

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday, July 16, 2019**  
**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
  1. Approve the following meeting minutes.
    1. Public Works Committee meeting minutes dated June 18, 2019.
- 5. Committee Business**
- 6. Committee/Staff Input**
  1. Update on Pavement Maintenance Plan for Ferret Street and 147th Avenue intersection
  2. Update on Variolite Street Reconstruction Options
  3. Staff Updates on Improvement Projects and Items of Interest
  4. Review Future Topics Calendar
- 7. Adjournment**

**Public Works Committee**

4. 1.

**Meeting Date:** 07/16/2019

**Submitted For:** Grant Riemer, Engineering/Public Works

**By:** MaryJo Warner, Engineering/Public Works

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**Title:**

Approve the following meeting minutes.

1. Public Works Committee meeting minutes dated June 18, 2019.

**Purpose/Background:**

Purpose: To review and approve meeting minutes.

Background: Attached are the meeting minutes for review.

**Timeframe:**

5 minutes.

**Observations/Alternatives:**

n/a

**Funding Source:**

n/a

**Recommendation:**

To review and approve meeting minutes dated June 18, 2019.

**Action:**

Motion to approve meeting minutes dated June 18, 2019.

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**Attachments**

Minutes

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	07/11/2019 09:37 AM
Kurt Ulrich	Kurt Ulrich	07/11/2019 04:13 PM
Form Started By: MaryJo Warner		Started On: 07/11/2019 09:09 AM
Final Approval Date: 07/11/2019		

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

The Public Works Committee conducted a regular meeting on Tuesday, June 18, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Mark Kuzma  
                            Councilmember Nadine Heinrich  
                            Councilmember Chris Riley

Also Present:         Public Works Superintendent Grant Riemer  
                            City Engineer Bruce Westby  
                            City Administrator Kurt Ulrich

**1.     CALL TO ORDER**

Chairperson Kuzma called the regular meeting of the Public Works Committee to order at 5:31 p.m.

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Kuzma, Councilmembers Riley and Heinrich. Voting No: None.

**4.     APPROVE MINUTES**

**4.01: Approve May 21, 2019, Meeting Minutes**

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to approve the following minutes:

Regular Meeting Minutes dated May 21, 2019

Motion carried. Voting Yes: Chairperson Kuzma, Councilmembers Riley and Heinrich. Voting No: None.

**5.     COMMITTEE BUSINESS**

## **5.01: Review Plan to Spend Unencumbered Pavement Management Program Funds**

City Engineer Westby stated that during the May Public Works Committee meeting, staff was directed to present a case at tonight's meeting explaining the amount and sources of the unexpended pavement management program funds, why these funds were not spent earlier and the plan for spending the funds. The current balance of the unencumbered funds is approximately \$901,000. This includes \$872,500 from 2013 budgeted pavement management project funds that went unspent (\$1,327,500 was budgeted and only \$455,000 was spent) and \$28,500 from five years of bond premiums and interest earnings.

City Engineer Westby stated that staff chose not to expend the funds earlier because street reconstruction bonds cannot be used to fund improvements that did not previously exist. For example, if curb and gutter or sidewalk did not exist before a street was reconstructed but was to be constructed as part of a street reconstruction project, street reconstruction bonds could not fund such improvements. In addition, when the City widens or strengthens (thicker pavement section) a street, the extra costs for widening or strengthening cannot come from street reconstruction bonds. The City therefore used some of the excess funds to cover such improvements on previous projects. Given the City's long-term pavement management plan and current funding policy, these funds were retained for "un-bondable" costs that may have arisen.

City Engineer Westby stated that staff plans to expend the unencumbered funds using approximately \$698,000 to cover City Improvement Project #19-01, Ford Brook Estates Street Reconstructions, and #19-03, Wood Pond Hills & Chestnut Ridge Street Reconstructions. In addition, since the City is currently considering the implementation of franchise fees, including potential rebates of these fees to offset special assessments on properties previously assessed for street reconstruction and overlay improvements, staff did not want to add another year of debt to the tax levy if the franchise fee were to be implemented. This will leave a balance of roughly \$203,000 that could be used to fund franchise fee rebates if franchise fees are implemented or could be used to fund a portion of the 2020 street reconstruction or overlay improvement projects. He stated that staff plans to bring a plan forward to the Council in July for a 2020 pavement management plan.

Chairperson Kuzma stated that the City would set itself up for some difficulty if Variolite is improved without assessments. He acknowledged that if the assessments are too high, the residents would most likely object to the project.

City Engineer Westby stated that the other projects within the current 10-year CIP are proposed to be completed with assessments and have a large number of properties that would be assessed. He explained that in order to do one of those roads, staff would need to propose another five-year plan. He stated that Variolite has the smallest number of residents that would be assessed.

Chairperson Kuzma stated that if the franchise fee method is not chosen, the City would most likely have to go back to bonding.

Councilmember Riley stated that during the franchise fee meetings, one of the biggest factors for him was the cost savings the City would receive because the assessment process would be eliminated and asked for additional details.

City Engineer Westby confirmed that the requirements for assessments would be eliminated including the cost for staff to prepare and publish notifications for public hearings, pay an appraiser to prepare a special benefit consultation report, etc. He confirmed that there would be MSA funds available for reconstructing Variolite Street.

Councilmember Heinrich asked the number of MSA roads in Ramsey. She asked the number of MSA projects that have been completed.

City Engineer Westby replied that about 20 percent of roads are MSA roads in Ramsey. He explained that the City has been working under the five-year Street Reconstruction and Overlay Program, which expires in 2019, and utilized the assessment and bonding process for MSA reconstruction projects. He provided an example of an MSA road, Andrie Street, which was reconstructed in 2016.

Councilmember Riley stated that the Andrie Street project did not use MSA funds because the funds had been allocated to repay bonds for other MSA projects previously completed.

Councilmember Heinrich stated that she would prefer to use the MSA funds for reconstructing Variolite Street.

Councilmember Riley agreed. He referenced the unexpended sealcoating budgeted funds for 2019, noting that he considers those as maintenance funds that were budgeted to spend this year. He stated that he would not want to see those funds used for reconstruction projects, as it does not appear the City is keeping up on maintenance and wants to see those funds used in 2019.

City Engineer Westby stated that the crackseal project is currently out for bids. He explained that there is a lengthy process to develop, bid, and construct a new project so there may not be sufficient time to prepare another crackseal project for completion in 2019.

Public Works Superintendent Riemer stated that perhaps another \$50,000 could be spent on spray patching but noted that is a slow process and therefore would not want to commit to more than that.

City Engineer Westby noted that the excess budgeted funds for 2019 is due to the decision not to sealcoat this year. He stated that perhaps additional cracksealing could be completed in 2019 but was unsure if another \$200,000 could be spent this year. He stated the City is hitting the targeted maintenance schedule for cracksealing in 2019, but noted Engineering would explore this and present options to spend some or all of the excess budgeted funds to Council on July 9, 2019.

Councilmember Heinrich asked for additional details on why additional cracksealing projects could not be completed in 2019.

Public Works Superintendent Riemer explained that not all roads are eligible for cracksealing. He noted that some roads may be beyond that type of repair and therefore it would be a waste of time and money.

City Engineer Westby stated that the restriction is due to time, as work needs to be completed by September so projects are typically completed in August. He explained the process required to prepare plans, advertise for bids, approve and execute a contract, then construct the improvements, which would likely not allow the work to be completed by September.

Chairperson Kuzma stated that if the franchise fees are approved, it would be helpful to have the excess funds available in 2020. He stated that he would like to see how the road funding discussions move forward before attempting to spend additional road funds.

Councilmember Riley asked if the issue of un-bondable expenses from 2013 has been solved.

City Engineer Westby confirmed that has not been an issue and provided additional details. He stated that moving forward staff does not believe it is necessary to keep the unexpended funds for that purpose.

#### **5.02: Update on Drainage Concern Findings at 17290 Germanium Street NW**

City Engineer Westby reported that in 1992 the property owner built a home on the property, and then in 1998 a garage was built in the southwest corner of the property. A new garage was subsequently built in 2005 after the original was destroyed by fire. The home was constructed north of an existing depression that can hold slightly less than a foot of water during heavy rain events. The garage was constructed within a low area of the lot with the garage door facing toward a private property to the south, which was used to access Germanium Street approximately 300 feet to the west. In 2017, construction began on the Covenant Meadows residential development, which included construction of a new public street, 172<sup>nd</sup> Lane NW, which abuts the south property line of 17290 Germanium Street NW. During construction of this development, the property owner contacted staff and the developer on numerous occasions to request modifications to the new driveway installed between his garage and 172<sup>nd</sup> Lane NW. The property owner also requested some grading modifications around the garage to prevent drainage from entering the property from the north and west. On more than one occasion, the property owner stated that there were existing standing water issues on this property.

City Engineer Westby stated that on November 13, 2018, the property owner at 17290 Germanium Street NW, Mr. Rick Aberle, informed the City Council of his concerns that runoff from the Covenant Meadows development was flooding his property. On December 18, 2018, Mr. Aberle attended the Public Works Committee meeting to again present his concerns that runoff from the Covenant Meadows development is flooding his property. Also in attendance were City Engineer Westby, Senior Engineering Technician McDowall, Civil Engineer IV Linton, and the developer of Covenant Meadows, Mr. Eric Thomsen. After much discussion, consensus was reached that Mr. Thomsen would complete the driveway improvements including grading and two eight-inch culverts and Mr. Aberle provided his permission for staff to enter his property to collect topographic data along his west property line and around and adjacent to his

garage and driveway. Based on the consensus reached at the Public Works Committee meeting, staff obtained survey grade topographic data along the west edge of Mr. Aberle's property and along the south edge of the property and reviewed the data to reach the following findings:

- Before Covenant Meadows was development, 11.125 acres of land drained onto Mr. Aberle's property from the north and west, contributing 3.1 cubic feet per second of runoff from a 100-year storm event.
- After Covenant Meadows was developed, 1.306 acres of land drain onto Mr. Aberle's property from the north and west, contributing 0.75 cubic feet per second of runoff from a 100-year storm event.
- The Covenant Meadows development did not alter drainage patterns along the west or south sides of Mr. Aberle's property.
- The low areas in the interior of Mr. Aberle's property existed before the Covenant Meadows development was constructed.
- Mr. Aberle's concerns with drainage in and around his garage resulted from the grading modifications Mr. Aberle completed during construction of the Covenant Meadows development.
- Lastly, staff recommended filling the low area to allow stormwater runoff to drain to the south and east without ponding.

