

City of Ramsey
Agenda
City Council Work Session
Tuesday, January 22, 2019
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discuss Funding Options for Possible Public Works Campus
 2. Confirm Approval Process for Accessory Structures and Animals at 6230 167th Ave NW; Case of Blackjack Farms, LLC (Michael Sykes)
 3. Continued Discussion on Administration and Enforcement of City Code Violations
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 01/22/2019

Information

Title:

Discuss Funding Options for Possible Public Works Campus

Purpose/Background:

The construction of a public works campus has been in the City's Capital Improvement Plan (CIP) since 2006. In 2015 a Public Works Space Needs Study was completed by the BKV Group. A copy of the study is attached.

In this 2015 study, BKV quoted an estimated 2017 construction (including soft costs) of approximately \$12,843,000. A 5% annual inflationary estimate has been used to determine a 2020 construction estimated cost of approximately \$15,000,000.

Stacie Kvilvang, the City's Finance Consultant from Ehlers and Associates will present possible funding options (bonding/internal borrowing) if the public works campus is to be constructed.

Timeframe:

30-45 minutes

Funding Source:

Responsible Party(ies):

City Administrator & Finance Director

Outcome:

Review funding options of a possible public works campus, and identify next steps for the Public Works campus project.

Attachments

PW Space Needs Study

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 01/17/2019

Reviewed By

Kurt Ulrich

Date

01/17/2019 03:59 PM

Started On: 01/17/2019 11:12 AM

PUBLIC WORKS STUDY CITY OF RAMSEY, MN

Draft Report - City Council Workshop Review

November 24, 2015



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I. Executive Summary

A. INTRODUCTION

The intent of this Study is to provide well developed and comprehensive information that enable the Ramsey City leadership in making informed decisions regarding the City's Public Works Department infrastructure and operational requirements. The goal is that this information will clearly identify the issues and possible solutions to existing deficiencies, resulting in a plan that supports the City and the department's long range operational requirements.

The culmination of the report by BKV Group provides the City Council with an assessment of your current public works facilities. It was a thoughtful and collaborative process that analyzed operations and growth to accurately project facility space requirements. These space requirements are the basis for the concept plans that were developed. The plans were vetted out with City input to address space requirements and operational efficiency. Each concept plan was evaluated based on its ability to allow for proper movement and flow of operations. From the plans project cost estimates were prepared that reflect appropriate construction cost based on similar facilities in Minnesota. To help establish a "next steps" track a preliminary project schedule is included that defines a progression to implement a future plan.

The Executive Summary briefly describes the methodology that produced this report and its components, as well as provides a snap-shot of each of the sections identified within the report. The conclusion of the Executive Summary includes recommendations and next steps for the City to consider moving forward.

The study started with a discovery process where BKV Group obtained all necessary and available information from the City. This information included existing plans of the buildings, sites, utility information, previous reports, staffing data, activities performed, maintenance, and fleet data. This information provided an initial understanding of Ramsey's Public Works facilities, staffing, operations and overall objectives.

The report is sequentially developed building on the information and analysis of each subsequent phase.

The sections of the report are as follows:

Section 2 - Facility Assessment (Physical Conditions)

Section 3 - Operational / Functional Observations

Section 4 - Space Programming

Section 5 - Facility Comparisons

Section 6 - Master Planning Concepts

Section 7 – Project Cost Estimates

Section 8 – Project Schedule

Appendices

- Appendix A: Space Standards
- Appendix B: Acknowledgements
- Appendix C: Existing Building Plans (Electronic format only)

An initial team kick off meeting including the entire planning team and City officials was held on July 30, 2015. The objective of the meeting was to review the objectives for the study, timelines, and discovery information obtained and most importantly identify and discuss the primary goals and requirements for the study. Following the kick off meeting, the BKV team toured the public works facilities and site with the Public Works Director starting the on-site facility assessment and documentation.

B. FACILITY ASSESSMENTS

Section 2 of this report, the Facility Assessments started with meeting the Public Works Director to review general information on the buildings, operations, staff and equipment. The only buildings on site that were built specifically for public works is the administration trailer and the salt storage building. The other 3 buildings were existing buildings that were on the property when the City acquired the land. The vehicle and fleet storage buildings were previously built for Minnesota Sawdust operations when they owned the property. Like most public works departments around the state they adapt and use the existing buildings to the best of their ability. In general the buildings are showing wear that is typical for buildings that are 45 +/- year old and under the type of use that public works activities involve.

The assessment included on-site observation of the existing facility and is intended to provide an indication of existing conditions, possible capital improvement upgrades, potential code compliance items or other building maintenance requirement which should be considered in any building renovation / addition project or as planned facility capital improvement projects.

The facility assessment portion is not intended to be exhaustive analysis but rather to assess and highlight the major building deficiencies observed visually during the tours.

The following information is a summary of the primary condition and code issues identified within each of the buildings.

I. Executive Summary

1. Utility and Sign Shop:

The building was built in the early to mid-1970's and is approximately 5,000 sf. The building is a pre-engineered metal building with metal wall panels and roof. The following are some of the major issues identified.

- Exit door not compliant with code requirements
- Damaged exterior siding in spots
- Rusting exterior doors and frames
- Damaged insulation and vapor barrier
- Evidence of roof leaks
- Non-accessible bathroom

2. Vehicle Storage

The Vehicle Storage building consists of a pre-engineered metal structure with insulated metal wall panels. The building is 13,228 sf and was built in the mid 1970's to early 1980's. An addition was added on the West side and the year of constructed is unknown. The following are some of the major issues identified.

- Rusting exterior doors and frames
- Exit door not compliant with code requirements
- No internal floor drainage for vehicles
- Structural configuration limits efficient storage capacities of large vehicles
- Damaged insulation and vapor barrier
- Exterior damage to metal panel cladding
- Rusting of limited locations on the structural steel

3. Fleet Storage

The Fleet Storage building is a concrete masonry block building with precast double T's for the roof structure. The building is 12,258 sf and was built in the mid 1970's to early 1980's. The following are some of the major issues identified.

- Rusting exterior doors and frames
- Portions of the exterior masonry have been repaired but lack proper finish coatings
- Significant cracks in exterior masonry walls exist
- Interior concrete slab is heavily worn, spalled, and cracked
- Concrete apron at overhead doors is cracked

- Evidence of moisture intrusion at masonry wall along grade

4. Salt Storage Enclosure

The salt storage enclosure consists of a fabric roof structure supported by aluminum space frame set on round concrete foundation posts with precast form perimeter walls. The salt storage building covers 6,000 sf and was built in 2006.

- The enclosure is in good condition

5. Administration Trailer

The Administration Trailer is a 10 year old double-wide temporary trailer of approximately 1,600 sf. The entirety of the administrative and personnel areas are located within the trailer; including break area, offices, and crew areas.

- Interior finishes are heavily worn
- Exterior paint finish is peeling and aged
- Accessible entrance is not clearly labeled

6. Site

The current site encompasses two parcels separated by 142nd Avenue Northwest. The Northern parcel is 2.07 acres and is used for granular material storage along with the Utility and Sign Shops building located at the far North end. The southern parcel is 3.17 acres and contains the Administration Trailer, Fleet Storage and Salt Storage.

- Site is small and cramped negatively affecting operations and movement of vehicles
- The existing site and buildings are unable to store all the department's equipment and vehicles; additional storage is currently being used to store larger equipment off-site at 6710 Hwy 10. Operationally this is inefficient.
- Site functions are spread out and separated making communication and operations less efficient.
- Existing asphalt pavement is in fair condition with multiple cracks

7. Fuel Island

The fuel island consists of two above-ground storage tanks for on-road and off-road diesel fuel.

- The tanks appear to be in good condition but the metering technology is dated.

I. Executive Summary

Summary of Facility Assessment

The buildings are generally in fair condition. The administration trailer is more of a temporary facility and not suitable for the requirements of the City's public works staff. Based on age and the intense use of public works activities they are showing wear and tear that would be anticipated. The main issue is that some of the buildings that Public Works utilizes were not built for public works operations. They have been adapted to work as best as possible but they do not have the required areas need for an efficient and appropriate public works department.

C. OPERATIONAL / FUNCTIONAL OBSERVATIONS

The space needs analysis and the site walk through provided an opportunity for the study team to assess the functionality and operational efficiency of the complex. Based on the planning team's familiarity with public works departments along with input from the public works department the team evaluated the operational conditions of the department. The following is a summary of issues observed.

I. General Site Observations

The total available site is more than sufficient to meet the needs for the Department.

Operational/Functional Deficiencies:

- The road that bi-sects the site is a public road with no separation from the Public Works yard and facility components which could create conflicts.
- No site security, due to the fact that there is no perimeter fence the department has over the years experienced theft and vandalism.
- Employee and visitor parking is located in a manner that creates conflict with department vehicle movement.
- Proximity of building creates operational inefficiency.
- No "front door" to the site.
- Public related activities (recycling, water sales) are located in areas of the site that force public vehicles deep into Public Works activities.

2. Exterior Material Storage

The site contains storage areas for a variety of materials and vehicles/equipment. These include stockpiles of granular materials, waste construction materials, construction materials,

police impound and public works equipment and equipment implements.

Operational/Functional Deficiencies:

- Lack of site constraint results in materials stored in non-uniform manner and location.
- Lack of site constraint results in continued storage of items no longer required.

3. Administration / Personnel Areas

The entirety of the administrative and personnel areas is located in a trailer near the entrance to the site. The building houses offices, break room and crew areas.

Operational/Functional Deficiencies:

- Space inadequate for functions required on site.
- Building does not house all personnel.

4. Fleet Storage Building

This building houses the Streets, Parks and Fleet Maintenance operations.

Operational/Functional Deficiencies:

- Shops and storage areas are poorly defined and are not segregated from areas that generate vehicle exhaust fumes.
- Inadequate fleet maintenance area.
- There is no appropriate drainage system in the building
- The building clear height is not sufficient for lifting large vehicles.
- There are no personnel support areas in the building

5. Utilities & Sign Shop Building

The Utilities Operation and Sign Operation are located in a separate building located remotely on the site. The building houses the offices and personnel areas for the Utilities Crew, Utilities shops and storage, Utilities vehicle storage, Utilities material storage and the Sign Shop operation.

Operational/Functional Deficiencies:

- The remoteness of the building reduces the ability for good communication between Utilities staff and other Public Works groups.
- The spaces are inadequate to support the needs.

I. Executive Summary

- The Sign production area is located on the second floor of the space with limited access.
- Storage of vehicles in shops creates exhaust/ventilation issues.

6. Vehicle Storage Building

The building consists of a two bay structure with overhead doors on each end of two circulation aisles. The building is used for vehicle and material storage.

Operational/Functional Deficiencies:

- The configuration of building does not lend itself to efficient use as vehicle storage.

7. Salt Storage Enclosure

The sand and salt storage building is a fabric covered steel structure.

Positive Features:

- The structure is sufficient for the amount of material stored.
- Circulation to and from the structure appears efficient

Operational/Functional Deficiencies:

- The structure is located adjacent to a wetlands area. Runoff must be carefully controlled.

Summary of Operational and Functional Observations:

The buildings do not provide the required spaces to support the City's public works operations. The locations / separations of the buildings creates inefficient staff communication and interaction. The overall site has adequate area but is not currently configured to provide appropriate vehicle and material movement. Public access creates vehicle movement problems and the site lacks a security perimeter.

D. SPACE PROGRAM ANALYSIS

Space Programming Methodology

The goal of the programming analysis is to assist the City in determining what spaces are needed and appropriate sizes of those spaces based on Ramsey's specific department activities. The Space Program documentation is presented in two forms; Space Program Spreadsheets and Space Standards. The spreadsheets identify operational areas and the square footage requirements

for each. The Space Standards are diagrammatic drawings of some of the spaces which help to diagrammatically illustrate the space, its equipment and general proportions to meet function, building code and accessibility guidelines.

Summary of the Program Requirements

As detailed in Section 4 of this report, the space needs are documented in a program which identifies the individual spaces required of the department. The program is based on requirements for a 15-20 year projected space need.

The program sheets are broken into the main operations of the department;

- Administration / Personnel
- Vehicle Maintenance
- Parks / Streets & Utilities Shops and Storage
- Fleet Storage (these areas are under the Building Type heading as "enclosed")

The following chart is a summary of the existing total department area compared to the required program area.

Department	2015 Current Space	2030 Projected Need	Space Deficiency	% of Change
Public Works	32,000 sf	66,205 sf	34,205 sf	206.9%

Summary of Space Programming

The programming analysis defined required and appropriately sized spaces for public works. In summary this exercise further confirmed that the existing buildings do not currently have the needed floor space. A large portion of the inadequate area deals with the storage of the City's equipment. The city has a large investment in this equipment. Housing this equipment indoors, as is standard in the industry extends the life of the equipment and reduces maintenance requirements.

I. Executive Summary

E. FACILITY COMPARISONS

In Section 5 of the report provides a comparative analysis between the characteristics of the Ramsey Public Works facilities and the characteristics of the same departments in other comparable Minnesota municipalities.

This assessment is done to help provide a comparison of the size of other public works facilities in Minnesota. This comparison looks at 15 Minnesota cities are listed ranging in population from 16,500 to 39,000. With public works facilities that range in size from 44,900 square feet to 86,680 square feet, with the average facility being more in the 64,500 square feet range. As a snap shot Ramsey's existing public works facilities totals at approximately 32,000 square feet. The required programmed area is 66,205 square feet, which is in line with current area requirements for public works operations as demonstrated in this comparison.

