.00
9	Temporary Mail Box Cluster	EA	2	\$400.00	\$800.00
10	Common Excavation (EV)	CY	370	\$12.00	\$4,440.00
11	Subgrade Preparation	RDST	27	\$200.00	\$5,400.00
12	Water	MGAL	50	\$30.00	\$1,500.00
13	Aggregate Base Class 5 Modified (CV)	CY	1,433	\$20.00	\$28,660.00
14	Bituminous Pavement Reclamation – Full Depth	SY	10,089	\$2.00	\$20,178.00
15	Haul Bit Pavement Reclamation (LV)	CY	1,350	\$11.00	\$14,850.00
16	Bituminous Material for Tack Coat	GAL	617	\$3.00	\$1,851.00
17	Type SP 9.5 Wearing Course Mixture (SPWEA340C) (1.5")	TON	730	\$68.00	\$49,640.00
18	Type SP 12.5 Non Wearing Course Mixture (SPNWB330C) (2.0")	TON	970	\$60.00	\$58,200.00
19	Type SP 9.5 Wearing Course Mixture (SPWEA340C) Driveways (2.0")	TON	20	\$68.00	\$1,360.00
20	Concrete Curb & Gutter Design B618 (HE)	LF	5,518	\$13.00	\$71,734.00
21	6" Concrete Driveway Pavement (HE)	SY	64	\$55.00	\$3,520.00
22	7" Concrete Valley Gutter (HE)	SY	96	\$80.00	\$7,680.00
23	Install Mail Box Support	EA	16	\$50.00	\$800.00
24	Traffic Control	LS	1	\$3,000.00	\$3,000.00
25	Storm Drain Inlet Protection	EA	12	\$200.00	\$2,400.00
26	Common Topsoil Borrow (LV)	CY	450	\$30.00	\$13,500.00
27	Sodding Type Lawn	SY	3,332	\$5.00	\$16,660.00
<i>Total Street Construction Cost</i>					\$328,670.00
<i>5% Contingency Cost</i>					\$16,433.50
<i>23% Indirect Cost</i>					\$79,373.81
<i>Total Street Project Cost</i>					\$424,477.31

STORM SEWER CONSTRUCTION

Item No.	Description	Unit	Estimated Quantity	Unit Cost	Cost Extension
1	Reset Catch Basin Casting	EA	5	\$1,000.00	\$5,000.00
<i>Total Storm Sewer Construction Cost</i>					\$5,000.00
<i>5% Contingency Cost</i>					\$250.00
<i>23% Indirect Cost</i>					\$1,207.50
<i>Total Storm Sewer Project Cost</i>					\$6,457.50
TOTAL ESTIMATED PROJECT COST					\$430,934.81



**STANHOPE TERRACE
ASSESSABLE PROPERTIES**



PROPOSED ASSESSMENT ROLL – 18-00 STANHOPE TERRACE

PID	NAME / OWNER	ADDRESS 1	CITY	STATE	ZIP	ASSESSABLE UNITS	PROPOSED ASSESSMENT
243225140002	JOSEPHS CORY	15311 UTE ST NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140003	VARELA AIDA	15351 UTE ST NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140004	LEMM RONALD H & CHERYL A	4920 154 TH LN NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140005	FRITCH CHRISTOPHER A & PEGGY A	4870 154 TH LN NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140006	STAHMANN JEFFREY	4850 154 TH AVE NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140007	OATES RAY H & CAROL S	4851 153 RD CT NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140008	JACOBSON BRADLEY J & PAMELA E	4871 153 RD CT NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140009	RODMAN WILLIAM W & PAMELA M	4870 153 RD CT NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140010	HIATT MICHAEL G & PATTI J	4850 153 RD CT NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140011	SKIBA TRUSTEE JAYNE & SKIBA TRUSTEE THOMAS	15310 UTE ST NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140012	LEPAGE GREGORY A & MARY B	15350 UTE ST NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140013	NESS ERIC M & JULIE A	15390 UTE ST NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140014	NELSON DANIEL C & SARAH A	15420 UTE ST NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140015	QUAM DAVID	15411 UTE ST NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140016	GARBERG BRENT	4899 154 TH LN NW	RAMSEY	MN	55303-0000	1	\$6,733.36
243225140017	BOXY SCOTT A & LISA L	4851 154 TH LN NW	RAMSEY	MN	55303-0000	1	\$6,733.36
TOTALS						16	\$107,733.70

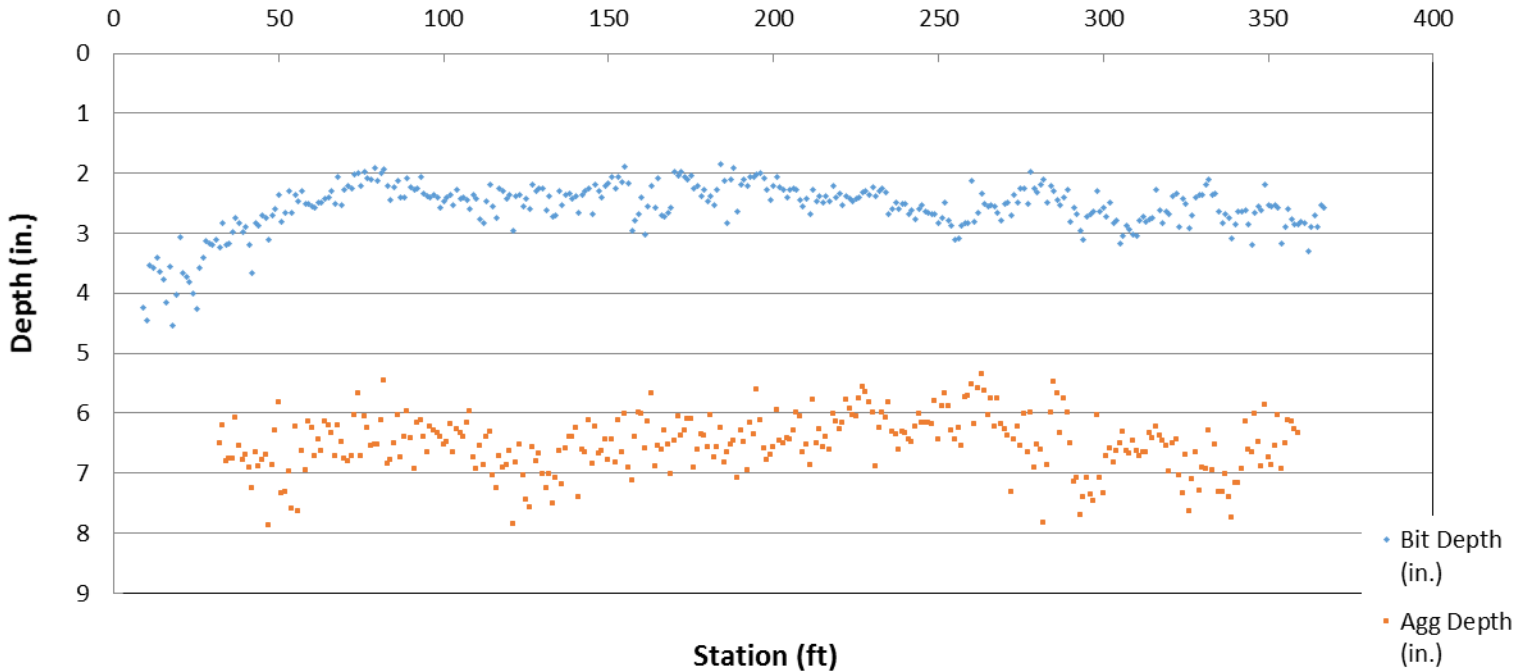
APPENDIX C

Ground Penetrating Radar (GPR) Results Geotechnical Exploration and Engineering Review

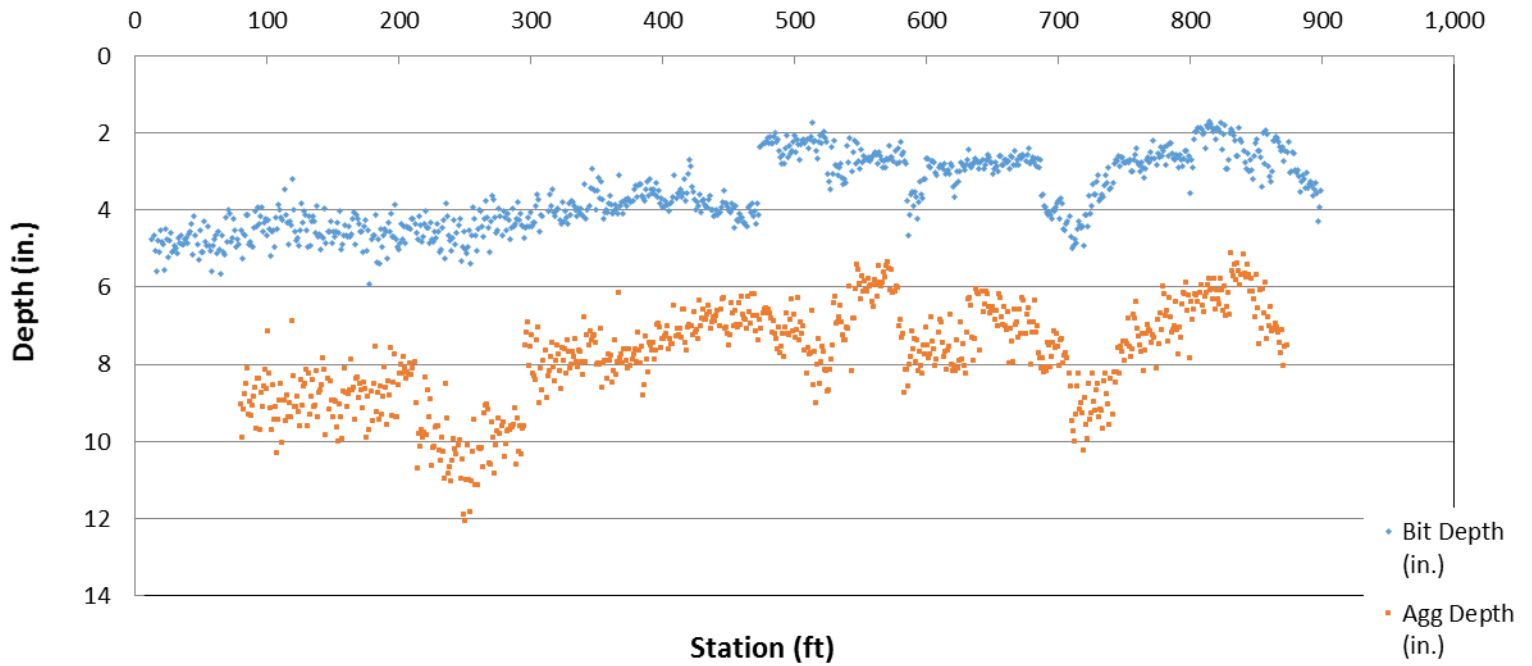
Stanhope Terrace GPR Summary

Project Segment		Pavement			Aggregate			Section		
Street	Segment Description	Min	Max	Avg	Min	Max	Avg	Avg	Min	Location
153 rd Court	Roanoke St / CDS	1.9	4.5	2.6	2.9	5.7	4.0	6.5	5.4	263' West of Roanoke Street.
154 th Lane	Ute St / Roanoke St	1.7	5.9	3.6	2.1	8.9	4.3	7.8	5.1	68' West of Roanoke Street.
Ute Street	Alpine Dr / 154 th Ln	1.6	6.1	2.5	2.2	8.0	5.0	7.4	5.1	91' South of 154 th Lane.
Ute Street CDS	154 th Ln / CDS	1.7	3.8	2.5	4.8	10.6	7.0	9.4	7.3	135' North of 154 th Lane.
<i>Project Summary</i>		<i>1.6</i>	<i>6.1</i>	<i>2.9</i>	<i>2.1</i>	<i>10.6</i>	<i>4.9</i>	<i>7.7</i>	<i>5.1</i>	<i>91' South of 154th Lane.</i>

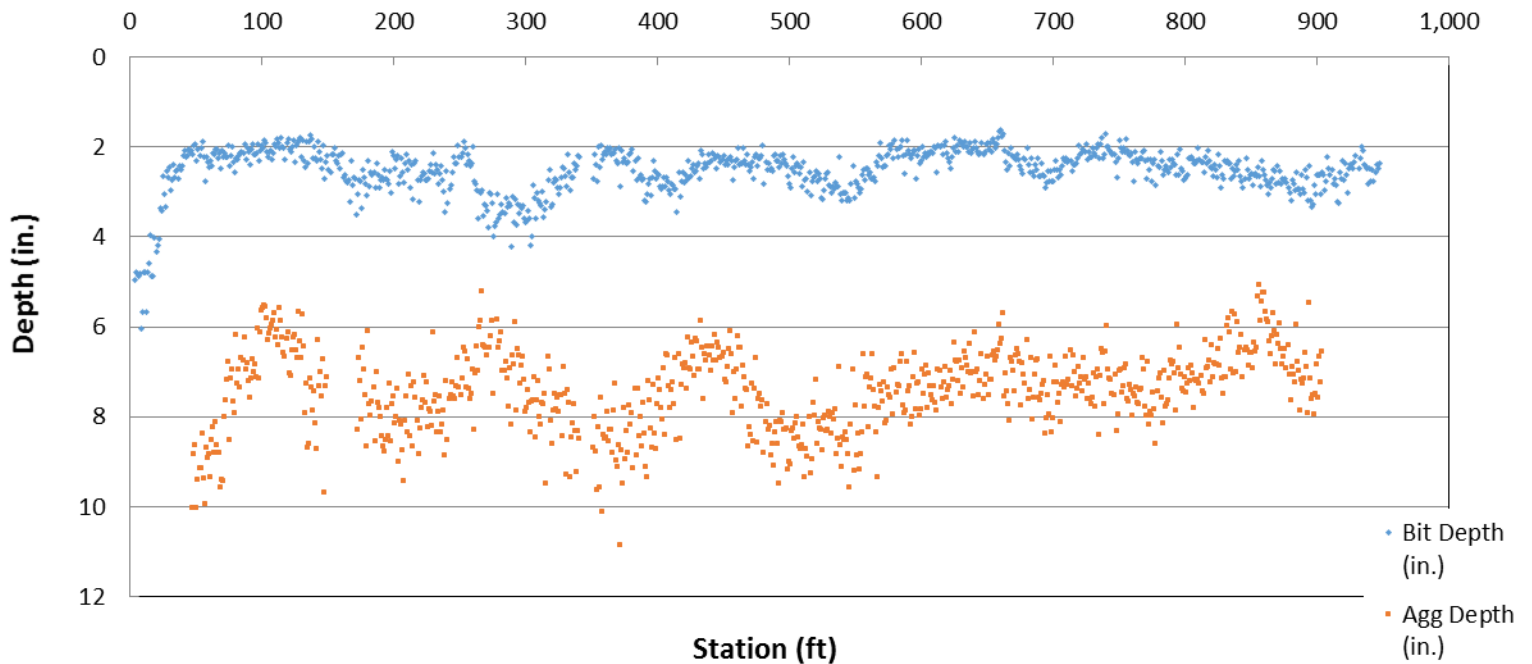
GPR Data (153rd Court: Roanoke Street to CDS)



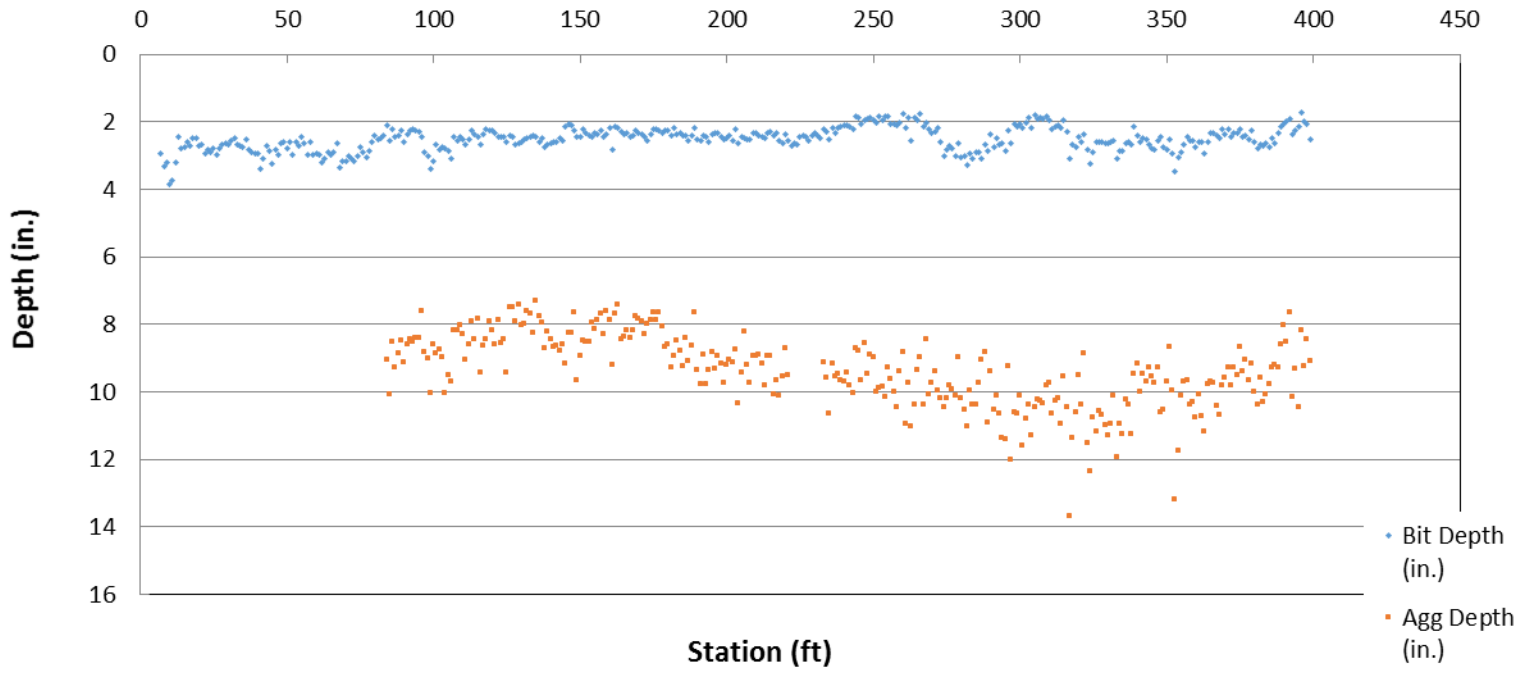
GPR Data (154th Lane: Ute Street to Roanoke Street)



GPR Data (Ute Street: Alpine Drive to 154th Lane)



GPR Data (Ute Street CDS: 154th Lane to CDS)



Geotechnical Evaluation Report

2018-2019 Reconstruction Projects
North Forty, Stanhope Terrace, Ford Brook Estates Subdivisions
Ramsey, Minnesota

Prepared for

City of Ramsey

Professional Certification:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Neil G. Lund, PE
Senior Engineer
License Number: 46212
August 11, 2017

Project B1705491

Braun Intertec Corporation

August 11, 2017

Project B1705491

Bruce Westby, PE
City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303

Re: Geotechnical Evaluation
2018-2019 Reconstruction Projects
North Forty, Stanhope Terrace, Ford Brook Estates Subdivisions
Ramsey, Minnesota

Dear Mr. Westby:

We are pleased to present this Geotechnical Evaluation Report for the 2018-2019 Reconstruction Projects in Ramsey, Minnesota. Our results and recommendations in light of the geotechnical issues influencing design and construction are presented in the attached report, which we request you read in its entirety.

Remarks

Thank you for making Braun Intertec Corporation your geotechnical consultant for this project. If you have questions about this report, or if there are other services that we can provide in support of our work to date, please call Neil Lund at 952.995.2284.

Sincerely,

BRAUN INTERTEC CORPORATION

Neil G. Lund, PE
Senior Engineer

Matthew S. Oman, PE
Principal Engineer

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Appendix

Boring Location Sketches (3 sheets)

Log of Boring Sheets ST-A1 to ST-A5, ST-B1 to ST-B5, ST-C1 to ST-C15

Descriptive Terminology of Soil

A. Introduction

A.1. Project Description

This Geotechnical Evaluation Report addresses the proposed 2018-2019 Reconstruction Projects in Ramsey, Minnesota. The projects will be in three subdivisions as summarized in Table 1.

Table 1. Project Area Details

Subdivision	Approximate Street Length (feet)	Borings
The North Forty (Area A)	2,939	ST-A1 to ST-A5
Stanhope Terrace (Area B)	2,763	ST-B1 to ST-B5
Ford Brook Estates (Area C)	7,369	ST-C1 to ST-C15

The proposed projects will include pavement reconstruction and storm sewer improvements.

A.2. Purpose

The purpose of this geotechnical evaluation was to characterize subsurface geologic conditions at selected exploration locations and provide geotechnical recommendations for the design and construction of the Ramsey 2018-2019 Reconstruction Projects.

A.3. Background Information and Reference Documents

To facilitate our evaluation, we were provided with or reviewed the following information or documents:

- A base map of the project area provided by City of Ramsey
- *Geologic Atlas of Anoka County* available from the Minnesota Geological Survey.

A.4. Project Area Conditions

Based on our referenced documents and past experience, the native soils underlying the project area include sandy alluvium.

The 2018-2019 Reconstruction Project areas are zoned as residential.

The current streets are surfaced with bituminous pavement with rural cross-sections. The topography of each project area is slightly rolling.

A.5. Scope of Services

Our scope of services for this project was originally submitted as a quote to Mr. Bruce Westby of the City of Ramsey, for which we received authorization to proceed on June 8, 2017. Tasks performed in accordance with our authorized scope of services included:

- Staking and clearing exploration locations of underground utilities.
- Performing 25 penetration test borings and extending them to a nominal 10 feet below the current pavement surface.
- Performing laboratory moisture content tests and mechanical analyses (#200 sieve only) on selected penetration test samples.
- Preparing this report containing a CAD sketch, exploration logs, a summary of the geologic materials encountered, results of laboratory tests, and recommendations for subgrade preparation, pavement thickness design and utility placement.

Exploration locations and surface elevations at the exploration locations were determined using GPS technology that utilizes the Minnesota Department of Transportation's (MnDOT's) permanent GPS Virtual Reference Network (VRN).

Our scope of services was performed under the terms of our July 18, 2016 General Conditions.

B. Results

B.1. Exploration Logs

B.1.a. Log of Boring Sheets

Log of Boring sheets for our penetration test borings are included in the Appendix. The logs identify and describe the geologic materials that were penetrated, and present the results of penetration resistance tests, laboratory tests performed on penetration test samples retrieved from them and groundwater measurements.

Strata boundaries were inferred from changes in the penetration test samples and the auger cuttings. Because sampling was not performed continuously, the strata boundary depths are only approximate. The boundary depths likely vary away from the boring locations, and the boundaries themselves may also occur as gradual rather than abrupt transitions.

B.1.b. Geologic Origins

Geologic origins assigned to the materials shown on the logs and referenced within this report were based on: (1) a review of the background information and reference documents cited above, (2) visual classification of the various geologic material samples retrieved during the course of our subsurface exploration, (3) penetration resistance testing performed for the project, (4) laboratory test results and (5) available common knowledge of the geologic processes and environments that have impacted the site and surrounding area in the past.

B.2. Geologic Profile

B.2.a. Pavement Materials

The borings first encountered an average bituminous pavement thickness of 4.3 inches as shown in Table 2. The aggregate base averaged 7.5 inches.

Table 2. Pavement Thickness Summary

Boring	Subdivision	Street	Pavement Thickness (in.)		Notes
			Bituminous	Aggregate Base	
ST-A1	The North Forty	163rd Ln	3	5	
ST-A2		163rd Ln	3	5	
ST-A3		Alpaca St	3	---	Aggregate base not noted
ST-A4		Chameleon St	3	8	
ST-A5		Chameleon St	3	4	
AREA A AVERAGE			3.0	5.5	
ST-B1	Stanhope Terrace	Ute St	3	5	
ST-B2		Ute St	4	6	
ST-B3		154th Ln	4	5	
ST-B4		Ute St	3	4	
ST-B5		153rd Ct	3	4	
AREA B AVERAGE			3.4	4.8	
ST-C1	Ford Brook Estates	Junkite St	4	5	
ST-C2		180th Ave	5	5	
ST-C3		180th Ave	3	5	
ST-C4		180th Ave	3	4	
ST-C5		180th Ave	4	4	
ST-C6		180th Ave	6	4	3 inches of bituminous and 4 inches of aggregate base underlay the surface section
ST-C7		Iodine St	3	5	
ST-C8		Germanium St	3	4	
ST-C9		Flourine St	3	5	
ST-C10		Erkium St	5	---	Aggregate base not noted
ST-C11		Erkium St	3	6	
ST-C12		180th Ln	3	6	
ST-C13		Iodine St	4	5	
ST-C14		180th Ln	5	5	
ST-C15		Krypton St	4	5	
AREA C AVERAGE			3.9	4.9	

B.2.b. Geologic Materials

Table 3 provides a summary of the soil boring results, in the general order we encountered the strata. Please refer to the Log of Boring sheets in the Appendix for additional details. The Descriptive Terminology sheet in the Appendix includes definitions of abbreviations used in Table 3.

Table 3. Subsurface Profile Summary*

Strata	Soil Type - ASTM Classification	Range of Penetration Resistances	Commentary and Details
Pavement section	N/A	N/A	<ul style="list-style-type: none"> ▪ See Table 1.
Fill	SP-SM, SP, SC, CL	3 to 24 blows per foot (BPF)	<ul style="list-style-type: none"> ▪ Overwhelmingly SP-SM or SP. ▪ General penetration resistance of about 10 BPF. ▪ Moisture condition moist to wet. ▪ Thicknesses at boring locations varied from 1 to 11 feet (boring ST-A% terminated in likely fill material). ▪ Limited clayey layers (ST-C5, ST-C14).
Alluvium	SP, SP-SM, CL, SC	3 to 28 BPF	<ul style="list-style-type: none"> ▪ General penetration resistances of less than 10 BPF in sands (loose), or 3 to 7 BPF in clays (soft to medium). ▪ Sands typically brown to light brown, fine-grained and moist. ▪ Clays generally present near observed water; usually gray in color, with limited sandy soil content. Present in ST-C3, ST-C5, ST-C14, ST-C15. ▪ Moisture condition variable above the apparent water table, though generally moist. ▪ Water table penetrated in a limited number of borings (see Table 3).
Swamp deposits	SM, CH	1 to 7 BPF	<ul style="list-style-type: none"> ▪ Present in two locations: ST-C6 and ST-C11. ▪ SM layer was black, 4 to 5 feet thick and included organic fines and trace wood pieces (ST-C06). ▪ Underlain by gray, fat clay to boring termination depth in ST-C11.

*Abbreviations defined in the attached Descriptive Terminology sheet.

For simplicity in this report, we define fill to mean existing, uncontrolled or undocumented fill.

B.2.c. Groundwater

Groundwater was observed during our drilling operations as shown in Table 4.

Table 4. Groundwater Observation Summary

Boring	Surface Elevation (ft)*	Observed Groundwater Depth (ft)	Corresponding Groundwater Elevation (ft)
ST-C3	882	7	875
ST-C4	883	9	874
ST-C10	889	8 1/2	880 1/2

*Rounded to nearest 1/2 foot.

The groundwater elevation was approximately between 874 and 880 1/2 feet. Seasonal and annual fluctuations of groundwater should be anticipated.

B.3. Laboratory Test Results

Laboratory test results, including moisture content, organic content and mechanical analysis (#200 sieve only) tests, are summarized in Table 5. The moisture contents of the sandy fill and native soils were around 3 to 15 percent, indicating the materials ranged from below to above their optimum moisture contents for compaction. The higher moisture contents of noted clayey soils, ranging from 15 to 37 percent, are likely near or above their optimum moisture contents for compaction.

Table 5. Laboratory Testing Results

Borehole	Soil Classification	Depth	%<#200 Sieve	Water Content (%)	Organic Content (%)
ST-A2	SP-SM	2 1/2	9	8	---
ST-A4	SP	2 1/2	---	3	---
ST-B4	SP-SM	2 1/2	6	4	---
ST-C1	SP-SM	5	6	4	---
ST-C3	SP-SM	5	---	18	---
ST-C7	SP	7 1/2	---	8	---
ST-C10	SP-SM	5	12	10	---
ST-C11	SM	5	---	15	2
ST-C13	SP-SM	2 1/2	---	9	---
ST-C14	CL	2 1/2	---	15	2
ST-C14	CL	5	98	37	--

C. Basis for Recommendations

C.1. Design Details

C.1.a. Traffic Loads

Traffic counts for the streets were not available. Based on the residential zoning in the project areas, we anticipate they will experience approximately 50,000 equivalent single axle loads (ESALs) over a 20-year service life.

C.1.b. Anticipated Grade Changes

Based on the nature of construction, we anticipate grade changes will be minimal.

C.1.c. Utility Depths

Design utility depths were not available. We also assume storm sewer improvements will be less than 10 feet below grade.

C.1.d. Precautions Regarding Changed Information

We have attempted to describe our understanding of the proposed construction to the extent it was reported to us by others. Depending on the extent of available information, assumptions may have been made based on our experience with similar projects. If we have not correctly recorded or interpreted the project details, we should be notified. New or changed information could require additional evaluation, analyses and/or recommendations.

C.2. Design and Construction Considerations

C.2.a. Reuse of Pavement Materials

Our borings encountered a bituminous layer averaging 3 to 4 inches thick, depending on the project area. The aggregate base was 5 to 5 1/2 inches thick, on average, and was underlain with sandy fill material in nearly all of our soil borings.

In our opinion, full-depth reclamation (FDR) can be utilized in order to obtain materials for aggregate base on the projects, assuming the material can be stockpiled or processed on site, or hauled to an off-site location to be sorted and reused. A proper reclamation depth will likely vary between 6 and 8 inches. It may be possible to increase this thickness locally depending on the conditions encountered and nature of the subbase materials.

We recommend thorough quality control practices, including frequent sieve analyses of the reclaimed material, if the product will be reused directly on site as aggregate base or as a stabilizing material with minimal processing.

C.2.b. Pavement Subgrades

The pavement subgrades will consist almost exclusively of sandy materials, though areas of clayey sand or lean and fat clay were also present.

We anticipate the subgrade soils present beneath the streets will generally be suitable for pavement support in their current condition or with minor rework such as surface compaction. The exception is the swamp-deposited soils, which should be removed from excavations for pavements and in utility trenches. The shallow clayey sand or lean clay fill, present in ST-C5, ST-C14 and ST-C15, may be wet or become wet upon exposure. These soils in particular may require additional work, such as drying or moisture conditioning, before they can be properly compacted.

C.2.c. Utility Support and Impact of Groundwater

The reuse of the utility trench backfill soils will have potential impacts on the pavement subgrades. If the backfill is not properly compacted, there is the potential for subgrade instability and settlement (and premature deterioration) of the driving surface. We anticipate the trench soils will consist mostly of granular soils (poorly graded sand and poorly graded sand with silt). In some cases, poor or unsuitable soils will be encountered that should be removed or will need additional effort to properly compact.

Depending on the conditions at the time of excavation, drying of the clayey and silty soils may be necessary to achieve the levels of compaction recommended for utility support. Clayey and particularly silt-rich trench soils that are exposed to moisture will be more susceptible to strength loss and may also become unstable, which will require moisture conditioning or removal and replacement with suitable soils. Fat clay and organic soils (ST-C6, ST-C11) should not be used as utility support or backfill material.

Groundwater was present in a limited number of borings (see Table 3), which may affect the placement of storm sewer. A coarse stabilizing aggregate could help with utility placement in wet or saturated conditions in these soils.

D. Recommendations

D.1. Pavements

D.1.a. Subgrade Preparation and Proofrolls

For preparation of any exposed subgrades prior to placement of new pavement sections or reclaimed aggregate (see below), we recommend proofrolling the subgrade soils with a loaded tandem-axle truck. This will assist in identifying any soft or weak areas that will require additional soil correction work. Areas that yield or rut more than 1 to 2 inches due to wheel traffic, depending on conditions, should be corrected. Failed areas should be compacted, or if too wet, we recommend that the upper 1 to 2 feet of the resulting subgrade be scarified, dried to a proper moisture content (see Table 6), and compacted to a 100 percent of its standard Proctor maximum dry density (ASTM D 698).

If there are areas that still cannot be compacted, we recommend subexcavating the unstable materials to a minimum depth of 1 to 2 feet, depending on the outcome of the proofroll and the replacement material. The soils should be replaced with suitable, properly compacted materials such as select granular material, aggregate base or larger diameter crushed aggregate (“3-inch minus”).

D.1.b. Backfill and Material Compaction

We recommend compacting soils used as backfill for subcuts or material replacement to a minimum of 100 percent of standard Proctor density within 3 feet of the top of the subgrade. For fills more than 3 feet below final subgrades, 95 percent compaction is sufficient. The moisture content of the fill and backfill should be as shown in the table below depending on the classification of the backfill soils.

Table 6. Compaction Recommendations Summary

Reference	Relative Compaction, percent (ASTM D 698 – Standard Proctor)	Moisture Content Variance from Optimum, percentage Points
Below pavements, within 3 feet of subgrade elevations	100	-3/+3 (sandy soils) -2/+1 (clayey soils)
Below pavements, more than 3 feet below subgrade elevations	95	-3/+3 (sandy soils) -2/+3 (clayey soils)
Below utilities		

D.1.c. Design Sections

Laboratory tests to determine an R-value for pavement design were not included in the scope of this project. Given the most common soils in the top 5 feet of pavement sections, which include poorly graded sand with silt and poorly graded sand, we recommend using an R-value of 50 for pavement thickness design on all three projects.

Based upon the assumed traffic loads and an R-value of 50, we recommend a new pavement section for the 2018-2019 Street Reconstruction Projects meet the minimum thicknesses presented in Table 7.

Table 7. Recommended Bituminous Pavement Thickness Design (Areas A, B and C)

Layer	Thickness (in.)	MnDOT Specification/Designation
Bituminous Wear	1 1/2 (1 lift)	SPWEA240C
Bituminous Non-wear	2 (1 lift)	SPNWB230C*
Aggregate Base (Class 5 or 6) or Reclaim	6	3138 3135

*For small quantities, SPWEA240C can be used for the entire thickness.

The above pavement design is based upon a 20-year performance life. This is the amount of time before major reconstruction is anticipated. This performance life assumes maintenance such as seal coating and crack sealing is routinely performed. The actual pavement life will vary depending on variations in weather, traffic conditions and maintenance.

D.1.d. Materials and Compaction

We recommend specifying pavement materials as recommended in Table 6.

We recommend compacting the aggregate base or reclaim materials to meet the requirements of MnDOT specification 2211.3.D.2.c. (Penetration Index Method). We recommend compacting bituminous pavements to at least 92 percent of the maximum theoretical Rice density per the Maximum Density Method (specification 2360.3.D.1), with bituminous materials and placement practices meeting the requirements of MnDOT Specification 2360.

D.2. Utilities

D.2.a. Subgrades and Trench Backfill

The native and fill soils encountered at likely utility elevations generally appear suitable for pipe and utility structure support and we anticipate that utilities can be installed per manufacturer bedding requirements. However, we encountered some wet, clayey or silty soils in some borings; these soils may have limited stability and not be suitable for backfill or support of utilities if wet. We recommend providing a contingency for further subcutting and soil replacement of utility backfill soils in such soils.

In addition, the swamp-deposited clays and silty sands (ST-C6, ST-C11) are not considered suitable backfill materials under any circumstances. These soils should be removed and replaced with suitable grading materials where encountered during excavation. At pipe elevations, we recommend a minimum subcut and replacement with crushed-faced rock that is free of material 1 inch in diameter or smaller.

A geotechnical engineer should observe all utility trench excavations and subcuts.

D.2.b. Excavation Side Slopes

The project area soils appear to meet OSHA Type C requirements in most cases. We recommend constructing excavation side slopes to lie back at a horizontal to vertical slope of 1 1/2 to 1 or flatter. In significant depths of organic soils these side slopes may need to be made flatter, or supplemental support may be necessary.

All excavations must comply with the requirements of OSHA 29 CFR, Part 1926, Subpart P, "Excavations and Trenches." This document states that excavation safety is the responsibility of the contractor. Reference to these OSHA requirements should be included in the project specifications.

Trenches deeper than 20 feet must be designed by a professional engineer.

D.2.c. Selection, Placement and Compaction of Backfill

We recommend compacting backfill placed above and below utilities as shown in Table 6.

To achieve compaction over wet or waterbearing subgrades, we recommend the use of sands or gravel with MnDOT aggregate backfill material (Specification 3149.2E).

D.2.d. Excavation Dewatering

We recommend removing groundwater from the utility excavations if encountered, and removing any water that seeps into excavations from sidewalls or the adjacent sitework. Sumps and pumps will generally be suitable for short-term, small-scale water removal under the soil conditions likely to be encountered for this project. Alternative approaches should be considered for long-term or large-scale groundwater removal, particularly in sands such as those encountered on the project, which can become unstable during dewatering with pumps from within excavations.

D.2.e. Corrosion Potential

If founded in sandy soils, corrosion protection should not be required for ductile iron pipe. Type I cement may also be specified for concrete utilities.

Some clayey soils were present at likely utility depths, which are considered at least moderately corrosive to ductile iron pipe. We recommend corrosion protection or the use of corrosion-resistant pipe material if utilities will be bedded within such soils, particular if in close proximity to static groundwater. Soils with organic content should not be allowed as pipe support or as backfill around pipes.

D.3. Construction Quality Control

D.3.a. Excavation Observations

We recommend having a geotechnical engineer observe all excavations related to subgrade preparation, utility placement and pavement construction. The purpose of the observations is to evaluate the competence of the geologic materials exposed in the excavations and the adequacy of required excavation oversizing.

D.3.b. Materials Testing

We recommend density tests be taken in excavation backfill and additional required fill placed below pavements and utilities. This includes DCP tests for aggregate base or reclaim and imported granular materials.

We recommend Gyratory tests on bituminous mixes to evaluate strength and air voids and density tests to evaluate compaction.

D.3.c. Pavement Subgrade Proofroll

We recommend that proofrolling of the pavement subgrades be observed by a geotechnical engineer to determine if the results of the procedure meet project specifications and to delineate the extent of additional pavement subgrade preparation work that may be necessary.

D.3.d. Cold Weather Precautions

If site grading and construction is anticipated during cold weather, all snow and ice should be removed from cut and fill areas prior to additional grading. No fill should be placed on frozen subgrades. No frozen soils should be used as fill.

Concrete delivered to the site should meet the temperature requirements of ASTM C 94. Concrete should not be placed on frozen subgrades. Concrete should be protected from freezing until the necessary strength is attained.

E. Procedures

E.1. Penetration Test Borings

The penetration test borings were drilled with a truck-mounted core and auger drill equipped with hollow-stem auger. The borings were performed in accordance with ASTM D 1586. Penetration test samples were taken at 2 1/2 foot intervals.

E.2. Material Classification and Testing

E.2.a. Visual and Manual Classification

The geologic materials encountered were visually and manually classified in accordance with ASTM Standard Practice D 2488. A chart explaining the classification system is attached. Samples were placed in jars or bags and returned to our facility for review and storage.

E.2.b. Laboratory Testing

The results of the laboratory tests performed on geologic material samples are noted on the appropriate attached exploration logs. The tests were performed in accordance with ASTM or AASHTO procedures.

E.3. Groundwater Measurements

The drillers checked for groundwater as the penetration test borings were advanced, and again after auger withdrawal. The boreholes were then backfilled as noted on the boring logs.

F. Qualifications

F.1. Variations in Subsurface Conditions

F.1.a. Material Strata

Our evaluation, analyses and recommendations were developed from a limited amount of site and subsurface information. It is not standard engineering practice to retrieve material samples from exploration locations continuously with depth, and therefore strata boundaries and thicknesses must be inferred to some extent. Strata boundaries may also be gradual transitions, and can be expected to vary in depth, elevation and thickness away from the exploration locations.

Variations in subsurface conditions present between exploration locations may not be revealed until additional exploration work is completed, or construction commences. If any such variations are revealed, our recommendations should be re-evaluated. Such variations could increase construction costs, and a contingency should be provided to accommodate them.

F.1.b. Groundwater Levels

Groundwater measurements were made under the conditions reported herein and shown on the exploration logs, and interpreted in the text of this report. It should be noted that the observation periods were relatively short, and groundwater can be expected to fluctuate in response to rainfall, flooding, irrigation, seasonal freezing and thawing, surface drainage modifications and other seasonal and annual factors.

F.2. Continuity of Professional Responsibility

F.2.a. Plan Review

This report is based on a limited amount of information, and a number of assumptions were necessary to help us develop our recommendations. It is recommended that our firm review the geotechnical aspects of the designs and specifications, and evaluate whether the design is as expected, if any design changes have affected the validity of our recommendations, and if our recommendations have been correctly interpreted and implemented in the designs and specifications.

F.2.b. Construction Observations and Testing

It is recommended that we be retained to perform observations and tests during construction. This will allow correlation of the subsurface conditions encountered during construction with those encountered by the borings, and provide continuity of professional responsibility.

F.3. Use of Report

This report is for the exclusive use of the parties to which it has been addressed. Without written approval, we assume no responsibility to other parties regarding this report. Our evaluation, analyses and recommendations may not be appropriate for other parties or projects.

F.4. Standard of Care

In performing its services, Braun Intertec used that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession currently practicing in the same locality. No warranty, express or implied, is made.

DRAFT

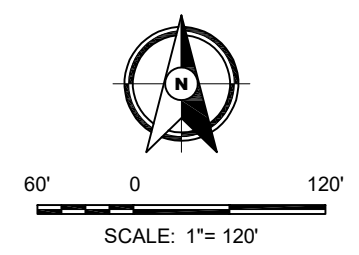
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Appendix



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 DENOTES APPROXIMATE LOCATION OF STANDARD PENETRATION TEST BORING



**BRAUN
INTERTEC**
The Science You Build On.
11001 Hampshire Avenue S
Minneapolis, MN 55438
PH. (952) 995-2000
FAX (952) 995-2020

Base Dwg Provided By:

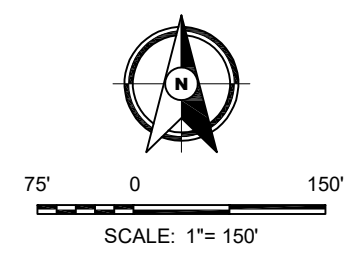
SOIL BORING LOCATION SKETCH - AREA A
GEOTECHNICAL EVALUATION
2018-2019 RECONSTRUCTION PROJECTS
NORTH FORTY, STANHOPE TERRACE AND FORD BROOK ESTATES SUBDIVISIONS
RAMSEY, MINNESOTA

Project No:	B1705491
Drawing No:	B1705491
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Date Drawn:	6/28/17
Checked By:	NGL
Last Modified:	8/9/17
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 DENOTES APPROXIMATE LOCATION OF STANDARD PENETRATION TEST BORING



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Minneapolis, MN 55438
PH. (952) 995-2000
FAX (952) 995-2020

Base Dwg Provided By:

SOIL BORING LOCATION SKETCH - AREA B
GEOTECHNICAL EVALUATION
2018-2019 RECONSTRUCTION PROJECTS
NORTH FORTY, STANHOPE TERRACE AND FORD BROOK ESTATES SUBDIVISIONS
RAMSEY, MINNESOTA

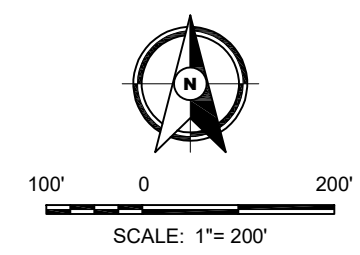
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Date Drawn:	6/28/17
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Last Modified:	8/9/17
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SOIL BORING LOCATION SKETCH - AREA C
 GEOTECHNICAL EVALUATION
 2018-2019 RECONSTRUCTION PROJECTS
 NORTH FORTY, STANHOPE TERRACE AND FORD BROOK ESTATES SUBDIVISIONS
 RAMSEY, MINNESOTA

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⊕ DENOTES APPROXIMATE LOCATION OF STANDARD PENETRATION TEST BORING



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(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-A1 LOCATION: N: 184793, E: 447907 See attached sketch.
--	---

DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/6/17	SCALE: 1" = 4'
-------------	--------------------------------	--------------	----------------

Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
897.0	0.0					
896.3	0.7	PAV FILL	3 inches of bituminous over 5 inches of aggregate base. FILL: Poorly Graded Sand with Silt, fine-grained, trace Gravel, dark brown, moist.	13		
893.0	4.0	SP	POORLY GRADED SAND, fine-grained, brown, moist, loose to medium dense. (Alluvium)	6 8 11		No recovery.
886.0	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.			

LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2017\05491.GPJ BRAUN_V8_CURRENT.GDT 8/11/17 16:36

(See Descriptive Terminology sheet for explanation of abbreviations)

LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2017\05491.GPJ BRAUN_V8_CURRENT.GDT 8/11/17 16:36

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-A2				
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/6/17		SCALE: 1" = 4'		
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	P200 %	Tests or Notes
895.7	0.0							
895.0	0.7	PAV	3 inches of bituminous over 5 inches of aggregate base.					
		FILL	FILL: Poorly Graded Sand with Silt, fine-grained, dark brown, moist.					
892.7	3.0			11		8	9	
		SP	POORLY GRADED SAND, fine-grained, brown, moist, loose to medium dense. (Alluvium)					
				8				
				5				
884.7	11.0			13				
			END OF BORING. Water not observed while drilling. Boring then backfilled.					

(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-A3 LOCATION: N: 185249, E: 448553 See attached sketch.
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DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/6/17	SCALE: 1" = 4'
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Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
897.0	0.0					
896.7	0.3	BIT FILL	3 inches of bituminous. FILL: Poorly Graded Sand with Silt, fine-grained, trace Gravel, dark brown to brown, moist.			
894.0	3.0	SP	POORLY GRADED SAND, fine-grained, brown, moist, loose. (Alluvium)	11		
				6		
				5		
886.0	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.	10		

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(See Descriptive Terminology sheet for explanation of abbreviations)

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Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-A4 LOCATION: N: 185237, E: 447847 See attached sketch.			
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/6/17		SCALE: 1" = 4'	
Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	MC %	Tests or Notes
893.3	0.0						
892.4	0.9	PAV	3 inches of bituminous over 8 inches of aggregate base.				
891.3	2.0	FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, dark brown, moist.				
		SP	POORLY GRADED SAND, fine-grained, trace Gravel, brown, moist, loose to medium dense. (Alluvium)	13		3	
				6			
				16			
882.3	11.0			12			
			END OF BORING. Water not observed while drilling. Boring then backfilled.				

(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-A5 LOCATION: N: 185545, E: 447646 See attached sketch.
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DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/6/17	SCALE: 1" = 4'
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Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
890.0	0.0					
889.4	0.6	PAV FILL	3 inches of bituminous over 4 inches of aggregate base. FILL: Poorly Graded Sand with Silt, fine- to medium-grained, trace Gravel, dark brown and brown, moist to wet.	9		
879.0	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.	5		

LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2017\05491.GPJ BRAUN_V8_CURRENT.GDT 8/11/17 16:36

(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-B1 LOCATION: N: 178200, E: 467663 See attached sketch.
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DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/6/17	SCALE: 1" = 4'
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Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
888.4	0.0					
887.7	0.7	PAV FILL	3 inches of bituminous over 5 inches of aggregate base. FILL: Poorly Graded Sand with Silt, fine-grained, dark brown to brown, moist.	19		
884.4	4.0	SP	POORLY GRADED SAND, fine- to medium-grained, brown, wet, loose to medium dense. (Alluvium)	5 6		
877.4	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.	16		

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(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-B2 LOCATION: N: 178670, E: 467672 See attached sketch.
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DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/6/17	SCALE: 1" = 4'
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Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
884.6	0.0					
883.8	0.8	PAV	4 inches of bituminous over 6 inches of aggregate base.			
882.6	2.0	FILL	FILL: Poorly Graded Sand with Silt, fine-grained, dark brown, moist.			
		SP	POORLY GRADED SAND, fine- to medium-grained, trace Gravel, brown, moist, loose. (Alluvium)	9		
				6		
				10		
873.6	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.	8		

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(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-B3 LOCATION: N: 178780, E: 468035 See attached sketch.		
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/6/17		SCALE: 1" = 4'
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	Tests or Notes
878.3	0.0					
877.5	0.8	PAV	4 inches of bituminous over 5 inches of aggregate base.			
		FILL	FILL: Poorly Graded Sand with Silt, fine-grained, dark brown to brown, moist.	9		
				14		
872.3	6.0	SP	POORLY GRADED SAND, fine-grained, brown, moist, loose. (Alluvium)	9		
				7		
867.3	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.			

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(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-B4 LOCATION: N: 179030, E: 467625 See attached sketch.
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DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/6/17	SCALE: 1" = 4'
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Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	MC %	P200 %	Tests or Notes
891.2	0.0							
890.6	0.6	PAV FILL	3 inches of bituminous over 4 inches of aggregate base. FILL: Poorly Graded Sand with Silt, fine-grained, dark brown and brown, moist.	12		4	6	
886.2	5.0	SP	POORLY GRADED SAND, fine-grained, brown, moist, loose. (Alluvium)	10				
880.2	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.	15				

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(See Descriptive Terminology sheet for explanation of abbreviations)

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Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-B5 LOCATION: N: 175086, E: 468267 See attached sketch.		
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/6/17		SCALE: 1" = 4'
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	Tests or Notes
891.2	0.0					
890.6	0.6	PAV	3 inches of bituminous over 4 inches of aggregate base.			
		FILL	FILL: Poorly Graded Sand with Silt, fine-grained, dark brown, moist.			
888.2	3.0			7		
		SP	POORLY GRADED SAND, fine-grained, trace Gravel, brown and light brown, moist, very loose to loose. (Alluvium)			
				9		
				4		
880.2	11.0			12		
			END OF BORING.			
			Water not observed while drilling.			
			Boring then backfilled.			

(See Descriptive Terminology sheet for explanation of abbreviations)

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Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota					BORING: ST-C1				
DRILLER: SC			METHOD: 3 1/4" HSA, Autohammer		DATE: 7/5/17		SCALE: 1" = 4'		
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	P200 %	Tests or Notes	
897.2	0.0								
896.4	0.8	PAV	4 inches of bituminous over 5 inches of aggregate base.						
895.2	2.0	FILL	FILL: Poorly Graded Sand with Silt, fine-grained, with Gravel, dark brown, moist.						
		FILL	FILL: Poorly Graded Sand with SILT, fine- to coarse-grained, with Gravel, brown, moist.	14					
				10		4	6		
890.2	7.0	SP	POORLY GRADED SAND, fine- to medium-grained, trace Gravel, light brown, moist, medium dense. (Alluvium)	12					
886.2	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.	28					

(See Descriptive Terminology sheet for explanation of abbreviations)

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Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-C2		
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/5/17		SCALE: 1" = 4'
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	Tests or Notes
894.5	0.0					
893.7	0.8	PAV	5 inches of bituminous over 5 inches of aggregate base.			
892.5	2.0	FILL	FILL: Poorly Graded Sand with Silt, fine-grained, trace Gravel, dark brown, moist.			
		FILL	FILL: Poorly Graded Sand, fine-grained, brown, moist.	28		
890.5	4.0					
		SP	POORLY GRADED SAND, fine-grained, brown, moist, loose to medium dense. (Alluvium)	10		
				19		
883.5	11.0			19		
			END OF BORING. Water not observed while drilling. Boring then backfilled.			