City Engineer Westby reported that Mr. Thomsen installed the two eight-inch culverts and re-graded Mr. Aberle's driveway this spring as promised. Staff believes that the property owner's concerns as stated are unfounded. He noted that the property owner has not responded to the letter sent by City staff over one month ago.

Chairperson Kuzma stated that it appears the City has done everything it could, and the matter should be considered closed.

Councilmember Heinrich stated that in her opinion the letter was an opportunity for the resident to reply and agrees that the matter should be considered closed.

Councilmember Riley confirmed that the City has done its work.

It was the consensus of the Committee that this issue is closed, that no further contact with the property owner is required in regard to this matter, and that the property owner does not need to be invited back to address the Committee on this matter.

City Engineer Westby stated that the property owner on the other side of 172<sup>nd</sup> Lane NW has come to City staff with concern over standing water on his property this spring. He stated that staff worked with that property owner a lot during the Covenant Meadows project to ensure that the desired access to his shed could be provided. He stated that he did go to the resident's property and staff is going to look at the ditch line along that property to further investigate if something needs to be done to resolve his concerns.

## **6. COMMITTEE / STAFF INPUT**

## **6.01: Staff Updates on Improvement Projects and Items of Interest**

City Engineer Westby provided an update on City improvement projects, Anoka County improvement projects, MnDOT improvement projects, and other items of interest.

Public Works Superintendent Riemer provided an update on manganese testing that has recently been completed at 15 different locations, noting that the levels at each location were below the required threshold for bottle feeding infants of 100 ppb.

Councilmember Riley asked if something could be publicized showing the updated testing results.

City Administrator Ulrich confirmed that an update would be provided on the City website and social media sites and noted that a press release could also be developed.

Public Works Superintendent Riemer provided an update on patching, noting that 74 tons have been shoveled off trucks so far this season.

Chairperson Kuzma stated that public works is doing a great job in response to resident concerns that he has received and referred to City staff.

Councilmember Heinrich stated that perhaps the process required for staff to fill potholes would be a good public education item, noting that she was unaware of the lengthy process.

City Engineer Westby stated that he was contacted by a resident on Waco Street between Sunwood and 150<sup>th</sup> about the condition of that roadway. He noted that segment of roadway is very wide and is in very poor shape. He believed the road is on the CIP for 2023. He noted that the resident did ask for a sample petition to ask the City to reconstruct that one block segment. He stated that he is unaware if that will move forward but wanted to advise the Committee about the possibility of a petition coming forward.

Councilmember Riley referenced the Armstrong roundabout at Alpine Drive and asked why construction is proposed in three to four years if the County has already received the funds.

City Engineer Westby stated that it is due to the type of funds, noting that the funds will not be available until that time. He explained that the County will start designing the project prior to that time and then begin construction when the funds are made available.

## **6.02: Review Future Topics Calendar**

City Engineer Westby reviewed the future topics calendar.

Councilmember Riley asked if updates regarding manganese would come to the Committee or full Council.

City Administrator Ulrich stated that the City is preparing an RFP to study the water system and the recommended treatment system. He stated that once proposals are received, three proposals would be brought back to the full Council for review.

## **7. ADJOURNMENT**

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:38 p.m.

Respectfully submitted,

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Grant Riemer  
Public Works Superintendent

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**Public Works Committee**

6. 1.

**Meeting Date:** 07/16/2019

**By:** Bruce Westby, Engineering/Public Works

**Title:**

Update on Pavement Maintenance Plan for Ferret Street and 147th Avenue intersection

**Purpose/Background:**

**Purpose:**

The purpose of this case is to provide an update on Staff's pavement maintenance plan for the intersection of Ferret Street and 147th Avenue.

**Background:**

On July 11, 2017, the City Council adopted Resolution #17-07-170 authorizing the preparation of a Feasibility Report for reconstructing streets in the HY-10 Ramsey subdivision under City Improvement Project No. 18-02. These streets included 146th Avenue, 147th Avenue, and Ferret Street, which totaled approximately 1,400 feet (0.27 miles) in length. These streets were constructed in 1988 using bituminous pavement and curb, are 40 feet wide from face-of-curb to face-of-curb, and are generally centered within a 66-foot wide right-of-way.

On May 22, 2018 the Development Review Committee (DRC) reviewed the proposed project and provided comments on design alternatives based on the potential for future development of the HY-10 Ramsey subdivision. Given the uncertainties associated with redevelopment, staff felt it would be most cost effective to bring the bituminous pavement up to usable standards, extend utilities and concrete curb and gutter along 147th Avenue only, and not to connect the streets to adjacent developments at this time.

Staff prepared a draft Feasibility Report based on input from the DRC, which included an engineer's opinion of probable project costs of \$288,000. The project was proposed to be funded using a combination of special assessments to benefitting properties, street reconstruction bond proceeds, and stormwater utility funds. Sewer and Water Utility Funds would be used to pay for any public utility improvements.

Nine (9) parcels were identified as receiving special benefit from the improvements. Four of the parcels had permanent structures, and the other five were undeveloped. Several of the parcels were listed for sale, including two City-owned parcels, as identified in the preliminary Assessment Map and Roll included in the Feasibility Report.

Staff originally intended to conduct a public information meeting with benefitting property owners of HY-10 Ramsey while preparing the Feasibility Report to explain the purpose and need for the proposed improvements, the scope of the improvements, estimated costs, the proposed funding program, and proposed schedule. However, due to growing uncertainties surrounding the future use of adjacent parcels, Staff determined it would be best to prepare a Feasibility Report before scheduling and conducting the public input meeting to help keep discussions focused.

On August 21, 2018 the Public Works Committee provided a recommendation to the City Council to review the Draft Feasibility Report and order a Public Input Meeting for September 13, 2018.

On August 28, 2018 the City Council ordered a public input meeting for September 13, 2018 to gather feedback on the proposed improvements from benefitting property owners.

On September 13, 2018 Staff conducted a public information meeting. Meeting notices were mailed to all owners of benefitting properties, which included all properties having access onto street segments proposed to be improved. None of the benefitting property owners attended the meeting, or called in advance to discuss the project. However,

after the meeting Staff was contacted by two benefiting property owners and both were opposed to reconstructing the streets at that time stating redevelopment was imminent. Since such time, Staff has met with the property owners and the general consensus of all is that redevelopment is imminent so streets should not be reconstructed at this time.

On October 16, 2018 Staff provided an update on the draft Feasibility Report to the Public Works Committee.

On October 23, 2018 the City Council adopted Resolution #18-218 accepting the Feasibility Report for Improvement Project #18-02, HY-10 Ramsey Street Reconstructions, along with Staff's recommendation to shelve the project until such time that it is no longer needed or the adjacent property owners request that the streets be repaired. Minutes from the October 23, 2018 City Council meeting are attached.

In subsequent discussions between Staff and the Public Works Committee, Staff received consensus approval from the Public Works Committee to reconstruct the pavement at the intersection of Ferret Street and 147th Avenue in 2019 using in-house resources to ensure that the intersection could continue to be safely used by the public, and effectively maintained by the City.

**Timeframe:**

Staff anticipates approximately 5 minutes will be required to present and discuss this case.

**Observations/Alternatives:**

Since October 2018, several events have transpired that have caused Staff to question the cost-effectiveness of reconstructing the intersection of Ferret Street and 147th Avenue in 2019. These include;

1. PSD, LLC's proposed retail development west of Armstrong Boulevard between 146<sup>th</sup> and 147<sup>th</sup> Avenues.
2. Chalich Trucking, who was the primary user of this intersection, sold their property over the winter.
3. Public Works Street Department crews have been extremely busy patching streets this spring and summer, and will need to continue doing so into October based on the poor condition of numerous streets throughout the City, and based on City Council's approval to purchase a new heated patching trailer and to rent additional spray patching equipment this summer/fall.

Based on these recent developments, Staff proposes to suspend improving the intersection of Ferret Street and 147th Avenue in 2019, and instead monitor pavement conditions at the intersection and recommend future improvements as needed.

**Funding Source:**

Dependent on discussions.

**Recommendation:**

Staff recommends suspending improvements to the intersection of Ferret Street and 147th Avenue in 2019 for reasons noted earlier. Instead, Staff will continue to monitor pavement conditions and will recommend future improvements as needed.

**Action:**

Dependent on discussions.

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**Attachments**

102318 CC minutes

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**Form Review**

**Inbox**  
Grant Riemer

**Reviewed By**  
Grant Riemer

**Date**  
07/11/2019 09:39 AM

Kurt Ulrich  
Form Started By: Bruce Westby  
Final Approval Date: 07/11/2019

Kurt Ulrich

07/11/2019 04:11 PM  
Started On: 07/08/2019 03:39 PM

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

The Ramsey City Council conducted a regular meeting on Tuesday, October 23, 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  
                            Police Chief Jeff Katers  
                            Parks and Assistant Public Works Superintendent Mark Riverblood  
                            Public Works Superintendent Grant Riemer  
                            Community Development Director Timothy Gladhill  
                            City Engineer Bruce Westby  
                            City Planner Chloe McGuire Brigl  
                            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**

There were none.

**3.     CITIZEN INPUT**

Shauna Schwartz, 6998 170<sup>th</sup> Trail NW, requested to change some of the City's ordinances. She stated that her family has lived in Ramsey for 15 years and during that time, the community has gone through a number of changes. She stated that the old ordinances were designed for the old Ramsey and not the new more developed Ramsey. She provided a list of the ordinances to staff and summarized a list of benefits that would be provided to both staff and residents if these changes were made.

Acting Mayor LeTourneau thanked Ms. Schwartz for her input. He agreed that some of the ordinances that were created for the original rural Ramsey community may not fit as well with

the more developed and dense areas of the community. He stated that staff and the Council are willing to review the ordinances to improve the conditions that Ms. Schwartz is experiencing.