F. CONCEPT PLAN DEVELOPMENT

The concept plans and the site masterplan options were developed based upon achieving the identified priorities, goals and proper area requirements and work flows to support the public works department. The four concept planning options identified some core planning principals:

1. Provide adequate and appropriate building / operational area required for the Public Works Department
2. Provide adequate and appropriate site area and circulation needed for public works equipment & operations
3. Allow for future expansion
4. Site layouts that create operational efficiency
5. Separate public and public works traffic flow and access

A major issue in the planning of the proposed site centered on extending McKinley Street through to connect with Jasper. The planning commission reviewed this issue and it was determined in their November 12, 2015 meeting that extending McKinley Street through would not be a requirement of the City's comprehensive plan.

The following is a summary of the four options developed:

- **Option A** – construct a new public works operations east of Jasper and utilize some existing structures for storage.

- **Option B** - construct an entirely new public works facility east of Jasper.
- **Option C** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option D** - construct a new public works operations on the west side of Jasper and utilize some existing structures for storage.

Summary of Concept Planning

Of the four site options studied two of them lacked the required work flow needed to foster operational efficiency. Options A and B produced the most efficient area configurations. The primary difference between options A and B is that in option A existing building are utilized for general storage needs while option B proposes construction all new facilities east of Jasper. From a land use perspective:

- **Option A** – utilized 15.5 acres for public works and allows 18 acres for other development.
- **Option B** - utilized 11.4 acres for public works and allows roughly 23 acres for other development.

In summary while both options have a number of positive features it was determined that option A would provide the best current and long range area to best support the City's public works activities.

G. PROJECT COST ANALYSIS

Section 7 of the report looks at the cost associated with each of the concept planning options. These estimates are general in nature, however the estimated costs are based on historic and current cost data for public works construction in our region.

The square foot cost shown in the body of the report represent the mean range that we would anticipate for construction to occur in 2016. These values have been inflated to anticipate construction cost in 2017.

The estimated cost for each of the four options with inflation added are as follows:

Option A

- Construction \$11,563,571
- Soft Cost Estimate \$1,500,000
- **Estimated 2017 Total Project Cost \$13,063,571**

I. Executive Summary

Option B

- Construction \$12,226,835
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,726,835**

Option C

- Construction \$11,508,446
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,008,446**

Option D

- Construction \$11,343,071
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$12,843,071**

The difference between the high and low estimated is \$883,764. Since all concept plans are based on providing the same core building area the primary differences in the cost are based on the following:

1. Reuse or new of existing storage buildings
2. Relocation of the existing salt storage shed
3. Amount of site development required

H. PROPOSED PROJECT SCHEDULE

Section 8 of the report is a detailed schedule identifying dates that have occurred throughout the study as well as possible future action items. In our professional opinion that the City's public works department is lacking in a number of standards that are typical and appropriate for public works operations. If the City Council approves and adopts the report the process is defined to allow the required activities to occur for construction to start in spring of 2017.

Some of the major dates / timelines are:

- December 8, 2015 - City Council adoption of the study
- May 2016 to March 2017 - Design & Document Process
- March 2017 to May 2017 – Bid & Award the Construction Project
- May 2017 to June 2018 – Construction

BKV Group has enjoyed and valued the opportunity to be part of the planning team for the City and the Public Works department. Our goal was to provide you with a well-developed and comprehensive analysis that addresses the issues, provides clear and appropriate options and a path to achieve them. We welcome the opportunity to address any questions that the City or the community might have.

Our behalf of the planning team we are available to provide any additional support the City may need.

Bruce Schwartzman, AIA – Partner with BKV Group

Craig Carter, AIA – Senior Architect and Planner with BKV Group

Michael Healy – Project Planner with BKV Group

Ron Hilton - Senior Vice President with Maintenance Facility Consultants, a division of Whitman, Requardt & Associates, LLP

END OF SECTION

II. Facility Assessment

A. INTRODUCTION

The purpose of this section of the study is to assess the condition of the existing Ramsey Public Works facilities. This information provides the necessary data to assist the City Leadership to make informed decisions regarding how to best address the existing city infrastructures for long range planning. With this information the report identifies possible repairs, upgrades and/or replacement of these facilities based on conditions as well as operational requirements.

The process starts with the BKV Group team becoming familiar with previous data, studies, documents and drawings for the buildings to be studied. The next step is an on-site meeting and tour of each facility with BKV Group's team of architects and engineers to tour the buildings and site. Following these visits, BKV Group documents the conditions.

The Facility Assessments were conducted on July 30, 2015.

The individuals present for the tour were:

- Grant Riemer
Public Works Superintendent
- Bruce Schwartzman, AIA
Partner & Managing Architect with BKV Group
- Ron Hilton
Senior Vice President with Maintenance Facility Consultants, a division of Whitman, Requardt & Associates, LLP
- Craig Carter, AIA
Senior Project Architect with BKV Group

The assessments included on-site observations of the existing facilities and review with key staff regarding the functional operation of the buildings. This portion of the process identified assets and deficiencies. The physical conditions of the buildings were assessed, as well as the way in which the building's design affects staff operations. A physical condition review of the buildings is performed to determine maintenance issues, safety and code concerns, and review how conditions affect building system operations and energy costs.

The assessments are intended to provide an indication of capital maintenance requirements, potential code and regulatory required upgrades, and other building conditions which should be considered as part of the facility's general upkeep as well as part of any building project. The study does not address potential environmental issues such as asbestos or deconstructive testing for unseen conditions. The facility assessments are not intended to be exhaustive, but rather to assess and highlight the major building deficiencies in four major categories:

1. Functional accommodations
2. Safety / security of staff and visitors
3. Code related deficiencies
4. Capital maintenance / building envelope

II. Facility Assessment

B. FACILITY ASSESSMENT REPORT

A brief summary of the existing conditions and deficiencies identified within each facility follows.

- B.1. Utility and Sign Shop
- B.2. Vehicle Storage
- B.3. Fleet Maintenance and Shops
- B.4. Salt Storage Building
- B.5. Administration Trailer
- B.6. Site
- B.7. Fuel Island
- B.8. Police Impound



Existing Site Conditions

II. Facility Assessment

B.1. UTILITY AND SIGN SHOP

The utility and sign shop building was built in the early to mid 1970's and is approximately 5,000 sf. It consists of a pre-engineered metal building with metal wall panels and roof. The exterior wall has approximately a 8 ft high concrete masonry unit base course.

The following photographs and captions summarize our findings:



Figure B.1.2: No code-required exit door



Figure B.1.3: Overhead door opening infilled with metal panel and wood studs



Figure B.1.1: Overall view of Utility and Sign Shop Building



Figure B.1.4: Overhead door jamb damaged and rusting

II. Facility Assessment



Figure B.I.5: Damaged / torn insulation and vapor barrier



Figure B.I.8: Soil erosion at perimeter of building suggests evidence of gutters overflowing



Figure B.I.6: Damaged metal gutter at overhead door



Figure B.I.9: Hollow metal door and frame rusting and signs of moisture damage at masonry wall along grade



Figure B.I.7: Depressed asphalt at door threshold causing ponding and drainage issues



Figure B.I.10: Hollow metal door and frame rusting

II. Facility Assessment



Figure B.1.11: Storage shelving placed too close together for safe access



Figure B.1.14: Evidence of roof leaks in sign shop area



Figure B.1.12: Exit door has deadbolt with thumb-turn which is not allowed by code



Figure B.1.15: Restroom is not handicap accessible



Figure B.1.13: Sign shop is not handicap accessible

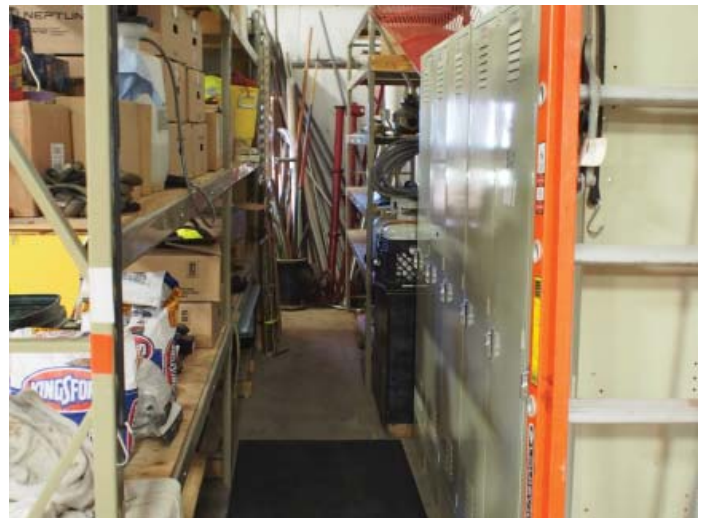


Figure B.1.16: Staff lockers are not handicap accessible

II. Facility Assessment

B.2 VEHICLE STORAGE

The Vehicle Storage building consists of a pre-engineered metal structure with insulated metal wall panels. The building is 13,228 sf and was built in the mid 1970's to early 1980's. An addition to the West end of the building was constructed similarly, the year of the addition is unknown.

The following photographs and captions summarize our findings:



Figure B.2.2: Hollow metal door and frame on South facade is rusting



Figure B.2.3: Northwest exit door is stuck in closed position, does not meet code



Figure B.2.1: Overall view of Cold Storage Building



Figure B.2.4: Building lacks floor drains in main storage area creating slip hazards from wet vehicles

II. Facility Assessment



Figure B.2.5: Condensate drain is located high on the wall causing rust stains on South facade



Figure B.2.8: Steel structure is showing evidence a failing finish and rusting



Figure B.2.6: Insulation and vapor barrier is damaged



Figure B.2.9: Settling of concrete apron at North overhead door has necessitated asphalt patching

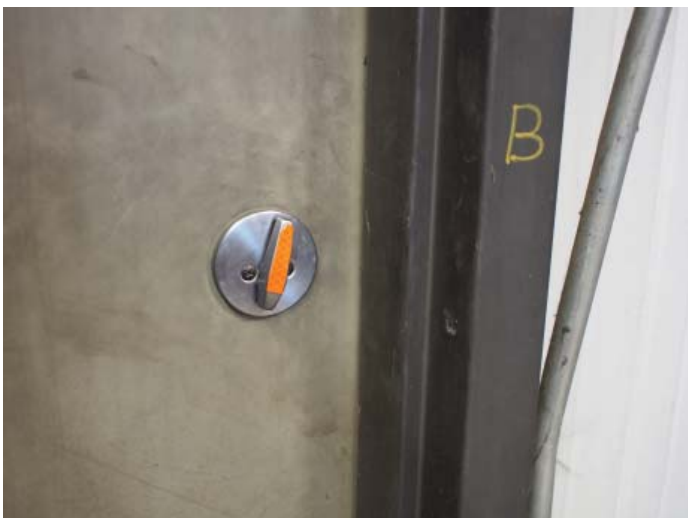


Figure B.2.7: Exit door is locked with deadbolt, does not meet code



Figure B.2.10: Exterior metal panel cladding is damaged at North facade

II. Facility Assessment

B.3 FLEET MAINTENANCE AND SHOPS

The Fleet Maintenance and Shops Building is a concrete masonry block building with precast double T's for the roof structure. The building is 12,258 sf and was built in the mid 1970's to early 1980's.

The following photographs and captions summarize our findings:

- Existing restroom is not handicap accessible
- Exit doors are being locked using thumb-turn style deadbolt which does not meet code



Figure B.3.2: Exterior masonry jambs have been repaired at overhead door but lack proper sealing/finishing

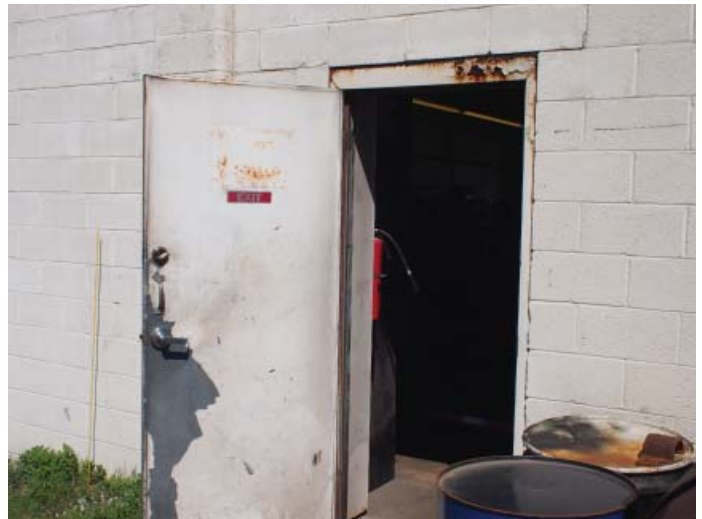


Figure B.3.3: Exterior hollow metal doors and frames are rusting



Figure B.3.1: Overall view of Fleet Storage Building



Figure B.3.4: Concrete apron at overhead doors is cracking and spalled

II. Facility Assessment



Figure B.3.5: Cracks are visible in exterior masonry walls on North and South facades



Figure B.3.8: Moisture damage is visible at base of masonry wall, exterior finish is failing and chipping off



Figure B.3.6: Vertical cracks are visible in masonry pilaster at West facade

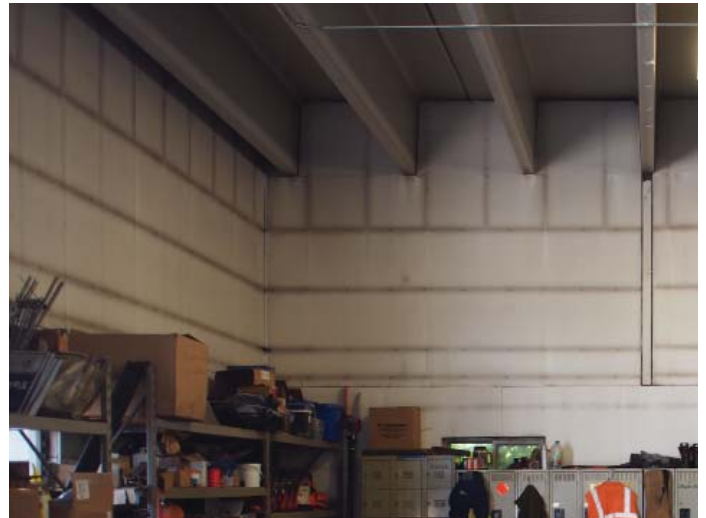


Figure B.3.9: Evidence of thermal bridging throughout the building as dirt has accumulated at areas of condensation aligning with the studs



Figure B.3.7: Downspouts have eroded soil at base of wall/foundation causing potential drainage issues



Figure B.3.10: Staff lockers are not handicap accessible and are located in main storage area

II. Facility Assessment



Figure B.3.11: Concrete slab on grade is heavily worn, spalling and cracking

II. Facility Assessment

B.4 SALT STORAGE BUILDING

The salt storage building consists of a fabric roof structure supported by aluminum space frame set on round concrete foundation posts. The salt is kept from spilling out by precast concrete walls cantilevered up from the ground. The salt storage building covers 6,000 sf and was built in 2006. The building is in good shape and could be relocated if necessary.