(See Descriptive Terminology sheet for explanation of abbreviations)

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Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-C3 LOCATION: N: 195609, E: 463651 See attached sketch.			
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/5/17		SCALE: 1" = 4'	
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	Tests or Notes
881.8	0.0						
881.1	0.7	PAV FILL	3 inches of bituminous over 5 inches of aggregate base. FILL: Poorly Graded Sand with Silt, fine-grained, brown to dark brown, wet.				
				16			
				4		18	
874.8	7.0	CL	LEAN CLAY, gray, moist, rather soft. (Alluvium)		▽		An open triangle in the water level (WL) column indicates the depth at which groundwater was observed while drilling. Groundwater levels fluctuate.
872.3	9.5	SP	POORLY GRADED SAND, fine- to coarse-grained, gray, waterbearing, very loose. (Alluvium)				
870.8	11.0		END OF BORING. Water observed at 7 feet with 9 1/2 feet of hollow-stem auger in the ground. Boring then backfilled.	3			

(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-C4 LOCATION: N: 195602, E: 464086 See attached sketch.
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DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/5/17	SCALE: 1" = 4'
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Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
883.0	0.0					
882.4	0.6	PAV FILL	3 inches of bituminous over 4 inches of aggregate base.			
		FILL	FILL: Poorly Graded Sand with Silt, fine-grained, dark brown, moist to wet.	11		
879.0	4.0	SP-SM	POORLY GRADED SAND with SILT, fine-grained, brown, wet, loose to medium dense. (Alluvium)	11		
			Waterbearing at 9 feet.	12	▽	
872.0	11.0		Intermixed with gray, Lean Clay at sampler tip.	6		
			END OF BORING.			
			Water observed at 9 feet with 9 1/2 feet of hollow-stem auger in the ground.			
			Boring then backfilled.			

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(See Descriptive Terminology sheet for explanation of abbreviations)

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Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-C5		
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/5/17		SCALE: 1" = 4'
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	Tests or Notes
890.3	0.0					
889.6	0.7	PAV	4 inches of bituminous over 4 inches of aggregate base.			
		FILL				
888.3	2.0	FILL	FILL: Poorly Graded Sand with Silt, fine-grained, dark brown, moist.			
887.3	3.0	FILL	FILL: Clayey Sand, brown, moist.			
		FILL	FILL: Poorly Graded Sand, fine-grained, brown, moist.	8		
885.3	5.0	CL	LEAN CLAY, with Sand, brown, moist, rather soft. (Alluvium)	5		
883.3	7.0	SC	CLAYEY SAND, trace Gravel, brown to gray, moist, rather stiff to stiff. (Alluvium)	13		
879.3	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.	12		

(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-C6 LOCATION: N: 195594, E: 464693 See attached sketch.
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DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/5/17	SCALE: 1" = 4'
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Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	Tests or Notes
885.7	0.0					
884.3	1.4	PAV	6 inches of bituminous over 4 inches of aggregate base over 3 inches of bituminous over 4 inches of aggregate base.			
		FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, trace Gravel, dark brown to brown, moist.	13		
880.7	5.0	SM	SILTY SAND, fine-grained, organic, trace wood pieces, black, wet, very loose. (Swamp Deposit)	1		
876.7	9.0	SM	SILTY SAND, fine- to medium-grained, dark gray, wet, loose.	7		
874.7	11.0	SM	SILTY SAND, fine- to medium-grained, dark gray, wet, loose. (Alluvium)	6		
			END OF BORING. Water not observed while drilling. Boring then backfilled.			

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(See Descriptive Terminology sheet for explanation of abbreviations)

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Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-C7 LOCATION: N: 195304, E: 463197 See attached sketch.			
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/5/17		SCALE: 1" = 4'	
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	Tests or Notes
899.4	0.0						
898.7	0.7	PAV	3 inches of bituminous over 5 inches of aggregate base.				
		FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, with Gravel, dark brown, moist.				
897.4	2.0	SP	POORLY GRADED SAND, fine- to medium-grained, brown, moist, very loose to medium dense. (Alluvium)	13		8	
				9			
				3			
888.4	11.0		Fine- to coarse-grained, with Gravel, wet at 10 feet.	2			
			END OF BORING.				
			Water not observed while drilling.				
			Boring then backfilled.				

(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-C8 LOCATION: N: 195252, E: 463659 See attached sketch.
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DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/5/17	SCALE: 1" = 4'
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Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
887.7	0.0	PAV	3 inches of bituminous over 4 inches of aggregate base.			
887.1	0.6	FILL	FILL: Poorly Graded Sand, fine-grained, dark brown to brown, moist.	24		
880.7	7.0	SP	POORLY GRADED SAND, fine-grained, brown, moist to wet, very loose to loose. (Alluvium)	10		
876.7	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.	2		

LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2017\05491.GPJ BRAUN_V8_CURRENT.GDT 8/11/17 16:36

(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-C9 LOCATION: N: 195286, E: 464075 See attached sketch.
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DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/6/17	SCALE: 1" = 4'
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Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
886.4	0.0					
885.7	0.7	PAV FILL	3 inches of bituminous over 5 inches of aggregate base. FILL: Poorly Graded Sand with Silt, fine-grained, dark brown, moist.	15		
882.4	4.0	SP	POORLY GRADED SAND, fine-grained, brown, wet, loose. (Alluvium)	7		
875.4	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.	8		

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(See Descriptive Terminology sheet for explanation of abbreviations)

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Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-C10 LOCATION: N: 195282, E: 464524 See attached sketch.				
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/6/17		SCALE: 1" = 4'		
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	P200 %	Tests or Notes
888.8	0.0							
888.4	0.4	BIT FILL	5 inches of bituminous. FILL: Poorly Graded Sand with Silt, fine-grained, dark brown and brown, moist.					
				8				
884.8	4.0	SP-SM	POORLY GRADED SAND with SILT, fine-grained, brown, wet, very loose to loose. (Alluvium)	4		10	12	
				7				
					▽			
877.8	11.0		Waterbearing at 10 feet.	10				
			END OF BORING. Water observed at 8 1/2 feet with 9 1/2 feet of hollow-stem auger in the ground. Boring then backfilled.					

(See Descriptive Terminology sheet for explanation of abbreviations)

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Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-C11 LOCATION: N: 195903, E: 464272 See attached sketch.			
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/5/17		SCALE: 1" = 4'	
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	Tests or Notes
881.7	0.0						
880.9	0.8	PAV	3 inches of bituminous over 6 inches of aggregate base.				
		FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, dark brown, moist to wet.				
878.7	3.0			12			
		SM	SILTY SAND, fine-grained, slightly organic, black, wet, loose. (Swamp Deposit)			15	OC=2%
				7			
873.7	8.0			3			
		CH	FAT CLAY, trace fibers and roots, gray, wet, soft. (Swamp Deposit)				
870.7	11.0			3			
			END OF BORING. Water not observed while drilling. Boring then backfilled.				

(See Descriptive Terminology sheet for explanation of abbreviations)

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota	BORING: ST-C12 LOCATION: N: 195998, E: 464525 See attached sketch.
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DRILLER: SC	METHOD: 3 1/4" HSA, Autohammer	DATE: 7/5/17	SCALE: 1" = 4'
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Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
893.2	0.0					
892.4	0.8	PAV	3 inches of bituminous over 6 inches of aggregate base.			
		FILL	FILL: Poorly Graded Sand with Silt, fine-grained, brown, moist.	15		
889.2	4.0	SP	POORLY GRADED SAND, fine-grained, brown, moist to wet, medium dense. (Alluvium)	11		
				18		
882.2	11.0		Reddish brown Silty Sand lenses at 10 feet.	22		
			END OF BORING.			
			Water not observed while drilling.			
			Boring then backfilled.			

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(See Descriptive Terminology sheet for explanation of abbreviations)

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Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-C13 LOCATION: N: 195813, E: 463033 See attached sketch.			
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/5/17		SCALE: 1" = 4'	
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	Tests or Notes
889.6	0.0						
888.8	0.8	PAV	4 inches of bituminous over 5 inches of aggregate base.				
887.6	2.0	FILL	FILL: Poorly Graded Sand with Silt, fine- to medium-grained, with Gravel, dark brown, moist.				
		SP-SM	POORLY GRADED SAND with SILT, fine- to medium-grained, trace Gravel, brown, moist, loose to medium dense. (Alluvium)	13		9	
				15			
				9			
878.6	11.0			5			
			END OF BORING. Water not observed while drilling. Boring then backfilled.				

(See Descriptive Terminology sheet for explanation of abbreviations)

LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2017\05491.GPJ BRAUN_V8_CURRENT.GDT 8/11/17 16:36

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-C14				
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/5/17		SCALE: 1" = 4'		
Elev. feet	Depth feet	Symbol	Description of Materials (Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)	BPF	WL	MC %	P200 %	Tests or Notes
884.7	0.0							
883.9	0.8	PAV	5 inches of bituminous over 5 inches of aggregate base.					
		FILL	FILL: Lean Clay with Sand, slightly organic, dark brown, moist. Poorly Graded Sand with Silt layer at 2 feet.	6		15		OC=2%
880.7	4.0	CL	LEAN CLAY, gray, moist, soft to medium. (Alluvium)	3		37	98	
				7				
875.7	9.0	SP	POORLY GRADED SAND, fine-grained, brown, moist, loose. (Alluvium)	8				
873.7	11.0		END OF BORING. Water not observed while drilling. Boring then backfilled.					

(See Descriptive Terminology sheet for explanation of abbreviations)

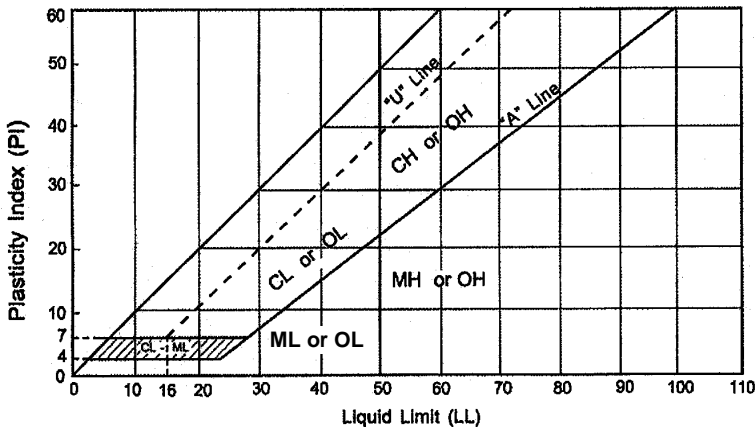
LOG OF BORING N:\GINT\PROJECTS\AX PROJECTS\2017\05491.GPJ BRAUN_V8_CURRENT.GDT 8/11/17 16:36

Braun Project B1705491 GEOTECHNICAL EVALUATION City of Ramsey 2018-2019 Reconstruction Projects Ramsey, Minnesota				BORING: ST-C15 LOCATION: N: 195692, E: 462332 See attached sketch.		
DRILLER: SC		METHOD: 3 1/4" HSA, Autohammer		DATE: 7/5/17	SCALE: 1" = 4'	
Elev. feet	Depth feet	Symbol	Description of Materials <small>(Soil-ASTM D2488 or D2487, Rock-USACE EM1110-1-2908)</small>	BPF	WL	Tests or Notes
887.1	0.0					
886.3	0.8	PAV	4 inches of bituminous over 5 inches of aggregate base.			
885.1	2.0	FILL	FILL: Silty Sand, fine- to medium-grained, with Gravel, dark brown, moist.			
		CL	LEAN CLAY, gray, moist, medium. (Alluvium)	7		
883.1	4.0	SP	POORLY GRADED SAND, fine-grained, brown, moist, loose to medium dense. (Alluvium)	11		
				8		
876.1	11.0			7		
			END OF BORING. Water not observed while drilling. Boring then backfilled.			



Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^a				Soils Classification		
				Group Symbol	Group Name ^b	
Coarse-grained Soils more than 50% retained on No. 200 sieve	Gravels More than 50% of coarse fraction retained on No. 4 sieve	Clean Gravels Less than 5% fines ^e	$C_u \geq 4$ and $1 \leq C_c \leq 3$ ^c	GW	Well-graded gravel ^d	
		Gravels with Fines More than 12% fines ^e	Fines classify as ML or MH	GM	Silty gravel ^{d f g}	
			Fines classify as CL or CH	GC	Clayey gravel ^{d f g}	
		Sands 50% or more of coarse fraction passes No. 4 sieve	Clean Sands Less than 5% fines ⁱ	$C_u \geq 6$ and $1 \leq C_c \leq 3$ ^c	SW	Well-graded sand ^h
	Sands with Fines More than 12% ⁱ		Fines classify as ML or MH	SM	Silty sand ^{f g h}	
			Fines classify as CL or CH	SC	Clayey sand ^{f g h}	
	Fine-grained Soils 50% or more passed the No. 200 sieve		Silt and Clays Liquid limit less than 50	Inorganic	PI > 7 and plots on or above "A" line ^j	CL
		Organic		PI < 4 or plots below "A" line ^j	ML	Silt ^{k l m}
Liquid limit - oven dried < 0.75				OL	Organic clay ^{k l m n}	
Liquid limit - not dried < 0.75		OL		Organic silt ^{k l m o}		
Silt and clays Liquid limit 50 or more		Inorganic	PI plots on or above "A" line	CH	Fat clay ^{k l m}	
			PI plots below "A" line	MH	Elastic silt ^{k l m}	
		Organic	Liquid limit - oven dried < 0.75	OH	Organic clay ^{k l m p}	
			Liquid limit - not dried < 0.75	OH	Organic silt ^{k l m q}	
		Highly Organic Soils		Primarily organic matter, dark in color and organic odor	PT	Peat

- Based on the material passing the 3-inch (75mm) sieve.
- If field sample contained cobbles or boulders, or both, add "with cobbles or boulders or both" to group name.
- $C_u = D_{60}/D_{10}$ $C_c = (D_{30})^2 / (D_{10} \times D_{60})$
- If soil contains $\geq 15\%$ sand, add "with sand" to group name.
- Gravels with 5 to 12% fines require dual symbols:
GW-GM well-graded gravel with silt
GW-GC well-graded gravel with clay
GP-GM poorly graded gravel with silt
GP-GC poorly graded gravel with clay
- If fines classify as CL-ML, use dual symbol GC-GM or SC-SM.
- If fines are organic, add "with organic fines" to group name.
- If soil contains $\geq 15\%$ gravel, add "with gravel" to group name.
- Sand with 5 to 12% fines require dual symbols:
SW-SM well-graded sand with silt
SW-SC well-graded sand with clay
SP-SM poorly graded sand with silt
SP-SC poorly graded sand with clay
- If Atterberg limits plot in hatched area, soil is a CL-ML, silty clay.
- If soil contains 10 to 29% plus No. 200, add "with sand" or "with gravel" whichever is predominant.
- If soil contains $\geq 30\%$ plus No. 200, predominantly sand, add "sandy" to group name.
- If soil contains $\geq 30\%$ plus No. 200, predominantly gravel, add "gravelly" to group name.
- $PI \geq 4$ and plots on or above "A" line.
- $PI < 4$ or plots below "A" line.
- PI plots on or above "A" lines.
- PI plots below "A" line.



Laboratory Tests

- | | | | |
|------|-----------------------------|--------|--------------------------------------|
| DD | Dry density, pcf | OC | Organic content, % |
| WD | Wet density, pcg | S | Percent of saturation, % |
| MC | Natural moisture content, % | SG | Specific gravity |
| LL | Liquid limit, % | C | Cohesion, psf |
| PL | Plastic limits, % | ϕ | Angle of internal friction |
| PI | Plasticity index, % | qu | Unconfined compressive strength, psf |
| P200 | % passing 200 sieve | qp | Pocket penetrometer strength, tsf |

Particle Size Identification

- Boulders..... over 12"
- Cobbles 3" to 12"
- Gravel
 - Coarse 3/4" to 3"
 - Fine..... No. 4 to 3/4"
- Sand
 - Coarse No. 4 to No. 10
 - Medium No. 10 to No. 40
 - Fine..... No. 40 to No. 200
- Silt <No. 200, PI < 4 or below "A" line
- Clay <No. 200, PI ≥ 4 and on or about "A" line

Relative Density of Cohesionless Soils

- Very Loose..... 0 to 4 BPF
- Loose..... 5 to 10 BPF
- Medium dense 11 to 30 PPF
- Dense..... 31 to 50 BPF
- Very dense..... over 50 BPF

Consistency of Cohesive Soils

- Very soft..... 0 to 1 BPF
- Soft 2 to 3 BPF
- Rather soft 4 to 5 BPF
- Medium 6 to 8 BPF
- Rather stiff 9 to 12 BPF
- Stiff 13 to 16 BPF
- Very stiff..... 17 to 30 BPF
- Hard..... over 30 BPF

Drilling Notes

Standard penetration test borings were advanced by 3 1/4" or 6 1/4" ID hollow-stem augers, unless noted otherwise. Jetting water was used to clean out auger prior to sampling only where indicated on logs. All samples were taken with the standard 2" OD split-tube samples, except where noted.

Power auger borings were advanced by 4" or 6" diameter continuous flight, solid-stem augers. Soil classifications and strata depths were inferred from disturbed samples augered to the surface, and are therefore, somewhat approximate.

Hand auger borings were advanced manually with a 1 1/2" or 3 1/4" diameter auger and were limited to the depth from which the auger could be manually withdrawn.

BPF: Numbers indicate blows per foot recorded in standard penetration test, also known as "N" value. The sampler was set 6" into undisturbed soil below the hollow-stem auger. Driving resistances were then counted for second and third 6" increments, and added to get BPF. Where they differed significantly, they are reported in the following form: 2/12 for the second and third 6" increments, respectively.

WH: WH indicates the sampler penetrated soil under weight of hammer and rods alone; driving not required.

WR: WR indicates the sampler penetrated soil under weight of rods alone; hammer weight, and driving not required.

TW: TW indicates thin-walled (undisturbed) tube sample.

Note: All tests were run in general accordance with applicable ASTM standards.

**NOTICE OF PUBLIC HEARING AND ASSESSMENT FOR
CITY IMPROVEMENT PROJECT 18-00
STANHOPE TERRACE STREET RECONSTRUCTIONS**

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Ramsey City Council will hold a public hearing at 7:00 p.m. on Tuesday, October 9, 2018 in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive NW, to consider, and possibly adopt, proposed assessments against benefiting properties for Improvement Project #18-00 which generally consists of the reconstruction of Ute Street from Alpine Drive to its termini cul-de-sac, 154th Lane between Ute Street and Roanoke Street, and 153rd Court from Roanoke Street to its termini cul-de-sac.

Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land (the property identification number is listed on your mailing envelope) is **\$ 5,710.30**. The total estimated cost of the above described project is \$ 365,456.71. The total amount of the proposed assessment for this project is estimated to be \$ 91,364.80, which equals 25 percent of the cost of the improvements, pursuant to Minnesota Statutes Sections 429.011 to 429.111, Chapter 8 of the Ramsey City Charter, and the City of Ramsey Special Assessments Policy.

Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, and will bear interest at the rate of 5.22 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.

Prior to certification of the assessment to the county auditor, the owner of any property so assessed may pay the entire assessment on such property, with interest accrued to the date of payment, to the City Finance Office. No interest shall be charged if the entire assessment is paid before November 16, 2018. At any time thereafter, payment may be made to the City Finance Office for the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the succeeding year. The right to partially prepay the assessment is not available.

The proposed assessment roll is on file for public inspection at the City Clerk's office. Written or oral objections will be considered at the hearing. No appeal to District Court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

Assessment deferral for senior citizens and totally disabled persons

Under Minnesota Statute Sections 435.193 to 435.195, and City Code Section 46.4, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by persons 65 years of age or older or by persons retired by virtue of a permanent and total disability. When deferment of the special assessment has been granted and is terminated for any other reason provided in that law and City Code Section 46.4, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirement of this law and City Code Section 46.4, may, within 30 days of the confirmation of the assessment, apply to the City Clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

Right to appeal to District Court

An owner may appeal an assessment to District Court pursuant to Minnesota Statute Section 429.081 by serving notice of the appeal upon the mayor or clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within 10 days after service upon the mayor or clerk.

Dated: September 21, 2018

Bruce Westby, P.E.
City Engineer

SCHEDULE OF PAYMENT

The special assessment of such improvement to your property is \$5,710.30. This cost will be assessed over 10 years at 5.22 percent interest per year. Listed below is a breakdown of the yearly principal and interest costs. Please note the change in the first year's interest cost. The first year's interest covers a period of 448 days from October 9, 2018 to December 31, 2019.

Year	Principal	5.22% Interest	Payment Amount	Pay-off Balance
				\$5,710.30
2019	\$571.03	\$365.86	\$936.89	\$5,139.27
2020	\$571.03	\$268.27	\$839.30	\$4,568.24
2021	\$571.03	\$238.46	\$809.49	\$3,997.21
2022	\$571.03	\$208.65	\$779.68	\$3,426.18
2023	\$571.03	\$178.85	\$749.88	\$2,855.15
2024	\$571.03	\$149.04	\$720.07	\$2,284.12
2025	\$571.03	\$119.23	\$690.26	\$1,713.09
2026	\$571.03	\$89.42	\$660.45	\$1,142.06
2027	\$571.03	\$59.62	\$630.65	\$571.03
2028	\$571.03	\$29.81	\$600.84	\$0.00
Total	\$5,710.30	\$1,707.21	\$7,417.51	

Please call Bruce Westby, City Engineer, at 763-427-1410 with questions.

REMITTANCE ADVICE

PROJECT # IP 18-00 – Stanhope Terrace Street Reconstructions

AMOUNT DUE \$ **5,710.30**

In order to pay the above Special Assessment IN FULL before it is certified to the County and included on your property tax statement for 2019, payment for the full amount must be made to the City of Ramsey between October 9 and November 16, 2018.

For your records:

Check #: _____ Amount \$ _____ Date: _____

PAYMENT OPTIONS

Credit/Debit Card

Access account balance and make payment using the city's online web store, RamsEPay. Enjoy fast and free 24 hour access and acceptance of VISA, MasterCard, Discover Card, and debit cards. Credit cards are also accepted over the phone by calling (763) 427-1410.



U.S. Mail

Payments sent via the U.S. Postal Service are received at our processing center. Please include the bottom portion of this form with your check payment. Mail to:

City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Drop Box

A drop box is conveniently located at the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Drive NW and the drop box is located on the south side of the building in the main parking lot. Please include the bottom portion of this form with your check payment.

In-Person

Resident's may bring their payment directly to the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Drive NW. This is the best option if you are paying in cash. A receipt will be given by our cashier.

Please detach and return this portion with your payment.

Payment must be received at the City before November 16, 2018.

City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303

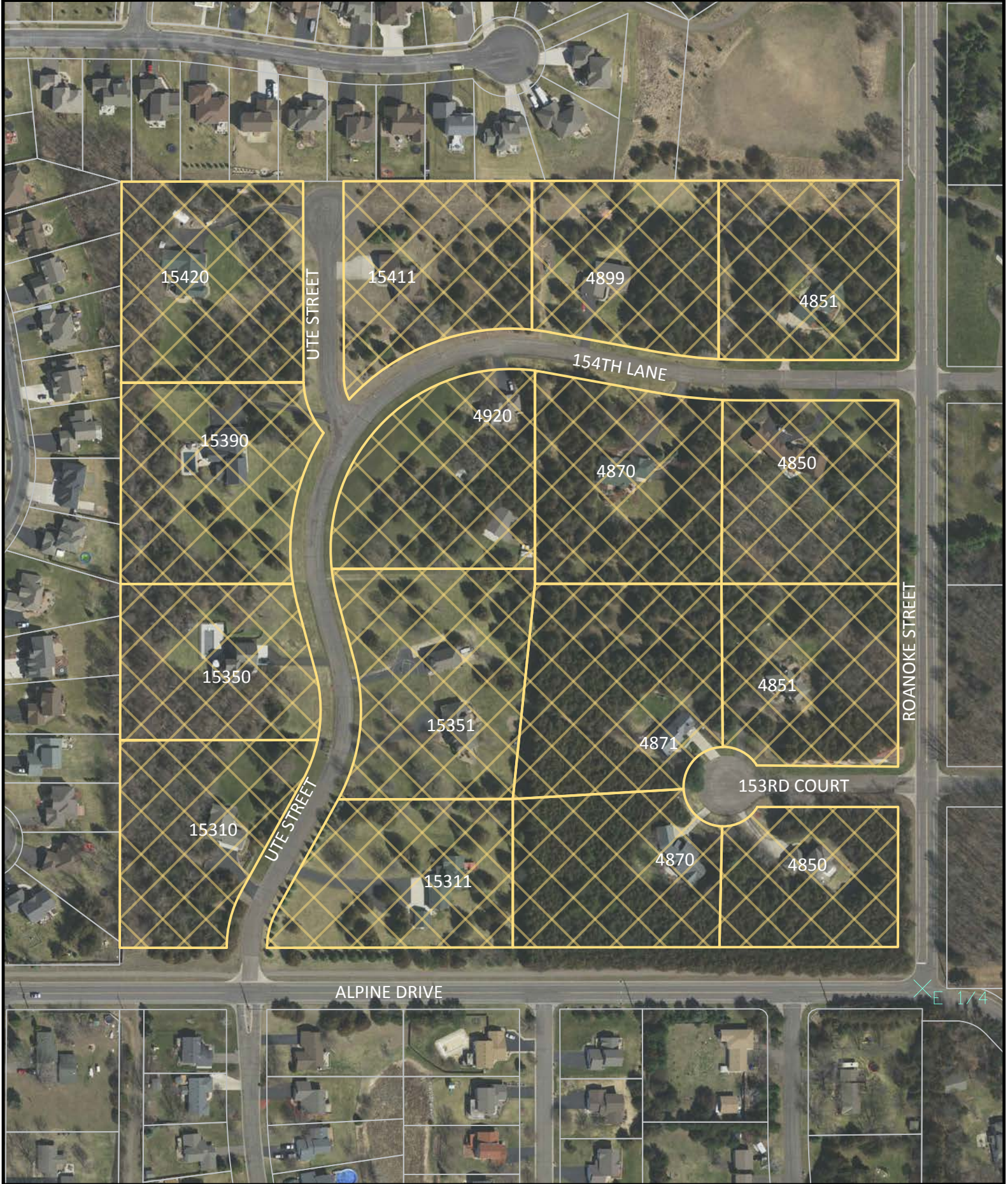
Project # IP 18-00 – Stanhope Terrace Street Reconstructions

Amount Enclosed \$ _____

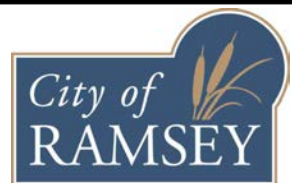
PIN #: _____
(this # can be found on the front of the envelope just above your name)

Property Address: _____

FINAL ASSESSMENT ROLL - IP #18-00 STANHOPE TERRACE STREET RECONSTRUCTIONS						
PID	Address	City	State	Zip	Assessable Units	Final Assessment
243225140002	15311 UTE ST NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140003	15351 UTE ST NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140004	4920 154TH LN NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140005	4870 154TH LN NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140006	4850 154TH AVE NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140007	4851 153RD CT NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140008	4871 153RD CT NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140009	4870 153RD CT NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140010	4850 153RD COURT NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140011	15310 UTE ST NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140012	15350 UTE ST NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140013	15390 UTE ST NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140014	15420 UTE ST NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140015	15411 UTE ST NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140016	4899 154TH LN NW	RAMSEY	MN	55303	1	\$ 5,710.30
243225140017	4851 154TH LN NW	RAMSEY	MN	55303	1	\$ 5,710.30
TOTALS					16	\$ 91,364.80



STANHOPE TERRACE ASSESSABLE PROPERTIES



CHAPTER 429

LOCAL IMPROVEMENTS, SPECIAL ASSESSMENTS

429.011	DEFINITIONS.	429.052	STREET OR ROAD IMPROVEMENTS OUTSIDE MUNICIPAL BOUNDARIES.
429.021	LOCAL IMPROVEMENTS, COUNCIL POWERS.	429.061	ASSESSMENT PROCEDURE.
429.031	PRELIMINARY PLANS, HEARINGS.	429.071	SUPPLEMENTAL ASSESSMENTS; REASSESSMENT.
429.035	IMPROVEMENTS, PETITION.	429.081	APPEAL TO DISTRICT COURT.
429.036	APPEAL FROM DETERMINATION OF LEGALITY OF PETITION.	429.091	FINANCING.
429.041	COUNCIL PROCEDURE.	429.101	UNPAID SPECIAL CHARGES MAY BE SPECIAL ASSESSMENTS.
429.051	APPORTIONMENT OF COST.	429.111	CHARTER PROVISIONS, EFFECT.

429.01 [Repealed, 1953 c 398 s 13 subd 1]

429.011 DEFINITIONS.

Subdivision 1. **Application.** For the purpose of this chapter the terms defined in this section shall have the meanings ascribed to them.

Subd. 2. **Municipality; certain cities and towns.** "Municipality" means any city of the second, third, or fourth class however organized, or any statutory city or any town as defined in section 368.01.

Subd. 2a. **Municipality; certain counties.** "Municipality" also includes the following:

- (1) a county in the case of construction, reconstruction, or improvement of a county state-aid highway;
- (2) a county in the case of construction, reconstruction, or improvement of a county highway as defined in section 160.02 including curbs and gutters and storm sewers;
- (3) a county exercising its powers and duties under section 444.075, subdivision 1;
- (4) a county for expenses not paid for under section 403.113, subdivision 3, paragraph (b), clause (3);
- (5) a county in the case of the abatement of nuisances; and
- (6) a county operating an energy improvements financing program under section 216C.436 or 216C.437.

Subd. 2b. **Municipality; certain towns.** "Municipality" also includes any town not having the powers granted herein pursuant to any other law in the case of construction, reconstruction or improvement of a town road including curbs and gutters and storm sewers and in the case of those improvements designated in section 429.021, subdivision 1, clauses (1), (2), (4), (5), (6), (7), (8), and (10).

Subd. 3. **Council.** "Council" means the body of the city having general legislative powers, the town board of the town, or the county board of a county.

Subd. 4. **Clerk.** "Clerk" means the chief clerical officer of the municipality.

Subd. 5. **Improvement.** "Improvement" means any type of improvement made under authority granted by section 429.021, and in the case of a county is limited to the construction, reconstruction, or improvement of a county state-aid highway or county highway including curbs and gutters and storm sewers, and to the purchase, installation, or maintenance of signs, posts, and markers for addressing related to the operation of enhanced 911 telephone service.

Subd. 6. **Newspaper.** "Newspaper" means the official newspaper of the municipality, or if there is no official newspaper, a legal newspaper of general circulation in the municipality.

Subd. 7. **Street.** "Street" means any street, alley, or other public way, or any part thereof.

Subd. 8. **Utilities commission.** "Utilities commission" means the municipal board or commission, other than the council, which exercises any authority or control over the operation of any municipally owned public utility.

Subd. 9. **Pedestrian skyway system.** "Pedestrian skyway system" means any system of providing for pedestrian traffic circulation, mechanical or otherwise, elevated above ground, within and without the public right-of-way, and through or above private property and buildings, and includes overpasses, bridges, passageways, walkways, concourses, hallways, corridors, arcades, courts, plazas, elevators, escalators, heated canopies, and accesses and all fixtures, furniture, equipment, facilities, services, and appurtenances which in the judgment of the council will enhance the movement, safety, security, convenience and enjoyment of pedestrians and benefit the city and adjoining properties.

Subd. 10. **Underground pedestrian concourse.** "Underground pedestrian concourse" means any system of providing for pedestrian traffic circulation, mechanical or otherwise, below ground, within and without the public right-of-way, and through or below private property, and includes tunnels, passageways, walkways, concourses, hallways, corridors, arcades, plazas, elevators, escalators, heated canopies, and accesses and all fixtures, furniture, equipment, facilities, and appurtenances which in the judgment of the council will enhance the movement, safety, security, convenience and enjoyment of pedestrians and benefit the city and adjoining properties.

Subd. 11. **Special lighting system.** "Special lighting system" means lights or light displays of any type located within or without the public right-of-way.

Subd. 12. **Acquire.** "Acquire" includes, but is not limited to, the obtaining by purchase, condemnation, or leasing rights or interests in the areas above or below the surface of the ground of real property or structures or improvements thereon.

Subd. 13. **Public mall, plaza, or courtyard.** "Public mall, plaza, or courtyard" means any wholly or partly opened or enclosed public area adjacent to or attached to a wall, fence, commercial structure, hotel, or any other building and designed as a place for passive recreation, public entertainment, exhibition and education, or a pedestrian walk.

Subd. 14. **Fire protection system.** "Fire protection system" means pipes, standpipes, sprinklers, control systems and other devices and equipment installed in or outside a building for the primary purpose of eliminating or reducing the spread of fire in the building or providing for safe evacuation of the building, whether the devices and equipment are publicly or privately owned.

Subd. 15. **Highway sound barriers.** "Highway sound barriers" means sound abatement walls erected along highways to reduce noise levels attributable to vehicular traffic.

Subd. 16. **On-site water contaminant improvements.** "On-site water contaminant improvements" means pipes, wells, and other devices and equipment installed in or outside a building for the primary purpose of eliminating water contamination caused by lead or other toxic or health threatening substances in the water, whether the improvements so installed are publicly or privately owned.

History: 1953 c 398 s 1; 1961 c 338 s 1; 1969 c 741 s 1-3; 1971 c 617 s 1-4; 1973 c 123 art 5 s 7; 1973 c 636 s 1; 1973 c 702 s 22; 1974 c 233 s 1; 1976 c 147 s 1; 1978 c 634 s 1,2; 1979 c 330 s 1; 1983 c 9 s 1;

1984 c 478 s 1; 1984 c 591 s 1; 1986 c 315 s 1; 1987 c 138 s 1; 1988 c 564 s 1; 1994 c 614 s 5; 2000 c 490 art 5 s 29,30; 2009 c 88 art 2 s 31; 2010 c 389 art 7 s 4; 2018 c 155 s 34

429.02 [Repealed, 1953 c 398 s 13 subd 1]

429.021 LOCAL IMPROVEMENTS, COUNCIL POWERS.

Subdivision 1. **Improvements authorized.** The council of a municipality shall have power to make the following improvements:

(1) To acquire, open, and widen any street, and to improve the same by constructing, reconstructing, and maintaining sidewalks, pavement, gutters, curbs, and vehicle parking strips of any material, or by grading, graveling, oiling, or otherwise improving the same, including the beautification thereof and including storm sewers or other street drainage and connections from sewer, water, or similar mains to curb lines.

(2) To acquire, develop, construct, reconstruct, extend, and maintain storm and sanitary sewers and systems, including outlets, holding areas and ponds, treatment plants, pumps, lift stations, service connections, and other appurtenances of a sewer system, within and without the corporate limits.

(3) To construct, reconstruct, extend, and maintain steam heating mains.

(4) To install, replace, extend, and maintain street lights and street lighting systems and special lighting systems.

(5) To acquire, improve, construct, reconstruct, extend, and maintain water works systems, including mains, valves, hydrants, service connections, wells, pumps, reservoirs, tanks, treatment plants, and other appurtenances of a water works system, within and without the corporate limits.

(6) To acquire, improve and equip parks, open space areas, playgrounds, and recreational facilities within or without the corporate limits.

(7) To plant trees on streets and provide for their trimming, care, and removal.

(8) To abate nuisances and to drain swamps, marshes, and ponds on public or private property and to fill the same.

(9) To construct, reconstruct, extend, and maintain dikes and other flood control works.

(10) To construct, reconstruct, extend, and maintain retaining walls and area walls.

(11) To acquire, construct, reconstruct, improve, alter, extend, operate, maintain, and promote a pedestrian skyway system. Such improvement may be made upon a petition pursuant to section 429.031, subdivision 3.

(12) To acquire, construct, reconstruct, extend, operate, maintain, and promote underground pedestrian concourses.

(13) To acquire, construct, improve, alter, extend, operate, maintain, and promote public malls, plazas or courtyards.

(14) To construct, reconstruct, extend, and maintain district heating systems.

(15) To construct, reconstruct, alter, extend, operate, maintain, and promote fire protection systems in existing buildings, but only upon a petition pursuant to section 429.031, subdivision 3.

(16) To acquire, construct, reconstruct, improve, alter, extend, and maintain highway sound barriers.

(17) To improve, construct, reconstruct, extend, and maintain gas and electric distribution facilities owned by a municipal gas or electric utility.

(18) To purchase, install, and maintain signs, posts, and other markers for addressing related to the operation of enhanced 911 telephone service.

(19) To improve, construct, extend, and maintain facilities for Internet access and other communications purposes, if the council finds that:

(i) the facilities are necessary to make available Internet access or other communications services that are not and will not be available through other providers or the private market in the reasonably foreseeable future; and

(ii) the service to be provided by the facilities will not compete with service provided by private entities.

(20) To assess affected property owners for all or a portion of the costs agreed to with an electric utility, telecommunications carrier, or cable system operator to bury or alter a new or existing distribution system within the public right-of-way that exceeds the utility's design and construction standards, or those set by law, tariff, or franchise, but only upon petition under section 429.031, subdivision 3.

(21) To assess affected property owners for repayment of voluntary energy improvement financings under section 216C.436, subdivision 7, or 216C.437, subdivision 28.

Subd. 2. Combining improvements. An improvement on two or more streets or two or more types of improvement in or on the same street or streets or different streets may be included in one proceeding and conducted as one improvement.

Subd. 3. Relation to charter and other laws. When any portion of the cost of an improvement is defrayed by special assessments, the procedure prescribed in this chapter shall be followed unless the council determines to proceed under charter provisions; but this chapter does not prescribe the procedure to be followed by a municipality in making improvements financed without the use of special assessments.

If the council determines to proceed under charter provisions for special assessments, such provisions shall be deemed to include a requirement that notices of proposed assessments inform property owners of the procedures they must follow under the charter in order to appeal the assessments to district court. The notices shall also inform property owners of the provisions of sections 435.193 to 435.195 and the existence of any deferment procedure established pursuant thereto in the municipality.

Charter provisions shall also be deemed to require that when the council determines to make any improvement, it shall let the contract for all or part of the work, or order all or part of the work done by day labor or otherwise as may be authorized by the charter, no later than one year after the adoption of the resolution ordering such improvement, unless a different time limit is specifically stated in the resolution ordering the improvement.

History: 1953 c 398 s 2; 1965 c 877 s 1; 1971 c 617 s 5; 1973 c 201 s 1; 1974 c 233 s 2; 1974 c 314 s 1; 1976 c 195 s 1; 1978 c 518 s 1; 1979 c 330 s 2; 1981 c 334 s 5; 1984 c 548 s 4; 1984 c 582 s 3; 1984 c 591 s 2; 1984 c 633 s 2; 1987 c 138 s 2; 1997 c 219 s 5; 2000 c 490 art 5 s 31; 2000 c 493 s 5; 2005 c 67 s 1; 2010 c 216 s 21; 2018 c 155 s 35

429.03 [Repealed, 1953 c 398 s 13 subd 1]

429.031 PRELIMINARY PLANS, HEARINGS.

Subdivision 1. **Preparation of plans, notice of hearing.** (a) Before the municipality awards a contract for an improvement or orders it made by day labor, or before the municipality may assess any portion of the cost of an improvement to be made under a cooperative agreement with the state or another political subdivision for sharing the cost of making the improvement, the council shall hold a public hearing on the proposed improvement following two publications in the newspaper of a notice stating the time and place of the hearing, the general nature of the improvement, the estimated cost, and the area proposed to be assessed. The two publications must be a week apart, and the hearing must be at least three days after the second publication. Not less than ten days before the hearing, notice of the hearing must also be mailed to the owner of each parcel within the area proposed to be assessed and must contain a statement that a reasonable estimate of the impact of the assessment will be available at the hearing, but failure to give mailed notice or any defects in the notice does not invalidate the proceedings. For the purpose of giving mailed notice, owners are those shown as owners on the records of the county auditor or, in any county where tax statements are mailed by the county treasurer, on the records of the county treasurer; but other appropriate records may be used for this purpose. For properties that are tax exempt or subject to taxation on a gross earnings basis and are not listed on the records of the county auditor or the county treasurer, the owners may be ascertained by any practicable means, and mailed notice must be given them as provided in this subdivision.

(b) Before the adoption of a resolution ordering the improvement, the council shall secure from the city engineer or some other competent person of its selection a report advising it in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement. The report must also include the estimated cost of the improvement as recommended. A reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels, must be available at the hearing. No error or omission in the report invalidates the proceeding unless it materially prejudices the interests of an owner.

(c) If the report is not prepared by an employee of a municipality, the compensation for preparing the report under this subdivision must be based on the following factors:

- (1) the time and labor required;
- (2) the experience and knowledge of the preparer;
- (3) the complexity and novelty of the problems involved; and
- (4) the extent of the responsibilities assumed.

(d) The compensation must not be based primarily on a percentage of the estimated cost of the improvement.

(e) The council may also take other steps prior to the hearing, including, among other things, the preparation of plans and specifications and the advertisement for bids that will in its judgment provide helpful information in determining the desirability and feasibility of the improvement.

(f) The hearing may be adjourned from time to time, and a resolution ordering the improvement may be adopted at any time within six months after the date of the hearing by vote of a majority of all members of the council when the improvement has been petitioned for by the owners of not less than 35 percent in frontage of the real property abutting on the streets named in the petition as the location of the improvement. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council; provided that if the mayor of the municipality is a member of the council but has

no vote or votes only in case of a tie, the mayor is not deemed to be a member for the purpose of determining a four-fifths majority vote.

(g) The resolution ordering the improvement may reduce, but not increase, the extent of the improvement as stated in the notice of hearing.

Subd. 2. Approval by park board or utilities commission. A resolution ordering a park improvement may be adopted only by a four-fifths vote of the council and shall also be approved by the park board, if there is one; provided, that if the mayor of the municipality is a member of the council but has no vote or votes only in case of a tie, the mayor shall not be deemed to be a member for the purpose of determining such four-fifths majority vote. A resolution ordering an improvement of the water, sewer, steam heating, street lighting or other facility over which a utilities commission has jurisdiction shall also be approved by the utilities commission.

Subd. 3. Petition by all owners. Whenever all owners of real property abutting upon any street named as the location of any improvement shall petition the council to construct the improvement and to assess the entire cost against their property, the council may, without a public hearing, adopt a resolution determining such fact and ordering the improvement. The validity of the resolution shall not be questioned by any taxpayer or property owner or the municipality unless an action for that purpose is commenced within 30 days after adoption of the resolution as provided in section 429.036. Nothing herein prevents any property owner from questioning the amount or validity of the special assessment against the owner's property pursuant to section 429.081. In the case of a petition for the municipality to own and install a fire protection system, a pedestrian skyway system, or on-site water contaminant improvements, the petition must contain or be accompanied by an undertaking satisfactory to the city by the petitioner that the petitioner will grant the municipality the necessary property interest in the building to permit the city to enter upon the property and the building to construct, maintain, and operate the fire protection system, pedestrian skyway system, or on-site water contaminant improvements. In the case of a petition for the installation of a privately owned fire protection system, a privately owned pedestrian skyway system, or privately owned on-site water contaminant improvements, the petition shall contain the plans and specifications for the improvement, the estimated cost of the improvement and a statement indicating whether the city or the owner will contract for the construction of the improvement. If the owner is contracting for the construction of the improvement, the city shall not approve the petition until it has reviewed and approved the plans, specifications, and cost estimates contained in the petition. The construction cost financed under section 429.091 shall not exceed the amount of the cost estimate contained in the petition. In the case of a petition for the installation of a fire protection system, a pedestrian skyway system, or on-site water contaminant improvements, the petitioner may request abandonment of the improvement at any time after it has been ordered pursuant to subdivision 1 and before contracts have been awarded for the construction of the improvement under section 429.041, subdivision 2. If such a request is received, the city council shall abandon the proceedings but in such case the petitioner shall reimburse the city for any and all expenses incurred by the city in connection with the improvement.

History: 1953 c 398 s 3; 1955 c 811 s 1; 1957 c 430 s 1; 1961 c 525 s 1,2; 1963 c 771 s 1; 1965 c 877 s 2; 1967 c 57 s 1,2; 1973 c 123 art 5 s 7; 1984 c 548 s 5; 1984 c 582 s 4; 1984 c 591 s 3; 1984 c 633 s 3; 1986 c 444; 1994 c 614 s 6; 1996 c 402 s 1; 2000 c 490 art 5 s 32

429.035 IMPROVEMENTS, PETITION.

When any petition for the making of any improvement in any statutory city, town, or city of the second, third, or fourth class, however organized, for the cost of which special assessments may be, in whole or in part, levied therefor, is presented to the governing body of the municipality, this body shall, by resolution,

determine whether or not the petition has been signed by the required percentage of owners of property affected thereby.

History: (1918-33) 1927 c 311 s 1; 1953 c 398 s 12; 1961 c 338 s 2; 1973 c 123 art 5 s 7

429.036 APPEAL FROM DETERMINATION OF LEGALITY OF PETITION.

Any person, being aggrieved by this determination, may appeal to the district court of the county in which the property is located by serving upon the clerk of the municipality, within 30 days after the adoption and publication of the resolution, a notice of appeal briefly stating the grounds of appeal and giving a bond in the penal sum of \$250, in which the municipality shall be named as obligee, to be approved by the clerk of the municipality, conditioned that the appellant will duly prosecute the appeal, pay all costs and disbursements which may be adjudged against the appellant, and abide by the order of the court. The clerk shall furnish the appellant a certified copy of the petition, or any part thereof, on being paid by appellant of the proper charges therefor. The appeal shall be placed upon the calendar of the next general term commencing more than 30 days after the date of serving the notice and filing the bond and shall be tried as are other appeals in such cases. Unless reversed upon the appeal, the determination of the governing body as to the sufficiency of the petition shall be final and conclusive.

History: (1918-34) 1927 c 311 s 2; 1986 c 444

429.04 [Repealed, 1953 c 398 s 13]

429.041 COUNCIL PROCEDURE.

Subdivision 1. **Plans and specifications, advertisement for bids.** When the council determines to make any improvement, it shall let the contract for all or part of the work, or order all or part of the work done by day labor or otherwise as authorized by subdivision 2, no later than one year after the adoption of the resolution ordering such improvement, unless a different time limit is specifically stated in the resolution ordering the improvement. The council shall cause plans and specifications of the improvement to be made, or if previously made, to be modified, if necessary, and to be approved and filed with the clerk, and if the estimated cost exceeds the amount in section 471.345, subdivision 3, shall advertise for bids for the improvement in the newspaper or recognized industry trade journal as defined in section 331A.01, subdivision 11, and for such length of time as it may deem advisable. If the estimated cost exceeds twice the amount in section 471.345, subdivision 3, publication shall be made no less than three weeks before the last day for submission of bids once in the newspaper and at least once in either a newspaper published in a city of the first class or a recognized industry trade journal. The advertisement shall specify the work to be done, shall state the time when the bids will be publicly opened for consideration by the council, which shall be not less than ten days after the first publication of the advertisement when the estimated cost is less than twice the amount in section 471.345, subdivision 3, and not less than three weeks after such publication in other cases, and shall state that no bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the clerk, for such percentage of the amount of the bid as the council may specify. In providing for the advertisement for bids the council may direct that the bids shall be opened publicly by two or more designated officers or agents of the municipality and tabulated in advance of the meeting at which they are to be considered by the council. Nothing herein shall prevent the council from advertising separately for various portions of the work involved in an improvement, or from itself, supplying by such means as may be otherwise authorized by law, all or any part of the materials, supplies, or equipment to be used in the improvement or from combining two or more improvements in a single set of plans and specifications or a single contract.

Subd. 2. **Contracts; day labor.** In contracting for an improvement, the council shall require the execution of one or more written contracts and bonds, conditioned as required by law. The council shall award the contract to the lowest responsible bidder or it may reject all bids. If any bidder to whom a contract is awarded fails to enter promptly into a written contract and to furnish the required bond, the defaulting bidder shall forfeit to the municipality the amount of the defaulter's cash deposit, cashier's check, bid bond, or certified check, and the council may thereupon award the contract to the next lowest responsible bidder. When it appears to the council that the cost of the entire work projected will be less than the amount in section 471.345, subdivision 3, or whenever no bid is submitted after proper advertisement or the only bids submitted are higher than the engineer's estimate, the council may advertise for new bids or, without advertising for bids, directly purchase the materials for the work and do it by the employment of day labor or in any other manner the council considers proper. The council may have the work supervised by the city engineer or other qualified person but shall have the work supervised by a registered engineer if done by day labor and it appears to the council that the entire cost of all work and materials for the improvement will be more than the lowest amount in section 471.345, subdivision 4. In case of improper construction or unreasonable delay in the prosecution of the work by the contractor, the council may order and cause the suspension of the work at any time and relet the contract, or order a reconstruction of any portion of the work improperly done, and where the cost of completion or reconstruction necessary will be less than the amount in section 471.345, subdivision 3, the council may do it by the employment of day labor.

Subd. 2a. **Best value alternative.** As an alternative to the procurement method described in subdivision 2, the council may issue a request for proposals and award the contract to the vendor or contractor offering the best value as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 3. **Day labor; detailed report.** When the council has performed construction work by day labor, it shall cause a detailed report to be filed with the clerk and certified by the registered engineer or other person in charge, if there is no registered engineer. The report shall show:

- (a) the complete cost of the construction;
- (b) final quantities of the various units of work done;
- (c) materials furnished for the project and the cost of each item thereof;
- (d) cost of labor, cost of equipment hired, and supervisory costs.

The report shall have attached a certificate by the registered engineer or other person in charge that the work was done according to the plans and specifications, or, if there were any deviations from them, an itemized statement of those deviations.

Subd. 4. **Alternate procedure on street improvements.** As to any improvement or improvements consisting of grading, graveling, or bituminous surfacing of streets and alleys, the council may proceed in the manner provided in this chapter, except that it may

(1) order the work done by day labor, regardless of the estimated cost of such improvement or improvements,

(2) use municipal equipment or hire equipment and purchase materials for all such improvements to be done by day labor in any 12-month period by advertising once therefor, such advertisement to call for bids for the furnishing of equipment, if the municipality does not use its own equipment, and for materials at unit prices based on the quantities which the council estimates will be required, and

(3) contract at one time on a unit price basis for part or all of the street improvements to be constructed by the municipality during the current year, including improvements which may thereafter be ordered constructed.

Subd. 5. Cooperation with state or local government. When an improvement is made under a cooperative agreement with the state or another political subdivision by the terms of which the state or other subdivision is to construct or contract to construct the improvement, it shall not be necessary to comply with subdivisions 1 and 2.

Subd. 6. Percentage payment on engineer's estimate. In case the contractor properly performs the work, the council shall, from month to month before completion of the work, pay the contractor not to exceed 95 percent of the amount already earned under the contract, upon the estimate of the engineer or other competent person selected by the council, and the contract shall so provide, and shall further agree that when the work is 95 percent or more completed upon the recommendation of the engineer such portions of the retained price shall be released as the governing body of the municipality determines are not required to be retained to protect the municipality's interest in satisfactory completion of the contract. Failure to pay any amount due and payable under the terms of the contract within 30 days of a monthly estimate or 90 days after the final estimate of the amount earned shall obligate the municipality to pay to the contractor simple interest on the past due amount at an annual rate equal to the monthly index of long term United States bond yields for the month prior to the month in which this obligation is incurred plus an additional one percent per annum. Interest shall not be imposed with respect to any amount which a municipality may legally withhold as a result of breach of contract or other contractual claim or if the delay is caused by the contractor.

Subd. 7. Modification of contracts. After work has been commenced on an improvement undertaken pursuant to a contract awarded on a unit price basis the council may, without advertising for bids, authorize changes in the contract so as to include additional units of work at the same unit price if the cost of the additional work does not exceed 25 percent of the original contract price. Original contract price means that figure determined by multiplying the estimated number of units required by the unit price.

