

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday, June 15, 2021**  
**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
  1. Approve the following meeting minutes.
    1. Public Works Committee dated April 20, 2021.
- 5. Committee Business**
  1. Consider Recommendation to City Council to Adopt Resolution Requesting Traffic Study for CSAH 5 Between TH 47 and Alpine Drive
- 6. Committee/Staff Input**
  1. Review Gravel Road Elimination Policy
  2. Receive Staff Updates on Improvement Projects, Studies, and Items of Interest
  3. Review Future Topics Calendar
- 7. Adjournment**

**Public Works Committee**

4. 1.

**Meeting Date:** 06/15/2021

**Submitted For:** Bruce Westby, Engineering/Public Works

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

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**Title:**

Approve the following meeting minutes.

1. Public Works Committee dated April 20, 2021.

**Purpose/Background:**

Purpose: To review and approve meeting minutes.

Background: Attached are the meeting minutes for review.

**Timeframe:**

5 minutes.

**Observations/Alternatives:**

n/a

**Funding Source:**

n/a

**Recommendation:**

To review and approve meeting minutes dated April 20, 2021.

**Action:**

Motion to approve meeting minutes dated April 20, 2021.

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**Attachments**

Minutes

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	06/10/2021 03:38 PM
Kurt Ulrich	Kurt Ulrich	06/10/2021 04:08 PM
Form Started By: MaryJo Warner		Started On: 06/10/2021 12:56 PM
Final Approval Date: 06/10/2021		

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

The Public Works Committee conducted a regular meeting on Tuesday, April 20, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Chris Riley  
                              Councilmember Debra Musgrove  
                              Councilmember Matt Woestehoff

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

**1.     CALL TO ORDER**

Chairperson Riley called the regular meeting of the Public Works Committee to order at 5:30 p.m.

**2.     CITIZEN INPUT**

Bill Rome, 16100 Dysprosium Street, commented that roads need maintenance and the roads in Ramsey have not been maintained. He was glad that sealcoating is no longer being done as that holds moisture in the roads. He recognized that garbage trucks are needed but did not believe multiple trucks need to go through neighborhoods for collection as that puts additional stress on the roads. He stated that there are areas of the curb that were repaired last fall and damaged again by the garbage trucks. He commented that garbage haulers also should travel at slower speeds in the neighborhoods. He commented that tree trimming was done in his neighborhood which was helpful. He stated that his comments also represent some of his neighbors.

Chairperson Riley commented that the City is still attempting to find a replacement for sealcoating.

City Engineer Westby commented that he spoke with the resident about one month ago and mailed him a letter about 1.5 weeks ago. He stated that he intended to bring this issue forward to the Committee at the May meeting for further discussion.

Chairperson Riley commented that the City has a dedicated funding source for roads and is attempting to follow a schedule to repair and maintain the roads.

City Engineer Westby stated that he can follow up with the resident to inform him of when his street will be repaired per the CIP and whether additional pavement rating is needed.

Chairperson Riley commented that he does not believe that members of the Council have the appetite to consolidate hauling for trash service at this time.

Councilmember Musgrove asked if the City website includes a listing of the roads and their placement in the CIP.

City Engineer Westby confirmed that information is available on the City website.

### **3. APPROVE AGENDA**

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Woestehoff and Musgrove. Voting No: None.

### **4. APPROVE MINUTES**

#### **4.01: Approve March 16, 2021, Meeting Minutes**

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to approve the following minutes:

Regular Meeting Minutes dated March 16, 2021

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Woestehoff and Musgrove. Voting No: None.

### **5. COMMITTEE BUSINESS**

#### **5.01: Consider Request to Vacate Drainage and Utility Easement at 15730 Armstrong Boulevard**

Deputy City Administrator Gladhill reviewed the staff report and stated that both Engineering and Public Works staff have stated a preference that the full right-of-way radius of 65 feet be provided if the existing north-south drainage and utility easement is to be vacated. If the applicant does not want to impact the subject property to that extent, then they would need to have the written consent of the two adjacent property owners to impact their parcels with right-of-way. He stated that this is a reaction to the request to release an asset the City currently has. Staff seems it reasonable to ask for something in return and to ask for a full-size ROW in return.

Chairperson Riley commented that he would not be interested in having the properties to the north provide land for the benefit of this property. He asked if this would only be constructed under a reconstruction.

Deputy City Administrator Gladhill confirmed that only right-of-way would be taken at this time rather than requiring the cul-de-sac improvement to be constructed.

Councilmember Woestehoff stated that it appears the easement carries onto the southern property and received confirmation that property has access from Armstrong. He asked if that access would remain no matter what is done in this case. He stated that his overall concern would be if something is taken from the southern property if a road does not go through, but that does not seem to be an issue.

Deputy City Administrator Gladhill confirmed that at this time in the conversations staff has had, there are no plans for two homes on that property.

Councilmember Musgrove asked if originally this parcel was intended to access from Armstrong but would instead access from the cul-de-sac.

Deputy City Administrator Gladhill commented that the property is currently vacant and has a curb cut access to Armstrong that the property would agree to remove.

Councilmember Musgrove stated that she would assume the properties to the north are not interested in providing their land. She asked the hesitancy of the subject property not to provide the right-of-way.

Deputy City Administrator Gladhill commented that there is negotiation that can be had between staff and the property owner. He agreed that the property owner would rather not provide more right-of-way easement. He explained that if the City vacates the easement, it would be an exchange in terms of right-of-way.

Chairperson Riley commented that perhaps it would be helpful to show square footage of the easement vacation and right-of-way to show the comparison.

Councilmember Woestehoff stated that he would agree to have the cul-de-sac more on this property.