The following photographs and captions summarize our findings:



Figure B.4.2: Precast wall panels and concrete foundation piers along exterior wall are in good condition



Figure B.4.3: Aluminum space frame structure appears in good condition



Figure B.4.1: Overall view of Salt Storage Building



Figure B.4.4: Overall fabric roof structure is in good condition

II. Facility Assessment

B.5 ADMINISTRATION TRAILER

The Administration Trailer is a 10 year old double-wide temporary trailer of approximately 1,600 sf.

The following photographs and captions summarize our findings:



Figure B.5.2: Main entrance lacks signage directing to accessible entrance



Figure B.5.3: Ceiling is starting to sag and separate at seam of trailer



Figure B.5.1: Overall view of Administration Trailer



Figure B.5.4: Exterior cladding is showing age and needs to be painted

II. Facility Assessment



Figure B.5.5: Hole in floor is covered with sheet metal



Figure B.5.8: Office space is insufficient for staff needs



Figure B.5.6: Areas of missing VCT floor finish



Figure B.5.9: Staff lockers are not handicap accessible



Figure B.5.7: VCT floor finish shows extensive wear



Figure B.5.10: Supply and waste pipes at lavatory are not insulated

II. Facility Assessment



Figure B.5.11: Mechanical systems are in good condition



Figure B.5.12: Electrical systems are adequate and in good condition

II. Facility Assessment

B.6 SITE

The current site encompasses two parcels separated by 142nd Avenue Northwest. The Northern parcel is 2.07 acres and is used for granular material storage along with the Utility and Sign Shops building located at the far North end. The southern parcel is 3.17 acres and contains the Administration Trailer, Fleet Storage Buildings and Salt Storage.

The following photographs and captions summarize our findings:



Figure B.6.3: On-site pavement has multiple cracks and has less than 10 years of useful service life remaining



Figure B.6.1: Aerial view of Public Works site



Figure B.6.4: Unpaved areas of site are in good condition with no signs of deep rutting



Figure B.6.2: Major streets around the site are in good condition



Figure B.6.5: Granular storage areas do not meet current EPA standards for cover

II. Facility Assessment



Figure B.6.6: Granular material storage bins are in good condition



Figure B.6.7: Yard storage is located throughout the grounds

II. Facility Assessment

B.7 FUEL ISLAND

The fuel island consists of two above-ground storage tanks for on-road and off-road diesel fuel. The tanks appear to be in good condition but the metering technology is dated.

The following photographs and captions summarize our findings:



Figure B.7.1: Above ground fuel storage tank

B.8 POLICE IMPOUND LOT

The police impound lot adjacent to Fleet Storage had no security cameras and insufficiently tall fences to prevent people from breaking into the vehicles, thus it has been temporarily moved to another location.



Figure B.8.1: Police Impound Lot

END OF SECTION

III. Operational and Functional Observations

A. INTRODUCTION

The space needs analysis and the site walk through provided an opportunity for the study team to assess the functionality and operational efficiency of the complex. The following represent observations from the site visit and pursuant space needs evaluation. The following is divided by building/site area and includes observed positive features and operational/functional deficiencies.

B. OBSERVATIONS

I. Administration/Personnel Areas

The entirety of the administrative and personnel areas is located in a trailer near the entrance to the site. The building houses offices, break room and crew areas.

Positive Features

- None

Operational Deficiencies

- Space inadequate for functions required on site.
- Building does not house all personnel.

2. Fleet Maintenance and Shops Building

The Fleet Maintenance and Shops building houses the Streets, Parks and Fleet Maintenance operations. It is configured as a drive through building with a large overhead door on each end and a central circulation aisle. Shop spaces are located on both sides of the aisle with Streets and Park shops, materials storage and vehicle storage located at the entry end of the building and Fleet Maintenance located on one side of the aisle at the exit end of the building.

Positive Features

- None

Operational/Functional Deficiencies

- Shops and storage areas are poorly defined and are not segregated from areas that generate vehicle exhaust fumes.
- The Fleet Maintenance area is insufficient for the fleet size.
- The current wash location is behind the vehicle repair bays which causes the bays to be blocked and water to flow into the bays.
- There is no efficient drainage system in the building
- The building clear height is not sufficient for lifting large vehicles.
- There are no personnel support areas in the building.

3. Utilities Shops Building

The Utilities Operation and Sign Operation are located in a separate building located remotely on the site. The building houses the offices and personnel areas for the Utilities Crew, Utilities shops and storage, Utilities vehicle storage, Utilities material storage and the Sign Shop operation.

Positive Features

- None

Operational/Functional Deficiencies

- The remoteness of the building reduces the ability for good communication between Utilities staff and other Public Works groups.
- The work spaces are inadequate to support the department's needs. Currently, six staff are working out of an space designed for roughly two individuals.
- The Sign production area is located on the second floor of the space with limited access.
- Storage of vehicles in shops creates exhaust/ventilation issues.
- Limited room for efficient storage of vehicles and equipment; vehicles require stacking causing operational inefficiency, and building does not fit all required equipment.

4. Vehicle Storage Building

The Vehicle Storage building consists of a two bay structure with overhead doors on each end of two circulation aisles. The building is used for vehicle and material storage.

Positive Features

- The building has sufficient clear heights for most activities.
- The building includes substantial square footage that has capability for use as storage or possibly use for another function.
- The building is heated.

Operational/Functional Deficiencies

- The structural configuration of building does not lend itself to efficient use as vehicle storage.
- The space is lacks a drainage system for vehicle run-off.

III. Operational and Functional Observations

5. Salt Storage Building

The Salt Storage building is a fabric covered aluminum structure.

Positive Features

- The structure is sufficient for the amount of material stored.
- Circulation to and from the structure appears efficient, with ample maneuvering space for equipment.

Operational/Functional Deficiencies

- The structure is located adjacent to a wetlands area and runoff must be carefully controlled.

6. Exterior Material Storage

The site contains storage areas for a variety of materials and vehicles/equipment. These include stockpiles of granular materials, waste construction materials, construction materials, police impound and public works equipment and equipment implements.

Positive Features

- Sufficient space for storage of all assessed needs.

Operational/Functional Deficiencies

- Lack of site constraint results in materials stored in non-uniform manner and location.
- Lack of site constraint results in continued storage of items no longer required.

7. General Site Observations

The current site size and configuration limits the department's operational efficiency and opportunity for growth. The inefficient layout and shape of the site has facilitated the need to spread operational functions throughout the site creating increased site circulation and separation of functions. Site operational/functional deficiencies noted include the following.

- The road that bi-sects the site is virtually a public road with no separation from the Public Works yard and facility components.
- Site security is at a minimum/non-existent
- Employee and visitor parking is located in a manner forcing integration of private vehicle traffic with department vehicle traffic.
- Movement between buildings does not flow efficiently due to the location of the drive areas and entrances to the buildings.
- Building locations and elevations create inefficiencies in movement of materials and vehicles.
- There is no "front door" to the site.

- Public related activities (recycling, water sales) are located in areas of the site that force public vehicles deep into Public Works activities.
- Site size limits the ability to store large equipment. Equipment is typically stored off-site because of site constraints affecting operational efficiency.

END OF SECTION

IV. Space Programming

A. INTRODUCTION

The Space Program documentation is presented in two forms; Space Program Spreadsheets and Space Standards. The spreadsheets are summaries which identify personnel by position as well as support spaces necessary to accommodate efficient operations of the department. The Space Standards are diagrammatic drawings of each space which include the equipment that can be accommodated within the space to meet function, building code and accessibility guidelines. The Space Standards are included in the appendix at the end of this report. Both parts together form "The Program", a term used within the architectural industry to describe the inventory of all spaces to be accommodated in the future planning, budget definition and physical building design.

Assumptions made in developing the program:

The development of the program is based on planning for a 15-20 year projected need. The projection of the program for a 15-20 year time-frame is within a reasonable range to accurately project future needs. It is important to note, however, that as time passes, particularly if funding for a project is not immediately available or a capital campaign will be in process over the next few years, the original program should be reviewed, refined and re-assessed to keep up with changing growth patterns and refined time frame. These considerations will affect the size and costs of future facility projects.

How to read the Program Summaries:

Each space required for the department is listed along with the area required for those spaces. The usable Square footage of a facility includes all areas that are within the interior walls of each individual function. If a facility was planned according to only the net number, the building would be too small to accommodate all functions listed. The reason for this is that space is consumed by components of the building including columns, structure, thickness of walls, plumbing and mechanical shafts, efficiency of the circulation or corridor system and other areas that cannot be easily projected at this phase of the project. To accommodate space for those functions, we have provided a CIRCULATION FACTOR of an additional 20 to 35% of the Net area to be dedicated toward these uses. Generally speaking, buildings that require greater circulation, wide public waiting areas, or large public interface functions require larger efficiency factors. A factor of 35% is reasonable for this project type but could be considered conservative, depending upon the amount of open circulation space desired. The final row, TOTAL PROPOSED / USABLE SF

is the number that should be used in the planning and space allocation for each department.

Summary of the Program Requirements:

The space needs are documented in a program which identifies the individual spaces required of the department. The program is based on requirements for a 15-20 year projected space need.

The program sheets are broken into the main operations of the department;

- Administration / Personnel
- Vehicle Maintenance
- Parks / Streets & Utilities Shops and Storage
- Fleet Storage (these areas are under the Building Type heading as "enclosed")

Summary of Existing Space Deficiency

Department	2015 Current Space	2030 Projected Need	Space Deficiency	% of Change
Public Works	32,000 sf	66,205 sf	34,205 sf	206.9%

Analysis / Summary of Findings:

Public Works Findings:

The existing Public Works facility is currently located just east of the Municipal Complex on the south edge of the City limits.

- Current operational offices are in a temporary trailer that lacks required operational areas
- Lack of adequate storage area
- Lack of fleet space (equipment stored outside)
- Lack of adequate and appropriate fleet maintenance area
- Lacks meeting and break areas
- No staff locker area
- Lacking required office areas
- Lacks Maintenance bay areas
- Operational/functional relationships of areas is disjointed
- The configuration of the buildings (office/shops/vehicle storage) results in most vehicles travelling through a very confined area causing significant congestion and a mix of pedestrian and vehicular traffic.