History: 1953 c 398 s 4; 1957 c 430 s 2,3; 1961 c 525 s 3,4; 1973 c 123 art 5 s 7; 1976 c 156 s 1; 1977 c 278 s 1; 1978 c 518 s 2; 1980 c 464 s 8; 1985 c 174 s 3; 1986 c 444; 1993 c 38 s 1,2; 2001 c 5 s 1,2; 2004 c 278 s 6,7; 2007 c 148 art 3 s 25; 2009 c 152 s 18,19; 2013 c 46 s 2

429.05 [Repealed, 1953 c 398 s 13 subd 1]

429.051 APPORTIONMENT OF COST.

The cost of any improvement, or any part thereof, may be assessed upon property benefited by the improvement, based upon the benefits received, whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from the county state-aid highway fund, the municipal state-aid street fund, or the trunk highway fund. The area assessed may be less than but may not exceed the area proposed to be assessed as stated in the notice of hearing on the improvement, except as provided below. The municipality may pay such portion of the cost of the improvement as the council may determine from general ad valorem tax levies or from other revenues or funds of the municipality available for the purpose. The municipality may subsequently reimburse itself for all or any of the portion of the cost of a water, storm sewer, or sanitary sewer improvement so paid by levying additional assessments upon any properties abutting on but not previously assessed for the improvement, on notice and hearing as provided for the assessments initially made. To the extent that such an improvement benefits nonabutting properties which may be served by the improvement when one or more later extensions or improvements are made but which are not initially assessed therefor, the municipality may also reimburse itself by adding all or any

of the portion of the cost so paid to the assessments levied for any of such later extensions or improvements, provided that notice that such additional amount will be assessed is included in the notice of hearing on the making of such extensions or improvements. The additional assessments herein authorized may be made whether or not the properties assessed were included in the area described in the notice of hearing on the making of the original improvement.

In any city of the fourth class electing to proceed under a home rule charter as provided in this chapter, which charter provides for a board of water commissioners and authorizes such board to assess a water frontage tax to defray the cost of construction of water mains, such board may assess the tax based upon the benefits received and without regard to any charter limitation on the amount that may be assessed for each lineal foot of property abutting on the water main. The water frontage tax shall be imposed according to the procedure and, except as herein provided, subject to the limitations of the charter of the city.

History: 1953 c 398 s 5; 1955 c 842 s 1; 1957 c 40 s 1; 1959 c 490 s 1; 1961 c 286 s 1

429.052 STREET OR ROAD IMPROVEMENTS OUTSIDE MUNICIPAL BOUNDARIES.

A municipality may construct street or road improvements outside its jurisdiction with the consent of the affected township, or if the property is located in unorganized territory, the county. When property is brought within the corporate limits of the municipality, the municipality may subsequently reimburse itself for all or any portion of the cost of the improvement for which municipal funds have been expended, by levying an assessment upon any property abutting on, but not previously assessed for, the improvement. No assessment may be so levied unless the property to be assessed was given notice and hearing of the improvements under section 429.031 at the time the improvement was ordered, and subsequently in accordance with the notice, hearing, and appeal rights, provided for under sections 429.061 and 429.081.

History: 2005 c 152 art 1 s 12

429.06 [Repealed, 1953 c 398 s 13 subd 1]

429.061 ASSESSMENT PROCEDURE.

Subdivision 1. **Calculation, notice.** At any time after the expense incurred or to be incurred in making an improvement shall be calculated under the direction of the council, the council shall determine by resolution the amount of the total expense the municipality will pay, other than the amount, if any, which it will pay as a property owner, and the amount to be assessed. If a county proposes to assess within the boundaries of a city for a county state-aid highway or county highway, including curbs, gutters, and storm sewers, the resolution must include the portion of the cost proposed to be assessed within the city. The county shall forward the resolution to the city and it may not proceed with the assessment procedure nor may the county allocate any cost under this section for property within the city unless the city council adopts the resolution approving the assessment. Thereupon the clerk, with the assistance of the engineer or other qualified person selected by the council, shall calculate the proper amount to be specially assessed for the improvement against every assessable lot, piece or parcel of land, without regard to cash valuation, in accordance with the provisions of section 429.051. The proposed assessment roll shall be filed with the clerk and be open to public inspection. The clerk shall thereupon, under the council's direction, publish notice that the council will meet to consider the proposed assessment. Such notice shall be published in the newspaper at least once and shall be mailed to the owner of each parcel described in the assessment roll. For the purpose of giving mailed notice under this subdivision, owners shall be those shown to be such on the records of the county auditor or, in any county where tax statements are mailed by the county treasurer, on the records of the county treasurer; but other appropriate records may be used for this purpose. Such publication and mailing shall be no less than two weeks prior to such meeting of the council. Except as to the owners of tax-exempt

property or property taxes on a gross earnings basis, every property owner whose name does not appear on the records of the county auditor or the county treasurer shall be deemed to have waived such mailed notice unless the owner has requested in writing that the county auditor or county treasurer, as the case may be, include the name on the records for such purpose. Such notice shall state the date, time, and place of such meeting, the general nature of the improvement, the area proposed to be assessed, the total amount of the proposed assessment, that the proposed assessment roll is on the file with the clerk, and that written or oral objections thereto by any property owner will be considered. The notice must also state that no appeal may be taken as to the amount of any assessment adopted pursuant to subdivision 2, unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The notice shall also state that an owner may appeal an assessment to district court pursuant to section 429.081 by serving notice of the appeal upon the mayor or clerk of the municipality within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk. The notice shall also inform property owners of the provisions of sections 435.193 to 435.195 and the existence of any deferment procedure established pursuant thereto in the municipality. In addition, the notice mailed to the owner must state in clear language the following information:

- (1) the amount to be specially assessed against that particular lot, piece, or parcel of land;
- (2) adoption by the council of the proposed assessment may be taken at the hearing;
- (3) the right of the property owner to prepay the entire assessment and the person to whom prepayment must be made;
- (4) whether partial prepayment of the assessment has been authorized by ordinance;
- (5) the time within which prepayment may be made without the assessment of interest; and
- (6) the rate of interest to be accrued if the assessment is not prepaid within the required time period.

Subd. 2. **Adoption; interest.** At such meeting or at any adjournment thereof the council shall hear and pass upon all objections to the proposed assessment, whether presented orally or in writing. The council may amend the proposed assessment as to any parcel and by resolution adopt the same as the special assessment against the lands named in the assessment roll. Notice of any adjournment of the hearing shall be adequate if the minutes of the meeting so adjourned show the time and place when and where the hearing is to be continued.

The council may consider any objection to the amount of a proposed assessment as to a specific parcel of land at an adjourned hearing upon further notice to the affected property owner as it deems advisable. At the adjourned hearing the council or a committee of it may hear further written or oral testimony on behalf of the objecting property owner and may consider further written or oral testimony from appropriate city officials and other witnesses as to the amount of the assessment. The council or committee shall prepare a record of the proceedings at the adjourned hearing and written findings as to the amount of the assessment. The amount of the assessment as finally determined by the council shall become a part of the adopted assessment roll. No appeal may be taken as to the amount of any assessment adopted under this section unless written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by this subdivision are waived, unless the failure to object at the assessment hearing is due to a reasonable cause.

If the adopted assessment differs from the proposed assessment as to any particular lot, piece, or parcel of land, the clerk must mail to the owner a notice stating the amount of the adopted assessment. Owners must also be notified by mail of any changes adopted by the council in interest rates or prepayment requirements from those contained in the notice of the proposed assessment.

The assessment, with accruing interest, shall be a lien upon all private and public property included therein, from the date of the resolution adopting the assessment, concurrent with general taxes; but the lien shall not be enforceable against public property as long as it is publicly owned, and during such period the assessment shall be recoverable from the owner of such property only in the manner and to the extent provided in section 435.19. Unless otherwise provided in the resolution, all assessments shall be payable in equal annual installments extending over such period, not exceeding 30 years, as the resolution determines, payable on the first Monday in January in each year, but the number of installments need not be uniform for all assessments included in a single assessment roll if a uniform criterion for determining the number of installments is provided by the resolution. Assessments on property located in a targeted neighborhood as defined in Laws 1987, chapter 386, article 6, section 4, may be payable in variable annual installments if the resolution provides for a variable payment. The first installment of each assessment shall be included in the first tax rolls completed after its adoption and shall be payable in the same year as the taxes contained therein; except that the payment of the first installment of any assessment levied upon unimproved property may be deferred until a designated future year, or until the platting of the property or the construction of improvements thereon, upon such terms and conditions and based upon such standards and criteria as may be provided by resolution of the council. If special assessments against the property have been deferred pursuant to this subdivision, the governmental unit shall record with the county recorder in the county in which the property is located a certificate containing the legal description of the affected property and of the amount deferred. In any event, every assessment the payment of which is so deferred, when it becomes payable, shall be divided into a number of installments such that the last installment thereof will be payable not more than 30 years after the levy of the assessment. All assessments shall bear interest at such rate as the resolution determines. To the first installment of each assessment shall be added interest on the entire assessment from a date specified in the resolution levying the assessment, not earlier than the date of the resolution, until December 31 of the year in which the first installment is payable, and to each subsequent installment shall be added interest for one year on all unpaid installments; or alternatively, any assessment may be made payable in equal annual installments including principal and interest, each in the amount annually required to pay the principal over such period with interest at such rate as the resolution determines, not exceeding the maximum period and rate specified above. In the latter event no prepayment shall be accepted under subdivision 3 without payment of all installments due to and including December 31 of the year of prepayment, together with the original principal amount reduced only by the amounts of principal included in such installments, computed on an annual amortization basis. When payment of an assessment is deferred, as authorized in this subdivision, interest thereon for the period of deferment may be made payable annually at the same times as the principal installments of the assessment would have been payable if not deferred; or interest for this period may be added to the principal amount of the assessment when it becomes payable; or, if so provided in the resolution levying the assessment, interest thereon to December 31 of the year before the first installment is payable may be forgiven.

Subd. 3. Transmitted to auditor, prepayment. After the adoption of the assessment, the clerk shall transmit a certified duplicate of the assessment roll with each installment, including interest, set forth separately to the county auditor of the county to be extended on the proper tax lists of the county; but in lieu of such certification, the council may in its discretion direct the clerk to file all assessment rolls in the clerk's office and to certify annually to the county auditor, on or before November 30 in each year, the total amount of installments of and interest on assessments on each parcel of land in the municipality which are to become due in the following year. If any installment and interest has not been so certified prior to the year when it

is due, the clerk shall forthwith certify the same to the county auditor for collection in the then succeeding year; and if the municipality has issued improvement warrants to finance the improvement, it shall pay out of its general funds into the fund of the improvement interest on the then unpaid balance of the assessment for the year or years during which the collection of such installment is postponed. All assessments and interest thereon shall be collected and paid over in the same manner as other municipal taxes. The owner of any property so assessed may, at any time prior to certification of the assessment or the first installment thereof to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the municipal treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption thereof; and, except as hereinafter provided, the owner may at any time prior to November 15 of any year, prepay to the treasurer of the municipality having levied said assessments, the whole assessment remaining due with interest accrued to December 31 of the year in which said prepayment is made. If the assessment roll is retained by the municipal clerk, the installment and interest in process of collection on the current tax list shall be paid to the county treasurer and the remaining principal balance of the assessment, if paid, shall be paid to the municipal treasurer. The council may by ordinance authorize the partial prepayment of assessments, in such manner as the ordinance may provide, prior to certification of the assessment or the first installment thereof to the county auditor.

Subd. 4. Collection, tax-exempt property. On the confirmation of any assessments the clerk shall mail to the county auditor a notice specifying the amount payable by any county, to the clerk or recorder of any other political subdivision a notice specifying the amount payable by the political subdivision and to the owner of any right-of-way, at its principal office in the state, a notice specifying the amount payable on account of any right-of-way. The amount payable on account of any right-of-way or public property shall be payable to the municipality's treasurer and shall be payable in like installments and with like interest and penalties as provided for in reference to the installments payable on account of assessable real property, except that interest accruing shall not begin to run until the notice provided in this subdivision has been properly given and 30 days thereafter have elapsed. The governing body of any such political subdivision shall provide for the payment of these amounts and shall take appropriate action to that end. If the assessment is not paid in a single installment, the municipal treasurer shall annually mail to the owner of any right-of-way and, as long as the property is publicly owned, to the owner of any public property a notice stating that an installment is due and should be paid to the municipal treasurer of the municipality which levied the special assessment. The municipality may collect the amount due on account of the right-of-way of any railroad or privately owned public utility by distress and sale of personal property in the manner provided by law in case of taxes levied upon personal property or by suit brought to enforce the collection of this indebtedness unless a different method of collecting such amounts is provided for by any contract between the owner of any right-of-way and the municipality.

Subd. 5. Special assessments; administrative expenses. Notwithstanding any general or special law to the contrary, a municipality shall pay to the county auditor all administrative expenses incurred by the county under subdivision 3 for each special assessment of any local improvement certified by the municipality to the county auditor.

History: 1953 c 398 s 6; 1955 c 811 s 2; 1957 c 510 s 2; 1957 c 699 s 1; 1961 c 77 s 1; 1961 c 525 s 5-7; 1963 c 771 s 2-4; 1965 c 877 s 3; 1969 c 1045 s 1; 1969 c 1095 s 1; 1974 c 314 s 2; 1976 c 195 s 2; 1976 c 324 s 18; 1980 c 509 s 164; 1980 c 560 s 5; 1980 c 607 art 11 s 1,2; 1984 c 478 s 2; 1984 c 543 s 50; 1Sp1985 c 16 art 1 s 3; 1986 c 315 s 2; 1986 c 444; 1986 c 473 s 10,11; 1987 c 344 s 3; 1987 c 386 art 6 s 2; 1991 c 342 s 8; 1993 c 375 art 5 s 33; art 17 s 17; 2005 c 4 s 106

429.07 [Repealed, 1953 c 398 s 13]

429.071 SUPPLEMENTAL ASSESSMENTS; REASSESSMENT.

Subdivision 1. **Supplemental assessments.** The council may make supplemental assessments to correct omissions, errors, or mistakes in the assessment relating to the total cost of the improvement or any other particular. A supplemental assessment shall be preceded by personal or mailed notice to the owner of each parcel included in the supplemental assessment and a hearing as provided for the original assessment.

Subd. 2. **Reassessment.** When an assessment is, for any reason whatever, set aside by a court of competent jurisdiction as to any parcel or parcels of land, or in event the council finds that the assessment or any part thereof is excessive or determines on advice of the municipal attorney that the assessment or proposed assessment or any part thereof is or may be invalid for any reason, the council may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.

Subd. 3. **Reapportionment upon land division.** When a tract of land against which a special assessment has been levied is thereafter divided or subdivided by plat or otherwise, the council may, on application of the owner of any part of the tract or on its own motion equitably apportion among the various lots or parcels in the tract all the installments of the assessment against the tract remaining unpaid and not then due if it determines that such apportionment will not materially impair collection of the unpaid balance of the original assessment against the tract. The council may, and if the special assessment has been pledged to the payment of improvement warrants shall, require the owner or owners, as a condition of such apportionment, to furnish a satisfactory surety bond fully protecting the municipality against any loss resulting from failure to pay any part of the reapportionment assessment when due. Notice of such apportionment and of the right to appeal shall be mailed to or personally served upon all owners of any part of the tract. Within 30 days after the mailing or service of the notice of such apportionment any such owner may appeal as provided in section 429.081.

Subd. 4. **Reassessment, tax-forfeited land.** When a parcel of tax-forfeited land is returned to private ownership and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the municipality that made the improvement may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to the parcel in an amount equal to the amount remaining unpaid on the original assessment.

History: 1953 c 398 s 7; 1957 c 366 s 1; 1961 c 525 s 8; 1965 c 877 s 4; 1976 c 259 s 1

429.08 [Repealed, 1953 c 398 s 13 subd 1]

429.081 APPEAL TO DISTRICT COURT.

Within 30 days after the adoption of the assessment, any person aggrieved, who is not precluded by failure to object prior to or at the assessment hearing, or whose failure to so object is due to a reasonable cause, may appeal to the district court by serving a notice upon the mayor or clerk of the municipality. The notice shall be filed with the court administrator of the district court within ten days after its service. The municipal clerk shall furnish appellant a certified copy of objections filed in the assessment proceedings, the assessment roll or part complained of, and all papers necessary to present the appeal. The appeal shall be placed upon the calendar of the next general term commencing more than five days after the date of serving the notice and shall be tried as other appeals in such cases. The court shall either affirm the assessment or set it aside and order a reassessment as provided in section 429.071, subdivision 2. If appellant does not prevail upon the appeal, the costs incurred shall be taxed by the court and judgment entered therefor. All

objections to the assessment shall be deemed waived unless presented on such appeal. This section provides the exclusive method of appeal from a special assessment levied pursuant to this chapter.

History: 1953 c 398 s 8; 1961 c 525 s 9; 1978 c 749 s 2; 1980 c 607 art 11 s 3; 1Sp1986 c 3 art 1 s 82

429.09 [Repealed, 1953 c 398 s 13]

429.091 FINANCING.

Subdivision 1. **Authority.** At any time after one or more improvements are ordered as contemplated in section 429.031, the council may issue obligations in such amount as it deems necessary to defray in whole or in part the expense incurred and estimated to be incurred in making the improvement or improvements, including every item of cost of the kinds authorized in section 475.65. In the event of any omission, error, or mistake in any of the proceedings required precedent to the ordering of any improvement, the validity of the obligations shall not be affected thereby. The council shall cause all further actions and proceedings to be taken with due diligence that are required for the construction of each improvement financed wholly or partly from the proceeds of obligations issued hereunder, and for the final and valid levy of special assessments and the appropriation of any other funds needed to pay the obligations and interest thereon when due.

Subd. 2. **Types of obligations permitted.** The council may by resolution adopted prior to the sale of obligations pledge the full faith, credit, and taxing power of the municipality for the payment of the principal and interest. Such obligations shall be called improvement bonds and the council shall pay the principal and interest out of any fund of the municipality when the amount credited to the specified fund is insufficient for the purpose and shall each year levy a sufficient amount to take care of accumulated or anticipated deficiencies, which levy shall not be subject to any statutory or charter tax limitation. Obligations for the payment of which the full faith and credit of the municipality is not pledged shall be called assessment revenue notes or, in the case of bonds for fire protection, revenue bonds and shall contain a promise to pay solely out of the proper special fund or funds pledged to their payment. It shall be the duty of the municipal treasurer to pay maturing principal and interest on warrants or revenue bonds out of funds on hand in the proper funds and not otherwise.

Subd. 3. **Method of issuance.** All obligations shall be issued in accordance with the provisions of chapter 475, except as provided in this subdivision.

An election shall be required for bonds if less than 20 percent of the cost of the improvement to the municipality is to be assessed against benefited property.

If the full faith, credit, and taxing power of the municipality is not pledged and the bonds are issued to finance a fire protection system, a public sale shall not be required and the obligations may

(1) mature at any time or times within 30 years from date of issue; or 40 years or the useful life of the asset, whichever is less, for municipal water and wastewater treatment systems and essential community facilities financed or guaranteed by the United States Department of Agriculture;

(2) mature in the amount or amounts;

(3) be sold at a price equal to the percentage of their par value, plus accrued interest; and

(4) bear interest at the rate or rates,

as agreed by the purchaser and the municipality, notwithstanding any limitation of interest rate or cost or of the amounts of annual maturities contained in any other law.

The maturities shall be such as in the opinion of the council are warranted by the anticipated collections of assessments and ad valorem levies for the municipality's share of the cost; except that the council may in its discretion issue and sell temporary improvement bonds maturing and subject to further conditions as set forth in subdivision 5. All obligations shall state upon their face the purpose of the issue and the fund from which they are payable. The amount of any obligations issued hereunder shall not be included in determining the net indebtedness of any municipality under the provisions of any law limiting such indebtedness.

Subd. 4. Funds. The proceeds from the sale of each issue of obligations and from collections of special assessments levied and other moneys appropriated for each improvement to be financed wholly or partly from such proceeds shall be credited to a separate construction fund which shall be used solely to defray expenses of such improvements and payment of principal and interest due upon the obligations prior to completion and payment of all costs of the improvements so financed. Any balance of the proceeds of bonds remaining therein may be used to pay the cost, in whole or in part, of any other improvement instituted pursuant to this chapter. A separate account shall be maintained in the construction fund to record expenditures for each improvement, and when the total cost thereof has been paid all subsequent collections of special assessments levied for the improvement shall be credited and paid into the debt service fund for the obligations issued to finance the improvement, as provided in section 475.61. Any taxes levied for improvements financed by an issue of obligations shall be credited directly to the debt service fund.

Subd. 5. Temporary improvement bonds. In anticipation of the issuance of improvement bonds, the council may by resolution issue and sell temporary improvement bonds maturing within not more than three years from their date of issue to pay any part or all of the cost of one or more improvements. To the extent that the principal of and interest on the temporary improvement bonds cannot be paid when due from receipts of special assessments, taxes, or other funds appropriated for the purpose, they shall be paid from the proceeds of improvement bonds or additional temporary improvement bonds which the council shall offer for sale in advance of their maturity but the indebtedness funded by an issue of temporary improvement bonds shall not be extended by the issue of additional temporary improvement bonds for more than six years from the date of the first issue. The holders of any temporary improvement bonds shall have and may enforce, by mandamus or other appropriate proceedings, all rights respecting the levy and collection of sufficient special assessments and taxes to pay the cost of the improvements financed by them which are granted by law to holders of improvement bonds, except the right to require the levies to be collected prior to the maturity of the temporary improvement bonds. If any temporary improvement bonds are not paid in full at maturity, the holders may require the issuance in exchange for them, at par, of new temporary improvement bonds maturing within one year from their date of issue (but not subject to any other maturity limitation), and bearing interest at the maximum rate permitted by law.

Subd. 6. Investment of other municipal funds. Funds of a municipality may be invested in its temporary improvement bonds in accordance with the provisions of section 118A.04, and may be purchased upon their initial issue, but shall be purchased only from funds which the council determines will not be required for other purposes before the maturity date, and shall be resold before maturity only in case of emergency. If purchased from a debt service fund securing other bonds, the holders of those bonds may enforce the municipality's obligations on the temporary improvement bonds in the same manner as if they held the temporary improvement bonds.

Subd. 7. General obligation temporary improvement bonds. The council may by resolution adopted prior to the sale of any temporary improvement bonds pledge the full faith, credit, and taxing power of the municipality for the payment of the principal and interest, in addition to all provisions made for their security in subdivision 5. In this event the bonds shall be designated as general obligation temporary improvement

bonds, and the council shall levy taxes for their payment in accordance with section 475.61. Proceeds of improvement bonds or temporary improvement bonds not yet sold may be treated as pledged revenues, in reduction of the tax otherwise required by section 475.61 to be levied prior to delivery of the obligations.

Subd. 7a. **Revolving fund bonds.** The council may by resolution establish a revolving fund for the payment of the costs of any improvement or any waterworks systems, sewer systems, or storm sewer systems described in section 444.075, the costs of facilities to maintain streets and water, sewer, and storm sewer systems and for the payment of any obligations issued to pay the costs of the facilities and systems referred to in this subdivision or to refund obligations issued for those purposes. The council may create within the revolving fund a separate construction account into which the municipality may deposit the proceeds of any obligations payable from the fund, the proceeds of any special assessments collected with respect to any improvement, any net revenues of a waterworks, sewer system, or storm sewer system described in section 444.075 or any other available funds of the municipality appropriated to it. Amounts on deposit in the construction account may be used to pay the costs of any improvement or any waterworks, sewer system, or storm sewer system described in section 444.075 or any street or water, sewer, or storm sewer maintenance facilities. No funds may be expended for an improvement unless at least 20 percent of the costs of each such improvement is to be assessed against benefited property. No funds may be expended for a waterworks, sewer system, or storm sewer system, other than a sewer system described in section 115.46, or maintenance facilities unless the council estimates that the costs will be recovered from the net revenues of the system or any combined waterworks, sewer systems, or storm sewer systems operated by the municipality. The council may also create a separate debt service account within the revolving fund for the payment of principal of and interest on any obligations payable therefrom. Notwithstanding subdivision 4, the council is not required to pledge any particular assessments or other revenues to the payment of the obligations. Collections of special assessments or net revenues may be deposited in either the construction account or the debt service account as the council or an officer designated by the council may determine, having due regard for anticipated collections of special assessments and net revenues from improvements or waterworks, sewer systems, or storm sewer systems financed in whole or in part from the construction account, and taxes levied for the payment of the obligations. The council may issue obligations that are payable primarily from the debt service account for the purpose of providing funds to defray in whole or in part any expenses incurred or estimated to be incurred in making the improvement or improvements or in constructing the waterworks, sewer system, or storm sewer system, including every item of cost of the kinds authorized by section 475.65, and street and water, sewer, and storm sewer maintenance facilities or to refund obligations previously issued under this section or section 115.46 or 444.075. The obligations may be general obligations to which the full faith and credit of the municipality are pledged. If the special assessments to be levied and net revenues estimated to be available for their payment are estimated to be at least 20 percent of the principal amount of the obligations, the obligations may be issued without an election and shall not be included in determining the net indebtedness of the municipality under the provisions of any law limiting net indebtedness. The cost of a maintenance facility that may be financed under this subdivision is limited only to the portion of the facility that is fairly allocable to the maintenance of streets and water, sewer, and storm sewer systems.

Subd. 8. **Application; limitations under federal tax law.** Sections 474A.01 to 474A.21 apply to any issuance of obligations under this section which are subject to limitation under a federal tax law as defined in section 474A.02, subdivision 8.

History: 1953 c 398 s 9; 1955 c 811 s 3-5; 1957 c 385 s 1; 1965 c 877 s 5; 1976 c 324 s 19-21; 1981 c 171 s 1-4; 1984 c 548 s 6; 1984 c 582 s 5,6,23; 1984 c 591 s 4,5; 1984 c 633 s 4; 1Sp1985 c 14 art 8 s 63; 1986 c 465 art 1 s 3; 1987 c 344 s 4,5; 1992 c 545 art 2 s 4; 1996 c 297 s 1; 1996 c 399 art 2 s 12; 2000 c 260 s 57; 2001 c 214 s 11

429.10 [Repealed, 1953 c 398 s 13]

429.101 UNPAID SPECIAL CHARGES MAY BE SPECIAL ASSESSMENTS.

Subdivision 1. **Ordinances.** (a) In addition to any other method authorized by law or charter, the governing body of any municipality may provide for the collection of unpaid special charges as a special assessment against the property benefited for all or any part of the cost of:

- (1) snow, ice, or rubbish removal from sidewalks;
- (2) weed elimination from streets or private property;
- (3) removal or elimination of public health or safety hazards from private property, excluding any structure included under the provisions of sections 463.15 to 463.26;
- (4) installation or repair of water service lines, street sprinkling or other dust treatment of streets;
- (5) the trimming and care of trees and the removal of unsound trees from any street;
- (6) the treatment and removal of insect infested or diseased trees on private property, the repair of sidewalks and alleys;
- (7) the operation of a street lighting system;
- (8) the operation and maintenance of a fire protection or a pedestrian skyway system;
- (9) inspections relating to a municipal housing maintenance code violation;
- (10) the recovery of any disbursements under section 504B.445, subdivision 4, clause (5), including disbursements for payment of utility bills and other services, even if provided by a third party, necessary to remedy violations as described in section 504B.445, subdivision 4, clause (2); or
- (11) [Repealed, 2004 c 275 s 5]
- (12) the recovery of delinquent vacant building registration fees under a municipal program designed to identify and register vacant buildings.

(b) The council may by ordinance adopt regulations consistent with this section to make this authority effective, including, at the option of the council, provisions for placing primary responsibility upon the property owner or occupant to do the work personally (except in the case of street sprinkling or other dust treatment, alley repair, tree trimming, care, and removal, or the operation of a street lighting system) upon notice before the work is undertaken, and for collection from the property owner or other person served of the charges when due before unpaid charges are made a special assessment.

(c) A home rule charter city, statutory city, county, or town operating an energy improvements financing program under section 216C.436 or 216C.437 has the authority granted to a municipality under paragraph (a) with respect to energy improvements financed under that section.

Subd. 2. **Procedure for assessment.** Any special assessment levied under subdivision 1 shall be payable in a single installment, or by up to ten equal annual installments as the council may provide, except that a special assessment made under an energy improvements financing program under subdivision 1, paragraph (c), may be repayable in up to 20 equal installments. With these exceptions, sections 429.061, 429.071, and 429.081 shall apply to assessments made under this section.

Subd. 3. **Issuance of obligations.** (a) After a contract for any of the work enumerated in subdivision 1 has been let, or the work commenced, the council may issue obligations to defray the expense of any such work financed in whole or in part by special charges and assessments imposed upon benefited property under this section.

(b) Section 429.091 shall apply to such obligations with the following modifications:

(1) such obligations shall be payable not more than two years from the date of issuance;

(2) the amount of such obligations issued at one time in a municipality shall not exceed the cost of such work during the ensuing six months as estimated by the council;

(3) a separate improvement fund shall be set up for each of the enumerated services referred to in subdivision 1 and financed under this section.

(c) Proceeds of special charges as well as special assessments and taxes shall be credited to such improvement fund.

History: 1953 c 398 s 10; 1955 c 811 s 6; 1963 c 771 s 5; 1965 c 323 s 2; 1973 c 337 s 1; 1974 c 340 s 1,2; 1984 c 548 s 7; 1984 c 582 s 7; 1984 c 591 s 6; 1984 c 633 s 5; 1986 c 444; 1Sp2003 c 21 art 11 s 29; 2004 c 275 s 2; 2008 c 366 art 6 s 42; 2010 c 216 s 22; 2013 c 85 art 8 s 6; 2018 c 155 s 36

429.11 [Repealed, 1953 c 398 s 13]

429.111 CHARTER PROVISIONS, EFFECT.

Any city operating under a home rule charter may proceed either under this chapter or under its charter in making an improvement unless a home rule charter or amendment adopted after April 17, 1953, provides for making such improvement under this chapter or under the charter exclusively.

History: 1953 c 398 s 11; 1955 c 811 s 7; 1976 c 44 s 39

429.12 [Repealed, 1953 c 398 s 13]

429.13 [Repealed, 1953 c 398 s 13]

429.14 [Repealed, 1953 c 398 s 13]

429.15 [Repealed, 1953 c 398 s 13]

429.16 [Repealed, 1953 c 398 s 13]

429.17 [Repealed, 1953 c 398 s 13]

429.18 [Repealed, 1953 c 398 s 13]

429.185 [Repealed, 1949 c 314 s 3]

429.19 [Renumbered 429.035]

429.20 [Renumbered 429.036]

429.21 [Repealed, 1953 c 398 s 13]

429.22 [Repealed, 1953 c 398 s 13]

429.23 [Repealed, 1953 c 398 s 13]

429.24 [Repealed, 1953 c 398 s 13]

429.25 [Repealed, 1953 c 398 s 13]

429.27 [Repealed, 1953 c 398 s 13]

429.28 [Repealed, 1953 c 398 s 13]

429.29 [Repealed, 1953 c 398 s 13]

429.30 [Renumbered 435.36, subdivision 1]

429.31 [Renumbered 435.36, subd 2]



SPECIAL ASSESSMENTS POLICY AND PROCEDURES FOR PUBLIC IMPROVEMENTS AND MAINTENANCE COSTS

- SECTION 1. General Policy Statement.
- SECTION 2. Improvements and Maintenance Costs Eligible for Special Assessment.
- SECTION 3. Initiation of Public Improvement Projects.
- SECTION 4. Public Improvement Procedures.
- SECTION 5. Financing of Public Improvements.
- SECTION 6. General Assessment Policies.
- SECTION 7. Methods of Assessment.
- SECTION 8. Standards for Public Improvement Projects.
- SECTION 9. Policies of Reassessment.
- SECTION 10. Assessment Computations.
- SECTION 11. Deferment of Assessments.

SECTION 1. GENERAL POLICY STATEMENT.

The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements. The procedures used by the City for levying special assessments are those specified by the City Charter and Minnesota Statutes Chapter 429, which provide that all or a part of the cost of improvements may be assessed against benefiting properties.

Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending an improvement past or through a particular parcel is not the controlling factor in determining the amount to be assessed. However, in many cases the method for assigning the value of the benefit received by the improvement, and therefore the amount to be assessed, will focus on calculating the proportionate cost of providing the improvement, provided the cost does not exceed the increase in property market value resulting from the improvement. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event City staff has doubt as to whether the costs of the project may exceed the special benefits to the property, the City Council may obtain such appraisals as may be necessary to support the proposed assessment.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the policy or unique circumstances or situations that may require special consideration and discretion by City staff and the City Council.

SECTION 2. IMPROVEMENTS AND MAINTENANCE COSTS ELIGIBLE FOR SPECIAL ASSESSMENT.

Subd. 1. Public improvements, and related acquisition, construction, extension, and maintenance of such improvements, authorized by Minnesota Statutes, Sections 429.021 and 459.14, subd. 7, that are eligible for special assessment within the City include the following:

1. Streets, sidewalks, pavement, curbs and gutters, including the beautification thereof.
2. Parking lots.
3. Water works systems and appurtenances, within and without the corporate limits.
4. Sanitary sewer and storm sewer systems including appurtenances, within and without the corporate limits.
5. Street boulevard trees.
6. Street lights, street lighting systems and special lighting systems.
7. Steam heating mains.
8. Parks, playgrounds, and recreational facilities, including the purchase of equipment, within or without the corporate limits.
9. Abatement of nuisances, including but not limited to, draining and filling swamps, marshes, and ponds on public and private property.
10. Dikes and other flood control works.
11. Retaining walls and area walls.
12. A pedestrian skyway system upon a petition pursuant to section 429.031, subdivision 3.
13. Underground pedestrian concourses.
14. Public malls, plazas or courtyards.
15. District heating systems.
16. Fire protection systems in existing buildings upon a petition pursuant to section 429.031, subdivision 3.
17. Highway sound barriers.
18. Gas and electric distribution facilities.

Subd. 2. The City is also authorized by ordinance adopted pursuant to Minnesota Statutes Section 429.101 to recover, through special assessment, certain costs, including the following:

1. Snow, ice, or rubbish removal from sidewalks.
2. Weed elimination from streets or private property.
3. Removal or elimination of public health or safety hazards from private property excluding any structure included under the provisions of Minnesota Statutes, sections 463.15 to 463.26.
4. Installation or repair of water service lines, street sprinkling, sweeping, or other dust treatment of streets.
5. The trimming and care of trees and the removal of unsound trees from any street.
6. The treatment and removal of insect infested or diseased trees on private property.
7. The repair of sidewalks and alleys.
8. The operation of a street lighting system.
9. The operation and maintenance of a fire protection or a pedestrian skyway system.

SECTION 3. INITIATION OF PUBLIC IMPROVEMENT PROJECTS.

Public improvement projects can be initiated in the following ways.

1. Public improvement projects may be initiated by petition of owners of not less than 50% in frontage of the property abutting the proposed improvement in accordance with the provisions of Section 8.4.2 of the City Charter.
2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required and is in accordance with the provisions of Chapter 8 of the City Charter.
3. A resolution ordering any improvements initiated by the Council requires a four-fifths majority vote of all members of the Council. A resolution ordering any improvements petitioned for by owners of not less than 50% of abutting property owners requires a majority vote of all members of the Council. A resolution ordering any improvements initiated by all owners of abutting property, and assessing the entire cost against their property, may be adopted without a public hearing. The Council may consider the request of a Developer to construct the improvements and assess them.

SECTION 4. PUBLIC IMPROVEMENT PROCEDURE.

The following is the general procedure followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City. **Applicable state law and City Charter provisions take precedence over the following general procedure.**

1. Staff reviews the petition or Developer's request for submission to Council.
2. Council accepts or rejects the petition or request. If based upon a petition, the Council adopts a resolution declaring whether the required percentage of property owners signed the petition. If the petition or request is accepted, Council orders the preparation of a feasibility report.
3. Staff prepares the feasibility report. The report shall preliminarily evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the cost of the improvement as proposed. Council may refer the report to the Planning and Zoning Commission.
4. Council accepts or rejects the feasibility report. If accepted, Council orders a public hearing on the improvements.
5. Staff posts and publishes the hearing notice and mails notices to affected property owners as provided in Minn. Stat. § 429.031(a).
6. Council conducts a public hearing.
7. Within six (6) months of the hearing date, but no sooner than sixty (60) days after per City Charter § 8.4.1, Council adopts or rejects a resolution ordering the improvement to be constructed and advertisement of bids. If adopted, staff prepares final plans, advertises for and opens bids as provided in Minn. Stat. § 429.041, prepares a bid tabulation, makes a recommendation to City Council for award, and prepares a proposed assessment roll. Bonds to finance project costs may be issued at any time after the improvements are ordered.

8. Council reviews the proposed assessment roll and orders an assessment hearing.
9. Staff publishes a hearing notice and mails notice of the hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. § 429.061.
10. Council conducts the assessment hearing and adopts, revises, or rejects the resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor.
11. Council awards contracts based on the bids received.
12. Staff certifies the assessment roll to the County Auditor.
13. Staff supervises construction and prepares payments.

SECTION 5. FINANCING OF PUBLIC IMPROVEMENTS.

The City encourages public improvement projects when the area benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owners.

Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing assessment is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time can cause an undue hardship on the City.

It is the policy of the City to not defer assessments except in cases where hardship to senior citizens 65 years of age or older, or persons retired by virtue of a permanent and total disability, would result. Also, the City Council may elect to defer assessments on undeveloped land for a specified length of time or until the lands are developed. Terms and conditions of any such deferral will be established in the resolution adopting the assessments.

SECTION 6. GENERAL ASSESSMENT POLICIES APPLICABLE TO ALL TYPES OF IMPROVEMENTS.

The cost of any improvement shall be assessed based upon benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. **Project Cost.** The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement (direct costs), plus engineering, legal, administrative, financing and other contingent costs, including acquisition of right-of-way and other property (indirect costs). The finance charges include all costs of financing the project. These costs include, but are not limited to, financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.

2. **City Cost.** The “city cost” of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by the improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such “city cost.”
3. **Assessable Cost.** The “assessable cost” of an improvement is equal to the “project cost” minus the “city cost.”
4. **Interest.** The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be equal to the interest rate of the bonds plus 2% (2% above bond rate), rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at the U.S. Treasury rate (10-year for 10 year assessment; 15-Year for 15 year assessment) plus 2 percentage points.
5. **Prepayment.** Property owners may pay their assessments in full, interest free, for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel that are to become due in the following year.
6. **Extensions.** Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future extension immediately based on the value of benefit received.
7. **Project Assistance.** If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used first to reduce the “city cost” of the improvement. If the financial assistance received is greater than the “city cost,” the remainder of the aid will be placed in the Public Improvement Revolving Fund to be applied towards other City projects.
8. **Assessable Property.** Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
9. **Individual Benefits.** The City may construct improvements specifically designed for or shown to be of benefit solely to one or more properties. The costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example would be utility service lines running from the main lines to the property.
10. **Benefit Appraisals.** In the event that City staff has doubt as to whether the proposed assessments exceed the special benefits to the property(ies) in question, the City Council may order benefit appraisals or benefit appraisal consultations as deemed necessary to support the proposed assessments. As a general rule, benefit appraisals or benefit appraisal consultations may be ordered when the proposed assessment exceeds \$5,000 for a standard city street

reconstruction project on a residential lot, or \$20,000 per acre for commercial or industrial property.

11. **Condemnation Awards.** A property owner may elect to offset special assessments against condemnation awards. In such case, the property owner must execute an agreement (Net Assessment Agreement) with the City.
12. **Subgrade Corrections.** All costs relative to subgrade soil corrections deemed necessary to construct or reconstruct City streets will be considered a “city cost” and will not be assessed.
13. **Rural to Urban Conversion.** All costs relative to converting an existing rural street section to an urban street section by filling roadside drainage ditches and adding curb and gutter and storm sewer will be considered a “city cost” and will not be assessed.
14. **Oversizing.** All costs relative to oversizing an existing City street by increasing the width of the street and/or the load carrying capacity of the pavement section will be considered a “city cost” and will not be assessed.

SECTION 7. METHODS OF ASSESSMENT.

Subd. 1. General Statement. There are three different methods of assessment: adjusted front footage, area, and per lot. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculating the assessments along with other applicable assessment criteria.

Subd. 2. Policy Statement. The following methods of assessment, as described and defined below, are hereby established as the preferred methods of assessment in the City.

A. “Adjusted Front Footage” Method of Assessment.

The “adjusted front footage” method of assessment is based on the quotient of the “assessable cost” divided by the total assessable frontage benefiting from the improvement. This method is typically applied to commercial, industrial, and multi-family residential properties. For the purpose of determining the “assessable frontage,” all properties, including those owned by governmental entities, shall have their frontages included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an “adjusted front footage” will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted.

1. *Rectangular Interior Lots.* The rectangular lot is defined as having no more than 2 feet of difference between the front and rear lot lines. The adjusted front footage is the actual front footage of the lot. For rectangular lots whose frontage is greater than its depth, the “odd shaped lot” method shall be used.

2. *Odd Shaped Lots.* For odd shaped lots such as exist on cul-de-sacs and curved streets where there is more than 2 feet of difference between the front and rear lot lines, and where the lots frontage is greater than its depth, the “odd shaped lot” method of determining the adjusted front footage shall be used. The adjusted front footage shall be computed by dividing the area of the lot by 12,000 square feet to determine the equivalent number of front footage units in the parcel. The number of units multiplied by 65 feet will give the adjusted front footage.
3. *Corner Lot Adjustment.* For street and trail assessments, the short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage. Sanitary sewer and watermain will only be assessed on the short side of a corner lot.
4. *Zonal Assessment.* When the street along the long side of a corner lot is improved, the cost shall be assessed equally to all lots within ½ block in each direction of the street improved. This method may be selected rather than the “corner lot adjustment”.
5. *Double Fronting Lots.* When a lot has frontage on two streets, the lot is subject to assessments for improvements to both streets, consistent with this policy, regardless of the timing of the improvements.

B. “Area” Method of Assessment.

The “area” method of assessment is based on the number of square feet or acres within the boundaries of the appropriate property lines of the parcels benefiting from the project. This method is most often applied to commercial and industrial lots. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot depth for the calculations equal to the benefit received.

All properties included in the benefited area, including those owned by governmental entities, churches, etc., shall be assessable. The following items may not be included in area calculations: public right-of-ways, and natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources or the City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

C. “Per Lot” Method of Assessment.

The “per lot” method of assessment is based on equal assessment of all lots within the benefited area. This method is typically applied to single-family residential lots with similar sizes and configurations. The “assessment per lot” shall be the quotient of the “assessable cost” divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the “lots” or “parcels” all parcels, including those owned by governmental entities, shall be included in such calculations.

SECTION 8. STANDARDS FOR PUBLIC IMPROVEMENT PROJECTS.

The following standards are hereby established by the City to provide a uniform guide for improvements within the City.

A. Surface Improvements

Surface improvements shall normally include all improvements visible on or above the ground within the right-of-way, and include, but are not limited to, trees, lighting, sidewalks, trails, signing, street and accessory improvements such as drainage ponds and facilities, parking lots, parks and playgrounds. Surface improvements shall also normally include aggregate or granular base materials for bituminous and concrete pavements.

Policy Statement. Prior to construction or completion of surface improvements, all utilities and utility service lines (including sanitary sewers, storm sewers, water lines, gas and electric service) shall be installed to all planned service locations such as residences or buildings.

When practicable, no surface improvements to less than both sides of a full block of street shall be approved except as necessary to complete partially completed improvements initiated previously. Concrete or bituminous curbing, or concrete curb and gutter, shall be installed at the same time as street surfacing.

B. Sub-Surface Improvements

Sub-surface improvements shall normally include such items as water distribution, sanitary sewer and storm sewer lines and appurtenant infrastructure, and electric and gas utilities.

Main lines are the publicly owned and maintained lines or facilities such as trunk lines, interceptors, mains, and laterals. Service lines are those privately owned lines or facilities extending from the main line to the property line.

Policy Statement. Sub-surface improvements shall be made to serve current and projected land use. All installations shall conform to applicable standards established by local, state and/or federal agencies of competent jurisdiction. All installations shall also comply, to the maximum extent feasible, with nationally recognized standards such as those of the American Insurance Association.

Service lines from the lateral or trunk utility to the property line of all planned service locations such as residences or buildings on properties whose owner has requested service shall be installed in conjunction with the construction of the mains.

C. Subgrade Improvements

Subgrade improvements shall normally include such items as subgrade corrections (removing layers/pockets of unsuitable soils and replacing them with aggregate base, select granular material, or other more suitable soils) and installation of geotextile fabrics.

Policy Statement. Prior to construction or completion of subgrade improvements, all utilities and utility service lines (including sanitary sewers, storm sewers, water lines, gas and electric service) shall be installed to all planned service locations such as residences or buildings.

SECTION 9. POLICIES OF REASSESSMENT.

The City shall design public improvements to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering improvement and preparation of plans.

Policy Statement

The following are the “life expectancies” or “service lives” of public improvements except as may be otherwise stated in the resolution ordering improvement and preparation of plans.

1. Sidewalks and Trails – 30 years.
2. Street improvements, including surfacing and curb and gutter – 60 years.
3. Ornamental street lighting – 30 years.
4. Water Mains – 60 years.
5. Sanitary Sewers – 60 years.
6. Storm Sewers – 60 years.

SECTION 10. ASSESSMENT COMPUTATIONS.

The following is the typical city assessment for various specified improvements. The City Council reserves the right to vary from the following computations when conditions warrant. All computations are subject to the criteria set forth in Section 1.

A. Street and Curb and Gutter Improvements

1. **New Construction.** New streets are assessed 100% to the abutting benefited properties. Street and curb and gutter improvements will normally be assessed by the adjusted front footage method for commercial, industrial and multi-family residential properties, or by the per lot method for single-family residential properties, however other methods including the area method may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the minimum design of 7-ton axle load in residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs that are incurred in excess of the above may be paid by: (1) State funds, (2) larger assessment rates to other benefited properties, (3) general obligation funds, or (4) any other method or combination of methods authorized by the City Council.
2. **Reconstruction and Overlays.** Street reconstructions and overlays, including the associated removal and replacement of curb and gutter, are assessed 25% to the abutting benefited properties or as otherwise determined by Council ordered benefit appraisals.
3. **Gravel Streets.** Upgrading existing gravel streets by adding pavement, curb and gutter, and storm sewer are assessed 50% to the abutting benefited properties or as otherwise determined by Council ordered benefit appraisals.
4. **Seal Coats.** Sealcoats are not assessed.
5. **Alleys.** Upgrading existing gravel alleys by adding pavement is assessed 50% to all lots abutting on the alley in the block being improved or as otherwise determined by Council ordered benefit appraisals. Reconstructing existing paved alleys is 25% assessed to all lots abutting on the alley or as otherwise determined by Council ordered benefit appraisals.

B. Sidewalks and Trails

1. ***New Construction.*** New sidewalks and trails are not assessed to the abutting property on which the sidewalk is located, but rather are funded 100% by the City. In new subdivisions, the City will require the developer to finance sidewalk and trail improvements rather than assessing the cost.
2. ***Reconstruction.*** Replacement sidewalks are assessed 25% to the abutting property owner and 75% City funded.

C. Storm Sewer Improvements

Storm sewers are assessed on a project-by-project basis. Storm sewers in new subdivisions are considered an assessable improvement on an area basis.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area storm sewer charges are levied to all unplatted property at the time of platting, to re-plats that have not been charged trunk area charges when the land was originally platted, and to re-plats that have been charged trunk area charges when the land was originally platted but where the use is increasing (only the cost difference based on current and prior use is charged). The charges will be set in the annual fee schedule approved by the City Council.

Normally, storm sewers are assessed on an area basis (square foot or acres), but in certain situations the per lot method or adjusted front footage method may be utilized at the City Council's discretion.

The replacement of existing storm sewers is paid for entirely through the Stormwater Utility Fund.

D. Sanitary Sewer Assessments

Assessments for sanitary sewer in residential areas are based upon the cost of construction of 8-inch mains, which is the smallest size installed in residential areas of the City. Assessments for sanitary sewers in commercial and industrial areas are based upon a standard size of 12-inch mains. Sanitary sewer assessments must conform to Chapter 8 of the City Charter.

Oversizing costs due to larger mains and larger appurtenances will be paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area sanitary sewer charges shall be levied on all un-platted property at the time of platting and on re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule approved by the City Council. Services installed to individual properties are assessed to the benefiting property as allowed under Chapter 8 of the City Charter.

Normally, sanitary sewers are assessed on an area basis (square foot or acres), but in certain situations the per lot method or adjusted front footage method may be utilized at the City Council's discretion.

Lateral benefit from major trunk sewers or interceptors is assessed to the properties benefited by the sewer. Any oversizing cost is assessed as described above.

The replacement of existing sewers is funded entirely by the City through the sewer enterprise funds.

Individual sanitary sewer service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing private sanitary services, but do not have mainline sewers adjacent to, across or abutting their property lines pay 0% of the assessment rate for the new mainline sanitary sewer, and 100% of the cost associated with replacing the service lines.

Any existing sanitary sewer service lines found to be defective as part of a project are replaced as part of the project and are assessed to the benefiting property as allowed under Chapter 8 of the City Charter.

Property owners electing to connect to City sewer during street reconstruction projects will receive a credit to offset those costs that would have been incurred by the City to reconstruct the street and boulevard after connecting to City sewer if the street were not being reconstructed. The amount of the credit will be set in the annual fee schedule approved by the City Council. Connecting to City sewer requires a City water connection.

E. Watermain Assessments

Assessments for watermains in residential areas are based upon the cost of construction of 8-inch mains, which is the smallest size installed in residential areas of the City. Assessments for watermains in commercial and industrial areas are based upon the standard size of 12-inch mains. Watermain assessments must conform to Chapter 8 of the City Charter.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area water charges shall be levied on all un-platted property at the time of platting and on re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule approved by the City Council. Services installed to individual properties shall be fully assessed to the benefiting property.

Normally, watermains are assessed on a per lot basis, but in certain situations the area or adjusted front footage method may be utilized at the City Council's discretion.

The replacement of existing watermains is funded entirely by the City through the water enterprise funds.

Lateral benefit from major trunk watermains is assessed to properties benefited by the watermain. Lateral watermain assessments are based on the costs for an equivalent 8-inch diameter watermain for residential properties and for an equivalent 12-inch diameter watermain for commercial/industrial properties.

Individual water service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing private water services, but do not have

mainline watermains adjacent to, across or abutting their property lines pay 0% of the assessment rate for the new watermain but 100% of the cost associated with replacing their service lines.

Any existing water service lines found to be defective as part of the project, are replaced as part of the project and are assessed directly to the benefiting property as allowed under Chapter 8 of the City Charter.

Property owners electing to connect to City water during street reconstruction projects will receive a credit to offset those costs that would have been incurred by the City to reconstruct the street and boulevard after connecting to City water if the street were not being reconstructed. The amount of the credit will be set in the annual fee schedule approved by the City Council.

F. Street Boulevard Trees

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

G. Street Lights

All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets are included in the overall project costs and included in the assessment calculations, unless otherwise directed by the City Council. In new subdivisions, the City will require the developer to finance street light improvements rather than assessing the cost.

H. Other Improvements

Based on the City Council's determination, any other eligible improvements may be fully assessed or assessed in part.

SECTION 11. DEFERMENT OF SPECIAL ASSESSMENTS.

Subd. 1. The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability, and the City Clerk is hereby authorized to record the deferment of special assessments where all of the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be 65 years of age or older or retired by virtue of permanent and total disability at the time the assessment is adopted.
3. The applicant must be the owner of the property.
4. The applicant must occupy the property as his or her principal place of residence.
5. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.

Subd. 2. The deferment shall be granted for as long a period of time as the hardship exists and the conditions in subdivision 1 remain true. It shall be the duty of the applicant to notify the City Clerk of any change in his or her status that would affect eligibility for deferment.

Subd. 3. The entire amount of deferred special assessments shall be due within sixty days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty (60) days, the City Clerk shall add thereto interest accruing from the first date the applicant loses eligibility at the rate as defined in section 6.4 and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

Subd. 4. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:

1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

State Law References(s): Minn. Stat. § 435.193, Senior Citizens or retired & disabled persons hardship special assessment deferral.