Councilmember Musgrove referenced a recently completed cul-de-sac in a rural area and asked the size.

Deputy City Administrator Gladhill replied that there are specific standards within City Code that specify the minimum size for a cul-de-sac.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend to the City Council to vacate the 66-foot-wide drainage and utility easement upon confirmation that right-of-way be provided to support a standard cul-de-sac on the subject property.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff. Voting No: None.

**5.02: Consider Request to Vacate Road Easement Between 5805 and 5860 148<sup>th</sup> Lane NW**

Deputy City Administrator Gladhill reviewed the staff report and stated that staff supports vacating the western segment of this roadway easement contingent upon construction of a cul-de-sac bulb that provides some room for vehicle maneuverability, either within the existing easement boundaries or approaching the owners of the subject properties to widen the easement area for the cul-de-sac bulb.

Chairperson Riley asked what would be in this for the City.

Deputy City Administrator Gladhill commented that there would be some type of improved turnaround at the end of the gravel road. He stated that if this is not done it could create more potential for the property owner to request it be fully vacated in the future.

Chairperson Riley asked if this road would be improved to blacktop at some time in the future and whether it would then make sense to vacate this.

Deputy City Administrator Gladhill commented that he did not believe this full area would be paved. He noted that if that were the intention, the City most likely would not have allowed the garage to be built so close to the gravel road.

Councilmember Musgrove commented that it appears there is a building that exceeds the property line. She asked if the neighboring property owner would be willing to give up a small portion of land for the cul-de-sac in return for the privacy being maintained.

Deputy City Administrator Gladhill commented that platting staff has had some conversations with the property owners, and they were concerned with loss of trees. He agreed that there is a bargaining chip and noted that additional conversations can be had.

Councilmember Musgrove commented that she has been to this area and the property owners like the privacy and dirt road, and she would think if the easement were given up, privacy could be maintained in return for the cul-de-sac that the City would like.

Deputy City Administrator Gladhill commented that it seems the group is not comfortable vacating the easement until the option for a full-sized cul-de-sac is discussed further with the property owners. He stated that the City accepted a pretty terrible site plan in the past which showed the 20-foot setback when in reality the building is over the property line.

Chairperson Riley stated until there is a good plan, he would not want to give up the easement.

### **5.03: Consider Collector Roads and Trunk Utility Infrastructure for Trott Brook North Planning Area**

Deputy City Administrator Gladhill reviewed the staff report and recommendation to authorize the Infrastructure Study by Bolton and Menk for the Trott Book North Planning Area.

Councilmember Musgrove asked if this is the usual process, to complete this work on the front end.

Deputy City Administrator Gladhill confirmed that it is typical when there are multiple properties for development off of collector infrastructure.

Councilmember Musgrove referenced the use of the PIR fund and asked if this would be a loan from the PIR fund and/or appropriate use.

Deputy City Administrator Gladhill replied that staff is showing this as a funding source as this is an existing gravel road that would be improved. He noted that there are existing homes that would utilize the road in addition to potential development projects.

Councilmember Musgrove asked if the HRA fund would be a more appropriate funding source.

Deputy City Administrator Gladhill replied that this would be an eligible funding source but noted that staff would be hesitant to use that fund as it is slated for use with the Riverdale Drive project and Riverstone South.

Councilmember Musgrove asked if this study would be delegated as part of the administrative costs when development projects come forward.

Deputy City Administrator Gladhill replied that it would be a contribution towards infrastructure. He stated that there is benefit to the City completing this work rather than having a project engineer submit plans that need revisions and supervision. He stated that if the group wants the costs recouped, it should be noted so that could be built into the development costs. He commented that it could be part of the negotiation with the developers.

Councilmember Musgrove commented that she believes it important that the costs are recouped through development. She asked if there is a process that helps the City related to lift stations and how many homes could be served. She asked what the study would tell the City that it would not already know.

City Engineer Westby replied that the capacity of a lift station is impacted by a number of factors and provided additional details on the factors specific to this lift station that could have impacted its capacity. He stated that those elements would be reevaluated.

Deputy City Administrator Gladhill commented that if the entire system were built it would have been at capacity but because there is a gap in the system, they need to better understand the available capacity.

Councilmember Woestehoff asked for clarification on what results the study will provide.

Deputy City Administrator Gladhill commented that the City needs to assess the area costs in some manner, and it is critical that the costs be allocated appropriately, as well as how to serve different areas in isolation as development will be phased on different properties. He stated that once the study is completed it typically provides a slightly different design than was included in the Comprehensive Plan which has resulted in cost savings in previous instances.

Chairperson Riley recognized the importance of the City completing the study to ensure proper planning but agreed with Councilmember Musgrove that there is a but for related to these projects and therefore would agree it would be appropriate that the parcels share in the cost. He agreed that the City has an interest, but the developing properties are driving this need.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend that the City Council authorize the Infrastructure Study by Bolton and Menk for the Trott Brook North Planning Area, contingent upon a cost-share.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff. Voting No: None.

#### **5.04: Consider Year-Round Cardboard Recycling at Public Works**

Public Works Superintendent Riemer reviewed the staff report and recommendation to work with ACE Solid Waste to provide cardboard recycling at the Public Works Campus, on a trial basis, to judge resident response. If staff is directed to move forward, this opportunity would be promoted via the Ramsey Resident newsletter, the Ramsey Recycler newsletter, and the website.

Chairperson Riley commented that he was surprised to learn that ACE has a cardboard recycling bin available on its site. He stated that perhaps that could be better advertised as well.