#### **4. CONSENT AGENDA**

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

- 4.01: Receive September 2018 Financial Reports – General Fund and Enterprise Funds
- 4.02: Note the Following Boards and Commissions Meeting Minutes:
  - Environmental Policy Board Meeting Minutes dated August 20, 2018
  - Park and Recreation Meeting Minutes dated September 13, 2018
  - Economic Development Authority Meeting Minutes dated September 13, 2018
- 4.03: Approve the following Meeting Minutes:
  - 1) City Council Work Session dated October 9, 2018
  - 2) City Council Regular dated October 9, 2018
- 4.04: Approve Licenses:
- 4.05: Adopt Resolution #18-224 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 4, 2018 through October 17, 2018
- 4.06: Adopt Resolution #18-200 Site Plan and a Conditional Use Permit at 9500 156<sup>th</sup> Avenue NW Allowing Outdoor Storage as a Principle Use Contingent Upon Compliance with the Staff Review and City Engineer Approval
- 4.07: Adopt Resolution #18-225 Approving Lease Agreement with Todd Bialon (EZ Auto)
- 4.08: Adopt Resolution #18-226 Approving 2019 Municipal Recycling Funding Request to Anoka County

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

#### **5. APPROVE AGENDA**

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

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

#### **6. PUBLIC HEARING**

There were none.

## **7. COUNCIL BUSINESS**

### **7.01: Consider Adopting Resolution #18-223 Granting Revised Site Plan Approval of Regency Ponds Self Storage Facility**

Acting Mayor LeTourneau noted this item has been tabled at the request of the applicant.

### **7.02: Consider Request for a Zoning Text Amendment to the B-1 and B-2 Business Districts and a Conditional Use Permit for the Operation of a Religious Institution in the B-1 General Business District (Project No. 18-151); Case of House of God Church**

- **Adopt Ordinance #18-15 (Zoning Text Amendment)**
- **Adopt Resolution #18-208 (Conditional Use Permit)**

City Planner Anderson reviewed the staff report and recommendation to Adopt Ordinance #18-15 to amend the conditional uses in the B-1 and B-2 Business Districts and adopt Resolution #18-208 granting a Conditional Use Permit for a religious institution on the subject property. The City Council has already introduced the proposed Zoning Amendment and it is now eligible for adoption. The proposed use seems reasonable for the subject property. There appears to be adequate space for parking to accommodate the existing membership. Only minor interior building modifications will be necessary to accommodate the change in use. The applicant is aware of the existing encroachments that would need to be eliminated, which address an issue that has been known for some time now. The only potential concern has to do with future parking accommodations should the congregation grow. However, there is always the possibility of a shared parking agreement with the adjacent property owner, should that be necessary.

Councilmember Riley asked for additional details on a Conditional Use Permit in general.

City Planner Anderson reported that if approved a Conditional Use Permit would be recorded with the land and not the property owner and would therefore run in perpetuity as long as the use remains compliant with the conditions. He explained that the City is not obligated to approve a conditional use and reviewed some of the elements that are considered to determine if a use is appropriate for a specific property.

Councilmember Johns stated that it would be nice to see something happen in that area as it has been a vacant site for some time and therefore this seems to be a good reuse of the property.

Acting Mayor LeTourneau stated that the neighboring property owner, Total Defense, has been a great community partner and business in the community and has expressed support for this application.

Yakov Gradinar, applicant, stated that they have relocated from Portland, Oregon and believe that this would be a good opportunity to reuse the bank building. He stated that they have had a great experience in working with City staff. He stated that as the church congregation grows in the future they would like work with the City to further remodel the building.

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to waive the City Charter requirement to read the ordinance aloud and to Adopt Ordinance #18-15 Amending Article II, Division 4, Section 117-114 (B-1 General Business District) and Section 117-115 (B-2 Highway Business District) of the Ramsey City Code.

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.

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to Adopt Resolution #18-208 Approving a Request from House of God Church for a Conditional Use Permit to Allow a Religious Institution in the B-1 Business District at the Property Located at 5909 167<sup>th</sup> Avenue NW

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

**7.03: Consider Entering into MOU and Voluntary Cost Share Agreement with Anoka County Regional Economic Development Partnership**

Community Development Director Gladhill reviewed the staff report and recommendation from the EDA at their October 11 meeting to approve participation in the Anoka County Regional Economic Development Partnership and authorize entering into a Memorandum of Understanding (MOU) and Voluntary Cost Share Agreement. He noted that the contribution amount for the City of Ramsey would be \$1,506 and it could be funded through the Ramsey HRA Fund held at Anoka County.

Councilmember Kuzma asked for more information on the Ramsey HRA Fund.

Community Development Director Gladhill stated that the fund was originally established for the Anoka County Savannah Oaks development on Highway 5 and St. Francis Boulevard. He provided additional details on the fund and how it can be used.

Councilmember Kuzma commented that this would be a good investment on the part of the City and could help to bring in additional businesses to the community.

Councilmember Riley stated that the new Economic Development Specialist at the County is offering help to all the member cities to increase marketing, which will be a good opportunity for the City of Ramsey in return for a small financial contribution.

Acting Mayor LeTourneau also expressed support for this initiative. He expressed thanks for the efforts of Connexus Energy and Metro North, which resulted in the study and being able to move forward in a way that will benefit not only Ramsey but the other communities in Anoka County as well. He believed that this would be a great step forward that could bring forth additional opportunities.

Councilmember Shryock stated that the MOU is for 2019 and asked if this would be revisited in future years.

Community Development Director Gladhill stated that this would be for 2019 and as the partnership continues, the participation would be evaluated on an annual basis.

Motion by Councilmember Riley, seconded by Councilmember Johns, to approve participation in the Anoka County Regional Economic Development Partnership and to authorize entering into a Memorandum of Understanding and Voluntary Cost Share Agreement, subject to City Attorney approval.

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

#### **7.04: Provide Feedback on Preliminary Plat Application for Shade Tree Cottages; Case of Shade Tree Communities**

City Planner McGuire Brigl reviewed the staff report and asked for general feedback for the applicant on whether the proposal would be approved or if there is anything specific that the applicant should add to their plans.

Councilmember Johns commented on the proximity to the development to the north and asked the type of transitioning that would be provided as the uses are not complementary.

Community Development Director Gladhill stated that there would be a 28-foot private road with buffering. He stated that the overall density of the site is low because of the amount of wetland on the site. He explained that the density is then clustered because of the unbuildable areas. He stated that there have been comments from neighboring property owners against this development and noted that there have been workshops held to have additional public discussion. He noted that ultimately the Planning Commission tabled the topic at their meeting earlier this month. He stated that the property is zoned low density residential but the issue that has arisen from residents is with the lot sizes proposed. He stated that the density transitioning would be met with the private road and buffering.

City Planner Brigl stated that there would also be a retaining wall as the property to the north is on higher ground and therefore the properties to the north would be looking more at rooftops. She stated that a public workshop was held in the spring and many of the residents at that time stated that they loved the wetlands and would like them protected but acknowledged that development was coming for this site.

Councilmember Riley asked if there are any concerns with preserving the wetlands or with the development of land near the wetlands.

City Planner Brigl noted that this application would meet the setback requirements from the wetland. She noted that the applicant would need to obtain a permit from the Lower Rum River Water Management Organization (LRRWMO) and would also need to have a review from the engineering department. She confirmed that the proposed cul-de-sac would be within the allowed length.

Acting Mayor LeTourneau asked if the Environmental Policy Board (EPB) has had a chance to review this request.

City Planner Anderson did not believe that this case has been before the EPB. He stated that he can review the records and if the group has not reviewed the case that could occur. He stated that the buffer requirements are through the LRRWMO and would help to filter and prevent sediment that would be generated by construction from going into the wetland.

Acting Mayor LeTourneau stated that it appears that there has been thorough discussion but agreed that if the case had not gone before the EPB, it would be a good idea for that group to provide input.

Councilmember Shryock acknowledged that this area is lower and asked if there would be basements on these homes.

Mark Strandland, Shade Tree, replied that a number of the homes would have basements.

Councilmember Shryock asked if there would be an HOA to maintain the private road.

Mr. Strandland confirmed that an HOA would maintain the road and common ground on the property along with the common amenities.

Councilmember Shryock stated that sometimes when there is a wetland buffer, residents can become confused on where their property lines are and asked if there would be clear delineation of where the property line is near the wetland.

City Planner Brigl stated that encroachment on the wetland buffer is less likely to occur with a detached townhome product but noted that staff can work with the applicant if desired to provide further delineation.

Mr. Strandland stated that the HOA would maintain the common areas and there would be architectural controls to ensure that homeowners do not encroach on the wetland buffer areas.

Councilmember Shryock stated that she would be interested to know more about whether the trails would be public versus private.

Mr. Strandland replied that is still being discussed, but believed the trails would be public to provide further benefit to the public.

Councilmember Riley asked for details on the private road and why the width would be smaller than normal.

Mr. Strandland stated that the road would be maintained by the association and the smaller width would provide a larger buffer between the property and the adjacent properties to the north.

Community Development Director Gladhill stated that staff is comfortable with that width because the road will be privately maintained. He confirmed that public safety is not a concern with the road width.

Councilmember Johns asked if Potassium is within the plat and whether improvement to that road would occur with this project.

City Planner Brigl confirmed that would be a part of this plat. She noted that the road is currently a 20-foot-wide gravel road and would become a 24-foot-wide paved roadway with this project. She confirmed that she did receive the input desired from the Council tonight.

**7.05: Consider Adoption of Resolution #18-217 Supporting Metropolitan Council Funded Study for Northwest Metropolitan Area Regional Surface Water Supply System**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-217 supporting a Metropolitan Council funded study to explore alternatives and costs for a regional surface water supply system in the northwest metropolitan area. He noted that on October 16, 2018 the Public Works Committee reviewed the draft resolution and adopted a motion to pass the resolution on to the City Council for review without a formal recommendation from the Public Works Committee. One Committee member questioned why the cities would lead the study and not the Met Council, and whether Met Council could use the results to require future conversion to a surface water supply system. Discussion followed regarding the Department of Natural Resources requirement to conduct a pilot study at the City's expense to explore the potential use of surface water as a supply source at the time the City applied for a permit to construct its last groundwater well. Staff noted that the Metropolitan Council has no statutory authority over municipalities regarding water use restrictions or water supply capital improvements, and that Minnesota Statute 473.1565 directs their work as noted in the resolution. Staff also noted that the Met Council wants the cities to assume control over the study to ensure that the results are applicable to the needs of each of the cities. It is therefore staff's position that the results of the study cannot be used by the Metropolitan Council to commit the City to using surface water as a water supply course. Instead, staff believes that the study will provide valuable information to the cities for guidance in future water supply planning efforts.