*Original Adoption: 12/9/14 by Resolution #14-12-250

*Amended: 1/13/15 by Resolution #15-01-016 – *Section 6 - #4 Interest to reflect interest rate on bonded projects*

CHAPTER 8. - PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

Sec. 8.1. - Power to make improvements and levy assessments.

The city may make any type of local improvement not forbidden by law and levy special assessments to pay all or part of the cost of such local improvements. The total of the assessments for any local improvement may not exceed the cost of the local improvement, plus all costs and expenses connected therewith, including interest. No assessment shall exceed the benefit to the property assessed as measured by the increase in the market value of the property assessed as a result of the local improvement.

(Ord. of 1-25-1993)

Sec. 8.2. - Application of Charter.

All local improvement projects shall be carried out exclusively under the provisions of this Charter. The term "local improvement" as used in this section shall mean a public improvement financed partly or wholly from special assessments.

(Ord. of 1-25-1993)

Sec. 8.3. - Assessments for services.

The council may provide by ordinance that the cost of the city services to streets, sidewalks, or other public or private property may be assessed against property benefited and may be collected in the same manner as special assessments.

(Ord. of 1-25-1993)

Sec. 8.4. - Local improvement procedure.

When the city undertakes any local improvement to which the state local improvement code, Minn. Stats. chapter 429 applies, it shall comply with the provisions of that law, except as modified below. The council may by ordinance prescribe the procedure to be followed in making any other local improvement and levying assessments therefor.

8.4.1 *Sixty-day waiting period.* A period of 60 days shall elapse after the conclusion of the public hearing required by law to precede the ordering of the construction of a local improvement project (the "public hearing") before the actual ordering of the local improvement by the council and the council entering into a contract for the local improvement construction.

8.4.2 *Percentage of owners required.* When the local improvement has been petitioned for by the owners of not less than 50 percent in frontage of the real property abutting on streets named in the petition as the location of the local improvement the resolution ordering the local improvement by the council may be approved by vote of a majority of all members of the council. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council.

8.4.3 *Petition against the local improvement.* A proposed local improvement may be initiated by petition of the owners of real property abutting on the streets named in the petition. If, within 30 days of the conclusion of the public hearing, a petition against such local improvement is filed with the city administrator which petition is signed by a percentage of the owners of real property abutting on the streets named in the initiating petition as the location of the improvement which

percentage is greater than the percentage of owners of real property who signed the initiating petition, the council shall not make such local improvement at the expense of the abutting property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.4 *Counter petition in favor of the improvement.* If within 30 days of the filing with the city administrator of a petition against the local improvement as described in section 8.4.3 above, there is filed with the city administrator a petition in favor of the local improvement, signed by owners of real property abutting on the streets named in the initiating petition as the location of the improvement, in a percentage greater than the percent of owners of real property who signed the petition against the local improvement, then in such event the council may disregard the petition against the local improvement and proceed with the local improvement.

8.4.5 *Petition against council initiated improvement.* If the local improvement was initiated by council resolution without an initiating petition and, within 60 days of the conclusion of the public hearing, a petition is filed with the city administrator against such local improvement and which petition is signed by 60 percent or more of the owners of real property proposed to be assessed for and benefited by the local improvement, the council shall not make such local improvement at the expense of the benefited property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.6 *Withdrawal of name from petition.* Any person whose name appears on a petition to the council in favor of a local improvement, or on a petition to the council filed against a local improvement, may withdraw his/her name by a statement in writing filed with the city administrator before such petition is presented to the council or in person at a city council meeting before the city council accepts said petition.

8.4.7 *Filing of petition with city council.* All completed petitions filed with the city administrator as described herein shall be presented to the council by the city administrator at the council's next regularly scheduled meeting.

8.4.8 *One year before any further action.* When a proposed local improvement is disallowed pursuant to the petition process described in the foregoing sections, the council shall not vote on the same improvement within a period of one year after the public hearing on said improvement.

(Ord. of 1-25-1993; Ord. No. 06-22, § 2, 7-5-2006; Ord. No. 12-08, § 2, 6-26-2012; Ord. No. 14-07, § 2, 8-11-2014)

Sec. 8.5. - Computation of time.

Where the performance or doing of any act or matter is required by this Charter, and the period of time is prescribed and fixed by this Charter, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. When the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

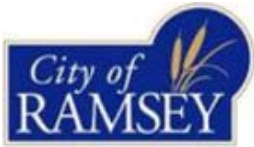
(Ord. of 1-25-1993)

Sec. 8.6. - Sewer and water projects.

This section applies to any local improvement project completed after January 1, 1996, which includes extending urban services (sewer and/or water) to an existing home or neighborhood.

- 8.6.1 *Connection policy.* The city may not compel any property owner with a functional private sewer and water system to connect to city sewer and/or water.
- 8.6.2 *Assessment policy.* The city may not levy an assessment for any component of any project which includes sewer and/or water improvements against a property whose owner elects to remain on a functional private sewer and/or water system.
- 8.6.3 *Request for urban services.* Property owners who remain on private sewer and water systems after urban services become available may request connection to urban services at any time. Upon connection to urban services an assessment may be levied provided it is consistent with the original assessment.

(Ref. of 5-20-1996; Ord. of 1-24-2001)



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

CC Regular Session

6.3.

Meeting Date: 10/09/2018

By: Bruce Westby, Engineering/Public Works

Information

Title:

PUBLIC HEARING: Adopt Resolution #18-215 Adopting Assessment Roll Certifying Assessments for Improvement Project #18-03, 2018 Street Overlay Improvements

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #18-215 adopting the final assessment roll certifying assessments for Improvement Project #18-03, 2018 Street Overlay Improvements.

Background:

City Improvement Project 18-03 completed 2-inch bituminous pavement overlay improvements to approximately 63,449 square yards of public streets within The North Forty 2nd, The North Forty 3rd, Northfork Itasca Shores, Northfork, Northfork 2nd, Northfork 3rd, Northfork Oaks, and Woodland Green residential neighborhoods, along with miscellaneous appurtenant improvements as outlined in the attached Feasibility Report. Maps showing the scope of the improvements are included in *Appendix A* of the Feasibility Report.

Each year City staff visually inspects the pavement condition of all public streets and rates them using the Pavement and Surface Evaluation Rating (PASER) method. A numerical PASER rating between 1 and 10 is assigned to each street segment. Streets with a PASER rating of 1 are considered to need a complete reconstruct, while streets with a PASER rating of 10 are considered new pavement sections. The latest PASER rating for each street segment that received an overlay with this project is included in the street segments summary in *Appendix B* of the Feasibility Report. Based on these PASER ratings, these street segments were determined to be reasonably good candidates for receiving overlay improvements in 2018. Staff anticipates that the overlay improvements will extend the life of the pavement sections 15 to 20 years, at which time Staff will re-evaluate the pavement sections to determine whether another overlay is appropriate, or whether reconstruction is required.

Pre-Existing Conditions

Appendix B of the Feasibility Report includes information regarding the original year of construction, lengths, widths, and maintenance history for all street segments that received an overlay in 2018.

Completed Improvements

The existing bituminous pavement sections received 2-inch bituminous pavement overlay improvements. Adjacent existing pavement sections were milled 18-inches back to provide a smooth transition.

Notification:

Notice for this Assessment Hearing was published in the City’s official newspaper, the Anoka Union Herald, on Friday, September 21, 2018. Assessment Hearing Notices were also mailed to all property owners proposed to be assessed for the improvements as required per Minnesota State Statute Chapter 429. Attached is a copy of the Assessment Hearing Notice as mailed to benefiting property owners.

Anoka County requires that assessments be certified to the County Auditor by November 16, 2018 for collection on 2019 taxes. This deadline will be met by conducting the Assessment Hearing at the October 9th City Council meeting.

Observations/Alternatives:

Observations:

Public Comment

Staff conducted a public information meeting prior to the Improvement Hearing. Only one property owner attended and they were supportive of the project as proposed for their neighborhood (Woodland Green). This was the only public comment received by Staff.

Staff met with numerous property owners during construction to coordinate construction of various improvements adjacent to or otherwise affecting the use of their properties.

Before this case was published, no formal comments or objections regarding final proposed assessments had been received by Staff. If any formal comments or objections are received after this case is published, Staff will share this information with Council prior to the Public Hearing.

Alternatives:

Alternative #1 – Motion to adopt Resolution #18-215 adopting the final assessment roll certifying assessments for Improvement Project #18-03, 2018 Street Overlay Improvements.

Alternative #2 – Motion to deny adoption of Resolution #18-215 at this time.

Funding Source:

These improvements are proposed to be funded using a combination of 2015 – 2019 Street Reconstruction and Overlay Program (SROP) bond funds, special assessments to benefiting properties, stormwater utility funds, and a small amount of sewer and water funds. A more detailed cost accounting will be presented prior to the Assessment Hearing.

Street Reconstruction and Overlay Program (SROP) bond funds

These bond funds will initially pay for all project costs not covered by stormwater utility funds and/or sewer and water funds. Over the next 10 years, all special assessments collected for this project, which could total up to \$143,531.60, will be applied to offset a portion of the bond payments.

Special Assessments

Construction of this project is complete, and the Contractor and City project inspector have agreed upon final construction costs in the amount of \$503,622.53. Final project costs, which include final construction costs plus 14% indirect costs to cover administrative, engineering, finance and legal costs, were used to calculate the final proposed assessments.

Final proposed assessments for this project vary by project area as follows;

Project Area (Development Name)	Final Per Lot Assessment	No. Lots Assessed	Total Assessment Amount
The North Forty 2nd	\$856.50	15	\$12,847.50
The North Forty 3rd	\$1,425.20	26	\$37,055.20
Northfork 2nd & 3rd	\$1,395.90	18	\$25,126.20
Northfork	\$958.40	12	\$11,500.80

Northfork Itasca Shores	\$932.70	11	\$10,259.70
Northfork Oaks	\$750.80	11	\$8,258.80
Woodland Green	\$1,241.40	31	\$38,483.40
Totals		124	\$143,531.60

This project has a total of 124 benefiting properties, resulting in a total project assessment amount of \$143,531.60. Each property proposed to be assessed has its primary access onto an improved street section. The assessment amounts preliminarily adopted by Council are shown in the attached Feasibility Report. Attached are copies of the final assessment maps and rolls for this project.

The City’s Special Assessments Policy calls for special assessments to recover 25% of eligible street reconstruction and overlay improvement costs. On this project, all project costs are eligible for assessments. The final assessments as proposed recover 25% of eligible project costs.

Special assessments are calculated using methods resulting in reasonable and equitable distribution of assessments that are uniform upon the same class of properties within the assessable area. The test for determining the validity of a special assessment is whether the improvement for which the assessment was levied has increased the market value of the property against which the assessment was levied in at least the amount of the assessment.

The City’s Special Assessments Policy identifies three optional methods for calculating assessments; adjusted front footage, area, and per lot. Because each assessable property generally received the same benefit from the project improvements in each of the project areas, assessments are proposed to be spread equally among benefiting properties in each project area using the “per lot” method.

The proposed final assessments conform to the requirements set forth in Minnesota Statutes Chapter 429, Chapter 8 of the City Charter, applicable City code, and the City’s adopted Special Assessments Policy. Attached are copies of Minnesota Statutes Chapter 429, the City’s adopted Special Assessments Policy, and Chapter 8 of the City Charter that provides additional controls on the use of special assessments for public improvements within the City of Ramsey.

Final assessments for this project are proposed to carry a 10-year term at an interest rate of 5.22%. A schedule of payments showing annual payments including principal and interest is included on page 3 of the attached Assessment Hearing Notice.

At the time this case was published one deferral request had been received for this project.

The Special Benefit Consultation report completed for this project by the firm of Patchin Messner Dodd & Brumm anticipates that benefiting properties will be enhanced in value per project area as follows;

Project Area (Development Name)	Final Per Lot Assessment	Minimum Enhanced Value	Maximum Enhanced Value
The North Forty 2nd	\$856.50	\$1,800	\$2,000
The North Forty 3rd	\$1,425.20	\$1,800	\$2,000
Northfork 2nd & 3rd	\$1,395.90	\$2,000	\$2,200
Northfork	\$958.40	\$2,000	\$2,200
Northfork Itasca Shores	\$932.70	\$2,200	\$2,400
Northfork Oaks	\$750.80	\$2,200	\$2,400
Woodland Green	\$1,241.40	\$1,800	\$2,000

Since the proposed final assessments are less than the minimum enhanced values in each project area Staff believes the proposed final assessments are defensible. A copy of the Special Benefit Consultation report is not attached to this case but will be available at the Assessment Hearing.

Recommendation:

Staff recommends Alternative #1.

Action:

Motion to adopt Resolution #18-215 adopting the final assessment roll certifying assessments for Improvement Project #18-03, 2018 Street Overlay Improvements.

Attachments

[Resolution 18-215](#)

[Feasibility Report](#)

[Hearing Notices](#)

[Final Assessment Rolls](#)

[Final Assessment Maps](#)

[MN Statutes Chap 429](#)

[Spec Assessments Policy](#)

[Charter Chap 8](#)

Form Review

Inbox

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 10/04/2018

Reviewed By

Kurt Ulrich

Date

10/04/2018 03:21 PM

Started On: 09/29/2018 11:59 AM

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #18-215

RESOLUTION ADOPTING ASSESSMENT ROLL CERTIFYING ASSESSMENTS FOR IMPROVEMENT PROJECT #18-03, 2018 STREET OVERLAY IMPROVEMENTS

WHEREAS, pursuant to proper notice duly given as required by law, the Council met, heard and passed upon all objections to the proposed assessments for completing bituminous pavement overlay improvements to approximately 63,449 square yards of public streets within The North Forty 2nd, The North Forty 3rd, Northfork Itasca Shores, Northfork, Northfork 2nd, Northfork 3rd, Northfork Oaks, and Woodland Green residential neighborhoods, along with miscellaneous appurtenant improvements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) Such proposed assessment, a copy of which is attached and incorporated herein, is hereby accepted and constitutes the special assessment against the listed properties. Each listed property is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
- 2) Such assessment shall be payable in equal annual installments extending over a period of 10 years, and shall bear interest at the rate of 5.22 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.
- 3) The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Office, except that no interest shall be charged if the entire assessment is paid before November 16, 2018. Such payment must be made by November 16 or interest will be charged through December 31 of the succeeding year. In subsequent years, the property owner may at any time pay to the City the balance of the assessment remaining unpaid after the current year, provided such payment is made before November 16.
- 4) The City Clerk shall transmit a certification of this assessment to the Anoka County Auditor's Office to be extended on the property tax lists of the County. Such assessments shall be collected and paid in the same manner as other municipal taxes.

The motion of the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 9th day of October, 2018.

Mayor

ATTEST:

City Clerk

FEASIBILITY REPORT

2018 STREET OVERLAY IMPROVEMENTS

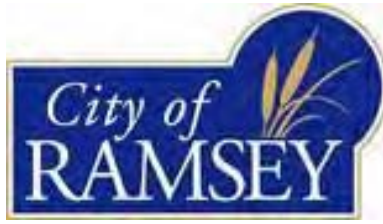
**CITY OF RAMSEY
IMPROVEMENT PROJECT NO. 18-03**



January 3, 2018

Prepared By:

**City of Ramsey
Engineering Department
7550 Sunwood Drive
Ramsey, MN 55303
763-433-9820
763-433-9848 (Fax)**



January 3, 2018

Honorable Mayor and City Council of Ramsey
7550 Sunwood Drive
Ramsey, MN 55303

Re: Feasibility Report – 2018 Street Overlay Improvements
City of Ramsey Improvement Project No. 18-03

Dear Mayor and City Council Members:

Transmitted herewith is a Feasibility Report for the proposed 2018 Street Overlay Improvements, Improvement Project No. 18-03.

The report examines the feasibility of completing 2-inch bituminous pavement overlay improvements on approximately 63,449 square yards of public streets in several areas within the City of Ramsey, and other necessary appurtenant improvements.

This Feasibility Report examines the scope of the proposed improvements, explores estimated costs and available funding sources, defines a preliminary project schedule, examines whether the improvements should be completed as proposed or in connection with another improvement, and provides a determination for the necessity, feasibility and cost-effectiveness of the proposed improvements.

I would welcome the opportunity to discuss this report with you at your convenience. Please feel free to call me at 763-433-9825 with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Bruce Westby". The signature is written in a cursive style.

Bruce Westby, PE
City Engineer

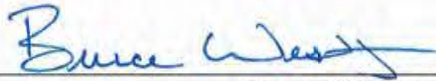
Enclosure

C: Kurt Ulrich, City Administrator*
Diana Lund, Finance Director*
Grant Reimer, Public Works Superintendent*
Leonard Linton, Civil Engineer IV*

*Electronic copy only

CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

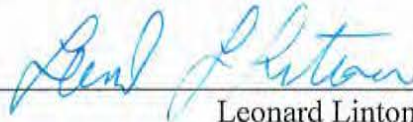


Bruce Westby, PE

Date: January 3, 2018

License No. 40116

I hereby certify that this plan, specification or report was reviewed for Quality Control and Quality Assurance purposes and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Leonard Linton, PE

Date: January 3, 2018

License No. 21112

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TITLE SHEET

LETTER OF TRANSMITTAL

CERTIFICATION SHEET

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Appendix A

Project Exhibits

- Exhibit 1 - 2018 Overlay Improvements – Overall Map
- Exhibit A – 2018 Overlay Improvements – Woodland Green
- Exhibit B – 2018 Overlay Improvements – The North Forty 2nd
- Exhibit C – 2018 Overlay Improvements – The North Forty 3rd
- Exhibit D – 2018 Overlay Improvements – Northfork Itasca Shores
- Exhibit E – 2018 Overlay Improvements – Northfork
- Exhibit F – 2018 Overlay Improvements – Northfork 2nd & 3rd
- Exhibit G – 2018 Overlay Improvements – Northfork Oaks

Appendix B

Street Segment Summaries

Appendix C

Opinion of Probable Costs
Preliminary Assessment Maps
Preliminary Assessment Rolls

Appendix D

Ground Penetrating Radar (GPR) Results

1. EXECUTIVE SUMMARY

City Improvement Project 18-03 proposes to complete 2-inch bituminous pavement overlay improvements to numerous public street segments within the City of Ramsey, including other associated appurtenant improvements as outlined in this report. Approximately 63,449 square yards of public streets in several areas of the City are proposed to receive bituminous pavement overlay improvements in 2018. The street segments proposed to receive overlay improvements include the neighborhoods of; Woodland Green, The North Forty 2nd, The North Forty 3rd, Northfork Itasca Shores, Northfork, Northfork 2nd, Northfork 3rd, and Northfork Oaks.

Appendix A includes an overall project location map, as well as exhibits showing the individual project areas.

City staff typically rates the pavement sections of all city streets on an annual basis using the Pavement Surface Evaluation and Rating (PASER) system. The latest PASER rating for each street segment proposed to receive an overlay with this project is included in the street segments summary found in *Appendix B*.

On October 24, 2017, the Ramsey City Council ordered this feasibility report which explores the necessity, feasibility and cost-effectiveness of the proposed improvements by examining the scope of the improvements, exploring estimated costs and available funding sources, defining a preliminary project schedule, and determining whether the improvements should be completed as proposed or in connection with another improvement.

The engineer's opinion of probable costs for this project is \$585,460.78. Estimated costs include 5% contingency costs, plus 14% indirect costs for administrative, engineering, finance and legal costs.

The improvements proposed with this project are identified in the City's current 10-year Capital Improvement Program, and can be funded using a combination of General Obligation Street Reconstruction and Overlay Plan bond funds, special assessments to benefiting properties, and utility enterprise funds. *Appendix C* includes a detailed opinion of probable costs, and preliminary assessment rolls and maps.

The proposed improvements are necessary, feasible, and cost-effective from an engineering standpoint, and can be constructed as proposed herein. The proposed improvements would be most cost-effectively constructed as a separate project and not in connection with other proposed improvements due to the specific nature of the improvements.

2. INTRODUCTION

2.1 Authorization

Preparation of this feasibility report was authorized by the Ramsey City Council on October 24, 2017.

2.2 Program Overview

This project is designated as 2018 Street Overlay Improvements, Improvement Project No. 18-03.

This feasibility report explores proposed bituminous pavement overlay improvements to approximately 63,449 square yards of public streets within several areas of the City. The street segments are proposed to receive 2-inch bituminous overlays with joint milling occurring at driveway aprons and match-in streets, as needed. Associated appurtenant improvements are also proposed to be completed as necessary and as outlined in this report.

Maps showing the general location and scope of the proposed improvements are included in *Appendix A*.

2.3 Scope

The scope of this report addresses proposed overlay improvements to approximately 63,449 square yards of public streets within several areas of the City as shown in *Appendix A*.

3. EXISTING CONDITIONS

3.1 Existing Streets

The existing right-of-ways along the street segments proposed to receive overlays as part of this project generally are 66-feet in width. The paved streets vary in width from 30 to 31-feet as measured from the back-of-curb to back-of-curb. All streets in this project were constructed with bituminous pavement and curbing, and many of the street segments contain storm sewer.

Braun Intertec was previously employed to complete a ground penetrating radar (GPR) analysis for the project areas, which included driving the GPR equipped vehicle throughout all street segments within the project areas. Summary tables and charts of the GPR Analysis are attached in *Appendix D*. The GPR Analysis provides bituminous and aggregate base thicknesses. City staff used this data to determine the appropriate treatment for the pavement. The existing bituminous thicknesses varied from between 0.5 inches and 6.3 inches. The average bituminous thicknesses by project area ranged from 2.0 to 3.3 inches, with an overall average of 2.6 inches across all the project areas combined. The average section thickness, including pavement and aggregate base, ranged from 6.8 to 7.7 inches. The City's current residential street pavement section standard includes 3.5 inches of bituminous pavement and 4 inches of aggregate base, totaling 7.5 inches.

City staff visually inspects each public street segment throughout the City, typically on an annual basis, to determine the pavement condition. Staff uses the Pavement Surface Evaluation and Rating (PASER) system to assign a numerical rating between 1 and 10 to each street segment. Streets rated with a 10 are considered to be in excellent condition therefore requiring no improvement. The street segments proposed to receive overlays in 2018 had 2017 PASER ratings of 3, 4, and 5 making them good candidates for bituminous pavement overlay improvements in 2018, which will extend the life of the pavement approximately 20 years.

Based on the manner in which the existing pavement is deteriorating, staff does not believe there are any issues with subgrade soils that will negatively impact the design life of the proposed improvements. Staff also does not believe groundwater will be a concern for any of the proposed improvements.

3.2 Watermain

Watermain does not exist under any of the streets in the proposed project areas.

3.3 Sanitary Sewer

Sanitary sewer does not exist under any of the streets in the proposed project areas.

3.4 Storm Sewer/Drainage

Storm sewer exists under several of the streets in the proposed project areas, but is not proposed to complete any significant repairs or storm sewer construction as part of this project.

4. PROPOSED IMPROVEMENTS

4.1 Bituminous Pavement Overlays

4.1.1 *Pavement Condition Evaluation/Ratings*

City staff generally evaluates and rates the pavement conditions of all city streets on an annual basis using the Pavement Surface Evaluation and Rating (PASER) system. This requires a visual evaluation of each pavement surface throughout the City based on the type, extent and severity of each pavement distress observed. Various types of pavement distresses may exist within a pavement section including, but not limited to, alligator cracking, block cracking, longitudinal cracking, transverse cracking, rutting, raveling, shoving, potholes and patches.

Once staff gathers the updated field data, it is recorded in a Microsoft Excel pavement management database. This database is used by staff to determine the most cost-effective pavement rehabilitation method for each street segment, and to schedule the annual long-term Street Maintenance Program projects.

4.1.2 *Project Area Selection*

Staff reviewed the pavement management database to identify street segments throughout the City with PASER ratings from 3 to 5 as these are the best candidates for overlays. These segments were then evaluated as to proximity and overall scope to determine which segments could be grouped together to help reduce bid prices related to equipment mobilization, which often accounts for 5% or more of bid prices.

The City's 5-year Street Reconstruction and Overlay Plan proposed to overlay several segments in 2018. These include; Woodland Green, The North Forty 2nd, The North Forty 3rd, Northfork Itasca Shores, Northfork, Northfork 2nd, Northfork 3rd, and Northfork Oaks. In total, approximately 63,449 square yards of pavement is proposed to receive overlay improvements. *Exhibits A, B, C, D, E, F, and G in Appendix A* show the location and scope of the proposed 2018 overlay improvements.

4.1.3 *Other Considerations*

Driveways:

Overlaying of existing residential driveway aprons may be needed to varying degrees with this project. The limits of each overlay will vary with each driveway based on the elevation of the street abutting the driveway apron, the driveway pavement condition and type, and the locations of existing driveway pavement joints.

During construction, staff will evaluate the construction limits for each driveway and will work with each property owner to determine the proper overlay limits in the field. Right-of-entry may be needed from residential property owners to complete work outside City right-of-ways and easements.

Pedestrian Facilities:

Pedestrian facilities exist along several of the street segments proposed to receive an overlay. Staff will evaluate potential impacts to each facility during design and plan preparation to determine whether any adjustments or improvements are needed.

4.2 Stormwater Improvements

No storm sewer construction or repair work is proposed. Only minor structure casting adjustments are proposed. Stormwater improvements will be further evaluated during preparation of plans and specifications.

4.3 Water Main Improvements

No watermain improvements are proposed with this project.

4.4 Sanitary Sewer Improvements

No sanitary sewer improvements are proposed with this project.

4.5 Construction Methods

A 1-inch deep joint mill will first be performed at the street tie-in locations for each street segment. The Woodland Green neighborhood is proposed to receive a 7-foot wide edge mill along both sides of the streets due to severely degraded pavement conditions. Then all existing metal castings for storm sewer will be raised, including grouting of catch basins as needed, after which the pavement will be swept to remove any loose debris. A coating of bituminous tack material will then be applied to the existing pavement which serves as a glue to adhere the bituminous overly to the existing bituminous pavement. Each street will then receive a 2-inch bituminous overlay lift.

4.6 Private Utilities

Staff has not yet met with the private electric, gas, and telecommunications utility companies regarding this project. Once plans and specifications are ordered, staff will meet with private utility companies per the project schedule in this report to discuss the proposed improvements, and to determine if modifications are feasible and/or warranted to minimize impacts to their utilities. Based on preliminary reviews, staff does not anticipate any impacts to private utilities.

Should a utility company decide to upgrade, replace, or otherwise modify their services during this project, any such upgrades, replacements, or modifications will be at the sole discretion and cost of the private utility company. Such work could include burying existing overhead lines.

4.7 Permits

Permits that are anticipated to be required as part of the proposed improvements include:

- Anoka County Highway Department Permit..... Work in Right-of-Way
- MPCA General Stormwater Permit (NPDES)..... Grading and Storm Water

4.8 Right-of-Ways/Easements

All work for this project is anticipated to occur within existing City right-of-ways and easements, but some work may be necessary within Anoka County's right-of-way along County Road 83 / Armstrong Boulevard while matching into the existing pavement section.

If any temporary access is required on private properties, staff will obtain right-of-entry from property owners.

It is not anticipated that the City will need to acquire any permanent or temporary right-of-way or easements to complete this project.

5. FINANCING

5.1 Opinion of Cost

The engineer's opinion of probable costs for this project is \$585,460.78. A detailed breakdown of project are costs is included in *Appendix C*.

Estimated costs include 5% contingency costs, plus 14% indirect costs for administrative, engineering, finance, and legal costs.

5.2 Funding

5.2.1 Assessments

Assessments are proposed to be levied against 124 properties having direct access to each of the improved street segments. In accordance with the City's Special Assessments Policy, each property is proposed to be assessed based on the "per lot" method for each of the separate project subdivisions. Since projects are generally classified by subdivisions which have similar characteristics and lot sizes, project costs are proposed to be assessed equally within each individual subdivision.

Preliminary assessments vary considerably per project area. The total project assessment cost is \$146,365.19. This represents 25-percent of the total eligible project costs in accordance with the City's adopted Special Assessments Policy, chapter 8 of the City Charter, and State Statute Chapter 429.

Final assessments will be approved by the City Council after final project costs are known and an assessment hearing is held on October 9, 2018. At that time, the City Council may choose to reduce the amount of the assessment if final project costs are less than costs estimated with this feasibility report.

Preliminary assessment maps and rolls, as well as an opinion of probable costs, are included in *Appendix C*.

5.2.2 City Contribution

The City contribution to the project includes all funding in excess of the amount collected through special assessments to benefiting properties, which totals \$438,242.72. The City's contribution will be funded using the 5-year General Obligation Street Reconstruction and Overlay Bond funds, though utility enterprise funds can be used for needed utility infrastructure improvements.

No funds were budgeted for this project in 2018, but this improvement project is included in the City's current 10-year Improvement Plan.

6. PROJECT SCHEDULE

The proposed project schedule is as follows:

Council Orders Feasibility Report	October 24, 2017
Council Accepts Feasibility Report/Orders Public Hearing	December 12, 2017
Staff Conducts Public Information Meeting	January 3, 2018
Council Conducts Public Hearing/Authorizes Plans and Specifications	January 9, 2018
Council Approves Plans and Specifications/Authorizes Ad for Bids.....	March 13, 2018
Staff Receives Bids	April 17, 2018
Council Accepts Bids/Awards Contract	April 24, 2018
Contractor Begins Construction.....	June 2018
Contractor Completes Construction.....	August 31, 2018
Council Conducts Assessment Hearing.....	October 9, 2018

7. CONCLUSIONS AND RECOMMENDATIONS

This feasibility report explores proposed bituminous pavement overlay improvements to approximately 63,449 square yards of public streets in several areas of the City. The street segments are proposed to receive 2-inch bituminous overlays. Other associated appurtenant improvements are proposed to be completed as necessary and as outlined in this report.

It is the recommendation of City staff that the improvements proposed with City Improvement Project No. 18-03 are feasible, necessary, and cost-effective from an engineering standpoint. Staff also recommends completing the proposed improvements as proposed within this report and not in connection with other proposed improvements.

APPENDIX A

Project Exhibits

- Exhibit 1 – 2018 Overlay Improvements – Overall Map**
- Exhibit A – 2018 Overlay Improvements – Woodland Green**
- Exhibit B – 2018 Overlay Improvements – The North Forty 2nd**
- Exhibit C – 2018 Overlay Improvements – The North Forty 3rd**
- Exhibit D – 2018 Overlay Improvements – Northfork Itasca Shores**
- Exhibit E – 2018 Overlay Improvements – Northfork**
- Exhibit F – 2018 Overlay Improvements – Northfork 2nd & 3rd**
- Exhibit G – 2018 Overlay Improvements – Northfork Oaks**

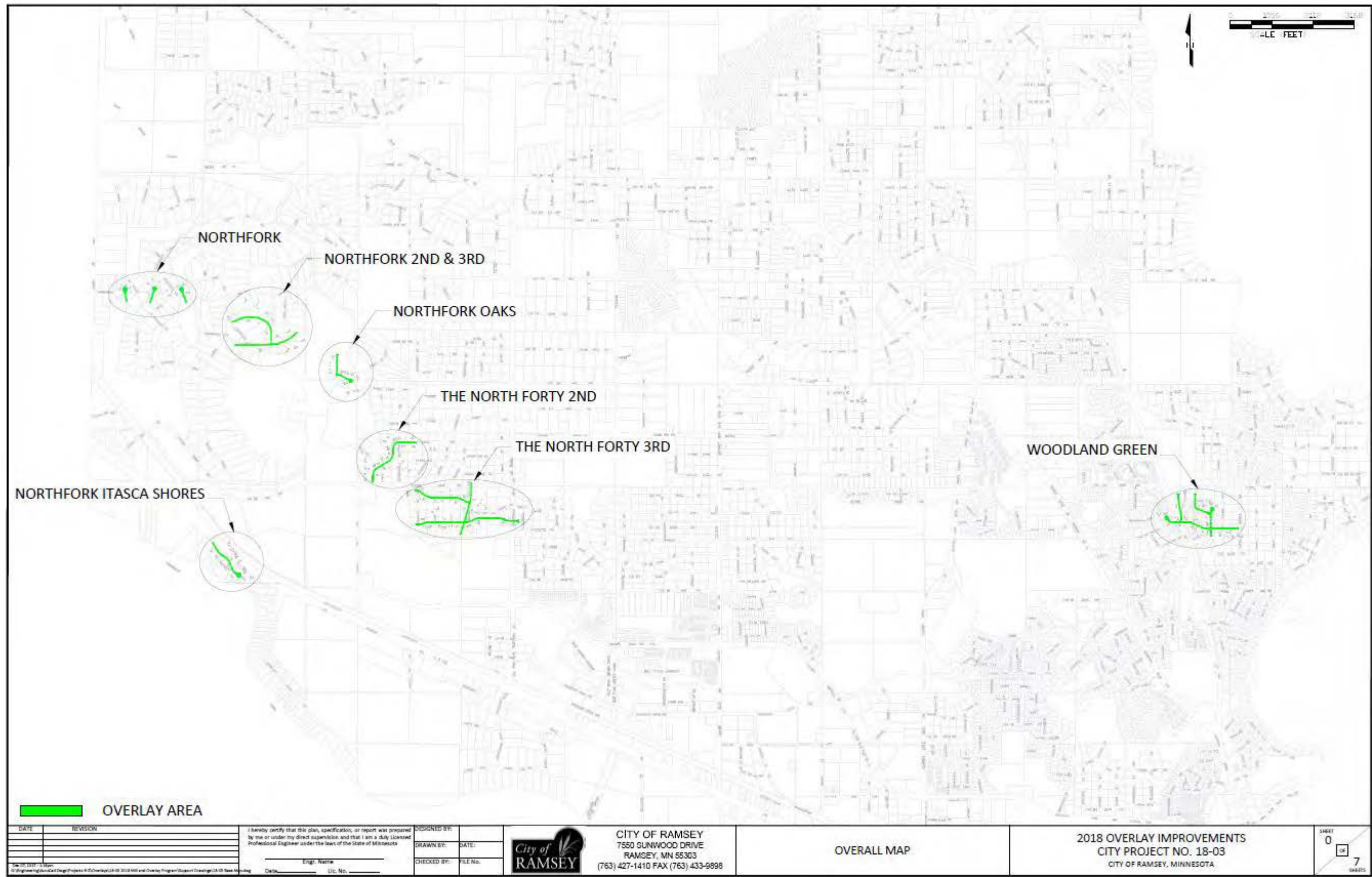


Exhibit 1 – 2018 Overlay Improvements – Overall Map

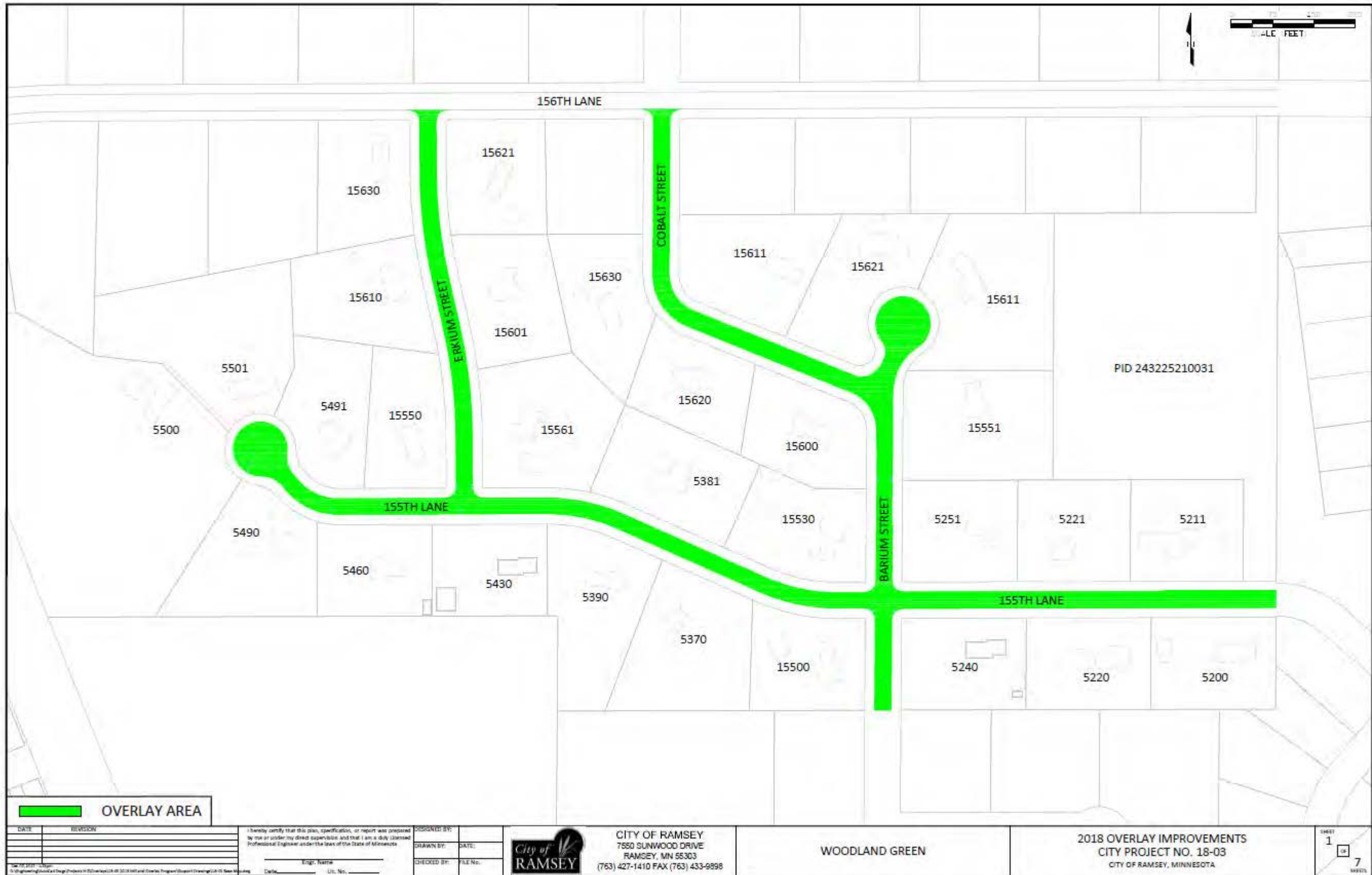


Exhibit A – 2018 Overlay Improvements – Woodland Green

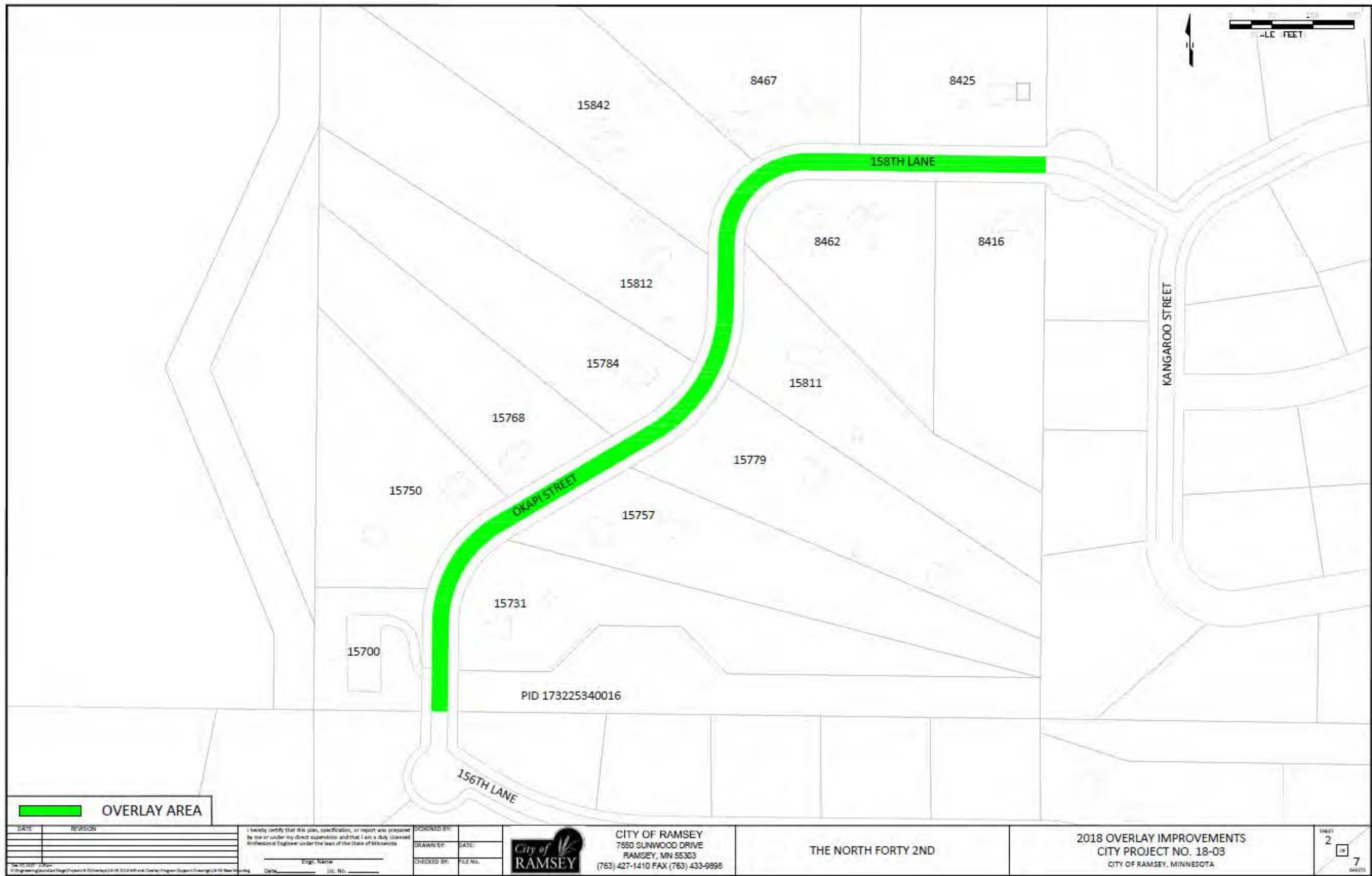
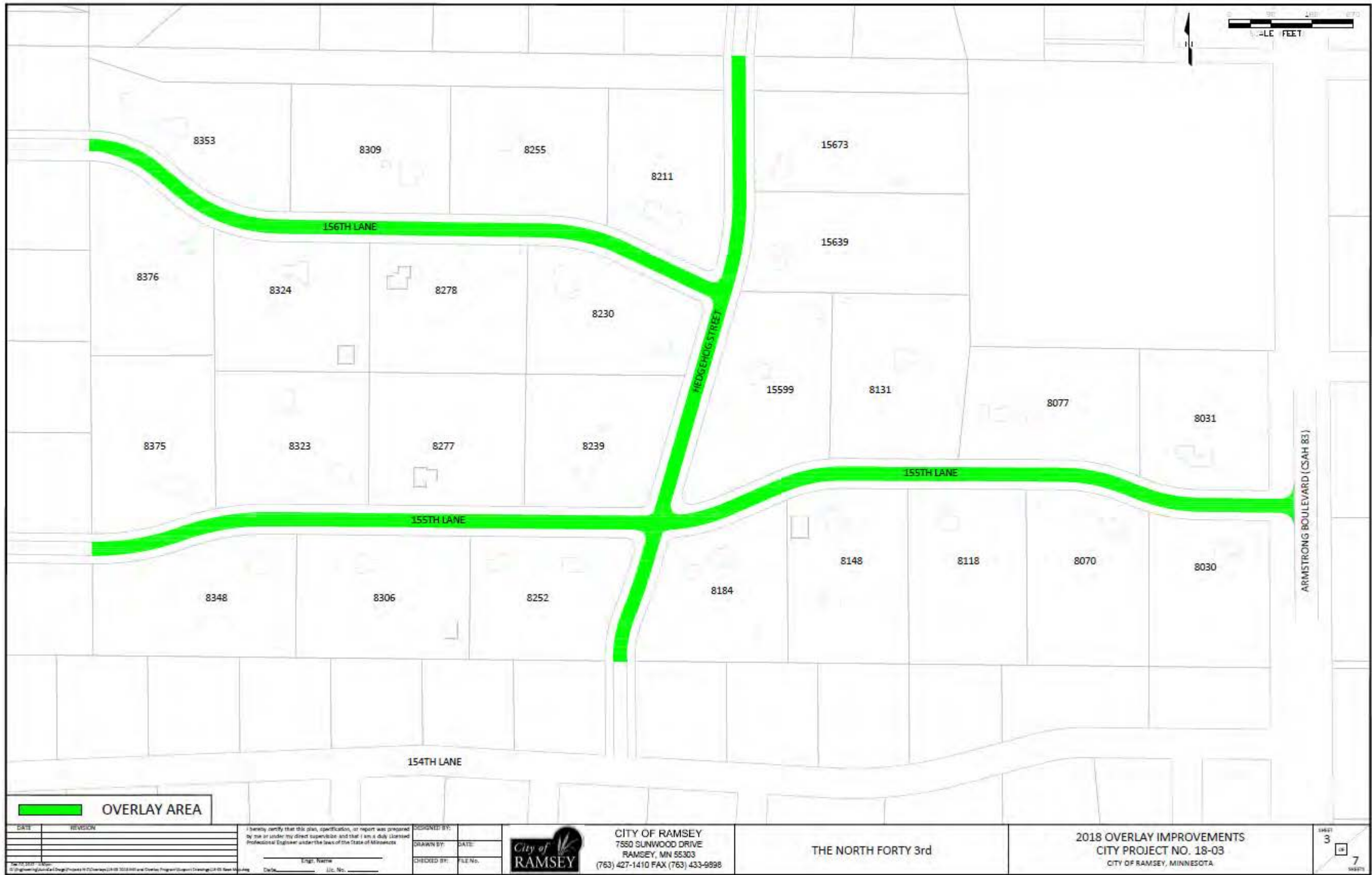



Exhibit B – 2018 Overlay Improvements – The North Forty 2nd



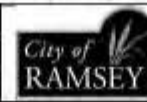
 OVERLAY AREA

DATE	REVISION

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

Engr. Name: _____
 Date: _____ Lic. No. _____

DESIGNED BY: _____
 DRAWN BY: _____ DATE: _____
 CHECKED BY: _____ FILE No. _____

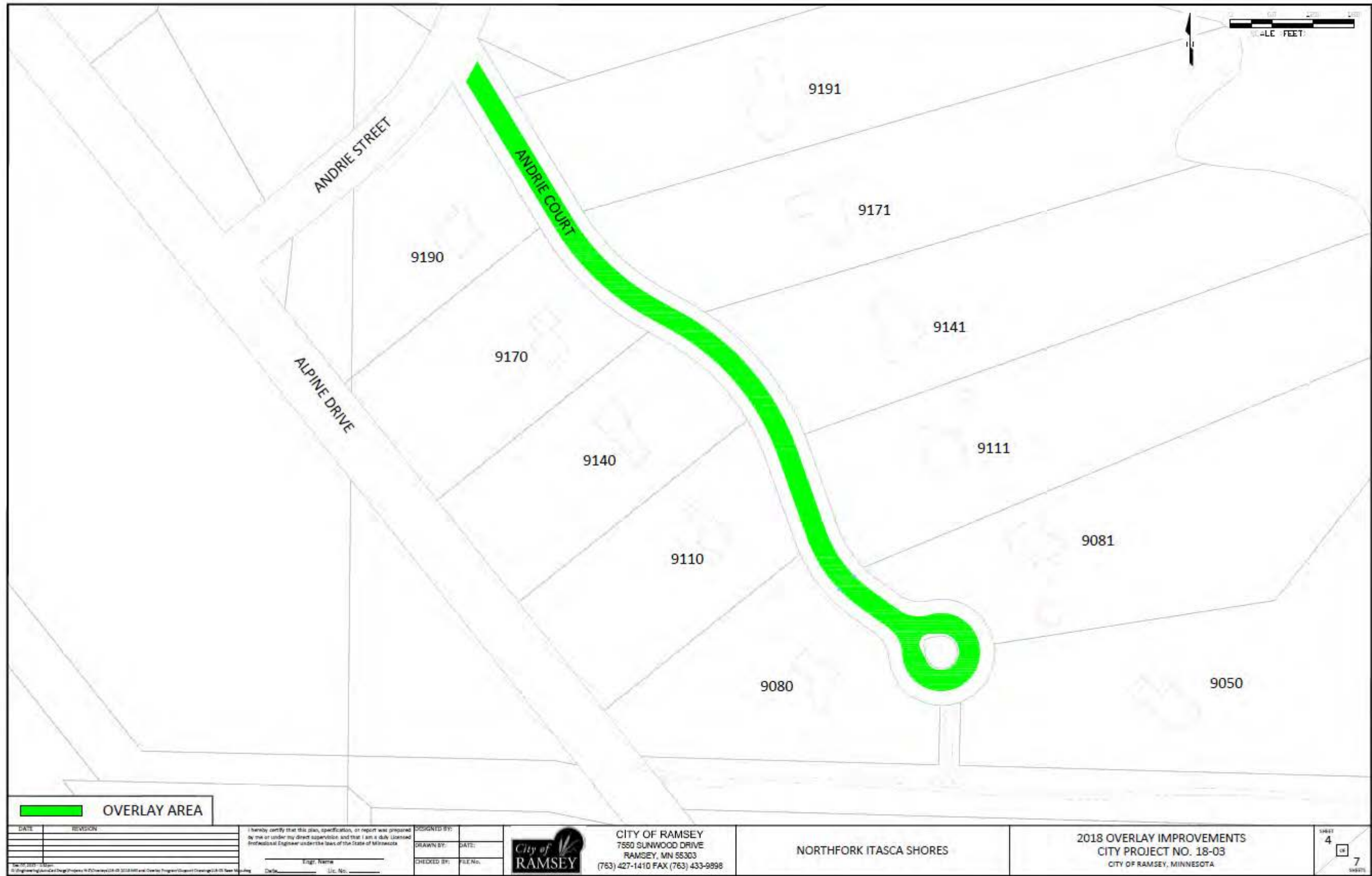
 CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 (763) 427-1410 FAX (763) 433-9998


THE NORTH FORTY 3rd

2018 OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 18-03
 CITY OF RAMSEY, MINNESOTA

SHEET 3 OF 7

Exhibit C – 2018 Overlay Improvements – The North Forty 3rd

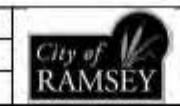


 OVERLAY AREA

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Engr. Name: _____
 Date: _____ Lic. No.: _____

DESIGNED BY: _____
 DRAWN BY: _____ DATE: _____
 CHECKED BY: _____ FILE No.: _____



CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 (763) 427-1410 FAX (763) 433-9898

NORTHFORK ITASCA SHORES

2018 OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 18-03
 CITY OF RAMSEY, MINNESOTA

SHEET 4 OF 7

Exhibit D – 2018 Overlay Improvements – Northfork Itasca Shores



OVERLAY AREA

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Eng. Name: _____
 Date: _____ Lic. No. _____

DESIGNED BY: _____
 DRAWN BY: _____ DATE: _____
 CHECKED BY: _____ FILE No. _____

CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 (763) 427-1410 FAX (763) 433-9896