Councilmember Woestehoff stated that he was also unaware of the available service on the ACE property and was unsure the City needed to take on the additional expense/responsibility.

Councilmember Musgrove agreed. She stated that the City location for the winter would be sufficient and the City could simply advertise the ACE location for the remainder of the year.

Chairperson Riley agreed that the City could take advantage of what is already available through ACE Solid Waste.

Councilmember Specht stated that he has called the main number for ACE multiple times and has been told that the cardboard recycling bin does not exist at that location. He stated that if the City is going to promote it, ACE should also be promoting or confirming that it does exist.

#### **5.05: Consider Recommending City Council Approval of Plans and Specifications and Award of Contract for Improvement Project #21-11, 2021 Pavement Rejuvenation Improvements**

City Engineer Westby reviewed the staff report and recommendation to approve plans and specifications and award of contract for Improvement Project #21-11, 2021 Pavement Rejuvenation Improvements and approval to purchase a new patching trailer. He noted that the patching trailer would be added to the case when it moves forward to the City Council.

Chairperson Riley asked and received confirmation that the trailer would be a replacement and not an addition.

Public Works Superintendent Riemer confirmed the existing trailer would be brought to auction.

Councilmember Musgrove asked for details on funding.

City Engineer Westby replied that these funds were included in the budget.

Councilmember Musgrove commented that she would want to see the \$33,000 spent on pavement rejuvenation and use the Capital Fund for the trailer purchase.

City Engineer Westby explained that pavement rejuvenation is used on streets between three to five years old.

Councilmember Musgrove asked if the funds could be carried over to the next year.

Chairperson Riley replied at the end of the year excess funds that have been budgeted are allocated to the funds within the policy set by the Council, as was done this past year. He stated that when funds are budgeted for fixing roads, they should be spent on that purpose.

Councilmember Musgrove stated that she does want the funds spent on roads and explained that her question was whether the trailer purchase could be done with capital funds. She asked if the budgeted funds could be used on equipment rather than road repairs.

City Engineer Westby replied that the patching trailer is 100 percent used for road maintenance purposes.

Public Works Superintendent Riemer replied that the last trailer was purchased in this same manner.

Chairperson Riley replied that he is glad there was an appropriate use found for these budgeted funds.

City Engineer Westby explained that the scope of work this year is generally a little larger than staff would typically bring forward.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend City Council approval of plans and specifications and award of contract for Improvement Project #21-11, 2021 Pavement Rejuvenation Improvements and purchase of pavement patching trailer.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff.  
Voting No: None.

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

### **6.01: Review Requested Access Changes to Casey's/Java Properties Site**

Chairperson Riley commented it has been mentioned that this case be skipped for lack of time. He noted that it does not seem much discussion would be needed on this item as it already seems figured out.

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

City Engineer Westby provided an update on current and proposed City, County and MnDOT improvement projects and studies, and on other items of interest to the Committee.

### **6.03: Review Future Topics Calendar**

Councilmember Musgrove asked for an update on the Northwest Regional Surface Water Supply Study.

City Engineer Westby stated that the study is complete, and all of the cities agreed that the cost to go to surface water, based on the four cities involved in the study, was astronomical and therefore did not make sense. He stated that staff could provide a presentation or someone from the Metropolitan Council could make the presentation.

Councilmember Musgrove commented that if the City is not going to pursue the idea, she would prefer to spend the least amount of time on it.

Chairperson Riley agreed that a short presentation would seem appropriate.

## **7. ADJOURNMENT**

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:39 p.m.

Respectfully submitted,

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Grant Riemer  
Public Works Superintendent

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

**Public Works Committee**

**5. 1.**

**Meeting Date:** 06/15/2021

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

**Title:**

Consider Recommendation to City Council to Adopt Resolution Requesting Traffic Study for CSAH 5 Between TH 47 and Alpine Drive

**Purpose/Background:**

**Purpose:**

The purpose of this case is to consider a recommendation to City Council to adopt a Resolution requesting that Anoka County complete a traffic study for CSAH 5 between TH 47 and Alpine Drive.

**Background:**

In 2020, the City considered approvals for the Hampton Townhomes (formerly Odyssey Homes) residential townhome development, which included twenty-six (26) attached townhome units west of CSAH 5, south of 146th Avenue. See attached Figure 1. During one or more public hearings at Planning Commission and City Council meetings the public voiced concerns with traffic safety on CSAH 5 at its intersection with 146th Avenue NW and requested that turn lanes be added to CSAH 5 at its intersection with 146th Avenue NW.

The developer has since walked away from the project, but the public is still voicing concerns with traffic safety at this intersection. City Staff therefore feels a traffic study is warranted on the segment of CSAH 5 between Alpine Drive and Highway 47 (see attached Figure 2), and is seeking a recommendation from the Public Works Committee to request City Council approval of a Resolution requesting that Anoka County complete the traffic study. Staff proposes to present the attached draft Resolution to Council on June 22nd.

**Timeframe:**

Staff anticipates this case will take approximately 10 minutes to present and respond to questions.

**Observations/Alternatives:**

Alternative #1: Motion to recommend City Council approval to adopt a Resolution requesting that Anoka County complete a traffic study for CSAH 5 between TH 47 and Alpine Drive.

Alternative #2: Motion of other.

**Funding Source:**

There are no costs associated with this request.

**Recommendation:**

Staff recommends alternative #1.

**Action:**

Motion to recommend City Council approval to adopt a Resolution requesting that Anoka County complete a traffic study for CSAH 5 between TH 47 and Alpine Drive.