Councilmember Riley stated that it speaks volumes that Ramsey asked its neighbors and they all declined. He stated that when Blaine was looking for permission to drill new wells, they commissioned a study where they turned on all their pumps and ran them steady for one week to determine if there was an effect on the aquifer and there was little to no effect. He stated that the

DNR recently stated that they used state of the art groundwater flow models for White Bear Lake and found that the levels of the lake would be sustainable. He believed that it would be crazy for Ramsey to study an expensive way to obtain lower quality, more expensive water, and therefore he would not support this action. He stated that he also does not support anything that brings the Metropolitan Council into Ramsey.

Councilmember Kuzma asked if there is a cost to the City to have the study completed.

City Engineer Westby confirmed that the only cost to the City would be the staff time used.

Councilmember Kuzma asked if there is a known length of time before there would be issues with the aquifer.

City Engineer Westby replied that there is no known timeline. He stated that as far as staff can tell the system is operating fine. He noted that before another well could be drilled, a study would need to be done to determine the best locations. He confirmed that there are no known issues with the aquifer at this time. He stated that this would allow the City to look at a more sustainable water supply source that recharges more quickly. He stated that the City has had these discussions with the DNR and Metropolitan Council and even if the City chose to move forward with surface water, groundwater could be used as a backup.

Councilmember Shryock stated that Ramsey only has one aquifer available and asked how unique that is in the metro area. She asked the type of information that would be provided through the study.

City Engineer Westby replied that the study would look at the alternatives and options for this area for surface water supply. He stated that it would explore the feasibility of a surface water supply, plant and potential cost. He was unsure of the number of communities that only have one aquifer available to draw from. He stated that there are roughly seven or eight aquifers available to different communities in the metro area because of the different depths. He stated that there is one more aquifer below the aquifer Ramsey uses, but Ramsey is not allowed to use that aquifer.

Acting Mayor LeTourneau asked if the adjacent communities in Anoka County are also accessing the same aquifer that Ramsey utilizes.

City Engineer Westby replied that many other communities have access to the same aquifer that Ramsey uses, but noted that some of those communities have access to additional aquifers.

Acting Mayor LeTourneau stated that it was his recollection that the region is worried about the growth in the region and how that will affect the aquifer in the future, rather than the current demand. He stated that the greatest area of recharge is within the Ramsey area and therefore there was concern on how to meet the recharge demand at a rate that will equal the rate of use in the future.

City Engineer Westby confirmed that Ramsey is within the Anoka sandplain and is able to recharge the aquifer more quickly, while some other communities are not able to do that. He stated that the price for being located in the Anoka sandplain is the responsibility for assisting in the recharge.

Acting Mayor LeTourneau stated that he believes it would make sense to participate in the study.

City Engineer Westby stated that when staff has reached out to communities in the past, a lot of the discussions go towards cost and the City has not had information on cost to share. He stated that a benefit of this study would be providing some of those cost estimates which could be shared with other communities and potentially bring in other additional communities.

Councilmember Johns asked if there would be a shelf life for the study as Ramsey already has plans for a number of years in the future.

City Engineer Westby acknowledged that there is always a shelf life for plans but noted that the results of the study, by and large would have a fairly long shelf life.

Councilmember Riley stated that the study does not need to be done to determine that this will be a much more expensive source of water. He stated that it also does not coordinate well with the current water supply system or systems used by the neighboring communities. He believed that the answer would be that this would be too expensive and therefore did not see a purpose in doing the study.

Councilmember Shryock stated that perhaps the information in the study would bring interest from additional communities in future participation. She stated that having this identification of a potential location for a treatment center could bring in additional communities.

Councilmember Kuzma stated that while he can understand the comments of Councilmember Riley, he believed that it is helpful to have options on the table. He stated that if there was an issue with the aquifer in the future, he would like to have options.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #18-217 Supporting Metropolitan Council Study for Northwest Metropolitan Area Regional Surface Water Supply System.

Further discussion: Councilmember Shryock stated that while she understands that there are concerns in working with the Metropolitan Council, State statute does not allow the Met Council to require the City to do anything with the study results. Councilmember Johns agreed that this would be a planning document. Acting Mayor LeTourneau acknowledged the informed comments of Councilmember Riley. He stated that the study will provide the City with the answers that it needs for this topic. He believed that the City should look for ways to use the Met Council in ways that benefits the City rather than the other way around.

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

**7.06: Consider Adoption of Resolution #18-218 Accepting Feasibility Report for Improvement Project #18-02, HY-10 Ramsey Street Reconstructions**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-218 accepting Feasibility Report for Improvement Project #18-02 HY-10 Ramsey Street Reconstructions, along with staff's recommendation to shelve the project until such time that it is no longer needed or the adjacent property owners request that the streets be repaired.

Councilmember Kuzma stated that the property owners provided input and do not want to move forward on the project and therefore he supports the recommendation of staff.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to Adopt Resolution #18-218 Accepting Feasibility Report for Improvement Project #18-02, HY-10 Ramsey Street Reconstructions and accept the recommendation of staff to shelve the project until such time that it is no longer needed or the adjacent property owners request that the streets be repaired.

Further discussion: Councilmember Riley stated that shelving this project is more than a result of the landowners asking not to move forward. He explained that this area is ripe for redevelopment and therefore the City was already trying to do this project as cheap as possible. He stated that when the landowners asked the City to wait for the redevelopment that seemed to make sense. Acting Mayor LeTourneau stated that part of the City process allows for a group of landowners to object to the project and stop it and asked if the City is following the process appropriately and consistently. City Engineer Westby explained that this situation is different as the City expects redevelopment to happen in this area based on the evidence of all the properties that are for sale. He stated that when redevelopment occurs, the streets will not be in the same configuration. He stated that in the residential neighborhood the roads were not being reconfigured, the City was simply trying to maintain the residential roadway. Acting Mayor LeTourneau stated that his concern is not with the reasoning but whether a project would be verbally petitioned in the future when the policy requires written petition. City Engineer Westby appreciated the input and stated that staff will take that input. He stated that in this situation staff believes that this is the right recommendation. Acting Mayor LeTourneau agreed that this would not be a good use of City resources.

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

**7.07: Consider Adoption of Resolution #18-219 Accepting Feasibility Report and Ordering Public Hearing for Improvement Project #19-01, Ford Brook Estates Street Reconstructions**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-219 accepting the Feasibility Report and ordering a public hearing for November 13, 2018 for Improvement Project #19-01, Ford Brook Estates Street Reconstructions. He noted that this will allow the project to be constructed as part of the 2019 Street Maintenance Program and will allow for the use of special assessments to pay for a portion of the project costs per the

applicable provisions of the City Charter, the City's Special Assessments Policy, and Minnesota Statute, Chapter 429.

Councilmember Johns stated that this will be a great improvement, moving the kids bus stop from 47 into the cul-de-sac.

Motion by Councilmember Johns, seconded by Councilmember Riley, to Adopt Resolution #18-219 Accepting Feasibility Report and Ordering Public Hearing for Improvement Project #19-01, Ford Brook Estates Street Reconstructions.

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

**7.08: Consider Adoption of Resolution #18-220 Accepting Feasibility Report and Ordering Public Hearing for Improvement Project #19-02, Brookview Estates Street Reconstructions**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-220 accepting the Feasibility Report and ordering a public hearing for November 13, 2018 for Improvement Project #19-02, Brookview Estates Street Reconstructions. He noted that this will allow the project to be constructed as part of the 2019 Street Maintenance Program and will allow for the use of special assessments to pay for a portion of the project costs per the applicable provisions of the City Charter, the City's Special Assessments Policy, and Minnesota Statute, Chapter 429.

Councilmember Johns stated that she was pleased to see the drainage improvements proposed with this project.

Motion by Councilmember Johns, seconded by Councilmember Riley, to Adopt Resolution #18-220 Ordering Feasibility Report for Improvement Project #19-02, Brookview Estates Street Reconstructions.

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

**7.09: Consider Adoption of Resolution #18-221 Accepting Feasibility Report and Ordering Public Hearing for Improvement Project #19-03, Wood Pond Hills and Chestnut Ridge Street Reconstructions**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-221 accepting the Feasibility Report and ordering a public hearing for November 13, 2018 for Improvement Project #19-03, Wood Pond Hills and Chestnut Ridge Street Reconstructions. He noted that this will allow the project to be constructed as part of the 2019 Street Maintenance Program and will allow for the use of special assessments to pay for a portion of the project costs per the applicable provisions of the City Charter, the City's Special Assessments Policy, and Minnesota Statute, Chapter 429.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to Adopt Resolution #18-221 Ordering Feasibility Report for Improvement Project #19-03, Wood Pond Hills and Chestnut Ridge Street Reconstructions.

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

## **8. MAYOR, COUNCIL AND STAFF INPUT**

City Administrator Ulrich announced upcoming meetings and events.

## **9. ADJOURNMENT**

Motion by Councilmember Shryock, seconded by Councilmember Kuzma, to adjourn the meeting.

Motion carried.

The regular meeting of the City Council adjourned at 9:09 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Administrative Assistant

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**Public Works Committee**

6. 2.

**Meeting Date:** 07/16/2019

**By:** Bruce Westby, Engineering/Public Works

**Title:**

Update on Variolite Street Reconstruction Options

**Purpose/Background:**

**Purpose:**

The purpose of this case is to update the Public Works Committee on options for reconstructing Variolite Street in 2020.

**Background:**

Engineering Staff typically start developing street reconstruction and overlay projects for the following year in July or August based on workload and the scope of projects. During the last 5 years, Staff has followed the same project development process for all street reconstruction and overlay projects using the City's adopted Special Assessments Policy and 2015 – 2019 Street Reconstruction and Overlay Program. Copies of both documents are attached to this case for reference.

The first step in the project development process is to request Council authorization to prepare a Feasibility Report. This report explores numerous aspects of the proposed improvements including whether they are feasible, necessary and cost-effective, and whether they should be completed alone or in conjunction with other improvements. Estimated project costs and a project funding program are also developed in greater detail than what was used to estimate costs and funding sources for the Capital Improvement Program. A preliminary project schedule is also developed for the Feasibility Report.