NORTHFORK

2018 OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 18-03
 CITY OF RAMSEY, MINNESOTA

SHEET 5 OF 7

Exhibit E – 2018 Overlay Improvements – Northfork

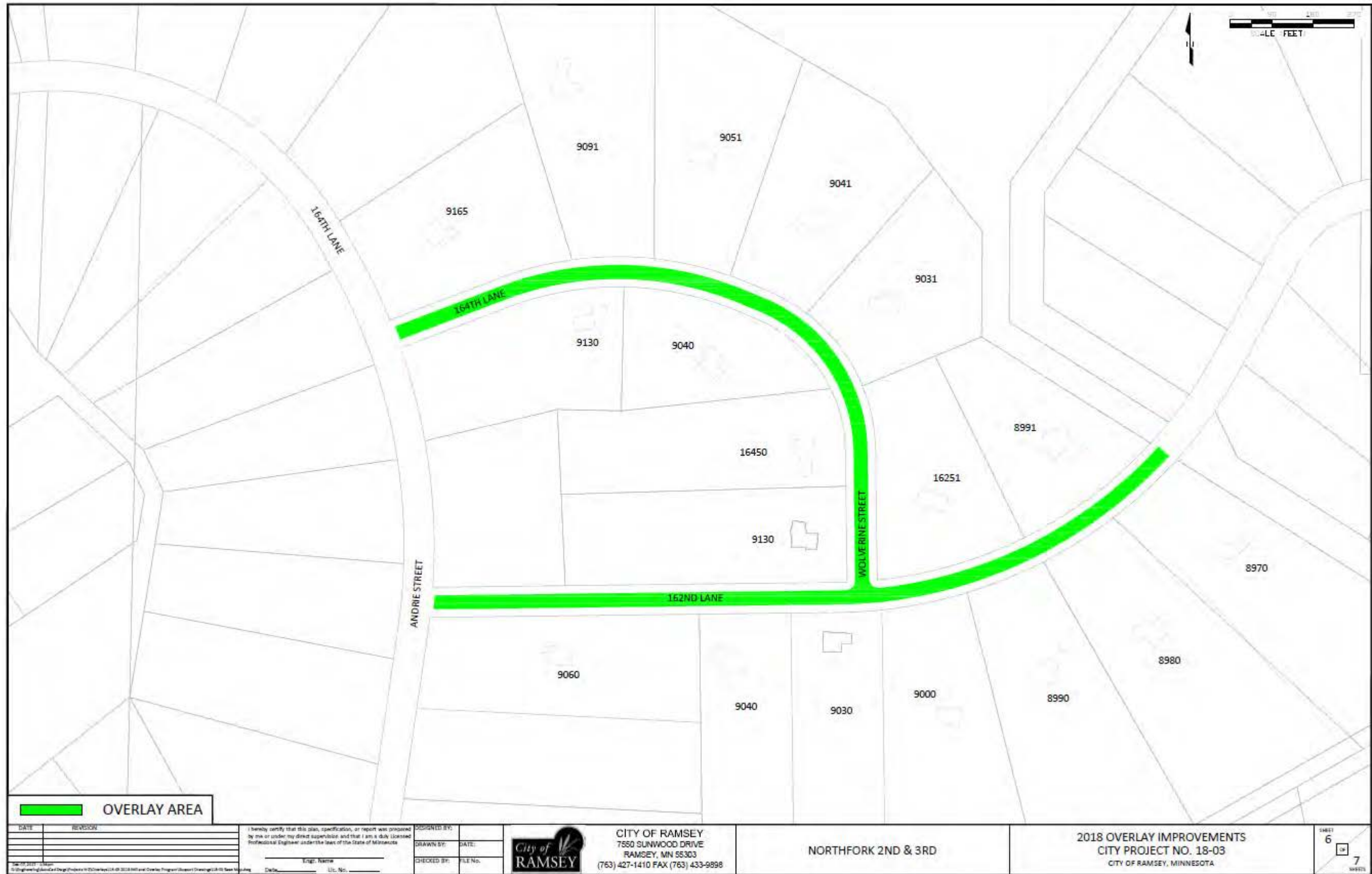


Exhibit F – 2018 Overlay Improvements – Northfork 2nd & 3rd

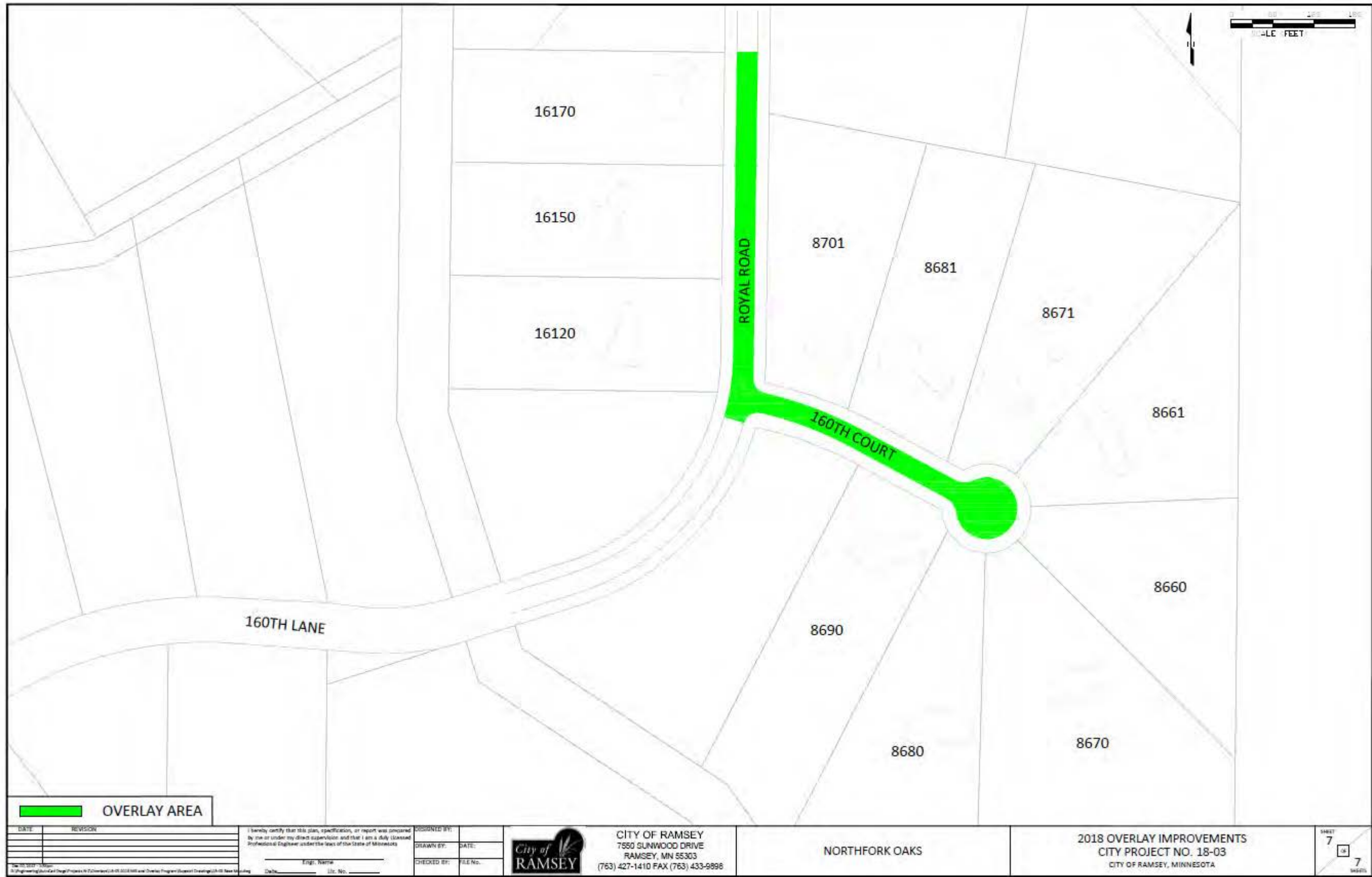


Exhibit G – 2018 Overlay Improvements – Northfork Oaks

Appendix B
Street Segment Summaries

18-03 OVERLAY IMPROVEMENTS

STREET SEGMENT SUMMARIES

WOODLAND GREEN

Street	Segment Description	Length	Width	Curb	2017 Rating	Year Bulit	Maintenance 1	Maintenance 2	Maintenance 3
155th Lane	CDS / E EOP	1924	30 / 31	Bit / No Curb	4	1974	SC 1 - 1981	OL - 1990	SC 2 - 1996
Barium Street	S EOP / CDS	907	30 / 31	Bit / No Curb	4	1974	SC 1 - 1981	OL - 1990	SC 2 - 1996
Cobalt Street	N EOP / Barium St	775	31	Bit	4	1974	SC 1 - 1981	OL - 1990	SC 2 - 1996
Erkium Street	155th Ln / 156th Ln	727	31	Bit	4	1974	SC 1 - 1981	OL - 1990	SC 2 - 1996

THE NORTH FORTY 2ND

Street	Segment Description	Length	Width	Curb	2017 Rating	Year Bulit	Maintenance 1	Maintenance 2	Maintenance 3
158th Lane	NE PC Okapi St & 158th Ln / E EOP	548	31	Bit	4	1989	SC 1 - 1998		
Okapi Street	S EOP / NE PC 158th Ln & Okapi St	1219	31	Bit	4	1989	SC 1 - 1998		

THE NORTH FORTY 3RD

Street	Segment Description	Length	Width	Curb	2017 Rating	Year Bulit	Maintenance 1	Maintenance 2	Maintenance 3
155th Lane	W EOP / Armstrong Blvd	2943	30.5	Bit	4	1990	SC 1 - 1995	SC 2 - 2003	
156th Lane	W EOP / Hedgehog St	1464	30.5	Bit	4	1990	SC 1 - 1995	SC 2 - 2003	
Hedgehog Street	S EOP / N EOP	1362	30.5	Bit	4	1990	SC 1 - 1995	SC 2 - 2003	

NORTHFORK ITASCA SHORES

Street	Segment Description	Length	Width	Curb	2017 Rating	Year Bulit	Maintenance 1	Maintenance 2	Maintenance 3
Andrie Court	Andrie St / CDS	1117	30	Bit	5	1996	SC 1 - 1999		

NORTHFORK

Street	Segment Description	Length	Width	Curb	2017 Rating	Year Bulit	Maintenance 1	Maintenance 2	Maintenance 3
Driscoll Circle	164th Ln / CDS	395	30	Bit	4	1985	SC 1 - 1992	SC 2 - 1999	
Fortmann Circle	164th Ln / CDS	383	30	Bit	4	1985	SC 1 - 1992	SC 2 - 1999	
Halas Circle	164th Ln / CDS	307	30	Bit	3	1985	SC 1 - 1992	SC 2 - 1999	

NORTHFORK 2ND & 3RD

Street	Segment Description	Length	Width	Curb	2017 Rating	Year Bulit	Maintenance 1	Maintenance 2	Maintenance 3
162nd Lane	Andrie St / E EOP	1693	31	Bit	4	1990	SC 1 - 1999		
164th Lane	Andrie St / E EOP					1985	SC 1 - 1992	SC 2 - 1999	
164th Lane	W EOP / Wolverine St	1101	31	Bit	4	1990	SC 1 - 1999		
Wolverine Street	162nd Ln / 164th Ln	462	31	Bit	3	1990	SC 1 - 1999		

NORTHFORK OAKS

Street	Segment Description	Length	Width	Curb	2017 Rating	Year Bulit	Maintenance 1	Maintenance 2	Maintenance 3
160th Court	Royal Rd / CDS	397	30	Bit	4	1994	SC 1 - 1999		
Royal Road	160th Crt / E EOP	537	30	Bit	4	1994	SC 1 - 1999		

Appendix C

Opinion of Probable Costs Preliminary Assessment Maps Preliminary Assessment Rolls

**18-03 OVERLAY IMPROVEMENTS
PRELIMINARY ENGINEER ESTIMATES**

PRELIMINARY ESTIMATE – WOODLAND GREEN

Item No.	Description	Unit	Estimated Quantity	Unit Cost	Cost Extension
1	Mobilization	LS	1	\$2,000.00	\$2,000.00
2	Sawing Bituminous Pavement – Full Depth	LF	212	\$3.00	\$636.00
3	Mill Bituminous Pavement (7 Foot Edge Mill 0” – 2” Depth)	SY	6572	\$1.25	\$8,215.00
4	Bituminous Material for Tack Coat	GAL	1,077	\$2.50	\$2,692.50
5	Type SP 9.5 Wearing Course Mixture (SPWEA340C) (2.0”)	TON	1,692	\$63.00	\$106,596.00
6	Adjust Casting (Storm Sewer)	EA	10	\$375.00	\$3,750.00
7	6” Concrete Walk	SF	73	\$6.50	\$474.50
8	Truncated Domes	SF	16	\$40.00	\$640.00
9	Traffic Control	LS	1	\$1,000.00	\$1,000.00
Woodland Green Construction Cost					\$126,004.00
5% Contingency Cost					\$6,300.20
14% Indirect Cost					\$18,522.59
Woodland Green Preliminary Project Cost					\$150,826.79

PRELIMINARY ESTIMATE – THE NORTH FORTY 2ND

Item No.	Description	Unit	Estimated Quantity	Unit Cost	Cost Extension
1	Mobilization	LS	1	\$800.00	\$800.00
2	Sawing Bituminous Pavement – Full Depth	LF	68	\$3.00	\$204.00
3	Mill Bituminous Pavement (2” Depth – Street Tie-in)	SY	100	\$1.25	\$125.00
4	Bituminous Material for Tack Coat	GAL	412	\$2.50	\$1,030.00
5	Type SP 9.5 Wearing Course Mixture (SPWEA340C) (2.0”)	TON	648	\$63.00	\$40,824.00
6	6” Concrete Walk	SF	70	\$6.50	\$455.00
7	Truncated Domes	SF	16	\$40.00	\$640.00
8	Traffic Control	LS	1	\$1,000.00	\$1,000.00
The North Forty 2 nd Construction Cost					\$45,078.00
5% Contingency Cost					\$2,253.90
14% Indirect Cost					\$6,626.47
The North Forty 2nd Preliminary Project Cost					\$53,958.37

PRELIMINARY ESTIMATE – THE NORTH FORTY 3RD

Item No.	Description	Unit	Estimated Quantity	Unit Cost	Cost Extension
1	Mobilization	LS	1	\$2,000.00	\$2,000.00
2	Sawing Bituminous Pavement – Full Depth	LF	205	\$3.00	\$615.00
3	Mill Bituminous Pavement (2” Depth – Street Tie-in)	SY	460	\$1.25	\$575.00
4	Bituminous Material for Tack Coat	GAL	1,256	\$2.50	\$3,140.00
5	Type SP 9.5 Wearing Course Mixture (SPWEA340C) (2.0”)	TON	1,974	\$63.00	\$124,362.00
6	Traffic Control	LS	1	\$1,000.00	\$1,000.00
The North Forty 3 rd Construction Cost					\$131,692.00
5% Contingency Cost					\$6,584.60
14% Indirect Cost					\$19,358.72
The North Forty 3rd Preliminary Project Cost					\$157,635.32

PRELIMINARY ESTIMATE – NORTHFORK ITASCA SHORES

Item No.	Description	Unit	Estimated Quantity	Unit Cost	Cost Extension
1	Mobilization	LS	1	\$600.00	\$600.00
2	Sawing Bituminous Pavement – Full Depth	LF	41	\$3.00	\$123.00
3	Mill Bituminous Pavement (2” Depth – Street Tie-in)	SY	50	\$1.25	\$62.50
4	Bituminous Material for Tack Coat	GAL	300	\$2.50	\$750.00
5	Type SP 9.5 Wearing Course Mixture (SPWEA340C) (2.0”)	TON	472	\$63.00	\$29,736.00
6	Adjust Casting (Storm Sewer)	EA	2	\$375.00	\$750.00
7	6” Concrete Walk	SF	78	\$6.50	\$507.00
8	Truncated Domes	SF	16	\$40.00	\$640.00
9	Traffic Control	LS	1	\$1,000.00	\$1,000.00
Northfork Itasca Shores Construction Cost					\$34,168.50
5% Contingency Cost					\$1,708.43
14% Indirect Cost					\$5,022.77
Northfork Itasca Shores Preliminary Project Cost					\$40,899.69

PRELIMINARY ESTIMATE – NORTHFORK

Item No.	Description	Unit	Estimated Quantity	Unit Cost	Cost Extension
1	Mobilization	LS	1	\$800.00	\$800.00
2	Sawing Bituminous Pavement – Full Depth	LF	57	\$3.00	\$171.00
3	Mill Bituminous Pavement (2” Depth – Street Tie-in)	SY	145	\$1.25	\$181.25
4	Bituminous Material for Tack Coat	GAL	389	\$2.50	\$972.50
5	Type SP 9.5 Wearing Course Mixture (SPWEA340C) (2.0”)	TON	612	\$63.00	\$38,556.00
6	Traffic Control	LS	1	\$1,000.00	\$1,000.00
Northfork Construction Cost					\$41,680.75
5% Contingency Cost					\$2,084.04
14% Indirect Cost					\$6,127.07
Northfork Preliminary Project Cost					\$49,891.86

PRELIMINARY ESTIMATE – NORTHFORK 2ND & 3RD

Item No.	Description	Unit	Estimated Quantity	Unit Cost	Cost Extension
1	Mobilization	LS	1	\$2,000.00	\$2,000.00
2	Sawing Bituminous Pavement – Full Depth	LF	90	\$3.00	\$270.00
3	Mill Bituminous Pavement (2” Depth – Street Tie-in)	SY	145	\$1.25	\$181.25
4	Bituminous Material for Tack Coat	GAL	755	\$2.50	\$1,887.50
5	Type SP 9.5 Wearing Course Mixture (SPWEA340C) (2.0”)	TON	1,186	\$63.00	\$74,718.00
6	Adjust Casting (Storm Sewer)	EA	6	\$375.00	\$2,250.00
7	Traffic Control	LS	1	\$1,000.00	\$1,000.00
Northfork 2 nd & 3 rd Construction Cost					\$82,306.75
5% Contingency Cost					\$4,115.34
14% Indirect Cost					\$12,099.09
Northfork 2nd & 3rd Preliminary Project Cost					\$98,521.18

PRELIMINARY ESTIMATE – NORTHFORK OAKS

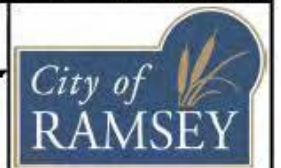
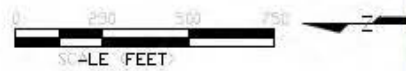
Item No.	Description	Unit	Estimated Quantity	Unit Cost	Cost Extension
1	Mobilization	LS	1	\$600.00	\$600.00
2	Sawing Bituminous Pavement – Full Depth	LF	60	\$3.00	\$180.00
3	Mill Bituminous Pavement (2” Depth – Street Tie-in)	SY	55	\$1.25	\$68.75
4	Bituminous Material for Tack Coat	GAL	252	\$2.50	\$630.00
5	Type SP Wearing Course Mixture (SPWEA340C) (2.0”)	TON	396	\$63.00	\$24,948.00
6	Adjust Casting (Storm Sewer)	EA	2	\$375.00	\$750.00
7	Traffic Control	LS	1	\$1,000.00	\$1,000.00
Northfork Oaks Construction Cost					\$28,176.75
5% Contingency Cost					\$1,408.84
14% Indirect Cost					\$4,141.98
Northfork Oaks Preliminary Project Cost					\$33,727.57

18-03 PRELIMINARY ESTIMATE SUMMARY

PROJECT AREA	PROJECT COST	TOTAL ASSESSMENT (25%)
WOODLAND GREEN	\$150,826.79	\$37,706.70
THE NORTH FORTY 2 ND	\$53,958.37	\$13,489.59
THE NORTH FORTY 3 RD	\$157,635.32	\$39,408.84
NORTHFORK ITASCA SHORES	\$40,899.69	\$10,224.92
NORTHFORK	\$49,891.86	\$12,472.96
NORTHFORK 2 ND & 3 RD	\$98,521.18	\$24,630.29
NORTHFORK OAKS	\$33,727.57	\$8,431.89
PRELIMINARY ESTIMATED TOTALS	\$585,460.78	\$146,365.19

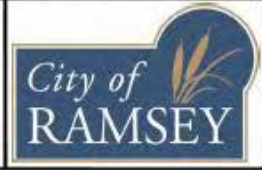


**WOODLAND GREEN
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



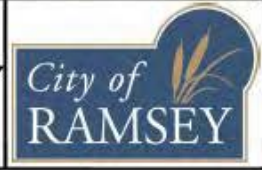


**THE NORTH FORTY 2ND
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



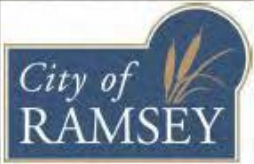
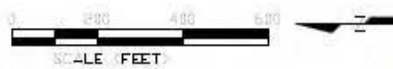


**THE NORTH FORTY 3RD
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



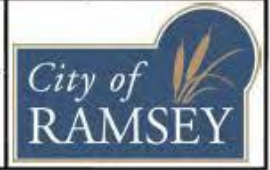
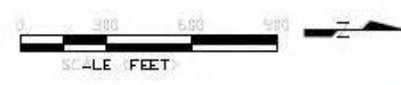


**NORTHFORK ITASCA SHORES
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



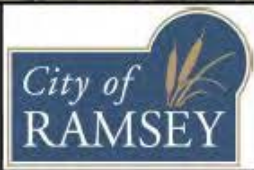


**NORTHFORK
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



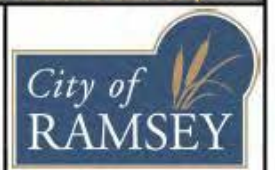


**NORTHFORK 2ND & 3RD
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**





**NORTHFORK OAKS
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



PROPOSED ASSESSMENT ROLL - 18-03 WOODLAND GREEN							
PID	Name/Owner	Address 1	City	State	Zip	Assessable Units	Proposed Assessment
243225210012	FLOYD JESSICA	15611 COBALT ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210013	ARENDS BARBARA	15621 BARIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210014	MORAVETZ PAUL	15611 BARIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210015	LORETZ JAMES R & M K	15551 BARIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210016	WESTERVELD DONNA LYNN	5251 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210017	GIVENS ANDREW	5221 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210018	NELSON TIMOTHY C & BARBARA A	5211 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210019	CASSIDY MEGAN	5240 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210020	CIKOTTE THOMAS D & SHELLEY	5220 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210021	THIEL MARK	5200 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210023	SWEET LAURA	15630 COBALT ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210024	JAMES CORRINE	15620 COBALT ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210025	FISCHER TIMOTHY A & NANCY A	15600 COBALT ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210026	WATSON JUDY	15530 BARIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210027	NYARA JOSEPH C	5381 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210028	VANG LA	5390 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210029	HOEKE CURTIS	5370 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210030	HATCH JOHN S	15500 BARIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225210031	CITY OF RAMSEY		RAMSEY	MN	55303	1	\$ 1,216.35
243225220008	AHLQUIST TRUSTEE JOHN & AHLQUIST TRUSTEE PEGGY	15561 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220009	MCCALLA ANNETTE	15601 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220010	HAMMOCK JERRY	15621 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220015	HALTER JONATHAN T & GINA L	15630 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220017	MAJKRZAK THOMAS J	15610 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220018	SCHMID RICHARD & JACQUELINE	5491 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220019	KIGER GREGORY A	15550 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220021	MILLER MARYLEE	5490 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220022	ZIMMERMANN RONALD G & D J	5460 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220023	POMEROY GEORGE A	5430 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220025	SCOTT DOROTHY	5501 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
243225220027	ROSE GARY L & G C	5500 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,216.35
TOTALS						31	\$ 37,706.70

PROPOSED ASSESSMENT ROLL - 18-03 THE NORTH FORTY 2ND							
PID	Name/Owner	Address 1	City	State	Zip	Assessable Units	Proposed Assessment
173225340002	COULT BRENDA	8425 158TH LN NW	RAMSEY	MN	55303	1	\$ 899.31
173225340003	GEISSLER JOSEPH & KIMBERLY	8467 158TH LN NW	RAMSEY	MN	55303	1	\$ 899.31
173225340004	GRONAU SHANE	15842 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 899.31
173225340005	JOHNSON PATRICIA	15812 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 899.31
173225340006	LEVENICK EMMA	15784 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 899.31
173225340007	WISE LYLE D & JEAN R	15768 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 899.31
173225340008	BERRY FRANCIS P	15750 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 899.31
173225340009	TRUONG KY	8416 158TH LN NW	RAMSEY	MN	55303	1	\$ 899.31
173225340010	HASTINGS SHERRY	8462 158TH LN NW	RAMSEY	MN	55303	1	\$ 899.31
173225340011	OLSON THOMAS C & CARRIE M	15811 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 899.31
173225340012	MOLDENHAUER AMANDA	15779 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 899.31
173225340013	JOY ANDREW C & JERI L	15757 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 899.31
173225340014	WARZONEK ZACHERY	15731 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 899.31
173225340015	CITY OF RAMSEY	15700 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 899.31
173225340016	CITY OF RAMSEY		RAMSEY	MN	55303	1	\$ 899.31
TOTALS						15	\$ 13,489.59

PROPOSED ASSESSMENT ROLL – 18-03 THE NORTH FORTY 3RD							
PID	Name/Owner	Address 1	City	State	Zip	Assessable Units	Proposed Assessment
203225110004	BACKMAN JEANINE	8030 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225110005	CHISMAR PAMELA	8070 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225110006	GOODMAN JOHN D & MIKA JONI R	8118 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225110007	BORELL RONALD J & SANDRA A	8148 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225110008	SCHUETTE JOAN	8184 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225110009	MORLEY JOHN	8031 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225110010	SUOMALA ERIN	8077 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225110011	BABKIN VYACHESLAV	8131 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225110012	DUSTERHOFT KYLE J & MELANIE A	15599 HEDGEHOG ST NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225110013	GRANHOLT LUANN	15639 HEDGEHOG ST NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225110014	NORMAN MARVIN G & MARIA K	15673 HEDGEHOG ST NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120003	GUSTAVSON GENE E & LANETTE J	8211 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120004	ANDERSON HARLAN	8255 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120005	WULF RONDA	8309 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120006	LATOUR GREGORY	8353 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120007	HEINEMAN THOMAS	8239 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120008	MOORE DANIEL	8277 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120009	TRASK BENJAMIN J	8323 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120010	TREPTOW THERESA	8375 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120011	BOBB MICHAEL J	8376 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120012	NORMAN MICHAEL	8324 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120013	WIDEL LAURA	8278 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120014	MAU DAVID	8230 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120015	DAVIS ALLISON	8252 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120016	ROUSE MICHAEL	8306 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
203225120017	PETERSON CHAD	8348 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,515.72
TOTALS						26	\$ 39,408.83

PROPOSED ASSESSMENT ROLL – 18-03 NORTHFORK ITASCA SHORES							
PID	Name/Owner	Address 1	City	State	Zip	Assessable Units	Proposed Assessment
193225130013	TAMAN TARIK & EUSTICE HEIDI T	9191 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
193225130014	SCHROEDER RICHARD M & PENNY M	9171 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
193225130015	TEAL DALE	9141 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
193225130016	MCDONALD ROBERT G & DENISE A	9111 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
193225130017	FIORE EDWARD	9081 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
193225130018	MISNER ALBA	9050 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
193225130020	JORDAN KEVIN L & SUE A	9170 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
193225130021	OLSON MITCHELL A & MICHELLE L	9140 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
193225130022	PAULEY MARIE	9110 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
193225130023	CHRISTIANSON LINDSEY	9080 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
193225130027	DUNLAP CINDY	9190 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 929.54
TOTALS						11	\$ 10,224.92

PROPOSED ASSESSMENT ROLL – 18-03 NORTHFORK							
PID	Name/Owner	Address 1	City	State	Zip	Assessable Units	Proposed Assessment
183225210002	SHERER MOLLY	16470 FORTMANN CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225210003	KOEHLER MICHAEL	16460 FORTMANN CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225210006	ADAMS LYNN	16455 DRISCOLL CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225210007	WITTER KELLY	16465 DRISCOLL CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225210008	FOOTE CLIFFORD L & SHIRLEY	16470 DRISCOLL CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225210009	RESECH DAVID G & SHAREN J	16450 DRISCOLL CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225220002	LYNCH TERRANCE M & SMITH SUSAN	16445 HALAS CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225220003	TERNUS JESSE	16455 HALAS CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225220004	HANSON ELLEN M	16470 HALAS CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225220005	SKYBERG JASON D & JOANN M	16450 HALAS CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225220007	ANDERSON II TRUSTEE	16455 FORTMANN CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
183225220008	RUDY TRUSTEE CAROL	16465 FORTMANN CIR NW	RAMSEY	MN	55303	1	\$ 1,039.41
TOTALS						12	\$ 12,472.96

PROPOSED ASSESSMENT ROLL – 18-03 NORTHFORK 2 ND & 3 RD							
PID	Name/Owner	Address 1	City	State	Zip	Assessable Units	Proposed Assessment
183225110004	PELUF LAWRENCE & PATRICIA	9041 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225110005	SHUGA TOM & IDA S	9031 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225120005	MORTENSON CYNTHIA	9165 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225120006	SMITH TRUSTEE JILL & SMITH TRUSTEE STEPHEN	9130 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225120012	FREDERICKSON JOAN M & THOMAS A	9040 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225120013	WEBSTER MITCHELL W & NANCY W	9091 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225120014	SCHOENEMAN CRAIG & JOHNSON E A	9051 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225130008	FLAVIN RANDY & JOAN	9060 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225130012	KUNKEL NICHOLAS V & NANCY L	9040 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225130013	FIELD ROBERT & LORI	16250 WOLVERINE ST NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225130014	BARBER JAMES	16450 WOLVERINE ST NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225140002	CHRISTENSEN SCOTT M & LISA E	8970 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225140003	HARTER GREGORY J & LYNNE M	8980 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225140005	WATSON BARBARA	9000 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225140006	MALECK KATHLEEN M	9030 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225140007	ZIERDEN SCOTT M & JULIE M	16251 WOLVERINE ST NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225140008	QUICK BRYAN R & MARY M	8991 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
183225140020	MCGERR PATRICIA R TRUSTEE	8990 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,368.35
TOTALS						18	\$ 24,630.29

PROPOSED ASSESSMENT ROLL – 18-03 NORTHFORK OAKS

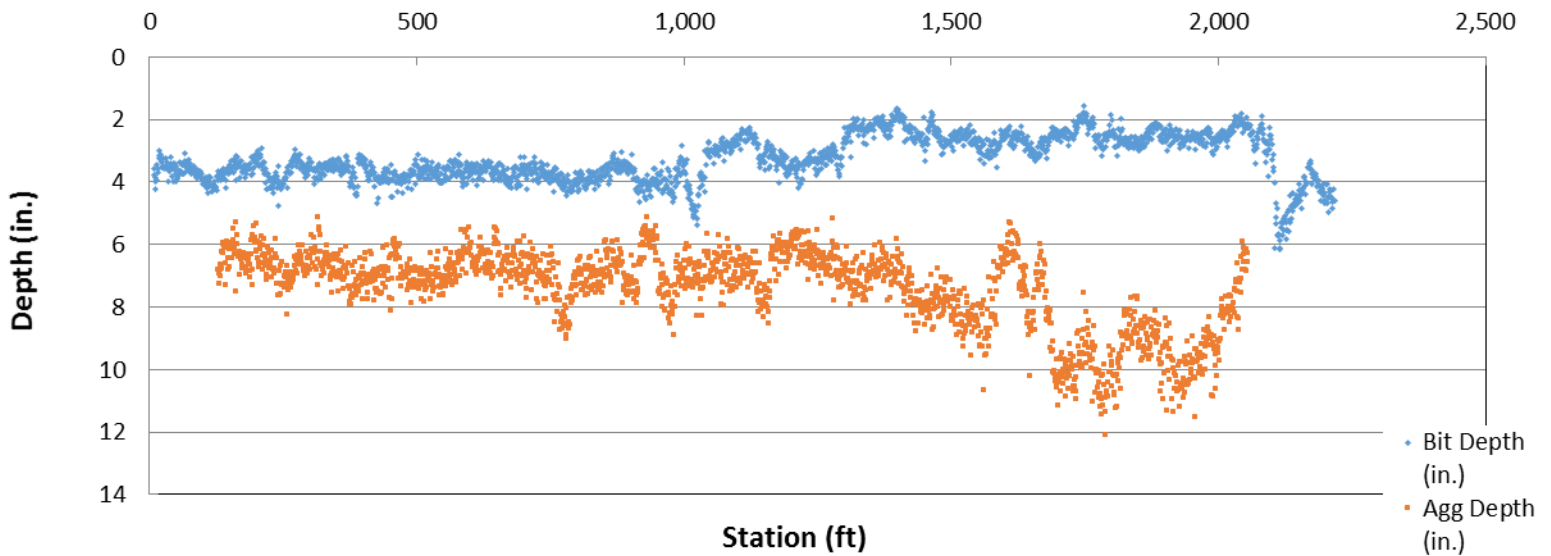
PID	Name/Owner	Address 1	City	State	Zip	Assessable Units	Proposed Assessment
173225230006	SERIANO KIMBERLY	16170 ROYAL RD NW	RAMSEY	MN	55303	1	\$ 766.54
173225230007	HANSON JOHN	16150 ROYAL RD NW	RAMSEY	MN	55303	1	\$ 766.54
173225230008	KUZMA MARK E & WENDY J	16120 ROYAL RD NW	RAMSEY	MN	55303	1	\$ 766.54
173225230009	MENTH JEFFREY & O'BERRY E M	8701 160TH CT NW	RAMSEY	MN	55303	1	\$ 766.54
173225230010	SOGN BRUCE	8681 160TH CT NW	RAMSEY	MN	55303	1	\$ 766.54
173225230011	FOGGIA JOSEPH M & KAREN S	8671 160TH CT NW	RAMSEY	MN	55303	1	\$ 766.54
173225230012	FROLIK JON	8661 160TH CT NW	RAMSEY	MN	55303	1	\$ 766.54
173225320004	PARENT CUSTOM HOMES LLC	8660 160TH CT NW	RAMSEY	MN	55303	1	\$ 766.54
173225320005	SAXON TED	8670 160TH CT NW	RAMSEY	MN	55303	1	\$ 766.54
173225320006	BIRD DANIEL	8680 160TH CT NW	RAMSEY	MN	55303	1	\$ 766.54
173225320007	BRUSVEN DAVID D & MARY G	8690 160TH CT NW	RAMSEY	MN	55303	1	\$ 766.54
TOTALS						11	\$ 8,431.89

Appendix D

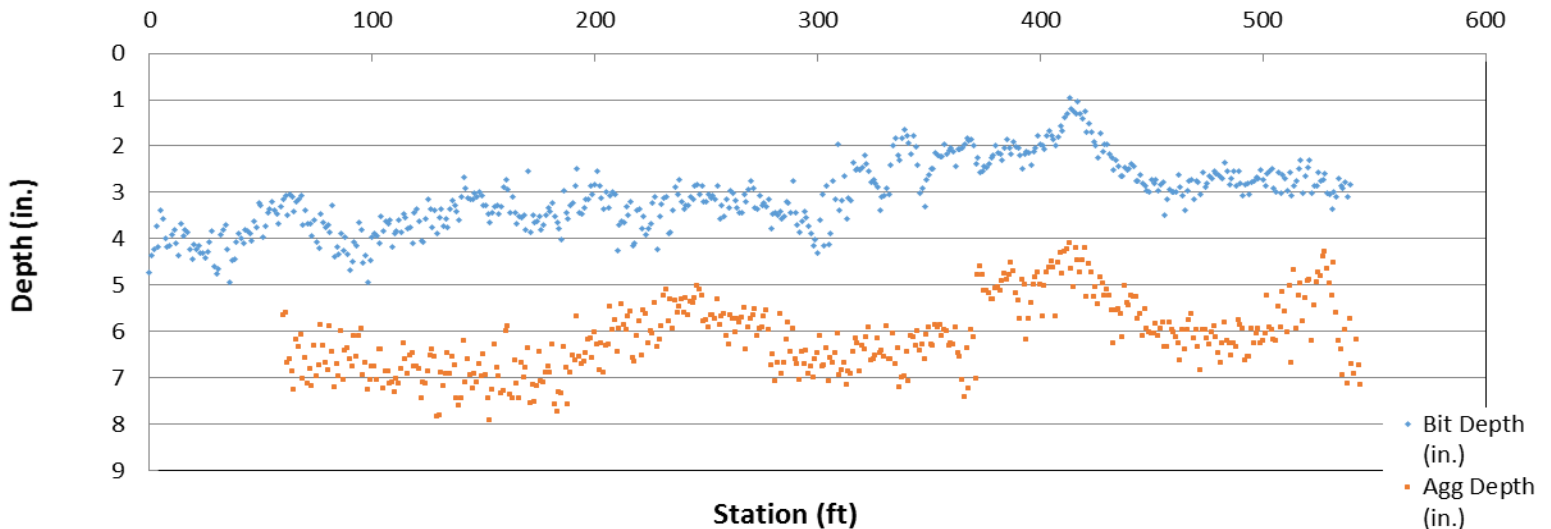
Ground Penetrating Radar (GPR) Results Tables and Data Charts

Woodland Green GPR Summary										
Project Segment		Pavement			Aggregate			Section		
Street	Segment Description	Min	Max	Avg	Min	Max	Avg	Avg	Min	Location
155 th Lane	E EOP / CDS	1.6	6.2	3.3	1.9	9.6	4.9	7.4	5.1	316' West of E EOP.
Barium Street	S EOP / CDS	1.0	4.9	3.1	1.5	7.2	3.2	6.1	4.09	130' North of 155 th Lane.
Cobalt Street	N EOP / Barium St	2.3	4.9	3.3	1.3	5.3	3.1	6.4	4.11	126' Northwest of Barium Street.
Erkium Street	155 th Ln / 156 th Ln	1.8	6.3	3.8	0.6	3.7	2.0	5.9	4.2	167' South of 156 th Lane
<i>Project Summary</i>		<i>1.0</i>	<i>6.3</i>	<i>3.3</i>	<i>0.6</i>	<i>9.6</i>	<i>3.6</i>	<i>6.8</i>	<i>4.09</i>	<i>Barium Street, 130' North of 155th Lane.</i>

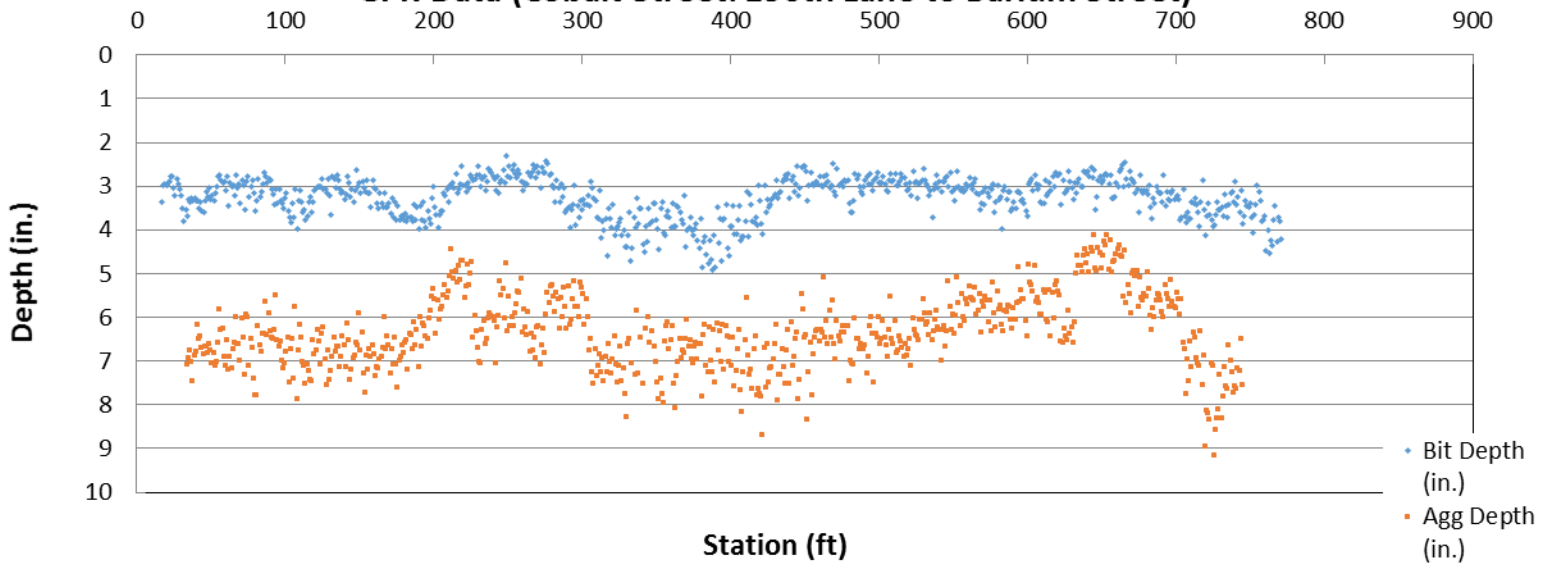
GPR Data (155th Lane: E EOP to CDS)



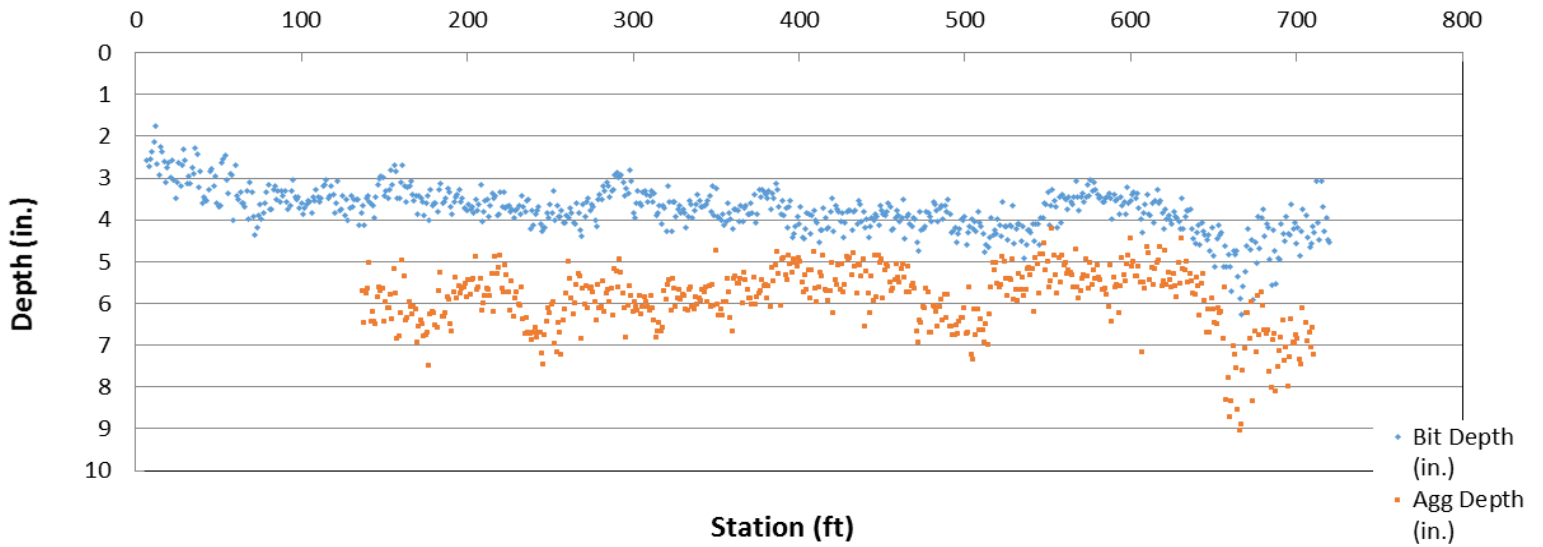
GPR Data (Barium Street: CDS to 155th Lane)



GPR Data (Cobalt Street: 156th Lane to Barium Street)



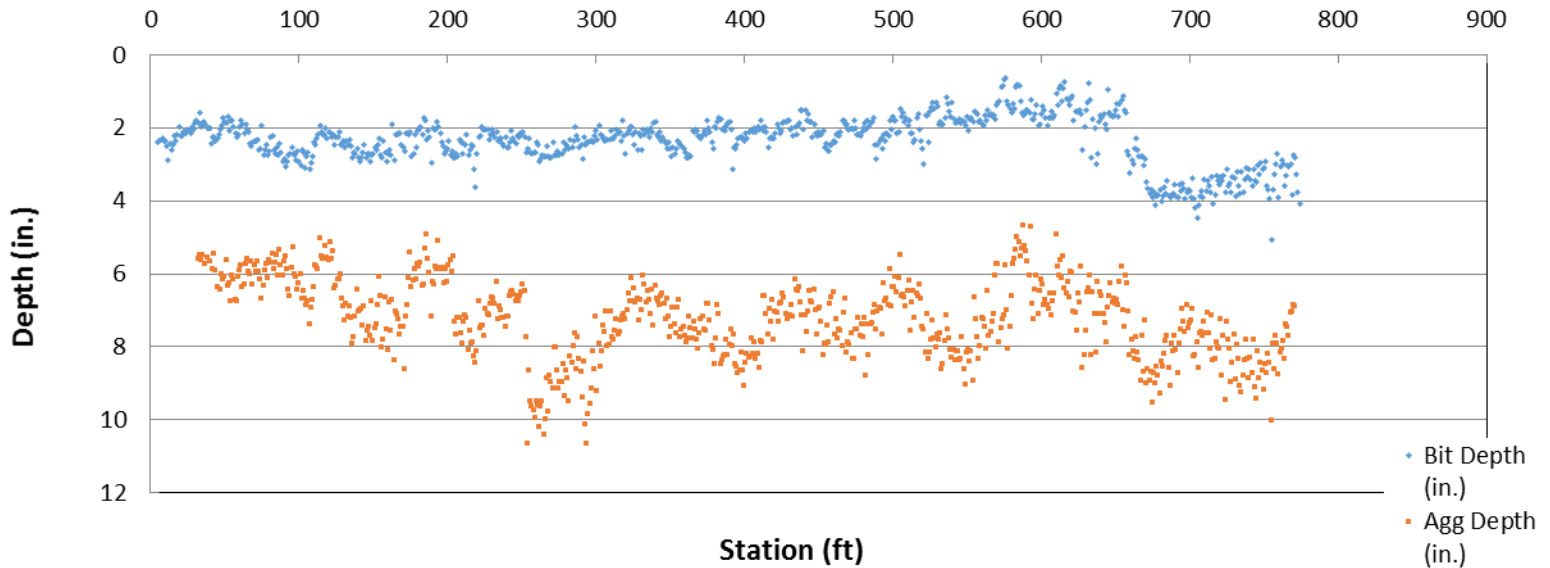
GPR Data (Erkium Street: 155th Lane to 156th Lane)



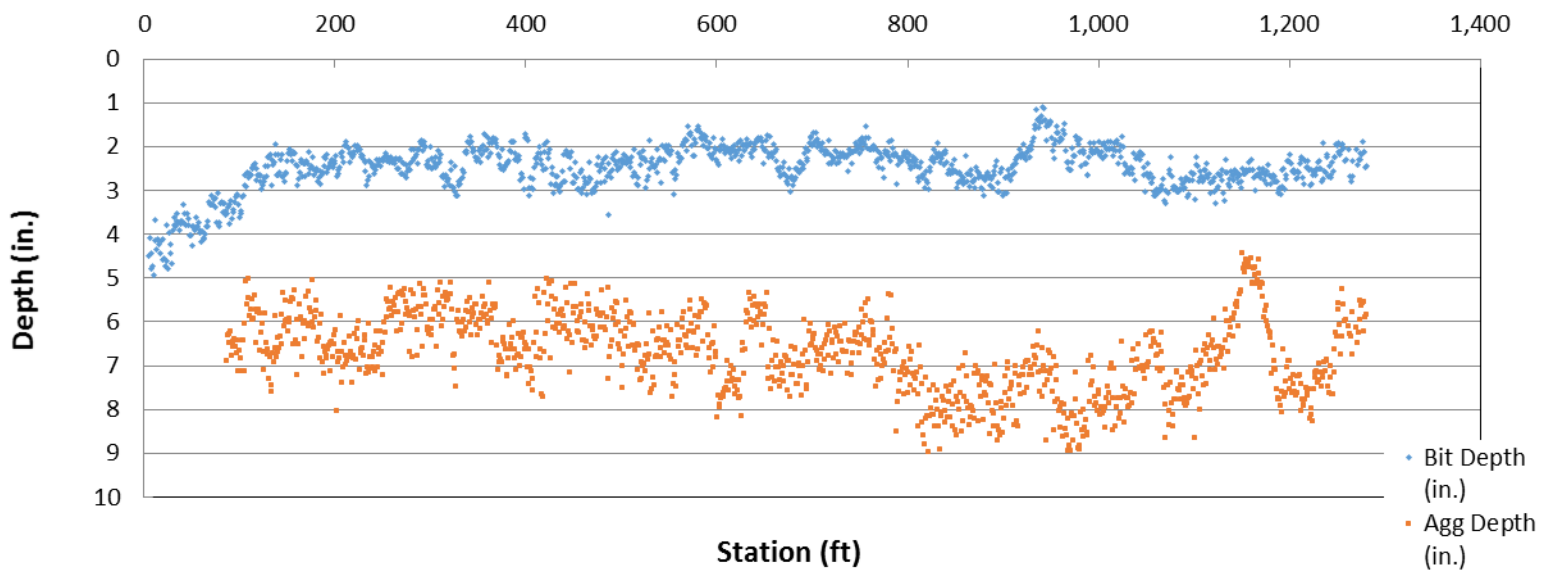
The North Forty 2nd GPR Summary

Project Segment		Pavement			Aggregate			Section		
Street	Segment Description	Min	Max	Avg	Min	Max	Avg	Avg	Min	Location
158 th Lane	NE PC Okapi St & 158 th Ln / E EOP	0.7	5.1	2.3	2.5	8.3	4.6	7.2	4.7	187' West of E EOP.
Okapi Street	S EOP / NE PC 158 th Ln & Okapi St	1.1	4.9	2.5	1.9	7.1	4.3	6.7	4.4	130' North of S EOP.
<i>Project Summary</i>		<i>0.7</i>	<i>5.1</i>	<i>2.4</i>	<i>1.9</i>	<i>8.3</i>	<i>4.4</i>	<i>6.9</i>	<i>4.4</i>	<i>Okapi Street, 130' North of S EOP.</i>

GPR Data (158th Lane: Okapi Street to E EOP)



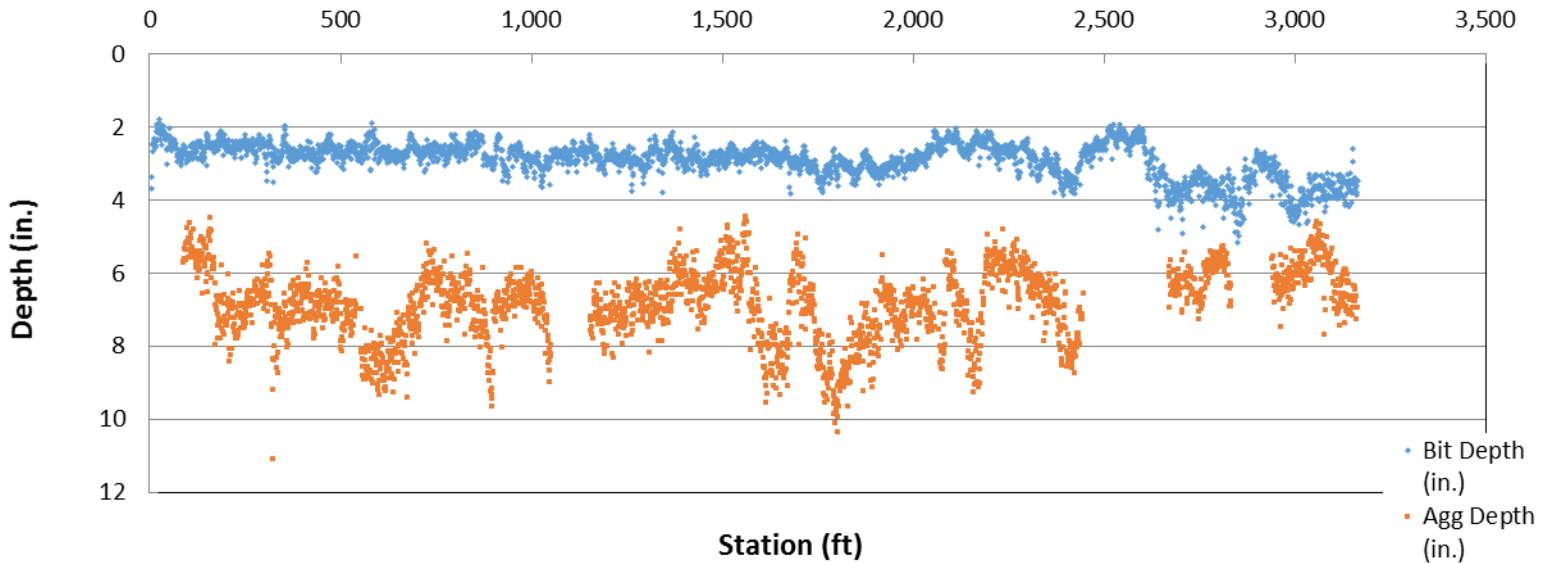
GPR Data (Okapi Street: 156th Lane to 158th Lane)