City of Ramsey Department of Public Works

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
ADMINISTRATION/PERSONNEL AREAS								
Reception/Waiting	100		1	100		100	-	-
Public Works Superintendent	225		1	225		225	-	-
Parks and Asst PW Superintendent	168		1	168		168	-	-
Utilities Department Supervisor	168		1	168	includes SCADA workstation	168	-	-
Parks Lead Person	120		1	144		144	-	-
Streets Lead Person	120		1	144		144	-	-
Spare Office	120		1	144		144	-	-
Copy/Work Room	100		1	100		100	-	-
Streets Assembly Room	198		1	198	includes lockers	198	-	-
Parks Assembly Room	254		1	254	includes lockers	254	-	-
Utilities Assembly Room	152		1	152	includes lockers	152	-	-
Break Room/Training	525		1	525	includes kitchenette	525	-	-
Male Restroom/Shower	300		1	300		300	-	-
Female Restroom/Shower	120		1	120		120	-	-
Mud Room/Alcove	80		1	80	at employee entry	80	-	-
Mechanical Rooms	400		1	400		400	-	-
Electrical Rooms	350		1	350		350	-	-
LAN/IT Room	100		1	100		100	-	-
Fitness / Storage Room	750		1	750	current size of fire station	750	-	-
<i>Administration/Personnel Areas subtotal</i>				4,422		4,422	-	-
<i>circulation</i>	35%			1,548		1,548	-	-
ADMINISTRATION/PERSONNEL AREAS TOTAL				5,970		5,970	-	-

City of Ramsey Department of Public Works
Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
VEHICLE MAINTENANCE FACILITY								
Administration/Personnel								
Mechanic Office/Library	120		1	120		120	-	-
Male Restroom	80		1	80		80	-	-
Female Restroom	80		1	80		80	-	-
<i>Administration/Personnel Areas subtotal</i>				280		280	-	-
<i>circulation</i>	35%			98		98	-	-
Administration/Personnel Total				378		378	-	-
Repair Bays								
Truck Repair Bay		20 x 55	2	2,200		2,200	-	-
Auto Repair Bay		16 x 35	2	1,120		1,120	-	-
<i>Repair Bays subtotal</i>				3,320		3,320	-	-
<i>circulation</i>	20%			664		664	-	-
Repair Bays Total				3,984		3,984	-	-
Shops/Support/Parts								
Common Work Area	300		1	300	includes tire equip.	300	-	-
Lube/Compressor Room	500		1	500		500	-	-
Equipment Storage	300		1	300		300	-	-
Tool Crib	100		1	100		100	-	-
Tire Storage	300		1	300		300	-	-
Parts Storeroom	464		1	464		464	-	-
<i>Shops/Support/Parts subtotal</i>				1,964		1,964	-	-
<i>circulation</i>	20%			393		393	-	-
Shops/Support/Parts Total				2,357		2,357	-	-
VEHICLE MAINTENANCE FACILITY TOTAL						6,719	-	-

City of Ramsey Department of Public Works

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
PARKS SHOPS/STORAGE								
General Shop	1,000		1	1,000		1,000	-	-
Tool Storage	200		1	200		200	-	-
Small Equipment Storage	200		1	200		200	-	-
Consumables Storage	200		1	200		200	-	-
Material Storage	-		1	-	See Cold Storage	-	-	-
<i>Parks Shops/Storage subtotal</i>				1,000		1,000	-	-
<i>circulation</i>	20%			200		200	-	-
PARKS SHOPS/STORAGE TOTAL				1,200		1,200	-	-
STREETS SHOPS/STORAGE								
Sign Design	400		1	400	conditioned	400	-	-
Sign Fabrication	500		1	500		500	-	-
Sign Storage	500		1	500		500	-	-
Carpentry Shop	1,000		1	1,000		1,000	-	-
Welding Shop		30 x 50	1	1,500	could be in VMF	1,500	-	-
General Shop	1,000		1	1,000		1,000	-	-
Tool Storage	200		1	200		200	-	-
Consumables Storage	200		1	200		200	-	-
Material Storage	-		1	-	see cold storage	-	-	-
<i>Streets Shops/Storage subtotal</i>				5,300		5,300	-	-
<i>circulation</i>	35%			1,855		1,855	-	-
STREETS SHOPS/STORAGE TOTAL				7,155		7,155	-	-
UTILITIES SHOPS/STORAGE								
General Shop	1,000		1	1,000		1,000	-	-
Parts Storage	300		1	300		300	-	-
Tool/Equipment Storage	200		1	200		200	-	-
Material Storage	-		1	-	See Cold Storage	-	-	-
<i>Utilities Shops/Storage subtotal</i>				1,500		1,500	-	-
<i>circulation</i>	35%			525		525	-	-
UTILITIES SHOPS/STORAGE TOTAL				2,025		2,025	-	-

City of Ramsey Department of Public Works
Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
COLD STORAGE								
Streets Materials	1,000		1	1,000		1,000	-	-
Utilities Materials	1,000		1	1,000		1,000	-	-
Parks Materials	1,000		1	1,000		1,000	-	-
Implements/Blades/etc	2,500		1	2,500	includes circulation	2,500	-	-
Shared Materials	2,000		1	2,000	barricades/cones/etc	2,000	-	-
Lumber Storage	400		1	400		400	-	-
Paving Materials - palletized	400		1	400		400	-	-
<i>Cold Storage subtotal</i>				8,300		8,300	-	-
<i>circulation</i>	20%			1,660		1,660	-	-
COLD STORAGE TOTAL				9,960		9,960	-	-
YARD STORAGE								
Truck Wash		20 x 50	2	2,000		2,000	-	-
Mower Blow Down		10 x 20	1	200		-	-	200
Antenna	40		1	40		-	-	40
Scrap Bins	200		4	800		-	-	800
Used Tire Storage	100		1	100		-	100	-
Salt Storage		70 x 100	1	7,000		-	7,000	-
Granular Material Storage		15 x 20	6	1,800		-	1,800	-
Granular Material Stockpiles		100 x 100	3	30,000		-	-	30,000
Material Storage	800		1	800	pipe, structures, etc	-	-	800
Generator		10 x 15	1	150		-	-	150
Fuel Island		14 x 30	2	840		-	840	-
Above Ground Fuel Storage	400		1	400		-	-	400
Recycling Center	43,560		1	43,560	containers near site entrance	-	-	43,560
Recycling Center Office/RR	140		1	140		140	-	-
Drying Bed		20 x 50	1	1,000		-	1,000	-
Impound Lot		10 x 20	20	4,000		-	4,000	-
<i>Yard Storage subtotal</i>				92,830		2,140	14,740	75,950
<i>circulation</i>	100%			92,830		2,140	14,740	75,950
YARD STORAGE TOTAL				185,660		4,280	29,480	151,900

City of Ramsey Department of Public Works

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
PARKING								
Employee		10 x 20	50	10,000		-	-	10,000
Visitor		10 x 20	2	400		-	-	400
Accessible		15 x 20	2	600		-	-	600
Agency Vehicles								
Interior Conditioned								
X-Small Equipment		8 x 8	18	1,152		1,152	-	-
Small Equipment		10 x 20	33	6,600		6,600	-	-
Medium Equipment		15 x 30	15	6,750		6,750	-	-
Large Equipment		15 x 40	7	4,200		4,200	-	-
Covered								
X-Small Equipment		8 x 8	0	-		-	-	-
Small Equipment		10 x 20	0	-		-	-	-
Medium Equipment		12 x 30	0	-		-	-	-
Large Equipment		12 x 40	0	-		-	-	-
Exterior								
X-Small Equipment		8 x 8	0	-		-	-	-
Small Equipment		10 x 20	3	600		-	-	600
Medium Equipment		12 x 30	5	1,800		-	-	1,800
Large Equipment		12 x 40	0	-		-	-	-
Down/Ready Line								
Auto/Light Truck		10 x 20	4	800		-	-	800
Truck		12 x 40	1	480		-	-	480
		<i>Parking subtotal</i>		33,382		18,702	-	14,680
		<i>circulation - interior/heated storage</i>	80%	14,962		14,962	-	-
		<i>circulation - exterior storage</i>	100%	1,280		-	-	1,280
		PARKING TOTAL		49,624		33,664	-	15,960
Site Subtotal				268,313		70,973	29,480	167,860
Site Circulation, Setbacks				201,235				
Stormwater Management				43,560				
SITE TOTAL				513,108				
				11.78 acres				

Department	Job Title	Duties	No.	
			Full Time	Seasonal
Administration				
PW/Streets	PW Superintendent	Department Head	1	
Parks	Parks and Asst PW Superintendent	Park Dept Supervisor/Asst. PW Superintendent	1	
Parks				
Parks	Parks Lead Person	Parks Maintenance/Manage seasonal staff	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance/Irrigation Maintenance	1	
Parks	Future		2	
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Intern	Park Administration/Event Coordination	1	
Streets				
Streets	Streets Lead Person	Supervise streets projects/staff	1	
Streets	PW Maintenance Worker	Street Maintenance/Traffic Signs	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance/Fleet Maintenance	1	
Streets	PW Mechanic	Fleet Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	Future		2	
Streets	Seasonal Staff	Street Maintenance		1
Streets	Seasonal Staff	Street Maintenance		1
Streets	Seasonal Staff	Street Maintenance		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Utilities				
Utilities	Utilities Supervisor	Utilities Dept Supervisor	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Future		2	
Utilities	Seasonal Staff	Utility Maintenance		1
Utilities	Seasonal Staff	Utility Maintenance		1
Totals			25	19

V. Facility Comparisons

A. INTRODUCTION

This section of the report provides a comparative analysis between the characteristics of the Ramsey Public Works facilities and the characteristics of the same departments in other comparable Minnesota municipalities. A comparative analysis of other municipalities, if used as a checks-and-balances comparison to the developed space program, can provide a quick snap-shot of the overall range of facilities that meet relatively similar requirements. The selection of comparable cities is primarily established based on population. Therefore it should be noted that variables in staffing, area of the city and age of existing facilities can create a range in the facilities. We do not utilize a facility comparison as the only means of projected space needs and a direct comparison is never truly possible, as no two cities are identical, the process can identify irregularities and areas to consider or reconsider or can confirm the projected program numbers, providing validity to the developed program.

One item to be particularly aware of when comparing similar city's facilities is to recognize that these figures may not represent current planning that is underway to expand those facilities. The asterisks and key notes, noted at the bottom of each analysis, provide further information to qualify the information provided in the spreadsheet. Projected or in-process expansion is an indicator of current space deficiencies, particularly important in weighing the relevance of their current facilities sizes to those projected for the City of Ramsey. The total of the comparative studies are averaged for ease of quick review, however each municipality's characteristics should be reviewed individually to best understand how their facility size (with projected expansion, if indicated) supports the population, and then compared with the projected numbers for the Ramsey's facilities.

B. COMPARATIVE ANALYSIS METHODOLOGY

The methodology for identifying the municipalities to be considered for the analysis consists of collecting a variety of information. BKV Group researched and identified a few municipalities, or "sister-cities", that seem to be similar in nature, size or community demographics from which to base the comparisons. In our analysis, a range of near-metro and out-state municipalities was used to provide a broad cross-section of comparative information. Other criteria used to select comparison information included geographic location along a major highway system or major transportation corridor.

The cities in this comparison were identified and ranked by municipality with a population range of 16,000 to 40,000. The

population differentiation is an important designation, as it often correlates with the facility size, number of employees it is supporting, and square footage per capita of residents served. However, the size of a municipal public works facility can vary greatly from one to another depending on the types of services provided and the geographic size of the area serviced.

C. ANALYSIS / SUMMARY OF FINDINGS

Comparison of Existing Facility:

The comparative analysis for the public works facility indicates that the City of Ramsey's Public Work's facility is similar to the comparable municipalities' facilities. A major factor in considering the usefulness of a public works facility is the efficiency of the layout and movement of vehicles and materials. The layout of the existing facility creates inefficiency in operation flow, segregating personnel and provides marginal fleet maintenance and storage. Overall, the facility is greatly undersized when compared to similar municipalities.

Projections:

When comparing Ramsey's projections for the 2030 timeframe, the projected facility size is within the range of other municipalities in the area. The projected requirements for the Ramsey Public Works facility is primarily based on providing adequate vehicle storage, service bays and proper staff support space.

In the comparison below 15 Minnesota cities are listed ranging in population from 16,500 to 39,000. With public works facilities that range in size from 44,900 square feet to 86,680 square feet, with the average facility size being 64,537 square feet. As a snap shot Ramsey's existing public works facilities totals at approximately 32,000 square feet which is well below the current public works standards. The programmed area based on the size and operations of the City of Ramsey is 66,205 square feet, which is in line with current area requirements for public works operations.

V. Facility Comparisons

Public Works - Space Comparison

Municipality	Population (2013)	Municipality Area (sq m.)	Site Size (acres)	Facility Size (gsf) ¹	Notes
Red Wing	16,513	41.19	8.03	57,310	
Willmar	19,680	15.95	16.96	68,600	
Northfield	20,581	8.61	10.82	52,400	
Golden Valley	20,845	10.55	1.68	54,400	
Farmington	22,167	14.94	6.76	44,970	
Crystal	22,588	5.88	5.30	63,000	Built in 2015, \$12.8M
Elk River	23,447	43.82	17.47	83,244	Fleet 44,144 sf, Mechanics 13,300 sf, Shops 18,400 sf, Office 7,400 sf
Prior Lake	24,408	18.33	11.40	48,453	
Chanhausen	24,432	22.88	7.52	85,250	
White Bear Lake	24,555	8.66	4.23	55,259	
Austin	24,763	10.84	14.04	68,960	
Savage	28,639	16.45	14.51	66,600	29,000 sf addition in 2012
Andover	31,709	34.83	14.99	86,680	Size reflects 2015 needs assessment, current size is 43,680 sf
Cottage Grove	35,339	37.48	11.27	63,922	
Shakopee	39,167	29.32	12.52	69,000	
Average	25,256	21.32	10.50	64,537	

Ramsey (Existing)	24,935	29.79	7.74	32,000	
(Proposed GSF)			11.59	66,205	

General Notes:

1. Facility size does not include area for granular storage buildings.

END OF SECTION

VI. Master Planning Concept Options

A. INTRODUCTION

This portion of the study is the next step after the completion of the assessment of the existing facilities, operational analysis and space programming. This process involves the planning team and the City discussing all possible options to address operational space, as detailed in the program analysis, that will address the long term requirements of the City's Public Works department. Site options consider a variety of selection criteria such as: existing infrastructure locations, expansion capabilities, staff access, parking, zoning, easements, public access to a recycling center, existing and anticipated roadway improvements, etc. And while not a driver for study, the team did assess each plan and pros and cons associated with possible overall area development. The potential options were reviewed with the City planning team to assure that all viable options are being considered.