From 2015 - 2019, project funding programs have included the use of special assessments against benefiting properties to cover up to 25% of eligible project costs in compliance with all applicable provisions of the City Charter, the City's Special Assessments Policy, and Minnesota Statute Chapter 429.

Later in the fall, Staff requests City Council acceptance of the Feasibility Report and authorization to proceed with preparing plans and specifications. During the winter, plans are approved and the project is bid to allow construction to begin in the spring.

The City does not currently have an adopted 5-year Street Reconstruction and Overlay Program identifying such projects that are eligible for the use of special assessments to pay a portion of the project costs. In addition, discussions are still underway as to how the City should fund street reconstruction and overlay projects. Engineering Staff are therefore not able to start developing street reconstruction and/or overlay projects for 2020.

Staff recently developed a 5-year CIP based on the Franchise Fee funding model that included the reconstruction of Variolite Street between Alpine Drive and 173rd Avenue in 2020. This is due to the poor condition of the pavement (2018 average PASER rating of 4), as well as the fact that only 13 assessable properties exist along this 2.24-mile segment of road which minimizes the dependence on assessments to pay for the improvements.

Staff will be evaluating the 2020 – 2029 CIP in August, at which time the projects in the 2019 – 2028 CIP will be adjusted based on numerous factors. Variolite Street is listed in the 2019 – 2028 CIP as a 2022 reconstruction project.

The estimated project cost for reconstructing Variolite Street is \$2,643,600 of which \$315,330 is estimated to be

funded through Stormwater Funds. This leaves an estimated \$2,328,270 unfunded.

If Franchise Fees were to end up being the City's funding source for street reconstruction and overlay projects, it would take a year or more to build the fund balance up so projects could be fully paid through the fund. Municipal State Aid System funds are available to pay for the reconstruction of Variolite Street in 2020 since Variolite Street is an MSA route. In addition, approximately \$203,000 is available from the unexpended street reconstruction funds as recently discussed.

If the Public Works Committee provides consensus direction that Staff should proceed to develop the Variolite Street reconstruction project for 2020, Staff would prepare a case for the July 23 City Council requesting authorization to proceed with hiring consultants to collect topographic survey data, complete soil borings and prepare a geotechnical report this summer/fall.

Staff will discuss alternate project scope and funding options in more detail during the meeting. Staff will also discuss estimated costs for collecting soil borings, geotechnical data, and topographic survey in more detail during the meeting.

**Timeframe:**

Staff estimates 10 minutes will be required to present this case and respond to questions.

**Observations/Alternatives:**

Staff is seeking consensus direction from the Public Works Committee on whether Staff should proceed to develop the Variolite Street reconstruction project for 2020.

**Funding Source:**

Dependent on discussions.

**Recommendation:**

Staff recommends proceeding to develop the reconstruction of Variolite Street as a 2020 improvement project. This project is currently listed in the 2019 – 2028 CIP as a 2022 street reconstruction project, but will likely be bumped up to 2020 during Staff's evaluation of the 2020 – 2029 CIP. Even if it is not bumped up to a 2020 project, any soils and survey data gathered this fall would remain useful for several years, at least.

**Action:**

Provide Committee consensus direction on whether Staff should proceed to develop the Variolite Street reconstruction project for 2020.

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**Attachments**

[SPeial Assessments Policy](#)

[2015-2019 SROP Plan](#)

[Variolite St Accesses Map](#)

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	07/11/2019 02:55 PM
Kurt Ulrich	Kurt Ulrich	07/11/2019 04:13 PM
Form Started By: Bruce Westby		Started On: 07/11/2019 07:24 AM
Final Approval Date: 07/11/2019		



## **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

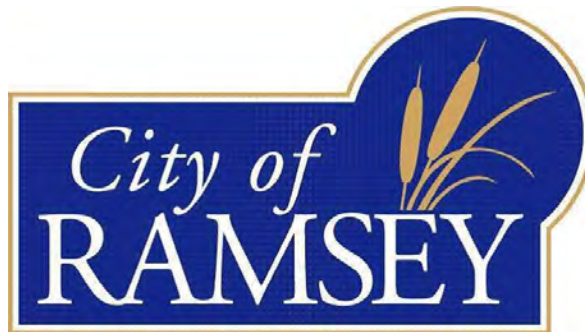
\*Amended: 1/13/15 by Resolution #15-01-016 – *Section 6 - #4 Interest to reflect interest rate on bonded projects*

2015 through 2019

Five-Year Street Reconstruction Overlay Plan for the

City of Ramsey, Minnesota

March 10, 2015



Prepared by:

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# City of Ramsey, MN

## Five-Year Street Reconstruction and Overlay Plan

2015 through 2019

### I. INTRODUCTION

In 2002, the Minnesota State Legislature passed into law a bill which generally exempts city bonds issued under a street reconstruction program from the referendum requirements usually required for bonding expenditures. In 2013 the Legislature amended the law to allow bituminous overlays to be included in the street reconstruction program.

### II. PURPOSE

Street reconstruction or bituminous overlay is a major expenditure of city funds for the reconstruction or overlay of streets. Street reconstruction and bituminous overlay may include utility replacement and relocation and other incidental costs, turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects. Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and local share of state and county road projects, street reconstruction does not include the portion of project costs allocable to widening a street or adding curbs and gutters where none previously existed. A Street Reconstruction and Overlay Plan (SROP) is a document designed to anticipate street reconstruction and overlay expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost effective method possible. A SROP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the city considers the benefits, costs, alternatives and impact on operating expenditures.

The City of Ramsey, Minnesota (the “City”) believes the street reconstruction and overlay process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated so as to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. In these financially difficult times good planning is essential for the wise use of limited financial resources.

The Street Reconstruction and Overlay Plan is designed to be updated on an annual basis. In this manner, it becomes an ongoing fiscal planning tool that continually anticipates future capital expenditures and funding sources.

### **III. THE STREET RECONSTRUCTION AND OVERLAY PLANNING PROCESS**

The street reconstruction and overlay planning process is as follows; the City Council authorizes the preparation of the SROP. The City staff is instructed to assemble the capital expenditures to be undertaken within the next five years. The City Council then reviews the expenditures according to their priority, fiscal impact, and available funding. From this information, a preliminary street reconstruction and overlay plan is prepared. A public hearing is held to solicit input from citizens and other governmental units. Changes are made based on that input, and a final project list is established.

The City Council then prepares a plan based on the available funding sources. If general obligation bonding is necessary, the City works with its financial advisor to prepare a bond sale and repayment schedule. Over the life of the SROP, once the funding, including proceeds from the bond sales becomes available, the individual capital expenditures can be made.

In subsequent years, the process is repeated as expenditures are completed as new needs arise. Street reconstruction planning looks five years into the future.

For a city to use its authority to finance expenditures under Chapter 475.58, Subdivision 3b, it must meet the requirements provided therein. Specifically, the city council must approve the sale of street reconstruction bonds by a unanimous vote of its membership present. In addition, it must hold a public hearing for public input. Notice of such hearing must be published in the official newspaper of the city at least 10, but not more than 28 days prior to the date of the public hearing. The city council approves the SROP unanimously following the public hearing.

Although a referendum is not required, a reverse referendum is allowable. If a petition bearing the signatures of at least 5 percent of the votes cast in the last general election requesting a vote on the issuance of bonds is received by the municipal clerk within 30 days after the public hearing, a referendum vote on the issuance of the bonds shall be called (if a vote is taken and the referendum passes, the taxes would be levied on market value rather than tax capacity).

#### **IV. PROJECT SUMMARY**

The expenditures to be undertaken with this Street Reconstruction and Overlay Plan (SROP) are limited to those listed in Appendix A. All other foreseeable capital expenditures within the City government will come through other means. The following expenditures have been submitted for inclusion in this SROP:

##### **2015 Expenditures**

- Garnet Street & 168<sup>th</sup> Avenue Reconstruction and overlay of streets in Hy-10 Ramsey, Northfork Highlands, Northfork Oaks, Northfork Point, Pondvale Estates, Pondvale Estates 2<sup>nd</sup> and Rolling Green.

##### **2016 Expenditures**

- Andrie Street and 164<sup>th</sup> Lane reconstruction and overlay of streets in AEC, Woodland Green and Sunwood Drive.

##### **2017 Expenditures**

- Reconstruction of Alpine Drive and overlay of streets in Rivers Bend.

##### **2018 Expenditures**

- Reconstruction of streets in Stanhope Terrace and North Forty and overlay of streets in Woodland Green, North Forty 2<sup>nd</sup>, North Forty 3<sup>rd</sup>, Northfork Oaks, Northfork, Northfork 2<sup>nd</sup>, Northfork 3<sup>rd</sup> and Northfork Itasca Shores.

##### **2019 Expenditures**

- Reconstruction of streets in Ford Brook Estates and overlay of streets in Brookview Estates, Meadow View, Flintwood Hills, Wood Pond Hills and Chestnut Ridge.

## **V. FINANCING THE STREET RECONSTRUCTION PLAN**

The total amount of requested expenditures under the Street Reconstruction and Overlay Plan is approximately \$9 million. If these expenditures are to be funded, that amount of money is anticipated to be generated through the tax levy and the sale of approximately \$10,000,000 in bonds over the five-year period.

In the financing of the Street Reconstruction Plan, one statutory limitation applies. Under Chapter 475, with few exceptions, cities cannot incur debt in excess of 3% of the assessor's estimated market value for the city. In the City the pay 2014 EMV is \$1,795,975,400. Therefore, the total amount of outstanding debt cannot exceed \$53,879,262. As of February 10, 2015 the City had \$20,050,000 subject to the legal debt limit.