Draft Resolution

Figure 1

Figure 2

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**Form Review**

**Inbox**

Grant Riemer  
Kurt Ulrich  
Bruce Westby (Originator)  
Grant Riemer  
Kurt Ulrich  
Form Started By: Bruce Westby  
Final Approval Date: 06/10/2021

**Reviewed By**

Grant Riemer  
Bruce Westby  
Bruce Westby  
MaryJo Warner  
Kurt Ulrich

**Date**

06/10/2021 03:36 PM  
06/10/2021 03:45 PM  
06/10/2021 03:49 PM  
06/10/2021 03:51 PM  
06/10/2021 04:05 PM  
Started On: 06/08/2021 08:39 AM

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #21-XXX**

**RESOLUTION REQUESTING TRAFFIC STUDY ON NOWTHEN BOULEVARD/  
CSAH 5 BETWEEN SAINT FRANCIS BOULEVARD/TRUNK HIGHWAY 47 AND  
ALPINE DRIVE**

**WHEREAS**, while considering approvals in 2020 for the Hampton Townhomes (formerly Odyssey Homes) residential townhome development west of Nowthen Boulevard/CSAH 5 and south of 146th Avenue, public concerns were raised concerning traffic safety on CSAH 5 at its intersection with 146th Avenue NW, including requests for turn lanes on CSAH 5 at 146th Avenue NW; and

**WHEREAS**, Anoka County has jurisdiction over CSAH 5; and

**WHEREAS**, the City of Ramsey desires to work cooperatively with Anoka County to accommodate the safe and efficient movement of traffic on Nowthen Boulevard/CSAH 5 between Saint Francis Boulevard/TH 47 and Alpine Drive.

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

- 1) That the City of Ramsey requests that Anoka County complete a traffic study for Nowthen Boulevard/CSAH 5 between Saint Francis Boulevard/TH 47 and Alpine Drive in consideration of the following concerns.
  - a. The City of Ramsey is concerned for the safety of motorists waiting to turn left from northbound CSAH 5 onto westbound 146<sup>th</sup> Avenue.
  - b. The City of Ramsey is concerned for the safety of motorists waiting to turn left from southbound CSAH 5 onto eastbound 146th Avenue.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the \_\_\_\_ day of June, 2021.

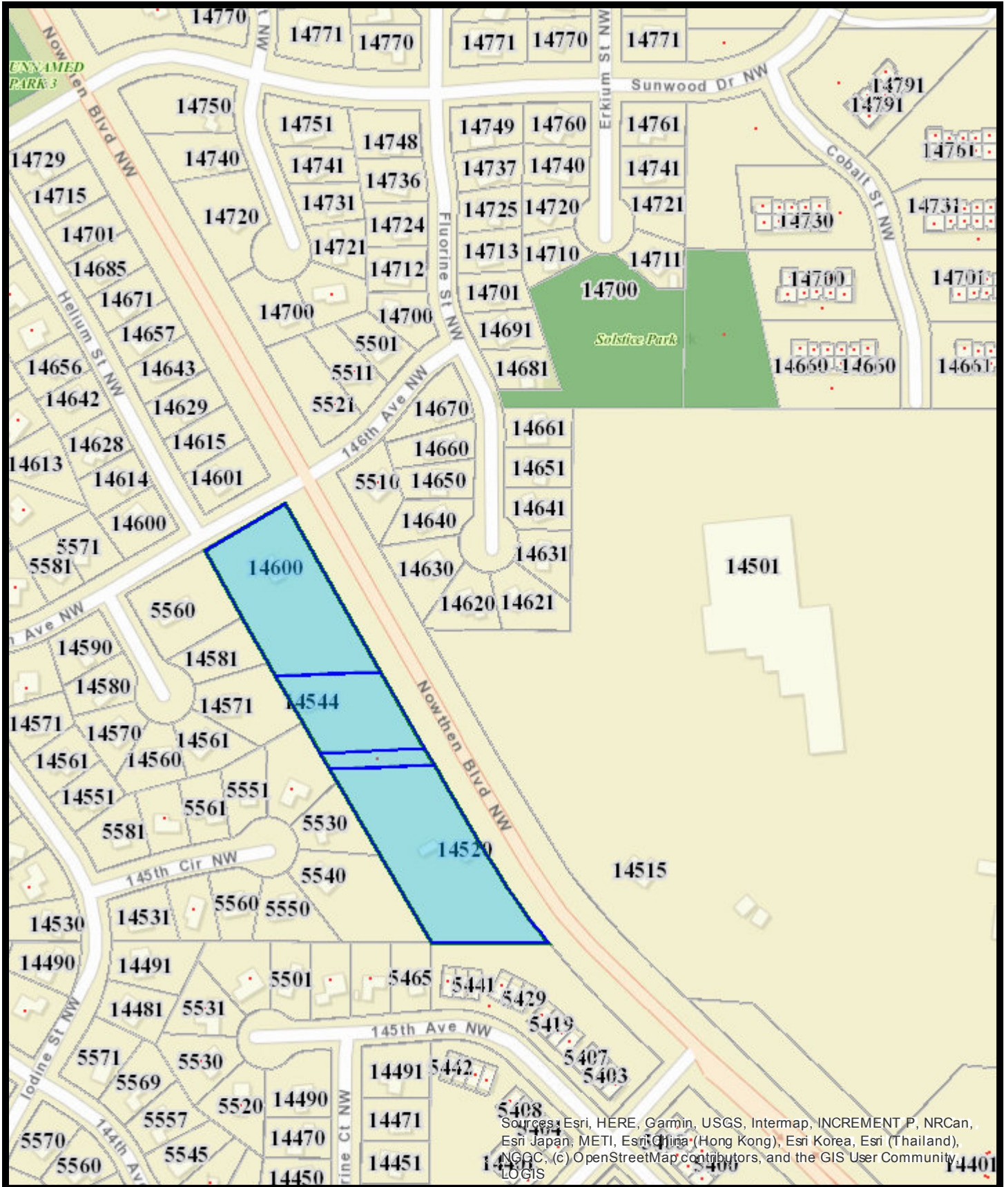
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Mayor