Concept Plan Development

The concept plans and the site master plan options were developed based upon achieving the identified priorities, goals and common vision of the city and public works department. The four concept planning options identified some core planning principals:

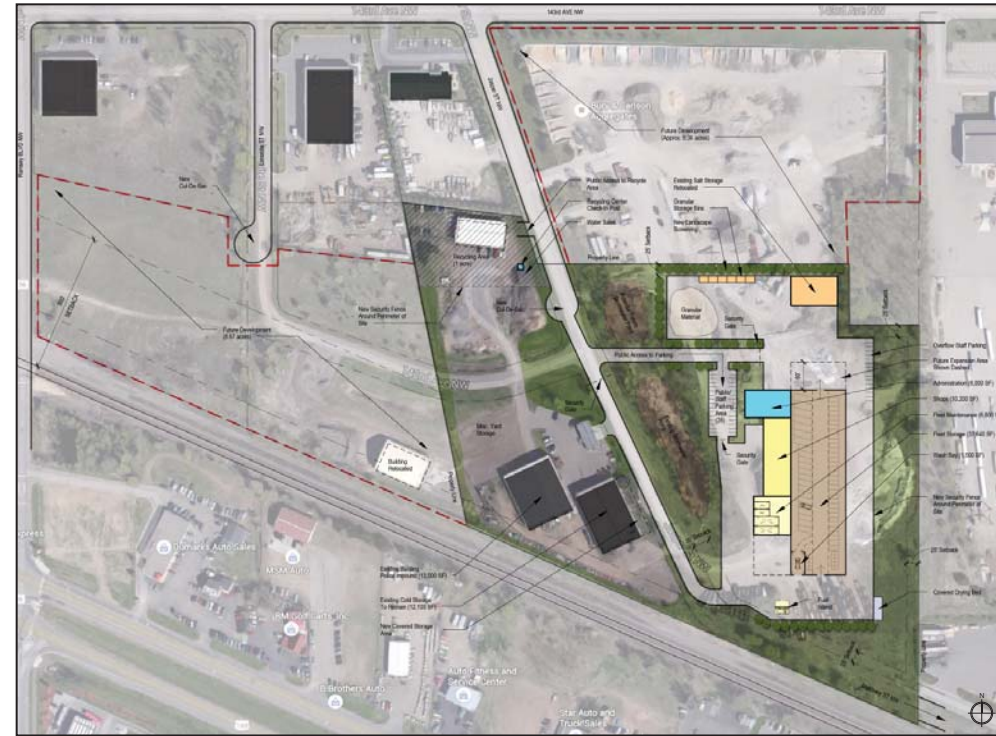
1. Provide adequate and appropriate building / operational area required for the Public Works Department
2. Provide adequate and appropriate site area and circulation needed for public works equipment & operations
3. Allow for future expansion
4. Create site layouts that promote operational efficiency
5. Separate public and public works traffic flow and access

The following is a summary of the four options developed:

- **Option A** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option B** - construct an entirely new public works facility east of Jasper.
- **Option C** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option D** - construct a new public works operations on the west side of Jasper and utilize some existing structures for storage.

END OF SECTION

Option A



Total Site Area: 15.50 acres
Total Developable Area: 18.03 acres

Option B



Total Site Area: 11.40 acres
Total Developable Area: 21.98 acres

Option C



Total Site Area: 13.62 acres
Total Developable Area: 19.80 acres

Option D

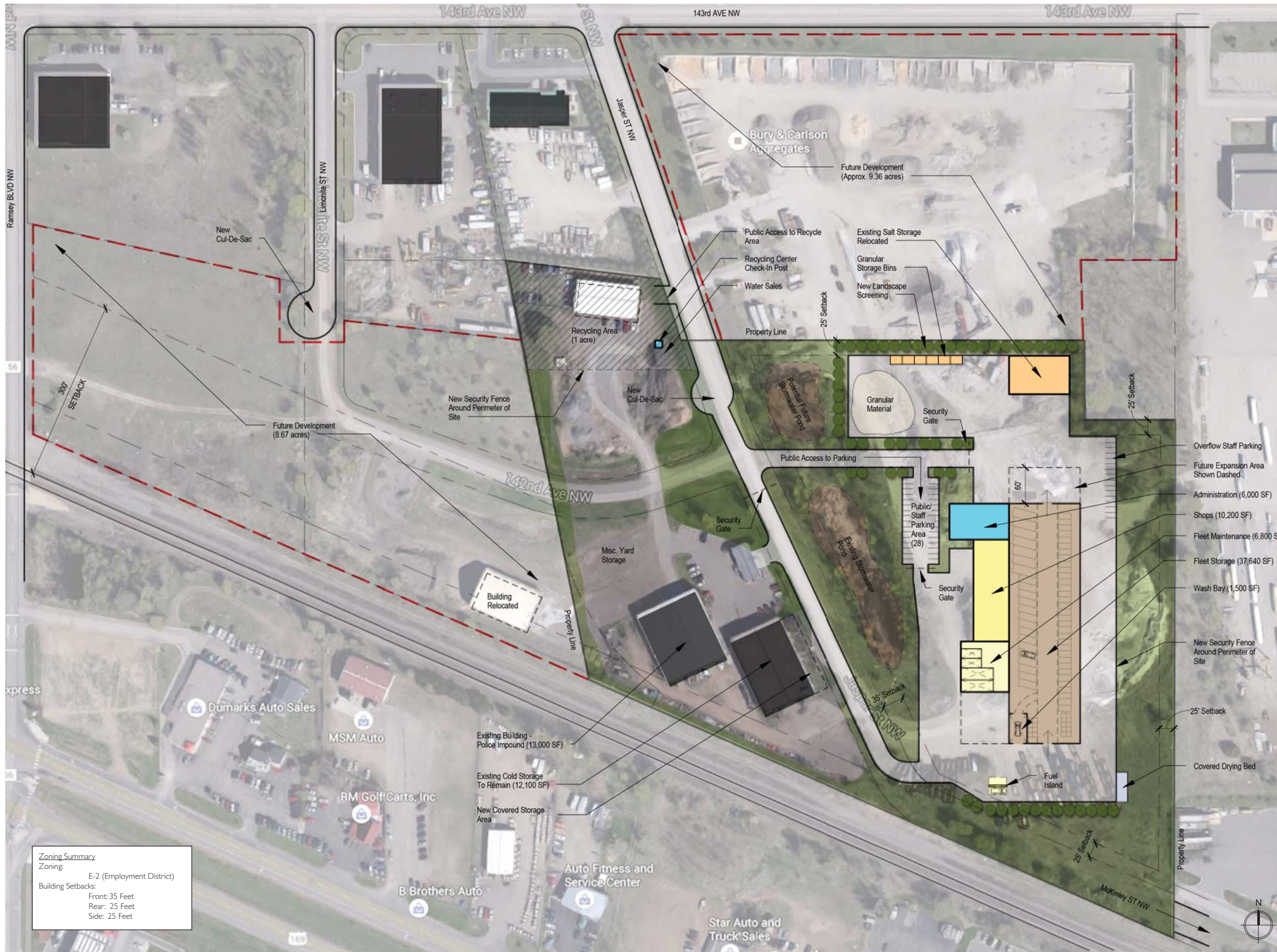


Total Site Area: 9.68 acres
Total Developable Area: 23.91 acres

Preferred Options

Additional Options Studied

DRAFT



Zoning Summary
 Zoning: E-2 (Employment District)
 Building Setbacks:
 Front: 35 Feet
 Rear: 25 Feet
 Side: 25 Feet

- Pros:**
- Utilizes existing cold storage buildings
 - Efficient centralized operation / circulation
 - Room for future growth / expansion
 - Existing stormwater pond can remain in-place
- Cons:**
- Salt storage building needs to be relocated

Option A
 15.50 acres

DRAFT

VII. Project Cost Estimates

A. INTRODUCTION

This section of the report looks at the cost associated with each of the master plan options. These estimates are general in nature at this early stage of planning. However the estimated costs are based on historic cost for public works construction in our region.

There are a number of possible project aspects that can affect the cost of a project, such as:

- Poor soil conditions
- Contaminated soil conditions from previous uses
- Level of ground water is high
- Restrictive development standards
- Higher requirement for sustainability such as LEED

In general the square foot cost shown in the following estimates represent the mean range that we would anticipate for construction to occur in 2016. The construction industry is currently indicating anticipated inflation higher than what has occurred over the past 5 years. While there are many factors that can effect bidding climates, it is anticipated that yearly escalation cost will be in the 4% to 6% range. In the last year we have seen a dramatic spike in construction cost as we came out of the recession. For this reason we would suggest that the City move ahead with project planning this upcoming year with the goal to start construction in spring of 2017.

The estimated cost for each of the four options with inflation added are as follows:

Option A

- Construction \$11,563,571
- Soft Cost Estimate \$1,500,000
- **Estimated 2017 Total Project Cost \$13,063,571**

Option B

- Construction \$12,226,835
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,726,835**

Option C

- Construction \$11,508,446
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,008,446**

Option D

- Construction \$11,343,071
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$12,843,071**

The difference between the high and low estimate is \$883,764. Since all concept plans are based on providing the same amount of building area the primary difference in the cost is based on:

1. Reuse of existing or new cold storage buildings
2. Relocation of the existing salt storage shed
3. Amount of site development required

VII. Project Cost Estimates

Site Option A:

A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$400,000
9. Design & Construction contingency at 5% = \$524,425

Construction Estimate = \$11,012,925

B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$12,412,925

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$11,012,925 x 5% = \$11,563,571
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$13,063,571

VII. Project Cost Estimates

Site Option B:

A. Construction Estimate:

- 1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
- 2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
- 3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
- 4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
- 5. 15,860 SF Cold Storage Building at \$60 / SF = \$951,600
- 6. New Fueling Island with above ground tanks = \$200,000
- 7. Move Salt Storage = \$50,000
- 8. Demolition, Fence and Site Development = \$300,000
- 9. Design & Construction contingency at 5% = \$554,505

Construction Estimate = \$11,644,605

B. Soft Cost Estimate (Typically Include):

- 1. A/E Fees
- 2. Legal Counsel Review
- 3. Reimbursable Expenses
- 4. Geotechnical Report
- 5. Data / Telecom Wiring
- 6. A/V Systems for Training Room
- 7. Survey
- 8. CM / Project Management Fees
- 9. FF&E (Furniture, Fixtures and equipment)
- 10. SAC (sewer connection fees through Met Council)
- 11. WAC (water connection fees)
- 12. Bond costs
- 13. Plan review fee
- 14. Bid Advertising
- 15. Special Testing (construction)
- 16. Bid document printing
- 17. Builders Risk Insurance
- 18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$13,044,605

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$11,644,605 x 5% = \$12,226,835
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$13,726,835

VII. Project Cost Estimates

Site Option C:

A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$350,000
9. Design & Construction contingency at 5% = \$521,925

Construction Estimate = \$10,960,425

B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$12,360,425

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$10,960,425 x 5% = \$11,508,446
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$13,008,446

VII. Project Cost Estimates

Site Option D:

A. Construction Estimate:

- 1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
- 2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
- 3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
- 4. 39,140 SF Fleet Storage at \$125 / SF = \$4,892,500
- 5. Remodel Cold Storage Buildings = \$250,000
- 6. New Fueling Island with above ground tanks = \$200,000
- 7. Demolition, Fence and Site Development = \$250,000
- 8. Design & Construction contingency at 5% = \$514,425

Construction Estimate = \$10,802,925

B. Soft Cost Estimate (Typically Include):

- 1. A/E Fees
- 2. Legal Counsel Review
- 3. Reimbursable Expenses
- 4. Geotechnical Report
- 5. Data / Telecom Wiring
- 6. A/V Systems for Training Room
- 7. Survey
- 8. CM / Project Management Fees
- 9. FF&E (Furniture, Fixtures and equipment)
- 10. SAC (sewer connection fees through Met Council)
- 11. WAC (water connection fees)
- 12. Bond costs
- 13. Plan review fee
- 14. Bid Advertising
- 15. Special Testing (construction)
- 16. Bid document printing
- 17. Builders Risk Insurance
- 18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$12,202,925

This estimate is based on 2016 construction values.

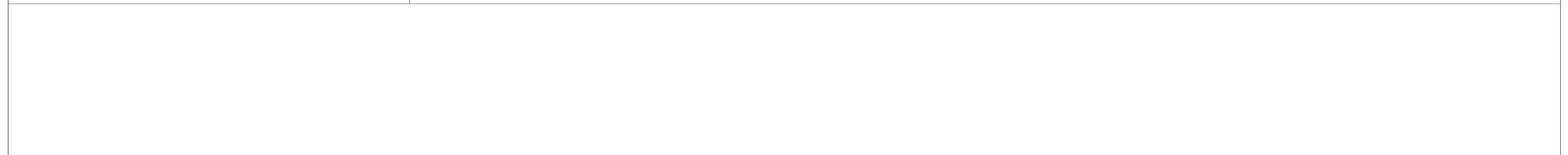
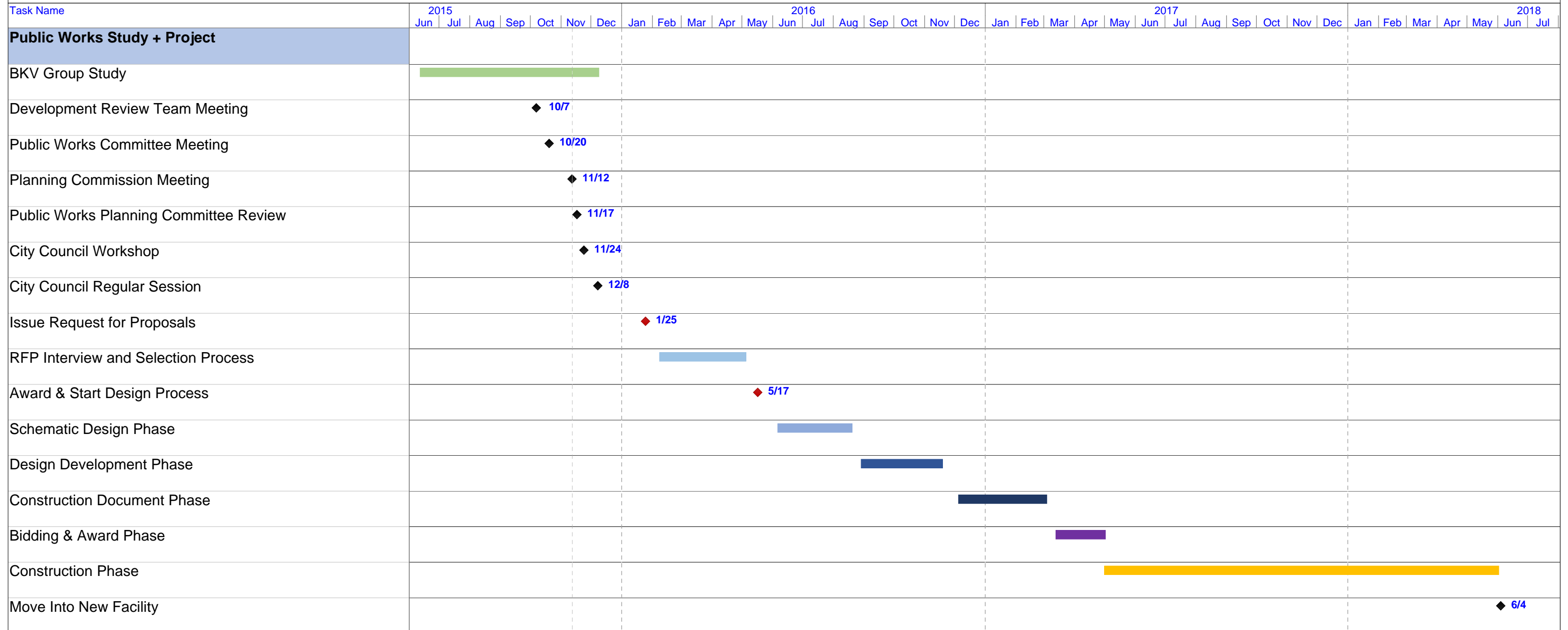
Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$10,802,925 x 5% = \$11,343,071
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$12,843,071