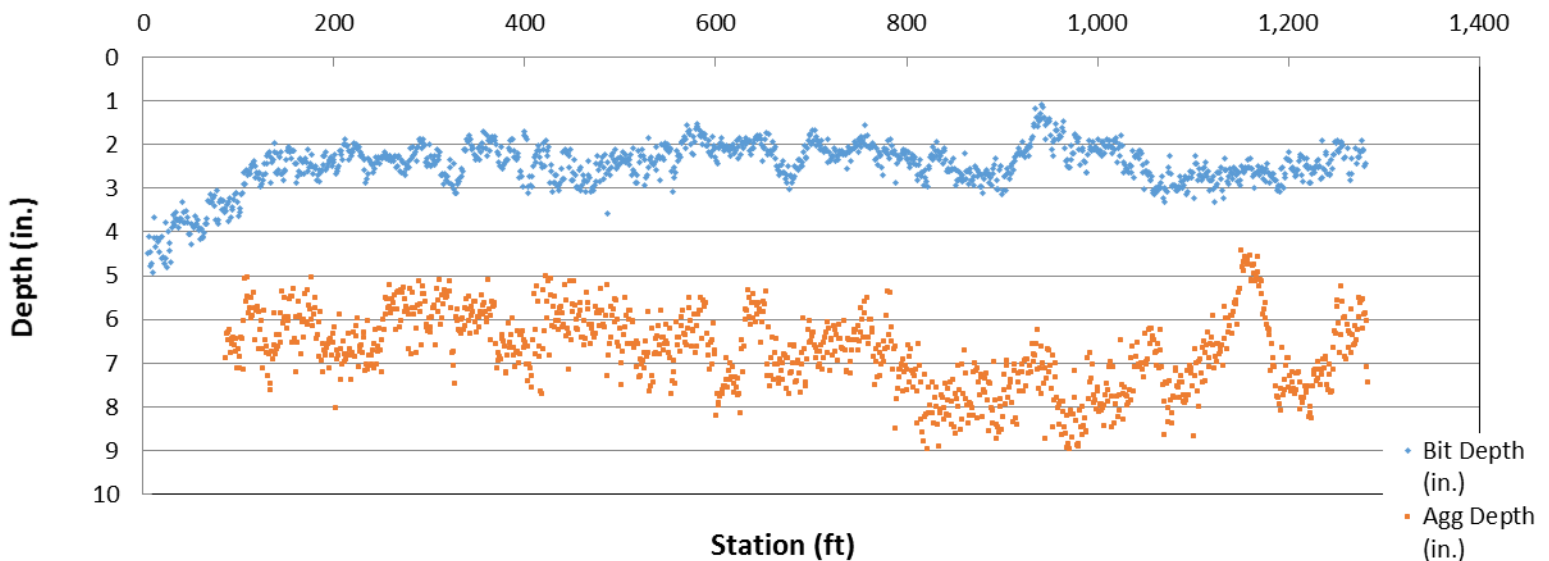
The North Forty 3rd GPR Summary

Project Segment		Pavement			Aggregate			Section		
Street	Segment Description	Min	Max	Avg	Min	Max	Avg	Avg	Min	Location
155 th Lane	W EOP / Armstrong Blvd	1.8	5.2	2.9	1.2	7.0	3.7	6.9	4.5	52' West of Hedgehog Street.
156 th Lane	W EOP / Hedgehog St	1.1	4.9	2.5	1.9	7.4	4.1	6.7	4.4	137' East of W EOP.
Hedgehog Street	S EOP / N EOP	1.7	5.3	2.8	1.6	9.4	4.4	7.2	4.7	216' North of S EOP.
<i>Project Summary</i>		<i>1.1</i>	<i>5.3</i>	<i>2.8</i>	<i>1.2</i>	<i>9.4</i>	<i>4.0</i>	<i>6.9</i>	<i>4.4</i>	<i>156th Lane, 137' East of W EOP.</i>

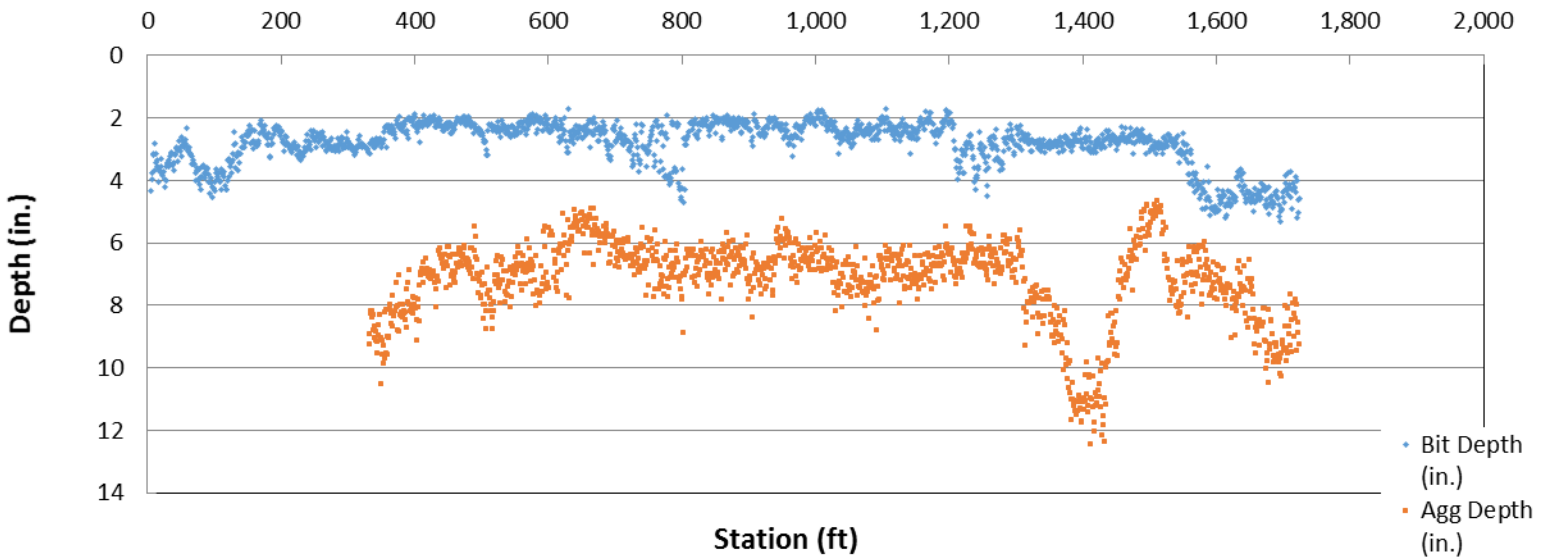
GPR Data (155th Lane: Armstrong Boulevard to Nutria Street)



GPR Data (156th Lane: Hedgehog Street to Okapi Street)

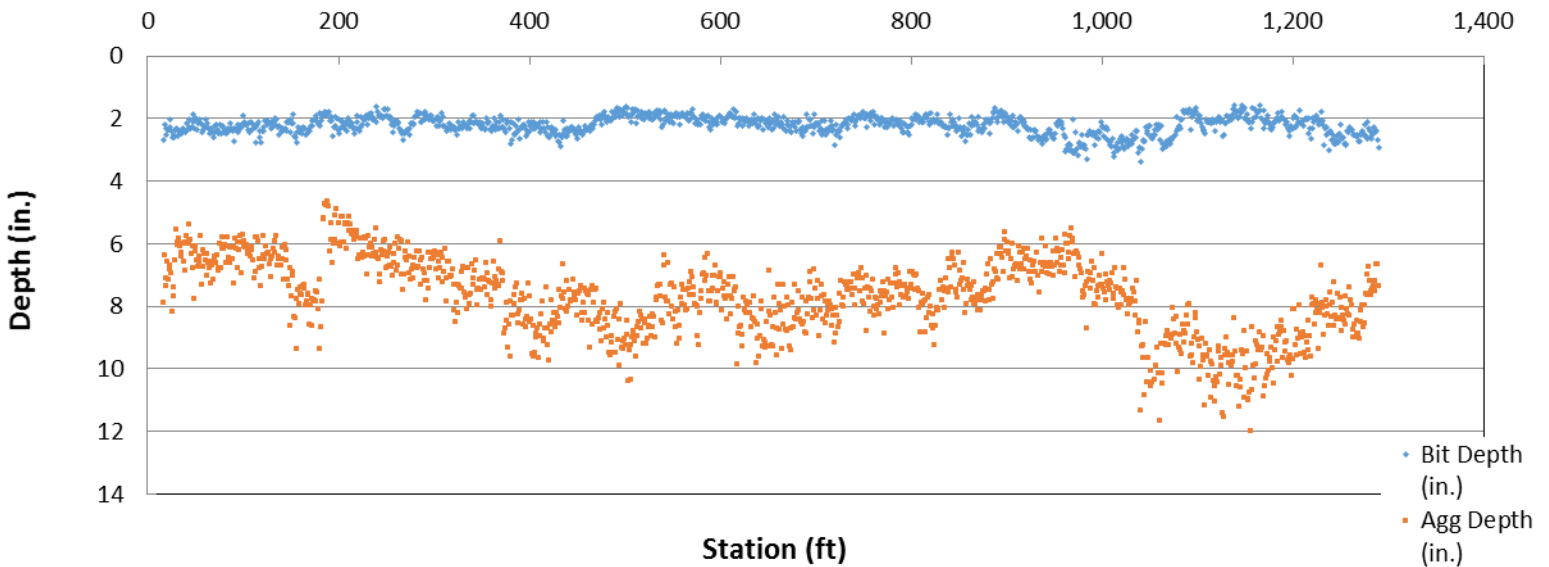


GPR Data (Hedgehog Street: 157th Lane to S EOP)



Northfork Itasca Shores GPR Summary										
Project Segment		Pavement			Aggregate			Section		
Street	Segment Description	Min	Max	Avg	Min	Max	Avg	Avg	Min	Location
Andrie Court	Andrie St / CDS	1.6	3.4	2.2	2.5	9.7	5.5	7.7	4.7	189' East of Andrie Street.
<i>Project Summary</i>		<i>1.6</i>	<i>3.4</i>	<i>2.2</i>	<i>2.5</i>	<i>9.7</i>	<i>5.5</i>	<i>7.7</i>	<i>4.7</i>	<i>Andrie Court, 189' East of Andrie Street.</i>

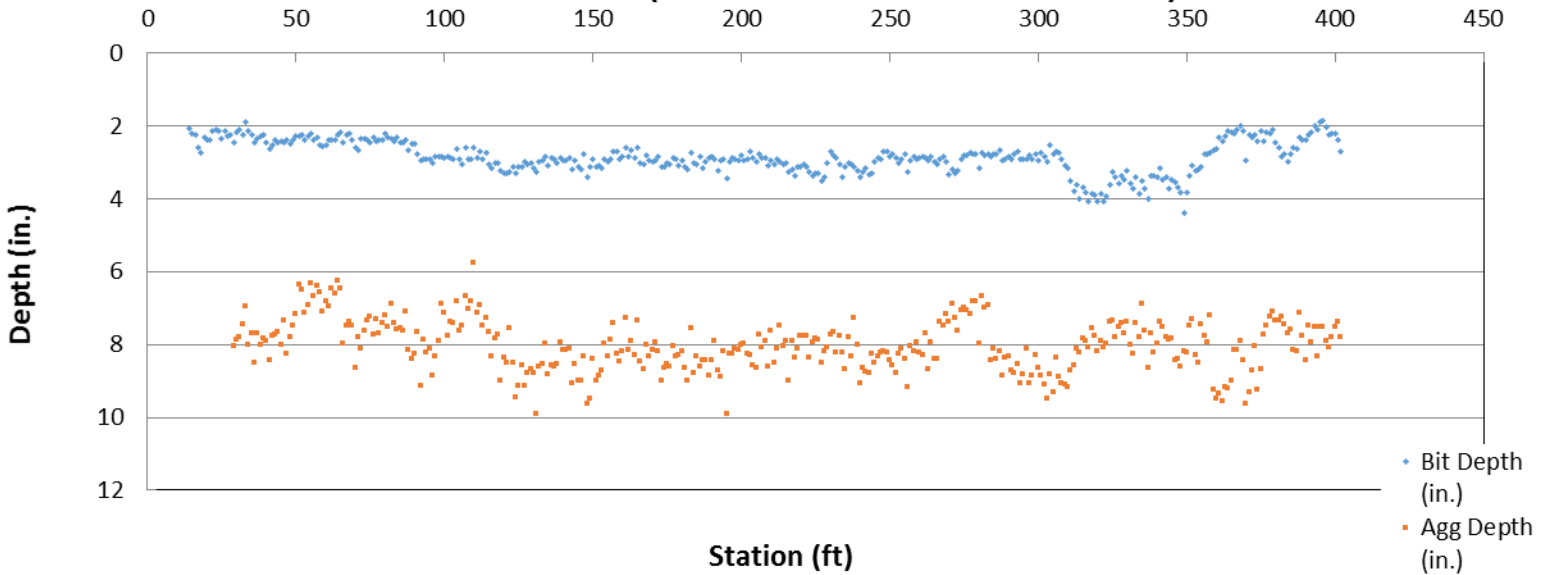
GPR Data (Andrie Court: Andrie Street to CDS)



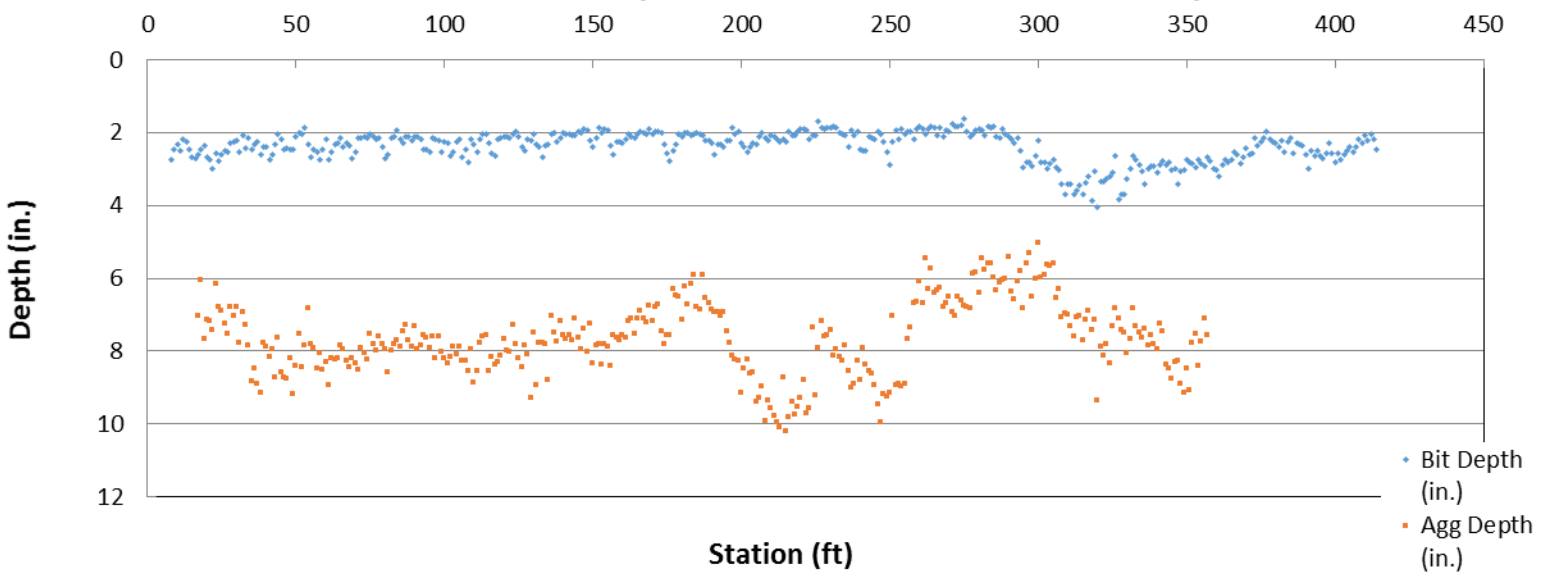
Northfork GPR Summary

Project Segment		Pavement			Aggregate			Section		
Street	Segment Description	Min	Max	Avg	Min	Max	Avg	Avg	Min	Location
Driscoll Circle	164 th Ln / CDS	1.9	4.4	2.9	3.2	7.1	5.2	8.0	5.8	110' North of 164 th Lane.
Fortmann Circle	164 th Ln / CDS	1.6	4.1	2.4	2.5	7.9	5.3	7.7	5.0	294' North of 164 th Lane.
Halas Circle	164 th Ln / CDS	1.6	3.6	2.4	2.1	6.2	4.6	6.9	4.0	25' North of 164 th Lane.
<i>Project Summary</i>		<i>1.6</i>	<i>4.4</i>	<i>2.6</i>	<i>2.1</i>	<i>7.9</i>	<i>5.0</i>	<i>7.6</i>	<i>4.0</i>	<i>Halas Circle, 25' North of 164th Lane.</i>

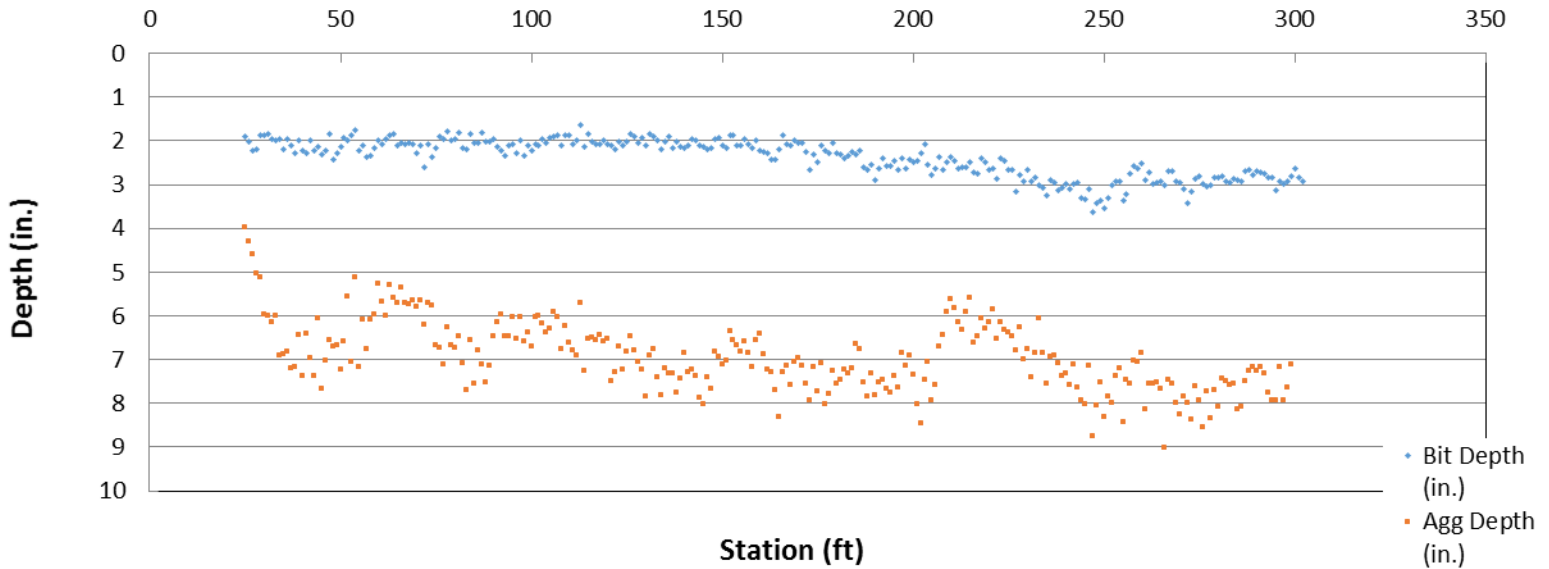
GPR Data (Driscoll Circle: 164th Lane to CDS)



GPR Data (Fortmann Circle: 164th Lane to CDS)



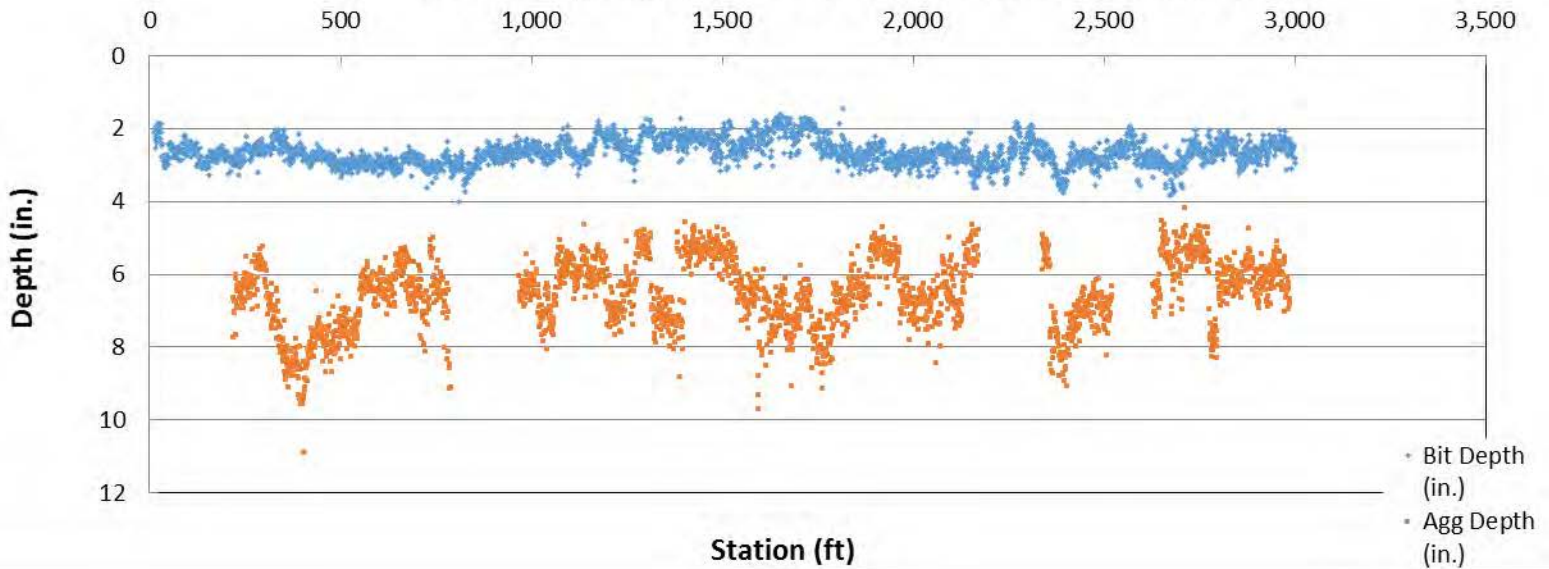
GPR Data (Halas Circle: 164th Lane to CDS)



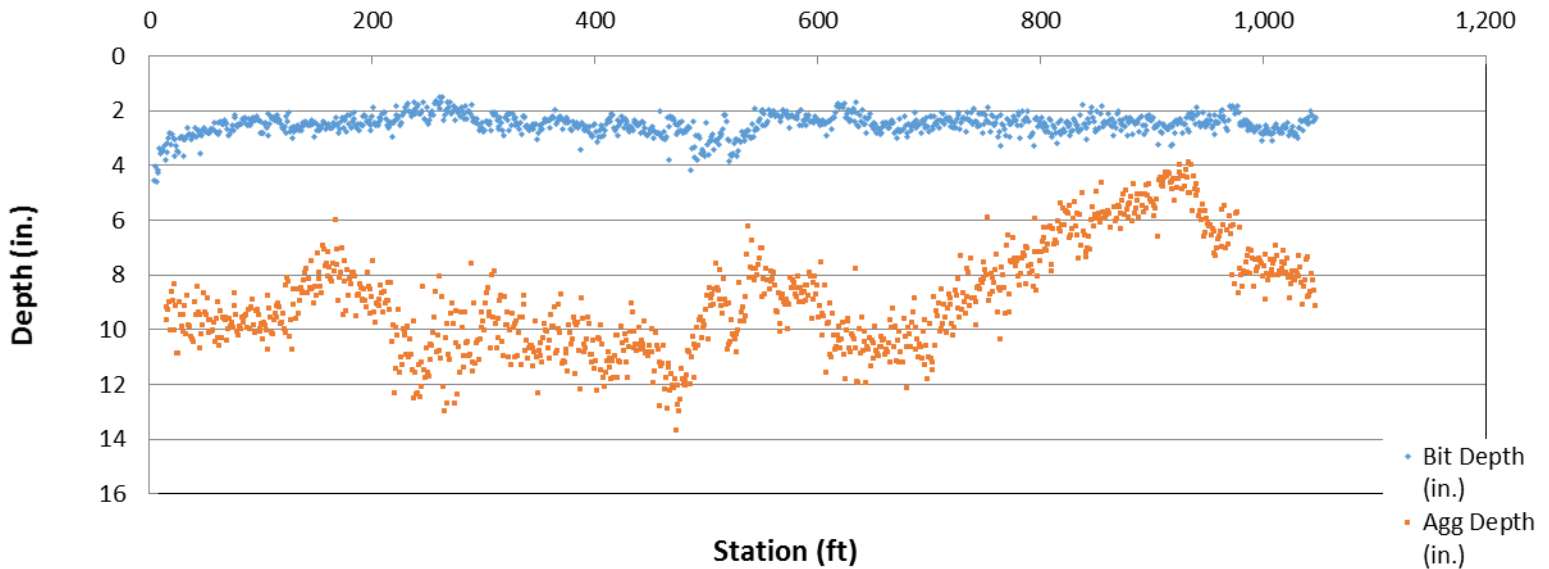
Northfork 2nd & 3rd GPR Summary

Project Segment		Pavement			Aggregate			Section		
Street	Segment Description	Min	Max	Avg	Min	Max	Avg	Avg	Min	Location
162 nd Lane	Andrie St / Wolverine St	1.4	4.0	2.7	1.3	7.2	3.8	6.5	4.2	287' East of Andrie Street
164 th Lane	Andrie St / E EOP	1.5	4.6	2.5	3.8	10.8	7.0	8.9	3.88	116' West of Wolverine Street.
Wolverine Street	162 nd Ln / 164 th Ln	2.0	3.6	2.7	1.4	5.4	3.3	6.1	3.86	144' North of 162 nd Lane.
<i>Project Summary</i>		<i>1.4</i>	<i>4.6</i>	<i>2.6</i>	<i>1.3</i>	<i>10.8</i>	<i>4.1</i>	<i>7.1</i>	<i>3.86</i>	<i>Wolverine Street, 144' North of 162nd Lane.</i>

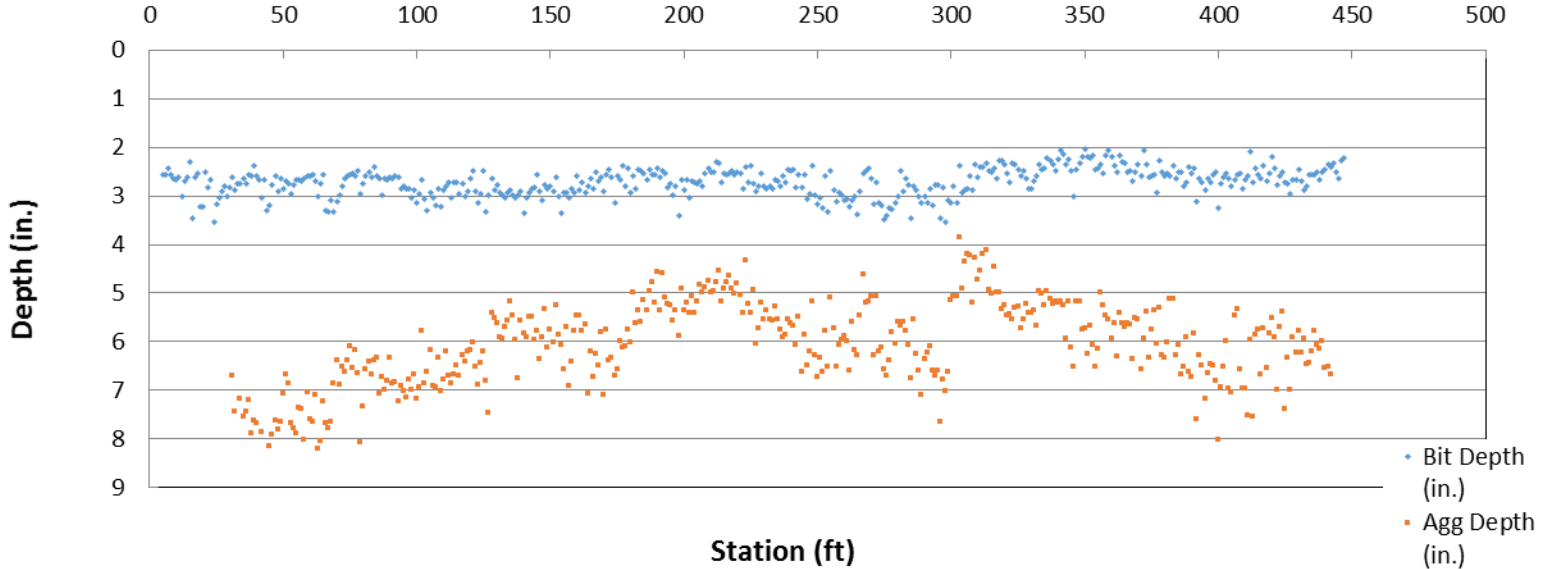
GPR Data (162nd Lane: Andrie Street to Wolverine Street)



GPR Data (164th Lane: Andrie Street to E EOP)

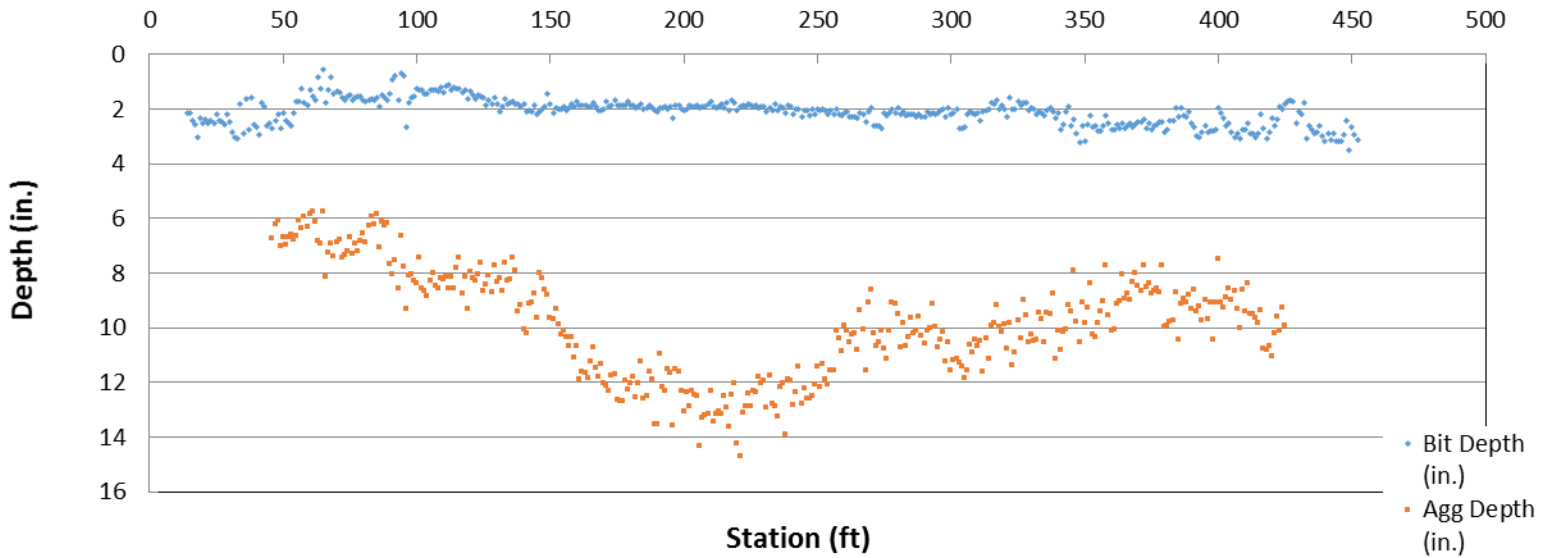


GPR Data (Wolverine Street: 164th Lane to 162nd Lane)

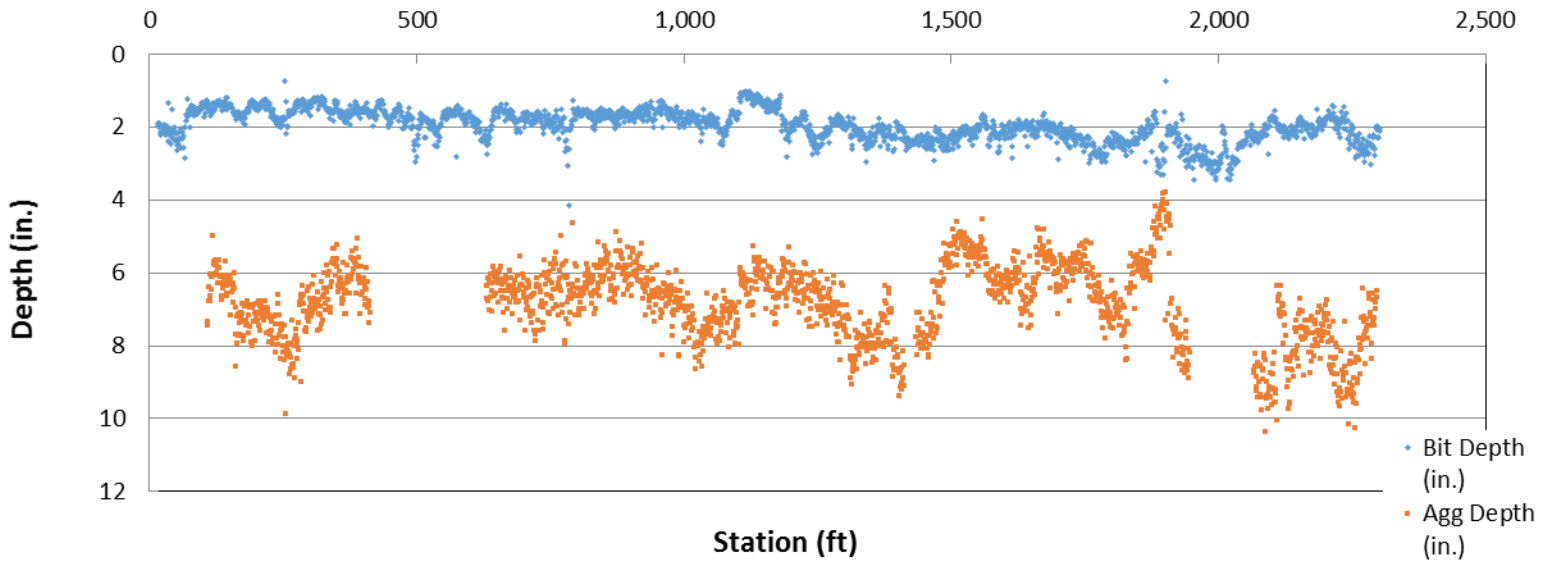


Northfork Oaks GPR Summary										
Project Segment		Pavement			Aggregate			Section		
Street	Segment Description	Min	Max	Avg	Min	Max	Avg	Avg	Min	Location
160 th Court	Royal Rd / CDS	0.5	3.5	2.1	3.8	12.8	8.1	9.9	5.7	49' East of Royal Road.
Royal Road	160 th Crt / E EOP	0.7	4.2	2.0	0.7	8.2	4.9	6.8	3.8	209' North of 160 th Court.
<i>Project Summary</i>		<i>0.5</i>	<i>4.2</i>	<i>2.0</i>	<i>0.7</i>	<i>12.8</i>	<i>5.3</i>	<i>7.3</i>	<i>3.8</i>	<i>Royal Road, 209' North of 160th Court.</i>

GPR Data (160th Court: Royal Road to CDS)



GPR Data (Royal Road: 160th Lane to 162nd Lane)



**NOTICE OF PUBLIC HEARING AND ASSESSMENT FOR
CITY IMPROVEMENT PROJECT 18-03
2018 STREET OVERLAY IMPROVEMENTS**

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Ramsey City Council will hold a public hearing at 7:00 p.m. on Tuesday, October 9, 2018 in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive NW, to consider, and possibly adopt, proposed assessments against benefiting properties for Improvement Project #18-03 which generally consists of 2-inch bituminous pavement overlay improvements to various public street segments within the Woodland Green, The North Forty 2nd, The North Forty 3rd, Northfork Itasca Shores, Northfork, Northfork 2nd, Northfork 3rd, and Northfork Oaks residential subdivisions in the City of Ramsey.

Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land (the property identification number is listed on your mailing envelope) is **\$ 856.50**. The total estimated cost of the above described project is \$ 610,995.00. The total amount of the proposed assessment for this project is estimated to be \$ 143,531.60, which equals 25 percent of the eligible cost of the improvements, pursuant to Minnesota Statutes Sections 429.011 to 429.111, Chapter 8 of the Ramsey City Charter, and the City of Ramsey Special Assessments Policy.

Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, and will bear interest at the rate of 5.22 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.

Prior to certification of the assessment to the county auditor, the owner of any property so assessed may pay the entire assessment on such property, with interest accrued to the date of payment, to the City Finance Office. No interest shall be charged if the entire assessment is paid before November 16, 2018. At any time thereafter, payment may be made to the City Finance Office for the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the succeeding year. The right to partially prepay the assessment is not available.

The proposed assessment roll is on file for public inspection at the City Clerk's office. Written or oral objections will be considered at the hearing. No appeal to District Court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

Assessment deferral for senior citizens and totally disabled persons

Under Minnesota Statute Sections 435.193 to 435.195, and City Code Section 46.4, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by persons 65 years of age or older or by persons retired by virtue of a permanent and total disability. When deferment of the special assessment has been granted and is terminated for any other reason provided in that law and City Code Section 46.4, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirement of this law and City Code Section 46.4, may, within 30 days of the confirmation of the assessment, apply to the City Clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

Right to appeal to District Court

An owner may appeal an assessment to District Court pursuant to Minnesota Statute Section 429.081 by serving notice of the appeal upon the mayor or clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within 10 days after service upon the mayor or clerk.

Dated: September 21, 2018

Bruce Westby, P.E.
City Engineer

SCHEDULE OF PAYMENT

The special assessment of such improvement to your property is \$856.50. This cost will be assessed over 10 years at 5.22 percent interest per year. Listed below is a breakdown of the yearly principal and interest costs. Please note the change in the first year's interest cost. The first year's interest covers a period of 448 days from October 9, 2018 to December 31, 2019.

Year	Principal	5.22% Interest	Payment Amount	Pay-off Balance
				\$856.50
2019	\$85.65	\$54.88	\$140.53	\$770.85
2020	\$85.65	\$40.24	\$125.89	\$685.20
2021	\$85.65	\$35.77	\$121.42	\$599.55
2022	\$85.65	\$31.30	\$116.95	\$513.90
2023	\$85.65	\$26.83	\$112.48	\$428.25
2024	\$85.65	\$22.35	\$108.00	\$342.60
2025	\$85.65	\$17.88	\$103.53	\$256.95
2026	\$85.65	\$13.41	\$99.06	\$171.30
2027	\$85.65	\$8.94	\$94.59	\$85.65
2028	\$85.65	\$4.47	\$90.12	\$0.00
Total	\$856.50	\$256.07	\$1,112.57	

Please call Bruce Westby, City Engineer, at 763-427-1410 with questions.

REMITTANCE ADVICE

PROJECT # IP 18-03 – 2018 Street Overlay Improvements

AMOUNT DUE \$ **856.50**

In order to pay the above Special Assessment IN FULL before it is certified to the County and included on your property tax statement for 2019, payment for the full amount must be made to the City of Ramsey between October 9 and November 16, 2018.

For your records:

Check #: _____ Amount \$ _____ Date: _____

PAYMENT OPTIONS

Credit/Debit Card

Access account balance and make payment using the city's online web store, RamsEPay. Enjoy fast and free 24 hour access and acceptance of VISA, MasterCard, Discover Card, and debit cards. Credit cards are also accepted over the phone by calling (763) 427-1410.



Drop Box

A drop box is conveniently located at the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Drive NW and the drop box is located on the south side of the building in the main parking lot. Please include the bottom portion of this form with your check payment.

U.S. Mail

Payments sent via the U.S. Postal Service are received at our processing center. Please include the bottom portion of this form with your check payment. Mail to:

City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

In-Person

Resident's may bring their payment directly to the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Drive NW. This is the best option if you are paying in cash. A receipt will be given by our cashier.

Please detach and return this portion with your payment.

Payment must be received at the City before November 16, 2018.

City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303

Project # IP 18-03 – 2018 Street Overlay Improvements

Amount Enclosed \$ _____

PIN #: _____
(this # can be found on the front of the envelope just above your name)

Property Address: _____

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Prior to certification of the assessment to the county auditor, the owner of any property so assessed may pay the entire assessment on such property, with interest accrued to the date of payment, to the City Finance Office. No interest shall be charged if the entire assessment is paid before November 16, 2018. At any time thereafter, payment may be made to the City Finance Office for the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the succeeding year. The right to partially prepay the assessment is not available.

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City Engineer

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Year	Principal	5.22% Interest	Payment Amount	Pay-off Balance
				\$1,425.20
2019	\$142.52	\$91.31	\$233.83	\$1,282.68
2020	\$142.52	\$66.96	\$209.48	\$1,140.16
2021	\$142.52	\$59.52	\$202.04	\$997.64
2022	\$142.52	\$52.08	\$194.60	\$855.12
2023	\$142.52	\$44.64	\$187.16	\$712.60
2024	\$142.52	\$37.20	\$179.72	\$570.08
2025	\$142.52	\$29.76	\$172.28	\$427.56
2026	\$142.52	\$22.32	\$164.84	\$285.04
2027	\$142.52	\$14.88	\$157.40	\$142.52
2028	\$142.52	\$7.44	\$149.96	\$0.00
Total	\$1,425.20	\$426.09	\$1,851.29	

Please call Bruce Westby, City Engineer, at 763-427-1410 with questions.

REMITTANCE ADVICE

PROJECT # IP 18-03 – 2018 Street Overlay Improvements

AMOUNT DUE \$ **1,425.20**

In order to pay the above Special Assessment IN FULL before it is certified to the County and included on your property tax statement for 2019, payment for the full amount must be made to the City of Ramsey between October 9 and November 16, 2018.

For your records:

Check #: _____ Amount \$ _____ Date: _____

PAYMENT OPTIONS

Credit/Debit Card

Access account balance and make payment using the city's online web store, RamsEPay. Enjoy fast and free 24 hour access and acceptance of VISA, MasterCard, Discover Card, and debit cards. Credit cards are also accepted over the phone by calling (763) 427-1410.



Drop Box

A drop box is conveniently located at the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Drive NW and the drop box is located on the south side of the building in the main parking lot. Please include the bottom portion of this form with your check payment.

U.S. Mail

Payments sent via the U.S. Postal Service are received at our processing center. Please include the bottom portion of this form with your check payment. Mail to:

City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

In-Person

Resident's may bring their payment directly to the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Drive NW. This is the best option if you are paying in cash. A receipt will be given by our cashier.

Please detach and return this portion with your payment.

Payment must be received at the City before November 16, 2018.

City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303

Project # IP 18-03 – 2018 Street Overlay Improvements

Amount Enclosed \$ _____

PIN #: _____

(this # can be found on the front of the envelope just above your name)

Property Address: _____

**NOTICE OF PUBLIC HEARING AND ASSESSMENT FOR
CITY IMPROVEMENT PROJECT 18-03
2018 STREET OVERLAY IMPROVEMENTS**

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Ramsey City Council will hold a public hearing at 7:00 p.m. on Tuesday, October 9, 2018 in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive NW, to consider, and possibly adopt, proposed assessments against benefiting properties for Improvement Project #18-03 which generally consists of 2-inch bituminous pavement overlay improvements to various public street segments within the Woodland Green, The North Forty 2nd, The North Forty 3rd, Northfork Itasca Shores, Northfork, Northfork 2nd, Northfork 3rd, and Northfork Oaks residential subdivisions in the City of Ramsey.

Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land (the property identification number is listed on your mailing envelope) is **\$ 1,395.90**. The total estimated cost of the above described project is \$ 610,995.00. The total amount of the proposed assessment for this project is estimated to be \$ 143,531.60, which equals 25 percent of the eligible cost of the improvements, pursuant to Minnesota Statutes Sections 429.011 to 429.111, Chapter 8 of the Ramsey City Charter, and the City of Ramsey Special Assessments Policy.

Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, and will bear interest at the rate of 5.22 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.

Prior to certification of the assessment to the county auditor, the owner of any property so assessed may pay the entire assessment on such property, with interest accrued to the date of payment, to the City Finance Office. No interest shall be charged if the entire assessment is paid before November 16, 2018. At any time thereafter, payment may be made to the City Finance Office for the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the succeeding year. The right to partially prepay the assessment is not available.

The proposed assessment roll is on file for public inspection at the City Clerk's office. Written or oral objections will be considered at the hearing. No appeal to District Court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

Assessment deferral for senior citizens and totally disabled persons

Under Minnesota Statute Sections 435.193 to 435.195, and City Code Section 46.4, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by persons 65 years of age or older or by persons retired by virtue of a permanent and total disability. When deferment of the special assessment has been granted and is terminated for any other reason provided in that law and City Code Section 46.4, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirement of this law and City Code Section 46.4, may, within 30 days of the confirmation of the assessment, apply to the City Clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

Right to appeal to District Court

An owner may appeal an assessment to District Court pursuant to Minnesota Statute Section 429.081 by serving notice of the appeal upon the mayor or clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within 10 days after service upon the mayor or clerk.

Dated: September 21, 2018

Bruce Westby, P.E.
City Engineer

SCHEDULE OF PAYMENT

The special assessment of such improvement to your property is \$1,395.90. This cost will be assessed over 10 years at 5.22 percent interest per year. Listed below is a breakdown of the yearly principal and interest costs. Please note the change in the first year's interest cost. The first year's interest covers a period of 448 days from October 9, 2018 to December 31, 2019.

Year	Principal	5.22% Interest	Payment Amount	Pay-off Balance
				\$1,395.90
2019	\$139.59	\$89.44	\$229.03	\$1,256.31
2020	\$139.59	\$65.58	\$205.17	\$1,116.72
2021	\$139.59	\$58.29	\$197.88	\$977.13
2022	\$139.59	\$51.01	\$190.60	\$837.54
2023	\$139.59	\$43.72	\$183.31	\$697.95
2024	\$139.59	\$36.43	\$176.02	\$558.36
2025	\$139.59	\$29.15	\$168.74	\$418.77
2026	\$139.59	\$21.86	\$161.45	\$279.18
2027	\$139.59	\$14.57	\$154.16	\$139.59
2028	\$139.59	\$7.29	\$146.88	\$0.00
Total	\$1,395.90	\$417.33	\$1,813.23	

Please call Bruce Westby, City Engineer, at 763-427-1410 with questions.

REMITTANCE ADVICE

PROJECT # IP 18-03 – 2018 Street Overlay Improvements

AMOUNT DUE \$ **1,395.90**

In order to pay the above Special Assessment IN FULL before it is certified to the County and included on your property tax statement for 2019, payment for the full amount must be made to the City of Ramsey between October 9 and November 16, 2018.

For your records:

Check #: _____ Amount \$ _____ Date: _____

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City of Ramsey
7550 Sunwood Drive NW
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Project # IP 18-03 – 2018 Street Overlay Improvements

Amount Enclosed \$ _____

PIN #: _____

(this # can be found on the front of the envelope just above your name)

Property Address: _____

**NOTICE OF PUBLIC HEARING AND ASSESSMENT FOR
CITY IMPROVEMENT PROJECT 18-03
2018 STREET OVERLAY IMPROVEMENTS**

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Ramsey City Council will hold a public hearing at 7:00 p.m. on Tuesday, October 9, 2018 in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive NW, to consider, and possibly adopt, proposed assessments against benefiting properties for Improvement Project #18-03 which generally consists of 2-inch bituminous pavement overlay improvements to various public street segments within the Woodland Green, The North Forty 2nd, The North Forty 3rd, Northfork Itasca Shores, Northfork, Northfork 2nd, Northfork 3rd, and Northfork Oaks residential subdivisions in the City of Ramsey.

Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land (the property identification number is listed on your mailing envelope) is **\$ 958.40**. The total estimated cost of the above described project is \$ 610,995.00. The total amount of the proposed assessment for this project is estimated to be \$ 143,531.60, which equals 25 percent of the eligible cost of the improvements, pursuant to Minnesota Statutes Sections 429.011 to 429.111, Chapter 8 of the Ramsey City Charter, and the City of Ramsey Special Assessments Policy.

Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, and will bear interest at the rate of 5.22 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.

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Assessment deferral for senior citizens and totally disabled persons

Under Minnesota Statute Sections 435.193 to 435.195, and City Code Section 46.4, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by persons 65 years of age or older or by persons retired by virtue of a permanent and total disability. When deferment of the special assessment has been granted and is terminated for any other reason provided in that law and City Code Section 46.4, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirement of this law and City Code Section 46.4, may, within 30 days of the confirmation of the assessment, apply to the City Clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

Right to appeal to District Court

An owner may appeal an assessment to District Court pursuant to Minnesota Statute Section 429.081 by serving notice of the appeal upon the mayor or clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within 10 days after service upon the mayor or clerk.

Dated: September 21, 2018

Bruce Westby, P.E.
City Engineer

SCHEDULE OF PAYMENT

The special assessment of such improvement to your property is \$958.40. This cost will be assessed over 10 years at 5.22 percent interest per year. Listed below is a breakdown of the yearly principal and interest costs. Please note the change in the first year's interest cost. The first year's interest covers a period of 448 days from October 9, 2018 to December 31, 2019.

Year	Principal	5.22% Interest	Payment Amount	Pay-off Balance
				\$958.40
2019	\$95.84	\$61.40	\$157.24	\$862.56
2020	\$95.84	\$45.03	\$140.87	\$766.72
2021	\$95.84	\$40.02	\$135.86	\$670.88
2022	\$95.84	\$35.02	\$130.86	\$575.04
2023	\$95.84	\$30.02	\$125.86	\$479.20
2024	\$95.84	\$25.01	\$120.85	\$383.36
2025	\$95.84	\$20.01	\$115.85	\$287.52
2026	\$95.84	\$15.01	\$110.85	\$191.68
2027	\$95.84	\$10.01	\$105.85	\$95.84
2028	\$95.84	\$5.00	\$100.84	\$0.00
Total	\$958.40	\$286.53	\$1,244.93	

Please call Bruce Westby, City Engineer, at 763-427-1410 with questions.

REMITTANCE ADVICE

PROJECT # IP 18-03 – 2018 Street Overlay Improvements

AMOUNT DUE \$ **958.40**

In order to pay the above Special Assessment IN FULL before it is certified to the County and included on your property tax statement for 2019, payment for the full amount must be made to the City of Ramsey between October 9 and November 16, 2018.

For your records:

Check #: _____ Amount \$ _____ Date: _____

PAYMENT OPTIONS

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Payment must be received at the City before November 16, 2018.