Under the Street Reconstruction Plan, the City will secure \$1,775,000 in general obligation bonds in the year 2015 to finance Garnet Street & 168<sup>th</sup> Avenue reconstruction and overlay of streets in Hy-10 Ramsey, Northfork Highlands, Northfork Oaks, Northfork Point, Pondvale Estates, Pondvale Estates 2<sup>nd</sup> and Rolling Green. In the year 2016, general obligation bonds in the amount of \$2,865,000 will be secured for the Andrie Street and 164<sup>th</sup> Lane reconstruction and overlay of streets in AEC, Woodland Green and Sunwood Drive. In 2017, general obligation bonds in the amount of \$995,000 will be used to finance reconstruction of Alpine Drive and overlay of streets in Rivers Bend. In 2018, general obligation bonds in the amount of \$2,435,000 will be used to finance reconstruction of streets in Stanhope Terrace and North Forty and overlay of streets in Woodland Green, North Forty 2<sup>nd</sup>, North Forty 3<sup>rd</sup>, Northfork Oaks, Northfork, Northfork 2<sup>nd</sup>, Northfork 3<sup>rd</sup> and Northfork Itasca Shores. Finally in the year 2019, \$1,440,000 in general obligation bonds will be secured for the financing of reconstruction of streets in Ford Brook Estates and overlay of streets in Brookview Estates, Meadow View, Flintwood Hills, Wood Pond Hills and Chestnut Ridge. All five general obligation bond issues will be repaid over a 10 - year period. The only exception is the road reconstruction portion of the 2016 bonds will be repaid over a 15-year period due to the size of the project (approximately \$2.325 million). The par amount of each issue is based on the amounts listed in Appendix A plus estimated issuance costs. The proposed general obligation street reconstruction bonds (including issuance costs) are shown in Appendix B.

### **Continuation of the Street Reconstruction and Overlay Plan**

This Street Reconstruction and Overlay Plan should be reviewed annually by the City Council using the process outlined in this Plan. It should review proposed expenditures, make priority decisions, and seek funding for those expenditures it deems necessary for the City. If deemed appropriate, the Council should prepare an update to this Plan.

**PROJECT COSTS**

**(Capital Expenditures to be funded with Bond Proceeds)**

The 2015 capital expenditure of approximately \$1,680,100 for the City’s portion of reconstruction of Garnet Street & 168<sup>th</sup> Avenue and overlay of streets in Hy-10 Ramsey, Northfork Highlands, Northfork Oaks, Northfork Point, Pondvale Estates, Pondvale Estates 2<sup>nd</sup> and Rolling Green is to be funded with \$1,775,000 in bond proceeds.

**Total Issue Sources And Uses**

Dated 05/01/2015 | Delivered 05/01/2015

	Street Reconstruction	Overlay	Issue Summary
<b>Sources Of Funds</b>			
Par Amount of Bonds	\$1,095,000.00	\$680,000.00	\$1,775,000.00
<b>Total Sources</b>	<b>\$1,095,000.00</b>	<b>\$680,000.00</b>	<b>\$1,775,000.00</b>
<b>Uses Of Funds</b>			
Total Underwriter's Discount (1.200%)	13,140.00	8,160.00	21,300.00
Costs of Issuance	24,059.15	14,940.85	39,000.00
Deposit to Capitalized Interest (CIF) Fund	19,857.50	12,333.75	32,191.25
Deposit to Project Construction Fund	1,036,000.00	644,100.00	1,680,100.00
Rounding Amount	1,943.35	465.40	2,408.75
<b>Total Uses</b>	<b>\$1,095,000.00</b>	<b>\$680,000.00</b>	<b>\$1,775,000.00</b>

## PROJECT COSTS

The 2016 capital expenditure of approximately \$2,719,710 for the City's portion of Andrie Street and 164<sup>th</sup> Lane reconstruction and overlay of streets in AEC, Woodland Green and Sunwood Drive is to be funded with \$2,865,000 in bond proceeds.

### Total Issue Sources And Uses

Dated 05/01/2016 | Delivered 05/01/2016

	Street Reconstruction	Overlay	Issue Summary
<b>Sources Of Funds</b>			
Par Amount of Bonds	\$2,325,000.00	\$540,000.00	\$2,865,000.00
<b>Total Sources</b>	<b>\$2,325,000.00</b>	<b>\$540,000.00</b>	<b>\$2,865,000.00</b>
<b>Uses Of Funds</b>			
Total Underwriter's Discount (1.200%)	27,900.00	6,480.00	34,380.00
Costs of Issuance	35,706.80	8,293.20	44,000.00
Deposit to Capitalized Interest (CIF) Fund	52,715.00	9,820.42	62,535.42
Deposit to Project Construction Fund	2,205,105.00	514,605.00	2,719,710.00
Rounding Amount	3,573.20	801.38	4,374.58
<b>Total Uses</b>	<b>\$2,325,000.00</b>	<b>\$540,000.00</b>	<b>\$2,865,000.00</b>

## **PROJECT COSTS**

The 2017 capital expenditure of approximately \$919,065 for the reconstruction of Alpine Drive and overlay of streets in Rivers Bend is to be funded with \$995,000 in bond proceeds.

### **Total Issue Sources And Uses**

Dated 05/01/2017 | Delivered 05/01/2017

	<b>Street Reconstruction</b>	<b>Overlay</b>	<b>Issue Summary</b>
<b>Sources Of Funds</b>			
Par Amount of Bonds	\$810,000.00	\$185,000.00	\$995,000.00
<b>Total Sources</b>	<b>\$810,000.00</b>	<b>\$185,000.00</b>	<b>\$995,000.00</b>
<b>Uses Of Funds</b>			
Total Underwriter's Discount (1.500%)	12,150.00	2,775.00	14,925.00
Costs of Issuance	32,562.82	7,437.18	40,000.00
Deposit to Capitalized Interest (CIF) Fund	14,695.42	3,396.25	18,091.67
Deposit to Project Construction Fund	747,180.00	171,885.00	919,065.00
Rounding Amount	3,411.76	(493.43)	2,918.33
<b>Total Uses</b>	<b>\$810,000.00</b>	<b>\$185,000.00</b>	<b>\$995,000.00</b>

## **PROJECT COSTS**

The 2018 capital expenditure of approximately \$2,316,050 for the reconstruction of streets in Stanhope Terrace and North Forty and overlay of streets in Woodland Green, North Forty 2<sup>nd</sup>, North Forty 3<sup>rd</sup>, Northfork Oaks, Northfork, Northfork 2<sup>nd</sup>, Northfork 3<sup>rd</sup> and Northfork Itasca Shores is to be funded with \$2,435,000 in bond proceeds.

### **Total Issue Sources And Uses**

Dated 05/01/2018 | Delivered 05/01/2018

	<b>Street Reconstruction</b>	<b>Overlay</b>	<b>Issue Summary</b>
<b>Sources Of Funds</b>			
Par Amount of Bonds	\$1,565,000.00	\$870,000.00	\$2,435,000.00
<b>Total Sources</b>	<b>\$1,565,000.00</b>	<b>\$870,000.00</b>	<b>\$2,435,000.00</b>
<b>Uses Of Funds</b>			
Total Underwriter's Discount (1.200%)	18,780.00	10,440.00	29,220.00
Costs of Issuance	28,279.26	15,720.74	44,000.00
Deposit to Capitalized Interest (CIF) Fund	28,426.67	15,805.83	44,232.50
Deposit to Project Construction Fund	1,486,980.00	829,070.00	2,316,050.00
Rounding Amount	2,534.07	(1,036.57)	1,497.50
<b>Total Uses</b>	<b>\$1,565,000.00</b>	<b>\$870,000.00</b>	<b>\$2,435,000.00</b>

## PROJECT COSTS

The 2019 capital expenditure of approximately \$1,353,990 for the reconstruction of streets in Ford Brook Estates and overlay of streets in Brookview Estates, Meadow View, Flintwood Hills, Wood Pond Hills and Chestnut Ridge is to be funded with \$1,440,000 in bond proceeds.

### Total Issue Sources And Uses

Dated 05/01/2019 | Delivered 05/01/2019

	Street Reconstruction	Overlay	Issue Summary
<b>Sources Of Funds</b>			
Par Amount of Bonds	\$725,000.00	\$715,000.00	\$1,440,000.00
<b>Total Sources</b>	<b>\$725,000.00</b>	<b>\$715,000.00</b>	<b>\$1,440,000.00</b>
<b>Uses Of Funds</b>			
Total Underwriter's Discount (1.200%)	8,700.00	8,580.00	17,280.00
Costs of Issuance	19,131.95	18,868.05	38,000.00
Deposit to Capitalized Interest (CIF) Fund	13,102.92	12,943.13	26,046.05
Deposit to Project Construction Fund	680,570.00	673,420.00	1,353,990.00
Rounding Amount	3,495.13	1,188.82	4,683.95
<b>Total Uses</b>	<b>\$725,000.00</b>	<b>\$715,000.00</b>	<b>\$1,440,000.00</b>

**PROPOSED 2015 SROP BOND ISSUE**

**City of Ramsey, Minnesota**

\$1,775,000 General Obligation Bonds, Series 2015

Issue Summary

**Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>	<b>CIF</b>	<b>Net New D/S</b>	<b>105% of Total</b>
12/01/2015	-	-	17,333.75	17,333.75	(17,333.75)	-	-
12/01/2016	180,000.00	0.850%	29,715.00	209,715.00	(14,857.50)	194,857.50	204,600.38
12/01/2017	170,000.00	1.050%	28,185.00	198,185.00	-	198,185.00	208,094.25
12/01/2018	170,000.00	1.250%	26,400.00	196,400.00	-	196,400.00	206,220.00
12/01/2019	170,000.00	1.400%	24,275.00	194,275.00	-	194,275.00	203,988.75
12/01/2020	170,000.00	1.650%	21,895.00	191,895.00	-	191,895.00	201,489.75
12/01/2021	175,000.00	1.750%	19,090.00	194,090.00	-	194,090.00	203,794.50
12/01/2022	180,000.00	1.900%	16,027.50	196,027.50	-	196,027.50	205,828.88
12/01/2023	185,000.00	2.050%	12,607.50	197,607.50	-	197,607.50	207,487.88
12/01/2024	185,000.00	2.300%	8,815.00	193,815.00	-	193,815.00	203,505.75
12/01/2025	190,000.00	2.400%	4,560.00	194,560.00	-	194,560.00	204,288.00
<b>Total</b>	<b>\$1,775,000.00</b>	<b>-</b>	<b>\$208,903.75</b>	<b>\$1,983,903.75</b>	<b>(32,191.25)</b>	<b>\$1,951,712.50</b>	<b>\$2,049,298.13</b>