END OF SECTION

**City of Ramsey
Public Works Study
Proposed Project Implementation Schedule**
November 12, 2015



Task		Project Summary		Inactive Summary		Manual Summary		External Milestone	
Split		External Tasks		Manual Task		Start-only		Progress	
Milestone		External Milestone		Duration-only		Finish-only		Deadline	
Summary		Inactive Milestone		Manual Summary Rollup		External Tasks			

Meeting Date: 01/22/2019

Information

Title:

Confirm Approval Process for Accessory Structures and Animals at 6230 167th Ave NW; Case of Blackjack Farms, LLC (Michael Sykes)

Purpose/Background:

Purpose:

The purpose of this case is to review the objections of a Property Owner at 6230 167th Ave NW in obtaining proper approvals for a number of City Code Requirements. The purpose is not to provide a recommendation on any future discretionary approvals such as Conditional Use Permit, but confirm with the Property Owner the approvals required in order to move forward as requested. A more detailed analysis is attached to this case.

- Accessory Structure Approval Process
- Number of Animals
- Potential Home Occupation (home-based business)

Talking Points:

- City waived requirement for a grading plan in exchange for staking the corners of the building so that we could field verify.
- City waived requirement for wetland delineation in exchange for allowing Anoka Conservation District to field verify there would be no wetland impacts. The City is intending to pick-up the bill ordinarily paid for by Applicant (\$200). City staff prepared an exhibit that estimates wetland boundary, based on aerial photos. This is normally submitted by the Applicant.
- Staff took the initiative to provide a building design drawing that would be required for the Zoning Permit (\$10), which will be required even if the Building Permit requirement is waived due to a pending agricultural designation request. This submittal is also normally a requirement of the applicant and the building design must still be confirmed by Mr. Sykes. Staff is making progress on this point.
- Further, staff is proposing that if a Conditional Use Permit is desired by the Property Owner that we reduce the normal escrow requirement of \$800 to \$200 and still collect the \$200 Application Fee for Conditional Use Permit (total of \$400). Note, our costs will likely exceed the \$200 application fee, and it is expected that the City will incur and waive \$800 in processing costs that would normally be charged to the applicant's escrow.
- The Property Owner has stated that they have purchased building materials for the project. If this is true, the Property Owner likely has the plans and specs that we need to process a Building Permit. These items would typically be available from the distributor/manufacturer for the type of pre-engineered building he has described. If so, and if the Property Owner intends to build it to the quality as described, Building Permit requirements could be met fairly easily.
- Staff has been working directly with the Anoka County Assessor. The County Assessor has told the City that an agricultural tax classification is possible, but not all necessary paperwork has been submitted. This request has been open since May of 2018.
- The Property Owner has stated that his building is going to comply with all regulations, so a permit should not be required. However, the only way we know this to be true is if we review a permit that includes the design of the building.
- Unfortunately, the requirement for Building Permit is not our decision to waive. It is required by Minnesota Statutes and Rules. Legally, the Property Owner has not provided sufficient evidence for the City to waive the requirement. Step 1 is to get the tax classification changed through Anoka County to agricultural, and Step

2 is to confirm he will actually use it for agricultural purposes (i.e. not for Alpha Services/home occupation/home based business).

- From a public safety standpoint, Staff has responsibility for the safety of this building, not only for the occupants of this property, but for any public safety personnel that might respond to an emergency.
- A Conditional Use Permit, with Council review and approval, is required because structures of this size may lead to neighborhood concerns or future issues, especially if the property is sold. The proposed size is larger than Staff is authorized to approve.
- The Property Owner has threatened to move forward without a permit, regardless of what Staff states. If the Property Owner insists on moving forward without required permits, Staff recommends seeking a Temporary Restraining Order/Injunction to stop construction. Ultimately, this will protect Mr. Syke's from having to tear-down a structure that was illegally constructed and establish the City's legal position that a building cannot be constructed without the proper permits.

Timeframe:

30 Minutes

Funding Source:

This case is being handled as part of normal Staff duties.

Responsible Party(ies):

Community Development Director
City Administrator

Outcome:

Provide consensus on necessary approvals and submittals to convey to the Property Owner.

Attachments

Site Location Map

Site Plan

Fact Sheet

Wetlands Limits of Construction

Form Review

Inbox

Chris Anderson

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 01/17/2019

Reviewed By

Chris Anderson

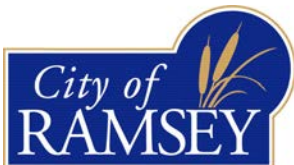
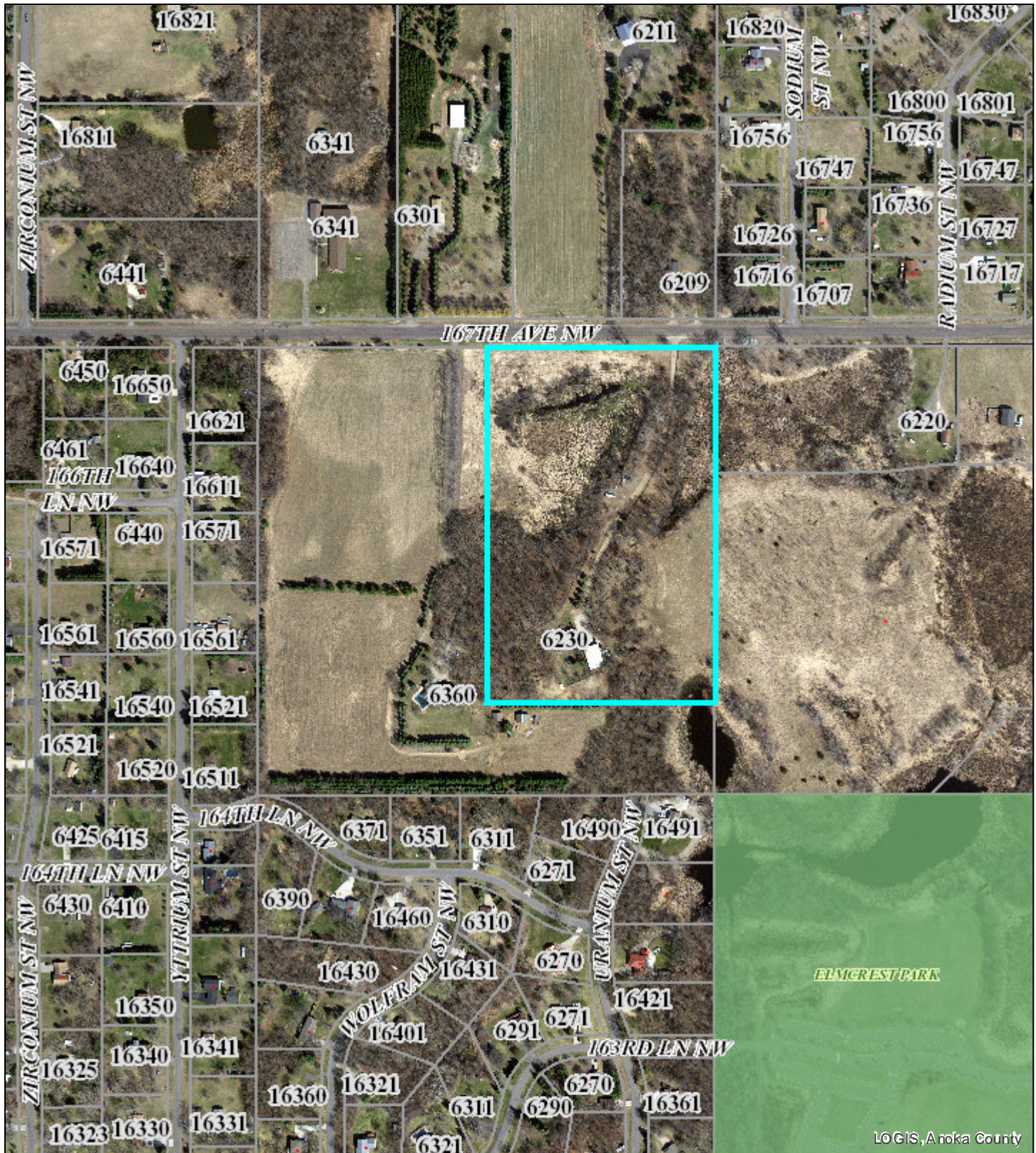
Kurt Ulrich

Date

01/17/2019 01:44 PM

01/17/2019 04:04 PM

Started On: 01/11/2019 10:17 AM



6230 167th Ave NW

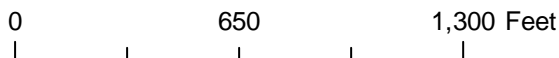
6230 167TH AVE NW
11-32-25-33-0005

Legend

- Site
- Parcels



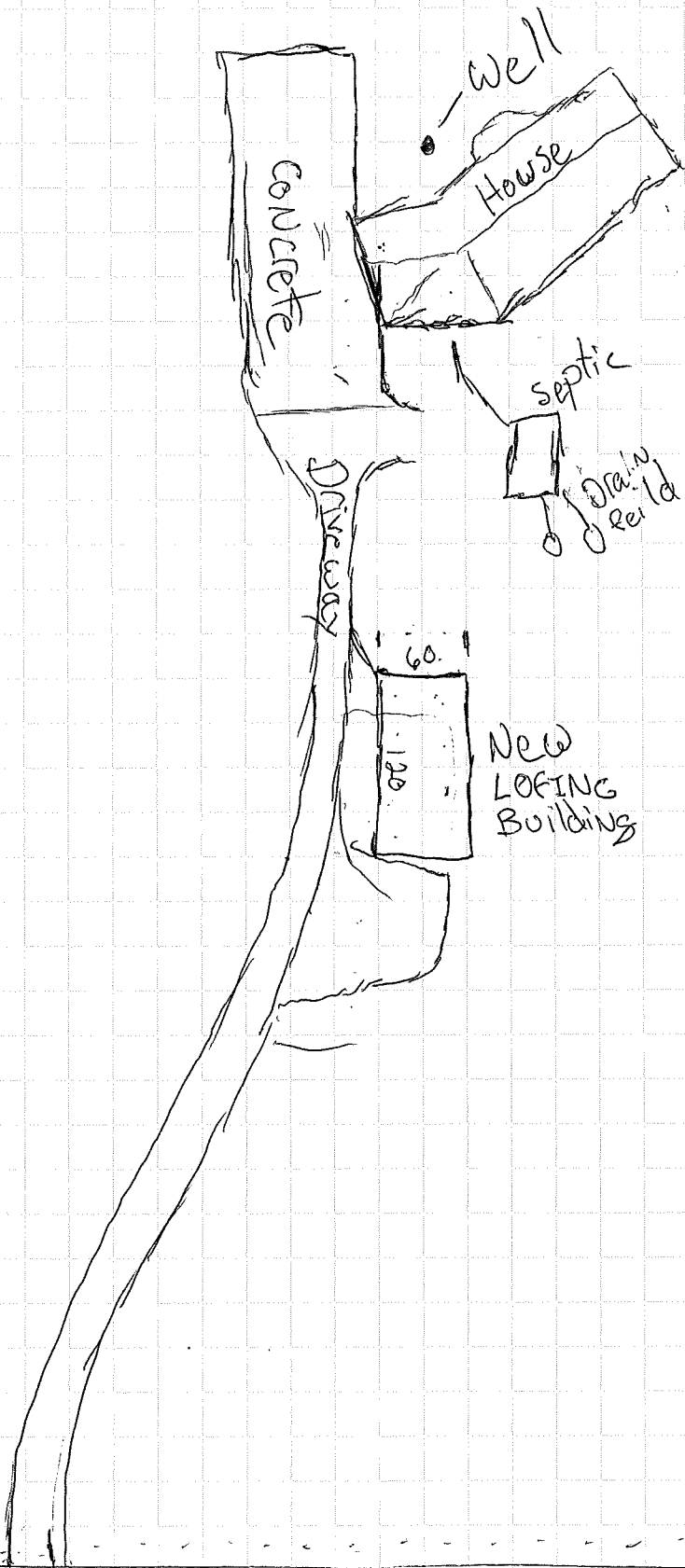
Print Date: January 17, 2019



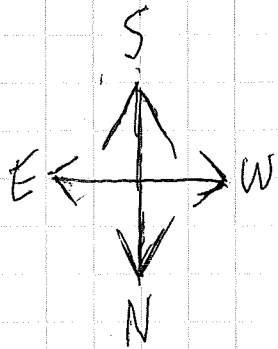
661.44

580

□ = 30'



↑ 1317.67
↓



167th AVE

43

**Discussion re: 6230 167th Ave NW
January 17, 2019**

AGENDA

1. Agricultural Designation/Building Permit Exemption
2. Outside Storage Of Equipment/Home Occupation
3. Number Of Animals/Keeping Of Animals/Feedlot
4. Schedule for Conditional Use Permit

AGRICULTURAL DESIGNATION/BUILDING PERMIT EXEMPTION

The Owner has proposed a 7,200 square foot accessory structure. The stated purpose is to house cattle. Previous experience with this Property indicates that 75% of the building would be used as a shop, and 25% used for animals. The Owner has requested an exemption to Building Permit, which may be partially warranted.