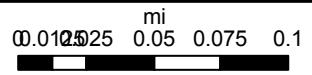
**ATTEST:**

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City Clerk

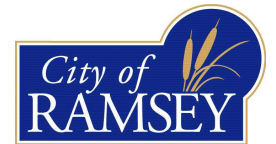


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



# Proposed CSAH 5 Traffic Study Limits

Alpine Drive to Highway 47



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

6/8/2021, 1:53:00 PM

0 0.075 0.15 0.3 0.45 0.6 mi

**Public Works Committee**

6. 1.

**Meeting Date:** 06/15/2021

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

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**Title:**

Review Gravel Road Elimination Policy

**Purpose/Background:**

**Purpose:**

Review the existing Gravel Road Elimination Policy (GREP) and receive Committee input on whether Staff should continue to follow the existing policy or whether revisions should be explored.

**Background:**

The City of Ramsey owns and maintains 2.41 miles of gravel roads on our street system. A summary and map of the existing gravel roads is attached.

Maintaining gravel roads requires the use of a road grader. In non-winter months, the grader is used to grade the surface to remove potholes and “washboards” and to restore the crown on the roads so they drain properly. During winter months, the grader is used to plow the gravel roads.

The City currently owns a 1999 John Deere grader. The 2021 – 2030 Capital Improvement Program (CIP) identifies replacing this grader in 2026 at an estimated cost of \$280,000. See attached CIP sheets.

The City discussed a Gravel Road Elimination Policy in 2011 but a formal policy was never adopted. However, when the City adopted a Special Assessment Policy in 2014, a statement was included in this policy that requires benefiting property owners to pay for 50-percent of the costs to convert a gravel road to a paved street. A copy of the Special Assessment Policy is attached.

Staff is requesting input from the Public Works Committee on whether any policy revisions should be explored. If so, Staff can explore anticipated impacts to the budget, staff, etc., and then present their findings to the Committee at a future meeting.

Potential revision requests could include modifying funding percentages between the City and all benefiting property owners, removing the new road grader from the CIP and redirecting those funds to pay for a portion of paving the remaining gravel roads, adding one or more gravel road paving projects to the CIP, etc.

**Timeframe:**

Staff anticipates 15 minutes will be required to present and discuss this case.

**Observations/Alternatives:**

In 2004, when the Gravel Road Elimination Policy was first discussed, Ramsey had about 12 miles of gravel roads. Roughly 9.6 miles of gravel roads have since been paved. Staff will continue to promote the elimination of gravel roads as development occur, such as is being proposed with the development of the Hunt and Makowsky properties.

**Funding Source:**

Funding amounts and sources to be determined based on discussions.

**Recommendation:**

Staff recommends continuing to eliminate gravel roads as development opportunities occur, as funds become available, and when residents petition to pave gravel roads and contribute to the costs.

**Action:**

Based on discussion.

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**Attachments**

CIP Sheets

Gravel Road Summary

Gravel Road Map

Special Assessment Policy

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**Form Review**

**Inbox**

Grant Riemer

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 06/10/2021

**Reviewed By**

Grant Riemer

Kurt Ulrich

**Date**

06/10/2021 03:34 PM

06/10/2021 04:03 PM

Started On: 06/08/2021 08:25 AM

Category		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
<b>General Fund</b>			<b>24,000</b>									<b>24,000</b>
Replace 1999 John Deere Grader: Unit #603	PW-603						280,000					280,000
<b>General Fund</b>							<b>280,000</b>					<b>280,000</b>
Replace 2019 Brush Chipper - Unit #605	PW-605					40,000						40,000
<b>General Fund</b>						<b>40,000</b>						<b>40,000</b>
Replace 2000 Asphalt Trailer	PW-613		37,000									37,000
<b>General Fund</b>			<b>37,000</b>									<b>37,000</b>
Replace 2001 John Deere Mower: Unit #635	PW-635	20,000										20,000
<b>Sewer Utility Fund</b>		<b>10,000</b>										<b>10,000</b>
<b>Water Utility Fund</b>		<b>10,000</b>										<b>10,000</b>
Replace-2004 Snowplow Truck: Unit #644	PW-644	212,500										212,500
<b>Landfill Fund</b>		<b>212,500</b>										<b>212,500</b>
Replace 2004 Tool Cat	PW-645	57,500										57,500
<b>Equipment Revolving Fund</b>		<b>4,500</b>										<b>4,500</b>
<b>Landfill Fund</b>		<b>53,000</b>										<b>53,000</b>
Replace 2006 3/4 Ton Truck 2x4 Unit #654	PW-654			31,000								31,000
<b>General Fund</b>				<b>31,000</b>								<b>31,000</b>
Replace Sidewalk Machine: Unit #655	PW-655	146,500										146,500
<b>Landfill Fund</b>		<b>146,500</b>										<b>146,500</b>
Replace Paver, Trailer, Roller	PW-660							140,000				140,000
<b>General Fund</b>								<b>140,000</b>				<b>140,000</b>
Replace 2006 Tandem Axle Plow Truck: Unit #662	PW-662				260,000							260,000
<b>General Fund</b>					<b>260,000</b>							<b>260,000</b>
Replace 2007 Chevy Pickup: Unit #665	PW-665			27,000								27,000
<b>General Fund</b>				<b>27,000</b>								<b>27,000</b>
Replace 2006 Tandem Axle Plow Truck Unit #668	PW-668		260,000									260,000
<b>General Fund</b>			<b>260,000</b>									<b>260,000</b>
Replace 2007 International Water Truck: Unit #669	PW-669			136,000								136,000
<b>General Fund</b>				<b>68,000</b>								<b>68,000</b>
<b>Storm Water Utility Fund</b>				<b>68,000</b>								<b>68,000</b>
Replace 2008 Bobcat Skidster: Unit #671	PW-671	61,000										61,000
<b>Equipment Revolving Fund</b>		<b>61,000</b>										<b>61,000</b>
Replace 2009 Jetter/Vac Truck - Unit #673	PW-673									420,000		420,000
<b>Sewer Utility Fund</b>										<b>420,000</b>		<b>420,000</b>
Replace 2009 2WD Pickup: Unit 674	PW-674				40,000							40,000