# PROPOSED 2016 SROP BOND ISSUE

## City of Ramsey, Minnesota

\$2,865,000 General Obligation Bonds, Series 2016

Issue Summary

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total
12/01/2016	-	-	33,672.92	33,672.92	(33,672.92)	-	-
12/01/2017	215,000.00	0.850%	57,725.00	272,725.00	(28,862.50)	243,862.50	256,055.63
12/01/2018	185,000.00	1.050%	55,897.50	240,897.50	-	240,897.50	252,942.38
12/01/2019	190,000.00	1.250%	53,955.00	243,955.00	-	243,955.00	256,152.75
12/01/2020	190,000.00	1.400%	51,580.00	241,580.00	-	241,580.00	253,659.00
12/01/2021	200,000.00	1.650%	48,920.00	248,920.00	-	248,920.00	261,366.00
12/01/2022	200,000.00	1.750%	45,620.00	245,620.00	-	245,620.00	257,901.00
12/01/2023	205,000.00	1.900%	42,120.00	247,120.00	-	247,120.00	259,476.00
12/01/2024	205,000.00	2.050%	38,225.00	243,225.00	-	243,225.00	255,386.25
12/01/2025	210,000.00	2.300%	34,022.50	244,022.50	-	244,022.50	256,223.63
12/01/2026	215,000.00	2.400%	29,192.50	244,192.50	-	244,192.50	256,402.13
12/01/2027	160,000.00	2.550%	24,032.50	184,032.50	-	184,032.50	193,234.13
12/01/2028	165,000.00	2.700%	19,952.50	184,952.50	-	184,952.50	194,200.13
12/01/2029	170,000.00	2.850%	15,497.50	185,497.50	-	185,497.50	194,772.38
12/01/2030	175,000.00	2.950%	10,652.50	185,652.50	-	185,652.50	194,935.13
12/01/2031	180,000.00	3.050%	5,490.00	185,490.00	-	185,490.00	194,764.50
<b>Total</b>	<b>\$2,865,000.00</b>	<b>-</b>	<b>\$566,555.42</b>	<b>\$3,431,555.42</b>	<b>(62,535.42)</b>	<b>\$3,369,020.00</b>	<b>\$3,537,471.00</b>

# PROPOSED 2017 SROP BOND ISSUE

## City of Ramsey, Minnesota

\$995,000 General Obligation Bonds, Series 2017  
Issue Summary

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total
12/01/2017	-	-	9,741.67	9,741.67	(9,741.67)	-	-
12/01/2018	100,000.00	0.850%	16,700.00	116,700.00	(8,350.00)	108,350.00	113,767.50
12/01/2019	90,000.00	1.050%	15,850.00	105,850.00	-	105,850.00	111,142.50
12/01/2020	95,000.00	1.250%	14,905.00	109,905.00	-	109,905.00	115,400.25
12/01/2021	95,000.00	1.400%	13,717.50	108,717.50	-	108,717.50	114,153.38
12/01/2022	100,000.00	1.650%	12,387.50	112,387.50	-	112,387.50	118,006.88
12/01/2023	100,000.00	1.750%	10,737.50	110,737.50	-	110,737.50	116,274.38
12/01/2024	100,000.00	1.900%	8,987.50	108,987.50	-	108,987.50	114,436.88
12/01/2025	105,000.00	2.050%	7,087.50	112,087.50	-	112,087.50	117,691.88
12/01/2026	105,000.00	2.300%	4,935.00	109,935.00	-	109,935.00	115,431.75
12/01/2027	105,000.00	2.400%	2,520.00	107,520.00	-	107,520.00	112,896.00
<b>Total</b>	<b>\$995,000.00</b>	<b>-</b>	<b>\$117,569.17</b>	<b>\$1,112,569.17</b>	<b>(18,091.67)</b>	<b>\$1,094,477.50</b>	<b>\$1,149,201.38</b>

# PROPOSED 2018 SROP BOND ISSUE

## City of Ramsey, Minnesota

\$2,435,000 General Obligation Bonds, Series 2018  
Issue Summary

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total
12/01/2018	-	-	23,817.50	23,817.50	(23,817.50)	-	-
12/01/2019	250,000.00	0.850%	40,830.00	290,830.00	(20,415.00)	270,415.00	283,935.75
12/01/2020	225,000.00	1.050%	38,705.00	263,705.00	-	263,705.00	276,890.25
12/01/2021	230,000.00	1.250%	36,342.50	266,342.50	-	266,342.50	279,659.63
12/01/2022	235,000.00	1.400%	33,467.50	268,467.50	-	268,467.50	281,890.88
12/01/2023	235,000.00	1.650%	30,177.50	265,177.50	-	265,177.50	278,436.38
12/01/2024	240,000.00	1.750%	26,300.00	266,300.00	-	266,300.00	279,615.00
12/01/2025	250,000.00	1.900%	22,100.00	272,100.00	-	272,100.00	285,705.00
12/01/2026	250,000.00	2.050%	17,350.00	267,350.00	-	267,350.00	280,717.50
12/01/2027	255,000.00	2.300%	12,225.00	267,225.00	-	267,225.00	280,586.25
12/01/2028	265,000.00	2.400%	6,360.00	271,360.00	-	271,360.00	284,928.00
<b>Total</b>	<b>\$2,435,000.00</b>	<b>-</b>	<b>\$287,675.00</b>	<b>\$2,722,675.00</b>	<b>(44,232.50)</b>	<b>\$2,678,442.50</b>	<b>\$2,812,364.63</b>

# PROPOSED 2019 SROP BOND ISSUE

## City of Ramsey, Minnesota

\$1,440,000 General Obligation Bonds, Series 2019  
Issue Summary

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total
12/01/2019	-	-	14,024.80	14,024.80	(14,024.80)	-	-
12/01/2020	150,000.00	0.850%	24,042.50	174,042.50	(12,021.25)	162,021.25	170,122.31
12/01/2021	135,000.00	1.050%	22,767.50	157,767.50	-	157,767.50	165,655.88
12/01/2022	140,000.00	1.250%	21,350.00	161,350.00	-	161,350.00	169,417.50
12/01/2023	140,000.00	1.400%	19,600.00	159,600.00	-	159,600.00	167,580.00
12/01/2024	140,000.00	1.650%	17,640.00	157,640.00	-	157,640.00	165,522.00
12/01/2025	140,000.00	1.750%	15,330.00	155,330.00	-	155,330.00	163,096.50
12/01/2026	145,000.00	1.900%	12,880.00	157,880.00	-	157,880.00	165,774.00
12/01/2027	150,000.00	2.050%	10,125.00	160,125.00	-	160,125.00	168,131.25
12/01/2028	150,000.00	2.300%	7,050.00	157,050.00	-	157,050.00	164,902.50
12/01/2029	150,000.00	2.400%	3,600.00	153,600.00	-	153,600.00	161,280.00
<b>Total</b>	<b>\$1,440,000.00</b>	<b>-</b>	<b>\$168,409.80</b>	<b>\$1,608,409.80</b>	<b>(26,046.05)</b>	<b>\$1,582,363.75</b>	<b>\$1,661,481.94</b>

## APPENDIX C

### *Pre-Sale Schedule dated March 10, 2015 5-Year City Street Reconstruction Plan Bond Issuance City of Ramsey, Minnesota*

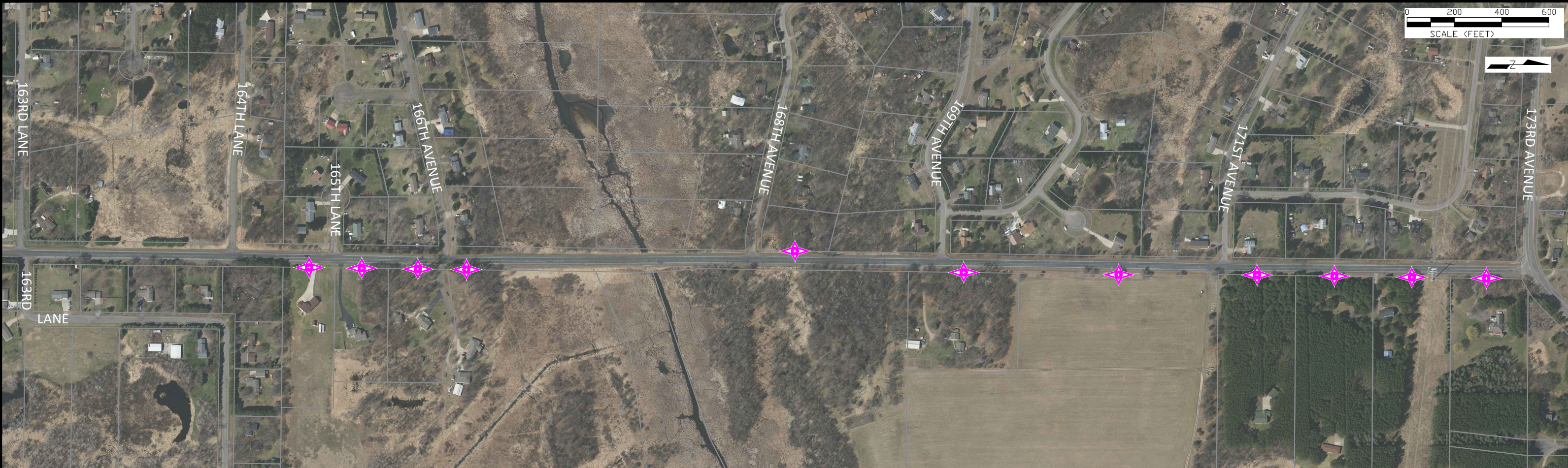
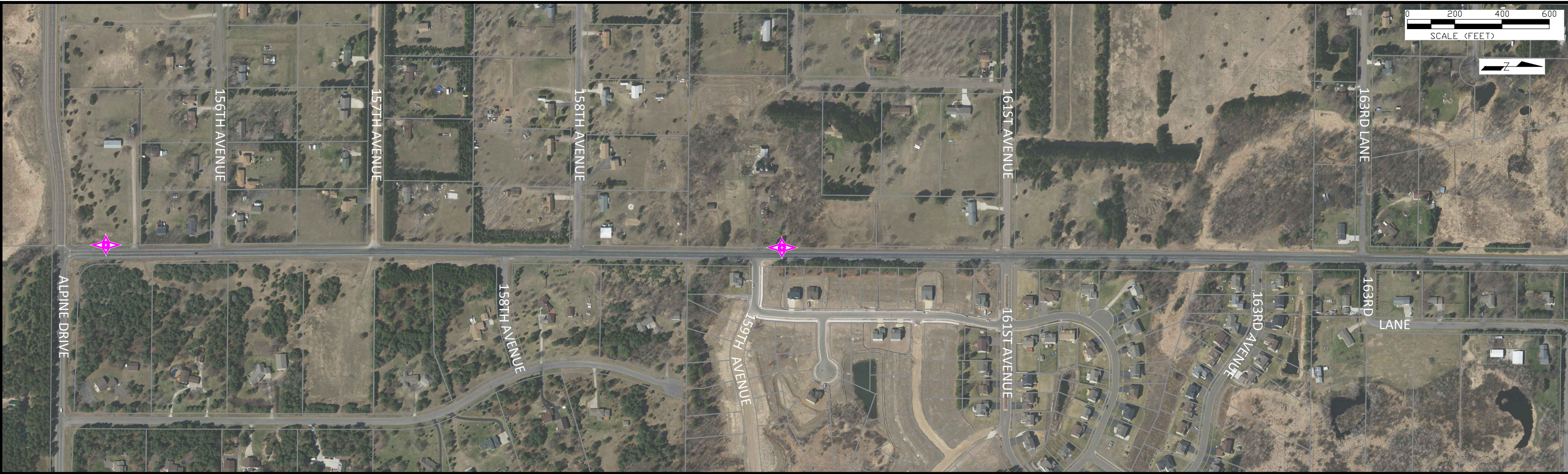
The City Council must take the following actions before Bonds can be issued:

- City Council directs preparation of a 5-Year Street Reconstruction Plan.
- City Council conducts a Public Hearing on issuance of Bonds and Street Reconstruction Plan.
- City Council approves Bonds and Street Reconstruction Plan by unanimous vote.

The table below lists the steps in the issuing process:

February 10, 2015: City Council adopts Resolution calling for Public Hearing on issuance of Bonds and on Street Reconstruction Plan.
February 16, 2015: Close date to get Notice of Public Hearing on issuance of Bonds and on Street Reconstruction Plan to official newspaper for publication.
February 20, 2015: Publish Notice of Public Hearing on issuance of Bonds and on Street Reconstruction Plan (publication no more than 28 days and no less than 10 days prior to hearing date).
March 10, 2015: City Council holds Public Hearing at 7:00 p.m. on Bonds and on Street Reconstruction Plan and adopts Resolution giving preliminary approval for their issuance and approving Street Reconstruction Plan by unanimous vote of its membership present.
March 10, 2015: City Council provides for sale of Bonds.
April 9, 2015: Reverse referendum period ends (within 30 days of the public hearing).
April 14, 2015: City Council accepts offer for Bonds and adopts Resolution-Approving sale of Bonds.
May 7, 2014: Tentative closing/receipt of funds.

Net Debt Limit	
Assessor's Estimated Market Value	1,795,975,400
Multiply by 3%	0.03
Statutory Debt Limit	53,879,262
Less: Debt Paid Solely from Taxes	(20,050,000)
Unused Debt Limit	33,829,262



**LEGEND**

DRIVEWAY ACCESS

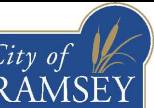


( 13 TOTAL PRIVATE ACCESSES)

LOT LINE

# VARIOLITE STREET (ALPINE DRIVE TO 173RD AVENUE)

CITY OF RAMSEY  
 7550 SUNWOOD DRIVE  
 RAMSEY, MN 55303  
 (763) 427-1410 FAX (763) 433-9898



Jul 11, 2019 - 9:46am  
 G:\Engineering\2020 Projects\Variolite Street\Exhibits\Variolite Street Exhibits.dwg

## Public Works Committee

6.3.

**Meeting Date:** 07/16/2019

**By:** Bruce Westby, Engineering/Public Works

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### **Title:**

Staff Updates on Improvement Projects and Items of Interest

### **Purpose/Background:**

he purpose of this case is to update the Public Works Committee on current and proposed improvement projects within the City, and on other items of interest to the Committee.

### **City Improvement Projects**

- **River's Bend Street Reconstructions (#17-02)**
  - Process final payment July 2019
- **Stanhope Terrace Street Reconstructions (#18-00)**
  - Process final payment July 2019
- **2018 Street Overlay Improvements (#18-03)**
  - Process final payment July 2019
- **Bunker Lake Boulevard and Puma Street Improvements (#18-05)**
  - Complete punch list items, final payment fall of 2019
- **The COR Regional Infiltration Basin (#18-09)**
  - Under construction - WMO Permit requires completion September 30, 2019
- **Riverdale Drive Trunk Utility Improvements (#18-14)**
  - Complete punch list items, final payment late 2019/early 2020
- **2019 Crackseal Improvements (#19-00)**
  - Council accepted bids / awarded contract July 9, 2019
  - Final completion September 2019
- **Ford Brook Estates Street Reconstructions (#19-01)**
  - Work began June 12, 2019
  - Substantial completion July 19, 2019
- **Wood Pond Hills and Chestnut Ridge Street Reconstructions (#19-03)**
  - Scheduling pre-construction meeting
  - Substantial completion September 2019
- **RTC 9th Addition Pond Lining Improvements (#19-06)**
  - City to complete project late 2019 using Stormwater Funds
- **Wetland 114P Outlet Control Improvements (#19-07)**
  - Engineering Staff developing plans
  - Final completion fall 2019
- **Ferret Street and 147th Avenue Intersection Improvements (#19-08)**
  - Public Works discussion July 16, 2019
- **Germanium Street Drainage Improvements (#19-09)**
  - Engineering Staff developing plans
  - Final completion summer 2019
- **Hedgehog Street Drainage Improvements (#19-10)**
  - Engineering Staff developing plans
  - Final completion summer 2019
- **Misc. Drainage Improvements**
  - Other drainage improvements are under consideration

## Anoka County Improvement Projects

- **Roundabout at Armstrong Boulevard/CSAH 83 and Alpine Drive**
  - Anoka County received \$1.35M in HSIP funds (est. project cost = \$1.5M)
  - Local cost share (Anoka County, City of Ramsey) = \$150,000
  - City of Ramsey costs set per Anoka County Cost Share Policy
  - Anoka County to begin project design efforts in 2019/2020
  - Construction planned for 2022/2023 pending City and County approvals

## MnDOT Improvement Projects

- **Ferry Street / Trunk Highway 47 Grade Separation @ BNSF Rail Crossing**
  - Preliminary design on hold - MnDOT exploring realignment of Highway 47 to remove S-curve at Anoka County fair grounds
  - Staff communicated that Ramsey wants to be involved with traffic studies due to obvious impacts to City of Ramsey businesses, residents and roads
  - MnDOT may combine project with Anoka Solution improvements

## Items of Interest

- **Northwest Metro Surface Water Supply Feasibility Study**
  - Member cities include Corcoran, Dayton, Ramsey and Rogers
  - MCES is funding 100% using Clean Water Funds
  - Completion early 2020
- **Signal System at CSAH 5/Nowthen Boulevard and 170th Avenue**
  - Forest Lake Contracting was awarded the Contract
  - Signal system construction start July 15, 2019

### **Timeframe:**

Staff estimates 5 minutes will be needed for updates and discussion.

### **Observations/Alternatives:**

NA

### **Funding Source:**

NA

### **Recommendation:**

NA

### **Action:**

No formal action required. For Committee review and discussion purposes only.

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## **Attachments**

*No file(s) attached.*

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## **Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	07/10/2019 08:01 AM
Kurt Ulrich	Kurt Ulrich	07/11/2019 09:22 AM
Form Started By: Bruce Westby		Started On: 07/08/2019 03:43 PM
Final Approval Date: 07/11/2019		



**Public Works Committee**

6. 4.

**Meeting Date:** 07/16/2019

**By:** Bruce Westby, Engineering/Public Works

**Title:**

Review Future Topics Calendar

**Purpose/Background:**

Attached is a calendar of future topics for review and discussion by the Public Works Committee. The calendar includes topics drawn from Committee requests received during meetings and/or unresolved topics previously discussed by the Committee. Calendar dates are estimated based on availability of information, staff workload and competing interests and objectives. Dates are therefore subject to change.

**Timeframe:**

Staff estimates less than 5 minutes will be necessary to review the future topics calendar and address questions.

**Observations/Alternatives:**

NA

**Funding Source:**

NA

**Recommendation:**

NA

**Action:**

No formal action required. For Committee review and discussion purposes only.

**Attachments**

PWC Calendar July2019

**Form Review**

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	07/10/2019 08:02 AM
Kurt Ulrich	Kurt Ulrich	07/11/2019 09:18 AM
Form Started By: Bruce Westby		Started On: 07/08/2019 03:44 PM
Final Approval Date: 07/11/2019		

## **Public Works Committee Future Topics Calendar \***

<b>Date</b>	<b>Topics for Discussion – Committee Action</b>
September 2019	Sunfish Lake Sedimentation Basin Improvements ( <i>Westby</i> )
October 2019	Gibbon Street Basement Flooding Funding Options ( <i>Westby</i> )
Future/TBD	Well Siting Study - Well #9 ( <i>Westby</i> )
Future/TBD	Sunwood Drive Roundabout Landscaping ( <i>Riemer</i> )
Future/TBD	County Ditch Maintenance / Buffer Law ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Regulatory</b>
Future/TBD	Sunfish Lake Boulevard Speed Zone Study Results ( <i>Westby</i> )
Ongoing (2019)	Wellhead Protection Plan Update ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Policy</b>
Future/TBD	Landscaped Median Maintenance Policy ( <i>Riemer</i> )
November 2019	Draft Trail Maintenance Policy ( <i>Westby</i> )
November 2019	Draft Stormwater Pond Maintenance Policy ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Planning and Budget</b>
December 2019	Municipal State Aid System (MSAS) Revisions ( <i>Westby</i> )
September 2019	Review 1996 and 2007 (unadopted) TH 47 Corridor Studies ( <i>Westby</i> )
Future/TBD	Public Works Facility Review/Update ( <i>Riemer</i> )
Future/TBD	Long-Term Water Supply Plan ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Staff Updates</b>
Future/TBD	Water Conservation Opportunities / Incentives ( <i>Westby</i> )
Future/TBD	Asset Management Program ( <i>Westby</i> )
Ongoing (2019)	NW Metro Area Regional Surface Water Supply Study

\* Dates are estimated and are subject to change based on availability of information, staff workload, and competing objectives.