[Minnesota Statute §326B.103 Subd. 3](#) - An Agricultural Building means a structure that is:

- 1) On agricultural land as determined by the governing assessor for the municipality or county
- 2) Design, constructed, and used to house farm implements, livestock, or agricultural products
- 3) Used by the Owner, Lessee, and Sub-Lessee of the building and members of their immediate families, their employees, and persons engaged in the pickup or deliver of agricultural products

[Minnesota Rules §1300.0030 Subp. 2A](#)

The State Building Code is the standard that applies statewide for the construction, reconstruction, alteration, and repair of buildings and other structures of the type governed by the code, except as provided in Minnesota Statutes, section 326B.121. The State Building Code supersedes the building code of any municipality. The State Building Code does not apply to agricultural buildings except with respect to state inspections required or rulemaking authorized by Minnesota Statutes, sections 103F.141, 326B.36, and 326B.121, subdivision 1, paragraph (c), clause (2).

The County Assessor may classify this is agriculture for tax purposes. However, the Owner has not provided sufficient information to the County Assessor to classify this property as agriculture. As such, the City does not have the authority to waive the building permit. If the tax classification is revised to agriculture, Staff can waive the Building Permit; however, Zoning Code and Fire Code regulations still apply and a Zoning Permit shall be required.

The City is aware that the Property Owner owns and operates Alpha Services. If the structure ultimately receives the agricultural exemption, it may not be used for any activity related to Alpha Services. See below for more approval process related to home occupations/home-based businesses.

Zoning Code Applies

The agricultural exemption only applies to the State Building Code. The City can still enforce Zoning Code (size, design).

The Owner has submitted a Zoning Permit Application. However, this Application is incomplete, missing several key details needed for Staff to approve. This Application was submitted in November, 2018, and Staff has been unsuccessful in aiding the Owner in providing a complete application.

Additionally, the proposed building exceeds the size that Staff is authorized to approve (6,000 square feet based on 15 acres minus any other accessory buildings on the site) – [City Code §117-349](#). Additionally, structures less than 200 square feet still require issuance of a Zoning Permit and still must comply with Zoning Code (size, number of structures). Staff would recommend reducing the request to 5,000 square feet so that the request could be processed administratively.

The Owner can apply for a Conditional Use Permit for a larger building (Planning Commission and City Council). The City Council is not obligated to approve.

OUTSIDE STORAGE OF EQUIPMENT/HOME OCCUPATION

There are a number of pieces of equipment that could be related to an excavation business known as Alpha Services. Alpha Services is registered to 6230 167th Ave NW through the Secretary of State. A number of online sources list Alpha Services at this address.

A Contractor License lists Alpha Services address in Fridley. This is the same address listed for another previous Ramsey Home Occupation Case. Earlier Certificate of Insurance listed 6230 167th Ave NW as an address for Alpha Services.

Staff is not authorized to approve a Home Occupation with this much outside storage and commercial vehicles/equipment. [City Code §117-351](#).

The Owner can apply for a Home Occupation Permit (Planning Commission and City Council). The City Council is not obligated to approve.

The Owner has noted that all equipment on site is related to agricultural use. Staff will not issue a Notice of Violation for this issue. However, if evidence does present itself contrary to the testimony of the Owner, Staff will restart this case.

NUMBER OF ANIMALS/KEEPING OF ANIMALS/FEEDLOT

The number of existing and proposed cattle is more than what Staff is authorized to approve (7 based on 15 acres) – [City Code §10-1](#). In any case, the Owner must abide by State Feedlot Rules – [Minnesota Rules Chapter 7020](#). If 50 or more animal units are maintained on the Property, The Owner must register with the State of Minnesota Pollution Control Agency for feedlot. Note – there is approximately 10 acres of upland/non-wetland area.

The Owner can apply for a Conditional Use Permit for additional animals. The City Council is not obligated to approve.

The Owner originally noted to Staff that the plan was for 50-70 cattle. However, upon learning of the need to register as a Feedlot, this was verbally revised to approximately 40. Feedlot Rules still apply in this case, but may not require registration. These rules are administered by the Minnesota Pollution Control Agency. This request would still require the issuance of a Conditional Use Permit.

SCHEDULE FOR CONDITIONAL USE PERMIT (originally submitted to Owner on 1/8/19)

Deadline to Apply (Complete Application)*	Friday, January 18
Planning Commission Meeting	Thursday, February 7
City Council Meeting**	Tuesday, February 12

*Waived standard Application Deadline

**Would require a waiver of schedule by City Council.

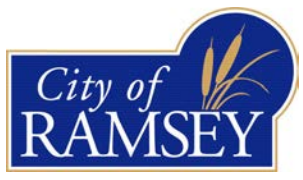
UPDATED SCHEDULE FOR CONDITIONAL USE PERMIT (since first deadline passed)

Deadline to Apply (Complete Application)	Friday, February 7
Planning Commission Meeting	Thursday, March 7
City Council Meeting*	Tuesday, March 12

*Would require a waiver of schedule by City Council.



LOGIS, Anoka County





6230 167th Ave NW

Limit of Construction (Wetlands)

6230 167TH AVE NW

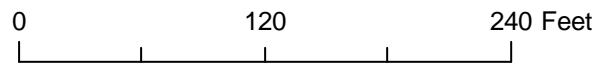
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Legend

-  Site
-  Parcels



Print Date: January 17, 2019



Meeting Date: 01/22/2019

Information

Title:

Continued Discussion on Administration and Enforcement of City Code Violations

Purpose/Background:

The purpose of this case is to focus on two topics based on recent policy discussion by the City Council.

1. Definition of Complaint-Based
2. Definition of Proactive Enforcement in Key Corridors

In framing this conversation, our Mission Statement, Vision Statement, and Key Goals are included below, as this is an important policy discussion.

Mission Statement: It is our mission to responsibly grow our community, and to provide quality, cost-effective and efficient government services.

Our Vision for the Future: Ramsey will evolve through citizen-driven, collaborative processes that respect the balance and connectivity between its unique urban, rural, and natural environment for current and future generations.

Key Goals:

- A Balance of Rural Character and Urban Development
- An Active Community
- A Connected Community
- Smart, Citizen-Focused Government
- Financial Stability

Complaint-Based Enforcement

Historically, Staff has waited for a formal complaint from a resident, unless the violation affected public health or safety or was required enforcement under State Statutes/Rules.

Based on discussion by the City Council on January 8, Staff believes that the City Council's intent is to allow Staff to follow up on cases if a violation is observed in travels pertaining to their ordinary job duties. Complaint-Based does not include proactive sweeps of area where the primary intent is to seek violations.

The City Council is asked to confirm this direction.

Proactive Enforcement in Key Corridors

This policy question might be answered by clarifying the above definition. Through various planning processes, Staff has been directed to be more proactive in enforcement of nuisance and blight along key corridors, especially Highway 10 and Highway 47. Staff desires clarification on the scope of this direction. Below is Staff's attempt to clarify this policy direction.

Staff will not proactively seek violations on key corridors, however will follow up on violations as observed through travels related to normal course of business. These are heavily travelled corridors, which naturally lends itself to more natural observations. Staff will focus on the following key topics.

- Long Grass
- Outside Storage
- Inoperable Vehicles
- Parking on Unapproved Surface
- Parking in Rights of Way/Boulevards
- Unless the violation obstructs public safety (sight triangles, trails, etc.), Staff will postpone any enforcement related to signs in commercial districts until a broader policy discussion about appropriate standards can be discussed.

The City Council is asked to confirm this direction.

Following this Work Session topic, Staff will forward an updated resolution to a future City Council Meeting to formalize direction.

Timeframe:

5 minutes

Funding Source:

This case is being handled as part of normal Staff duties.

Responsible Party(ies):

Community Development Director
Police Chief

Outcome:

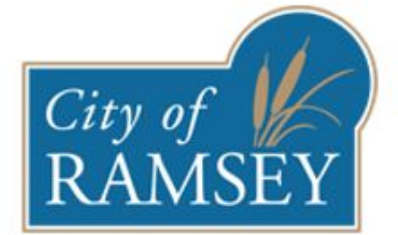
Provide direction on suggested changes to policy of Code Enforcement for specified enforcement types.

Attachments

Presentation

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/17/2019 03:16 PM
Form Started By: Tim Gladhill		Started On: 01/09/2019 08:43 AM
Final Approval Date: 01/17/2019		

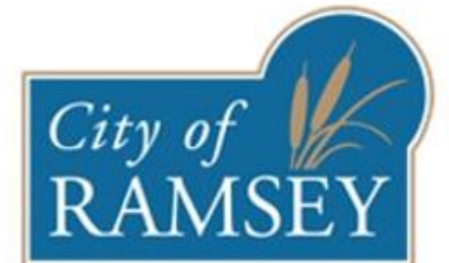


CODE ENFORCEMENT PROGRAM OVERVIEW

City Council

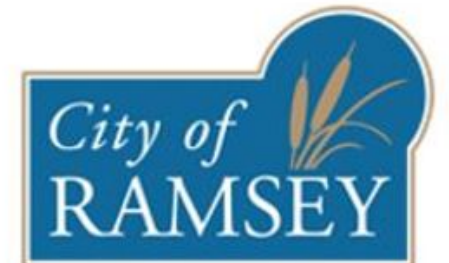
POLICY QUESTION: WHAT ARE WE TRYING TO ACHIEVE?

- Based on feedback from residents:
 - IS OUR CODE ENFORCEMENT PROCESS INEFFECTIVE AND IN NEED OF UPDATE?
- Staff Recommended Scope of Discussion
 - Enforcement of Zoning and Building Code Violations
 - Home Based Businesses
 - Blighted Buildings and Accessory Buildings
 - Hazardous Building
 - Enforcement in Commercial Districts
 - Enforcement of Routine Violations Adequate
 - Long Grass
 - Motor Vehicles

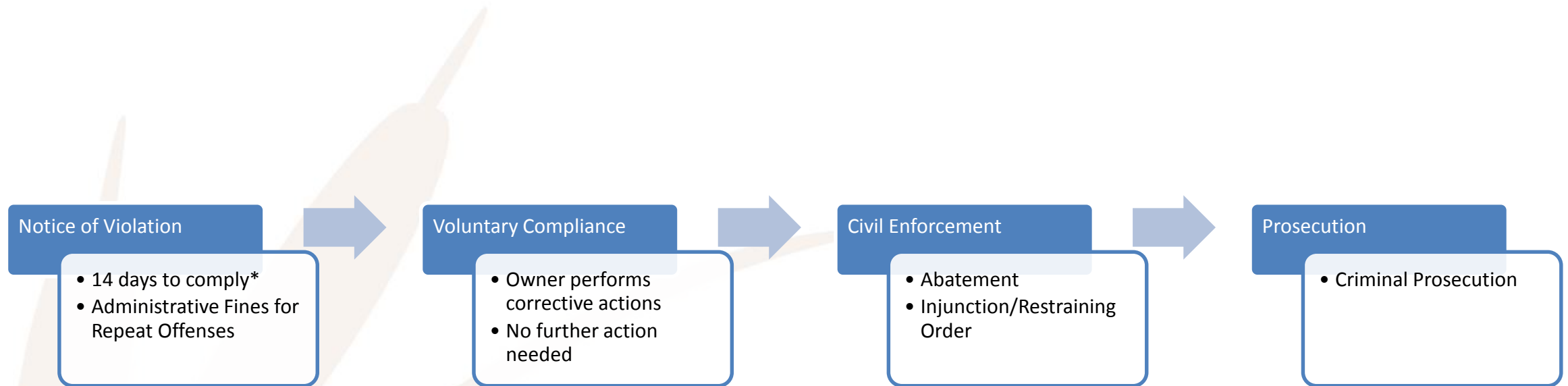


SCOPE OF POLICY REVIEW

- Policy Issue or Enforcement Issue?
- Strategic Priorities
 - A Balance of Rural Character and Urban Growth
 - Smart, Citizen-Focused Government
 - Financial Stability
- Commercial Enforcement vs. Residential Enforcement
- Do standards need to change?
 - Is City Code Effective?
 - Is City Code Too Restrictive?
- Does the fine structure need to change?
- Cost and Budget Implications of Abatement?
- Dedicated Code Enforcement Coordinator?
 - Future Budget Impact