City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303

Project # IP 18-03 – 2018 Street Overlay Improvements

Amount Enclosed \$ _____

PIN #: _____
(this # can be found on the front of the envelope just above your name)

Property Address: _____

**NOTICE OF PUBLIC HEARING AND ASSESSMENT FOR
CITY IMPROVEMENT PROJECT 18-03
2018 STREET OVERLAY IMPROVEMENTS**

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Ramsey City Council will hold a public hearing at 7:00 p.m. on Tuesday, October 9, 2018 in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive NW, to consider, and possibly adopt, proposed assessments against benefiting properties for Improvement Project #18-03 which generally consists of 2-inch bituminous pavement overlay improvements to various public street segments within the Woodland Green, The North Forty 2nd, The North Forty 3rd, Northfork Itasca Shores, Northfork, Northfork 2nd, Northfork 3rd, and Northfork Oaks residential subdivisions in the City of Ramsey.

Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land (the property identification number is listed on your mailing envelope) is **\$ 932.70**. The total estimated cost of the above described project is \$ 610,995.00. The total amount of the proposed assessment for this project is estimated to be \$ 143,531.60, which equals 25 percent of the eligible cost of the improvements, pursuant to Minnesota Statutes Sections 429.011 to 429.111, Chapter 8 of the Ramsey City Charter, and the City of Ramsey Special Assessments Policy.

Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, and will bear interest at the rate of 5.22 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.

Prior to certification of the assessment to the county auditor, the owner of any property so assessed may pay the entire assessment on such property, with interest accrued to the date of payment, to the City Finance Office. No interest shall be charged if the entire assessment is paid before November 16, 2018. At any time thereafter, payment may be made to the City Finance Office for the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the succeeding year. The right to partially prepay the assessment is not available.

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Assessment deferral for senior citizens and totally disabled persons

Under Minnesota Statute Sections 435.193 to 435.195, and City Code Section 46.4, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by persons 65 years of age or older or by persons retired by virtue of a permanent and total disability. When deferment of the special assessment has been granted and is terminated for any other reason provided in that law and City Code Section 46.4, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirement of this law and City Code Section 46.4, may, within 30 days of the confirmation of the assessment, apply to the City Clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

Right to appeal to District Court

An owner may appeal an assessment to District Court pursuant to Minnesota Statute Section 429.081 by serving notice of the appeal upon the mayor or clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within 10 days after service upon the mayor or clerk.

Dated: September 21, 2018

Bruce Westby, P.E.
City Engineer

SCHEDULE OF PAYMENT

The special assessment of such improvement to your property is \$932.70. This cost will be assessed over 10 years at 5.22 percent interest per year. Listed below is a breakdown of the yearly principal and interest costs. Please note the change in the first year's interest cost. The first year's interest covers a period of 448 days from October 9, 2018 to December 31, 2019.

Year	Principal	5.22% Interest	Payment Amount	Pay-off Balance
				\$932.70
2019	\$93.27	\$59.76	\$153.03	\$839.43
2020	\$93.27	\$43.82	\$137.09	\$746.16
2021	\$93.27	\$38.95	\$132.22	\$652.89
2022	\$93.27	\$34.08	\$127.35	\$559.62
2023	\$93.27	\$29.21	\$122.48	\$466.35
2024	\$93.27	\$24.34	\$117.61	\$373.08
2025	\$93.27	\$19.47	\$112.74	\$279.81
2026	\$93.27	\$14.61	\$107.88	\$186.54
2027	\$93.27	\$9.74	\$103.01	\$93.27
2028	\$93.27	\$4.87	\$98.14	\$0.00
Total	\$932.70	\$278.85	\$1,211.55	

Please call Bruce Westby, City Engineer, at 763-427-1410 with questions.

REMITTANCE ADVICE

PROJECT # IP 18-03 – 2018 Street Overlay Improvements

AMOUNT DUE \$ **932.70**

In order to pay the above Special Assessment IN FULL before it is certified to the County and included on your property tax statement for 2019, payment for the full amount must be made to the City of Ramsey between October 9 and November 16, 2018.

For your records:

Check #: _____ Amount \$ _____ Date: _____

PAYMENT OPTIONS

Credit/Debit Card

Access account balance and make payment using the city's online web store, RamsEPay. Enjoy fast and free 24 hour access and acceptance of VISA, MasterCard, Discover Card, and debit cards. Credit cards are also accepted over the phone by calling (763) 427-1410.



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In-Person

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Please detach and return this portion with your payment.

Payment must be received at the City before November 16, 2018.

City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303

Project # IP 18-03 – 2018 Street Overlay Improvements

Amount Enclosed \$ _____

PIN #: _____
(this # can be found on the front of the envelope just above your name)

Property Address: _____

**NOTICE OF PUBLIC HEARING AND ASSESSMENT FOR
CITY IMPROVEMENT PROJECT 18-03
2018 STREET OVERLAY IMPROVEMENTS**

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Ramsey City Council will hold a public hearing at 7:00 p.m. on Tuesday, October 9, 2018 in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive NW, to consider, and possibly adopt, proposed assessments against benefiting properties for Improvement Project #18-03 which generally consists of 2-inch bituminous pavement overlay improvements to various public street segments within the Woodland Green, The North Forty 2nd, The North Forty 3rd, Northfork Itasca Shores, Northfork, Northfork 2nd, Northfork 3rd, and Northfork Oaks residential subdivisions in the City of Ramsey.

Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land (the property identification number is listed on your mailing envelope) is **\$ 750.80**. The total estimated cost of the above described project is \$ 610,995.00. The total amount of the proposed assessment for this project is estimated to be \$ 143,531.60, which equals 25 percent of the eligible cost of the improvements, pursuant to Minnesota Statutes Sections 429.011 to 429.111, Chapter 8 of the Ramsey City Charter, and the City of Ramsey Special Assessments Policy.

Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, and will bear interest at the rate of 5.22 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.

Prior to certification of the assessment to the county auditor, the owner of any property so assessed may pay the entire assessment on such property, with interest accrued to the date of payment, to the City Finance Office. No interest shall be charged if the entire assessment is paid before November 16, 2018. At any time thereafter, payment may be made to the City Finance Office for the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the succeeding year. The right to partially prepay the assessment is not available.

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Dated: September 21, 2018

Bruce Westby, P.E.
City Engineer

SCHEDULE OF PAYMENT

The special assessment of such improvement to your property is \$750.80. This cost will be assessed over 10 years at 5.22 percent interest per year. Listed below is a breakdown of the yearly principal and interest costs. Please note the change in the first year's interest cost. The first year's interest covers a period of 448 days from October 9, 2018 to December 31, 2019.

Year	Principal	5.22% Interest	Payment Amount	Pay-off Balance
				\$750.80
2019	\$75.08	\$48.10	\$123.18	\$675.72
2020	\$75.08	\$35.27	\$110.35	\$600.64
2021	\$75.08	\$31.35	\$106.43	\$525.56
2022	\$75.08	\$27.43	\$102.51	\$450.48
2023	\$75.08	\$23.52	\$98.60	\$375.40
2024	\$75.08	\$19.60	\$94.68	\$300.32
2025	\$75.08	\$15.68	\$90.76	\$225.24
2026	\$75.08	\$11.76	\$86.84	\$150.16
2027	\$75.08	\$7.84	\$82.92	\$75.08
2028	\$75.08	\$3.92	\$79.00	\$0.00
Total	\$750.80	\$224.47	\$975.27	

Please call Bruce Westby, City Engineer, at 763-427-1410 with questions.

REMITTANCE ADVICE

PROJECT # IP 18-03 – 2018 Street Overlay Improvements

AMOUNT DUE \$ **750.80**

In order to pay the above Special Assessment IN FULL before it is certified to the County and included on your property tax statement for 2019, payment for the full amount must be made to the City of Ramsey between October 9 and November 16, 2018.

For your records:

Check #: _____ Amount \$ _____ Date: _____

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City of Ramsey
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Project # IP 18-03 – 2018 Street Overlay Improvements

Amount Enclosed \$ _____

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(this # can be found on the front of the envelope just above your name)

Property Address: _____

**NOTICE OF PUBLIC HEARING AND ASSESSMENT FOR
CITY IMPROVEMENT PROJECT 18-03
2018 STREET OVERLAY IMPROVEMENTS**

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Ramsey City Council will hold a public hearing at 7:00 p.m. on Tuesday, October 9, 2018 in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive NW, to consider, and possibly adopt, proposed assessments against benefiting properties for Improvement Project #18-03 which generally consists of 2-inch bituminous pavement overlay improvements to various public street segments within the Woodland Green, The North Forty 2nd, The North Forty 3rd, Northfork Itasca Shores, Northfork, Northfork 2nd, Northfork 3rd, and Northfork Oaks residential subdivisions in the City of Ramsey.

Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land (the property identification number is listed on your mailing envelope) is **\$ 1,241.40**. The total estimated cost of the above described project is \$ 610,995.00. The total amount of the proposed assessment for this project is estimated to be \$ 143,531.60, which equals 25 percent of the eligible cost of the improvements, pursuant to Minnesota Statutes Sections 429.011 to 429.111, Chapter 8 of the Ramsey City Charter, and the City of Ramsey Special Assessments Policy.

Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, and will bear interest at the rate of 5.22 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2019. To each subsequent installment when due shall be added interest for 1 year on all unpaid installments.

Prior to certification of the assessment to the county auditor, the owner of any property so assessed may pay the entire assessment on such property, with interest accrued to the date of payment, to the City Finance Office. No interest shall be charged if the entire assessment is paid before November 16, 2018. At any time thereafter, payment may be made to the City Finance Office for the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the succeeding year. The right to partially prepay the assessment is not available.

The proposed assessment roll is on file for public inspection at the City Clerk's office. Written or oral objections will be considered at the hearing. No appeal to District Court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

Assessment deferral for senior citizens and totally disabled persons

Under Minnesota Statute Sections 435.193 to 435.195, and City Code Section 46.4, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by persons 65 years of age or older or by persons retired by virtue of a permanent and total disability. When deferment of the special assessment has been granted and is terminated for any other reason provided in that law and City Code Section 46.4, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirement of this law and City Code Section 46.4, may, within 30 days of the confirmation of the assessment, apply to the City Clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

Right to appeal to District Court

An owner may appeal an assessment to District Court pursuant to Minnesota Statute Section 429.081 by serving notice of the appeal upon the mayor or clerk of the City within 30 days after the adoption of the assessment, and filing such notice with the District Court within 10 days after service upon the mayor or clerk.

Dated: September 21, 2018

Bruce Westby, P.E.
City Engineer

SCHEDULE OF PAYMENT

The special assessment of such improvement to your property is \$1,241.40. This cost will be assessed over 10 years at 5.22 percent interest per year. Listed below is a breakdown of the yearly principal and interest costs. Please note the change in the first year's interest cost. The first year's interest covers a period of 448 days from October 9, 2018 to December 31, 2019.

Year	Principal	5.22% Interest	Payment Amount	Pay-off Balance
				\$1,241.40
2019	\$124.14	\$79.54	\$203.68	\$1,117.26
2020	\$124.14	\$58.32	\$182.46	\$993.12
2021	\$124.14	\$51.84	\$175.98	\$868.98
2022	\$124.14	\$45.36	\$169.50	\$744.84
2023	\$124.14	\$38.88	\$163.02	\$620.70
2024	\$124.14	\$32.40	\$156.54	\$496.56
2025	\$124.14	\$25.92	\$150.06	\$372.42
2026	\$124.14	\$19.44	\$143.58	\$248.28
2027	\$124.14	\$12.96	\$137.10	\$124.14
2028	\$124.14	\$6.48	\$130.62	\$0.00
Total	\$1,241.40	\$371.14	\$1,612.54	

Please call Bruce Westby, City Engineer, at 763-427-1410 with questions.

REMITTANCE ADVICE

PROJECT # IP 18-03 – 2018 Street Overlay Improvements

AMOUNT DUE \$ **1,241.40**

In order to pay the above Special Assessment IN FULL before it is certified to the County and included on your property tax statement for 2019, payment for the full amount must be made to the City of Ramsey between October 9 and November 16, 2018.

For your records:

Check #: _____ Amount \$ _____ Date: _____

PAYMENT OPTIONS

Credit/Debit Card

Access account balance and make payment using the city's online web store, RamsEPay. Enjoy fast and free 24 hour access and acceptance of VISA, MasterCard, Discover Card, and debit cards. Credit cards are also accepted over the phone by calling (763) 427-1410.



Drop Box

A drop box is conveniently located at the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Drive NW and the drop box is located on the south side of the building in the main parking lot. Please include the bottom portion of this form with your check payment.

U.S. Mail

Payments sent via the U.S. Postal Service are received at our processing center. Please include the bottom portion of this form with your check payment. Mail to:

City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

In-Person

Resident's may bring their payment directly to the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Drive NW. This is the best option if you are paying in cash. A receipt will be given by our cashier.

Please detach and return this portion with your payment.

Payment must be received at the City before November 16, 2018.

City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303

Project # IP 18-03 – 2018 Street Overlay Improvements

Amount Enclosed \$ _____

PIN #: _____
(this # can be found on the front of the envelope just above your name)

Property Address: _____

FINAL ASSESSMENT ROLL - IP #18-03 THE NORTH FORTY 2ND OVERLAY						
PID	Address	City	State	Zip	Assessable Units	Final Assessment
173225340002	8425 158TH LN NW	RAMSEY	MN	55303	1	\$ 856.50
173225340003	8467 158TH LN NW	RAMSEY	MN	55303	1	\$ 856.50
173225340004	15842 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 856.50
173225340005	15812 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 856.50
173225340006	15784 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 856.50
173225340007	15768 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 856.50
173225340008	15750 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 856.50
173225340009	8416 158TH LN NW	RAMSEY	MN	55303	1	\$ 856.50
173225340010	8462 158TH LN NW	RAMSEY	MN	55303	1	\$ 856.50
173225340011	15811 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 856.50
173225340012	15779 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 856.50
173225340013	15757 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 856.50
173225340014	15731 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 856.50
173225340015	15700 OKAPI ST NW	RAMSEY	MN	55303	1	\$ 856.50
173225340016		RAMSEY	MN	55303	1	\$ 856.50
TOTALS					15	\$ 12,847.50

FINAL ASSESSMENT ROLL - IP #18-03 NORTH FORTY 3RD OVERLAY						
PID	Address	City	State	Zip	Assessable Units	Final Assessment
203225110004	8030 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225110005	8070 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225110006	8118 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225110007	8148 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225110008	8184 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225110009	8031 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225110010	8077 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225110011	8131 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225110012	15599 HEDGEHOG ST NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225110013	15639 HEDGEHOG ST NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225110014	15673 HEDGEHOG ST NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120003	8211 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120004	8255 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120005	8309 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120006	8353 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120007	8239 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120008	8277 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120009	8323 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120010	8375 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120011	8376 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120012	8324 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120013	8278 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120014	8230 156TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120015	8252 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120016	8306 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
203225120017	8348 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,425.20
TOTALS					26	\$ 37,055.20

FINAL ASSESSMENT ROLL - IP #18-03 NORTHFORK 2ND & 3RD OVERLAY						
PID	Address	City	State	Zip	Assessable Units	Final Assessment
183225110004	9041 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225110005	9031 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225120005	9165 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225120006	9130 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225120012	9040 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225120013	9091 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225120014	9051 164TH LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225130008	9060 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225130012	9040 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225130013	16250 WOLVERINE ST NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225130014	16450 WOLVERINE ST NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225140002	8970 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225140003	8980 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225140005	9000 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225140006	9030 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225140007	16251 WOLVERINE ST NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225140008	8991 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
183225140020	8990 162ND LN NW	RAMSEY	MN	55303	1	\$ 1,395.90
TOTALS					18	\$ 25,126.20

FINAL ASSESSMENT ROLL - IP #18-03 NORTHFORK OVERLAY						
PID	Address	City	State	Zip	Assessable Units	Final Assessment
183225210002	16470 FORTMANN CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225210003	16460 FORTMANN CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225210006	16455 DRISCOLL CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225210007	16465 DRISCOLL CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225210008	16470 DRISCOLL CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225210009	16450 DRISCOLL CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225220002	16445 HALAS CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225220003	16455 HALAS CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225220004	16470 HALAS CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225220005	16450 HALAS CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225220007	16455 FORTMANN CIR NW	RAMSEY	MN	55303	1	\$ 958.40
183225220008	16465 FORTMANN CIR NW	RAMSEY	MN	55303	1	\$ 958.40
TOTALS					12	\$ 11,500.80

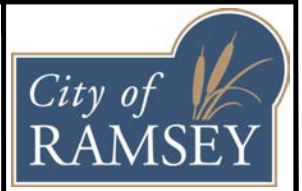
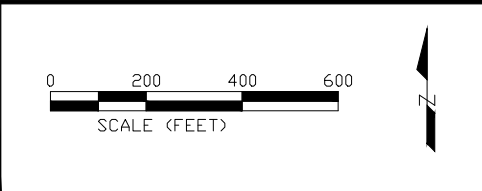
FINAL ASSESSMENT ROLL - IP #18-03 NORTHFORK ITASCA SHORES OVERLAY						
PID	Address	City	State	Zip	Assessable Units	Final Assessment
193225130013	9191 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
193225130014	9171 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
193225130015	9141 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
193225130016	9111 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
193225130017	9081 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
193225130018	9050 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
193225130020	9170 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
193225130021	9140 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
193225130022	9110 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
193225130023	9080 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
193225130027	9190 ANDRIE CT NW	RAMSEY	MN	55303	1	\$ 932.70
TOTALS					11	\$ 10,259.70

FINAL ASSESSMENT ROLL - IP #18-03 NORTHFORK OAKS OVERLAY						
PID	Address	City	State	Zip	Assessable Units	Final Assessment
173225230006	16170 ROYAL RD NW	RAMSEY	MN	55303	1	\$ 750.80
173225230007	16150 ROYAL RD NW	RAMSEY	MN	55303	1	\$ 750.80
173225230008	16120 ROYAL RD NW	RAMSEY	MN	55303	1	\$ 750.80
173225230009	8701 160TH CT NW	RAMSEY	MN	55303	1	\$ 750.80
173225230010	8681 160TH CT NW	RAMSEY	MN	55303	1	\$ 750.80
173225230011	8671 160TH CT NW	RAMSEY	MN	55303	1	\$ 750.80
173225230012	8661 160TH CT NW	RAMSEY	MN	55303	1	\$ 750.80
173225320004	8660 160TH CT NW	RAMSEY	MN	55303	1	\$ 750.80
173225320005	8670 160TH CT NW	RAMSEY	MN	55303	1	\$ 750.80
173225320006	8680 160TH CT NW	RAMSEY	MN	55303	1	\$ 750.80
173225320007	8690 160TH CT NW	RAMSEY	MN	55303	1	\$ 750.80
TOTALS					11	\$ 8,258.80

FINAL ASSESSMENT ROLL - IP #18-03 WOODLAND GREEN OVERLAY						
PID	Address	City	State	Zip	Assessable Units	Final Assessment
243225210012	15611 COBALT ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210013	15621 BARIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210014	15611 BARIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210015	15551 BARIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210016	5251 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210017	5221 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210018	5211 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210019	5240 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210020	5220 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210021	5200 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210023	15630 COBALT ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210024	15620 COBALT ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210025	15600 COBALT ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210026	15530 BARIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210027	5381 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210028	5390 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210029	5370 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210030	15500 BARIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225210031		RAMSEY	MN	55303	1	\$ 1,241.40
243225220008	15561 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220009	15601 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220010	15621 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220015	15630 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220017	15610 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220018	5491 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220019	15550 ERKIUM ST NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220021	5490 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220022	5460 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220023	5430 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220025	5501 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
243225220027	5500 155TH LN NW	RAMSEY	MN	55303	1	\$ 1,241.40
TOTALS					31	\$ 38,483.40

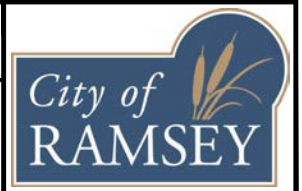
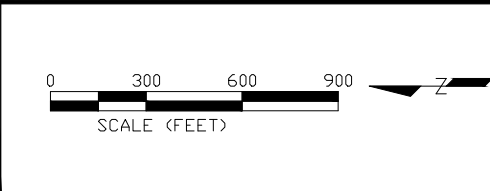


**THE NORTH FORTY 2ND
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



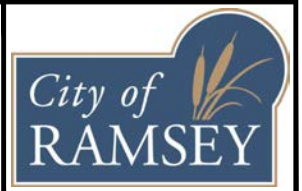


**THE NORTH FORTY 3RD
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



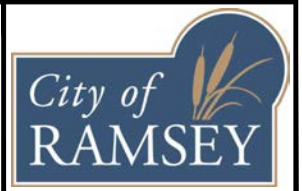
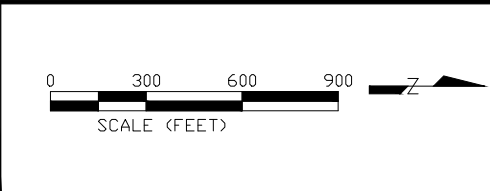


**NORTHFORK 2ND & 3RD
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



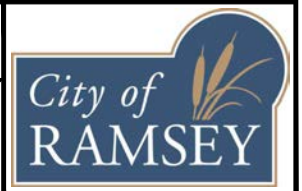
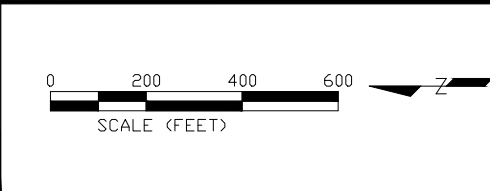


**NORTHFORK
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



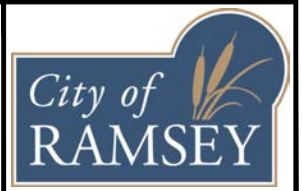


**NORTHFORK ITASCA SHORES
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



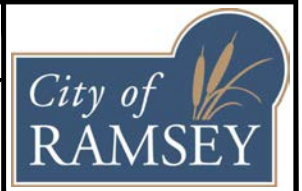
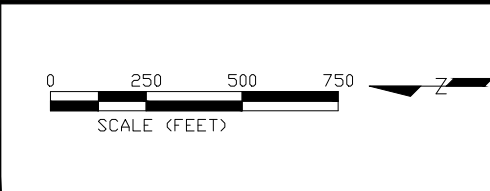


**NORTHFORK OAKS
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**





**WOODLAND GREEN
ASSESSABLE PROPERTIES
2018 OVERLAY IMPROVEMENTS**



CHAPTER 429

LOCAL IMPROVEMENTS, SPECIAL ASSESSMENTS

429.011	DEFINITIONS.	429.052	STREET OR ROAD IMPROVEMENTS OUTSIDE MUNICIPAL BOUNDARIES.
429.021	LOCAL IMPROVEMENTS, COUNCIL POWERS.	429.061	ASSESSMENT PROCEDURE.
429.031	PRELIMINARY PLANS, HEARINGS.	429.071	SUPPLEMENTAL ASSESSMENTS; REASSESSMENT.
429.035	IMPROVEMENTS, PETITION.	429.081	APPEAL TO DISTRICT COURT.
429.036	APPEAL FROM DETERMINATION OF LEGALITY OF PETITION.	429.091	FINANCING.
429.041	COUNCIL PROCEDURE.	429.101	UNPAID SPECIAL CHARGES MAY BE SPECIAL ASSESSMENTS.
429.051	APPORTIONMENT OF COST.	429.111	CHARTER PROVISIONS, EFFECT.

429.01 [Repealed, 1953 c 398 s 13 subd 1]

429.011 DEFINITIONS.

Subdivision 1. **Application.** For the purpose of this chapter the terms defined in this section shall have the meanings ascribed to them.

Subd. 2. **Municipality; certain cities and towns.** "Municipality" means any city of the second, third, or fourth class however organized, or any statutory city or any town as defined in section 368.01.

Subd. 2a. **Municipality; certain counties.** "Municipality" also includes the following:

- (1) a county in the case of construction, reconstruction, or improvement of a county state-aid highway;
- (2) a county in the case of construction, reconstruction, or improvement of a county highway as defined in section 160.02 including curbs and gutters and storm sewers;
- (3) a county exercising its powers and duties under section 444.075, subdivision 1;
- (4) a county for expenses not paid for under section 403.113, subdivision 3, paragraph (b), clause (3);
- (5) a county in the case of the abatement of nuisances; and
- (6) a county operating an energy improvements financing program under section 216C.436 or 216C.437.

Subd. 2b. **Municipality; certain towns.** "Municipality" also includes any town not having the powers granted herein pursuant to any other law in the case of construction, reconstruction or improvement of a town road including curbs and gutters and storm sewers and in the case of those improvements designated in section 429.021, subdivision 1, clauses (1), (2), (4), (5), (6), (7), (8), and (10).

Subd. 3. **Council.** "Council" means the body of the city having general legislative powers, the town board of the town, or the county board of a county.

Subd. 4. **Clerk.** "Clerk" means the chief clerical officer of the municipality.

Subd. 5. **Improvement.** "Improvement" means any type of improvement made under authority granted by section 429.021, and in the case of a county is limited to the construction, reconstruction, or improvement of a county state-aid highway or county highway including curbs and gutters and storm sewers, and to the purchase, installation, or maintenance of signs, posts, and markers for addressing related to the operation of enhanced 911 telephone service.

Subd. 6. **Newspaper.** "Newspaper" means the official newspaper of the municipality, or if there is no official newspaper, a legal newspaper of general circulation in the municipality.

Subd. 7. **Street.** "Street" means any street, alley, or other public way, or any part thereof.

Subd. 8. **Utilities commission.** "Utilities commission" means the municipal board or commission, other than the council, which exercises any authority or control over the operation of any municipally owned public utility.

Subd. 9. **Pedestrian skyway system.** "Pedestrian skyway system" means any system of providing for pedestrian traffic circulation, mechanical or otherwise, elevated above ground, within and without the public right-of-way, and through or above private property and buildings, and includes overpasses, bridges, passageways, walkways, concourses, hallways, corridors, arcades, courts, plazas, elevators, escalators, heated canopies, and accesses and all fixtures, furniture, equipment, facilities, services, and appurtenances which in the judgment of the council will enhance the movement, safety, security, convenience and enjoyment of pedestrians and benefit the city and adjoining properties.

Subd. 10. **Underground pedestrian concourse.** "Underground pedestrian concourse" means any system of providing for pedestrian traffic circulation, mechanical or otherwise, below ground, within and without the public right-of-way, and through or below private property, and includes tunnels, passageways, walkways, concourses, hallways, corridors, arcades, plazas, elevators, escalators, heated canopies, and accesses and all fixtures, furniture, equipment, facilities, and appurtenances which in the judgment of the council will enhance the movement, safety, security, convenience and enjoyment of pedestrians and benefit the city and adjoining properties.

Subd. 11. **Special lighting system.** "Special lighting system" means lights or light displays of any type located within or without the public right-of-way.

Subd. 12. **Acquire.** "Acquire" includes, but is not limited to, the obtaining by purchase, condemnation, or leasing rights or interests in the areas above or below the surface of the ground of real property or structures or improvements thereon.

Subd. 13. **Public mall, plaza, or courtyard.** "Public mall, plaza, or courtyard" means any wholly or partly opened or enclosed public area adjacent to or attached to a wall, fence, commercial structure, hotel, or any other building and designed as a place for passive recreation, public entertainment, exhibition and education, or a pedestrian walk.

Subd. 14. **Fire protection system.** "Fire protection system" means pipes, standpipes, sprinklers, control systems and other devices and equipment installed in or outside a building for the primary purpose of eliminating or reducing the spread of fire in the building or providing for safe evacuation of the building, whether the devices and equipment are publicly or privately owned.

Subd. 15. **Highway sound barriers.** "Highway sound barriers" means sound abatement walls erected along highways to reduce noise levels attributable to vehicular traffic.

Subd. 16. **On-site water contaminant improvements.** "On-site water contaminant improvements" means pipes, wells, and other devices and equipment installed in or outside a building for the primary purpose of eliminating water contamination caused by lead or other toxic or health threatening substances in the water, whether the improvements so installed are publicly or privately owned.

History: 1953 c 398 s 1; 1961 c 338 s 1; 1969 c 741 s 1-3; 1971 c 617 s 1-4; 1973 c 123 art 5 s 7; 1973 c 636 s 1; 1973 c 702 s 22; 1974 c 233 s 1; 1976 c 147 s 1; 1978 c 634 s 1,2; 1979 c 330 s 1; 1983 c 9 s 1;

1984 c 478 s 1; 1984 c 591 s 1; 1986 c 315 s 1; 1987 c 138 s 1; 1988 c 564 s 1; 1994 c 614 s 5; 2000 c 490 art 5 s 29,30; 2009 c 88 art 2 s 31; 2010 c 389 art 7 s 4; 2018 c 155 s 34

429.02 [Repealed, 1953 c 398 s 13 subd 1]

429.021 LOCAL IMPROVEMENTS, COUNCIL POWERS.

Subdivision 1. **Improvements authorized.** The council of a municipality shall have power to make the following improvements:

(1) To acquire, open, and widen any street, and to improve the same by constructing, reconstructing, and maintaining sidewalks, pavement, gutters, curbs, and vehicle parking strips of any material, or by grading, graveling, oiling, or otherwise improving the same, including the beautification thereof and including storm sewers or other street drainage and connections from sewer, water, or similar mains to curb lines.

(2) To acquire, develop, construct, reconstruct, extend, and maintain storm and sanitary sewers and systems, including outlets, holding areas and ponds, treatment plants, pumps, lift stations, service connections, and other appurtenances of a sewer system, within and without the corporate limits.

(3) To construct, reconstruct, extend, and maintain steam heating mains.

(4) To install, replace, extend, and maintain street lights and street lighting systems and special lighting systems.

(5) To acquire, improve, construct, reconstruct, extend, and maintain water works systems, including mains, valves, hydrants, service connections, wells, pumps, reservoirs, tanks, treatment plants, and other appurtenances of a water works system, within and without the corporate limits.

(6) To acquire, improve and equip parks, open space areas, playgrounds, and recreational facilities within or without the corporate limits.

(7) To plant trees on streets and provide for their trimming, care, and removal.

(8) To abate nuisances and to drain swamps, marshes, and ponds on public or private property and to fill the same.

(9) To construct, reconstruct, extend, and maintain dikes and other flood control works.

(10) To construct, reconstruct, extend, and maintain retaining walls and area walls.

(11) To acquire, construct, reconstruct, improve, alter, extend, operate, maintain, and promote a pedestrian skyway system. Such improvement may be made upon a petition pursuant to section 429.031, subdivision 3.

(12) To acquire, construct, reconstruct, extend, operate, maintain, and promote underground pedestrian concourses.

(13) To acquire, construct, improve, alter, extend, operate, maintain, and promote public malls, plazas or courtyards.

(14) To construct, reconstruct, extend, and maintain district heating systems.

(15) To construct, reconstruct, alter, extend, operate, maintain, and promote fire protection systems in existing buildings, but only upon a petition pursuant to section 429.031, subdivision 3.

(16) To acquire, construct, reconstruct, improve, alter, extend, and maintain highway sound barriers.

(17) To improve, construct, reconstruct, extend, and maintain gas and electric distribution facilities owned by a municipal gas or electric utility.

(18) To purchase, install, and maintain signs, posts, and other markers for addressing related to the operation of enhanced 911 telephone service.

(19) To improve, construct, extend, and maintain facilities for Internet access and other communications purposes, if the council finds that:

(i) the facilities are necessary to make available Internet access or other communications services that are not and will not be available through other providers or the private market in the reasonably foreseeable future; and

(ii) the service to be provided by the facilities will not compete with service provided by private entities.

(20) To assess affected property owners for all or a portion of the costs agreed to with an electric utility, telecommunications carrier, or cable system operator to bury or alter a new or existing distribution system within the public right-of-way that exceeds the utility's design and construction standards, or those set by law, tariff, or franchise, but only upon petition under section 429.031, subdivision 3.

(21) To assess affected property owners for repayment of voluntary energy improvement financings under section 216C.436, subdivision 7, or 216C.437, subdivision 28.

Subd. 2. Combining improvements. An improvement on two or more streets or two or more types of improvement in or on the same street or streets or different streets may be included in one proceeding and conducted as one improvement.

Subd. 3. Relation to charter and other laws. When any portion of the cost of an improvement is defrayed by special assessments, the procedure prescribed in this chapter shall be followed unless the council determines to proceed under charter provisions; but this chapter does not prescribe the procedure to be followed by a municipality in making improvements financed without the use of special assessments.

If the council determines to proceed under charter provisions for special assessments, such provisions shall be deemed to include a requirement that notices of proposed assessments inform property owners of the procedures they must follow under the charter in order to appeal the assessments to district court. The notices shall also inform property owners of the provisions of sections 435.193 to 435.195 and the existence of any deferment procedure established pursuant thereto in the municipality.

Charter provisions shall also be deemed to require that when the council determines to make any improvement, it shall let the contract for all or part of the work, or order all or part of the work done by day labor or otherwise as may be authorized by the charter, no later than one year after the adoption of the resolution ordering such improvement, unless a different time limit is specifically stated in the resolution ordering the improvement.

History: 1953 c 398 s 2; 1965 c 877 s 1; 1971 c 617 s 5; 1973 c 201 s 1; 1974 c 233 s 2; 1974 c 314 s 1; 1976 c 195 s 1; 1978 c 518 s 1; 1979 c 330 s 2; 1981 c 334 s 5; 1984 c 548 s 4; 1984 c 582 s 3; 1984 c 591 s 2; 1984 c 633 s 2; 1987 c 138 s 2; 1997 c 219 s 5; 2000 c 490 art 5 s 31; 2000 c 493 s 5; 2005 c 67 s 1; 2010 c 216 s 21; 2018 c 155 s 35

429.03 [Repealed, 1953 c 398 s 13 subd 1]

429.031 PRELIMINARY PLANS, HEARINGS.

Subdivision 1. **Preparation of plans, notice of hearing.** (a) Before the municipality awards a contract for an improvement or orders it made by day labor, or before the municipality may assess any portion of the cost of an improvement to be made under a cooperative agreement with the state or another political subdivision for sharing the cost of making the improvement, the council shall hold a public hearing on the proposed improvement following two publications in the newspaper of a notice stating the time and place of the hearing, the general nature of the improvement, the estimated cost, and the area proposed to be assessed. The two publications must be a week apart, and the hearing must be at least three days after the second publication. Not less than ten days before the hearing, notice of the hearing must also be mailed to the owner of each parcel within the area proposed to be assessed and must contain a statement that a reasonable estimate of the impact of the assessment will be available at the hearing, but failure to give mailed notice or any defects in the notice does not invalidate the proceedings. For the purpose of giving mailed notice, owners are those shown as owners on the records of the county auditor or, in any county where tax statements are mailed by the county treasurer, on the records of the county treasurer; but other appropriate records may be used for this purpose. For properties that are tax exempt or subject to taxation on a gross earnings basis and are not listed on the records of the county auditor or the county treasurer, the owners may be ascertained by any practicable means, and mailed notice must be given them as provided in this subdivision.

(b) Before the adoption of a resolution ordering the improvement, the council shall secure from the city engineer or some other competent person of its selection a report advising it in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement. The report must also include the estimated cost of the improvement as recommended. A reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels, must be available at the hearing. No error or omission in the report invalidates the proceeding unless it materially prejudices the interests of an owner.

(c) If the report is not prepared by an employee of a municipality, the compensation for preparing the report under this subdivision must be based on the following factors:

- (1) the time and labor required;
- (2) the experience and knowledge of the preparer;
- (3) the complexity and novelty of the problems involved; and
- (4) the extent of the responsibilities assumed.

(d) The compensation must not be based primarily on a percentage of the estimated cost of the improvement.

(e) The council may also take other steps prior to the hearing, including, among other things, the preparation of plans and specifications and the advertisement for bids that will in its judgment provide helpful information in determining the desirability and feasibility of the improvement.

(f) The hearing may be adjourned from time to time, and a resolution ordering the improvement may be adopted at any time within six months after the date of the hearing by vote of a majority of all members of the council when the improvement has been petitioned for by the owners of not less than 35 percent in frontage of the real property abutting on the streets named in the petition as the location of the improvement. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council; provided that if the mayor of the municipality is a member of the council but has

no vote or votes only in case of a tie, the mayor is not deemed to be a member for the purpose of determining a four-fifths majority vote.

(g) The resolution ordering the improvement may reduce, but not increase, the extent of the improvement as stated in the notice of hearing.

Subd. 2. Approval by park board or utilities commission. A resolution ordering a park improvement may be adopted only by a four-fifths vote of the council and shall also be approved by the park board, if there is one; provided, that if the mayor of the municipality is a member of the council but has no vote or votes only in case of a tie, the mayor shall not be deemed to be a member for the purpose of determining such four-fifths majority vote. A resolution ordering an improvement of the water, sewer, steam heating, street lighting or other facility over which a utilities commission has jurisdiction shall also be approved by the utilities commission.

Subd. 3. Petition by all owners. Whenever all owners of real property abutting upon any street named as the location of any improvement shall petition the council to construct the improvement and to assess the entire cost against their property, the council may, without a public hearing, adopt a resolution determining such fact and ordering the improvement. The validity of the resolution shall not be questioned by any taxpayer or property owner or the municipality unless an action for that purpose is commenced within 30 days after adoption of the resolution as provided in section 429.036. Nothing herein prevents any property owner from questioning the amount or validity of the special assessment against the owner's property pursuant to section 429.081. In the case of a petition for the municipality to own and install a fire protection system, a pedestrian skyway system, or on-site water contaminant improvements, the petition must contain or be accompanied by an undertaking satisfactory to the city by the petitioner that the petitioner will grant the municipality the necessary property interest in the building to permit the city to enter upon the property and the building to construct, maintain, and operate the fire protection system, pedestrian skyway system, or on-site water contaminant improvements. In the case of a petition for the installation of a privately owned fire protection system, a privately owned pedestrian skyway system, or privately owned on-site water contaminant improvements, the petition shall contain the plans and specifications for the improvement, the estimated cost of the improvement and a statement indicating whether the city or the owner will contract for the construction of the improvement. If the owner is contracting for the construction of the improvement, the city shall not approve the petition until it has reviewed and approved the plans, specifications, and cost estimates contained in the petition. The construction cost financed under section 429.091 shall not exceed the amount of the cost estimate contained in the petition. In the case of a petition for the installation of a fire protection system, a pedestrian skyway system, or on-site water contaminant improvements, the petitioner may request abandonment of the improvement at any time after it has been ordered pursuant to subdivision 1 and before contracts have been awarded for the construction of the improvement under section 429.041, subdivision 2. If such a request is received, the city council shall abandon the proceedings but in such case the petitioner shall reimburse the city for any and all expenses incurred by the city in connection with the improvement.

History: 1953 c 398 s 3; 1955 c 811 s 1; 1957 c 430 s 1; 1961 c 525 s 1,2; 1963 c 771 s 1; 1965 c 877 s 2; 1967 c 57 s 1,2; 1973 c 123 art 5 s 7; 1984 c 548 s 5; 1984 c 582 s 4; 1984 c 591 s 3; 1984 c 633 s 3; 1986 c 444; 1994 c 614 s 6; 1996 c 402 s 1; 2000 c 490 art 5 s 32

429.035 IMPROVEMENTS, PETITION.

When any petition for the making of any improvement in any statutory city, town, or city of the second, third, or fourth class, however organized, for the cost of which special assessments may be, in whole or in part, levied therefor, is presented to the governing body of the municipality, this body shall, by resolution,

determine whether or not the petition has been signed by the required percentage of owners of property affected thereby.

History: (1918-33) 1927 c 311 s 1; 1953 c 398 s 12; 1961 c 338 s 2; 1973 c 123 art 5 s 7

429.036 APPEAL FROM DETERMINATION OF LEGALITY OF PETITION.

Any person, being aggrieved by this determination, may appeal to the district court of the county in which the property is located by serving upon the clerk of the municipality, within 30 days after the adoption and publication of the resolution, a notice of appeal briefly stating the grounds of appeal and giving a bond in the penal sum of \$250, in which the municipality shall be named as obligee, to be approved by the clerk of the municipality, conditioned that the appellant will duly prosecute the appeal, pay all costs and disbursements which may be adjudged against the appellant, and abide by the order of the court. The clerk shall furnish the appellant a certified copy of the petition, or any part thereof, on being paid by appellant of the proper charges therefor. The appeal shall be placed upon the calendar of the next general term commencing more than 30 days after the date of serving the notice and filing the bond and shall be tried as are other appeals in such cases. Unless reversed upon the appeal, the determination of the governing body as to the sufficiency of the petition shall be final and conclusive.

History: (1918-34) 1927 c 311 s 2; 1986 c 444

429.04 [Repealed, 1953 c 398 s 13]

429.041 COUNCIL PROCEDURE.

Subdivision 1. **Plans and specifications, advertisement for bids.** When the council determines to make any improvement, it shall let the contract for all or part of the work, or order all or part of the work done by day labor or otherwise as authorized by subdivision 2, no later than one year after the adoption of the resolution ordering such improvement, unless a different time limit is specifically stated in the resolution ordering the improvement. The council shall cause plans and specifications of the improvement to be made, or if previously made, to be modified, if necessary, and to be approved and filed with the clerk, and if the estimated cost exceeds the amount in section 471.345, subdivision 3, shall advertise for bids for the improvement in the newspaper or recognized industry trade journal as defined in section 331A.01, subdivision 11, and for such length of time as it may deem advisable. If the estimated cost exceeds twice the amount in section 471.345, subdivision 3, publication shall be made no less than three weeks before the last day for submission of bids once in the newspaper and at least once in either a newspaper published in a city of the first class or a recognized industry trade journal. The advertisement shall specify the work to be done, shall state the time when the bids will be publicly opened for consideration by the council, which shall be not less than ten days after the first publication of the advertisement when the estimated cost is less than twice the amount in section 471.345, subdivision 3, and not less than three weeks after such publication in other cases, and shall state that no bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the clerk, for such percentage of the amount of the bid as the council may specify. In providing for the advertisement for bids the council may direct that the bids shall be opened publicly by two or more designated officers or agents of the municipality and tabulated in advance of the meeting at which they are to be considered by the council. Nothing herein shall prevent the council from advertising separately for various portions of the work involved in an improvement, or from itself, supplying by such means as may be otherwise authorized by law, all or any part of the materials, supplies, or equipment to be used in the improvement or from combining two or more improvements in a single set of plans and specifications or a single contract.

Subd. 2. **Contracts; day labor.** In contracting for an improvement, the council shall require the execution of one or more written contracts and bonds, conditioned as required by law. The council shall award the contract to the lowest responsible bidder or it may reject all bids. If any bidder to whom a contract is awarded fails to enter promptly into a written contract and to furnish the required bond, the defaulting bidder shall forfeit to the municipality the amount of the defaulter's cash deposit, cashier's check, bid bond, or certified check, and the council may thereupon award the contract to the next lowest responsible bidder. When it appears to the council that the cost of the entire work projected will be less than the amount in section 471.345, subdivision 3, or whenever no bid is submitted after proper advertisement or the only bids submitted are higher than the engineer's estimate, the council may advertise for new bids or, without advertising for bids, directly purchase the materials for the work and do it by the employment of day labor or in any other manner the council considers proper. The council may have the work supervised by the city engineer or other qualified person but shall have the work supervised by a registered engineer if done by day labor and it appears to the council that the entire cost of all work and materials for the improvement will be more than the lowest amount in section 471.345, subdivision 4. In case of improper construction or unreasonable delay in the prosecution of the work by the contractor, the council may order and cause the suspension of the work at any time and relet the contract, or order a reconstruction of any portion of the work improperly done, and where the cost of completion or reconstruction necessary will be less than the amount in section 471.345, subdivision 3, the council may do it by the employment of day labor.

Subd. 2a. **Best value alternative.** As an alternative to the procurement method described in subdivision 2, the council may issue a request for proposals and award the contract to the vendor or contractor offering the best value as described in section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Subd. 3. **Day labor; detailed report.** When the council has performed construction work by day labor, it shall cause a detailed report to be filed with the clerk and certified by the registered engineer or other person in charge, if there is no registered engineer. The report shall show:

- (a) the complete cost of the construction;
- (b) final quantities of the various units of work done;
- (c) materials furnished for the project and the cost of each item thereof;
- (d) cost of labor, cost of equipment hired, and supervisory costs.

The report shall have attached a certificate by the registered engineer or other person in charge that the work was done according to the plans and specifications, or, if there were any deviations from them, an itemized statement of those deviations.

Subd. 4. **Alternate procedure on street improvements.** As to any improvement or improvements consisting of grading, graveling, or bituminous surfacing of streets and alleys, the council may proceed in the manner provided in this chapter, except that it may

(1) order the work done by day labor, regardless of the estimated cost of such improvement or improvements,

(2) use municipal equipment or hire equipment and purchase materials for all such improvements to be done by day labor in any 12-month period by advertising once therefor, such advertisement to call for bids for the furnishing of equipment, if the municipality does not use its own equipment, and for materials at unit prices based on the quantities which the council estimates will be required, and

(3) contract at one time on a unit price basis for part or all of the street improvements to be constructed by the municipality during the current year, including improvements which may thereafter be ordered constructed.

Subd. 5. Cooperation with state or local government. When an improvement is made under a cooperative agreement with the state or another political subdivision by the terms of which the state or other subdivision is to construct or contract to construct the improvement, it shall not be necessary to comply with subdivisions 1 and 2.

Subd. 6. Percentage payment on engineer's estimate. In case the contractor properly performs the work, the council shall, from month to month before completion of the work, pay the contractor not to exceed 95 percent of the amount already earned under the contract, upon the estimate of the engineer or other competent person selected by the council, and the contract shall so provide, and shall further agree that when the work is 95 percent or more completed upon the recommendation of the engineer such portions of the retained price shall be released as the governing body of the municipality determines are not required to be retained to protect the municipality's interest in satisfactory completion of the contract. Failure to pay any amount due and payable under the terms of the contract within 30 days of a monthly estimate or 90 days after the final estimate of the amount earned shall obligate the municipality to pay to the contractor simple interest on the past due amount at an annual rate equal to the monthly index of long term United States bond yields for the month prior to the month in which this obligation is incurred plus an additional one percent per annum. Interest shall not be imposed with respect to any amount which a municipality may legally withhold as a result of breach of contract or other contractual claim or if the delay is caused by the contractor.

Subd. 7. Modification of contracts. After work has been commenced on an improvement undertaken pursuant to a contract awarded on a unit price basis the council may, without advertising for bids, authorize changes in the contract so as to include additional units of work at the same unit price if the cost of the additional work does not exceed 25 percent of the original contract price. Original contract price means that figure determined by multiplying the estimated number of units required by the unit price.

History: 1953 c 398 s 4; 1957 c 430 s 2,3; 1961 c 525 s 3,4; 1973 c 123 art 5 s 7; 1976 c 156 s 1; 1977 c 278 s 1; 1978 c 518 s 2; 1980 c 464 s 8; 1985 c 174 s 3; 1986 c 444; 1993 c 38 s 1,2; 2001 c 5 s 1,2; 2004 c 278 s 6,7; 2007 c 148 art 3 s 25; 2009 c 152 s 18,19; 2013 c 46 s 2

429.05 [Repealed, 1953 c 398 s 13 subd 1]

429.051 APPORTIONMENT OF COST.

The cost of any improvement, or any part thereof, may be assessed upon property benefited by the improvement, based upon the benefits received, whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from the county state-aid highway fund, the municipal state-aid street fund, or the trunk highway fund. The area assessed may be less than but may not exceed the area proposed to be assessed as stated in the notice of hearing on the improvement, except as provided below. The municipality may pay such portion of the cost of the improvement as the council may determine from general ad valorem tax levies or from other revenues or funds of the municipality available for the purpose. The municipality may subsequently reimburse itself for all or any of the portion of the cost of a water, storm sewer, or sanitary sewer improvement so paid by levying additional assessments upon any properties abutting on but not previously assessed for the improvement, on notice and hearing as provided for the assessments initially made. To the extent that such an improvement benefits nonabutting properties which may be served by the improvement when one or more later extensions or improvements are made but which are not initially assessed therefor, the municipality may also reimburse itself by adding all or any

of the portion of the cost so paid to the assessments levied for any of such later extensions or improvements, provided that notice that such additional amount will be assessed is included in the notice of hearing on the making of such extensions or improvements. The additional assessments herein authorized may be made whether or not the properties assessed were included in the area described in the notice of hearing on the making of the original improvement.

In any city of the fourth class electing to proceed under a home rule charter as provided in this chapter, which charter provides for a board of water commissioners and authorizes such board to assess a water frontage tax to defray the cost of construction of water mains, such board may assess the tax based upon the benefits received and without regard to any charter limitation on the amount that may be assessed for each lineal foot of property abutting on the water main. The water frontage tax shall be imposed according to the procedure and, except as herein provided, subject to the limitations of the charter of the city.

History: 1953 c 398 s 5; 1955 c 842 s 1; 1957 c 40 s 1; 1959 c 490 s 1; 1961 c 286 s 1

429.052 STREET OR ROAD IMPROVEMENTS OUTSIDE MUNICIPAL BOUNDARIES.

A municipality may construct street or road improvements outside its jurisdiction with the consent of the affected township, or if the property is located in unorganized territory, the county. When property is brought within the corporate limits of the municipality, the municipality may subsequently reimburse itself for all or any portion of the cost of the improvement for which municipal funds have been expended, by levying an assessment upon any property abutting on, but not previously assessed for, the improvement. No assessment may be so levied unless the property to be assessed was given notice and hearing of the improvements under section 429.031 at the time the improvement was ordered, and subsequently in accordance with the notice, hearing, and appeal rights, provided for under sections 429.061 and 429.081.

History: 2005 c 152 art 1 s 12

429.06 [Repealed, 1953 c 398 s 13 subd 1]

429.061 ASSESSMENT PROCEDURE.

Subdivision 1. **Calculation, notice.** At any time after the expense incurred or to be incurred in making an improvement shall be calculated under the direction of the council, the council shall determine by resolution the amount of the total expense the municipality will pay, other than the amount, if any, which it will pay as a property owner, and the amount to be assessed. If a county proposes to assess within the boundaries of a city for a county state-aid highway or county highway, including curbs, gutters, and storm sewers, the resolution must include the portion of the cost proposed to be assessed within the city. The county shall forward the resolution to the city and it may not proceed with the assessment procedure nor may the county allocate any cost under this section for property within the city unless the city council adopts the resolution approving the assessment. Thereupon the clerk, with the assistance of the engineer or other qualified person selected by the council, shall calculate the proper amount to be specially assessed for the improvement against every assessable lot, piece or parcel of land, without regard to cash valuation, in accordance with the provisions of section 429.051. The proposed assessment roll shall be filed with the clerk and be open to public inspection. The clerk shall thereupon, under the council's direction, publish notice that the council will meet to consider the proposed assessment. Such notice shall be published in the newspaper at least once and shall be mailed to the owner of each parcel described in the assessment roll. For the purpose of giving mailed notice under this subdivision, owners shall be those shown to be such on the records of the county auditor or, in any county where tax statements are mailed by the county treasurer, on the records of the county treasurer; but other appropriate records may be used for this purpose. Such publication and mailing shall be no less than two weeks prior to such meeting of the council. Except as to the owners of tax-exempt

property or property taxes on a gross earnings basis, every property owner whose name does not appear on the records of the county auditor or the county treasurer shall be deemed to have waived such mailed notice unless the owner has requested in writing that the county auditor or county treasurer, as the case may be, include the name on the records for such purpose. Such notice shall state the date, time, and place of such meeting, the general nature of the improvement, the area proposed to be assessed, the total amount of the proposed assessment, that the proposed assessment roll is on the file with the clerk, and that written or oral objections thereto by any property owner will be considered. The notice must also state that no appeal may be taken as to the amount of any assessment adopted pursuant to subdivision 2, unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The notice shall also state that an owner may appeal an assessment to district court pursuant to section 429.081 by serving notice of the appeal upon the mayor or clerk of the municipality within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk. The notice shall also inform property owners of the provisions of sections 435.193 to 435.195 and the existence of any deferment procedure established pursuant thereto in the municipality. In addition, the notice mailed to the owner must state in clear language the following information:

- (1) the amount to be specially assessed against that particular lot, piece, or parcel of land;
- (2) adoption by the council of the proposed assessment may be taken at the hearing;
- (3) the right of the property owner to prepay the entire assessment and the person to whom prepayment must be made;
- (4) whether partial prepayment of the assessment has been authorized by ordinance;
- (5) the time within which prepayment may be made without the assessment of interest; and
- (6) the rate of interest to be accrued if the assessment is not prepaid within the required time period.