Capital Improvement Program  
 City of Ramsey, Minnesota

2021 *thru* 2030

Project # PW-603  
 Project Name Replace 1999 John Deere Grader: Unit #603

Department Capital Equipment  
 Contact  
 Type Eqpt Replacement  
 Useful Life 20 Years  
 Category Capital Equipment  
 Priority 3-Existing Obligation (Med)  
 Status Active

Description Total Cost \$280,000  
 1999 John Deere Motor Grader

Justification  
 This piece of equipment is used for grading the city's approximately 2.5 miles of dirt roads and also used in snow removal operations.

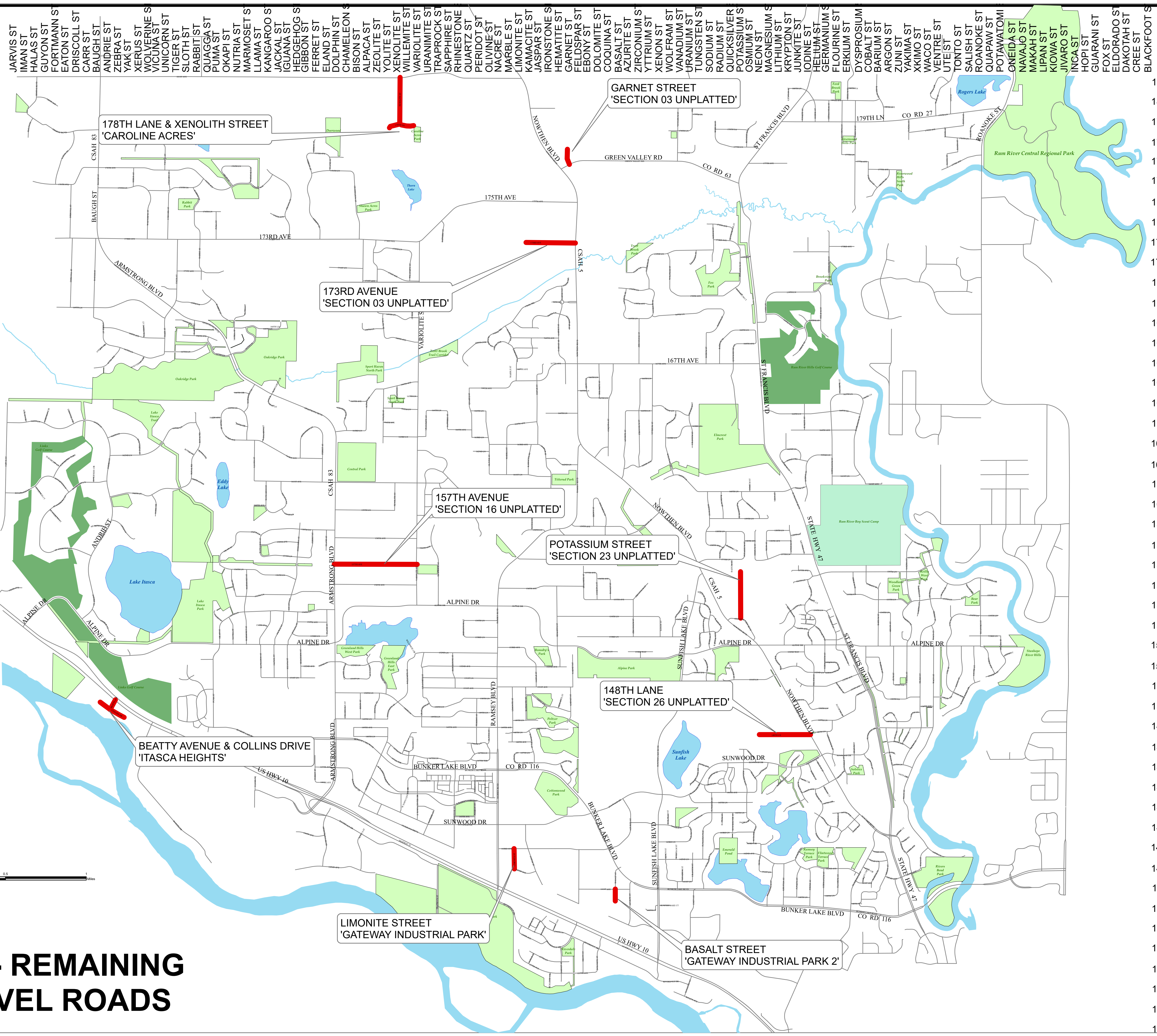
Expenditures	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Furnishings/Equipment						280,000					280,000
<b>Total</b>						<b>280,000</b>					<b>280,000</b>