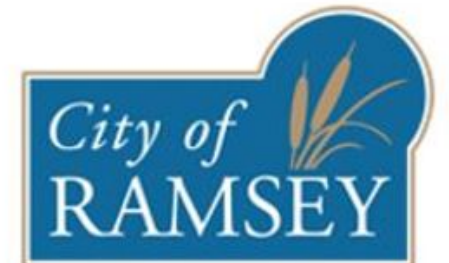


CODE ENFORCEMENT STANDARD PROCESS



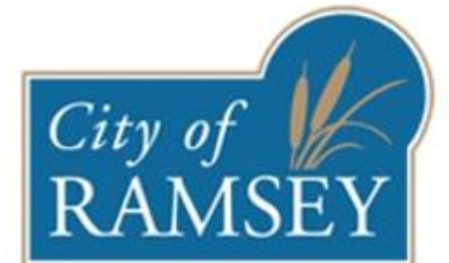
CIVIL ENFORCEMENT

- City issues Notice of Violations
- No impact to Criminal Record
- No potential for arrest for outstanding warrant
- Can be lengthy if no action by owner.
- Can be costly if no action by owner.
- “So What?” – You’re a Planner, not a Police Officer
- Other Options (avoiding the “So What?”)
 - Injunctions
 - Restraining Orders
 - Both have limited application



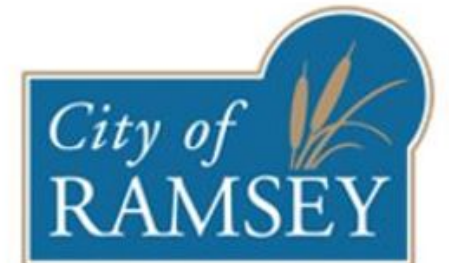
ABATEMENT – NEXT LEVEL CIVIL ENFORCEMENT

- City removes the issue
- City incurs initial costs, costly
 - Assesses costs to property
- Removing items related to home-based businesses
 - Income stream
- Not effective for Blighted Structures
 - City doesn't want to be a home improvement contractor
 - Costly, even though costs are eventually recovered
- Statutory Authority for Hazardous Structures

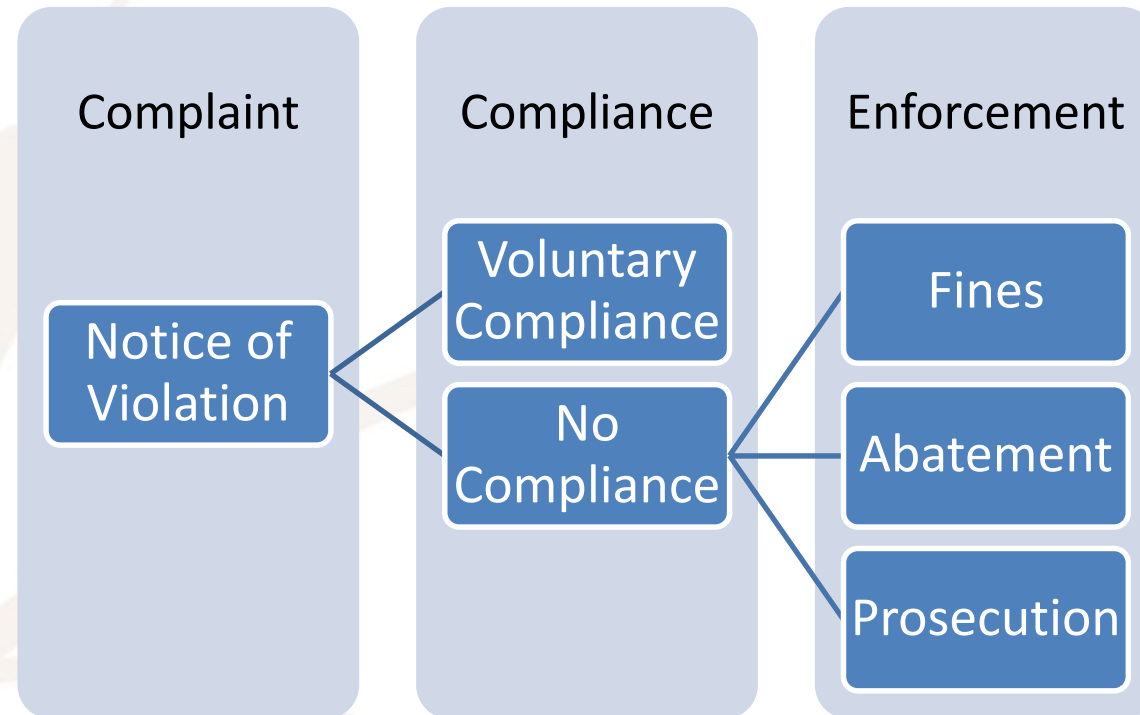


CRIMINAL PROSECUTION

- Quick direction from District Court
- Misdemeanor on record
- Potential for arrest for outstanding warrant
 - Many nuisance violations are per
- Mixed success
- “So What?” – I’ll just pay the fine, but not correct the issue

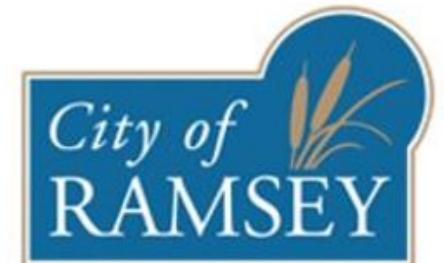


ESCALATING ENFORCEMENT ACTION: HOW QUICKLY SHOULD WE CLIMB THE LADDER?



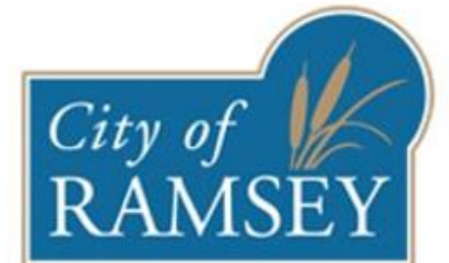
CURRENT ABATEMENT POLICY

Abatement Authorized: “Level 1 Violations” (not official designation)	Abatement Not Authorized - Proceed to Criminal Prosecution: “Level 2 Violations” (not official designation)
Long Grass	Home Occupations
Inoperable Vehicles	Blighted (but safe) Buildings
Outdoor Storage	
Hazardous Structures; Not fit for human occupancy	



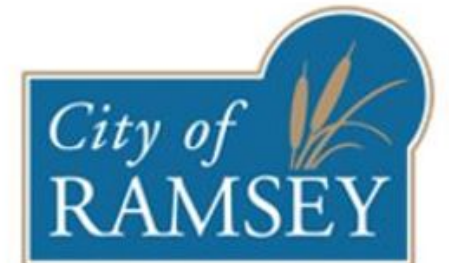
SUGGESTED EXTENSION POLICY: LEVEL 2 VIOLATIONS

Extension Request	Required Authorization
1 st 14 Day Extension	Case Manager
2 nd 14 Day Extension	Case Manager
3 rd 14 Day Extension	Department Head
4 th 14 Day Extension	City Administrator
Additional Extensions	City Council



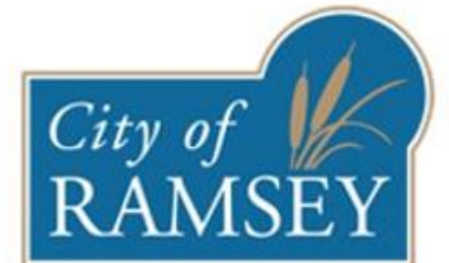
CASE STUDY A: MOTOR VEHICLE REPAIR IN RESIDENTIAL DISTRICT

- Multiple Vehicles, not all owned by Property Owners
 - “Friends and Family”
- Some are inoperable, some are operable
- Rotating Stock



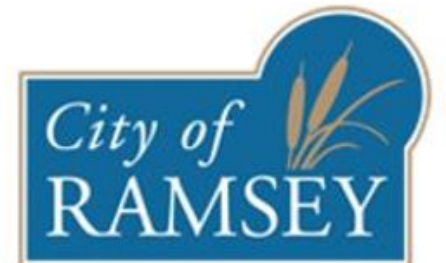
CASE STUDY B: LANDSCAPE CONTRACTOR IN RESIDENTIAL DISTRICT

- Commercial Vehicles
- Outside Storage
- Non-Resident Employees
- Potential excessive traffic
- Numerous complaints



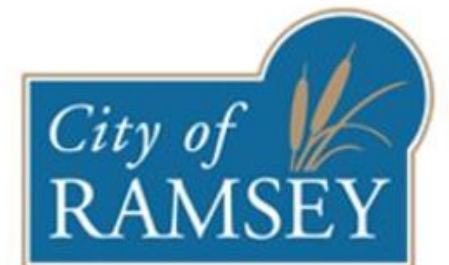
CASE STUDY C: TEMPORARY SIGNS IN BUSINESS DISTRICT

- Repeat Violator
- Used majority of the year; same sign, changing message
- Popular destination



CASE STUDY D: OUTSIDE STORAGE AND PARKING IN COMMERCIAL/INDUSTRIAL DISTRICT

- Reputable business
- Large employer
- Parking on unimproved surface
- Exceeding outside storage allowances and screening



HOME BASED BUSINESS EXAMPLE (HOME OCCUPATIONS)

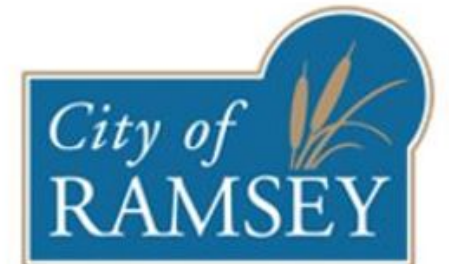


TEMPORARY SIGN EXAMPLE

OK FOR A TEMPORARY PERIOD OF TIME



OTHER TEMPORARY SIGNS



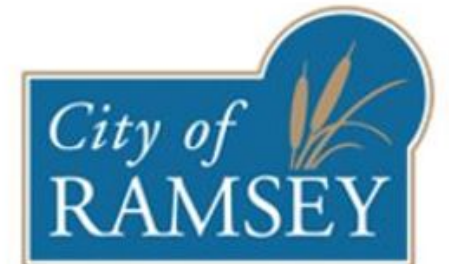
INOPERABLE VEHICLE EXAMPLE



BLIGHTED BUILDING EXAMPLE



TEMPORARY ACCESSORY STRUCTURE EXAMPLE



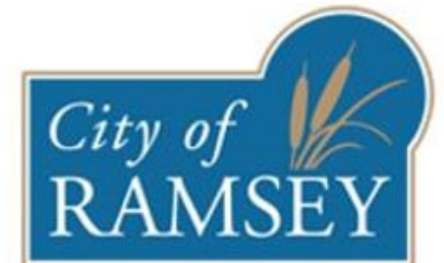
FENCE EXAMPLE

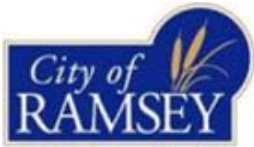


- Other fence issues
 - Maintenance and Upkeep
 - Fences in wetlands

POLICY DIRECTION

Violation Type	Council Direction
Home-Based Businesses	Abate or Prosecute or Seek Council Authorization?
Hazardous Structures	Abate or Prosecute or Seek Council Authorization?
Temporary Accessory Structures	Abate or Prosecute or Seek Council Authorization?
Temporary Signs	Abate or Prosecute or Seek Council Authorization?
Commercial Districts	Abate or Prosecute or Seek Council Authorization? Refine Notice of Violation?
Administrative Fines	Use more regularly?





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

CC Work Session

3. 1.

Meeting Date: 01/22/2019

By: Kathy Schmitz, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

Recommendation:

N/A

Action:

For Council review - no formal action necessary.

Attachments

Future Topics List

Form Review

Inbox

Colleen Lasher

Kurt Ulrich

Form Started By: Kathy Schmitz

Final Approval Date: 01/17/2019

Reviewed By

Colleen Lasher

Kurt Ulrich

Date

01/16/2019 01:01 PM

01/17/2019 03:36 PM

Started On: 01/16/2019 10:55 AM

City Council Future Topics – Work Session

(Draft)

Date	Topics for Discussion – Council Action
TBD	Review History of Land Use Plan and Branding for The COR -- Gladhill
March	Board and Commission Interviews – third Tuesday in March of each year
Date	Topics for Discussion – Regulatory
NA	Not applicable at this time.
Date	Topics for Discussion – Policy
TBD	Review Policy Re. Remote Attend. & Participation in Council and Comm. Meetings -- Ulrich
March	Intersection Control Evaluation for Spot Improvements on Armstrong -- Westby
April	Review and Consider Adoption of Ramsey’s Portion of Previous Highway 47 Study – Westby
February	Discuss Planning for Future Potable Water Supply --Westby
2019	Newsletter Policy to Address Advertising and Content Control --Ulrich
TBD	Discuss Pet Licensing and Pet Clinics – Katers
Date	Topics for Discussion – Planning and Budget
March	Trail Maintenance Policy - Westby
TBD	Strategic Planning Session – Ulrich
May	Stormwater Pond Maintenance Policy -Westby
TBD	Summary of Employee Compensation and development plan --Lasher
TBD	Accounting of City Engineering Staff Time for City Projects
TBD	Capital and Equipment Funding and Existing Fund Balances
TBD	Water Treatment Plant -
TBD	Discuss Financing of the New Public Works Campus - Ulrich
Date	Topics for Discussion – Information
February 12	Strategic Plan Status Update
February	2018 Business Retention and Expansion Program Report --Gladhill/Sullivan
TBD	Discuss Historic Town Hall - Ulrich