Subd. 2. **Adoption; interest.** At such meeting or at any adjournment thereof the council shall hear and pass upon all objections to the proposed assessment, whether presented orally or in writing. The council may amend the proposed assessment as to any parcel and by resolution adopt the same as the special assessment against the lands named in the assessment roll. Notice of any adjournment of the hearing shall be adequate if the minutes of the meeting so adjourned show the time and place when and where the hearing is to be continued.

The council may consider any objection to the amount of a proposed assessment as to a specific parcel of land at an adjourned hearing upon further notice to the affected property owner as it deems advisable. At the adjourned hearing the council or a committee of it may hear further written or oral testimony on behalf of the objecting property owner and may consider further written or oral testimony from appropriate city officials and other witnesses as to the amount of the assessment. The council or committee shall prepare a record of the proceedings at the adjourned hearing and written findings as to the amount of the assessment. The amount of the assessment as finally determined by the council shall become a part of the adopted assessment roll. No appeal may be taken as to the amount of any assessment adopted under this section unless written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by this subdivision are waived, unless the failure to object at the assessment hearing is due to a reasonable cause.

If the adopted assessment differs from the proposed assessment as to any particular lot, piece, or parcel of land, the clerk must mail to the owner a notice stating the amount of the adopted assessment. Owners must also be notified by mail of any changes adopted by the council in interest rates or prepayment requirements from those contained in the notice of the proposed assessment.

The assessment, with accruing interest, shall be a lien upon all private and public property included therein, from the date of the resolution adopting the assessment, concurrent with general taxes; but the lien shall not be enforceable against public property as long as it is publicly owned, and during such period the assessment shall be recoverable from the owner of such property only in the manner and to the extent provided in section 435.19. Unless otherwise provided in the resolution, all assessments shall be payable in equal annual installments extending over such period, not exceeding 30 years, as the resolution determines, payable on the first Monday in January in each year, but the number of installments need not be uniform for all assessments included in a single assessment roll if a uniform criterion for determining the number of installments is provided by the resolution. Assessments on property located in a targeted neighborhood as defined in Laws 1987, chapter 386, article 6, section 4, may be payable in variable annual installments if the resolution provides for a variable payment. The first installment of each assessment shall be included in the first tax rolls completed after its adoption and shall be payable in the same year as the taxes contained therein; except that the payment of the first installment of any assessment levied upon unimproved property may be deferred until a designated future year, or until the platting of the property or the construction of improvements thereon, upon such terms and conditions and based upon such standards and criteria as may be provided by resolution of the council. If special assessments against the property have been deferred pursuant to this subdivision, the governmental unit shall record with the county recorder in the county in which the property is located a certificate containing the legal description of the affected property and of the amount deferred. In any event, every assessment the payment of which is so deferred, when it becomes payable, shall be divided into a number of installments such that the last installment thereof will be payable not more than 30 years after the levy of the assessment. All assessments shall bear interest at such rate as the resolution determines. To the first installment of each assessment shall be added interest on the entire assessment from a date specified in the resolution levying the assessment, not earlier than the date of the resolution, until December 31 of the year in which the first installment is payable, and to each subsequent installment shall be added interest for one year on all unpaid installments; or alternatively, any assessment may be made payable in equal annual installments including principal and interest, each in the amount annually required to pay the principal over such period with interest at such rate as the resolution determines, not exceeding the maximum period and rate specified above. In the latter event no prepayment shall be accepted under subdivision 3 without payment of all installments due to and including December 31 of the year of prepayment, together with the original principal amount reduced only by the amounts of principal included in such installments, computed on an annual amortization basis. When payment of an assessment is deferred, as authorized in this subdivision, interest thereon for the period of deferment may be made payable annually at the same times as the principal installments of the assessment would have been payable if not deferred; or interest for this period may be added to the principal amount of the assessment when it becomes payable; or, if so provided in the resolution levying the assessment, interest thereon to December 31 of the year before the first installment is payable may be forgiven.

Subd. 3. Transmitted to auditor, prepayment. After the adoption of the assessment, the clerk shall transmit a certified duplicate of the assessment roll with each installment, including interest, set forth separately to the county auditor of the county to be extended on the proper tax lists of the county; but in lieu of such certification, the council may in its discretion direct the clerk to file all assessment rolls in the clerk's office and to certify annually to the county auditor, on or before November 30 in each year, the total amount of installments of and interest on assessments on each parcel of land in the municipality which are to become due in the following year. If any installment and interest has not been so certified prior to the year when it

is due, the clerk shall forthwith certify the same to the county auditor for collection in the then succeeding year; and if the municipality has issued improvement warrants to finance the improvement, it shall pay out of its general funds into the fund of the improvement interest on the then unpaid balance of the assessment for the year or years during which the collection of such installment is postponed. All assessments and interest thereon shall be collected and paid over in the same manner as other municipal taxes. The owner of any property so assessed may, at any time prior to certification of the assessment or the first installment thereof to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the municipal treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption thereof; and, except as hereinafter provided, the owner may at any time prior to November 15 of any year, prepay to the treasurer of the municipality having levied said assessments, the whole assessment remaining due with interest accrued to December 31 of the year in which said prepayment is made. If the assessment roll is retained by the municipal clerk, the installment and interest in process of collection on the current tax list shall be paid to the county treasurer and the remaining principal balance of the assessment, if paid, shall be paid to the municipal treasurer. The council may by ordinance authorize the partial prepayment of assessments, in such manner as the ordinance may provide, prior to certification of the assessment or the first installment thereof to the county auditor.

Subd. 4. Collection, tax-exempt property. On the confirmation of any assessments the clerk shall mail to the county auditor a notice specifying the amount payable by any county, to the clerk or recorder of any other political subdivision a notice specifying the amount payable by the political subdivision and to the owner of any right-of-way, at its principal office in the state, a notice specifying the amount payable on account of any right-of-way. The amount payable on account of any right-of-way or public property shall be payable to the municipality's treasurer and shall be payable in like installments and with like interest and penalties as provided for in reference to the installments payable on account of assessable real property, except that interest accruing shall not begin to run until the notice provided in this subdivision has been properly given and 30 days thereafter have elapsed. The governing body of any such political subdivision shall provide for the payment of these amounts and shall take appropriate action to that end. If the assessment is not paid in a single installment, the municipal treasurer shall annually mail to the owner of any right-of-way and, as long as the property is publicly owned, to the owner of any public property a notice stating that an installment is due and should be paid to the municipal treasurer of the municipality which levied the special assessment. The municipality may collect the amount due on account of the right-of-way of any railroad or privately owned public utility by distress and sale of personal property in the manner provided by law in case of taxes levied upon personal property or by suit brought to enforce the collection of this indebtedness unless a different method of collecting such amounts is provided for by any contract between the owner of any right-of-way and the municipality.

Subd. 5. Special assessments; administrative expenses. Notwithstanding any general or special law to the contrary, a municipality shall pay to the county auditor all administrative expenses incurred by the county under subdivision 3 for each special assessment of any local improvement certified by the municipality to the county auditor.

History: 1953 c 398 s 6; 1955 c 811 s 2; 1957 c 510 s 2; 1957 c 699 s 1; 1961 c 77 s 1; 1961 c 525 s 5-7; 1963 c 771 s 2-4; 1965 c 877 s 3; 1969 c 1045 s 1; 1969 c 1095 s 1; 1974 c 314 s 2; 1976 c 195 s 2; 1976 c 324 s 18; 1980 c 509 s 164; 1980 c 560 s 5; 1980 c 607 art 11 s 1,2; 1984 c 478 s 2; 1984 c 543 s 50; 1Sp1985 c 16 art 1 s 3; 1986 c 315 s 2; 1986 c 444; 1986 c 473 s 10,11; 1987 c 344 s 3; 1987 c 386 art 6 s 2; 1991 c 342 s 8; 1993 c 375 art 5 s 33; art 17 s 17; 2005 c 4 s 106

429.07 [Repealed, 1953 c 398 s 13]

429.071 SUPPLEMENTAL ASSESSMENTS; REASSESSMENT.

Subdivision 1. **Supplemental assessments.** The council may make supplemental assessments to correct omissions, errors, or mistakes in the assessment relating to the total cost of the improvement or any other particular. A supplemental assessment shall be preceded by personal or mailed notice to the owner of each parcel included in the supplemental assessment and a hearing as provided for the original assessment.

Subd. 2. **Reassessment.** When an assessment is, for any reason whatever, set aside by a court of competent jurisdiction as to any parcel or parcels of land, or in event the council finds that the assessment or any part thereof is excessive or determines on advice of the municipal attorney that the assessment or proposed assessment or any part thereof is or may be invalid for any reason, the council may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.

Subd. 3. **Reapportionment upon land division.** When a tract of land against which a special assessment has been levied is thereafter divided or subdivided by plat or otherwise, the council may, on application of the owner of any part of the tract or on its own motion equitably apportion among the various lots or parcels in the tract all the installments of the assessment against the tract remaining unpaid and not then due if it determines that such apportionment will not materially impair collection of the unpaid balance of the original assessment against the tract. The council may, and if the special assessment has been pledged to the payment of improvement warrants shall, require the owner or owners, as a condition of such apportionment, to furnish a satisfactory surety bond fully protecting the municipality against any loss resulting from failure to pay any part of the reapportionment assessment when due. Notice of such apportionment and of the right to appeal shall be mailed to or personally served upon all owners of any part of the tract. Within 30 days after the mailing or service of the notice of such apportionment any such owner may appeal as provided in section 429.081.

Subd. 4. **Reassessment, tax-forfeited land.** When a parcel of tax-forfeited land is returned to private ownership and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the municipality that made the improvement may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to the parcel in an amount equal to the amount remaining unpaid on the original assessment.

History: 1953 c 398 s 7; 1957 c 366 s 1; 1961 c 525 s 8; 1965 c 877 s 4; 1976 c 259 s 1

429.08 [Repealed, 1953 c 398 s 13 subd 1]

429.081 APPEAL TO DISTRICT COURT.

Within 30 days after the adoption of the assessment, any person aggrieved, who is not precluded by failure to object prior to or at the assessment hearing, or whose failure to so object is due to a reasonable cause, may appeal to the district court by serving a notice upon the mayor or clerk of the municipality. The notice shall be filed with the court administrator of the district court within ten days after its service. The municipal clerk shall furnish appellant a certified copy of objections filed in the assessment proceedings, the assessment roll or part complained of, and all papers necessary to present the appeal. The appeal shall be placed upon the calendar of the next general term commencing more than five days after the date of serving the notice and shall be tried as other appeals in such cases. The court shall either affirm the assessment or set it aside and order a reassessment as provided in section 429.071, subdivision 2. If appellant does not prevail upon the appeal, the costs incurred shall be taxed by the court and judgment entered therefor. All

objections to the assessment shall be deemed waived unless presented on such appeal. This section provides the exclusive method of appeal from a special assessment levied pursuant to this chapter.

History: 1953 c 398 s 8; 1961 c 525 s 9; 1978 c 749 s 2; 1980 c 607 art 11 s 3; 1Sp1986 c 3 art 1 s 82

429.09 [Repealed, 1953 c 398 s 13]

429.091 FINANCING.

Subdivision 1. **Authority.** At any time after one or more improvements are ordered as contemplated in section 429.031, the council may issue obligations in such amount as it deems necessary to defray in whole or in part the expense incurred and estimated to be incurred in making the improvement or improvements, including every item of cost of the kinds authorized in section 475.65. In the event of any omission, error, or mistake in any of the proceedings required precedent to the ordering of any improvement, the validity of the obligations shall not be affected thereby. The council shall cause all further actions and proceedings to be taken with due diligence that are required for the construction of each improvement financed wholly or partly from the proceeds of obligations issued hereunder, and for the final and valid levy of special assessments and the appropriation of any other funds needed to pay the obligations and interest thereon when due.

Subd. 2. **Types of obligations permitted.** The council may by resolution adopted prior to the sale of obligations pledge the full faith, credit, and taxing power of the municipality for the payment of the principal and interest. Such obligations shall be called improvement bonds and the council shall pay the principal and interest out of any fund of the municipality when the amount credited to the specified fund is insufficient for the purpose and shall each year levy a sufficient amount to take care of accumulated or anticipated deficiencies, which levy shall not be subject to any statutory or charter tax limitation. Obligations for the payment of which the full faith and credit of the municipality is not pledged shall be called assessment revenue notes or, in the case of bonds for fire protection, revenue bonds and shall contain a promise to pay solely out of the proper special fund or funds pledged to their payment. It shall be the duty of the municipal treasurer to pay maturing principal and interest on warrants or revenue bonds out of funds on hand in the proper funds and not otherwise.

Subd. 3. **Method of issuance.** All obligations shall be issued in accordance with the provisions of chapter 475, except as provided in this subdivision.

An election shall be required for bonds if less than 20 percent of the cost of the improvement to the municipality is to be assessed against benefited property.

If the full faith, credit, and taxing power of the municipality is not pledged and the bonds are issued to finance a fire protection system, a public sale shall not be required and the obligations may

(1) mature at any time or times within 30 years from date of issue; or 40 years or the useful life of the asset, whichever is less, for municipal water and wastewater treatment systems and essential community facilities financed or guaranteed by the United States Department of Agriculture;

(2) mature in the amount or amounts;

(3) be sold at a price equal to the percentage of their par value, plus accrued interest; and

(4) bear interest at the rate or rates,

as agreed by the purchaser and the municipality, notwithstanding any limitation of interest rate or cost or of the amounts of annual maturities contained in any other law.

The maturities shall be such as in the opinion of the council are warranted by the anticipated collections of assessments and ad valorem levies for the municipality's share of the cost; except that the council may in its discretion issue and sell temporary improvement bonds maturing and subject to further conditions as set forth in subdivision 5. All obligations shall state upon their face the purpose of the issue and the fund from which they are payable. The amount of any obligations issued hereunder shall not be included in determining the net indebtedness of any municipality under the provisions of any law limiting such indebtedness.

Subd. 4. Funds. The proceeds from the sale of each issue of obligations and from collections of special assessments levied and other moneys appropriated for each improvement to be financed wholly or partly from such proceeds shall be credited to a separate construction fund which shall be used solely to defray expenses of such improvements and payment of principal and interest due upon the obligations prior to completion and payment of all costs of the improvements so financed. Any balance of the proceeds of bonds remaining therein may be used to pay the cost, in whole or in part, of any other improvement instituted pursuant to this chapter. A separate account shall be maintained in the construction fund to record expenditures for each improvement, and when the total cost thereof has been paid all subsequent collections of special assessments levied for the improvement shall be credited and paid into the debt service fund for the obligations issued to finance the improvement, as provided in section 475.61. Any taxes levied for improvements financed by an issue of obligations shall be credited directly to the debt service fund.

Subd. 5. Temporary improvement bonds. In anticipation of the issuance of improvement bonds, the council may by resolution issue and sell temporary improvement bonds maturing within not more than three years from their date of issue to pay any part or all of the cost of one or more improvements. To the extent that the principal of and interest on the temporary improvement bonds cannot be paid when due from receipts of special assessments, taxes, or other funds appropriated for the purpose, they shall be paid from the proceeds of improvement bonds or additional temporary improvement bonds which the council shall offer for sale in advance of their maturity but the indebtedness funded by an issue of temporary improvement bonds shall not be extended by the issue of additional temporary improvement bonds for more than six years from the date of the first issue. The holders of any temporary improvement bonds shall have and may enforce, by mandamus or other appropriate proceedings, all rights respecting the levy and collection of sufficient special assessments and taxes to pay the cost of the improvements financed by them which are granted by law to holders of improvement bonds, except the right to require the levies to be collected prior to the maturity of the temporary improvement bonds. If any temporary improvement bonds are not paid in full at maturity, the holders may require the issuance in exchange for them, at par, of new temporary improvement bonds maturing within one year from their date of issue (but not subject to any other maturity limitation), and bearing interest at the maximum rate permitted by law.

Subd. 6. Investment of other municipal funds. Funds of a municipality may be invested in its temporary improvement bonds in accordance with the provisions of section 118A.04, and may be purchased upon their initial issue, but shall be purchased only from funds which the council determines will not be required for other purposes before the maturity date, and shall be resold before maturity only in case of emergency. If purchased from a debt service fund securing other bonds, the holders of those bonds may enforce the municipality's obligations on the temporary improvement bonds in the same manner as if they held the temporary improvement bonds.

Subd. 7. General obligation temporary improvement bonds. The council may by resolution adopted prior to the sale of any temporary improvement bonds pledge the full faith, credit, and taxing power of the municipality for the payment of the principal and interest, in addition to all provisions made for their security in subdivision 5. In this event the bonds shall be designated as general obligation temporary improvement

bonds, and the council shall levy taxes for their payment in accordance with section 475.61. Proceeds of improvement bonds or temporary improvement bonds not yet sold may be treated as pledged revenues, in reduction of the tax otherwise required by section 475.61 to be levied prior to delivery of the obligations.

Subd. 7a. **Revolving fund bonds.** The council may by resolution establish a revolving fund for the payment of the costs of any improvement or any waterworks systems, sewer systems, or storm sewer systems described in section 444.075, the costs of facilities to maintain streets and water, sewer, and storm sewer systems and for the payment of any obligations issued to pay the costs of the facilities and systems referred to in this subdivision or to refund obligations issued for those purposes. The council may create within the revolving fund a separate construction account into which the municipality may deposit the proceeds of any obligations payable from the fund, the proceeds of any special assessments collected with respect to any improvement, any net revenues of a waterworks, sewer system, or storm sewer system described in section 444.075 or any other available funds of the municipality appropriated to it. Amounts on deposit in the construction account may be used to pay the costs of any improvement or any waterworks, sewer system, or storm sewer system described in section 444.075 or any street or water, sewer, or storm sewer maintenance facilities. No funds may be expended for an improvement unless at least 20 percent of the costs of each such improvement is to be assessed against benefited property. No funds may be expended for a waterworks, sewer system, or storm sewer system, other than a sewer system described in section 115.46, or maintenance facilities unless the council estimates that the costs will be recovered from the net revenues of the system or any combined waterworks, sewer systems, or storm sewer systems operated by the municipality. The council may also create a separate debt service account within the revolving fund for the payment of principal of and interest on any obligations payable therefrom. Notwithstanding subdivision 4, the council is not required to pledge any particular assessments or other revenues to the payment of the obligations. Collections of special assessments or net revenues may be deposited in either the construction account or the debt service account as the council or an officer designated by the council may determine, having due regard for anticipated collections of special assessments and net revenues from improvements or waterworks, sewer systems, or storm sewer systems financed in whole or in part from the construction account, and taxes levied for the payment of the obligations. The council may issue obligations that are payable primarily from the debt service account for the purpose of providing funds to defray in whole or in part any expenses incurred or estimated to be incurred in making the improvement or improvements or in constructing the waterworks, sewer system, or storm sewer system, including every item of cost of the kinds authorized by section 475.65, and street and water, sewer, and storm sewer maintenance facilities or to refund obligations previously issued under this section or section 115.46 or 444.075. The obligations may be general obligations to which the full faith and credit of the municipality are pledged. If the special assessments to be levied and net revenues estimated to be available for their payment are estimated to be at least 20 percent of the principal amount of the obligations, the obligations may be issued without an election and shall not be included in determining the net indebtedness of the municipality under the provisions of any law limiting net indebtedness. The cost of a maintenance facility that may be financed under this subdivision is limited only to the portion of the facility that is fairly allocable to the maintenance of streets and water, sewer, and storm sewer systems.

Subd. 8. **Application; limitations under federal tax law.** Sections 474A.01 to 474A.21 apply to any issuance of obligations under this section which are subject to limitation under a federal tax law as defined in section 474A.02, subdivision 8.

History: 1953 c 398 s 9; 1955 c 811 s 3-5; 1957 c 385 s 1; 1965 c 877 s 5; 1976 c 324 s 19-21; 1981 c 171 s 1-4; 1984 c 548 s 6; 1984 c 582 s 5,6,23; 1984 c 591 s 4,5; 1984 c 633 s 4; 1Sp1985 c 14 art 8 s 63; 1986 c 465 art 1 s 3; 1987 c 344 s 4,5; 1992 c 545 art 2 s 4; 1996 c 297 s 1; 1996 c 399 art 2 s 12; 2000 c 260 s 57; 2001 c 214 s 11

429.10 [Repealed, 1953 c 398 s 13]

429.101 UNPAID SPECIAL CHARGES MAY BE SPECIAL ASSESSMENTS.

Subdivision 1. **Ordinances.** (a) In addition to any other method authorized by law or charter, the governing body of any municipality may provide for the collection of unpaid special charges as a special assessment against the property benefited for all or any part of the cost of:

- (1) snow, ice, or rubbish removal from sidewalks;
- (2) weed elimination from streets or private property;
- (3) removal or elimination of public health or safety hazards from private property, excluding any structure included under the provisions of sections 463.15 to 463.26;
- (4) installation or repair of water service lines, street sprinkling or other dust treatment of streets;
- (5) the trimming and care of trees and the removal of unsound trees from any street;
- (6) the treatment and removal of insect infested or diseased trees on private property, the repair of sidewalks and alleys;
- (7) the operation of a street lighting system;
- (8) the operation and maintenance of a fire protection or a pedestrian skyway system;
- (9) inspections relating to a municipal housing maintenance code violation;
- (10) the recovery of any disbursements under section 504B.445, subdivision 4, clause (5), including disbursements for payment of utility bills and other services, even if provided by a third party, necessary to remedy violations as described in section 504B.445, subdivision 4, clause (2); or
- (11) [Repealed, 2004 c 275 s 5]
- (12) the recovery of delinquent vacant building registration fees under a municipal program designed to identify and register vacant buildings.

(b) The council may by ordinance adopt regulations consistent with this section to make this authority effective, including, at the option of the council, provisions for placing primary responsibility upon the property owner or occupant to do the work personally (except in the case of street sprinkling or other dust treatment, alley repair, tree trimming, care, and removal, or the operation of a street lighting system) upon notice before the work is undertaken, and for collection from the property owner or other person served of the charges when due before unpaid charges are made a special assessment.

(c) A home rule charter city, statutory city, county, or town operating an energy improvements financing program under section 216C.436 or 216C.437 has the authority granted to a municipality under paragraph (a) with respect to energy improvements financed under that section.

Subd. 2. **Procedure for assessment.** Any special assessment levied under subdivision 1 shall be payable in a single installment, or by up to ten equal annual installments as the council may provide, except that a special assessment made under an energy improvements financing program under subdivision 1, paragraph (c), may be repayable in up to 20 equal installments. With these exceptions, sections 429.061, 429.071, and 429.081 shall apply to assessments made under this section.

Subd. 3. **Issuance of obligations.** (a) After a contract for any of the work enumerated in subdivision 1 has been let, or the work commenced, the council may issue obligations to defray the expense of any such work financed in whole or in part by special charges and assessments imposed upon benefited property under this section.

(b) Section 429.091 shall apply to such obligations with the following modifications:

(1) such obligations shall be payable not more than two years from the date of issuance;

(2) the amount of such obligations issued at one time in a municipality shall not exceed the cost of such work during the ensuing six months as estimated by the council;

(3) a separate improvement fund shall be set up for each of the enumerated services referred to in subdivision 1 and financed under this section.

(c) Proceeds of special charges as well as special assessments and taxes shall be credited to such improvement fund.

History: 1953 c 398 s 10; 1955 c 811 s 6; 1963 c 771 s 5; 1965 c 323 s 2; 1973 c 337 s 1; 1974 c 340 s 1,2; 1984 c 548 s 7; 1984 c 582 s 7; 1984 c 591 s 6; 1984 c 633 s 5; 1986 c 444; 1Sp2003 c 21 art 11 s 29; 2004 c 275 s 2; 2008 c 366 art 6 s 42; 2010 c 216 s 22; 2013 c 85 art 8 s 6; 2018 c 155 s 36

429.11 [Repealed, 1953 c 398 s 13]

429.111 CHARTER PROVISIONS, EFFECT.

Any city operating under a home rule charter may proceed either under this chapter or under its charter in making an improvement unless a home rule charter or amendment adopted after April 17, 1953, provides for making such improvement under this chapter or under the charter exclusively.

History: 1953 c 398 s 11; 1955 c 811 s 7; 1976 c 44 s 39

429.12 [Repealed, 1953 c 398 s 13]

429.13 [Repealed, 1953 c 398 s 13]

429.14 [Repealed, 1953 c 398 s 13]

429.15 [Repealed, 1953 c 398 s 13]

429.16 [Repealed, 1953 c 398 s 13]

429.17 [Repealed, 1953 c 398 s 13]

429.18 [Repealed, 1953 c 398 s 13]

429.185 [Repealed, 1949 c 314 s 3]

429.19 [Renumbered 429.035]

429.20 [Renumbered 429.036]

429.21 [Repealed, 1953 c 398 s 13]

429.22 [Repealed, 1953 c 398 s 13]

429.23 [Repealed, 1953 c 398 s 13]

429.24 [Repealed, 1953 c 398 s 13]

429.25 [Repealed, 1953 c 398 s 13]

429.27 [Repealed, 1953 c 398 s 13]

429.28 [Repealed, 1953 c 398 s 13]

429.29 [Repealed, 1953 c 398 s 13]

429.30 [Renumbered 435.36, subdivision 1]

429.31 [Renumbered 435.36, subd 2]



SPECIAL ASSESSMENTS POLICY AND PROCEDURES FOR PUBLIC IMPROVEMENTS AND MAINTENANCE COSTS

- SECTION 1. General Policy Statement.
- SECTION 2. Improvements and Maintenance Costs Eligible for Special Assessment.
- SECTION 3. Initiation of Public Improvement Projects.
- SECTION 4. Public Improvement Procedures.
- SECTION 5. Financing of Public Improvements.
- SECTION 6. General Assessment Policies.
- SECTION 7. Methods of Assessment.
- SECTION 8. Standards for Public Improvement Projects.
- SECTION 9. Policies of Reassessment.
- SECTION 10. Assessment Computations.
- SECTION 11. Deferment of Assessments.

SECTION 1. GENERAL POLICY STATEMENT.

The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements. The procedures used by the City for levying special assessments are those specified by the City Charter and Minnesota Statutes Chapter 429, which provide that all or a part of the cost of improvements may be assessed against benefiting properties.

Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending an improvement past or through a particular parcel is not the controlling factor in determining the amount to be assessed. However, in many cases the method for assigning the value of the benefit received by the improvement, and therefore the amount to be assessed, will focus on calculating the proportionate cost of providing the improvement, provided the cost does not exceed the increase in property market value resulting from the improvement. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event City staff has doubt as to whether the costs of the project may exceed the special benefits to the property, the City Council may obtain such appraisals as may be necessary to support the proposed assessment.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the policy or unique circumstances or situations that may require special consideration and discretion by City staff and the City Council.

SECTION 2. IMPROVEMENTS AND MAINTENANCE COSTS ELIGIBLE FOR SPECIAL ASSESSMENT.

Subd. 1. Public improvements, and related acquisition, construction, extension, and maintenance of such improvements, authorized by Minnesota Statutes, Sections 429.021 and 459.14, subd. 7, that are eligible for special assessment within the City include the following:

1. Streets, sidewalks, pavement, curbs and gutters, including the beautification thereof.
2. Parking lots.
3. Water works systems and appurtenances, within and without the corporate limits.
4. Sanitary sewer and storm sewer systems including appurtenances, within and without the corporate limits.
5. Street boulevard trees.
6. Street lights, street lighting systems and special lighting systems.
7. Steam heating mains.
8. Parks, playgrounds, and recreational facilities, including the purchase of equipment, within or without the corporate limits.
9. Abatement of nuisances, including but not limited to, draining and filling swamps, marshes, and ponds on public and private property.
10. Dikes and other flood control works.
11. Retaining walls and area walls.
12. A pedestrian skyway system upon a petition pursuant to section 429.031, subdivision 3.
13. Underground pedestrian concourses.
14. Public malls, plazas or courtyards.
15. District heating systems.
16. Fire protection systems in existing buildings upon a petition pursuant to section 429.031, subdivision 3.
17. Highway sound barriers.
18. Gas and electric distribution facilities.

Subd. 2. The City is also authorized by ordinance adopted pursuant to Minnesota Statutes Section 429.101 to recover, through special assessment, certain costs, including the following:

1. Snow, ice, or rubbish removal from sidewalks.
2. Weed elimination from streets or private property.
3. Removal or elimination of public health or safety hazards from private property excluding any structure included under the provisions of Minnesota Statutes, sections 463.15 to 463.26.
4. Installation or repair of water service lines, street sprinkling, sweeping, or other dust treatment of streets.
5. The trimming and care of trees and the removal of unsound trees from any street.
6. The treatment and removal of insect infested or diseased trees on private property.
7. The repair of sidewalks and alleys.
8. The operation of a street lighting system.
9. The operation and maintenance of a fire protection or a pedestrian skyway system.

SECTION 3. INITIATION OF PUBLIC IMPROVEMENT PROJECTS.

Public improvement projects can be initiated in the following ways.

1. Public improvement projects may be initiated by petition of owners of not less than 50% in frontage of the property abutting the proposed improvement in accordance with the provisions of Section 8.4.2 of the City Charter.
2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required and is in accordance with the provisions of Chapter 8 of the City Charter.
3. A resolution ordering any improvements initiated by the Council requires a four-fifths majority vote of all members of the Council. A resolution ordering any improvements petitioned for by owners of not less than 50% of abutting property owners requires a majority vote of all members of the Council. A resolution ordering any improvements initiated by all owners of abutting property, and assessing the entire cost against their property, may be adopted without a public hearing. The Council may consider the request of a Developer to construct the improvements and assess them.

SECTION 4. PUBLIC IMPROVEMENT PROCEDURE.

The following is the general procedure followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City. **Applicable state law and City Charter provisions take precedence over the following general procedure.**

1. Staff reviews the petition or Developer's request for submission to Council.
2. Council accepts or rejects the petition or request. If based upon a petition, the Council adopts a resolution declaring whether the required percentage of property owners signed the petition. If the petition or request is accepted, Council orders the preparation of a feasibility report.
3. Staff prepares the feasibility report. The report shall preliminarily evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the cost of the improvement as proposed. Council may refer the report to the Planning and Zoning Commission.
4. Council accepts or rejects the feasibility report. If accepted, Council orders a public hearing on the improvements.
5. Staff posts and publishes the hearing notice and mails notices to affected property owners as provided in Minn. Stat. § 429.031(a).
6. Council conducts a public hearing.
7. Within six (6) months of the hearing date, but no sooner than sixty (60) days after per City Charter § 8.4.1, Council adopts or rejects a resolution ordering the improvement to be constructed and advertisement of bids. If adopted, staff prepares final plans, advertises for and opens bids as provided in Minn. Stat. § 429.041, prepares a bid tabulation, makes a recommendation to City Council for award, and prepares a proposed assessment roll. Bonds to finance project costs may be issued at any time after the improvements are ordered.

8. Council reviews the proposed assessment roll and orders an assessment hearing.
9. Staff publishes a hearing notice and mails notice of the hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. § 429.061.
10. Council conducts the assessment hearing and adopts, revises, or rejects the resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor.
11. Council awards contracts based on the bids received.
12. Staff certifies the assessment roll to the County Auditor.
13. Staff supervises construction and prepares payments.

SECTION 5. FINANCING OF PUBLIC IMPROVEMENTS.

The City encourages public improvement projects when the area benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owners.

Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing assessment is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time can cause an undue hardship on the City.

It is the policy of the City to not defer assessments except in cases where hardship to senior citizens 65 years of age or older, or persons retired by virtue of a permanent and total disability, would result. Also, the City Council may elect to defer assessments on undeveloped land for a specified length of time or until the lands are developed. Terms and conditions of any such deferral will be established in the resolution adopting the assessments.

SECTION 6. GENERAL ASSESSMENT POLICIES APPLICABLE TO ALL TYPES OF IMPROVEMENTS.

The cost of any improvement shall be assessed based upon benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. **Project Cost.** The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement (direct costs), plus engineering, legal, administrative, financing and other contingent costs, including acquisition of right-of-way and other property (indirect costs). The finance charges include all costs of financing the project. These costs include, but are not limited to, financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.

2. **City Cost.** The “city cost” of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by the improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such “city cost.”
3. **Assessable Cost.** The “assessable cost” of an improvement is equal to the “project cost” minus the “city cost.”
4. **Interest.** The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be equal to the interest rate of the bonds plus 2% (2% above bond rate), rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at the U.S. Treasury rate (10-year for 10 year assessment; 15-Year for 15 year assessment) plus 2 percentage points.
5. **Prepayment.** Property owners may pay their assessments in full, interest free, for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel that are to become due in the following year.
6. **Extensions.** Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future extension immediately based on the value of benefit received.
7. **Project Assistance.** If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used first to reduce the “city cost” of the improvement. If the financial assistance received is greater than the “city cost,” the remainder of the aid will be placed in the Public Improvement Revolving Fund to be applied towards other City projects.
8. **Assessable Property.** Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
9. **Individual Benefits.** The City may construct improvements specifically designed for or shown to be of benefit solely to one or more properties. The costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example would be utility service lines running from the main lines to the property.
10. **Benefit Appraisals.** In the event that City staff has doubt as to whether the proposed assessments exceed the special benefits to the property(ies) in question, the City Council may order benefit appraisals or benefit appraisal consultations as deemed necessary to support the proposed assessments. As a general rule, benefit appraisals or benefit appraisal consultations may be ordered when the proposed assessment exceeds \$5,000 for a standard city street

reconstruction project on a residential lot, or \$20,000 per acre for commercial or industrial property.

11. **Condemnation Awards.** A property owner may elect to offset special assessments against condemnation awards. In such case, the property owner must execute an agreement (Net Assessment Agreement) with the City.
12. **Subgrade Corrections.** All costs relative to subgrade soil corrections deemed necessary to construct or reconstruct City streets will be considered a “city cost” and will not be assessed.
13. **Rural to Urban Conversion.** All costs relative to converting an existing rural street section to an urban street section by filling roadside drainage ditches and adding curb and gutter and storm sewer will be considered a “city cost” and will not be assessed.
14. **Oversizing.** All costs relative to oversizing an existing City street by increasing the width of the street and/or the load carrying capacity of the pavement section will be considered a “city cost” and will not be assessed.

SECTION 7. METHODS OF ASSESSMENT.

Subd. 1. General Statement. There are three different methods of assessment: adjusted front footage, area, and per lot. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculating the assessments along with other applicable assessment criteria.

Subd. 2. Policy Statement. The following methods of assessment, as described and defined below, are hereby established as the preferred methods of assessment in the City.

A. “Adjusted Front Footage” Method of Assessment.

The “adjusted front footage” method of assessment is based on the quotient of the “assessable cost” divided by the total assessable frontage benefiting from the improvement. This method is typically applied to commercial, industrial, and multi-family residential properties. For the purpose of determining the “assessable frontage,” all properties, including those owned by governmental entities, shall have their frontages included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an “adjusted front footage” will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted.

1. ***Rectangular Interior Lots.*** The rectangular lot is defined as having no more than 2 feet of difference between the front and rear lot lines. The adjusted front footage is the actual front footage of the lot. For rectangular lots whose frontage is greater than its depth, the “odd shaped lot” method shall be used.

2. *Odd Shaped Lots.* For odd shaped lots such as exist on cul-de-sacs and curved streets where there is more than 2 feet of difference between the front and rear lot lines, and where the lots frontage is greater than its depth, the “odd shaped lot” method of determining the adjusted front footage shall be used. The adjusted front footage shall be computed by dividing the area of the lot by 12,000 square feet to determine the equivalent number of front footage units in the parcel. The number of units multiplied by 65 feet will give the adjusted front footage.
3. *Corner Lot Adjustment.* For street and trail assessments, the short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage. Sanitary sewer and watermain will only be assessed on the short side of a corner lot.
4. *Zonal Assessment.* When the street along the long side of a corner lot is improved, the cost shall be assessed equally to all lots within ½ block in each direction of the street improved. This method may be selected rather than the “corner lot adjustment”.
5. *Double Fronting Lots.* When a lot has frontage on two streets, the lot is subject to assessments for improvements to both streets, consistent with this policy, regardless of the timing of the improvements.

B. “Area” Method of Assessment.

The “area” method of assessment is based on the number of square feet or acres within the boundaries of the appropriate property lines of the parcels benefiting from the project. This method is most often applied to commercial and industrial lots. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot depth for the calculations equal to the benefit received.

All properties included in the benefited area, including those owned by governmental entities, churches, etc., shall be assessable. The following items may not be included in area calculations: public right-of-ways, and natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources or the City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

C. “Per Lot” Method of Assessment.

The “per lot” method of assessment is based on equal assessment of all lots within the benefited area. This method is typically applied to single-family residential lots with similar sizes and configurations. The “assessment per lot” shall be the quotient of the “assessable cost” divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the “lots” or “parcels” all parcels, including those owned by governmental entities, shall be included in such calculations.

SECTION 8. STANDARDS FOR PUBLIC IMPROVEMENT PROJECTS.

The following standards are hereby established by the City to provide a uniform guide for improvements within the City.

A. Surface Improvements

Surface improvements shall normally include all improvements visible on or above the ground within the right-of-way, and include, but are not limited to, trees, lighting, sidewalks, trails, signing, street and accessory improvements such as drainage ponds and facilities, parking lots, parks and playgrounds. Surface improvements shall also normally include aggregate or granular base materials for bituminous and concrete pavements.

Policy Statement. Prior to construction or completion of surface improvements, all utilities and utility service lines (including sanitary sewers, storm sewers, water lines, gas and electric service) shall be installed to all planned service locations such as residences or buildings.

When practicable, no surface improvements to less than both sides of a full block of street shall be approved except as necessary to complete partially completed improvements initiated previously. Concrete or bituminous curbing, or concrete curb and gutter, shall be installed at the same time as street surfacing.

B. Sub-Surface Improvements

Sub-surface improvements shall normally include such items as water distribution, sanitary sewer and storm sewer lines and appurtenant infrastructure, and electric and gas utilities.

Main lines are the publicly owned and maintained lines or facilities such as trunk lines, interceptors, mains, and laterals. Service lines are those privately owned lines or facilities extending from the main line to the property line.

Policy Statement. Sub-surface improvements shall be made to serve current and projected land use. All installations shall conform to applicable standards established by local, state and/or federal agencies of competent jurisdiction. All installations shall also comply, to the maximum extent feasible, with nationally recognized standards such as those of the American Insurance Association.

Service lines from the lateral or trunk utility to the property line of all planned service locations such as residences or buildings on properties whose owner has requested service shall be installed in conjunction with the construction of the mains.

C. Subgrade Improvements

Subgrade improvements shall normally include such items as subgrade corrections (removing layers/pockets of unsuitable soils and replacing them with aggregate base, select granular material, or other more suitable soils) and installation of geotextile fabrics.

Policy Statement. Prior to construction or completion of subgrade improvements, all utilities and utility service lines (including sanitary sewers, storm sewers, water lines, gas and electric service) shall be installed to all planned service locations such as residences or buildings.

SECTION 9. POLICIES OF REASSESSMENT.

The City shall design public improvements to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering improvement and preparation of plans.

Policy Statement

The following are the “life expectancies” or “service lives” of public improvements except as may be otherwise stated in the resolution ordering improvement and preparation of plans.

1. Sidewalks and Trails – 30 years.
2. Street improvements, including surfacing and curb and gutter – 60 years.
3. Ornamental street lighting – 30 years.
4. Water Mains – 60 years.
5. Sanitary Sewers – 60 years.
6. Storm Sewers – 60 years.

SECTION 10. ASSESSMENT COMPUTATIONS.

The following is the typical city assessment for various specified improvements. The City Council reserves the right to vary from the following computations when conditions warrant. All computations are subject to the criteria set forth in Section 1.

A. Street and Curb and Gutter Improvements

1. **New Construction.** New streets are assessed 100% to the abutting benefited properties. Street and curb and gutter improvements will normally be assessed by the adjusted front footage method for commercial, industrial and multi-family residential properties, or by the per lot method for single-family residential properties, however other methods including the area method may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the minimum design of 7-ton axle load in residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs that are incurred in excess of the above may be paid by: (1) State funds, (2) larger assessment rates to other benefited properties, (3) general obligation funds, or (4) any other method or combination of methods authorized by the City Council.
2. **Reconstruction and Overlays.** Street reconstructions and overlays, including the associated removal and replacement of curb and gutter, are assessed 25% to the abutting benefited properties or as otherwise determined by Council ordered benefit appraisals.
3. **Gravel Streets.** Upgrading existing gravel streets by adding pavement, curb and gutter, and storm sewer are assessed 50% to the abutting benefited properties or as otherwise determined by Council ordered benefit appraisals.
4. **Seal Coats.** Sealcoats are not assessed.
5. **Alleys.** Upgrading existing gravel alleys by adding pavement is assessed 50% to all lots abutting on the alley in the block being improved or as otherwise determined by Council ordered benefit appraisals. Reconstructing existing paved alleys is 25% assessed to all lots abutting on the alley or as otherwise determined by Council ordered benefit appraisals.

B. Sidewalks and Trails

1. ***New Construction.*** New sidewalks and trails are not assessed to the abutting property on which the sidewalk is located, but rather are funded 100% by the City. In new subdivisions, the City will require the developer to finance sidewalk and trail improvements rather than assessing the cost.
2. ***Reconstruction.*** Replacement sidewalks are assessed 25% to the abutting property owner and 75% City funded.

C. Storm Sewer Improvements

Storm sewers are assessed on a project-by-project basis. Storm sewers in new subdivisions are considered an assessable improvement on an area basis.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area storm sewer charges are levied to all unplatted property at the time of platting, to re-plats that have not been charged trunk area charges when the land was originally platted, and to re-plats that have been charged trunk area charges when the land was originally platted but where the use is increasing (only the cost difference based on current and prior use is charged). The charges will be set in the annual fee schedule approved by the City Council.

Normally, storm sewers are assessed on an area basis (square foot or acres), but in certain situations the per lot method or adjusted front footage method may be utilized at the City Council's discretion.

The replacement of existing storm sewers is paid for entirely through the Stormwater Utility Fund.

D. Sanitary Sewer Assessments

Assessments for sanitary sewer in residential areas are based upon the cost of construction of 8-inch mains, which is the smallest size installed in residential areas of the City. Assessments for sanitary sewers in commercial and industrial areas are based upon a standard size of 12-inch mains. Sanitary sewer assessments must conform to Chapter 8 of the City Charter.

Oversizing costs due to larger mains and larger appurtenances will be paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area sanitary sewer charges shall be levied on all un-platted property at the time of platting and on re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule approved by the City Council. Services installed to individual properties are assessed to the benefiting property as allowed under Chapter 8 of the City Charter.

Normally, sanitary sewers are assessed on an area basis (square foot or acres), but in certain situations the per lot method or adjusted front footage method may be utilized at the City Council's discretion.

Lateral benefit from major trunk sewers or interceptors is assessed to the properties benefited by the sewer. Any oversizing cost is assessed as described above.

The replacement of existing sewers is funded entirely by the City through the sewer enterprise funds.

Individual sanitary sewer service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing private sanitary services, but do not have mainline sewers adjacent to, across or abutting their property lines pay 0% of the assessment rate for the new mainline sanitary sewer, and 100% of the cost associated with replacing the service lines.

Any existing sanitary sewer service lines found to be defective as part of a project are replaced as part of the project and are assessed to the benefiting property as allowed under Chapter 8 of the City Charter.

Property owners electing to connect to City sewer during street reconstruction projects will receive a credit to offset those costs that would have been incurred by the City to reconstruct the street and boulevard after connecting to City sewer if the street were not being reconstructed. The amount of the credit will be set in the annual fee schedule approved by the City Council. Connecting to City sewer requires a City water connection.

E. Watermain Assessments

Assessments for watermains in residential areas are based upon the cost of construction of 8-inch mains, which is the smallest size installed in residential areas of the City. Assessments for watermains in commercial and industrial areas are based upon the standard size of 12-inch mains. Watermain assessments must conform to Chapter 8 of the City Charter.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area water charges shall be levied on all un-platted property at the time of platting and on re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule approved by the City Council. Services installed to individual properties shall be fully assessed to the benefiting property.

Normally, watermains are assessed on a per lot basis, but in certain situations the area or adjusted front footage method may be utilized at the City Council's discretion.

The replacement of existing watermains is funded entirely by the City through the water enterprise funds.

Lateral benefit from major trunk watermains is assessed to properties benefited by the watermain. Lateral watermain assessments are based on the costs for an equivalent 8-inch diameter watermain for residential properties and for an equivalent 12-inch diameter watermain for commercial/industrial properties.

Individual water service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing private water services, but do not have

mainline watermains adjacent to, across or abutting their property lines pay 0% of the assessment rate for the new watermain but 100% of the cost associated with replacing their service lines.

Any existing water service lines found to be defective as part of the project, are replaced as part of the project and are assessed directly to the benefiting property as allowed under Chapter 8 of the City Charter.

Property owners electing to connect to City water during street reconstruction projects will receive a credit to offset those costs that would have been incurred by the City to reconstruct the street and boulevard after connecting to City water if the street were not being reconstructed. The amount of the credit will be set in the annual fee schedule approved by the City Council.

F. Street Boulevard Trees

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

G. Street Lights

All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets are included in the overall project costs and included in the assessment calculations, unless otherwise directed by the City Council. In new subdivisions, the City will require the developer to finance street light improvements rather than assessing the cost.

H. Other Improvements

Based on the City Council's determination, any other eligible improvements may be fully assessed or assessed in part.

SECTION 11. DEFERMENT OF SPECIAL ASSESSMENTS.

Subd. 1. The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability, and the City Clerk is hereby authorized to record the deferment of special assessments where all of the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be 65 years of age or older or retired by virtue of permanent and total disability at the time the assessment is adopted.
3. The applicant must be the owner of the property.
4. The applicant must occupy the property as his or her principal place of residence.
5. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.

Subd. 2. The deferment shall be granted for as long a period of time as the hardship exists and the conditions in subdivision 1 remain true. It shall be the duty of the applicant to notify the City Clerk of any change in his or her status that would affect eligibility for deferment.

Subd. 3. The entire amount of deferred special assessments shall be due within sixty days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty (60) days, the City Clerk shall add thereto interest accruing from the first date the applicant loses eligibility at the rate as defined in section 6.4 and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

Subd. 4. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:

1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

State Law References(s): Minn. Stat. § 435.193, Senior Citizens or retired & disabled persons hardship special assessment deferral.

*Original Adoption: 12/9/14 by Resolution #14-12-250

*Amended: 1/13/15 by Resolution #15-01-016 – *Section 6 - #4 Interest to reflect interest rate on bonded projects*

CHAPTER 8. - PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

Sec. 8.1. - Power to make improvements and levy assessments.

The city may make any type of local improvement not forbidden by law and levy special assessments to pay all or part of the cost of such local improvements. The total of the assessments for any local improvement may not exceed the cost of the local improvement, plus all costs and expenses connected therewith, including interest. No assessment shall exceed the benefit to the property assessed as measured by the increase in the market value of the property assessed as a result of the local improvement.

(Ord. of 1-25-1993)

Sec. 8.2. - Application of Charter.

All local improvement projects shall be carried out exclusively under the provisions of this Charter. The term "local improvement" as used in this section shall mean a public improvement financed partly or wholly from special assessments.

(Ord. of 1-25-1993)

Sec. 8.3. - Assessments for services.

The council may provide by ordinance that the cost of the city services to streets, sidewalks, or other public or private property may be assessed against property benefited and may be collected in the same manner as special assessments.

(Ord. of 1-25-1993)

Sec. 8.4. - Local improvement procedure.

When the city undertakes any local improvement to which the state local improvement code, Minn. Stats. chapter 429 applies, it shall comply with the provisions of that law, except as modified below. The council may by ordinance prescribe the procedure to be followed in making any other local improvement and levying assessments therefor.

8.4.1 *Sixty-day waiting period.* A period of 60 days shall elapse after the conclusion of the public hearing required by law to precede the ordering of the construction of a local improvement project (the "public hearing") before the actual ordering of the local improvement by the council and the council entering into a contract for the local improvement construction.

8.4.2 *Percentage of owners required.* When the local improvement has been petitioned for by the owners of not less than 50 percent in frontage of the real property abutting on streets named in the petition as the location of the local improvement the resolution ordering the local improvement by the council may be approved by vote of a majority of all members of the council. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council.

8.4.3 *Petition against the local improvement.* A proposed local improvement may be initiated by petition of the owners of real property abutting on the streets named in the petition. If, within 30 days of the conclusion of the public hearing, a petition against such local improvement is filed with the city administrator which petition is signed by a percentage of the owners of real property abutting on the streets named in the initiating petition as the location of the improvement which

percentage is greater than the percentage of owners of real property who signed the initiating petition, the council shall not make such local improvement at the expense of the abutting property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.4 *Counter petition in favor of the improvement.* If within 30 days of the filing with the city administrator of a petition against the local improvement as described in section 8.4.3 above, there is filed with the city administrator a petition in favor of the local improvement, signed by owners of real property abutting on the streets named in the initiating petition as the location of the improvement, in a percentage greater than the percent of owners of real property who signed the petition against the local improvement, then in such event the council may disregard the petition against the local improvement and proceed with the local improvement.

8.4.5 *Petition against council initiated improvement.* If the local improvement was initiated by council resolution without an initiating petition and, within 60 days of the conclusion of the public hearing, a petition is filed with the city administrator against such local improvement and which petition is signed by 60 percent or more of the owners of real property proposed to be assessed for and benefited by the local improvement, the council shall not make such local improvement at the expense of the benefited property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.6 *Withdrawal of name from petition.* Any person whose name appears on a petition to the council in favor of a local improvement, or on a petition to the council filed against a local improvement, may withdraw his/her name by a statement in writing filed with the city administrator before such petition is presented to the council or in person at a city council meeting before the city council accepts said petition.

8.4.7 *Filing of petition with city council.* All completed petitions filed with the city administrator as described herein shall be presented to the council by the city administrator at the council's next regularly scheduled meeting.

8.4.8 *One year before any further action.* When a proposed local improvement is disallowed pursuant to the petition process described in the foregoing sections, the council shall not vote on the same improvement within a period of one year after the public hearing on said improvement.

(Ord. of 1-25-1993; Ord. No. 06-22, § 2, 7-5-2006; Ord. No. 12-08, § 2, 6-26-2012; Ord. No. 14-07, § 2, 8-11-2014)

Sec. 8.5. - Computation of time.

Where the performance or doing of any act or matter is required by this Charter, and the period of time is prescribed and fixed by this Charter, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. When the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

(Ord. of 1-25-1993)

Sec. 8.6. - Sewer and water projects.

This section applies to any local improvement project completed after January 1, 1996, which includes extending urban services (sewer and/or water) to an existing home or neighborhood.

- 8.6.1 *Connection policy.* The city may not compel any property owner with a functional private sewer and water system to connect to city sewer and/or water.
- 8.6.2 *Assessment policy.* The city may not levy an assessment for any component of any project which includes sewer and/or water improvements against a property whose owner elects to remain on a functional private sewer and/or water system.
- 8.6.3 *Request for urban services.* Property owners who remain on private sewer and water systems after urban services become available may request connection to urban services at any time. Upon connection to urban services an assessment may be levied provided it is consistent with the original assessment.

(Ref. of 5-20-1996; Ord. of 1-24-2001)