Funding Sources	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
General Fund						280,000					280,000
<b>Total</b>						<b>280,000</b>					<b>280,000</b>

## 2021 Remaining Gravel Road Summary

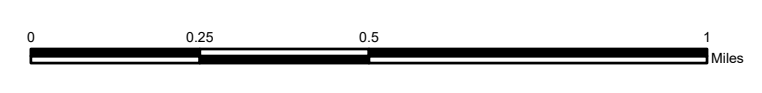
6/10/2021

PLAT	NAME	DESCRIPTION	ROW	FEET	MILES
Caroline Acres	178th Lane	CDS / Xenolith St	66	462	0.09
Caroline Acres	178th Lane	Xenolith St / CDS	66	371	0.07
Caroline Acres	Xenolith Street	178th Ln / N Line Section 4	66	1,525	0.29
Gateway Industrial Park	Limonite Street	142nd Ave / 143rd Ave	66	661	0.13
Gateway Industrial Park 2	Basalt Street	141st Ave / S EOP	66	389	0.07
Itasca Heights	Beatty Avenue	Collins Dr / TH 10	66	360	0.07
Itasca Heights	Collins Drive	NW EOP / W Termini	66	927	0.18
Section 03 Unplatted	173rd Avenue	CSAH 5 / W Termini	40	1,612	0.31
Section 03 Unplatted	Garnet Street	CR 63 / Termini	40	508	0.10
Section 16 Unplatted	157th Avenue	CR 83 / Variolite St	40	2,709	0.51
Section 23 Unplatted	Potassium Street	Old CR 5 / Termini	40	1,516	0.29
Section 26 Unplatted	148th Lane	Nowthen Blvd / CDS	40	1,671	0.32
			<b>Total</b>	<b>12,712</b>	<b>2.41</b>



## Legend

- GRAVEL STREETS
- Street Centerlines
- ScoutCamp
- Golf\_Courses
- Parks
- Rivers
- Lakes\_Ponds
- Creeks



# 2021 - REMAINING GRAVEL ROADS

181ST AVE  
180TH AVE  
179TH AVE  
178TH AVE  
177TH AVE  
176TH AVE  
175TH AVE  
174TH AVE  
173RD AVE  
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142ND AVE  
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137TH AVE  
136TH AVE  
135TH AVE  
134TH AVE



## **SPECIAL ASSESSMENTS POLICY AND PROCEDURES FOR PUBLIC IMPROVEMENTS AND MAINTENANCE COSTS**

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

### **SECTION 1. GENERAL POLICY STATEMENT.**

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

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

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

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

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

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

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

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

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

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

### **SECTION 3. INITIATION OF PUBLIC IMPROVEMENT PROJECTS.**

Public improvement projects can be initiated in the following ways.

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

### **SECTION 4. PUBLIC IMPROVEMENT PROCEDURE.**

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

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

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

## **SECTION 5. FINANCING OF PUBLIC IMPROVEMENTS.**

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

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

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

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

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

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

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

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

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

## **SECTION 7. METHODS OF ASSESSMENT.**

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

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

### ***A. “Adjusted Front Footage” Method of Assessment.***

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

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

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

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

***B. “Area” Method of Assessment.***

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

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

***C. “Per Lot” Method of Assessment.***

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

**SECTION 8. STANDARDS FOR PUBLIC IMPROVEMENT PROJECTS.**

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

## **A. Surface Improvements**

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

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

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

## **B. Sub-Surface Improvements**

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

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

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

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

## **C. Subgrade Improvements**

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

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

## SECTION 9. POLICIES OF REASSESSMENT.

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

### Policy Statement

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

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

## SECTION 10. ASSESSMENT COMPUTATIONS.

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

### A. Street and Curb and Gutter Improvements

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

## **B. Sidewalks and Trails**

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

## **C. Storm Sewer Improvements**

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

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

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

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

## **D. Sanitary Sewer Assessments**

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

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

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

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

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

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

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

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

#### **E. Watermain Assessments**

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

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

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

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

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

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

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

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

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

#### **F. Street Boulevard Trees**

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

#### **G. Street Lights**

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

#### **H. Other Improvements**

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

### **SECTION 11. DEFERMENT OF SPECIAL ASSESSMENTS.**

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

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

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

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

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

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

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

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

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

## Public Works Committee

6. 2.

Meeting Date: 06/15/2021

By: Bruce Westby, Engineering/Public  
Works

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### Title:

Receive Staff Updates on Improvement Projects, Studies, and Items of Interest

### Purpose/Background:

#### Purpose/Background:

The purpose of this case is to update the Public Works Committee on current and proposed City, County and MnDOT improvement projects and studies, and on other items of interest to the Committee.

### City Improvement Projects

- **Wetland 114P Outlet Control Improvements (#19-07)**
  - Work requested by Minnesota DNR
  - Construction proposed for 2022
- **Variolite Street Reconstruction (#20-01)**
  - Final payment anticipated summer/fall 2021
- **Riverdale Drive Reconstruction – Feldspar St. to Sunfish Lake Blvd. (#21-00)**
  - Dolomite Street no longer connected to Highway 10
  - Curb and gutter poured
  - Construction to be substantially complete by early September
- **Tiger Street Reconstruction (#21-02)**
  - Preconstruction meeting to be conducted June 15
  - Construction proposed 2021
- **Business Park 95 Street Reconstructions (#21-03)**
  - Preconstruction meeting to be conducted June 15
  - Construction proposed 2021
- **2021 Neighborhood Pavement Overlay Improvements (#21-04)**
  - Preconstruction meeting to be conducted June 15
  - Construction proposed 2021
- **2021 MSA Pavement Overlay Improvements (#21-05)**
  - Preconstruction meeting to be conducted June 15
  - Construction proposed 2021
- **2021 Crack Seal Improvements (#21-06)**
  - Construction anticipated mid-August
  - Construction to be complete by September
- **2021 WTP Trunk Watermain Improvements (#21-08)**
  - 60-percent plans under review
  - Construction proposed fall 2021
- **2021 Pavement Rejuvenation Improvements (#21-11)**
  - Work completed June 10th and 11th
- **2021 Additional Pavement Overlay Improvements (#21-12)**
  - Preparing plans and specifications
  - Construction late summer/early fall 2021

### Anoka County Improvement Projects

- **Roundabout at Armstrong Boulevard/CSAH 83 and Alpine Drive**
  - Anoka County received \$1.35M in HSIP funds (est. project cost = \$1.5M)
  - Anoka County and City of Ramsey share is \$150,000 each (per \$1.5M est.)
  - Construction proposed for 2023, pending City & County approvals
  - City Council presentation anticipated June 22
- **CSAH 116 Interim Improvements**
  - Estimating costs to construct EB Sunwood Drive right turn lane
  - Construction proposed to begin September 7, 2021
- **CSAH 116 & TH 47 Intersection Improvements**
  - Construction to be completed fall 2021

### MnDOT Improvement Projects

- **US 10 / 169 & Ferry Street / TH 47 Interchange**
  - Construction proposed 2022 - 2023
- **Ferry Street / Trunk Highway 47 Grade Separation @ BNSF Rail Crossing**
  - Preliminary design on hold
  - MnDOT exploring realignment of Highway 47 to remove S-curve
  - Tentatively proposed for construction in 2024 or later
- **Rum River Bridge Replacement**
  - Construction proposed 2022 - 2023
  - Proposing three lanes between Highway 47 and 7<sup>th</sup> Street

### Studies & Items of Interest

- **Anoka Solution Highway 10 Improvements**
  - Construction proposed 2022 - 2023
- **NW Metro Regional Surface Water Supply Feasibility Study**
  - PWC to review final study findings July 20th
- **City of Ramsey Water Treatment Plant**
  - Design/Constr. Admin. RFP issued, proposals due July 7, 2021
  - Submitted PPL & IUP funding applications
- **Ramsey Gateway Highway 10 Improvements**
  - Preliminary underway
  - \$84M+ funding secured, pursuing remaining funding
- **NW Metro Mississippi River Crossing Feasibility Analysis**
  - No updates at this time
- **TH 47 Safety Study**
  - Study updates to be presented in July
- **Reduced Speed Limits on Local Streets**
  - No new requests received since last discussed
  - Staff continues to monitor actions in other cities

### **Timeframe:**

Staff estimates up to 15 minutes will be needed for updates and discussion.

### **Observations/Alternatives:**

NA

### **Funding Source:**

NA

### **Recommendation:**

NA

**Action:**

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

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**

Grant Riemer

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 06/10/2021

**Reviewed By**

Grant Riemer

Kurt Ulrich

**Date**

06/10/2021 03:34 PM

06/10/2021 04:05 PM

Started On: 06/08/2021 08:28 AM

**Public Works Committee**

**6.3.**

**Meeting Date:** 06/15/2021

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

**Title:**

Review Future Topics Calendar

**Purpose/Background:**

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

**Timeframe:**

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

**Observations/Alternatives:**

NA

**Funding Source:**

NA

**Recommendation:**

Staff recommends reviewing the attached calendar and to either approve the calendar by consensus or to direct Staff to revise the calendar as follows; \_\_\_\_\_.

**Action:**

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

**Attachments**

PWC Calendar Jun2021

**Form Review**

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	06/10/2021 03:35 PM
Kurt Ulrich	Kurt Ulrich	06/10/2021 04:04 PM
Form Started By: Bruce Westby		Started On: 06/08/2021 08:29 AM
Final Approval Date: 06/10/2021		

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

<b>Date</b>	<b>Topics for Discussion – Committee Action</b>
August 2021	Sunfish Lake Sedimentation Basin Improvements ( <i>Westby</i> )
August 2021	Available Funding Assistance for Wet Basement Repairs ( <i>Westby</i> )
Future/TBD	Sunwood Drive Roundabout Landscaping ( <i>Riemer</i> )
<b>Date</b>	<b>Topics for Discussion – Regulatory</b>
Future/TBD	Sunfish Lake Boulevard Speed Study Results ( <i>Westby</i> )
Future/TBD	Bunker Lake Boulevard Speed Study Results ( <i>Westby</i> )
Future/TBD	County Ditch Maintenance / Buffer Law ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Policy</b>
Future/TBD	Landscaped Median Maintenance Policy ( <i>Riemer</i> )
September 2021	Draft Trail Maintenance Policy ( <i>Westby</i> )
October 2021	Draft Stormwater Pond Maintenance Policy ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Planning and Budget</b>
October 2021	Municipal State Aid System (MSAS) Revisions ( <i>Westby</i> )
November 2021	Review 1996 and 2007 (unadopted) TH 47 Corridor Studies ( <i>Westby</i> )
Future/TBD	Asset Management Program ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Staff Updates</b>
Ongoing	Water Conservation Opportunities / Incentives ( <i>Westby</i> )
July 2021	NW Metro Area Regional Surface Water Supply Study ( <i>Westby</i> )
July 2021	TH 47 Safety Study ( <i>Westby</i> )
Ongoing	NW Metro Mississippi River Crossing Feasibility Analysis ( <i>Westby</i> )

\* Dates subject to change based on availability of information, required attendees, staff workload, and competing interests and objectives.